# Red Angus Association of America Guide to Data Entry in REDSPro
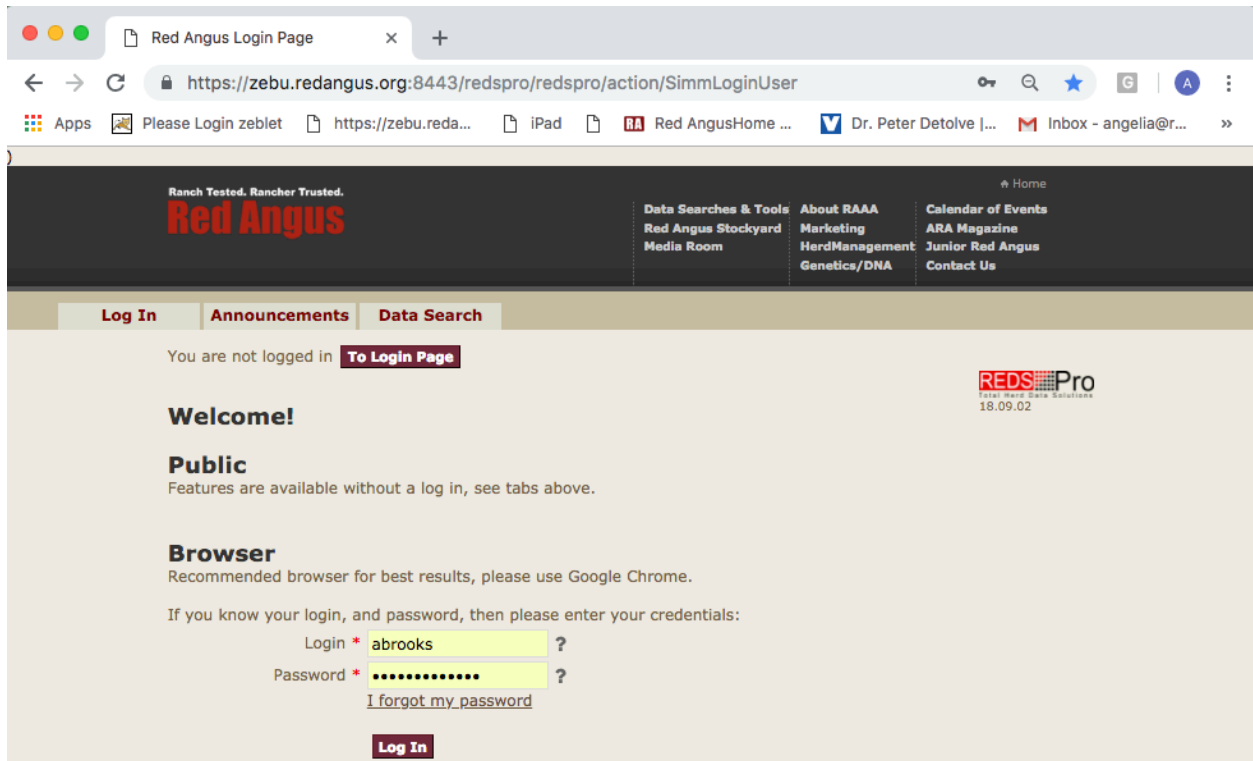


Total Herd Data Solutions
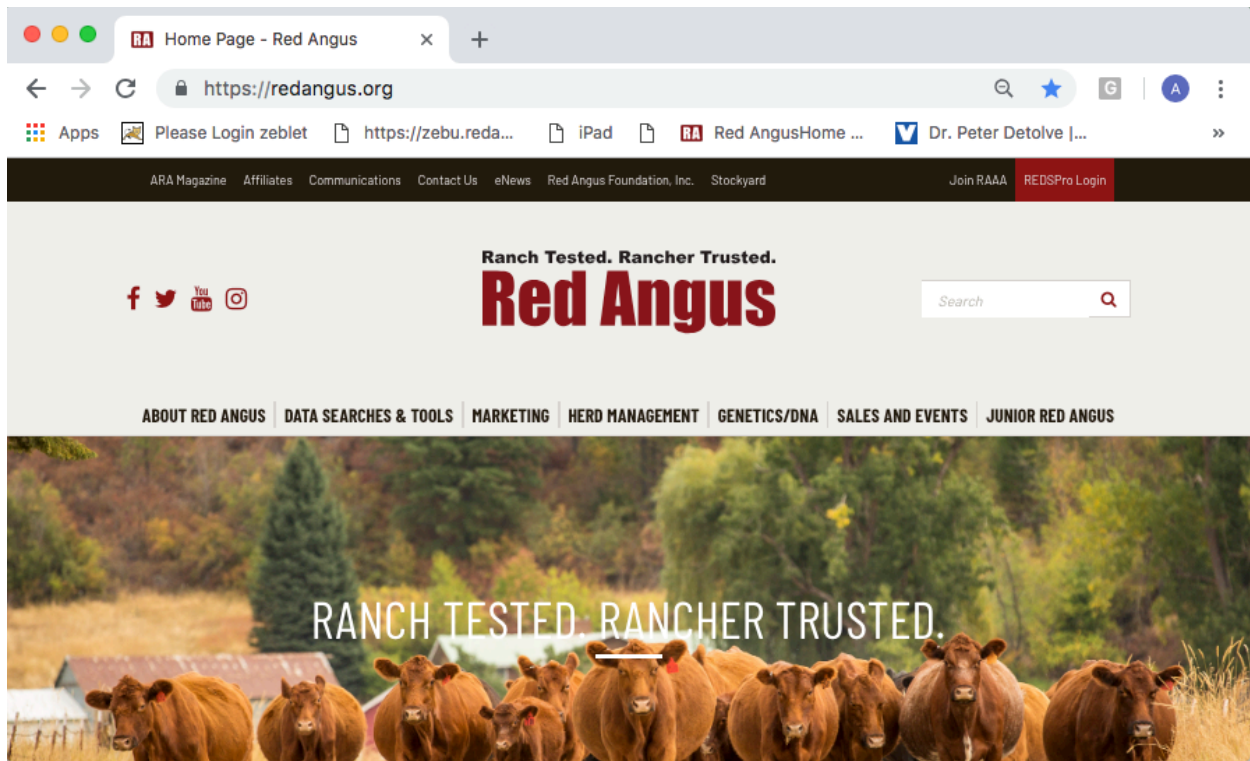
**To log into REDSPro**

**Go to redangus.org**
**Click on REDSPro Login, at the top right hand corner**

# Enter your Login and Password, then press Log In.

**Note: If you have not specified a particular login, it was defaulted to your Member number.**
**If you have forgotten your password, click <u>I forgot my password.</u>**

**A new password will be forwarded to your email address that is on file.**
**If you do not have an email address on file or it is not current, please email the RAAA office for assistance.**

# Announcements

Once logged in, you will be taken directly to the Announcements page. This is an informational page.
You can view the video tutorials for a click by click instruction to enter data into REDSPro, or see upcoming events and happenings.

