AUSTRALIAN
WHITE SUFFOLK
ASSOCIATION

NEW

WebManager

Managing Member , Stud and Animal Data

INSTRUCTION
MANUAL

SEPTEMBER 2013

AUSTRALIAN WHITE SUFFOLK ASSOCIATION, PO BOX 108, GOODWOOD SA 5034   PH (08) 8210 5231

Index

Data Entry Rules

For the sake of consistency

Always use lower case with a capital letter to start proper names

– DO NOT USE ALL CAPITALS!

eg	Andrew Heinrich	ANDREW HEINRICH
	Parndana	PARNDANA
	Ella Matta	ELLA MATTA
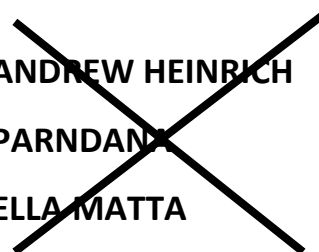
Phone Numbers

- **DO NOT USE SPACES OR BRACKETS**
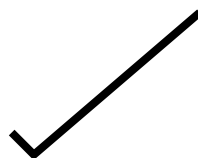
eg	0885596107	(08) 8559 6107
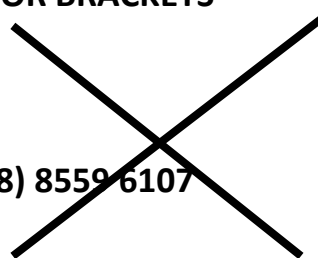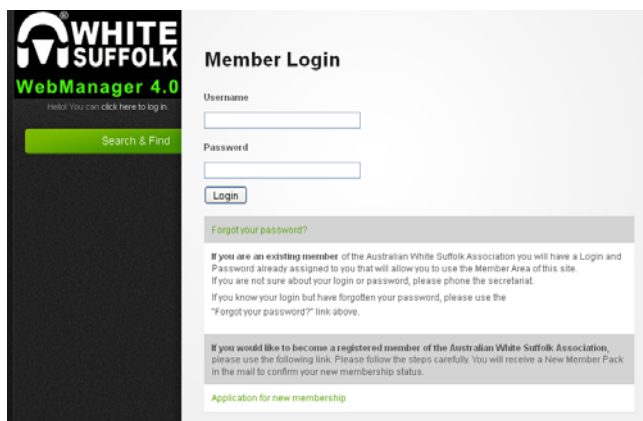
Member Login

**Note: your login name is usually the first <u>two</u> 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
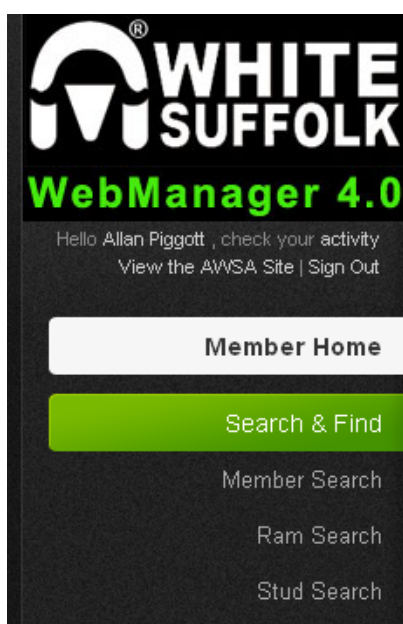
Login for Andrew Smith would be: an.smith

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

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Forgotten your password?

Use the link on the login page Forgot your password? To retrieve your password. An email will be sent to your email address.

MEMBER MANAGER

Member Home

You will automatically land on the **Member Home** page
This will provide you with general information on how to use the member's area.

Search and Find

From here you can select to do a search for a **Member**, a **Ram** or a **Stud.**
For each of these you can enter certain criteria to narrow your search and quickly find what you are interested in.
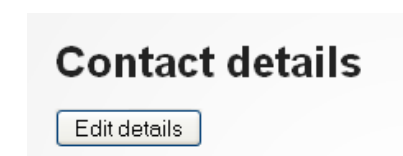
Your Details

To view your contact details, click on Your details >> Contact details
To change any of the details:
  1. Click the **Edit Details** button near the top of the page
  2. Edit details as required, then click the **Confirm Changes** button at the bottom of the page

**Note: When editing phone numbers, <u>do not use spaces</u> between numbers

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.

