

Quick Tip How To's in AIMS

All or Grid Views in AIMS 3.0

You can sort your columns in ascending\descending order and you can also move the columns around in the order you want them. We have taken it a step farther and NOW you can also group the information in the grid view using the different fields by dragging the column name and placing it in this area at the top. (Figure 1) Let's say you are in the All View and want to group this pen by sire, you would simply grab the Sire Tattoo Column and place in this area and the animals will group by Sire Tattoo and then sort how you want your columns sorted. (Figure 2) The down arrows to the left of the Tattoo in bold you can click to expand the list to see the animals under that sire tattoo – then you can click on the column name to sort the columns within that group.

Figure 1

Tattoo	Tag	Assn	Reg No.	Birth
9362-09	630	BIR -	620612430	05/10/
9361-09	T127	BIR -	620612432	04/13/
9355-09	7515	AAA	16339425	03/22/
9399-09	8502	BIR -	620561394	03/15/
9398-09	4512	BIR -	620561385	03/12/
9391-09	3611	AAA	16347225	03/03/
9392-09	7581	BIR -	620561391	03/03/
9311-09	6162	AAA	16339412	03/02/

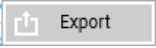
Figure 2

Tattoo	Tag	Assn	Reg No.	Birth Date
2016				
9311-09	6162	AAA	16339412	03/02/09
9294-09	5323	AAA	16368238	02/26/09
2801				
3217				
4091-B04				

To remove the grouping as you put your mouse on the Group by column name you will see a red x appear and you just click that and it will go back to the normal all view. (Figure 3)

Figure 3



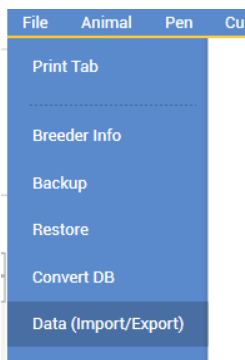
Another feature with 3.0 is that you can export any of the All views into a .csv, xls, html or txt file. While you are in the All View of the tab page right click on any of the column names on that grid and you will see a pop-up export window like this: 

Give your file a name and choose where you would like to save the file and set the Save as type and then click save. You will get a message telling you the grid export is complete and you can then open your new file and make changes to that new file.

Submitting Data in AIMS 3.0

To make files or submit your data through AIMS can go to File \ Data(Import/Export) or click on the shortcut icons found on the left hand side of your screen (Figure 4)

Figure 4



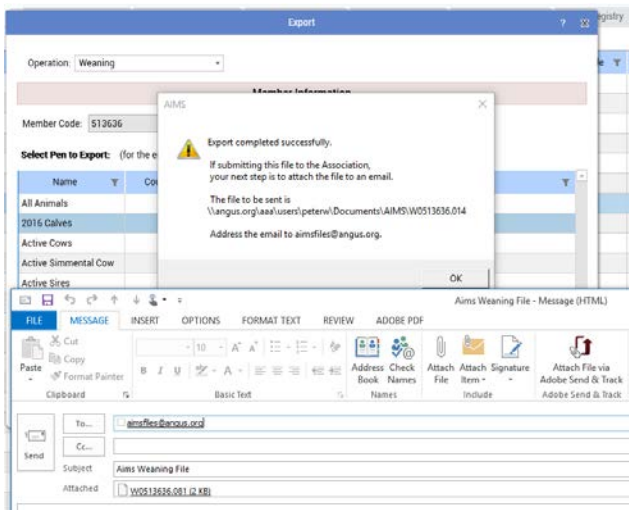
Your Import\Export short cut icon: (Figure 5)

Figure 5



You can export file and attach to an email and send that file to the Association. (Figure 6)

Figure 6



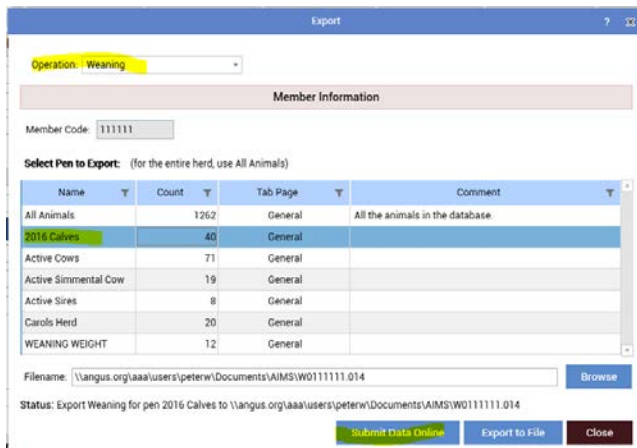
We have also taken this to the next level with the new capabilities of AIMS 3.0 which can help reduce errors and create less steps for you when submitting your work to the Association and everyone *LOVES* less work!

