

# AngusNOW

## Workshop and Instructions

4/3/2022

Canadian Angus Association  
Member Services

## Welcome to AngusNow — Your CAA Live Registration System

AngusNOW provides you with the tools to register animals, enter calving data, enter weights, transfer animals, and much more from the comfort of your home! With AngusNOW you can receive registration numbers and transfer ownership instantly—no more waiting for your information to be processed.

### GETTING SET UP

1. Please contact CAA to sign up for this service at [registry@cdnangus.ca](mailto:registry@cdnangus.ca) or 1-888-571-3580. **You will be unable to access AngusNOW until the office has set it up for you.**
  - a. **NOTE: you must have a valid email address for this service, your membership fees must be up to date and you must not have an overdue account in order to be set up for this program**
  - b. Once your account is set up by the office you will receive an email inviting you to create an account and password. The email will have these details:

*This email is part of the process to set you up as a user in the new AngusNOW system. AngusNOW is the web application you may use to access your registry data for Canadian Angus Association.*

*You will be granted access in AngusNOW to:*

*Member: MEMBER NAME    Member ID: MEMBER ID NUMBER*

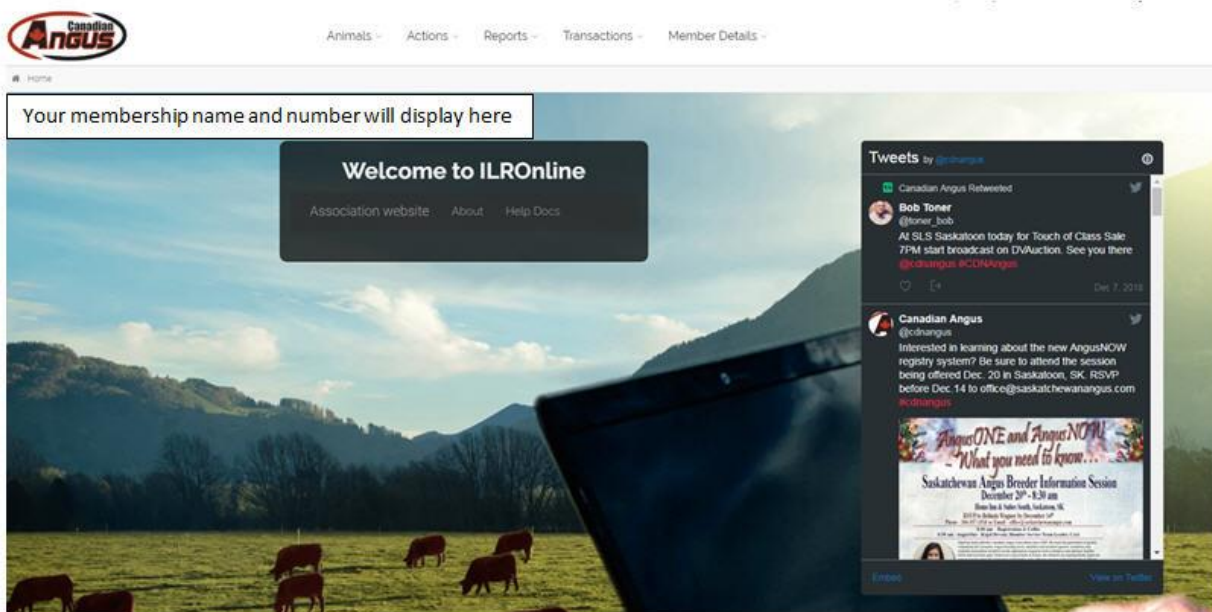
*Please click this <https://namerica.ilronline.com/web/cang/memberlanding> within the next 7 days to set up your account and to confirm access to the above user (it should take less than a minute). New users will need to create a password and confirm a few details before your account is activated and ready to use.*

*Note: Your username in the new system will be this email address we have contacted you on. For security reasons the link above expires in 30 days. After 30 days you will need to contact [registry@cdnangus.ca](mailto:registry@cdnangus.ca) to resend the link.*

\*\*\*Please bookmark the website or put into a folder for easy access in the future.

- c. **CREATING ACCOUNT** — When creating your account your username will be your email address, and you will need to create a password that **includes one capital letter, a number, and a special character (! & \* \$).**
- d. When logging in, ensure that your Pop-up Blocker is turned off. If it is on, when you click “HERE” from our website the login page will not open for you. You will know your Pop-up Blocker is on because the screen will be blank and you will see a small red X in the right hand side of your browser (where you see the website’s URL). If you see this x, right click and turn off the pop-up blocker to allow access to our site.

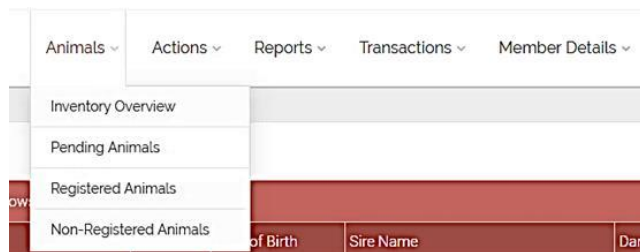
- e. If you have multiple memberships using the same email address you will need to signup with the link for the first member. Please sign out after you have the first membership setup. Then click on the second link for the next membership and repeat the process. When you go to login at a later date with your email, it will ask which membership you want to work under, select the one you wish to use. Note: registrations must be done under each individual member whereas weights can be entered from the Primary membership, if linked for performance.
2. **Forgot your password** — if you already have an account, click <https://namerica.ilronline.com/web/cang/memberlanding> to log in. If you forgot your password enter your email address in user name then click on the blue “Forgotten Password” button on the login screen. This will send you a link to reset your password. When you reset your password remember that your password must include one capital letter, a number, and a special character (! & \* \$). **We cannot reset your password.**
3. **PLEASE NOTE:** If you have an OVERDUE outstanding balance on your account, you will not be able to log in to AngusNOW. Phone us at 403-571-3580 to provide a credit card or send an e-transfer to Alan Yuen at ayuen@cdnangus.ca to clear up your outstanding balance. Use your account number as password and reference for etransfer. Once we have received and processed your payment you will be able to access AngusNOW.
4. Once you are logged in you will see the landing page (below):