Click the **Confirm Registration** button to finish.

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)

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.

Shopping Cart

Each time you process something in WebManager that incurs a fee –the item is added to a Shopping Cart and your Shopping Cart button appears in red to let you know!

To complete any of your processes you need click the Shopping Cart button to go to the Checkout, Print your Tax Invoice and pay.

If you need to check back on a previous Tax Invoice you can use the **Shopping Cart History** button. **If this button is red,** it signifies there is an invoice that has not been marked as Paid by the Secretariat – so maybe it has not been paid yet!

Use the filters at the top of the page to search for a particular invoice (eg All / In Process / Done etc). Click on the green title text of a Tax Invoice to view its details or re-print

STUD MANAGER
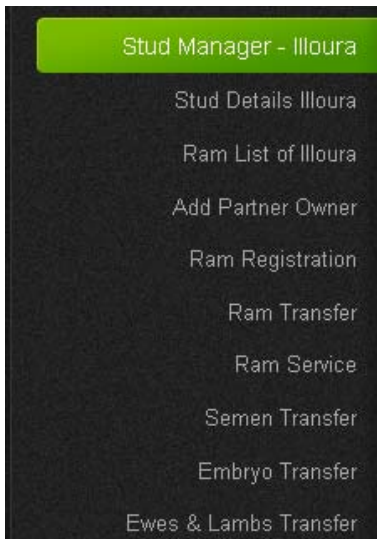
To enter Stud Manager, click on your stud name

This will give you a drop down list of options.

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Stud Details

To view the details of you stud, click on Stud Detail

To edit these details, click the "Edit Stud" button at the bottom of the page and make the necessary changes.
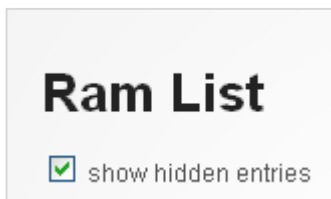
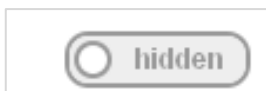Then click the "Save Changes" button

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Ram List of your Stud

You can now manage the rams that are listed on this page if your list is becoming quite long.

If you click the Shown button that ram will disappear from view

If you click the Show Hidden Entries underneath the heading of this page, you can see your full historical list again

Then if you want to Show a ram that was hidden – click the Hidden Button

You can also use the sort and filters at the top of each section to find a ram quickly
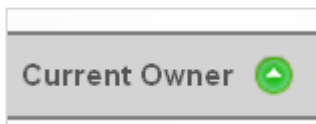
Click on any of the headings of the table to sort on that column. Click again to change from ascending to descending

Or type into the Filter Fields to view only rams with a particular Year of Birth or Birth Flock No. etc

Ram Details	Current Owner	AWSA Reg. No.	Ear Tag No.	Breed	Birth Flock No.	Year of birth	Ram Nickname
Filter by:							
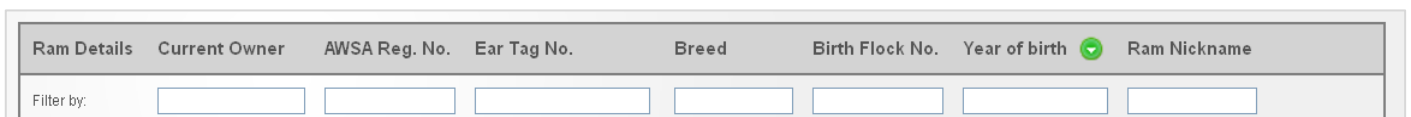
** - please note – this page is split up into an number of lists
eg: Ram List of Stud, Semen you have bought, Rams you have bred but sold etc – each list has their own sort and filter options.
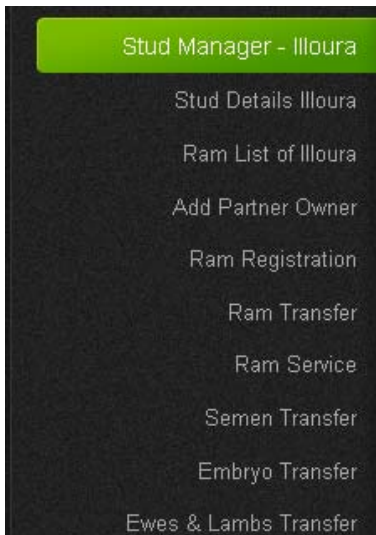
Add a partner owner

To add a partner owner for this stud, click on Add Partner Owner and select one or more criteria to search for partner owner you wish to add

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

If the person is not yet a registered member you can click the

Register a new partner member link.

