

Searching for Animal Records

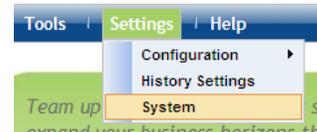
Go to www.optibrandmanagement.com and log into your account.

Changing Your Password: To change your login password, go under the “Tools” tab.

If this is your first time logging into the online system, follow these 2 steps :

Settings:

1. From the main menu bar, go to the Settings tab and select Systems.



In the Field Name Association tab, you associate the field names you use to collect data with pre-populated fields in the database. This is needed to allow the system to summarize the information

collected in your records. In order to perform an animal search in the system, you will need to make these associations. For example, your main animal identifier (Animal ID, RFID, etc.) is the “Unique Animal ID” and the owner of the animal (Exhibitor, Owner, etc) is the “Animal Owner”.

The following field associations will most likely be the ones you will want to select and complete:



Field Name Association

animal id	Primary Animal ID
county	Receive Location
owner	Animal Owner
species	Animal Species
state	State Of Origin

Once the above associations have been completed, be sure to hit “Apply Settings” to save your changes.

2. The Field Name Maintenance tab will allow you remove any field names in your database that are no longer being used. You can either delete some or most of these out if they do not pertain to 4-H-type of fields, or you can leave them as-is.

Searching for Animal Records:

Animal Search

1. For most purposes, the **Animal Search** function will be used vs. a **Record Search** function.
2. Under the “Search” tab, select Animal Search.

3. The first time you enter the online system, you will want to change how your animal records appear when searching and what fields show up on the screen.
4. In the middle of the screen there will be a row of icons. Click on the “Data Table



Options” icon.

5. A screen will pop up. Here, you will want to make sure that, *animal id* and *receive date* are the minimum two fields that you copy to the right side of the screen. If you want additional field names to appear when searching for animals, you can copy these over to the right as well. To move a field from left to right, simply click on the field in the left column, and hit “copy”. To remove a field from the right side, click on it once and hit “remove”. You can change the order of your fields on the right column by selecting the field and then hitting the “up” or “down” button on the right side of the screen. When finished selecting your fields and their order, simply close out by hitting the red X icon in the upper right corner. Depending on what fields you copy, this is an example of what would now display:



animal id	Receive Date	species	county	Select
-----------	--------------	---------	--------	--------

*****Note:** You may need to complete steps 4 and 5 each time you search for animal(s) records.

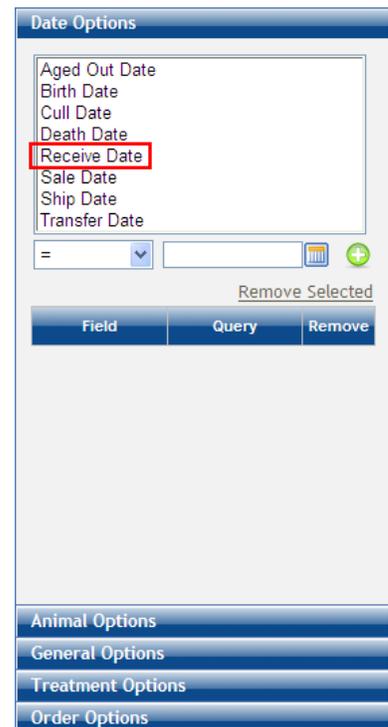
6. You can now search for specific animals. On the left, you will notice a column of search options. These include,

a. Date Options

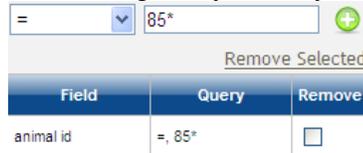
- i. Select “Receive Date” and click on the calendar icon  to select your scan date.
- ii. Click the green add button  and your criteria will be displayed in the table.
- iii. If finished, click Search in the far right portion of the screen.
- iv. To remove your scan date and select a different one, you’ll need to check the “remove” box and then click on “Remove Selected”.
- v. This tab would be helpful if you have multiple counties at your weigh-in. For example, selecting 12/22/2008 would bring up all animals scanned on that day.

b. Animal Options

- i. Click on the Animal Options tab and you can select one or more fields to search by
- ii. Most times, you will search by animal id.



- iii. To do this, click once on animal id in the list of items.
- iv. Select your animal id value. For instance, your county code followed by a * would bring up all animals for that particular county.
- v. Select the green add button, , and the hit “Search”.
- vi. In the example below, I wanted all Story County images, so I typed in 85*, with 85 being Story County’s code.



Field	Query	Remove
animal id	=, 85*	<input type="checkbox"/>

c. General Options

- i. The only function used under the General Options tab is to select the “only search for animals we can create retinal image certificates for” box.

d. Treatment Options (not used for our purposes)

e. Order Options

- i. This tab is to select the order of how the records appear after your search. For example, if you want them in animal id order, you would select animal id from the drop-down menu.



Once you hit the “Search” button, your animal records will appear. You can click on a particular record to see thumbnail images at the bottom of the page.

*****NOTE:** Each time you change or add a field search item in the various options tabs above, you must hit the “Search” button on the right side of the screen for the changes to take effect. You can be as specific or general as you like in searching for animal records.