Breeder Records Online
User Guide
# Breeder Records User Guide

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I. Viewing and Updating Your Breeder Records

Using the My Dogs and Litters – Breeder Records page, you can maintain your breeding and litter records. A mated pair is a sire and dam combination that has been mated and/or produced a litter. You may have created this mated pair yourself by creating a Mating or Birth Record using a sire and dam that you own(ed)/lease(ed) in your dog list. Or, the mated pair may have been created for you by the system if a sire or dam in your dog list was involved in a registered AKC litter.

After a mated pair has been added to your list, you can display all breeder records, all records in a watch group, or all records not in a watch group. A watch group is a set of mated pairs that you want to keep track of and/or find easily in the future. By default, all newly created mated pairs are in the Watch Group.

The information that has been created for a breeder record is indicated by the letter(s) in the Type column. These types can be combined depending on the amount of information that has been entered for a breeder record.

- **L** – A Litter Record, or “L” record, is created by the system if a dam in your account that you owned or leased on the litter date of birth is involved in an AKC registered litter.

- **M** – A Mating Record, or “M” record, is created when you enter mating information on the Mating tab for a mated pair. Creating and updating a mating record does not change your AKC registered data.

- **B** – A Birth Record, or “B” record, is created when you enter birth information on the Birth tab for a mated pair. Creating and updating a birth record does not change your AKC registered data.

- **I** – If an “I” appears under the Type column for your mated pair, a sire you own was involved in the mating. If an “I” appears, you will not be able to view any records related to a resulting litter because you are not the owner of the dam involved.

Once you select a record, you may be able to view the mating record, birth record, AKC litter record, and registered puppies.

- **Mating Record** – You may add or change a mating record for a mated pair if you owned or leased the sire and/or dam on the mating date.

- **Birth Record** – You may add or change a birth record for a mated pair if you owned or leased the dam on the litter date of birth. If the dam was leased to someone else on the litter date of birth, you will not be able to add or change the birth record.

- **Litter Record** – You may view the litter record for an AKC registered litter if you owned or leased the dam on the litter date of birth. If the dam was leased to someone else on the litter date of birth, you will not be able to view the litter record. The information displayed on this tab is not editable because it reflects official AKC registration data. If it is incorrect, please contact Customer Service. You can also manage your puppies from this tab using the Manage Puppies hyperlink.

- **Registered Puppies** – You may view details about the puppies from an
AKC registered litter if you owned or leased the dam on the litter date of birth. If the dam was leased to someone else on the litter date of birth, you will not be able to view information about the registered puppies. This tab only displays information about registered puppies. You can also manage your puppies from this tab using the Manage Puppies hyperlink.

- History – This is an audit trail of any action that has been performed in the breeder record portion of the account.

**TIP:** Throughout the lesson, steps may be marked Optional Steps. You may not always need to perform an Optional Step; however, there may be some cases when information may display differently depending on the dog, owner, or account, which require you to perform an optional step before continuing.

To begin viewing or creating a breeder record:

1. Click the **Breeder Records** hyperlink under **My Records** in the left hand pane of the window, which will display the **My Dogs and Litters – Breeder Records** page.

**A. Creating a New Breeder Record**

You can create records for dams and/or sires that you own or lease. When you create a new breeder record, you can enter information on the mating or the birth record tab or you can enter information on both tabs.

To begin adding an owned/active dog:

1. Click the **Actions** down-arrow and then select **Add New Breeder Record OR** click the **Add Breeder Record** hyperlink above the records list, which creates a blank record.
2. Enter information on the appropriate tab. See the **Entering Mating Record Information** or **Entering Birth Record Information** sections.

**I. Entering Mating Record Information**

The Mating Record tab has four required fields; the dam name, sire name, date of mating, and mating method. Once you have started to enter information on this tab, you must enter data in all required fields (*), unless you click the Reset Record button.

If you view the dam or sire lists on the tabs, and a dog is not in the list, you can click the Add a Dog hyperlink on the tab to add a dog to the list.

