

Create Your SHIP Herd List

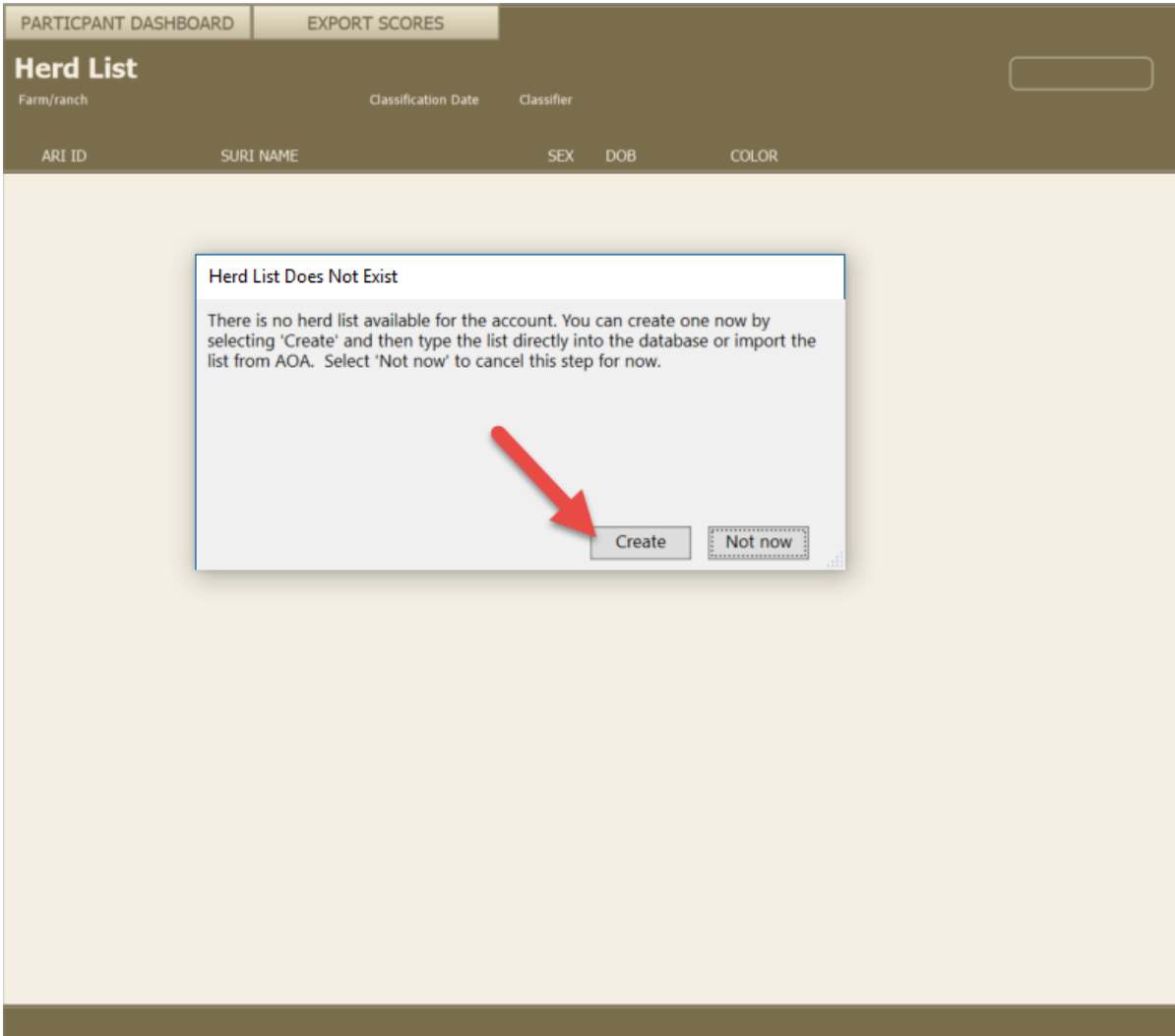
You create the herd list for your classification directly within the SHIP database. The list should include all the Suris you want in the classification. To start, log into the SHIP database with the credentials that have been emailed to you. The database will prompt you to change your password and then will open your dashboard. The dashboard is where you see the status of your classifications – pending, scheduled and completed. You should see your currently scheduled classification in the middle section. To begin creating the herd list, click the “Create/Go to Herd List” button.

