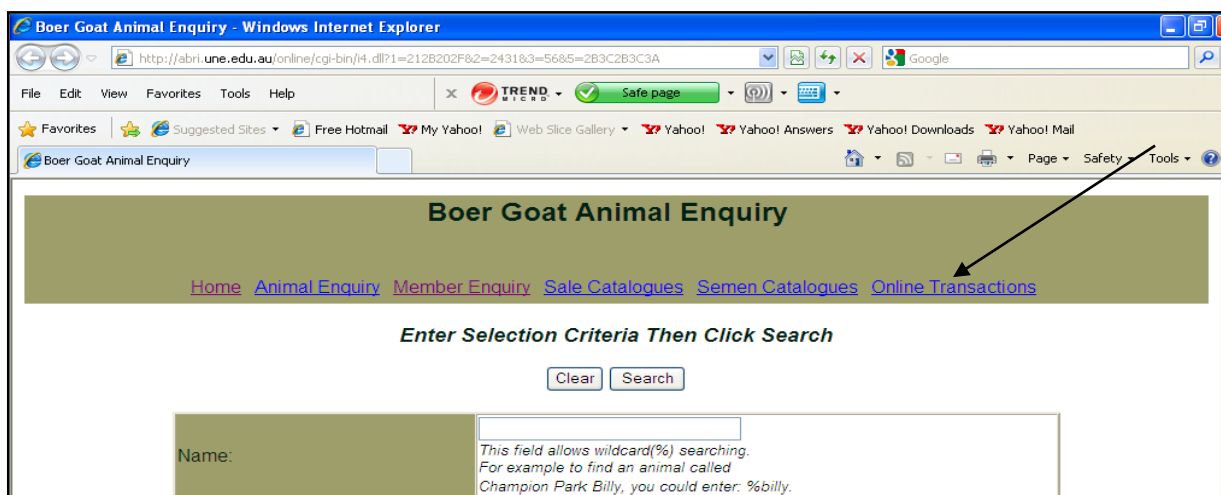
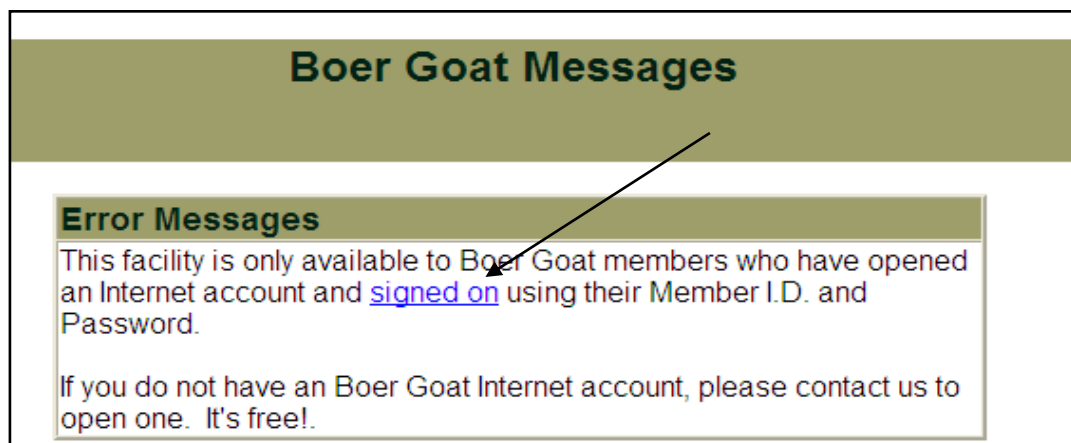


ONLINE ANIMAL REGISTRATIONS: UPDATING AN ANIMAL'S FATE !

