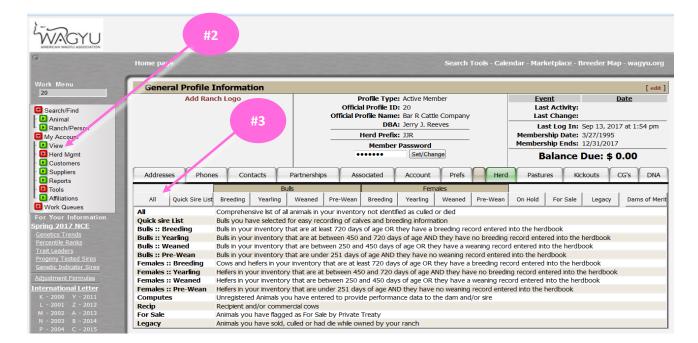
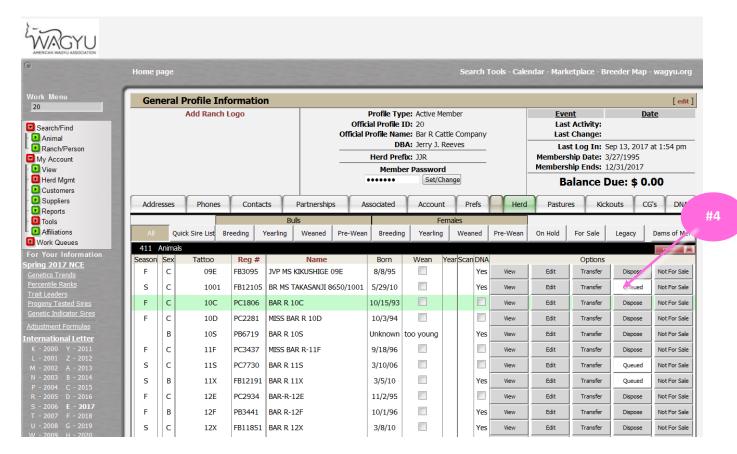
Active Herd Inventory Update Steps

Please log onto the AWA Digital Beef website and update your herd inventory in order to move forward with animal registrations. The following Steps 1-9 will guide you in how to complete this update.

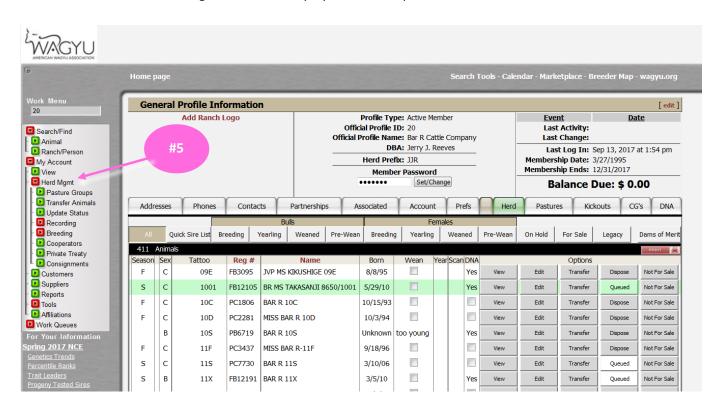
- 1. Log into your herd with the provided Member # and one time Password on the Home Page.
- 2. Under the "Ranch/Person" tab click on the "View" arrow.
 - a. This will bring you to a General Profile Information Page.
- 3. On the left hand side there is an "All" tab. Click on this "All" tab.
 - a. This will give you a list of all animals that are in your herd that have not been previously identified as culled, transferred or died.



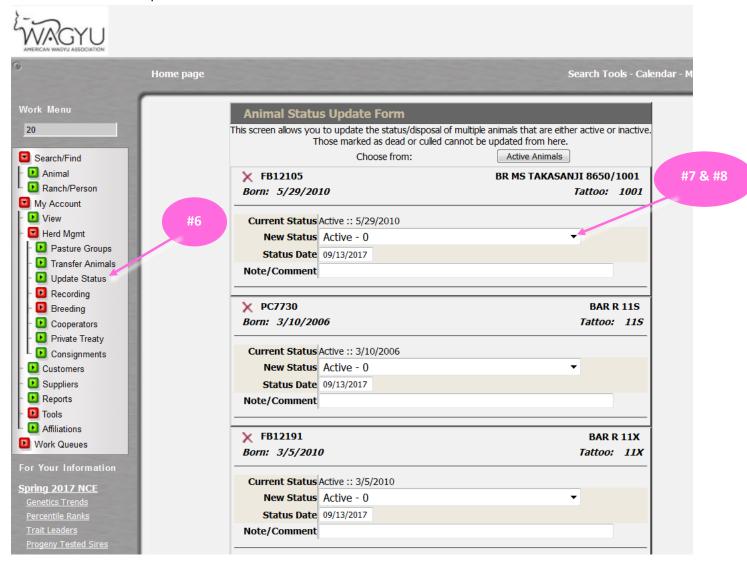
- 4. Go through your herd list and choose the "Dispose" tab under options for those animals you choose to remove from your active herd.
 - a. After selecting "Dispose", it will be place into a "Queued" file for the next step.



- 5. After you have "Queued" all the animals to be removed from your herd, next select the "Herd Mgmt" arrow in the left menu column.
 - a. The "Herd Mgmt" will then display additional options.



- 6. Select "Update Status".
 - a. This will then display all the animals that you have previously selected to be removed from your herd.
- 7. Click on the arrow beside "New Status", this will give you the disposal options to select from.
- 8. Select the disposal reason for each animal



- 9. When you have selected a disposal for every animal on the list, click on the "Make Updates" button at the end of the list.
 - a. This will complete the update of your herd to those animals that are active.

