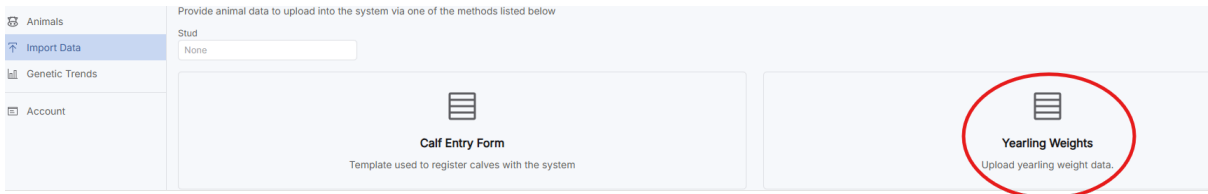


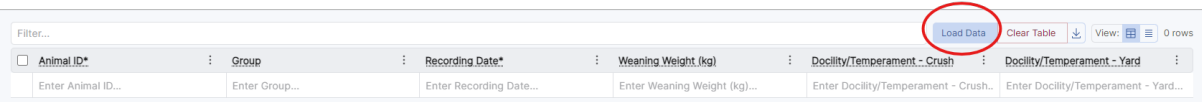
1) Login, and click on “import data”.



2) Next, select the Weights template you want.

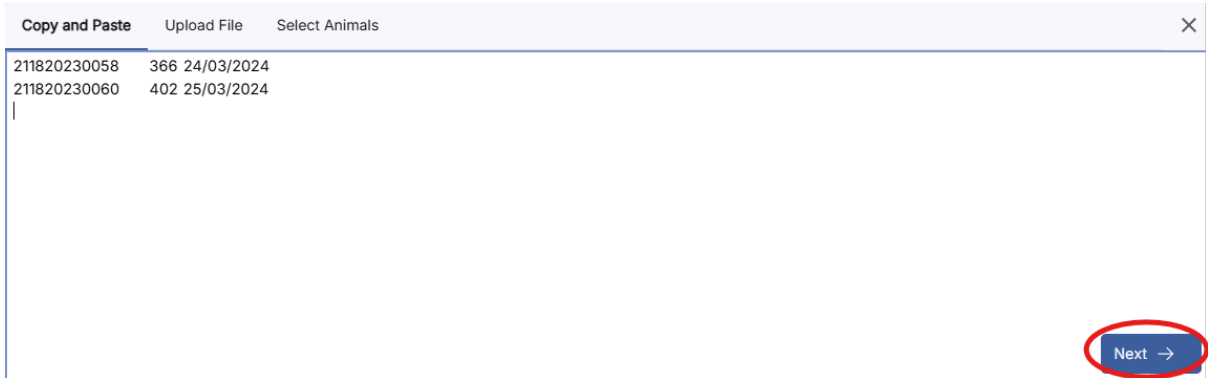


3) From here you can enter the data manually or click “Load Data”. This will give you the options of copy and pasting, uploading a file or selecting animals to pre-fill the sheet with.



Option 1 – Copy & Paste

1) Copy and paste your information directly from your excel file into the ‘copy and paste’ box. Click ‘Next’.



**2)** Next, assign your fields to the correct destination columns and select **'Add Data'**.

**Select Columns** ×

Map the columns from the data to the table.  
If the data has a header line, ensure 'File has header' is checked.

☐ File has header

Source Column		Destination Column
211820230058	→	Animal ID
366	→	Yearling Weight
24/03/2024	→	Recording Date

**Add Data**

**3)** Your screen will now look like the following. Click **'Next'** to take you to the submission screen.

**Yearling Weights**  
Upload yearling weight data.

Filter... Load Data

<input type="checkbox"/> Animal ID*	:	Yearling Weight*	:	Recording Date*	:	Group
<input type="checkbox"/> 211820230058	:	366	:	24/03/2024	:	
<input type="checkbox"/> 211820230060	:	402	:	25/03/2024	:	
Enter Animal ID...	:	Enter Yearling Weight...	:	Enter Recording Date...	:	Enter Group...