5. From the landing page you can navigate to:
  - a. Animals
  - b. Actions **(this is a good time to populate your lists so all animals and buyers are available for your transactions)**
    - i. To do this select one of the lists
      1. Male List (this is your sires used list NOT all active males in your herd)
      2. Female List
      3. Buyers/Sellers List
    - ii. Hit the Clear & Repopulate Button OR the Repopulate button—this will update the selected lists to ensure your animals listed are accurate and will repopulate your Buyers/Sellers list from the last three years.
  - c. Reports
  - d. Transactions
  - e. Member Details

## 6. Animals

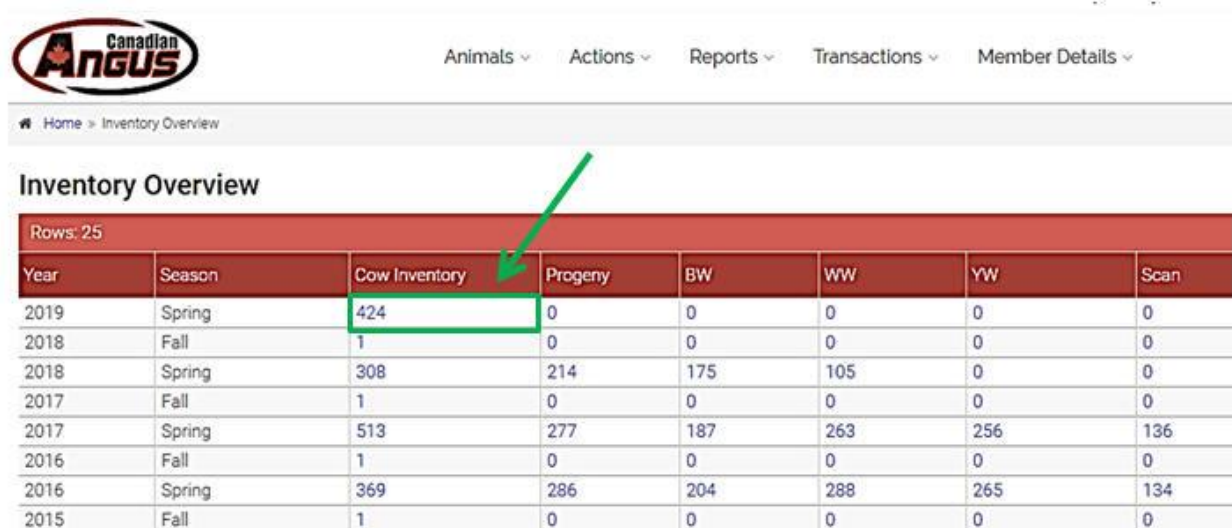
- a. Under the “Animals” tab you can view:



- i. Inventory Overview
    1. Use this tab to dispose and register animals, and add weights
  - ii. Pending Animals
    1. Use this tab to view animals that are waiting to be registered
  - iii. Registered Animals
    1. View your registered ACTIVE animals (can also do disposals here)
  - iv. Non-Registered Animals
    1. View your unregistered ACTIVE animals (can also do disposals here)
7. Reports/Lists of animals
    - a. Under the “Animals” tab chose either pending animals, Registered animals or non registered animals to run a list for them.
    - b. Once you see the list go to the Download CSV (top right corner adjacent to the search bar)
    - c. Select download CSV
    - d. It will show the download at the bottom of the screen. Once the file is downloaded you can click on the file and then choose to format, save or manipulate for your own purposes.

## INVENTORY OVERVIEW — register calves, add weights, dispose animals

1. Under your Inventory Overview you can view your herd inventory, number of progeny, and select data by year.
2. Click on the number in the “Cow Inventory” column to view your herd inventory for that year and calving season. Please note: If you click directly on the number it will not go anywhere.



Canadian Angus

Animals ▾ Actions ▾ Reports ▾ Transactions ▾ Member Details ▾

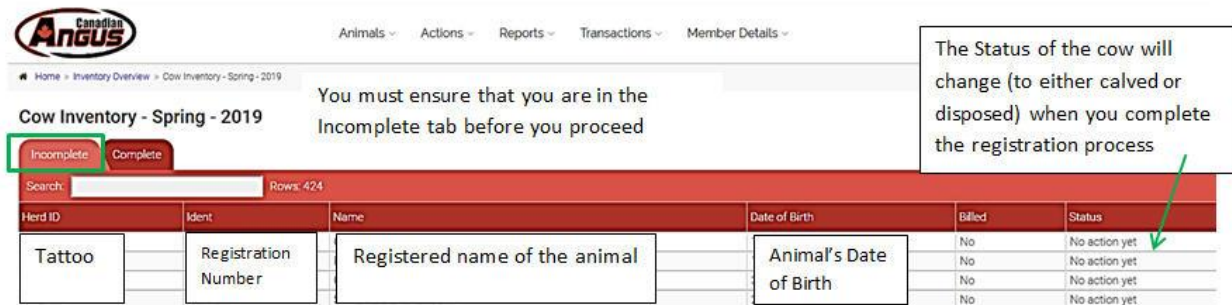
Home > Inventory Overview

### Inventory Overview

Rows: 25

Year	Season	Cow Inventory	Progeny	BW	WW	YW	Scan
2019	Spring	424	0	0	0	0	0
2018	Fall	1	0	0	0	0	0
2018	Spring	308	214	175	105	0	0
2017	Fall	1	0	0	0	0	0
2017	Spring	513	277	187	263	256	136
2016	Fall	1	0	0	0	0	0
2016	Spring	369	286	204	288	265	134
2015	Fall	1	0	0	0	0	0

3. After clicking on the number in the “Cow Inventory” column you will be able to see all the cows for that calving season, and be able to update your calving information (see below)



Canadian Angus

Animals ▾ Actions ▾ Reports ▾ Transactions ▾ Member Details ▾

Home > Inventory Overview > Cow Inventory - Spring - 2019

### Cow Inventory - Spring - 2019

You must ensure that you are in the Incomplete tab before you proceed

**Incomplete** Complete

Search: Rows: 424

Herd ID	Ident	Name	Date of Birth	Billed	Status
Tattoo	Registration Number	Registered name of the animal	Animal's Date of Birth	No	No action yet
				No	No action yet
				No	No action yet
				No	No action yet

The Status of the cow will change (to either calved or disposed) when you complete the registration process

4. Using the search bar is a fast and efficient way of locating animals in your animal lists. The search bar is located beneath the Incomplete and Complete tabs. If you type in your search criteria any animal that has that specific criterion in their ID number, tattoo, or name will appear. For example, if you type in “78” animal 12345678, CAA 12A Miss Cow 278C, and XXX 78C would appear in your list. You can also click the column header to arrange.

