



Topics: LIMS Enrollment

- Go to My Account > Herd Mgmt > Inventory
- Click on the Enrollment-Age tab
- A list of animals that are available for you to select for your current inventory will appear.
 - Note: List can be sorted by Tag, Tattoo, Registration number, Name, or Date of Birth.
 - Click the desired column header to sort the page.
- Go through the list and select a disposal code for any animal that is no longer in your herd. You can do this by clicking on the trash can symbol under the disposal column.
 - Note: Once you select a disposal code from the drop down, you must click the green check mark that appears next to the drop down. If you made a mistake, click the red X to clear out the disposal entry.
- To enroll an animal, click the box next to the animal that says '2015 Fall'.
- To enroll all animals on the list at once, click 'Finalize LIMS Enrollment for 2015 Fall' at the top of the list.
- Once you have completed this list, click the tab next to Enrollment-Age that says Optional.
 - This tab will list animals that might be too young for the current season. However, if any of the animals are bred, click the 2015 Fall button that is next to the animal.
- All animals that you have enrolled in your Fall 2015 inventory will appear under the 2015 Fall tab.
- Should you need to make any changes after you have enrolled your animals, please send a detailed email to Brittany@nalf.org stating what changes are to be made.

NOTES & TIPS:

- Any animal that was enrolled for Spring 2015 will not appear as an enrollment option for Fall 2015 unless you entered a no progeny code that indicated the animal needed to be moved to the next calving season.
- Once you enroll an animal, it cannot be removed unless you email Brittany@nalf.org