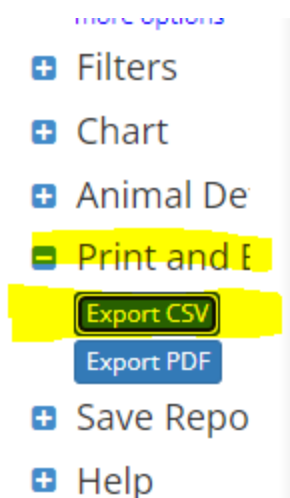# 4. HOW TO CREATE AND UPLOAD ANIMAL TREATMENT RECORDS FROM BOVISYNC

Log in to BoviSync with credentials.

To find:	Click on the following link:
Total number of adult cows (Lactating and dry)	Total Cows
Total number of pre-weaned calves (Less than 60 days)	Pre-weaned calves
File to upload to the benchmarking tool for cows	Cows benchmark file
File to upload to the benchmarking tool for pre-weaned calves	Calves benchmark file

To export and saves as a CSV file:

The name of the columns and the order should be as follows:

ID	BDAT	LACT	Event	DIM	Date	Remark	R	T	B	Protocols	Technician

- ID= Cow identification
- BDAT= Date of birth
- LACT= Lactation number
- Event= Health event (Select only health events that required antibiotics)
- DIM= Days in milk at the health event
- Date= Date of the event
- Remark= Notes on the event
- R= Space saver
- T= Space saver
- B= Space saver
- Protocols = Name of the protocol associated with the event
- Technician= Technician name or code

Save the report as a CSV file and upload on Antibiotic Usage Benchmark Tool. When prompted select the DC305 option.