

SOUTH DAKOTA  
*Certified*  
Enrolled Cattle™

**Data Management System Handbook**



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The SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Data Management System (SDCEC DMS) was developed by AgInfoLink and the South Dakota Department of Agriculture to maintain information on enrolled cattle and provide complete traceability of the cattle from birth to processing. This system provides a reliable source of proof needed to verify source and age verification claims that goes beyond a simple affidavit. Additionally, the system provides a mechanism to relay carcass data back to each producer who has had physical possession of an animal that is harvested for SOUTH DAKOTA CERTIFIED™ Beef.

The primary function of the SDCEC DMS is to tie pieces of information including an animal's EID number (individual identification), premises number (location), and birth date together into a permanent record of an animal's source of origin and age. The process of creating this record is called the "enrollment" of an animal, and is accomplished by sending the required information to the Department in an electronic spreadsheet. Department staff will upload the information to the SDCEC DMS to complete the enrollment. This enrollment is the basis for providing source and age verification of cattle. After enrollment, each movement of enrolled cattle to new premises must be reported to the SDCEC DMS through a system of "move-outs" and "move-ins" that create the traceability component of the program.

Upon the approval of a producer's License Agreement for participation in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ (SDCEC) Program, the data management officer builds an account within the SDCEC DMS for that producer. The account is username and password protected, and the producer's SDC Member number and Premises Identification number are assigned to the account. This handbook is intended to provide detailed instructions of the SDCEC DMS so that any producer who has the ability to connect to the internet can enroll cattle into their account, perform "move-outs" and "move-ins," and manage their information within the SDCEC DMS. The first section of this handbook describes the different pages in the SDCEC DMS and how to use the navigation box on each page to access these pages. The second section shows how producers can use the SDCEC DMS to perform enrollments, "move-outs", "move-ins", create Transfer Warranty Certificates, and a variety of other processes to help manage the information.

If at any time you require assistance, please call the South Dakota Department of Agriculture toll free (in SD) at 1-800-228-5254 or 605-773-5436. Department staff that work with the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ Program will be on hand to assist you.

# SDCEC DMS Homepage and Login

Every producer that becomes licensed in the SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ program is assigned an account within the SDCEC DMS that is username and password protected for security. The username and password can be found on the license approval letter and also on your SDCEC Membership ID card. The username is always your SDC Number. If you lose or forget your password, we can send your password to your email address if you have an email address on file with the Department. We can also reset your password for you. To access the SDCEC DMS login page, open the internet, type in the web address shown below and hit the enter key:

<https://www.aginfoink.net/SDCB/Login.aspx>



Enter your assigned User Name and Password into the appropriate boxes and click 'Submit'. You should now be logged into your account and the Member Summary page should be visible. If you experience any difficulties, be sure to capitalize the letters 'SDC' when you type in the User Name. Passwords are also case-sensitive. If you still are having problems with the Login, please contact the Department toll free (in SD) at 1-800-228-5254.

## LOGIN

Please enter your User Name and Password:

User Name:

Password:

[I forgot my password](#)

Note: User Name and Password are case sensitive.

## Member Summary and Animal Reports

After logging in to your account, the first page you will see is the Member Summary page, as shown below:

**Summary Reports**

- Home
- Member Summary
- Transfer Certificate
- Log Out

### MEMBER SUMMARY

Age (in Months)

User	Total	Base	Natural	Ineligible	Removed Past 90 Days	Animals Off Premises
All Animals	446	446	0	624	28	
SDC0001	446	446	0	624	28	512

This page displays the total number of animals that are enrolled in your account. The various numbers link to animal report tables that display the following:

- **User:** All cattle that have ever been enrolled in the history of your account
- **Total:** All cattle that are *currently* enrolled in your account.
- **Base:** All cattle that you currently have enrolled in the base SDCEC program.
- **Natural:** All cattle that you currently have enrolled in the SDCEC Natural program
- **Ineligible:** Cattle that are still in your account but are no longer eligible for SDCEC, possibly because the cattle have reached the 24 month age limit, they have been voluntarily disqualified, etc.
- **Removed Past 90 Days:** This shows the number of cattle that have become ineligible in the past 90 days.
- **Animals Off Premises:** This shows the number of cattle that have been moved-out of your account.

These animal report tables are used to view and manage information, select animals to be transferred out of your account (‘moved-out’), disqualify animals, etc. These operations are described further in the “Instructions” portion of this handbook, beginning on page 11. Click on the number under “Total” as shown above to view your current animal inventory. The next page shows the “SD Certified Enrolled Cattle Report.” This report contains all of the information that is collected during the enrollment process. Each record represents an individual animal. Records can be sorted by columns and/or grouped to make it easier to find individual EID numbers.

