

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 is a 'Work Menu' with 'Transfer Animals' highlighted. The main form has a 'Buyer' field, a 'Transfer Amount' field (set to 100), and a 'Transfer Date' field. A 'Choose from My Animals' button is circled in red. Below this is a list of animals with checkboxes. Two callout boxes provide instructions:

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

The callout for Option A points to the top section of the form where a single buyer is assigned to all animals. The callout for Option B points to the individual animal transfer sections where different buyers can be assigned to different animals.