Upload Name  
Yearling Weights 2024-12-06 09:51

**Next** Save and Exit

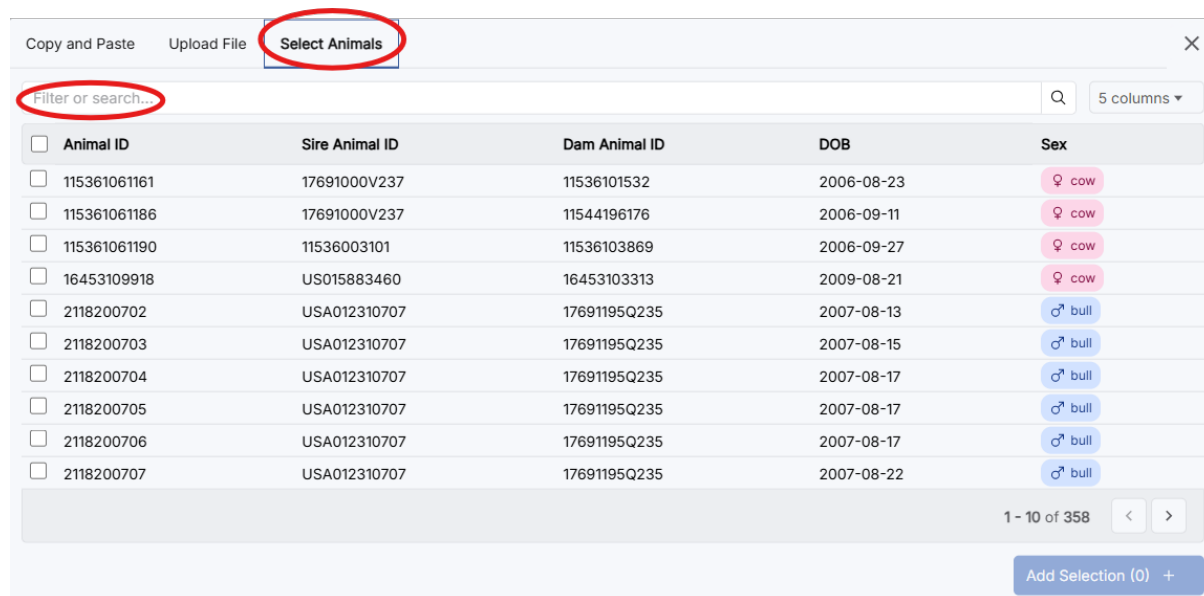
**4)** Lastly, review and click 'submit'. This will create a pending file for the PBB registry team to approve.

ID
no change 211820230058
no change 211820230060

**Submit** Save and Exit

## Option 2 – Prefill your sheet with selected animals

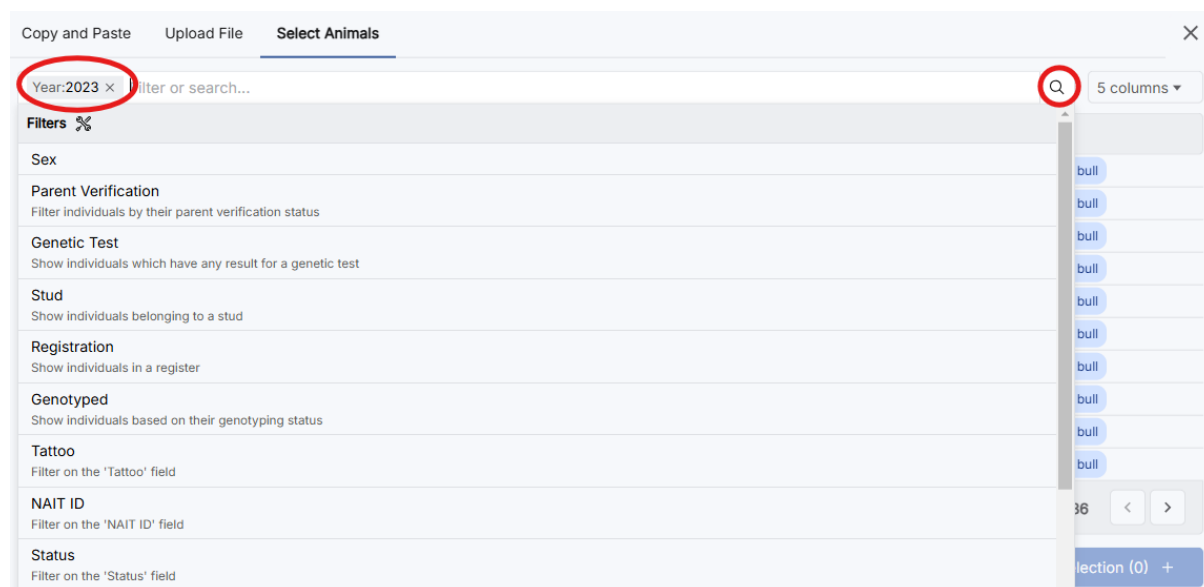
1) Click “**Select Animals**” to select animals you wish to enter data for. Here you can “**filter**” on the animals in your herd.



The screenshot shows the 'Select Animals' interface. At the top, there are three tabs: 'Copy and Paste', 'Upload File', and 'Select Animals' (which is highlighted with a red circle). Below the tabs is a search bar labeled 'Filter or search...' (also highlighted with a red circle) and a search icon. To the right of the search bar is a dropdown menu showing '5 columns'. Below the search bar is a table with the following columns: 'Animal ID', 'Sire Animal ID', 'Dam Animal ID', 'DOB', and 'Sex'. The table contains 10 rows of animal data. At the bottom right of the table, there is a pagination bar showing '1 - 10 of 358' and navigation arrows. Below the table is a button labeled 'Add Selection (0) +'.