ItemID	Eligible	Program	Birth Date	Age	Visual ID	Sex	Breed	Group	Alternate ID	Removal Reas...	Remove
982000026472995	Yes	Base	2006-05-19	12		STEER					
982000052856115	Yes	Base	2006-05-01	12		STEER					
982000055357138	Yes	Base	2006-05-26	12		STEER					
982000055357145	Yes	Base	2006-05-18	12		STEER					
982000055357218	Yes	Base	2006-06-08	11		STEER					
982000055615512	Yes	Base	2006-05-01	12		STEER					

**Sorting:**

To sort a column click once on the column heading. This will sort the column in ascending order. This tool is especially useful for finding individual RFID numbers within your account. Each column within the report can be sorted in this

ItemID	Eligible	Program
982000000638098	Yes	Base
982000000638185	Yes	Base
982000000638443	Yes	Base

manner. Numerical fields will be sorted into chronological order and other fields will be put in alphabetical order. Clicking the column headings a second time will reverse the order of the information within the column.

### Grouping:

Grouping is another method of sorting data that can be used. To group your data, click and drag a column heading up to the light grey box in the header of the report. To drag a heading, click on the heading and hold the mouse button down. Drag the heading to the grouping box and release the mouse button to “drop” the heading into the box as shown:

The screenshot shows a report header with a search bar containing '00 of 429', navigation buttons for 'Previous Page', 'Page 4 of 9', and 'Next Page'. Below the search bar is a grey box with the text 'header here to group by that c Breed'. An arrow points to this box. Below the grey box is a table with columns: Eligible, Program, Birth Date, Age, and Visual ID. The table contains four rows of data.

	Eligible	Program	Birth Date	Age	Visual ID
100638098	Yes	Base	2006-04-15	13	
100638185	Yes	Base	2006-04-07	13	
100638443	Yes	Base	2006-04-03	13	
100638629	Yes	Base	2006-04-20	13	

The result is the grouping of your cattle records according to the values in the column that you used. The records within each group can now be sorted into chronological or alphabetical order as previously described. The example to the right shows grouping according to breed and RFID numbers sorted in ascending order.

The screenshot shows a report with columns: ItemID, Eligible, Program, and Birth Date. The data is grouped by breed. The first group is 'Breed: (none) (Items: 201 to 206 of 206)' and the second group is 'Breed: Angus'. Each group contains several rows of data.

ItemID	Eligible	Program	Birth Date
- Breed: (none) (Items: 201 to 206 of 206 )			
982000056067830	Yes	Base	2006-0
982000056067834	Yes	Base	2006-0
982000056067853	Yes	Base	2006-0
982000056067856	Yes	Base	2006-0
982000056069333	Yes	Base	2006-0
982000056069338	Yes	Base	2006-0
- Breed: Angus			
982000000625038	Yes	Base	2006-0
982000000625379	Yes	Base	2006-0
982000000625387	Yes	Base	2006-0

Grouping and sorting can be used to more easily find specific cattle within your account. For example, you may want to select all of the steers that were born from March 1<sup>st</sup> to April 15<sup>th</sup> to perform a move-out. This would involve grouping by sex and sorting by BirthDate. If you have trouble getting the correct sort or if you have any other questions, contact the Department.

From the animal report, click “Member Summary” on the left side of the page to return to the Member Summary.

From the Member Summary page, you have four selections on the left side of the page:

- **Home** – this will take you to the home page for your account
- **Member Summary** – this is the current page you are viewing
- **Transfer Certificate** – this page is used to create the Transfer Warranty Certificates
- **Log Out** – this will log you out of your account and take you to the login page

## Transfer Certificate

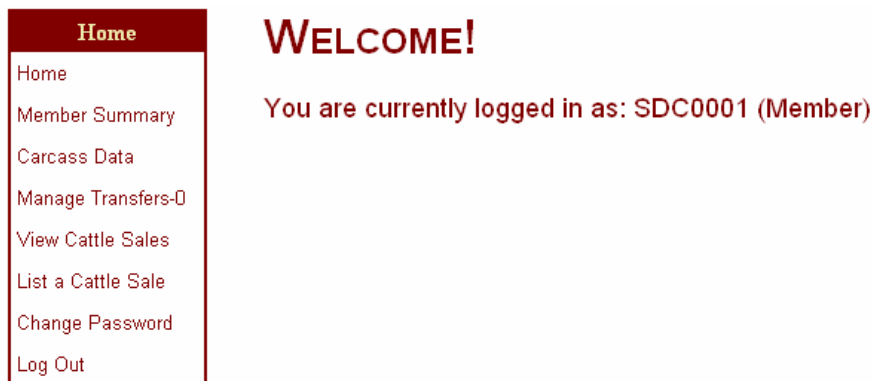
The Transfer Certificate page is used to create the Transfer Warranty Certificate after a 'move-out' is completed. You can only find the link to this page if you are in the Member Summary page. This page is used later on in the transfer process, but the link is placed here for convenience. This way it is readily available so that you can easily print additional certificates if needed after a move-out is performed or if the Department performs the move-out for you, you can print the certificate yourself. It is available as soon as you log in to your account.



A Transfer Warranty Certificate can only be generated after a move-out is completed. Move-outs are explained on page 15 of this handbook. For instructions on creating a Transfer Warranty Certificate, please refer to page 17 of this handbook.

## Home

This is the Home page for your account. This page shows your member number to make sure you are logged in as the correct member and provides links to other pages within the SDCEC DMS. You will may to return to the Home page to access other pages in the SDCEC DMS.



