



## AWA HELICAL DATABASE – HOW TO'S

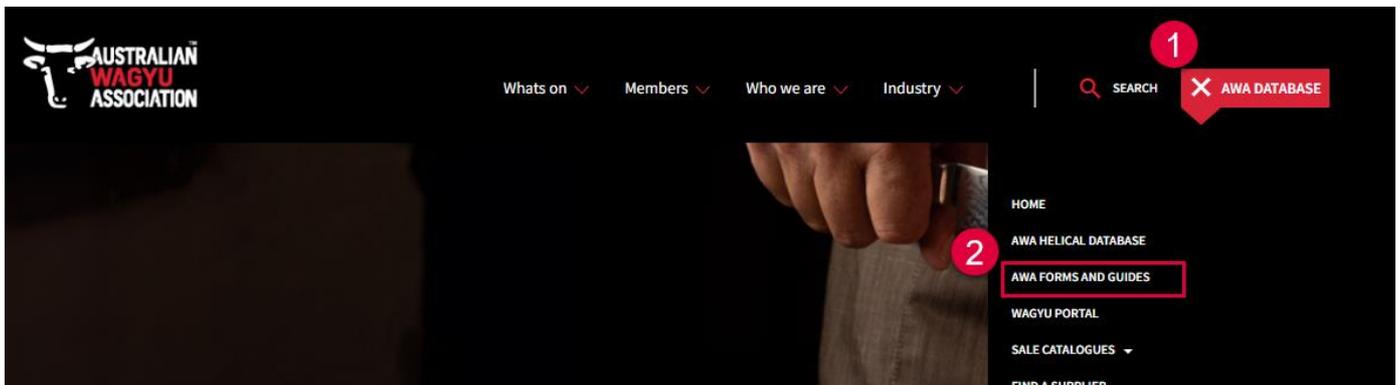
### Submitting a DNA test request

This factsheet will cover how to:

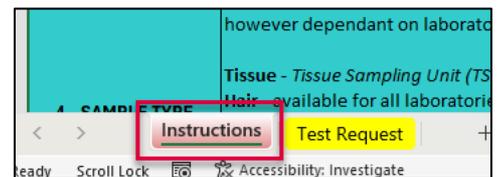
- Complete the DNA test request template
- Submit a DNA test request through Helical – Excel template or Stockbook

#### 1. Completing the DNA test request template

The DNA test request template required for submitting animals for testing through Helical can be found on the AWA website under “Forms and Guides”.



Within the Helical DNA test request form, you will find an instructions tab that clearly describes what is required in each column and what information is compulsory.



In the test request tab, you will find a form as per below:

Please read **INSTRUCTIONS** before completing this form (Red tab in the bottom left of the excel screen).  
 Clicking on the header rows will provide additional information on that row, including compulsory and non-compulsory fields.  
 Examples for each row can be found below.

Please note that DNA testing selections will be made in Helical once the below information has been loaded.

Example:

SAMPLE ID	SAMPLE TYPE	IDENT	SEX	DATE/YEAR OF BIRTH	NLIS	SIRES	DAMS
AS123456	Tissue	AWAF2271234	Bull	2022	AB123456DEF00001	AWAFP1234	AWAFP4321
I2345678910123	Hair	4321	Cow	20/02/2022	AB123456DEF00002	AWAFP1234	AWAFP4321

**COPY AND PASTE INTO HELICAL FROM BELOW THIS LINE**

SAMPLE ID	SAMPLE TYPE	IDENT	SEX	DATE/YEAR OF BIRTH	NLIS	SIRES	DAMS



Within the test request tab, you will also find short instructions about what needs to be provided for each column by clicking on the column header.