# My Account

This tab gives you direct access to view and /or update your personal information, pay your account balance, and to view your statements. Individual invoices are accessible from your statement, just click on the Invoice number.
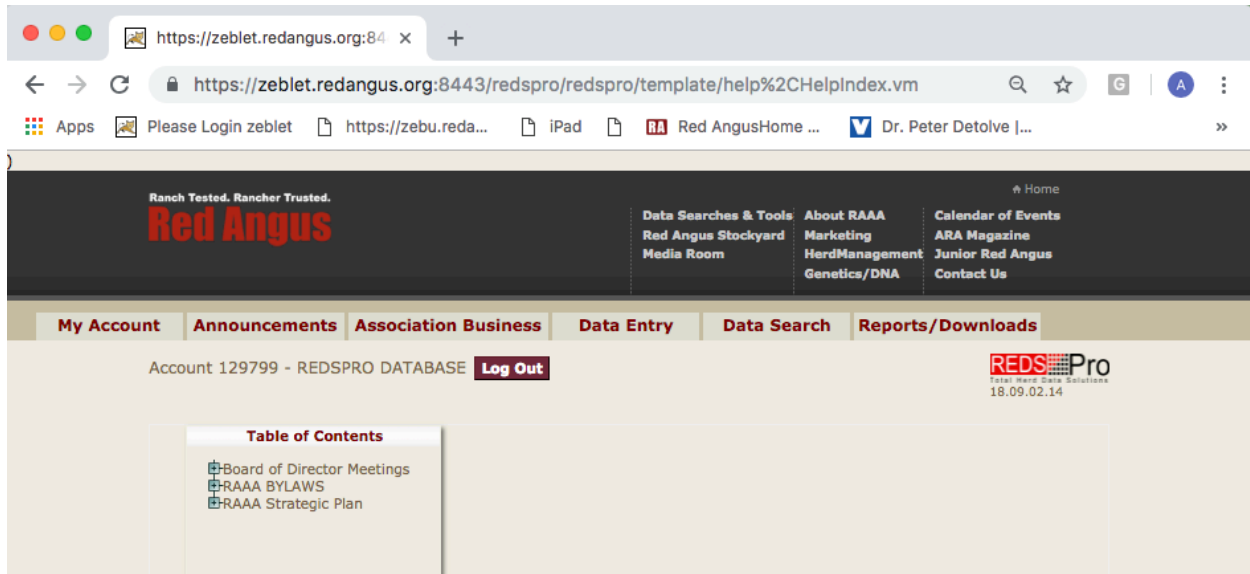
# Association Business

**This tab is for Members only, to view the Board Minutes, Bylaws and Strategic Plan.**

# Data Entry
# Online



# Incomplete Jobs

If you have jobs that you saved, or started and then did not complete, please review these jobs and either, complete, or delete them.

Resume = enter the job to add, update or remove data

Delete = to remove the entire job from your list

Printable = this is the report to show the data that you have entered

# Manual Job

**This is to create a job to enter new calves, make changes to existing animals, or to transfer animals on entry or as individuals.**

**You must enter a Title for each job, then choose the Job Type, select the group of animals you are reporting on, next whether they are to be loaded as animals or as dams, then Start new job.**

# Transfer

**For transferring of existing animals from your inventory.**
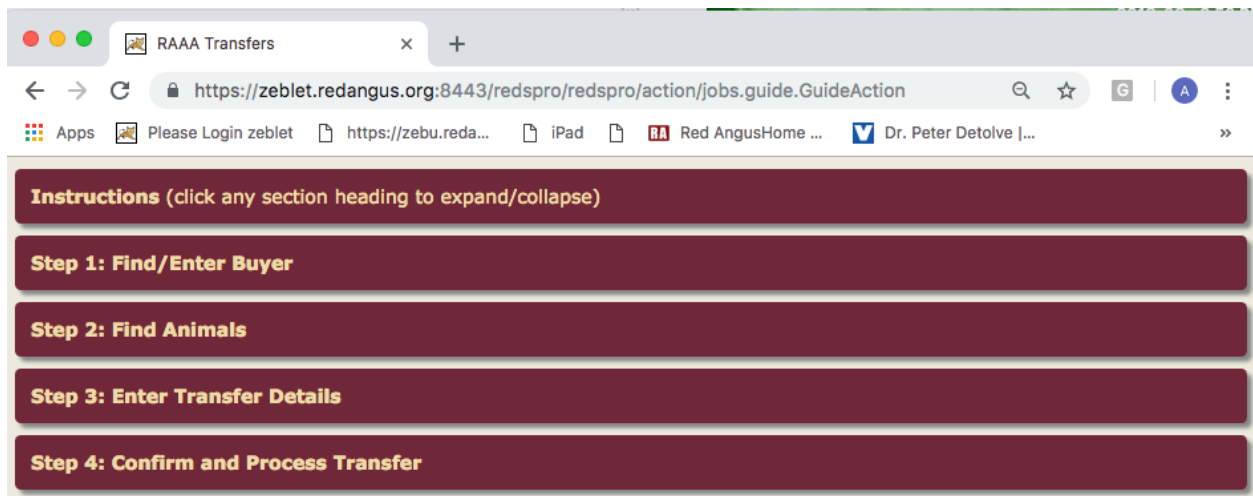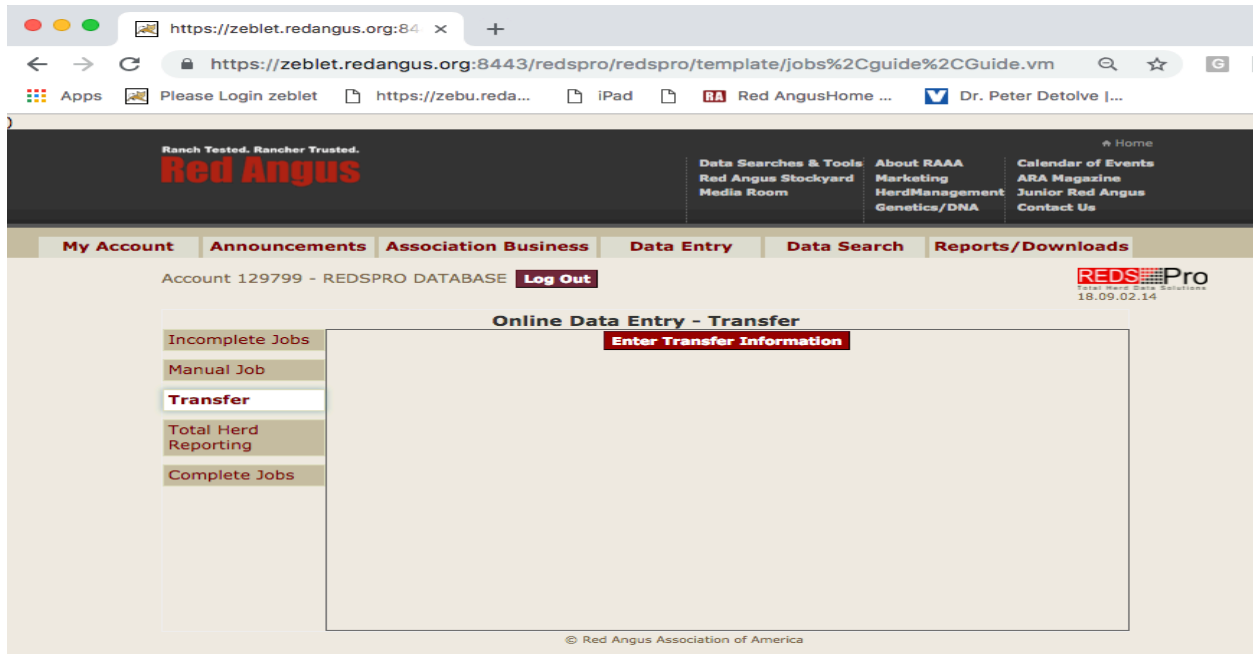




