

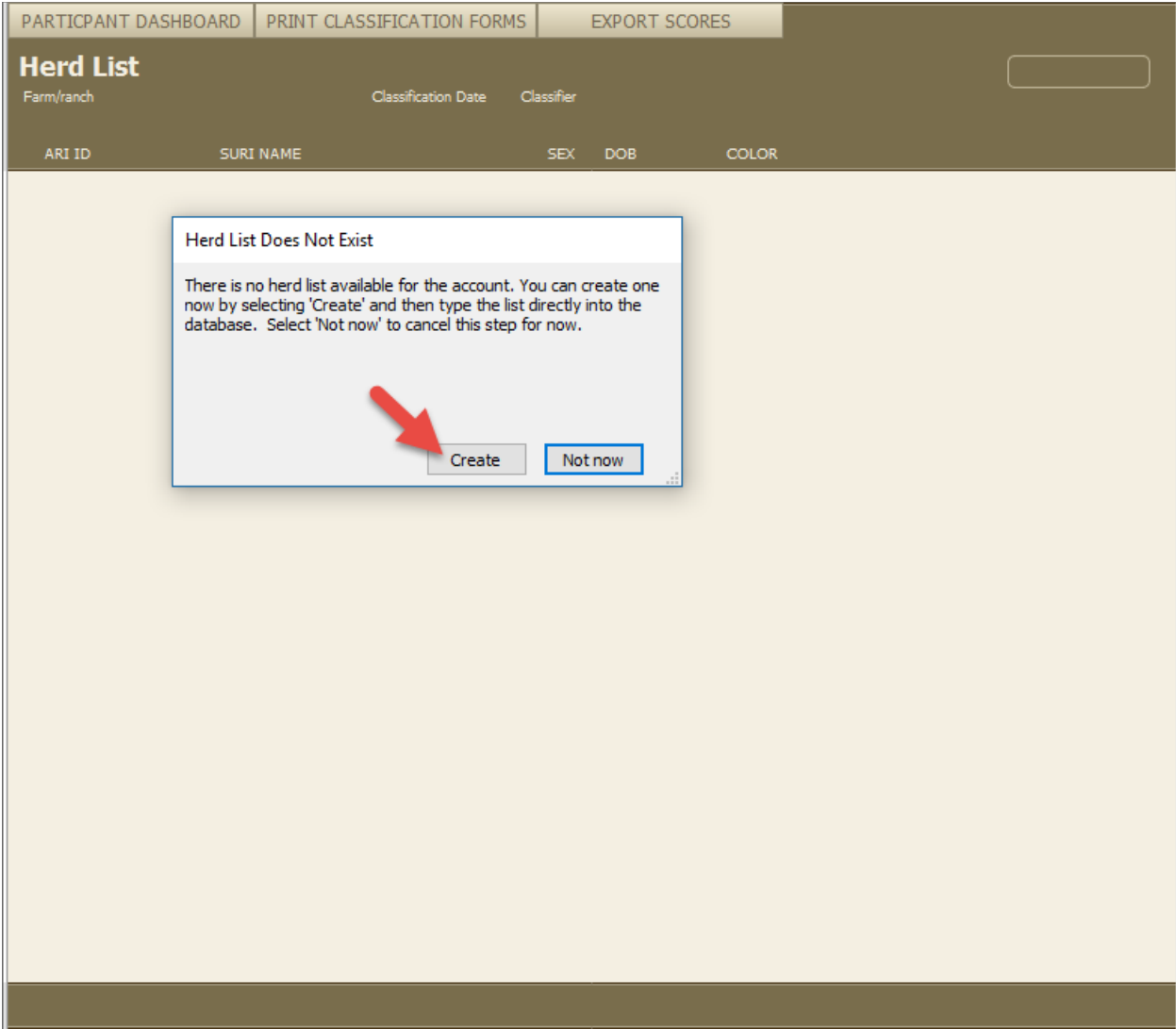
Create Your SHIP Herd List

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 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:" label followed by two input fields. The main content area 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". The first row shows "2/2/2018", "Gehly", and "Scheduled". To the right of this row are two buttons: "Application Info" and "Create/Go To Herd List". A red arrow points to the "Create/Go To Herd List" button. The "Pending Applications:" and "Classification Completed:" sections are currently empty.

Create Your SHIP Herd List

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.



Create Your SHIP Herd List

Another dialog box will open giving instructions on how to create the list. Click OK to begin. Please be sure to complete every field and double check for accuracy.

The screenshot shows a web interface for creating a SHIP Herd List. At the top, there are two tabs: 'PARTICIPANT DASHBOARD' and 'ADD ANOTHER LINE'. Below the tabs is the title 'Herd List' and a search box. Underneath, there are labels for 'Farm/ranch', 'Classification Date', and 'Classifier'. A table header is visible with columns: 'ARI ID', 'OWNER CODE', 'SURI NAME', 'SEX', 'DOB', 'COLOR', 'Dam ARI #', and 'Sire ARI #'. A dialog box titled 'Create Your Herd List' is centered on the screen, containing instructions: 'To create your herd list, type the specified data into the fields in the table. To add another row, click the 'Add Another Line' button at the top of the page. You do not have to complete the list at one time; just come back and continue where you left off. When the list is complete and has been reviewed for accuracy, click the submit button at the bottom of the screen'. A red arrow points to an 'OK' button in the dialog box. At the bottom of the page, there is a footer with text: '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' and a 'SUBMIT' button.

Create Your SHIP Herd List

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.

PARTICIPANT DASHBOARD ADD ANOTHER LINE

Herd List

Farm/ranch: _____ Classification Date: **2/2/2018** Classifier: **Gehly**

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

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

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

Herd List Submitted

Your herd list has 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 contact the database administrator, Tim Sheets at tim@ourheritagefarm.com

Create Your SHIP Herd List

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 shows the SHIP Participant Dashboard interface. At the top, there is a header with the title "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 has a table with columns "Preferred Date" and "Classifier". The "Classification s" section has a table with columns "Confirmed Date" and "Classifier", with the date "2/2/2018" entered in the first row. The "Classification Completed:" section has a table with columns "Classification Date", "Classifier", and "Status". A modal dialog box titled "Data Not Ready" is overlaid on the "Pending Applications:" table. The dialog contains 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". There is an "OK" button at the bottom of the dialog. A red arrow points to the "Create/Go To Herd List" button in the "Pending Applications:" section. The "Application Info" button is also visible next to it.

Create Your SHIP 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 prepopulated 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:' with the text 'Alpacas at Windy Hill' and 'HA405'. The dashboard is divided into three sections: 'Pending Applications:', 'Classification Scheduled:', and 'Classification Completed:'. Each section has a table with columns for dates and classifier names. In the 'Classification Scheduled:' section, there is a row with the date '2/2/2018', classifier 'Gehly', and status '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.

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, there are two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button.