SAMPLE ID	SAMPLE TYPE	IDENT	SE
AS123456	Tissue	AWAF22T1234	Bu
12345678910123			Co

**PLEASE ENTER ACCURATE SAMPLE ID**

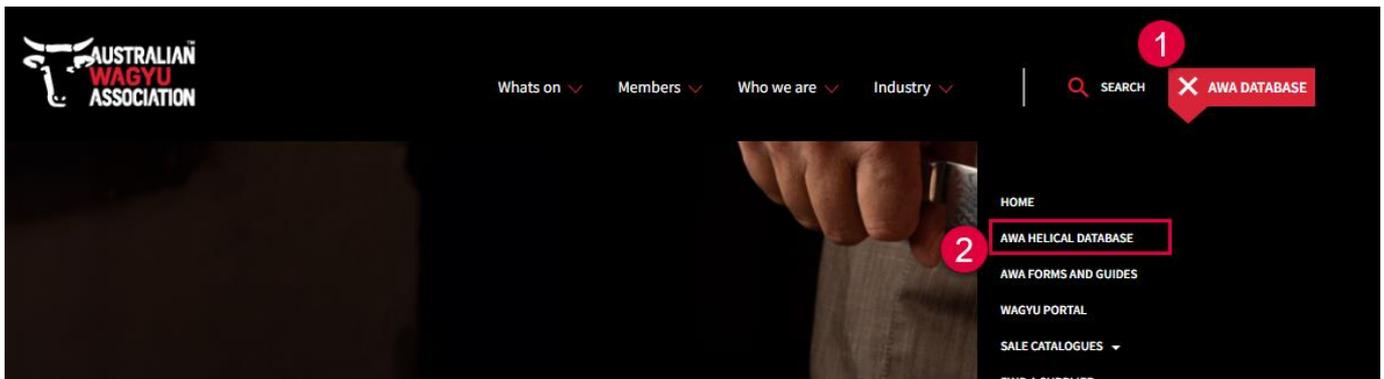
Sample ID required will be dependant on your sample type.

This field is compulsory.

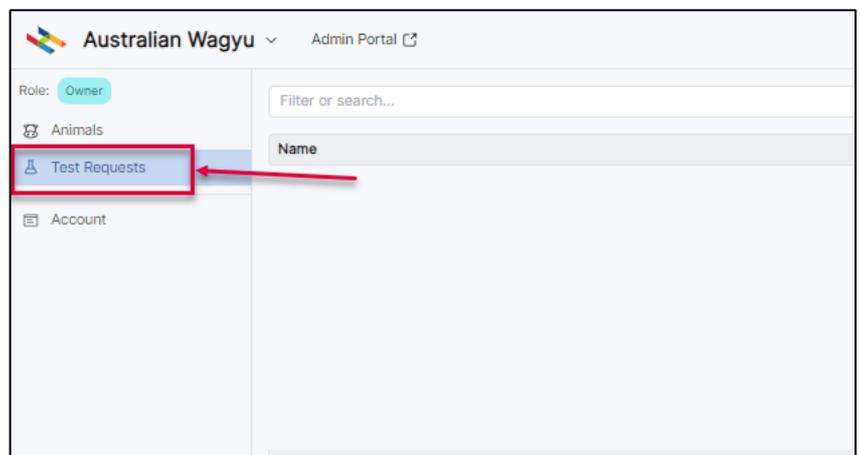
Please refer to Red instructions tab on the bottom control bar of the spreadsheet if you are unsure on what to provide.

## 2. Submitting your DNA test request

1. Via the AWA homepage, members can navigate to the helical website by clicking on “AWA DATABASE” and then “AWA HELICAL DATABASE.

