

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.

STEP 1: Click View

STEP 2: Click Account Billing

STEP 3: Click + next to work order

STEP 4: Click box next to registrations you want to

STEP 5: Click Build Selected Certificates

STEP 6: Click Open Certificates. Dependent on browser settings, certificates will either open in a print preview screen or download.

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

Date	Work Order #	Description
2022-07-23	55669	Member Work: Transfer - 1 ea Recording - 4 ea In Recording Queue - 3 ea
2022-07-23	55669	Member Work: Transfer - 1 ea Recording - 4 ea In Recording Queue - 3 ea
2022-05-23	55230	registration

Reg #	Details	Description	Amount
677244	J&L Suffolks GRAY 22008 WHITE 22008	10 - Registration - le	
677245	J&L Suffolks GRAY 22013 WHITE 22013	10 - Registration - le	
677247	J&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

Date	Work Order #	Description
2022-07-23	55669	Member Work: Transfer - 1 ea Recording - 4 ea In Recording Queue - 3 ea
2022-05-23	55230	registration

Reg #	Details	Description
677244	J&L Suffolks GRAY 22008 WHITE 22008	10 - Registration -
677245	J&L Suffolks GRAY 22013 WHITE 22013	10 - Registration -
677247	J&L Suffolks GRAY 22014 WHITE 22014	10 - Registration -
677246	Kimm BLUE 18110 WHITE 18110	11 - Late Registrat
677246	Kimm BLUE 18110 WHITE 18110	20 - Transfer of Ow

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 a web application interface for sheep registration management. On the left, a 'Work Menu' sidebar contains a search field for 'Reg #/Flock Id/Name' (with '72574' entered) and a list of navigation options including 'My Account', 'View', 'Flock Mgmt', 'Customers', 'Suppliers', 'Reports', 'Work Queues', and 'Sale Management'. A red arrow points to the 'View' option. The main area shows a 'Profile Information' section for an 'Active Member' with 'Official Profile ID: 72574'. Below this is a table of tabs: 'Addresses', 'Phones', 'Contacts', 'Account Billing', 'Account Preferences', 'Unfinished Work', 'Sheep in My Flock' (circled in red), 'Associated Flocks', and 'Partnerships'. Under 'Sheep in My Flock', there are sub-tabs for 'Males' and 'Females', with further sub-tabs for 'All', 'Quick Sire List', 'Mature', 'Yearling', and 'Lambs'. A table lists 3 ewes of breeding age, with two rows visible: one with registration number 673297 and another with 673298. Both rows have a 'View' button circled in red. Below the table is an 'Animal Detail Screen' for a specific ewe. It includes identification details (Sex: Ewe, Flock Name/Number: JMG 2141 RR, Registration: 669273, NSIP ID: 69004220212141RR), status (Active), and pedigree information (Sire: 661761, Dam: 653961, Breeder: (M) Jeremy Geske (14647), Owner: (M) Jeremy Geske (14647), Date of Birth: 03/13/2021, Age: 1 year, 2 months, 22 days, Purebred Suffolk). A 'View Certificate' button is circled in red. At the bottom, there are tabs for 'Ownership', 'Pedigree', 'Progeny', 'Performance', 'Breeding', 'DNA', 'Comments', 'Invoice Charges', and 'Attachments'. A 'Request a Printed Extended Pedigree' section shows a '5-Generation Pedigree pdf' link and a registration number '622484 [MSU 3103]'.