Search:

**PLEASE NOTE:** When working in your inventory to register animals, submit weights, dispose of animals, etc. do not click on the “Ident” number when selecting a row. The ID number is a blue colour because it is a hyperlink. If you click on this, it will take you to another page with the overview of the animal. You want to click on the name, tattoo, etc. of the animal you want to select. You will know you have completed this as the animal’s row is now a light blue/gray shaded area. Clicking on the box itself will also not get you anywhere.

## 5. REGISTERING AN ANIMAL

Click on the LINE of the cow you would like to register a calf from so that it is highlighted BLUE/GREY. You can also type in the registration number or tattoo in the box (not name) to find an animal.

- a. Then click on “register calf” located on the bottom left side.



- b. Once you have done this a page allowing you to register the calf will appear (see below).
- c. Enter the appropriate information for the calf that you are registering.

### Registration

Genetic Dam	1435846	RED KENRAY ANTONETTE 24U (KER 24U) 1435846
By ET	No Choose yes if ET	By IVF No Choose yes if by IVF
Recip Dam Ident	Pick or enter a value	Recip Dam: only for ET calves. Only enter recip animal if it is registered otherwise leave blank
Sire Ident	Pick or enter a value	Sire Ident: Enter Tattoo or CAA reg# (NOT name or foreign reg#). Animal will pop up once you hit enter, if not already in your sires
By AI	No Choose yes if AI, ET or IVF	Service Date Start of Exposure date/AI date/or implant date for ET calves
Tattoo	KER Herd ltrs - space then tag#, year EG: 55H no extra spaces	Management Tag calf tattoo or tag#
Date of Birth		Num in Birth Single number in birth - if you have twins or triplets choose option here
Sex		Desexed Date if you castrated put date in here
Colour	Red	Nurse ID: only enter if a registered animal otherwise leave blank
Nurse		Disposal: CANNOT choose sold no transfer or sold will transfers
Status	Active	E-Store Cert: choose to either store or release paper copy
Rego Status	Registered	Status: you can only choose active, inactive or Dead. Will default to active unless a disposal code is entered
Name	RED KENRAY	
Breeder	populates automatically	Rego Status: choose registered or unregistered. If you are unsure if you want to reg then choose unregistered however remember if you want better price reg animal prior to 7 months of age. Commercial animals you choose unregistered.
DNA Request	Choose PV -\$18 or Angus GS- \$45 here or leave blank	DNA request - choose PV (Parent Verification) or Angus GS (gives you PV + more accurate info for your EPDS. If you enter alternate sire will automatically set up test.
Alternate Sire 1	must be tattoo or CAA reg#	Alternate Sire 2 must be tattoo or CAA reg# Alternate Sire 3 must be tattoo or CAA reg#

**Calf Traits (remember to submit dam teat & udder scores to CAA)**

Birth Weight	Bth Group	Calving Ease
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Birth group must be entered and is the management group the cow was in during their first trimester. EG: if cows ran in on egroup & heifers in another or you had cows in different groups. Any number between 1-99 is acceptable to use.

Complete Registration

6. **ET CALF** — Choose YES for ET if the animal was born from **Embryo Transplant** mating. The option to record recipient dam and nurse cow are also available. Only record these if it is an animal in the Canadian Angus herd book.
7. **Red Carrier** field is no longer available to enter information. If it comes up with a warning you can submit the animal as pending and the office staff will fix accordingly.
8. When recording a **twin** ensure you select multiple birth (2), not single in the Number in Birth field.

a. When recording the second twin you will need to click on Animals, Register Animals at the top of the screen and select the dam and enter all information. Once the second twin is submitted then return to step 5 above.

9. **Service Sires** — If your bull list is missing bulls you normally register calves from, go to the Action tab and select your Male List, click on Clear and Re-Populate List and that will update your list to include any bulls you have used in the last three years. If you have not used a bull as a sire in the past you will need to type in the registration number or tattoo in the box (not name) to find an animal. You will see the bull come up in a box below the field. You will need to click on it in order for it to populate the name and information.
10. **Parent Verification — Multiple sires** – If you have a cow that was exposed to more than one bull you have the option to choose DNA request (either Parentage Verification (PV) or Angus GS). Enter in the alternate sires you would like to test against. The test will automatically be set up and you will be charged and sent the paperwork upon closing the work order. You can also choose to do a PV or Angus GS test without alternate sires if you want to verify parentage on the calf for your own information. Make sure you enter tattoo or reg # of the sires.

**Setting up tests after registration:** Currently members can only set up parentage verification (PV) or AngusGS (GS) tests at the time of recording your animals. If you require a PV, Angus GS, or a genetic condition test for any animal AFTER it is recorded, please contact Member Service at [registry@cdnangus.ca](mailto:registry@cdnangus.ca) or call 1-888-571-3580 to set up this testing.

**PLEASE NOTE:** If you submit your samples to the lab without the appropriate paperwork to accompany the samples [you will be charged an additional fee of \\$54/sample](#). The lab must receive the electronic request for those animals BEFORE the DNA arrives at the lab. If DNA samples are sent to the lab without a copy of the paperwork request extra fees will apply. There is also a \$4.00 charge for not submitting your



