



AUSTRALIAN
WHITE SUFFOLK
ASSOCIATION

WebManager

Managing Member , Stud and Animal Data

INSTRUCTION MANUAL

SEPTEMBER 2006

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Etc...

AWSA Public Area

Member Login

Login

Password

[Forgot Your password?](#)

[Application for new membership](#)

Member Login

1. Click on [LOGIN AS MEMBER](#) in the left hand margin

Type your login name in the login box

****Note:** your login name is usually the first two letters of your first name, followed by a full stop, and then your last name**

For example:

Login for Joe Bloggs would be: jo.bloggs

Login for Andrew Smith would be: an.smith

2. Type your password in the password box

****Note:** the first time you use this database, your password will be **awsa2005**. You will have the chance to change this once logged in

3. Once login name and password are entered, click on

Forgotten your password?

Use the link on the original login page [Forgot Your password?](#) To retrieve your password. An email will be sent to your email address.

Change your password

The first time you log in, you will be required to change your password from **awsa2005** to a private one.

The screen will appear with the following message:

As this is your first login to AWSA-WebManager, you need to change your default password to a private one.

1. Type the old password

(**awsa2005**) in the

old password box

Old Password


2. Type a new password (of your choice) in the new password box

New Password

3. Repeat the new password in the repeat new password box

Repeat New Password

Click on to confirm changes



[Member Home](#)

[My Contact Details](#)

[Member Search](#)

[Ram Search](#)

[Stud Search](#)

[Stud Registration](#)

[Shopping Cart History](#)

[Change Password](#)

[Exit AWSA-WebManager](#)

Stud Manager:
[Illoura](#)

NEW MEMBERSHIP APPLICATION

At the login page click on [Application for new membership](#)

Fill in your details, especially the fields marked with an asterisk *

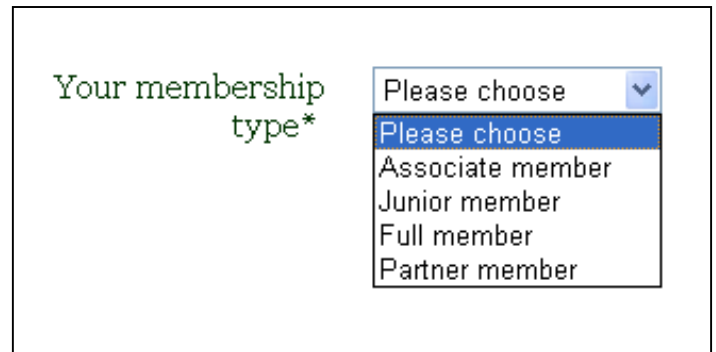
Be sure to select the level of membership you require:

Full member – for the nominee or owner of a flock to be registered with the Association


Associate Member – for a person associated with a flock registered with the Association. An Associate member will receive newsletters and a flock book each year, can attend meeting but shall have no right to vote.

Junior Member – Any person under 18 years of age with a maximum of 25 ewes in their flock, can be eligible for Junior Membership which is 50% of full member fees.

Partner Member – for the partner/owner of a registered flock (other than a spouse). A partner will be listed as a partner/owner of a registered flock but will not received a separate copy of newsletters or flock book. They are entitled to attend meetings but shall have no right to vote. (One vote per flock.)



The screenshot shows a form field labeled "Your membership type*" with a dropdown menu. The dropdown is open, displaying the following options: "Please choose" (selected), "Associate member", "Junior member", "Full member", and "Partner member".

Click on the  button at the bottom.

If you make a mistake entering any information, the same page will reappear with error messages in red. eg.

Landline number (including area code)* **Phone number has to be a number**

(please note – phone number must be number only – not brackets and no spaces)

FOR FULL MEMBERS (Owners of a Flock you wish to Register)

If you selected Full Member the next page will have the message something like:

Your first step of the Registration was successful. Please log into the AWSA WebManager and register a stud. Use the following data:

Login: ch.piggott Password: regStud

This is a temporary password that will allow you to go on and register your flock.

