

October 2023

## ILROnline Guide

A User Guide for ABRI ILROnline



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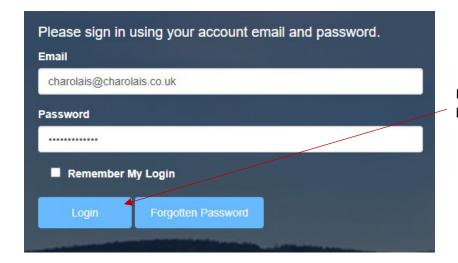
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#### Logging In

You will receive an email containing instructions to set up your new ILROnline account.

Once your account is set up, use the following URL to access the ILROnline login page:

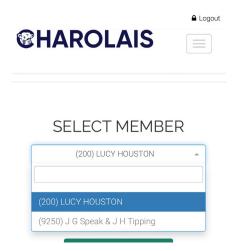
https://uk.ilronline.com/web/UKCH



Enter your login details and click the blue 'Login' button.

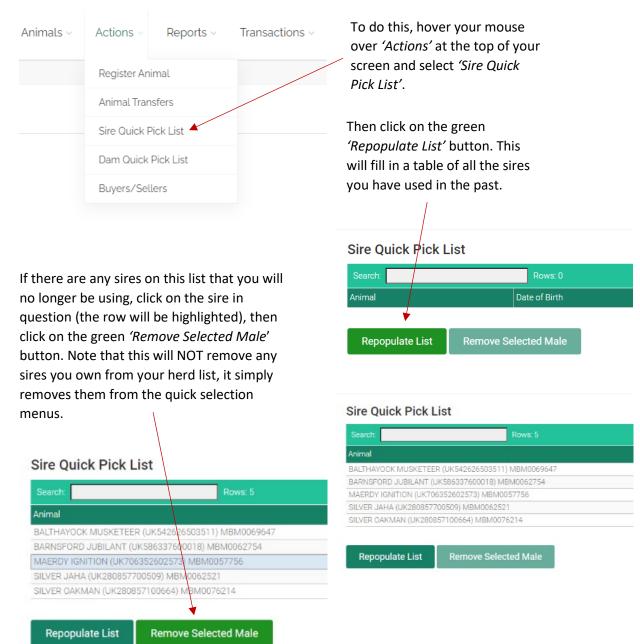
It is recommended that you bookmark the above URL for your convenience. Please follow the instructions in Appendix I 'Bookmarking' for how to do this for each commonly-used browser.

If you manage more than one account or have linked accounts, you will need to select which account you want to login on the next screen.



## Animal Registration Pick lists

ILROnline uses 'pick lists' to automatically show your sires and dams when registering progeny. It is recommended that you set up the pick lists the first time you log in to ILROnline.

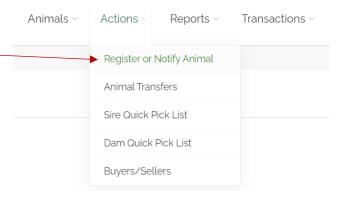


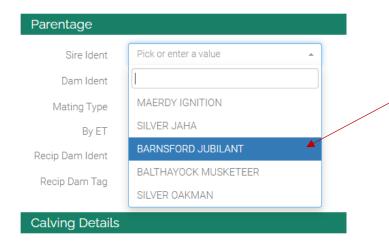
Then go back to 'Actions' at the top of the screen, select 'Dam Quick Pick List', and repeat the above steps for your female animals.

You should only need to perform these actions once to get the pick lists set up and working, but you can repeat the above steps at any time if you wish to change which animals appear in the quick selection menus.

#### Registration

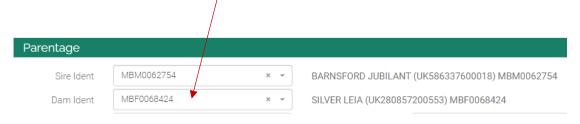
To register or notify an animal, hover your mouse over 'Actions', and select 'Register Animal'. This will bring you to the animal registration screen.



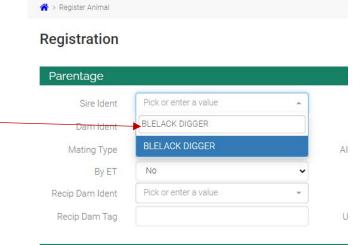


To begin, click on the box beside 'Sire Ident'. If you have set up your pick lists as described above, you will see a list of all the sires you have used recently. Simply select the sire from this list.

Repeat the above steps for 'Dam Ident' to select the dam of the calf you are registering.



If you are registering a calf from a new sire who is not on this list, type their name (including prefix) or Herdbook Number in this box and press Return. If the system finds a match, it will fill in the details of the sire beside the box.



Calving Details

Parentage

Sire Ident BLELACK DIGGER × BLELACK DIGGER (UK521115502048) MBM0038543

Next, choose if the calf is the result of natural mating, observed mating, or Al in the 'Mating Type'
drop-down menu.

Natural
Natural
Al
Observed

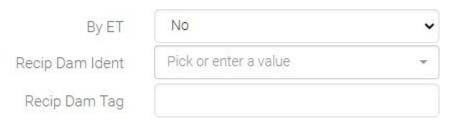
If the mating was observed, or if it was a result of AI, enter the mating or AI date in the 'AI / Mating Date' box.



If you are registering an embryo transfer (ET) animal, change the 'By ET' drop-down menu to 'Yes', and enter the recipient dam's ear tag in the 'Recip Dam Tag' box.

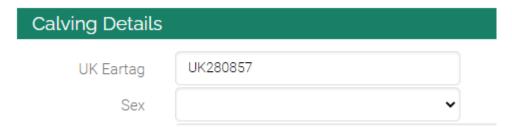


Otherwise you may leave the 'By ET' drop-down on 'No' and the 'Recip Dam Tag' box empty.



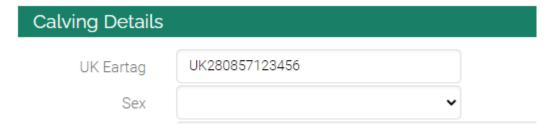
Next, move down to the 'Calving Details' section of the page – this is where you will fill in the details of the calf you are registering.

The box beside 'UK Eartag' will automatically be populated with your default Ministry ID. (N.B. if you have more than one ministry ID please remove and start with the correct one for the animal.)



Check that this is correct, then add the final six digits of the calf's ear tag number at the end.

IMPORTANT: Do not enter any spaces or hyphens in the 'UK Eartag' field, it must be 'UK' followed by a continuous number i.e. UK123456654321, NOT UK123456 654321 or UK123456-6543-2

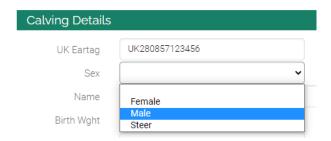


Next, click on the 'Date of Birth' box – this will bring up a calendar you may click to select the calf's date of birth. Alternatively, you may type in the date manually.

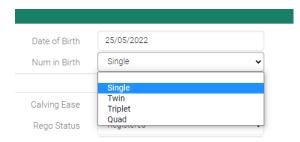


If you use tattoos to identify your animals, enter the relevant tattoo in the '*Tattoo'* box. Otherwise, leave this box blank.

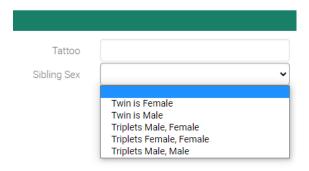
Next select the sex of the calf from the 'Sex' drop-down menu.