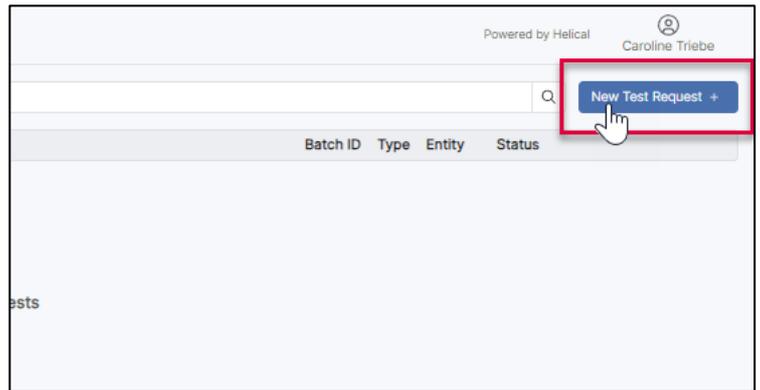


2. Once you have logged into the Helical database, navigate to the “Test Requests” tab in the left hand sidebar.

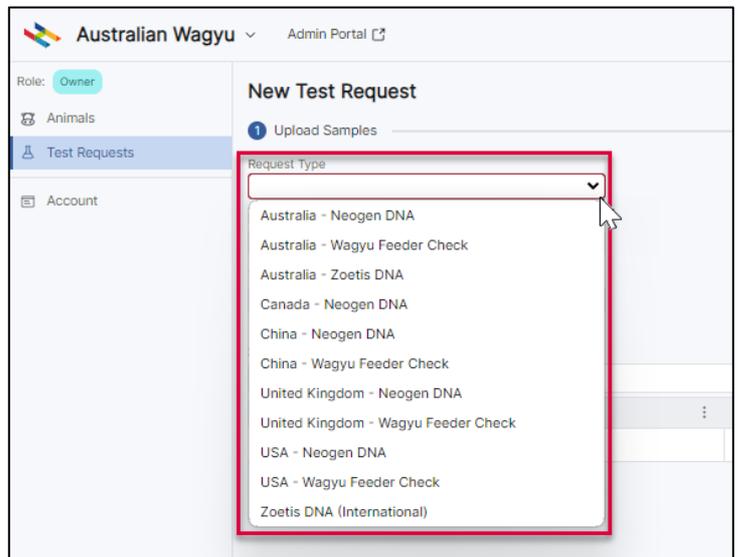




3. Click “New Test Request” in the top right corner.

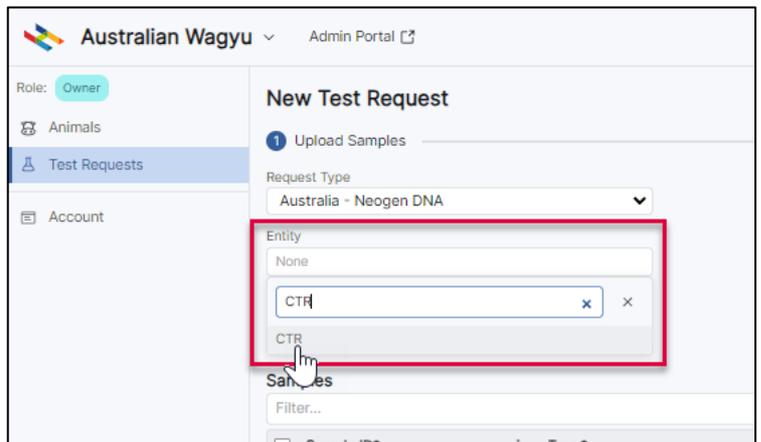


4. In “Request Type” click on the drop-down menu arrow and select country and lab combination through which you are wanting to test through.



5. In the “Entity” field, click on the empty box and select the associated member ID from the drop-down list.

Please note that if you act on behalf of multiple membership you will need to select the member that you are wishing to submit that test request for.





6. In the “Test Request Reference” field, add in a unique name for the test request. This name will allow you to easily identify that specific batch when looking for results in the future.

### 7. Loading the Data

Select the “Load Data” button.

At the top of the Load Data box that appears, select the tab option for how you would like to upload your test request information. Currently there are 4 options:

- a. Copy and Paste
- b. Upload file
- c. Select animals
- d. Stockbook request



a. Copy and Paste – this is the most common way of submitting data for those using the Helical DNA test request template. Select the information that you have input into the DNA test request template, including the column headers, as highlighted in the box below, copy and then paste in the load data box, then select “Next”.

**Example:**

SAMPLE ID	SAMPLE TYPE	IDENT	SEX	DATE/YEAR OF BIRTH	NLIS	SIRES	DAMS
AS123456	Tissue	AWAF22T1234	Bull	2022	AB123456DEF0001	AWAFP1234	AWAFP4321
I2345678910123	Hair	4321	Cow	20/02/2022	AB123456DEF0002	AWAFP1234	AWAFP4321

