# **INSTRUCTIONS FOR DIGITAL KATAHDIN USERS**



The Digital Katahdin online registry system is now available for Katahdin Hair Sheep International (KSHI) members. The Digital Katahdin (DK) system allows members to complete registrations, transfers, flock inventories and online bill payment. Digital Katahdin has many enhanced options including recording ram leases, semen inventory, sales and lambing dates. Performance data recording and NSIP data submission will be available in the future.

This same software is used by many cattle associations including Limousin, Shorthorn, Chianina and Gelbvieh breeds. The Suffolk association and now Katahdins are the first sheep breeds to adopt this new registry system. This is an exciting program, and it has endless opportunities to advance the Katahdin breed.

Tutorials, workshops and webinars on how to use the system are available upon request.

# **LOG IN**

Go to **www.katahdin.digitalovine.com** website. You can also access the Digital Katahdin website by clicking **Digital Katahdin** at the top right-hand corner of the KHSI website.

Current members will receive an email from the Registry Office with login information and a temporary password. Enter your login and password to access DK. Once logged in, members can change/update their password.

On this page you can search for specific animals and breeders; follow the link to the virtual marketplace, and access the breeder map, event calendar and sheep related links.

Other features of the home page:

- 1) Search Features Search for members and animals from this screen.
- 2) Marketplace Offer sheep for sale or shop for sheep and related items.
- 3) Breeder Map Find a nearby Katahdin breeder.
- 4) Industry Links



# VIEW/ZOOM

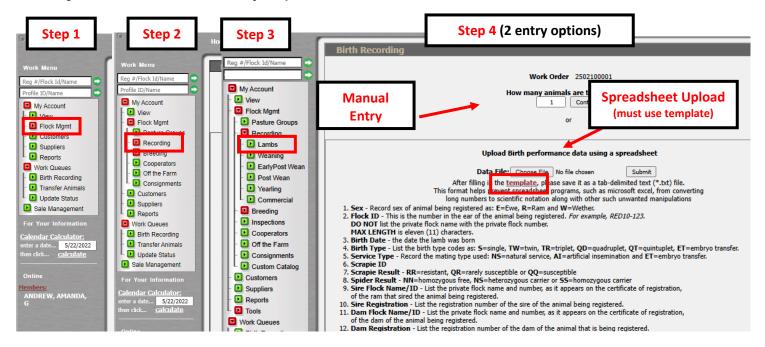
Depending on the browser, screen size and device you are using, members may want to increase their browser zoom settings. In most browsers, zoom or view size can be found under:

- File
- Main Menu
- ... (might be located to the right-hand side of your browser, just to the right of your browser's address bar)

Increase the setting to your preferred text/view size. In most cases, increasing the zoom to 110% or 120% is sufficient.

## REGISTERING LAMBS

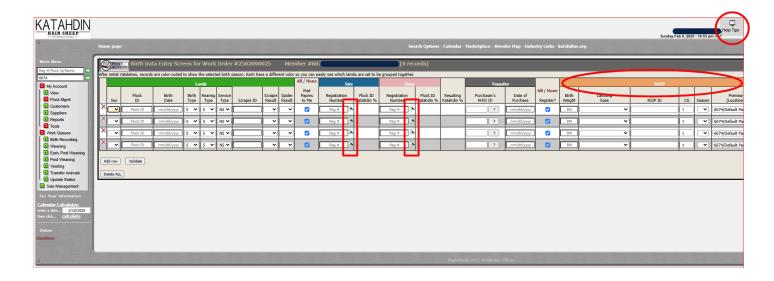
After you have logged in to your account, a Work Menu bar will appear down the left side of the screen. To start the registration process, click on **Flock Mgmt**, then click on the **Recording** tab and then click on the **Lambs** tab. You will have two options to submit registration information: **Manual Entry** or **Spreadsheet**.



#### **MANUAL ENTRY**

The registration gueue is like paper and electronic forms provided in the past.