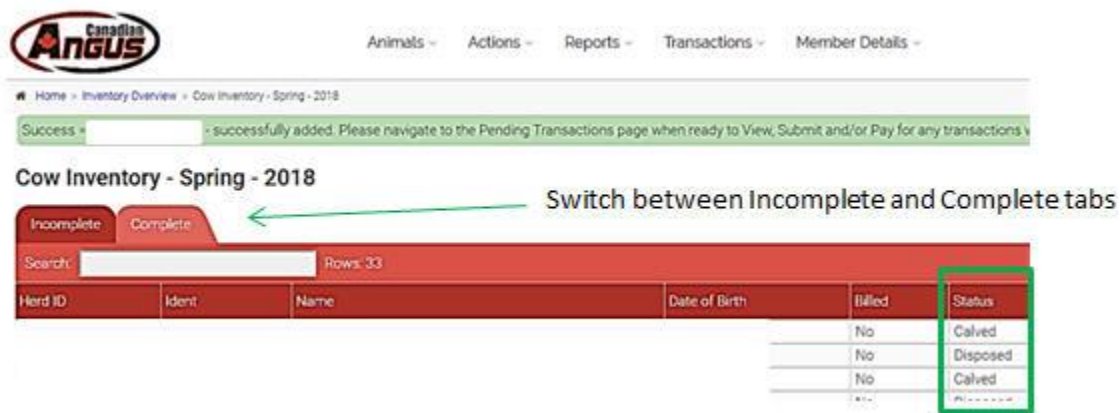
samples on hair or blood cards. Hair and blood cards can be ordered (no charge) from CAA by emailing [registry@cdnangus.ca](mailto:registry@cdnangus.ca) or by filling out the hair card order form <https://www.cdnangus.ca/forms/hair-card-order-form/>

11. Once you have entered all the relevant information for the calf, click **COMPLETE REGISTRATION**. You will see a message indicating the success of the registration. You will see a **GREEN BAR** at the top indicating everything is good and the animal will either have a registration number (seven digit) or commercial number (CM number).

**ERRORS & WARNINGS** — If you see a **RED BAR** at the top, it means that there are errors or warnings (yellow bar) on the animal. You will need to fix these errors and warnings before you can complete the recording of the animal. If you are not able to fix these errors and warnings at this time, click the “SUBMIT AS PENDING” red button. This will push the animal through as a pending animal. Staff will fix the error if possible and if not it will be assigned a pending ID number (? followed by six digits). **If you don’t hit the “Submit as pending” button at this time the information on this calf will not be submitted and all information you have entered will be lost if you move to another screen.**

Most errors on animals in AngusNOW are fixable. Go into your pending transactions or pending animals and click on an animal. The error message will show up in colour at the top of the screen. If you can change some information, click Edit Animal and make the necessary corrections. If you cannot fix your error, send an email to [registry@cdnangus.ca](mailto:registry@cdnangus.ca) with the necessary information and we will be happy to help or you can submit and it will get fixed from the daily report we run.

12. Once you are done registering your calves, you should have no females listed in the incomplete tab. You can click on the “Complete” tab in Cow Inventory to view the updated status of your animals

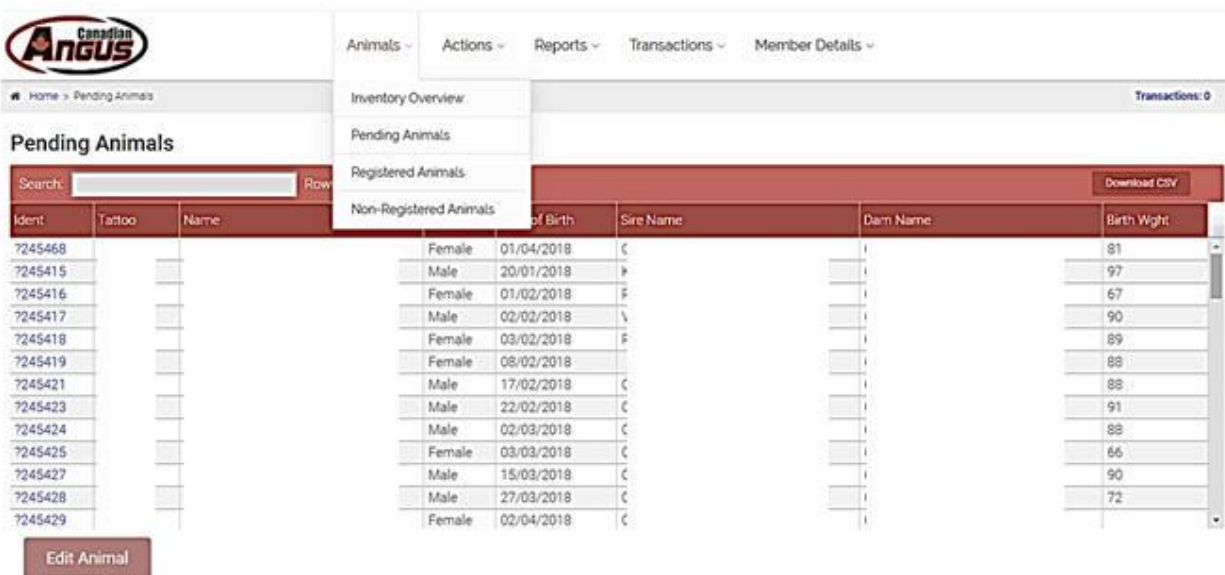


13. Always remember AngusNOW is live. When you select “Register Now” the animal is instantly registered and your account is charged immediately.
14. Once you have registered your calves, proceed to **Pending Transactions** (located under the Transactions tab) to pay for and complete the process of registration. **Try to close your work orders weekly. If you don’t close your work order you do not get your paperwork (registration certs, RFI’s, DNA, invoice or other paperwork associated with the order.**



## PENDING ANIMALS

1. The Pending Animals tab tells you which animals are not registered.
2. Any animal with a ? followed by six digits is NOT REGISTERED.
3. To register a pending animal, you must click on the animal and update the required information. If you cannot fix the errors then email [registry@cdnangus.ca](mailto:registry@cdnangus.ca) with the information and ask us to complete them.



