PRINTING CERTIFICATES

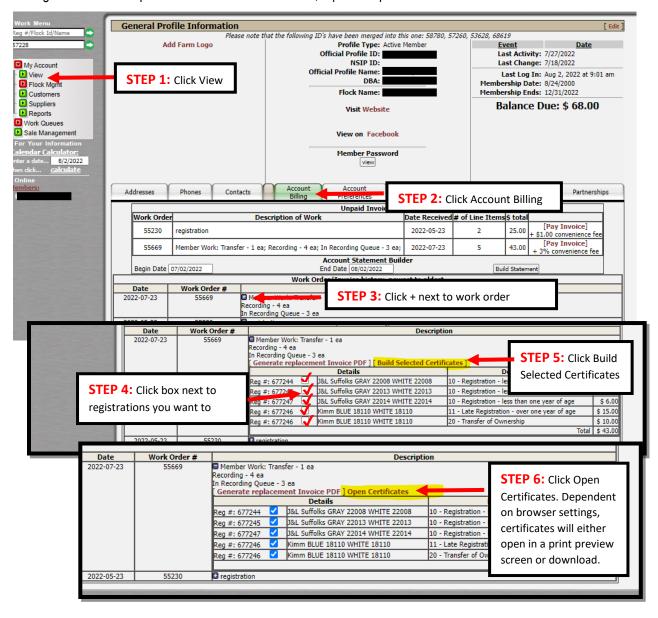
Certificates can be generated two ways - from a recently processed work order or an individual animal's details screen.

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.



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.

