



HEREFORDS
Australia

Hereford Live Help Manual

Updated September 2020

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Welcome

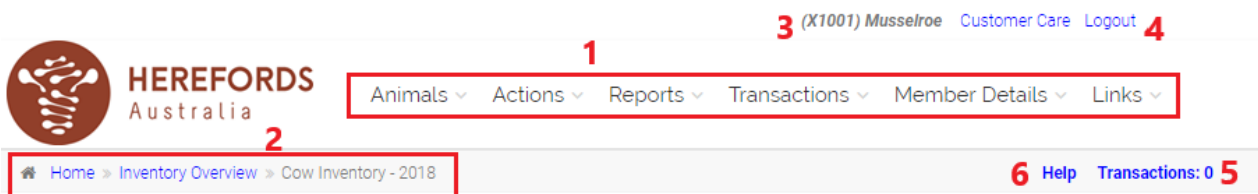
[Video: Introduction](#)

Hereford Live allows online access to the majority of Hereford Australia services. These are just some of the features the system provides:

- Herd Inventory Maintenance and Management
- Performance Data Entry
- Calf registrations
- Transfer Animals to Your Customers
- View and Download Lists of Animals and Customers
- Review Billing Information

Hereford Live has been optimized for computer display. However, it can sense a mobile browser and will rescale automatically. Its ideal use isn't intended for a mobile browser on a phone when entering large amounts of data. A computer or laptop are better suited for extensive data entry.

Navigational Tools:



1 Main Menu: Hover your mouse over a tab to view a menu list.

2 Trail: This will track where you are on your Hereford Live screen and the pages you went to to get there. At any time, you can click on any part of the trail to jump back to that specific page.

3 Member Name and Member Number: Your Trading name and Herefords Australia member number.

4 Logout button: Click to log out of Hereford Live.

5 Transactions button: Click Transactions to view a summary of the work you have done and any fees your work has attracted.

6 Help Button: Click to view the Help manual.

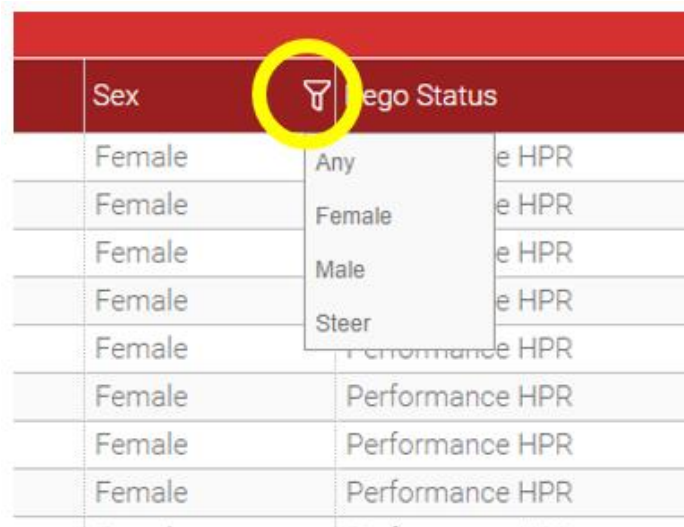
Search tool:

The Search tool is a text box that allows users to type in part of the name or registration number to search for something specific in a list:

Search:

Filter tool:

The Filter tool is an easy way to narrow down a list of animals to ones that have something in common, such as sex, calving year, etc. When on a list of animals, such as Registered Animals, click on the icon in the column heading that looks like a funnel. This will bring up a drop-down menu for you to select from.



The image shows a table with a red header bar. The first column is labeled 'Sex' and the second is 'Registration Status'. A yellow circle highlights a funnel icon in the 'Sex' column header. A drop-down menu is open, showing options: 'Any', 'Female', 'Male', and 'Steer'. The table rows show 'Female' in the 'Sex' column and 'Performance HPR' in the 'Registration Status' column.

Sex	Registration Status
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR
Female	Performance HPR

Common Hereford Live Buttons:

Add Calf	Record a calf out of the selected cow.
Add to Inventory	Add a female to your inventory list.
Animal Enquiry	See more information about a selected animal.
Disposal	Dispose an animal using the correct disposal reason.
Download CSV	Generates an Excel spreadsheet of selected table.
Edit / Edit Calf	Opens the Update animal details screen.
Buyers / Sellers List	Generates a list of your buyers/sellers.
Rules and Regs	Shows you the most current HAL Rules and Regulations.
Help	Opens the Help Manual.
Inventory Status	Updates a cow's inventory status.
Logout	Logs user out of Hereford Live.
Open Completed Report	Opens a completed report.
Transactions	The blue 'Transactions' text is found on the right-hand side of every screen and updates with each item of work. The Transactions page displays the number of transactions you have made and any fees you have accumulated. The pending transactions is like a "shopping cart."
Quick Pick List	Generates a list of bulls used in herd from the last 2 years.
Refresh list	Refreshes the progress status of a submitted job.

Internet Browser and Security

Your Web Browser:

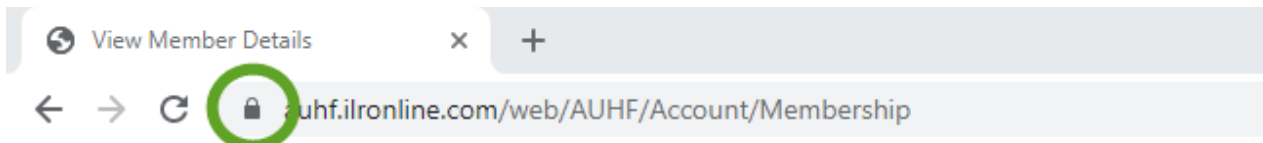
Hereford Live has been developed to be as compatible as possible with various web browsers. However, some web browsers aren't capable of running Hereford Live satisfactorily. Google Chrome is the recommended internet browser for optimal Hereford Live function. No compatibility setting is required.

How to download and install Google Chrome:

1. Open your internet browser and go to:
<https://support.google.com/chrome/answer/95346?hl=en>
2. Click the Download Google Chrome button and follow download/install instructions.

Security:

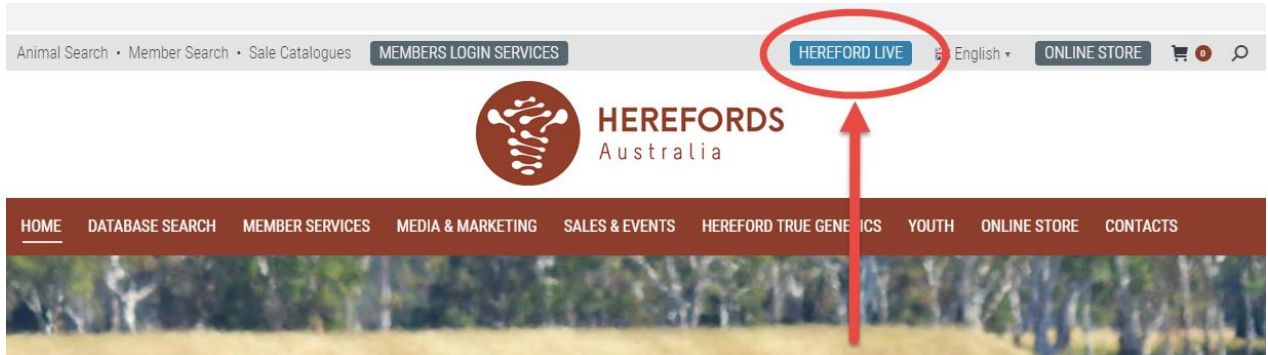
Hereford Live is a secure website, which means it uses an SSL certificate and modern browser TLS protocol security (SHA-2 encryption at a minimum). Members should see the secure website link in their browser (note the padlock icon in your address bar). In addition, we encrypt sensitive data between the members browser and the web server, though the fact that it is a secure website makes this step unnecessary.



Logging In

To gain access to Hereford Live you will need to be sent an email invitation. In the email there will be a link. The link will take you to the Hereford Live login page and you will be prompted to create a username (use the email address the invitation was sent to) and password. You will be sent a confirmation email when your log in has been set up correctly.

From then on, click on the button on the Herefords Australia website to access the program.

