Instructions for Using aAa® Perfect Match®

Register

1. Go to http://www.aAaWeeks.com
2. Click the "Perfect Match®" button at the top of the page
3. Under "Registration" enter your first name, last name and email address, then choose a username and password
4. Click the "I am not a robot" security box
5. Click "Submit"
6. You will receive an email with a link to activate your account. Open the email and click the link. You will be directed automatically to a "Log In" page
7. Log in with your username and password

Cows Tab

- **Create cow lists** – create as many cow lists as needed (example: Cows, Heifers, Holsteins, Jerseys, etc.)
- **Add cows** – add your analyzed cows one by one using the "Add Cow" tool or upload multiple cows at once using the "Import Cows" tool
- **Sort cows** – use the arrows at the top of the "Cow Name" and "aAa® Numbers" columns to organize your cow list
- **Filter cows** – use the "Filter" box at the top of the cow list to find a specific cow within that list, and the "Clear Filter" button to go back to the original list
- **View individual cow information** – Click on any cow's name to see her name, aAa® numbers, and selected bull information (if any)
- **Edit, delete or move cows** – use the edit, delete and move buttons to the right of each cow's name, or select multiple cows to move or delete using the buttons at the bottom of the list

Create a cow list:

1. At the bottom of the screen find "Add a New List"
2. Enter the name of your list in the "Enter Name" box
3. Click "Add New"
4. This list can now be found in your cow list drop down menu at the top of the screen

Edit a cow list name:

1. Select the desired list from the drop-down menu of cow lists
2. At the bottom of the screen find "Update List Name"
3. Enter the new name for the cow list
4. Click "Update"

Clear or delete a cow list:

1. Select the appropriate cow list from the drop-down menu at the top of the screen
2. To keep the list but remove all cows from it, find the "Clear List" button below the cow list
3. Click "Clear List". *This cannot be undone*. To add cows back in use the "Add a Cow" or "Import Cows" functions.
4. To delete the list and all cows on it, find the "Delete List" button below the cow list
5. Click "Delete List". *This cannot be undone*. To add the list again find the "Add a New List" function at the bottom of the screen, then add cows as above.

Add cows individually to a cow list using the "Add Cow" tool on the right side of the screen:

1. Select the appropriate cow list
2. Enter a cow name or other ID information
3. Enter the cow's aAa® numbers
4. Click "Add"
5. Once a cow is added, clicking on her name displays a pop-up window with her information

Add multiple cows at a time using the "Import Cows" tool and a .csv file. For instructions on using or creating a .csv file see "Using .csv Files" at the end of this section:

1. Select the appropriate cow list
2. Click "Browse"
3. Find and select the .csv file
4. Click "Import"
5. If a cow in the .csv file is already in the cow list, a "Duplicate Entry" alert window will pop up on the screen. Click the "Dismiss" button to return to the cow list.

Edit cow information:

1. Click the "Edit" button to the right of the cow's name (the box with pencil icon)
2. An edit window will appear
3. Change the cow's information
4. Click "Update"

Delete cow(s):

1. Click the "Delete" button to the right of the cow's name (trash can icon) to delete that cow
2. To delete multiple cows, use the check boxes to the far right of the cow list to select multiple cows to delete and click "Delete Selected" at the bottom of the cow list
3. *Deleting cows cannot be undone.* To add cow(s) back use the "Add a Cow" or "Import Cows" tools

Move cow(s):

1. Click the "Move" button to the right of the cow's name (arrow icon) to move that cow to a different cow list
2. An edit window will appear
3. Choose the appropriate cow list from the drop-down menu
4. Click "Move"
5. To move multiple cows, use the check boxes to the far right of the cow list to select multiple cows
6. Choose the appropriate cow list from the drop-down "Move Selected To" menu at the bottom of the cow list
7. Click "Move Selected To"

Using .csv Files

- A .csv file contains a list of information from a spreadsheet
- The file type .csv is used to upload multiple cows or bulls to Perfect Match®
- A .csv file for Perfect Match® may contain only cows or only bulls
- Your analyzer may email you a .csv file of your cows to be saved to your computer
- You can create a .csv file of your cows and their aAa® numbers

To create a .csv file using Microsoft Excel®, or a similar program that can create a spreadsheet:

1. Open a new, blank spreadsheet
2. Click the "File" tab, then "Save As"
3. Click "Browse" and choose a location to save it to (example: My Documents)
4. Name your file
5. In the "File Type" drop down menu choose "CSV (Comma delimited) (*.csv)" file type
6. Click "Save"
7. Type the first cow name or ID in the top left cell, then type her aAa® numbers in the next cell over
8. Repeat with all cows and their aAa® numbers. You will have 2 columns with cows on the left, aAa® numbers on the right
9. Click the "File" tab, then "Save" when finished

Bulls Tab

- **Create bull lists** – create as many bull lists as needed (example: Young Sires, Jersey Bulls, etc.). This can be helpful for breeders who have multiple breeds or purchase semen from multiple sources.
- **Add bulls** – add your analyzed bulls one by one using the "Add Bull" tool or upload multiple bulls at once using the "Import Bulls" tool
- **Search Bull Central®** – Access the Bull Central® database to search for, find and add bulls to your lists. Unlike bulls added using "Add Bull" or "Import Bulls", the names of bulls added from Bull Central® can be clicked on to view their complete details in a pop-up window.
- **Sort bulls** – use the arrows at the top of the "Bull Name" and "aAa® Numbers" columns to organize your bull list
- **Filter bulls** – use the "Filter" box at the top of the bull list to find a specific bull within that list, and the "Clear Filter" button to go back to the original list
- **Edit, delete or move bulls** – use the edit, delete and move buttons to the right of each bull's name, or select multiple bulls to move or delete using the buttons at the bottom of the list

Create a bull list:

1. At the bottom of the screen find "Add a New List"
2. Enter the name of your list in the "Enter Name" box
3. Click "Add New"
4. This list can now be found in your bull list drop down menu at the top of the screen

Edit bull list name:

1. Select the desired list from the drop-down menu of bull lists
2. At the bottom of the screen find "Update List Name"
3. Enter the new name for the bull list
4. Click "Update"

Clear or delete a bull list:

1. Select the appropriate bull list from the drop-down menu at the top of the screen
2. To keep the list but remove all bulls from it, find the "Clear List" button at the bottom of the bull list
3. Click "Clear List". *This cannot be undone*. To add bulls back in use the "Add a Bull", "Search Bull Central®" or "Import Bulls" tools.
4. To delete the list and all bulls on it, find the "Delete List" button at the bottom of the bull list

5. Click "Delete List". *This cannot be undone.* To add the list again find the "Add a New List" function at the bottom of the screen.

Add bulls individually using the "Add Bull" tool on the right side of the screen:
1. Select the appropriate bull list
2. Enter a bull name or other ID information
3. Enter the bull's aAa® numbers
4. Click "Add"

Search in Bull Central®:
1. Select the appropriate bull list
2. If you know the name of the bull you want add, enter it under "Search Bull Central®" "Name"
3. If you want to search for bulls with specific aAa® numbers, enter the numbers under "Search Bull Central®" "aAa®"
4. The browser will redirect to Bull Central® and display the search results at the bottom of the page
5. Continue with step 4 in "Add bulls from directly from Bull Central®" below

Add multiple bulls at a time using the "Import Bulls" tool and a .csv file. For instructions on using or creating a .csv file see "Using .csv Files" in the previous "Cows Tab" section:
1. Select the appropriate bull list
2. Click "Browse"
3. Find and select the .csv file
4. Click "Import"
5. If a bull in the .csv file is already in the bull list, a "Duplicate Entry" alert window will pop up on the screen. Click the "Dismiss" button and return to the bull list.

Add bulls directly from Bull Central®:
1. Select the appropriate bull list
2. Click the "Bull Central®" tab on the menu bar
3. Click one of the following options:
   - Search for a Specific Bull
   - Bulls Analyzed in the Past Year
   - Bulls Analyzed in the Past 5 Years
   - Search All Bulls (use this option to include bulls who may be missing the "date of analysis" identifier)
   - Search Custom Date Range
4. Type the bull's short name in the "Name" box and click "Search"
5. A list of search results will appear at the bottom of the page

   Troubleshooting search results:
   a) A "Search too broad" message means not enough identifiers were used. Add more to the name or add another identifier and click "Search" again.
   b) A "No bulls found" message means too many identifiers were used. Shorten the name or remove an identifier and click "Search" again.
   c) The database reads identifiers literally including spelling, spaces and dashes. If necessary, check the identifiers you entered and click "Search" again.

d) Older bulls may be missing some identifiers. If you cannot find an older bull in Bull Central®, please email info@aAaWeeks.com to see if he was analyzed.

