

## How To Enter Data Using an Excel Template

**These templates can be used to submit new registrations, weaning updates, yearling updates, disposals, reason codes, leases and transfers.**

### How to get started:

Login to REDSPro with your account # and password. This may be the same information that was previously used to login to Member Data-REDS (previous database).

A few template options are available:

1. Create a group of specific pre-existing animals or dams to be preloaded into the spreadsheet in which you want to report data on. See Page 2 to begin process.

OR

2. Work from a blank template, without choosing a group.

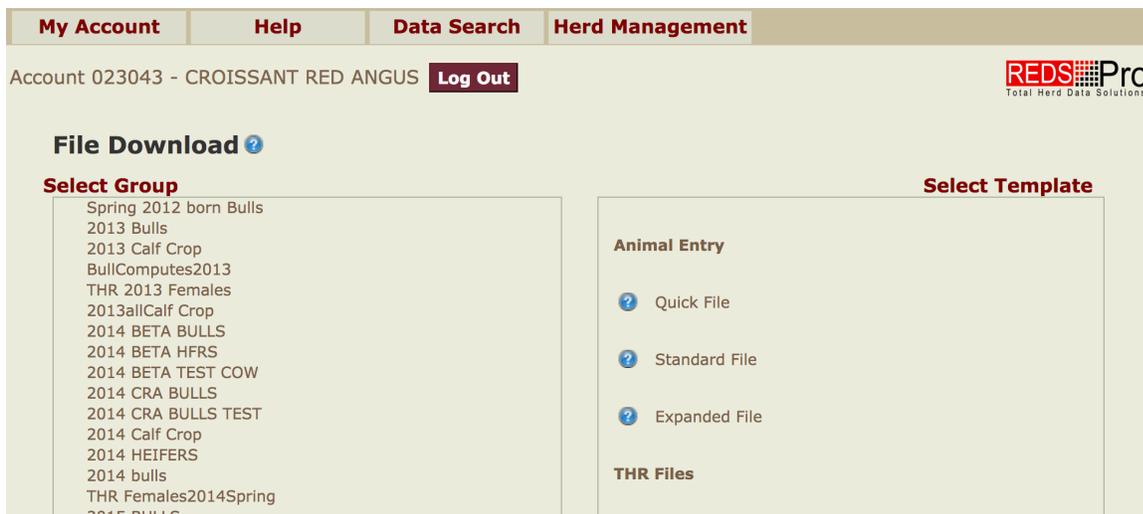
**Reference the REDSPro Electronic Instruction Key for field codes.**

### To Download a Blank Template: Option #2

Select "Download" from the "Herd Management" tab



Under 'Select Template', click on the file name (Quick, Standard, or Expanded) that you would like to work in and click "Download." Image shown below. Description of Files on next page.



Quick File = Birth Data, Disposals, Reasons Codes and Single Ownership Transfer with no breeding information (See Additional Notes for Multiple Owner Transfers on page 6)

*Standard File* = Birth Data, Weaning Data, Disposals, Reasons Codes and Transfer

*Expanded File* = Birth Data, Weaning Data, Yearling Data, Disposals, Reasons Codes and Single Ownership Transfer with breeding information. (See Additional Notes for Multiple Owner Transfers on page 6)

Finally, select the file format in which you want the template to download into such as .xls or .csv. The PDF option is still under construction. Then click on download to access file.



**Download File**  
Load group as Animals ▾  
**Download** PlainText (.csv) ▾

### How to Create a Group:

Select the Herd Management Tab, then select create group.



Give the group a name (required), and choose criteria. See Image on next page. Each Heading has different criteria that can be selected from.

To select “Females billed THR” go to “Herd Groups,” then select current THR year and season (spring or fall). DO NOT put in any other criteria or it will not pull any animals into your group.

If looking for specific calves by year, place “Date of Birth” range under general criteria and leave “Herd Groups” criteria as “Any THR Year” and any “THR Season.”

Once criteria is set, then click preview animals. See image on next page.

### Custom Group Creation

Custom Groups allows you the ability to retrieve information, providing a tool for managing your animals.

**Your Group**

Group name \* 2014 Calf Crop

**Herd Groups**

**General Criteria**

Sex Any sex ?