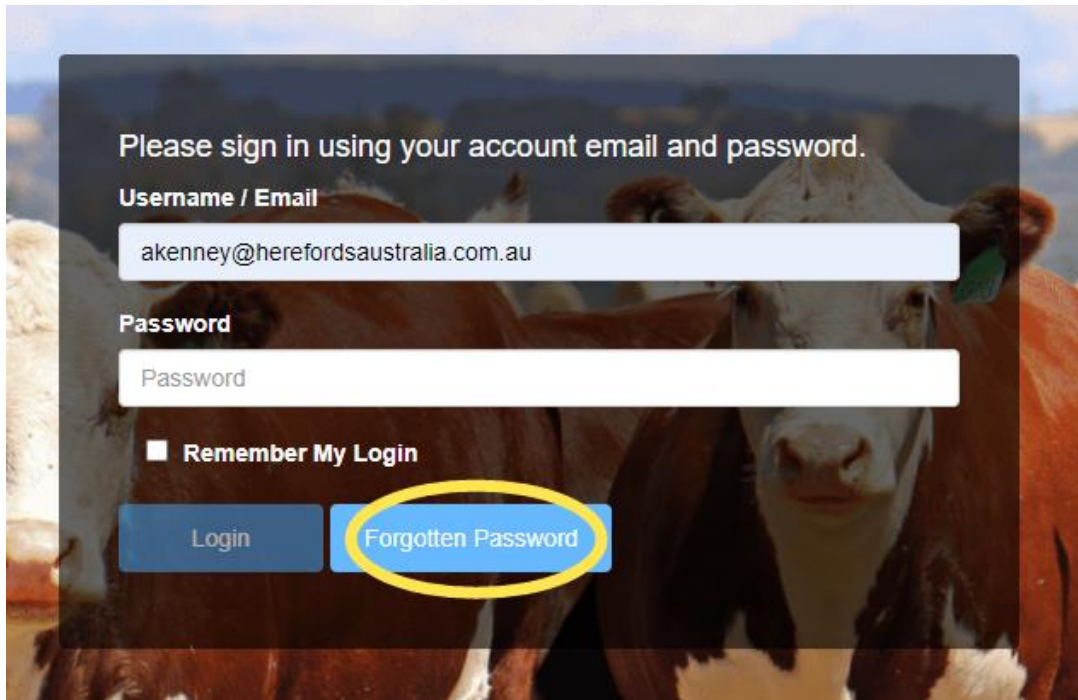


1. Click on the button on the Herefords Australia website to access the program (as shown above)
2. Type in the email address you signed up with.
3. Type in your password.
4. Click the "Login" button.

A screenshot of the Hereford Live login page. The background shows a close-up of a cow's face. The login form is a dark grey box with the text 'Please sign in using your account email and password.' Below this are two input fields: 'Username / Email' containing 'akenney@herefordsaustralia.com.au' and 'Password' with masked characters. A green arrow points to the email field, and another points to the password field. Below the fields is a checkbox labeled 'Remember My Login'. At the bottom are two buttons: 'Login' (circled in yellow) and 'Forgotten Password'.

Forgotten Password:

Hereford Live users create their own passwords when they first create their user account. If you forget your password, the Herefords Australia office cannot see what your password is. You will have to click the "Forgotten Password" button, type in the email address you signed up with a click the "Reset Password" button.

A screenshot of the Hereford Live login interface. The background is a close-up image of a brown and white cow. Overlaid on this is a dark grey login form. At the top of the form, it says "Please sign in using your account email and password." Below this are two input fields: "Username / Email" containing the text "akenney@herefordsaustralia.com.au" and "Password" which is currently empty. Under the password field is a checkbox labeled "Remember My Login". At the bottom of the form are two buttons: a blue "Login" button and a light blue "Forgotten Password" button. The "Forgotten Password" button is circled with a yellow oval.

An email will be sent to the email address you entered, with the reset password information. Follow the prompts in the email.

Locked out:

Members will be locked out for about 15 minutes before they can try again. If the member can't remember what their password is, they will need to click the "Forgot Password" button (follow the steps above).

Trouble shooting:

Members that have outstanding accounts may be prevented from accessing Hereford Live. Please contact the Herefords Australia office to arrange payment of your outstanding accounts.

Note: If you have forgotten what email address you used when you signed up, or if you no longer have access to that email address, contact the Herefords Australia office at registrar@herefordsaustralia.com.au

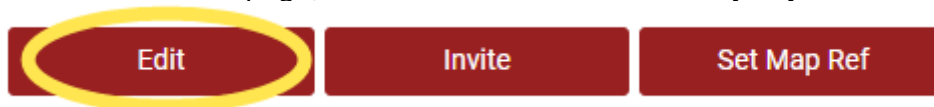
Member Details

To see your details, go to Member Details tab and select Member Details from the drop-down menu.



Edit your membership details:

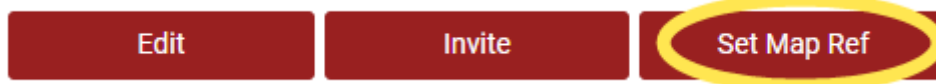
Once on the Member Details page, click the "Edit" button to edit any of your contact information.



The Edit Member Details screen will open up where you can enter your changes. Be sure to click the "Update" button once you are finished to save your updated information.

Set Map Ref button:

The Set Map Ref button is on the Member Details page. Type in your address as you would expect to locate it on google maps, when Google gives you the correct location click 'Save'. You can then check your location by clicking on the blue link displayed above the button named 'Map Location'.



Changing Email addresses:

Members can change their login details from Membership Details tab by clicking Update Login Details. Members will need to login with their old email first, and then update their email address.

Be sure to advise the HAL office of your new email address so that you dont miss future correspondence.

What information cannot be changed?

- Member ID (membership number)
- Member name
- Status
- Tattoo
- Stud Prefix

If you need to change of these details, please call the Herefords Australia office on (02) 6772 1399 or email your request to info@herefordsaustralia.com.au

Inviting Additional Users

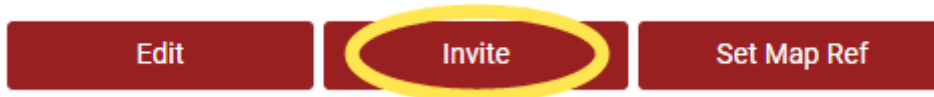
A unique feature of Hereford Live is the ability to have multiple users/logins for one account. Invitations can be sent to multiple users (i.e. your farm manager or relative) using their email address. Each user will sign in with their own email address and password.

Invite other users to your account:

1. Hover over the Membership Details tab and select "Membership Details".



2. The View Member Details page will open. Click the "Invite" button.




3. The "Invite User" box will pop up.
4. Enter the email address for the person you want to invite. The "Give Role" box will allow you to give Standard or Full access. "Standard" means they cannot invite other users to the account. "Full" means they can invite other users to the account.
5. When these fields have been entered, click the "Invite User" button.
6. An email will be sent to the user with a link for them to click on. They will need to follow the prompts to create a username (their email address) and password.

Revoking access:

To view all the users for your membership, click on the Membership Details option from the Membership Details tab. On the View Member Details screen you can see all users that have access to your membership. To revoke a user's access, simply click the red "X" to the left of their email address (under the "Revoke" column).

Users with access to member

Revoke	Username
	7002390@hereford.org
	dalechurchill@mailinator.com
	graham@ggeng.com.au

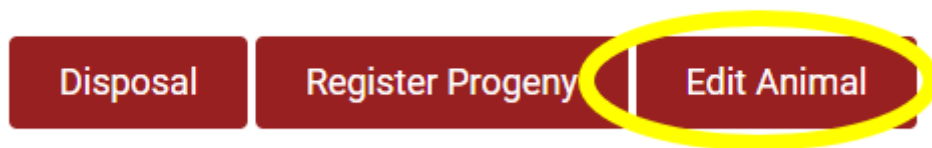
Edit an Existing Animal

[Video: How to Edit an existing animal](#)

1. Open Registered Animals under the Animals tab. (If the animal has an error with its registration, you will find it under Pending Animals.)



1. Search the animal's ident in the search box. Once found, select the animal in the list by clicking anywhere in the row (not it's ident). The entire row should be highlighted in blue.
2. Click the button "Edit Animal" and enter your changes for the selected animal.



3. Click "Update Animal" to save your changes.

Note: A member cannot edit an animal if it wasn't bred by them. The Edit button is greyed out on animals that have been purchased. An animal can only be edited in Hereford Live by its original owner. If an animal you have purchased needs to be edited, contact the Herefords Australia office.

What information cannot be changed?

- Dam and Sire Idents
- Date of birth
- Tattoo
- Calving ease
- Birth Weight
- Breeder
- Management Group

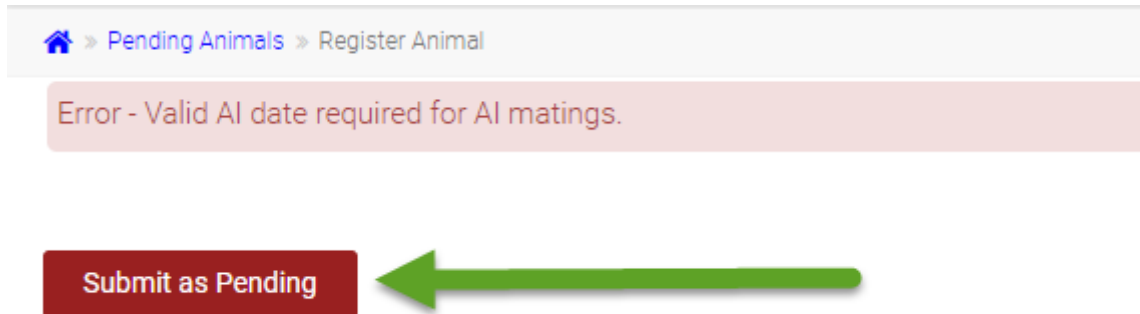
If you need to change of these details, please call the Herefords Australia office at info@herefordsaustralia.com.au

Errors and Warnings

Errors:

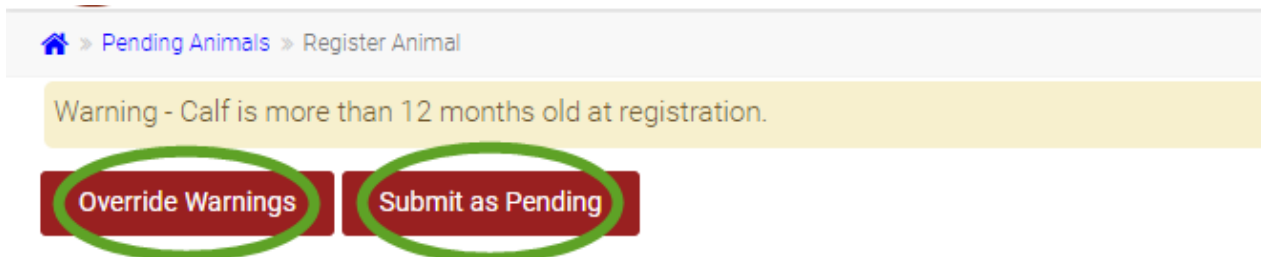
Error messages will appear in a red box at the top of the screen. An error must be resolved before the animal can be registered. Correct the problem and then click "Complete Registration" again. If the error cannot be resolved straight away, you can put the animal on Hold by clicking the "Submit as Pending" button. The information you have entered will be saved and the animal can be found under Pending Registrations until the error is resolved.