Here is a brief description of the pages each link will take you to:

- **Home** – this is the current page you are viewing

- **Member Summary** - this page was described previously and displays the number of animals that are enrolled in your account, their status, and other account-related information
- **Carcass Data** – this link takes you to another website that is maintained by the SOUTH DAKOTA CERTIFIED™ Beef Program; animals that have been processed by a licensed processor will have their carcass information displayed here
- **Manage Transfers** – this page displays pending transfers and contains the tools you need to accept the transfer of enrolled cattle into your account
- **View Cattle Sales** – this page lists any cattle sales that have been posted
- **List a Cattle Sale** – this page allows the producer to enter information about an upcoming sale
- **Change Password** – this page allows the producer to change their password
- **Log Out** – this will log you out of the SDCEC DMS

## Carcass Data

Instructions for using the carcass data reporting system are found in the AgInfoLink carcass data reporting system supplementary handbook. This handbook is available from the Department upon request. To request this handbook at no charge, please call 1-800-228-5254.

## Manage Transfers

When one producer transfers physical possession of enrolled animals to another producer, the person with first physical possession must perform a ‘move-out’ to transfer the cattle out of their account. If the producer receiving the animals is a licensed producer and wishes to continue enrollment of the cattle, they must conduct a ‘move-in’ to bring those cattle into their account. The “Manage Transfers” page is where the receiving producer can perform the move-in. If there are any transfers pending, they will be displayed on this page. For instructions on how to perform move-outs and move-ins, please refer to pages 15 & 19 of this handbook.

<b>Manage Transfers</b>	<b>Pending Transfers for Member: SDC0001</b>			
	Home	Member Summary	Log Out	
	<b>Source SDCB#</b>	<b>Destination SDCB#</b>	<b>Number of Head</b>	<a href="#" style="color: white;">View Details</a>
	SDC0075	SDC0001	11	



From this page, you have the following links available:

- Home – takes you back to the Home page
- Member Summary – takes you to the Member Summary page
- Log Out- this will log you out of your account

## **View Cattle Sales**

This page shows cattle sales that producers have listed in the SDCEC DMS. This page is accessible to the public from the SOUTH DAKOTA CERTIFIED™ website and is a marketing tool that is available to producers. The use of this page is entirely optional. You can select to ‘View’ each listing to see more information about each sale.

**Cattle Sales Listings**

Home

View Cattle Sales

List a New Cattle Sale

Log Out

SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™ - Cattle Sales Listings

Drag a column header here to group by that column.									
Sale	Number of Head	Sale Date	Sale Location	Breed	Sex	Age	Base WT	Days Weaned	SDC Program
<a href="#">View</a>	300	05/09/2007	Pierre, SD	LONGHORN	MIXED	18	700		Base
<a href="#">View</a>	25	05/10/2007	Pierre, SD	ANGUS	MIXED		350	30	Base

From this page, you have the following links available:

- **Home** – your Home page
- **View Cattle Sales** – this is the current page
- **List a New Cattle Sale** – this page allows you to list a cattle sale
- **Log Out** – this will log you out of your account

## **List a Cattle Sale**

This page allows the producer to set up their own enrolled cattle sale listing that will be available on the View Cattle Sales page. This page is set up to collect information such as number and type of cattle for sale as well as the producer’s contact information. For instructions on how to list a cattle sale, please refer to page 22 of this handbook.

**Cattle Sales Listings**

Home

View Cattle Sales

List a New Cattle Sale

Log Out

**Cattle Sales Listings - Create Listing**  
 (\* - denotes a required field)

**Sale Information:**

\* Sale or Auction Location:

\* Consignment or Delivery Date:  ...

**Animal Group Information:**

\* Number of Cattle:  Sex: **(Not Specified)** ▼

From this page, you have the following links available:

- **Home** – your Home page
- **View Cattle Sales** – shows the currently listed cattle sales
- **List a New Cattle Sale** – this is the current page
- **Log Out** – this will log you out of your account

## Change Password

This page is used to change the password for your account. While not required, we recommend that producers change their password when they login to their account for the first time for security reasons.

**User Manager**

Home

Change Password

Log Out

## CHANGE YOUR PASSWORD

Password

Password Confirm

As stated before, if you have forgotten your password you can either have your password emailed to you or contact the Department to have your password reset. Instructions for changing your password are on page 11. Instructions for how to receive your password thru an email are on page 12.

## Log Out

Clicking ‘Log Out’ on any of the pages in the SDCEC DMS will log you out of your account and take you back to the Login page. If you accidentally log out of your account, just enter in your User Name and Password to login again. Please call the Department if you have any problems or questions.

# SDCEC DMS Instructions

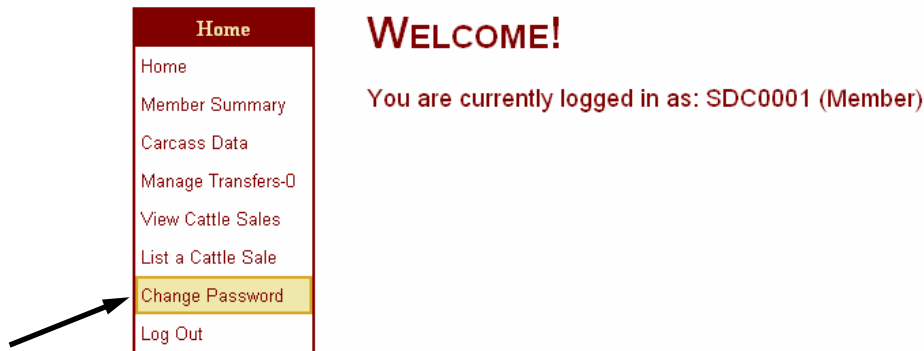
The following pages give instructions for performing the processes described in the previous section. Instructions for logging into the SDCEC DMS were given previously on page 4.

