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 compete 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.

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