

# INSTRUCTIONS FOR SUFFOLK MEMBERS

The new DigitalSuffolk online registry system is now online for United Suffolk Sheep Association and United Junior Suffolk Sheep Association members. DigitalSuffolk includes registrations, transfers, flock inventories and online bill payment. Performance data recording and NSIP data submission will be available soon. There are many benefits for members to use DigitalSuffolk included, recording ram leases, semen inventory and sales and lambing dates. The USSA plans to make this transition as smooth as possible but realize that there will be some complications as we go live with member -use, please kindly bear with us. We ask members to share any feedback or complications that occur during member use. Tutorials and more outreach on how to use the system will become available in the future.

The same software is being used in many of the cattle associations such as Limousin, Shorthorn, Chianina and Gelbvieh just to name a few. Suffolks are the first sheep breed to adopt this new registry system. We are excited to provide this program and its endless possibilities to advance the Suffolk breed.



## LOGIN

Go to [www.digitalsuffolk.org](http://www.digitalsuffolk.org) website. You can also easily access this by clicking "Digital Suffolk" at the top right-hand corner of the USSA website. Enter the login and password provided by the USSA Office. Once logged in, members can update their password. On this page you can also search for specific animals, breeders, link to the virtual marketplace, breeder map, event calendar and sheep related links.

Other features of the home page:

- 1) Search Features – You can search for members and animals on this screen.
- 2) Marketplace – Members can flag sheep that have for sale, shown in the Marketplace.
- 3) Breeder Map – Find a Suffolk breeder near you.
- 4) Industry Links – Many sheep industry links are listed.

A screenshot of the DigitalSuffolk website's home page. The page has a grey header with the "DigitalSuffolk" logo on the left and navigation links on the right: "Home page", "Search Options", "Calendar", "Marketplace", "Breeder Map", "Industry Links", "suffolks.org", and "Logout". Below the header, there is a "Login" section on the left with fields for "USSA Member #", "USSA Member #", and "Password", and a "Log-in" button. To the right of the login section is a "For Your Information" section with a "Calendar Calculator" and a "calculate" button. The main content area is titled "Search Tools" and contains two search forms. The "Farm Search" form has fields for "Member ID", "Flock Name", "Name" (with a note "use an asterisk (\*) as a wildcard"), "City", and "Search Location". The "Animal Search" form has a "Search For" section with radio buttons for "Males", "Both", and "Females", a "Birth Date Range" section with "mm/dd/yyyy" format, and a "Search Field" section with radio buttons for "Reg Number", "Flock Name/ID", "Christened Name", and "EID". Both search forms have a "Search" button at the bottom.

## VIEW/ZOOM

Depending on the browser, screen size and device you are using, members may want to increase their browser zoom settings. In most browsers, zoom or view size can be found under:

- File
- Main menu
- ... (might located to the right-hand side of your browser, just to the right of your browser's address bar)

Increase the setting to your preferred text/view size. In most cases, increasing the zoom to 110% or 120% is sufficient.

# REGISTERING LAMBS

After you have logged in to your account, a work menu bar will appear down the left side of the screen. To start the registration process, click on “**Flock Mgmt**” bold Letters, then click on the “**Recording**” and then click on the “**Lambs**” tab. You will have two options to submit registration information: **Manual Entry** or **Spreadsheet**.

The image shows a sequence of four screenshots illustrating the registration process for lambs. Each screenshot has a red box labeled with a step number.

- Step 1:** The 'Work Menu' on the left sidebar. The 'Flock Mgmt' option is highlighted with a red box.
- Step 2:** The 'Work Menu' on the left sidebar. The 'Recording' option is highlighted with a red box.
- Step 3:** The 'Work Menu' on the left sidebar. The 'Lambs' option is highlighted with a red box.
- Step 4 (2 entry options):** The 'Birth Recording' screen. Two options are highlighted with red boxes and arrows:
  - Manual Entry:** A red box labeled 'Manual Entry' with an arrow pointing to the 'How many animals are to be entered' field.
  - Spreadsheet Upload (must use template):** A red box labeled 'Spreadsheet Upload (must use template)' with an arrow pointing to the 'Upload from a spreadsheet' section.

## MANUAL ENTRY

The registration queue is like paper and electronic forms provided in the past.

- 1) Complete the application – “**help tips**” can be turned on by clicking the circled area.  
*Note: If animals being registered have been sold, a transfer of ownership can be recorded at the time of registration. To transfer animals, the member ID must be known. To search for a member ID select “?” next to the blank for purchaser’s ID and search by zip code or search on the DigitalSuffolk.org homepage by name, city, zip code, etc.*
- 2) Once entry is complete, select “**validate**”. Validation will check for any entry errors, conflicts, or missing data. Validation does not officially save the entry. If errors appear after validation, correct information and re-validate.
- 3) After validation, select “**commit to registry**”. Commit to registry button will not appear until after an initial validation has run. Animals with errors will not be committed and will remain in the work queue. **Once animals are committed, very few corrections can be made by members. Please double check your work.**
- 4) Once completed you will be redirected to a work order screen with billing information.

## SPREADSHEET UPLOAD

- 1) To upload a spreadsheet the provided template must be used. Download template and populate fields and **save as a .csv or .txt file**. Files saved as a standard Excel worksheet will not upload.
- 2) Upload the completed spreadsheet.
- 3) When upload is complete, you will be redirected to the registration queue screen shown below – animal data will be populated accordingly. Select “**validate**”. Validation will check for any entry errors, conflicts, or missing data. Validation does not officially save the entry. If errors appear after validation, correct information and re-validate.
- 4) After validation, select “**commit to registry**”. Commit to registry button will not appear until after an initial validation has run. Animals with errors will not be committed and will remain in the work queue. **Once animals are committed, very few corrections can be made by members. Please double check your work.**
- 5) Once completed you will be redirected to a work order screen with billing information.