Then specify whether the calf was a single or multiple birth in the 'Num in Birth' drop-down menu.

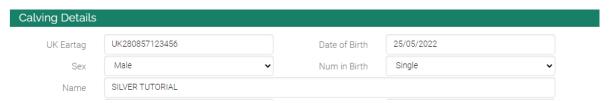


If the calf was a multiple birth, use the drop-down menu by 'Sibling Sex' to specify the sex of any twins/triplets. If the calf was a single birth, you may leave this box blank.



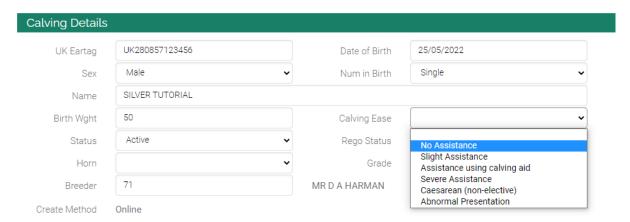
Next, enter a name for the calf in the 'Name' box. This box will automatically be filled with your herd prefix – simply add the name you wish to use at the end. Each year, any calves registered must be given a name beginning with the corresponding letter. Please refer to Appendix IV 'Letters for Names' to see which letter corresponds to the current year.

Please note we cannot accept names that include spaces (except between the prefix and the name), hyphens, or other punctuation.



Enter the calf's birth weight in kilograms (kg) in the 'Birth Weight' box, and select the calving ease from the 'Calving Ease' drop-down menu.

IMPORTANT: If you are registering an ET calf and it was born via Caesarean, please select the 'Caesarean (Non-Elective)' option, even if it was an elective Caesarean. The Society staff will amend this for you after submission.

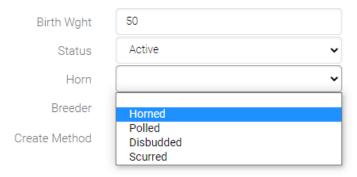


If you only wish to birth-notify this calf, or if you are informing the Society of a dead calf, you may specify this in the 'Rego Status' drop-down menu. By default, this will be set to 'Registered', and will process the calf as a full registration.

Leave the 'Status' box on 'Active', even if you are only notifying this calf – the system will automatically change this as necessary after submission.

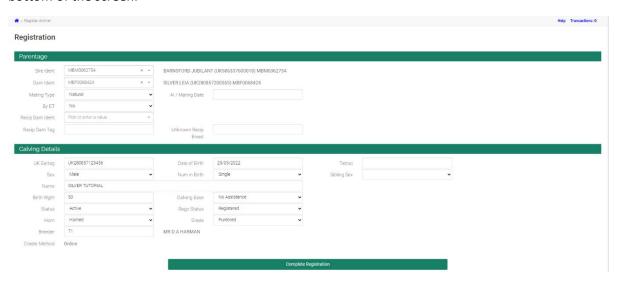
Leave the 'Grade' drop-down menu blank – the system will also automatically complete this field after submission.

Select whether the calf is horned or polled in the 'Horn' drop-down box.



The box beside the 'Breeder' field should be automatically populated with the membership number of the person who owned the calf's dam at the time of conception. Check that this is correct before proceeding.

Once all relevant fields have been filled in, click the green 'Complete Registration' button at the bottom of the screen.

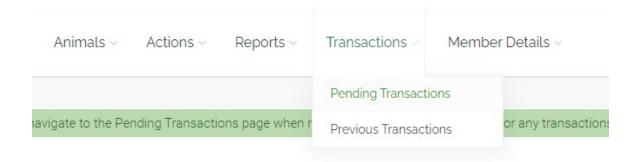


If there are any issues with the information you have entered, error messages will appear at the top of the screen. Double-check the information you have entered is correct, and amend any fields necessary before clicking 'Complete Registration' again – please refer to Appendix II 'Common error/warning messages' for assistance.

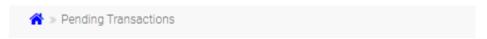


If there are still error messages you cannot resolve yourself, click the green 'Submit as Pending' button at the top of the screen. This will submit the registration to Society staff to resolve any issues.

Finally, if you have completed all of your registrations, hover your mouse over 'Transactions' at the top of the screen, and select 'Pending Transactions'. This will show you all of the registrations/transfers/other actions that have not yet been sent to the Society office.



Un-tick the 'Hide 0.00' box at the top of the list to show any actions that do not incur a cost (such as birth-notifying an animal).



## **Pending Transactions**

Company Name

The British Charolais Cattle Society Limited

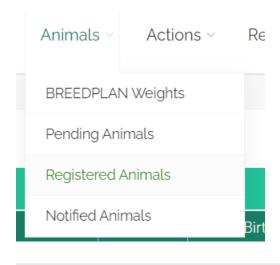
Hide 0.00 □

If you are satisfied that all of your new registrations are accounted for, click the green 'Submit Transactions' button to send your submissions to the Society office.



#### Printing or saving electronic certificates.

Once an animal is "fully" registered you can go back to your registered animal list, select the animal you wish to print a certificate or save a certificate for and click the big green E-cert button at the bottom of the page.





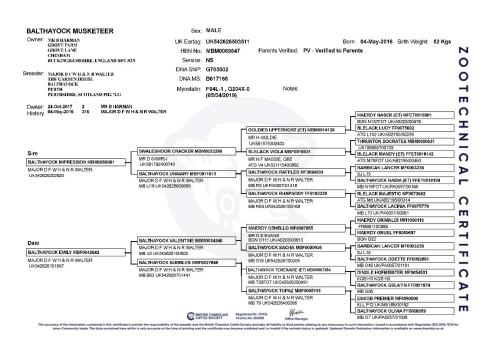
#### **Active Registered Animals**

Search: bal Rows: 3			
HBN No.	UK Tag	Name	Sex
MBM0086583	UK542626304636	BALTHAYOCK SARACEN	Male
MBF0075237	UK542626303607	BALTHAYOCK MERCEDES	Female
MBM0069647	UK542626503511	BALTHAYOCK MUSKETEER	Male

Disposal Register Progeny E-Cert

This will generate a pdf (see below example) for the animal you have a selected. It will be named as the tag number, date and time. You can then open this file and print this certificate if required. Alternatively, they can be saved on your computer.

N.B. every time the button is pressed the certificate is generated with live information and therefore if you are having animals DNA tested, they can also be printed after the results have been received with the most current information.



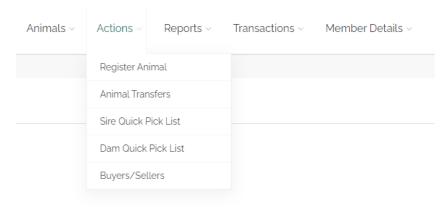
Sex: MALE	
artag: UK542626503511	
3N No: MBM0069647	CHANGE OF OWNERSHIP
NEW CONTROL OF THE CO	CHANGE OF OWNERSHIP
	I
IMPORTANT:	hereby certify that this animal has been sold by me to:
This certificate remains the property of the Breed Society and must be surrendered on demand.	Name
and must be surrendered on demand.	Address
Both transfer and payment of transfer fee's are the	
responsibility of the Buyer.	
All animals sold for pedigree breeding must be DNA tested	
prior to transfer at the vendor's expense. Please consider	
this when selling.	
The completed application together with the relevant fee	
(unless paying by direct debit) should be mailed to:	
	Signed (by Vendor)
The British Charolais Cattle Society Ltd	Date
Avenue M	Date
Stoneleigh Park Kenilworth	
Kenilworth Warwickshire	THE PROPERTY OF THE PARTY OF TH
CV8 2RG	SERVICE DETAILS (complete if applicable)
CV0 2NO	Excellent and Excellent and
For current fees phone 02476 697222	Sire Name
or visit www.charolais.co.uk	
	AI
	Natural Service
	(tick appropriate box)
	Service Date
	Service Date

If you are selling to members, you can also agree with them to transfer the animal on their behalf using ILROnline or alternatively print, complete, and sign the transfer declaration on the second page of the certificate which the buyer should then send into the society for the transfer to be completed manually.