1. This Guide assumes you are familiar with doing animal registrations online.
2. If you haven't done any online registrations, you need to contact Barb O'Shea at ABRI to get an online registration username & password.
Barb O'Shea (02) 6773 5177 Email: boergoat@abri.une.edu.au
You should then follow the Step by Step Guide to Registering Animals Online which is on the national website under Members, Forms:
<http://www.australianboergoat.com.au/forms.php>
3. Once you have your username & password go to the BGBAA National site <http://www.australianboergoat.com.au/> On the Main Menu, click on to **Herdbook Search**.
4. Click on **Either** Animal Search or Boer Goat Breeders Association of Australia Member Enquiry. A new Window will open.
5. Then click on **Online Transactions**



6. You come to a screen with an automated **Error Message**. Click onto **signed on** (below).



7. In the next Window you need to sign on with your member ID and password. Then Click **Signon**. If you have forgotten your password follow the Instructions in the Message Box.
8. If done correctly you will come to a Welcome screen which tells you that you are logged into the BGBAA Internet System.
9. Click **Online Transaction** again.
10. Your next step is to **Create a New Batch**. You come to the screen below. Click on **Manually add Records** then **Fates** then **Create**

Boer Goat - Creating a new Batch

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Batch Mode:	<input checked="" type="radio"/> Manually add records <input type="radio"/> Create a Batch from Pre-Built Worksheet <small>(To utilise this facility you must first notify either BREEDPLAN or the Society)</small>
Batch Type:	<input type="radio"/> Boer Goat Registration <input checked="" type="radio"/> Fates <input type="radio"/> Unsuspend Animals
Comments *:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
* Enter comments describing the batch then click the Create button	

[List All](#)
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11. You then have the option to ADD animals and specify their Fate. You will need to know the Animal tattoo number.

Boer Goat - Records in Batch: 72189

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[Batch Submission Screen](#)

Record No.	Status	Animal Id	Fate	Fate Date
<input type="button" value="Add"/> <input type="button" value="Fates"/> View Batch Summary and Batch Submission Screen				

12.

Boer Goat - Adding Record in Batch: 72189
Fates

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Animal ID	Fate	Fate Date
Animal ID	Fate	dd/mm/yyyy
GHIFZ0401	Died	23/2/16
GHIFZ0446	Died	23/2/16
ALBFZ0220	Still active in herd	
	Still active in herd	
	Died	
	Exported	
	Set to Inactive	
	Sold (set Inactive)	
	Still active in herd	
	Still active in herd	
	Still active in herd	
	Still active in herd	

Update Options: Always move to next record

Clicking on the **Fate** box lets you specify whether the animal has died, been sold, exported or has simply become inactive for any other reason. If you are unsure of its fate choose Set to Inactive. If you know the date include it otherwise just do the current date.

Select **Go**

At this point you can either **Submit this Batch (to ABRI)** if you have completed adding records or **leave** the online registration system and add more records at a later date.

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Record No.	Status	Animal Id	Fate	Fate Date
3 - Edit	Validated	ALBFZ0220	1	23/2/16
2 - Edit	Validated	GHIFZ0446	2	23/2/16
1 - Edit	Validated	GHIFZ0401	2	23/2/16

Fates



13. Click on **View Batch Summary and batch Submission Screen** then **Submit the Batch** to send to ABRI.

The Status will change to Sending

There is no charge for submitting Animal Fates to ABRI.

14. There is no **Sign Out** button. To Exit, simply close the screen by clicking the cross in the top right hand corner of your screen or choose Home to return to the BGBAA home page.
15. When you Log in next time, the first screen will show you all the batches you have submitted and their Status. If the Status is **Validated** you can edit the batch and add more records. If the Status is **Submitted** you can still view all the records in the batch but you cannot edit them. This allows you to keep track of all the animals you register as well as the date they were submitted for registration.

NOTE: There is a **Time limit** on accessing the system. You will need to Sign on again if you exceed this time limit. If walking away from the computer to get cup of tea/ coffee or answer the door.... you will get timed out if no "Clicking" is detected.....submit what you have entered & come back & do another batch!

For assistance with OnLine transactions please contact:

Barb O'Shea (02) 6773 5177 Email: boergoat@abri.une.edu.au