### Required Fields

sex • flock ID • birth date • birth type • sire registration number • dam registration number

### Important Notes

- **Once animals are committed, very few corrections can be made by members. Please double check your work.**
- **Do not** include flock name with flock ID, only include flock ID.  
*correct: 2206 incorrect: Smith Farm 2206*
- **Do not** include DNA with flock ID, there are separate fields for that information.  
*correct: 2206 incorrect: 2206 RRNN*
- Registration number lookup: If you do not know the registration of the sire or dam, you can click the icon directly to the right of the data entry field to look up active animals in your inventory.
- If animals being registered have been sold, a transfer of ownership can be recorded at the time of registration. To transfer animals, the member ID must be known. To search for a member ID select “?” next to the blank for purchaser’s ID and search by zip code or search on the DigitalSuffolk.org homepage by name, city, zip code, etc.
- If you are enrolled in NSIP and the NSIP fields are not shown, please contact the Suffolk Office.

# TRANSFERS

To register lambs at the time of registration, refer to **registration** instructions.

To transfer registered animals, select work queues then transfer animals on the left-hand side work menu. Through this screen animals can either be transferred to one buyer or multiple buyers.

1. Once transfer entry form appears, select **choose from my animals**.
2. A pop-up box will appear, select the animals you want to transfer (they will automatically populate on the transfer form). Close the pop-up window when finished
3. Assign buyer. Member IDs can be searched by zip code by selecting **"find buyer"**. To search for IDs by name or city go to the DigitalSuffolk.org homepage search menu.
  - a. To assign the same buyer to ALL animals complete the very top of the application.
  - b. To assign different buyers to the animals selected, complete the transfer information for each individual animal listed.
4. 100% ownership transfer is defaulted, if different update the transfer amount.
5. Once buyers are assigned, select **"validate"**.
6. Once validation has run, select **"continue"**. If the message "You have successfully transferred this animal!" appears, the transfer is complete.

The screenshot shows the 'Animal Transfer Entry Form' interface. On the left, the 'Work Menu' has 'Transfer Animals' highlighted. The main form has a 'Buyer' field with a 'Find Buyer' button and a 'Transfer Amount' field set to 100. A red circle highlights the 'Choose from My Animals' button. Below this, a list of animals is shown with checkboxes. Two red boxes highlight specific animal entries: 'Reg #: 637088' and 'Reg #: 635296'. Red arrows point from these boxes to two separate callout boxes. The top callout box, labeled 'Option A', points to the top section of the form where a single buyer and transfer date can be entered for all selected animals. The bottom callout box, labeled 'Option B', points to the bottom section of the form where individual transfer information (buyer, amount, date) can be entered for each animal.

**Option A:**  
Use this to transfer ALL sheep in the transfer queue to the SAME buyer

**Option B:**  
Use this to transfer INDIVIDUAL sheep in the transfer queue to DIFFERENT buyers

# CHECKING OUT

If you would like to check your balance and settle your account, you may now do so at any time. Click on the “View” from the work menu on the left-hand side of the screen. Then select “Account Billing” from here you will be able to view your account statements and your invoice history.

A credit card payment can be made from this screen by clicking “Pay Invoice”. Registry work will not be printed and mailed until paid. Members may mail a check; registrations will be printed once payment is received.

Work Menu

Reg #/Flock Id/Name

My Account

View

Flock Mgmt

Customers

Suppliers

Reports

Work Queues

Sale Management

For Your Information

Calendar Calculator

enter a date... 6/4/2022

then click... calculate

Online

Members

General Profile Information

Add Farm Logo

Profile Type: Active Member

Official Profile ID:

Official Profile Name:

Flock Name:

Website:

Member Password

view

Event

Date

Last Activity: 5/4/2022

Last Change: 5/4/2022

Last Log In: Jun 4, 2022 at 3:20 pm

Membership Date:

Membership Ends: 12/31/2022

Balance Due: \$ (21.00)

Addresses

Phones

Contacts

Account Billing

Account Preferences

Unfinished Work

Sheep in My Flock

Associated Flocks

Partnerships

Unpaid Invoices

Work Order	Description of Work	Date Received	# of Line Items	\$ total
55233	Member Work: Transfer - 2 ea; In Transfer Queue - 2 ea;	2022-06-04	2	20.00

Account Statement Builder

Begin Date 05/04/2022

End Date 06/04/2022

Build Statement

[Pay Invoice]

\$1.00 convenience fee

Work Order/Invoice history, newest to oldest

Date	Work Order #	Description
2022-06-04	55233	Member Work: Transfer - 2 ea In Transfer Queue - 2 ea

# PRINTING CERTIFICATES

Certificates can be generated two ways - from a recently processed work order or an individual animal's details screen.

## IMPORTANT NOTE:

Certificates will be generated as a pdf viewer file. A front and back side will generate for each registration certificate. This file can also be saved as a pdf file. If your printer allows for front and back printing, be sure to select **"flip on short edge"** in your printer settings.

## PRINTING NEW REGISTRATIONS/TRANSFERS CONNECTED TO A WORK ORDER

To print certificates for any sheep connected to a recent work order in Digital Suffolks, use the following steps. Please note that within a work order you can generate certificates for all sheep or just select sheep; check the boxes next to the animals you would like to have certificates generated. If sheep are in two different work orders, repeat the process.

The screenshot illustrates the process of generating certificates from a work order in the Digital Suffolks system. It includes several callouts and red arrows indicating the sequence of steps:

- STEP 1: Click View** - Points to the 'View' link in the 'My Account' menu.
- STEP 2: Click Account Billing** - Points to the 'Account Billing' tab in the top navigation bar.
- STEP 3: Click + next to work order** - Points to the '+' icon next to a work order in the 'Unpaid Invoices' table.
- STEP 4: Click box next to registrations you want to** - Points to the checkbox next to a registration in the 'Details' table.
- STEP 5: Click Build Selected Certificates** - Points to the 'Build Selected Certificates' button.
- STEP 6: Click Open Certificates** - Points to the 'Open Certificates' button.

