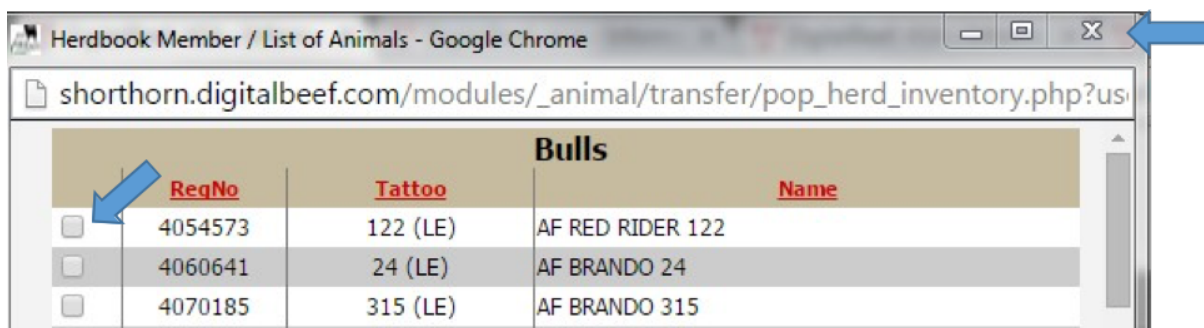


Transferring Cattle

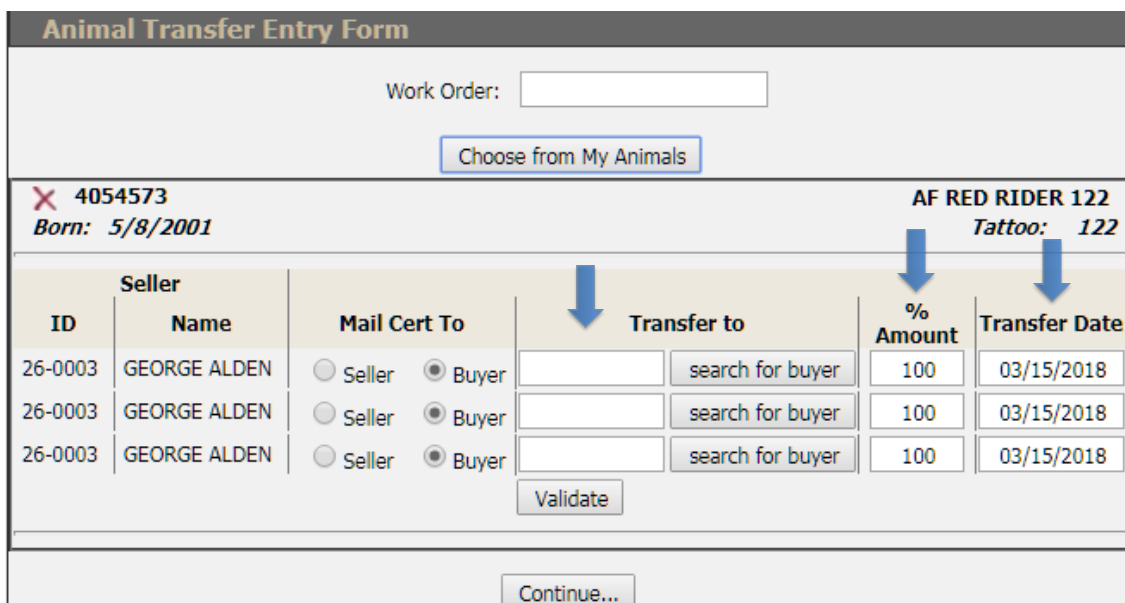
1. To make an Animal Transfer Entry Form go to My Account > Herd Mgmt > Transfer Animals. (Located on the left hand menu)



2. To select animals from your herd to transfer click **Choose from my animals**. A pop-up box will open that contains your active bulls, females and steers.
3. Click on the box next to each animal you would like to transfer and the animal will be added to the transfer entry form. Close the pop-up box once you have added all of the animals to the transfer entry form.



4. If you know the membership number for the person you are transferring the animal to enter the member number, percentage of the animal you wish to transfer and the transfer date.
 - a. Do not enter the percentage sign after the number.
 - b. If you are only transferring to one person you only need to fill out the top line.



