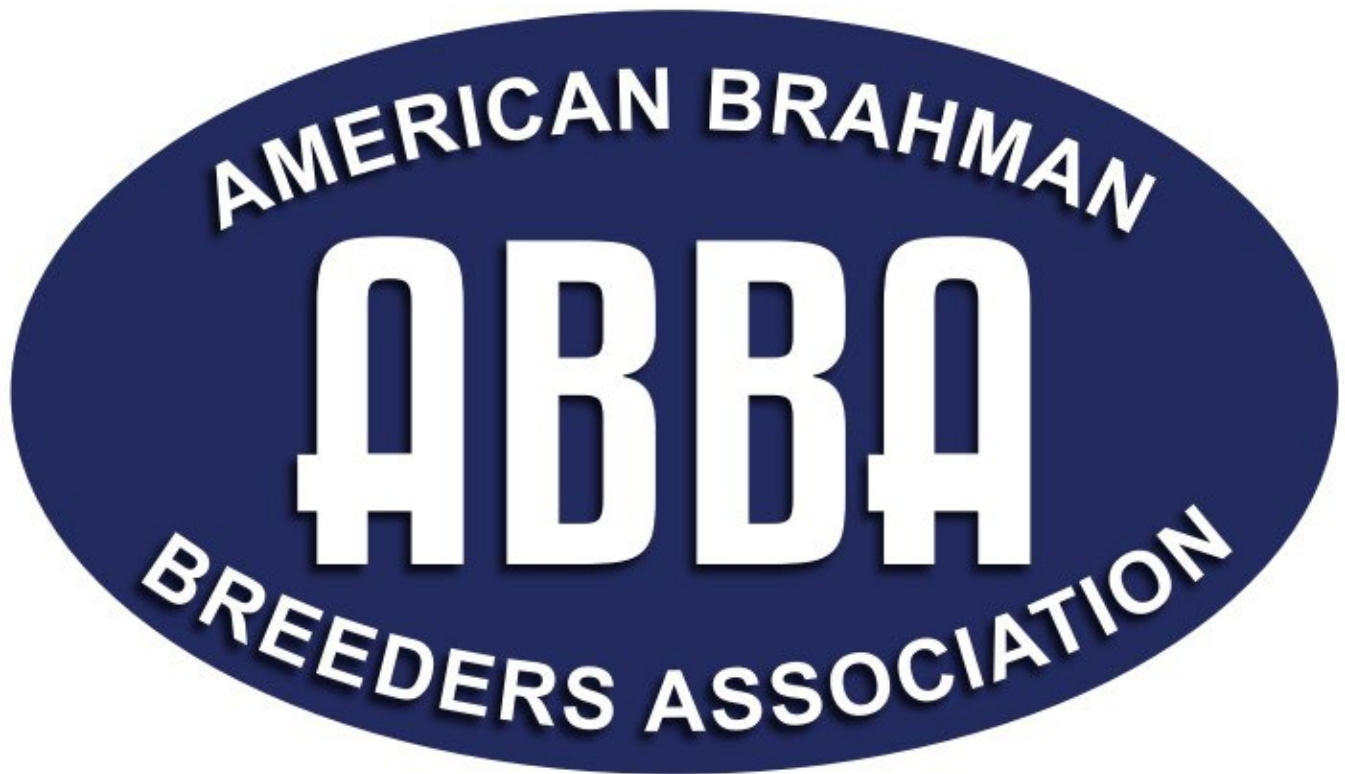# Digital Beef
User's Manual

American Brahman Breeders Association

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

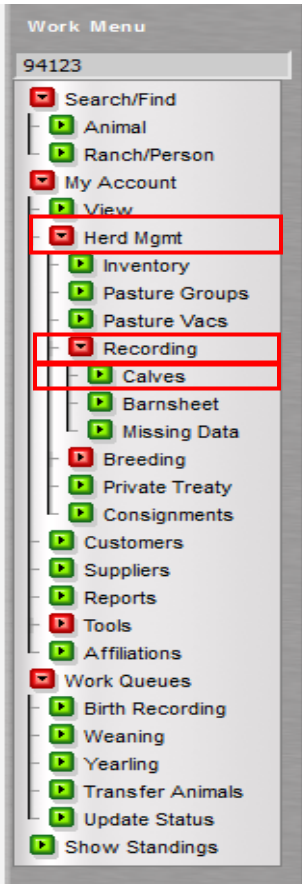979.485.5528   abba@brahman.org

Table of Contents

How To: Registration of calves

1. Login and click **"Herd Mgmt"** located in the work menu on the left side of the screen.

2. Click **"Recording"**

3. Click **"Calves"**

4. Input how many calves you would like to register at that time.

5. Once in the registration/birth data screen, start inputting the information for your new registrations. (refer to the *BHIR link* for data entry explanations)

6. Once the information has been filled in, click **"Validate"** which will check for any errors in the registrations (if any they will be highlighted in red and it will give an explanation)

7. If no errors come up, click **"Commit to Registry."** You will be redirected to a summary where you will get a registration number for each successfully registered animal.

We encourage members to read the ABBA Registration Rules and Brahman Herd Improvement Records (BHIR) Instruction Manual located at the bottom of the spreadsheet. If you have any questions regarding EPD data please refer to the BHIR link located at the bottom of the registration spreadsheet.

*To transfer an animal at the time of registration scroll all the way to the right and enter the purchaser ID and the Date of Purchase. Click **"Validate"** then click **"Commit to Registry."***

How To: Transfer animals online

1. Click **"My Account"** then click **"View"** located in the Work Menu on the left side of the screen.
2. Click the **"Herd"** tab and then **"All"** on the General Profile Information screen. This will show all of your current active animals.
3. Click **"Transfer"** under options. After clicking transfer it will change the wording from "Transfer" to "Queued." This indicates that the transfers have been put in a "Transfer Animals" work queue. You can transfer as many as you want.

4. Click **"Work Queues"** located in the Work Menu on the left side of the screen.
5. Click **"Transfer Animals"** which will redirect you to the Animal Transfer Entry Form