**Canadian Angus**

Animals ▾ Actions ▾ Reports ▾ Transactions ▾ Member Details ▾

Home > Pending Animals

Inventory Overview

Pending Animals

Registered Animals

Non-Registered Animals

Search:  Row

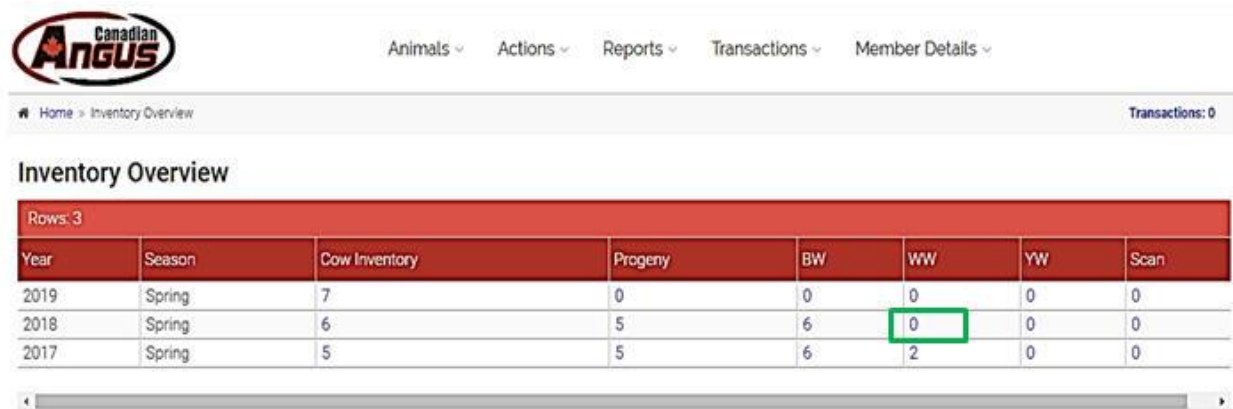
Download CSV

Ident	Tattoo	Name	Sex	Date of Birth	Sire Name	Dam Name	Birth Weight
7245468			Female	01/04/2018	C	I	81
7245415			Male	20/01/2018	P	I	97
7245416			Female	01/02/2018	F	I	67
7245417			Male	02/02/2018	V	I	90
7245418			Female	03/02/2018	F	I	89
7245419			Female	08/02/2018		I	88
7245421			Male	17/02/2018	C	I	88
7245423			Male	22/02/2018	C	I	91
7245424			Male	02/03/2018	C	I	88
7245425			Female	03/03/2018	C	I	66
7245427			Male	15/03/2018	C	I	90
7245428			Male	27/03/2018	C	I	72
7245429			Female	02/04/2018	C	I	

Edit Animal

## ENTERING WEIGHTS

1. While in your “Inventory Overview” click on the weight (BW, WW, YW) that you would like to enter. [Click directly on the number in the box.](#)



Canadian Angus

Animals ▾ Actions ▾ Reports ▾ Transactions ▾ Member Details ▾

Home > Inventory Overview Transactions: 0

### Inventory Overview

Rows: 3

Year	Season	Cow Inventory	Progeny	BW	WW	YW	Scan
2019	Spring	7	0	0	0	0	0
2018	Spring	6	5	6	0	0	0
2017	Spring	5	5	6	2	0	0

2. The below screen will appear that has information about the calves born in that season—in this case, because we have selected Weaning Weight (WW) for Spring 2018 the appropriate information will appear
3. Ensure that you are in the “Incomplete” tab.

### Weaning - Spring - 2018

**Incomplete** Complete

Search:  Rows: 6 [Download CSV](#)

Ident	Tattoo	Name	Date of Birth	By ET	Sex	Current Status	Observation Date	Weight	Group	Weeks Creep Fed	Desexed
Reg. #			12/03/2018	No	Female						
			12/02/2018	No	Male						
			28/02/2018	No	Female						
			19/02/2018	No	Female						
			28/02/2018	No	Male						
			12/04/2018	No	Male						

Name

Name of the animal

Observation Date

Date animal was weighed

Desexed Date

Weight

Disposal Code

Group

Weeks Creep Fed

[Update](#)

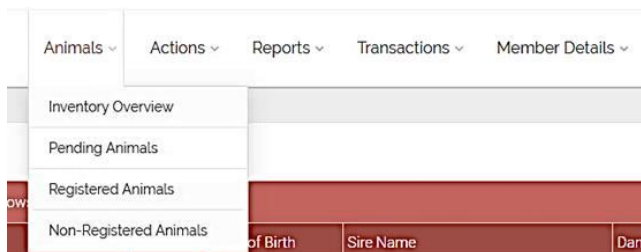
4. Select the animal that you want to enter information for (in this case we have selected the top one which is why it is blue). Do not click on the blue underlined identification, you must click on the line itself.
5. Enter the information you wish to provide (weight, desexing date, disposal code, weeks creep fed, group).

6. When entering weight information and/or a fate/disposal code, a date must be provided. If no date is provided, you cannot enter the corresponding information until one is entered.
7. The “Group” is the management group your calves were in between birth and weaning. For example, cows run in two separate herds for the months before calves are weaned you would have Groups of 1 and 2. You MUST enter this value.
8. Click “Update”
  - a. The information for that animal is now complete. You will now find them in the complete tab.
9. **AFTER YOU HAVE SUBMITTED WEIGHTS REMEMBER TO RUN YOUR REPORTS.** If you don’t run your reports, you will not get your Birth Reports, Weaning Reports, or Yearling Reports, or your updated EPDs or adjusted weights. If you do not receive the reports after submitting the request but you receive a Herd Inventory or Weaning/Yearling Weight Worksheet with “Missing Data” on the side this means you are missing data at that particular level. You must submit information for the animals indicated before you are considered compliant and are able to obtain your reports.

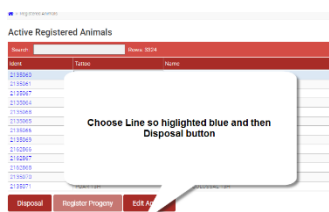
**HOW TO RUN REPORTS CAN BE FOUND ON PAGE 12**

## DISPOSALS

1. To Dispose of an animal go to either Registered OR Non-Registered animals  
**PLEASE NOTE:** you cannot dispose of pending animals. You must email [registry@cdnangus.ca](mailto:registry@cdnangus.ca) in order to dispose of them.

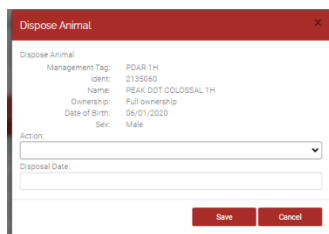


2. Click on the LINE of the animal you would like to dispose so that it is highlighted BLUE/GREY. You can also type in the registration number or tattoo in the box (not name) to find an animal.



3. Once you have the line highlighted you have the option of Disposal. Click on Disposal button

4. Choose Action from the drop-down list
5. Choose Disposal date. If you are disposing of cows and calves, please make sure to dispose of them at the time of their removal from the herd. If you are unsure of the date, please use December 31 of the previous year. This will remove the animal from your herd in the current year and no further information (calving, weights, etc.) will be requested from you.