The screenshot shows the SHIP Participant Dashboard with the following sections:

- Participant:** Two input fields for participant information.
- Pending Applications:** A table with columns for Preferred Date and Classifier. It is currently empty.
- Classification Scheduled:** A table with columns for Confirmed Date, Classifier, and Status. It contains one entry: Confirmed Date: 2/2/2018, Classifier: Gehly, Status: Scheduled. To the right of this entry are two buttons: "Application Info" and "Create/Go To Herd List". A red arrow points to the "Create/Go To Herd List" button.
- Classification Completed:** A table with columns for Classification Date, Classifier, and Status. It is currently empty.

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When you click the button, you will get a message stating that a herd list is not available. The dialog will prompt you if you want to create a list. Click the “Create” button to get started on the list.



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Another dialog box will open giving instructions on how to create the list. There are two ways to do this which you can read about below. Click OK to begin and then choose which method you want to use by clicking the appropriate button at the top of the screen.

The screenshot shows the 'Herd List' interface. At the top, there are three tabs: 'PARTICIPANT DASHBOARD', 'MANUALLY ADD ANOTHER LINE', and 'IMPORT FROM AOA DOWNLOAD'. Two red arrows point to the 'MANUALLY ADD ANOTHER LINE' and 'IMPORT FROM AOA DOWNLOAD' buttons. Below the tabs is a table header with columns: Farm/ranch, Classification Date, Classifier, ARI ID, OWNER CODE, SURNAME, SEX, DOB, COLOR, Dam ARI #, and Sire ARI #. A dialog box titled 'Create Your Herd List' is open in the center, containing instructions on how to create the list manually or by importing from an AOA account. At the bottom of the dialog box are 'Print' and 'OK' buttons. At the bottom of the main interface, there is a footer with instructions to review the list and a 'SUBMIT' button.

After completing your herd list, carefully review the list for accuracy and click the Submit button. If you later have a need to modify or revise your herd list, please contact the system administrator, Tim Sheets at tim@ourheritagefarm.com

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Manually Add the SHIP Herd List

To manually add the list, just click the field and type the appropriate information for the alpaca. Once one line is complete, click the “Add Another Line” button at the top of the screen to create another line. Repeat the process until all Suris have been entered. You do not have to complete the list in one sitting. You can come back to it any time and continue where you left off. If you need to delete a row, click the red X at the right of the row. Once all Suris have been entered, click the “Submit” button at the bottom of the screen. Once the list is submitted, you will not be able to come back to it until the classification scores are posted so make sure your list is accurate before you click submit.

The screenshot shows a web interface for creating a herd list. At the top, there are two tabs: "PARTICIPANT DASHBOARD" and "ADD ANOTHER LINE". Below the tabs is a header section titled "Herd List" with a search box. Underneath, there are fields for "Farm/ranch", "Classification Date" (2/2/2018), and "Classifier" (Gehly). The main part of the form is a table with the following columns: ARI ID, OWNER CODE, SURI NAME, SEX, DOB, COLOR, Dam ARI #, and Sire ARI #. There are three rows of data, each with a red 'X' in the right margin. The third row is currently being edited, with input fields for each column. At the bottom of the form, there is a "SUBMIT" button, which is highlighted by a red arrow. Below the form, there is a footer message: "After completing your herd list, carefully review the list for accuracy and click the Submit button. If you later have a need to modify or revise your herd list, please contact the system administrator, Tim Sheets at tim@ourheritagefarm.com".

ARI ID	OWNER CODE	SURI NAME	SEX	DOB	COLOR	Dam ARI #	Sire ARI #	
112347		Happy Suri	F	1/24/2010	MB	1828837	199882	X
12376		Little Bear	M	4/11/2009	DB	183773	48871	X
<input type="text" value="1327764"/>	<input type="text" value=""/>	<input type="text" value="Full Moon"/>	<input type="text" value="F"/>	<input type="text" value="8/23/2006"/>	<input type="text" value="WH"/>	<input type="text" value="19883"/>	<input type="text" value="19886"/>	X

When you click “Submit”, this message will appear. Click OK and you will be taken back to your dashboard.

