



# Fix Mistakes

If you accidentally enter incorrect information (for example sending a animal to market on the wrong date) there are several ways of correcting it. A previous backup can be restored but this will overwrite all other data you have entered since that backup was taken. Some data can be changed in **Animal Records > Animal Details**. Sometimes the best solution is to partially delete the record through the **Delete Record** screen.

## 1. Changing information in **Animal Details**

Certain records that can be changed here are: - Date of Birth, Breed, Comments, Weight, Sale / Slaughter Details and Management Tag. After changing an entry click on **OK / Save**.

## 2. Deleting information in the **Delete Record** screen

In the lower half of the screen you will see two option buttons.

**Partial Deletion:** To undo events after a certain date.

- Select one or more animals and click on **Partial deletion**.
- Enter the day *before* the event happened. E.g. If a sheep was wrongly recorded as sold on January 15, select January 14 as the deletion date. The sale will be deleted and the sheep will be back on farm.
- Click **Ok/save**.

**Complete Deletion:** To remove the entire animal record and there will be no trace of it left in the program.

- Select one or more animals and click on **Complete deletion**.
- Enter a reason. Click **OK/Save**.

	NMF	318385539	B1	Romanov X Rideau	Ewe lamb	30/04/2013
	NMF	318385563	B12	Romanov X Rideau	Ewe	04/05/2013
	NMF	318385649	B14	Romanov X Rideau	Ewe	09/05/2013
	NMF	318385530	B15	Romanov X Rideau	Ewe	30/04/2013
	NMF	318385600	B47	Romanov x Dorset/East Friesian	Ewe	06/05/2013
	NMF	318385601	B48	Romanov x Dorset/East Friesian	Ewe	06/05/2013
	NMF	318385501	B49	Romanov x Dorset/East Friesian	Ewe	05/04/2013
	NMF	318385580	B5	Romanov X Rideau	Ewe	05/05/2013
	NMF	318385564	B50	Romanov x Charollais	Ewe	04/05/2013
	NMF	318385565	B51	Romanov x Charollais	Ewe	04/05/2013
	NMF	318385652	B52	Romanov x Charollais	Ewe	10/05/2013
	NMF	318385576	B53	Romanov x Charollais	Ewe	05/05/2013
	NMF	318385695	B54		Ewe lamb	14/05/2013
	NMF	318385578	B55		Ewe	05/05/2013
	NMF	318385678	B56		Ewe lamb	12/05/2013
	NMF	318385574	B57		Ewe	05/05/2013
	NMF	318385646	B59	Romanov x Charollais	Ewe lamb	09/05/2013
	NMF	318385615	B6	Romanov X Rideau	Ewe	07/05/2013

**Filter by:** Mgt Group  Select all Breed  Select all Location  Select all Birth Year  Select all

**Please note - you cannot revert to sale date.** You are advised to enter the date of birth or purchase. Note that any claims which were born on or after the date of sale will be deleted. As with partial deletion, the same claims and movements caveats apply.

**Partial deletion -** All records for any selected animals will be deleted from your database and will no longer be accessible although their records will remain in the database. This allows you to correct mistakes you have made. If you have included the animal may become invalid. Also, for cattle, any movement records for an animal may be eligible to be sent to BCM will not be changed even though the date of sale is changed.

**Complete deletion -** Any animals selected will be deleted from your database and will no longer be accessible although their records will remain in the database. This allows you to remove animals that you never intended to add or whose records are incorrect but cannot otherwise be changed (e.g. wrong sex). As with partial deletion, the same claims and movements caveats apply.

**Enter Deletion Details**

Date to delete after