After you have entered and saved the mating record information, an M or M-I or M-L will appear in the Type column on your breeder records list. An M record indicates a sire and/or dam you own/lease has been involved in a mating attempt. An M-I record indicates that you own/lease the sire in the mated pair, but not the dam. An M-L record indicates that the mating has been tied to an existing AKC registered litter, and you own/lease the dam.

If you do not want to save the entered information on the mating record tab, you can click the Reset Record button to remove the data and move to another tab.

For more information on the birth record, AKC litter, or the puppy registration status, please read the **Entering Birth Record Information, Creating an MBL**
Breeder Record from an Existing Litter, or the Understanding and Using the Registered Puppies Tab sections of the guide.

**NOTE:** Some of the steps in this section are marked optional because they are not required to save the record but can be added to provide additional information.

To enter mating information:

1. Click the **Mating Record** tab.
2. Click the **Dam Name** down-arrow and then select a dam on the list.  
   **NOTE:** If you do not see a Dam on the list that you would like to mate, click the **Add a Dog** hyperlink to add the dog to your dog list.
3. Click the **Sire Name** down-arrow and then select a sire on the list.  
   **NOTE:** If you do not see the Sire you want on the list, click the **Add a Dog** hyperlink to add the dog to your dog list.
4. **Optional Step:** Click in the **Date of Mating** field and type a date in the **dd/mm/yyyy** format OR click the calendar icon and select the date on the calendar.  
   **NOTE:** If you click on an existing L record, the date of mating is pre-populated from the date given to the AKC at the time of registration.
5. Click the **Mating Method** down-arrow and then select a method.
6. **Optional Step:** Click the **Handling/Witnessing Mating** down-arrow and then select an option, as shown in **Figure 1**.  
   **NOTE:** To view the information about the witness, hover the mouse pointer over the **View** hyperlink.
7. **Optional Step:** Click in the **Add Mating Notes** field and then type a note.
8. **Optional Step:** Click the **Add Another Mating** hyperlink, which displays another set of **Date of Mating**, **Mating Method** and **Handling/Witnessing Mating** fields in which you can enter additional information.  
   **NOTE:** If you have more than one mating, you can remove additional mating attempts by clicking the **Remove** hyperlink.
9. Click the **Save Record** button to save all the entered information.  
   **NOTE:** Click the **Reset Record** to move to another page without saving any changes to the data and clear entered information.
II. Entering Birth Record Information

The Birth Record tab has three required fields; the dam name, sire name, and date of birth. You must also enter at least one puppy in either Males or Females. Once you have started to enter information on this tab, you are required to enter all required fields, marked by the *, unless you reset the data. If the birth record is being created from an existing L record, you cannot update the date of birth.

If you go to select a dam or sire name and the dog is not in the list, you can click the Add a Dog hyperlink.

The birth record will not be created if you did not own/lease the dam on the birth date that you enter. All of your information will be removed and a message will appear stating that you did not own the dam on the birth date. If you do or did own the dam, please contact customer service if the problem persists.

After you have entered and saved the birth record information, a B will appear in the Type column on your breeder records list. If the birth date entered closely matches the birth date for an existing litter record, the system will match the new birth record to the existing litter record, creating a B-L record (or an M-B-L record if mating information had been entered).
If you do not want to save the entered information on the birth record tab you can click the Reset Record to remove all the information from the field and move to another tab.

**NOTE:** Some of the steps in this section are marked optional because they are not required to save the record but can be added to provide additional information.

To enter birth record information:

1. Click the **Birth Record** tab.
2. Click the **Dam Name** down-arrow and then select a dam on the list.  
   **NOTE:** If you do not see the Dam you want on the list, click **Add a Dog** hyperlink to add the dog to your dog list.
3. Click the **Sire Name** down-arrow and then select a sire on the list.  
   **NOTE:** If you do not see the Sire you want on the list, click **Add a Dog** hyperlink to add the dog to your dog list.
4. Click in the **Date of Birth** field and type a date in the dd/mm/yyyy format OR click the calendar icon and select the date on the calendar.  
   **NOTE:** If the mated pair you selected already has an “L” record, the birth date on that “L” record (which was provided at the time of litter registration) is automatically inserted onto the birth record and made uneditable. If the birth date on the Birth Record tab or the Litter Record tab is incorrect, please contact customer service to correct it.
5. **Optional Step:** Click the **Birth Type** down-arrow and then select a type.
6. **Optional Step:** Click in the **Male Puppies** field and then type the number of male puppies born in your litter.  
   **TIP:** Not all the puppies entered have to be registered with the AKC.  
   **NOTE:** At least one male or one female puppy must be entered.
7. **Optional Step:** Click in the **Female Puppies** field and then type the number of female puppies born in your litter, as shown in Figure 2.  
   **TIP:** Not all the puppies entered have to be registered with the AKC.  
   **NOTE:** At least one male or one female puppy must be entered.
8. **Optional Step:** Click in the **Add Birth Notes** field and then type a note.
9. Click the **Save Record** button to save all the entered information.  
   **NOTE:** Click the **Reset Record** button to move to another page without saving any changes to the data.  
   **NOTE:** Once you save, you can view or manage puppies; otherwise, the manage puppies hyperlink does not appear.

**TIP:** See the Creating an M-B-L Breeder Record from Existing Litter section to understand how a record will look if an existing litter has been registered and you modify the record by adding a mating and a birth record.
III. Creating an M – B – L Record from an Existing Litter Record

An M – B – L record can only be created from an existing L record. If a dam you own/lease has been added to your dog list, and the dam has produced an AKC registered litter, an L record will appear on your breeder records list for the dam. You can add the mating and birth information to the existing L record, creating an M-B-L record.

B. Removing M, B, or MB Records

Once you have created an M, B, MB, or MBL record, you can remove the M record, B record, or MB record. If you have an MB or MBL record you can only remove the full MB record, you cannot remove only the M or only the B.

WARNING: If you delete an MB record, ALL puppy information associated with the B, MB, BL, or MBL will also be removed. If a puppy was unregistered, all user entered puppy information is removed and the puppy is marked as unassigned. If a puppy was registered, the user-entered information will be removed, but the official AKC registration information will remain.

To remove an M, B, or MB record:

1. Click the checkbox next to the record you wish to remove.
2. Click the Actions down-arrow and then click Remove M-B Records.
3. Click the **Go** button, which displays a message asking if you are sure you want to delete the records including the associated puppy data, as shown in Figure 3.

4. Click the **OK** button to continue, which will remove the M, B or MB depending on the type of record you selected **OR** click the **Cancel** button to keep the record(s).

![Figure 3. The Confirm Deletion Message for the Selected Record](image)

**C. Adding and Removing Mated Pairs to the Watch Group**

A watch group is a set of mated pairs that you want to keep track of and/or find easily in the future. By default, all newly created mated pairs are in the Watch Group.

To remove a record(s) from a watch group:

1. **Optional Step:** Click the **Breeder Records** hyperlink under **My Records** in the left hand pane of the window, which displays the **My Records – Breeder Records** page.

2. Click the **Select** down-arrow and then click **Watch Group**, which selects all the dogs in a watch group **OR** click the checkbox next to the dog(s) you wish to remove from a watch group.

3. Click the **Actions** down-arrow and then click **Remove from Watch Group**.

4. Click the option next to the dog you wish to add to the list.

5. Click the **Go** button to add the dogs not in a watch group to a watch group.

**TIP:** In combination, the Display and Actions list boxes allow you to create a manageable list of mated pairs. You should remove mated pairs you are not currently tracking from the Watch Group.
NOTE: If you are only displaying the records for a watch group and you remove all records in your watch group, you will see a message stating that No records are currently available for display.

To add a record(s) to a watch group:

1. Optional Step: Click the Breeder Records hyperlink under My Records in the left hand pane of the window, which displays the My Records – Breeder Records page.

2. Click the Select down-arrow and then click Not in Watch Group, which selects all the dogs not in a watch group OR click the checkbox next to the dog(s) you wish to add to a watch group.

