ONLINE ANIMAL DATA/REGISTRATION INSTRUCTIONS

DESCRIPTION: Overall summary of data that can be collected in Herdbook

- **Report (Place Calf on File)/Register New Calf**
- **Update/Correct Information on an animal already in the system**

ANIMAL TAB

All <u>underlined</u> fields are required

(1) **DamRegNbr (Birth Dam Registration Number)** – Enter ASA number of dam who actually gave birth to the calf (If calf is ET see DonorDam tab).

(2) **DamTatt (Birth Dam Tattoo)** – If Birth Dam does not have ASA number enter the Birth Dam's tattoo (see BirthDam tab to complete entering required information).

(3) **AnmRegNbr** – If animal is already in the system and you wish to correct/add information enter animal's ASA number. (If animal is registered data that can be corrected is limited.)

(4) **AnmTatt (Animal Tattoo)** – Enter calf tattoo. To register an animal, the tattoo must contain the letter representing the year of birth.

D – 2016   E – 2017   F – 2018   G – 2019   H – 2020   J – 2021   K – 2022   L – 2023

(5) **EID** – If animal has EID number enter here.

(6) **Hd (Herd ID)** - A single digit or letter (1-9 or A-Z) used to designate different contemporary groups at birth.

(7) **CalfRemoval (Calf Removal Code)** – Use if the calf has left the herd. All required calf data **MUST** be reported to use removal codes.

Pre-Weaning

20 – Born alive – Died Disease
21 – Born Alive – Died Other
22 – Died at Birth – Calving Difficulty
23 – Died at Birth – Defect
24 – Died at birth – Other
25 – Other
26 – Stillborn – Full Term

Post-Weaning

30 – Appearance   37 – Other
31 – Color   38 – Temperament
32 – Died – Disease
33 – Died – Other
34 – Failed to Conceive
35 – Feet and Legs
36 – Performance

(8) **SireNbr (Sire Registration Number)** – If sire is not on file with ASA, calf breed composition must be entered. Calves out of unregistered sires cannot be registered.

(9) **TattLoc (Tattoo Location)** – The location of tattoo or brand on the animal.

BE – Both Ears   LH – Left Hip
RE – Right Ear   LS – Left Shouder
RH – Right Hip   LE – Left Ear
RS – Right Shoulder   LR – Left Rib
RR – Right Rib   CE – Combination Ears

(10) **Sex*** – Sex of calf

B – Bull   S – Steer   C – Heifer/Cow

*If male is castrated at birth use S for birth sex. If castrated at weaning or later designate S at yearling.

(11) **BirthWt (Birth Weight)** - Birth weight of the calf.

(12) **BwMethod (Birth Weight Method)** – Method used to measure birth weight.

T – Hoof Tape
All other methods leave blank

(13) **Birth Date** – Birth date of the calf.

(14) **MBC (Multiple Birth Code)**

1 – Single   6 – Frozen ET
2 – Twin Same Sex   7 – ET Twin Same Sex
3 – Triplets   8 – ET Twin Opposite Sex
4 – Twin Opposite Sex   9 – Fresh ET

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit   Submit Data   Options

(Click on a column header for help)   Animal   BirthDam   DonorDam   Wean   Year   Transfer   Lease   Errors   Warnings

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	Hd	CalfRemoval	SireNbr	TattLoc	Sex	BirthWt	BwMethod	BirthDt	MBC	CE	AI	Name	Reg	Cert	Simbrah	HPS	Color	Owner	Breeder	BrdCds	CalfYear

- **Report (Place Calf on File)/Register New Calf**
- **Update/Correct Information on an animal already in the system**

ANIMAL TAB

All <u>underlined</u> fields are required

(15) **CE (Calving Ease)* –** Indicates how easily calf was born.

1 – Born Unassisted	5 – Abnormal Presentation
2 – Easy Pull	6 – Dead on Arrival
3 – Hard Pull	7 – Premature
4 – Cesarean	

*Every calf should have a primary code (1 - 4) used first, for the genetic evaluation. Secondary codes (5-7) can be used to further describe the calving event. For example, if a calf was dead on arrival, report the appropriate primary code for calving difficulty (1 - 4) followed by a 6 for dead on arrival. Use 36 to indicate a hard pull and dead on arrival. Use a 25 to indicate an easy pull with an abnormal presentation.

(16) **AI –** Breeding Method.

