

### Online Members Area

Before you log in for the first time, you will need to contact the office to have your account activated. You will be given a temporary password which you will be asked to change the first time you log in.

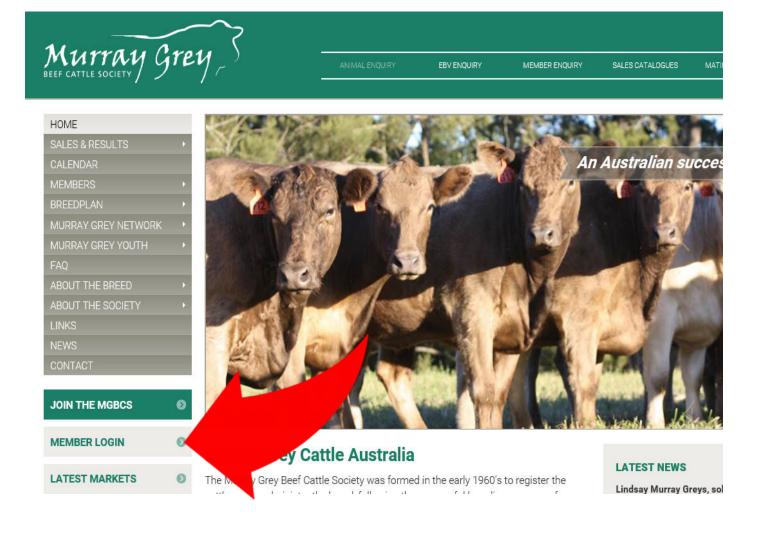
Functions available in the Members Area

- Submit Registrations and BREEDPLAN data
- **Download Files** such as your BREEDPLAN reports and Female Inventory.
- Unlimited Database Access
- Ownership Selection Additional Selection Criteria is now available within the Animal Enquiry and EBV Enquiry screens. When you sign on you are now able to select using 'My Ownership' or 'My Female Inventory, in conjunction with any of the other selection criteria provided.
- Report Configuration This feature permits users to configure which columns they wish to have available for display in the results screens of either animals, EBV or member listings. For example, you may like to configure your Animal Listing Results screen to include some of the basic animal's data (eg. Name, Birth Date, Sire) together with a number of the EBV traits and/or Indexes. Your configuration will be stored away, and used each time you access the system using your username and password. To access the configuration screen, click on the 'Modify my report layouts' link above.

You are also able to configure which EBV Traits and Indexes you would like to see in your EBV Graph display.

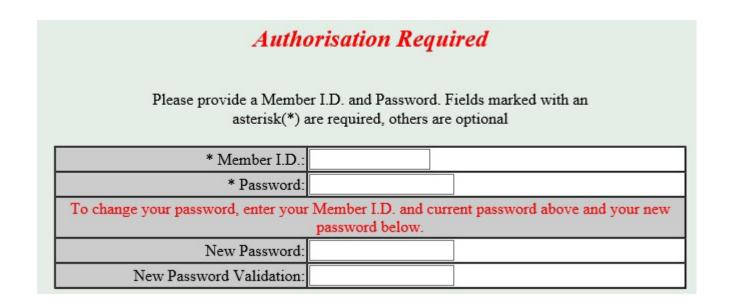
• **Update Membership Details** Members may update their own details that are recorded with the Society, such as Telephone Number, Email Address etc. simply by finding your Membership Details through the Member Enquiry screen then clicking on the 'Modify my Details' link at the bottom of the Member Details page.

Select Member Login located on the Murray Grey Home Page.



Enter your membership ID and temporary password. You will be asked to change your password the first time you log in.

If you forget your password, please contact the office to have it reset.

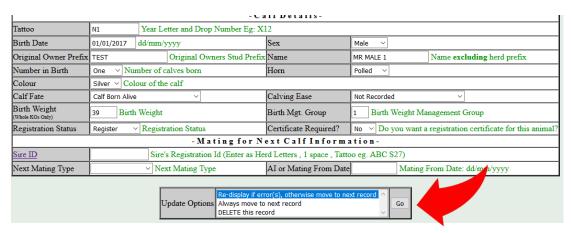


# **Submit Registrations Online**

- Click **Online Transactions**, located at the top of the screen
- Click Create New Batch
- Batch Mode select either Manually or Automatically add records
- Batch Type: Select the correct batch type for the transaction
- Click Create

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Batch Mode:	Manually add records     Automatically create a batch with selected animals from your inventory     Create a Batch from Pre-Built Worksheet     (To utilise this facility you must first notify either BREEDPLAN or the Society)
Batch Type:	<ul> <li>M1 Registrations</li> <li>Cow Disposals/Fates</li> <li>Mating Data</li> <li>Mature Cow Weights</li> <li>Weights &amp; Scanning</li> <li>Sire Disposals/Fates</li> </ul>
Comments *:	
	* Enter comments describing the batch then click the Creat
	Help List All My Batches Reset Create

• Click **Add** to add records to the batch. After each record select Update Options: Re-display if error(s), otherwise move to next record.



### **Warnings**

Warnings are given in green. They inform you of a possible mistake but usually suggest such things as Dam inactive in herd at calving. Processing can continue but you should ADVISE THE SOCIETY WHY A WARNING HAS BEEN OVERRIDDEN, eg you want the Dam reinstated to active so you can record the calf.

#### **Fatal Errors**

Fatal errors are given in red. They must be corrected before a batch can be submitted. Fatal errors include Dam not in ownership at time of calving. If you are unable to correct a fatal error and you want to submit your batch you may delete a record by clicking the "delete" field and then click "GO".

#### **Editing batches and records**

You call up a batch by clicking on the batch number. This produces a batch summary indicating validated entries, entries with warnings, entries with fatal errors and deleted records. You can edit a record by clicking on the record number. This displays the record page with each component and indicates which is/are in error. You can change any component and click "GO" at the bottom. The record will go through the validation process again.

- Once records have been added, click View Batch Summary and Batch Submission Screen
- Click Submit this batch to Murray Grey



# **Submitting Animal Disposals Online**

The two means of submitting animal fates to the MGBCS are through the traditional paper-based system using the Female Inventory List or through the MGBCS Internet Solutions System by using the Members Log in Facility.

- Log into the Members Area on the Murray Grey website. Enter your log in details and click **Online Transactions.**
- Click Create New Batch.
- Batch Mode select either **Manually** or **Automatically add records.**
- Batch Type: Select either **Cow Disposals** for your females or **Sire Disposals** for your males.
- Click Create then click Add
- Enter the animal ident, select the fate, and enter the disposal date
- Once you have entered your fates, select View
   Batch Summary and Batch Submission Screen
- Click Submit this batch to Murray Grey.

**Please Note:** If you would like to complete your annual female inventory fates online, please ensure your do so before the inventory due date.