- 1) Complete the application Help Tips can be turned on by clicking the circled area. Note: If animals being registered have been sold, a transfer of ownership can be recorded at the time of registration. To transfer animals, the buyer's Member ID must be known. To search for a Member ID select? next to the blank for purchaser's ID and search by zip code or search on the Digital Katahdin homepage by name, city, zip code, etc.
- 2) Once the entry is complete, select **Validate**. Validation will check for any entry errors, conflicts or missing data. Validation does not officially save the entry. If errors appear after validation, correct the information and re-validate.
- 3) After validation, select Commit to Registry. The Commit to Registry button will not appear until after an initial validation has run. Animals with errors will not be committed and will remain in the Work Queue. Once animals are committed, very few corrections can be made by members. Please double check your work.
- 4) Once entries are committed you will be redirected to a Work Order screen with billing information.



## SPREADSHEET UPLOAD

- 1) To upload a spreadsheet the provided template must be used. Download the template and populate fields and <u>save as a .csv</u> or .txt file. Files saved as a standard Excel worksheet will not upload.
- 2) Upload the completed spreadsheet.
- 3) When the upload is complete, you will be redirected to the Registration Queue screen shown above animal data will be populated accordingly. Select **Validate**. Validation will check for any entry errors, conflicts or missing data. Validation does not officially save the entry. If errors appear after validation, correct information and re-validate.
- 4) After validation, select Commit to Registry. The Commit to Registry button will not appear until after an initial validation has run. Animals with errors will not be committed and will remain in the work queue. Once animals are committed, very few corrections can be made by members. Please double check your work.
- 5) Once entries are committed you will be redirected to a Work Order screen with billing information.

#### Required Fields

sex • flock ID • birth date • birth type • sire registration number • dam registration number

#### **Important Notes**

- Once animals are committed, very few corrections can be made by members. Please double check your work.
- Do not include flock name with flock ID, only include flock ID.

correct: 2206 incorrect: Smith Farm 2206

• **Do not** include DNA with flock ID, there are separate fields for that information.

correct: 2206 incorrect: 2206 RRNN

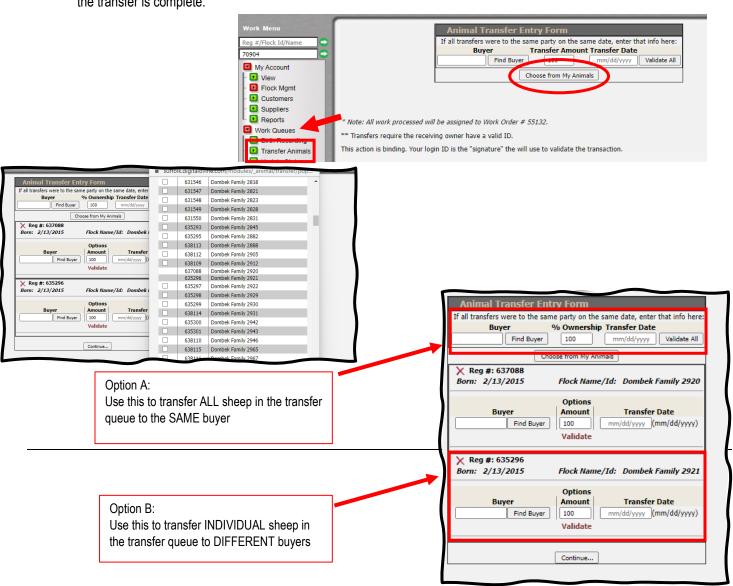
- Registration number search: If you do not know the registration of the sire or dam, you can click the icon directly to the right of
  the data entry field to find active animals in your inventory.
- If the animals being registered have been sold, a transfer of ownership can be recorded at the time of registration. To transfer animals, the buyer's member ID must be known. To search for a member ID select ? next to the blank for purchaser's ID and search by zip code or search on the **Digital Katahdin** homepage by name, city, zip code, etc.
- If you are enrolled in NSIP and the NSIP fields are not shown, please contact the KHSI Registry Office.

## **TRANSFERS**

To transfer lambs at the time of registration, refer to **REGISTRATION** instructions.

To transfer registered animals, select Work Queues then Transfer Animals on the left-hand side work menu. Through this screen animals can either be transferred to one buyer or multiple buyers.

- 1) Once the Transfer Entry Form appears, select Choose from My Animals.
- 2) A pop-up box will appear. Select the animals you want to transfer (they will automatically populate on the transfer form). Close the pop-up window when finished
- 3) Assign the buyer. Member IDs can be searched by zip code by selecting **Find Buyer**. To search for IDs by name or city go to the DigitalKatahdin.org homepage search menu.
  - a. OPTION A: To assign the same buyer to ALL animals complete the very top of the application.
  - b. OPTION B: To assign different buyers to the selected animals, complete the transfer information for each individual animal listed.
- 4) 100% ownership transfer is defaulted. If ownership is less than 100%, change the update the **% Ownership** number.
- 5) Once buyers are assigned, select Validate.
- 6) Once validation has run, select **Continue**. If the message "**You have successfully transferred this animal!**" appears, the transfer is complete.