6. To see more than 10 bulls at a time in search results, click on the drop-down menu at the top of the search results list next to "Show"
7. To add a bull to Perfect Match®, click on "Add to Perfect Match®" to the right of the bull's name. "Added" and the name of the bull list will appear
8. To return to Perfect Match®, click the "Bulls" tab

Edit bull information (bulls added from Bull Central cannot be edited):

1. Click the "Edit" button to the right of the bull's name (the box with pencil icon)
2. An edit window will appear
3. Change the bull's information
4. Click "Update"

Delete bull(s):

1. Click the "Delete" button to the right of the bull's name (trash can icon) to delete that bull
2. To delete multiple bulls, use the check boxes to the far right of the bull list to select multiple bulls and click "Delete Selected" at the bottom of the bull list
3. *Deleting bulls cannot be undone.* To add bull(s) back use the "Add a Bull", "Search Bull Central®" or "Import Bulls" tools

Move bull(s):

1. Click the "Move" button to the right of the bull's name (arrow icon) to move that bull to a different bull list
2. An edit window will appear
3. Choose the appropriate bull list from the drop-down menu
4. Click "Move"
5. To move multiple bulls, use the check boxes to the far right of the bull list to select multiple bulls
6. Choose the appropriate bull list from the drop-down menu below "Move Selected To" at the bottom of the bull list
7. Click "Move Selected To"

Add bull® to Semen Inventory:

1. When adding bulls from Bull Central® to bull lists, you can also add that bull to your semen inventory list
2. Click the "+" sign to the right of the bull's name to add him to semen inventory

Match Results Tab

- **Match Results automatically shows potential cow and bull matches on your lists**
- **The green "Better Match" column shows bulls that are a 100% - 80% accurate aAa® match**
- **the yellow "Good Match" column shows bulls that are a 79% - 60% accurate aAa® match**
- **No bull that is less than a 60% accurate aAa® match for a cow is shown**
- **Each cow starts with "No match selected" below her name**
- **Each bull starts with a "+" next to his name**
- **Select matches** – choose a bull for each cow from any of your bull lists or Semen Inventory

- **Change matches** – a cow's matched bull may be changed at any time
- **Delete matches** – deleting all matches for a cow removes her from the Breeding List
- **Sort cows** – use the arrows at the top of the "Cow Name" and "aAa® Numbers" columns to organize your results
- **Filter cows** – use the "Filter" box at the top of the results to find a specific cow within the results and the "Clear Filter" button to go back to the original list of results
- **Download or print matches** –select match results to print and/or save to your computer

Select a match:

1. Select the appropriate cow and bull lists from the drop-down menu at the top of the screen. Match results will display automatically after selecting the lists.
2. Match a bull to a cow by clicking the "**+**" next to his name
   - The "**+**" will be replaced with a check mark next to the bull's name
   - The bull's name will appear under the cow's name as her selected match
   - This match will then appear in the Breeding List
   - The cow's matched bull will appear in her pop-up information window
3. If a cow has no match in the green column, you may:
   a. Select a different bull list from the drop-down menu at the top of the page
   b. Search for a match in Bull Central®
   c. Choose a less accurate match from the yellow column
4. Continue until each cow has a match

Change a match:

To change a match for a cow, click the "**+**" sign next to another bull's name
- A check mark will appear next to the new bull's name
- The new bull's name will appear under the cow's name as her new match
- The change will automatically be made in the Breeding List and in the cow's pop-up information window

Delete a match:

To delete a match for a cow, click the "**-**" sign next to the bull listed under her name
- "No match selected" will appear under the cow's name
- The cow will be removed from the Breeding List until a new match is selected for her

Download or print Match Sesults:

1. Click the box to the far right of each cow you would like to download or print, or use "Select All" at the top of the match results to select all cows
2. To download, click "Download Selected" at the top of the match results
3. Follow your computer's prompts to save the .csv file, which can then be opened in Microsoft Excel® or other spreadsheet program
4. To print, click "Print Selected" at the top of the match results
5. Follow your computer's prompts to print the selected match results from your printer

