# How To: Record Animals Tested Prior to September 2017

Any animal tested **PRIOR** to September 2017 and not in your herd in Digital Beef will need to be recorded by following the steps below.
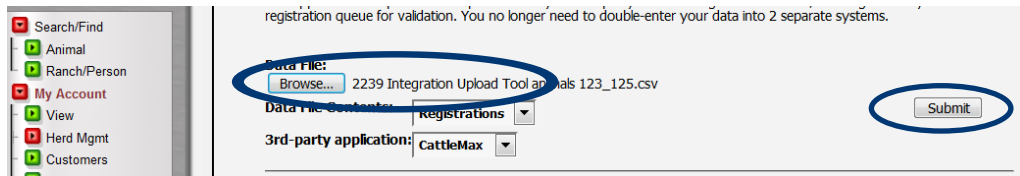
You may use the Integration Upload Tool or manually record the calf information. If you use the Upload Tool, follow Steps 1-3 below. **Do not change column headers or placement.** The following data is required: Tattoo, Date of Birth, Service Method, Sire Reg, Dam Reg, Horns, Color, Name, and Barcode. You may enter additional information if desired.

The file must be saved as a .csv file to upload correctly. The file can be found on the website under Digital Beef Tutorials.

1. Go to: My Account / Tools / Integration / Upload
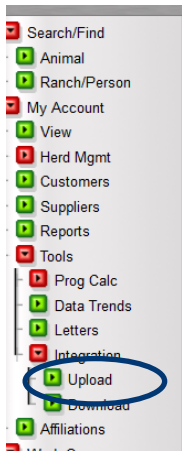
2. Click Browse and select the file to upload, then click submit:

3. The animals will be added to the calf recording and the following screen will appear:

4. Complete the recording by following the steps outlined below.

Validate A Calf

After all the calf data has been entered, click the validate button at the bottom of the screen. This will check the information for any errors. If you leave the screen before clicking validate, all information you have entered will be lost. If there are any errors, an error message will appear below the animal describing the error.

Common birth data error messages include:

- The tattoo is required.
- The dam is under 16 months at calving.
- Sire information Insufficient…please us the 'Search Tool' to select the correct registration #.
- Dam does not belong to breeder.
- Birth date is missing.

Once you have corrected any errors, click Validate. Next, click Commit to Registry. This will then assign all animals a "U" registration number. Any animals that still have an error are not assigned a registration number and are put in the kickout queue, which can be found under the kickouts tab on the general profile information screen. Call the AWA office for assistance resolving any remaining errors. The animals will remain in this queue and will not be recorded or registered until the errors are resolved.

After the animals are recorded, a birth summary screen is displayed. Here, you are also given the option to add these animals to a weaning queue if the animal is of weaning age. If the animal is not of weaning age, weaning data can be entered at a later time.

Once all of the animals from the calving group are entered you can print a complete summary of the data by going to reports in the work menu and then clicking birth summary. This will pull up a printable version of the birth data entered on each calf.

For more tutorials and information on the AWA Registry Service, visit the Digital Beef Tutorials page under the Member Forms | Services tab at Wagyu.org.

*Complete as much data as available, and then hit the Validate button. The validation process checks the data for errors. Correct the errors and hit the Validate button again. **You must click Validate and Commit to Registry in order for the data to be processed.***