Y – AI Bred   N – Pasture Bred

(17) **Name –** Name of the calf. (30 characters or less including spaces)

(18) **Reg (Registration Request)**

Y – Register

T – Register and transfer the registration certificate

N – Reporting data, registration not requested

(19) **Cert (Certificate)**

Y – Paper registration certificate will be printed

N – Paper registration certificate will not be printed

(20) **Simbrah –** Simbrah registry?

Y – Yes   N – No

(21) **H/P/S (Horned/Pulled/Scurred)**

H – Horned   P – Polled   S – Scurred

(22) **Color –** Dominant color of the calf.

R – Red   G – Grey   Y – Yellow   W – White   B – Black

(23) **Owner –** Owner of the calf. (Should be member reporting calf. If need to transfer please see Transfer Tab.)

(24) **Breeder –** Owner of the dam of the calf. (If different than applicant please fill out Breeder Signature Form.)

(25) **BrdCds (Breed Codes) –** Only use if the sire for the calf is unknown or commercial. Please list the complete breed codes of the calf.

AN – Angus	CS – Commercial Simmental	TA – Tarantaise
AR – Red Angus	DS – South Devon	HH – Horned Hereford
BN – Brangus	GV – Gelbvieh	HO – Holstein
BR – Brahman	MA – Maine-Anjou	HP – Polled Hereford
CA – Chianina	SP – Polled Shorthorn	LM – Limousin
CH – Charolais	SS – Shorthorn	

Use "PB" if animal is purebred. Breed codes must be entered as fractions with a space between the fraction and breed code. (Example – **PB AN or **3/8 AN 5/8 GV**) Using MX to indicate mix or unknown breeds is not valid.*

(26) **CalfYear –** If calf birth date overlaps season December to January, enter year you want the calf to contemporary with.

💡 Tips:

A) You can only use a prefix in an animal name if you own the prefix. Contact ASA to register a prefix (2 – 4 characters) to your account.

B) The original certificate is included in the cost of registration. Each additional certificate will be charged $5.00. If you see a charge for a certificate it means one has already been issued. If you have entered new/corrected information and would like updated EPD's contact ASA.

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit   Submit Data   Options

(Click on a column header for help)

Animal | BirthDam | DonorDam | Wean | Year | Transfer | Lease | Errors | Warnings

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	Hd	CalfRemoval	SireNbr	TattLoc	Sex	BirthWt	BwMethod	BirthDt	MBC	CE	AI	Name	Reg	Cert	Simbrah	HPS	Color	Owner	Breeder	BrdCds	CalfYear
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮⑯		⑰	⑱	⑲	⑳	㉑㉒		㉓	㉔	㉕	㉖

- **Place new commercial birth dam on file or update birth dam data**

BIRTH DAM TAB

All _underlined_ fields are required

① **DamRegNbr (Dam Registration Number)** – Enter ASA number of dam who actually gave birth to the calf. *If calf is ET see DonorDam tab.*

If Dam is not on file with ASA complete the following:

② **DamTatt (Dam Tattoo)** – Enter dam's tattoo

③ **Name** – Enter name of dam

④ **BirthDt (Birth Date)** – Birth date of dam

⑤ **BrdCds (Breed Codes)** – Enter complete breed codes of dam (See Animal Data Tab for list of codes)

For Total Herd Enrollment herds only:

⑥ **Productivity** – Enter code if dam did not calve in a given season/year.

1 – Calf /Calves Stillborn	8 – Exposed and Failed to Conceive— Moved to Next Year
2 – Aborted	9 – Exposed and Failed to Conceive— Removed from Herd
3 – Not Exposed	10 – Calving Interval Overlaps Season
5 – ET Donor	11 – Pregnant – but Removed or Died Prior to Calving
6 – ET Recipient	12 – Cow Calved – Calf Not Found Intact or at All
7 – Exposed and Failed to Conceive – Moved to Next Season	

⑦ **ProductivityYear** – Enter year reporting productivity for.

⑧ **Wt (Weight)** – Enter dam's weight.

⑨ **WtDt (Weight Date)** – Enter date dam weight taken.

⑩ **Hip Height** – Hip height measurement (inches) of mature cow.

⑪ **BodyCondition (Body Condition Score)**

1 – **Emaciated** – Cow is extremely emaciated, no palpable fat over the backbone, loin edge, hipbones, or ribs.

