How To Submit Weights in Helical
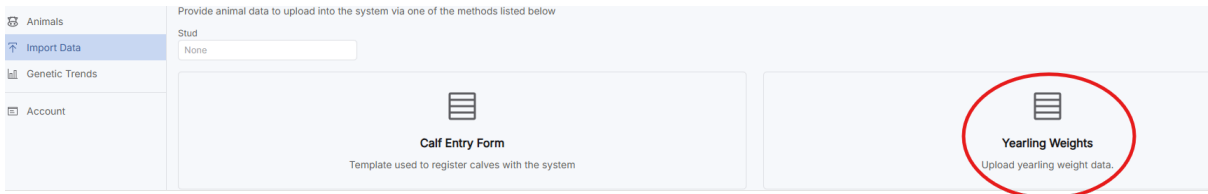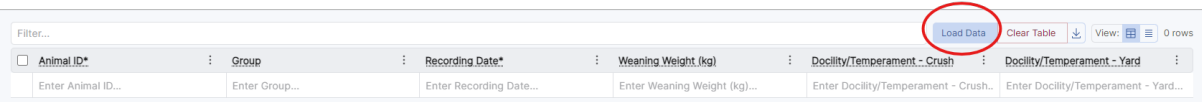
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1) Login, and click on **"import data"**.

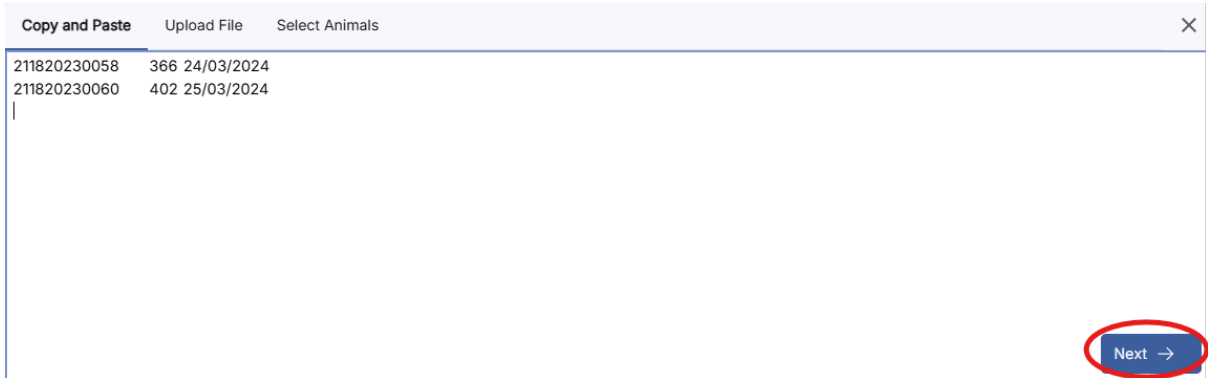**2)** Next, select the Weights template you want.

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'**.