The interface shows a 'General Profile Information' section with fields for Profile Type, Official Profile ID, NSIP ID, Official Profile Name, DBA, Flock Name, Visit Website, View on Facebook, and Member Password. Below this is a table of 'Unpaid Invoices' with columns for Work Order, Description of Work, Date Received, # of Line Items, and \$ total. The 'Details' table lists registrations with columns for Reg #, Breed, Age, and Price. The 'Build Selected Certificates' button is highlighted in yellow.

Work Order	Description of Work	Date Received	# of Line Items	\$ total
55230	registration	2022-05-23	2	25.00
55669	Member Work: Transfer - 1 ea; Recording - 4 ea; In Recording Queue - 3 ea;	2022-07-23	5	43.00

Reg #	Breed	Age	Price
677244	D&L Suffolks GRAY 22008 WHITE 22008	10 - Registration - le	
677245	D&L Suffolks GRAY 22013 WHITE 22013	10 - Registration - le	
677247	D&L Suffolks GRAY 22014 WHITE 22014	10 - Registration - less than one year of age	\$ 6.00
677246	Kimm BLUE 18110 WHITE 18110	11 - Late Registration - over one year of age	\$ 15.00
677246	Kimm BLUE 18110 WHITE 18110	20 - Transfer of Ownership	\$ 10.00
			Total \$ 43.00



## PRINTING REGISTRATIONS NOT CONNECTED TO A WORK ORDER

To print registrations that are not related to a work order (duplicate certificate):

**Option 1:** Enter the animal's registration number in the work menu on the left-hand side/grey column

**Option 2:** Find the animal in your flock inventory. Click "view" – "Sheep in my Flock" – "View" next to the animal. In the animal detail screen click **view certificate**. Depending on your browser settings, certificates will open in a pdf viewer or download. Certificates can be printed or saved once opened.

\*Note, if you are not currently recorded as the registered owner, you cannot print certificates for transferred sheep not connected to a work order. You can view the sheep in the system but do not have access to printing. You will need to request a duplicate certificate.

The screenshot displays the Sheep Management System interface. On the left, the 'Work Menu' is visible, with 'Reg #/Flock Id/Name' highlighted and 'View' selected under 'My Account'. A red arrow points to the 'View' option. The main area shows the 'Profile Information' for a member with ID 72574. A red box labeled 'Option 1' points to the 'Reg #/Flock Id/Name' field. Another red box labeled 'Option 2' points to the 'View' button in the 'Sheep in My Flock' section. Below this, a table lists sheep, with a red box labeled 'View' pointing to the 'View' button for sheep 673297. The bottom section shows the 'Animal Detail Screen' for sheep 673297, with a red box labeled 'View Certificate' pointing to the 'View Certificate' button. The 'View Certificate' button is highlighted in green.

**Work Menu**

Reg #/Flock Id/Name  
72574

**Option 1**

**Option 2**

**Profile Information**

Profile Type: Active Member  
Official Profile ID: 72574  
Flock Name: [REDACTED]  
Website: [REDACTED]  
Member Password: [REDACTED] [view]

**Event** **Date**  
Last Activity: 5/4/2022  
Last Changer: 5/4/2022  
Last Log In: Jun 4, 2022 at 3:20 pm  
Membership Date:  
Membership Ends: 12/31/2022  
Balance Due: \$ (21.00)

**Addresses** **Phones** **Contacts** **Account Billing** **Account Preferences** **Unfinished Work** **Sheep in My Flock** **Associated Flocks** **Partnerships**

**3 Ewes of breeding age (over 730 days of age)**

Reg #	Born	Sex	Flock Name/ID	Type	Scrapie	Spider	DNA	Options
673297	02/01/2020	F	Mount Salem Farm 2022	RG				[View] [Edit] [Transfer] [Dispose] [Not For Sale] [Add Lamb]
673298	02/04/2020	F	Mount Salem Farm 2025	RG				[View] [Edit] [Transfer] [Dispose] [Not For Sale] [Add Lamb]

**Animal Detail Screen**

**Identification**  
Sex: Ewe  
Name:  
Flock Name/Number: JMG 2141 RR  
Registration: 669273  
NSIP ID: 69004220212141RR  
Status: Active

**Other Details**  
Sire: 661761 [Culham & Stevens 1367] Joint Custody  
Dam: 653961 [JMG 1863 RR]  
COI: 8.43%  
Breeder: (M) Jeremy Geske (14647)  
Owner: (M) Jeremy Geske (14647)  
Service Type: Natural Service - Twin  
Date of Birth: 03/13/2021  
Age: 1 year, 2 months, 22 days  
Purebred Suffolk

**View Certificate**

**Ownership** **Pedigree** **Progeny** **Performance** **Breeding** **DNA** **Comments** **Invoice Charges** **Attachments**

**Request a Printed Extended Pedigree**

**5-Generation Pedigree pdf** 622484 [MSU 3103]

# VIEW FLOCK INVENTORY

Members can view all sheep in their flock at any time. If there are junior or partnership accounts connected to the membership, those sheep will be populated as well. If there are family members or partnerships associated with your flock and you do not see those sheep in your inventory, please contact the Suffolk Office.

Through the **Sheep in My Flock Screen** members can:

- Dispose of inactive animals. We ask that all members do this every year.
- View individual animals
- Edit animals – member editing is very limited. Contact the Suffolk Office to make changes other than those listed.
- Transfer animals – Animals can be selected for transfer. Once animals are selected, continue through work orders/transfer animals screen as mentioned in the **TRANSFER** section of this document.
- List animals for sale in the Marketplace. Animals are defaulted not for sale, to change, simply click not for sale.

