# 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**
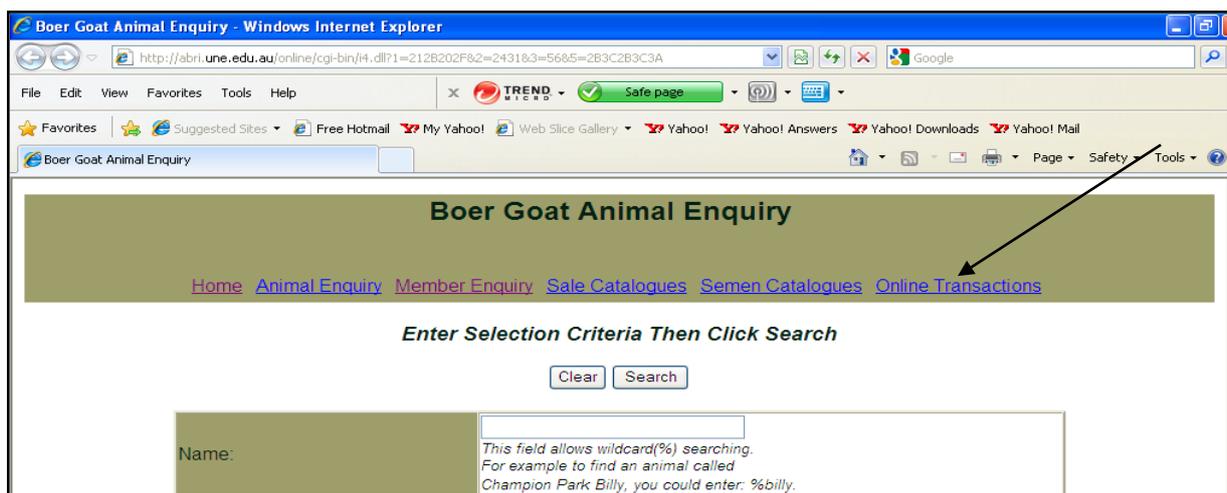
6. You come to a screen with an automated **Error Message.** Click onto **signed on** (below).
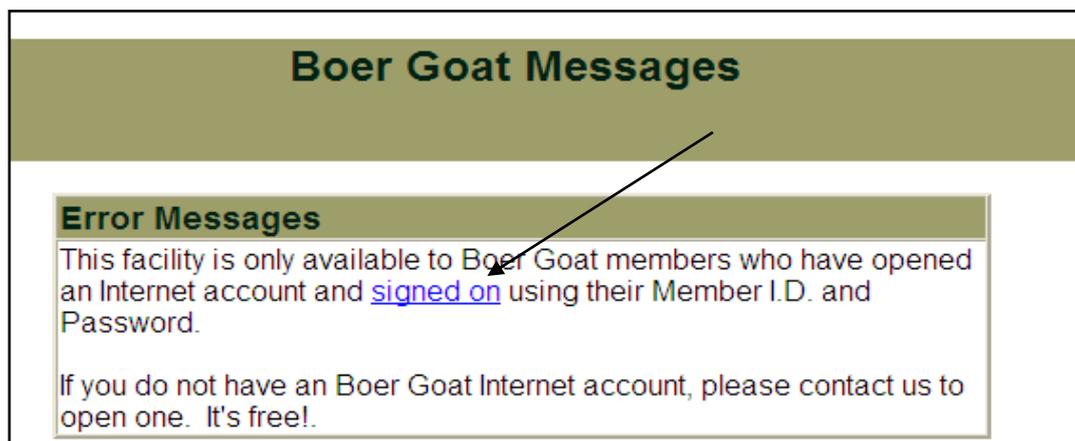
7. In the next Window you need to sign on with your member ID and password. Then Click **Signon.** If you have forgotten your password follow the Instructions in the Message Box.

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

Home Information Animal Enquiry Member Enquiry Sale Catalogues Semen Catalogues Online Transactions

List All
My Batches

Batch Mode:	⦿ Manually add records ○ Create a Batch from Pre-Built Worksheet **(To utilise this facility you must first notify either BREEDPLAN or the Society)**
Batch Type:	○ Boer Goat Registration ⦿ Fates ○ Unsuspend Animals
Comments *:	

* Enter comments describing the batch then click the **Create** button

List All
My Batches
Reset   Create

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

Home Information Animal Enquiry Member Enquiry Sale Catalogues Semen Catalogues Online Transactions

List All   View Batch Summary and
My Batches Batch Submission Screen

Record No.	Status	Animal Id	Fate	Fate Date

Add [Fates ▼] View Batch Summary and
Batch Submission Screen

BOER GOAT
BREEDERS ASSOCIATION

12.

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 <mark>Go</mark>

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.

13. Click on <mark>View Batch Summary and batch Submission Screen</mark> then <mark>**Submit the Batch**</mark> 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

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