

Digital Beef User's Manual



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If you have any questions or concerns, please contact the ABBA Office.

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**Videos and Webinar Opportunities to Come*

How To: Navigate Member Work Menu

Menu Navigation allows quick access to animal and ranch searches, herd management, reports, tools and more.

1. Access member log in through brahman.org in the top right corner
2. Using same credentials from LGS, log in on the upper left-hand side.
 - a. If you have forgotten this information please contact the ABBA Office.
3. The initial screen that appears upon logging in is the general profile information page. The upper right-hand corner will show the member name to ensure that you are logged into the appropriate account. To log out of the registry service, simply click log out.
4. Any search tools can be used without being logged into an account.
5. The work menu on the left-hand side of the screen allows members to navigate and access all the many features, tools, and data input screens on the registry service.
6. At the top of the menu screen, there is a grey input box. When you first log in, your member number appears in the box. This box also doubles as a search box to find an animal or a member.
7. You can search for members, animals, or even put in certain EPD Parameters to find a list of animals with certain performance traits.
8. Below the search/find tab in the Work Menu, you will notice a series of additional menus. The menu options can be easily expanded and contracted to view more or less options. A menu item that has a red box by it means that there are additional menus within that tab.
9. Herd is one of the most used menus. Here you will find your complete herd inventory broken down by year they were assessed, calved with no progeny, calf crops, assessment age, and optional females.
10. If you click on transfer animals in the far-left work menu, this will bring up the animal transfer entry form. Similar with Recording Data.
11. Also under herd management is DNA. If you click on this, you are able to view DNA results for animals in your herd.
12. Further down the menu, you can view customers to find a list of all the people you have transferred animals to.
13. The reports menu brings up a screen to print weaning worksheets, yearling worksheets, ultrasound worksheets, etc.
14. The tools menu offers several options including a breakdown of genetic trends which can be viewed for each EPD Trait.
15. The Work Queues menu at the bottom of the work menu shows any work that is in progress.
16. In addition to familiarizing yourself with the work menu options, you should also take a look at the tab options under My Account---View.
 - a. This is the same screen where you update your addresses and contact information. As well as member preferences.
17. On the general profile information screen, there are a series of boxes that run across the middle of the screen. Each of these boxes represent a different screen. The function of these boxes is explained in the initial herd screen.
 - a. If you click ALL, this will show a comprehensive list of all animals in your inventory not identified as Culled or that have died.

- b. The Quick Sire List brings up bulls you have selected for easy recording of calves and breeding information. There are two different sections- one for bulls and one for females.
 - c. If you click breeding under bulls, this will list all the bulls in your inventory that are at least 720 days of age or they have a breeding record entered into the herd book.
 - d. Yearling brings up all the bulls in your inventory that are between 250 and 720 days of age and they have no breeding record entered into the herd book.
 - e. Weaned brings up the bulls in your inventory that are over 250 days of age or they have a weaning record entered into the herd book.
 - f. Pre-Wean is bulls in your inventory that are under 251 days of age and they have no weaning record entered into the herd book.
 - g. Under females, if you click breeding, this brings up all the cows and heifers in your inventory that are at least 720 days of age or they have a breeding record entered into the herd book.
 - h. Yearling brings up all the females in your inventory that are between 250 and 720 days of age and they have no breeding record entered into the herd book.
 - i. Weaned brings up the heifers in your inventory that are over 250 days of age or they have a weaning record entered into the herd book.
 - j. Pre-Wean is heifers in your inventory that are under 251 days of age and they have no weaning record entered into the herd book.
 - k. Recip is all the recipient and/or commercial cows
 - l. For sale is animals you have flagged for sale by private treaty
 - m. Legacy is animals you have sold, culled or have died while owned by your ranch/membership.
18. Under these different boxes, there are several things you can do when a particular animal is highlighted. Such as: view the animal details screen by clicking on the grey view button under options, edit the animal's information, transfer the animal, dispose of the animal, and mark the animal for sale or not for sale.
19. Take some time to familiarize yourself with both the navigation menu and the herd tab. The more you work with these menus, the easier it will become to use.

How To: Set Member Preferences

Members should review and update member preferences soon after logging into the registry service for the first time.

