



## Topics: Requesting DNA Tests

### REGISTERED ANIMALS

- Go to My Account > Herd Mgmt > DNA.
- Go to tab that says DNA Order Request.
- Enter the number of animals that you are requesting tests for.
- Complete the test request form (Page will reload after every test is selected).
  - Select the best Reason for the sample being submitted. If you are unsure, leave as Miscellaneous.
  - When entering registration number, use NPF, NPM, LFF, LFM, NXM, NXF, NFF, NFM, etc.
  - If you select Parent Verification or Sire Verification, and a parent does not have DNA on file, the system will automatically create a request for the missing parent.
  - When testing for multiple possible sires, enter the alternate sire option under Alt Sire Reg#. Click the green check mark to save the information. Additional possible sires should be written in the Notes section. Again, click the green check mark to save information.
- If you wish to have a sample run that is already at the lab, write PULL SAMPLE in the Notes section. Click the green check mark that appears to save the written information.
- If you need to delete an animal, click the red X on the right of the animal.
- Once requests are completed, click Submit this order to NALF and send the samples in the mail.
- Your order will be able to be viewed under Order Mgmt/Viewer.

### ADDITIONAL OPTION #1:

- Go to My Account > View > Herd > Click on desired portion of herd (All, Yearling Bulls, Breeding Females, etc)
- Click the box under the DNA column for any animals you wish to test.
- Go to My Account > Herd Mgmt > DNA
- Animals you selected will show up on the Unsubmitted Requests tab. Complete the form and submit to NALF

### ADDITIONAL OPTION #2:

- Enter the animal's registration number that you wish to test in the grey work menu.
- Click Search/Find > Animal
- Once on the animal's view screen, click DNA tab.
- Where it says To Initiate a New Genotype Case, enter a request reason that best fits. Click Submit
- Click on go to queue
- Complete the DNA request and submit to NALF.



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### NON REGISTERED ANIMALS

- Go to My Account > Herd Mgmt > Recording > Calves
- Enter number of animals that are not registered that you wish to test
- Complete as much information as you can/as you wish. Enter the barcode (found on hair or blood card).
- Click Validate to save the data to the system. This will also create a test request for every animal that you entered a barcode for.
  - Should you wish to complete the registration of the animal, click commit.
  - If you only want to DNA test, enter as much information as possible, click on validate and ignore the errors that show up. Do not click commit.
- Go to My Account > Herd Mgmt > DNA > Unsubmitted Requests
- Complete the test request form (Page will reload after every test is selected).
  - Select the best Reason for the sample being submitted. If you are unsure, leave as Miscellaneous.
  - If you select Parent Verification or Sire Verification, and a parent does not have DNA on file, the system will automatically create a request for the missing parent.
  - When testing for multiple possible sires, enter the alternate sire option under Alt Sire Reg#. Click the green check mark to save the information. Additional possible sires should be written in the Notes section. Again, click the green check mark to save information. .
- Once requests are completed, click Submit this order to NALF and send the samples in the mail.
- Your order will be able to be viewed under Order Mgmt/Viewer.

### NEW FOUNDATION COWS

- My Account > Herd Mgmt > Recording > Commercial
- Enter as much data as you have available.
- If you do not know the breed, enter 100% on Breed 1 and select Mixed Beef Breeds
- Click Create
- A new animal screen will show up giving you a Foundation Cow # for the animal you just created. Go to DNA tab, change request reason to Foundation Cow.
- Click submit
- Click "here" to go to queue
- Select tests and submit to NALF

### RESUBMITS

- Please send all sample resubmits to the NALF office with a paper test request completed.