HELP

ILROnline
USER MANUAL

ilrOnline HELP

FAQ
Frequently Asked Questions

How do I change my password ?

How do I alter my login details ?

How do I register an animal ?

How do I transfer an animal ?

How do I dispose an animal ?

How do I view progeny for an animal ?

How do I view the most current performance EBVs for an animal ?

How do I check which traits I have submitted for an animal ?

How do I view my account balance ?

How do I pay my account ?

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1. GENERAL FUNCTIONALITY

1.1 OPTIMAL BROWSER VIEWING

ILROnline is best viewed on the full-screen setting for your device.

1.2 WORKING WITH GRID SELECTIONS / SORT COLUMNS

When you open various ILROnline screens a grid list of animals or transactions often appears. You can sort the grid list on any of the columns by clicking the **Column Name**.

The column name then changes to italic font, and an arrow indicates the sort direction. Click on the Column Name again to reverse the sort direction. For example:

Registered Animals — 22 Registered Animals owned by this Member.

Search: | Rows: 22

| *Ident* ▲ | Name | Sex ▽ | Date of Birth |

Column name changes to italic font and an arrow indicates the sort direction.

1.3 WORKING WITH GRID SELECTIONS / SEARCH FIELD

At the top of the grid list there is usually a **Search** Field. If you enter information in the Search field ILROnline will limit the items displayed on the screen to only match the search information.

In **Animal Searches** you can enter all or part of the animal ident or animal name. The Search Field is not case sensitive.

For example, the screen shot on the previous page has 22 registered animals belonging to Member EGX. When "example" is entered in the Search Field only 3 of this Member's animals match the search criteria.

Registered Animals

Search:		Rows: 22	
Ident	Name	Sex	Date of Birth
EGX N5	EXAMPLE HERD N5	Male	Any
EGX N2	EXAMPLE HERD NATHAN	Male	Female
EGX N1	EXAMPLE HERD NELLY	Female	Male
RNK C20	BANKSIA RIDGE OLIVIA C20	Female	

Click the funnel icon to select your filter option from the available options.

1.4   WORKING WITH GRID SELECTIONS / DOWNLOAD CSV BUTTON

Usually this button
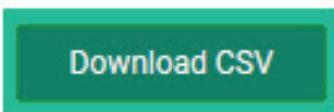
is available at the top of the grid on the right-hand side. Selecting this button

will create an Excel spreadsheet of the information in the grid list, and a pop-up

screen will prompt you to either **Open or Save** the data.

1.5   WORKING WITH GRID SELECTIONS / FILTER COLUMNS

You can filter the grid list to limit the items displayed on the screen to only

match the filter information. Columns that include filters are indicated with a

Funnel Icon. Click the **funnel icon** to select your filter option from the available

options.

1.6 BLUE LINK ITEMS

In any screen, if there is a word or number highlighted in **BLUE** you can click the word / number and see further information about this item.

For example in the screen shot below:

> Clicking **EGX N2** will open an Animal Enquiry screen with further information about EGX N2.

> Clicking **Home** will take you back to the ILROnline home page.

2. ANIMALS

2.1 INVENTORY OVERVIEW

> **Main Menu => Animals =>**
> **Select** *Inventory Overview* **from the drop-down list.**

This is a summary list of all the inventories available for you on the Association database. The default screen setting is to sort by inventory year, with the most recent inventory at the top of the screen.

The **blue numbers** are a summary for the relevant column, and if you click on them they will take you to those details, displaying two tabs of data, **Incomplete** and **Complete**. The Association may designate animals as Complete or Incomplete depending on the Association rules and procedures.