Login in using your temporary password and you will come to a page that has only one item in the menu at the left: [Stud Registration](#)

Click this button and enter your flock details, in particular the fields marked with an asterisk *

NEW STUD APPLICATION

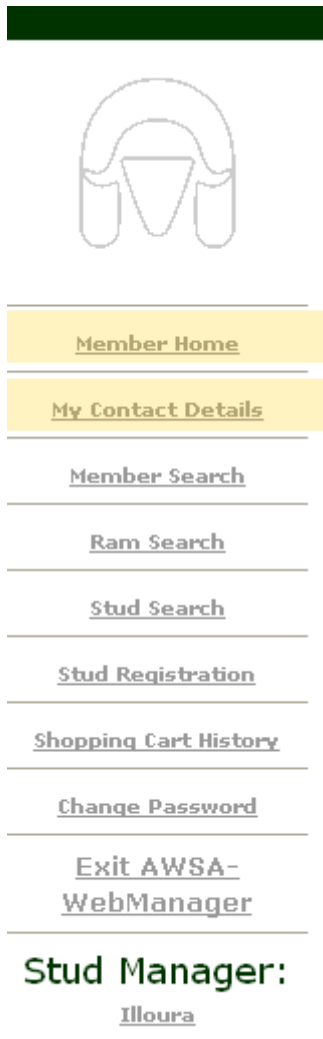
Register a Stud

Stud prefix*	<input type="text"/>	
Year founded	<input type="text"/>	
Brucellosis accreditation number	<input type="text"/>	
OJD status*	<input type="text" value="Please choose"/>	Select your OJD status – either nil, MN1, MN2, or MN3
OJD accredited number	<input type="text"/>	If you Vaccinate include the abbreviation 'VACC' in the OJD accredited number field.
NLIS PIC	<input type="text"/>	Select the Performance Recording Programme you use or select 'none' If 'other' please give details
Performance recording*	<input type="text" value="Please choose"/>	
If other please give details	<input type="text"/>	If US genetics has been introduced into your flock either directly or through the pedigree of an animal you have bought, please select YES
US Genetics introduced?*	<input type="text" value="Please choose"/>	
Choose your membership type*	<input type="text" value="Please choose"/>	Select your flock size – this will determine your membership fee.

Click on the Confirm Registration button.
You will then go to a screen with the following message:

Your Registration was successful. Please wait for the mail containing login details.

The Secretariat will email you confirmation of your new stud prefix, flock number and login details.



Member Home

Click on the [Member Home](#) icon in the left hand margin

This will take you to the **AWSA MemberManager area** and provide you with general information on how to use the member's area.

My Contact Details

To view and edit your contact details, click on [My Contact Details](#) in the left hand margin

To change any of the details:

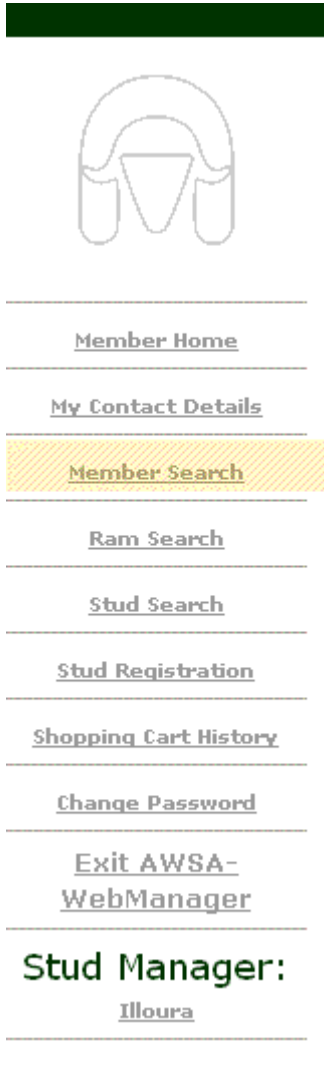
1. Scroll to the bottom of the page
2. Click on [Edit details](#) on the right hand side
3. Edit details as required
4. Scroll to the bottom and click on [Confirm Changes](#) on the right hand side
5. This should take you to the member area, and state:

Contact details are successfully updated.

If not, the **Edit contact details** page will reappear.

Any problems will be shown in **red**. Once the problem is fixed, scroll to the bottom and click on [Confirm Changes](#) on the right hand side again.

****Note:** When editing phone numbers, do not use spaces between numbers



Member Search

To search for other members, click on the [Member Search](#) icon in the left hand margin. This will take you to the

Member Search - please enter the search details page

1. Select at least one criteria and type on the member's detail/s you wish to search for
2. Click on

Results retrieved:


- A page will be displayed with **Contact search results**
- Click on [Show contact details](#) to view the details for the chosen contact

** All current and past stud members will be included in this list but only Full Active members have their contact details available*

- To return to search results, click on [Back to Your search results](#) at either the top or bottom of the page
- To change search criteria, click on [Change search criteria](#) underneath the search results

No results retrieved:

- If a page is displayed showing **Sorry, no results for given search criteria found.**, click on [Change search criteria](#) and check or change the details entered.