## Change Your Password

1. Once you are logged in to your account, you are taken to the Member Summary page. From this page, click on 'Home' as shown in the figure below:



2. This will take you to the Home page of your account. On this page, click 'Change Password' as shown in the figure below:



3. On this page, enter in your new password into both boxes and click 'Save'. Be sure you type the password exactly the same both times. If you don't, you will be asked to make sure the passwords match.



4. If you have entered your new password correctly, you will see a page titled 'Current User' that displays your contact and member information.

**Tip:**

- ✓ Passwords are case-sensitive, meaning that any upper-case letters entered here must be entered as upper-case when entering your password in the Login page.

**Retrieve or Reset Forgotten Password**

1. On your program application you had the option of giving the Department your email address. If we have your email address on file you can have your password emailed to you. From the Login page, click 'I forgot my password'.

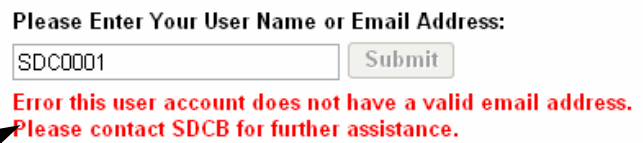


2. Enter in your User Name or your email address and click 'Submit'.

**FORGOT PASSWORD**



3. If your email address has been entered in your account, your password will be sent to your email. If we don't have your email address on file, you will see this message:



If you changed your password from the one that was assigned to you and don't have an email address on file with us, there is no way to retrieve your password. This means that you need to follow step 4 to have the Department reset your password. If you would like your email address added to your account, you can also request the Department to do this.

4. If you have forgotten your password and don't have an email address, you must call the

Department to have your password reset. Please call toll free (in SD) 1-800-228-5254 or 605-773-5436.

## Enrolling Cattle

1. All enrollment information must be submitted to the Department in an electronic format, such as an Excel spreadsheet. You can find the form for enrolling cattle at the following web page:

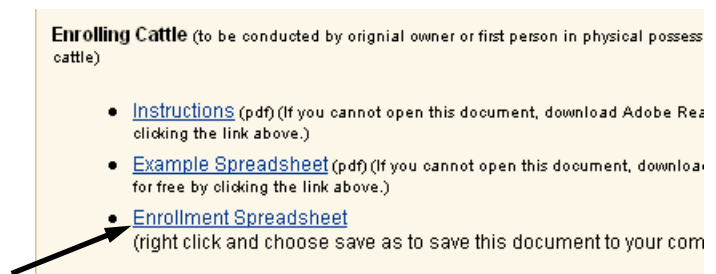
<http://www.sdcertified.com/ForProducers/forms.asp>

To view this form, you must have Microsoft Excel on your computer. If you do not, please contact the Department to make other arrangements to enroll your animals. Please note that the Department **will not** accept handwritten, faxed, or forms of hardcopy enrollment records. Enrollment spreadsheets **must** be in electronic form.

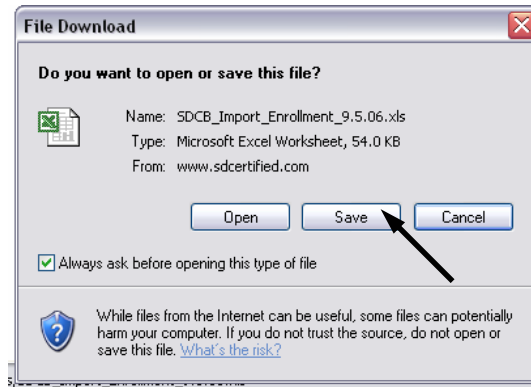
Here is the page where the link to the enrollment form is located:



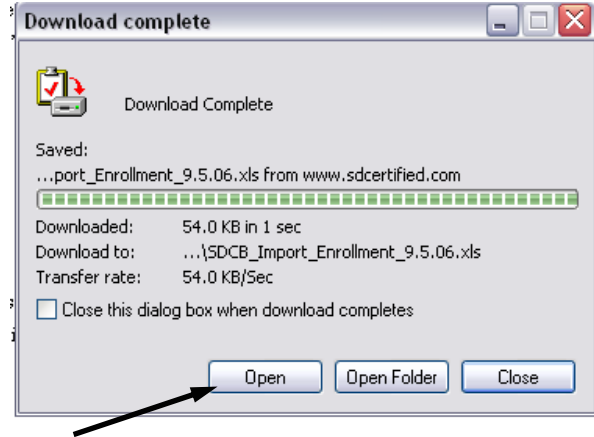
2. Scroll down until you see 'Enrollment Spreadsheet' and click it.



