



# Disposal Request Guide

## *Sold (to non-member)/Exported/Died*

Boer Goat Australia LiveSt

**My Account**

- Dashboard
- Inbox
- Membership

**Studs**

- My Studs
- Stud Search

**Animals**

- My Animals
- Animal Search

**Transactions**

- Requests
- Invoices
- Approvals

**System Administration**

- Membership Management
- User Management
- Document Configuration
- Reference Data

Click on Requests – under Transactions

Requests

### My Requests

Request Type Request Status Search

ID	Type	Status
REQ11	Membership Change	Completed
REQ15	Animal Registration	Draft
REQ17	Animal Transfer	Pending Approval
REQ18	Animal Registration	Draft

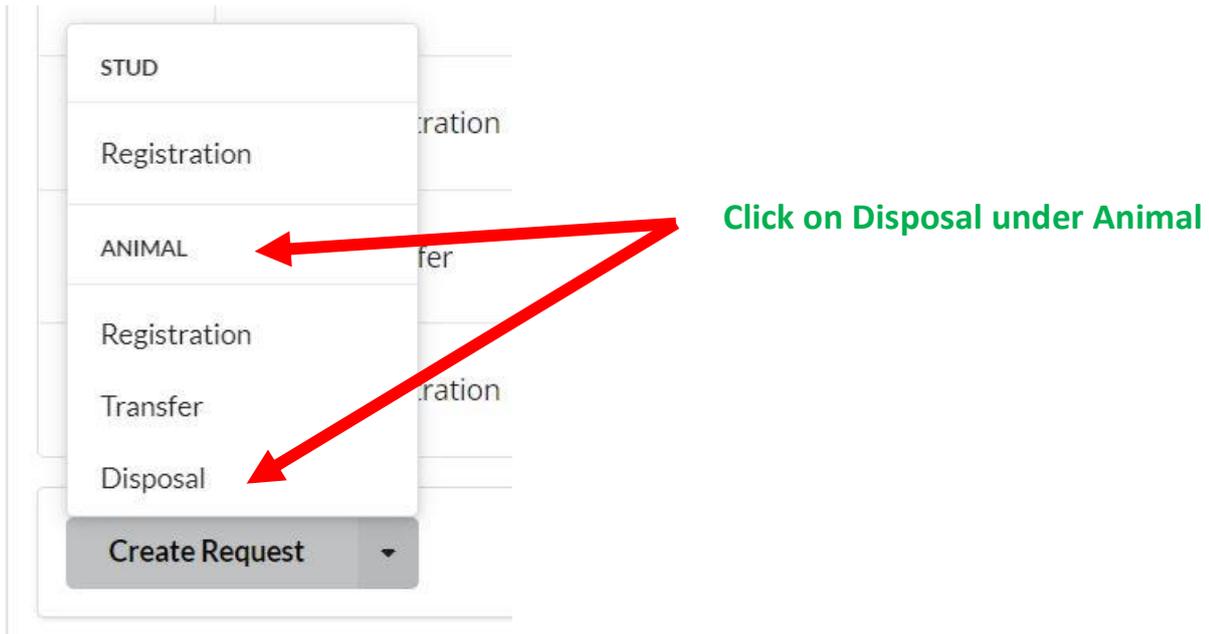
Create Request

Click on Create Request at bottom of "My Requests" Page



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## Disposal Request

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### Animal Disposal Request

Request Number: REQ217  
Request Status: Draft  
Create Date: 28/03/2022

#### Request Details

Request Description

#### Disposal Details

Disposal Date: 28/03/2022

Disposal Method: Export

Disposal Comments

#### Animals

No Animals Assigned

+ Add Animal

+ Add Animal

Submit Request Save Request



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The Request Description allows you to see what each request was for.

### Animal Disposal Request

Request Number: REQ217  
Request Status: Draft  
Create Date: 28/03/2022

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#### Request Details

Request Description

Sold to Mr & Mrs Non Member

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#### Disposal Details

Disposal Date: 28/03/2022

Disposal Method: **Export**

Disposal Comments

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Disposal Comments

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#### Animals

No Animals Assigned

[+ Add Animal](#)

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[+ Add Animal](#)

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[✓ Submit Request](#) [🔒 Save Request](#)

- Choose Export/Deceased/Sold
- Disposal Comment suggestion – Sold as Registered or Sold as Un-registered could help identify if purchaser can transfer animal into their name if they join.

- Add Animal



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## *Sold (to non-member)/Exported/Died*

### Select Animal

My Animals

Number	Status	Name	Registration Number	Sex	
AML2	Registered	F B1050	ADCFB1050	Male	
AML3	Registered	FERRARO	ACARH0003	Male	
AML4	Registered	WW1064 (IMP.NZ) (ET)	IMNFP1064	Female	
AML5	Registered	WW163 (ET)	WW163	Male	
AML6	Registered	WW19	AGF88-19	Male	

• **Select Animal**

<< < 1 2 3 4 5 > >>

Cancel

### Animals

#	Name	Registration Number
AML2	F B1050	ADCFB1050
AML5	WW163 (ET)	WW163

Add Animal

- **Note – Would be best to keep each request to one purchaser.**



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### Animals

#	Name	Registration Number
AML2	F B1050	ADCFB1050

+ Add Animal

✓ Submit Request

🔒 Save Request

When you have finished adding animals to your disposal request, you can click on 'Save Request', to be able to add more animals later or click 'Submit Request' to go to the approval stage.

MSG1	Read	Invoice Pending (INV1)	30/01/2022 05:40:13	30/01/2022 05:48:21	
MSG2	Read	Membership Change Request Created (REQ8)	30/01/2022 05:40:13	30/01/2022 05:48:16	↔
MSG186	Unread	Approval Pending (APR64)	11/02/2022 01:26:34	-	↔
MSG184	Read	Animal transfer Request Submitted (REQ91)	11/02/2022 01:26:08	11/02/2022 01:26:25	↔

You will receive a message in your inbox with a link to your request approval or

My Account
Dashboard
Inbox <span>1</span>
Membership
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Transactions
Requests
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Approvals

You can click on Approvals under Transactions.



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## Sold (to non-member)/Exported/Died

Approvals

### Approvals

ID	Description	Type	Status	Assigned To	Date Created	
APR1	Animal Registration	Animal Registration	Approved	Melissa Johnson	30/01/2022	
APR54	Animal Disposal	Animal Disposal	Approved	Melissa Johnson	09/02/2022	
APR64	Animal Transfer	Animal Transfer	Pending	Melissa Johnson	11/02/2022	

Click on the arrow next to the date of the pending request.

Approvals > Approval (APR64)

### Approval Request

**Approval:** APR64

**Approval Description:** Animal Transfer

**Workflow:** WFL33

**Request:** REQ91

**Approval Status:** Pending

**Assigned User:** Melissa Johnson

**Actioned User:** -

**Actioned Date:** -

**Create Date:** 11/02/2022 01:26:34

**Expiry Date:** 13/03/2022 01:26:34

Comments

Approve

Reject

- You can open to review the request by clicking on the REQ\*\*
- You can place a comment for your records
- You can approve or reject the request in the approval, or you can click on the Request 'REQ' number.