Note: If an animal has a registration error it may be excluded from Breedplan.



Warnings:

Warning messages will appear in a yellow box at the top of the screen. When a record contains a "Warning" you can edit the animal's details to resolve the problem and then click "Update Animal".



If you click the "Override Warnings" button, the animal will be registered, and any fees will be charged automatically (i.e. late registration or inventory fees).

Alternatively, you can click "Submit as Pending". The information you have entered will be saved and the animal can be found under Pending Registrations until the issue is resolved. Animals in Pending Registrations may be excluded from Breedplan.

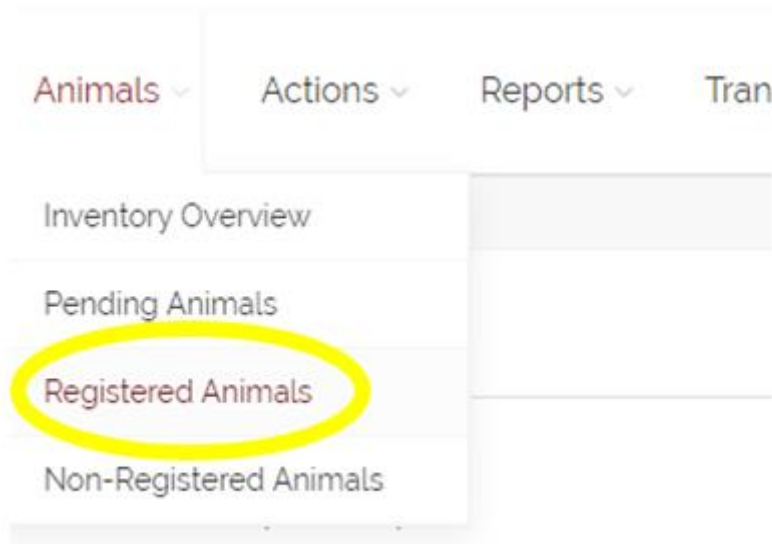
For further explanation, you can refer to the Understanding Animal Request for Information fact sheet on the HAL website, or email or call Herefords Australia for further assistance on (02) 6772 1399 or registrar@herefordsaustralia.com.au

Registered Animals

Hereford Live allows users to easily view all active registered animals in their membership and/or linked accounts ownership. When viewing the list of animals, Hereford Live users can register a calf, dispose of an animal, enquire information, and edit recorded details.

Registered Animals:

Registered Animals can be found under the Animals tab.



Register a calf from the Registered Animals screen:

1. Search for the Dam's ident in the Search box.
2. Click in the row she is in (not her ident) and click "Register Progeny" button at the bottom of the page.
3. The "Registration" screen will open with the selected dam's information automatically filled in.
4. Enter calf details on this page and click the "Complete Registration" button.

For further information on how to register your calves, refer to the 'Registering a Calf' page in the left-hand panel.

Dispose an animal from the Registered Animals screen:

[Video: How to Dispose a Cow](#)

1. Search for the animal's ident in the Search box.
2. Click in the row the animal is in (not it's ident) and click the "Disposal" button at the bottom of the page.
3. The Dispose Animal box will open:

Dispose Animal ×

Dispose Animal

Herd ID: P826

Ident: 43909259

Name: CRP WORLDWIDE 6X P826

Ownership: Full ownership

Date of Birth: 02/25/2018

Sex: Bull

Disposal Reason:

Disposal Date:

Save

Cancel

4. The selected animal's information will automatically appear. Enter a disposal reason and enter a disposal date
5. Click the "Save" button to save your changes.

Animal Enquiry:

1. Search for the animal's ident in the Search box.
2. Click on the animal's ident that is in Blue text.
3. A separate "Animal Enquiry" screen will open displaying various tabs containing the animal's details, such as Pedigree, Progeny, EBVs, etc.

[Home](#) » Registered Animals
Active Herdbook & Performance AnimalsSearch:

Rows: 1

Ident	Name
XBAN310	BB-OP1 N310

Disposal

Register Progeny

Edit Animal

[Home](#) » Animal Enquiry

[Help](#) Transactions: 0
Animal Enquiry

Registration No.

Rego Status Performance HPR

Sex Female

Status

Active

Date of Birth 17 Aug 2017

Sire MTTK18 - MOUNT DIFFICULT KEARNEY K18 (PP)

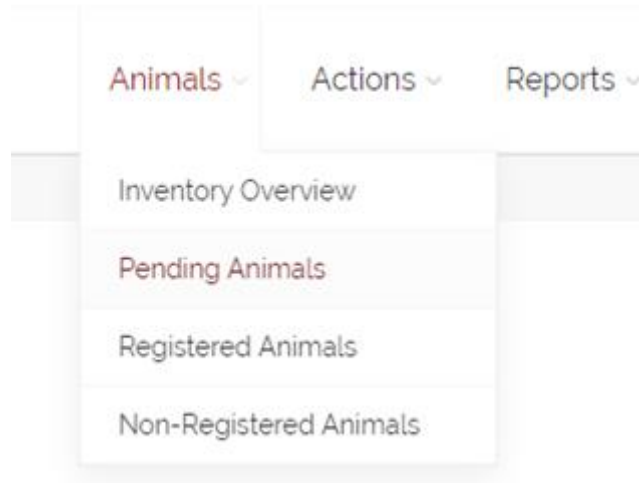
Dam XBAK6154 - BB-OP1 K6154 (HPR) (P)

Recipient Dam

Details	Pedigree	Progeny	EBVs	Traits	Ownership	Breeder	Sale	Semen
Breeder	X1001 - Musselroe		Current Owner(s)	X1001 - Musselroe				
Calving Year	2017		Calving Season					
Mating Type	Natural		By ET	No				
Num in Birth	Single		Horn	0				
Genetic Conditions	(IEF) (DLF) (HYF) (MSUDF)							
Parents Verified	Sire Verified							

Pending Animals

Under the Animals tab is Pending Animals. This is all the animals that have outstanding issues that need to be resolved. The onus is on members to review this list periodically and correct outstanding issues. These animals are often referred to as being on Hold. The animals ident will start with a question mark (for example: ?ABCN001).



Note: Animals in your Pending Animals list may be excluded from Breedplan.

You can select the held animals from the Pending Animals list by clicking on the row they are in (not their ident). Click on the "Edit Animal" button to update their details.

For further explanation, you can refer to the Understanding Animal Request For Information fact sheet on the HAL website, or email or call Herefords Australia for further assistance on (02) 6772 1399 or registrar@herefordsaustralia.com.au

Disposing animals from the Pending Animals list:

There is currently no way for members to dispose animals from the Pending Animals list. The issue that the animal has needs to be resolved before it can be disposed of. If the issue can't be resolved, contact the Herefords Australia office to dispose of it for you.

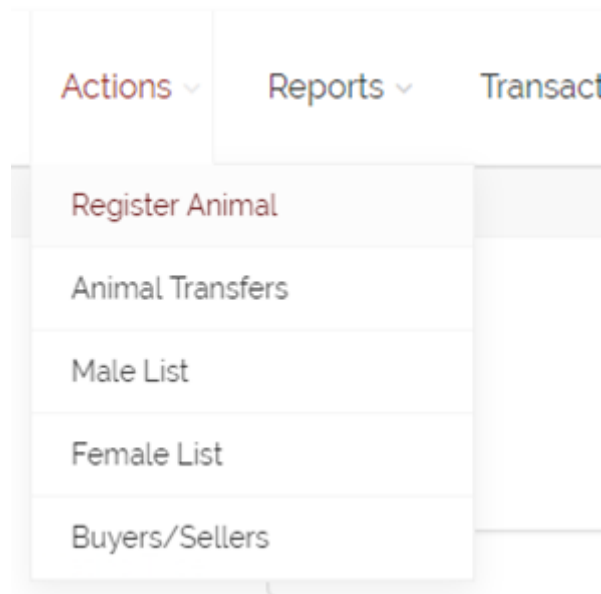
Registering a Calf

*Refer to "Registering an ET calf" for ET calves.

