



Guide to Transferring Your Animals

Boer Goat Australia LiveSt

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Studs

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Transactions

- Requests
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System Administration

- Membership Management
- User Management
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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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Click on Transfer under Animal

Requests > Animal Transfer

Animal Transfer Request

Request Number: REQ90
Request Status: Draft
Create Date: 11/02/2022 00:39:59

Request Details

Request Description

Request Description...

The top portion of your transfer request will look as above.

ID	Type	Status	Description	Create Date	
REQ2	Animal Registration	Completed	EMJFR0247 Registration	30/01/2022	

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



Guide to Transferring Your Animals

Receiving Stud(s)
Nominate the stud(s) to which the animal will be transferred.
The studs nominated below will replace all existing ownership records for the animal

🔍
No Studs Assigned

[+ Add Stud](#)

[+ Add Stud](#)

In Receiving Stud(s), click on either the blue 'Add Stud' or the 'Add Stud' in the bottom of the box.

Select Stud

My Studs

Number	Ear Tag	Name	
STU83	EMJ	EMJAY	↻

[Cancel](#)

Select Stud defaults to (Your)My Studs, click on button next to 'My Studs' to (Turn Off) be able to search for other BGA members studs.



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Select Stud

My Studs

Number	Ear Tag	Name	
STU1	WSM	WOODSTOCK	<input type="button" value="→"/>
STU2	SB	SAANBOER	<input type="button" value="→"/>
STU3	SES	GLENELG	<input type="button" value="→"/>
STU4	WI	WILLAWA	<input type="button" value="→"/>
STU5	ATS	BERRY	<input type="button" value="→"/>

« < 1 2 3 4 5 > »

Put in STU number or Stud Prefix (Ear Tag) or Stud Name in search box and click on search.

Select Stud

My Studs

Number	Ear Tag	Name	
STU69	CV	CARRINGTON VIEW	<input type="button" value="→"/>
STU211	CVR	CARRINGTON VIEW REDS	<input type="button" value="→"/>

When you locate required stud, click on arrow next to stud name to add them to your transfer.



Guide to Transferring Your Animals

Receiving Stud(s)

Nominate the stud(s) to which the animal will be transferred.

The studs nominated below will replace all existing ownership records for the animal

Number	Name	Ear Tag	
STU69	CARRINGTON VIEW	CV	<input type="button" value="x"/>

Stud is added to your transfer request.

Transfer Animals

No Animals Assigned

In Transfer Animals, click on either the blue 'Add Animal' or the 'Add Animal' in the bottom of the box.

Select Animal

My Animals

Number	Status	Name	Registration Number	Sex	
AML3096	Registered	DAPHNE	CVFM0666	Female	<input type="button" value="↔"/>
AML3211	Registered	OPAL	CVFD0809	Female	<input type="button" value="↔"/>
AML3243	Disposed	MASADA	EMJFM0108	Male	<input type="button" value="↔"/>
AML3245	Registered	MONTANNA	EMJFM0098	Female	<input type="button" value="↔"/>
AML3247	Registered	MATILDA	EMJFG0015	Female	<input type="button" value="↔"/>

When you locate the required animal, click on arrow to add them to your transfer.



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Transfer Animals

#	Name	Registration Number	
AML3245	MONTANNA	EMJFM0098	<input type="text"/>

When you have finished adding animals to your transfer 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	<input type="button" value="↔"/>
MSG2	Read	Membership Change Request Created (REQ8)	30/01/2022 05:40:13	30/01/2022 05:48:16	<input type="button" value="↔"/>
MSG186	Unread	Approval Pending (APR64)	11/02/2022 01:26:34	-	<input type="button" value="↔"/>
MSG184	Read	Animal transfer Request Submitted (REQ91)	11/02/2022 01:26:08	11/02/2022 01:26:25	<input type="button" value="↔"/>

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

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Animals

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Transactions

- Requests
- Invoices
- Approvals

You can click on Approvals under Transactions.



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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.



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Approval History

Approval	Status	Assigned To	Actioned By	Action Comments	Date Created	Action Date	
APR63	Pending	Marz Andrew	-	-	11/02/2022 01:26:34	-	
APR64	Pending	Melissa Johnson	-	-	11/02/2022 01:26:34	-	

At the bottom of the request there are 2 approvals required. 1 from the seller and 1 from the buyer.

After both studs have approved the request, an invoice will be created. The person who instigates the transfer request receives this invoice. If the person instigating the request requires the 2nd party to pay the transfer costs they can send the other party the invoice details and the other party can pay by direct debit. *See Invoice Guide.*

For ease of payment it is easier if the person paying for the transfer cost instigates the online transfer request.

After the invoice has been paid the animals in the request will be moved to the buyer's stud list.