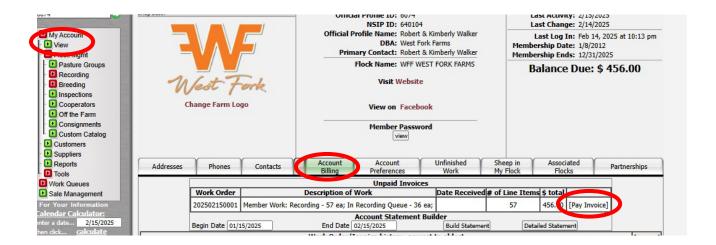


# **CHECKING OUT**

If you would like to check your balance and settle your account, you may do so at any time.

Click on the View from the work menu on the left-hand side of the screen. Select Account Billing. You can now view your account statements and your invoice history.

A credit card payment can be made from this screen by clicking **Pay Invoice**. Registry work will not be printed and mailed until paid. Members may mail a check; registrations will be printed once payment is received.



## PRINTING CERTIFICATES

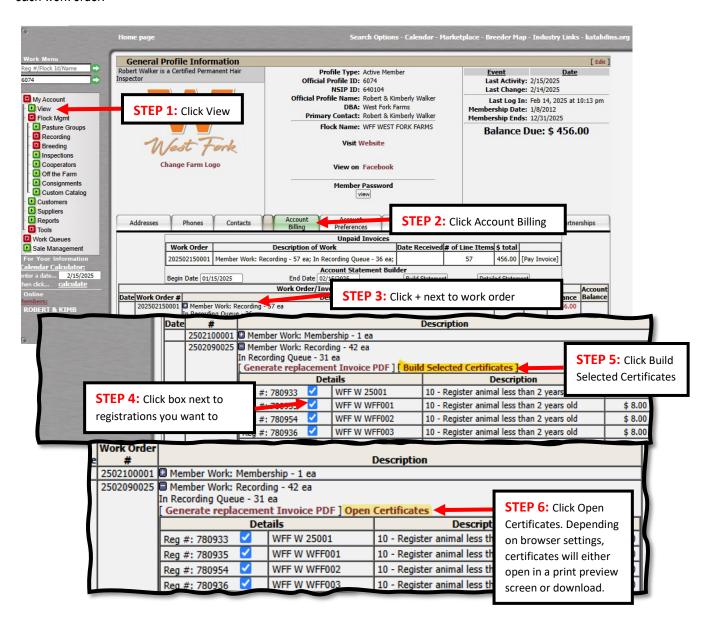
Certificates can be generated in two ways: from a recently processed work order or from an individual animal's details screen.

#### **IMPORTANT NOTE:**

Certificates will be generated as a .pdf viewer file. A front and back side are generated for each registration certificate. This file can also be saved as a .pdf file. If your printer allows for front and back printing, be sure to select **flip on short edge** in your printer settings.

## PRINTING REGISTRATIONS/TRANSFERS FROM A WORK ORDER

To print registration certificates for any sheep connected to a recent work order in Digital Katahdin, use the following steps. Please note that within a work order you can generate certificates for all sheep or just selected sheep. Check the boxes next to the animals you would like to have registration certificates generated. If sheep are in two different work orders, repeat the process from each work order.



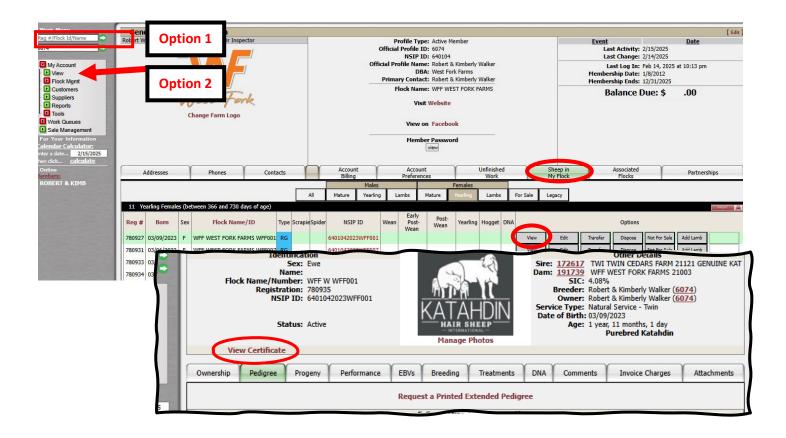
## PRINTING REGISTRATIONS NOT CONNECTED TO A WORK ORDER

To print registrations that are not related to a work order (duplicate certificate):