3. Next you will be asked if you would like to open the spreadsheet or save. Click 'Save'.



The next window will ask where you'd like to save the spreadsheet. Save it somewhere on your computer where you can easily find it again. Then click 'Save' again. The "Download complete" window will run automatically. When it is complete click 'Open' and the spreadsheet will open.



4. On this spreadsheet, the red column headings indicate required information. This includes the RFID tag numbers, birthdates, and the sex of each animal.

Please complete the following to <i>Enroll Cattle</i> in the <b>South Dakota Certified Enrolled Cattle</b> ™ Program:								
Then email this worksheet to the South Dakota Dept of Ag at: <a href="mailto:sdcb@state.sd.us">sdcb@state.sd.us</a>								
Producer Name:								
SDC#:								
Prem#:								
<b>ANIMAL RFID #</b>	<b>Visual ID</b>	<b>BIRTHDATE</b>	<b>SEX</b>	<b>GROUP ID</b>	<b>BREED</b>	<b>ALT ID</b>	<b>DAM ID</b>	<b>SIRE ID</b>

**Tips:**

- ✓ When entering cattle records, save often to avoid losing your work.
- ✓ Group ID is not a required field, but if you want to receive carcass data on any of your cattle that may be killed for SOUTH DAKOTA CERTIFIED™ Beef, that information is only available via the value that is entered in the Group ID field. Suggested Group ID's include "2007 steers" or you may enter several different Group ID's to separate sire groups, etc.

5. After you have completed the form, save it again to your computer.

6. Email the completed spreadsheet to [sdcb@state.sd.us](mailto:sdcb@state.sd.us) as an attachment. If you have difficulties with this process or do not have access to email, please call the Department for assistance.
7. Department staff will receive your spreadsheet and proof it for duplicate or incomplete numbers before loading it into your account.
8. Your enrollments will be visible in the animal report tables within your account within two days. Please log in to your account and check the information. If you notice any problems or discover mistakes that may have been entered in your enrollment spreadsheet, please contact the Department and we will help you resolve those problems.

### Conducting a Move-Out

Our transfer process of move-outs and move-ins is more thoroughly described in the Producer Handbook. The purpose of these instructions are to help you to perform the steps—the “how”. For the “why” please refer to the Producer Handbook.

1. From the Member Summary page, click on the number under the “Total” column. This will open the animal reports table. For directions on sorting the information in this table, see page 5.

**Summary Reports**  
[Home](#)  
[Member Summary](#)  
[Transfer Certificate](#)  
[Log Out](#)

## MEMBER SUMMARY

Age (in Months)

User	Total	Base	Natural	Ineligible	Removed Past 90 Days	Animals Off Premises
All Animals	446	446	0	624	28	
SDC0001	446	446	0	624	28	512

Page 1 of 1

2. Now you must select the animals you need to move-out of your account. If you are transferring all of the animals in your account, you can simply click the box at the top of the list to the left of ‘ItemID’ as shown below:

Conduct a Move Out

Animals: 1 - 50 of 1004 Page 1 of 21

Drag a column header here to group by that column

	ItemID	Eligible
☐		

If you are not transferring all of your enrolled animals, you will need to go through the list and check the box (just click once on the box to place a check mark in it) next to the information for the animal you would like to transfer as shown below. If you accidentally check a box that you did not want, just click on the box once again and the check mark should go away.

<input type="checkbox"/>	ItemID	Eligible	Program	Birth C
<input checked="" type="checkbox"/>	982000022888401	Yes	Base	2006-0
<input checked="" type="checkbox"/>	982000022925119	Yes	Base	2006-0
<input type="checkbox"/>	982000026472664	Yes	Base	2006-0
<input checked="" type="checkbox"/>	982000026472968	Yes	Base	2006-0
<input type="checkbox"/>	982000026472995	Yes	Base	2006-0
<input checked="" type="checkbox"/>	982000026627507	Yes	Base	2006-0
<input type="checkbox"/>	982000026628378	Yes	Base	2006-0

Please note that if you have more than one page of information, you can use the buttons at the top and bottom of the table to view the other pages. By clicking the little arrow next to the page number, a drop-down list of available page numbers is shown. You can then click on whatever page you would like to go to and it will automatically take you there. Or you can just click 'Next Page' and you will be taken to the next page.

3. Once you have selected all of the animals you would like to move-out, click the 'Conduct a Move-Out' button at either the top or bottom of the page as shown below:

4. This will bring you to the next page that shows all of the animals you have selected to move-out. Make sure the list is correct before proceeding.

