



Submitting Calf Registrations

Once you have completed entering all new Calves, the next step is to prepare a Registration report to submit to the Registry Office.

- 1 Firstly create a Worksheet or Filter of the calves in the Animal List.
- 2 Click *Reports | Society Reports | Registration*

- 3 Select the Worksheet or Filter you created to just show the animals you wish to include.
- 4 Click the Select All button, then the green arrow to move them across to the Selected animals list, and click the Select all button
- 5 Click Finish to run the report
- 6 A **Summary of Operation Report** will be displayed if there were any errors with the report. Eg a missing sire, missing Tattoo etc

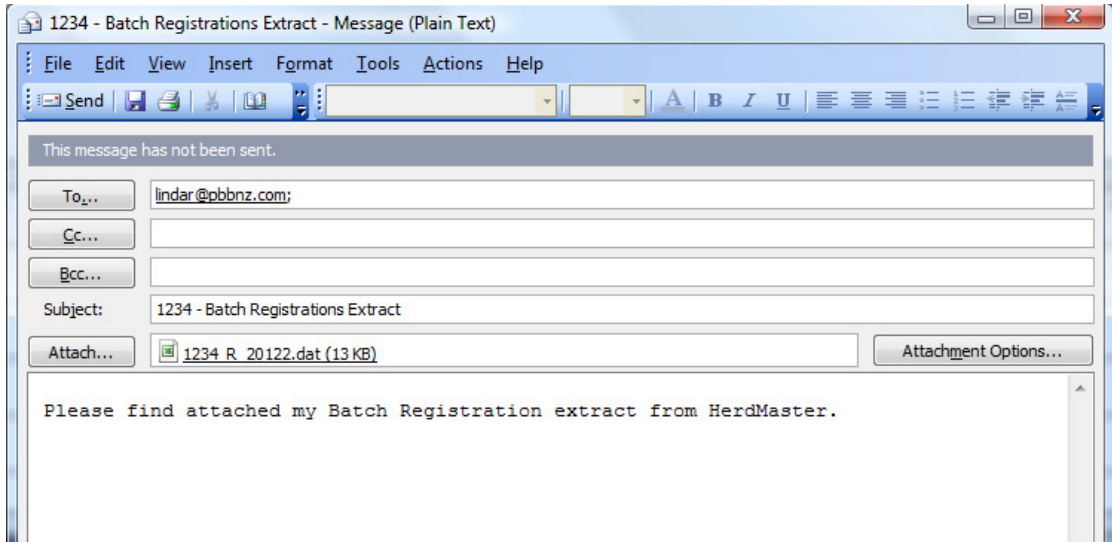
- 7 Any errors reported must be corrected in your animal data and the report run again before sending to registry.
- 8 Carefully check the Calf Registration Information Report to ensure the information is correct and that nothing is missing.

Calf Registration Information

Dam of Calf		Sire of Calf				Calf Ident, Registration and Birth Details										Next Mating	
Society ID	Tattoo Fate	Society ID	Tattoo Mating Date	Serv Code	Corr Code	Birthdate	Ident	Reg	Sex	Fate	CE	BW	Grp	Hrn	Sire Soc ID	Srv	
						D M Y	LEye	REye	Col	Prefix		Suffix			Mating Date		
23930441		23542874	BL			10 9 2011	110001		M			0					
										PBB STUD		110001					
23930441		23542874	BL			10 9 2011	110002		M			0					
										PBB STUD		110002					
23930441		23542874	BL			10 9 2011	110003		M			0					
										PBB STUD		110003					
23930441		23542874	BL			10 9 2011	110004		M			0					
										PBB STUD		110004					
23930441		23542874	BL			10 9 2011	110005		M			0					
										PBB STUD		110005					

Save Email

- 9 Once you are happy with the report, click on the Email icon to generate an email to send the Report direct to Registry.
NOTE: If you get an error, or the wrong email program loads, please contact Support at PBB. Your Windows email settings may require changing so the automatic email generation feature works correctly



- 10 Click Send to send your email.
- 11 Alternatively, click the Save icon, and save the report on you computer then manually attached it to an email to submit to registry.