**Transfers have a separate instruction option to guide you through submitting a transfer of an existing animal. Please see those if you are submitting transfers on existing animals.**

# Total Herd Reporting

**This screen lists the Performance and number of animals reported on, and allows for direct access for entry of THR.**



# Start Jobs for: (current year, chosen season) Cow Inv

**This is an option to view your current female inventory for Spring or Fall, to dispose of dams that have died, been sold but not transferred or reason codes to get the females in the correct season.**
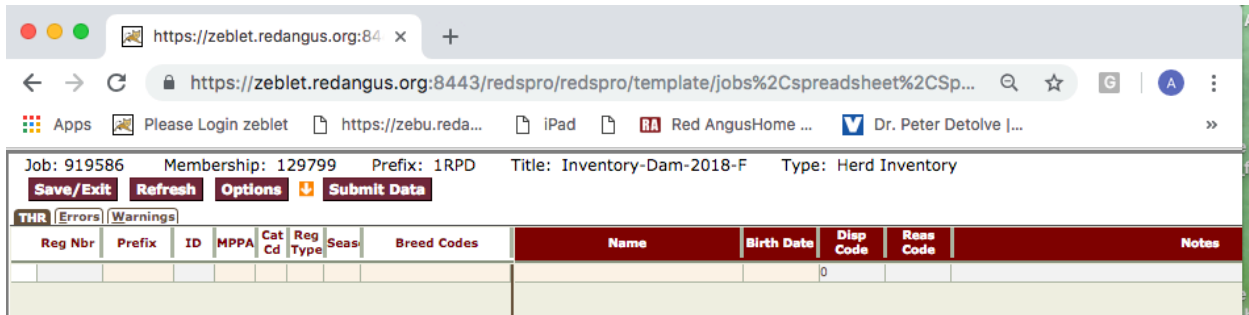
# Start Jobs for: (current year, chosen season) Calves

**This is the option to report a calf record or a reason for no calf, for each dam listed in the season. A record must be reported for every dam, no exceptions.**
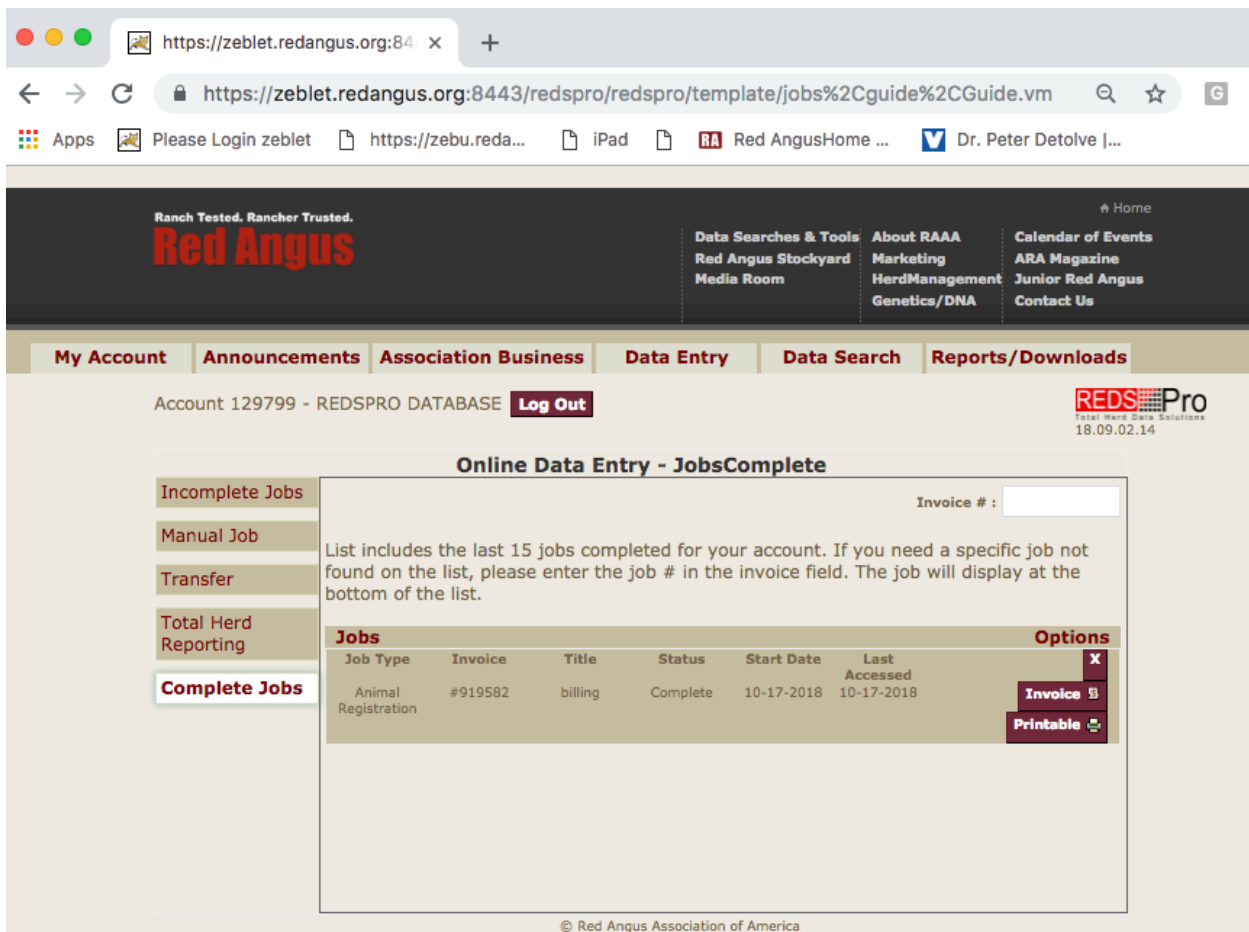


# Complete Jobs

**This tab lists the most recent completed jobs. You can review the Invoice or the printable, listing the data submitted.**

# Data Entry
# Upload



This is utilized for uploading excel templates, that you have been utilizing offline. It is also the upload point for Members who are Cowsense users.

