

# ILROnline Guide for Members

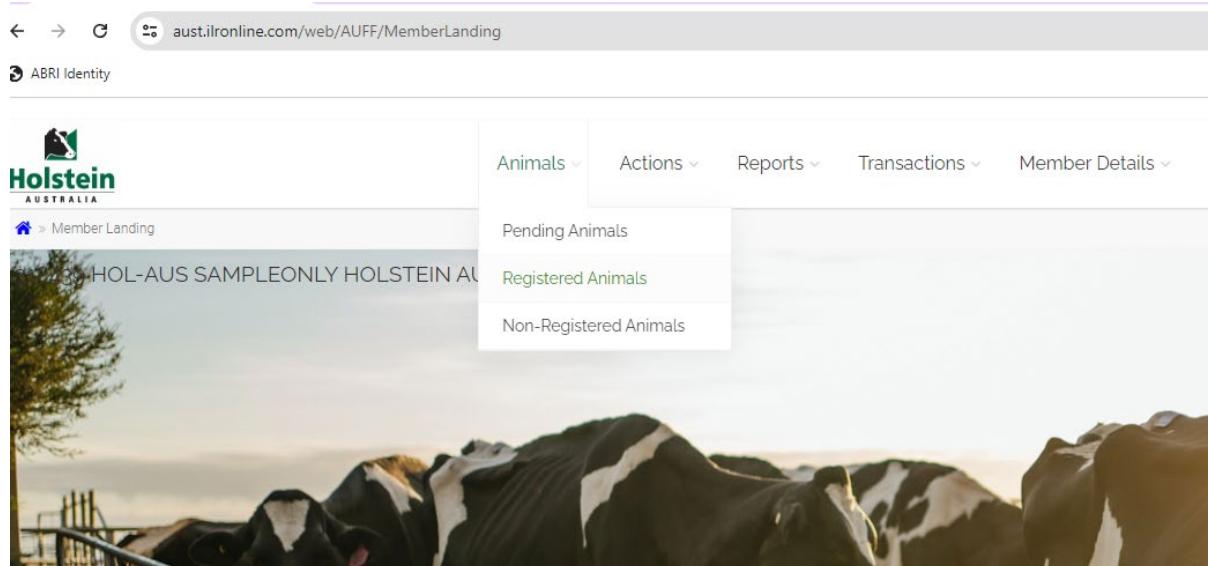
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## Viewing Animals in your herd

### *Registered Animals*

- Go to Animals > Registered Animals



The screenshot shows the ILROnline Member Landing page. At the top, there is a navigation bar with links for 'Home', 'Member Landing', and 'ABRI Identity'. Below the navigation bar, the Holstein Australia logo is displayed. The main content area features a large image of cows in a field. A navigation menu is overlaid on the image, with the 'Registered Animals' tab highlighted in green. The menu includes links for 'Pending Animals', 'Registered Animals' (which is active), and 'Non-Registered Animals'. The rest of the menu items are in grey: 'Animals', 'Actions', 'Reports', 'Transactions', and 'Member Details'.

- This will bring up a list of all of your registered animals. To view more details, such as ABVs, awards, classification, extended pedigrees, progeny and lactation data, click on the animals' hyperlinked herdbook number.

- Click on the tabs to navigate through additional details about each of your animals.

## Animal Enquiry

Registration No.	HOL-AUS SAMPLEONLY EDIFY DREAMY 2026698				
Rego Status	Registered				
Sex	Female				
Sire	EVER-GREEN-VIEW EDIFY-ET-RDF-PF-DPF-BLF-CVF-BYF (g) USAM72773395				
Dam	HOL-AUS SAMPLEONLY BUDDHA 937 1857120				
Recipient Dam					
Details	Pedigree	Progeny	ABVs	Lactations	Classifications
Breeder	318439 - HOLSTEIN AUSTRALIA, VIC				