The screenshot shows a modal dialog box with the title "Herd List Submitted". The message inside reads: "Your herd list as been successfully submitted. Please note that you will not be able to go back and add to or edit the list at this time. If you need to make additions or corrections, please contactt the database administer, Tim Sheets at tim@ourheritagefarm.com". There is an "OK" button at the bottom right of the dialog box.

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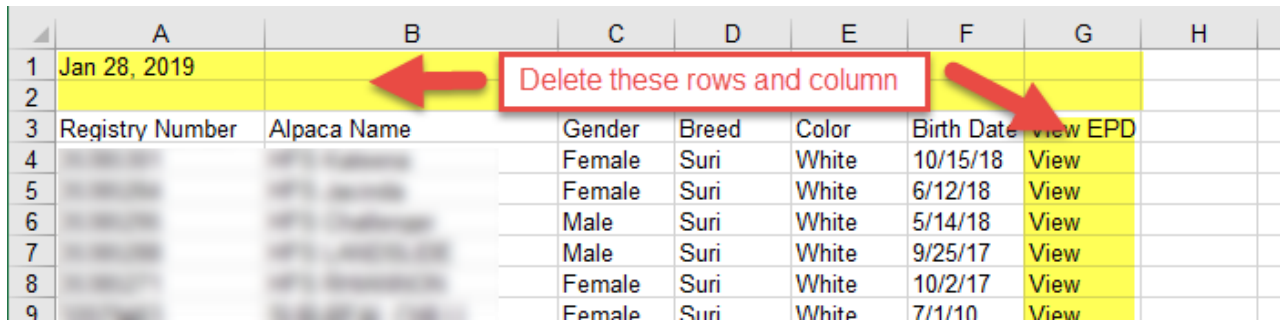
That completes the process of creating your herd list. Note that if you click the “Create/Go to Herd List” button once the list has been submitted, a message box will inform you that you will not be able to view the list until the classification scores have been released.

The screenshot displays the SHIP Participant Dashboard interface. At the top, there is a header bar with the text "SHIP Participant Dashboard" and an "EXIT" button. Below the header, there is a "Participant:" field with two input boxes. The main content area is divided into three sections: "Pending Applications:", "Classification s", and "Classification Completed:". The "Pending Applications:" section contains a table with columns for "Preferred Date" and "Classifier". A modal dialog box titled "Data Not Ready" is overlaid on this section, containing the text: "Your classification scores have not been released by your classifier. Please check back after you are notified that your scores are ready to view. If you need to make changes or additions to the herd list, please contact the database administrator, Tim Sheets at tim@ourheritagefarm.com". Below the "Classification s" section, there is a "Confirmed Date" field with the value "2/2/2018" and two buttons: "Application Info" and "Create/Go To Herd List". A red arrow points to the "Create/Go To Herd List" button. The "Classification Completed:" section contains a table with columns for "Classification Date", "Classifier", and "Status".

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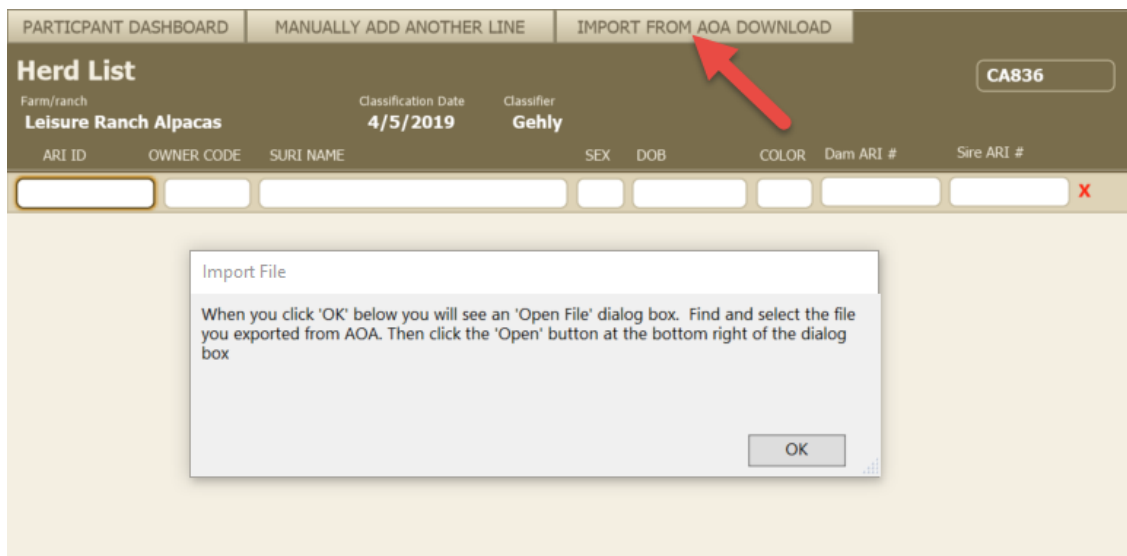
Import Herd List from AOA Download