3. Click the Actions down-arrow and then click Add to Watch Group.

4. Click the Go button to add the dogs not in a watch group to a watch group.

NOTE: If you are only displaying the records not in a watch group and you make all records part of your watch group, you will see a message stating that No records are currently available for display.

D. Understanding and Using the Registered Puppies Tab

You may view details about the puppies from an AKC registered litter if you owned or leased the dam on the litter date of birth. If the dam was leased to someone else on the litter date of birth, you will not be able to view information about the registered puppies.

This tab only displays information about registered puppies. From this tab, you can also go to manage puppies, which allows you to enter in puppy and buyer information. See the Managing Your Puppies section for details on how to use the features in the manage puppies section.

The information on this tab is uneditable and it reflects official AKC registration information. If you would like to track titles and points for these puppies, you may want to add them as dogs of interest in your dog list.

To add or remove a puppy as a dog of interest:

1. Click the Registered Puppies tab.

2. Click the Select down-arrow and then click Select All OR click the checkbox(es) next to the puppies you wish to add as dogs of interest.

3. Click the Display down-arrow, which shows a list of choices.

4. Click one of the following choices Add to My Dogs of Interest, as shown in Figure 4, OR Remove from My Dogs of Interest, which adds or removes the selected puppies on your Manage Dogs list.
E. Understanding and Viewing the History Tab in Breeder Records

The History tab details any changes made in the breeder records section of your My AKC account. After you have changed information for the breeder record, the change is recorded on the History tab.

To view history information:

1. Click a record for which you wish to view their information.
2. Change information on one of the tabs.
3. Click the History tab, which displays any changes to the account, as shown in Figure 5.

![Figure 5. The History Tab with Updates from Mating and Birth](image-url)
I. Managing Your Puppies

You can manage information about puppies that are members of litters you own by using the Manage Puppies hyperlink found on the Birth Record, Litter Record, and Registered Puppies tab. You can only manage puppies if the litter is registered with AKC and you owned/leased the dam on the litter date of birth.

TIP: Throughout the lesson, steps may be marked Optional Steps. You may not always need to perform an Optional Step; however, there may be some cases when information may display differently depending on the dog, owner, or account, which may require you to perform an optional step before continuing.

To begin managing and viewing your puppies:

1. Click the Breeder Records hyperlink under My Records in the left hand pane of the window, which will display the Breeder Records page.
2. Click a B, an L, an ML, an MB, a BL, or an MBL record, which will select a mating that has puppies and/or a registered litter.
3. Click either the Birth Record, AKC Litter Record, or the Registered Puppies tab.
   NOTE: If this is an B or MB record the Birth Record must have one or more puppies under Total Puppies.
4. Click the Manage Puppies hyperlink, which displays the puppies for this record.

A. Changing the Puppies Displayed or Sorting Puppies on the Puppy Records List

The puppy records list enables you to sort on a puppy by values in the columns, display puppies based on sex, and select a puppy to update the information.

To change the display of the puppy records list:

1. Click the Display down-arrow and then click All Puppies, Males, OR Females.

To sort the puppy record list:

1. Click the column header above the column on which you wish to base the sort.
2. Click the column header again to sort the column in the opposite direction.
   NOTE: All of the columns can be sorted.

To select a puppy:

1. Click the puppy’s AKC number, which displays the puppy record.

B. Adding a Puppy Record

The manage puppies section allows you to view and enter information about each of the puppies. The information you are able to provide about each puppy includes the AKC registration number, collar tag, call name, sex, color, markings, and registration status (full or limited). You will see information about the litter listed above the registered puppies list. You are also able to enter information
about the new owner of the puppy, if applicable.

If the puppy is registered, the registered name, breed, registration number, sex, registration status, color, markings, and varieties will be displayed and pre-populated if available. A puppy will be marked as Unassigned if it has not been registered. Once you assign a registration number to the puppy, the puppy will be identified in your list by that number.

After you have filled out the necessary information on the puppy record, you can fill out new owner information. See the Adding an Owner Record section.

To enter the puppy record information:

1. Optional Step: Click the Manage Puppies hyperlink on the Birth Record, AKC Litter Record, or Puppy Registration tab depending on the record type.