5. After you have confirmed that the list is correct, you need to select who is receiving the animals. To select a destination, click on the circle next to the appropriate destination. There

**Initiate a New Animal Transfer**

**Selected Animals Listed Below:**

RFID	BirthDate	Age	Visual ID	Sex
982000026473146	2005-06-12	23		STEER
982000026472451	2005-06-10	23		STEER
982000026472527	2005-06-10	23		STEER

**Destination Type:**

- South Dakota Certified Member
- Non-Participating Auction House
- NON-SDCB Premises

**SDCB Member Number:**

**Date and Time Animal(s) Left Premises:**



are three destination types for you to select:

- **South Dakota Certified Member** – Select this if you are transferring the animals to another licensed producer, feedlot, or processor.
- **Non-Participating Auction House** – Select this if you are taking the animals to a sale barn.
- **Non-SDCB Premises** – Select this if you are transferring the animals to someone or someplace that has not been licensed in the SDCECT™ or the SDC™ Beef Programs.

a. If you select ‘**South Dakota Certified Member**’ another list will appear. Scroll through this list to find the member you are transferring your animals to. Click once on the producer’s SDC Number or name.

b. If you select ‘**Non-Participating Auction House**’ another list will appear. Scroll through this list to find the sale barn where your cattle are going to be sold. Click once on the sale barn’s SDC Number or name.

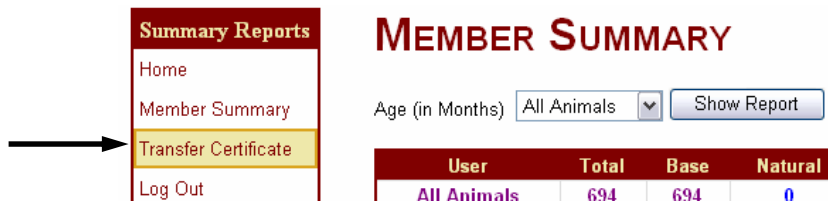
c. If you select the ‘**Non-SDCB Premises**’, you will not be required to make any more selections for who is receiving your animals because they will be removed from the program.

6. Next enter the date and time the cattle will be leaving your premises. To do this, click the small box with three dots as shown below to bring up a calendar. Click on the date the cattle will be leaving your premises. Next use the drop down menus to select the approximate time. Finally click “Submit New Transfer.”

7. You will be asked once more to “Confirm Transfer Information.” Click “Submit New Transfer” to complete the move-out.

## Create Transfer Warranty Certificates

1. After you have completed the move-out, you will need to generate the Transfer Warranty Certificate that must accompany the cattle during the transfer. From the Member Summary page, click ‘Transfer Certificate’ as shown below:



2. The next page will allow you to select which transfer you would like to generate the certificate for. The “Select a Member” will already have your member number entered. The ‘Select a Destination’ should also already have the correct member number entered. If not, click on the little arrow to select the correct member. Once you have the correct destination member entered, click ‘Select’.

### CREATE TRANSFER WARRANTY CERTIFICATE

Select a Member:

Select a Destination:

Select Date Out:

3. Now you must make sure the correct date is entered in the ‘Select Date Out’. If the correct date is not entered, click the little arrow and select the correct date. Once the correct date is entered, click ‘Select’.

### CREATE TRANSFER WARRANTY CERTIFICATE

Select a Member:

Select a Destination:

Select Date Out:

4. Now the Transfer Warranty Certificate should be visible on your screen. **Print this page once for your records and once to accompany the animals.** Sign the certificate under the transferor’s information and provide the certificate to whoever is taking possession of the animals. If you are selling the cattle through a sale barn, leave a signed copy of the certificate in the office prior to the sale. This is your documentation that your cattle are enrolled in the program. **You may not represent cattle as “SOUTH DAKOTA CERTIFIED ENROLLED CATTLE™” unless this certificate is presented to the sale barn office personnel.**

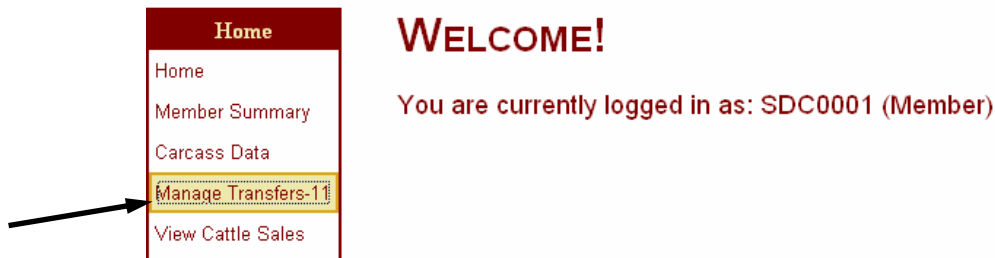
\*\*If your cattle are split and sold to more than one buyer, copies of the signed certificate may be made and sent with each load of cattle. You don’t need an original for each buyer.

## Conduct a Move-In

If you are taking possession of enrolled cattle directly from another producer, you should see that there is a transfer waiting for you on the Manage Transfers page. The following instructions are for performing a move-in on cattle transferred directly from another licensed producer. **You must perform this move-in within seven days of receiving physical possession of the cattle or the cattle will fall out of the program.**

**Note:** If you are receiving enrolled cattle by other means, such as through a sale barn, you must contact the Department for assistance in moving these cattle into your account.

1. From the Home page of your account, click on 'Manage Transfers'.



The next screen lists all pending transfers in your account.. The "Source SDCB#" shows the SDC Number of the producer that you are receiving the cattle from; "Destination SDCB#" is you're SDC Number, and the "Number of Head" is the total number of animals involved in the transfer.