[Video: How to Register a Calf](#)

Register a calf:

1. Go to the Actions tab and click on Register Animal.



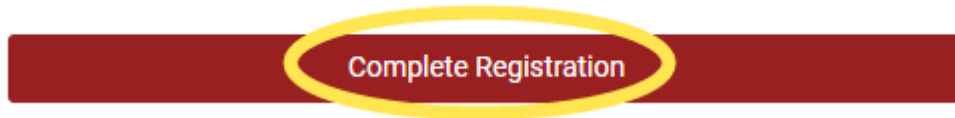
2. Enter all the calf's details.

- Tattoo - The tattoo must consist of the year letter followed by a minimum of three numbers (For example: P001)
- Name - Your stud prefix will appear automatically. Enter the animals name, if applicable, followed by its tattoo number (For example: Johnny P001)
- Calving Ease, Birth weight, Management group and Eye pigment are optional, however breeders are encouraged to enter these.
- If the calf was fostered onto another Dam, change the Fostered box to YES and enter her Ident into the Foster Dam ID box.

3. Select the Registration status

- Herdbook - Is the default setting as most animals will go into this category. All of the calf's details have been supplied, Sire and Dam meet DNA requirements, and both exist in the Herdbook register.
- Performance - The level below Herdbook. Sire and Dam may not meet all registration requirements, or one or both parents may be in the Performance register.
- Commercial - Is for Heifers and Steers only (no bull calves can be entered into the Commercial register).
- Multi-Breed - A register for cross-bred Hereford cattle. Breed content must be provided at registration.
- Recorded - Dead calves and Recipient Dams only.

4. Click Complete Registration at the bottom of the page to complete.



A green bar will appear at the top of the page to let you know that the registration has been successful.

If a Warning message appears at the top of the screen, correct the problem if you can and click Complete Registration again. Alternatively, click the Override Warning button. Any applicable fees will be charged. The calf can now be found on the Registered Animals screen.

If an Error message appears at the top of the screen, correct the problem if you can and click Complete Registration again. If you cannot fix the issue right away, click the Submit as Pending button. The information you have entered will be saved. The animal can be found under the "Pending Animals" tab until the problem is resolved.

Registering an ET calf

The Recipient Dam must be in the system before you register the ET calf. If she is a registered cow that is already in our system, enter her ident into the Recip Dam field when registering the calf.

If she is a commercial cow that is not in the Herefords Australia database, follow the steps below:

Register your Recipient Dams:

1. Go into the Register Animal page and fill in sex, tag number, name, Rego status (Recorded) and her breed. Enter her date of birth if you know it. If not, enter 1st January and the year she was born. It is recommended to have "Recip" in her name and tattoo to indicate she is a Recipient cow.

Register Animal Help

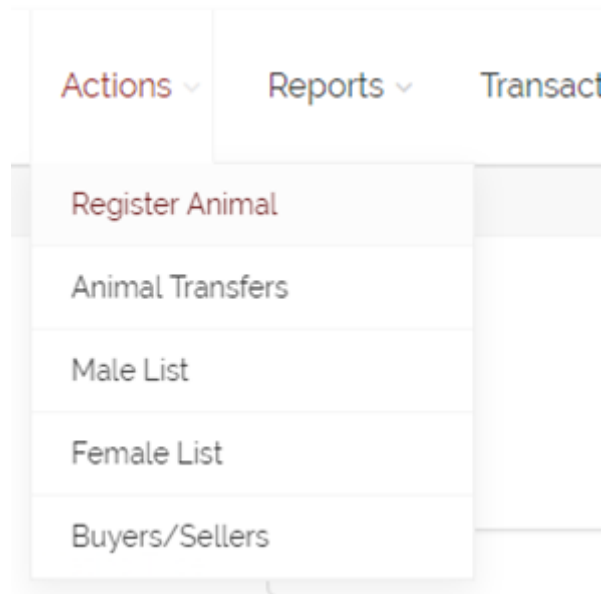
Registration

Dam Ident	<input type="text" value="Pick or enter a value"/>	Mating Type	<input type="text" value=""/>	AI Date	<input type="text" value=""/>
Sire Ident	<input type="text" value="Pick or enter a value"/>	Sex	<input type="text" value="Female"/>	Tattoo	<input type="text" value="RECIP10"/>
By ET	<input type="text" value="No"/>			Rego Status	<input type="text" value="Recorded"/>
Date of Birth	<input type="text" value="01/01/2015"/>	Horn	<input type="text" value=""/>	Miniature?	<input type="checkbox"/>
Name	<input type="text" value="(STUD PREFIX) RECIP 10"/>	Calving Ease	<input type="text" value=""/>	NLIS ID	<input type="text" value=""/>
Num in Birth	<input type="text" value="Single"/>	Man. Group	<input type="text" value=""/>		
Birth Fate	<input type="text" value=""/>	% Right Pigment	<input type="text" value=""/>		
Birth Wght	<input type="text" value=""/>				
% Left Pigment	<input type="text" value=""/>				
Breeder	<input type="text" value=""/>				
Recip Dam Ident	<input type="text" value="Pick or enter a value"/>				
Foster Dam ID	<input type="text" value=""/>	Fostered	<input type="text" value=""/>		
Breed 1	<input type="text" value="Hereford"/>	Pont 1	<input type="text" value="50"/>	Breed 2	<input type="text" value="Angus"/>
Breed 3	<input type="text" value=""/>	Pont 3	<input type="text" value=""/>	Breed 4	<input type="text" value=""/>
Breed 5	<input type="text" value=""/>	Pont 5	<input type="text" value=""/>	Breed 6	<input type="text" value=""/>
				Pont 2	<input type="text" value="50"/>
				Pont 4	<input type="text" value=""/>
				Pont 6	<input type="text" value=""/>

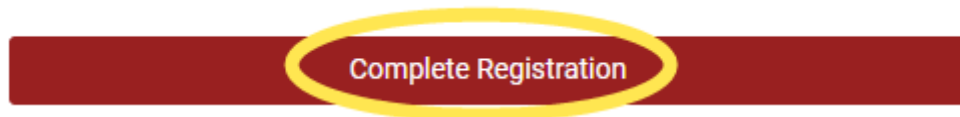
2. When you click the Complete Registration button an error message will appear that says "Error - Only Recip dams and dead calves can go into the Recorded register". Contact the HAL office to override this error. (This error message helps HAL staff to monitor that only Recipient dams and dead calves are going into the Recorded register).
3. When the Recip dam has been corrected, you can proceed to register your ET calf.

Register an ET calf:

1. Go to the Actions tab and click on Register Animal.



2. Enter all of the calf's information as normal (refer to Registering a Calf in the left-hand panel for further instructions).
3. Ensure you put YES in the By ET drop down box. You will also need to change the Mating Type to AI and enter the implant date in the AI date field.
4. Enter the Recip Dam's ident into the Recip Dam Ident box.
5. Click Complete Registration at the bottom of the page to complete.




A green bar will appear at the top of the page to let you know that the registration has been successful.

If a Warning message appears at the top of the screen in a yellow box, correct the problem if you can and click Complete Registration again. Alternatively, click the Override Warning button. Any applicable fees will be charged. The calf can now be found on the Registered Animals screen.

If an Error message appears at the top of the screen in a red box, correct the problem if you can and click Complete Registration again. If you cannot fix the issue right away, click the Submit as Pending button. The information you have entered will be saved. The animal can be found under the "Pending Animals" tab until the problem is resolved.


Reactivating a Cow

1. Under the Animals tab, go to Performance Overview.
2. Go to the last year she was active (i.e. If she was made inactive in 2018, go to the row for 2018) and click on the number in the Cow Inventory column.



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 Australia

Customer Care ▾ Anir

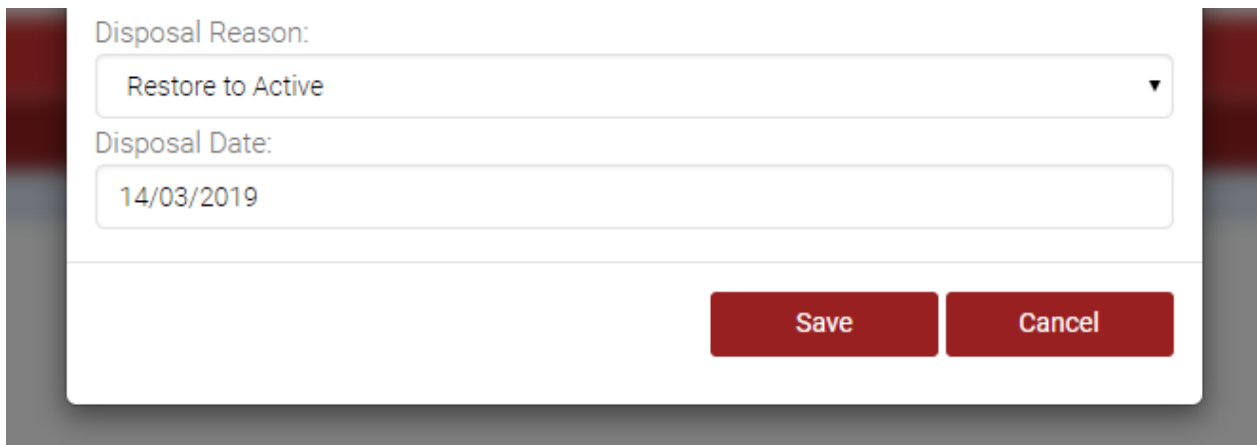
 » Performance Overview

Performance Overview

:13			
Year	Season	Cow Inventory	Progeny
2020	Full Year	118	0
2019	Full Year	Enrolled 97	46
2018	Full Year	Enrolled 145	69
2017	Full Year	Enrolled 107	64
2016	Full Year	Enrolled 100	20
2015	Full Year	Enrolled 142	19
2014	Full Year	Enrolled 137	10

3. Search for her ident in the Search box. When she is found, click on the row she is in (not her ident) and click the "Disposal" button.