For example, in the screen shot below Member EGX has 16 Inventory animals, who have 6 animals recorded in the 2017 birth year so far.
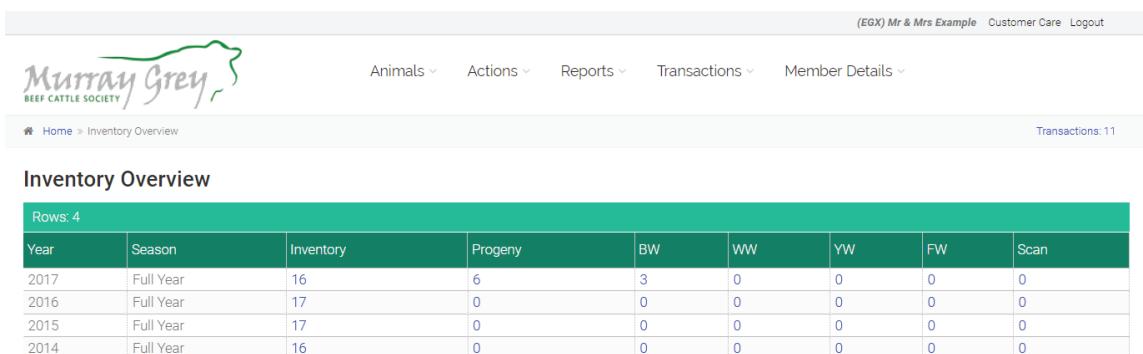
(EGX) Mr & Mrs Example   Customer Care   Logout

Animals ⌄   Actions ⌄   Reports ⌄   Transactions ⌄   Member Details ⌄

🏠 Home » Inventory Overview   Transactions: 11

Inventory Overview

Rows: 4

Year	Season	Inventory	Progeny	BW	WW	YW	FW	Scan
2017	Full Year	16	6	3	0	0	0	0
2016	Full Year	17	0	0	0	0	0	0
2015	Full Year	17	0	0	0	0	0	0
2014	Full Year	16	0	0	0	0	0	0

Clicking on the Inventory **blue number 16** opens the Inventory screen. The two tabs available are Incomplete with 16 animals listed, and the opportunity for you to add any missing animals or enter a disposal code.

Selecting the Complete tab lists 1 animal who has a disposal code entered, and it also provides the opportunity to enter or correct the disposal information.

Clicking on the BW (Birth Weight) **blue number 3** opens the Birth Traits screen. The two tabs available are Incomplete with 3 animals listed, and the opportunity for you to enter any missing birth trait data that is available.

Selecting the Complete tab lists 3 animals who have a birth weight and birth ease entered, and it also provides the opportunity to enter or correct the birth trait data.

Please note - the Scan blue link in the Inventory Overview screen allows you to view your scanning data, however you can not add or edit scanning data via ILROnline.

2.2   PENDING ANIMALS

> **Main Menu => Animals =>**
> **Select *Pending Animals* from the drop-down list.**

This is a list of all the active Pending animals (ie. incomplete animal registrations due to one or more errors) in your ownership. The default screen setting is to sort by birthdate, with the youngest animal at the top of the screen.

You have the options to Dispose of the Pending Animal, or Edit the Pending Animal. If you select Edit Animal, there are messages at the top of the screen explaining what information is still required to successfully register the animal.

ANIMAL ENQUIRY:	Please see 2.3.1
DISPOSAL:	Please see 2.3.2
EDIT ANIMAL:	Please see 2.3.4

2.3   REGISTERED ANIMALS

> **Main Menu => Animals =>**
> **Select *Registered Animals* from the drop-down list.**

This is a list of all the active Registered animals in your ownership. The default screen setting is to sort by birthdate, with the youngest animal at the top of the screen.

2.3.1 Animal Enquiry

If you click on the **blue ident link** of one of the animals in the grid list,

ILROnline opens a second browser screen titled Animal Enquiry.

This screen includes the following Tab selections:

DETAILS: The default opening Tab with various animal birth details.

PEDIGREE: The three generation pedigree of the animal.

PROGENY: The progeny of the animal.

EBVS: The most current performance EBVs of the animal.

TRAITS: The traits recorded for the animal.

