ZSuites Commercial Steer Instructions

TO CREATE A FAMILY/CHAPTER PROFILE





3. Fill out information under "Register New Account" This will be a primary account (Parent, AST, or CEA). Your access pin will be an additional password for you to get into the primary account. You will create your access pin.



4. Once you see the dashboard you will select "Household Members"

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← →	C i sassr.zsuite.org/das	Doe Household	* © *
0	John Doe +	John Doe Crissie	John Doe Texas
	Dashboard		Anderson County
*	Household Members		None
2	Record Books		Z26422
0	Help		Announcements
Ð	Logout		Test May 18, 2020 bit 12:37 pm (9 days age) Test
		/ Ear	+ Moxe
		Clubs Club Status Club Status No Shared Files Shared Files	
		+ REQUEST CLUB LEADER ACCESS	LIVE CHAT

5. Select + Household Member

	2	House	hold Membe	ers				SWITCH PROFILE
(John Doe		AND OF H	Household				
	Dashboard		Avatar	First Name	Last Name	Role	Edit	
45	Household Members		0	John	Doe	PRIMARY	1	
2	Record Books		+ нои	ISEHOLD MEMBER		t _∔ imp	ORT ZINGBOOKS ACCOUNT	
0	Help		7	7 17				
€	Logout				X			

6. Add Commercial Steer Exhibitor information – Make sure you select Club Member.

e	Last Name
Birth data	
▼	
	+ ADD CLUB
	Birth date

7. If you need to edit the club member information select the pencil by the profile.

X D	oe Household				
Avata	ar First Name	Last Name	Role	Edit	
0	John	Doe	PRIMARY	1	
	Jane	Doe	CLUB MEMBER	1	×
+	HOUSEHOLD MEMBER				OOKS ACCOUNT

8. To go to Commercial Steer Exhibitor profile to create a record book, select switch profile

Housel	nold Memb	bers					SWITCH PROFILE
	X Doe	Household					111
	Avatar	First Name	Last Name	Role	Edit		
	0	John	Doe	PRIMARY	1		
	0	Jane	Doe	CLUB MEMBER	1	×	
	+ но	USEHOLD MEMBER			⁺↓ IMPORT ZINGE	300KS ACCOUNT	

Choose	e Profile
John	Jane
Primary	Club Member
CHOOSE PROFILE	CHOOSE PROFILE
) 된	LOGOUT

9. Choose the Commercial Steer Exhibitor's (Club Member) profile

10. The dashboard will have any announcements and shared files that you may need for your Commercial Steer project.

	2	: Dashboard		
()	Jane Doe		Announcements	
	Dashboard	Jane Doe	Test May 18, 2020 at 12:37 pm (9 days ago) Test	
2	Record Books Help	TEXAS Anderson County CLUB		
Ð	Logout	Elkhart FFA ACCOUNT ID Z26422	+ More	
		To Do	Shared Files	Sort By: UPLOAD DATE -
		Enter a task	ADD	uite Live Chat Support

	2	: Dashboard		SWITCH PROFILE
1	Jane Doe		Announcemen	ts
::	Dashboard Record Books	Jane Doe TEXAS	Test May 18, 2020 at 12:37 pm (9 days ago Test)
0	Help	Anderson County CLUB Elkhart FFA ACCOUNT ID	+ More	
J	Lugout	Z26422	Shared Files	Sort By: UPLOAD DATE 🖌 💭
		To Do	No Shared Files	LIVE CHAT

11. To create a record book, select record books.

12. Select + Record Book

\leftrightarrow	C 🔒 sassr.zsuite.org/zingbor	oks					o• ⊙ ☆ 🚯
	2	Record Books					SWITCH PROFILE
0	Jane Doe 🚽	Record Book					
	Deshboard	Click on the '+ Record Book' bu Click on the different tabs on th	ution to create a new project. To work on the r re left that appear to enter data into your proje	iewly created project click on the name i	in orange and a menu on the left should appear.	0	Show Archived
3	Record Books	Project Name	Primary Category	Project Year	Comments /Score	Archive	Edit
0	Help	+ несояр воок					
5	Logart	1					

13. Fill out information on Edit Record Book. Make sure to select the Junior Commercial Steer book and not the calf scramble book.

<u> </u>	+ Record books	T SARICH IS CHILL
Jane Doe 🔒	Record Books	
Yr Profile	Create Renard Book	
Switch Profile	And a model book And	~
E Deshboard	Annok comunical step show - step	
a Record Books	Richelioto freij	
О нер	official access access	
Eugout	2/19/2021	
	€ INX B INK	

14. To add the information to the report, click on the report you want to edit.

	Jane Doe	Record Books						
¥	Profile							30 Show Archived
÷	Switch Profile	Click on the '+ Record Book' button to create a new Click on the different tabs on the left that appear to	project. To work on the newly created project click on th enter data into your project!	e name in orange and a menu on	the left should appear			
	Dashboard	Project Name	Primary Category	Project Year	Comments /Score	Archive	Edit	
2	Record Books +		Junior Commercial Steer Show/Steer	2020 - 2021		•	1	×
٠	Home (Jane Commu	+ RECORD BOOK						
	Objective and Guide							

15. Once you click on the report, you will see a drop down menu on the left hand side. Select which information you would like to edit.

