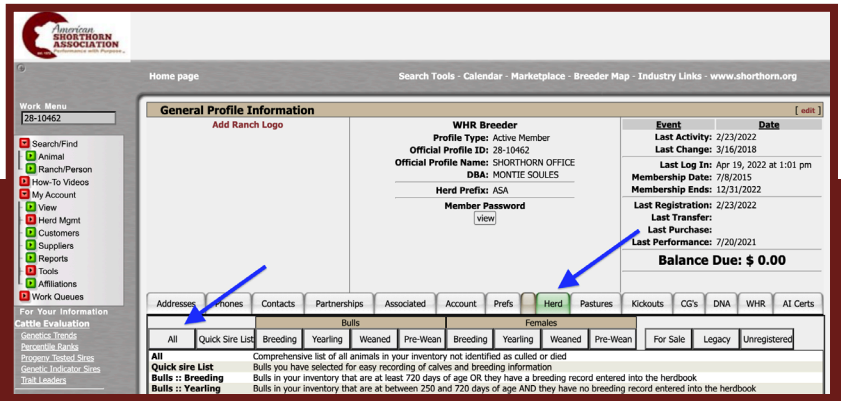
New DNA Submission Form Instructions

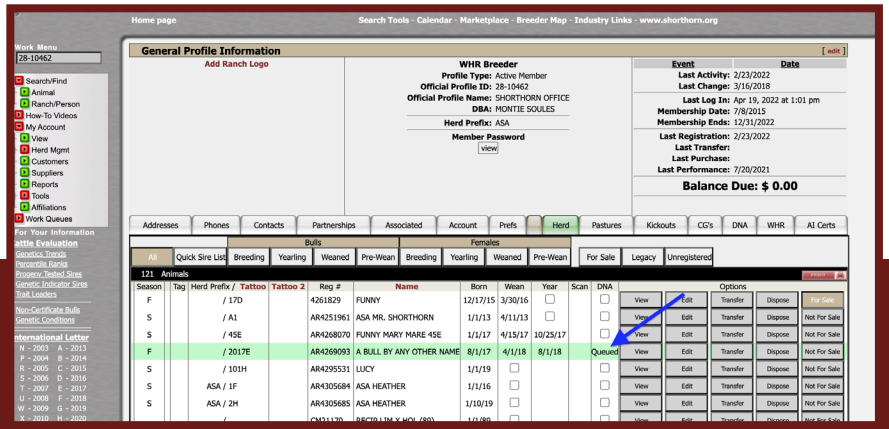
American SHORTHORN ASSOCIATION
Performance with Purpose
est. 1872

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.



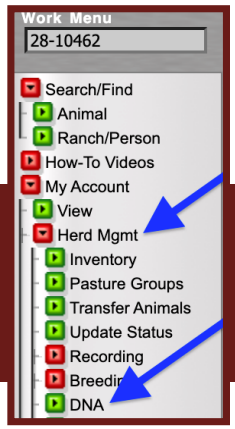
2.



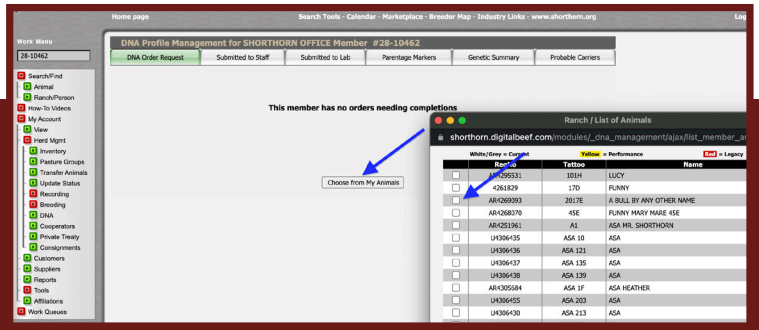
Next, click the box to the right of the animal you wish to test in the "DNA" column. It will then say "Queued". You can click as many animals at one time as you'd like.

3.

