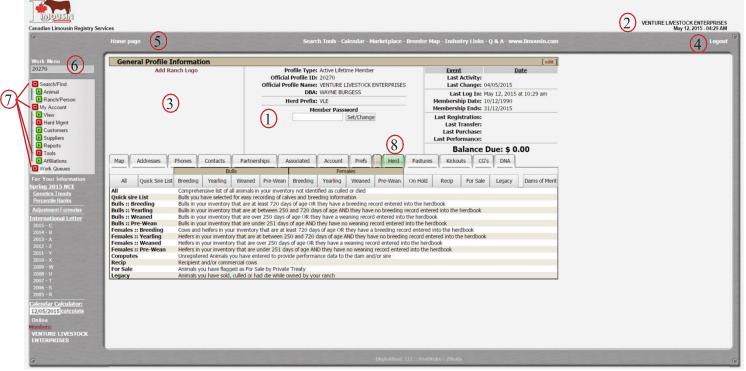# Canadian Limousin Association
Digital Beef
Member Site Instructions

BASICS

▪ To access the Digital Beef member site go to www.limousin.com and select the Digital Beef tab and click on the link.

▪ Your User Name is your CLA member number

▪ You have to request a new password (email us at limousin@limousin.com or call the office 1.866.886.1605). Please pick 4 or more digits (letters and/or numbers). There are no mandatory characters. We do not have your old password on file.

▪ To make the screen larger or smaller, use keyboard shortcuts. For Windows, use Control + to make it larger and Control - to make it smaller, for Mac, use Command + or Command –

▪ If you want to change your password on the General Profile Information screen. Click on the box and delete displayed password. Enter the new password and click Set/Change. ①

▪ The upper right hand side of the screen lists a member name, indicating what membership is logged in. ②

▪ When adding a photo or a ranch logo, the file must be a .jpg file type and no larger than 2MB. ③

▪ To logout of the registry service, click Logout in the upper right hand corner ④

▪ On the home page, all of the Search Tools (Ranch Search, EPD Search, Animal Search) can be used without being logged in. You can return to search by clicking on "Home Page" ⑤

▪ Balance due with brackets ( ) around is negative balance.

NAVIGATING THE MEMBER SITE

▪ When logged in, the grey input box above the Work Menu doubles as a search box to find an animal or a member. Delete your member number in the box, and key in search criteria (i.e. Reg. number, Prefix/Tattoo, Ranch/Person name) and then click on either Animal or Ranch/Person in the Work Menu. If you just hit enter it will not work, you must select either Animal or Ranch/Person depending on what you are searching for. ⑥

▪ A menu item with a red box indicates additional menu items. Click on the red box to display additional items. ⑦

▪ The Herd tab under the General Profile Information screen is an important screen for members. To access this tab, click on View under the My Account menu located in the left-hand Work Menu, and then click on the Herd tab. ⑧
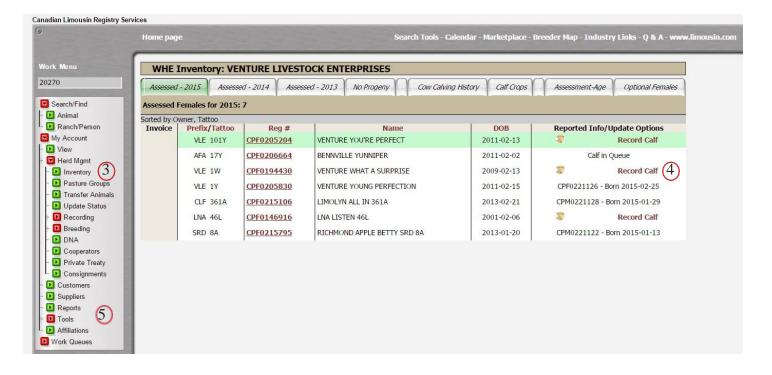
ANIMAL INFORMATION

- The Animal Detail Screen includes information on EPDs, pedigree, performance stats, progeny, breeding, DNA, and ownership, all accessible by simply clicking on each tab displayed across the middle of the screen.

- More than one animal image may be uploaded for each animal and the pictures will display like a slideshow. When adding a photo, the file must be a .jpg file type and no bigger than 2MB.

- To link an animal's pedigree and EPD information to another webpage, simply copy the URL address for that animal and paste it to your desired location.
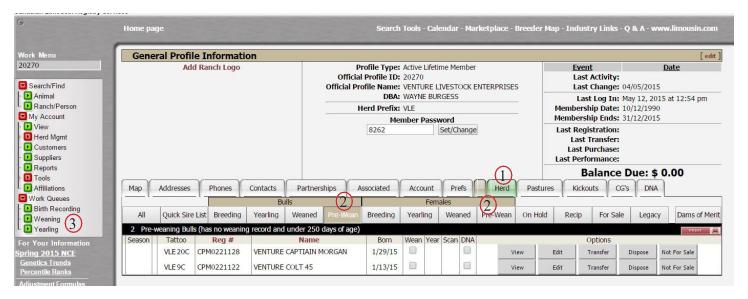
RECORDING BIRTH, WEANING, YEARLING DATA

- Your enrolled females are located under My Account / Herd Management / Inventory on the Work Menu (left bar) ①

- You can see enrolled females for 2015, 2014 and 2013 ②

- The system automatically puts animals into contemporary groups based on 90-day calving intervals. Adding a management code, sorts those animals into different contemporary groups.

- Data on large groups of animals can be entered on multiple days. The system will automatically put them into the appropriate contemporary groups. (i.e. If you weaned 100 calves on one day, that weaning data can be entered over multiple days, and the system will ratio (and re-ratio) the animals, within the contemporary group.)