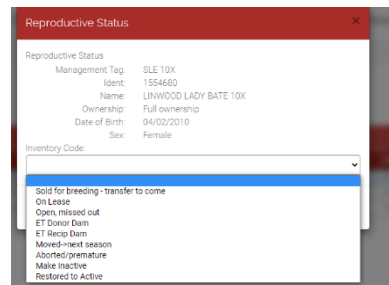


**WARNING:** If you dispose of animals in the current year they will still show up as missing information on the previous year which can potentially hold up performance data from running.

6. Click Save

## RECORDING INVENTORY/REPRODUCTION STATUS

1. Go to Cow Inventory for the season you are recording calves into.
2. Choose cow by clicking on line (not on blue ident#).
3. Click on Cow Fate code (pop up box will appear).
4. Choose code and click save (please note move to next season means move from Spring to Fall or Fall to Spring; it does not move them to the same season next year (Spring to Spring for example).



## RUN PERFORMANCE REPORTS (TO GET EPDS & ADJUSTED WEIGHTS UPDATED)

**VERY IMPORTANT:** Please note if you do not run these reports or request for the office to run them for you the EPD and adjusted weight information does not get updated for your animals after entering data at birth, weaning and yearling.

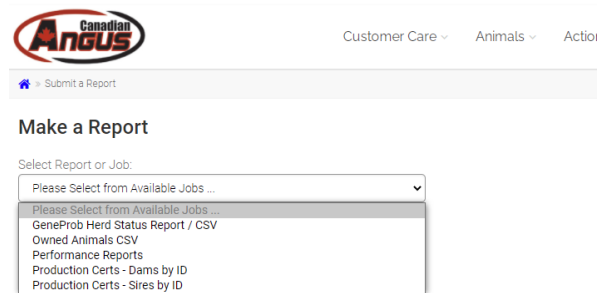
1. Click on “Reports”.



2. Choose Submit a report.
3. Make a report screen choose **Performance Reports**.

4. **THE ITEMS TO SELECT for the top of the report**

**Selected Report or Job:** Performance Report  
**Calving Year:** the year you want reports for (e.g. 2019)  
**Calving Season:** Spring, Summer, or Fall (select the appropriate one. If you have Spring & Fall calves, do once for the Spring and then another time for the Fall).



5. Select the type of report or job you would like to run (see below) and hit submit job.

### 1. After Birth Information    2. Weaning Information    3. Yearling Information    4. After Scanning

#### Make a Report

Select Report or Job:  
Performance Reports

Calving Year  
2020

Calving Season  
Spring

☒ Birth Avgs. Summary ?  
☒ Weaning Worksheets ?  
☐ Weaning Report ?  
☐ Weaning Avgs Summary ?  
☐ Yearling Worksheets ?  
☐ Yearling Report ?  
☐ Yearling Avgs Summary ?  
☐ Life Avgs Summary ?  
☐ Scanning Worksheet ?  
☐ Scanning Results Report ?  
☐ Scanning Avgs Summary ?  
☒ Calf EPD CSV Files ?  
☒ Sire EPD CSV Files ?  
☒ Dam EPD CSV Files ?  
☐ Run Sire Production CSV File ?  
☐ Run Dam Production CSV File ?

Submit Job

#### Make a Report

Select Report or Job:  
Performance Reports

Calving Year  
2020

Calving Season  
Spring

☐ Birth Avgs. Summary ?  
☐ Weaning Worksheets ?  
☒ Weaning Report ?  
☒ Weaning Avgs Summary ?  
☒ Yearling Worksheets ?  
☐ Yearling Report ?  
☐ Yearling Avgs Summary ?  
☐ Life Avgs Summary ?  
☒ Scanning Worksheet ?  
☐ Scanning Results Report ?  
☐ Scanning Avgs Summary ?  
☒ Calf EPD CSV Files ?  
☒ Sire EPD CSV Files ?  
☒ Dam EPD CSV Files ?  
☐ Run Sire Production CSV File ?  
☐ Run Dam Production CSV File ?

Submit Job

#### Make a Report

Select Report or Job:  
Performance Reports

Calving Year  
2020

Calving Season  
Spring

☐ Birth Avgs. Summary ?  
☐ Weaning Worksheets ?  
☐ Weaning Report ?  
☐ Weaning Avgs Summary ?  
☐ Yearling Worksheets ?  
☒ Yearling Report ?  
☒ Yearling Avgs Summary ?  
☒ Life Avgs Summary ?  
☐ Scanning Worksheet ?  
☐ Scanning Results Report ?  
☐ Scanning Avgs Summary ?  
☒ Calf EPD CSV Files ?  
☒ Sire EPD CSV Files ?  
☒ Dam EPD CSV Files ?  
☐ Run Sire Production CSV File ?  
☐ Run Dam Production CSV File ?

Submit Job

#### Make a Report

Select Report or Job:  
Performance Reports

Calving Year  
2020

Calving Season  
Spring

☐ Birth Avgs. Summary ?  
☐ Weaning Worksheets ?  
☐ Weaning Report ?  
☐ Weaning Avgs Summary ?  
☐ Yearling Worksheets ?  
☒ Yearling Report ?  
☒ Yearling Avgs Summary ?  
☒ Life Avgs Summary ?  
☐ Scanning Worksheet ?  
☒ Scanning Results Report ?  
☒ Scanning Avgs Summary ?  
☒ Calf EPD CSV Files ?  
☒ Sire EPD CSV Files ?  
☒ Dam EPD CSV Files ?  
☐ Run Sire Production CSV File ?  
☐ Run Dam Production CSV File ?

Submit Job

## HERD INVENTORY REPORTS

1. Go to reports.
2. Submit Job or report
3. Choose owned animals CSV

[Home](#) » [Submit a Report](#)

### Make a Report

Select Report or Job:

Please Select from Available Jobs ...

Please Select from Available Jobs ...