1. Log in through brahman.org and by using LGS Credentials.
2. The initial screen after logging in is the General Profile Information Screen.
3. On the General Profile Information Screen, click on the "prefs" tab to review and set your member preferences.
4. Here, you will be able to view how your member information will be listed in the Annual Member Directory & if you want to be published in the directory by checking or unchecking the box on the left of the screen.
5. Then go through the other options on the right side of the screen.

How To: Start Entering Calf Data

1. Select Herd Management under my account on the menu
2. Once more options appear, click inventory. This inventory screen has multiple tabs that run across the top of the screen. The first two tabs on the left side are the current year and prior year assessments.
3. To enter calves born in 2019- click 2019 Assessments. For your 2020 Calf Crop- click 2020 assessments.
4. You can sort this list of animals by clicking any of the red underlined headers at the top of the screen. Lists can be sorted by: Prefix, Tattoo, Registration Number, Name, or DOB.
5. On the right side of the list, there is a trash can icon. If you click on this Icon, it will pull up a drop-down menu where you may enter a disposal code for the female.
6. There is also a paper scroll icon that can be used to enter a reproductive status code via a drop-down menu once the icon is clicked.
7. To record a calf- click the red record calf tab on the far right and this will put the animal in the birth recording work queue.
8. Click record calf for all females you wish to enter birthing data for.
9. They will go into the work queue in the same order that you clicked record calf.
10. Once you have selected all desired females, click the work queue button and then birth recording.
11. The Birth Queue shows the work waiting to be processed.
12. In the row, you see the member ID, Member Name, Total number of animals in the work queue, the work order number, and the date.
13. Click on the row to open that work order
14. This brings up a screen with all the animals in the Birth Queue
15. Across the top of the data entry screen is all the categories of data that can be entered. If you click any of the data categories, a dialogue box will pop up with a description of the category.
16. Here, you can enter in Dam Data, Calf's DOB, Service Type and Sire Data.
17. If you click the green icon next to the sire tab, your quick sire list will appear which will allow for easy selection and recording.
18. If you do not have a quick sire list- a registration number can easily be put in manually.
19. Prefixes will then default to either the master herd or the member entering the data. If you have associated herds, use the pull-down menu to select the correct prefix for the calf.
20. Enter the calf's tattoo with the year letter code- international letter codes can be found on the left side of the screen under the work menu.
21. Select the sex of the calf- B for Bull or C if the calf is a heifer. Animals can be changed to steers in the weaning data entry screen.
22. Continue moving across the screen to fill out the remainders of columns.
23. If you do not enter a name- the system will automatically use the animal's tattoo number.
Note- your herd prefix is automatically part of the animal's name, so you do NOT have to enter the prefix. ET calves must have ET at the end of their name.
24. You can enter a disposal code if the calf died at birth or prior to weaning.
25. This system will put the animal in a season based on a 90-Day contemporary group interval.

26. If you have AI, Pasture exposure dates, Flush Dates, Transfer Dates or Recip Cow information- that can also be entered here if applicable.
27. If you wish to delete an animal from a work order- simply click the red “x” on the far right of the animal’s row and data can be entered at a later time.
28. After you have entered data on all of the calves, click the validate button. This will check the information for any errors. If you leave the screen before clicking validate, all information you have entered will be lost. If there is an error in the information you have entered, an error message will appear below the animal describing the error.
29. Common Error Data Messages: the tattoo is required, the dam is under 16 months of age at calving, sire information is insufficient, dam does not belong to breeder, the dam does not have an available HAS credit, or birthdate missing.
30. Once you have corrected any errors- click revalidate.
31. Next, click commit to registry. This will then assign all animals a registration number. Any animals that still contain an error are not assigned a registration number and are put in the kick-out queue which can be found under the kick out tab on the general profile information screen.
32. Call the ABBA Office with any questions regarding errors. Animals will remain in this queue and not be recorded or registered until the errors are resolved.
33. After the animals are recorded, a birth summary screen is displayed. Here you are also given the option to add these animals to weaning queue if the animal is of weaning age. If the animal is not of weaning age, weaning data can be entered at a later time.
34. Once all animals from the calving group are entered, you can print a complete summary of the data by going to: Reports under My account on the left menu and clicking birth summary.