4. The Disposal box will appear. In the Disposal Reason box, drop down and select "Restore to Active" and enter the Date. If you want to register her calf, enter a date before the calf's date of birth.



The screenshot shows a modal window titled "Disposal Reason:". Below the title is a dropdown menu with "Restore to Active" selected. Below that is a text input field labeled "Disposal Date:" containing the date "14/03/2019". At the bottom right of the modal are two red buttons: "Save" and "Cancel".

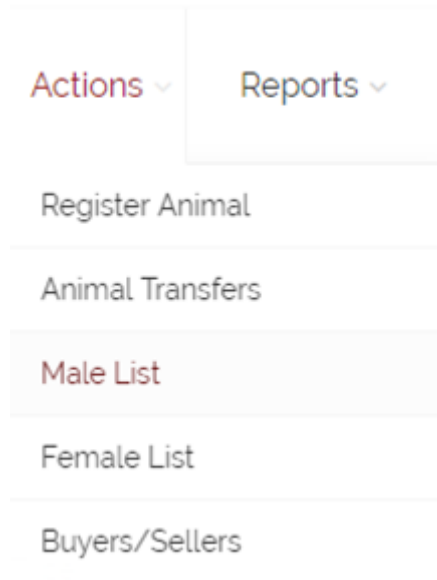
5. On clicking "Save" the animal will be Re-activated and a \$44 Reactivation fee is applied.

Quick Pick Sires

A unique feature of Hereford Live allows users to quickly select a sire when registering calves. The Sire Quick Pick list is generated from the bulls that sired calves in your herd from the last two years. All bulls used will be included in the list including AI bulls.

Male Quick Pick List:

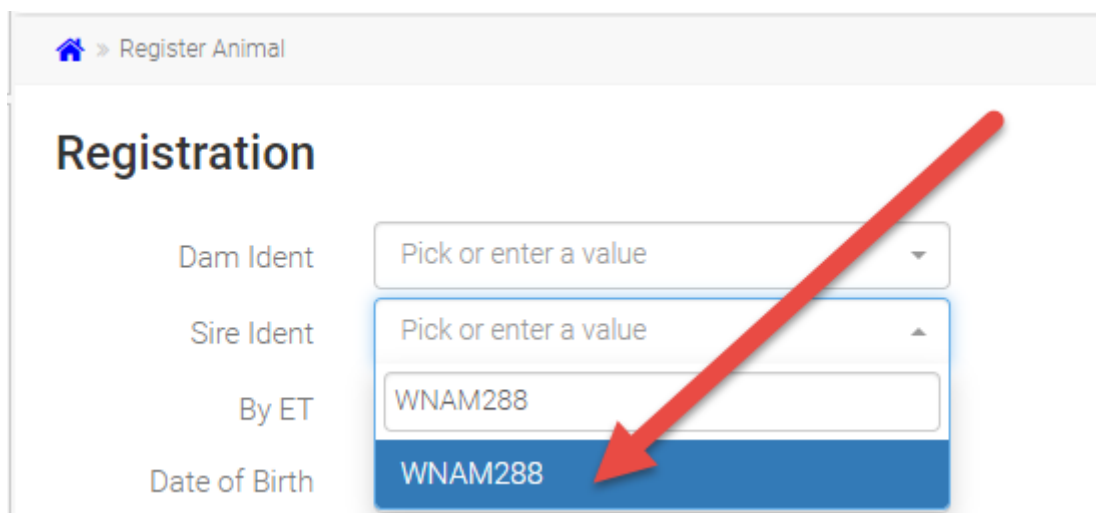
Quick Pick males can be found under the Actions tab.



Using your Quick Pick Sires:

When registering calves there are two options when selecting a sire:

If you haven't used him as a sire before, type his ident into the Sire Ident box. His ident will come up in a blue box underneath. Click on the ident in the blue box to select him.



Register Animal

Registration

Dam Ident	Pick or enter a value
Sire Ident	Pick or enter a value
By ET	WNAM288
Date of Birth	WNAM288

If you have used him before, click the drop-down arrow in the Sire Ident field to choose a bull from your Quick Pick Sire list.

Registration

Dam Ident	Pick or enter a value
Sire Ident	Pick or enter a value
By ET	
Date of Birth	ALLENDAL ROBIN HOOD (AEDW39)
Name	ALLENDAL WATERHOUSE D1 (AEDD1)
Num in Birth	BOWMONT STORM C093 (GRKC093)
Birth Fate	CASCADE HUMDRUM H164 (CDEH164)
Birth Wght	DOONBIDDIE FLEX (EFFV39)
% Left Pigment	DOONBIDDIE RESOLVE (EFFU32)
	% Right Pigment

Updating your Quick Pick Sire List:

1. Opening the Quick Pick Sires screen (Actions Tab > Male List).
2. Click the "Clear and Re-Populate List" button at the bottom of the screen. The list will repopulate and the new bulls that you recently registered calves out of will appear.

Remove a bull from your Quick Pick Sire List:

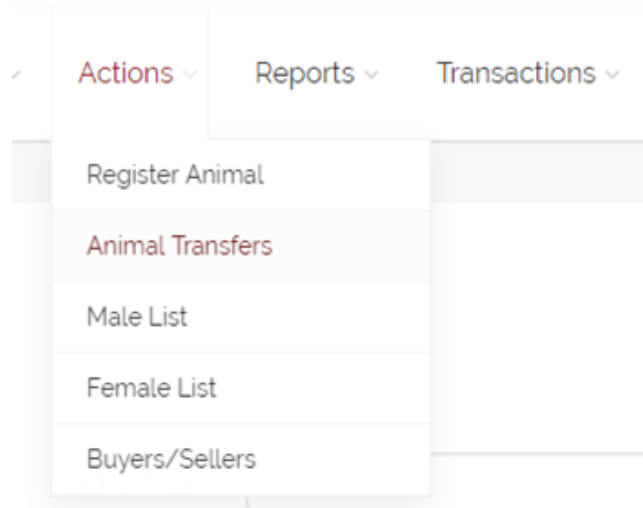
1. Open the Quick Pick Sires screen.
2. Find the sire you want to remove and click on the row they are in (not their ident).
3. Then click the "Remove Selected Male" button at the bottom of the screen.

Animal Transfers

[Video: How to Transfer an Animal](#)

Members have the convenience of transferring animals to their customers.

1. Hover over the Actions tab and select Animal Transfers from the listed options. The Animal Transfer screen will open.



2. Enter a Transfer Date in the Transfer Date field
3. Select one or multiple animals to transfer from the "Animals" tab:

Animal Transfers

Transfer Date :

Purchase Details **Animals**

- a) Enter the animal's ident in the search box and select the animal by clicking in the box to the left of the animal's ident. If you wish to transfer multiple animals at once, make sure there is a tick in the box next to all the animals you wish to transfer. Multiple animals can only be transferred all at once if they are going to the same buyer.
- b) Females will automatically be set to Open. If they have been serviced before the transfer, change the drop-down box to Serviced.
- c) Click back into the Purchase Details tab.
- d) If you want the animal's registration certificate to be sent to the buyer, tick the box next to "Certificate to Buyer." If you want the registration certificate to be sent back to the seller, then untick the "Certificate to Buyer" box.

☒ Certificate to Buyer

- e) Once you have all the animals selected, a transfer date entered, and the bred or open option selected for females, click the "Select Animals" button at the bottom of the screen.

4. Entering Service Details

a) If you selected Bred in the drop-down menu for any females, then once you click "Select Animals" the Service Details box will open.

Service Details

Service Details

Sire Regn.No.

Pick or enter a value

Service Type

In Date

Out Date

Second Service Details

Sire Regn.No.

Pick or enter a value

Service Type

In Date

Out Date

Save

Cancel

b) Enter the sire's ident or select a sire from the drop down if it's one you have used previously, enter a service type, and enter the dates of service. You can enter two different service details. Once you are happy with the animals and service information you have entered, click Save.

5. If you selected an incorrect animal you can remove it from the list by clicking in the box next to the animal's registration number and clicking "Remove Animal." This will remove the animal from the list.