Animals born between 01/01/2014 and 12/31/2014 ?

Red Angus category All ?

Registration type All ?

**Animal Criteria**

**Sires and Dams Criteria**

**Filters**

**Preview animals in group** **Clear all fields**  
**Cancel creation and go back to the list of groups**

You also have the option of copying and pasting a list of registration numbers, animal ID and prefix under the Animal Criteria section. Be sure to check filter section for setting of whether owner/breeder, etc. (See below.)

**Animal Criteria**

Association Red Angus Association of America (UAR, United States) ?

Registration numbers ?

Animal IDs ?

Animal names ?

Prefixes ?

Matching  Exact term match  
 Partial term match ?

**Filters**

Filter options for my account Owner ?

Group type All ?

Limit preview to 500 ?

My Account Help Data Search Herd Management

Account 023043 - CROISSANT RED ANGLE **Log Out** **REDS** **Pro**

### Preview of Your Animal Group

This preview displays 5 animals. The group contains 5 animals.

This group is now available for use with your [reports](#).

RAAA # BirthDate	Animal ID Sex	Name Breeds	HerdBuilder Acc Pct	GridMaster Acc Pct	CED Acc Pct	BW Acc Pct	WW Acc Pct	YW Acc Pct	Milk Acc Pct	ME Acc Pct	HPG Acc Pct	CEM Acc Pct	STAY Acc Pct	Marb Acc Pct	YG Acc Pct	CW Acc Pct	REA Acc Pct	Fat Acc Pct
1720077 03-17-2014	437 COW	HRR INATEXI 437 100% AR	131 14%	50 23%	3 19 70%	-2.4 36 17%	71 31 8%	104 32 16%	21 22 43%	4 0 75%	11 7 45%	4 18 60%	14 0 12%	0.42 13 50%	-0.01 14 37%	28 27 25%	0.36 11 11%	0.01 16 71%
1720078 06-01-2014	451 COW	HRR HI TEX 451 99.5% AR 0.5% XX	70 68%	47 89%	7 7 19%	-0.1 7 61%	48 6 74%	65 6 87%	23 7 25%	-5 0 14%	9 0 80%	4 6 74%	6 0 71%	0.36 0 64%	-0.03 1 27%	8 5 84%	0.04 0 62%	-0.01 0 33%
1720079 06-01-2014	4226 BULL	HRR INATEXXI 4226 99.5% AR 0.5% XX	93 51%	47 84%	4 6 56%	-0.3 8 58%	52 7 62%	72 7 79%	22 6 32%	-3 0 18%	9 0 83%	8 6 5%	9 0 62%	0.36 0 65%	-0.02 1 31%	12 6 77%	0.04 0 62%	-0.01 0 33%
1720082 04-04-2014	4170 BULL	HRR 4170 99.5% AR 0.5% XX	90 54%	47 88%	3 6 60%	0.3 8 72%	51 7 66%	70 7 81%	21 5 37%	-4 0 15%	12 0 19%	5 6 36%	9 0 63%	0.36 0 65%	-0.02 1 31%	12 6 77%	0.04 0 62%	-0.01 0 33%
1720083 04-18-2014	4203 BULL	HRR 4203 99.5% AR 0.5% XX	65 76%	46 93%	4 6 56%	1.1 5 87%	54 5 53%	73 5 78%	20 4 54%	-6 0 7%	9 0 82%	4 5 59%	6 0 77%	0.36 0 65%	-0.01 1 36%	14 4 70%	0.04 0 62%	-0.01 0 33%

2015 BULLS

The preview list shown below only displays on the screen to provide an overview of the animals selected.

The group can be accessed and viewed under “My Reports” and “Download for the Data Entry” templates.

### To Download an Excel Data Entry Template: Option #1

After your group is created, select “Download” from the “Herd Management” tab.

**Herd Management**

- My Reports
- Create Report
- My Groups
- Create Group
- Planned Mating
- Trends
- Download**

System Reports

Different file types are available under “Download” to meet your specific data needs. On the right-hand side of this page you will find three files from which to select. On the next page are detailed descriptions of each file’s contents.

