SUBMITTING ONLINE REGISTRATIONS AND PERFORMANCE DATA

Of importance:

- None of the fields are case specific - you can use upper and lower case.
- Enter all dates as 'dd/mm/yy' or as 'dd/mm/yyyy'. eg. Enter the 25th February 2017 as either '25/02/17' or as '25/02/2017'.
- If your birth notifications have errors, you will not be able to submit that batch. Fix up the errors before you attempt to submit it.
- There are some checks built into the on-line facility, but further checks will be performed by the Society office when they process your data.

1. Once you have signed on, click on **"Online Transactions"**. This will display a list of batches created so far. To start a new batch click **"Create a New Batch"**.

2. On this screen you have the option to create the type of batch required. In the comments area, you can put whatever you like. It is useful for things like "Feb/March born calves". The comments field is optional. Once you've completed the comments section, click **"Create"**. This will create a new 'batch' to which the registrations are added.

3. The **"List All My Batches"** link will provide you with a list of batches processed up to date for you. The **"View Batch Summary and Batch Submission Screen"** link will provide you with the details of the information contained in the batch, as well as links to manage this batch.

4. Once you have clicked on the "Add" button you will now be on the **Calf Details** screen. This is where you fill in the blanks! You can use the tab or the mouse to move around this screen. Your will note that some fields will be fill automatically (for example your herd id. and calf name prefix).

Brahman - Adding Record in Batch: 49955
Online Registrations

| Home | Administration | Information | Animal Enquiry | EBV Enquiry | Mating Predictor | Member Enquiry | Sale Catalogues | Semen Catalogues | Download Files | Online Transactions |

List All My Batches   View Batch Summary and Batch Submission Screen

- C a l f   D e t a i l s -

Stud Prefix		Original Owners Stud Prefix	Name		Name **excluding** original owner prefix
Birth Date		dd/mm/yyyy	Calving Year		
Sex					
Number in Birth	One	Number of calves born	Sex of Twin		
Registration Status		Registration Status			
By AI	No		AI or Mating From Date		dd/mm/yyyy
By ET	No		DNA#		
Tattoo: eg. ABCYYN		ABC=HDL YY=Year N=Seq#	Colour		

- S i r e -

| Enter Sire ID | | Sire's ID |

- D a m -

Enter Dam ID		Dam's ID
Calf Fate	Calf Alive		Calving Ease	Unassisted	
Horn			After	Not Recorded	
Birth Weight		Birth Weight in kilograms	Birth Size		
Birth Mgt. Group		Mark with letter if birth weight was effected by pre-birth treatment of dam			
Recip Id			Implant Date		
Foster Id					

Update Options
Re-display if error(s), otherwise move to next record
Always move to next record
DELETE this record
Go

5. **Calf Details** (Entry) screen : All options at the bottom of this screen validate and save your data. The "Update Options" are:
Re-display if error(s), otherwise move to next record. If you select GO to this option, the system will advise you of any warnings or errors that exist so that you could then update any fields that may require modification. You will see an explanation of the errors in red lettering beside the field(s) with an error, you will see an explanation of the warnings in green lettering beside the field(s) that has a warning. Once you have modified any fields that may require it, click on GO again. Once the record is OK, you will automatically go to the next record in this batch. If there is no next record (ie. you are currently on the last record), then you will be transferred to the Summary List for this batch. If you have more calves to add, click on Add – Calf Registration / Notify.
Always move to next record. If you select GO to this option, your data will be validated and saved. You will then automatically go to the next record in this batch. If there is no next record (ie. you are currently on the last record), then you will be transferred to the Summary List for this batch. Under the status column, you will be notified if there are any warnings or errors. If you have more calves to add, click on Add – Calf Registration / Notify.
Return to List. (Will only show after intitial use of GO). If you select GO to this option, your data will be validated and saved. You will then automatically go to the Summary List for this batch. Under the status column, you will be notified if there are any warnings or errors. If you have more calves to add, click on Add – Calf Registration / Notify.
Delete this record. If you select GO to this option, the current record will be flagged as 'Deleted'. Records flagged as 'Deleted' will not be transferred to the Society for processing. If you wish to 'undelete' a previously deleted record, then display the deleted record on screen, and then use one of the other Update Options to validate and save the data.

6. **Calf Entry** screen : You must click on the **"Go"** button at the bottom of the screen, in order for your entered data to be validated. You may leave a batch open for any length of time, and come back to it in order to add additional records or to make modifications to existing records.

7. On the next screen called "Records in batch : 123456" you have the following options :
Under column **Status** a "Warning or Error" message : Click on this "Record No" to correct information.
Under column **Status** a "Validated" message : Click on **"Add"** for entry of the following birth notification or **"Batch Submission Screen"** which will take you to the "Batch Summary" screen.

8. On the **"Batch Summary"** screen you can click on **"Delete this Batch"** or **"Submit this Batch"** and the system will transfer your saved data batch over the Internet to the Society Office. The Society Office will automatically receive an e-mail notification that you have submitted this data batch.

9. On the next screen the submit date/time are confirmed. You can also click on **"Submission Notes/ Invoice -View"** for a summary of what you submitted to the office