There is now a Data Upload and Download feature. This not only gives you the AIMS validations but when you submit it is as if you were submitting online and going through another level of validations to help eliminate errors. Once you submit you simply go to your cart to finish the check-out process.

When the data has been processed you can also download the data and process in AIMS without having to go through your email to save an attachment then import that file. This speeds up the process on your side with a few less steps.

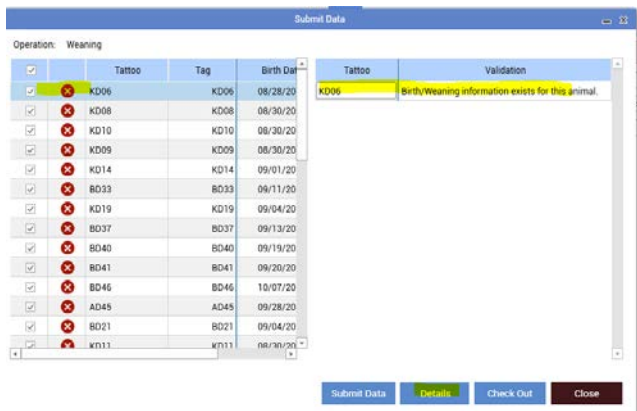
Here are some screen shots of the Submit Data and Download data in the new AIMS 3.0 (Figure 7 – Figure 11)

Figure 7



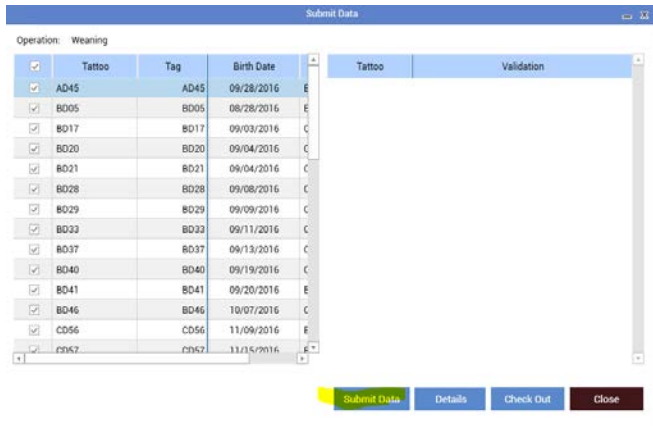
The next Window – if any animal does not pass validation you will get an error and you can highlight the animal and click on the details button which will take you to that animal where you can correct your info.

Figure 8



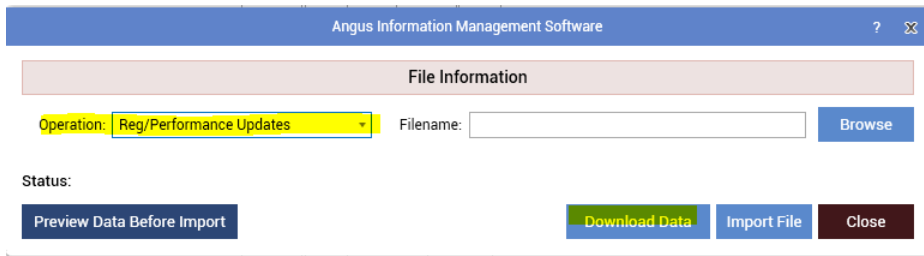
Once all corrections have been made you can click on Submit Data. This will take you to your Member Log in Page where you can go to your cart and finish checking out.

Figure 9



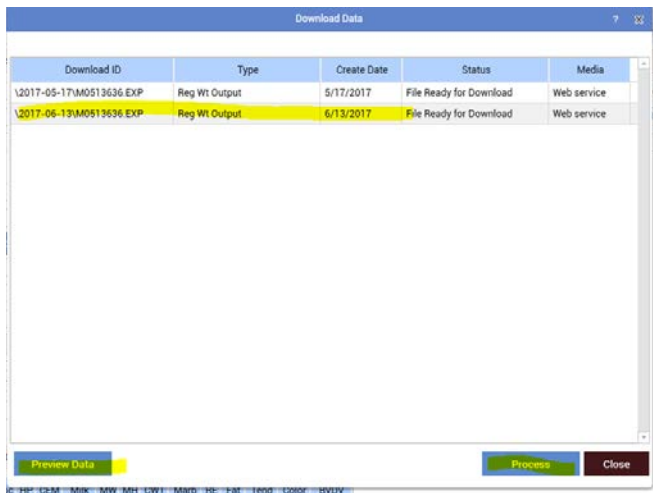
To download your data:

Figure 10



Select the file you wish to Import then you can Preview and/or Process the data to get into AIMS.

