

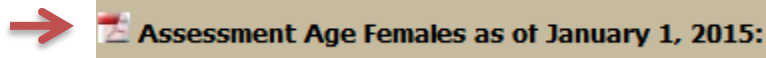
# Processing your Herd Assessment Online

Annual Herd Assessments (HAS) are due each year on April 15<sup>th</sup> 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.** To complete your herd assessment online follow the instructions below:

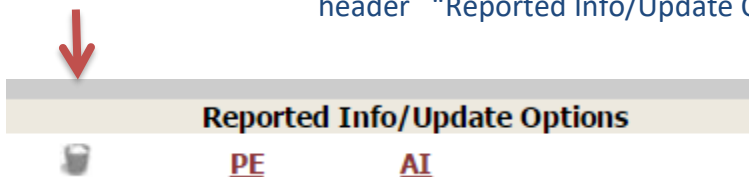
## Complete Assessment on your entire herd.


### 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"

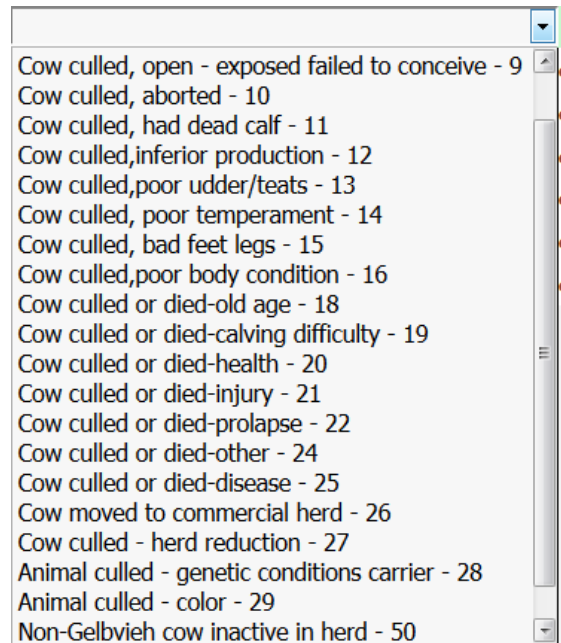


- iv. To dispose of a female click the trash can icon  to the right of that females information. A drop down box will appear with available disposal codes.
- v. Click on the appropriate disposal code from the list. (see box on below)

**DISPOSAL CODES 1**

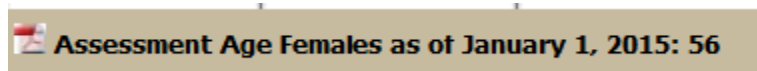
*If you have a non-AMGV registered female (Angus, Red Angus, Simmental etc.) that is not going to have a current year calf recorded with the AGA you can use the "50" code to remove her from this year's inventory. Use this for example for a PB Angus cow that is bred for a PB Angus calf for this coming 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.

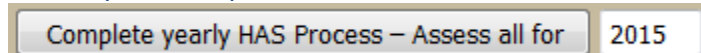


## 2) Process assessment

- 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.

## 3) Payment

- a. After you have clicked Complete yearly HAS process a window will popup regarding your payment options.

- i. If you wish to pay by credit card - please call the office with your card information.
- ii. If you wish to pay by cheque - please send an email to [gelbvieh@gelbvieh.ca](mailto:gelbvieh@gelbvieh.ca) that you wish to pay by cheque.

- b. **Access to the online system will be suspended till payment is received if not made at the time the assessment is completed.**

## 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 this 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.

**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 CGA 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 [gelbvieh@gelbvieh.ca](mailto:gelbvieh@gelbvieh.ca) 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.