2.3.2 Disposal

The Registered Animals screen allows you to dispose of an animal by

selecting the Disposal button at the bottom of the screen. This button

can only be used once you have clicked on a specific animal in the grid, (it

doesn't matter which field you click on, any field should make the Disposal

button active).

ILROnline then displays a pop-up screen requesting the Disposal Reason

and the Disposal Date **(see over page for example):**

EXAMPLE:

Once both fields are entered, select the **Save** button to add the disposal code, or select the **Cancel** button if you change your mind.

2.3.3   Register Progeny

The **Registered Animals** screen allows you to register an animal from a female by selecting the **Register Progeny** button at the bottom of the screen.

This button can only be used once you have clicked on a specific female animal, (it doesn't matter which field you click on, any field should make the Register Progeny button active for females).

ILROnline then opens the Registration screen and pre-fills the selected female in the Dam Ident field.

Please refer to section 3.1 in this document for further information regarding animal registration.

2.3.4 Edit Animal

The **Registered Animals** screen allows you to edit an animal, by selecting the **Edit Animal** button at the bottom of the screen.

This button can only be used once you have clicked on a specific animal, if you are the original owner of that animal, (it doesn't matter which field you click on, any field should make the Edit Animal button active if you are the original owner).

ILROnline then opens the Update Animal Details screen and pre-fills all the fields for the selected animal.

Make the necessary changes, then select the Update Animal button at the bottom of the screen to apply those changes to the Association database.

2.4   NON-REGISTERED ANIMALS

> **Main Menu => Animals =>**
> **Select *Non-Registered Animals* from the drop-down list.**

This is a list of all the active Non-Registered animals (ie. not Registered or Pending) in your ownership. The default screen setting is to sort by birthdate, with the youngest animal at the top of the screen.

You have the options to Dispose of the Non-Registered Animal, or Edit the Non-Registered Animal.

ANIMAL ENQUIRY:	Please see 2.3.1
DISPOSAL:	Please see 2.3.2
EDIT ANIMAL:	Please see 2.3.4

3. ACTIONS

3.1 REGISTER ANIMAL

> **Main Menu => Animal =>**
> **Select *Register Animal* from the drop-down list.**

This screen displays mandatory and optional fields required to register an animal.

The Dam Ident and Sire Ident fields allow you to enter a value or select from your existing Male / Female Lists (see section 3.3 and 3.4 in this document).

Various fields have drop-down list options, others are calendar fields for dates, and others are text fields.

When you believe you have entered the relevant information use the **Complete Registration** button at the bottom of the page.

If you have supplied all the information necessary to meet the rules and regulations of recording an animal with the Association, you will see a message highlighted by a green bar at the top of the screen letting you know you have successfully added the animal to the Association database.

If there is missing information, you will see warning and error messages highlighted by a red bar at the top of the screen letting you know what information is missing. You have two options at this point:

a) Enter the missing information and again select the **Complete Registration** button at the bottom of the page.

b) Select the **Hold** button. This will create a pending registration, and you should see a message highlighted by a green bar at the top of the screen letting you know you have successfully held the animal on the Association database.

Note: Once all animals have been registered or put on hold, access Transactions => Pending Transactions (Section 5.1) to complete payment and / or submit registrations to the Association for immediate issue of the relevant certificates.

3.2 ANIMAL TRANSFERS

> **Main Menu => Actions =>**
> **Select *Animal Transfers* from the drop-down list.**

STEP 1)

At the top of the page enter the **Transfer Date**.

STEP 2)

On the **Purchase Details Tab** you can search for the purchaser using information you know, *for example Member ID and / or Member Name*

and / or Postcode and / or State. This will display any members who meet the search criteria at the bottom of the screen.

Select the correct Member and use the **Add Highlighted** button to select your purchaser.

Alternatively, on the **Purchase Details Tab** you can select a value from your personal list. The personal list is created and maintained in the Buyers / Sellers screen, section 3.5 in this document.

STEP 3)

Switch to the **Animals Tab**, and select Bred or Open for females if you are transferring females.

