

CLTS Data Submission Instructions - BIRTHDATE:

INTRODUCTION:

This document has been prepared to instruct CLTS users on preparing, entering and submitting their BIRTHDATE information on the CCIA's **Canadian Livestock Tracking System (CLTS)**.

A user on CLTS is defined as a properly registered and validated producer or their approved third party.

REGISTRATION & VALIDATION:

Prior to submitting Birth Date information for the first time, users must register and validate themselves on the CLTS System. Proper registration and validation of users ensures the highest levels of privacy, security & data integrity are met at all times. To register on the CLTS System, producers and/or their third party must do the following:

- ✓ Users should type www.clia.livestockid.ca into the address bar of their web browser and press the "Enter" or "Return" key.
- ✓ If this is the users first time using the CLTS System, they should select the following, by clicking the mouse pointer on the "Click here to Register For A New Account" link.
- ✓ Users must now complete the registration form that appears, clicking the "Next" button to proceed through the various steps. Please note that user validation requires that a minimum of four fields **MUST** match with the information in CCIA's database (*i.e. Operating Name, Address, Postal Code, Business Phone Number, First Name, Last Name, previously purchased CCIA Tag Number that has been issued to your Account ID by your tag dealer*)
 - When a user enters their CCIA Tag Number, they only need to enter the last nine digits (usually starting with a "2") of the tag, with no spaces or other punctuation. Bar-coded tags only have nine digits, but an RFID tag may have 15 digits or more. If using an RFID tag, you only need to enter the 9-digit tag number after the "124" or "124000."
 - Although users are not required to know their CCIA PIN, it can make the validation process easier. If you do not know your CCIA pin, please contact the CCIA Help Desk.

THIRD PARTIES:

If a user chooses, they can assign a Third Party to submit Birth Date information on their behalf. Both the producer and the Third Party must complete a "Third Party User Application." To request information on the requirements for a Third Party Agreement and a copy of the application form, please contact the CCIA Help Desk at 1-877-909-2333 from 8:00 AM to 4:00 PM (MST), Monday to Friday.

USERNAME & PASSWORD:

As part of the registration process, users must set up a unique Username & Password, after they are successfully validated. This Username & Password combination is used for future visits to the CLTS System website. Both the Username & Password must be made up of a combination of numbers and uppercase and lowercase letters (as indicated on the website).

Users must also specify a Password Recovery question & answer. This is used to assist users in resetting their password, should it ever be forgotten.

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SUBMITTING BIRTHDATE DATA:

After successfully registering and setting up a unique Username & Password on the CLTS System, users may begin submitting BIRTHDATE information using one of the following methods:

✓ **Option 1 - Directly Online:**

1. Log onto the CLTS Website by entering your unique Username & Password and clicking on the "Login" button.
2. Choose one of the following:
 - In the "Events" menu, select the "Submit Events – Directly Online" option; OR
 - Click the "Option 1: Directly Online" link under the "Submit Tag/Animal Event Information" Header.
3. Click the circle beside the Birthdate event, and then click the "Next" button.
4. Enter the last nine digits of any single tag then click "Add Tags to List". To enter a range of tags put the last nine digits of the first tag in the "Range Start" field and the last nine digits of the last tag in the "Range End" field or the quantity of tags in the range.
5. For each single tag or range of tags, users will need to click the "Add Tags To List" button, which will add them to the list at the bottom of the page. To remove a tag from the list enter the tag number and click the "Remove Tags From List" button.
6. Once all tags are entered and added to the list, click the "Next" button.
7. If the user is submitting the same date for all the tags (i.e. Calving Start Date) they entered, they should click the "Same For All Tags" button. If they are submitting an individual date for each tag (i.e. Actual Birth Date), they should click the "Not Same for all Tags" button.
8. If the user chooses "Not Same for all Tags", they will need to select the tags they want to apply the date to, and click the "Apply Event Details To Selected Tags" button to proceed. If the user entered a range of tags, they can click the "+" to expand the range. The system will move the user through the tags they entered until the user has submitted dates for all of them.
9. If the user had previously registered a "Source Premises" in their account, they can select it from here using the drop-down box. *This is an optional requirement.*
10. Enter the "Date of Birth" in an YYYYMMDD date format. For example, January 1, 2006 would be written as 20060101.
11. Users should select the "DOB Method" (Actual Birth Date or Calving Start Date) choice that best suits their needs. If they have additional documentation on other age identifiers (i.e. Branding Date records), optional "DOB Method" selections can be made as well.
12. Users may enter the following optional items by selecting the appropriate information from the drop-down boxes:
 - **Sex** (*This is an optional requirement*)
 - **Species** (*This is an optional requirement*)
 - **Breed** (*This is an optional requirement*)
 - **Colour** (*This is an optional requirement*)
13. Users can also enter additional information about the tag or animal in the optional "Comment" field. *This is an optional requirement.*
14. When all of the information is entered for the tag (or tags) being entered, click the "Next" button to review your submission.
15. If the user entered incorrect information, they can change it by clicking the "Back" button, make the changes and click the "Next" button again. If everything is correct, click the "Confirm and Submit" button.
16. Users will receive a Transaction ID and a message confirming that their request has been submitted for processing. Please note that processing may not be immediate, and users are encouraged to keep track of the ID's they receive.
17. Users can view the status of their request by clicking the "Request History" link or submit another event by clicking the "Submit other Events" link.
18. It is recommended that users confirm the status of their data submission by selecting the "Request History" option under the "Search" menu and inserting the Transaction ID provided.

