

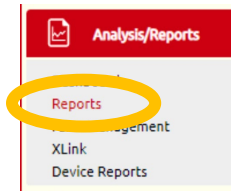
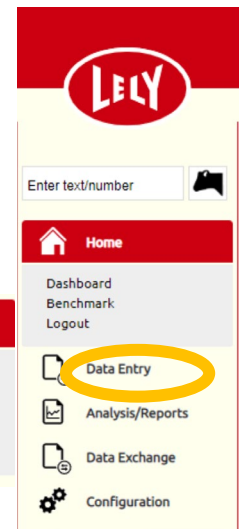


Collecting your Herd Inventory for Holstein Canada: Lely T4C

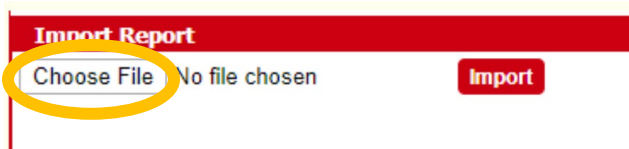
As a way to make the Classification process easier and less time consuming, Holstein Canada is now receiving Herd Inventories for Non-Milk Recording Herds via email at least **one week** prior to the start of your work-unit. This will reduce the manual data entry during your classification visit, saving 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. Open T4C. On the left-hand side navigation window select ANALYSIS/REPORTS
3. Under Analysis/Reports, select REPORTS
4. Once the Reports opens on the bottom right hand side of the screen there will be an option to IMPORT REPORT



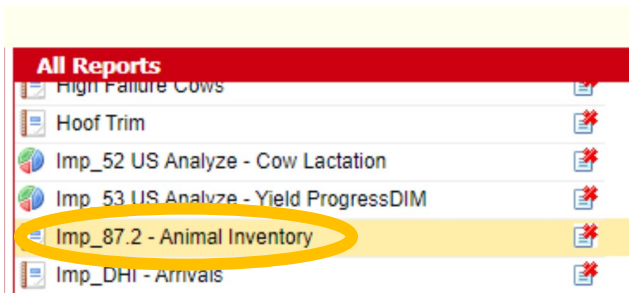
5. Once the import window is open, select CHOOSE FILE



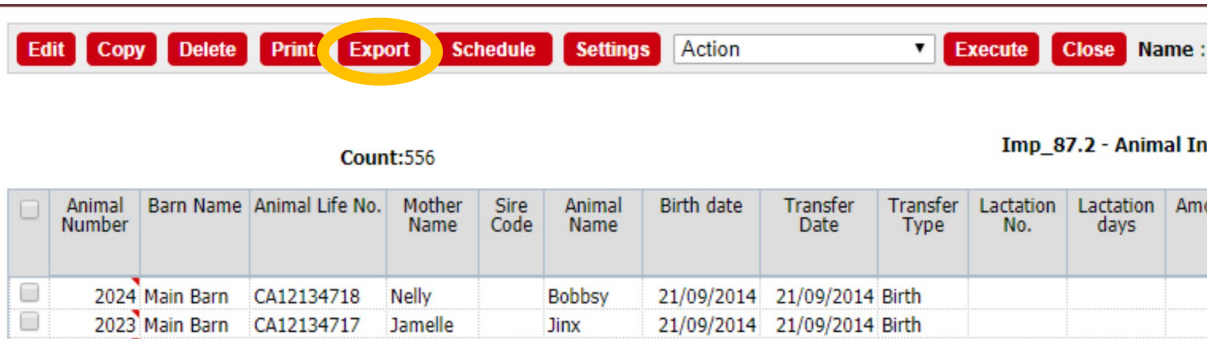
6. Find the file that you saved in Step 1, select and open
7. Once the file has opened in T4C select IMPORT



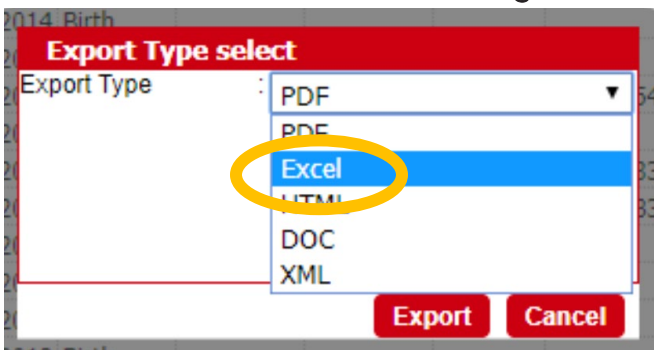
8. Once the file has been imported, it will be in the right hand column under ALL REPORTS. It will be called **IMP_87.2 – Animal Inventory**



9. Open the Report and select EXPORT



10. Select EXCEL from the Export List and select EXPORT. Make sure the file generated has at least the following information: Animal number, Registration Number, Birth Date, Lactation Number, and Calving date.



11. The excel file will load in the bottom left-hand corner of your screen. Open the file and save it as Farm Name and Date (example: NAME_YMMMDD).

12. Send this file to classification@holstein.ca

Complete steps 8 – 12 before each classification visit, at least one week before the classifier starts in your area.