==Breeding List Tab==

- **Cows with matched bulls are shown** with aAa® numbers, matched bull's name, bull's aAa® numbers, and semen location *if bull is in Semen Inventory*
- **Breeding List updates automatically after a match is made or changed**
- **Semen Inventory Needed** – number of units needed for each bull on the list is shown below the list
- **Sort list** – use the arrows at the top of the columns to organize your breeding list
- **Filter list** – use the "Filter" box at the top of the list to find a specific cow or bull within the list and the "Clear Filter" button to go back to the original list
- **Download or print** – select cows and their breeding information to print and/or save to your computer

Display cows and their matched bulls:

Select the appropriate cow list from the drop-down menu at the top of the screen
- All cows on the list who have matches selected will be displayed
- Semen location will be shown if a bull and his semen location information have been added to Semen Inventory
- The "Semen Inventory Needed" list is shown below the breeding list

Download or print breeding list:
1. Click the boxes to the far right of each cow you would like to download or print, or use "Select All" at the top of the list to select all cows
2. To download, click "Download Selected" at the top of the list
3. Follow your computer's prompts to save the .csv file, which can then be opened in Microsoft Excel® or another spreadsheet program
4. To print, click "Print Selected" at the top of the list
5. Follow your computer's prompts to print the selected cows from your printer

Semen Inventory Tab

- A place to list semen you have and/or need for your Perfect Match® results
- Unlike cow and bull lists, each user account can only have one semen inventory list
- **Add semen** – add semen one bull at a time using the "Add Semen" tool or upload multiple bulls at once using the "Import Semen" tool
- **Search Bull Central®** – Access the Bull Central® database to search for, find and add bulls to your semen inventory. Only bulls added from Bull Central® can be clicked on to view their details in a pop-up window.
- **Sort bulls** – use the arrows beside "Bull Name", "aAa® Numbers", and "Semen Location" columns to organize your semen inventory
- **Filter bulls** – use the "Filter" box at the top of the list to find a specific bull within the semen inventory list, and the "Clear Filter" button to go back to the original list
- **Edit or delete semen** – use the edit and delete buttons to the right of each bull's name. Edit is also used to add semen location information to bulls added through Perfect Match® bull lists, .csv files or Bull Central®.
- **Download or print inventory** – select inventory to print and/or save to your computer

Add a bull individually using the "Add Semen" tool on the right side of the screen:
1. Enter a bull name or other ID information

2. Enter the bull's aAa® numbers
3. Enter the semen location
4. Click "Add"

Search in Bull Central®:
1. To search by name, enter it under "Search Bull Central®" "Name"
2. To search for bulls with specific aAa® numbers, enter the numbers under "Search Bull Central®" "aAa®"
3. The browser will redirect to Bull Central® and display the search results at the bottom of the page
4. Continue with step 4 in "Add bulls to Semen Inventory directly from Bull Central®" below

Add multiple bulls at a time using the "Import Bulls" tool and a .csv file. For instructions on using or creating a .csv file see "Using .csv Files" in the previous "Cows Tab" section:
1. Select the appropriate bull list
2. Click "Browse"
3. Find and select the .csv file
4. Click "Import"
5. If a bull in the .csv file is already in the semen inventory, a "Duplicate Entry" alert window will pop up on the screen. Click the "Dismiss" button to return to the semen inventory

Add bulls to Semen Inventory directly from Bull Central®:
1. Click the "Bull Central®" tab on the menu bar
2. Click one of the following options:
   - Search for a Specific Bull
   - Bulls Analyzed in the Past Year
   - Bulls Analyzed in the Past 5 Years
   - Search All Bulls (use this option to include bulls who may be missing the "date of analysis" identifier)
   - Search Custom Date Range
3. Type the bull's short name in the "Name" box and click "Search"
4. A list of search results will appear at the bottom of the page