2. Click the text (AKC number or unassigned) in the AKC Number column to select a puppy and view the existing information.

3. Optional Step: Click in the Physical Location of Puppy text box and then type the information.

4. Optional Step: Click in the Puppy Identifier text box, type the information, click in the Call Name text box, and then enter the information.

5. Optional Step: Click the Sex down-arrow, select the correct sex.

6. Optional Step: Click the Registration Type down-arrow, and then select a type OR click in the Enter Manually text box and then type the registration number.
   NOTE: The registration number is not editable for registered/completed dogs.

7. Optional Step: Click the AKC Color down-arrow and then select a color.
   NOTE: The color is automatically selected based on the breed.

8. Optional Step: Click the AKC Markings down-arrow, click a marking, click AKC Varieties down-arrow, and then select a variety.
   NOTE: There may not be any available to select because the breed does not have any markings or varieties; however, if you want to note something about the dog, click in the Comments text box, and then enter a comment.

9. Optional Step: Click in the Deceased Date text box and type a date OR click the calendar icon and then select a date.

10. Optional Step: Click the Identification Information down-arrow, click an identifier, press the tab key, and then type in the letters and/or numbers for the identifier, as shown in Figure 6.
    NOTE: To add another identifier click the Add Another ID Type hyperlink and then follow step 10.

11. Click the Save Record button to save the entered information.
C. Adding an Owner Record

The Owner Record tab is used to enter the information for the puppy’s new owner. The only required field is the Final Disposition of the Puppy, which is a description of how the puppy was transferred.

To enter the new owner information:

1. **Optional Step:** Click the Manage Puppies hyperlink on the Birth Record, AKC Litter Record, or Puppy Registration tab depending on the record type.

2. Click the Owner Record tab.
3. Click the text (AKC number or unassigned) in the **AKC Number** column to select a puppy and view the existing information.

4. Click the **Final Disposition of Puppy** down-arrow and then click an item.

5. *Optional Step:* Click in the **Transfer Date** text box and type a date **OR** click the calendar icon and then select a date.

6. *Optional Step:* Click in the **Suggested Kennel Name** text box and then type the information.

7. *Optional Step:* Click either the **Registration Application** option or the **Registration Certificate** option.

8. *Optional Step:* Click all or one of the **Contract** checkbox, the **Bill of Sale** checkbox, or the **Other** checkbox, and then if you select **Other**, type a description in the text box.

9. *Optional Step:* Click the **Primary** down-arrow and then select an owner.  
   **NOTE:** To add a secondary owner click the **Add Another Owner** hyperlink and then follow step 9 (except it will be the **Additional** owner).  
   **TIP:** If the owner is not listed, click **Add Contact** and follow the steps in Understanding and Using the Address Book section of the My Account User Guide to add a new entry in the address book.
D. Locking Puppy Record

The locked icon will appear on the puppy record if the record has been locked. If the record is locked, and the new owner completes their AKC Registration online, the new owner will not be able to change color, sex, markings, registration type (full or limited), transfer date, or the name of the new owner. In addition, microchip, tattoo, and new owner contact information will be pre-populated for the new owner, but this information can be changed.

You can lock the puppy record by entering the color, sex, registration type, registration number, transfer date, and owner name and address. Please note that you can only lock the record if the transfer date is later than the birth date, the puppy has not yet been registered, the puppy has less than five new owners, and the litter has only one owner.
E. Viewing AKC Dog Information

The AKC Dog Info tab displays the puppy’s reg no, name, sex, breed, variety, color, marking, and birth date.

To view the dog info:

1. Optional Step: Click the Manage Puppies hyperlink on the Birth Record, AKC Litter Record, or Puppy Registration tab depending on the record type.

2. Click the AKC Dog Info tab.

NOTE: If the dog is not registered no information displays.

F. Viewing a Puppy’s History

The History tab details any changes made to a puppy’s information. After you have changed information for the puppy, the change is recorded on the History tab.