[Member Home](#)

[My Contact Details](#)

[Member Search](#)

[Ram Search](#)

[Stud Search](#)

[Stud Registration](#)

[Shopping Cart History](#)

[Change Password](#)

[Exit AWSA-WebManager](#)

Stud Manager:
[Illoura](#)

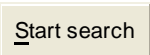
Ram Search

To search for a ram, click on the [Ram Search](#) icon in the left hand margin.

This will take you to the **Ram Search - please enter the search details for a ram** page.

There are 3 ways you can search for a ram:

- A. If you know the 16 digit identifier you can type this in
- B. If you know the ram's registration number you can type this in
- C. OR search on any one or more of the criteria listed – stud prefix, flock number, eartag, year of birth
eg search for 2005 drop rams registered by flock number 100

1. Enter the criteria you wish to search by
2. Scroll to the bottom of the page, click on  to being search

Results retrieved:


- A page will be displayed with **Ram Search Results**
- This page will list the results found for your search
- Click on [Show Details](#) of the correct ram
- **Details about the Ram and his Pedigree** will be shown
- Once results have been viewed, return to search results by clicking on [Back to Search Results](#) at the bottom of the page

No results retrieved:

- If no rams are found with the selected criteria, a page will be displayed stating:

Sorry, no results for given search criteria found.

- Click on [Change search criteria](#) to return to the **Ram Search** page
- Check or change the details entered to continue searching



[Member Home](#)

[My Contact Details](#)

[Member Search](#)

[Ram Search](#)

[Stud Search](#)

[Stud Registration](#)

[Shopping Cart History](#)

[Change Password](#)

[Exit AWSA-WebManager](#)

Stud Manager:
[Illoura](#)

Stud Search

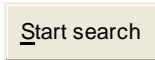
To search for a stud, click on the [Stud Search](#) icon in the left hand margin.

This will take you to the **Stud Search - please enter the search details for a stud** page.



TIP!

You only need to type in the first 3 letters of a surname or stud prefix to do the search. Eg 'pfe' in the surname field will find the studs owned by Pfeiffer's and 'koo' in the stud prefix field will find Koonawarra.

1. Enter the criteria you wish to search by
2. Scroll to the bottom of the page, click on  to begin search


Results retrieved:

- A page will be displayed with **Stud Search Results**
- This page will list the results found for your search
- Once results have been viewed, click on [Change search criteria](#) to renew search

No results retrieved:

- If no stud is found with the selection criteria, a page will be displayed stating:
Sorry, no results for given search criteria found.
- Click on [Change search criteria](#) to return to the **Stud Search** page
- Check or change the details entered to continue searching

To find all the studs in a state, eg NSW – you need to use the Member Search



[Member Home](#)

[My Contact Details](#)

[Member Search](#)

[Ram Search](#)

[Stud Search](#)

[Stud Registration](#)

[Shopping Cart History](#)

[Change Password](#)

[Exit AWSA-WebManager](#)

Stud Manager:
[Illoura](#)

Stud Registration

To register a new stud click on the [Stud Registration](#) button in the menu. Fill in the details for your stud. All the fields marked with an asterisk* are mandatory – you need to fill them in or select from the drop down list. All other fields are optional and may not apply to you.

NOTE For JOINTLY OWNED STUDS - you need to nominate one of the owners to be the main contact person for the stud and to have password access to WebManager to manage the stud and do all the online registrations, transfers etc. The other owners will be listed as partners in that stud (See Add a Partner Owner)

When completed click on the  button at the bottom.

A new stud needs to be authorised by the Secretariat before it becomes active on WebManager. Once it has been accepted and you have been allocated a Flock Number you will receive confirmation from the office.

That stud name will then appear under **Stud Manager**

Shopping Cart History

Each time you process something in WebManager that incurs a fee – eg a registration fee, the item is added to a Shopping Basket.

To complete your registration and transfer processes you need to go to the Checkout and print your Tax Invoice so you can pay for the items in your shopping basket. (See more details in Shopping Basket & Checkout pg)

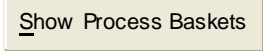
If you need to check back on a previous Tax Invoice you can use this button.

Process Basket Management

From	30 06 2006	All 	Done 
To	30 08 2006	In Process 	Errors/Problems 

Select the dates for the period you want to search.

Use the buttons to search for baskets that are in process, done or ALL.

Click  button to bring up your search results.

You can then click on the [Show content](#) of each basket to see more details of the items in that basket.

