

## **Basic Instructions for Downloading Tag Numbers From The Allflex Web Site to Use with the Software For The Kansas EID Tag Project**

Provided by: David Kehler, Butler County Extension.

The following information is intended as suggestions for saving your matching EID and 4-H Tag numbers to be used by the Bluestem Fair Management Program, the Allflex Tag Manager Program, and/or the Excel show management spreadsheet program that I provide. It is not intended to replace the software instructions. **The instructions in section 1 are for use with the Excel program and/or Tag Manager. Follow the instructions for the Fair Management System (FMS) if using that program.**

1. In the “My Documents” or the C drive of the computer you will use at the show:
  - A. Create a folder named Allflex.
  - B. Within that folder, create two folders, one named 2014 (or the current year) csv tag numbers and one named 2014 (or current year) xls tag numbers. NOTE: If you do not use the excel program, you do not need the xls folder.
  
2. Open the spreadsheet of bag numbers that was sent to you from Dave Kehler.
  - A. Copy the bag numbers of the tags.
  - B. Minimize Excel. Note: If you do not close it until you are finished, it is easy to open if you miss any bag numbers or if you have a sheet with past years bag #'s you need .
  
3. Open the Allflex web site at: [www.allflexusa.com](http://www.allflexusa.com).
  - A. Select “Find EID tag numbers” (located on the left side)
  - B. Click in the “Multiple bag # box and paste the bag numbers for the current year in.
  - C. If you have any tags from previous years, you need to enter them in the box also. I would suggest putting them above the current year bag numbers.
  - D. Click the lookup button.
  - E. Make sure CSV format is selected and click download.
  - F. Select “Save”, designate the appropriate folder, ie: Allflex/2014 csv tag #, name the file county, species, year, format. ie: BU beef 11csv Note: the instructions in F are for using with Tag Manager. For FMS, follow the program instructions.
  
4. If you use the Excel show management program, repeat A thru F, EXCEPT, select the xls format before downloading, save them in the Allflex/2014 xls tag # folder and put the xls in the file name.

Notes:- If you use only the Bluestem FMS program, you only need the csv format.  
-If you use the Excel sheet and CPS or KeyInjector, you only need the xls format.  
-If you use the Tag Manager only as a wedge program to bring numbers into the Excel sheet, you only need the xls format.  
- If you use the other features of Tag Manager and the excel program, you will need both csv and xls formats.