Ram Registration

ONLY THE BREEDER OF THE RAM CAN REGISTER IT

To register a ram(s) click on **Ram Registration** in the menu

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

To being ram registration, click on **START REGISTRATION** at the top of the **Preparation Overview** page.

Step 1: Enter Ram Data

1. Click on **Enter Ram Data** at the top of the page

2. Note: Breed Number and Birth Flock Number are automatically set

3. Enter all mandatory (*) fields

    - Date of birth - click to bring up a calendar

    - Ear tag number – must be a 6 digit eartag number where the first two digits indicate what year the ram was born

    - 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 – click the green 'info' link to find out more details

    - Select Hypo status from drop down list and IF tested you can add the test kit number

    - AWSA registration number will automatically be assigned.

4. If you have collected semen from this ram you can tick the box.

    Click **Submit Data of Ram**

5. If successful, you will return to the **Details about the Ram and his Pedigree** page.

6. Repeat process for

    Step 2: Sire of Ram – you can select the sire from your list or enter his details

    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 – as for Sire

7. Once all steps are completed, click **Submit Registration**

8. You will notice that your <mark>Shopping Cart</mark> button is now showing as red. Once you have finished all the registrations and transfers you want to do, click on this button to print your invoice

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Ram Transfer

ONLY THE OWNER OF THE RAM CAN TRANSFER IT

To complete a ram transfer, click on Ram Transfer in menu.

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 or enter the data

Step 2: Enter the new Owner Studs

1. Click on **Enter new Owner Stud** and enter details

2. If this ram has been transferred to a syndicate or in partnership with another stud, then make sure you 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.

OWNERSHIP OF RAMS

You can now record the ownership details of a ram you have transferred – select from drop down box in the Ownership column.

If you are retaining a marketing interest or semen use interest in the ram – tick the **I am retaining an interest in the ram** so you are added as a part owner also – then define what ownership you have

Step 3: Enter Transfer Details

 Enter the date of transfer in the boxes Click on **Submit Transfer**

Semen Transfer

ONLY AN OWNER WHO HAS MARKETING RIGHTS OF THE SEMEN CAN DO THIS TASK

To complete a semen transfer, click on **Semen Transfer i**n the menu

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 or enter the rams details

>   ** 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 Stud**. The new owner will then appear in the table

    NOTE: if you make a mistake you can click the BACK arrow in your browser window and re-enter the correct purchase stud.

Step 3: Enter Transfer Details

1.   Enter the date of transfer in the boxes

2. Add the number of ewe doses   **Submit Transfer**

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

Embryo Transfer

To complete a semen transfer, click on Embryos Transfer in the menu.

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

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 **Add Owner Stud**. 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 Submit Transfer

Ewes & Lambs Transfer

To complete a semen transfer, click on **Ewes&Lambs Transfer** in the menu.

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: Mated Ewes

If the Ewes are Mated, tick the box and you will then be asked to select the sire they have been mated to. You can keep adding more to this list – add them in sire groups.

- If unmated do not tick the box
- If transferring lambs, skip this step

Enter Transfer Details

Enter the date of transfer

Enter the number of lambs if applicable

Submit Transfer

APPENDIX A
QUICK GUIDE

Update Member Contact Details
- Click on **Your Details** to view
- Scroll down to bottom of page and click on Edit details
- Make any changes and then **Confirm Changes**

Update Stud Details
- Click on **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 **Confirm Changes**

Register a Ram
NOTE: only the Breeder of the Ram can Register it.
- Click on **Stud Manager**
- Click on Ram Registration
- Click on **START REGISTRATION**
- Work through Steps 1 to 4 then **Submit Registration**

