

## <u>Preparation for Customized Reports before</u> <u>PigCHAMP Online Upgrade</u>

- Review custom reports identify reports to keep or ones that can be discarded:
  - a. Customized reports within PigCHAMP can be identified by the two report icons highlighted below in the screenshot:

	- Courterly
🗀	Age/Weight at First Service Analysis
~ 🔓	Breeder Herd Census
	Batch Header Active Herd Cleanup
	Batch Removal Depop (BHC)
🗀	Breeding Recommendations
🗀	Cohort Analysis (Farrowings)
	Cohort Analysis (Gilt Arrivals)

b. Make sure to check the Report Folders for any customized reports



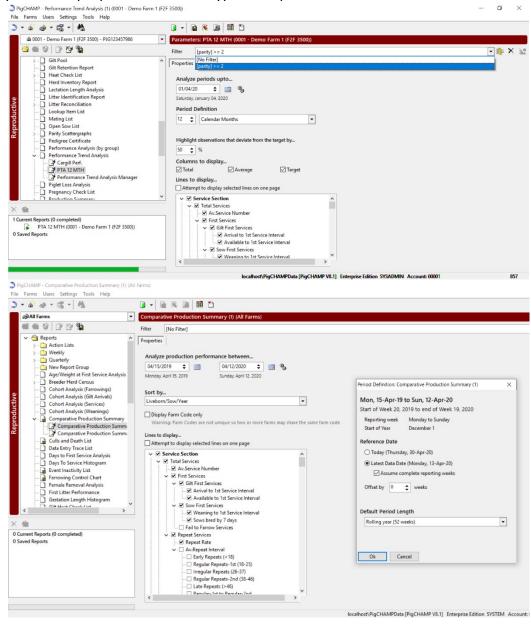
- c. Remove the reports no longer used from current PigCHAMP
- d. Review any reports that can be consolidated
- e. Log information on custom reports that will stay as options by taking screen shots of the following and saving in a single document. List by report in document. (See examples at the end of this document.)
  - i. Properties with Filters
  - ii. Properties with Date Settings
  - iii. Select Data Items 🖽
  - iv. Add or Modify Columns 🛅
  - v. Run report and save example

Last Updated: Tuesday, November 1, 2022



## **Example for Custom Reports Screen Shots:**

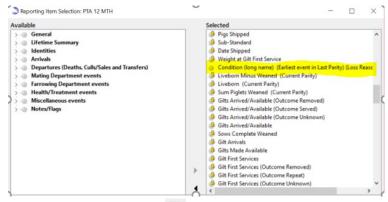
- Report Properties with Filters and Dates: May need more than one if not all fits on single screen
  - a. For report properties with multiple selections like the Perf. Trend > the report output will guide you to what needs to be selected after the upgrade. There is no need to do a screen shot for the attribute section only the main properties for these types of reports.



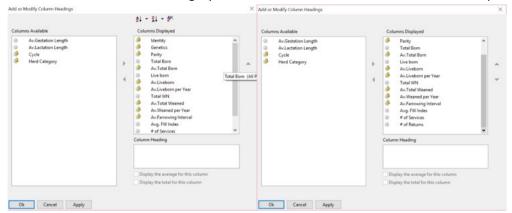
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- 2. Reporting Item Selection **!** If custom items are added to a report
  - a. Only need greyed out circle items (Condition below)> may need to scroll down for multiple screen shots
  - b. If no custom items do not need these images



- 3. Add or Modify Columns 🖺:
  - a. Only the list data type reports will have this option
  - b. Screenshot order of the Columns Displayed
  - c. Make sure to note what greyed out circle items are also selected for the report



d. Example of the report: Copy an image here or reference where the

example is available

 i. If you have tallies for list data report columns added, please note



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