# Barn Sheets



**For those who Ultrasound their animals, you can create a barn sheet, for the ultrasound**

# Data Search



# Animal Search

**This is the option to search for specific animals, by registration number, animal id and herd prefix, or by name. Or you can set a specific set of parameters to access the information you need.**

# EPD Search

**This screen allows you to look for animals with a certain EPD criteria.**

# Member Search

**You can search for other member's contact information.**

# ASV Tag Search

**If you are looking for information regarding a particular animal that is in the tagging program you can search by the criteria listed.**

# Planned Mating
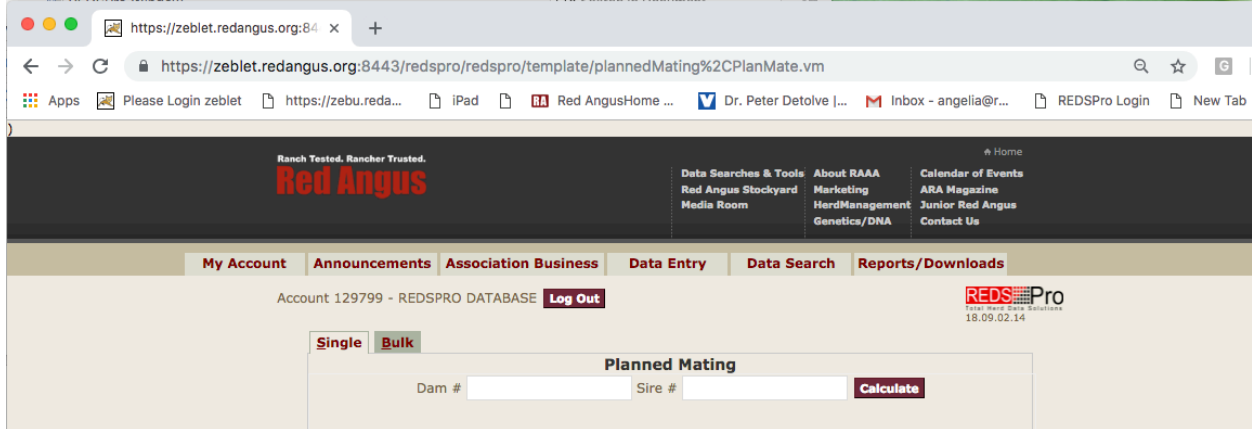


**To get the estimated EPDs of a particular dam and sire.**

# Bulk Planned Mating
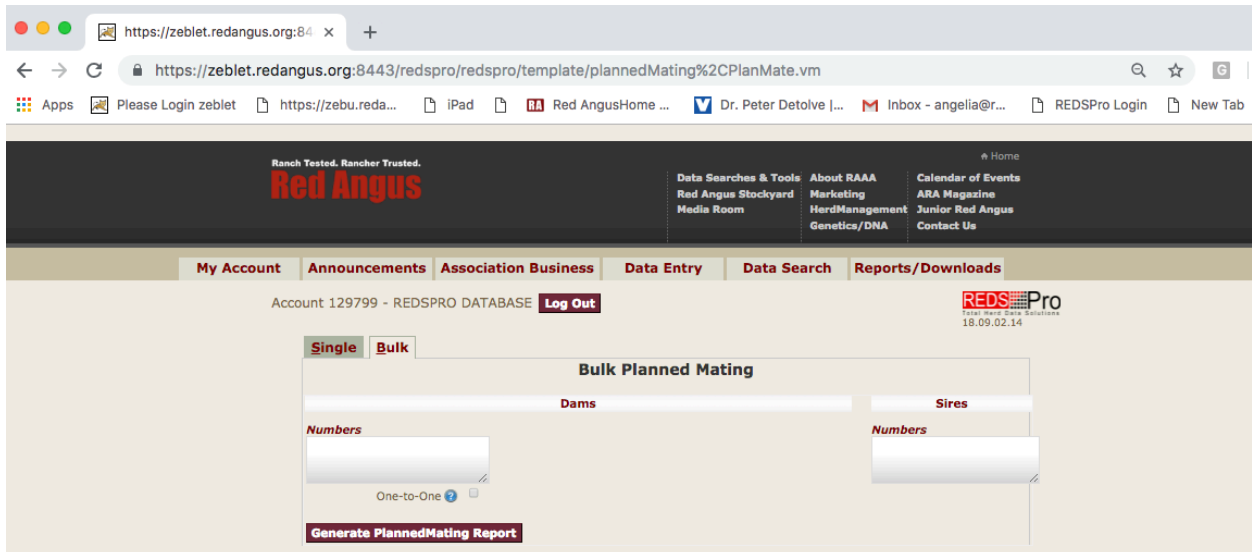


**To get the estimated EPDs of multiple dams and sires.**

# EPD Stats



**EPD AVERAGES AND RANGES (FALL 2018)**

| PROVEN AND OPPORTUNITY SIRES | | ACTIVE DAMS IN INVENTORY 2017 | | | NON-PARENTS <2YRS OF AGE | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | HB | GM | CED | BW | WW | YW | ADG | DMI | MILK | ME | HPG | CEM | STAY | MARB | YG |
| Min. | -62 | 12 | -16 | -13.60 | -56 | -104 | -0.30 | -1.34 | -21 | -26 | -9 | -25 | -12 | -4.26 | -1.10 |
| Average | 172 | 48 | 12 | -1.09 | 55 | 87 | 0.219 | 0.66 | 23 | 1 | 11 | 7 | 16 | 0.37 | 0.10 |
| Max. | 281 | 73 | 27 | 9.50 | 157 | 259 | 0.64 | 2.70 | 46 | 24 | 29 | 21 | 29 | 1.55 | 0.56 |

EPD Averages and Ranges for Proven and Opportunity Sires

**Takes you directly to the EPD Averages and Ranges**

# Reports/Downloads



# My Reports

**Reports and groups have been designed with the Member in mind, for information that you might want to review.**

**Choose a particular group of animals in the group column, or create your own quick group, then choose what report you would like to see, next generate the report. It will output into an .csv file or you can choose the option for an .xls**

# Create Report

**If you do not find the report you are looking for, on the pull down you have an option to create a custom report. Be sure you name the report. You have available fields of information to choose from, click the information from the left column it will appear in the right column. You also have the option to order them or rename the fields. When all is chosen then save the report. This will then populate in the Reports column of My Reports as a Custom Report option.**

