## **DISPOSAL OF INACTIVE ANIMALS**

Each year members are asked to update their flock inventory and dispose of any sheep that have been sold, culled or are deceased.

- 1) Select View
- 2) Select Sheep in my Flock
- 3) For the animals that need to be removed from inventory click dispose to the right of the animal's information, once clicked it will update to gueued. Animals can be selected from any of the inventory groups.
- 4) Select Work Queues on the left-hand Work Menu.
- 5) Select Update Status
- 6) Animal status updates can be made for 1) all animals listed in the queue or 2) individual animals.
- 7) Once disposal statuses have been assigned, click "make updates" at the bottom of the queued animals.