**Option 1:** Enter the animal's registration number in the work menu on the left-hand side/grey column

**Option 2:** Find the animal in your flock inventory. Click "View" – "Sheep in my Flock" – "View" next to the animal detail screen click View Certificate. Depending on your browser settings, certificates will open in a .pdf viewer or download. Certificates can be printed or saved once opened.

\*Note, if you are not currently recorded as the registered owner, you cannot print certificates for transferred sheep not connected to a work order. You can view the sheep in the system but do not have access to printing. You will need to request a duplicate certificate.

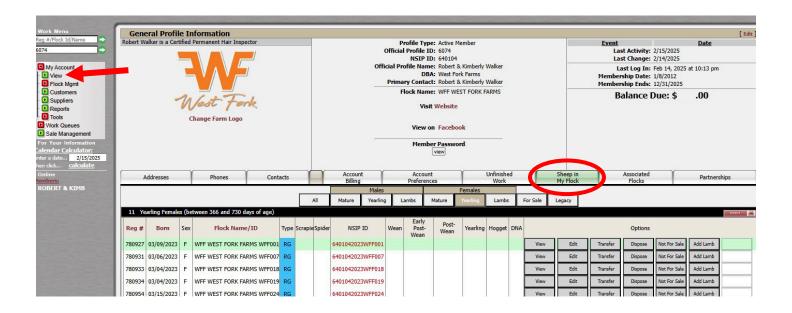


# **VIEW FLOCK INVENTORY**

Members can view all sheep in their flock at any time. If there are junior or partnership accounts connected to the membership, those sheep will be populated as well. If there are family members or partnerships associated with your flock and you do not see those sheep in your inventory, please contact the KHSI Registry Office.

Through the **Sheep in My Flock Screen** members can:

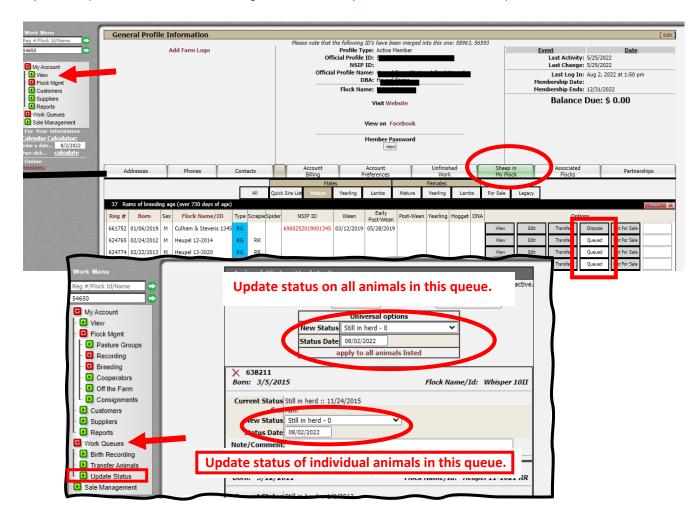
- Dispose of inactive animals. We ask that all members do this every year.
- View individual animals
- Edit animals member editing is very limited. Contact the KHSI Registry Office to make changes other than those listed.
- Transfer animals Animals can be selected for transfer. Once animals are selected, continue through work orders/transfer animals screen as mentioned in the **TRANSFER** section of this document.
- List animals for sale in the Marketplace. Animals are defaulted Not for Sale. To change to For Sale, click Not for Sale.



# **DISPOSAL OF INACTIVE ANIMALS**

Each year members are asked to update their flock inventory and dispose of any sheep that have been sold, culled or are deceased.

