



# Dorper Sheep Society of Australia Inc.

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## HELP DOCUMENT

*for the online registration & transfer of stud animals*

*with the Dorper Sheep Society of Australia*

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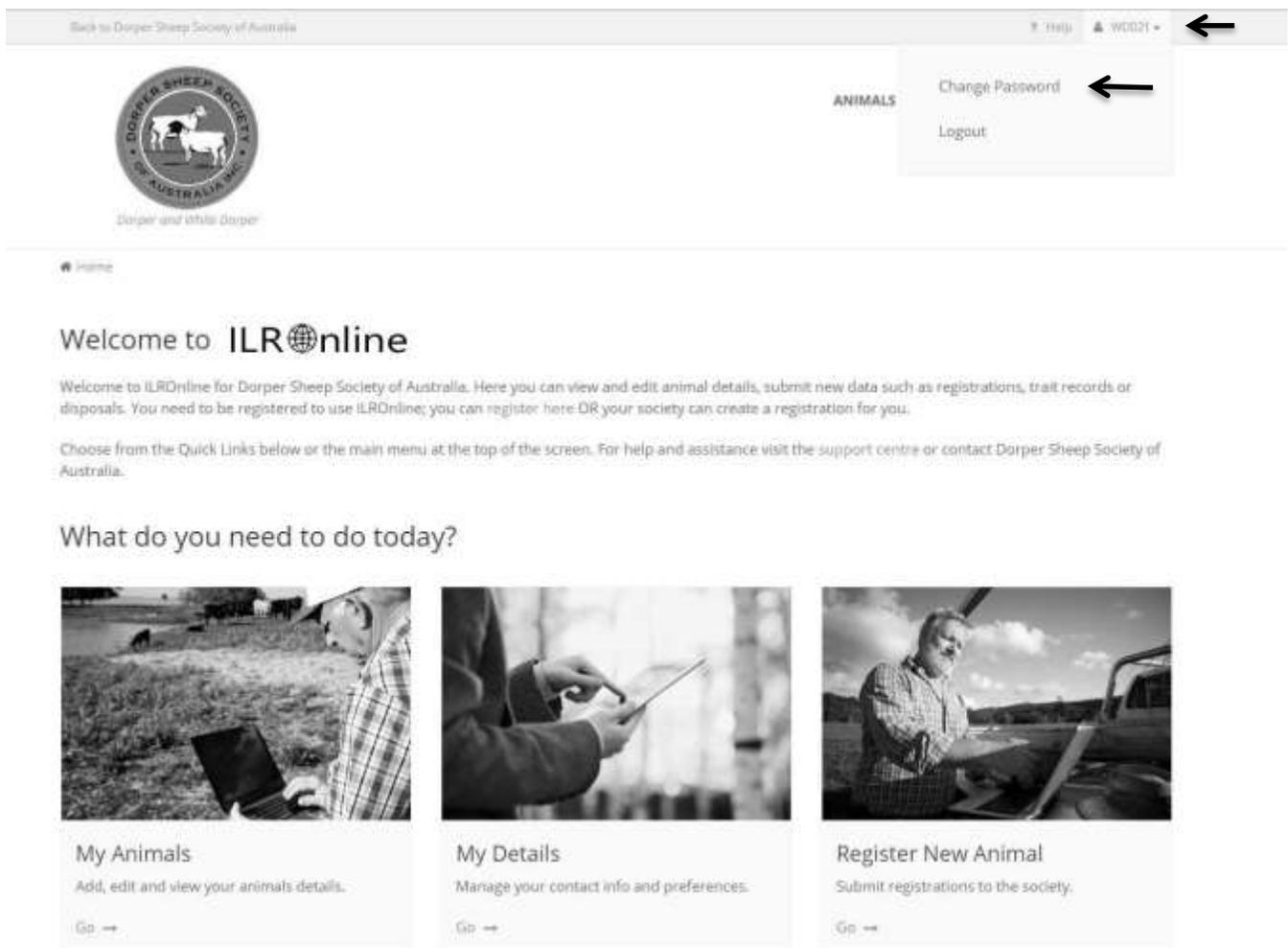
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## LOG IN

**Every member will need to register as a new user the first time you log in to the new system.** Passwords are emailed directly to the email address you have recorded with the DSSA.