6. If all animals are being transferred to the same person, you can fill out the first row and click **"Validate All".**
7. If they are going to different buyers you can enter the buyer's "*ABBA number*" and the "*Transfer Date*" for each individual animal and **"Validate"**
8. Once all info is inputted, click validate then **"Continue."**

How To: Release A.I or E.T Certificates

1. Click **"My Account"** then click **"View"** located in the Work Menu on the left side of the screen.
2. Click either the **"AI Certificates"** or **"ET Certificates"** tab.
3. Click **"Purchase new AI Certificate"** or **"Purchase new ET Certificate"**
4. Input the information requested and **"Complete Purchase"**

How To: Pay Online

1. Click **"My Account"** followed by **"View"** located in the Work Menu on the left side of the screen.
2. Click the **"Account"** tab located on the General Profile Information screen.
3. Any unpaid invoices will be listed here, click **"Pay Invoice."** You will be redirected to Authorize.net where payment information can be submitted.

How To: Enter Weaning or Yearling data

1. Click **"My Account"** then click **"View"** located in the Work Menu on the left side of the screen.
2. Click the **"Herd"** tab and then click **"All"** on the General Profile Information screen. This will show all of your current active animals.
3. Under the column that reads **"Wean,"** click the box next to the animals that needs data entered. Once the box is checked it will read *"Queued"*. (follow the same instructions for yearling information except you would check the boxes under the "Year" column.)

4. Click **"Work Queues"** located in the Work Menu on the left side of the screen.
5. Click **"Weaning"** which will redirect you to the Weaning Queue. (click yearling if entering yearling data)
6. Click **"Go to this Queue."** This will be redirect you to the Weaning Data Entry Screen where you can input the information.
7. Click **"Validate"**
8. Click **"Commit to Registry"**

Miscellaneous Information

Explaining "Kickouts"

Any animals that contains errors are not assigned a registration number and are put in the *kick-out queue* which can be found under the **"Kickouts"** tab on the General Profile Information screen. (click My Account, then click View)

