

Game Breeders

Web Application Instruction Sheet



Contents

New Breeder Instructions	1
Change Password	1
Activity	1
Forms	2
Help.....	2
Set Up/Create Pen Locations/Farm Layout (Optional)	2
To Add Your Inventory	2
Manage Your Inventory	3
Report a Death or Escape	3
Transport of Semen	4
Transfer, Vet, Release, Other Permitted Captivity Transport	4
Authorized Users	5
Inspections	5

New Breeder Instructions

Please read **ALL** the instructions below.

- You will first receive your username and temporary password by email.
- Go to: <https://public.dcnr.alabama.gov/Gamebreeders>
- Log in using the username and temporary password provided.
- The first time you log in, you must create a new password before doing anything else.
- After changing your password, use the navigation menu at the top of the screen to go to the **Home** page.
- Make sure your business name and phone number are correct in the center of the screen under **Facility Information**.

Change Password

1. Click **Change Password** from the navigation menu at the top of the screen.
2. Enter your **Current Password**, the **New Password** and your new password again for **Confirm Password**.
3. **Note:** You must select a password that meets the following criteria:
 - a. Contains at least one number
 - b. Contains at least one lower case letter
 - c. Contains at least one upper case letter
 - d. Contains at least one of these special characters (@,#,\$,%)

Activity

Click **Activity** from the navigation menu at the top of the screen. This screen has 4 tabs each displaying different information.

- a. The **Transports** tab shows any submitted transports (sending or receiving) you are involved in.
- b. The **Reports** tab shows any Deaths or Escapes you have reported.
- c. The **Tag Change Requests** tab shows any requests you have made and their current status.
- d. The **Help Request** tab shows any help requests you have submitted and their current status.

Forms

Click **Forms** from the navigation menu at the top of the screen. This is a list of commonly used forms you will need as a Game Breeder. Click on the title to view the form.

Help

Click **Help** from the navigation menu at the top of the screen. Complete this screen to submit a help request to DCNR.

- a. Enter the **Subject** of your request.
- b. Enter a description of your **Help Request**.
- c. Click on **Submit** to send your request to DCNR.

Set Up/Create Pen Locations/Farm Layout (Optional)

1. On the **Home** page click on **Locations**. It will either be on the left side of your screen or above **Facility Information**.
2. Your locations are listed below the map.
3. Select **View** beside the location you want to update.
4. Click on **New Sub Location** at the bottom of the page.
5. Enter the name for the sub location and any comments that you would like to use.
6. After all information has been entered, click **Save** at the bottom of the page.

To Add Your Inventory

1. On the **Home** page, click the green **Add Inventory** button in the middle of the screen.
2. Enter the Inventory Information:
 1. DCNR Tag Number: No duplicate tag numbers are accepted
 2. DNAS Number (optional)
 3. Species
 4. Gender
 5. Location/Sub Location
 6. Date of Birth
 7. Farm Identifying Tags (optional)
 8. Other Identifying Marks (optional)
3. After all the information has been entered, click **Save**.

Manage Your Inventory

1. On the **Home** page, change the **Display Inventory Status** from **Active** to **All**.
2. Search for the **DCNR Tag Number** you wish to review in the search box on the right side of the screen above the table.
3. You can click on the headings (DCNR Tag, Species, Gender ie.) in the table to change the sort order of the table.
4. Click the **View** button beside the inventory you want to manage.
5. You can:
 - a. Update the DNAS Number, Location/Sub Location, Farm Identifying Tags and Other Identifying Marks
 - b. Request a Tag Change
 - c. Report a Death or Escape
 - d. Report Recapture
 - e. View the Inventory and Tag Change History
 - a. If you need to change the sex, date of birth, or species email: DCNR.gamebreeders@dcnr.alabama.gov or request **Help** using the Help menu.

Report a Death or Escape

1. Go to the Inventory page (see **Manage Your Inventory** section).
2. Click the **Report Death/Escape** button.
3. Select the **Transport Type** (Death/Escape).
4. Select the **Reason for Event**.
5. If you are reporting a Death you must select a **Lab**.
 - b. You will have **10 Days** to Recapture any escaped inventory through the inventory page or the **Reports(Death/Escape)** page. Additional time may be requested by emailing: DCNR.gamebreeders@dcnr.alabama.gov or request **Help** using the Help menu.
6. Select **Reports(Death/Escape)**. It will either be on the left side of your screen or above **Facility Information**. Select **Edit** beside the inventory you want to recapture from the **Reports(Death/Escape)** page.
7. Click on the **Recapture** button to mark the inventory as recaptured.

Transport of Semen

1. On the **Home** page, click **Semen Transports**. It will either be on the left side of your screen or above **Facility Information**.
2. Either click on **Create Semen Transport** or **View** beside the Semen Transport you want to view.
3. Select the Location you will be receiving Semen from or **Add Location** to add a location not in the list.
 - a. If **Add Location** is selected, the bottom half of the screen is unlocked to allow you to enter the location's address.
4. Click **Save**.
5. This will assign a **Transport Number** you can see directly above the Start Location.

Transfer, Vet, Release, Other Permitted Captivity Transport

1. On the **Home** page, click **Transports**. It will either be on the left side of your screen or above **Facility Information**.
2. Either click on **Create Transport** or **View** beside the Transport you want to view.
3. Select the **Transport Type** (Transfer ,Vet ,Release or Other Permitted Captivity)
4. Select the **Start Location** of the Inventory you are moving.
5. If you are transferring inventory, select the **Destination Breeder** and **End Location** from the drop down list.
6. For any of the other options select the **End Location** or **Add Location** to add a location not in the list.
 - a. If **Add Location** is selected, the bottom half of the screen is unlocked to allow you to enter the location's address.
7. Click **Save and Continue**.
8. This will assign a **Transport Number** you can see directly above the Transport Type.
9. Add Inventory to the transport.
 - a. Use the DCNR Tag# drop down to select inventory and click on **Add Inventory**.
 - b. Click **Remove** to remove the inventory from the Transport.
10. Once you have added all of the inventory to be transported, click **Submit** at the bottom of the page. **Note:** Once a transport is submitted, it cannot be edited.
11. You can cancel the transport (before submitting), by clicking on **Cancel Transport** at the bottom of the page.
12. The receiving Breeder must accept or decline a transfer within 10 Days or the receiving Breeder will become non-movement qualified.

Authorized Users

2. If you are the primary license holder, you can create and manage accounts for your employees by clicking **Authorized Users**. It will either be on the left side of your screen or above **Facility Information**.
3. Either click on **New User** or **Edit** beside the user you want to view.
4. Enter all the requested information on the screen.
 - a. The email address must be unique and cannot be associated with another Game Breeders User Account.
 - b. The Primary User cannot be changed on this page. If any information needs to be changed on the Primary User, reach out to DCNR.gamebreeders@dcnr.alabama.gov or request **Help** using the Help menu.
5. Click **Save**.
6. The Primary User will also see options to Reset the User's password (**Reset Password**) or Unlock the User's account (**Unlock Account**).
7. An email will be sent to the user with the default password.
8. An email will also be sent to notify the user that their account has been unlocked.

Inspections

1. On the **Home** page, click **Inspections**. It will either be on the left side of your screen or above **Facility Information**.
2. Click the **View** button beside the Inspection you want to see.
3. No changes can be made to the Inspection.

- You may print this document for reference.
- Any questions should be forwarded to: DCNR.gamebreeders@dcnr.alabama.gov or request **Help** using the Help menu.
- To reset your own password, utilize the **Forgot Password** button on the log in screen.
- If you get lost, click on the State of Alabama in the upper left corner.