To create your online account with ILROnline, you will need click on the 'REGISTER NOW' button on the login page. You will then need to enter your Member ID and the email address you have recorded with the DSSA office. You will receive a computer generated email with your username and password to access your online account. Please note that passwords are case sensitive.

Once you have logged in, it is recommended that you change your password to something you will remember. To change your password, click on your member ID at the top right hand side of the page and select 'Change Password' from the drop down box, as shown below.



The screenshot shows the ILROnline interface. At the top, there is a navigation bar with a 'Back to Darper Sheep Society of Australia' link, a 'Help' icon, and a user ID 'W0021' with a dropdown arrow. Below this is the Darper Sheep Society of Australia logo, which includes the text 'DARPER SHEEP SOCIETY AUSTRALIA INC.' and 'Darper and White Darper'. To the right of the logo is an 'ANIMALS' menu with 'Change Password' and 'Logout' options, both indicated by arrows. Below the navigation bar is a 'Home' link. The main content area starts with a 'Welcome to ILRonline' heading, followed by a paragraph explaining the system's purpose and a note about registration. Below this is a section titled 'What do you need to do today?' with three quick links: 'My Animals' (Add, edit and view your animals details.), 'My Details' (Manage your contact info and preferences.), and 'Register New Animal' (Submit registrations to the society.). Each link has a 'Go' button with a right-pointing arrow.

If you have forgotten your password, the 'FORGOT YOUR PASSWORD' button on the log in page will email you a link to reset your password. This allows members 24/7 access to the online system.

To **Log Out** of ILROnline, click on your member ID (displayed in the top right hand side of the page) and select 'Log Out' from the drop down box that appears. Please ensure that all pending transactions are processed before you log out of ILROnline.

You are able to return to the ILROnline Home Page at any time by clicking on the 'ILROnline' link at the bottom left hand side of the page, as shown below.

## Welcome to ILROnline

Welcome to ILROnline for Dorper Sheep Society of Australia. Here you can view and edit animal details, submit new data such as registrations, trait records or disposals. You need to be registered to use ILROnline; you can register here OR your society can create a registration for you.

Choose from the Quick Links below or the main menu at the top of the screen. For help and assistance visit the support centre or contact Dorper Sheep Society of Australia.

### What do you need to do today?



#### My Animals

Add, edit and view your animals details.

Go →



#### My Details

Manage your contact info and preferences.

Go →



#### Register New Animal

Submit registrations to the society.

Go →

## REGISTRATIONS

There are several ways to access the registration page:

1. From the ILROnline home page, selecting 'Register New Animal'
2. Clicking on the 'ANIMALS' button at the top of the page and selecting 'MY ANIMALS' from the drop down box. There is a 'REGISTER NEW ANIMAL' button near the top right hand side of the page.
3. Clicking on the 'ANIMALS' button at the top of the page and selecting 'PENDING REGISTRATIONS' or 'MY INCOMPLETE REGISTRATIONS' from the drop down box. Then click the 'SUBMIT NEW REGISTRATION' button at the top of the page.

The mandatory fields for registering an animal in the DSSA studbook are:

- Sex – the gender of the lamb you are registering
- Date of birth of the lamb you are registering
- Tag identifying the lamb you are registering. **The tag number used for registering an animal MUST be 6 digits long with the first 2 digits identifying the year of birth** (e.g. 16 for a lamb born in 2016). Place holding zeros can be used if the tags you use within your flock are not 4 digits (E.g. tag number 22 on an animal born in 2016 would be 160022). The tag number creates the ident of the animal with your flock ID (also known as member ID). E.g. if the above animal was registered by a member with the flock ID of D1234, the animal ident would be D1234 160022
- Number in birth – the number of lambs born from the ewe (mother/dam) in this birthing event (i.e. 1 for single, 2 for twins etc.)
- Ram (father/sire) ident – this is the registration number (also referred to as ident) of the ram who sired the lamb. You can enter the ident directly into the field or you can use the search button at the end of the ram (sire) field (see image below) to search for rams registered on the database. You can search for rams by ident, name and tattoo. You are able to search by partial ident, name and/or tattoo. You will only receive 4 search results at a time. If the ram you are searching for is not listed in the search results, you will have to refine the search results by narrowing the search fields (providing more information).
- Ewe ident – this is the registration number (also referred to as ident) of the ewe who is the genetic mother of the lamb. You can enter the ident directly into the field or you can use the search button at the end of the ewe (dam) field (see image below) to search for ewes registered on the database. You can search for ewes by ident, name and tattoo. You are able to search by partial ident, name and/or tattoo. However, you will only receive 4 search results at a time. If the ewe you are searching for is not listed in the search results, you will have to refine the search results by providing more information.
- By AI – Is the lamb a result of artificial insemination?
- By ET – Is the lamb a result of embryo transfer?
- Colour – Is the lamb a Dorper (black) or White Dorper (white)?

## Register an Animal

Sex:

Tag:

(6 Characters)  
Name:

Date of Birth:

Num in Birth:

Ram Ident:

Ewe Ident:

By AI:

By ET:

Color:

Certificate:

Export Tag:

### Search for a Ram

Enter the Tattoo, Name or Ident to search for a list of available animals to use.

Show Inactive Animals

#### Found Animals

Name	Tattoo	Ident
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Optional fields when registering an animal include:

- Name – If you do not wish to name the animal you are registering, leave this field blank and the name will default to a combination of your stud prefix and the tag number of the animal you are registering.
- Certificates – Registration certificates can be provided free of charge in a pdf format. The certificates will be emailed to you after you have submitted the transactions for the registration. The office is still able to provide a printed certificate at a charge of \$1.50 per certificate.

After you have entered all the details for the lamb you wish to register, click on the 'CHECK FOR ISSUES' button at the bottom of the page. This will verify the details of the animal to be registered. If no warnings or errors are present, this registration is ready to be saved and you can then click on the 'SUBMIT' button.

Errors indicate that this registration cannot be processed. The specified details must be corrected before a registration can be submitted. If you wish to correct the details later, you can click on the

'SUBMIT' button located at the bottom of the page. This animal will then be saved in your incomplete registrations.

Warnings suggest possible mistakes or warn you of recorded information which indicate further work may be required on your behalf. This can include details such as the dam is syndicate (jointly) owned, meaning that part ownership of the lamb you are registering may need to be transferred to the other owner/s of the dam after registration

If you click on the 'SUBMIT' button when warnings or errors are present, the animal will be saved in 'MY INCOMPLETE REGISTRATIONS'. This will allow you to return to register this animal at a later date when the details are corrected. For more details on warnings and errors, see below.

Animals that have no warnings or errors present will be saved in 'MY PENDING REGISTRATIONS'. You can edit any of these animals until you submit the batch.

**Once you have entering transactions, you must then go to 'BILLING' and select 'MY PENDING TRANSACTIONS' from the drop down menu and click on the 'SUBMIT PENDING TRANSACTIONS' button for the registration to process.**

### **Export Animals**

Animals can be registered for export using the ILROnline system. This process is the same as a standard registration with the additional requirement of completing the 'EXPORT TAG' field with the export tag number provided by the export company. The registration certificate for export will be sent to the registering owner so it is your responsibility to send these export certificates to the Export Company. Export certificates will no longer be sent by the office unless you contact the Registrar directly requesting a printed certificate. Please note that you will be charged \$1.50 per certificate for the office to issue certificates on your behalf.

### **ERRORS AND WARNINGS**

Errors will be shown in red. The specified details must be corrected before a registration can be submitted.

Warnings are given in yellow. These suggest possible mistakes or warn you of recorded information which suggests further work may be required on your behalf. This can include details such as the dam is syndicate (jointly) owned, meaning that part ownership of the lamb you are registering may need to be transferred to the other owner/s of the dam.