**Quick File** = Birth Data, Disposals, Reasons Codes and Single Ownership Transfer with no breeding information (See Additional Notes for Multiple Owner Transfers on page 6)

**Standard File** = Birth Data, Weaning Data, Disposals, Reasons Codes and Transfer

*Expanded File* = Birth Data, Weaning Data, Yearling Data, Disposals, Reasons Codes and Single Ownership Transfer with breeding information. (See Additional Notes for Multiple Owner Transfers on page 6)

To utilize a group that was previously created, click on the name of the group on the left of the page under “Select Group,” then click on the template name under “Select Template” on the right-hand side of the page that you wish to use based off of the data you want to enter.

**Another option is to load a group as either “Dams” or individual “Animals.”**

**If you are entering new calves, load your group as “Dams” before you download and select the year for which you are reporting.**

**If you are entering updates or transfers on pre-existing animals, load your group as individual “animals.”**

The image shows two side-by-side screenshots of a web interface for downloading files. Both screenshots have a title 'Download File' in red. The left screenshot shows a dropdown menu for 'Load group as' set to 'Animals', a 'Download' button, and a dropdown menu for file format set to 'PlainText (.csv)'. The right screenshot shows 'Load group as' set to 'Dams', a 'CalfYear' dropdown set to '2015', a 'Download' button, and a file format dropdown set to 'PlainText (.csv)'.

Finally, select the file format in which you want the template to download into such as .xls or .csv. The PDF option is still under construction.

### **How to Submit a Template**

Templates with New Registrations, Performance Updates, Disposal and Reason Codes should be emailed to [web.rrts@redangus.org](mailto:web.rrts@redangus.org).

Templates with Transfers should be emailed to [web.transfer@redangus.org](mailto:web.transfer@redangus.org).

If you experience difficulty in completing these steps, please email [redspro@redangus.org](mailto:redspro@redangus.org) or use the chat feature on the website for additional assistance.

### **Important Key Notes:**

\*Animals that are entered in the templates have the opportunity to contemporary group together. It is best that if animals are to be contemporary grouped together that they are submitted together in the Excel templates for data updates. Use the management code to distinguish between groups of animals that were managed differently.

\*\*Do not delete or rename any columns, as this will cause an issue when uploading the data to the database. However, the columns can be hidden for ease of entering data.

\*\*\* Transfers for Multiple Owners – please list each owner in a new column. Also, a column heading labeled “% Transferred” will need to be added to the spreadsheet Please see image below of how this should look. Also, please verify that percentage between multiple owners equals 100%.

Calf Name	Dam Sire Reg No	Dam Breeds	Buyer Account	Buyer Business	Buyer First Name	Buyer Last Name	Buyer Address	Buyer City	Buyer State	Buyer Zip Code	Buyer Phone	Date Of Sale	Mail	% Transferred
Association Example Z123	654321	AR100	000123		Halla	Pfeiff	4201 N I 35	Denton	Texas	76207	940-387-350	12/2/15	Y	50
Association Example Z123	654321	AR100	000123		Kenda	Ponder	4201 N I 35	Denton	Texas	76207	940-387-350	12/2/15	Y	50

## Additional options for groups created (not needed for template download)

To Generate a Report:

Choose your group, and then select any one of the reports already created to pull information. Or you can create your own custom report. The custom reports would be listed below the list of default reports under "My Reports." For further instruction on this process, reference the "Herd Management Tutorial" available on the website. The image below references the "My Reports" page.

### My Reports

Select a group of animals, select a report, then click on generate report to see your animals.

**Select a Group and a Report**

**Existing Group** **Quick Group**

**Default Groups**

**Custom Groups**

- 2014 Calf Crop
- 2015 Calf Crop
- 2015 Spring Cow Inventory
- Spring 2015 Cow Inventory

**System Reports**

- Calf Crop Summary
- Sire Averages (in group)
- Dam Averages (in group)
- Maternal Grand sire Averages (in group)
- Genetic Defect Test Summary
- Dam Summary
- Genetic Defect Suspect Summary
- Animals On Hold
- Transferred Animals - No Group Required

**Default Reports**

- Acct Report
- Actual Data Report Fields
- bcs
- CPT Nominated Sire Information
- DNA Report
- DNA Submit
- EPD Report
- Genomic Report
- Inv\_Season\_Disposal\_Date
- PedigreeFile
- reg Type
- SCDE limited version