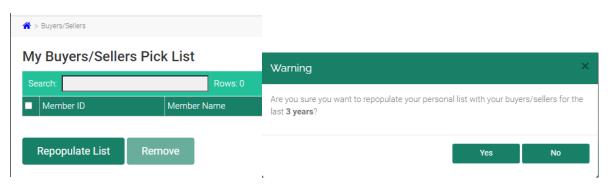
#### **Animal Transfers**

#### Pick lists

Similarly to animal registrations, ILROnline also uses pick lists for Buyers & Sellers for the purposes of animal transfers. To set this up, hover your mouse over 'Actions' and select 'Buyers/Sellers'.



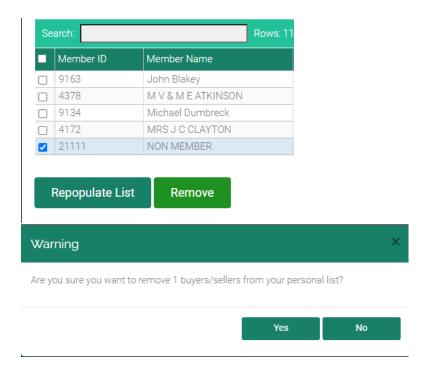
Then click on the green 'Repopulate List' button, and click 'Yes' on the following pop-up.



This will produce a list of all of the buyers and sellers you have transferred animals to/from in the last three years.



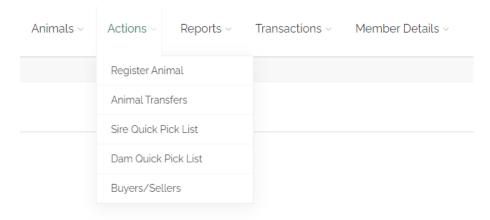
If there are any people on this list you will not be buying from or selling to in the future, you may select their names in the list and click the green *'Remove'* button, then select *'Yes'* in the following pop-up.



You should only need to perform this action once when you first log in to ILROnline, but you may repeat the above steps whenever you like if you wish to change who appears in the quick selection menus.

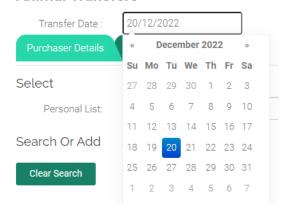
#### Transferring to another member

If you wish to transfer an animal to another member of The British Charolais Cattle Society, hover your mouse over 'Actions', then select 'Animal Transfers'.



Enter the transfer date in the 'Transfer Date' box near the top of the screen.

#### **Animal Transfers**



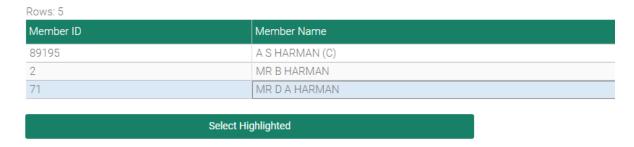
If you have transferred animals to this person before, and you have set up the Buyers/Sellers pick list as detailed above, you can select them from the *'Personal List'* drop-down menu, then click the green *'Select'* button.



If you are transferring to a new member, search for them by using their Member ID, Name, or Postcode in the relevant boxes below, and click the green 'Find' button.



This will produce a list of all matching members below. Locate the person you are transferring to in this list, and click on their name - this will highlight the row. Click on the green 'Select Highlighted' button.



The member's details will then appear in a new box at the top of the screen.



You can repeat the above steps if you wish to transfer the same animal(s) to multiple people. If you have added a person in error, click the red X beside their name to remove them.

#### Part-ownership

Selected

If you wish to retain part-ownership of any animal(s) you are transferring, click the green 'Add Self As Part Owner' button beside the 'Personal List' drop-down menu at any point before completing the transfer.

Once you are satisfied that the correct members are selected, click on the green 'Animals' tab.

# Animal Transfers Transfer Date: 20/12/2022 Purchaser Details Animals

This will show a list of all of the animals currently active under your account. Locate the animal(s) you wish to transfer in this list.



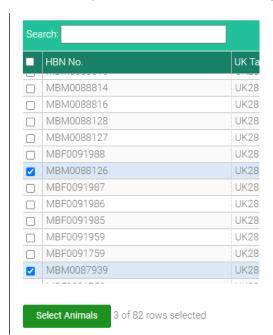
You may search for animals by Name, Tag Number, or HBN in the 'Search' box.



If you are transferring female animal(s), specify whether they have been serviced or not in the drop-down menu labelled 'Please select Serviced or Open for females'.



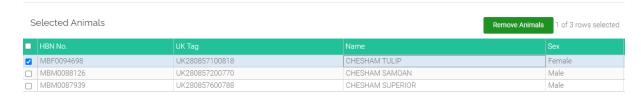
Click the tick boxes on the left to select any animal(s) you wish to transfer. Once you have selected the animal(s) you wish to transfer, click the green 'Select Animals' button.



This will produce a list at the top of the screen of all the animals you have selected for transfer.



If any of these animals are incorrect, click on the name of the animal in question and click the green 'Remove Animals' button that appears.

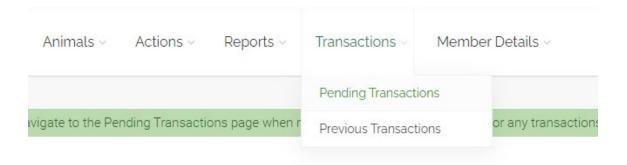


If the animal details are all correct and you are ready to complete the transfer, click the green 'Complete Transfer' button in the top right of the screen.



You can then repeat the above steps if you wish to carry out another transfer.

Once you have finished transferring your animals, hover your mouse over 'Transactions' at the top of the screen and select 'Pending Transactions'. This will show you all of the registrations/transfers/other actions that have not yet been sent to the Society office.



Un-tick the 'Hide 0.00' box at the top of the list to show any actions that do not incur a cost.



### **Pending Transactions**

Company Name

The British Charolais Cattle Society Limited

Hide 0.00 □

If you are satisfied that all of your transfers are accounted for, click the green 'Submit Transactions' button to send your submissions to the Society office.



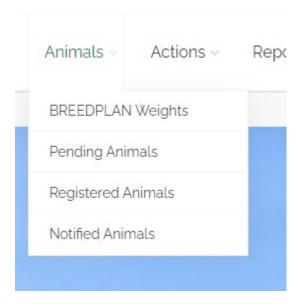
#### Miscellaneous Animal Management

#### Viewing your herd list

To view a list of all animals currently active in your herd, hover your mouse over 'Animals' at the top of the screen and select 'Registered Animals'.