**Work Menu**

Reg #/Flock Id/Name  
72574

**My Account**

- View
- Flock Mgmt
- Customers
- Suppliers
- Reports
- Work Queues
- Sale Management

**For Your Information**

Calendar Calculator:  
enter a date... 6/4/2022  
then click... calculate

**Online Members:**

**General Profile Information** [Edit]

Add Farm Logo

Profile Type: Active Member  
Official Profile ID: 72574  
Official Profile Name: [REDACTED]  
Flock Name: [REDACTED]  
Website: w[REDACTED].m  
Member Password [view]

Event Date  
Last Activity: 5/4/2022  
Last Change: 5/4/2022  
Last Log In: Jun 4, 2022 at 3:20 pm  
Membership Date:  
Membership Ends: 12/31/2022  
**Balance Due: \$ (21.00)**

Addresses Phones Contacts Account Billing Account Preferences Unfinished Work **Sheep in My Flock** Associated Flocks Partnerships

Males Females  
All Quick Sire List Mature Yearling Lambs Mature Yearling Lambs For Sale Legacy

3 Ewes of breeding age (over 730 days of age)

Reg #	Born	Sex	Flock Name/ID	Type	Scrapie	Spider	DNA	Options					
673297	02/01/2020	F	Mount Salem Farm 2022	RG				View	Edit	Transfer	Dispose	Not For Sale	Add Lamb
673298	02/04/2020	F	Mount Salem Farm 2025	RG				View	Edit	Transfer	Dispose	Not For Sale	Add Lamb
673299	02/08/2020	F	Mount Salem Farm 2030	RG				View	Edit	Transfer	Dispose	Not For Sale	Add Lamb



# DISPOSAL OF INACTIVE ANIMALS

Each year members are asked to update their flock inventory and dispose of any sheep that have been sold, culled or are deceased.

- 1) Select **View**
- 2) Select **Sheep in my Flock**
- 3) For the animals that need to be removed from inventory click dispose to the right of the animal's information, once clicked it will update to queued. Animals can be selected from any of the inventory groups.
- 4) Select **Work Queues** on the left-hand Work Menu.
- 5) Select **Update Status**
- 6) Animal status updates can be made for 1) all animals listed in the queue or 2) individual animals.
- 7) Once disposal statuses have been assigned, click "**make updates**" at the bottom of the queued animals.

The screenshot displays the Sheep Management System interface. The top section shows the 'General Profile Information' for a member, including their profile type, official ID, and flock name. Below this, there are tabs for various sections: Addresses, Phones, Contacts, Account Billing, Account Preferences, Unfinished Work, **Sheep in My Flock** (highlighted with a red circle), Associated Flocks, and Partnerships. The 'Sheep in My Flock' tab is active, showing a list of 37 Rams of breeding age (over 730 days of age). The table lists animals with columns for Reg #, Born, Sex, Flock Name/ID, Type, Scrapie/Spider, NSIP ID, Wean, Early Post-Wean, Post-Wean, Yearling, Hogget, DNA, and Options. The 'Options' column includes buttons for View, Edit, Transfer, Dispose, Queued, and For Sale. A red circle highlights the 'Dispose' button for one animal.

Below the main table, there is a section for 'Update status on all animals in this queue.' This section contains a 'Universal options' box with a 'New Status' dropdown (set to 'Still in herd - 0') and a 'Status Date' field (set to '08/02/2022'). Below these fields is a button labeled 'apply to all animals listed'. Another red circle highlights the 'New Status' dropdown.

Below the 'Universal options' box, there is a section for 'Update status of individual animals in this queue.' This section shows details for a specific animal (Reg # 638211, Born: 3/5/2015, Flock Name/Id: Whisper 10II). It includes a 'Current Status' field (set to 'Still in herd :: 11/24/2015') and a 'New Status' dropdown (set to 'Still in herd - 0'). Below these fields is a 'Status Date' field (set to '08/02/2022'). A red circle highlights the 'New Status' dropdown.

The bottom section of the interface shows the 'Work Menu' on the left, with a red arrow pointing to the 'Update Status' option. The 'Work Menu' also includes options for My Account, View, Flock Mgmt, Pasture Groups, Recording, Breeding, Cooperators, Off the Farm, Consignments, Customers, Suppliers, Reports, Work Queues, Birth Recording, Transfer Animals, and Sale Management.

# RAM LEASES

Members can manage ram leases by a ram use agreement to another breeder. With the completion of a ram use agreement, the member leasing the ram will need no additional permissions or signatures to complete their lamb registrations. In order to record ram leases you will need a the lessee's USSA member number. To find that information, go to the homepage of DigitalSuffolk and use the search field. If the lessee has several member numbers, contact them for more information or contact the Suffolk Office.

1) In the left-hand work menu select **Flock Mgmt – Breeding – Ram Leases – Add New**

2) Complete the following fields below:

- Lessee member number
- Check the box and fill in the lease dates next to the ram(s) that were leased

3) Click **Record Agreements**.

4) To review the list of rams you have leased out, refer to the tab highlighted yellow “Rams I have Lent”

5) To review the list of rams you have leased yourself, refer to the tab highlighted yellow “Rams I have Borrowed”. Please note only the current owner of the ram can record a ram use agreement.

Work Menu

Reg #/Flock Id/Name  
72574

My Account  
View  
Flock Mgmt  
Pasture Groups  
Recording  
Breeding  
Ram Agreements  
Semen Inv  
Embryo Inv  
Pasture Exposed

Ram Lease Agreements

Add New Rams I have Lent Rams I have Borrowed

☐ All My Rams Effective thru NBA Extended To Member #:

I am agreeing to lend the use of the selected rams to USSA Member #: 6577 Reset

If all rams will have the same dates, enter them here:  
Begin: mm/dd/yyyy End (optional): mm/dd/yyyy

Reg #	Flock Name/ID	Beginning	Ending On
668537	KJ Lansing 0322	<input checked="" type="checkbox"/> 08012022	10/15/22
665961	KJ Lansing 0335	<input type="checkbox"/> mm/dd/yyyy	mm/dd/yyyy

Record Agreements

# RECORDING SEMEN INVENTORY

Members should record semen inventory on rams they currently own or have owned in the past. Members are unable to record semen inventory on rams they have never owned, however, it is very important this inventory recorded. Members should email the Suffolk Office semen inventory on rams they have never owned.