The screenshot shows the 'Manage Transfers' page with a dark red header 'Pending Transfers for Member: SDC0001'. On the left is a navigation menu with 'Home' and 'Member Summary'. The main content is a table with the following data:

Source SDCB#	Destination SDCB#	Number of Head	
SDC0075	SDC0001	11	<a href="#">View Details</a>

A black arrow points to the 'View Details' link in the table.

2. Click 'View Details' on this screen as shown above. This will display all of the animals involved in the transfer. You may chose to accept all of the animals or only some in this transfer.

Before selecting any animals, you should verify that the number of head in the pending transfer matches the number of head that you received in the transfer. If the number is different, you must verify which cattle you received. We recommend that you **never** click the "Decline

The screenshot shows the 'Animals Involved in Pending Transfer' screen with a dark red header. Below the header is the instruction: 'Select animals listed below and then click button below those animals:'. There is a grey box with the text 'Drag a column header here to group by that column.' Below that is a table with the following data:

<input type="checkbox"/>	RFID	Birth Date	Age In Months
<input type="checkbox"/>	982000032630429	2006-01-27	16
<input type="checkbox"/>	982000032630363	2006-02-04	15

A black arrow points to the first checkbox in the table.

Transfer” button. This button permanently removes the cattle from the system and should only be used when you’re certain that you are in possession of all cattle listed in the transfer and you wish to decline their transfer into your account. In most cases, you will be accepting all of the animals. To accept all of the animals, click once on the box to the left of “RFID” (shown above). This will automatically select all of the animals in the transfer.

3. After you have checked to make sure the information is correct and selected the animals involved, you are ready to accept the transfer. On this same page, at the bottom click on ‘Accept Transfer’.

<input checked="" type="checkbox"/>	982000032630570	2005-09-28	20	
<input checked="" type="checkbox"/>	982000032630488	2006-01-27	16	DC

**Transfer Information:**  
 Source: SDC0075  
 Date-Out: 2007-5-11 10:00:00  
 Destination: SDC0001

Accept Transfer      Decline Transfer

4. This will bring you to another screen that asks you to enter the date and time you took the physical possession of the animals. Click on the box as indicated in the figure and the calendar will appear. Click on the date you physically received the animals. This date is automatically entered in the form.

**Arrival Date and Time at Premises:**

May 2007						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

... Clear 12:00 AM

5. To select the time, click on the little arrow next to the time of the day you received the animals. Do the same to select AM or PM.

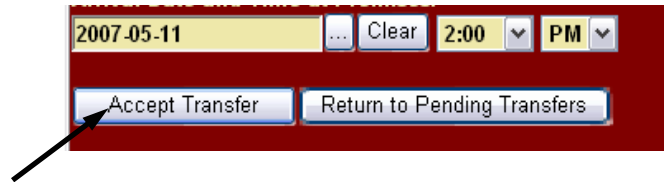
below.

**Transfer Information:**  
 Date Animals left Source SDC Membe

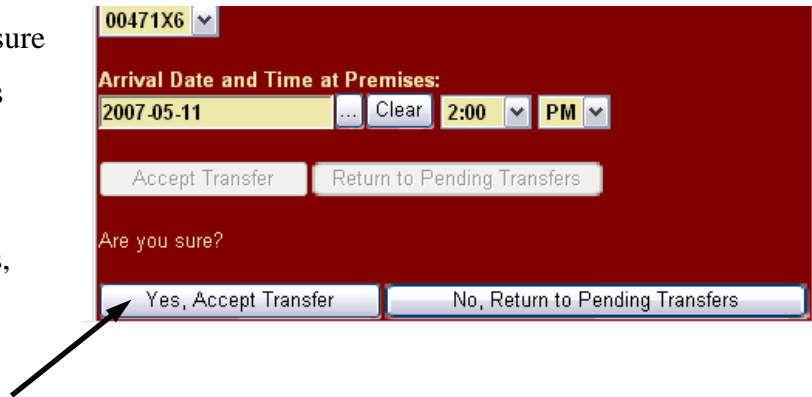
**Accepting Premises:**  
 00471X6

**Arrival Date and Time at Premises:**  
 2007-05-11 ... Clear 2:00 AM

6. Now click 'Accept Transfer'.



7. You will be asked again to be sure you want to accept the transfer. This is your last chance to double check the information to be sure everything is correct. If everything is ok, click 'Yes, Accept Transfer'.



**Note:** Please remember that when you receive physical possession of the animals, the producer you are receiving them from needs to provide you with a copy of the signed Transfer Warranty Certificate. You must complete and sign this certificate as the transferee. Make a copy for your files and send the original to the Department. This all must be completed within seven days after the transfer has taken place. **If a Transfer Warranty Certificate did not accompany the cattle you can not be certain they were actually enrolled in the program.**

### Disqualify Cattle

Enrolled cattle that are disqualified from the program for any reason must be identified in the producer's account in the SDCEC DMS. This can be done in the animal reports table.