At the bottom of the **Content of the Process Basket** page you can click

[Click here to open a new window with your printable tax invoice](#)

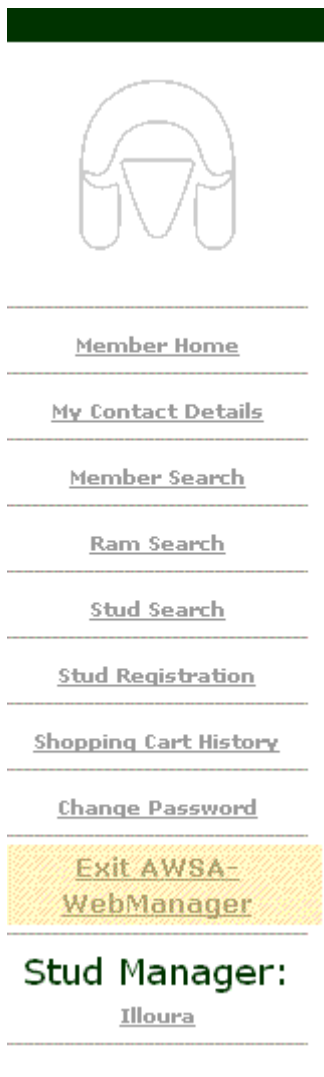
To print a copy of the Tax Invoice.

Exit AWSA – WebManager

To exit the AWSA website, click on [Exit AWSA-WebManager](#) in the left hand margin.

This will come to a page stating **Logout was successful.**

It is now safe to close the page.



Member Home
My Contact Details
Member Search
Ram Search
Stud Search
Stud Registration
Shopping Cart History
Change Password
Exit AWSA-WebManager
Stud Manager: Illoura

To enter Stud Manager, click on your stud name underneath

Stud Manager in the left hand margin of the Member Manager area.

This will take you to the Stud Manager area page

eg **Welcome to the Illoura Stud Manager area!**

Stud Details

To view the details of you stud, click on [Stud Details](#) in the left hand margin.

If you require to edit the stud details:

1. Scroll to the bottom of the page, and click on [I want to edit the stud details](#)

Is accordingly

m of the page, and click on

4. If changes are successful, **Changes to the stud were stored.** will be displayed.

Stud Manager
Stud Details
Ram List of this Stud
Add Partner Owner
Ram Search
Stud Search
Edit Sale Details
Back to the Member Area
Exit AWSA-WebManager

Add a partner owner

To add a partner owner for this stud, click on [Add Partner Owner](#) in the left hand margin.

This will take you to the **Add a partner owner for this stud** page.

1. Select one or more criteria to search for partner owner you wish to add
2. Click on
3. A page will be displayed with **Partner search results**
4. To show contact details, click on [Show contact details](#) under **Contact Details**
5. Once contact details are viewed, return to **Partner search results** by clicking on [Back to Your search results](#) at the top or bottom of the page


Add a Partner Owner continued...

6. Once partner owner is selected, click on [Add this contact as a partner owner](#) on the right hand side of the contact details.
7. To change search criteria, click on [Change search criteria](#) at the bottom of the page

Note: A partner has to be a registered member in the AWSA-WebManager (partner or full membership).

If the partner owner is not known in the system you must register him/her with a partner membership type.

To do this:

1. Click on [Register a new partner member](#) on the **Add a partner owner for this stud** page.
2. A new window will be displayed for **Member Registration**
3. Fill in the member details
4. Scroll to the bottom of the page and click on  to confirm the member details and register the partner owner.
5. Once this is done, return to the **Add a partner owner for this stud** page and add the contact as a partner owner

Stud Manager	Ram List of this Stud
Stud Details	This is a list of:
Ram List of this Stud	- all the rams bred and registered by you (including those transferred to someone else)
Add Partner Owner	- all the rams bought by you
Ram Search	- all the semen bought by you
Stud Search	- all the rams you have borrowed to use in your stud
Edit Sale Details	This list will include Registration Numbers of each ram.
Back to the Member Area	
Exit AWSA-WebManager	

Stud Manager
Stud Details
Ram List of this Stud
Add Partner Owner
Ram Search
Stud Search
Edit Sale Details
Back to the Member Area
Exit AWSA-WebManager

Ram Search – see page 9


Stud Search – see page 10

Edit Sale Details

To edit sale details of your stud, click on [Edit Sale Details](#) in the left hand margin.

A page will be displayed with **Edit Stud Sale Details**

To change the sale date, type in the new sale date in the corresponding box, and

click on . If changes are successful, **Your sale details has been successfully changed** will be displayed in the StudManager Area page.

Back to Member Area

To return back to the Member Area, click on [Back to the Member Area](#) in the left hand margin.