- To delete an animal from a work queue, click the red X on the far right of the animal's row.

- If there are any errors when entering data, the error will be highlighted in yellow or red in the animal row. Yellow means it is an advisory error and may be out of the normal range but may still be committed to the registry. Red means the error is critical and cannot be committed to the registry at this time.

- Any animal that still has an error remains in the "Kickout" queue to be fixed at a later time. The Kickouts can be found on the General Profile Information screen by clicking on View under the My Account menu.

WHE Inventory: VENTURE LIVESTOCK ENTERPRISES

| | Assessed - 2015 | Assessed - 2014 | Assessed - 2013 | No Progeny | Cow Calving History | Calf Crops | Assessment-Age | Optional Females |

Assessed Females for 2015: 7

Sorted by Owner, Tattoo

Invoice	Prefix/Tattoo	Reg #	Name	DOB	Reported Info/Update Options
	VLE 101Y	CPF0205204	VENTURE YOU'RE PERFECT	2011-02-13	Record Calf
	AFA 17Y	CPF0206664	BENNVILLE YUNNIPER	2011-02-02	Calf in Queue
	VLE 1W	CPF0194430	VENTURE WHAT A SURPRISE	2009-02-13	Record Calf
	VLE 1Y	CPF0205830	VENTURE YOUNG PERFECTION	2011-02-15	CPF0221126 - Born 2015-02-25
	CLF 361A	CPF0215106	LIMOLYN ALL IN 361A	2013-02-21	CPM0221128 - Born 2015-01-29
	LNA 46L	CPF0146916	LNA LISTEN 46L	2001-02-06	Record Calf
	SRD 8A	CPF0215795	RICHMOND APPLE BETTY SRD 8A	2013-01-20	CPM0221122 - Born 2015-01-13

RECORDING CALVES

- Go to the My Account > Herd Mgmt > Inventory ③

- Click on "Record Calf" for all the calves you wish to enter. ④

- They will be placed in the Work Queue / Calf Recording ⑤

- Enter the desired birth data for each animal. (* indicates required data)

- Note: *Sire RegNo – Sire registration number, clicking on the small icon brings up your Quick Sire Picker list or if you enter the sire's tattoo in the Sire RegNo box it will automatically generate the registration number

- Register? – Check this box to register the animals. If left un-checked, the animal will be recorded only and may be registered at a later date.

- Once desired information is entered, click Validate located at the bottom of the screen in the center. Clicking Validate also saves the data allowing you to complete it at another time.

- Any validated work remains in the Birth Recording Work Queue, which can be accessed via the left hand-side Work Menu.

- Clicking Validate checks the data for any errors. Any errors will show up under that animal's row.

- Correct errors and click Re-Validate, then click Commit to Registry. You must click Commit to Registry in order for that data to be entered into the CLA registry.

- A Birth Report will appear, which lists all the data entered and from which you can generate a Weaning Worksheet.

RECORDING WEANING DATA

- Go to the Herd screen under My Account > View ①

- Click on either Bulls>Pre-Wean or Females>Pre-Wean ②

- Look at the Wean column – animals with an empty box are old enough to enter weaning data. Check the box for each animal you want to enter weaning data on. This puts the animals in the Weaning Work Queue

- Go to the Weaning Work Queue on the left-hand-side work menu ③

- Click on the desired Weaning Queue

- Enter the desired weaning data (* indicated required data) Note: Bull calves can be changed to steers, if desired

- Once desired information is entered, click Validate located at the bottom of the screen in the center. Clicking Validate also saves the data allowing you to complete it at another time.

- Any validated work remains in the Weaning Work Queue

- Clicking Validate checks the data for any errors. Any errors will appear in the Error Descriptors column on the left hand side of the Weaning Data Entry Screen and corresponds to the Error Descriptors listed below.

- Correct errors and click Re-Validate

- Then click Commit to Registry. You must click Commit to Registry in order for that data to be entered into the CLA registry.

- A Weaning Report will appear, which lists all the data entered and from which you can generate a Yearling Worksheet.

RECORDING YEARLING DATA

- Go to the Herd screen under My Account > View

- Click on either Bulls>Weaned or Females>Weaned

- Look at the Year column – animals with an empty box are old enough to enter yearling data. Check the box for each animal you want to enter yearling data on. This puts the animals in the Yearling Work Queue

- Go to the Yearling Work Queue on the left-hand-side work menu

- Click on the desired Yearling Queue

- Enter the desired yearling data (* indicated required data)

- Once all desired information is entered, click Validate located at the bottom of the screen in the center. Clicking Validate also saves the data allowing you to complete it at another time.

- Any validated work remains in the Yearling Work Queue

- Clicking Validate checks the data for any errors. Any errors will appear in the Error Descriptors column on the left hand side of the Yearling Data Entry Screen and corresponds to the Error Descriptors listed below

- Correct errors and click Re-Validate

- Then click Commit to Registry. You must click Commit to Registry in order for that data to be entered into the CLA registry.

- A Yearling Report appears, listing all the data entered and from which you may generate a Yearling Summary.

REPORTS

- Go to My Account > Reports

- Reports that can be generated and downloaded include:
  - Calving History
  - Dam Production Summary
  - Summary reports for any work performed
  - Weaning Worksheet
  - Yearling Worksheet
  - Ultrasound Worksheet
  - Performance Summary
  - EPD – Listing of all the EPDs on your active animals
  - QR Code Inventory List – Generates a listing of all your animals with a QR code for quick access to the animal's information from your smart-phone
  - Custom Report Builder – Allows you to choose from a defined list of data to build a downloadable spreadsheet