To view a list of all animals in your herd currently only birth-notified, hover your mouse over 'Animals' at the top of the screen and select 'Notified Animals'.

To view a list of any animals in your herd still pending registration, hover your mouse over 'Animals' at the top of the screen and select 'Pending Animals'.



Here you can click on the blue arrow beside any pending animal's entry to see a list of any issues that have caused the registration to be put on hold. Please refer to Appendix II 'Common error/warning messages' for assistance with troubleshooting the most common messages that appear here. If there are any messages here that you cannot resolve yourself, please contact the Society office.



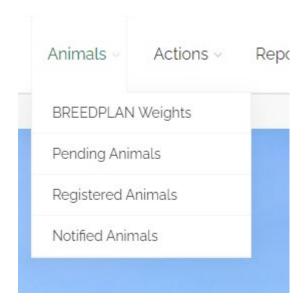
On any of the lists described above, you can enter an animal's name, tag number or herdbook number in the 'Search' box to help find them.

#### **Active Registered Animals**

Search: octavia		Rows: 2
HBN No.	UK Tag	Name
MBF0082571	UK280857100685	SILVER OCTAVIA
MBF0079721	UK280857200665	CHESHAM OCTAVIA

#### Animal disposals

If any of your animals have been slaughtered, have died, or have been sold commercially, you can remove them from your herd list. Hover your mouse over 'Animals' and select either 'Registered Animals' or 'Notified Animals' depending on the status of the animal you are removing.



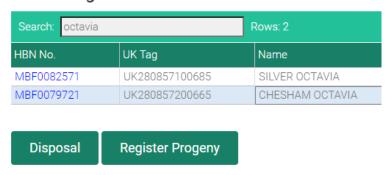
Locate the animal you wish to remove in the list. You may use the 'Search' box to search for specific animals by name, tag number, or herdbook number.

#### **Active Registered Animals**

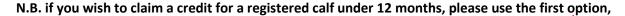


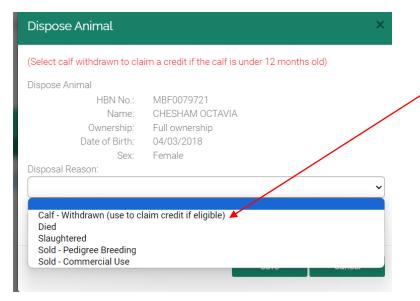
Click on the animal you wish to remove – they will be highlighted in blue. Then click the green 'Disposal' button at the bottom of the page.

#### **Active Registered Animals**

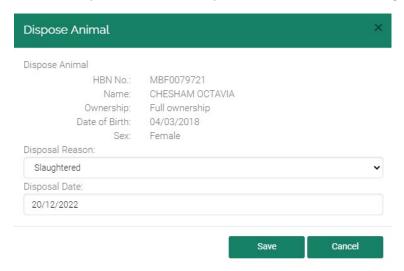


In the window that appears, select the disposal reason from the 'Disposal Reason' drop-down menu i.e. Slaughtered, Died, Sold For Commercial Use.





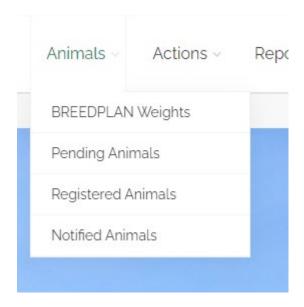
Enter the disposal date in the 'Disposal Date' box, and click the green 'Save' button.



Repeat the above steps for any other animals you wish to remove.

#### Viewing an animal's details

To view additional animal details, hover your mouse over 'Animals' and select either 'Registered Animals', 'Notified Animals', or 'Pending Animals', depending on the status of the animal you are looking for.



Locate the animal you wish to look at in the list. You may use the 'Search' box to search for specific animals by name, tag number, or herdbook number.

## Active Registered Animals Search: oakm Rows: 1 HBN No. UK Tag Name Sex MBM0076214 UK280857100664 SILVER OAKMAN Male

Here, you can click on the blue herdbook number beside any animal's entry to be taken to their details page.

The top of this page will show the animal's:

- Name
- Herdbook number
- UK Tag number
- Registration status
- Sire
- Dam
- Date of birth

```
        Registration No.
        MBM0076214 - SILVER OAKMAN (UK280857100664) MBM0076214
        Active

        Rego Status
        Registered
        Status
        Active

        Sex
        Male
        Date of Birth
        02 Mar 2018

        Birch
        MBM0045343 - BLELACK FABULOUS (UK521115102394) MBM0045343
        Cester Dam Tag
        MBF005457 - SILVER JASMIN (UK280857100503) MBF0065457
```

Below this, there are a number of tabs you can switch to in order to view further information.

#### Details

This tab includes basic details of the animal, including:

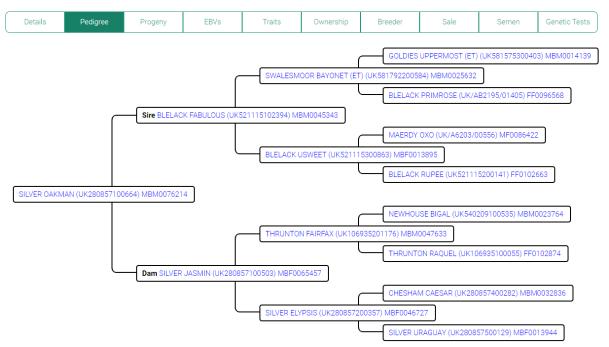
- Breeder
- Calving year
- Calving season

- Mating type
- Number in birth
- Horn status
- DNA parentage verification status
- Current owner(s)



#### Pedigree

This tab shows the pedigree of the animal, covering the previous three generations. You can click on the name of any animal in the pedigree to be taken to their specific page.



#### Progeny

This tab shows a list of any registered or notified progeny of the animal in question, including their dates of birth, parentage, and breeder details.

By default, this only shows the most recent 100 progeny – if you are looking for an older animal than this, click the 'Show All' tick-box.



#### **EBVs**

This tab shows the most recent BREEDPLAN EBVs (Estimated Breeding Values) for the animal in question. EBVs shown here will be updated monthly, typically around the 1<sup>st</sup> of each month.



#### **Traits**

This tab shows any trait submissions associated with the animal. This can be the standard calving ease score and birth weight submitted at registration, or it can include post-birth BREEDPLAN performance traits if the animal is performance-recorded.



Typical traits that can be seen here include:

- Birth difficulty
- Birth weight
- Weaning weight
- Yearling weight
- Final weight
- Scrotal circumference (if applicable)
- Rib fat depth
- Rump fat depth
- Eye muscle area
- Intramuscular fat

Mature cow weight (if applicable)

#### Ownership

This tab shows the details of the animal's current owner(s), including their address, telephone numbers, and email address.



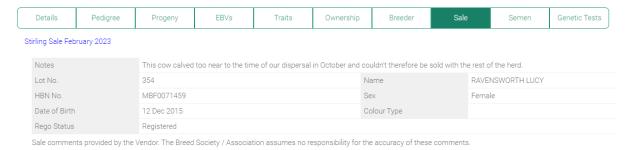
#### Breeder

This tab shows the details of the animal's original breeder, including their address, telephone numbers, and email address.