How To: Record Birth Data

1. Access Member Log In through Brahman.org
2. Set up quick sire list which can be found on the general profile information screen by clicking on the herd tab and is on the left side of the boxes that run across the middle of the screen.
3. The quick sire list from LGS was not converted to the new registry system. Therefore, you will need to add the sire’s you have used into the quick sire list.
4. To do this- enter the registration number of the sire in the box that says new quick sire.
5. Once you have entered the registration number click add and the sire will be added to the list.
6. If a box pops up that says could not find the registration number in the herd book- please give us a call at (979)485-5528 or email abba@brahman.org
7. Sires on this list can be viewed as well as removed from this list on the quick sire list screen.
8. If you do not get all of your sires entered into this list, you can still enter a registration number in the sire field on the calf’s record.

How To: Enter Weaning/Yearling Data

1. Access member log in through brahman.org using LGS credentials
2. The first step to entering Weaning Data is to insert those animals into the weaning work queue. Check if you have any animals in the work queue.
3. IF there are no animals in the work queue. You will need to add them.
4. To add animals to the work queue, go back to the general profile information screen and hit herd tab.
5. Identify Bulls and Female Pre-Wean box and click the weaned box next to each calf that you wish to enter data for.
6. If the animal does not have a box in the weaned column, it means that it is less than 100 days of age.
7. Then go back to the weaning work queue to see the work waiting to be processed. Click on the green row to open up that particular work order.
8. This brings up a screen with all the animals in the weaning queue.
9. Across the top of the data entry screen is all the categories of data that can be entered. If you click on a header- it will bring up a description of what needs to be entered into that column.
10. Enter all the required information.
11. You can delete animals from the work queue by clicking the red X on the far right of that particular row.
12. Once you have entered all the data, click the validate button under the last calf data line in the work queue. You MUST click validate or all data that you entered will be lost.
13. The validation process checks for any errors. If you do not have any errors, click the commit button. This commits the data to the registry.
14. You must complete the two-step process (validate & commit) for the data to be inputted in the registry.
15. If a calf is old enough to have yearling data recorded, there will be an option on the right side to add the animal to the yearling queue.
16. Any animal who continues to have errors will remain in the kick-out queue until the error is resolved.

Follow the same process for entering yearling data.

How To: Print Weaning, Yearling & Ultrasound Worksheets

These print outs allow breeders to have easy access to all animals who are due for data collection

1. Access Member Log In through brahman.org using LGS Credentials
2. To view or print worksheet click on reports under my account on the work menu to the left of the screen.
3. This will bring up a screen that will display several report options. The work options are in the middle of the screen in a box labeled optional criteria for weaning, yearling and ultrasound worksheets.
4. For each report, you have the option to sort the PDF version of the worksheet by contemporary group or private herd numbers/ tattoo order. You also have the option to generate the worksheet for females only, bulls only, or all animals
5. The worksheet can be generated as either an excel file, or a PDF.
6. Click the excel icon below the title to generate a spreadsheet that can be typed in. And download the worksheet. If you want to open the worksheet in a PDF, simply click in the red icon and download the PDF file.
7. Each report provides fields for recording applicable date as well as provides a display of the optimal window for collecting data in the largest contemporary group possible.
8. Ultrasound worksheets can be provided to your ultrasound technician for collection and reporting of ultrasound data.
9. Also on the report screen, you can generate an excel file of all active animals and all performance measurement information contained in the registry under the performance summary box.
10. You can also generate a list of all animals in your inventory with their calculated EPDs in either an excel spreadsheet or a PDF File.
11. If you click the icon under the QR inventory list, and then click download QR code inventory sheet, it will generate a QR code for every animal in your inventory. This QR can then be read with a QR Reader on a smartphone. Once the QR code is scanned, it will automatically pull up a mobile version of the animal detail screen. These codes can then be used in ads or sale catalogs.

How To: Record ET Calves or Twins

1. Access member log in through brahman.org and use LGS Credentials
2. Once you are logged into the registry system, you will want to ensure that your quick sire list is set up. To do this, click on the herd tab on the General Profile Information Screen. The Quick sire list is located on the left side of the row of tabs located in the middle of the screen. If you do not wish to set up this list or don't have all of your herd sires listed, you can still input a sire's registration number when entering the calf's information.
3. To start recording information on ET calves or twins, first click on the herd management tab under My Account on the work menu to the left of the screen.
4. Next, click recording and then click calves. A birth recording screen will then pop up.