6. Select a buyer by clicking on the "Purchase Details" tab.

Animal Transfers

Transfer Date :

Purchase Details **Animals**

a) Personal List - This is your previous buyers and sellers from the last three years. Select a buyer from your personal list by clicking the drop-down arrow and selecting the breeder from the list. Then click the "Select" button.

b) Member Search - If the purchaser isn't in your Personal List, you can search the HAL system using contact information for the buyer. Enter the known member information and click "Find." Once the buyer is found, click on the member so their information is highlighted in blue and then click "Select Highlighted"

Find

Rows: 2

Member ID#	Member Name	Postcode/ZIP	State
6543490	Kyle Loschke	66523-9765	KS
6568692	Laura I Loschke	66523-9765	KS

Select Highlighted

c) Creating a New Non-Member Account

- If the purchaser is not in the HAL system (i.e. they are a commercial buyer), you can add their details to the system.
- To add a new non-member, click the "Add new" button to the right of the screen.
- Enter the required information and click "Find."

Member ID

Trading Name

Postcode/ZIP

State

Stud Prefix

Find **Add New**

- The system will do a quick search to check for this information. If the system finds someone already in the system with this name, review their details. If this is the correct person, select that row and click "Select Highlighted."
- If there is no one by this name in the system, or any people shown are not correct, click "Create New" to enter their details.

7. Click "Complete Transfer" when your transfer details are complete

Animal Transfers

Transfer Date : 01/04/2019 ☒ Certificate to Buyer

Purchase Details

Animals

Complete Transfer

Maintaining partial ownership:

To maintain partial ownership on the animal or animals, be sure to click the "Add Self As Part Owner" button on the Buyer Details screen

Select

Add Self As Part Owner

Syndicates:

If an animal has been sold to a syndicate, all purchasers can be entered. Any syndicates created will automatically be an even split (e.g. ownership will be 50/50 between the purchasers). Contact the HAL office if the split is uneven (e.g. ownership is 70/30).

Removing a buyer:

To remove a buyer from the selected list, simply click the red X located to the right of the buyer's information

Selected

Member ID	Member Name	Address	
7607605	ABC Farms	123 ABC DRIVE Herefordville Alabama 11123	X
7585502	3H Ranch(Jeremy Gamboa)	PO Box 1776 Waskom Texas 75692	X

Once you have the buyer/s selected you will see them listed below the Transfer Date box. If you are transferring to multiple breeders it will list only their membership number and not their name.

Animal Transfers

Transfer Date : ☒ Certificate to Buyer

Date :

Transfer to: 7567028 - 6 Mile Creek LLC(Mark Rubes)

Buyer Details

Animals

Cow Inventory

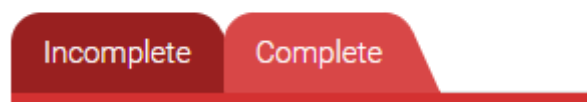
Your Inventory is a list of all of your females that are over 2 years of age at the start of the year that are expected to calve. Inventory lists are sent out to members in early January and must be completed by members by **31st May**. Members are billed for their Inventory on 1st June.

[Video: How to Complete your Inventory](#)

Complete and Incomplete Tabs:

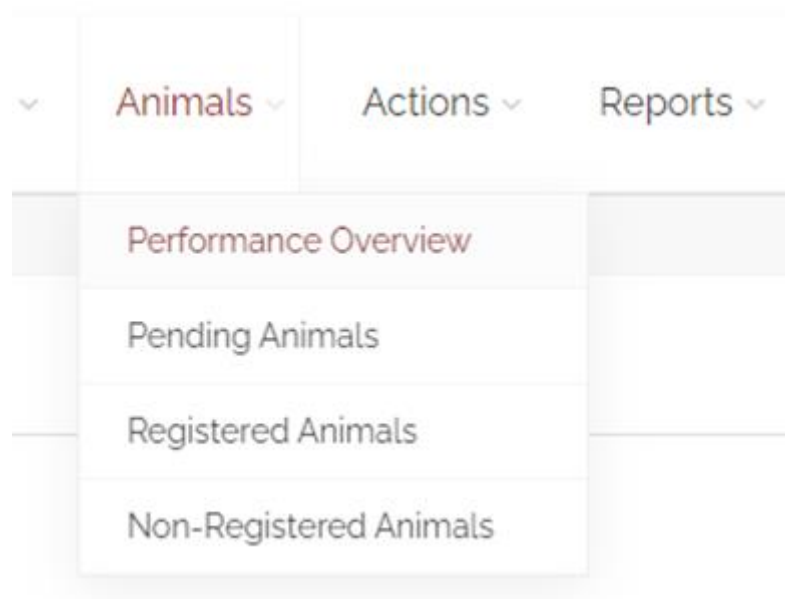
Female in your inventory will be found in either the Incomplete and Complete tabs, based on their status. For example, a female will be in the Complete tab if she has been Disposed or Billed. The Incomplete tab is where you can Add or Dispose a female from your inventory. A dam will move from the Incomplete tab to the Complete tab if it has a calf recorded, or a reason why it didn't calve, or has been disposed of.

Cow Inventory - 2019




Completing your Inventory:

1. Go to the Animals tab and drop down to the Performance Overview button.



2. A table will appear showing your inventory for previous years. Go to the row for this year and click on the blue number in the Cow Inventory column.

Performance Overview



Rows: 9		
Year	Season	Cow Inventory
2020	Full Year	632
2019	Full Year	Enrolled 426
2018	Full Year	Enrolled 434
2017	Full Year	Enrolled 377
2016	Full Year	Enrolled 398

3. Go into the Complete tab and Review the list.
4. Females that you want to remain active can be skipped.
5. For females that need to be removed, click anywhere in the row she is listed (not her ident) and then click the Disposal button.
 - a) The Dispose Animal box will open with the selected animals' details.
 - b) Select the appropriate disposal code as the reason why she is being removed.
 - c) Enter a disposal date using the format DD/MM/YYYY
 - d) Click update to remove the cow from the inventory.
 - e) A message in a green bar will let you know the animal was successfully updated.
 - f) The animal will no longer appear on the list.

Add a cow to your inventory:

Note: Only females over 2 years of age as at 1st January that year will appear on the list.

1. If a female is missing, enter her ident in the Search bar. When found, click on the row she is in (not her ident) and click the "Add to Inventory" button at the bottom of the page.
2. The Add Cow to Inventory box will open.

Add Cow To Inventory - 2019
×

Ident

XBAN001

Name

BB-OP1 N001 (HPR) (P)

Date of Birth

2017-07-07

Find

Add

4. Enter the cow's ident and click Find.
5. When the cow is found the details will automatically fill in.
6. Review the cow's details, confirming it's the cow you want.
7. A message in a green bar will let you know the cow has been successfully updated.
8. The added cow will now appear on the list.

Reproductive Status button:

The Reproductive status on the Inventory screen is also known as a "dam reason code". It is the reason the dam failed to calve for the year. It might be something like "Aborted", "Used as ET Donor", etc.

A dam will move from the Incomplete tab to the Complete tab if it has a calf recorded, or a reason why it didn't calve, or has been disposed of.

Entering this is optional but is available for members who like to have a status for all of their active dams.

Add to Inventory

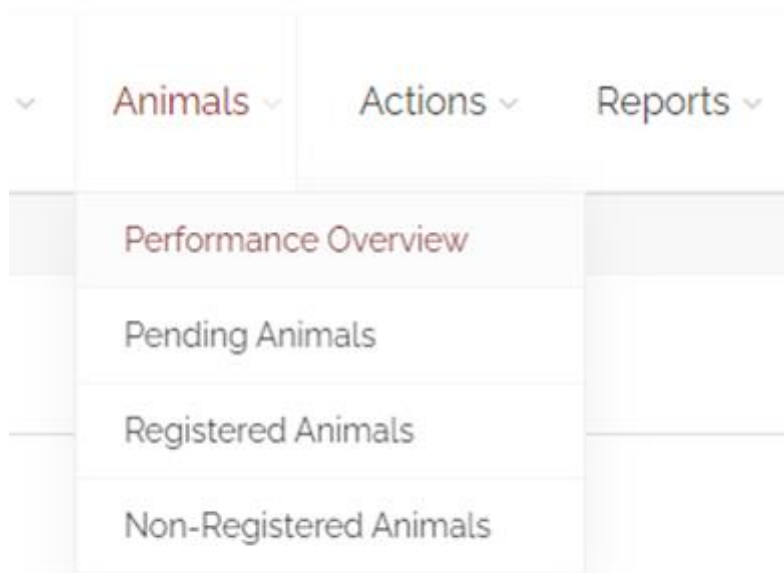
Disposal

Reproductive Status

Entering Birth Weights

You can record the calf's birth weight in the "Birth Weight" field when registering the animal. If you forget to enter a birth weight you will need to visit the Performance Overview screen.

1. Drop down the Animals tab and click on Performance overview.



2. Click on the blue number in the Birth Performance column in the year the calf was born.

[Home](#) » Performance Overview

Performance Overview

Rows: 9

Year ▼	Season	Cow Inventory	Progeny	Birth Performance	Post Birth Per
2020	Full Year	632	0	0	0
2019	Full Year	Enrolled 426	396	5/6	0
2018	Full Year	Enrolled 434	640	644	623
2017	Full Year	Enrolled 377	616	641	591

3. The Birth screen will open. The "Complete" tab shows the calves that already have a birth weight entered. The "Incomplete" tab shows the calves that don't have a birth weight entered.
4. You can search for the animal's ident in the search box to help you find it. When found, select the row the animal is in (not it's ident) and enter their data in the performance boxes below.