**1 COPY AND PASTE INTO HELICAL FROM BELOW THIS LINE**

SAMPLE ID	SAMPLE TYPE	IDENT	SEX	DATE/YEAR OF BIRTH	NLIS	SIRES	DAMS
AT1234	Tissue	CTRF22T1234	Cow	2022		AWAFHTEST1	AWAFHTEST2
AT2345	Tissue	CTRF22T2345	Cow	2022		AWA_DEMO1	
AT3456	Tissue	CTRF22T3456	Cow	01/05/2022		AWA_DEMO2	
AT4567	Tissue	CTRF22T4567	Cow	01/05/2022			
AT5678	Tissue	CTRF22T5678	Cow	2022			
AT6789	Tissue	CTRF22T6789	Cow	2022			

**2** Copy and Paste

SAMPLE ID	SAMPLE TYPE	IDENT	SEX	DATE/YEAR OF BIRTH	NLIS	SIRES	DAMS
AT1234	Tissue	CTRF22T1234	Cow	2022		AWAFHTEST1	AWAFHTEST2
AT2345	Tissue	CTRF22T2345	Cow	2022		AWA_DEMO1	
AT3456	Tissue	CTRF22T3456	Cow	01/05/2022		AWA_DEMO2	
AT4567	Tissue	CTRF22T4567	Cow	01/05/2022			
AT5678	Tissue	CTRF22T5678	Cow	2022			
AT6789	Tissue	CTRF22T6789	Cow	2022			

**3** Next →

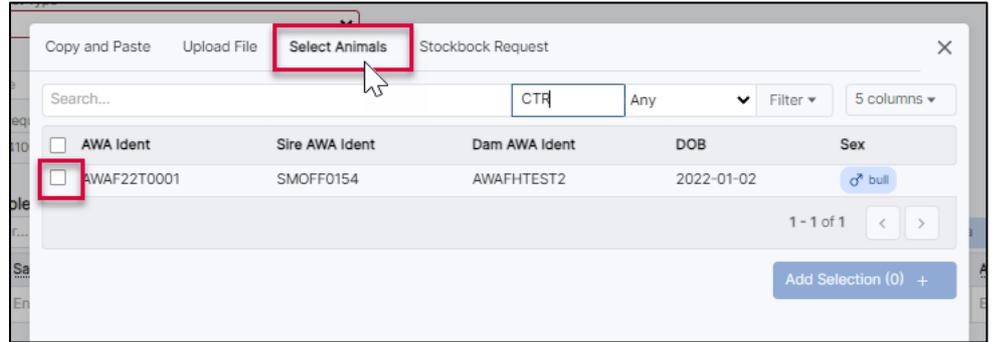
b. Upload file – this must be in .csv format and only with the column headers and information. It can either be dragged and dropped into the load data box, or you can click on the load data box to bring up your file browser to navigate to the file.

Upload File

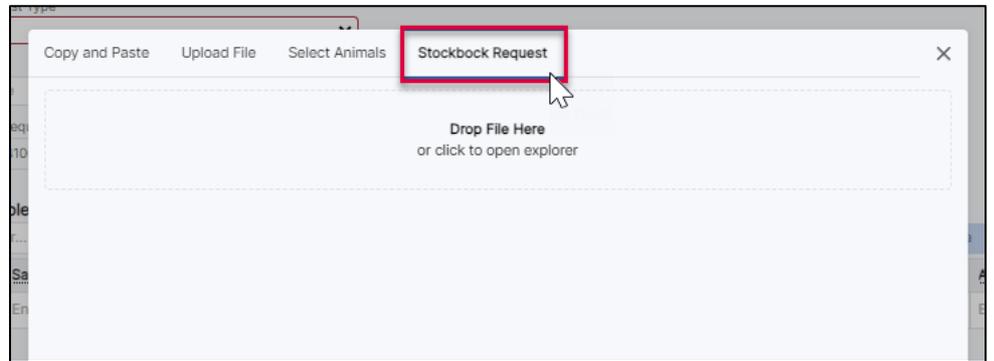
Drag and drop to upload new file  
Click to select from file explorer