- 1) Select **Flock Mgmt – Breeding – Semen Inventory**
- 2) Click **add new male**
- 3) Click the circle next to the ram that inventory needs to be recorded; a pop-up window will open.
- 4) Record the number of straws of semen you have in inventory, click **save/update**.
- 5) Additional semen can be added to inventory with future collections.

There is no requirement to record cane, tank or canister.

**Work Menu**

Reg #/Flock Id/Name  
14647

- My Account
- View
- Flock Mgmt**
- Pasture Groups
- Recording
- Breeding**
- Ram Agreements
- Semen Inv**
- Embryo Inv
- Pasture Exposed
- AI Service

**Semen Inventory**

This is where you can keep track of all your semen inventory. It will allow you to easily use the rams in the progeny calculator as well as keep you abreast of dna qualifications. Records marked with **OTF** are currently listed as for sale on the "Off the Farm" listings

Generate Listing  
Generate Catalog

Add new Male

Farm / List of Rams - Google Chrome

suffolk.digitalovine.com/modules/\_inventory\_semen/pop\_inventory\_entry.php?...

Search for a Reg# or a FlockID: [ ] Search

or select from one of the following: [ ]

The following list contains:

Reg#	Flock Name/Id	Cane Code	Tank	Canister	Straws	CSS?
66925	JMG 2256 RRNN					
66927	JMG 2210 RRNN					
67458	JMG 2214 RRNN					
67459	JMG 2215 RRNN					
67459	JMG 2241 QRNN					
67459	JMG 2252 RRNN					
67459	JMG 2253 RRNN					
67460	JMG 2113 RR					
677248	JMG 2256 RRNN					
U676336	JMG 2210 RRNN					
U676337	JMG 2214 RRNN					
U676338	JMG 2215 RRNN					
U676341	JMG 2241 QRNN					
U676342	JMG 2252 RRNN					
U676343	JMG 2253 RRNN					
669257	JMG 2113 RR					

**Semen Inventory Maintenance**

RegNo: 669257  
Flock Name/Id: JMG 2113

Cane Code	Tank	Canister	Straws	CSS?

Save/Update

## REQUEST A DUPLICATE CERTIFICATE

Members can print a duplicate registrations paper themselves or request a duplicate.

- 1) Click "[view certificate](#)", the registration will populate in a new pdf viewer screen, the certificate can be printed.
- 2) A duplicate paper can be requested by clicking "[request a new/duplicate certificate](#)", the member will automatically be billed for a duplicate certificate.

Animal Detail Screen

Identification  
Sex: Ewe  
Name:  
Flock Name/Number: VanDyke Suffolks 20-207 RR  
Registration: 667311

Status: Active

United SUFFOLK SHEEP ASSOCIATION

Other Details  
Sire: 648170 [VanDyke Suffolks 17-732 RR]  
Dam: 637716 [VanDyke Suffolks 15-503 RR]  
COI: 8.59%  
Breeder: (M) Van Dyke Suffolks (43649)  
Owner: (M) Van Dyke Suffolks (43649)  
Service Type: Natural Service - Twin  
Date of Birth: 03/17/2020  
Age: 2 years, 6 months, 24 days  
Purebred Suffolk

View Certificate

Current location has not been identified

Ownership Pedigree Progeny Performance EBVs Breeding DNA Comments Invoice Charges Attachments

Request a New/Duplicate Certificate

Status	Owner	Effective Dates	Purchased From	Xfer
Has Possession	Van Dyke Suffolks (43649)	3/17/2020 - Present	Van Dyke Suffolks (43649)	<input type="checkbox"/>

## CORRECTIONS/STATUS UPDATES

Members are limited to the corrections/updates they can make to a sheep that has already been registered. Members can print a corrected registration after they have made any changes or can request a duplicate (printed and billed through the office).

Members can correct the following info; all other information will need to be emailed or called into the Suffolk Office.

- Addition/Correction of Scrapie Tag
- Addition/Correction of NSIP ID
- Status Updates
- Birth weight
- DNA (scrapie, spider, dwarf)

Please note that flock ID cannot be changed by a member.

Animal Detail Screen

Identification  
Sex: Ewe  
Name:  
Flock Name/Number: VanDyke Suffolks 20-207 RR  
Registration: 667311

Status: Active

United SUFFOLK SHEEP ASSOCIATION

Other Details  
Sire: 648170 [VanDyke Suffolks 17-732 RR]  
Dam: 637716 [VanDyke Suffolks 15-503 RR]  
COI: 8.59%  
Breeder: (M) Van Dyke Suffolks (43649)  
Owner: (M) Van Dyke Suffolks (43649)  
Service Type: Natural Service - Twin  
Date of Birth: 03/17/2020  
Age: 2 years, 6 months, 27 days  
Purebred Suffolk

View Certificate

Current location has not been identified

Ownership Pedigree Progeny Performance EBVs Breeding DNA Comments Invoice Charges Attachments

Genetic Conditions	Result	Order	Lab	Barcode	Results Date	Sample ID	Date Loaded	
scrapie	RR	---	---	---	10/02/2020	---	---	edit
Spider	---	---	---	---	---	---	---	add
Dwarf Gene	---	---	---	---	---	---	---	add

Animal Edit Screen

General Data

Registration #: 667311

Scrapie Tag: Update

NSIP ID: Update

STD Tag: Update

Tag/Other ID: Update

Status: Active (0 - Still in herd)

Birth Date: Update

Birth Weight: 0.00 Rate: + Update

Lambing Ease: 0 - Underscored Update

Premise ID: Update

Pasture: Update

Season: A - Spring Update

Work Orders

## ANIMAL DETAIL SCREEN

For each animal in your inventory, you can manage/view several things. Any text in DigitalSuffolk that is red and underlined is hyperlinked and when clicked will send you to learn more.

- 1) Print/view registration certificate. The registration will appear in a viewer screen and you can print the paper at home or save it as a file. Registrations are set to download with a front and back. Registrations printed by a member are deemed official, carrying a QR code that links the registration paper to the real-time information in DigitalSuffolk.
- 2) Photos of the animal can be added. Please note that photos must be less than 2 MB and a .jpg file.
- 3) [Ownership](#) history, progeny report by year, performance data (coming soon), breeding records, DNA, comments, invoice charges affiliated with the animals and the ability to upload attachments.