2 – **Poor** – Cow still appears somewhat emaciated but tail head and ribs less prominent.

3 – **Thin** – Ribs are still individually identifiable, obvious palpable fat along backbone and over tail head.

4 – **Borderline** – Individual ribs are not longer visually obvious. Some fat covers ribs, back bones, and hip bones.

5 – **Moderate** – Cow has good overall appearance; fat cover over ribs feels spongy, palpable fat on either side of tail head.

6 – **High Moderate** – Firm pressure needed to feel backbone of cow, high degree of fat palpable over ribs.

7 – **Good** – Cow appears fleshy and obviously carries considerable fat, some fat around vulva and in crotch.

8 – **Fat** – Cow very fleshy and over conditioned, large fat deposits over ribs, around tail head, and below vulva.

9 – **Extremely Fat** – Cow is obviously extremely wastey and patchy, blocky appearance, bone structure no longer visible.
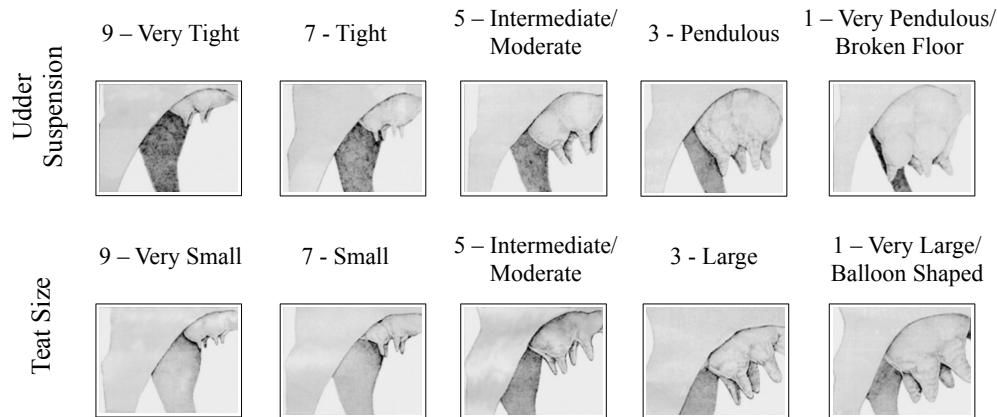
- **Place new commercial birth dam on file or update birth dam data**

BIRTH DAM TAB

All <u>underlined</u> fields are required

(12) **UdderScore** – Scores recorded as a 2 digit number (99,57,11... etc). The first number being the Udder Suspension score and the second is the Teat Size score. To be scored as close to calving as possible, ideally within 24 hours.

Udder Suspension

| 9 – Very Tight | 7 - Tight | 5 – Intermediate/ Moderate | 3 - Pendulous | 1 – Very Pendulous/ Broken Floor |

Teat Size

| 9 – Very Small | 7 - Small | 5 – Intermediate/ Moderate | 3 - Large | 1 – Very Large/ Balloon Shaped |

Graphics used courtesy of the American Hereford Association

💡 Tips:

A) All scores should be taken by the same person.

B) Mature dam weights are recommended to be taken at least twice. Once before 5 years of age and once after. However, taking weights more frequently can add predictive value.

C) It is recommended to take mature dam weights at weaning time. This will allow all dams to be in a similar physical stage.

D) Udder scores should be taken yearly right after calving.

E) Foot and leg scores may be taken on mature dams. To enter these scores enter dam's ASA number into the AnmRegNbr column and then enter the scores on the yearling tab with date taken. (See Yearling Tab instructions for list of scores.)

(13) **UdrS Date (Udder Score Date)** – Date score was taken.

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit Submit Data Options

(Click on a column header for help)   Animal | **BrthDam** | DonorDam | Wean | Year | Transfer | Lease | Errors | Warnings

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	Name	DSireRegNbr	BirthDt	BrdCds	Productivity	ProductivityYear	Wt	WtDt	HipHeight	BodyCondition	UdderScore	UdrS Date
(1)	(2)				(3)		(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Tools

- **Enter donor dam for calf being reported**

DONOR DAM TAB

All **underlined** fields are required

Birth Dam Info (Please See Birth Dam Tab)

(1) **DamRegNbr (Birth Dam Registration Number)** – Birth dam's ASA number.

(2) **DamTatt (Birth Dam Tattoo)** – Birth dam's tattoo.

