

# Fall 2023 Total Herd Enrollment Instructions

## Deadline – June 15, 2023

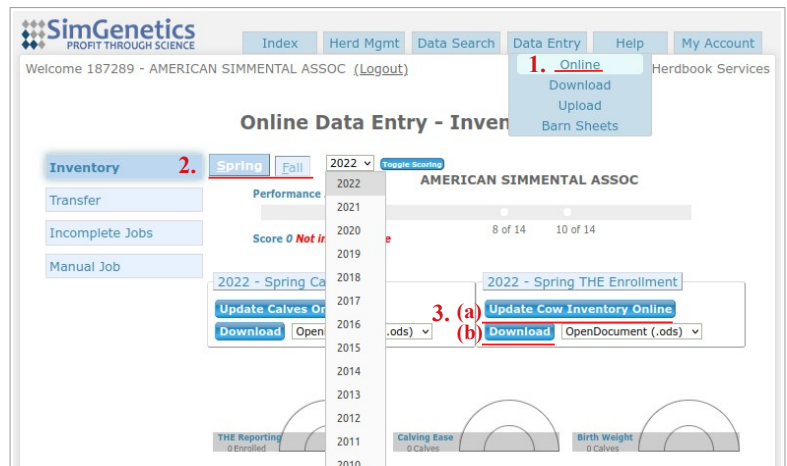
Fall THE enrollment is now open. **ALL** females calving between July 1 and December 31, need to be enrolled by **June 15**, to take advantage of the lowest enrollment fees.

	<u>Option A (TR)</u>	<u>Option B (SR)</u>	<u>Option C</u>	<u>Option D</u>
April 15 – June 15	\$15.00	FREE	\$7.50	\$390.00/herd
After June 15 (Late Enrollment)	\$16.00	\$1.00	\$8.50	
Calf Registration Fees	Free for season dam is enrolled	\$30/\$40/\$50	\$30/\$40/\$50	\$42/\$52/\$62

**LATE ENROLLMENT:** If THE enrollment is not submitted by June 15, all dams on your preliminary inventory **will be** enrolled in **Option A** at \$16.00 per animal, regardless of your previous year's option. You will have until **August 15** to adjust your inventory. THE fees will be adjusted accordingly. If adjustments are not made by August 15, the preliminary inventory will be the final enrollment. ***Please note that billing is based on the submission date of the job, not the date it was started. Job must be submitted prior to December 15 to avoid late fees.***

There are two options to submit your inventory electronically, enter it directly online or by Excel spreadsheet.

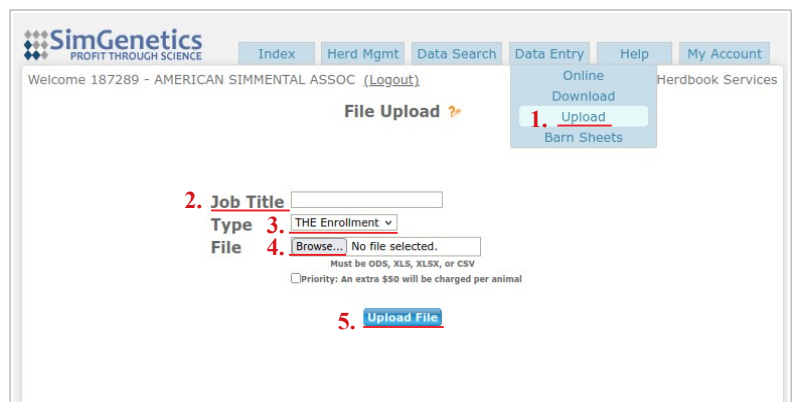
- Log in to Herdbook.
- Start your inventory:
  1. Under **Data Entry** select **Online**
  2. Select the **Inventory** tab
    - Click **Fall**
    - Make sure year shows **2023**
  3. (a) Select **Update Cow Inventory Online**  
**-OR-**  
(b) Select **Download** to load your preliminary inventory into an Excel spreadsheet



- See **How to Update Your Inventory** (page 2) for both methods of entry.
- To upload completed Excel spreadsheet:

- Save file to desktop and log in to Herdbook to upload spreadsheet. (If there are EIDs listed for your dams, the file type must be changed to ODS when you save it.)

