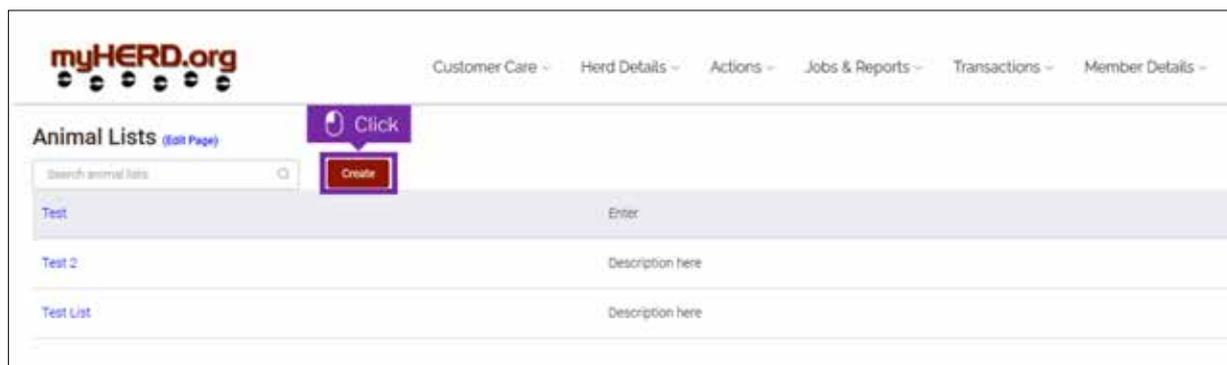


MyHerd, My Animal List



As promised, we'll be covering a couple more specific functions within the MyHerd Search Tools. Let's dive into how to create and load an Animal List. There are two ways to create an animal list. You can search for the animals, or you can upload an already-saved list.

Start an Animal List from a Search

To search for animals and create a list, hover over the Search Tools and then select Animal Lists. On the Animal Lists screen, click Create.

A box will pop up where you can name the Animal List and add a description. Once you have it named, click Save. Now, click on the Animal List you just created and named. Since this is a new list, it will be blank. Click Find More to search for animals to add.

On the Animal Search page, enter your search criteria for the animals you wish to find and add to your Animal List. Now that

you have a list of your search results, simply click the box to the left of the registration number of the animals you're wanting to add to this list and then click Add Animal(s) for actions. Click the dropdown arrow under "Animals Chosen," click on Choose Action, and then click Add to Lists.

A box will pop up with your Animal Lists. Select the Animal List where you're wanting to save these animals and then click Load. Those animals are now added to that Animal List.

Creating an Animal List from a CSV file

You also can upload a list of animals to an Animal List you have already created, or you can create a new one. Hover over Search Tools and then select Animal Lists. Click on the list to which you want to add animals or create a new Animal List following the instructions above.

Once you are in the Animal List, click Upload From CSV. Then select

your file from your computer. The file must be a single column with registration numbers only, no "P" included, and it must be saved in a CSV format.

Here to help

We know new can be scary, but we're here to help. Stay tuned to future *Hereford World* articles for more details on the new search features and how they can benefit you and your buyers. Also, check out step-by-step tutorials, recorded webinars, educational videos and more on the AHA resources page, [Hereford.org/myherd-search](https://hereford.org/myherd-search). As always, feel free to call or email the customer service department to have them walk you through these new features. **HW**

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