Animal Detail Screen

Identification  
Sex: Ewe  
Name:  
Flock Name/Number: JMG 2141 RR  
Registration: 669273  
NSIP ID: 69004220212141RR

Status: Active

United SUFFOLK SHEEP ASSOCIATION

Other Details  
Sire: 661761 [Culham & Stevens 1367] Joint Custody  
Dam: 653961 [JMG 1863 RR]  
COI: 8.43%  
Breeder: (M) Jeremy Geske (14647)  
Owner: (M) Jeremy Geske (14647)  
Service Type: Natural Service - Twin  
Date of Birth: 03/13/2021  
Age: 1 year, 2 months, 22 days  
Purebred Suffolk

View Certificate

Current location has not been identified

Ownership Pedigree Progeny Performance Breeding DNA Comments Invoice Charges Attachments

Request a Printed Extended Pedigree

5-Generation Pedigree pdf

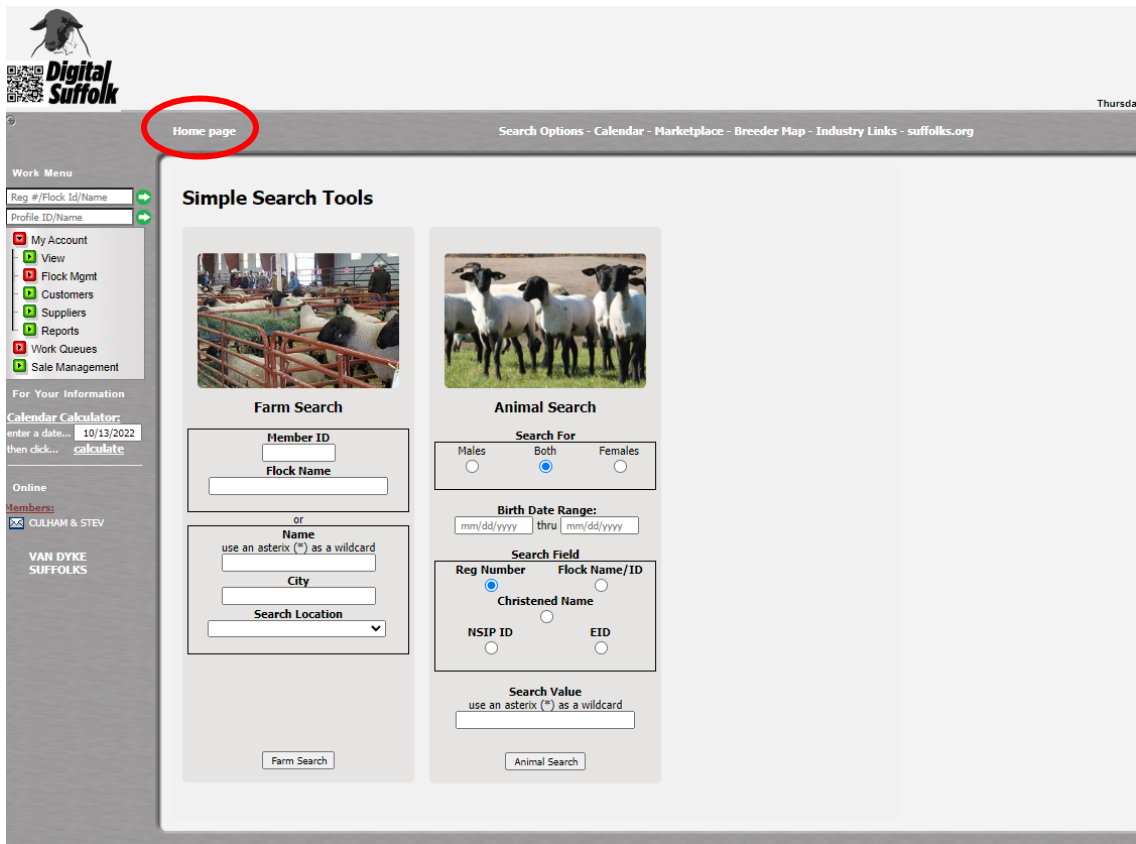
631625 [MSU 4137]

622484 [MSU 3103]

551513 [Krehbiels K-364]

# SEARCHING THE REGISTRY

Members have access to searching members/flocks and individual sheep. At any time you can access the search page by clicking “**homepage**” as circled below. T



**Digital Suffolk**

Home page

Search Options - Calendar - Marketplace - Breeder Map - Industry Links - suffolks.org

Work Menu

Reg #/Flock ID/Name

Profile ID/Name

My Account

- View
- Flock Mgmt
- Customers
- Suppliers
- Reports

Work Queues

Sale Management

For Your Information

Calendar Calculator:  
enter a date... 10/13/2022  
then click... calculate

Online Members:

CULHAM & STEV

VAN DYKE SUFFOLKS

### Simple Search Tools

#### Farm Search

Member ID

Flock Name

or

Name  
use an asterisk (\*) as a wildcard

City

Search Location

Farm Search

#### Animal Search

Search For

Males Both Females

Birth Date Range:  
mm/dd/yyyy thru mm/dd/yyyy

Search Field

Reg Number Flock Name/ID

Christened Name

NSIP ID EID

Search Value  
use an asterisk (\*) as a wildcard

Animal Search

# EDIT YOUR PROFILE

Members can make some edits to their member profile, including:

- Website
- Facebook
- Address
- Email
- Phone
- Add Farm Logo

For any other changes that need to be made, contact the Suffolk Office.