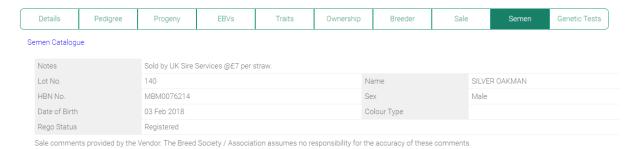
#### Sale

This tab will list any Society sales the animal is currently entered in.



#### Semen

This tab will show any semen from the animal in question that is available to purchase.



#### **Genetic Tests**

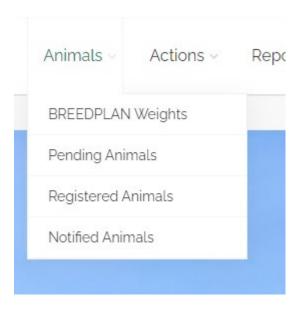
This tab shows the results of any DNA testing carried out on the animal, including parentage verification, myostatin, polled status, and progressive ataxia.



#### Adding photographs/videos to animals

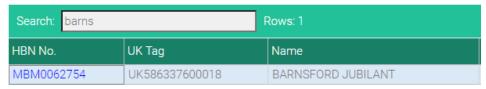
IMPORTANT: Please note that the photo/video function currently only uploads media for your own personal viewing, and they are not yet visible to the public. We intend to implement public visibility in the near future.

To view additional animal details, hover your mouse over 'Animals' and select either 'Registered Animals', 'Notified Animals', or 'Pending Animals', depending on the status of the animal you are looking for.



Locate the animal you wish to look at in the list. You may use the 'Search' box to search for specific animals by name, tag number, or herdbook number.

#### Active Registered Animals



Here, you can click on the blue herdbook number beside any animal's entry to be taken to their details page. On the right-hand side of the page, click the blue 'Edit Media' link.

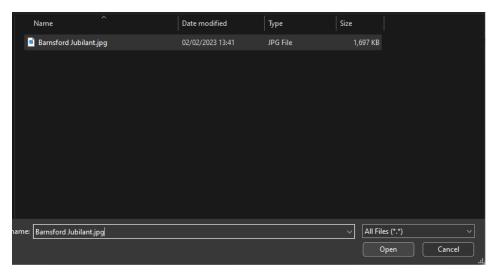


On this page, click the large plus icon to upload a photograph – you can upload up to 5 photographs.

Manage media for BARNSFORD JUBILANT (UK586337600018) MBM0062754



Navigate to the photograph you wish to upload and click 'Open'.



If desired, you may also copy-paste a link to a Youtube video for the animal into the 'Video' box.

Click the green 'Save' button.

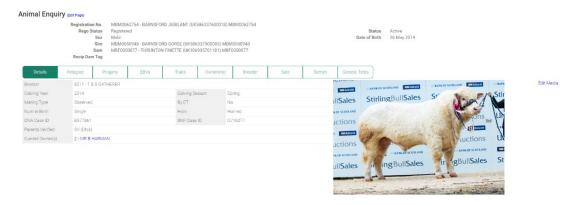
#### Manage media for BARNSFORD JUBILANT (UK586337600018) MBM0062754

#### **Images**



Save Cancel

You will be sent back to the animal's page, where your media will now appear.



If you wish to remove any photos you have added, simply click on 'Edit Media' again and click on the photo in question. Then click the green 'Save' button again.

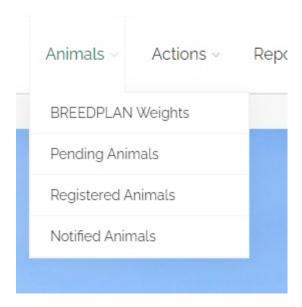
#### **Images**



#### Submitting BREEDPLAN Weights

#### Standard weights

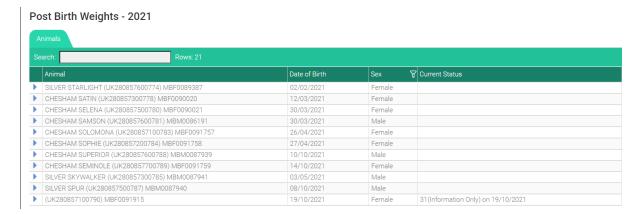
If you are a member of BREEDPLAN Performance Recording, you may submit any weights for your animals via ILROnline. To do this, hover your mouse over 'Animals' and select 'BREEDPLAN Weights'.



This will bring up a table summarising your inventory each year. In this list, locate the calving year for the animals you wish to submit weights for and click on the corresponding blue number under the *'Post Birth Performance'* heading.



This will take you to a list of all the registered animals in your herd born in that year.



Locate the animal you wish to enter weights for – you may use the 'Search' box to narrow down the list by name, eartag or herdbook number.

#### Post Birth Weights - 2021



Click on the animal's name – the row will be highlighted in blue. You can click the blue arrow beside any animal's name to expand a list of all the post-birth traits we already have on file for the animal.



If the animal in question has had weights submitted previously, the fields at the bottom will have the most recent information given. To clear these and add a new weight, click the green 'Add Observation' button.



If the animal in question does **not** have any previous post-birth traits recorded, the entry boxes at the bottom of the page will already be empty.

Click on the 'Observation Date' box to bring up a calendar – simply select the date the animal was weighed. Alternatively, you may also type the date in manually.



In the 'Weight' box, type in the weight of the animal in kilograms (kg).



In the 'Group' box, enter the code for management group this animal belongs to. See Appendix III 'BREEDPLAN Management Codes' if you are unsure which codes to use.

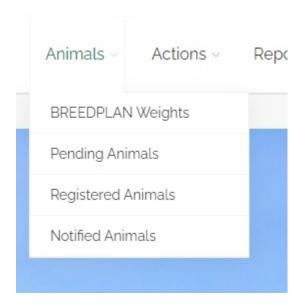
The other fields here ('Weaned on this Date?', 'Desexed?', 'Scrotal Size', 'Hip Height') are all optional. If these do not apply, they can safely be left blank. Click the green 'Update' button to add the weight.



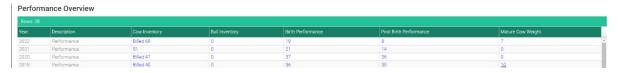
If you have additional weights for the same animal taken on a different date, click the green 'Add Observation' button and repeat the above steps.

#### Mature cow weights

To add mature cow weights, hover your mouse over 'Animals' and select 'BREEDPLAN Weights'.



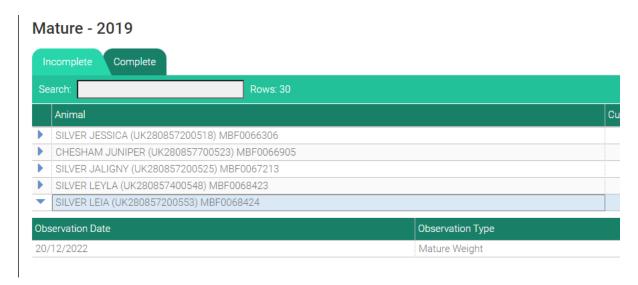
This will bring up a table summarising your inventory each year. In this list, locate the year in which the cow calved and click on the corresponding blue number under the 'Mature Cow Weight' heading.



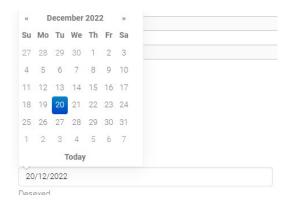
This will take you to a list of all the registered cows in your herd of breeding age in that year. Locate the animal you wish to enter weights for – you may use the *'Search'* box to narrow down the list by name, eartag or herdbook number.

