

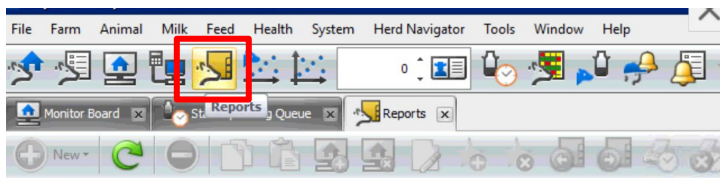


Collecting your Herd Inventory for Holstein Canada: DeLaval Delpro

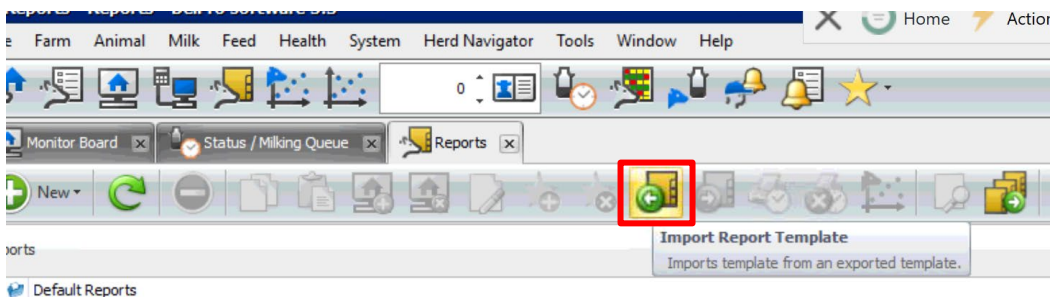
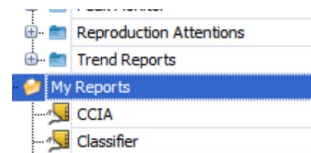
As a way to make the Classification process easier and less time consuming, Holstein Canada is now receiving Herd Inventories for Non-Milk Recording Herds via email at least **one week** prior to the start of your work-unit. This will reduce the manual data entry during your classification visit, saving 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. Download and save the Inventory File in your computer's 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.
2. From the main screen of DELPRO select Reports.

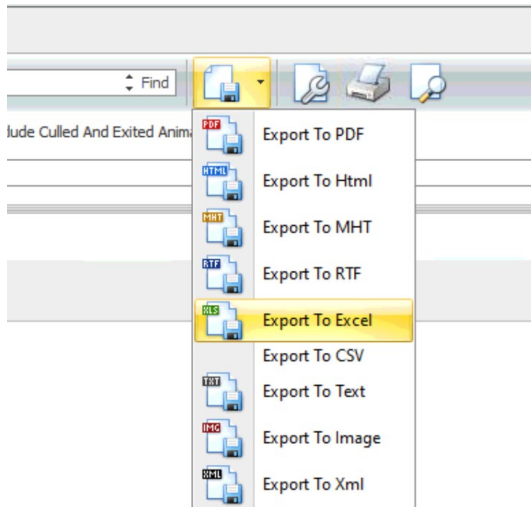


3. Once the report window is open, select MY REPORTS.
4. Once in My Reports, select IMPORT REPORT TEMPLATE.



5. This will open up a file window. Select the downloaded file from Step 1 and open it. This will automatically open the report.

6. Once the report is open, on the right-hand side you will see an icon to export this file. Select "Export to Excel" or "Export to CSV". Make sure the file generated has at least the following information: **Animal number, Registration Number, Birth Date, Lactation Number, and Calving date.**



7. Selecting one of the above options will open a pop-up to save the file. Save the file with the Farm Name and date (example: NAME_YMMMDD).
8. Send this inventory file to Holstein Canada by emailing classification@holstein.ca

Complete steps 5 to 8 before each classification visit, at least one week before the classifier starts in your area.