Home page Search Options - Calendar - Marketplace - Breeder Map - Industry Links - suffolks.org

Work Menu  
Reg #/Flock Id/Name  
10569

☒ My Account  
☒ View  
☒ Flock Mgmt  
☒ Customers  
☒ Suppliers  
☒ Reports  
☒ Work Queues  
☒ Sale Management

For Your Information  
Calendar Calculator:  
enter a date... 10/13/2022  
then click... calculate

Online Members:  
RANDY DOMBEK  
FAHI  
CULHAM & STEV

### General Profile Information

Please note that the following ID's have been merged into this one: 10565, 10570

**Add Farm Logo**

**District 3**  
**Profile Type:** Active Member  
**Official Profile ID:** 10569  
**NSIP ID:**  
**Official Profile Name:** Randy Dombek Family  
**DBA:** Dombek Family  
**Flock Name:** Dombek Family  
**View on Facebook**  
**Member Password**

	All	Quick Sire List	Mature	Yearling	Lambs	Mature	Yearling	Lambs	For Sale	Legacy
<b>All</b>	Comprehensive list of all animals in your inventory not identified as culled or died									
<b>Males :: Quick Sire</b>	Rams you have selected for easy recording of lambs and breeding information. Can include sires for natural service or AI/Semen									
<b>Males :: Breeding</b>	Males in your inventory over 730 days of age									
<b>Males :: Yearling</b>	Males in your inventory that are between 366 and 730 days of age									
<b>Males :: Lambs</b>	Males in your inventory that are under 366 days of age									
<b>Females :: Breeding</b>	Females in your inventory over 730 days of age									
<b>Females :: Yearling</b>	Females in your inventory that are between 366 and 730 days of age									
<b>Females :: Lambs</b>	Females in your inventory that are under 366 days of age									
<b>For Sale</b>	Animals you have flagged as Off the Farm Sale									
<b>Legacy</b>	Animals you have sold, culled or had die while owned by your flock									

DigitalBeef, LLC | PostNuke | Zikula

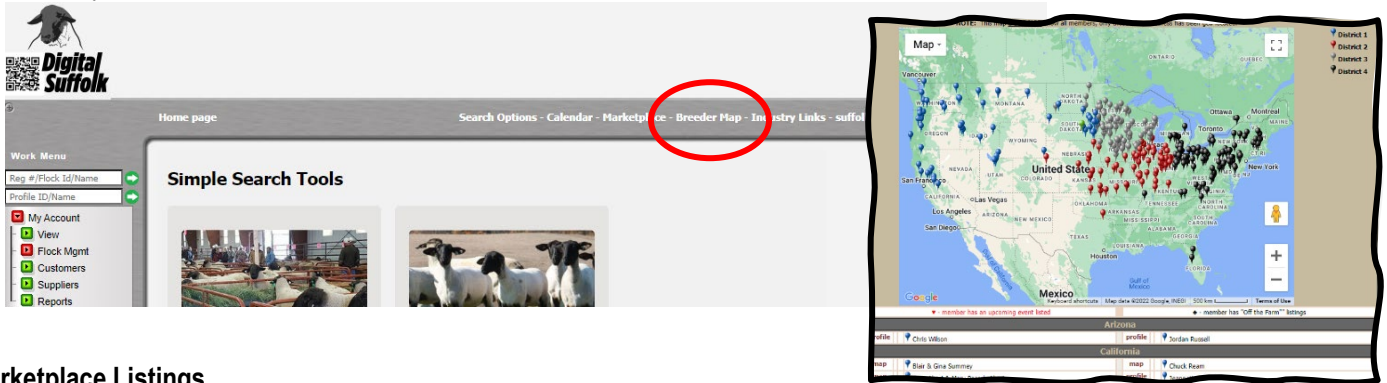


# MARKETPLACE/BREEDERS MAP

The marketplace and breeders map features are accessible by anyone, not just those who have login access to Digital Suffolk.

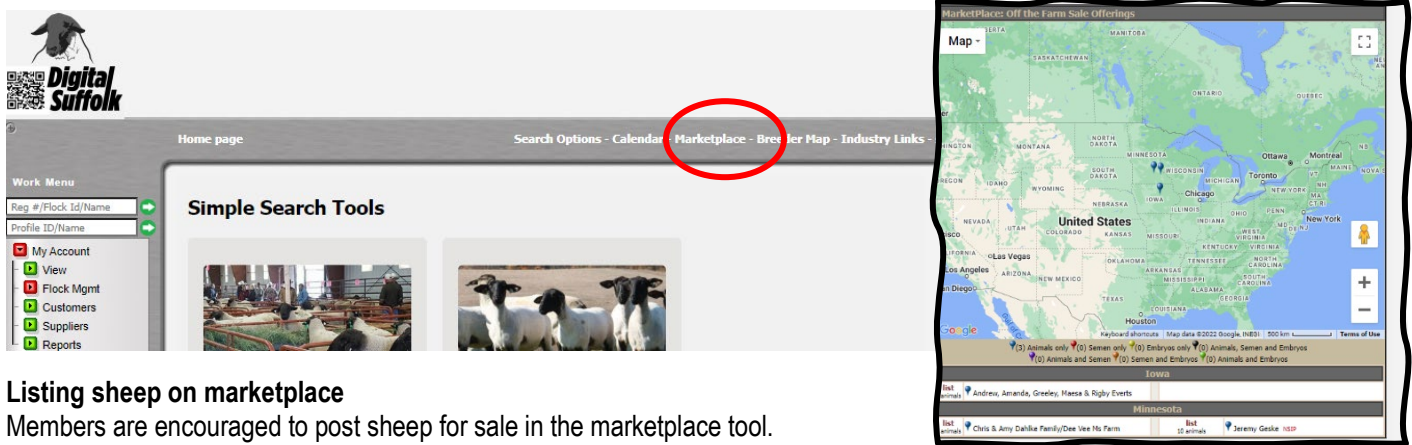
## Breeders Map

Members are encouraged to check if they are included on the breeder's map. Note that you must be a **current** member to be listed on this map. If you are not included on the map, please contact the Suffolk Office.



## Marketplace Listings

Members are encouraged to post sheep for sale in the marketplace tool.



## Listing sheep on marketplace

Members are encouraged to post sheep for sale in the marketplace tool.