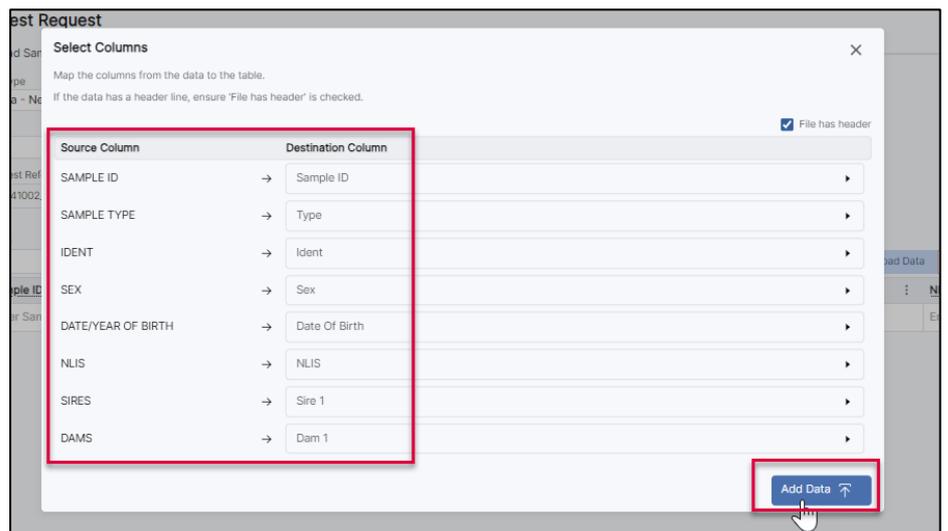
c. Select animals – this will allow you to manually select animals that are within your ownership and have previously had testing completed on them or are registered in the AWA database.



d. Stockbook request – For those using Stockbook, you can complete a test request extract from Stockbook and drag and drop the produced zip file in the “Drop file here” box.



Once the data has been loaded in the data load box, you will have the option to confirm that the columns are allocated correctly. If no header row has been included with the information you will need to select which information each column corresponds to. Once you are happy with the column allocation, select “Add Data”.





## 8. Confirming the Sample information

The information that you loaded in the previous step will now have populated the sample information table. If there are any compulsory fields with information missing it will be highlighted here (red around the cell that requires attention and an error flag at the top right of the table). You will not be able to proceed with the submission until it is amended.

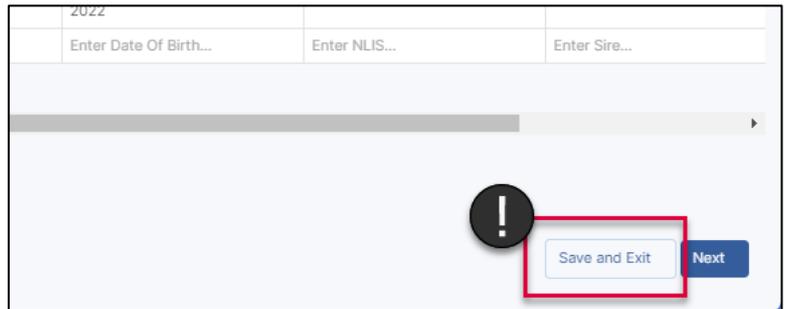
Sample ID*	Type*	Ident*	Sex*	Date Of Birth*	NLIS	Sire
	Tissue	CTRF22T1234	Cow	2022		AWAFHTEST1
AT2345	Tissue	CTRF22T2345	Cow	2022		AWA_DEMO1
AT3456	Tissue	CTRF22T3456	Cow	2022-05-01		AWA_DEMO2
AT4567	Tissue	CTRF22T4567	Cow	2022-05-01		
AT5678	Tissue	CTRF22T5678	Cow	2022		
AT6789	Tissue	CTRF22T6789	Cow	2022		
Enter Sample ID...	Enter Type...	Enter Ident...	Enter Sex...	Enter Date Of Birth...	Enter NLIS...	Enter Sire...

If you click on the “show errors” button, the sample information will be filtered to only show the errors. If you hover over the highlighted cell it will give you a reason for the error.

Sample ID*	Type*	Ident*	Sex*	Date Of Birth*	NLIS	Sire
	Tissue	CTRF22T1234	Cow	2022		AWAFHTEST1

- Sample ID is required
- Sample ID is required for tissue samples

Please note that if there is information that needs to be amended and you need to come back to fixing it, you can click the “Save and Exit” button. If you do not press this and exit the test request, it will not be automatically saved.



At this stage if there is anything potentially ambiguous (IE: date format), this will be flagged and can be amended.