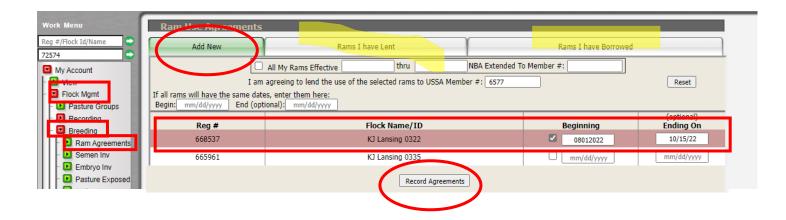
- 1) Select View.
- 2) Select Sheep in My Flock.
- 3) For the animals that need to be removed from inventory click **Dispose** to the right of the animal's information, once clicked it will update to Queued. Animals can be selected from any of the inventory groups.
- 4) Select Work Queues on the left-hand Work Menu.
- 5) Select Update Status.
- 6) Animal status updates can be made for all animals listed in the queue or individual animals.
- 7) Once disposal statuses have been assigned, click Make Updates at the bottom of the queued animals.



# **RAM LEASES**

Members can manage ram leases by establishing a Ram Agreement with another breeder. With the completion of a Ram Agreement, the member leasing the ram will need no additional permissions or signatures to complete their lamb registrations. In order to record ram leases, you will need the lessee's KHSI member number. To find that information, go to the homepage of Digital Katahdin and use the search field. If the lessee has several member numbers, contact them for more information or contact the KHSI Registry Office.

- 1) In the left-hand Work Menu select Flock Mgmt and click on Breeding and then Ram Agreements.
- 2) Click the Add New tab.
- 3) Complete the following fields:
  - · Lessee member number.
  - Check the box and fill in the lease dates next to the ram(s) that were leased.
- 4) Click Record Agreements.
- 5) To review the list of rams you have leased out, refer to the tab highlighted yellow Rams I have Lent.
- 6) To review the list of rams you have leased yourself, refer to the tab highlighted yellow Rams I have Borrowed. Please note that only the current owner of the ram can record a ram use agreement.

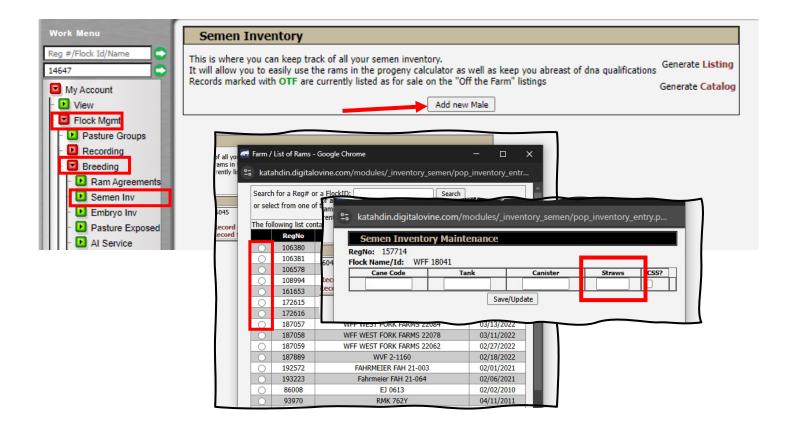


## RECORDING SEMEN INVENTORY

Members should record semen inventory on rams they currently own or have owned in the past. Members are unable to record semen inventory on rams they have never owned, however, it is very important that this inventory is recorded. Members should email the Katahdin Registry Office with semen inventory on rams they have never owned.

- 1) In the left-hand Work Menu select Flock Mgmt and click on Breeding and then Semen Inv.
- 2) Click Add new Male.
- 3) Click the circle next to the ram whose inventory needs to be recorded. A pop-up window will open.
- 4) Record the number of straws of semen you have in inventory, click Save/Update.
- 5) Additional semen can be added to inventory with future collections.

There is no requirement to record cane, tank or canister, but this information may be helpful to the ram owner.



# REQUEST A DUPLICATE CERTIFICATE

Members can print a duplicate registration paper or request a duplicate.

- 1) Click View Certificate, the registration will populate in a new .pdf viewer screen, the certificate can be printed.
- 2) A duplicate paper can be requested by clicking **Request a New/Duplicate Certificate**, the member will automatically be billed for a duplicate certificate.