Animal ID	Sire Animal ID	Dam Animal ID	DOB	Sex
115361061161	17691000V237	11536101532	2006-08-23	♀ cow
115361061186	17691000V237	11544196176	2006-09-11	♀ cow
115361061190	11536003101	11536103869	2006-09-27	♀ cow
16453109918	US015883460	16453103313	2009-08-21	♀ cow
2118200702	USA012310707	17691195Q235	2007-08-13	♂ bull
2118200703	USA012310707	17691195Q235	2007-08-15	♂ bull
2118200704	USA012310707	17691195Q235	2007-08-17	♂ bull
2118200705	USA012310707	17691195Q235	2007-08-17	♂ bull
2118200706	USA012310707	17691195Q235	2007-08-17	♂ bull
2118200707	USA012310707	17691195Q235	2007-08-22	♂ bull

2) You can use the filter to narrow your Selection of animals ie. Calving year. Ensure you click the search icon once you have selected your parameters for filtering.



The screenshot shows the 'Select Animals' interface with the filter panel open on the left. The filter panel has a 'Filters' section with a percentage icon. Below this, there are several filter categories: 'Sex', 'Parent Verification', 'Genetic Test', 'Stud', 'Registration', 'Genotyped', 'Tattoo', 'NAIT ID', and 'Status'. Each category has a description of what it filters. On the right side of the interface, there is a search bar labeled 'Filter or search...' (highlighted with a red circle) and a search icon (also highlighted with a red circle). To the right of the search bar is a dropdown menu showing '5 columns'. Below the search bar is a list of animals, each with a 'bull' label. At the bottom right of the list, there is a pagination bar showing '36' and navigation arrows. Below the list is a button labeled 'Add Selection (0) +'.

**3)** If you wish to select all animals you have filtered, tick the box next to **“Animal ID”**, before clicking **“Add Selection”**. Alternatively, just select the animals you need to submit data for by ticking the boxes next to their Animal IDs and clicking **“Add Selection”**.

Copy and Paste Upload File **Select Animals** X

Year: 2023 x Filter or search... Q 5 columns v

<input type="checkbox"/> Animal ID	Sire Animal ID	Dam Animal ID	DOB	Sex
<input type="checkbox"/> 211820230058	US20019500	211821210004	2023-08-25	♂ bull
<input type="checkbox"/> 211820230060	US19316692	211821210006	2023-09-02	♂ bull
<input type="checkbox"/> 211820230061	US20019500	211821210030	2023-08-31	♂ bull
<input type="checkbox"/> 211820230064	AUNBHP392	211821210002	2023-09-04	♂ bull
<input type="checkbox"/> 211820230066	AUNBHP392	211821210005	2023-09-04	♂ bull
<input type="checkbox"/> 211820230067	US19316692	2118212080	2023-09-05	♂ bull
<input type="checkbox"/> 211820230070	211820210001	211821210009	2023-09-17	♂ bull
<input type="checkbox"/> 211820230071	211820210001	211821210022	2023-09-20	♂ bull
<input type="checkbox"/> 211820230073	211820210001	2118212084	2023-09-30	♂ bull
<input type="checkbox"/> 211820230074	211820210001	2118212059	2023-09-23	♂ bull

1 - 10 of 36 < >

**Add Selection (0) +**

**4)** Fill and click **‘Next’**.

**Yearling Weights**  
Upload yearling weight data.

Filter... Load Data

<input type="checkbox"/> Animal ID*	Yearling Weight*	Recording Date*	Group
<input type="checkbox"/> 211820230058	366	24/03/2024	
<input type="checkbox"/> 211820230060	402	25/03/2024	
Enter Animal ID...	Enter Yearling Weight...	Enter Recording Date...	Enter Group...

Upload Name  
Yearling Weights 2024-12-06 09:51

**Next** Save and Exit

**5)** Lastly, review and click **‘submit’**. This will create a pending file for the PBB registry team to approve.

✓ Choose Import Template ✓ Enter Data 3 Summary

Please review the changes carefully before submitting

**Animals** unchanged 1 >

**Traits** creating 1 >

**Submit** Save and Exit

- At any stage, you can click the **‘save and exit’** button to return to the weights later.

<input type="checkbox"/>	211820230074	
<input type="checkbox"/>	211820230075	
<input type="checkbox"/>	211820230076	

Next

Save and Exit

- You can find your saved drafts located under your upload History in the **‘Import Data’** tab.

Upload History

History of your previous uploads

Search...

Upload Name	Status	Stud	Date
Yearling Weights 2024-11-06 20:28	draft	21182	06/11/2024

Alternatively, you can contact Registry for a Pre-built Excel Sheet.