1. Under **Data Entry** select **Upload**
2. Enter a **Job Title** such as “(Year/Season) THE Upload”
3. Under **Type** select **THE Enrollment**
4. Click **Browse** – attach saved THE file
5. Click **Upload File**



- See **To Submit Enrollment** on page 2.

# How to Update your Inventory

- 1) **Confirm ALL fall calving cows are listed on the form** – This should include any cow enrolled in the previous year, first time heifers, purchased cows, and dams in associated junior accounts that run with your herd.
- 2) **Enroll or Remove each dam** – enter an enrollment or removal code in the Primary Code column.

Is the dam still active in your herd?

THE Enrollment Codes	
0	Cow Bred to Calve During the Season
1	Heifer Bred to Calve During the Season
2	Not Exposed—Moved to Next Season
3	Exposed and Failed to Conceive—Moved to Next Season
4	Exposed and Failed to Conceive—Moved to Next Year
5	Donor Cow
6	Recipient Cow
44	Not Exposed—Moved to Next Year

Has the dam been removed?

THE Removal Codes	
60	Exposed and Failed to Conceive
61	Aborted
62	Age
63	Appearance
64	Calf Loss at Calving
65	Calf Loss Post Calving
66	Color
67	Died – Calving
68	Died – Other
69	Died – Sickness/Disease
70	Disposition
71	Herd Reduction
72	Hoof Condition
73	Horned
74	Injury
75	Production/Performance
76	Prolapse
77	Sickness/Disease
78	Sold, Breeding Purposes, Paper Not Transferred
79	Sold, Breeding Purposes, Paper Transferred
80	Structural Soundness
81	Udder Quality
82	Genetic Defect Status

## Optional Columns

- *Additional Code* is **only** to be used if a removal code is already in the primary code column.
- *Remarks* are for member use only enrollment will not be adjusted from this column.
- If you enter “H” in the *Bill Code* column you will be billed half now and half later in the year.
- If you need to add a commercial dam enter her tattoo (*AnmTatt*), date of birth (*BirthDt*) and breed codes (*BrdCds*).

- 3) **A/B/C/D/N**— Enter an enrollment option: A, B, C, or D for each cow. If a cow is being removed, enter “N”.

(Click on a column header for help)

										THE	Errors	Warnings	Save/Exit	Submit Data	Options
AnmNbr	AnmTatt	PrimaryCode	AddtnlCode	A/B/C/D/N	AnimalName	BirthDt	BrdCds	BillCode	Remarks						
1		2		3											

Excel template column headers match the online job columns shown here.

## To Submit Enrollment:

- Review **Errors** and/or **Warnings**.
  - ♦ **Errors** (indicated by red triangle to left of animal number)
    - Select the **Errors** tab – errors will be listed and **MUST** be resolved before submitting.
    - Herds in Option D must email job number to [THE@simmgene.com](mailto:THE@simmgene.com) for final processing.
  - ♦ **Warnings** (indicated by a purple triangle to left of animal number)
    - Select the **Warnings** tab – review each warning listed, correct if needed.
    - Job may be submitted without resolving all warnings.
- Select **Submit Data**.
  - ♦ If **Edit Job** button shows, select button to resolve error, and submit again.
  - ♦ Select **Proceed to Billing** for billing summary. (If submitted after season deadline, all options will have a balance due reflecting the additional \$1.00 non-refundable late fee per animal.)
  - ♦ Select **Add Payment**. Enter credit card information. Select **Confirm**.
  - ♦ Select **FINAL SUBMIT**. (Enrollment will not be completed without this step.)
    - The **Invoice Status** will change to **Complete**, print and store for your records.

To save job and return later, click **Save and Exit**. The job will remain in an incomplete status under your account.