



# **ILROnline is Ready when You are.**

**Quick Start Guide**





# It's here your registrations on Command

Welcome to Holstein Australia's newest Service which can be accessed any time of the day or night and when **YOU** have the time.

**You** can also choose to go "Paperless".

**You** can request a certificate copy online.

**You** are in control

There are easy steps to follow

1. Logging in for the first time
2. Navigation
3. How to Register animals in real time\*
4. Other Services

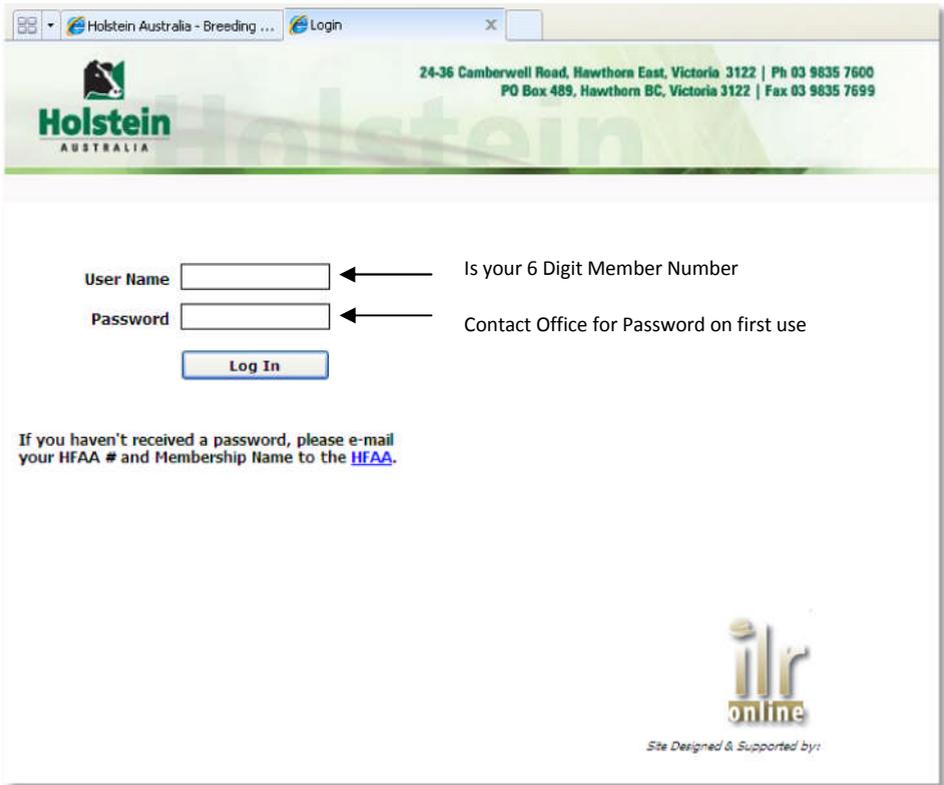
This booklet tells you what you need to do in easy simple steps to get you on your way.

*\*ET registrations are unavailable at this stage and will need to be completed on the previous registration system through the website.*

*What is coming:*

ILROnline is still in progress. New features will be made available in stages. These will include; adding an image to an animal and submitting an application for an STP award.

If you wish to provide feedback on your experience with ILROnline, please email us [enquiries@holstein.com.au](mailto:enquiries@holstein.com.au)