Animal Manager

Ram Registration
Ram Transfer
Ram Service
Semen Transfer
Embryos Transfer
Ewes&Lambs Transfer

Ram Registration

ONLY THE BREEDER OF THE RAM CAN REGISTER IT

To register a ram(s) click on [Ram Registration](#) in the left hand margin.

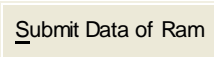
This will take you to the **Preparation Overview** page.

To begin ram registration, click on [Start registration](#) at the top of the **Preparation Overview** page.

Step 1: Ram Data

1. Click on [Enter Ram Data](#) at the top of the page
2. Enter all mandatory (*) fields
 - Date of birth -
 - Ear tag number – must be a 6 digit eartag number where the first two digits indicate what year the ram was born
 - USG – has American (US) Genetics been introduced into the animal
 - Is in SGA Animal Enquiry? – Is this ram listed in the Sheep Genetics Australia online database for people to search for.
 - Is appendix? – is this ram an appendix sheep – see Glossary of Terms

Note: Breed Number and Birth Flock Number are automatically set

3. Click  at the bottom of the page
4. If successful, you will return to the **Details about the Ram and his Pedigree** page.
(If unsuccessful, check all sections have been completed, or fix the problems marked in red)
5. Repeat process for

Step 2: Sire of Ram,
Step 3: Dam of the Ram

Note – often the dam will not already be in the database, so a red message will come up to ask you to check your details and then to answer 2 further questions – is the dam in the SGA database and is she an appendix sheep?

Step 4: Sire of Dam

6. Once all steps are completed, click 



TIP!

The details of the ram registration are not added to the database until the final SUBMIT REGISTRATION button is clicked.

If you have made an error you can abort the process by clicking something else on the left menu and moving to another page.

Please CHECK ALL DETAILS before clicking the SUBMIT REGISTRATION Button.

Animal Manager

[Ram Registration](#)

[Ram Transfer](#)

[Ram Service](#)

[Semen Transfer](#)

[Embryos Transfer](#)

[Ewes&Lambs Transfer](#)

Ram Transfer

ONLY THE OWNER OF THE RAM CAN TRANSFER IT

To complete a ram transfer, click on [Ram Transfer](#) in the left hand margin.

This will take you to the **Overview for Registration of a Ram Transfer** page.

Step 1: Identify the Ram

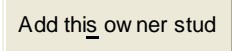
EITHER

search from list of rams that you currently own

[Select Ram in currently owned ram list](#). Select the correct ram to be transferred by clicking on [Select](#) under **Select a Ram** on the left hand side of the table.

OR Fill in all the details of the ram – breed, flock number, year of birth and **6 digit eartag**

Step 2: Enter the new Owner Studs

1. Click on [Enter new Owner Stud](#)
2. **Identify the new owner stud** by typing in the new owner stud prefix OR flock number.
3. Click . The new owner will then appear in the table
4. To add another new owner stud (ie if the ram is bought in partnership) click on [Enter another Owner Stud](#)

Note: To delete a stud from the new owner stud list, click [delete](#) in the **Option column (on the right) of the table.

Step 3: Enter Transfer Details

1. Enter the date of transfer in the boxes

Date of Transfer*

2. Click on  to confirm the ram transfer registration



The details of the ram transfer are not added to the database until the final SUBMIT TRANSFER button is clicked. If you have made an error you can abort the process by clicking something else on the left menu and moving to another page. Please CHECK ALL DETAILS before clicking the SUBMIT TRANSFER Button.

Animal Manager

- [Ram Registration](#)
- [Ram Transfer](#)
- [Ram Service](#)
- [Semen Transfer](#)
- [Embryos Transfer](#)
- [Ewes & Lambs Transfer](#)

Ram Service

Use this function if you LOAN this ram to another stud. There is no fee added to the shopping basket but the transfer process will be visible.

ONLY THE OWNER OF THE RAM CAN DO THIS TASK

To complete a ram service transfer, click on [Ram Service](#) in the left hand margin.

This will take you to the **Overview for Registration of a Ram Service** page.

Step 1: Identify the Ram

EITHER

search from list of rams that you currently own

[Select Ram in currently owned ram list](#). Select the correct ram to be transferred by clicking on [Select](#) under **Select a Ram** on the left hand side of the table.

OR Fill in all the details of the ram – breed, flock number, year of birth and **6 digit eartag**

** Please note – if this ram is not listed as being owned by you, you will get an error message. Only the owner of the ram can perform this task.