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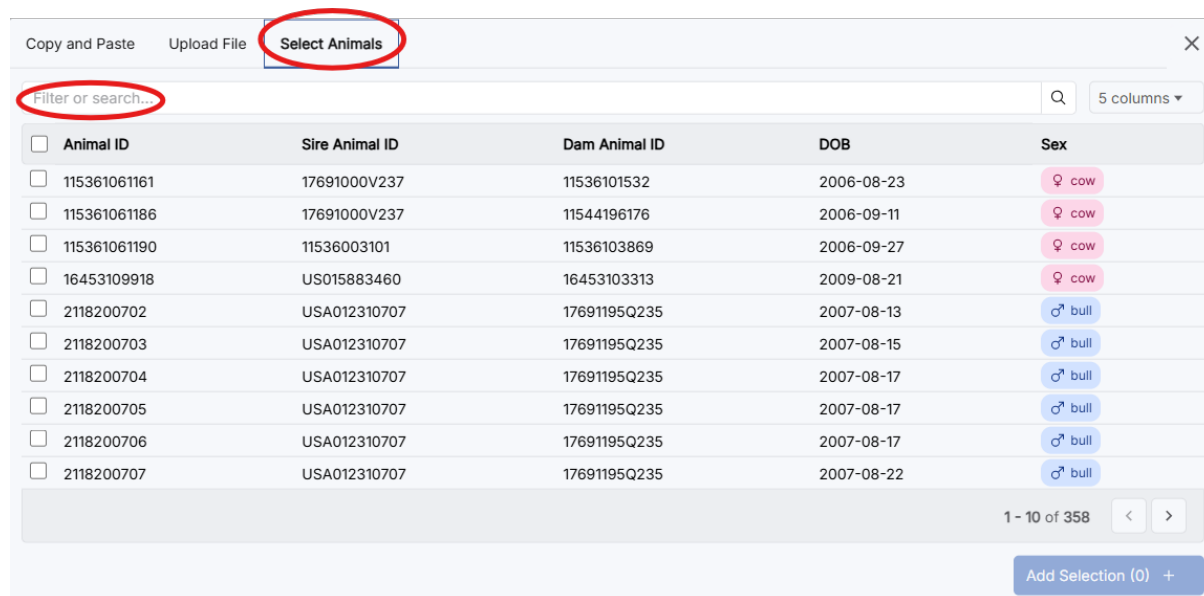

4) Lastly, review and click 'submit'. This will create a pending file for the PBB registry team to approve.

Option 2 – Prefill your sheet with selected animals

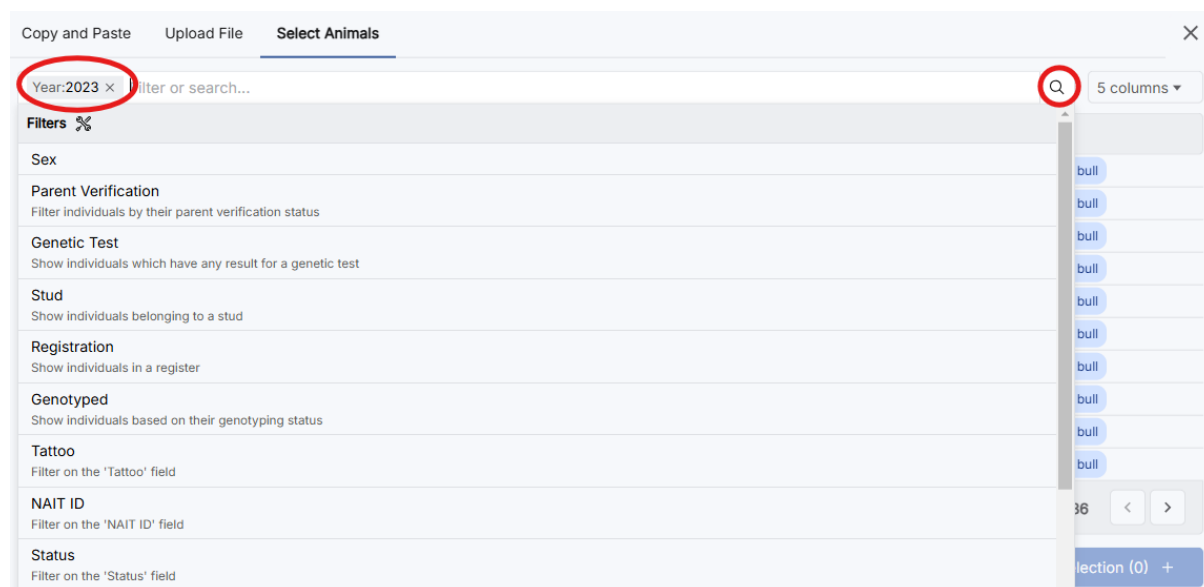**1)** Click **"Select Animals"** to select animals you wish to enter data for. Here you can **"filter"** on the animals in your herd.

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.

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"**.

4) Fill and click **'Next'**.

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

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

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

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