TRANSFERRING ANIMALS ONLINE

ALBS now offers Members the option to transfer their animals electronically using the Online Member Login Area. If you have not already been given your User ID & Password for the Online Member Login Area please contact the ALBS Office on tessa@limousin.com.au

The following steps will walk through how to process transfers electronically.

**Step 1 – Accessing the Member Login Area**

- Click on the Member Login area on the ALBS website

**Authorisation Required**

Please provide a Member I.D. and Password. Fields marked with an asterisk(*) are required, others are optional.

<table>
<thead>
<tr>
<th>* Member I.D.:</th>
<th></th>
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<tbody>
<tr>
<td>* Password:</td>
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To change your password, enter your Member I.D. and current password above and your new password below.

<table>
<thead>
<tr>
<th>New Password:</th>
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<tbody>
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<td>New Password Validation:</td>
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- Enter your Member ID & Password
Step 2 — Accessing Transfers through Online Transactions

Welcome to the Limousin Members Page

The online facilities:

- Select Online Transactions from the Welcome Page

- Select ‘Create a New Batch’

- Select ‘Manually add records’ then ‘Online Transfers’ & then ‘Create’

Step 3 – Adding Transfer Records into your Batch

Limousin - Records in Batch: 51001

- Press ‘Add’
Complete all information requested *Animal Identifier, Transfer Date & Stud Letters or Name and complete Address required. Please note: If full address is not supplied for a Non Member transfer will not be completed.

You can search for the animal you are wanting to transfer by clicking ‘Animal Ident’ which will take you to Animal Search.

- Once all details have been added press GO
Step 4 – Adding more transfers

Once you have complete Step 3 you will be taken back to the above screen. From here you can press Add to enter another Transfer where you will need repeat Step 3. If you have entered all the transfers you can go select ‘View Batch Summary and Batch Submissions Screen’

Once you have been taken to the above screen you are able to do the following:

1. View the help file
2. View the list of all batches
3. View Records in this Batch *This is where you will need to go to edit any records with errors, to add another batch or warnings or to correct any errors you may have made
4. Edit Comments *If you are transferring an animal and retaining any possession or are transferring an animal to syndicate you can make a note of the amount retained or the other new owner/s & the percentages of ownership
5. Delete this Batch
6. Submit this batch to Limousin

Select ‘Submit this batch to Limousin’ to finish and submit the batch to the ALBS office.

PLEASE NOTE: If you do not select ‘Submit this batch to Limousin’ the ALBS office will not be notified that these transfers have been loaded and as a result, they will not be processed.

If you received any errors or warnings that you need assistance with please call or email the office with your Herd ID, the batch number and the error or warning description and a staff member will be able to assist.