By ET	Weight	Group	Calving Ease
No	30	1	Unassisted
% Left Pigment	% Right Pigment		
100	100		
Update			

5. Click "Update" to save the information you have entered. The animal will be moved into the "Completed" tab.

Download the "Completed" or "Incomplete" list:

If you would like to download these lists of animals and their data, you can click the "Download CSV" button on the right-hand side of the screen. A spreadsheet will open on your computer with the calves from the selected list and their recorded details.

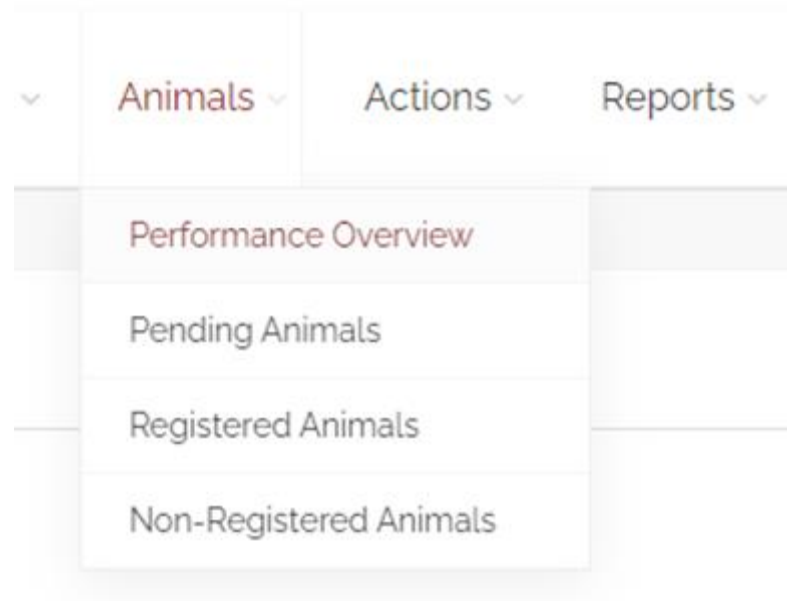
Download CSV

Weight and Scanning Data

Weights and Scanning data can now be entered on the one screen, making data entry easier and faster.

Entering Weights and Scanning Data:

1. Open the Animals tab and drop down to Performance Overview.



2. In the table, locate the year that the animal was born (e.g. If you are entering weights for your 2019 calves, go to the row for 2018). Click the blue number in the Post Birth Performance column. The Post Birth Performance column is where all scanning and data information is entered.

Home » Performance Overview Help Transa

Performance Overview

Rows: 9

Year	Season	Cow Inventory	Progeny	Birth Performance	Post Birth Performance	MW - Mature Weight [▲]
2020	Full Year	632	0	0	0	0
2019	Full Year	Enrolled 426	396	578	0	0
2018	Full Year	Enrolled 434	640	644	623	0
2017	Full Year	Enrolled 377	616	641	591	0
2016	Full Year	Enrolled 398	388	609	567	0
2012	Full Year	987	507	465	492	167
2015	Full Year	Enrolled 376	380	658	611	172
2014	Full Year	Enrolled 412	347	520	547	192
2013	Full Year	Enrolled 417	377	572	547	238

3. You can search for the animal's ident in the search box to help you find it. When found, select the row the animal is in (not it's ident) and enter their data in the performance boxes below.

Observation Date <input type="text"/>	Weight <input type="text"/>	Group <input type="text"/>	Weaned on this Date ? <input type="text"/>
Desexed <input type="text"/>	Docility - Crush <input type="text"/>	Docility - Yard <input type="text"/>	Scrotal Size <input type="text"/>
Hip Height <input type="text"/>			

Scan

Rib Fat <input type="text"/>	EMA <input type="text"/>	Intra Muscular Fat Average <input type="text"/>	Rump Fat <input type="text"/>
Accredited Scanner ID <input type="text"/>			

Update

Add Observation

Note: Members don't need to select whether the weight they are entering is a 200, 400 or 600 day weight. Simply enter the weight and the date it was taken. The data will be automatically allocated into the appropriate category.

- Click "Update" to save the information you have entered.

To see the information that has already been entered for an animal, click on the arrow to the left of its ident. A table will appear underneath and show you the data that has already added.

[Home](#) » [Performance Overview](#) » [Live - 2017](#) [Help](#) [Transacti](#)

Live - 2017

Animals

Search: Rows: 538

Display Purchased Calves
Display Purchased Calves
Download CSV

Ident	Name	Date of Birth	Sex	Current Status	Observation Date	Age	Weight	Group
▶ XBAN002	BB-OP1 N002	07/07/2017	Steer		15/07/2019	738	540	
▶ XBAN003	BB-OP1 N003	08/07/2017	Steer		05/02/2018	212	266	1
▶ XBAN004	BB-OP1 N004	08/07/2017	Steer		15/07/2019	737	628	
▶ XBAN005	BB-OP1 N005	08/07/2017	Steer		15/07/2019	737	570	
▼ XBAN006	BB-OP1 N006	09/07/2017	Steer		15/07/2019	736	602	

Observation Date	Observation Type	Value	Units	Group
05/02/2018	Weaning Weight	282	KG	1
15/07/2019	Final Weight	602	KG	

Note: Data cannot be edited after it has been included in a Breedplan analysis.

Carcass data:

Members are not able to enter carcass data into Hereford Live. Those who have this data, are asked to forward it to Michael Beattie at mbeattie@herefordsaustralia.com.au

Entering a Weaning or Castration date:

To enter the date your calf was weaned, find the animal in the Ident list and select the row the animal is in (not it's ident). In the boxes underneath the table, enter the date it was weaned in the "Observation Date box, and change the "Weaned on this Date" to Yes.

Likewise, to enter a castration date, select the row the animal is in (not it's ident). In the boxes underneath the table, enter the date the animal was castrated in the "Observation Date" box, and change the "Desexed" to Yes.

Click "Update" to save the information you have entered.

Observation Date <input type="text" value="01/04/2020"/>	Weight <input type="text"/>	Group <input type="text"/>	Weaned on this Date ? <input type="text" value="Yes"/>
Desexed <input type="text" value="No"/>	Docility - Crush <input type="text"/>	Docility - Yard <input type="text"/>	Scrotal Size <input type="text"/>
Hip Height <input type="text"/>			

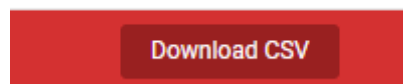
Purchased animals:

If any animals you have purchased are missing from the list, click on the Display Purchased button on the right-hand side of the screen. This button fetches those other animals and displays them in the list with all the other animals.

<div> Display Purchased Calves Download CSV </div>		
	Weight	Group
	548	
	556	
	496	
	392	

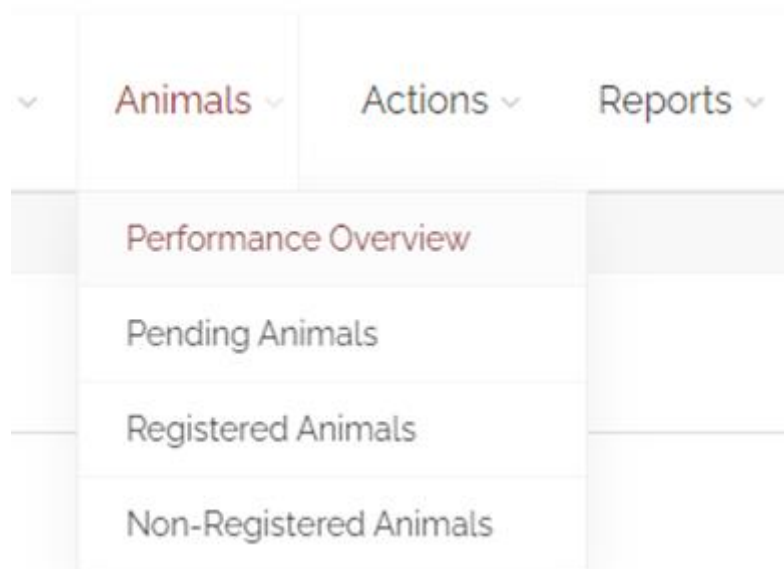
Downloading your list:

If you would like to download these lists of animals and their data, you can click the "Download CSV" button on the right-hand side of the screen. A spreadsheet will open on your computer with the calves from the selected list and their recorded details.



Mature Cow Weights

1. Open the Animals tab and drop down to Performance Overview.



2. In the table, locate the year that the animal was born (e.g. If you are entering weights for your 2015 cows, go to the row for 2015). Click the blue number in the Mature Weight column.