GeneProb Herd Status Report / CSV

**Owned Animals CSV**

Performance Reports

Production Certs - Dams by ID

Production Certs - Sires by ID

3. Choose parameters
  - a. Registration status (registered or unregistered); if you leave blank, all will print
  - b. Sex (male, female, or steer) if you leave blank, all will print
  - c. Animal Type (choose one of options or leave blank to print all)
  - d. If you have linked herds, click on include associated herds (if you want them included)

[Home](#) » [Submit a Report](#)

### Make a Report

Select Report or Job:

Owned Animals CSV

Active Animals in Herd as at:

20210423

Rego Status

x Registered x

Sex

x Female x

Animal Type

☐ Include Associated Herds

[Submit Job](#)

4. Submit Job
5. Go to Reports and View jobs to see (as per below)

PLEASE NOTE: you can also run a CSV file from any of your inventory screens on pending, registered or unregistered animals by clicking on the Run CSV in the top right hand corner as seen here.



[Customer Care](#) [Animals](#) [Actions](#) [Reports](#) [Transactions](#) [Member Details](#)

[Home](#) » [Registered Animals](#)

[Help](#) [Transactions: C](#)

### Active Registered Animals

CSV option

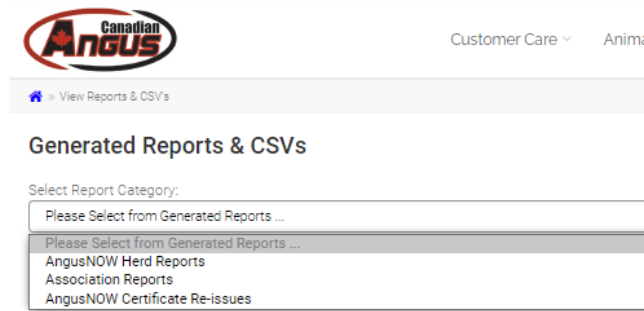
[Download CSV](#)

Search: <input type="text"/>		Rows: 264						
Ident	Tattoo	Name	Sex	Date of Birth	Sire	Dam	BWT	
169169								
2185561								
2177961								
2177992								

Reg#, Tattoo and name, sex, bdate, sire, dam would appear here (taken out for privacy sake)

## LOCATING REPORTS once ran

1. Go to Reports.
2. Choose option – Angus Now or Association



4. To view reports you ran choose AngusNOW herd reports (to view reports ran from the office, choose Association reports). All reports will show up.

**PLEASE NOTE:** If you can see the report in submitted job and you do not see anything in AngusNOW reports, you either have missing data OR you have entered the wrong parameters.

**REPORTS NOT SHOWING UP???** Check for missing data by going to your inventory section and see if you have anything in the incomplete tab for calving or weaning. Yearling weights are not required so this will not be a factor.

**If you are looking for reports ran by the office choose ASSOCIATION REPORTS.**

**The AngusNOW Certificate Re-issues is currently not available to use.**

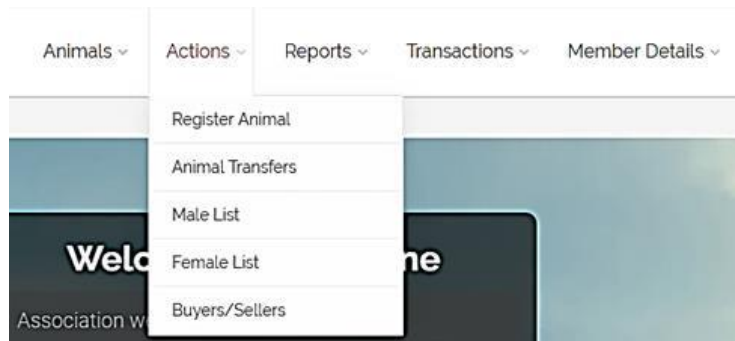
If you still cannot find why your reports are not printing, email [registry@cdanangus.ca](mailto:registry@cdanangus.ca) and staff will be able to help you.



## TRANSFER AN ANIMAL

### 1. Go to Actions TAB

- a. Under the “Actions” tab you can view below menu options



- b. To transfer an animal, click on the “Animal Transfers” tab. The below screen will appear: Your previous buyers will be past 3 years.

A screenshot of the 'Animal Transfers' page in a web application. The page has a header with 'Home > Animal Transfers' and 'Transactions: 0'. The main content area is titled 'Animal Transfers'. It includes a 'Transfer Date' field with '02/12/2018' and a 'Complete Transfer' button. Below this is a 'Select' section with a 'Personal List' dropdown set to 'Includes your previous buyers' and buttons for 'Select' and 'Add Self As Part Owner'. A 'Search Or Add' section contains a 'Clear Search' button and search fields for 'Member ID', 'Member Name', 'Postal Code', and 'Province/State', with a 'Find' button. Below the search fields is a table with 17 rows. The first row is highlighted and contains the following data: Member ID: 1234567, Member Name: Angus Castleford, Postal Code: Z0Z 0Z0, Province/State: AB, and Property Address. A 'Select Highlighted' button is at the bottom left. Five numbered callouts with arrows point to specific elements: 1. 'Enter the date of the transfer' points to the 'Transfer Date' field. 2. 'Select the “Buyer Details” tab' points to the 'Buyer Details' button. 3. 'Search for the individual you want to transfer to. You can search by Member ID #, Member Name, Postal Code or Province. You do NOT need all four to be able to search.' points to the search fields. 4. 'The results from the search will appear in this area. Select the one you are transferring to. In this example, we will select “Angus Castleford”.' points to the first row of the results table. 5. An arrow points to the 'Select Highlighted' button.

- c. When **searching a member**, **remember less is more**. You can use the Member ID if you have it. If you do not you can use % sign before and after parts of the name. This will search anything similar to the name.

EXAMPLE: Member Wrightside Ranch Lexi Wright. Try %L%wright% or %wrightside%. All probable options will come up to choose from by using this format.

If you can't find a member in the system please contact Member Service at [registry@cdnangus.ca](mailto:registry@cdnangus.ca) and we will give you the member ID number. Please include their full name, farm name, complete address and phone number if possible.