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✓ **Option 2 - File Upload (Using a data template based on an Excel spreadsheet):**

1. Log onto the CLTS Website by entering your unique Username & Password and clicking on the "Login" button.
2. Choose one of the following:
 - From the "Events" menu on your Home Page, select the "Submit Events – File Upload" option in; OR
 - Click the "Option 2: File Upload" link under the "Submit Tag/Animal Event Information" Header.
3. Users should click the "Browse" button to locate the CSV (Comma Separated Value) file they created on their computer that contains the tag numbers and birth dates. (i.e. filename.csv). For instructions on using the data template, see "DATA FILES" section below.
4. The local computer path to the file and the filename file will now appear in the "Data File" box.
5. Click the "Upload File" button.
6. Users will receive a Transaction ID and a message confirming that their request has been submitted for processing. Please note that processing may not be immediate, and users are encouraged to keep track of the ID's they receive.
7. Users can view the status of their request by clicking the "Request History" link or submit another event by clicking the "Submit other Events" link.
8. It is recommended that users confirm the status of their data submission by selecting the "Request History" option under the "Search" menu and inserting the Transaction ID provided.

DATA FILES:

It is recommended that CLTS System users use the data file template prepared by the CCIA. It has been properly formatted and will provide the best chance of success when submitting BIRTHDATE information using file upload method. To download the data file template please do the following:

1. Users can enter the following web address into the address bar of their web browser and hit the "Return" or "Enter" key on your keyboard.
 - **URL:** www.canadaid.ca/info
2. Locate the section for the activity (Event Type) the user would like to complete. The following downloads are available for most of the event types:
 - **Template:** Event Type specific template based on an Excel spreadsheet
 - **Instructions:** Event Type specific instructions on using the template.
 - **Zip File:** Single file containing the event type specific instructions & template. Requires an unzipping utility to open (i.e. 7-Zip, WinZip)
3. Users should click the right mouse button on the appropriate hyperlink and choose the "Save Link As..." (or "Save Target As...") option from the menu and to save the file to their computer hard drive.
4. To start using the data file template, users should go to the area of their hard drive where they saved the template and double-click on it to open it. This will automatically launch the Excel (or other spread sheet program) program and the user can start entering information.

✓ **Creating A Data File:**

While it is recommend using the CCIA supplied template a user can create their own. If a user is creating a data file, the column headers **MUST** appear and be formatted exactly like the CCIA template. A sample of the column headers (**Figure 1 – Header Rows**) and a reference table (**Table 1 – Column Reference Table**) for the data file columns is included below.

Figure 1 – Header Rows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	EVENT_TYPE	SOURCE_ACCOUNT	DOB	DOB_METHOD	TAG_START	TAG_END	TAG_TYPE	SOURCE_PREMISES	SEX	SPECIES	BREED	COLOUR	COMMENT
2													
3													
4													

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✓ **Saving A Data File (Template or Created):**

** Assumes the user is using Excel*

1. Click the mouse on the "File" menu.
2. Scroll the mouse down and select the "Save As" from the menu
3. Enter an alphanumeric (letters and numbers) file name of 1-128 characters (i.e. Birthdates_2006_1.csv) in "File Name" field
4. In "Save as Type" field Select "CSV (Comma Separated Value or Comma Delimited) (*.csv)"
5. Choose a location to save the file and click the "Save" button. File will appear as "filename.csv" (no quotes).
6. A message may come up warning about features in the current format (*.xls) not being supported by the csv file format. **It is safe to select yes, as it will not affect the data.**
7. The data file is now ready to submit through the CLTS System. Please refer to the instructions under **"Option 2 – File Upload"** to upload your completed data file.

