Instructions for using aAa® Perfect Match

Register:

1. Go to http://www.aAaWeeks.com.

2. Click on the link to Perfect Match® at the right side of any page.

3. Enter your name and email address, then choose a username and password.

4. Click the "I am not a robot" security box.

5. Click submit.

6. Soon 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 and you are ready to start using Perfect Match®.

Create your cow list(s):

1. First, you will be prompted to create a list of cows. Enter a name for your list (Cows, Heifers, Autumn Calvers, etc.) and click "Add New". You can create as many lists as you wish. This is especially helpful for farms with multiple breeds or multiple locations.

2. To add cows to a list, you can enter them one by one using the "Add Cow" box on the right side of the page. You can use any type of identifier (name, ID number) for the name.

3. A quicker way to add cows to a list is to upload them from a .csv file using the "Import Cows" box located below the "Add Cows" box.

4. Some aAa® users may receive a .csv file from their analyzers by email. In that case, save the .csv file from the email to your computer and skip to step (6) below.

5. To create a .csv file, open a new spreadsheet in a program such as Microsoft Excel®. Enter your cow identification in the first column and the aAa® numbers for each cow in the second column. Enter information only in these two columns. Go to "Save as" in the "File" menu. Enter a name and location for your file, and choose ".csv" or "comma-delimited .csv" as the file type. Choose "Save" to save your file.

6. In Perfect Match®, click the "Browse" button in the "Import Cows" box. Find the .csv file you just created (or saved from an email in step 4 above) and select it. Click "Import Cows".

7. Once your list of cows is entered or uploaded, you can sort them in order by name or ID number, or by aAa® number, by clicking the small arrows to the right of the "Cow Name" and "aAa®" headings at the top of each column.

8. To delete a cow or move a cow to another list, use the buttons to the right of each cow's entry. You may also move or delete groups of cows by checking the box to the right of each cow and using the "Move Selected" or "Delete Selected" buttons located at the bottom of the list.

9. You can change the name of a cow list or create a new list using the "Update List Name" or "Add New List" features located at the bottom of the list.

10. If you find you have made a mistake entering a cow, you will need to delete the entry and reenter it correctly using the "Add Cow" box.

Create your bull list(s):

1. Click on the "My Bulls" tab on the Perfect Match® menu bar. Enter a name for your list (Young Sires, Jersey Bulls, etc.) and click "Add New". You can create as many lists as you wish. This is especially helpful for breeders who purchase semen from multiple sources.

2. To add bulls to a list, you can enter them one by one using the "Add Bull" box on the right side of the page. You can use any type of identifier (full name, short name, NAAB number) for the name.

3. A quicker way to add bulls to a list is to upload them from a .csv file using the "Import Bulls" box located below the "Add Bulls" box.

4. To create a .csv file, open a new spreadsheet in a program such as Microsoft Excel®. Enter your bull identification in the first column and the aAa® numbers for each bull in the second column. Enter information only in these two columns.

5. Go to "Save as" in the "File" menu. Enter a name and location for your file, and choose ".csv" or "comma-delimited .csv" as the file type. Choose "Save" to save your file.

6. In Perfect Match®, click the "Browse" button in the "Import Bulls" box. Find the .csv file you just created and select it. Click "Import Bulls".

7. Another way to add bulls to Perfect Match® is directly from the aAa® Bull Central® database. Click the "Bull Central®" tab on the Perfect Match® menu bar. Select your search criteria from the drop-down menu boxes as desired, then enter the information you wish to search for. When you search results are displayed, you will see 3 buttons to the right of each bull listed. Click "Add to Perfect Match®" and the bull will be added to the list you currently have open in Perfect Match®. The name of the bull list you currently have open is displayed on the menu bar at the top next to the "My Bulls" tab.

8. One advantage to adding bulls to a bull list from Bull Central® is that each bull name listed in "My Bulls" may be clicked to instantly display complete information on the bull. Bulls added using the "Add Bulls" or "Import Bulls" boxes are not clickable in this way.

9. Once your list of bulls is entered or uploaded, you can sort them in order by name or ID number, or by aAa® number, by clicking the small arrows to the right of the "Bull Name" and "aAa®" headings at the top of each column.

10. To delete a bull or move a bull to another list, use the buttons to the right of each bull You may also move or delete groups of bulls by checking the box to the right of each bull and the "Move Selected" or "Delete Selected" buttons located at the bottom of the list.

11. You can change the name of a bull list or create a new list using the "Update List Name" or "Add New List" features located at the bottom of the list.

12. If you find you have made a mistake entering a bull, you will need to delete the entry and reenter it correctly using the "Add Bull" box.

Display your results:

1. Go to the "My Results" tab on the Perfect Match® menu bar.

2. At the top you will see which list of cows and which list of bulls are being matched.

3. You can sort the cows in order by name or ID number, or by aAa® number, by clicking the small arrows to the right of the "Bull Name" and "aAa®" headings at the top of each column.

4. You will see two columns of bulls next to the list of cows. Each cow may have one or more bulls listed in each column. The first (green) "Better Match" column lists bulls that are an 80% - 100% accurate aAa® match for each cow. The second (yellow) "Good Match" column

lists bulls that are a 60% - 79% accurate aAa® match for each cow. *No match of less than 60% aAa® accuracy is displayed.*

5. *Bulls are listed within each column in order of the accuracy of the match. So within the green "Better Match" column, for example, a 100% match bull will be listed before an 85% match bull.*

6. If no bull on your selected bull list is at least an 80% match for a cow on your selected cow list, you will see a "Search Bulls" button in the first (green) "Better Match" column. Clicking this button will take you to Bull Central® with the cow's aAa® numbers entered as the default search criteria. You can then narrow the search by selecting the appropriate breed and bull owner from the drop-down menu boxes.

Print or download your results displaying all matches:

1. You may print all or part of your results matching all cows on a selected list with all bulls on a selected list directly from Perfect Match®. Select the cows you wish to print by checking the box to the right of each cow entry, or click the "Select All" button at the top of the column to select all cows and all their matches for printing. Click "Print Selected" at the top of the column and you will be prompted to print using your computer's printing software.

2. Depending on your printing software, you may prefer to download your results and print them directly from your computer.

3. To download all or part of the displayed results, click "Select All" at the top of the column, then click "Download Selected". Your results for the selectd cows will be saved to your computer as a .csv file. You can open the file using any spreadsheet program such as Microsoft Excel®, then save the file to in any spreadsheet format (such as .xls or .xlsx) to edit the information and/or optimize printing.

4. You can use the "Search" box at the top of the column to count how many times a specific bull appears in your results list. Enter all or part of the bull name in the box and only cows that have that bull listed in either the green "Better Match" or yellow "Good Match" column will be displayed.