# My Groups

**When a group is created it is stored here. You can view the group or edit the group.**

# Create a Group

**This is the option to create a specific group of animals. Each section expands so that the group can be named and you can set the criteria for the group. Once you click preview animals the group is created and will appear in group options in your account.**
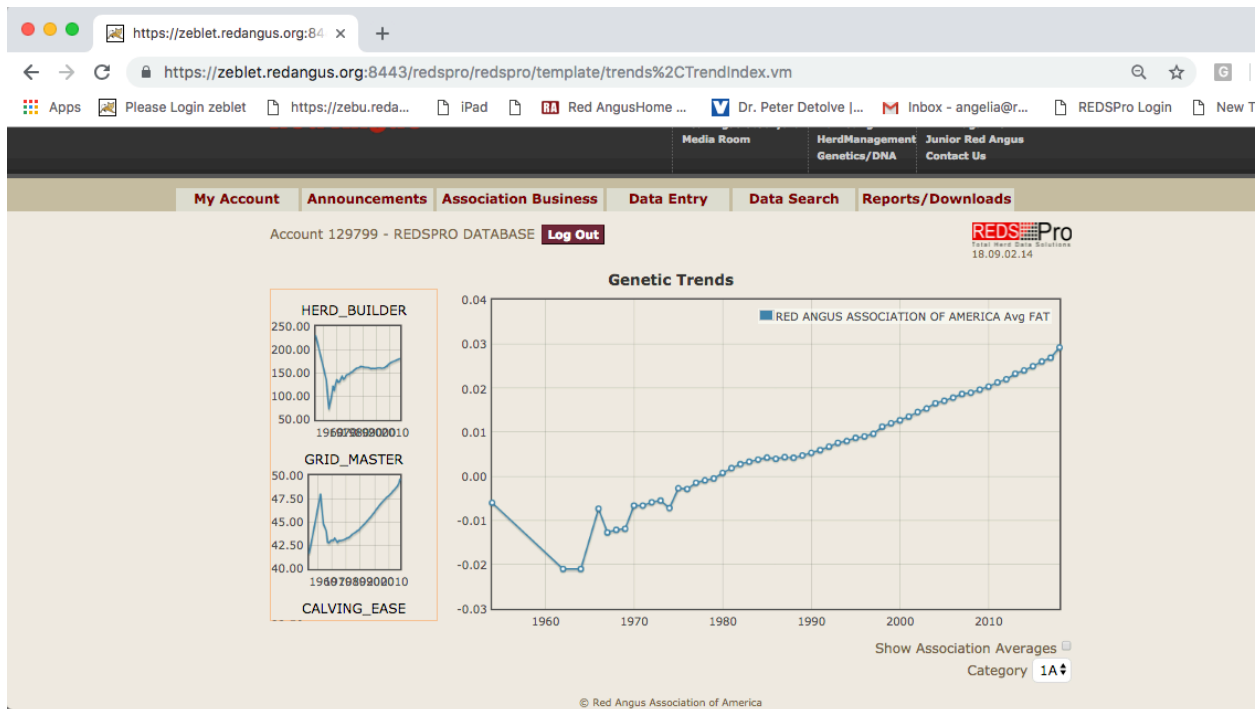
# Genetic Trends

**This is a graph produced from your herd to compare with the Red Angus Herd.
You can choose different options to view.**

# File Download

**This is to pull templates into an excel spreadsheet, this is useful to anyone who wants to work on data offline and then bring the template back to REDSPro for upload.**
**This is also for Cowsense users who need to get extracts for upload into their program.**
**(See Data Entry, uploads)**

# Download Forms

**Members who want to enter their data on paper, have access to pre-printed forms. Or to request individual certificates to be printed and mailed from the National Office.**

# REDSPro Windows



The first row of this window lists the Job number, Membership number, Herd Prefix of account holder, Title listed for each job, and the Type of job created.

Second row has your option buttons, to Save/Exit the job, (to resume at a later date). This option places the job in the Incomplete job section. Refresh button, is to refresh the screen when changes are made. Next is the Options button, it is for different functions within the spreadsheet. (see next example) The last button on this row is the Submit Data and next to it the Approve Warnings Before Submit, the Submit Data is not accessible when there are warnings, until you acknowledge you see the warnings. Once you mark acknowledged then the submit button will go from gold in color to maroon and then you can press forward.

# Options Button

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
Job: 919588    Membership: 129799    Prefix: 1RPD    Title: Entering Data    Type: Animal Registration

**Save/Exit**  **Refresh**  **Options** ⬇ **Submit Data** ☐ **Approve Warnings Before Submit**

[Animal][BrthDam][DonorDam]  [Other Sires][Transfer][Tsfr Breeding][Owners][Other Buyers][Errors][Warnings]

Sort
Autofill
Search
View All Errors
Printable Errors
View All Warnings
Printable Warnings
Printable Report

| Dam Reg Nbr | Dam Prfx | Dam ID | | | Anm Disp | Calf Prfx | Birth Date | Brth Year | Sex | Brth Wt | CE | Contmp Brdr | Brth Grp | Twin | Mtg | Color | HPS | Reg | Print | Name | Calf Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 9)0 | 1RPD | | 01-01-2018 | 2018 | C | 85 | | | | 1 | 3 | 1 | P | I | Y | 1RPD X1 | 2018 |

# Sort



Primary Sort
[Default ▲▼]  [Descending ▲▼]
Secondary Sort
[Default ▲▼]  [Descending ▲▼]

**Sort**  **cancel**

✓ Default
Records with Errors
Records with Warnings
Dam Reg Nbr
Dam Prfx
Dam ID
Reg Number
ID
Sire Reg Number
Anm Disp
Calf Prfx
Birth Date
Sex
Brth Wt
CE
Contmp Brdr
Mtg
HPS
Reg
Print
Name
Name
Dam Sire #
Dam Birth Date
Disp Code
Reas Code
Dnr Dam Reg Nbr
Name
Yr Sex

**Choose how you would like to view your data.**

**Autofill columns**

☐ Overwrite Data

| | |
|---|---|
| Anm Disp: | NO CHANGE ⬍ |
| Sex: | NO CHANGE ⬍ |
| CE: | NO CHANGE ⬍ |
| Contmp Brdr: | |
| Brth Grp: | |
| Twin: | NO CHANGE ⬍ |
| Mtg: | NO CHANGE ⬍ |
| Color: | NO CHANGE ⬍ |
| HPS: | NO CHANGE ⬍ |
| Reg: | NO CHANGE ⬍ |
| Print: | NO CHANGE ⬍ |
| Disp Code: | NO CHANGE ⬍ |
| Reas Code: | NO CHANGE ⬍ |
| Dam Wt Date: | |
| Dam Body Cond: | NO CHANGE ⬍ |
| Wean Date: | |
| Feed Code: | NO CHANGE ⬍ |
| Wean Grp: | |
| Yearling Date: | |
| Year Grp: | |
| Yr Sex: | NO CHANGE ⬍ |
| Hip Ht: | |
| Buyer Account: | |
| Transfer Sale Date: | |
| Mail: | NO CHANGE ⬍ |
| Mail: | NO CHANGE ⬍ |

