

# New DNA Submission Form Instructions



# 1.

Begin by logging into your Digital Beef account. There are 2 ways to begin queueing up your animals to test. First, be sure you are on your General Profile Information page. Then click "Herd", followed by "All" which will bring up all active animals currently in your herd.

Home page Search Tools - Calendar - Marketplace - Breeder Map - Industry Links - www.shorthorn.org

Work Menu 28-10462

General Profile Information Add Ranch Logo

WHR Breeder Profile Type: Active Member Official Profile ID: 28-10462 Official Profile Name: SHORTHORN OFFICE DBA: MONTIE SOULES Herd Prefix: ASA Member Password [view]

Event Date Last Activity: 2/23/2022 Last Change: 3/16/2018 Last Log In: Apr 19, 2022 at 1:01 pm Membership Dates: 7/8/2015 Membership Ends: 12/31/2022 Last Registration: 2/23/2022 Last Transfer: Last Purchase: 7/20/2021 Last Performance: 7/20/2021 Balance Due: \$ 0.00

Addresses Phones Contacts Partnerships Associated Account Prefs **Herd** Pastures Kickouts CG's DNA WHR AI Certs

All Quick Sire List Breeding Yearling Weaned Pre-Wean Breeding Yearling Weaned Pre-Wean For Sale Legacy Unregistered

All Comprehensive list of all animals in your inventory not identified as culled or died

Bulls :: Breeding Bulls in your inventory that are at least 720 days of age OR they have a breeding record entered into the herdbook

Bulls :: Yearling Bulls in your inventory that are at least 250 and 720 days of age AND they have no breeding record entered into the herdbook

Bulls :: Weaned Bulls in your inventory that are over 250 days of age OR they have a weaning record entered into the herdbook

Females :: Breeding Females in your inventory that are at least 720 days of age OR they have a breeding record entered into the herdbook

Females :: Yearling Females in your inventory that are at least 250 and 720 days of age AND they have no breeding record entered into the herdbook

Females :: Weaned Females in your inventory that are over 250 days of age OR they have a weaning record entered into the herdbook

Females :: Pre-Wean Females in your inventory that are under 251 days of age AND they have no weaning record entered into the herdbook

For Sale Animals you have flagged as For Sale by Private Treaty

Legacy Animals you have sold, culled or had die while owned by your ranch

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All Quick Sire List Breeding Yearling Weaned Pre-Wean Breeding Yearling Weaned Pre-Wean For Sale Legacy Unregistered

Season	Tag	Herd Prefix / Tattoo	Tattoo 2	Reg #	Name	Born	Wean	Year	Scan	DNA	Options
F	/ 17D			4261829	FUNNY	12/17/15	3/30/16			<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	/ A1			AR4251961	ASA MR. SHORTHORN	1/1/13	4/11/13			<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	/ 45E			AR4368070	FUNNY MARY MARE 45E	1/1/17	4/15/17	10/25/17		<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
F	/ 2017E			AR4369092	A BULL BY ANY OTHER NAME	8/1/17	4/1/18	8/1/18		<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	/ 101M			AR4395531	LUCY	1/1/19				<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	ASA / 1P			AR4305694	ASA HEATHER	1/1/16				<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	ASA / 2H			AR4305685	ASA HEATHER	1/10/19				<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	/			CH21170	RECIP LIM X HOL (89)	1/1/89				<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	/			FM4248480	FEMALE 1	1/1/13				<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale
S	/			FM4248482	BULL 1	1/1/14				<input type="checkbox"/>	View Edit Transfer Dispose Not For Sale

# 2.

Next, click the box to the right of the animal you wish to test in the "DNA" column. It will then say "Queued". You can click as many animals at one time as you'd like.

# 3.

On the left-hand menu, click "Herd Mgmt" followed by "DNA".

Work Menu 28-10462

- ☐ Search/Find
- ☐ Animal
- ☐ Ranch/Person
- ☐ How-To Videos
- ☐ My Account
- ☐ View
- ☒ Herd Mgmt
  - ☐ Inventory
  - ☐ Pasture Groups
  - ☐ Transfer Animals
  - ☐ Update Status
  - ☐ Recording
  - ☐ Breeding
  - ☒ DNA
  - ☐ Cooperators
  - ☐ Private Treaty


The second way to queue your animals is to simply start at step number 3. Here you will see the “Choose from My Animals” button. Click this to pull up a list of all animals – active, legacy (culled or transferred), and performance (“U” number animals). Click the box to the left of the animal to pull it into the queue.

# 5.

You'll see several options here, but notice that the chosen animal automatically fills in. The "Reason" column isn't required but is a useful tool. You can choose AI Sire or Donor Dam from it, and the tests needed to fulfill these requests are automatically checked. \*Note: parentage markers are included in 150K, 100K, and 25K tests, which is why this box is automatically checked. "Type" refers to the

sample type being tested. "Barcode" refers to the barcode on the blood/hair cards and TSUs (All Flex tags). If you don't yet have a card, or your card doesn't have a barcode, you can just leave this blank. If you want to test to a second sire, type their registration number in the "Alt Sire" column. If you need to add an animal to be tested, you can click "Add Request" and then search for that animal. When you are done filling everything out, click "Submit to Staff".

The DNA submission form should pop up for you. You see that all your info should fill in the front side, and all the testing info should fill in the back side.

<p align="center"><b>American Shorthorn Association DNA Testing Submission Form</b></p> <p align="right">  </p>	
<p><b><i>CUSTOMER INFORMATION</i></b></p>	
Farm Name & Contact Person:	SHORTHORN OFFICE
ASA Member #:	28-10462
Phone:	(816) 599-7777
Email:	
Address:	7607 NW PRAIRIE VIEW RD
City/State/Zip:	KANSAS CITY, MO 64151-1544

# 7.

**Next, all you need to do is print and send this form to the Shorthorn office with your samples! If you have questions, do not hesitate to reach out to the office.**