		_
	Jane Doe	Record Books
Ť	Profile	
:	Switch Profile	Click on the "+ Record Book" button to create a new project. Click on the different tabs on the left that appear to enter de
::	Dashboard	Project Name F
2	Record Books	JANE COMMERCIAL STEER
A	Home (Jane Comm	+ RECORD BOOK
	Objective and Guide	
\$	Cost of Steers	
\$	Initial Weight	
\$	Record Weight	L
\$	Feed Expenses	
\$	Health Expenses	
\$	Project Summary	
	Additional Materials	revade54

16. Once you select the section you want to edit, you can then fill in all information requested in each section.

Steer I.D.	Description of Steer	Purchase Price
alla A		(0)
Polie		
Castroover 1		(Ø
Record Books . Total Cost of S	eers (I)	
wire (Average Steer	0	
Dijective and Guide.	value, or Recolut	
Cost of literas		e Robusting Informations
n Sul Weight		
Pecord weight		
Feed Expenses		
Health Expenses	ctos	
Project Summary		

17. Take a picture or scan all receipts, bill of sales, invoices, weigh tickets, etc. to upload.

	of Sale, Invoice, or Receipt icture of the bill of sale, invoice, or receipt should be uploaded below (.png or .jpg formats only). They should include the following information:
	 Name and address of buyer/exhibitor Name and address of seller Name and address of breeder Date of purchase purchase price of each steer
Pro	oject Photos
	ADD PHOTO

18. Please make sure you add a picture of the official scale ticket and a picture of the steers on that day for your initial weight and record weight.

\$	Cost of Steers	Steer I.D.	Initial Weight	
\$	Initial Weight	А	lbs.	
\$	Record Weight	В	lbs.	
\$	Feed Expenses	Total Initial Weight: (B)	lbs	
\$	Health Expenses	Average Initial Weight	lbs.	
\$	Project Summary			
-	Additional Materials	Scale Ticket		
	View Record Book	Initial weight date Initial weight weight	ula de uploaded delow (PNG or 3PG formats only). They should include the following information:	
Ø	Help	Name and address of breeder Date of purchase purchase price of each steer		
€	Logout			

19. When you are adding the feed expense you will select the green button. You will then add all information requested. Don't forget to add the picture of the receipt! You will do the same with health expense.

2	Record Books	Expenses - Cost of Feed Purchased					
	Home (Jane Comm	Adequate records should be maintained for all feed, grain, protein supplement, minerals, etc. purchased A picture of each payment receipt should be uploaded and include the following:					
38 1 1	Alexand 10	Name and address of exhibitor and feed dealer Prochase Date					
	Objective and Guide.	Description of Feed ingredients quentity purchased					
\$	Cost of Steers	Total cost					
\$	Initial Weight	Date Description of Feed Lbs. Purchased					
\$	Record Weight	+ FEED EXPENSE					
\$	Feed Expenses						
\$	Health Expenses						
Ś	Project Summary	Total Lbs. Purchased: (E) Ibs.					
	Additional Materials	Total Cost of Feed: (F) §					
4	Control for Millorina						
-		Expenses - Cost of Feed Purchased Adequate records should be maintained for all feed grain protein supplement minerals etc. purchased					
	Dashboard	A picture of each payment receipt should be uploaded and include the following:					
2	Record Books	Name and address of exhibitor and feed dealer Purchase Date					
*	Home (Jane Comm	Description of Feed or feed ingredients quantity purchased Total and					
	Bre Mo	• ICHBICUSE					
	Objective and Guide	New Feed Expense					
\$	Cost of Steers	Dute					
Ş	initial weight	Description of Feed					
\$	Record Weight						
Ś	Feed Expenses	Lbs. Purchased					
		Cost S					
\$	Health Expenses						
\$	Project Summary						
	Additional Materials	200 ~ 200					
		200 × 200					
m	View Record Book						
0	Help						
		CHANGE REMOVE ROLATE					
€	Logout						

20. At the end of your project, you will complete your project summary. Please double check the numbers you are submitting!



21. Once you have everything uploaded to the system, select View Record Book. Please review the book again to check all information. If you have everything you are able to submit!

22. Submit the book with the orange button.

23. You will see a date and time submitted if it submits correctly. You will also receive an email notification.

24. If you have any trouble while entering data or finding your way around the site, there is a live chat support that will be able to help you!

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	Dashboard			Test May 18 2020 at 12 27 pm (18 days eac)	
-	Ses tool o	Jane Doe		Test	
2	Record Books	TEXAS Anderson County			
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Ð	Logout	Z26422			
				Shared Files	Sort By UPLOAD DATE +
		To Do		No Shared Elles	
				no siero res	
		Enter a task	ADD		
		Upcoming Events None Verwal Events			2020 ZSure tray America 20 The Excellence

25. If you have any questions that the live chat is unable to help you with, please contact <u>livestock@sarodeo.com</u> or (210)225-0575.