To import your herd list from your AOA list of alpacas, log into your AOA account. Then go to the dashboard and select 'View My Alpacas'. This will bring up a list of all alpacas your currently have registered. Scroll down to the bottom of the list where you will see 'Export results as:' and select 'Microsoft Excel File'. Save the file to your computer desktop and take note of the name (you can rename if you wish). Open the export file and delete the first two lines above the column headers and the "View EPD" column as shown below:



	A	B	C	D	E	F	G	H
1	Jan 28, 2019							
2								
3	Registry Number	Alpaca Name	Gender	Breed	Color	Birth Date	View EPD	
4			Female	Suri	White	10/15/18	View	
5			Female	Suri	White	6/12/18	View	
6			Male	Suri	White	5/14/18	View	
7			Male	Suri	White	9/25/17	View	
8			Female	Suri	White	10/2/17	View	
9			Female	Suri	White	7/1/10	View	

Save and close the Excel file and come back to the SHIP application and click the 'Import from AOA Download' button at the top of the screen. You will see this dialog box open:



PARTICIPANT DASHBOARD | MANUALLY ADD ANOTHER LINE | **IMPORT FROM AOA DOWNLOAD**

Herd List

Farm/ranch: **Leisure Ranch Alpacas** | Classification Date: **4/5/2019** | Classifier: **Gehly** | CA836

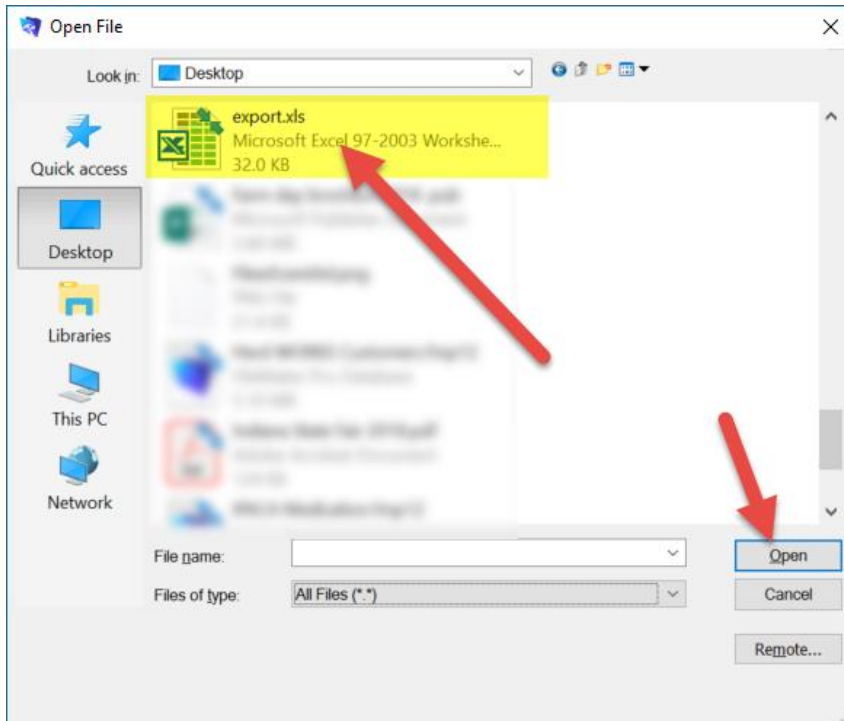
ARI ID | OWNER CODE | SURI NAME | SEX | DOB | COLOR | Dam ARI # | Sire ARI #

