



WHOLE HERD & CALVING DATA ENTRY INSTRUCTIONS:

1. Login to our website
2. Click **MY HERD**, then **MY INVENTORY**, enter the current year in the **INVENTORY YEAR BOX** and click **CHANGE**
 - If the box below the word **HOLD** is blank, then that female is enrolled.
3. If you would like to change the enrollment status, click **EDIT**, then click **WHE HOLD FOR YEAR**, then **SAVE**.
4. Click **POST INVENTORY**, located at the bottom of the page.
5. At the end of each female is calving. Click their **CALVING** and enter your calves on this screen.
 - Always have the display year in the year the calves were born
 - Enter breeding dates for each calf
6. To enter a twin, remember to put a 2 in the **#BORN** tab.
7. The second twin must be entered in **MY PERFORMANCE, MY CALVING** and then put the same information again remembering to put a 2 in the **#BORN** tab.

Embryo calves: to enter an embryo calf go to **MY PERFORMANCE, MY CALVING**. Remember to click **YES** for embryo and enter **FLUSH DATE**.

** To get weights into the EPD evaluation have values entered **May 15th** or **October 15th**.



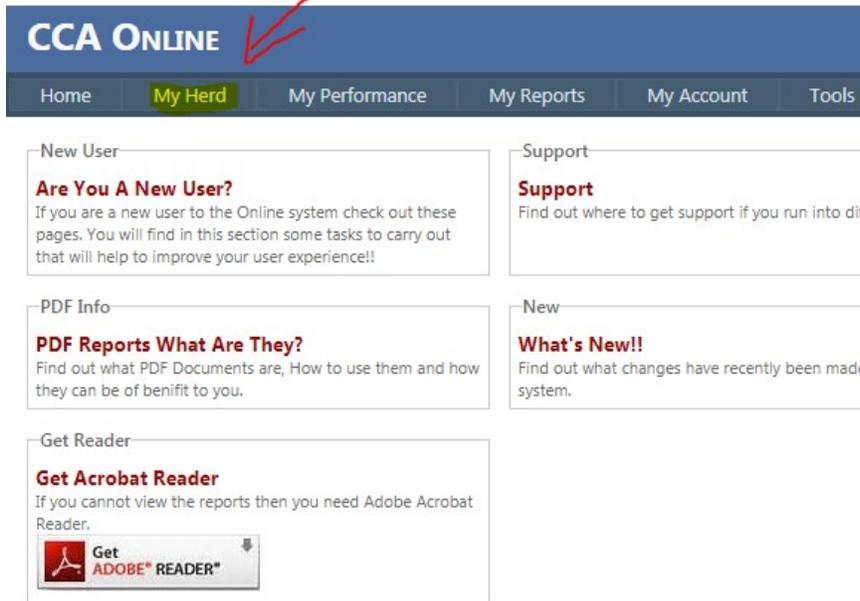
2320 41 AVE. NE CALGARY, AB T2E 6W8 « PHONE: 403.250.9242 « FAX: 403.291.9324

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WHOLE HERD ENROLMENT

Login to your CCA online account: <http://bmmi.cgenregistry.ca/cca/onlinelogin.aspx>

Go to **MY HERD** and choose **MY INVENTORY**.



The screenshot shows the CCA ONLINE website interface. At the top is a blue header with the text "CCA ONLINE" and a red checkmark. Below the header is a navigation menu with buttons for "Home", "My Herd", "My Performance", "My Reports", "My Account", and "Tools". The "My Herd" button is highlighted in yellow. Below the navigation menu are four content boxes:

- New User**: "Are You A New User? If you are a new user to the Online system check out these pages. You will find in this section some tasks to carry out that will help to improve your user experience!!"
- Support**: "Support Find out where to get support if you run into diff"
- PDF Info**: "PDF Reports What Are They? Find out what PDF Documents are, How to use them and how they can be of benifit to you."
- New**: "What's New!! Find out what changes have recently been made system."

Below these boxes is a "Get Reader" section with the heading "Get Acrobat Reader" and the text "If you cannot view the reports then you need Adobe Acrobat Reader." It includes a button with the Adobe logo and the text "Get ADOBE® READER™".

A complete list of your females will populate. Be sure that the **INVENTORY YEAR** is the correct year for entry. Before you **POST INVENTORY**, it will be displayed as **PRE POST**.



The screenshot shows the CCA ONLINE website interface. At the top is a blue header with the text "CCA ONLINE". Below the header is a navigation menu with buttons for "Home", "My Herd", "My Performance", "My Reports", "My Account", and "Tools". The "My Herd" button is highlighted in yellow. Below the navigation menu is a section titled "My Inventory - Pre Post" with a yellow highlight. Underneath is a form with the label "Inventory Year" and a dropdown menu showing "2018" with a "Change" button next to it.

Review all your females. For any females that you need to place on **HOLD** (you don't expect to register progeny for the inventory year) or need to change the **Breeding SEASON**, click on the blue hyperlink **EDIT**



My Inventory - Pre Post

Inventory Year
2018

Quick Search

(Regnum or ID)

Animals

Herd	Regnum	ID	Name	Birth Date	CCIA #	Bcode	Season	Hold	View	Edit
84123	FC708486	JHR 25D	JHR BLANCHE 25D	1/7/2016			S	Y	<input type="button" value="View"/>	<input type="button" value="Edit"/>
84123	FC708484	JHR 2C	JHR GLORY 2C	10/1/2015			F		<input type="button" value="View"/>	<input type="button" value="Edit"/>

To change the **SEASON** pick from the dropdown menu. To place on **HOLD**, click on the **WHE HOLD For Year** box (there needs to be a checkmark for held females).

CCA ONLINE
Home My Herd My Performance My Reports

Animal Inventory Edit\Disposal

Animal
Animal #:
FC708486 JHR 25D JHR BLANCHE 25D

Enrol\Disposal
Prev Breeding Code(Last Year):

Breeding Code(This Year):

CCIA #:

Disposal Code:

Disposal Date:

Season:
S-Spring
 WHE Hold For Year

After any changes, you **MUST** then click on **SAVE**.



Female Breeding

Sire	AN	From	To

Sire:

SVC:

From:

To:

Held females will have a **Y** in the **HOLD** column on the inventory list. **S** or **F** will be displayed in the **SEASON** column. Enrolled females will have a **BLANK** in the **HOLD** column.

My Inventory - Pre Post

Inventory Year

Quick Search

(Regnum or ID)

Animals

Herd	Regnum	ID	Name	Birth Date	CCIA #	Bcode	Season	Hold		
84123	FC708486	JHR 25D	JHR BLANCHE 25D	1/7/2016			S	Y	View	Edit
84123	FC708484	JHR 2C	JHR GLORY 2C	10/1/2015			F		View	Edit

When all changes have been done, ONLY then click on **POST INVENTORY**.

Post Inventory

First update your disposals, Calving Season and WHE Hold status. (Click Edit)
 Once complete you must Click the post button to submit your inventory to the office.
 You **MUST** submit your inventory prior to the WHE deadline to avoid incurring late fees.