Click on the animal's name – the row will be highlighted in blue.

You can click the blue arrow beside any animal's name to expand a list of all the mature cow weights we already have on file for the animal.



Click on the 'Observation Date' box to bring up a calendar – simply select the date the animal was weighed. Alternatively, you may also type the date in manually.



In the 'Weight' box, type in the weight of the animal in kilograms (kg).



In the 'Group' box, enter the code for management group this animal belongs to. See Appendix III 'BREEDPLAN Management Codes' if you are unsure which codes to use.

The 'Animal Condition (Fat)' field is optional. If this does not apply, it can safely be left blank.

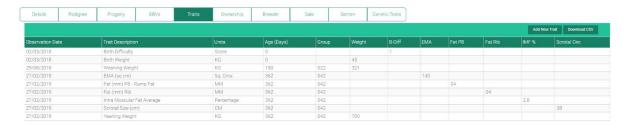
Click the green 'Update' button to add the weight.



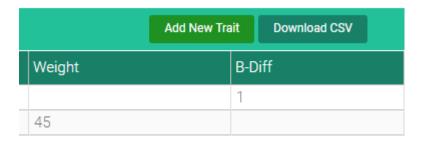
If you have additional weights for the same animal taken on a different date, click the green 'Add Observation' button and repeat the above steps.

#### Adding traits via Traits tab

You can also add traits to an individual animal directly on their 'Traits' tab. To do this, follow the steps above in section 'Viewing animal details' and navigate to the animal's 'Traits' tab.



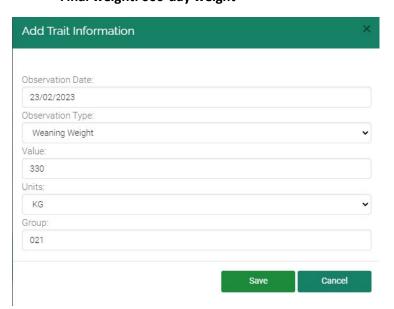
Click the green 'Add New Trait' button.



This will bring up a window where you can fill in the details of the trait you wish to record. Fill in the date the trait was recorded, and select the type of trait from the drop-down box.

Note: ILROnline uses slightly different terminology than you may be familiar with. Please refer to the list below if you are unsure:

Weaning weight: 200-day weight
Yearling weight: 400-day weight
Final weight: 600-day weight



In the 'Group' box, enter the code for management group this animal belongs to. See Appendix III 'BREEDPLAN Management Codes' if you are unsure which codes to use.

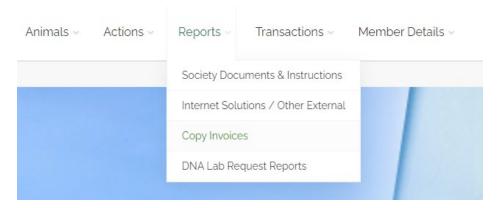
Once you have filled in this form, click the green 'Save' button. You will now be able to see the trait you added on the animal's 'Traits' tab.

Observation Date	Trait Description
19/03/2022	Birth Difficulty
19/03/2022	Birth Weight
20/12/2022	Weaning Weight
23/02/2023	Yearling Weight

#### Miscellaneous

#### Viewing online documents

A number of documents can be viewed via ILROnline. To find these, hover your mouse over 'Reports' at the top of the page, and select one of the options.



'Society Documents & Instructions' will contain sire summaries.

'Internet Solutions / Other External' will contain BREEDPLAN weight submission sheets.

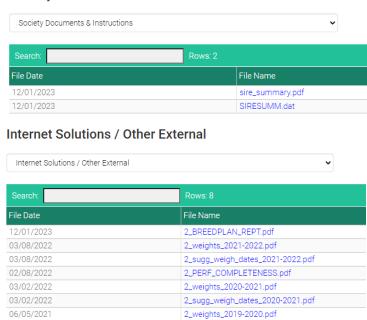
2\_sugg\_weigh\_dates\_2019-2020.pdf

'Copy Invoices' will contain copies of any invoices the Society has sent to you.

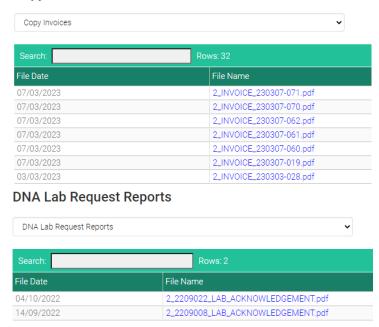
'DNA Lab Request Reports' will contain confirmation letters for any DNA samples we have received.

#### **Society Documents & Instructions**

06/05/2021

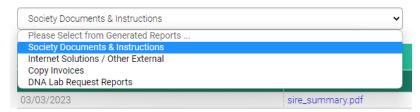


#### **Copy Invoices**



A drop-down menu near the top of the page can be used to navigate freely between the above options.

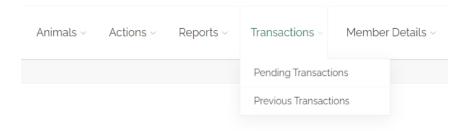
#### **Copy Invoices**



You may also search in the 'Search' box if you are looking for a specific document. Click on the blue text of any entry in the list to download the file.

#### Viewing work orders

To view any previous work orders the Society has carried out on your account, hover your mouse over 'Transactions' and select 'Previous Transactions'.



This will take you to a list of all the work orders completed by the Society pertaining to your account. There is also a brief breakdown of what each work order contains (i.e. registrations, DNA testing etc.).



Click on the blue work order number in any entry to be taken to a full breakdown of the work carried out and any associated charges.

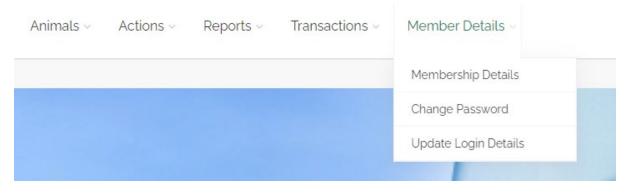
# Work Order Transactions 230112-012 Company Name The British Charolais Cattle Society Limited Back To Work Orders Hide 0.00 Rows: 1 Transaction Date Invoice Desc. 12/01/2023 10:16 Annual Subscription Fees (D/D)

Ensure the 'Hide 0.00' box is unticked to include any transactions that do not incur a charge (such as releasing a registration certificate).

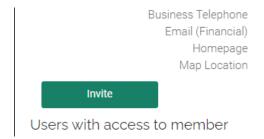
#### Inviting other users

You may invite other people to have access to your ILROnline registry. This is particularly helpful for members who have staff or family members that may need to register animals or submit weights on their behalf.

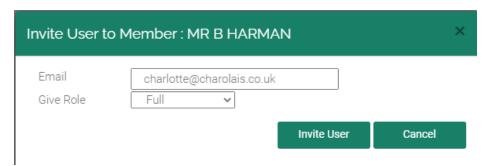
To invite another person to your account, hover your mouse over 'Member Details' at the top of the page, and select 'Membership Details'.



Scroll to the bottom of the page and click the green 'Invite' button.



In the following screen, type the email address of the person you wish to invite, then click the green 'Invite User' button.