To view history information:

1. Click the puppy for which you wish to view their information.

2. Change information on one of the tabs.

3. Click the History tab, which displays any changes to the account.
G. Printing a Puppy Report

You can print a Puppy Report for you new puppy owner which includes all the information about the puppy. The report may contain an Online Registration PIN, which will allow the new owner to register the puppy online. The puppy report contains information similar to the information you provide to the new owner on the individual dog registration application.

To print a puppy report:
1. Click the checkbox next to the puppy.
2. Click the **Actions** down-arrow, click **Print Puppy Report** and then click **Go**.

H. Transferring Puppies

As a litter owner, you can register puppies to yourself or transfer them to a new owner. Puppies can be transferred with minimal information; the only data required to transfer a puppy to a new owner is the final disposition of the puppy and the transfer date, as shown in Figure 9. Once you have entered the required information, the status of the puppy changes to Transferred (TRANS).

![Figure 9. The Puppy in TRANS State](image-url)
I. Understanding and Using the Shortcuts

The shortcuts section provides you with an easy way to learn how to use the system and quickly navigate to a specific section of the application.

The shortcut links relate to major functions of the system:

- **Update Puppy Information** – Allows you to enter all or some of the information for a litter. Once the information is entered, the puppy grid displays the puppy list with all of the entered information.
- **Add Mating Record** – After entering either a litter number or a dam, sire, and mating date, a new or existing record displays with the selected information.
- **Update Mating Record** – After entering a litter number or a dam, a sire, mating date range, and breed, a new or existing record displays with the selected information.
- **Add Birth Record** – After entering a litter number or a dam, sire, and birth date, a new or existing record displays with the selected information.
- **Update Birth Record** – After entering a litter number or a dam, sire, birth date range, and breed a new or existing record displays with the selected information.
- **My AKC Dog Summary Report** – Creates a detailed PDF of all the dogs on your Manage Dog list.
- **Register a Puppy to Myself** – Takes you to the Online Dog Registration section.
- **Register a Litter** – Takes you to the Online Dog Registration section.

A. Adding a Mating Record

The add mating record shortcut enables you to search for and create a mating record based on the litter number or the dam, sire, and mating date. If no existing record exists, after you search on the entered information, you can select the Add New Mating Record button, which inserts the entered information (dam, sire, and mating date) in a new mating record and then displays the mating record tab. If the litter record exists but does not have a saved M record, you need to click on the litter record and then the mating record to enter and save the information.

To add a new mating record using a shortcut:

1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of shortcuts.
2. Click the **Add Mating Record** hyperlink, which displays the search options for a mating record.
3. Click in the **Enter Litter Number** text box and then type the existing litter number OR click the **Dam** and **Sire** down-arrows, select a dog, and then type a mating date.
4. Click the **Search** button to view the record based on the entered information.
5. **Optional Step:** If no record is found, click the **Add a New Record** button to display a new mating record with the selected information **OR** click the **Search Again** button to enter new information, as shown in **Figure 10**.

6. **Optional Step:** If this is a new record, enter the required information and then click the **Save Record** button to create a new mating record.

7. **Optional Step:** If this is an existing record, update the information on the **Mating Record** tab and then click the **Save Record** button to update the existing data.

**NOTE:** If the litter record exists but does not have a saved mating record, you need to click on the litter record and then the Mating tab to enter and save the information.

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**Figure 10. The Incorrect Search Page Criteria**

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**B. Updating a Mating Record**

The update mating record shortcut enables you to search for and find an existing mating record based on the litter number or the dam, sire, mating date range, and breed. If no existing record exists, after you search on the entered information, you can select the Add New Mating Record button, which inserts the entered information (dam, sire) in a new mating record and then displays the mating record tab.

You can enter none, some, or all of the requested search criteria when updating a record. If you do not enter any criteria on the search page, any possible result displays on the search results page.

To update a mating record based on the litter number:

1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of helpful shortcuts.
2. Click the **Update Mating Record** hyperlink, which displays the search options for a mating record.
3. Click in the **Enter Litter Number** text box and then type the existing litter number.
4. Click the **Search** button to locate an existing litter, which displays the litter record with the mating tab and existing information, as shown in **Figure 11**.
5. **Optional Step:** If no record is found, click the **Add a New Record** button to display a new mating record with the selected information **OR** click the **Search Again** button to enter new information.