**AutoFill** **cancel**

# Auto Fill Columns
# If all of your dams are listed in the sheet, you can utilize the autofill to enter all the data of that is the same.
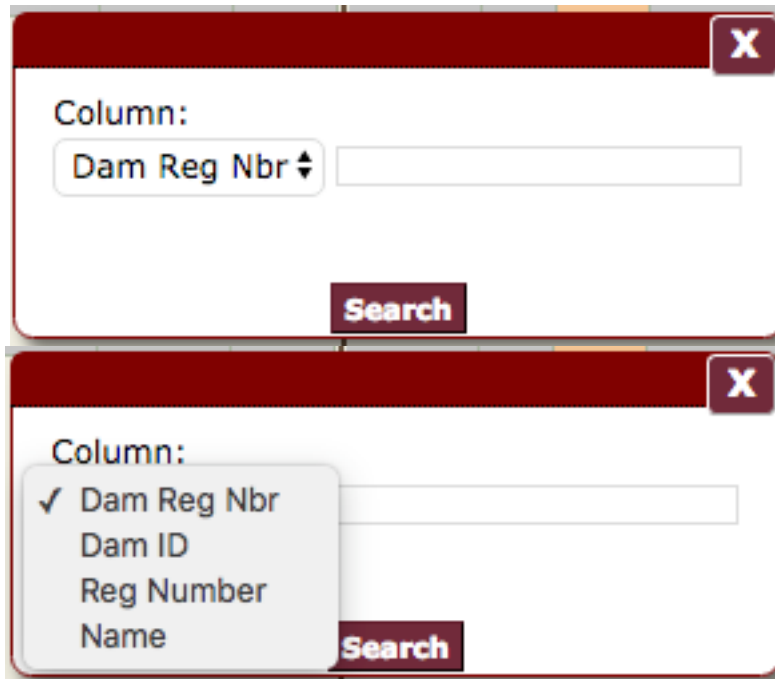
# Search
**This is the search option that allows you to search through the sheet for individual information.**
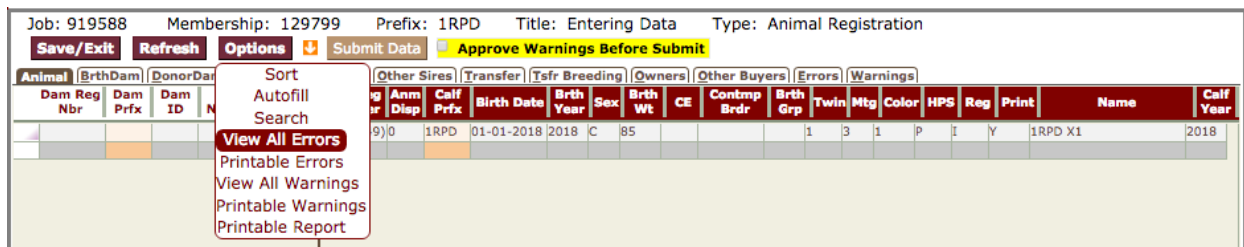


# View and Print Errors and Warnings
**If you have errors or warnings, you can view them and print them.**

**Save/Exit**  **Refresh**  **Options**  ⬇  **Submit Data**  ☐ **Approve Warnings Before Submit**

**Animal** BrthDam DonorDam Wean Year Lease Other Sires Transfer Tsfr Breeding Owners Other Buyers Errors Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Sire Reg Number | Anm Disp | Calf Prfx | Birth Date | Brth Year | Sex | Brth Wt | CE | Contmp Brdr | Brth Grp | Twin | Mtg | Color | HPS | Reg | Print | Name | Calf Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | (1537049) | 0 | 1RPD | 01-01-2018 | 2018 | C | 85 | | | 1 | 3 | 1 | P | I | | Y | 1RPD X1 | 2018 |

# Animal

When the animal tab is highlighted you are entering/looking at data for the animal/calf you are needing to add or update.

Dam Reg Nbr = the dam of the calf

Dam Prefix = the dams prefix she was registered under

Dam Id = the unique animal id the dam was registered under

Reg Number = the animal registration number you are correcting, or the registration is blank and you are applying for a new calf

Sire Reg Number = the calf's sire registration number

Anm Disp = the disposal code for the animal Reg Number

Calf Prfx = the first owner on records herd prefix

Birth Date = birth date of Reg Number

Birth Year = the year the Reg Number was born

Sex = the sex of the Reg Number

Birth Wt = The actual weight of the Reg Number

CE = Calving ease of the Reg Number

Contemp Brdr = the account number of the person who is submitting the calf Management groups

Birth Grp = the 1 or 2-digit management code designation

Twin = single or multiple birth

Mtg = whether it was natural, AI or ET

Color = what color the calf is

HPS = is the animal horned, polled or scurred

Reg = the status of the Reg Number

Print = print a certificate yes or no

Name = if no name entered it will default to animal id and herd prefix

Calf Year = the year the calf is listed (45-day window calves)

Save/Exit  Refresh  Options  ⬇  Submit Data  ☐ Approve Warnings Before Submit

Animal | BrthDam | DonorDam | Wean | Year | Lease | Other Sires | Transfer | Tsfr Breeding | Owners | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Name | Dam Sire # | Dam Birth Date | Breed Codes | Disp Code | Reas Code | Reas Cd Yr | Dam Wt | Dam Wt Date | Dam Hip Ht | Dam Body Cond | Susp | Teat Size |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | DEER RIVER MISS BURGESS 499(1273639) | | 05-02-2008 | 100% XX | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

# Birth Dam

**The left portion of the screen will always remain the same, listing Dam Reg Nbr, Dam Prfx, Dam ID, Reg Number, ID, the second portion of the screen will change with each tab. This indicates the birth Dams name, sire birthdate and breed codes. (items that are in the peach/orange sections cannot be accessed).**

**Disp Code = dam's disposal codes**

**Reas Code = reason code for why the dam did not calve**

**Reas Code Yr = the year that the reason code represents**

**Dam Wt = the weight of the dam at weaning time**

**Dam Hip Ht = the height of the dam at weaning time**

**Dam Body Cond = the way the day looks at the time you wean**

**Susp = the rating of the suspension of the bag at weaning**

**Teat = the rating of the teats**

**Save/Exit**  **Refresh**  **Options**  ⬇  Submit Data  ☐ **Approve Warnings Before Submit**

Animal | BrthDam | **DonorDam** | Wean | Year | Lease | Other Sires | Transfer | Tsfr Breeding | Owners | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Dnr Dam Reg Nbr | Donor Dam ID | Name | Breed Codes | Dnr Dam Brth Date | Dnr Dam Sire Nbr | Dnr Dam Flush Dt |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | 329429 | 027 | WWR WHITMORE COW 0 | 100% AR | 03-11-1990 | | 01-01-1995 |

# Donor Dam Tab

This tab is used to enter the donor dam information if your calf is the result of an embryo transplant.