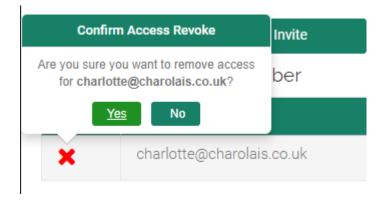


The person you invited will receive an email with instructions on how to set up their own account and will then be able to access your registry.

Once they have accepted the invitation and set up their account, their details will appear in the box titled 'Users with access to member'.



If you wish to revoke access to your account, click the red X button beside their name in this box.



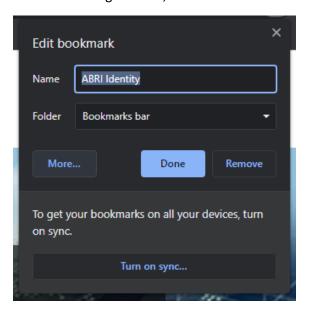
#### Appendix I – Bookmarking

#### Google Chrome

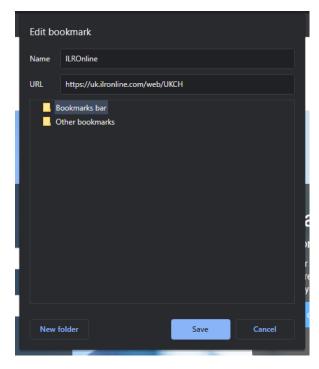
On the login page, click the small star icon to the right of your address bar at the top of the screen.



On the following window, click 'More...'



In the window that appears, change the 'Name' field to 'ILROnline' and copy the ILROnline link given above and paste it into the 'URL' box, replacing the text already there.



Click the blue 'Save' button.

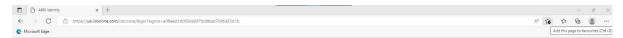
You should now see a new button in your bookmarks bar (underneath the address bar at the top of your screen) called 'ILROnline'.



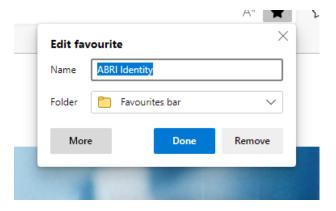
Click this at any time to go straight to the ILROnline login page.

#### Microsoft Edge

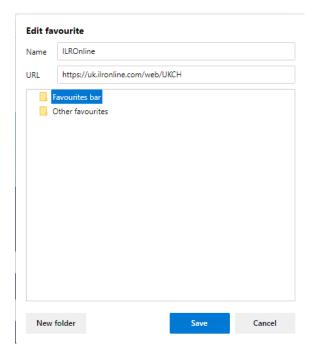
On the login page, click the small star icon to the right of your address bar at the top of the screen.



On the following window, click 'More'



In the window that appears, change the 'Name' field to 'ILROnline' and copy the ILROnline link given above and paste it into the 'URL' box, replacing the text already there.



Click the blue 'Done' button.

You should now see a new button in your favourites bar (typically underneath the address bar at the top of your screen) called 'ILROnline'.



Click this at any time to go straight to the ILROnline login page.

#### Mozilla Firefox

On the login page, click the small star icon to the right of your address bar at the top of the screen.

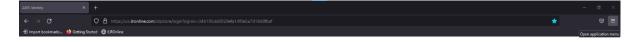


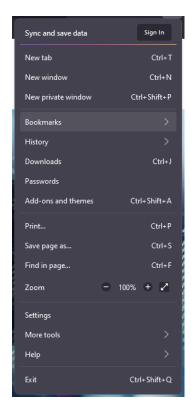
In the window that appears, change the 'Name' field to 'ILROnline'



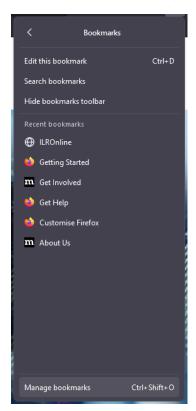
Click the blue 'Save' button.

Click on the settings menu in the top right corner of your screen (three horizontal lines), and select 'Bookmarks'

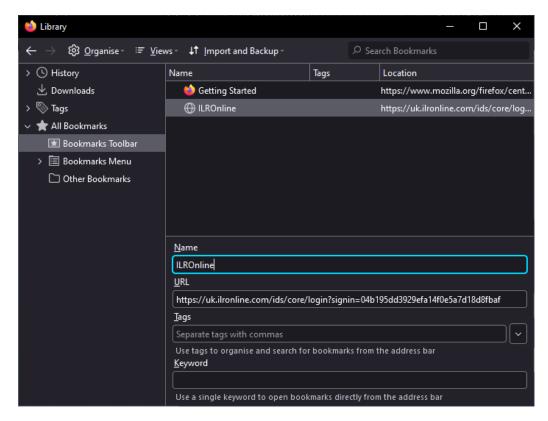




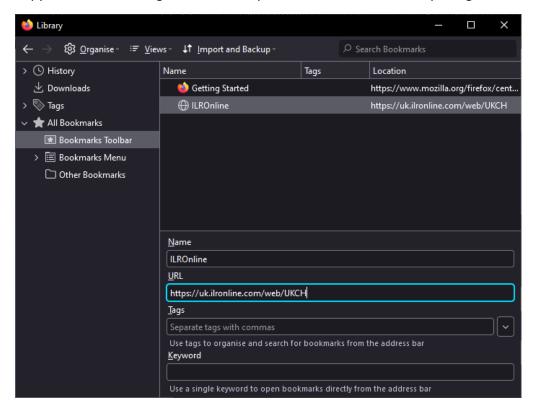
At the bottom of this menu, select 'Manage Bookmarks'



In the window that appears, click on *'Bookmarks Toolbar'* on the left-hand side of the window, then click on the ILROnline bookmark.



Copy the ILROnline link given above and paste it into the 'URL' box, replacing the text already there.



Close this window.

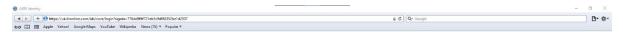
You should now see a new button in your bookmarks bar (underneath the address bar at the top of your screen) called 'ILROnline'.



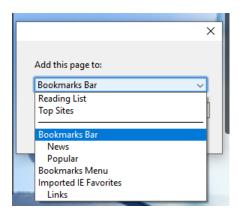
Click this at any time to go straight to the ILROnline login page.

#### Apple Safari

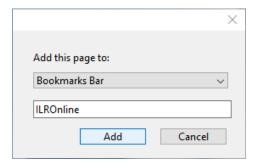
On the login page, click the small plus icon to the left of your address bar at the top of the screen.



In the window that appears, change the 'Add this page to:' drop-down menu to 'Bookmarks Bar'.

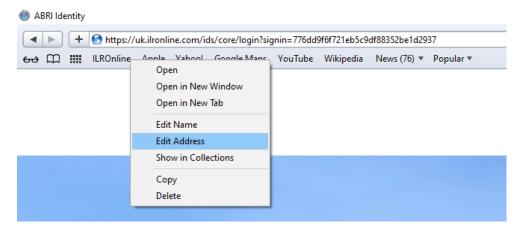


Change the 'Name' field to 'ILROnline'.