Step 2: Stud using the Service of this Ram

1. Click on [Enter Stud](#)
2. **Identify the new owner stud** by typing in the stud prefix OR flock number of the stud borrowing this ram.

3. Click . The new owner will then appear in the table

Note: To delete a stud from the new owner stud list, click [delete](#) in the **Option column (on the right) of the table.

Step 3: Enter Transfer Details

1. Enter the date of transfer in the boxes

Date of Transfer*

2. Click on to confirm the ram service registration



TIP!

The details of the ram service are not added to the database until the final SUBMIT TRANSFER button is clicked.

If you have made an error you can abort the process by clicking something else on the left menu and moving to another page.

Please CHECK ALL DETAILS before clicking the SUBMIT TRANSFER Button.

Animal Manager

Ram Registration
Ram Transfer
Ram Service
Semen Transfer
Embryos Transfer
Ewes&Lambs Transfer

Semen Transfer

ONLY AN OWNER/SELLER OF THE SEMEN CAN DO THIS TASK

To complete a semen transfer, click on [Semen Transfer](#) in the left hand margin.

This will take you to the **Overview for Registration of a Semen Transfer** page.

Step 1: Identify the Ram

Click on [Enter Ram Data](#)

EITHER

search from list of rams that you currently own

[Select Ram in currently owned ram list](#). Select the correct ram to be transferred by clicking on [Select](#) under **Select a Ram** on the left hand side of the table.

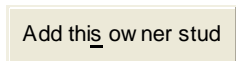
OR Fill in all the details of the ram – breed, flock number, year of birth and **6 digit eartag**

** Please note – if this semen is not listed as being owned by you, you will get an error message.



Step 2: Enter the Purchaser Stud

1. Click on [Enter new Purchaser Stud](#)
2. **Identify the new owner stud** by typing in the stud prefix OR flock number of the stud borrowing this ram.



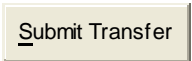
3. Click [Add this owner stud](#). The new owner will then appear in the table

**Note: To delete a stud from the new owner stud list, click [delete](#) in the

Option column (on the right) of the table.

Step 3: Enter Transfer Details

1. Enter the date of transfer in the boxes
2. Add the number of ewe doses
3. Click on [Submit Transfer](#) to confirm the semen transfer



The details of the semen transfer are not added to the database until the final SUBMIT TRANSFER button is clicked.

If you have made an error you can abort the process by clicking something else on the left menu and moving to another page.

Please CHECK ALL DETAILS before clicking the SUBMIT TRANSFER Button.

A separate semen transfer needs to be done for each purchaser and the size of the packages needs to be identified each time.

Animal Manager

Ram Registration
Ram Transfer
Ram Service
Semen Transfer
Embryos Transfer
Ewes&Lambs Transfer

Embryo Transfer

To complete a semen transfer, click on [Embryos Transfer](#) in the left hand margin.

This will take you to the **Overview for Registration of an Embryo Transfer** page.

Step 1a: Sire of Embryos

Click on [Enter Sire Data](#)

EITHER

search from list of rams that you currently own

[Select Ram in currently owned ram list](#). Select the correct ram to be transferred by clicking on [Select](#) under **Select a Ram** on the left hand side of the table.

OR Fill in all the details of the ram – breed, flock number, year of birth and **6 digit eartag**

** Please note – if this sire is not listed as being owned by you, you will get an error message.

Step 1b: Dam of the Embryos

Click on [Enter Dam Data](#) and enter her details

Note – often the dam will not already be in the database, so a red message will come up to ask you to check your details and then to answer 2 further questions – is the dam in the SGA database and is she an appendix sheep?

Step 1c: Sire of Dam of the Embryos

Click on [Enter Sire of Dam Data](#) and enter his details

Step 2: Enter the Purchaser Stud

1. Click on [Enter new Purchaser Stud](#)
2. **Identify the new owner stud** by typing in the stud prefix OR flock number of the stud borrowing this ram.
3. Click . The new owner will then appear in the table

Step 3: Enter Transfer Details

1. Enter the date of transfer in the boxes
2. Add the number of embryos you are selling to this new owner
3. Click on to confirm the embryo transfer

Animal Manager

Ram Registration
Ram Transfer
Ram Service
Semen Transfer
Embryos Transfer
Ewes&Lambs Transfer

Ewes & Lambs Transfer

To complete a semen transfer, click on [Ewes&Lambs Transfer](#) in the left hand margin.

This will take you to the **Overview for Registration of a Ewes&Lambs Transfer** page.

