

## **This is how the system works:**

When you register as a user, it is important that you confirm your registration via the confirmation email you will receive.

Remember to look under junk mail if it does not arrive in your inbox.

If you want to insert a Homepage or a Facebook page it is important that you link the whole address including https//

To ensure that no changes are made to the animal's data that could affect the pedigrees, it is **not** possible to make changes to these once the animal is fully created.

When creating an animal, it is therefore **very important** that you have the correct info before you start.

However, it will always be possible to change the name of an animal if the new owner wants a different name. You can also change the picture or type and change text in the text field.

This will not affect the pedigree itself, as the animal **ID** and other info cannot be changed.

**You may want to print this guide before you start.**

The system is set up so that it will alert you if you are missing any information, as well as alert you if you try to make serious changes such as setting the animal's status **as deceased** or moving it to a **new owner**.

### **Create an animal:**

**Name and Sex;**

**Date of birth;**

[If you do not have a correct date of birth for the animal, you can uncheck the box next to **[Valid Date]** and the animal will be created with an unknown date of birth.

**However, you have to enter the current date before unchecking the box.**

The date will appear as unknown on the pedigree when you click Make PDF and then click PDF download].

**Species;**

Be aware that there may be multiple subspecies on your animal and that you get the box set correctly when you create the animal.

### **Colours/Pattern/Marks;**

[There are several fields where you can specify these. You may not need to use something from all the fields. If not, just leave the field at select, which is equivalent to an empty field.

### **Father ID and Mother ID;**

Here you insert the number of the parent **ID from the animal database.**

If you haven't got it written down before you started, you can use the search function to find the ID by typing the name or chip ID in the search function.

If you want to create an animal where the parents are not in the database it is possible to type [ **0** ] in the fields.

Should the owner of the parents wish to add them to the system at a later date, you will have the option of adding them subsequently.

Once a valid **ID** from the animal database has been inserted on the parents, it cannot be changed again.

For animals that already have an **ID** other than the one automatically assigned when you create them in the animal database, it is possible to add this.

You do this in the field [ **Other ID** ] *after* you have created the animal.

The second **ID** will appear on the pedigree when you **click Make PDF and then click PDF download.**

### **Breeder;**

Next to the **Breeder** field, click the arrow button. **A field** will appear where you can enter the breeder. Type the first letters of the breeder name and the system will suggest names or you can write the name yourself.

If the breeder is **unknown** or **does not exist in the database**, you can use the field below to enter the name of the breeder yourself.

Finish the creation by clicking on **(Create animal)**

**Then the animal's own page will appear, where you can add:**

1. **Second ID of the animal** - next to the field **Other ID**.  
If your animal is registered somewhere else than in the animal database with for example Chip number, Tattoo, Ring mark or other, you can enter its other ID here. Finish by pressing **(Edit Animal)**

***Once you have added another ID, it cannot be changed again.***

2. **Mother and Father ID.**  
If you filled one or both of the these with [ **0** ] when you created the animal

because you did not have the ID of the parents and you subsequently get their ID, you can correct it on the animal's page.

***Once you have inserted a valid ID it cannot be changed again.***

3. **Owner.** If you need to change the owner of your animal you have 3 options: (please note that once you have changed the owner you cannot correct it and you no longer have access to the animal):
  1. If the new owner has a username in the database then you must use the top field next to **Owner**. Click the arrow key in the field that appears. Type the name of the new owner. Click on the new owner so that their name appears in the field and then on **(Edit Animal)**
  2. If you don't have information on the new owner but want to move the animal off your profile, you can use the common database named **[animaldatabase]**
  3. If the new owner is not in the database you can use the next field where you can enter the name of the new owner yourself.

Finish by clicking on **(Edit Animal)**

4. **Dead.** If one of your animals dies, you can change the status to dead next to the field. Please note that this cannot be changed again and that you cannot edit the animal's info afterwards.
5. **Your own text in [textbox]** next to Description.  
Type your text and finish by clicking (Edit Animal)  
***You can always change -or add extra text in the field.***
6. **Add a picture of your animal.**  
Press **select file**. Once you have selected your file click on **upload done**.  
Then press the **Continue** icon.

A box will appear where you can edit the image. Once you have this, click on the **Cropper box** and then on **Yes**.

***You can always change your picture if you wish.***

### **Inbreeding calculation/COI**

An automatic inbreeding calculation **COI** has been created, which can be viewed when clicking on an animal's pedigree and then **clicking Make PDF and click PDF Download**

When you click MAKE PDF and then click PDF DOWNLOAD you will see what the whole pedigree looks like when printed out.

### **Pay particular attention to:**

Once an animal is set as dead its data can no longer be changed.

Once an animal is moved to a new owner the previous owner no longer has access to make changes.

Once an animal has been created in the system it cannot be deleted again.

**If you find that you have made a mistake, you can contact admin for help.**

Send an email and describe what needs to be fixed.

Please Remember to include your username and the name and ID of the animal in question.

[animaldatabase.dk@hotmail.com](mailto:animaldatabase.dk@hotmail.com)

ANIMALDATABASE.DK