Sample ID*	Type*	Ident*	Sex*	Date Of Birth*	NLIS	Sire	Dam
AT1234	Tissue	CTRF22T1234	Cow	2022		AWAFHTEST1	AWAFHTEST2
AT2345	Tissue	CTRF22T2345	Cow	2022		AWA_DEMO1	
AT3456	Tissue	CTRF22T3456	Cow	01/05/2022		AWA_DEMO2	
AT4567	Tissue	CTRF22T4567	Cow	01/05/2022			
AT5678	Tissue	CTRF22T5678	Cow	2022			
AT6789	Tissue	CTRF22T6789	Cow	2022			
Enter Sample ID...	Enter Type...	Enter Ident...	Enter Sex...	Enter Date Of Birth...	Enter NLIS...		

**Ambiguous dates found**  
 Date Of Birth detected potentially ambiguously formatted dates. Please verify that the dates you provided are DD-MM-YYYY (or DD/MM/YYYY) and not MM-DD-YYYY. The "Format" option in the column header can be used to reformat all the entries in that column into YYYY-MM-DD.

Date Of Birth\*  
 2022  
 2022  
 01/05/2022  
 01/05/2022  
 2022

Format  
 Clear Column

Once happy with the data, click “Next”.



### 9. Selecting your testing.

This “Add Ons” page will be where you can select and refine the testing that you require on each animal within the test request. For those that have submitted a Stockbook request, this will be pre-filled with the selections that you made within the Stockbook request extract, however you can amend and change selections here still.

Selections within this page can be done on an animal-by-animal basis, or can be done by selecting multiple animals and updating all of the selected to be the same testing.

Admin Portal Powered by Helical Caroline Triebe

#### New Test Request

Upload Samples 2 Add Ons 3 Parent Lists 4 Summary

Choose bundle and optional add-ons for your animals.

To choose bundles for multiple animals, select the animals you want to update then choose the bundle from the table header.

The following bundles are available:

- **Genomic SNP:** includes Genomic SNP, Genotype and Parent Verification
- **Standard:** includes Genomic SNP, Genotype, Parent Verification, IARS, F11, CHS and B3
- **Comprehensive:** includes Genomic SNP, Genotype, Parent Verification, POLL, SCD, IARS, F11, CHS, B3 and TEND
- **Parentage SNP:** includes Parentage SNP, Genotype and Parent Verification
- **No SNP**

\*All pricing is in AUD

<input type="checkbox"/> AWA Ident	Sample ID	Bundle	Cost
<input type="checkbox"/> CTRF22T1234	AT1234	▼	A\$0.00
<input type="checkbox"/> CTRF22T2345	AT2345	▼	A\$0.00
<input type="checkbox"/> CTRF22T3456	AT3456	▼	A\$0.00
<input type="checkbox"/> CTRF22T4567	AT4567	▼	A\$0.00
<input type="checkbox"/> CTRF22T5678	AT5678	▼	A\$0.00
<input type="checkbox"/> CTRF22T6789	AT6789	▼	A\$0.00
<b>Total:</b>			A\$0.00

a. One-by-one testing selection – Click on the drop down menu and select the desired base testing. Inclusions of the bundle testing can be found as highlighted in the below image.

The following bundles are available:

- **Genomic SNP:** includes Genomic SNP, Genotype and Parent Verification
- **Standard:** includes Genomic SNP, Genotype, Parent Verification, IARS, F11, CHS and B3
- **Comprehensive:** includes Genomic SNP, Genotype, Parent Verification, POLL, SCD, IARS, F11, CHS, B3 and TEND
- **Parentage SNP:** includes Parentage SNP, Genotype and Parent Verification
- **No SNP**

\*All pricing is in AUD

<input type="checkbox"/> AWA Ident	Sample ID	Bundle
<input type="checkbox"/> CTRF22T1234	AT1234	▼
<input type="checkbox"/> CTRF22T2345	AT2345	▼
<input type="checkbox"/> CTRF22T3456	AT3456	▼
<input type="checkbox"/> CTRF22T4567	AT4567	▼
<input type="checkbox"/> CTRF22T5678	AT5678	▼
<input type="checkbox"/> CTRF22T6789	AT6789	▼



b. Bulk selection for testing – Select the tick box next to the IDs that you wish to select the testing for. You can select the tick box in the header bar to select all, or individually select those that you wish to. Then select the testing in the drop down bar that will display in the header.