   Troubleshooting search results:
   a. A "Search too broad" message means not enough identifiers were used. Add more to the name or add another identifier and click "Search" again.
   b. A "No bulls found" message means too many identifiers were used. Shorten the name or remove an identifier and click "Search" again.
   c. The database reads identifiers literally including spelling, spaces and dashes. If necessary, check the identifiers you entered and click "Search" again.
   d. Older bulls may be missing some identifiers. If you cannot find an older bull in Bull Central®, please email info@aAaWeeks.com to see if he was analyzed.
5. To see more than 10 bulls at a time in search results, click on the drop-down menu at the top of the search results list next to "Show"
6. To add a bull to Perfect Match®, click on "Add to Semen Inventory" to the right of the bull's name. "Added to Inventory" will appear
7. To return to Perfect Match®, click the "Bulls" tab then the "Semen Inventory" tab

Edit bull information:
1. Click the "Edit" button to the right of the bull's name (the box with pencil icon)
2. An edit window will appear
3. Change the bull's information
4. Add or edit semen location information if necessary
5. Click "Update"
6. Only semen location can be edited on bulls added from Bull Central®, not bull names or aAa® numbers

Delete bull(s):
1. Click the "Delete" button to the right of the bull's name (trash can icon) to delete that bull
2. *Deleting bulls cannot be undone.* To add bull(s) back use the "Add a Bull", "Search Bull Central®" or "Import Bulls" tools

Download or print Semen Inventory:
1. Click the boxes to the far right to select a bull to download or print, or use "Select All" at the top of the list to select all bulls.
2. To download, click "Download Selected" at the top of the list
3. Follow your computer's prompts to save the .csv file, which can then be opened in Microsoft Excel® or another spreadsheet program
4. To print, click "Print Selected" at the top of the semen list
5. Follow your computer's prompts to print the selected semen list from your printer

Bull Central® Tab

An online database, found at www.aAaWeeks.com/bull-central/ that has aAa® numbers for over 70,000 A.I. bulls worldwide, as well as some privately owned and marketed bulls, dating as far back as the 1950s.

Bull Central® features:
- **Search for a specific bull** – use "Search for a Specific Bull" to find a bull using one or more identifiers: name, registration number, date of birth, breed, owner, etc.
- **Search for a group of bulls** – to find a group of bulls who share a common identifier, such as breed or owner, use "Bulls Analyzed in the Past Year", "Bulls Analyzed in the Past 5 Years", "Search All Bulls", or "Custom Date Range".
- **Reviewed bulls** – aAa® numbers of A.I. bulls are sometimes reviewed and occasionally change upon review. Bull Central® shows the most current aAa® numbers for bulls who have been reviewed.

Search for a specific bull:
1. Click "Search for a Specific Bull"
2. Type the bull's short name in the "Name" box and click "Search"
3. A list of search results will appear at the bottom of the page

   Troubleshooting search results:
   a. A "Search too broad" message means not enough identifiers were used. Add more to the name or add another identifier and click "Search" again.
   b. A "No bulls found" message means too many identifiers were used. Shorten the name or remove an identifier and click "Search" again.

c. The database reads identifiers literally including spelling, spaces and dashes. If necessary, check the identifiers you entered and click "Search" again.

d. Older bulls may be missing some identifiers. If you cannot find an older bull in Bull Central®, please email info@aAaWeeks.com to see if he was analyzed.

4. Organize the list of search results by clicking on the arrows at the top of each column

5. To view all information about a bull, click the "Details" button to the far right of the bull's name

6. To see more than 10 bulls at a time in search results, click on the drop-down menu at the top of the search results list next to "Show"

Search for a group of bulls:

1. Click the time period you want to search:
   - "Bulls Analyzed in the Past Year"
   - "Bulls Analyzed in the Past 5 Years"
   - "Search All Bulls" – use this option to include bulls who may be missing the "date of analysis" identifier
   - "Search Custom Date Range"

2. Follow the steps above to enter identifiers and display search results

My Account Tab

- **To change your password:**

1. Type the new password in the "Enter Password" and "Confirm Password" boxes
2. Click "Submit"

Search All Cow Lists Feature

- **Search box located at the top of every page in Perfect Match®**
- **Use this box to search for any cow on all cow lists**
- **Quickly find breeding information on a cow that needs to be bred**

1. Enter all or part of any cow's name or ID
2. Click the "Search" (magnifying glass) icon
3. All cows with that information in their name will be displayed
4. Clicking a cow's name in search results will show a pop-up window with her information, including matched bull (if one has been selected for her) and semen location
5. Click "Click here" in the blue box above the search results to clear the search