



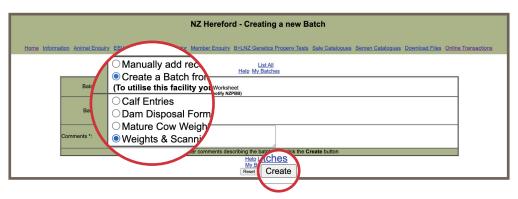
Login, and click on Online Transactions.



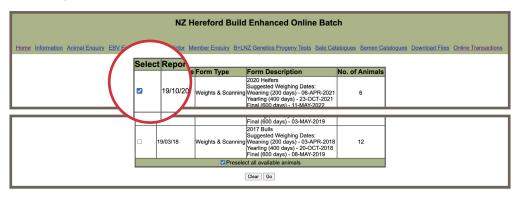
Then click on Create a New Batch.



Leave the dot in Create a Batch from a Pre-Built Worksheet and put a dot in Weights and Scanning. Click Create.



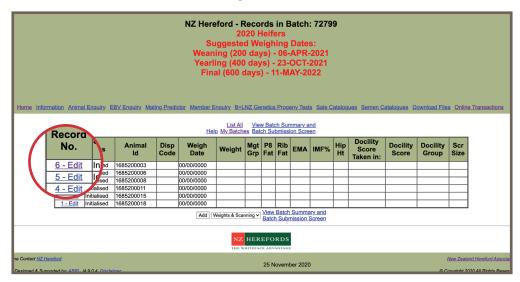
Select the form you want to create and click Go.



Then add the weigh date to the Measurement Date field and click Continue.



Click on the Record Number and enter the weight.



When completed, click on Return to List, click on View Batch Summary and Batch Submission Screen. Submit the Batch to NZ Herefords.