• Comprehensive: includes Genomic SNP, Genotype, Parent Verification, POLL, SCD, IARS, F11, CHS, B3 and T  
 • Parentage SNP: includes Parentage SNP, Genotype and Parent Verification  
 • No SNP

\*All pricing is in AUD

<input checked="" type="checkbox"/> AWA Ident	Sample ID	Genomic SNP	CL16
<input checked="" type="checkbox"/>	CTRF22T1234	AT1234	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CTRF22T2345	AT2345	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CTRF22T3456	AT3456	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CTRF22T4567	AT4567	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CTRF22T5678	AT5678	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CTRF22T6789	AT6789	<input type="checkbox"/>

Once the bundle of base testing has been selected, any add on testing will then be able to be selected and a draft cost will be created. Add-on testing can also be done one-by-one or as a bulk selection in the same way as described in the previous step.

Testing options that are not able to be selected with that testing bundle will be flagged with a red cross, or will not display in the table.

\*All pricing is in AUD

<input type="checkbox"/> AWA Ident	Sample ID	Bundle	CL16	POLL	SCD	BVDV	IARS	COAT	CWT	Cost
<input type="checkbox"/>	CTRF22T1234	AT1234	Genomic SNP	<input type="checkbox"/>	\$A40.75					
<input type="checkbox"/>	CTRF22T2345	AT2345	Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$A49.35
<input type="checkbox"/>	CTRF22T3456	AT3456		<input checked="" type="checkbox"/>	\$A0.00					
<input type="checkbox"/>	CTRF22T4567	AT4567		<input checked="" type="checkbox"/>	\$A0.00					
<input type="checkbox"/>	CTRF22T5678	AT5678		<input checked="" type="checkbox"/>	\$A0.00					
<input type="checkbox"/>	CTRF22T6789	AT6789		<input checked="" type="checkbox"/>	\$A0.00					
<b>Total:</b>										\$A90.10

Once you are happy with the selected testing, click “Next”

<input checked="" type="checkbox"/> AWA Ident	Sample ID	Genomic SNP	CL16	POLL	SCD	BVDV	IARS	COAT	CWT	Cost
<input checked="" type="checkbox"/>	CTRF22T1234	AT1234	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$A48.35				
<input checked="" type="checkbox"/>	CTRF22T2345	AT2345	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$A48.35				
<input checked="" type="checkbox"/>	CTRF22T3456	AT3456	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$A48.35				
<input checked="" type="checkbox"/>	CTRF22T4567	AT4567	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$A48.35				
<input checked="" type="checkbox"/>	CTRF22T5678	AT5678	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$A48.35				
<input checked="" type="checkbox"/>	CTRF22T6789	AT6789	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$A48.35				
<b>Total:</b>										\$A290.10



### 10. Sire and Dam list additions

There are 4 options for adding in Sire and Dam lists if being supplied. Each of the below follow the same concepts as the animal data loads described in point 7.

- Manually adding Sires and Dams
- Copy and paste
- Upload file
- Select animals

The screenshot shows the 'New Test Request' form with the following details:

- Sires Table:**

ID	new
AWAFHTEST1	
AWA_DEMO1	
AWA_DEMO2	new
Enter ID...	
- Dams Table:**

ID
Enter ID...

By nominating parents, or supplying Sire and Dam lists it will assist in results being reported in a more timely manner than those run as a parent discovery.

Once you are happy with the lists, or if you don't wish to provide lists, click "Next".

### 11. Submitting the request

The final submission page will give you an overview of the sample details provided and the estimated costs.

At this stage there will be a flag if the animal is not in your ownership that you are wanting to test, and also if there is already a genotype on file for that animal.

If the animal is flagged with a green "New", the system has been unable to find anything recorded with the same ID.