STEP 4)

Select all the animals you are transferring to the purchaser, then use the **Select Animals** button.

This will move the animals out of the Find Animals list and into the Selected Animals list.

If you realise you have selected the wrong animal, click it in the Selected Animals list and the **Remove Animals** button will display.

Use this button to remove the wrong animal.

STEP 5)

If everything is correct regarding the Date, Purchaser and Animal(s), select the Complete Transfer button on the top right-hand side of the page to complete the transfer(s). A message should appear in a green field at the top of the page confirming the animal was transferred successfully.

Note: Once all transfers are complete, access Transactions => Pending Transactions (Section 5.1) to complete payment and / or submit transfers to the Association for immediate issue of the relevant certificates.

3.3   MALE LIST

> **Main Menu => Actions =>**
> **Select *Male List* from the drop-down list.**

This is a list of Males recently used in your herd. When you register animals you have the option to select a Male from this list, or enter a Male Ident manually.

The Male List screen allows you to **Clear and Re-Populate List** and **Remove the Selected Sire** with buttons at the bottom of the screen.

3.4   FEMALE LIST

> **Main Menu => Actions =>**
> **Select *Female List* from the drop-down list.**

This is a list of Females recently used in your herd. When you register animals you have the option to select a Female from this list, or enter a Female Ident manually.

The Female List screen allows you to **Clear and Re-Populate List** and **Remove the Selected Dam** with buttons at the bottom of the screen.

3.5   BUYERS / SELLERS

> **Main Menu => Actions =>**
> **Select *Buyers/Sellers* from the drop-down list.**

This is a list of Members who have bought your animals.

You can select purchasers from the last 3 years using the **Repopulate** button.

You can also remove a purchaser using the **Remove** button. This list is your personal list available in the **Animal Transfers** screen.

See section 3.2 in this document, Step 2.

4. REPORTS

4.1   SUBMIT A REPORT

Main Menu => Reports => Submit
Select   ?   from the drop-down list.

Reports available for your Association are listed in the drop down menu.

4.2   SUBMITTED JOBS

Enables a Member to see the progress of their submitted report requests.

4.3   VIEW REPORTS & CSVS

Enables a Member to view previously created reports and CSV files.

5. TRANSACTIONS

5.1 PENDING TRANSACTIONS

> **Main Menu => Transactions =>**
> **Select *Pending Transactions* from the drop-down list.**

These are transactions created in ILROnline that have not yet been sent to the Association database.

There is an optional *"Hide $0.00"* tick-box that when selected only displays transactions with dollar amounts attached.

To send pending animal transactions to the Association for invoicing and certificate issue, either click the **'Submit Transactions'** button, or complete payment using the online payment options available for your Association (e.g. PayPal).

Note: You do not need a PayPal account to pay via PayPal, you can also pay direct with a credit or debit card.

5.2   PREVIOUS TRANSACTIONS

Main Menu => Transactions =>
Select *Previous Transactions* from the drop-down list.

These are all transactions entered in the Association database. They may

have been entered by Association staff, or by yourself via ILROnline.

Your current account balance and total outstanding balance also display in

this screen.

Per above, you can pay an account balance here using this icon:

Pay with **PayPal**

6. MEMBER DETAILS

6.1 MEMBERSHIP DETAILS

> **Main Menu => Member Details =>**
> **Select *Membership Details* from the drop-down list.**

This screen displays some of your membership details stored on the Association database. If you wish to update any of these details, for example your phone number or property address, select the **Edit** button, and update the data. Then select the **Update** button at the bottom of the screen.

6.2 CHANGE PASSWORD

> **Main Menu => Member Details =>**
> **Select *Change Password* from the drop-down list.**

Enter your old password, your new password and confirm your new password. **SAVE.**

(see over page for example):

EXAMPLE:

6.3   UPDATE LOGIN DETAILS

Main Menu => Member Details =>
Select *Update Login Details* from the drop-down list.

Enter your new ILROnline Login email or phone number. **SAVE**.