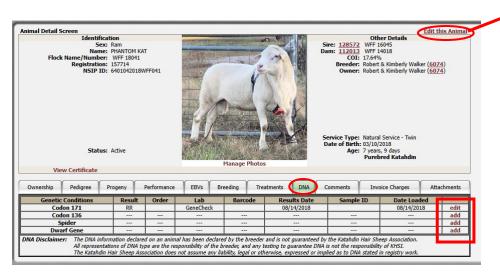


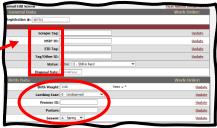
## **CORRECTIONS/STATUS UPDATES**

Members are limited to the corrections/updates they can make to a sheep that has already been registered. Members can print a corrected registration after they have made any changes or can request a duplicate (printed and billed through the Registry Office). Members can correct the following info; all other information will need to be emailed or called into the Katahdin Registry Office.

- Addition/Correction of Scrapie Tag
- Addition/Correction of NSIP ID
- Status Updates
- Birth weight
- DNA (scrapie, spider, dwarf)

Please note that Flock ID cannot be changed by a member.





## **ANIMAL DETAIL SCREEN**

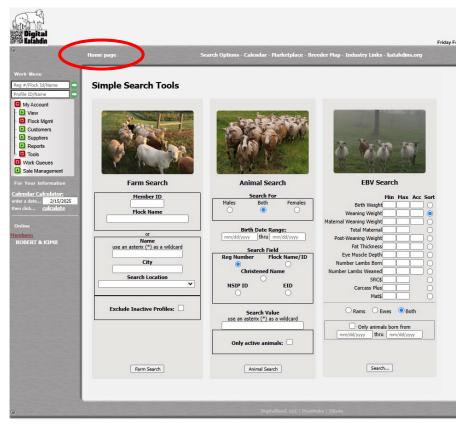
For each animal in your inventory, you can manage/view several things. Any text in Digital Katahdin that is red and underlined is hyperlinked and when clicked will send you to learn more.

- 1) **Print/View Registration Certificate**. The registration certificate will appear in a viewer screen, and you can print the paper at home or save it as a file. Registrations are set to download with a front and back. Registrations printed by a member are deemed official, carrying a QR code that links the registration paper to the real-time information in Digital Katahdin.
- 2) Photos of the animal can be added. Please note that photos must be less than 5 MB and a .jpg file.
- 3) Other options include ownership history, progeny report by year, performance data, breeding records, DNA, comments, invoice charges affiliated with the animals and uploaded attachments.



## SEARCHING DIGITAL KATAHDIN

Members can search for members/flocks and individual sheep. You can access the search page by clicking Home page.

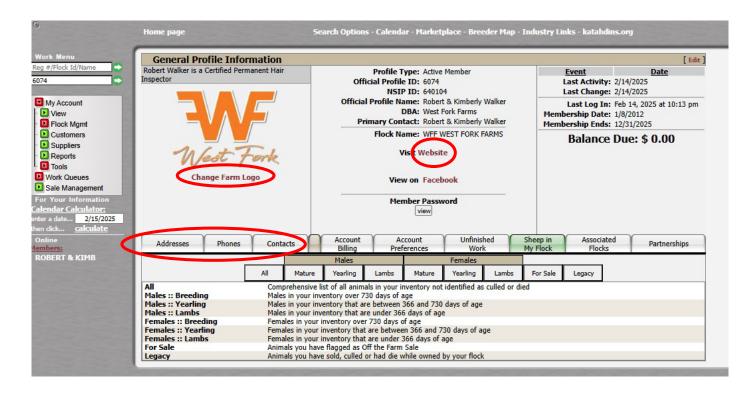


# **EDIT YOUR PROFILE**

Members can make some edits to their member profile including:

- Website
- Facebook
- Address
- Email
- Phone
- Add Farm Logo

For any other changes, contact the Katahdin Registry Office.

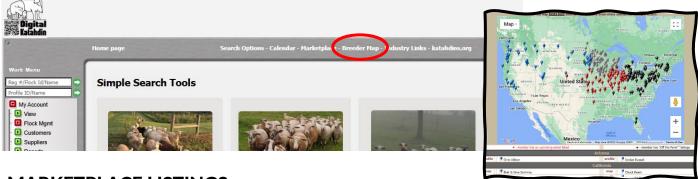


# MARKETPLACE/BREEDERS MAP

The marketplace and breeders map features are accessible by anyone, not just those who have login access to Digital Katahdin.