---

(3) **DonorRegNbr (Donor Dam Registration Number)** – Enter donor dam's ASA number.

Donor dam **must** be on file with ASA before you can report a calf to her. Once her ASA number is entered in column **(3)** the following will automatically fill in.

(4) **DonorTatt (Donor Tattoo) –** Tattoo of donor dam.

(5) **Name –** Name of donor dam.

(6) **BrdCds (Breed Codes)** – Breed codes of donor dam.

(7) **BirthDt (Birth Date)** – Birth date of donor dam.

(8) **DDSireNbr (Donor Dam Sire Registration Number) –** ASA number for the donor dam's sire.

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit   Submit Data   Options

(Click on a column header for help)   [Animal] [BrthDam] (DonorDam) [Wean] [Year] [Transfer] [Lease] [Errors] [Warnings]

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	DonorRegNbr	DonorTatt	Name	BrdCds	BirthDt	DDSireNbr
(1)	(2)				(3)	(4)	(5)	(6)	(7)	(8)

Tools

- **Add weaning information to new calf or animal already on file**

WEANING TAB

If adding weaning information to new calf required fields from Animal Tab must already be filled in.

① AnmRegNbr – If you are adding weaning information to an animal already reported/registered enter animal's ASA number.

② Wt (Weaning Weight) – <u>Actual</u> weight of calf taken at weaning.

③ Dt (Weaning Date) – Actual date of weaning.

④ MC (Weaning Management Code) – Indicates diet of calf up to weaning.

   1 – Dam only

   2 – Dam with creep

   3 – Without dam, bucket fed

   4 – Twin or foster dam

⑤ PU (Pasture Unit) – A single digit or letter (1-9 or A-Z) used to designate calves managed in different groups, or environments, and thus were exposed to different conditions.

> 💡 Tips:
>
> A) All scores should be taken by the same person.
>
> B) ASA will adjust weight to 205 days. For genetic evaluation purposes, the ideal age for collecting weaning weights is 160-250 days, though weights on animals 60 days +/- the ideal range will also be included in the genetic evaluation.

⑥ Doc (Docility) – Docility grading guidelines.

   1 – <u>Docile</u> – Mild disposition. Gentle and easily handled.

   2 – <u>Restless</u> – Quieter than average, but may be stubborn during processing.

   3 – <u>Nervous</u> – Typical temperament is manageable, but nervous and impatient.

   4 – <u>Flighty (Wild)</u> – Jumpy and out of control, quivers and struggles violently. May bellow and froth at the mouth.

   5 – <u>Aggressive</u> – May be similar to score 4, but with added aggressive behavior, fearfulness, extreme agitation, and continuous movement.

   6 – <u>Very Aggressive</u> – Extremely aggressive temperament. Thrashes about or attacks wildly when confined in small, tight places.

⑦ DocDate (Docility Date) – Date docility score was taken.

⑧ HipHeight - Hip height measurement (to the nearest ¼ inch) at weaning.

⑨ SheathScore – Sheath/navel score should be recorded at the same time as the weaning weight.

   1 – Very Clean

   2 – Clean

   3 – Average

   4 – Somewhat pendulous

   5 – Pendulous

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit   Submit Data   Options

(Click on a column header for help)   Animal | BrthDam | DonorDam | **Wean** | Year | Transfer | Lease | Errors | Warnings

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	Wt	Dt	MC	PU	Docility	DocDate	HipHeight	SheathScore
		①			②	③	④	⑤	⑥	⑦	⑧	⑨

Tools ⚙

- **Add yearling information to new calf or animal already on file**

YEAR (YEARLING) TAB

If adding yearling information to new calf required fields from Animal Tab must already be filled in.

1. **AnmRegNbr** – If you are adding yearling information to an animal already reported/registered enter animal's ASA number.

2. **Wt (Yearling Weight)** – <u>Actual</u> yearling weight of calf.

3. **Dt (Yearling Weight Date)** – Actual date yearling measurements were taken.

4. **FU (Feeding Unit)** A single digit or letter (1-9 or A-Z) used to designate calves under different feeding regimes after weaning. (Example – Some bulls may have been on a high ration while others were not.)

5. **Sex** – Sex of animal at yearling.

   B – Bull   S – Steer   C – Heifer/Cow

   If male is castrated pre-weaning use S for birth sex. If castrated at weaning or later designate S at yearling.

