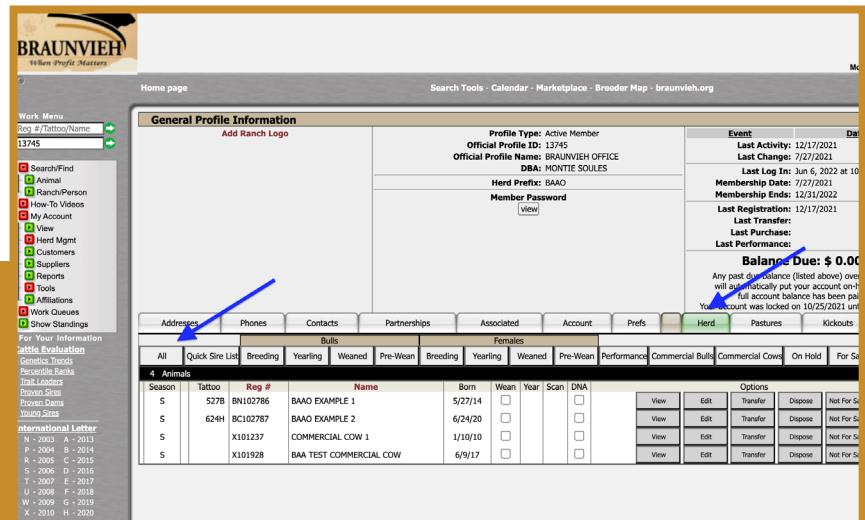


# New DNA Submission Form Instructions

\*To start, know that this new process will only work for testing those animals that are already recorded or registered in Digital Beef - meaning you can test 'P' number animals too.

1.

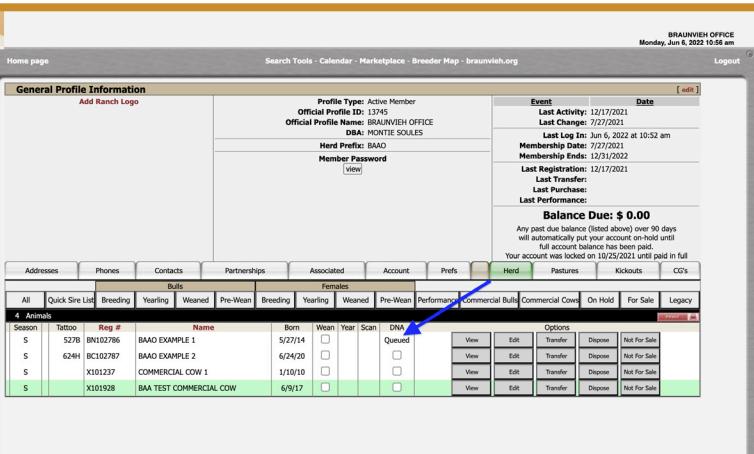
Begin by logging into your Digital Beef account. There are 2 ways to begin queueing up your animals to test. First, be sure you are on your General Profile Information page. Then click "Herd", followed by "All" which will bring up all active animals currently in your herd.



Season	Tattoo	Reg #	Name	Born	Wean	Year	Scan	DNA	Options				
S	527B	BN102786	BAO EXAMPLE 1	5/27/14	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Transfer"/>	<input type="button" value="Dispose"/>	<input type="button" value="Not For Sale"/>
S	624H	BC102787	BAO EXAMPLE 2	6/24/20	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Transfer"/>	<input type="button" value="Dispose"/>	<input type="button" value="Not For Sale"/>
S	X101237		COMMERCIAL COW 1	1/10/10	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Transfer"/>	<input type="button" value="Dispose"/>	<input type="button" value="Not For Sale"/>
S	X101928		BAA TEST COMMERCIAL COW	6/9/17	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Transfer"/>	<input type="button" value="Dispose"/>	<input type="button" value="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.



Season	Tattoo	Reg #	Name	Born	Wean	Year	Scan	DNA	Options				
S	527B	BN102786	BAO EXAMPLE 1	5/27/14	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Transfer"/>	<input type="button" value="Dispose"/>	<input type="button" value="Not For Sale"/>

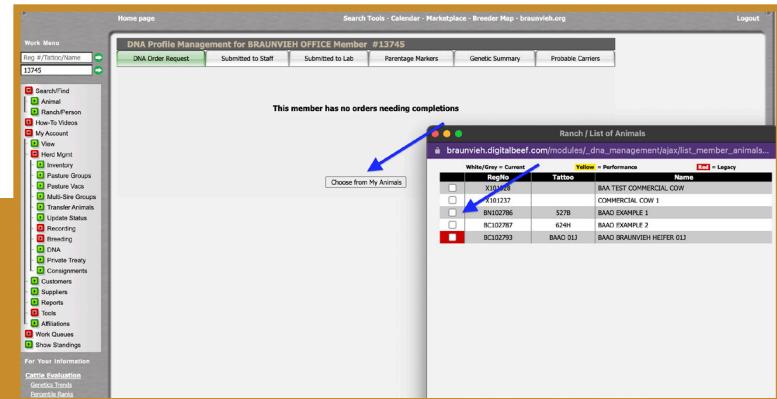
3.

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.

"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.

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.

<b>Braunvieh Association of America DNA Testing Submission Form</b> 	
<b>CUSTOMER INFORMATION</b>	
Farm Name & Contact Person: <b>BRAUNVIEH OFFICE</b>	
BAA Member #: <b>13745</b>	
Phone: <b>(816) 599-7777</b>	
Email:	
Address: <b>7607 NW PRAIRIE VIEW RD</b>	
City/State/Zip: <b>KANSAS CITY, MO 64151-1544</b>	

7.

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