

## EREG Calf Facility

To Electronically register your calves with SWS Bandon, take the following steps:

1. Go to the Calving Screen.
2. Click Next

Ensure the calves you need to register are not already registered and make sure any calves that are already registered are marked son in the list presented to you.



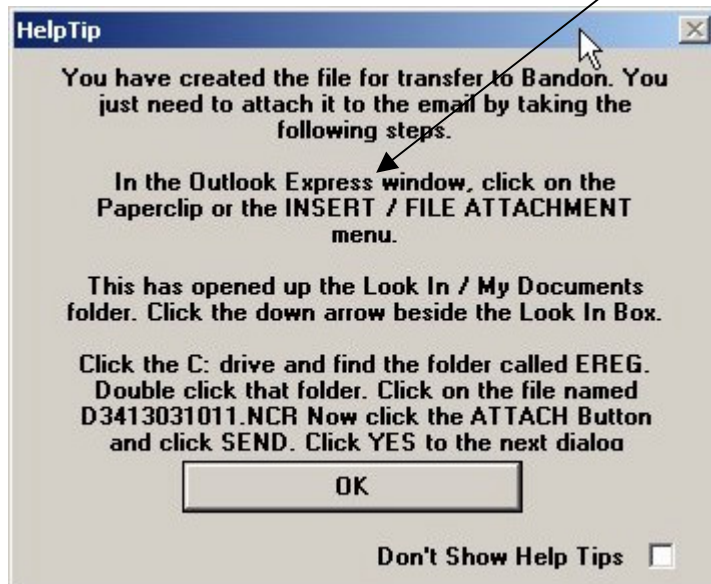
In the picture shown here, the Top line shows one calf that has not been registered with SWS.

All the others have a Date Reg Sent and a check mark beside them.

Click the eReg Calf Births with Bandon button.

This will open a new screen as follows:

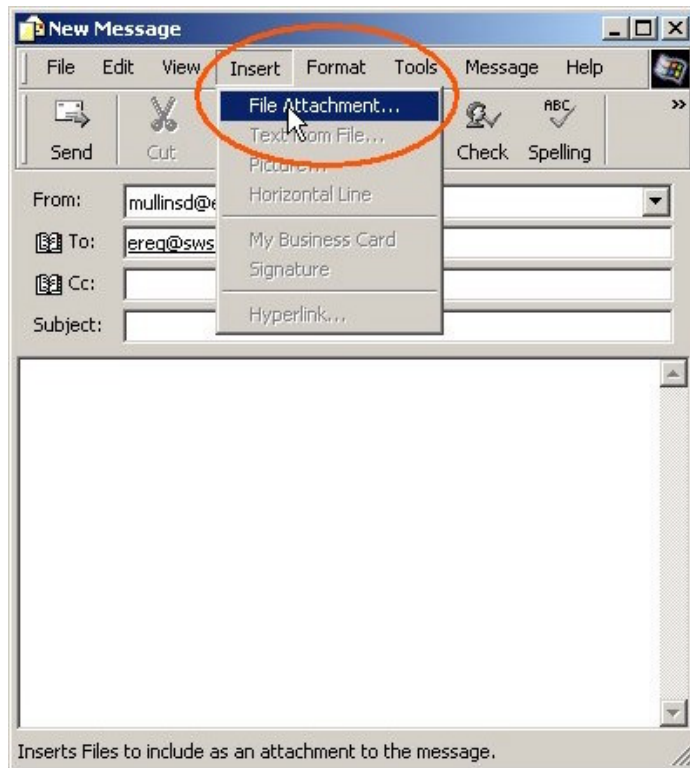
This is the help tip for this particular registration and shows the file name you need to attach to your email.



DO NOT CLICK OK just yet. Leave this dialog on screen as an aide-memoire to get you through the ereg process.

You will also see that Outlook Express or Outlook has opened and is waiting for your input. The email address of SWS has already been input for you and all you need now is to attach the file.