5. Enter the number of calves that you will be recording and click continue. This will bring up a Birth Data Entry Screen with a work order number along with member number and member name listed at the top of the screen.
6. Across the top of the data entry screen is all the categories of data that can be entered. If you click any of the data categories, a dialogue box will pop up with a description of the category.
7. To complete recording calves on this screen, you will need to input donor dam information on the left side of the screen. This will bring up the list of females that you have access to in your account inventory. This will automatically fill in the rest of her information.
8. Remember that all donors must have DNA on file. If you have questions on Donor Dam qualifications, please contact the ABBA office.
9. You will then enter the rest of the calf's information as prompted on the screen. Make sure that you select the correct service type. (Whether the calf is AI or ET)
10. Then put in the calf's sire information.
11. Select the sex of the calf- B for Bull or C if the calf is a heifer. Animals can be changed to steers in the weaning data entry screen.
12. Continue moving across the screen to fill out the remainders of columns.
13. If you do not enter a name- the system will automatically use the animals tattoo number. Note- your herd prefix is automatically part of the animal's name, so you do NOT have to enter the prefix. ET calves must have ET at the end of their name.
14. You can enter a disposal code if the calf died at birth or prior to weaning.
15. This system will put the animal in a season based on a 90-Day contemporary group interval.
16. If you have AI, Pasture exposure dates, Flush Dates, Transfer Dates or Recip Cow information- that can also be entered here if applicable.
17. If the Recip Dam is a registered animal- please enter her registration number if she has a herd assessment done for the respective year.
18. If you would like to delete a calf and enter data at a later time- simply hit the red X on the far right of the screen.
19. After you have entered data for the remainder of the calves, hit the validate button at the bottom of the screen. This will check the information you entered for any errors. If you leave the screen before hitting validate, all information you have entered will be lost. If there is an error that occurred- an error message will appear under the animal's information.
20. Then click re-validate to ensure that all errors are resolved. Once all errors are resolved, click commit to registry. This will assign each animal with a registration number.
21. Any animals that still have errors and are not assigned a registration number are then put in the kick out queue which can be found on the kick outs tab under the General Profile Information Screen. These animals will remain in this queue until errors are resolved.
22. Once all animals are entered you can then print a herd summary through reports.

How To: Transfer Animals

Official Registration Papers will not be sent until the original registration paper is received by the ABBA office at PO BOX 3249 Bryan, TX 77805-3249 signed by the seller.

1. Log In through brahman.org and by using LGS Credentials.
2. Once you have accessed the General Profile Information Screen, hit the Herd All Tab in the middle of the screen.
3. Locate the animal that you will need to transfer to another member and click on the grey transfer box on the right of the screen. This will put the animal in the transfer queue.
4. Navigate to the transfer queue under Work Menus → queues → transfer.
5. The animal transfer queue offers ways to transfer animals either individually or all together. Each box contains information about the animal.
6. If all transfers are to the same party on the same date, enter that information on the top of the screen.
7. If you don't know the buyer's member number, click the search member button and enter their zip code.
8. If you have forgotten to queue an animal in the general profile information screen, you can click on choose from my animals and it will allow you to choose more animals.
9. Once you have entered all the information, click validate all.
10. A green box will appear if all information is correct and there are no errors. A red box will appear if there are errors that need attention. Then click revalidate and continue to process the transfers.
11. If each animal in your queue is going to a different buyer enter in the information on each individual animal. Be sure that you are entering the correct buyer and information on the correct animal. Then click Validate.
12. If you realize that you have made a mistake after processing the transfer, please contact the ABBA Office.
13. Official registration papers will be sent to the person you selected to mail the certificate to.

How To: Link Animal Information

Linking Animal information to your webpage is as easy as cut and paste using our new registry system.

1. Access the animal detail screen using the animal search tool on the registry service.
2. The animal search tool provides several different options to search for an animal. You can search by: sex, registration number, tattoo, name, or EID. You will need to select your desired search option which can be done by clicking the appropriate radio button next to the search option- then key in your search criteria in the value box. Then click search to conduct the search.
3. Once you have entered your search and selected your animal, click on the red registration number to access the animal detail screen.
4. To link the animal details screen to your homepage, simply copy the URL address by right clicking on the URL and selecting copy. Then paste it to your desired location.
5. The URL Address from an animal detail screen works like any other internet link. Simply copy and paste. And you're done.