6. **Optional Step:** If this is a new record, enter the required information and then click the **Save Record** button to create a new mating record.

7. **Optional Step:** If this is an existing record, update the information on the **Mating** tab and then click the **Save Record** button to update the existing data.

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**Figure 11. The Mating Record with Existing Mating Information**

To update a mating record based on the dam, sire, mating date range, and breed:

1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of helpful shortcuts.
2. Click the **Update Mating Record** hyperlink, which displays the search options for a mating record.
3. Click the **Dam** and **Sire** down-arrows and then select the names.
4. Click in the **Mating Date Range** text boxes and then enter the estimated dates, as shown in **Figure 12**.
5. Click the **Select Breed** down-arrow and then select a matching breed.
6. Click the **Search** button to locate an existing record, which displays the record with the mating tab displaying the selected information.

7. **Optional Step:** If no record is found, click the **Add a New Record** button to display a new mating record with the selected information **OR** click the **Search Again** button to enter new information.

8. **Optional Step:** If this is a new record, enter the required information and then click the **Save Record** button to create a new mating record. **NOTE:** Because you entered a date range, you need to enter a **Mating Date** on the mating record.

9. **Optional Step:** If this is an existing record, update the information on the Mating tab and then click the **Save Record** button to update the existing data.

![Update Mating Record](image)

**Figure 12. Update Mating Record Search Page**

To update a mating record without entering search criteria:

1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of helpful shortcuts.

2. Click the **Search** button to locate an existing record, which displays the search results for the records in the system depending on the criteria entered (if any). **NOTE:** If you only enter a one or some of the search criteria, it may
display the record or give you multiple search results depending on how much information was entered.

3. Click the option next to the record you wish to update and then click the Continue button, which displays the existing record.

4. Update the information on the Mating Record tab and then click the Save Record button to update the existing data.

C. Adding a Birth Record

The add birth record shortcut enables you to search for and find an existing birth record based on the litter number or the dam, sire, and birth date. If no existing record exists, after you search on the entered information, you can select the Add New Birth Record button, which inserts the entered information (dam, sire, and birth date) in a new mating record and then displays the mating record tab.

To add a new birth record using a shortcut:

1. Click the Shortcuts hyperlink in the left navigation pane, which displays a list of helpful shortcuts.

2. Click the Add Birth Record hyperlink, which displays the search options for a birth record.

3. Click in the Enter Litter Number text box and then type the existing litter number OR click the Dam and Sire down-arrows, select a dog, and then type a birth date.

4. Click the Search button to view the record based on the entered information.

5. Optional Step: IF no record is found, click the Add a New Record button to display a new birth record with the selected information, as shown in Figure 13. OR click the Search Again button to enter new information.

NOTE: If this is a new record, no record appears in the list until you have saved the birth information.

6. Optional Step: If this is a new record, enter the required information and then click the Save Record button to create a new birth record.

7. Optional Step: If this is an existing record, update the information on the Birth tab and then click the Save Record button to update the existing data.
D. Updating a Birth Record

The update birth record shortcut enables you to search for and find an existing birth record based on the litter number or the dam, sire, and birth date range. If no existing record exists, after you search on the entered information, you can select the Add New Birth Record button, which inserts the entered information (dam, sire, and mating date) in a new birth record and then displays the birth record tab.

You can enter none, some, or all of the requested search criteria when updating a record. If you do not enter any criteria on the search page, any possible result displays on the search results page. If you entered some criteria, the search results may display or a record depending on the data entered.

To update an existing birth record using a shortcut:
1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of helpful shortcuts.

2. Click the **Add Birth Record** hyperlink, which displays the search options for a mating record.

3. Click in the **Enter Litter Number** text box and then type the existing litter number **OR** click the **Dam** and **Sire** down-arrows, select a dog, and then type a mating date.

4. Click the **Search** button to view the record based on the entered information.

5. **Optional Step:** IF no record is found, click the **Add a New Record** button to display a new birth record with the selected information **OR** click the **Search Again** button to enter new information.

