

Processing your Herd Assessment Online

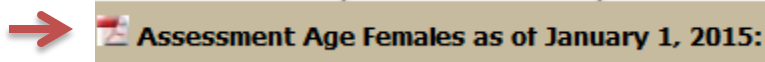
Annual Herd Assessments (HAS) are due each year on March 15th or the next business day following this date on all females that are 13 months of age or older as of January 1. To remain a member in good standing both your annual dues and annual herd assessment must be paid. AGA rules state that the member that owns the assessment age female as of Jan 1 is responsible for the current year herd assessment.

To complete your herd assessment online follow the instructions below:

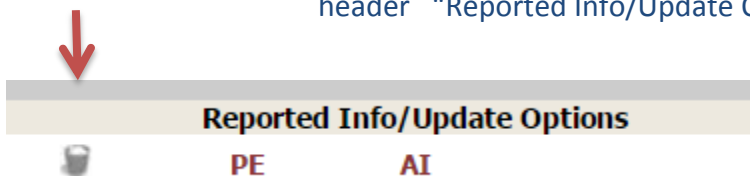
Complete Assessment on your entire herd.


1) Dispose of females that have left the herd

- a. Under the My Account menu go to **Herd Mgmt** then **Inventory**
- b. Click on the Assessment Age tab
 - i. Make sure the year is set for the current HAS year (2015) on the top right hand side of the header
 - ii. This will bring up a list of all the assessment age females in your herd. You can sort this list by any of the headers on the top of the screen.
 1. If you wish to print a list of these females for your review prior to completing the assessment click the PDF icon to the left of the Assessment Age Females header. This list will print in tattoo order only.



- iii. On the right hand side of the screen you will see three icons under the header "Reported Info/Update Options"

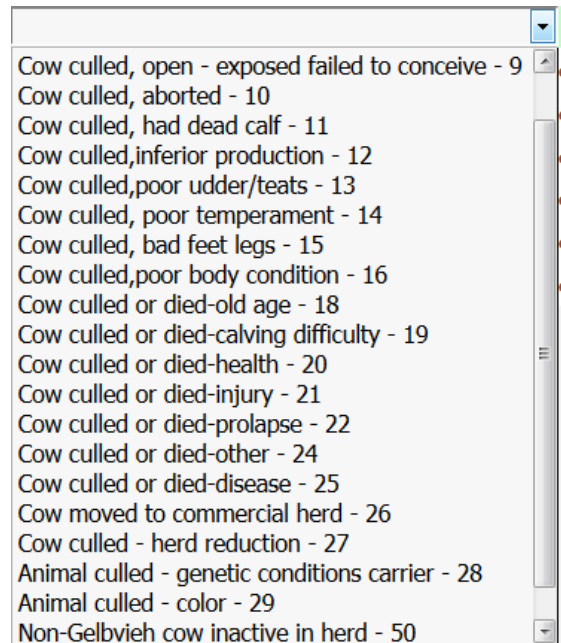




- iv. To dispose of a female click the trash can icon  to the right of that females information. A drop down box will appear with available disposal codes.

- v. Click on the appropriate disposal code from the list. (see box on below)

DISPOSAL CODES 1

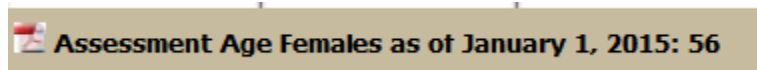
If you have a non-AMGV registered female (Angus, Red Angus, Simmental etc.) that is not going to have a current year calf recorded with the AGA you can use the "50" code to remove her from this year's inventory. Use this for example for a PB Angus cow that is bred for a PB Angus calf for this coming year. On Jan 1 of next year the "50" code will be removed and she will show up in subsequent inventories. If she permanently has left the herd please remove her with a standard disposal code to take her off the books permanently.



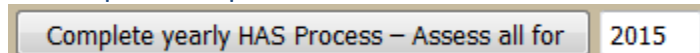
- vi. After it displays correctly click the  green check mark to set this disposal code or the red  to undo and start over.

2) Process assessment

- a. After you have disposed of all the females , the top left hand side of the header will display the total of your assessment age females.



- b. To complete the process then click the button labeled...



This will assess all the females that are displayed on the screen in one step. *If you need to assess an individual female such as a female sold after Jan 1 that you wish to transfer before you complete your herd assessment see the "Complete Assessment on an individual female" instructions below.*

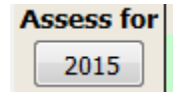
3) Payment

- a. After you have clicked Complete yearly HAS process a window will popup regarding your payment options.
 - i. At this point you will be redirected to the Account Tab where you can add your credit card information to make payment on your Herd Assessment.

- ii. If you wish to pay by check please send an email to info@gelbvieh.org that you wish to pay by check.
- b. Access to the online system will be suspended till payment is received if not made at the time the assessment is completed.

Complete Assessment on a single female.

- 1) Assess an individual female sold after Jan 1 that needs to be transferred to the new owner prior to when the assessment is completed for the owner's membership.
 - a. Under the My Account menu go to **Herd Mgmt** then **Inventory**
 - b. Click on the Assessment age Tab
 - c. Find the animal you have sold and wish to assess before you transfer.
 - d. Click the **"Assess for – 2015"** button to the left of the animal's prefix/Tattoo.
 - a. This will create an individual assessment record for that female so it can be transferred to the new owner.
 - b. Continue this process for any additional females that need to be transferred.
 - c. Once this is complete you can transfer the female to the new owner.



HAS Frequently Asked Questions

1) I have Junior members and Partnerships under my master membership, how do I complete the HAS process for those animals/members?

If you scroll down the females listed on the Assessment Age tab you will see a black bar separating the females owned by different memberships. You need to dispose of any animals within these membership as indicated above. Then once the inventory is correct click the “Complete yearly HAS process – Assess all for..” button and a single invoice will be created for all the assessments processed.

The following are owned by AGA Partnership

2015

The following are owned by AGA Member

2) I have an associated herd under my Master herd but they wish to do their own herd assessment. Can that be done?

Yes it can. An associated herd can still have a separate login from their master herd. They just need to call the AGA office and setup their password. Then they can login and complete their own herd assessment. You just need to have them complete this prior to the completion of the master herd’s HAS. Once done those females will no longer appear on the master herd’s assessment age page.

3) I am an online member but I still would like to complete my herd assessment on paper. Can you send me a paper copy?

Yes simply email info@gelbvieh.org with the member numbers that you wish to have paper assessments printed and sent and we can return those to you.

4) We used to dispose of bulls and under age females as part of the assessment process, how do we do that?

You can dispose of other non-assessment age females through the update status process. Watch the Update Status tutorial or download the Update Status instructions for more information on this process.