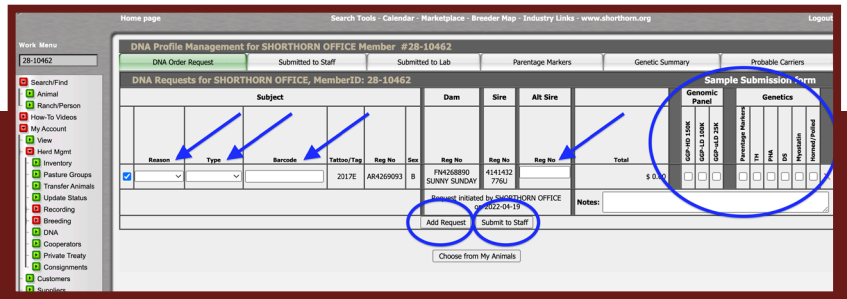
On the left-hand menu, click "Herd Mgmt" followed by "DNA".



4.



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.

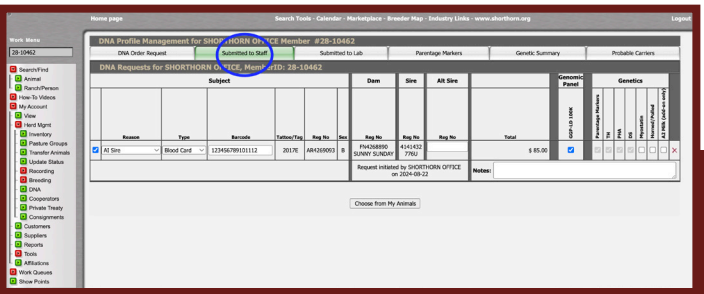


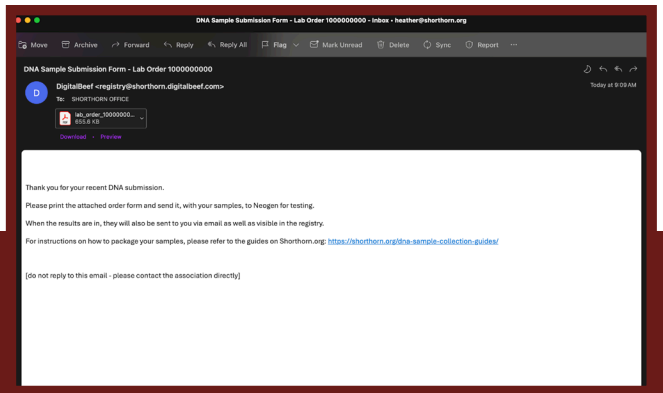
5.

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".

6.

This is what your screen should look like when you have successfully submitted a DNA request. ***This is not an automated process - a staff member must approve this submission prior to the next step.***



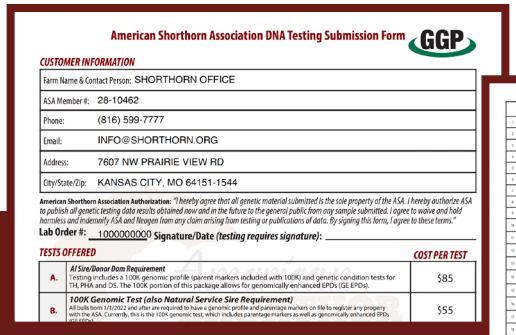


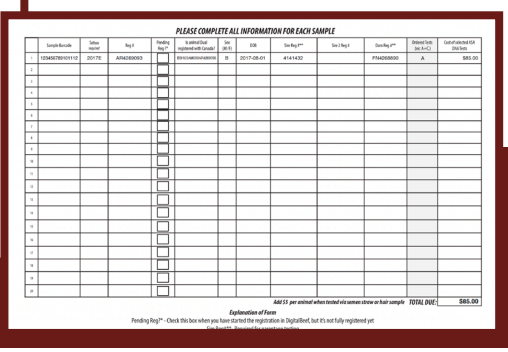
7.

Here you see a sample email which you will receive directly from DigitalBeef - keep in mind that this is not coming from a staff member, so it may look like spam or even go to your spam folder. Once this email is sent, your DigitalBeef account is simultaneously billed for the testing. *Be sure not to send any forms of payment to the lab. Billing is separate and done through the registry.*

8.

You will print off the PDF attachment and send it, along with your samples, directly to Neogen.





NEOGEN, 4131 N 48th St., Lincoln, NE 68504