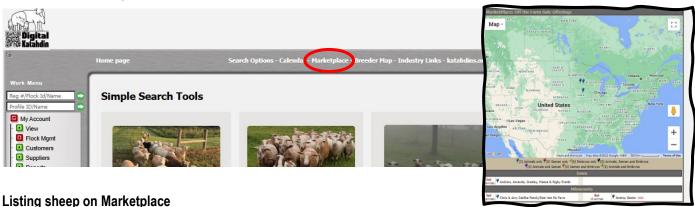
## **BREEDER'S MAP**

Members are encouraged to check if they are included on the breeder's map. Note that you must be a **current** member to be listed on this map. If you are not included on the map, please contact the Katahdin Registry Office.



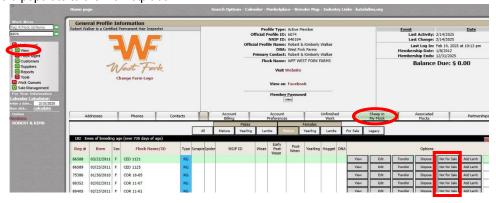
## MARKETPLACE LISTINGS

Members are encouraged to post sheep for sale in the Marketplace tool.



Members are encouraged to post sheep for sale in the marketplace tool.

- 1) Click View in the left-hand side work menu.
- 2) Click Sheep in my Flock.
- 3) Select the combination sex/age category.
- 4) To the right of the sheep you would like to list for sale, click **Not for Sale**, this will change the listing to **For Sale**.
- 5) The animals should populate to the marketplace.

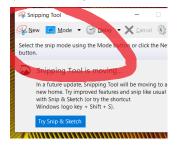


# **SHARING FEEDBACK**

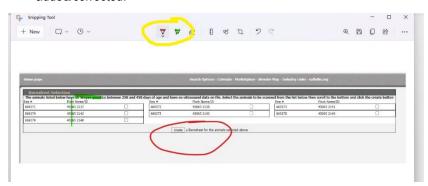
As KHSI rolls out the Digital Katahdin program for member use, there will be continued programing to resolve issues, improve member use and make corrections in the program. We ask members to share feedback on anything you find that needs attention, doesn't seem right or needs clarity. Please note that tutorials on all the options/tools found in Digital Katahdin have been included in this document.

The easiest way to provide feedback is by sharing screenshots of the program page via email - here's a guick tutorial:

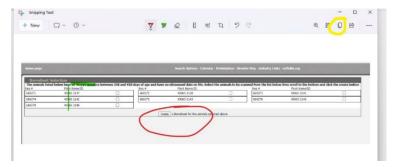
- On your computer search for the program called Snipping Tool (it should come standard on your computer).
- 2) Open program and select new.



- 3) Your screen will turn a gray color. Draw a box around what you want to share.
- 4) The area your screen that was snipped will automatically feed into the tool. You can use tools such as highlighter or pen as circled below in yellow to point out the area(s) where the issue occurs or where something needs to be added/corrected.



5) Once you identified the issues (not always necessary) you can copy your edited screenshot by clicking on the double paper icon circled below in yellow.



6) Draft an email through your email account explaining what you found and place your cursor where you want the screenshot to go and hit clt and V at the same time to paste/place the image into your email message. You can do this as many times as you want in the email. Please send the email to Brenda@katahdins.org, subject line Digital Katahdin Edits.

The best and preferred way to share the issue is by email as this is the clearest method of communication. If the issue you are having is tricky to explain via email or is time sensitive, please call the Registry Office.

# FOR MORE INFORMATION AND HELP

KHSI has a dedicated Registrar who is available to assist with Digital Katahdin questions. Regular Digital Katahdin webinars are scheduled, and individual assistance is available upon request.

## Digital Katahdin QR Code

QR codes (or Quick Response codes) are two-dimensional codes that you can scan with a smartphone. The code contains information, usually a site address, and once you scan it, the code connects you with a resource on the web. This is the QR code for Digital Katahdin:



## **Registry Office**

If you want to continue to mail your registration applications, send the Work Order and Registration Application forms to:



## **KATAHDIN REGISTRY OFFICE**

Brenda Lobdell Scheider 4543 North Henderson Road Freeport, Illinois 61032

To connect with Brenda about Digital Katahdin or any other registry question: Call | 815.238.8110
Email | Brenda@Katahdins.org