## Pending Animals

- Go to Animals > Pending Animals
- To fix a previous error, click on the animals name so that the row becomes highlighted

## Pending Animals

Search: <input type="text"/> :2					
	Ident	Name	Sex	Date of Birth	Sire Ident
▶	7309152	HOL-AUS SAMPLEONLY DAZZLE 25061	Female	01/06/2024	840M32145
▶	7305170		Female	14/08/2010	

- Click 'Edit Animal' at the bottom of the screen
- The error will appear at the top of the page

25/06/2024 12:35  
Error - Gestation length from AI / Mating date 01/03/2024 to date of birth 01/06/2024 is out of range (92 days).

## Update Held Animal ?309152

<b>Parentage</b>					
Dam Ident	1807315	x	HOL-AUS SAMPLEONLY FREDDIE 1990 1807315		
Sire Ident	840M3214540598	x	CARTERS-CORNER DAZZLE-ET (g) 840M3214540598		
By AI	Yes	▼	AI Date	01/03/2024	By ET
<b>Calving Details</b>					
Date of Birth	01/06/2024	Sex	Female	•	Num In Birth
Rego Status	Registered	Status	Single		
Rego Type	ILR-Online	Name	HOL-AUS SAMPLEONLY DAZZLE 25061		

- Fix the error, in this case the incorrect AI date needs to be changed to be in range of the Date of Birth
- Select 'Update Animal' at the bottom of the screen.

- Once all animals have been updated, [Submit Pending Transactions](#)

#### Non Registered Animals

- This tab will bring up a list of any unregistered animals in your herd. These may have been classified or genomically tested prior to being registered, so some of their details will already be in the Holstein Australia database.
- Go to Animals> Non Registered Animals
- If you wish to register these animals, click on their name so that the row becomes highlighted, then select 'Edit'
- Fill in all remaining details as outlined in the Animal Registration instructions below, but change 'Rego Status' from 'Unregistered' to 'Registered'
- Select 'Update Animal'
- Once all animals have been updated, [Submit Pending Transactions](#)

#### Useful Functions of the Animals Tab

- In addition to adding photos to animals or removing animals from your herds, here are some useful functions of the Registered Animals Tab in ILROnline.
  - o Filter by animals on hold to see any animals still waiting on parentage verification etc. If you have any questions about why your animals are on hold, Holstein Australia staff will be happy to help.
  - o Download a CSV of your animals for your record or to check your herd inventory
  - o Review classifications, ABVs, lactations and awards for your animals

## Animal Registration

#### New Registrations

- Go to Actions > Register Animal
- Enter dam identification, such as a name, herdbook number, physical ID or herd test number
  - o If you have not recently used this animal, she will not come up as an option in the drop down menu. If so, enter her details and select enter on your keyboard and the system will search for her

## Registration

**Parentage**

Dam Ident	<input type="text" value="Pick or enter a value"/>
Sire Ident	<input type="text" value="2265990"/>
(*) By AI	<input type="text" value="2265990"/>
AI Date	<input type="text"/>

**Calving Details**

(*) Date of Birth	<input type="text"/>	(*) Sex	<input type="text" value="Female"/>
Rego. Status	<input type="text" value="Registered"/>	(*) Status	<input type="text" value="Active"/>
<input type="button" value="SEARCH"/> <input type="button" value="CALCULATE"/> <input type="button" value="PRINT"/> <input type="button" value="EMAIL"/> <input type="button" value="FAX"/>			

- o When the system finds the animal, she will appear to the right of the 'Dam Ident' box

## Registration

**Parentage**

Dam Ident	<input type="text" value="2265990"/>	<small>HOL-AUS SAMPLEONLY BUDDHA 1090 2265990 App2 87% RHA</small>
Sire Ident	<input type="text" value="Pick or enter a value"/>	
(*) By AI	<input type="text" value="Yes"/>	
AI Date	<input type="text"/>	

- Repeat for the sire. If it is your first time using this sire or you have not used him for a while, he may not appear in the drop down box. In this case, you will need to enter his full name, herdbook number, or NASIS code.