   Tips:

   A) ASA will adjust weight to 365 days. For genetic evaluation purposes, the ideal age for collecting yearling weights is 330 – 440 days, though weights on animals 60 days +/- the ideal range will also be included in the genetic evaluation.

   B) All phenotype scores should be taken by the same person.

   C) It is recommended to gather all phenotype scores at yearling age.

   For Foot and Leg Scores:

   D) Animals should be scored prior to hoof trimming.

   E) When there is a variation among an animals feet, score the worst foot.

   F) Score animals on a level and hard surface, devoid of mud or grass.

6. **Doc (Docility)** – Docility grading guidelines.

   1 – <u>Docile</u> – Mild disposition. Gentle and easily handled.

   2 – <u>Restless</u> – Quieter than average, but may be stubborn during processing.

   3 – <u>Nervous</u> – Typical temperament is manageable, but nervous and impatient.

   4 – <u>Flighty (Wild)</u> – Jumpy and out of control, quivers and struggles violently. May bellow and froth at the mouth.

   5 – <u>Aggressive</u> – May be similar to score 4, but with added aggressive behavior, fearfulness, extreme agitation, and continuous movement.

   6 – <u>Very Aggressive</u> – Extremely aggressive temperament. Thrashes about or attacks wildly when confined in small, tight places.

7. **DocDate (Docility Date)** – Date yearling docility score was taken.

8. **HipHeight** - Hip height measurement (inches) at yearling.

9. **ScrotalCircumf (Scrotal Circumference)** – Scrotal circumference measurement (cm) as a yearling bull.

10. **Pelvic Height** – Height of pelvis as a yearling of heifers and bulls to the nearest 1⁄2 cm.

11. **Pelvic Width** – Width of pelvis as a yearling of heifers and bulls to the nearest 1⁄2 cm.

12. thru 14 see next page

15. **FL Date** – Date Foot and Leg Scores were taken.

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration
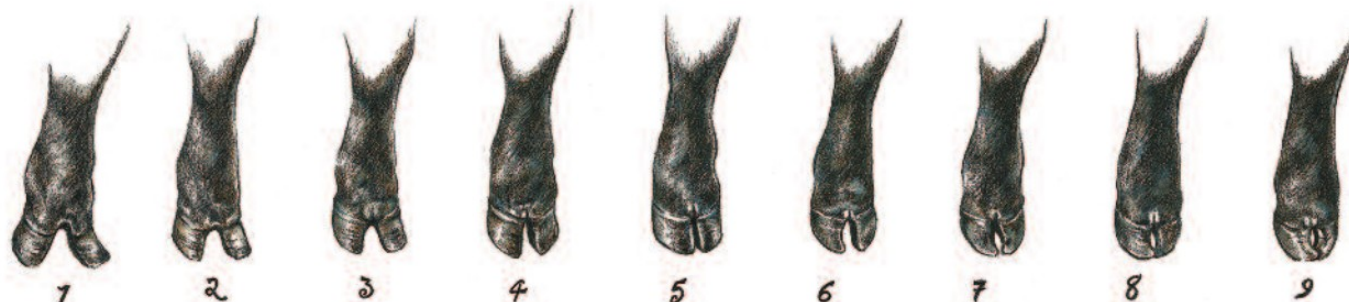
[Save/Exit] [Submit Data] [Options]

(Click on a column header for help)   [Animal] [BrthDam] [DonorDam] [Wean] **[Year]** [Transfer] [Lease] [Errors] [Warnings]

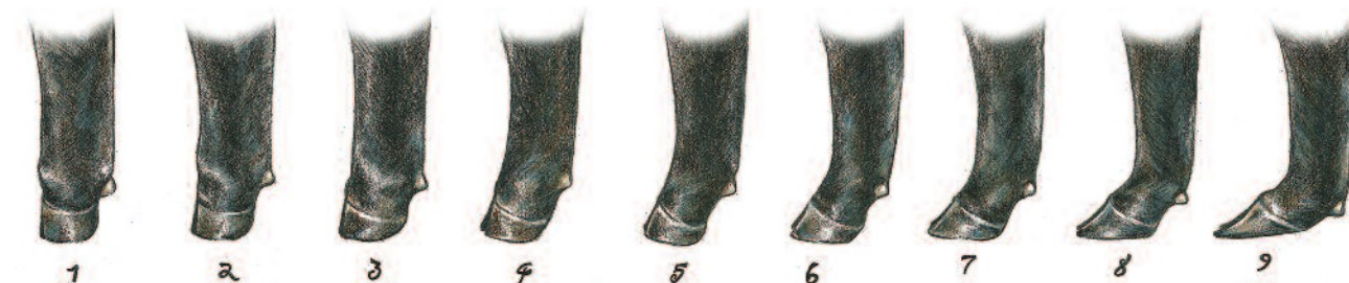| DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	Wt	Dt	FU	Sex	Docility	DocDate	HipHeight	ScrotalCircumf	PelvicHeight	PelvicWidth	ClawSet	HoofAngle	RearLeg	FL Date
		1			2	3	4	5	6	7	8	9	10	11	12	13	14	15

