

## **Importing Data into Pedigree Master (PM) from a Tab-Delimited File (aka from Microsoft Excel or other spreadsheet application)**

1. First get all your data into a regular Excel spreadsheet, with the following columns titles and data. They don't have to be in any particular order right-to-left, PM will find each one during the import.
  - **ID:** This is the 16-character NSIP ID for the sheep you are adding/changing.
  - **Sex:** 1 for male, 2 for female
  - **BT:** birth type, 1 for single, 2 for twin, 3 for triplet, and so on, up to 9.
  - **RT:** rear type- how many lambs did the ewe raise in this batch with this lamb?
  - **CM:** conception method – 1= Natural, 2= ET, 3= AI, 4= Jivet
  - **LAMBEASE:** lambing ease for this birth. 0 – Unobserved, 1 - No Assistance, 2 - Some Assistance, 3 - Hard Assistance, 4 - Abnormal presentation, 5 - other
  - **Status:** Current, Culled, Missing, Reference, Sold , Dead, Unknown (this mostly impacts how reports are printed out: culled, sold, dead etc do not appear in reports by default, though you can get to them if you need to)
  - **BWT:** birth weight value (in pounds, for Katahdins)
  - **DOB:** date of birth in the following format: mmddyy – no slashes or dashes.
  - **Sire:** 16 character NSIP ID of lamb's sire.
  - **Dam:** 16 character NSIP ID of lamb's dam.
  - **GRP:** group number of birth group (if you are separating birth groups).
  - **WGRP:** group number of weaning group (if you have more than one management group, e.g. wethers, bottle lambs, etc.)
  - **EPGRP:** group number for (early = 120 days) post-weaning group, if you have more than one management group between weaning and post-weaning.
  - **WDDMM:** date of weaning weight (again, same format as DOB, above).
  - **WWT:** weaning weight (@ 40-120 days)
  - **EPDDMM:** date of early post-weaning weight (again, same format as DOB, above).
  - **EPWT:** early post-weaning weight (@ 80-240 days)
  - **PWDDMM:** date of post-weaning weight (again, same format as DOB, above).
  - **PWWT:** post-weaning weight (@ 160-340 days)
2. Clean up the data-don't leave any blank cells, or PM will get confused when importing and the fields will get offset. For instance, if you have an unknown sire, give him the unknown sire ID (UNKSRE) rather than leaving that cell blank. If you truly have no data for a cell, put an asterisk there (\*) to indicate it is a blank field.
3. Use a fixed-width font (such as *Courier*) in the Excel file to help you scan and spot errors in length of strings- for example, a missing or extra digit or character in the sheep's ID.
4. Save your Excel file as you normally would save an Excel file, so you have a record of this file.
5. Now do a "Save-as" and save the file as a tab-delimited text file. (Alternatively, you can copy/paste the cells into Notepad, and save that file as a .txt file).
6. It's a good idea to do a Pedigree Master backup here before you do your import. Go to "Summaries, Validation, backup & Exporting". Tick the "Include EBVs in backup" box and choose "Create Backup" and follow the prompts to choose where to save the file.
7. Go to the Reports and Utilities button, then the "Advanced" tab, then the "Importing" tab.
8. Select the "General Importing- Main Database" button. Fill in the Breed & Flock code and the Drop year at the top. Confirm the date format you will be using (US vs European style of where the month vs date goes.)
9. Click the "select file" button, and navigate to the text file you saved out of Excel and select it.
10. Click the "View file to import" button to browse the file it's about to upload, to verify you've chosen the right file.

11. Click the "Import file" button. An "import finished" button will appear; click OK. In the main window, it'll tell you how many records it imported. If this doesn't look right, go back and troubleshoot the file and repeat the above steps.
12. Click the "Check Main Data Table" button. This will show you how all the fields imported. It's worth going through this carefully, because it'll help you spot errors in your data. Scroll up and down through each column, scanning for odd-looking data, like IDs which do not match in length to the rest of the 16-character IDs, or data that ended up in the wrong fields. You can use the tab key to navigate to the right, there are many columns of data, most of them will be blank. You can edit data right in these fields if you notice minor errors. But if you notice a lot of errors, it may be easier to go back to your Excel spreadsheet; correct the data, re-save, and import it again. Note that at this stage, the data is only partially imported into a temporary database, so you can repeat these steps multiple times until you are happy with the import.
13. You can skip the "check visual table" button unless you are also importing data that will go into the visual traits fields (which we don't normally use in NSIP).
14. Once you are satisfied that all the data looks like it imported correctly, then click the "Update to main database" button, which will bring the data from its temporary location into your actual NSIP database. You may get a series of informational messages here, especially if you are choosing to overwrite some data that's already in the database (like correcting mistakes from a previous import.) Read and click through these carefully, or not any that confuse you, as you can go back and investigate/ correct them later.
15. You'll get a confirmation dialog box telling you how many records were added and/or modified. Click OK to this and the next confirmation dialog box.
16. Note that there is an "undo import" button at the bottom, in case you have any doubts. This helps exit the screen gracefully and unlock the underlying text file, so you can go back and edit it. Otherwise, if you're done with the import, just click the "close" button to exit the screen.
17. Now, you are done- your imported data should be successfully combined with your existing data!
18. Note that you can re-do this process if you realize there were mistakes in your data, and PM will overwrite previously imported data. PM will prompt you to approve or deny changes to existing records, so you'll know for sure if you are modifying data that you've previously entered or imported.
19. You can save the source Excel file and keep adding to it, e.g. add more columns for EPWWT etc. It's ok to re-import data that's been imported before.

You can find an example Excel spreadsheet from the same location on the Katahdins.org website where you found this file.

For a fairly complete list of the field names, look on page 21 of the [Pedigree Master Manual](#). If there is a field name you are looking for and you can't find it, simply export your main database from the Pedigree Master Reporting and General Utilities-> Data Files -> Main Database-> Copy->Open Export/ Copy Folder. Open that file in Excel and look for the column header you seek and copy that name exactly in your import file.