A screenshot of the 'Animal Transfer Entry Form'. At the top, there is a 'Work Order:' field and a 'Choose from My Animals' button. Below that, the animal details are shown: '4054573' (with a red X icon), 'Born: 5/8/2001', and 'AF RED RIDER 122' with 'Tattoo: 122'. A table follows with columns: 'Seller ID', 'Seller Name', 'Mail Cert To', 'Transfer to', '% Amount', and 'Transfer Date'. The table has three rows, each with a 'search for buyer' button. A 'Validate' button is at the bottom of the table. A 'Continue...' button is at the very bottom of the form.

| Seller ID | Seller Name | Mail Cert To | Transfer to | % Amount | Transfer Date |
|-----------|--------------|---|---------------------------------------|----------|---------------|
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> search for buyer | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> search for buyer | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> search for buyer | 100 | 03/15/2018 |

- If you don't know the member number that you are transferring to, click the gray box labeled **search for buyer** to conduct a search by zip code. Enter the zip code of the buyer and then click **Find Profiles**.

Animal Transfer Entry Form

Work Order:

✘ 4054573 AF RED RIDER 122
 Born: 5/8/2001 Tattoo: 122

| ID | Seller Name | Mail Cert To | Transfer to | % Amount | Transfer Date |
|---------|--------------|---|--|----------|---------------|
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> <input type="button" value="search for buyer"/> | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> <input type="button" value="search for buyer"/> | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> <input type="button" value="search for buyer"/> | 100 | 03/15/2018 |

Buyer Search/Creation - Step 1

Enter the buyer's Zip Code:

In order to reduce duplication in the herdbook profiles:

- Enter zip code.
- Click 'Find Profiles'.
- Select the box next to the member's name.

*if members name is not listed, select 'create member profile' box at the bottom of the list

- Select the desired buyer from the list, if the buyer is not listed create a new profile by click **Create New Profile** located at the very bottom of the listed names. Please look closely at the buyer list before creating a new profile to avoid duplicates in the registry.

- Enter the new buyer information and click **Run Standardization** to verify the address, then click **Save Profile**.

Farm or Ranch:

Primary Contact Name:

WebSite:

Street Address (or PO Box):

add'l:

City:

State, Postal Code:

Country:

Email:

PHONE Description:

() - ext

8. Once you have Saved Profile, you will need to click the gray box labeled search for buyer again to search for the profile you just created. Select the box to the left of the members name, once you click the box the member number will appear in the **Transfer to** box.

Animal Transfer Entry Form

Work Order:

[Choose from My Animals](#)

✘ 4054573 AF RED RIDER 122
 Born: 5/8/2001 Tattoo: 122

| Seller | | Mail Cert To | Transfer to | % Amount | Transfer Date |
|---------|--------------|---|---|----------|---------------|
| ID | Name | | | | |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> search for buyer | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> search for buyer | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | <input type="text"/> search for buyer | 100 | 03/15/2018 |

[Validate](#)

[Continue...](#)

Buyer Search/Creation - Step 1

Enter the buyer's Zip Code:

[Find Profiles](#)

In order to reduce duplication in the herdbook profiles:

- Enter zip code.
- Click 'Find Profiles'.
- Select the box next to the member's name.

*if members name is not listed, select 'create member profile' box at the bottom of the list

9. Once all of the information for the new buyer is filled out (percentage and transfer date) click **Validate**, if everything is correct there will be a green check mark and you can then click **Continue**.

Animal Transfer Entry Form

Work Order:

[Choose from My Animals](#)

✘ 4054573 AF RED RIDER 122
 Born: 5/8/2001 Tattoo: 122

| ID | Seller Name | Mail Cert To | Transfer to | % Amount | Transfer Date |
|---------|--------------|---|-------------|----------|---------------|
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | 28-2166 | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | | 100 | 03/15/2018 |
| 26-0003 | GEORGE ALDEN | <input type="radio"/> Seller <input checked="" type="radio"/> Buyer | | 100 | 03/15/2018 |

✔ Ready to transfer
[\(unlock\)](#)

[Continue...](#)

Entering Breeding Information

10. If the animal is bred **Before you click Continue** you will click **Enter/Verify Breeding** to enter the breeding information on the female.
11. Once the breeding information is entered you will need to click **Validate** for each bull that is entered.
12. If all breeding information is entered, you can then click **Continue** to complete the transfer.