Transfer a Ram
*** NOTE: Ram must be Registered before a transfer can be done*
- Click on **Stud Manager**
- Click on **Ram Transfer**
- Work through Steps 1 to 3 then **Submit Transfer**

Semen Transfer
- Click on **Stud Manager**:
- Click on **Semen Transfer**
- Work through Steps 1 to 3 then Submit Transfer

Embryo Transfer
- Click on **Stud Manager**:
- Click on **Embryos Transfer**
- Work through Steps 1 to 3 then **Submit Transfer**

Transfer of Ewes and/or Lambs
- Click on **Stud Manager**:
- Click on **Ewes&Lambs Transfer**
- Work through Steps 1 to 3 then **Submit Transfer**

Search & Find a Member, Stud or Ram
- Click on Search & Find and select what search you wish to do
- Use the various criteria to find what you are looking for
- Click on column heading to sort
- Use fields at top of columns to filter out selected data

Change your Password
- Click on **Your Details** and **Change my Password**

Check your outstanding invoices
- If your Shopping Cart button is red, there are items in yoru cart that need to be processed at the Checkout
- If your Shopping Cart History button is red, you have invoices that have not been marked as paid by the secretariat – ensure that you pay ASAP.

Print an Invoice
- Click on **Shopping Cart or Shopping Cart History**
- Search for the invoice you are looking for
- Click on the green link text and the invoice will open in a new window
- Click on the printer symbol or File Print – this will vary depending on what browser you are using.

Forgot your Password?
Click on **Forgot Your Password** and type in your Login name
- this is usually the first 2 letters of your first name, full stop, then surname
eg Jane Doe =   ja.doe
Your password will be emailed to you – *AS LONG AS YOU HAVE A CORRECT EMAIL ADDRESS IN THE SYSTEM*

When you have finished a session, please make sure you click on the

Shopping Cart

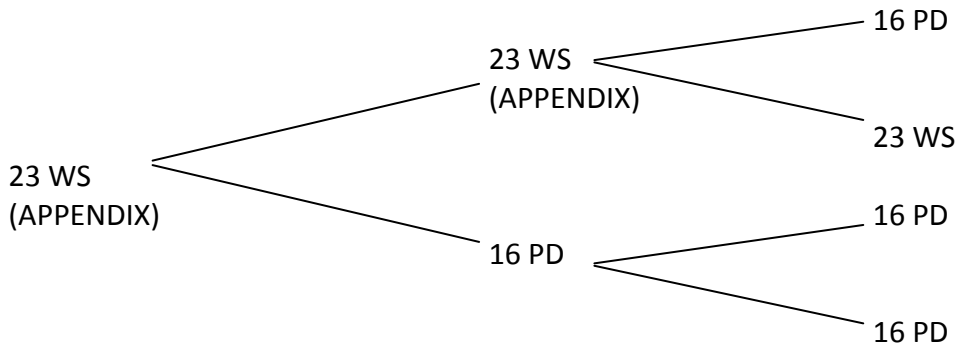**button to proceed to the Checkout and print a Tax Invoice.**

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
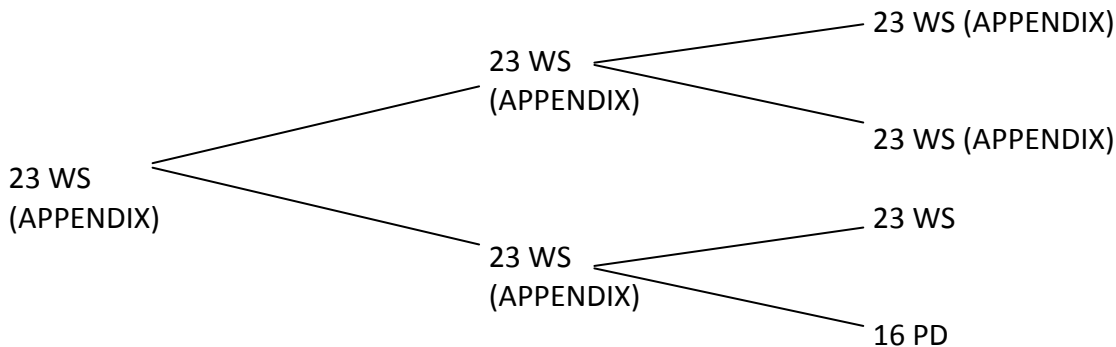
Appendix White Suffolk