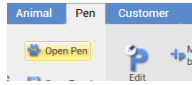
Figure 11



Two ways to open a Pen or All Animals

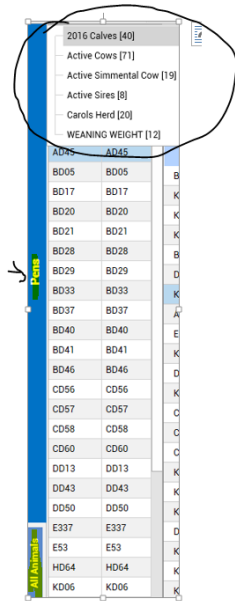
You can go to Pen \ Open Pen (Figure 12 – Figure 13)

Figure 12



Or on the left hand side of your program simply click on Pen and you will see a list of all your pens and you can click on the Name to open, or you can open the All Animals Pen just by clicking on All Animals

Figure 13



Exporting Reports to other formats


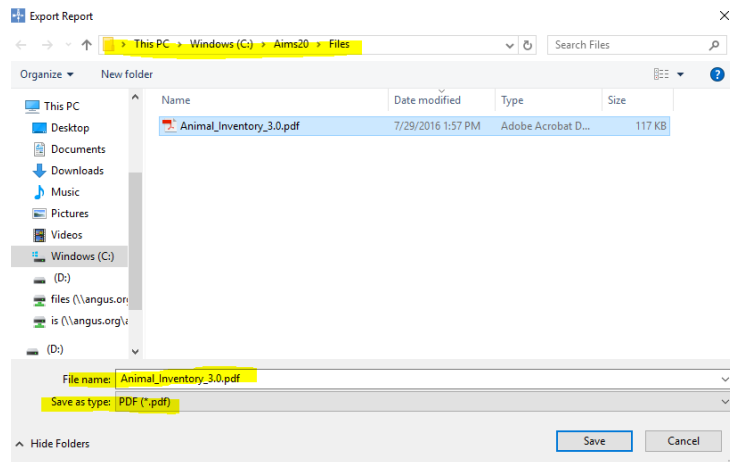
Included with 3.0 is the ability to export any report into a pdf file. You would simply open the report like normal then click on the Export icon  on the report window and then under Save as type select PDF, give it a name and choose where you would like to save the file. You will receive a message saying export completed and then you can browse to where you saved that file and it will open in pdf format. (Figure 14)

Figure 14



If you exported reports as Rich Text to open in Word to edit those report you will want to use the Microsoft Word (97-2003) – Editable (*.rtf) options under the Save as type option.

Here is an example of a report I have exported to a pdf (Figure 15) :

Figure 15

AAA Calvina And Weanina Report		American Angus																									
Pen: 97 born cows		Member Code: 000000																									
Date Printed: 06/19/00																											
Dam Tag	Dam Reg Recip Reg	Dam Birth	Site Reg Site Tag	Calf ID	Sex	Tw	Et	Calf Tattoo Birth Date	B	Wt	C	E	Wt	Wean Date	M	C	G	Ht	Sc	First Owner	Cow Meas Date	Cow Wt	C	T	DR	Loc	Cancel Dam
6816	12436082	03/02/95	10705768	741	C			7533 03/04/97	66	1	A		606	10/21/97	606	1	4			272369			0	0	0	F	
636	12436079	03/03/95	10705768	742	C			7536 03/10/97	80	1	A		528	10/16/97	528	1	2			272369	10/16/97	1,090	0	0	0		
942	1127231	04/05/89	11991854	743	C			7578 03/12/97	88	1	A		578	10/21/97	578	1	4			272369			0	0	0	F	
722	10998970	03/29/87	11293310	744	C			7722 03/09/97	82	1	A		562	10/16/97	562	1	2			272369	10/16/97	1,355	0	0	0		
904	11127909	03/27/88	10705768	745	C			7804 03/21/97	76	1	A		566	10/16/97	566	1	2			272369	10/16/97	1,300	0	0	0		
				749	C			7037 02/10/97																			
822	11127918	04/13/88	11598249	822	C			7822 04/27/97	1	A			386	10/16/97	386	1	2			272369	10/16/97	1,500	0	0	0		
936	1127242	03/20/89	11293310	936	C			7936 03/21/97	86	1	A		614	10/16/97	614	1	2			272369	10/16/97	1,455	0	0	0		

I (We) certify these weights submitted on this form are correct to the best of my (our) knowledge.
 Member Code: 000000 Owner: American Angus Association Phone: 8163835100 No. Of Weights: 49
 Ranch: American Angus Signed: _____ No. Of Animals: 50