

**Preparation:**

Before beginning a session you should have all information available.

**Link:** <https://abri.une.edu.au/online/cgi-bin/i4.dll?1=NZHA&2=lo>

Login \*Member ID and \* Password (can be obtained from Registry if unknown)

**IMPORTANT: If it is your first time recording electronically, please contact Hereford Registry, who will run a female inventory for you to then fate animals off accordingly. This will take some time to run so please do this in advance.**

**Getting started:**

Click the link above and login

Click [Online Transactions](#)

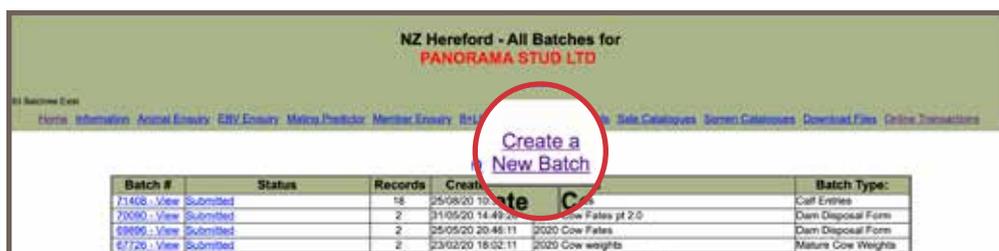


**Create a New Batch:**

Before you enter any data online you must [Create a New Batch](#).

Select [Create a Batch from Pre-Built Worksheet](#) and Batch Type [Dam Disposal Form](#).

Click [Create](#).



A batch can be opened and accessed many times so does not have to be completed and submitted in one sitting. A batch number will automatically be given.

Select the correct disposal year by clicking in the tick box. Click **Go**.

Sort date	Form Type	Form Description	No. of Animals
<input checked="" type="checkbox"/>	Dam Disposal Form	2019 Dam Disposal	5
<input type="checkbox"/>	Dam Disposal Form	2020 Dam Disposal	9

This will give a list of females currently active in your herd.

Leave all dams **ticked**. Scroll to the bottom of the page and click **Continue**.

**FOR LARGE HERDS** (to speed up processing time) – UNTICK all of those animals that remain active in the herd and leave those being fated as TICKED, then click continue. Any animals to be fated will then be carried over to the next screen so they can be given a fate code and fate date.

**ACTIVE = UNTICK                      TO BE FATED = TICK**

5	168509002	PANORAMA AMETHYST 902	Female	22/07/2009
4	1628120092	BEVLEN GAPS LANA DEL SOL	Female	14/06/2012
3	1685130009	PANORAMA PEARL 1509	Female	12/09/2015
2	1685170010	PANORAMA PEARL 1710	Female	15/09/2017
1	1685170015	PANORAMA DUCHESS 1715	Female	25/09/2017

This will then display the **working** list of active dams, as below.

Click **(record number)-Edit** to fate off any animals, leave/ignore those that remain active in the herd.

Record No.	Status	Dam Id	Fate Date
<a href="#">5 - Edit</a>	Initiated	168509002	
<a href="#">4 - Edit</a>	Initiated	1628120092	
<a href="#">3 - Edit</a>	Initiated	1685130009	
<a href="#">2 - Edit</a>	Initiated	1685170010	
<a href="#">1 - Edit</a>	Initiated	1685170015	

Select the appropriate fate and enter a fate date. Then select **Return to List** and click **Go**.

Record No: 168509002    Dam: PANORAMA AMETHYST 902

Dam Fate: Culled (Infertility)

Fate Date: dd/mm/yyyy

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

## Missing Dams?

Any active dams missing from your [Dam Disposal Form](#) can be added by clicking the [Add](#) button (found at the foot of the female inventory page). Simply enter the dam ident and select [Still Active in Herd](#), then click [Go](#).

The first screenshot shows a table with columns: Record No., Status, Dam Id, and Fate Date. The records are numbered 5 down to 1, all with a status of 'Initialised'. Below the table is an 'Add' button circled in red, followed by a dropdown menu for 'Dam Disposal Form' and a link for 'View Batch Summary and Batch Submission Screen'.

The second screenshot shows a 'List All' and 'View Batch Summary and Batch Submission Screen' header. Below is a table with columns: Dam ID, Dam's Herdbook Number, Dam's Fate, and Fate Date. The 'Dam's Herdbook Number' field contains '1628120052' and the 'Dam's Fate' dropdown is open, showing options like 'Cow still active in herd', 'Sold for breeding', etc. The 'Fate Date' field is empty.

## Warnings & Errors:

**Warnings are given in green.** Processing can continue but you should advise the society why a warning has been overridden.

**Fatal errors are given in red.** They must be corrected before a batch can be submitted.

## Editing Batches and Records:

You can view a batch by clicking on the batch number. This produces a batch summary indicating validated entries, entries with warnings, entries with fatal errors and deleted records. You can edit a record by clicking on the record number. This displays the record page with each component and indicates which is/are in error. You can change any component and click "go" at the bottom. The record will go through the validation process again. **You cannot edit a record after the batch has been submitted.**

## Submitting A Batch:

If you have warnings they will be accepted by the system when you submit the batch but you cannot submit a batch with fatal errors. Either correct them or delete the record.

To submit a batch to the Society you click the [View batch Summary and Batch Submission Screen](#) heading and then confirm by clicking the [Submit this batch to NZ Herefords](#) button. This will automatically send an e-mail with an attachment to Hereford Registry. These disposals will be processed electronically.

The screenshot shows a navigation menu with 'Enquiry', 'Progeny Tests', and 'Catal'. Below are links for 'List All My Batches' and 'View Batch Summary and Batch Submission Screen'. The main area displays a table with columns: Batch #, Status, Comments, Create Date, Last Update Date, Records in Batch, Records Validated, Records With Errors, Records With Warnings, Submit Date, and Attached Files. The 'Batch #' is 72805, 'Status' is 'Validated', and 'Comments' is '2019 Dam Disposal'. At the bottom, there are 'Batch Options' including 'Edit Comments', 'Delete this Batch', and 'Submit this batch to NZ Hereford!', with the last one circled in red.