BIRTH CERTIFICATES:

CLTS System users are able to create printable Birth Certificates that can be attached to their shipping manifest as proof that the animals they are shipping are age verified.

✓ **Accessing Birth Certificate Creation Wizard:**

1. Log onto the CLTS Website by entering your unique Username & Password and clicking on the "Login" button.
2. Click the mouse pointer on the "Reports" menu bar near the top of the screen.
3. Scroll the mouse pointer down and select "Create Certificate" from the menu.
4. Click the circle beside "Birth Date Certificate."
5. Click the "Next" button to continue or the "Cancel" button to return to your Home Page.

Birth Certificates can be created using the methods listed below. In all cases, the following will be true:

1. Users should click the "Add Tags To List" button after each Tag, Tag Range, Transaction ID or CSV File they have entered to include them in the Birth Certificate.
2. Users should click the "Remove Tags From List" button to remove a Tag, Tag Range, Transaction ID or CSV File they have entered from the Birth Certificate.
3. If there is a plus sign (+) in the Details section beside Entry Type, users can click on it to view a list of the tags included in that Entry Type.
4. When the user is finished entering the tags they want to include they should click the "Next" button to continue.
5. Click the "Create Certificate" button to proceed and generate the certificate, or the "Back" button to change the tags selected.
6. Click on the hyperlink beside "Latest Birth Date Certificate" (i.e. BirthCertificate-AC3336#####) to view the Birth Certificate. Click the "Print" button to print the Birth Certificate.

✓ **Birth Certificate by Single Tags or Tag Ranges:**

Click the circle beside "Tag" or "Tag Range" and enter the following:

- **Single Tag:** Enter a single 9-digit tag number in the white box to the left of "Tag"
- **Tag Range:** Enter the first 9-digit tag number in the "Range Start" box and the last 9-digit tag number in the "Range End" box or the quantity of tags entered (i.e. 25).

✓ **Birth Certificate by Transaction ID:**

Enter the Transaction ID (or ID's) for any of the Birth Date information you have submitted in the box beside the "Transaction ID" option.

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			Data File: AAA <i>(3 uppercase or lowercase letters)</i>	BIS - Bison BRC - Broiler Chicken BOV - Cattle CRU - Crustaceans DAI - Dairy DEE - Deer DON - Donkey and Mule DUC - Duck ELK - Elk EMU - Emu AQU - Fish other than Salmon GEE - Geese CAP - Goat GUI - Guinea POR - Hog	EQU - Horse LAY - Laying Hen CAM - Llama & Vicunas MOL - Molluscs OST - Ostrich PHE - Pheasants PGN - Pigeon OTH - Please Specify QUA - Quail RAB - Rabbit RHE - Rhea SAL - Salmon Sheep TUR - Turkey WBO - Wild Boar
K	BREED	Optional <i>(Can Be Left Blank)</i>	Online: Drop-Down Box Data File: AA <i>(2 uppercase or lowercase letters)</i>	The "BREED" of the animal being reported. Acceptable identifiers listed below: AN - Angus BB - Belgian Blue BD - Blonde D" Aquitaine BU - Braunvieh CH - Charolais CA - Chianina CO - Commercial DR - Dexter GA - Galloway GV - Gelbvieh HC - Hays Converter HH - Hereford (Horned) HP - Hereford (Polled) SH - Highland LM - Limousin LR - Lincoln Red LO - Lowline LU - Luining MA - Maine Anjou MR - Marchigiana MG - Murray Grey PA - Parthenaise PI - Piedmontese PZ - Pinzgauer AR - Red Angus RP - Red Poll RN - Romagnola SA - Salers SS - Shorthorn SM - Simmenthal DS - South Devon SP - Speckle Park TA - Tarentaise TL - Texas Longhorn KB - Wagyu WB - Welsh Black	
L	COLOUR	Optional <i>(Can Be Left Blank)</i>	Online: Drop-Down Box Data File: AA <i>(2 uppercase or lowercase letters)</i>	The "COLOUR" of the animal being reported. Acceptable identifiers listed below: BK - Black BKW - Black and White BR - Brown BRW - Brown and White RD - Red RDW - Red and White OTH - Other	
M	COMMENT	Optional <i>(Can Be Left Blank)</i>	Upper, lower or mixed case letters & numbers	A user-specified "COMMENT" about the event being submitted. Comments are limited to 50 characters.	