Step 1: Enter the Purchaser Stud

Click on [Enter new Purchaser Stud](#)

Identify the new owner stud by typing in the stud prefix OR flock number of the stud borrowing this ram.

Step 2: Enter Transfer Details

Enter the date of transfer

Enter the number of ewes &/or lambs

Answer the other questions and then Click on  to confirm the ewe/lamb transfer

To print your details or search results from WebManager – the best way at this stage is to copy and paste into a Word document.

Drag your cursor over the information you want to print

eg:

The screenshot shows the 'australian white suffolk association inc.' website interface. The main content area displays a 'Stud Area for: Illoura' and a 'Ram List of Stud' table. The table lists various rams with their details, including registration numbers, ear tag numbers, breeds, birth flock numbers, years of birth, nicknames, and Suffolk percentages. A sidebar on the left contains navigation links such as 'Stud Manager', 'Stud Details', 'Ram List of this Stud', 'Add Partner Owner', 'Rams Search', 'Stud Search', 'Edit Sale Details', 'Back to the Member Area', 'Exit AWSA-WebManager', 'Animal Manager', 'Ram Registration', 'Ram Transfer', 'Ram Service', 'Semen Transfer', 'Embryos Transfer', and 'Ewes/Lambs Transfer'.


Ram details	Current Owner	AWSA Registration Number	Ear TagNo.	Breed	Birth FlockNo.	Year of birth	Ram Nickname	Suffolk Percentage
Show Details	Illoura	5761	050312	23 - White Suffolk	0015 (Illoura)	2005	I	---
Show Details	Illoura	5874	050123	23 - White Suffolk	0015 (Illoura)	2005	I	---
Show Details	Illoura	5763	050340	23 - White Suffolk	0015 (Illoura)	2005	I	---
Show Details	Illoura	5764	050368	23 - White Suffolk	0015 (Illoura)	2005	I	---
Show Details	Illoura	5873	050260	23 - White Suffolk	0015 (Illoura)	2005	I	72.4%
Show Details	Illoura Bundara Downs	5232	040056	23 - White Suffolk	0002 (Langley Heights)	2004	I	---
Show Details	Illoura	5440	040010	23 - White Suffolk	0005 (Anna Villa)	2004	I	---
Show Details	Illoura	5028	030146	23 - White Suffolk	0015 (Illoura)	2003	I	---
Show Details	Illoura	5027	030156	23 - White Suffolk	0015 (Illoura)	2003	I	---

Then Use CTRL C on your keyboard to Copy to the ‘clipboard’

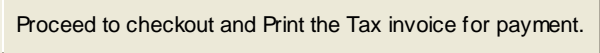
Open a blank Word document and use Ctrl V to Paste. Then print your document.

SHOPPING BASKET & CHECKOUT

Once you have finished doing your registrations and transfers or your annual return (any process which incurs a fee)

Click the  shopping cart button at the top right hand sign of your screen.

This takes you to the Checkout where all your transactions are listed.

Click the  and your Tax Invoice will appear.

Click [Click here to open a new window with your printable tax invoice](#) to print this and either:

- a) post a copy to the Secretariat with your cheque payment OR
 - b) use the EFT bank details to make payment using your online banking system. Please send a courtesy email or fax to the Secretariat with
- IMPORTANT: If paying online by EFT use your surname and the Tax Invoice number in the “paid by” details.

If you log out without printing the Tax Invoice, it can be retrieved by going to [Shopping Cart History](#) in the MEMBER AREA of WebManager.

If you would like more details of what transactions were included in each ‘basket’, click on the [Show content](#) button. From here you will also be able to print another copy of the Tax Invoice.

Content of the Process Basket

[There is 1 item in the process basket](#)

Item Details:

Creation Date:	08.09.2006		
Ram Transfer of Sheep with earTag No.:	050368	Price:	\$ 11.00

Payment State: \$ 0 paid from \$ 11.00

[Click here to open a new window with your printable tax invoice](#)

APPENDIX A QUICK GUIDE

Update Member Contact Details

- Login
- Click on [My Contact Details](#) to view
- Scroll down to bottom of page and click on [Edit details](#)
- Make any changes and then

Update Stud Details

- Click on your stud name under listed under Stud Manager:
- Click on [Stud Details](#)
- Scroll down to the bottom of the page and click on [I want to edit the stud details](#)
- Make any changes and then

Register a Ram

*NOTE: only the Breeder of the Ram can Register it.

