# Collecting your Herd Inventory for Holstein Canada: DairyPlan C21
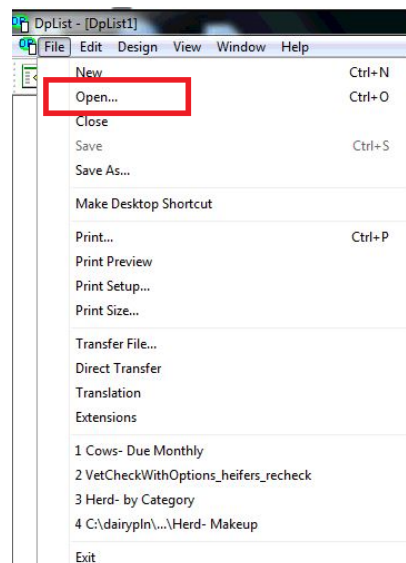
As a way to make the Classification process easier and less time consuming, Holstein Canada is now receiving Herd Inventories for Non-Milk Recording Herds via email, at least **one week** prior to the start of your work-unit. This will reduce the manual data entry during your classification visit, saving both the producer and the classifier time, and provides accurate information.

To send your herd inventory list to Holstein Canada please follow the steps outlined below.
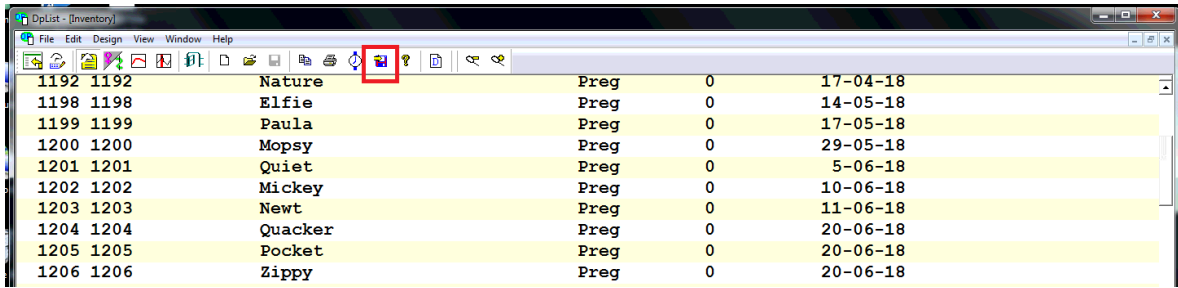
1. Save the Inventory.rfa file to your DairyPlan files in the C: drive. Holstein Canada will send you this file via email. To find the file easier, it is recommended that you create a "Holstein Canada" folder on your desktop, and save the file there.
Open DairyPlan C21 and open the "Report Generator". This can be found in the "Evaluation Programs" tab.
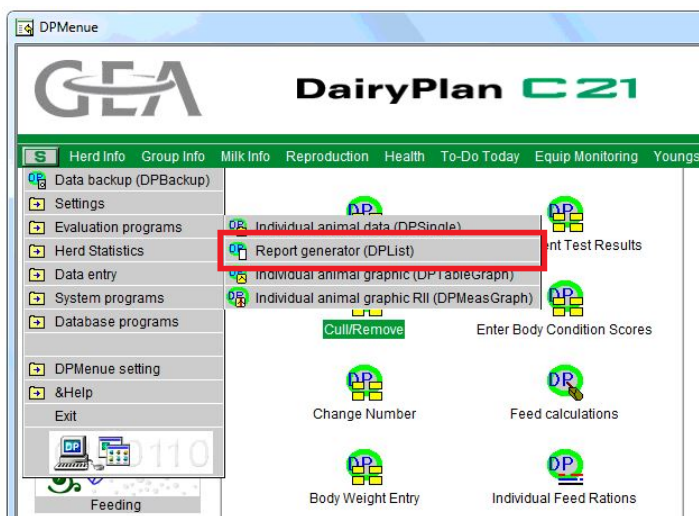
2. Once the Report Generator is open, select "File" and "Open"

3. Find the Inventory.rfa that was saved in Step 1 and open it.

4. To send the file to Holstein Canada once the list has been generated, select "File Transfer"

5. Save the file as a Microsoft Excel file or a CSV. The file will be named according to the name and date of the farm (example: NAME_YYMMDD). Make sure the file generated has at least the following information: **Animal number, Registration Number, Birth Date, Lactation Number, and Calving date.**
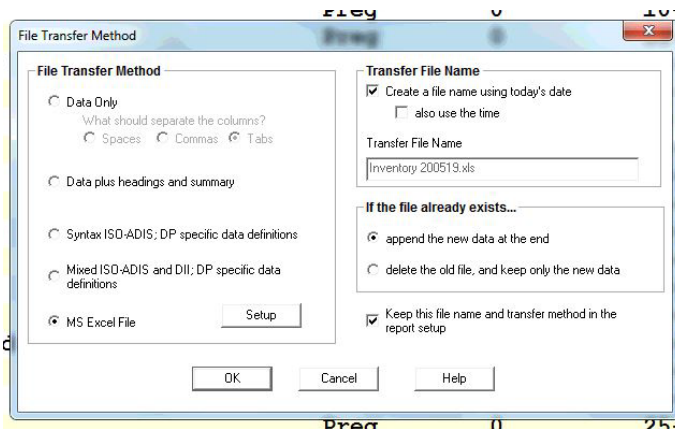
6. Once the file is saved, you can attach it to an email and send to classification@holstein.ca

Complete steps 2 – 6 before each classification visit, at least one week before the classifier starts in your area.