## Attaching a file to an email:

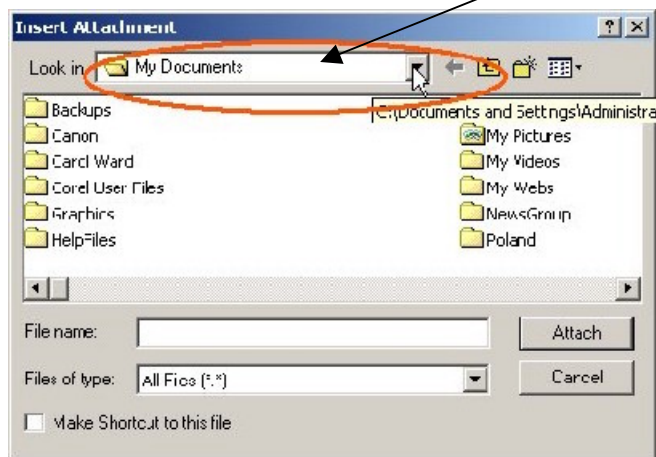


You attach a file to an email by taking the following easy steps.

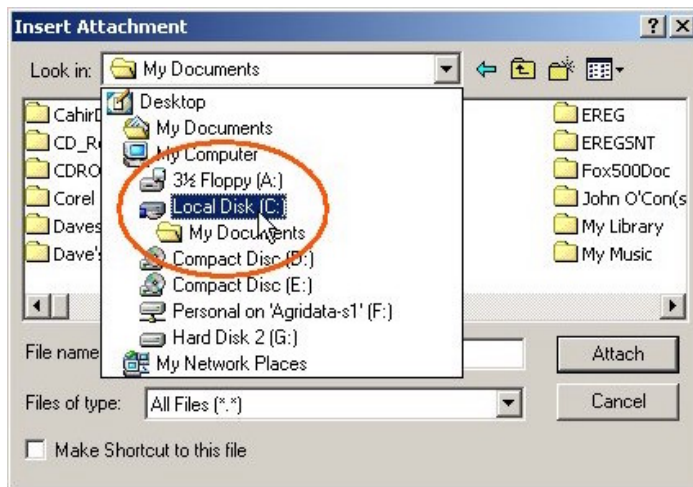
Click the Insert menu and choose File Attachment, (It may just be called file or even attachment)

This opens a new dialog, showing you the contents of you're My Documents folder.

Change this folder to the C:\EREG folder by clicking the drop down list box button.

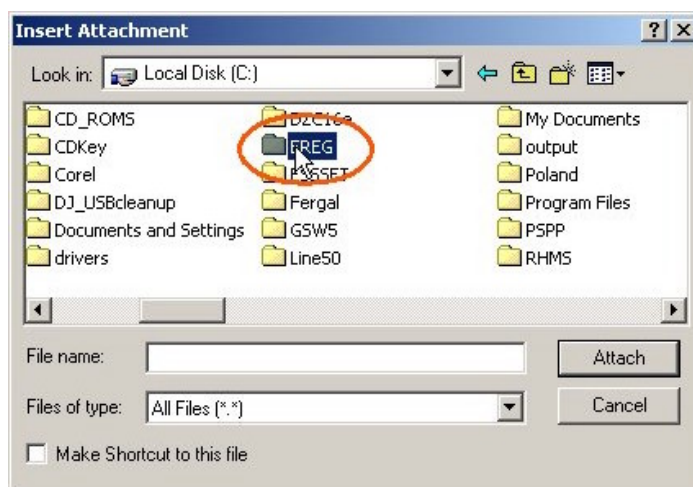


Choose the C: drive, it may be called anything but whatever it is called, it will end in the letter C:



By clicking ONCE on the C: drive, you will now see the contents of the C: drive listed in the window below the drop down box. You should be able to find the EREG folder here quite easily.

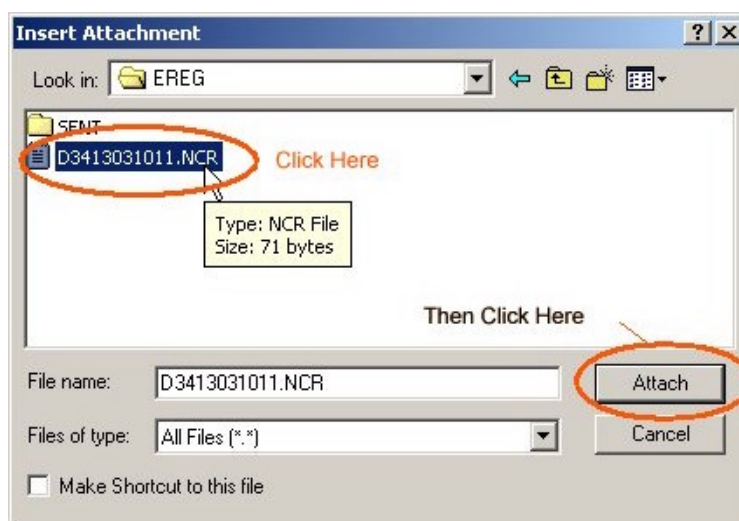
DOUBLE CLICK the EREG folder once you have found it.