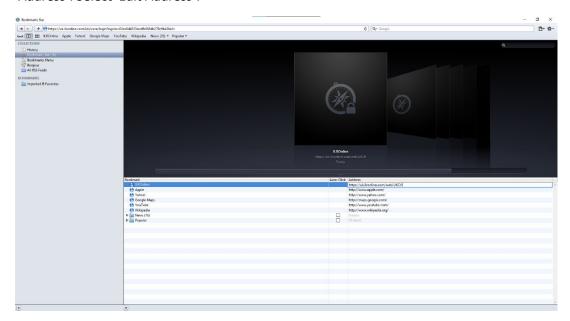


Click 'Add'.

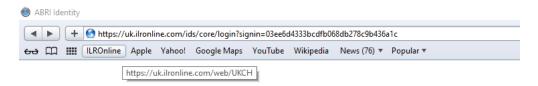
You should now see a new button in your bookmarks bar (underneath the address bar at the top of your screen) called 'ILROnline'. Right-click on this button and select 'Edit Address'.



In the window that appears, find 'ILROnline' in the list, and right-click on the URL given under 'Address'. Select 'Edit Address'.



Copy the ILROnline link given above and paste it into this box, replacing the text already there.



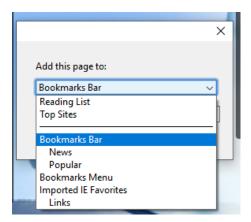
The ILROnline button in your bookmarks bar will now take you to the correct page. Click this at any time to go straight to the ILROnline login page.

#### Opera

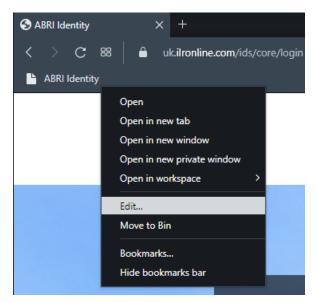
On the login page, click the small heart icon to the right of your address bar at the top of the screen.



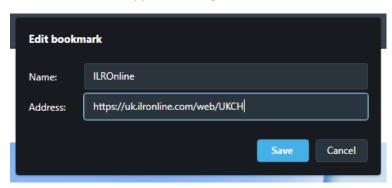
In the window that appears, change the drop-down menu to 'Bookmarks bar'.



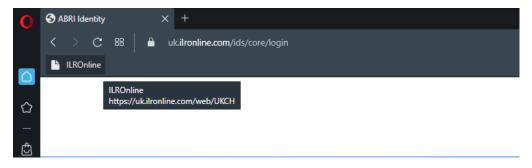
You should now see a new button in your bookmarks bar (underneath the address bar at the top of your screen) called 'ABRI Identity'. Right-click on this button and select 'Edit...'.



In the window that appears, change the 'Name' field to 'ILROnline'



Copy the ILROnline link given above and paste it into the 'Address' box, replacing the text already there, and click the blue 'Save' button.



The button in your bookmarks bar should now read 'ILROnline'. Click this at any time to go straight to the ILROnline login page.

#### Appendix II – Common error/warning messages

## Sire/Dam is not DNA typed, please send hair sample in the enclosed DNA bag. Must be DNA typed before progeny can be registered.

The Society will send you a DNA sample bag for you to submit a hair sample. If the sire/dam is not in your herd or has died, contact the Society office for advice.

#### The UK Tag field is too short or has an invalid check digit.

Double-check you have entered the correct eartag number for the calf you are trying to register.

## Gestation length from AI / Mating date to date of birth is out of range. The calf must be DNA Sire Verified before registration

Double-check you have entered the correct Al/Mating date and date of birth. If the dates are correct, the Society will send you a DNA sample bag for you to submit a hair sample.

# Registered as Calving Ease 7, please complete abnormal presentation self-declaration form or alternatively a Caesarean form and return to the society. Registration will remain pending until returned.

Double-check you have entered the correct calving ease. If it is correct, the Society will send you an abnormal presentation and/or Caesarean birth form for you to complete and return.

#### ET specified. Please provide DNA case number or request DNA typing

The Society will send you a DNA sample bag for you to submit a hair sample.

#### Breeder does not have access to sire/dam at mating

Ensure the correct date of birth and/or mating date has been entered. This error typically appears when a female has been bought in-calf or if a member has borrowed a bull. If the dam was bought in-calf, please contact the Society office and we shall update the records accordingly. If you have borrowed a bull, please ask the owner of the bull to send the Society a letter or email confirming the dates you had access.

#### Name already in use. Please reconsider

Consider choosing a different name for the calf. If the name is in use by an old animal that has been gone a number of years, you may be allowed to reuse the name. Contact the Society office to confirm this.

#### The UK Tag field contains an invalid character or is incorrect length

Double-check you have entered the correct eartag number for the calf you are trying to register.

#### The Office has held this animal and will be in touch shortly

This error typically appears if there is an alert against one of the calf's parents. The Society staff will be notified about this message and will investigate – they will contact you if they require any further action.

#### Mating clash.

Ensure you have selected the correct parents. If this calf is a multiple birth, this error usually indicates that the sibling(s) was not specified as a multiple birth – if this is the case, contact the Society office to get this amended.

#### The UK Tag field does not match this Members Ministry ID.

Double-check you have entered the correct eartag number. This error can sometimes appear if multiple members freely share animals across their holdings – if this is the case, contact the Society office to confirm.

#### AI / Mating date required for AI / Observed matings.

If the calf was conceived by AI or observed mating, ensure you have entered the AI/mating date. If the calf was conceived by natural mating, ensure the 'Mating Type' drop-down menu is set to 'Natural'.

#### Sire/dam was not active at the estimated mating date

Ensure you have entered the correct parents and date of birth. Also ensure the mating type is correct – this error may occur if a calf was born from AI or ET (where one or both of the biological parents are often dead) but has been registered as a natural mating.

#### Trait Birth Weight value is within range but is unusual.

Double-check you have entered the correct birth weight. If the weight is correct, the calf can still be registered – this is simply a check for potential typing errors. This will typically appear if you are trying to register an unusually light or heavy calf.

#### > 6 months at registration, require passport and potentially inspection/DNA

Ensure you have entered the correct date of birth. If the date of birth is correct, the Society will require a copy of the animal's cattle passport and possibly arrange for an inspection. A member of the Society staff will be in touch to explain what will be required.

#### AI / Observed date provided but service not marked as by AI / Observed.

Ensure you have selected the correct mating type.

#### Appendix III – BREEDPLAN Management Codes

BREEDPLAN utilises the following codes:

#### Calf, before weaning

- 020 before weaning, where sickness gives the calf a permanent setback
- 021 before weaning, suckling dam only
- 022 before weaning, suckling dam and creep feed
- 023 before weaning, suckling foster cow and creep
- 024 before weaning, bucket fed

#### **Bull, after weaning**

- 040 bull, after weaning, where sickness or fighting has caused significant weight loss
- 041 bull, after weaning, commercial management
- 042 bull, after weaning, standard pedigree management
- 043 bull, after weaning, show management

#### Heifer, after weaning

- 050 heifer, after weaning, where sickness gives a permanent setback
- 051 heifer, after weaning, commercial management
- 052 heifer, after weaning, standard pedigree management
- 053 heifer, after weaning, show management

#### Appendix IV – Letters for Names

Each year, any calves registered must be given a name beginning with the corresponding letter. The letters for recent and forthcoming years are as follows:

2021 – S 2022 – T 2023 – U 2024 – V 2025 – A 2026 – B 2027 – C 2028 – D 2029 – E 2030 – F

The Society publishes a list of name suggestions in our annual Newsletter, so be sure to check your copy if you need ideas.