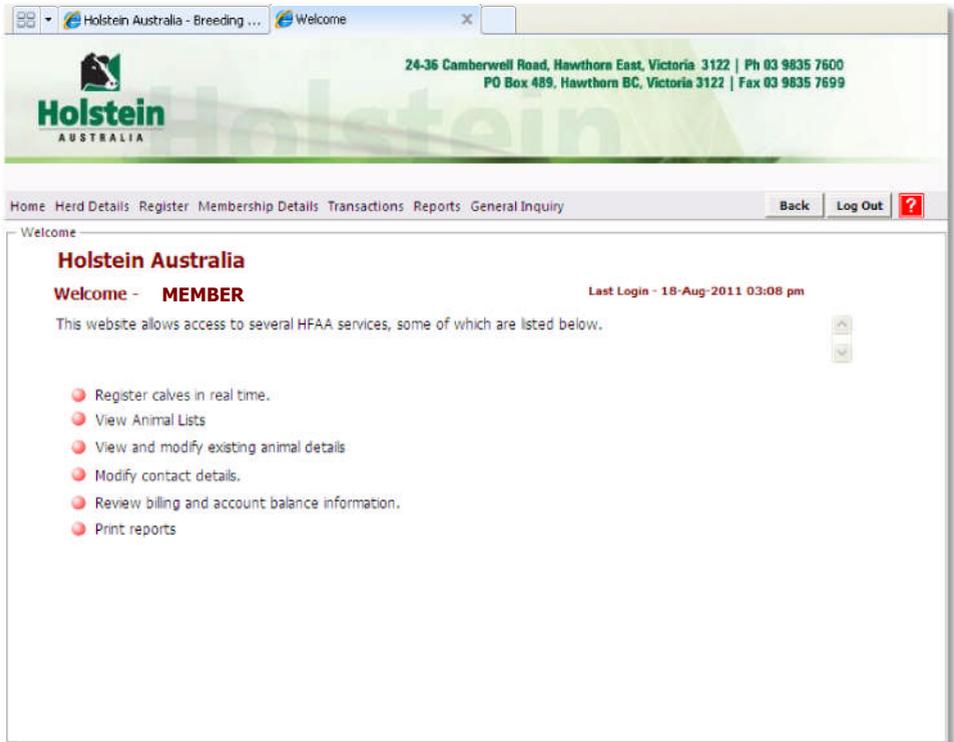


To begin enter your User Name which will always be your unique 6 digit Membership Number and password.

Your password for web login does not automatically transfer to ILROnline. You will need a new password to begin. If you don't already have a Password for ILROnline please contact Holstein Australia.

Once you have logged in you are taken to the Welcome Page

From here you are able to access all functions of ILROnline all which are explained in this booklet.



# Navigation

Each Menu Item when selected produces a series of Drop down selection criteria

The image shows a screenshot of the Holstein Australia website's navigation menu. The menu items are: Home, Herd Details, Register, Membership Details, Transactions, Reports, and General Inquiry. A text box explains that clicking on these items leads to new screens for performing tasks. Arrows point from the menu items to their respective dropdown menus:

- General Inquiry** dropdown: Find Animals
- Reports** dropdown: Display Generated Reports, Report Requests
- Transactions** dropdown: Transactions in Progress, Previous Transactions
- Membership Details** dropdown: Edit Membership Contact Details
- Register** dropdown: Register New Calf
- Herd Details** dropdown: Active Registered Males, Active Registered Females, Sire Quick Pick List, Dam Quick Pick List, Calf Crop List, Register New Calf

A large grey number '2' is visible in the bottom right corner of the page.

Find Animals

Member - Find Animals

Find Animals whose ID, Alt ID, or Name starts with:  Like  Find

Wildcards (ie %) can be used with like option

SCREEN EXAMPLE

Transactions

Member - Transactions in Progress

1 of 0 rows selected

All Transactions  Hide \$0.00

Current Balance of Account:

Date	Description	Amount	Total Tax	Total	Additional Info	Anim ID	Anim Ident
22-08-2011	Rego, 6-mths, Appendix-4	10.00	1.00	11.00			1647432

1 row

All transactions will be submitted automatically after 7 days, if not previously submitted.

Total:

Submit Transactions

Total Tax:

Amount to Submit:

Select Performance Year

Member - Calf Crop

Year	Season	Description	Animal Count
2011	Full Year	Calves	6
2010	Full Year	Calves	10
2009	Full Year	Calves	20
2008	Full Year	Calves	12

## Other Services

### Herd Details Menu,

**Active Registered Males and Females** lists just that in the screen for your membership.

**Sire and Dam Quick Pick List,** lists the sires and dams you have registered from in your herd in the last two years

**Calf Crop List,** lists animals born in your herd by year of birth.

### Resister

Explained in detail on the next two pages

### Membership Details

If you have changed address, email or telephone details you can now make the alterations easily in ILROnline. Click on Edit Membership Contact Details to begin.

### Transactions

This screen shows both the transactions you have in progress waiting to be submitted. And also the older transactions you have performed including your current account balance.

### Reports

**Display Generated Reports** All reports created are stored in one area. To view any reports you have requested including Extended pedigrees use this screen

#### **Report Requests**

Herd Inventory Report can now be accessed online. It lists all active animals in your herd.

