**How To Submit Weights in Helical**

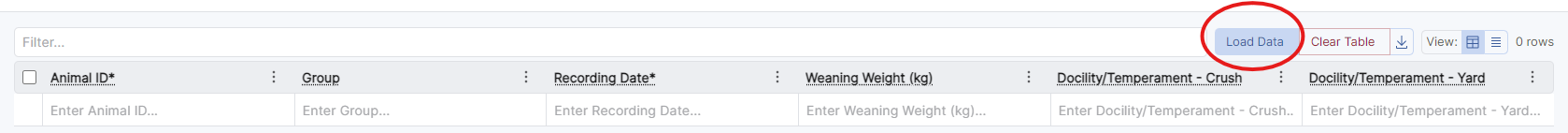
A screenshot of a computer

Description automatically generatedLogin, and click on **“Import Data”**.

Then select the Weights Template you want.

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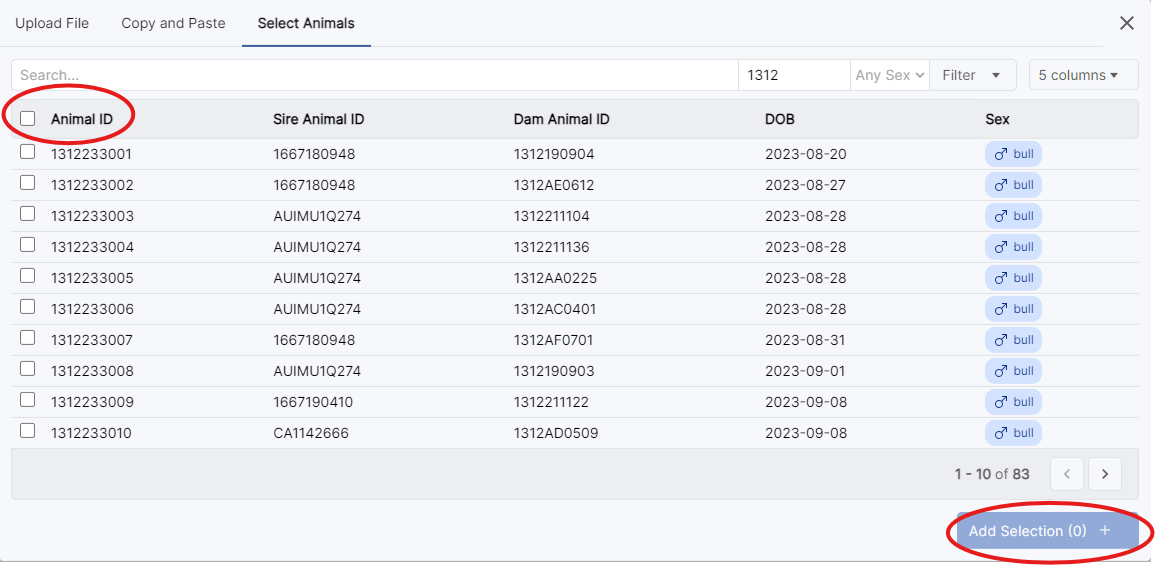
Description automatically generated

Next Click **“Load Data”.** From here you can enter the data manually or..

Click **“Select Animals”** to select animals you wish to enter data for. You can use the filter to narrow your Selection of animals ie. Calving year. Ensure you click **the search icon** once you have selected your parameters for filtering.

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If you wish to select all animals you have filtered, tick the box next to **“Animal ID”**, before clicking **“Add Selection”.** Alternatively, just select the animals you need to submit data for by ticking the boxes next to their Animal IDs and clicking **“Add Selection”.**

Once you have filled out the template with your weights, recording date, group and any docility scores, click **‘Next’**.

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Click the green ‘creating’ button next to traits to review your weights. Then click **‘Submit’**. This will submit your weaning weights and docility scores to registry for approval.

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Alternatively you can contact Registry for a Pre-built Excel Sheet.