- **Add yearling information to new calf or animal already on file**

YEAR (YEARLING) TAB

(12) Claw Set – A visual score/description of the digital conformation with regard to shape, size, and symmetry. Can describe divergence and openness, or curling/crossing of claws.

(13) Hoof Angle – A visual score/description of the angularity that exists between the base of the hoof to the pastern. Can describe steepness, shallowness, and length of toe.

(14) Rear Leg – A visual score/description of the angularity that exists in the hock joint in relation to movement. Can describe straightness and rigidness, or overflexion of the hock joint.
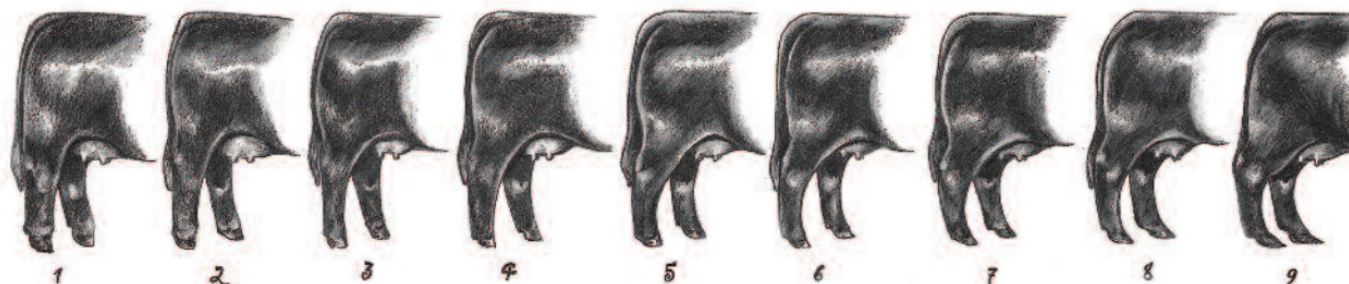
Artwork by Amanda Raithel Art

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit   Submit Data   Options

(Click on a column header for help)

Animal BrthDam DonorDam Wean Year Transfer Lease Errors Warnings

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	Wt	Dt	FU	Sex	Docility	DocDate	HipHeight	ScrotalCircumf	PelvicHeight	PelvicWidth	ClawSet	HoofAngle	RearLeg	FL Date
		(1)			(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

- **Transfer a new calf or animal already on file to new owner**

TRANSFER TAB
All <u>underlined</u> fields are required

- **If transferring a new calf required fields from Animal Tab must already be filled in.**

- **Animal must be registered to transfer.**

  ① **AnmRegNbr** – If you are transferring an animal already reported/registered enter animal's ASA number.

  ② **AcctNbr (Account Number)** – Buyer's 6 digit ASA account number. (zero filled example: 000100)

    - To search for member account number go DATA ENTRY ➡ MEMBER SEARCH
    - Go to **Address Tab** – Enter **Zip Code** – Search
    - Click column headers to sort by Name or Address
    - For more member search tips see Lease Tab page

If a buyer does not have an ASA account fill in the following (system will assign the buyer a permanent account number to be used for all subsequent business):

  ③ **Business Name** – Name of business purchasing animal

  ④ **First Name** – First name of primary on buyer's account

  ⑤ **Last Name** – Last name of primary on buyer's account

  ⑥ **Addr (Address)** – Buyer's street address

  ⑦ **City** – Buyer's city

  ⑧ **State** – Buyer's state

  ⑨ **Zip** – Buyer's zip-code

  ⑩ **Phone** – Buyer's phone number

---

  ⑪ **SaleDt (Sale Date)** – Actual date of sale for the animal.