Import File

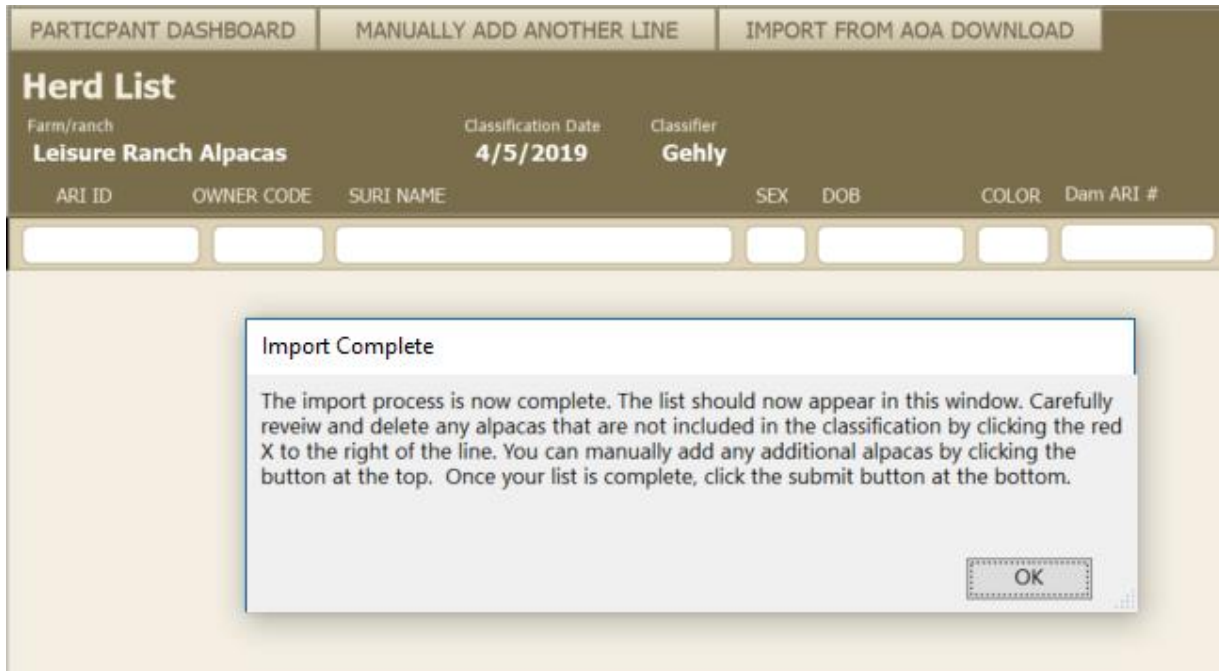
When you click 'OK' below you will see an 'Open File' dialog box. Find and select the file you exported from AOA. Then click the 'Open' button at the bottom right of the dialog box

OK

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Once you select the export file and click open, the import process will begin. When it is complete, the following dialog box will open:



Click OK and you will see the herd list. You can review the list and delete any unwanted alpacas.

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Printing the Herd List

Prior to your classification you will need to print the blank forms that the classifier uses to score each alpaca. One double-sided form will print for each Suri in your herd list. The forms will have the header information pre-populated with each Suri's name, DOB, color, registry number and the name of your farm. Print the forms by clicking the "Print Forms" button on your dashboard.

The screenshot shows the 'SHIP Participant Dashboard' with a header bar containing the title and an 'EXIT' button. Below the header, there are input fields for 'Participant: Alpacas at Windy Hill' and 'HA405'. The dashboard is divided into three sections: 'Pending Applications', 'Classification Scheduled', and 'Classification Completed'. The 'Classification Scheduled' section contains a table with columns for 'Confirmed Date', 'Classifier', and 'Status'. A row shows '2/2/2018', 'Gehly', and 'Scheduled'. To the right of this row are three buttons: 'Application Info', 'Create/Go To Herd List', and 'Print Forms'. A red arrow points to the 'Print Forms' button. The 'Classification Completed' section is currently empty.

Follow the instructions in the dialog box that opens.

The dialog box is titled 'Print Classification Forms'. It contains the following text: 'You are about to print the blank forms needed for your classification. Two forms will print for each Suri you submitted in the herd list. One form is for conformation and the other is for fleece. The Suri's identifying information will be printed on the top of each form. Once you click 'OK' below, a print dialog box will open. Here you can adjust printer settings just as you would for any other document. We suggest you choose double-sided printing in your settings so that both forms print on one sheet of paper. With some printers, this setting may be available in the advanced options.' At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button.