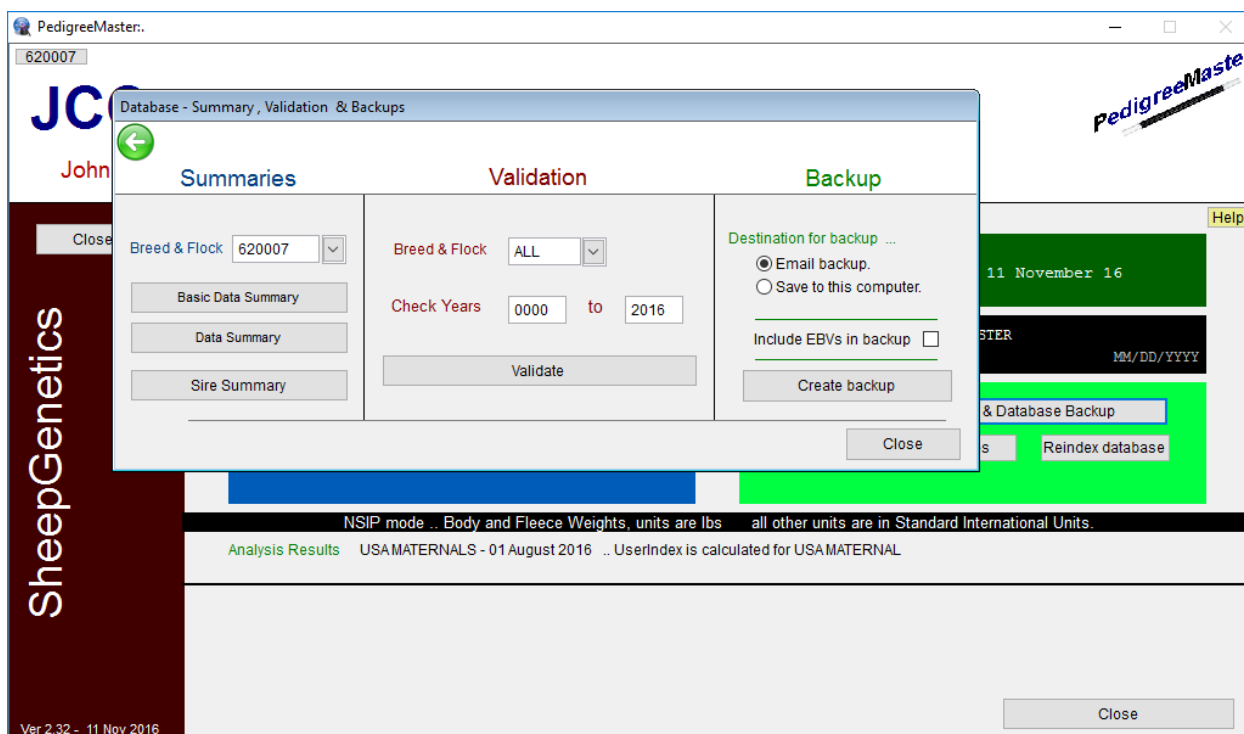


Chapter 5 -- Submitting data

Data can generally be submitted to LambPlan twice each month, if needed. Runs are generally around the 1st and 15th of each month. A calendar listing the submittal dates is online at: <http://nsip.org/nsip-member-services/data-run-calendar/>. If you do not have data but wish to have your EBVs updated, you can send an email to database@sheepgenetics.org.au and put EBV update in the subject line and in the text portion of the email, write that you do not have data but would like an EBV update and be sure to include your six-digit flock ID.

You will need to submit your data via email to LambPlan in Australia. The email to use is: database@sheepgenetics.org.au. It is usually best to open your email and address a message to go to LambPlan and then proceed with PM while the email file is still open.

At the opening screen, click on the button labeled **Summaries, Validation & Database Backup**. The first step is to validate your data. If there is an error, it needs to be detected and corrected now. If data with significant errors is submitted for analysis, it may be returned unanalyzed and will need to be corrected and resubmitted for a later analysis.



Under **Validation**, a popup screen will appear asking you to input what flocks you want checked, as well as the years over which data should be checked. Generally, you want to include all flocks and all years in which there are data. Click on **Validate**. If an error comes up, you should correct the error or there may be validity problems in the results that you get back, possibly some of the data will not be included. The message typically says that something is wrong with an animal of a certain sex and in a certain group in a certain birth year, along with what is wrong, such as too short of a weaning age, a ewe is reported to have lambed twice in a month or whatever the problem is. You then need to go through the various animals in that group, find the error and correct it. When the errors are corrected, validate again until you get a message that says "Nothing to report....." and ends with the year(s) within which you had

data checked. Submitting data that does not pass PM's validation can result in erroneous results or in LambPlan not being able to process your data.

Next, under the **Backup** heading, you need to fill in a circle either by **Email backup** or **Save to this computer**. Also, you should NOT check the box by **Include EBVs in backup** if you are submitting the data to Lambplan. If you fill in the circle by **Email backup**, a zip file will be created that is best used as a backup for the data that you want to be submitted. Warning: If you fill in the circle by **Email backup**, you **MUST** have your software configured to work with this. The method for doing this varies greatly from email software to email software. Because of this variation, this manual cannot tell you how to do the configuration. Use the Email backup option **ONLY** if you are sure you have the software configured to work with Pedigree Master. When the circle by **Email backup** is filled in, click on **Create backup** and a message will come up asking you if you have run the validation procedure and if you want to continue with the backup procedure. If you have just finished running this procedure, click on **Yes**. If you have not just finished running this procedure, you should run it, so click on **No** and run the validation procedure as previously described. If your email software is configured correctly, it should take care of things from here on.

If you are unsure about your email software configuration, a safer approach is to fill in the circle by **Save to this computer**. Click on **Create backup**. A message will come up asking if you have run the backup procedure and if you want to continue with the backup procedure. If you have just finished running this procedure, click on **Yes**. If you have not just finished running the backup procedure, click on **No** and run the validation procedure as previously described. After clicking on **Yes**, a screen will appear asking you to browse for a folder in which to put the zip file. You can choose whatever location you like but the easiest is to use the default location that appears in the box. This will be the C:\SheepGenetics folder. The file will be named with your NSIP ID and have a zip extension. To use the default location, click on OK.

Or, another location that many prefer is the desktop because it is easy to locate the file and once you are done with it, it will be easy to remember to erase the file. Choose your location and click on OK. If you have previously created a backup file, a box will appear asking if you wish to overwrite the existing/older backup file. Click on **Yes**. Then a message will appear informing you that the archive was successfully created. With some versions of Windows, a screen will pop up showing you where the file was created. If this occurs, be sure to check that the file is where you wanted it to be. Close out of the onscreen boxes. If you have not already addressed your email, do so and you will then need to attach the zip file that is to go to LambPlan. The zipfile will be named with your six number NSIP code followed with a zip extension. Attach the file using your normal email attachment procedure. When the file is attached to the email, press send. Be sure to check your sent file to make sure it was sent without problems. Within one or two business days of the data run, you will receive an email from LambPlan acknowledging that they received your data. It is then a good idea to move the sent message to a local folder or delete it to keep room free in your email system. Usually within 3-7 days of the data submission deadline you will receive your results.