This program DOES NOT currently offer the option for non-financial transfers to family members.  
**Please continue to send non-financial transfer requests to the office for processing.**

- d. **SELECTING BUYER** — Once you have found the individual you want to transfer your animals to, click on their name, then click "Select Highlighted " beneath the search results.
- e. After selecting the person you want to transfer to, the screen will change to the below:

### Animal Transfers

Transfer Date:  Transfer to: 5242710 - Michael G. Robbins

Buyer Details

Animals

Complete Transfer

Selected

Member ID	Member Name	Address	
1234567	Aneus Castleford	Z0Z 0Z0 AB	X

Select

Personal List:

Select Add Self As Part Owner

Search Or Add

Clear Search

Member ID

Member Name

Postal Code

Province/State

Find Add New

Rows: 0

Member ID	Member Name	Postal Code	Province/State	Property Address
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#### IMPORTANT REGARDING TRANSFERS TO PARTNERSHIPS:

Bulls - can be transferred to a syndicate (you can add all members by their membership number)

Females – if the transfer is to 2 or 3 members you must find a membership that includes those 2 or 3 names combined you can not enter as syndicate. If you can not find, then email [registry@cdnangus.ca](mailto:registry@cdnangus.ca) and we will handle for you.

- f. Now that you have the buyer selected that you want to transfer to, click on the “Animals” tab

**Animal Transfers**

Transfer to:  Member ID # and Name of the buyer you are transferring to

Transfer Date:  02/12/2018

**Buyer Details** **Animals** 1.

**4. This is your LAST STEP to finish the transfer** **Complete Transfer**

**Find Animals**

Search:  Please select Serviced or Open for females:  Serviced

Ident	Tattoo	Name	Date of Birth	Sex	Ownership
		R	17/02/2018	Female	Full
		R	04/02/2018	Female	Full
		R	29/01/2018	Female	Full
		R	04/02/2018	Female	Full
		R	29/01/2018	Female	Full
		R	20/01/2018	Male	Full
		R	01/02/2018	Female	Full
		R	04/02/2018	Female	Full
		R	22/01/2018	Male	Full
		R	27/01/2018	Male	Full
		R	28/02/2017	Female	Full
		R	09/04/2017	Female	Full

**2.**

**3. Click this once you are finished choosing animals to transfer**

**Select Animals** 0 of 172 rows selected

- g. Choose the animal(s) that you want to transfer by clicking the square check box on the left side.
- h. Once you have checked all the animals you want to transfer, press “Select Animals”.
- i. If your animals have been sold as “Serviced” (meaning they are sold as bred animals) you will need to enter Service details (see below). If the bull does not show up in the list you can type in the registration number (must be CAA registration not US or Foreign #) or tattoo. If you have more than two sires you will need to email [registry@cdnangus.ca](mailto:registry@cdnangus.ca) the information for the third sire. If they are not serviced, you can select “Complete Transfer”

Service Details

You have selected 3 Dams as serviced by the following Sire/s. Please ensure this is correct.

Service Details

Sire Ident

Pick or enter a value

Service Type

In Date

Out Date

Second Service Details

Sire Ident

Pick or enter a value

Service Type

In Date

Out Date

Save

Cancel

- j. Once you have entered Service Details, click “Save” and then click “Complete Transfer”.

## FEMALE EXPOSURES

Currently this feature is not available in AngusNOW. We will be offering this function in 2022.

## PENDING TRANSACTIONS—PROCESSING ORDERS

### Make a payment & receive paperwork

1. **Processing orders** — In order to receive your now-completed registrations, DNA paperwork, transfers or weights, you MUST pay for them.
2. Go to the “Transactions” tab and click on “Pending Transactions”.



3. Once you click here, a page will appear with the work you have completed, and the costs (see below).

Company Name  
Canadian Angus Association  
Hide \$0.00 ☐

Date	Invoice Desc.	Additional Info	Herd ID	Ident	Trans. Total Incl. Tax	Transfer Details	Service Details
10/12/2018 09:45	Transaction Fee	Online Submission			5.25		
10/12/2018 09:45	REGISTRATION 7-12 MTHS (NON- CAP)	Online Animal Recording	82F	2070124	87.50		

Current Account Balance 0.00  
Pending Balance Inc. Tax 92.75  
Total Balance 92.75

4. Click on “Pay Now”.
5. **CREDIT CARDS** — You will now be asked for your credit card information. Enter your information and press “Pay”. If you would like that card to be used for future transactions, click “Save this Credit Card Information for the future”.

Order Summary

Total \$92.75

Card Number \*

Exp. Date \* Card Code

Billing Address

First Name Last Name

USA Zip

Street Address City

State Phone Number

☐ Save this Credit Card Information for the future.

**Please note:** Each time you make payment you will still need to enter your CVV code even if your card is saved in Angus NOW. When a credit card is saved in AngusNOW for security reasons the information does

NOT transfer over to the office database for making payments. If you want an updated credit card on your account at the office, you must call us with the information.

6. You will receive a message indicating that payment was successful.

The screenshot shows the Canadian Angus Association website interface. At the top is the logo and navigation menu with links: Animals, Actions, Reports, Transactions, and Member Details. Below the navigation bar, a breadcrumb trail shows 'Home > Pending Transactions'. A green banner displays the message: 'Payment Successful. Merchant Transaction Id is 41097831533.' Below this, the company name 'Canadian Angus Association' is listed, followed by a 'Hide \$0.00' button. A table with 6 columns (Date, Invoice Desc., Additional Info, Herd ID, Ident, Trans. Total Incl. Tax) is shown with 'Rows: 0'. At the bottom, a summary table shows 'Current Account Balance: 0.00', 'Pending Balance Inc. Tax: 0.00', and 'Total Balance: 0.00'.

Date	Invoice Desc.	Additional Info	Herd ID	Ident	Trans. Total Incl. Tax
Rows: 0					

Current Account Balance	0.00
Pending Balance Inc. Tax	0.00
Total Balance	0.00

## IMPORTANT

1. If you don't close your work orders you will not receive the work you have completed (e.g. DNA paperwork, invoices and certificates).
2. Always close your work orders around the 14th and 29<sup>th</sup> of each month (email reminders are also sent out to anyone with work orders open as a reminder).

**IF A WORK ORDER IS LEFT OPEN WHEN WE ARE PROCESSING MID MONTH OR MONTH END THEN THE OFFICE MUST FORCE CLOSE AND TAKE PAYMENT IN ORDER TO COMPLETE OUR ACCOUNTING PROCESSES.**

3. Invoices are sent to your email address when the work order is completed and closed. **PLEASE NOTE:** Invoices cannot currently be reprinted after the initial work order has been closed. To get copies of missing invoices contact registry [registry@cdnangus.ca](mailto:registry@cdnangus.ca).