  ⑫ **Mail To** – Who should certificates be mailed to?

    B – Buyer   S – Seller

- **The following breeding data is required if transferring female over 18 months of age.**

  ⑬ **Open** – Was cow open at time of sale?

    Y – Yes (female is open)   N – No (female is bred)

If cow was bred at time of sale fill in all applicable information below (all potential sires must be listed):

  ⑭ **AISire1RegNbr (AI Sire 1 Registration Number)** – If cow was bred as a result of AI enter the AI sire's ASA number.

  ⑮ **AISire1BrdDt (AI Sire 1 Breed Date)** – Date cow was inseminated by AI Sire 1.

  ⑯ **AISire2RegNbr** and **AISire2Brd Dt** – If more than one AI sire was used enter second sire's ASA Registration Number and the date of insemination for second sire.

  ⑰ **PasSire1RegNbr (Pasture Sire 1 Registration Number)** – If dam was pasture exposed enter the pasture sire's ASA Number.

  ⑱ **PasSire1InDt (Pasture Sire 1 In Date)** – Date pasture sire was put in same pasture as cow.

  ⑲ **PasSire1OutDt (Pasture Sire 1 Out Date)** – Date pasture sire was removed from same pasture as cow.

  ⑳ **PasSire2RegNbr, PasSire2InDt,** and **PasSire2OutDt** – If cow was exposed to multiple pasture sires enter the sire's ASA registration number and pasture in and out dates.

Job: 1099923   Membership: 187289   Title: Test Job for Instructions   Type: Animal Data/Registration

Save/Exit   Submit Data   Options

(Click on a column header for help)

Animal | BrthDam | DonorDam | Wean | Yea | Transfer | Lease | Errors | Warnings

DamRegNbr	DamTatt	AnmRegNbr	AnmTatt	EID	AcctNbr	BusinessName	FirstName	LastName	Addr	City	State	Zip	Phone	SaleDt	MailTo	Open	AISire1RegNbr	AISire1BrdDt	AISire2RegNbr	AISire2BrdDt	PasSire1RegNbr	PasSire1InDt	PasSire1OutDt	PasSire2RegNbr	PasSire2InDt	PasSire2OutDt
			①		②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯		⑰	⑱	⑲	⑳		

Tools ⚙

- **Lease a new calf or animal already on file to other**

LEASE TAB

All <u>underlined</u> fields are required

- **If leasing a new calf required fields from Animal Tab must already be filled in.**

- **Leasee must have an account number with ASA. If they do not have an account number contact ASA.**

(1) **AnmRegNbr** – If you are leasing an animal already reported/registered enter animal's ASA number.

(2) **Leasee** – Leasee's 6 digit ASA account number. (zero filled example: 000100)

  - To search for member account number go DATA ENTRY ➡ MEMBER SEARCH
  - Go to **Address Tab** – Enter **Zip Code** – Search
  - Click column headers to sort by Name or Address

(3) **StartDt (Start Date)** – Date lease began.

(4) **EndDt (End Date)** – Date lease ends.

💡 Member Search Tips:

  A) The most accurate searches result from searching by Zip Code.

  B) If you need to narrow the search add first three letters of the member's last name.

  C) Due to variations in name spelling please confirm the correct spelling of all names.

  D) When search results are displayed you can sort the results by clicking on column headers. (Ex. Name, Address, State, etc…)

  E) If a member appears to have multiple accounts:

    - Verify correct name and address

    - Click on account number, under "Type" it will say "Adult", "Junior", or "Non-Member", if applicable, select "Adult" or "Junior" over "Non-Member"

Submit Job/Add Payment

1. Once all data has been entered review **Errors** and/or **Warnings.**

   - If there is a **red** triangle to left of animal number, select the **Errors tab** – errors will be listed and **MUST** be resolved before submitting.

   - If there is a **purple** triangle to the left of the animal number select the **Warnings tab** – review each warning listed, correct if needed. (Job may be submitted without resolving all warnings.)

2. After errors and warnings have been resolved select **Submit Data.**

   - If you see this message there are still unresolved errors. Select **Edit Job** to return to job and resolve any remaining errors.

3. Select **Proceed to Billing**.

4. The next page will be your bill summary. Select **Add Payment.**

5. Add payment information.

6. Select **Confirm.**

7. Select **Final Submit**. If you miss this step the job will not be submitted.