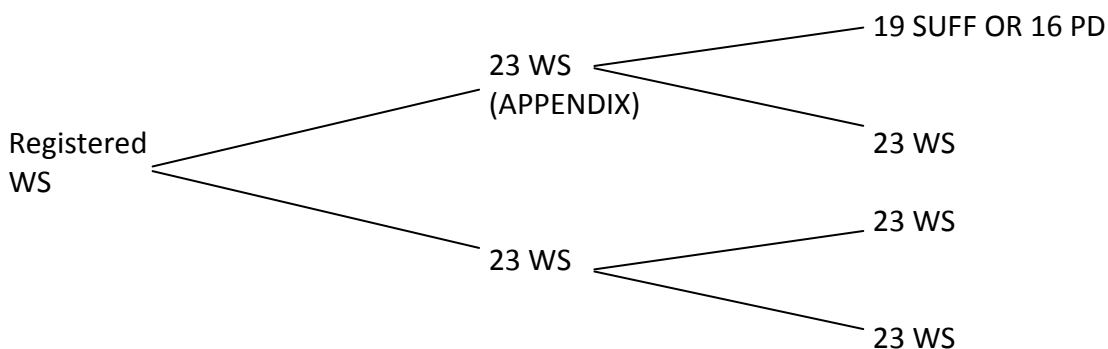**OUTSIDE GENETIC INTRODUCTIONS MATED TO A WHITE SUFFOLK WILL PRODUCE AN APPENDIX WHITE SUFFOLK**

```
                              16 PD
              23 WS
              (APPENDIX)
                              23 WS
23 WS
(APPENDIX)
                              16 PD
              16 PD
                              16 PD
```

Appendix White Suffolk

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

```
                              23 WS (APPENDIX)
              23 WS
              (APPENDIX)
                              23 WS (APPENDIX)
23 WS
(APPENDIX)
                              23 WS
              23 WS
              (APPENDIX)
                              16 PD
```

Registered White Suffolk

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

```
                              19 SUFF OR 16 PD
              23 WS
              (APPENDIX)
                              23 WS
Registered
WS
                              23 WS
              23 WS
                              23 WS
```

WHAT'S NEW in the NEW WebManager

- **Browser Back Button -** Does work in most instances!

- **Expanding Menus –** giving more options Click on a green   >>>
  button to see more options

- **Ram Search -** Links to Lookup in Lambplan are now working (as long as the person registering this
  ram has indicated that the animal is in the SGA Animal Enquiry database.
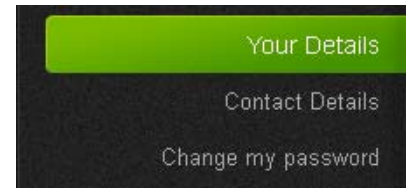
- **Red Shopping Cart button** – means you have 'items' in
  your cart and you should proceed to the checkout to print
  a Tax Invoice and make a payment.

- **Ram List of your Stud** – rams can now be hidden or shown – so you can reduce the length of this
  page – hide all but the 'current' rams in use
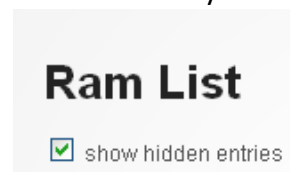
  Or use the Sort or Filter options to find a ram more quickly. See User Guide for more details
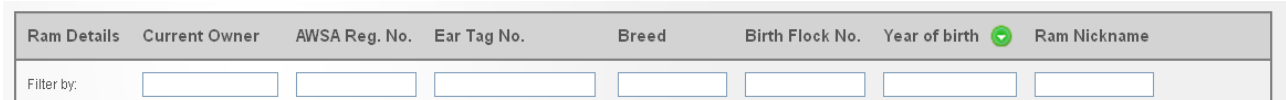
- **Ownership of Rams**

  – For all future transfers (cannot be defined retrospectively), this can now be more clearly

  defined. As you transfer a ram you can mark that you have retained a marketing or use

  interest in a ram. See user guide for more details.