The screenshot shows the 'New Test Request' summary page with the following details:

- Entity Information:**
  - Entity ID: CTR
  - Request Type: Australia - Wagyu Feeder Check
  - Total Samples: 2
- Sample Table:**

Sample ID	Type	AWA Ident	Sex
AT1234	tissue	CTRF22T1234 <span style="color: green;">new</span>	♀ cow
SMOFF0154	tissue	SMOFF0154	♂ bull
- Warnings:**
  - 2 warnings found: Please review the warnings before submitting.
  - 1 Individual does not exist: If this is unexpected, review rows with the new tag.



You will need to select that you agree to the terms and conditions before you submit the request.

**New Test Request**

Upload Samples   
  Add Ons   
  Parent Lists   
 4 Summary

Entity ID: CTR    Entity Name: CAROLINE TRIEBE  
 Request Type: Australia - Neogen DNA    Request Reference: CTR\_20241002\_AustraliaNeogenDNA\_DEMO\_REQUEST  
 Total Samples: 6    Total Cost: A\$244.50  
 Total Sires: 3

Search... errors only

AWA Ident	Sample ID	Type	Ident	Sex	Date Of Birth	Sire	Dam	Cost
CTRF22T1234 <span style="color: green; font-size: x-small;">new</span>	AT1234	tissue	CTRF22T1234	♀ cow	2022	AWAFHTEST1	AWAFHTEST2	A\$40.75
CTRF22T2345 <span style="color: green; font-size: x-small;">new</span>	AT2345	tissue	CTRF22T2345	♀ cow	2022	AWA_DEMO1		A\$40.75
CTRF22T3456 <span style="color: green; font-size: x-small;">new</span>	AT3456	tissue	CTRF22T3456	♀ cow	2022-05-01	AWA_DEMO2		A\$40.75
CTRF22T4567 <span style="color: green; font-size: x-small;">new</span>	AT4567	tissue	CTRF22T4567	♀ cow	2022-05-01			A\$40.75
CTRF22T5678 <span style="color: green; font-size: x-small;">new</span>	AT5678	tissue	CTRF22T5678	♀ cow	2022			A\$40.75
CTRF22T6789 <span style="color: green; font-size: x-small;">new</span>	AT6789	tissue	CTRF22T6789	♀ cow	2022			A\$40.75

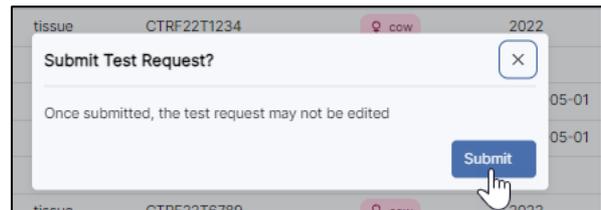
6 Individuals do not exist  
If this is unexpected, review rows with the new tag

I understand and agree

- That AWA will invoice me upon submission of this form to the testing laboratory
- That I am the legal owner of the samples/DNA to be tested, have the permission to access the sample from the legal owner, or I am the owner of the animal from which the sample is derived and have the right to access the sample for the purposes of parent verification.
- The following 3 clauses regarding DNA testing:
  - When requesting a DNA test and Parent Verification, I am paying for the DNA testing of the animal only. A qualified parent verification result is not guaranteed.
  - When requesting a GENOMIC SNP, I am only paying for the genotyping of the animal. Genomically enhanced EBVs are not guaranteed due to additional quality assurance checks applied by Breedplan.
  - When requesting testing on animals that have previously been tested, the AWA highly recommend submitting a new sample to reduce the rate of failure due to sample deterioration.

I agree to the terms and conditions \*

Once Submitted, please note that you will not be able to edit the request.



Once the test request has been submitted it will be listed under your test request tab as "pending".

Australian Wagyu Admin Portal

Role: Owner    Powered by Helical    Caroline Triebe

Filter or search... New Test Request +

Name	Batch ID	Type	Entity	Status
CTR_20241002_AustraliaNeogenDNA_DEMO_REQUEST	crubkIBsj6p4r98ckbg	Australia - Neogen DNA	CTR	pending

Items per page: 10    1 - 1 of 1

Once the MSO team has checked over your request and completed the submission you will receive the required paperwork to accompany your samples to the requested lab.

Please note that for International testing, all members MUST wait for the order summary (this is the Neogen work-order and NOT the acknowledgement letter) to be emailed to you by the MSO team.