





# Roger's Record News

## Online Database Tips


Congratulations to all the breeders who have signed up for the Online Database system. There are now over 250 individuals using the online system. We have recently seen an increase in online use after discontinuing the website registration application. Using the online system is much more efficient for your association.


As with any new program, users experience some questions and problems. To help alleviate some of those questions, check out these Online Tips.


 1. New users - you must contact the BSCBA office to register your User ID and Password. To access the database your user ID and password must be entered on the database system by office staff. Just call the office at 608-365-4474 to sign up.

 2. BSA/PTPR herds - Enter your herdcode immediately. As soon as you log in and select Open or Post Order, you must enter your

herdcode (8 digits, no spaces, no dashes) for the BSA rates (including free registrations) to apply. You cannot go back and enter this code later. If you forgot, close that order and begin over. Then select Open Order with the bottom button.

 3. Registration of ET calves - Embryo ID number is required. You must select embryo transplant and enter the Embryo ID number or the animal's name will not contain the ET suffix and the corresponding appropriate edits will not be performed.

 4. Breeder/Owner customer numbers fill automatically. The Breeder, Original Owner and Current Owner customer ID's will fill automatically from the stored information on the animal's dam upon hitting the Update key. Do NOT enter any information unless registering an RF or ID animal. For IDR animals it will also fill automatically. Only for RF and ID animals should you enter your customer number, i.e. WI2000, not your name.

 5. Submit Order - when finished entering registration data, Updating to verify data, and hitting the Register button for the last animal, you must go to Open & Post Order (on the left) and then hit SUBMIT ORDER. Until you do this, the order remains open and is not accessible to office staff to complete processing and printing of the certificates.

If you do have a problem, please contact the office at 608-365-4474. A staff member will be happy to help you.

We hope these TIPS will make your next online session a smoother experience. Check the February Bulletin (page 4) for examples of the many Reports available with the online system. Watch next month for testimonials.

--- Roger