1. From the Member Summary page, click on the number under the "Total" column as shown below:

### MEMBER SUMMARY

Age (in Months)

User	Total	Base	Natural	Ineligibl
All Animals	694	694	0	310
SDC0001	694	694	0	310

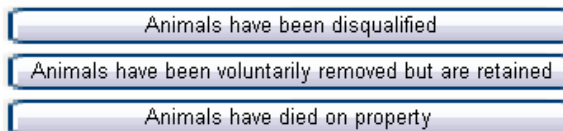
2. This will allow you to view all of the animals enrolled in your account. You can then sort the

list as previously described to select which animals need to be removed from the program.

3. Once you have selected the animal(s) you need to remove from the program, scroll to the bottom of the page. Here you'll find three choices to select from.

- **Animals have been disqualified** – this can be used for a variety of disqualification reasons, use this choice if your situation does not fit the other two choices
- **Animals have been voluntarily removed but are retained** – this means that the producer is not transferring the cattle anywhere and they don't know longer want them in the program. This choice is often used for heifer calves that were enrolled prior to weaning but were later kept as replacements.
- **Animals have died on property** – use this when the animal has died

Remove selected animals from the South Dakota Certified system because:




Animals have been disqualified

Animals have been voluntarily removed but are retained

Animals have died on property

4. Once you make your selection, the system will automatically update and place the reason for removal in the “Removal Reason” column along with the date of the removal as shown below:

Sex	Breed	Group	Alternate ID	Removal R...	Removal Date	C
STEER				Voluntarily Re...	5/10/2007 12:...	
STEER				Disqualified fr...	3/28/2007 12:...	
STEER				Disqualified fr...	3/28/2007 12:...	



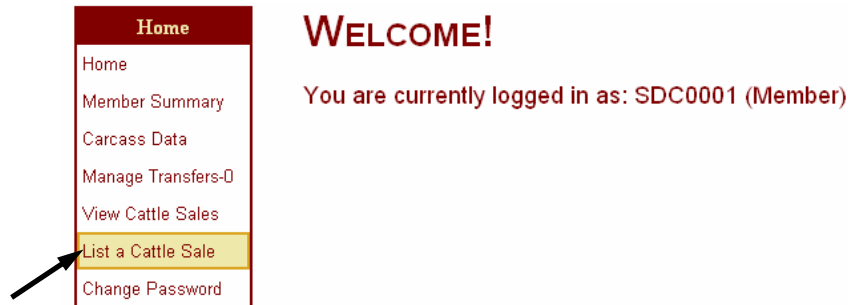
**Note:** If you make a mistake and disqualify the wrong animal, there is no “undo” button. You must contact the Department and we will help to correct the problem.

### List a Cattle Sale

If you would like to advertise an upcoming sale of your enrolled cattle, you can list the sale using the SDCEC DMS. The Cattle For Sale page is listed on the SOUTH DAKOTA CERTIFIED™ website and can be viewed by the public. This is a tool that is available to producers but its use is not required. The only required information is “Where, when, and how many,” although you can enter as much additional information as you want. A comments section is incorporated to list anything that wasn't

covered previously.

1. From the 'Home' page click 'List a Cattle Sale' as shown below:



2. This will take you to the Cattle Sales Listing Form. All of the required pieces of information are indicated with an asterisk (\*). Enter your information in the tan colored boxes.

**Cattle Sales Listings - Create Listing**  
(\* - denotes a required field)

**Sale Information:**

\* Sale or Auction Location:

\* Consignment or Delivery Date:  ...

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**Animal Group Information:**

* Number of Cattle: <input type="text"/>	Sex: <input type="text" value="(Not Specified)"/>
<b>Breed Information</b>	<b>Weight Information</b>
<input type="radio"/> Straight Bred <input type="radio"/> Cross Bred	Base WT (EST. Delivery WT): <input type="text"/>
Breed: <input type="text" value="N/A"/>	WT Range From: <input type="text"/> To: <input type="text"/>

3. The following information is required to list a cattle sale:

- Sale or Auction Location
- Consignment or delivery date
- Number of Cattle

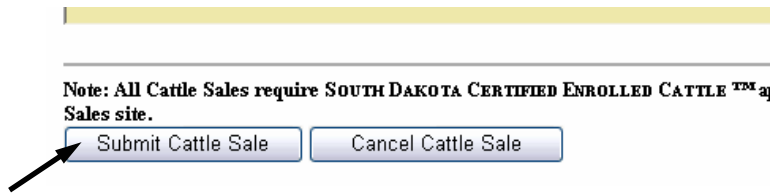
This information must be entered or we will not be able to list the sale. All of the other information of optional.

**Tip:**

- ✓ The "Sale or Auction Location" does not have to be a sale barn or auction market. You can enter private treaty or enter a video auction name.
- ✓ Use the "Comments" section to add information not otherwise covered in the form. You can explain vaccinations more thoroughly, explain genetics, etc. Just remember to keep it under

255 characters.

4. Once you have completed the form and are ready to submit it, scroll to the very bottom of the page and click 'Submit Cattle Sale'.



5. If you have filled in all of the required information correctly, you should be taken back to the Home page:

**WELCOME!**

You are currently logged in as: SDC0001 (Member)

Cattle Sales Listing successfully created!

6. You will not be able to view this listing immediately because all sale listings must be approved by the Department before they are actually put on the sale listings page. After the sale or auction date has passed, the listing will automatically be removed from the list.