AUSTRALIA

 > Register Animal

## Registration

**Parentage**

Dam Ident	2265990	HOL-AUS SAMPLEONLY BUDDHA 1090 2265990 App2 87% RHA
Sire Ident	Pick or enter a value	
(*) By AI	CARTERS-CORNER DAZZLE	AI Date

**Calving Details**

CARTERS-CORNER DAZZLE
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- Click enter, and the bulls details will appear to the right hand side of the Sire Ident box

**Parentage**

Dam Ident	2265990	HOL-AUS SAMPLEONLY BUDDHA 1090 2265990 App2 87% RHA
Sire Ident	CARTERS-CORNER DAZZLE	CARTERS-CORNER DAZZLE-ET 840M3214540598 99% RHA
(*) By AI	Yes	AI Date

- o Now that you have used this bull, he will appear in your [quick pick list](#) next time you register one of his progeny. You will be able to use shortened versions of his name.

**Parentage**

Dam Ident	Pick or enter a value
Sire Ident	Pick or enter a value
(*) By AI	DAZZLE

**Calving Details**

(*) Date of Birth	CARTERS-CORNER DAZZLE (840M3214540598)
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- Continue filling in your animals details. Field with a \* are mandatory.
- If Holstein Australia has your National Herd ID on file, this will be prefilled. You can add a Within Herd ID/ Herd Test Number.

- If Holstein Australia has your NLIS PIC code on file, this will also be prefilled. Just add the second half of the PIC number in the 'NLIS ID Part 2' box. Our system will automatically merge these 2 fields together to form the NLIS code that appears on your registration certificate.

Calving Ease	<input type="text" value="XXXXXX"/>	<input type="checkbox"/> Off Colour ?	<input type="checkbox"/> Born Polled ?
National Herd ID	<input type="text" value="H00046B"/>	Within Herd ID	<input type="text" value="2506"/>
NLIS ID Part1	<input type="text" value="XXXXXXX"/>	NLIS ID Part2	<input type="text" value="XBU2506"/>
Physical ID Type	<input type="text" value=""/>	Physical ID	<input type="text" value=""/>

- HA requires 2 forms of physical ID for registration. If you have already added an NLIS code, you are only required to add one more form of physical ID.
  - o Select physical ID type from the drop down box, then add the identification to 'Physical ID'

NLIS ID Part1	<input type="text" value="XXXXXXX"/>	NLIS ID Part2	<input type="text" value="XBU2506"/>
Physical ID Type	<input type="text" value="EarTag"/>	Physical ID	<input type="text" value="2506"/>
Physical ID Type 2	<input type="text" value=""/>	Physical ID 2	<input type="text" value=""/>
National ID	<input type="text" value=""/>	<input type="checkbox"/> Ext. Pedigree ?	

- Once you have finished inputting the details, select 'Save and Add Another'
- If there are no warnings or errors, you should have a pop-up at the top of the screen that says 'Animal XXXXXX successfully added'.
  - o In some cases, a warning or error will occur. If this is something that you can fix (e.g. the wrong AI date was inputted and is out of range for the calving date), you can fix this and re-save. If it is something you cannot fix, e.g. you did not own this animal at mating, submit the animal as pending and a HA staff member will fix from our end.

#### Submitting Registrations

- Once you have completed any work, including [registrations](#), fixing [pending animals](#), registering previously [unregistered animals](#), [disposals](#), and [adding photos](#), you will need to submit your pending transactions.
- In the top right hand corner in Blue, you will see 'Transactions', select this.
- You will see a list of all of the registrations that you have completed, and any charges associated with these. You may wish to look over your animals names at this stage. If there are any changes you would like to make, please email [enquiry@holstein.com.au](mailto:enquiry@holstein.com.au)
- Once you are happy, click 'Submit Transactions'.
  - o If you have elected to receive paperless certificates, you will receive these via email as soon as you submit.
  - o If you receive paper certificates, these will be automatically printed at the Holstein Australia head office and mailed to you.
  - o Any failed registrations will be investigated by Holstein Australia staff. If we have any questions we will be in contact.

