

# 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 screenshot illustrates the registration process in four steps:

- Step 1:** The 'Work Menu' on the left shows 'Flock Mgmt' highlighted with a red box.
- Step 2:** The 'Work Menu' shows 'Recording' highlighted with a red box.
- Step 3:** The 'Work Menu' shows 'Lambs' highlighted with a red box.
- Step 4 (2 entry options):** The 'Birth Recording' form is shown. A red box highlights the 'Manual Entry' option, and another red box highlights the 'Spreadsheet Upload (must use template)' option. A red arrow points from the 'Manual Entry' box to the 'How many animals are to be entered' field, which has the value '1' and a 'Continue' button. Another red arrow points from the 'Spreadsheet Upload' box to the 'Upload from a spreadsheet' section, which includes a 'Data File' field with a 'Choose File' button and a 'Submit' button. Below this, there is a list of instructions for filling out the template.

## 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.

Home page Search Options - Calendar - Marketplace - Breeder Map - Industry Links - suffolks.org Saturday, Jun 4, 2022 1:02 pm

Work Menu: My Account, View, Flock Mgmt, Customers, Suppliers, Reports, Work Queues, Birth Recording, Transfer Animals, Update Status, Sale Management

For Your Information: Calendar Calculator, Online Members

Lamb										Sire		Dam		Transfer		NSIP								
Sex	Flock ID	Birth Date	Birth Type	Service Type	Scrapie ID	Scrapie Result	Spider Result	Registration Number	Flock ID Suffolk %	Registration Number	Flock ID Suffolk %	Registration Number	Flock ID Suffolk %	Resulting Suffolk %	Purchaser's USA ID	Date of Purchase	Weight	Lambing Ease	CG	Season	Premise (Location)	NSIP ID	Reg #	
X		mm/dd/yyyy	S	NS				Reg # or Flock		Reg # or Flock				?	mm/dd/yyyy	BW								X
X		mm/dd/yyyy	S	NS				Reg # or Flock		Reg # or Flock				?	mm/dd/yyyy									X
X		mm/dd/yyyy	S	NS				Reg # or Flock		Reg # or Flock				?	mm/dd/yyyy									X
X		mm/dd/yyyy	S	NS				Reg # or Flock		Reg # or Flock				?	mm/dd/yyyy									X

Buttons: Add row, Validate, Delete ALL

## 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.