Dnr Dam Reg Nbr = the donor dam's registration number
Donor Dam Id = the dam's unique animal id
Name = donor dams name
Breed Codes = dams breed percent
Dnr Dam Brth Date = donor dams birth date
Dnr Dam Sire Nbr = donor dams sire registration number
Dnr Dam Flush Date = date of flush

**Save/Exit**  **Refresh**  **Options**  ⬇  Submit Data  ☐ **Approve Warnings Before Submit**

Animal | BrthDam | DonorDam | **Wean** | Year | Lease | Other Sires | Transfer | Tsfr Breeding | Owners | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Wean Wt | Wean Date | Feed Code | Wean Grp |
|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | |

# Wean Tab

Wean Wt = the actual weaning weight
Wean Date = the actual date weaning is taken
Feed Code = code indicates whether calf had supplements
Wean Grp = the 1 or 2-digit management code designation

Save/Exit    Refresh    Options    ⬇    Submit Data    ☐ Approve Warnings Before Submit

[Animal] [BrthDam] [DonorDam] [Wean] [Year] [Lease] [Other Sires] [Transfer] [Tsfr Breeding] [Owners] [Other Buyers] [Errors] [Warnings]

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Year Wt | Yearling Date | Year Grp | Yr Sex | Hip Ht | Scrotal | Pelv Ht | Pelv Wd |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | | | | | |
| | | | | | | | | | | | | |

# Year Tab

**Year Wt = actual yearling weight**
**Yearling Date = actual date yearling is taken**
**Year Group = the 1 or 2-digit management code designation**
**Yr Sex = the sex of the animal at yearling**
**Hip Ht = height taken at yearling**
**Scrotal = the scrotal circumference taken at yearling**
**Pelv Ht = the pelvic height taken at yearling**
**Pelv wd = the width of the pelvic taken at yearling**

Save/Exit    Refresh    Options    ⬇    Submit Data    ☐ Approve Warnings Before Submit

[Animal] [BrthDam] [DonorDam] [Wean] [Year] [Lease] [Other Sires] [Transfer] [Tsfr Breeding] [Owners] [Other Buyers] [Errors] [Warnings]

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Leasee | Start Date | End Date |
|---|---|---|---|---|---|---|---|
| | | | | X1 | | | |
| | | | | | | | |

# Lease Tab

**Leasee = account number of person leasing Reg Number**
**Start Date = the beginning date of the lease**
**End Date = the last date of the lease**

Save/Exit   Refresh   Options   ⬇ Submit Data   ☐ **Approve Warnings Before Submit**

Animal | BrthDam | DonorDam | Wean | Year | Lease | **Other Sires** | Transfer | Tsfr Breeding | Owners | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | | | | | | | | | | | |

# Other Sires

## 1-14 = the sire registration numbers of a multiple sire breeding

Save/Exit   Refresh   Options   ⬇ Submit Data   ☐ **Approve Warnings Before Submit**

Animal | BrthDam | DonorDam | Wean | Year | Lease | Other Sires | **Transfer** | Tsfr Breeding | Owners | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Buyer Account | Business Name | First Name | Last Name | Address | City | Buyer State | Buyer Zip | Phone | Transfer Sale Date | Mail | Pct |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | | | | | | | | | |

# Transfer Tab

**This tab is to transfer the Reg Number animal to a new owner.**

**Buyer Account = Account number of Buyer (you must have an account number here). To find or create a buyer account number please see next section. When the account number is entered the following columns will fill in where applicable.**

**Business Name, First Name, Last Name, Address, City, Buyer State, Buyer Zip, Phone**

**Transfer Sale Date = the day that the animal was sold (day of sale)**

**Mail = mail a new certificate to the Buyer**

**Pct = percent of animal that new owner is receiving (100 unless more than one owner or you are keeping a percentage for yourself)**

# Find Members/Buyers or Create New Buyers



Go to the Data entry tab, choose Transfer, then click on Enter Transfer Information.



The transfer entry port will appear, choose Step 1: Find/Enter Buyer

## Instructions (click any section heading to expand/collapse)

### Step 1: Find/Enter Buyer

**Filters**

| | Acct # | Business Name | First Name | Last Name | Street | City | State | Zip | Country |
|---|---|---|---|---|---|---|---|---|---|
| x | Type | | | | | | | | |

| Sel Type | Acct # | Business Name | First Name | Last Name | Street | City | State | Zip | Country |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

If you cannot find your buyer, you can add them: **Add Buyer**

### Step 2: Find Animals

In the appropriate fields begin to enter data, as you tab after each entry if any data in the data base matches the information you have entered, the possibilities will appear below, the more information entered the more accurate the search. If an account number matches your criteria listed, then use that account number for your transfer job.



## Instructions (click any section heading to expand/collapse)

### Step 1: Find/Enter Buyer

**Filters**

| | Acct # | Business Name | First Name | Last Name | Street | City | State | Zip | Country |
|---|---|---|---|---|---|---|---|---|---|
| x | Type | | travis | | | | | | |

| Sel Type | Acct # | Business Name | First Name | Last Name | Street | City | State | Zip | Country |
|---|---|---|---|---|---|---|---|---|---|
| | 011519 LA | TRAVIS SR, M/M BRUCE | M/M BRUCE | TRAVIS SR | RR 1 | CRESTON | IA | 50801 | US |
| | 012650 LA | TRAVIS, BILL | BILL | TRAVIS | 1021 CARIBOU TRAIL | DALLAS | TX | 75238 | US |
| | 021298 I | TRAVIS, MARK &/OR M J | MARK &/OR M J | TRAVIS | RR 1 BOX 70 | RIVERDALE | NE | 68870 | US |
| | 030802 LA | TRAVIS, ED H | ED H | TRAVIS | 1113 VIRGINIA AVE | MC COMB | MS | 39648 | US |
| | 046714 | TRAVIS, ANDRE | ANDRE | TRAVIS | PO BOX 7602 | DANDENONG, V_ | | 03175 | AU |

If you cannot find your buyer, you can add them: **Add Buyer**

**Instructions** (click any section heading to expand/collapse)

**Step 1:** F

**Enter Buyer Information**

| | |
|---|---|
| Business Name | John Does Ranch |
| First Name | John |
| Last Name | doe |
| Street Address | 1234 imaginary street |
| Address Line 2 | |
| City | sampson |
| State | tx |
| Zip/Postal Code | 76201 |
| Zip Plus4 | |
| Country | United States |
| Phone Number | |
| Email | |

