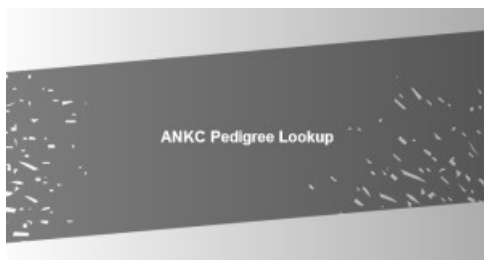


# How to remove deceased dogs from your “Owned Dogs” list in the ANKC Database Member Portal

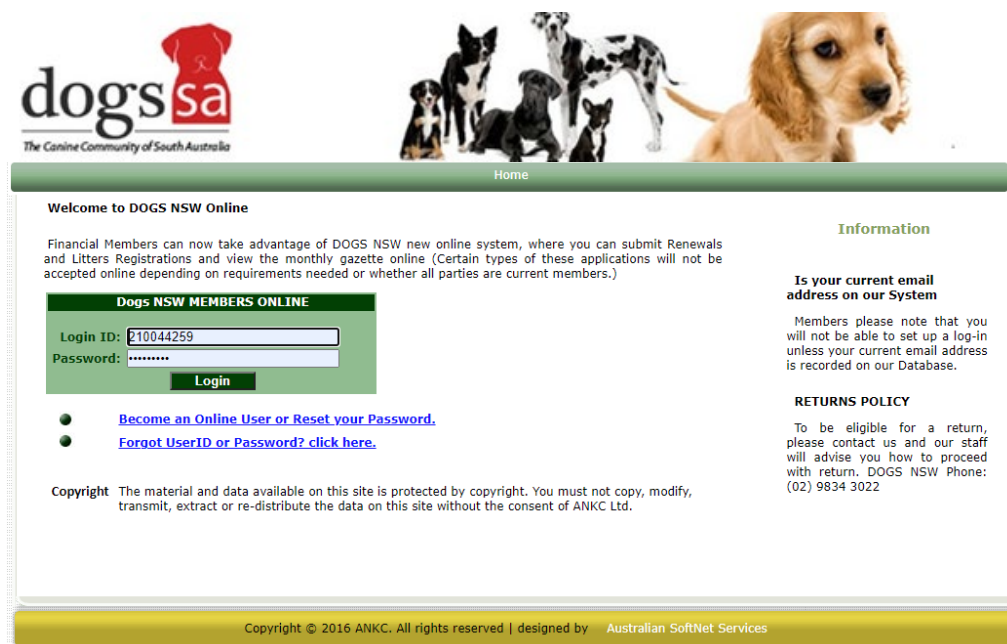
Step 1. Go to [www.dogssa.com.au](http://www.dogssa.com.au)

Step 2. Home page, scroll to page 2, scroll to Pedigree Database Online Services instructions.

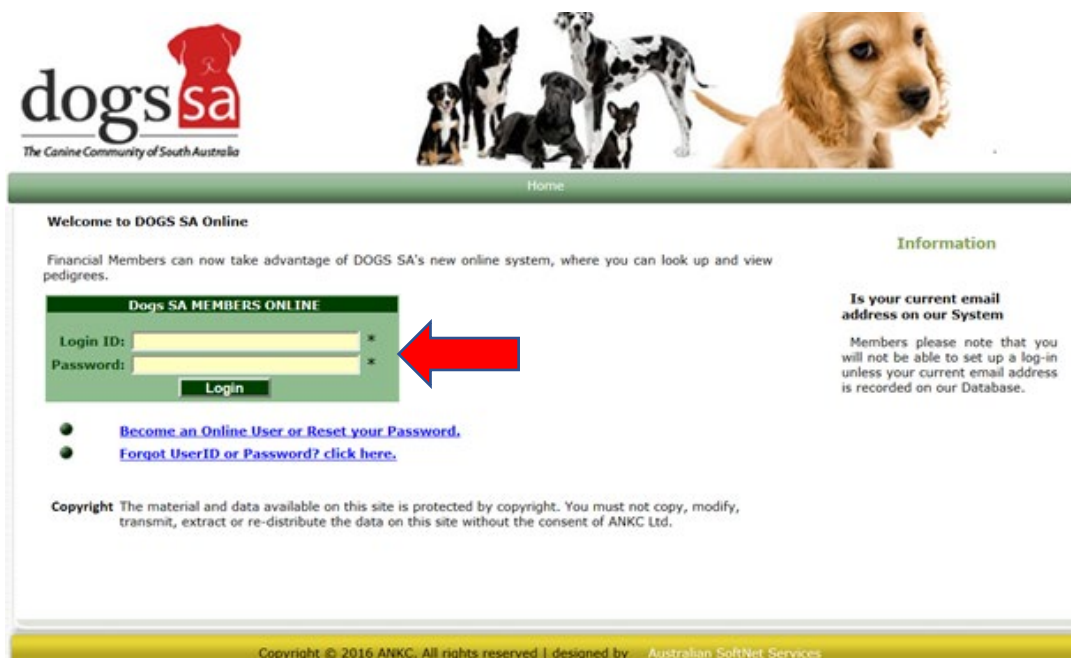


OR

Go to <https://dogsecom.ausn.com.au/LoginSA.aspx?state=SA>



**Step 3.** Enter your person / UMC number and password



If you have forgotten your login or have never become an online user - Select [Become and Online User](#) or [Reset your Password](#)

Registering as an Online User / Reset Password

After verifying the details provided by you, your login details will be sent to your email address.