6. **Optional Step:** If this is a new record, enter the required information and then click the **Save Record** button to create a new birth record.

7. **Optional Step:** If this is an existing record, update the information on the Birth tab and then click the Save record button to update the existing data.

**E. Updating Puppy Information**

The update puppy information shortcut enables you to quickly enter information for the puppies in your litter. You can choose to update information for all the puppies in your litter at the same time, or you can choose to update one puppy.

You can enter none, some, or all of the requested search criteria when updating a record. If you do not enter any criteria on the search page, any possible result displays on the search results page.

To update all the puppies in your litter:

1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of helpful shortcuts.

2. Click the **Update Puppy Information** hyperlink, which displays the search options for a puppy.

3. **Optional Step:** Click in the **Enter Litter Number** text box and then type the existing litter number **OR** click the **Dam** and **Sire** down-arrows, select a dog, type a birth date range, and then select a breed. **TIP:** This information is not required. You can return all the records from which to choose.

4. Click the **Search** button, which displays options for editing one or all your puppies. **NOTE:** If you choose to update an individual puppy, you are taken to the puppy grid from which you can choose the puppy that you want to update.

5. **Optional Step:** If you didn't enter search criteria, click the option next to the record you wish to update and then click the **Continue** button.

6. Click the **Update All Puppies** option and then click the **Next** button.

7. **Optional Step:** Click the option next to a record and then click the **Continue** button, which displays the record and the related puppies. **NOTE:** This step is only valid if you did not enter anything in the search form.
8. Click the down-arrows and/or type the puppy information in the text boxes, as shown in Figure 14.  
   **TIP:** Above the buttons at the bottom right of the screen is an indicator that tells you the puppy for which you are entering information.

9. **Optional Step:** If you wish to enter the puppy’s owner information, click the Add/Update Owner Information for this Puppy hyperlink, select and/or enter the information, click Save, and then click the Next button.  
   **WARNING:** Until you move to the next puppy by clicking Next, no puppy information, including owner information and/or notes are saved.

10. **Optional Step:** If you wish to enter notes about the puppy, click the Add a Note for this Puppy hyperlink, type in the Add Puppy Notes text box, and then click the Save button.  
    **WARNING:** Until you move to the next puppy by clicking Next, no puppy information, including owner information and/or notes are saved.

11. Repeat steps 7, 8, and 9 until all the puppies’ information has been entered.

12. Click the Finished button to view a summary of all the entered puppy information.  
    **NOTE:** You can view a summary of the litter at any time by clicking the View Summary for this Litter hyperlink.

13. Click the Continue to Puppy Grid button to view the puppies.  
    **NOTE:** Click the Print this page hyperlink to print the summary of the puppies.  
    **NOTE:** You can also click the Back button to add additional information, click the Shortcuts button to update another item.
Figure 14. The Entered Information for an Unassigned Puppy

To update an individual puppy’s information:

1. Click the **Shortcuts** hyperlink in the left navigation pane, which displays a list of helpful shortcuts.

2. Click the **Update Puppy Information** hyperlink, which displays the search options for a puppy.

3. **Optional Step:** Click in the **Enter Litter Number** text box and then type the existing litter number **OR** click the **Dam** and **Sire** down-arrows, select a dog, type a birth date range, and then select a breed. **TIP:** This information is not required. You can return all the records from which to choose.

4. Click the **Search** button, which displays options for editing one or all your puppies. **NOTE:** If you choose to update an individual puppy, you are taken to the puppy grid from which you can choose the puppy that you want to update.
5. Click the **Update Individual Puppies** option and then click the **Next** button, which displays the list of puppies.

**NOTE:** To understand how to update the individual puppy information, please follow the steps in the *Understanding and Managing Your Puppies* section of the user guide.

**F. Understanding and Using the Registration Shortcuts**

The Register a Puppy to Myself and Register a Litter are hyperlinks to existing Online Services on the Online Dog Registration page. Please see the Online Registration User Guide for more information on registering a dog to yourself or a registering your litter.