### **Mate clash**

A mate clash occurs when 2 animals are born from the same ewe within the same gestation period but the details of the offspring do not match. There are several possible causes of a mate clash, such as:

- a) The dam ident is incorrect for one animal in the mate clash. If this error occurs in conjunction with the 'error – number of progeny born in one day greater than the number in birth', this is a likely solution (also see d)
- b) The date of birth is different for each animal when they are a set of twins
- c) The sire ident different for each animal when they are a set of twins

- d) The number in birth is incorrect (it must be the same number for each and all animals born of a ewe within the same lambing event). If this error occurs in conjunction with the 'error – number of progeny born in one day greater than the number in birth', this is a likely solution (also see a)

#### **Original Owner does not have access to dam at birth**

#### **Breeder does not have access to dam at mating**

This occurs when the dam of the lamb you are trying to register has:

- a) Been transferred to another owner
- b) Has not been transferred into your ownership

You can confirm if an animal is in your flock (ownership) by searching for the relevant animal in 'My Animals'.

#### **Duplicate registrations**

If you are attempting to register an animal that is already registered with the DSSA, you will receive the following error message:

Error – Name <ANIMAL NAME> already in use by < ANIMAL IDENT>. Please reconsider.

Error – Tattoo <TAG NUMBER> already exists on file...

Error – Mating clash with <ANIMAL NAME> born <DATE OF BIRTH>. Days between both animals = 0.

Error – Number of progeny born within one day greater than the number in birth  
<ANIMAL IDENT> already on file.

If you receive this complete message, it is likely that the animal is already registered. You can confirm if the animal is already registered through the My Animals page. To confirm that this animal is already registered, it is necessary to check the date of birth, sex and the dam and sire ident of the already registered animal as well as the tag number as there may be differences.

If this animal is already registered, the 'CANCEL' button located at the bottom of the screen will cancel the registration of this animal.

If you receive the below error messages, this is not a duplicate registration; the tattoo is in use by another animal but the details (dam, sire, date of birth etc) are different.

Error – Name <ANIMAL NAME> already in use by <ANIMAL IDENT>,

Error – Tattoo <ANIMAL TAG NUMBER> already exists on file for animal <ANIMAL IDENT>.  
<ANIMAL IDENT> already on file)

This error message usually means that:

- a) The tag number of the animal you are trying to register is incorrect
- b) The tag number has been entered incorrectly for an animal you have previously registered
- c) You are using the same tag number twice.

If you cannot resolve a registration error or warning or have any questions about errors or warnings, please contact the Registrar with all the relevant information.

## **TRANSFER OF REGISTERED ANIMALS**

Once you have logged in to ILROnline, animals can be transferred by:

1. Clicking on the 'ANIMALS' button at the top of the screen and selecting 'TRANSFER ANIMALS' from the drop down box.
2. Searching for the animal you wish to transfer in 'MY ANIMALS', clicking on the ident of the animal to view the animal details and then clicking on the 'TRANSFER THIS ANIMAL BUTTON' located near the bottom of the page.

To transfer an animal, fill in all the required details in the 'Transfer Animals' page. You must include a transfer date, the new owner/s and the animal/s to be transferred. The services details is only required when you are transferring a ewe that has been serviced before the transfer date.

You can search for the new owner by name or by member ID (ident).

If you are transferring an animal to a non-member and cannot find a matching search result, the office can add the non-member to the database. The update will be instantaneous so you can transfer the animal as soon as the non-member is added. The preferred method of contact with the office would be via email ([dorper@abri.une.edu.au](mailto:dorper@abri.une.edu.au)) to ensure there are no errors in the contact details of the non-member.

You are able to select multiple animals to transfer to a new owner in the one submission by clicking on the 'ADD ADDITIONAL ANIMAL' button under the 'Animals to Transfer' section of the transfer page. Please note that ILROnline cannot transfer any more than 10 animals in a transaction. To submit more than ten transfers to the one new owner, please repeat this process (including submitting the pending transactions) between each 10 animals.