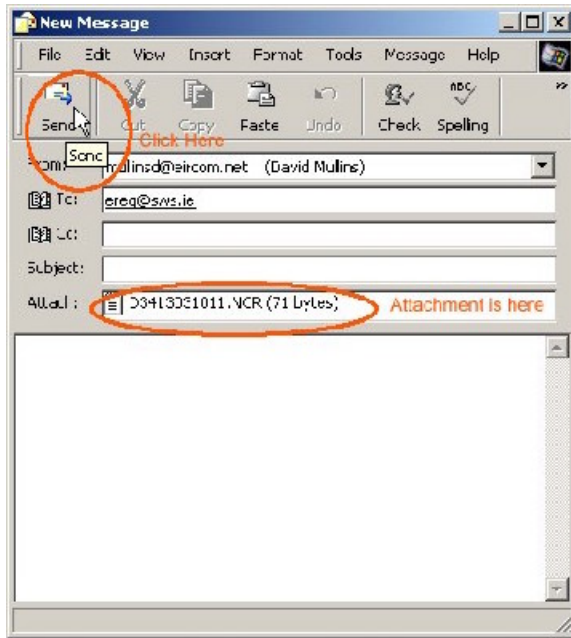
In this folder, the file name you need will begin with the letter D, have your 7 digit calf identifier and also a three digit sequence number ending in the letters NCR. As an example, you may have a calf identifier called 3413031 and this may be the first file you send to SWS in the current year. Your file name will be **D3413031001.NCR**

Just click on the file name and then click the ATTACH button.

You now need to SEND the email to SWS. Just click the SEND button on Outlook or Outlook Express.



Sending the email and completing the process.



As you can see from this screen shot the file has been attached and the user is just about to click send.

When the file has been sent, click ok to the Help Tip dialog, and then click YES to this dialog. You have successfully registered

some calves!

You will get an email confirmation from SWS regarding this registration saying it was received within about 15 minutes informing you that they will either process it or not.



EREG can be done at any time of day or night, any day of the week, even 4:00 am in the morning! It is an entirely automated system so no human interaction takes place.

It is instant, and should reduce errors significantly.

## **You receive a message saying YOU HAVE NO CALVES TO SEND:**

If you are using ICBF for the first time, remember to double click the column where you see the N so that it turns into a Y. This means that this calf will be registered with the ICBF.

If you still receive the message after doing this the "problem" is that either the bull is not set up properly in the STOCK file or the cow details are incorrect. Check the following:

A Stock Bull or Ai Bull MUST be:

Entered into the STOCK FILE with

1. Brand No = Short Code if he is Irish pedigree registered, or SB1 or 2 or 3 etc for your stock bulls.
2. A BTE Tag, for Ai Bulls you may not have a BTE Tag so use 2 letters and 5 digits as in AI00001 2 or 3 etc.
3. A Date of Birth, If you don't know the DOB use 01/01/1995
4. His Full Pedigree Name in the Description box
5. His SEX Must be down as MALE
6. He must be down as a Stock Bull or an Ai Bull in the drop down list.
7. He must have a BREED
8. MOST IMPORTANT\*\*\*\* He MUST HAVE a HERD BOOK NUMBER!
9. If you don't have a herd book number then use his BTE Tag again as this is becoming the herdbook number in any case.

The rest is unimportant, but save the record and click TOOLS UPDATE STOCK.

If the bull is entered correctly, you'll see a message saying you entered this bull last time and what length gestation period should be used.

Cows just need BTE Tag, Sex, Breed and DOB BUT:

Some people have run into trouble when entering a calving record where they enter cows BTE Tag Number in the dialog box as 341303170082 and leave out the IE or do NOT pick it from the list. This means that the cow record in the stock file will not be found by EREG.

341303170082 is NOT the same as IE341303170082 after all!

If you see the BTE Tag in the calving screen without the IE or if it is in any way different to what the cows BTE Tag in the stock file is (maybe there is a dash etc) then you need to edit the calving record and pick the appropriate cow or bull again. Save the record and retry EREG and all should be well.

Remember that EREG and the ICBF data files transfer are much more picky about proper information being filled in on the calving screen. You MUST HAVE the correct details for both bull and cow