1. Click "View" in the left-hand side work menu
2. Click "Sheep in my Flock"
3. Select the combination sex/age category
4. To the right of the sheep you would like to list for sale, click "Not for Sale", this will change the listing to "For Sale"
5. The animals should populate to the marketplace.

Home page Search Options - Calendar - Marketplace - Breeder Map - Industry Links - suffolk.org

Work Menu

- Reg #/Flock ID/Name
- Profile ID/Name
- My Account
  - View
  - Flock Mgmt
  - Customers
  - Suppliers
  - Reports
- Work Queues
- Sale Management

For Your Information

Calendar Calculator

Enter a date... 10/13/2022

then click... calculate

Online members:

GULHAM & STEV

VAN DYKE SUFFOLKS

General Profile Information

Please note that the following ID's have been merged into this one: 43602, 48691

District 1

Profile Type: Active Member

Official Profile ID: 43649

NSIP ID:

Official Profile Name: Van Dyke Suffolks

Flock Name: Van Dyke Suffolks

View on Facebook

Member Password

view

Change Farm Logo

Addresses Phones Contacts Account Billing Account Preferences Unfinished Work **Sheep in My Flock** Associated Flocks Partnerships

Males

All Quick Sire List Mature Yearling Lambs

Females

Mature Yearling Lambs For Sale Legacy

59 Yearling Females (between 366 and 730 days of age)

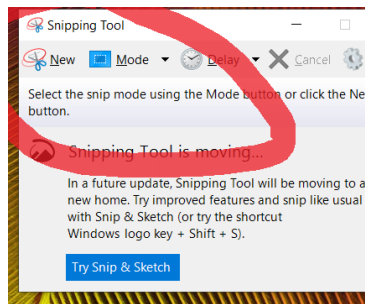
Reg #	Born	Sex	Flock Name/ID	Type	Scrapie	Spider	DNA	Options
671133	10/17/2020	F	VanDyke Suffolks 20-218	RG	RR			View Edit Transfer Dispose Not For Sale Add Lamb
671136	10/17/2020	F	VanDyke Suffolks 20-236	RG	RR			View Edit Transfer Dispose Not For Sale Add Lamb
671137	10/18/2020	F	VanDyke Suffolks 20-238	RG	RR			View Edit Transfer Dispose Not For Sale Add Lamb
671138	10/18/2020	F	VanDyke Suffolks 20-239	RG	RR			View Edit Transfer Dispose Not For Sale Add Lamb
671140	10/21/2020	F	VanDyke Suffolks 20-242	RG	RR			View Edit Transfer Dispose Not For Sale Add Lamb

# SHARING FEEDBACK

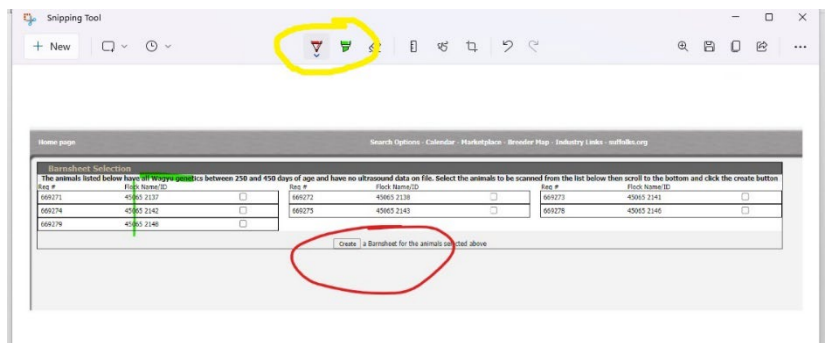
As the USSA softly rolls out the Digital Suffolk program for member use, there will be some continued programing needed to resolve issues, improve member use, and make corrections in the program that have not been updated to Suffolk sheep. We kindly ask to share feedback on things you find that need attention, don't seem right, or need clarity on the instructions sheet. Please note that tutorials on all the options/tools found in Digital Suffolk have been included on this document. Please stay tuned for more information but if you're comfortable with doing more, please do!

The easiest way to provide feedback is by sharing screenshots of the program page via email - here's a quick tutorial:

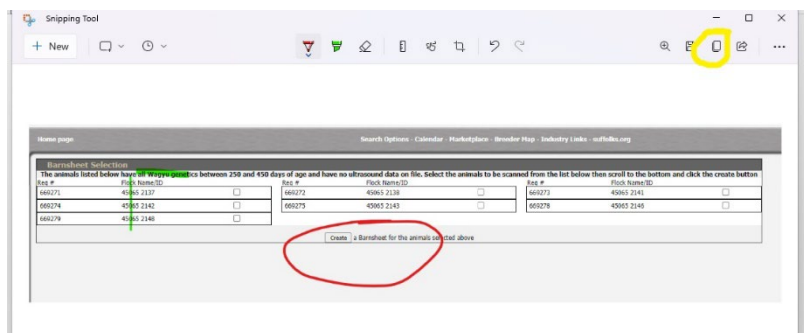
- 1) On your computer search for the program called Snipping Tool (it should come standard on your computer).
- 2) Open program and select new.



- 3) Your screen will turn a gray color. Draw a box around what you want to share.
- 4) The area your screen that was snipped will automatically feed into the tool. You can use tools such as highlighter or pen as circled below in yellow to point out the area(s) where the issue occurs or where something needs to be added/corrected.



- 5) Once you identified the issues (not always necessary) you can copy your edited screenshot by clicking on the double paper icon circled below in yellow.



- 7) Draft an email through your email account explaining what you found and place your cursor where you want the screenshot to go and hit **Ctrl** and **V** at the same time to paste/place the image into your email message. You can do this as many times as you want in the email. Please send the email to [info@suffolks.org](mailto:info@suffolks.org), subject line DigitalSuffolk edits.

The best and preferred way to share the issue is by email as I can forward the information directly to the programmer. If the issue you are having is tricky to explain via email or time sensitive, please call the office for further troubleshooting.