**Once you finished processing all transactions, you must then go to 'BILLING' and select 'MY PENDING TRANSACTIONS' from the drop down menu and click on the 'SUBMIT PENDING TRANSACTIONS' button for the transfer to process.**

### **Transfer Certificates**

Transfer certificates will still be automatically sent to the purchasing owner

- in a pdf format provided the member has email subscription with the DSSA
- in paper format if the transfer is to a member that has paid for postal subscription with the DSSA
- in paper format to a non-member, unless an email address is supplied

## **MY ANIMALS**

The MY ANIMALS page lists all animals currently in your ownership with 10 animals listed per page. From this page, you can search for specific animals using the Search/Filter Criteria option. This will allow you to search for animals by Animal Ident, Animal Name, Tag, Lambing Year, Animal Status, and/or Sex. The Animal Ident, Animal Name and Tag search fields can be partial (e.g. 15 in the Tag field will search for all animals in your ownership with 15 anywhere in tag number). The search results will display 10 animals per page.

By searching for animals in your ownership (the MY ANIMALS page), you can view the animals details by clicking on the animal ident. All the recorded details of this animal will be displayed from this page. The PEDIGREE tab on the Animal Details page will display 3 generations of pedigree of the animal. Each ancestor of the animal listed includes a link to the animal details on the database.

From the Animal Details page, you can:

- ADD DISPOSAL – This option makes the animal inactive to record an animal as dead
- TRANSFER THIS ANIMAL – see transfers
- VIEW ANIMAL ON INTERNET SOLUTIONS – This option displays the animal on the online database, and can include inspecting/typing information, sale information etc.
- GENERATE CERTIFICATE – This button will email you a pdf certificate for the animal.

## **BILLING**

Account balances are displayed in ILROnline under 'BILLING'. If you have a linked account, Dorper and White Dorper registrations will have to be processed under the relevant account according to breed. Account balances and charges will be displayed only in your default debtor account (WD).

To view your account balance, select either 'My Pending Transactions' or 'My Previous Transactions' from the drop down menu under 'BILLING'. The current balance displayed is the total amount owing on your account for all work **completed** by the DSSA. The 'Pending Transactions Balance' displays the amount that will be charged to your account after the work you have submitted has been completed. See 'My Pending Transactions' for how to complete the work.

### **My Pending Transactions**

This displays all transactions for all the registrations and/or transfers you have submitted using ILROnline. Each Transaction is listed under 'My Pending Transactions'. The ident of the animal you have registered and/or transferred can be viewed by clicking on the + symbol at the right hand side of the transaction details, as shown below.

Pending Transactions (3)

	Transaction Date	Description	Amount	GST	Total
+	13/09/16	Certificates - Initial	\$0.00	\$0.00	\$0.00
+	13/09/16	Registrations Electronic	\$6.00	60c	\$6.60
+	13/09/16	Transfers	\$6.00	60c	\$6.60

Page 1 of 1 - 3 total pending transactions

**You must click on the 'SUBMIT TO SOCIETY' button for the registration or transfer to process successfully.**

### **My Previous Transactions**

This area displays all transactions submitted and completed using ILROnline. Each Transaction is listed under 'My Previous Transactions'. The ident of the animal you have registered and/or transferred can be viewed by clicking on the + symbol at the right hand side of the transaction details, as shown above.

## **PAY ONLINE**

The DSSA now offers credit card payments through ILROnline. To pay your invoice or current account balance by credit card, click on 'BILLING' and select 'PAY ONLINE' from the drop down menu. Enter the amount you wish to pay and follow the instructions through EWAY to pay your account.

Please note that your current balance may be incorrect if you have paid any amount via direct deposit or cheque recently.

## **MEMBERS**

### **Update Your Contact Information**

The new system will allow members to update the contact details recorded by the DSSA office, including contact names, phone numbers, postal and property address, email address and website.

**Please note that if you have a Dorper and White Dorper account (linked or unlinked) you will need to update both accounts.** To edit or check your contact information, click on the 'MEMBERS' button at the top of the page and select 'MY CONTACT INFO' from the drop down menu.

The 'Account Email' is the email address that will receive all invoices and is the email address used to access your ILROnline account. The 'Dorper Email' is the email address that will receive all DSSA correspondence from the office. Please note that you must have both an account email as well as a Dorper email to receive the email correspondence discount offered with DSSA membership.

### **Change Password**

To change your password, click on your member ID at the top right hand side of the page and select 'Change Password' from the drop down box, as shown below.