**Filters**

x  Acct
   Type

Sel  Ac

Type

tx   76201   Country

State   Zip   Country

If you cann

**Step 2:** F

**Step 3:** E

OK   Cancel

If you do not find the account you are searching for you will need to create a Buyer account. Based on the complete information you entered, click the Add Buyer account. You will get a pop up to verify the information entered is correct and if you have a phone number and/or email address you can add those now, once all information is entered click ok.
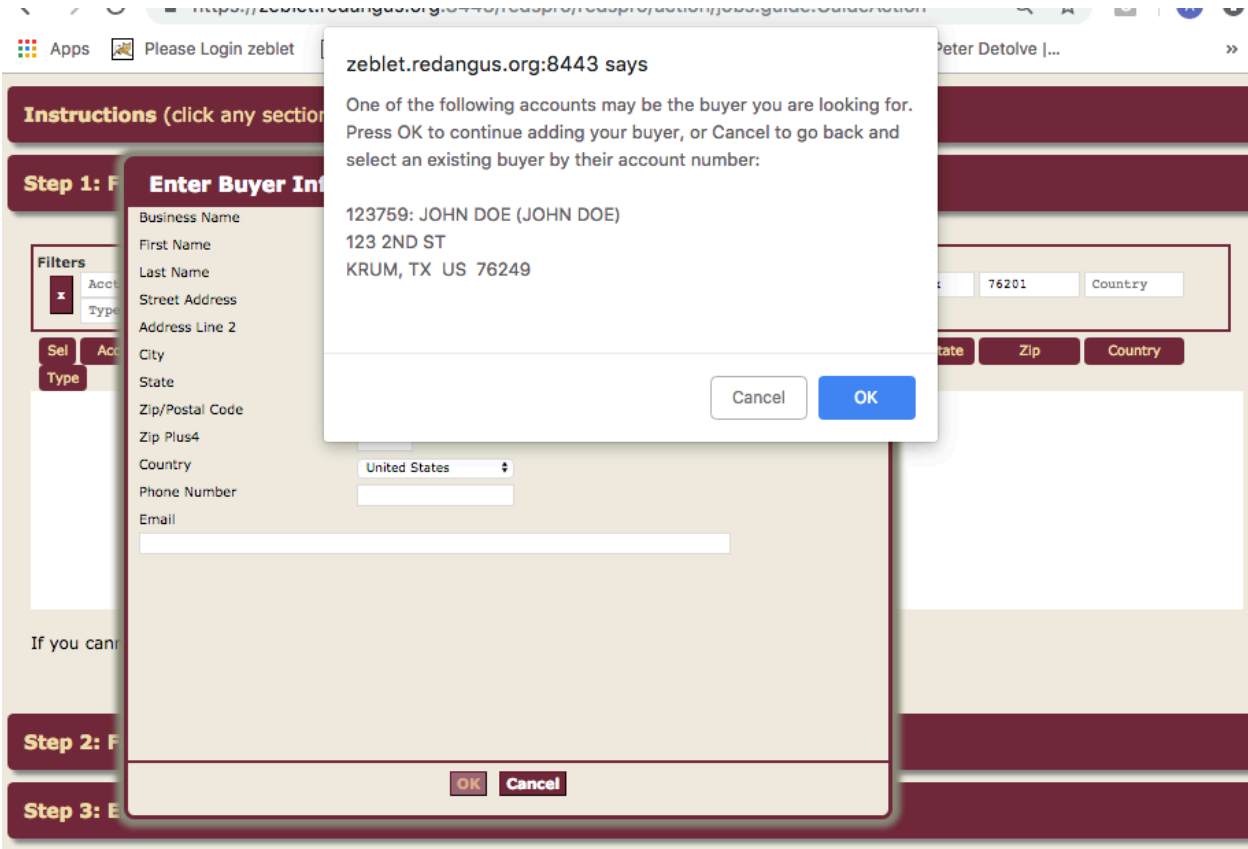
**At this point the system will check one more time to see if there is a possible match, if one gets close it will give you a pop up to compare to your information. If it matches your information you can use the listed account number, (don't forget to copy the number) click cancel, click cancel again and you are done to return to transfer job.**

**If this is not a match you will want to continue to create your new buyer account.**

**By clicking OK, you will then receive another pop up indicating the new Added Buyer account number. (don't forget to copy the number) Now you can click OK and return to your transfer job with your new account number.**

| | Save/Exit | Refresh | Options | ⬇ | Submit Data | ☐ Approve Warnings Before Submit |
|---|---|---|---|---|---|---|

Animal | BrthDam | DonorDam | Wean | Year | Lease | Other Sires | Transfer | **Tsfr Breeding** | Owners | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | AI Sire 1 Reg Nbr | AI Sire 1 Brd Dt | AI Sire 2 Reg Nbr | AI Sire 2 Brd Dt | Pas Sire 1 Reg Nbr | Pas Sire 1 In Dt | Pas Sire 1 Out Dt | Pas Sire 2 Reg Nbr | Pas Sire 2 In Dt | Pas Sire 2 Out Dt |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | | | | | | | |

# Tsfr Breeding Tab

**This tab is to enter breeding information on a female being sold bred.**
**AI Sire 1 Reg Nbr = registration number of 1$^{st}$ Ai sire**
**AI Sire 1 Brd Date = The date of the 1$^{st}$ AI mating**
**AI Sire 2 Reg Nbr = registration number of 2$^{nd}$ Ai sire**
**AI Sire 2 Brd Dt = the date of the 2$^{nd}$ Ai mating**
**Pas Sire 1 Reg Nbr = registration number of pasture sire**
**Pas Sire 1 in Dt = the date the pasture sire was placed with the dam**
**Pas Sire 1 Out Dt = the date the pasture sire was removed from the dam**
**Pas Sire 2 Reg Nbr = registration number of pasture sire**
**Pas Sire 2 in Dt = the date the pasture sire was placed with the dam**
**Pas Sire 2 Out Dt = the date the pasture sire was removed from the dam**

| | Save/Exit | Refresh | Options | ⬇ | Submit Data | ☐ Approve Warnings Before Submit |
|---|---|---|---|---|---|---|

Animal | BrthDam | DonorDam | Wean | Year | Lease | Other Sires | Transfer | Tsfr Breeding | **Owners** | Other Buyers | Errors | Warnings

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | 1 | Pct | Mail | 2 | Pct | Mail | 3 | Pct | Mail | 4 | Pct | Mail | 5 | Pct | Mail | 6 | Pct | Mail |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | | | | | | | | | | | | | | | |

# Owners tab
**If an animal is multiply owned,**
**1-6 = each owner will be listed here and the percent they own.**

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | 2 | Pct | Mail | 3 | Pct | Mail | 4 | Pct | Mail | 5 | Pct | Mail | 6 | Pct | Mail |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | X1 | | | | | | | | | | | | | | | |

# Other Buyers Tab

**2-6, Pct, Mail = when transferring an animal to multiple owners, list each owners account number, the percent being transferred to them and yes or no to print certificates.**

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Errors |
|---|---|---|---|---|---|
| | | | | X1 | |

# Errors Tab

**Under the Dam Reg Nbr heading, and left of the actual dam registration number is a box, if in that box is a Red triangle in the upper left corner, you have an error that must be corrected, the description of this error will be listed under the error tab.**

| Dam Reg Nbr | Dam Prfx | Dam ID | Reg Number | ID | Warnings |
|---|---|---|---|---|---|
| | | | | X1 | Donor Dam 329429 is not DNA typed; Has these defects in pedigree: OS; Sire 2293142 is not DNA typed |

# Warnings Tab

**Under the Dam Reg Nbr heading, and left of the actual dam registration number is a box, if in that box is a Pink triangle in the lower right hand corner, you have a warning. These warnings are listed for you to review and if they are accurate, you can check the Approve Warnings box and Submit data.**

# Proceed to Billing

**Once you clicked Submit Data, the next page is running error checks, if there are no errors a Proceed to billing button will appear. If this button does not appear, click Edit Job to view and correct your errors. Errors must be corrected in order to submit data.**

# Final Submit

**This is the Invoice detail. It will indicate any billing that may have transpired, you can submit the payment by clicking the add Payment screen and following the instructions. Once you are complete hit Final Submit. Once it is done, the Incomplete Status on the right hand side will change to Complete, and your data is available for review.**