## General Inquiry

Any registered animal can be looked up through animal enquiry. If several animals have been found, select one of them and click view details. Full animal details can be viewed from there.

Several reports can also be created for an individual animal.

- Online Extended Pedigree once you find the animals click the Ext Pedigree button and then view the pedigree in reports
- Embryo History Report once you find the animals click the Emb Hist. Report button and then view the result in reports



# How to Register

To access the screen below click “Register” on the top menu and then “Register New Calf” \* *All fields marked with an asterisk are required*

24-36 Camberwell Road, Hawthorn East, Victoria 3122 | Ph 03 9835 7600  
PO Box 489, Hawthorn BC, Victoria 3122 | Fax 03 9835 7699

Home Herd Details Register Membership Details Transactions Reports General Inquiry 1 Pending Transaction(s) Back Log Out ?

### Register Calf Details

Cow Recording No. \* NHID C01102H NLIS PIC ID NF340145 NLIS Animal ID

#1 Tag Type \* #1 Tag ID \* #3 Tag Type #3 Tag ID

#2 Tag Type \* #2 Tag ID \* #4 Tag Type #4 Tag ID

Sex \* Status Active Date of Birth \* (dd/mm/yyyy)

Name GLENFABA \*  
Breeder 301227 Size Calving Ease No. in Birth 1

Extended Pedigree No Colour Black & White Create National Id. No

Sire and Dam Details Messages

Sire NASIS ID \* Find  
Sire Country + Sire Ident Find  
Sire Quick Pick List  
Sire Name  
Dam Ident \* Find  
Dam Quick Pick List or  
Unreg. Dam Details

Birth Indicators  
By AI No AI/Observed Date (dd/mm/yyyy) Induced No Off Colour No

Populate Quick Pick List Register

By clicking **[Populate Quick Pick List]** the drop down functions in Sire and Dam are populated with animals you have registered out of in the last 2 years.

1. Fill in the required information. *Including 2 compulsory physical Identifiers*
2. When you are satisfied with the details you have entered, click **[Register]**. Located in the bottom right corner of the screen.
3. A message will appear “If successful, this action will register the animal with the HFAA and generate a Registration Fee. Click **[OK]** to Continue or **[Cancel]**.
  - **If registration is successful:** The screen will clear and a herdbook number created will appear in the Messages tab.
  - **If there are Errors or Warnings:** The animal details will remain. To view the error and warning, click on the Messages tab. *If you need further information regarding any errors or warnings displayed for a registration, please contact staff at Holstein Australia to clarify.*

4. Once you have entered all animals to be registered (can be over a period of up to 7 days) the next step is to submit the transactions.

**Submitting your transactions:**

To view your current transactions click “**Transactions**” then click on “**Transactions in progress**”. This displays a list of registrations and other transactions you have recently done.



Just click [**Submit**] and your transactions will be

processed overnight. It will finalise the registration process and print all paperwork. A summary and registration certificates, along with any extended pedigree requests will be printed and mailed to you.

*(Members on paperless option, a record of registration information will replace the registration certificate)*

**Please note:** 7 days after the initial transaction all transactions are automatically submitted to Holstein Australia.

If you would like registrations to be processed the same day you will need to submit them, then contact the Holstein Office.

Rush delivery will incur a fee

**An extended pedigree ordered with a registration:** It is printed from the Holstein Office and mailed with your certificate of Registration. If you have opted for the “Paperless” registrations, the extended pedigree will still be printed in Holstein Office, along with a record of registering your animal. A pdf of the extended pedigree will also be created online.

**Summary/Checklist:**

- Ensure all details for animal/s to be registered is available before you log in. (Herd Test, physical identifiers, DOB, name Sire and Dam information and birth indicators such as twin, colour etc.)
- Log In
- Register the animal/s (Checking warnings and errors)
- Submit the registrations and transactions
- Log Out
- Receive paperwork in mail.

When you have finished working in ILR ONLINE click [**Log Out**] in top right corner of screen to leave the website.



# Holstein

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A U S T R A L I A

24-36 Camberwell Road  
PO Box 489  
Hawthorn East VIC 3122  
PH: 03 9835 7600  
FAX: 03 9835 7699  
[enquiry@holstein.com.au](mailto:enquiry@holstein.com.au)