## Task-sheet

To use this task-sheet, replace any information in [brackets] with information from your institution. Delete or add any additional tasks as needed.

**Searching and Navigating**

1. Using the search box, open animal [LOCAL ID].

	* The last weight of this animal was ……………………………………….
	* The animal gained/lost …………………. since it’s last weight measurement
	* The parents of the animal are……………………………………….………………………………………. ……………………………………….……………………………………….……………………………………….……………………………………….
2. Using the Animal Simple Search, search for the species [ENTER SPECIES]
Add the following columns found underthe **Last Weight Measurement** menu:
* Date
* Value
* UOM
	+ ……………………………………….… is the heaviest animal
	+ …………………………………………. is the oldest animal
1. Using the Animal Advanced Search, search for all [MALE/FEMALE] [ENTER HIGHER TAXONOMY, E.G. MAMMALS] that were born between [DATE] and today.

	* There are ……………………………….. [male/female] [mammals] are there in our institution
2. Create an Animal List which includes all [SPECIES]/ which includes all animals in [ENCLOSURE]

	* The Animal List is called: …………………………………………………………………………

**Entering Single Information**

1. Record a weight on an animal record.
	* Write the Local ID here: ………………………………
2. Record a length on an animal record.
	* Write the Local ID here: ………………………………
3. Record a feed log on an animal record.
	* Write the Local ID here: ………………………………
4. Record a logical identifier on an animal record.
	* Write the Local ID here: ………………………………
5. Record a physical identifier on an animal record.
	* Write the Local ID here: ………………………………
6. Move an animal (or whole group) to another enclosure.
	* Write the Local ID here: ………………………………
7. Record a note or observation on an animal record.
	* Write the Local ID here: ………………………………
8. Record an enrichment session on an animal record.
	* Write the Local ID here: ………………………………
9. Record a training session on an animal record.
	* Write the Local ID here: ………………………………

**Batch Transactions**

1. Record a single note/observation on multiple animal records using an Animal List.

	* Write the Animal List used here: ……………………………………………………
2. Record weights for two or more animals using the Batch Transaction box.
	* Write the Local IDs here: ………………………………
3. (keep one example and delete the others)
* Create a Husbandry log template to record animal weights for all the animals on your section.
* Create a Husbandry log template to record weights, notes/observations and training sessions for all the [SPECIES].
* Create a Husbandry log template to record weights, notes/observations and training sessions for all the [SPECIES], and all enclosure information (water quality, temperatures, barrier voltages) for [ENCLOSURE(S)].

	+ Write the name of the Husbandry Log Template here:………………………………………………………..
1. Use the Husbandry Log Template you just created, or one already created, to enter some daily information, e.g. weights, notes/observations

	* Write the name of the Husbandry Log Template used here:………………………………………………………..

**Reports**

1. Run the Daily Report for [DATE/DATE RANGE], for [YOUR TEAM/SPECIES/ENCLOSURE].

Export the report to PDF and hand it in with this sheet.
2. Run the Note Retrieval Report for [DATE RANGE], searching for all notes for [SPECIES] with note type [e.g. REPRODUCTION]

Or

Run the Note Retrieval Report for [DATE RANGE], searching for all notes for [SPECIES] containing the words [FIRST WORD] [AND/OR] [SECOND WORD].

Export the report to PDF and hand it in with this sheet

**Tools**

1. Graph all of the weights for [SPECIES] during [DATE RANGE, e.g. last month]. Export the graph to PDF and hand it in with this sheet.
2. Run the Pedigree Explorer for animal [LOCAL ID] and fill in the information.

	* The animal’s Dam is ………………………………………………
	* The animal’s Sire is ………………………………………………
	* The animal has had ………………… offspring
	* The animal’s last offspring was born in ………………………