Home » Performance Overview Help Transactions: 1

Performance Overview

Rows: 9

Year	Season	Cow Inventory	Progeny	Birth Performance	Post Birth Performance	MW - Mature Weight
2020	Full Year	632	0	0	0	0
2019	Full Year	Enrolled 426	396	578	0	0
2018	Full Year	Enrolled 434	640	644	623	0
2017	Full Year	Enrolled 377	616	641	591	0
2016	Full Year	Enrolled 398	388	609	567	0
2015	Full Year	Enrolled 376	380	658	557	172
2014	Full Year	Enrolled 412	347	520	547	192
2013	Full Year	Enrolled 417	377	572	547	238
2012	Full Year	987	507	465	492	167

3. You can search for the animal's ident in the search box to help you find it. When found, select the row the animal is in (not it's ident) and enter their data in the performance boxes below.

Observation Date
 Mature Weight (MW)
 Body Condition Score
 Group

4. Click "Update" to save the information you have entered.

To see the information that has already been entered for an animal, click on the arrow to the left of its ident. A table will appear underneath and show you the data that has already added.

Home » Performance Overview » Mature - 2015 Help Transactions: 0

Mature - 2015

Incomplete
Complete

Search: Rows: 10 Download CSV

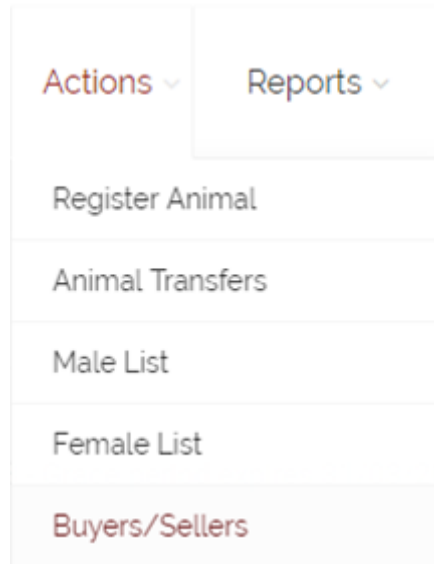
Ident	Name	Date of Birth	By ET	Current Status	Observation Date	Weight	Group
▼ ABAJ502	BB-OP1 J502	15/07/2013	No		03/09/2016	405	

Observation Date	Observation Type	Value	Units	Group
03/09/2016	Mature Weight	412	KG	

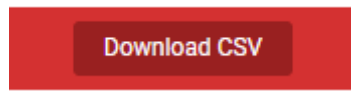
Note: Data cannot be edited after it has been included in a Breedplan analysis.

Buyers/Sellers List

The Buyers/Sellers List is a feature of Hereford Live that allows members to easily access a list of members that you have done business with in the last three years. The Buyers/Sellers List option can be found under the Actions tab.



The Buyers/Sellers List screen allows you to quickly find contact information. You can also download your Buyers/Sellers list by clicking the "Download CSV" button to the right-hand side of the screen. The list will open in a spreadsheet on your computer that you can save or print.



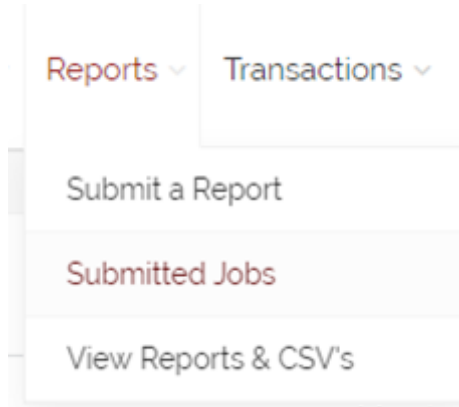
Personal List not showing recent customers:

If a new customer is not showing up on the list, click the "Repopulate" button. The list will refresh, and the new customers will be added. The list will update automatically; however, you may not see a new customer right away until you refresh the list.

Reports and Jobs

[Video: Create a Registration Certificate](#)

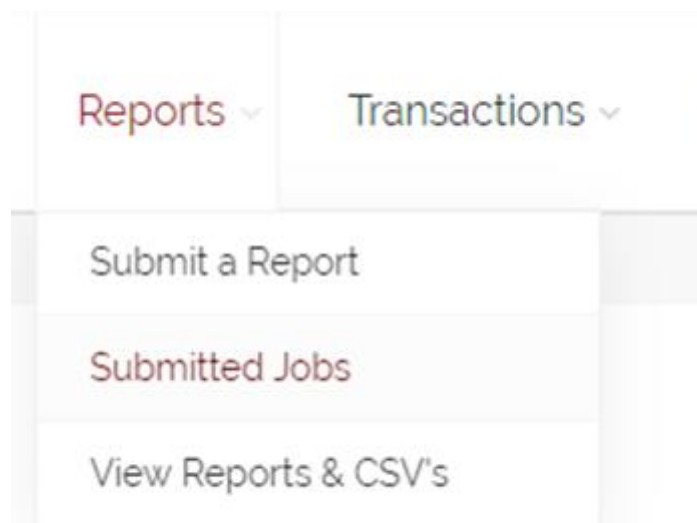
Reports and Jobs can be found under the "Reports" tab.



The 'Submit a Report' page has a drop-down list that shows you the individual reports you can create. The 'View Reports / Generated Reports & CSVs' page drop-down is for Categories of reports. These categories include reports that are generated externally to Hereford Live, such as reports that were available in the old online system, as well as Hereford Live submitted reports.

Submitting a Report:

1. The Reports available to members are Registration Certificates and an Owned Animals report. Select which of the reports you want to run from the "Select Report or Job" drop down menu.
2. Enter a date range or animal ident if necessary and then click the "Submit Job" button to generate the report.
3. Go back up to the "Reports" tab and click into Submitted Jobs



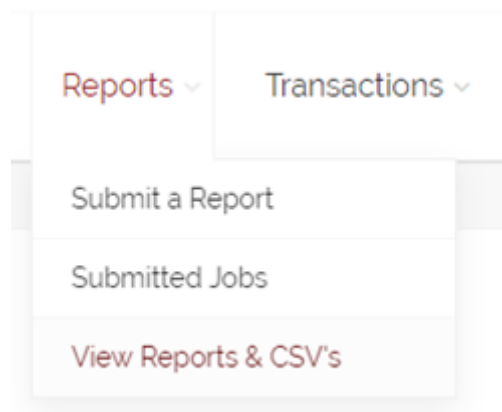
- The Submitted Jobs screen shows you the progress of your requested job. Click the "Refresh list to see the progress of the submitted report jobs" button until the Status says Completed

Submitted Jobs

Rows: 1					
Request Date	Description	Year	Season	Status	Job Key
27/02/2019	Certificate Re-issue			Submitted	262055

Refresh list to see the progress of the submitted report jobs

- When the job status says Complete, move back up to the reports tab and click on View Reports



- From the drop-down box, select the category your report was in. Your report will appear in the table for you to download or print.

Generated Reports & CSVs

Select Report Category:

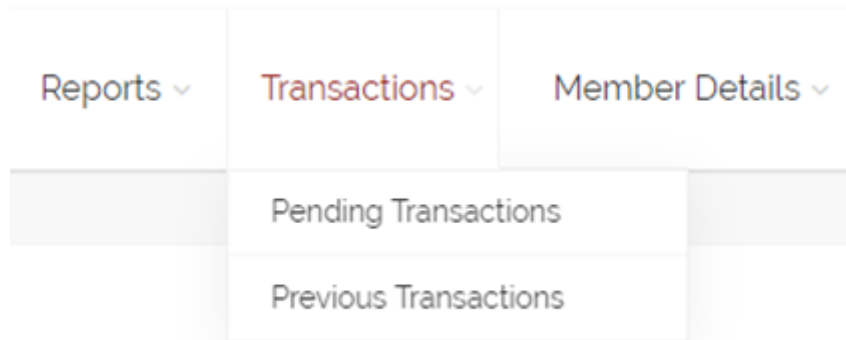
ILROnline Certificate Re-issues

Search: Rows: 1			
File Date	File Name	File Description	File Size
27/02/2019	X1001_XBAM0374_REGOCERT_Job262055.pdf	Certificate Reissue	1006K

Refresh Report List

Transactions

Pending and Previous Transactions can be found under the Transactions tab.



Pending Transactions:

Pending Transactions is similar to a "Shopping Cart". It is a list of any fees that you have attracted from work you have completed recently (i.e. Late Registration fees, Inventory fees, etc.). Click the "Submit Transactions" button when you have completed your work and are ready for these fees to be submitted to Herefords Australia.

Previous Transactions:

The previous transactions page lists all transactions in the last 12 months by date.

It is also easy to view each individual work order - Simply click on the blue work order text and a new screen will open displaying the work order details.

No Transactions in the Previous Transactions screen can be reversed or edited. If changes need to be made, contact the Herefords Australia office.

Rows: 14	
Create Date	Work Order ID
21/01/2020 21:50	200122-006
21/01/2020 02:52	200121-012
20/01/2020 23:19	200121-005
13/01/2020 21:48	200114-021
10/01/2020 00:31	200110-008
07/01/2020 03:45	200107-070
09/12/2019 00:01	191209-004
15/11/2019 00:17	191115-003

Note: Payments cannot be accepted through Hereford Live yet. Contact the Herefords Australia office to arrange payment of your invoices.

End of Month:

On the last business day of the month, the HAL staff will close any work orders that are currently open so that they can run End of Month. This will also prevent any further transactions from being submitted and members will be locked out of the program for the rest of the day. Members will be able to log back into Hereford Live as normal the following day.