- Click on your stud name under listed under Stud Manager:
- Click on [Ram Registration](#) under Animal Manager
- Click on [Start registration](#)
- Work through Steps 1 to 4

Transfer a Ram

** NOTE: Ram must be Registered before a transfer can be done

- Click on your stud name under listed under Stud Manager:
- Click on [Ram Transfer](#) under Animal Manager
- Work through Steps 1 to 3

Register a Ram Service

* NOTE: Only the Owner of the ram can register the ram service

- Click on your stud name under listed under Stud Manager:
- Click on [Ram Service](#) under Animal Manager
- Work through Steps 1 to 3

Semen Transfer

- Click on your stud name under listed under Stud Manager:
- Click on [Semen Transfer](#) under Animal Manager
- Work through Steps 1 to 3

Embryo Transfer


- Click on your stud name under listed under Stud Manager:
- Click on [Embryos Transfer](#) under Animal Manager
- Work through Steps 1 to 3

Bulk Transfer of Ewes and/or Lambs

- Click on your stud name under listed under Stud Manager:
- Click on [Ewes&Lambs Transfer](#) under Animal Manager
- Work through Steps 1 to 2

Print a list of your Rams

- Click on [Ram List of this Stud](#)
- Drag the cursor over the details you want to print to highlight them
- Click Ctrl C to copy them
- Open a Word documents
- Click on Ctrl V to paste
- Print

When you have finished a session, please make sure you click on the  shopping cart button to proceed to the Checkout and print a Tax Invoice.

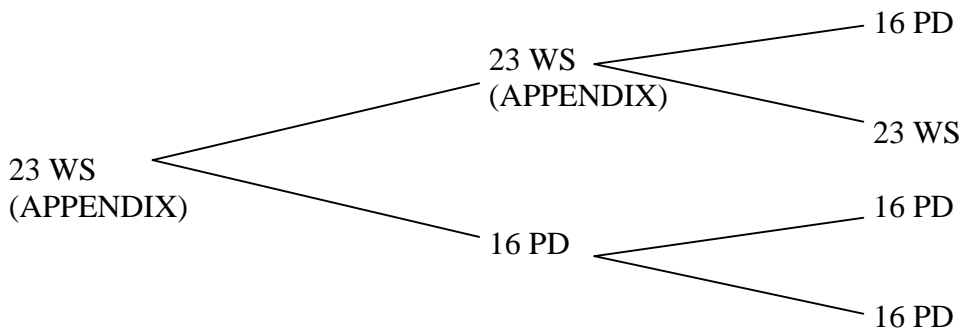
APPENDIX B

What is an Appendix Animal?

FOR A SHEEP TO BE DEEMED A WHITE SUFFOLK IT MUST HAVE 2 CONSECUTIVE GENERATIONS OF REGISTERED BREEDING/CROSSING

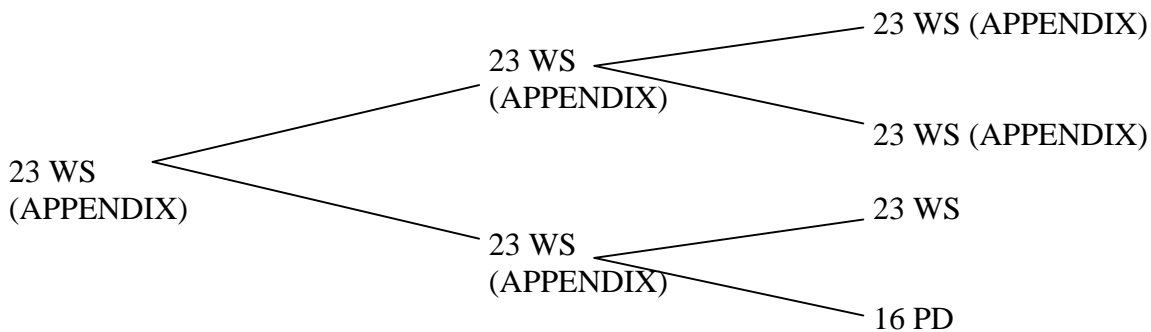
Appendix White Suffolk

OUTSIDE GENETIC INTRODUCTIONS MATED TO A WHITE SUFFOLK WILL PRODUCE AN APPENDIX WHITE SUFFOLK



Appendix White Suffolk

AN APPENDIX WHITE SUFFOLK CROSSED WITH AN APPENDIX WHITE SUFFOLK STILL PRODUCES AN APPENDIX WHITE SUFFOLK.



Registered White Suffolk

FOR THE PROGENY OF AN APPENDIX SHEEP TO BE CONSIDERED A WHITE SUFFOLK IT MUST BE CROSSED WITH A WHITE SUFFOLK (NOT APPENDIX WS)