### Sire and Dam Quick Pick Lists

- Once you have [registered an animal](#) out of any sire or dam, they will automatically appear on your sire/dam quick pick list.
- Next time you wish to register an animal from that sire/dam, they will appear in the drop down menu in the Sire Ident/ Dam Ident field on the Register Animal screen.
- If you are no longer using a sire/dam, or have used the incorrect animal etc, you can remove them from your list by going to Actions > Sire Quick Pick List or Dam Quick Pick List

### Adding Photos to Registered Animals

- To add a photo to a registered animal, go to Animals> Registered Animals
- Use the search function to find the animal you wish to add an image for. You can use their herdbook number, physical ID or a part of their name.
- To select the animal, click on its name so that the row becomes highlighted.

1857120	HOL-AUS SAMPLEONLY BUDDHA 937	Female	23/04/2014	1409746	BUSHLI
1413156	HOL-AUS SAMPLEONLY LORDPRES NORA-T1	Female	30/06/2002	851470	CLYDEV

[Disposal](#) [Register Progeny](#) [Add Photo](#)

- Click 'Add Photo'
  - o TIP: If you are using a device with a small screen, such as a phone or tablet, you may not be able to see the buttons on the bottom of the screen. To scroll down to the bottom of the page, make sure you touching an area of the screen outside of the animal table, e.g. the very top or side of your screen.
- Click on the + button to add photos. If you are on a device with a camera, you will be given the option to take a photo or add one from your camera roll. Otherwise, your files will open up to allow you to select a photo.

### Manage media for HOL-AUS SAMPLEONLY LORDPRES NOR

#### Images

You may add up to 5 images. Maximum size for each image is 2MB as a JPG or PNG



#### Video

- Once all animals have been updated, be sure to [Submit Pending Transactions](#)

## Animal Disposal

- To remove a registered animal from your herd, go to Animals> Registered Animals
- Use the search function to find the animal you wish to remove. You can use their herdbook number, physical ID or a part of their name.
- To select the animal, click on its name so that the row becomes highlighted.

1857120	HOL-AUS SAMPLEONLY BUDDHA 937	Female	23/04/2014	1409746	BUSHLI
1413156	HOL-AUS SAMPLEONLY LORDPRES NORA-T1	Female	30/06/2002	851470	CLYDEV

[Disposal](#) [Register Progeny](#) [Add Photo](#)

- Click 'Disposal'
- Enter a Disposal Reason and Disposal Date
- Select 'Save'
- Once all animals have been updated, be sure to [Submit Pending Transactions](#)
- You can also dispose of Non Registered animals under Animals > Non Registered Animals

## Viewing Previous Transactions

- ILROnline can also be used to view previous transactions. This can be helpful if you would like to see more details about work you have been invoiced for. You can also view any payments you have made, and your total outstanding balances.
- Go to Transactions > Previous Transactions
- Here, you can see general details about the number of registrations, transfers etc. in each work order, as well as the total charges and total receipts. To see more details, click on the hyperlinked Work Order ID.

## Invite Staff to ILROnline

- If you would like to invite farm managers or other staff to view ILROnline, go to Member Details > Membership Details
- At the bottom of the page, there is a green 'Invite' button
- Select this, and input your staff members email address. Click 'Invite User'. They will receive an email inviting them to create an account.
- If they already have an ILROnline account for another membership, when they log in they will be given the option to choose which membership to log in to.
- They will be invited as a Standard member, which means they will have access to all of the same functions as you, but cannot invite anyone else to ILROnline.