Membership Number

Membership Name   
Please enter your Membership name EXACTLY as per your Membership Card Must be Typed, for example Mrs E Smith

Email Address (email@domain.com.au)   
Your current email address must be registered on the National Database with your State Controlling Body

Select Person Name   
If name does not appear automatically, please check above information entered.

Proposed Password

Retype Password

Enter all your details in the screen below exactly as stated on your membership card.

After you have entered your member number, name and email, select the 'Person Name' from the drop-down list.

Enter a password that you can remember, then confirm it.

Once the details have been entered and your password is changed an email will be sent advising the login and password details.

Now log in using new details.

**Step 4.** Select "Owned Dogs" from the menu

The screenshot shows the homepage of 'dogs sa - The Canine Community of South Australia'. The navigation menu includes 'Pedigree Lookup', 'Owned Dogs', 'Change Password', and 'Logout'. The 'Owned Dogs' option is circled in yellow, and a red arrow points to it. Below the menu, there is a 'WELCOME TO ONLINE SERVICES' section with the text 'Please select a Feature from the above Menu.' and a 'You are logged in as' indicator.

**Step 5.** A list of dogs currently registered in your name will appear with a "green" box to the far right.

**Step 6.** Find the dog that is deceased and click on the “green box” on the far right of the name. Once the green box is ticked, the dog will disappear from the list. You can toggle the search options at the top of each data column to sort numerically, by date or alphanumerically.

**dogs sa**  
The Canine Community of South Australia

Pedigree Lookup Owned Dogs Gazette Change Password Logout

You are logged in as **Mr A Test**

**Display Member's Animals Owned**

To update the status of any dog listed below, select one of the green boxes to the right of the dog. For Example;

\* Deceased (Yes/No)

**Status Explanation**

- May be Altered or Changed
- Actioned or Reverse/Undo Action
- Record Locked. No further action possible. Pending Office Approval

[CLICK HERE TO DISPLAY ALL DOGS ONCE OWNED](#)

AnimalNumber	Prefix	Name	Sex	DateOfBirth -!-	Register	Breed	Microchip	Status	_ _
2100333148	MACBRAEDLY	TROUBLE BEIN ERNEST	N	29/09/2010	Main	Jack Russell Terrier	97720000770060	<input checked="" type="checkbox"/>	
2100416142	SELWOR	SEABISCUIT	N	23/09/2014	Limited	Fox Terrier (Smooth)	943094320624070	<input checked="" type="checkbox"/>	
2100508947	SELWOR	SOCIAL SMILE LIVE	F	03/10/2018	Main	Fox Terrier (Smooth)	953010003190254	<input checked="" type="checkbox"/>	
9100011328	CLAYCO	MAKE NO BONES ABOUT IT	M	06/09/2017	Main	Fox Terrier (Smooth)	978101081617168	<input checked="" type="checkbox"/>	

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**Step 7.** If you have made an error and made a dog deceased and would like to reverse the status, click on the box that says “CLICK HERE TO DISPLAY ALL DOGS ONCE OWNED”

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The Canine Community of South Australia

Pedigree Lookup Owned Dogs Gazette Change Password Logout

You are logged in as **Mr A Test**

**Display Member's Animals Owned**

To update the status of any dog listed below, select one of the green boxes to the right of the dog. For Example;

\* Deceased (Yes/No)

**Status Explanation**

- May be Altered or Changed
- Actioned or Reverse/Undo Action
- Record Locked. No further action possible. Pending Office Approval