Animals will remain in this queue and not be recorded or registered until the errors are resolved. Once the error is resolved, click the work order under kickouts which will redirect you to the Birth Data Screen at this time you can click **"Validate"** and if errors have been resolved it will clear remove any errors, then click **"Commit to Registry."**

Transferring to non-members

1. Once in the "Animal Transfer Entry Form" click the **box** next to the Buyer box.
2. This will give you a pop up screen, enter the zip code where the buyer is located and click **"Search."**
3. Look through the list and see if the buyer comes up, if not at the bottom of the list click **"Click to Create a new Profile"**
4. Fill out the information required (name and address) click **"Run Standardization"**
5. Click **"Save Profile"** this will generate a non-member ABBA number and automatically fill it into the buyer field.
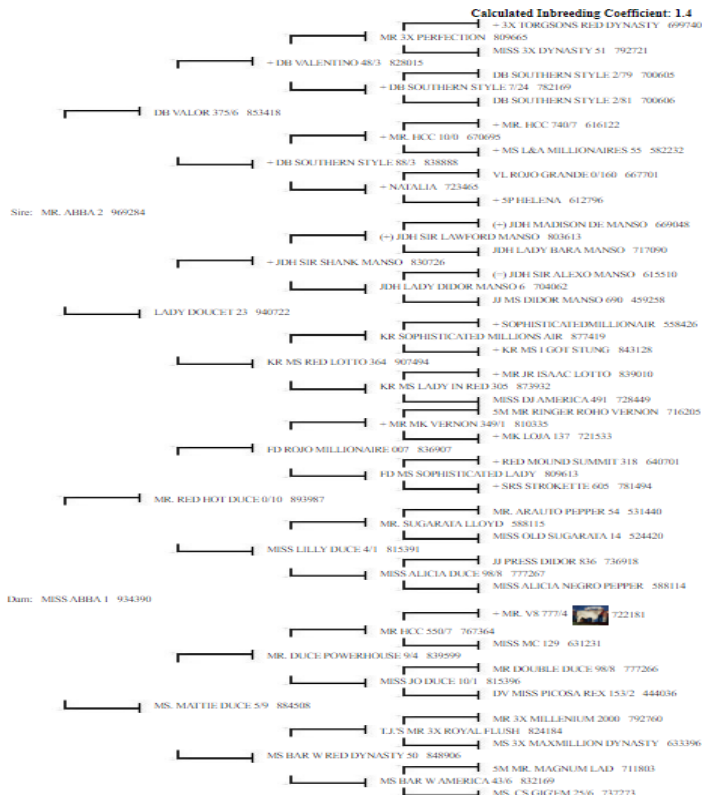
Digital Beef Virtual Mating Calculator:

1. Type the registration number of the cow/bull on the **"Search Box"** then click **"Animal"** below *Search/Find* located in the Work Menu on the left side of the screen.
2. Click the **"Breeding"** tab on the Animal Detail Screen then enter the sire or dam registration number below the **"Virtual Mating – Inbreeding Calculation"**

3. Click **"Calculate"**. After clicking calculate a new window will open demonstrating the Virtual Mating. The Virtual mating page will show expected progeny EPD's, as well as a pedigree.

How to: Ordering DNA kits Online:

1. Click **"My Account"** then click **"View"** located in the Work Menu on the left side of the screen.
2. Click the **"Herd"** tab and then **"All"** on the General Profile Information screen. This will show all of your current active animals.
3. Check the box under the **"DNA Column"** for the animal whom you wish to request a kit for. After checking the box the word *"Queued"* will appear. This indicates that the request has been submitted to the ABBA office. You will receive a follow up email within 24-48 hours regarding your request.

How to: Uploading Images to an Animal's Profile:

1. Click **"My Account"** then click **"View"** located in the Work Menu on the left side of the screen.
2. Click the **"Herd"** tab and then **"All"** on the General Profile Information screen. This will show all of your current active animals.
3. Click **"View"** under options. After clicking view it will redirect you to the *"Animal Detail Screen"*.

4. Click **"Manage Photos."**

5. Click **"Choose File."**