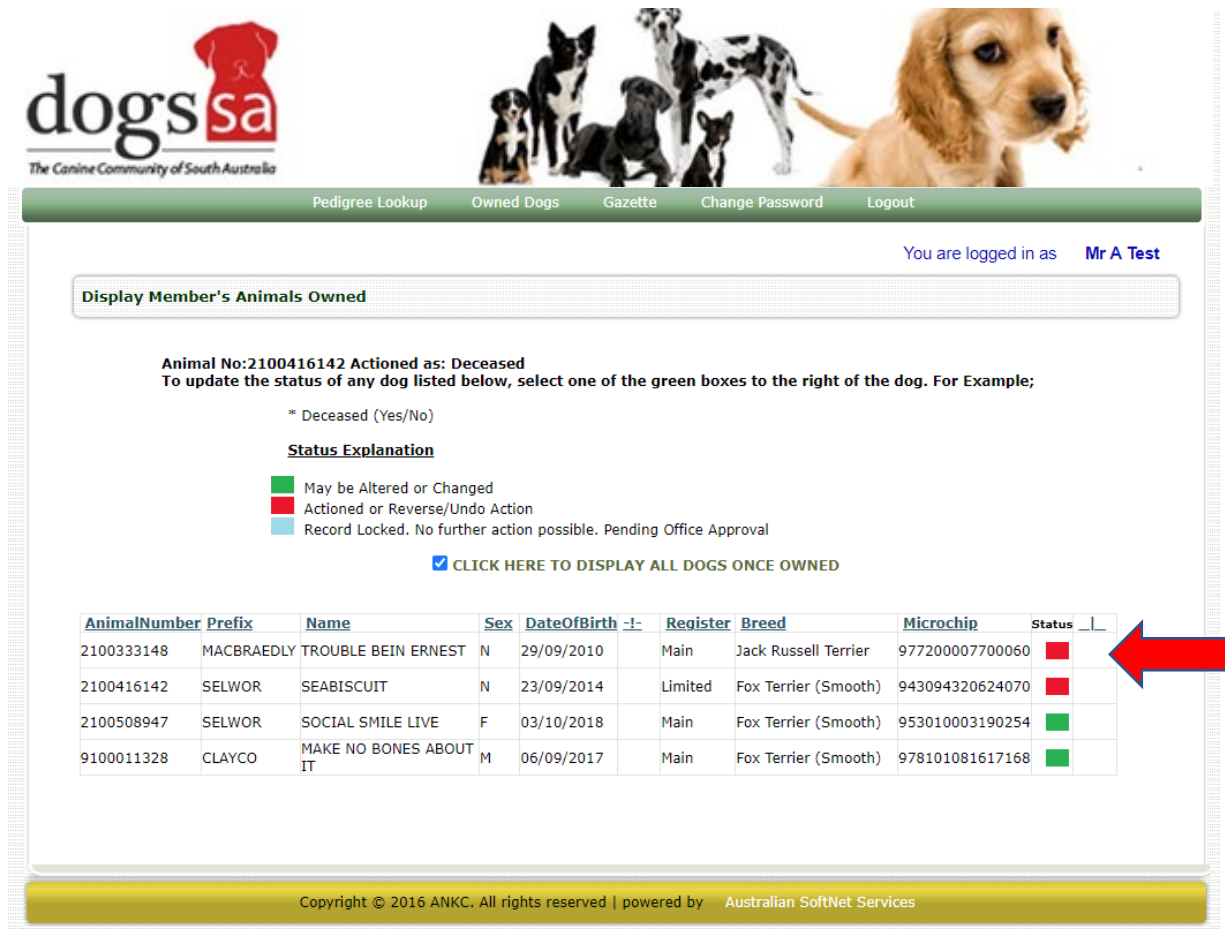
[CLICK HERE TO DISPLAY ALL DOGS ONCE OWNED](#)

AnimalNumber	Prefix	Name	Sex	DateOfBirth -!-	Register	Breed	Microchip	Status	_ _
2100333148	MACBRAEDLY	TROUBLE BEIN ERNEST	N	29/09/2010	Main	Jack Russell Terrier	97720000770060	<input checked="" type="checkbox"/>	
2100416142	SELWOR	SEABISCUIT	N	23/09/2014	Limited	Fox Terrier (Smooth)	943094320624070	<input checked="" type="checkbox"/>	
2100508947	SELWOR	SOCIAL SMILE LIVE	F	03/10/2018	Main	Fox Terrier (Smooth)	953010003190254	<input checked="" type="checkbox"/>	
9100011328	CLAYCO	MAKE NO BONES ABOUT IT	M	06/09/2017	Main	Fox Terrier (Smooth)	978101081617168	<input checked="" type="checkbox"/>	

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**Step 8.** To reverse a dog that has been made deceased in error, click the red box on the far right of the name.

**Step 9.** The dog will be restored and reappear in the list.



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Pedigree Lookup Owned Dogs Gazette Change Password Logout

You are logged in as **Mr A Test**

**Display Member's Animals Owned**





**Animal No:2100416142 Actioned as: Deceased**  
To update the status of any dog listed below, select one of the green boxes to the right of the dog. For Example;

\* Deceased (Yes/No)

**Status Explanation**

- May be Altered or Changed
- Actioned or Reverse/Undo Action
- Record Locked. No further action possible. Pending Office Approval

[CLICK HERE TO DISPLAY ALL DOGS ONCE OWNED](#)

<u>AnimalNumber</u>	<u>Prefix</u>	<u>Name</u>	<u>Sex</u>	<u>DateOfBirth</u> -/-	<u>Register</u>	<u>Breed</u>	<u>Microchip</u>	<u>Status</u> _ _
2100333148	MACBRAEDLY	TROUBLE BEIN ERNEST	N	29/09/2010	Main	Jack Russell Terrier	977200007700060	
2100416142	SELWOR	SEABISCUIT	N	23/09/2014	Limited	Fox Terrier (Smooth)	943094320624070	
2100508947	SELWOR	SOCIAL SMILE LIVE	F	03/10/2018	Main	Fox Terrier (Smooth)	953010003190254	
9100011328	CLAYCO	MAKE NO BONES ABOUT IT	M	06/09/2017	Main	Fox Terrier (Smooth)	978101081617168	

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