

## **CLTS Data Submission Instructions - SIGHTED:**

### **INTRODUCTION:**

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

### **SUBMITTING SIGHTED DATA:**

After successfully registering and setting up a unique Username & Password on the CLTS System, users may begin submitting SIGHTED 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 Sighted 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, the user 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 date the user is submitting is the same for all the tags entered, click the "Same For All Tags" button. If the user is submitting an individual date for each tag, click the "Not Same For All Tags" button.
8. If the user chooses "Not Same For All Tags", the user 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 entered until they have submitted dates for all of them.
9. Enter the "Event Date" in an YYYYMMDD date format. For example, January 1, 2006 would be written as 20060101.
10. Users must have a previously registered Premise in their account before they can select it from here using the drop-down box.
11. 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*)
12. Users can also enter additional information about the tag or animal in the optional "Comment" field. *This is an optional requirement.*
13. When a user has included all of the information for the tag (or tags) being entered, they can click the "Next" button to review their submission.
14. 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.
15. 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.
16. 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.

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17. 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.
- ✓ **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 your Home Page, select the "Submit Events – File Upload" option;  
OR
    - Click the "Option 2: File Upload" link under the "Submit Tag/Animal Event Information" Header.
  3. Users can click the "Browse" button to locate the CSV (Comma Separated Value) file they created on your computer containing 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 SIGHTED 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](http://www.canadaid.ca/info)
2. Users can locate the section for the activity (Event Type) they 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 can click the right mouse button on the appropriate hyperlink and choose the "Save Link As..." (or "Save Target As...") option from the menu and 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 they 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:**



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				<b>CRU</b> - Crustaceans <b>DAI</b> - Dairy <b>DEE</b> - Deer <b>DON</b> - Donkey and Mule <b>DUC</b> - Duck <b>ELK</b> - Elk <b>EMU</b> - Emu <b>AQU</b> - Fish other than Salmon <b>GEE</b> - Geese <b>CAP</b> - Goat <b>GUI</b> - Guinea <b>POR</b> - Hog	<b>MOL</b> - Molluscs <b>OST</b> - Ostrich <b>PHE</b> - Pheasants <b>PGN</b> - Pigeon <b>OTH</b> - Please Specify <b>QUA</b> - Quail <b>RAB</b> - Rabbit <b>RHE</b> - Rhea <b>SAL</b> - Salmon Sheep <b>TUR</b> - Turkey <b>WBO</b> - Wild Boar
J	BREED	Optional (Can Be Left Blank)	<b>Online:</b> Drop-Down Box <b>Data File:</b> AA <i>(2 uppercase or lowercase letters)</i>	The "BREED" of the animal being reported. Acceptable identifiers listed below: <b>AN</b> - Angus <b>BB</b> - Belgian Blue <b>BD</b> - Blonde D' Aquitaine <b>BU</b> - Braunvieh <b>CH</b> - Charolais <b>CA</b> - Chianina <b>CO</b> - Commercial <b>DR</b> - Dexter <b>GA</b> - Galloway <b>GV</b> - Gelbvieh <b>HC</b> - Hays Converter <b>HH</b> - Hereford (Horned) <b>HP</b> - Hereford (Polled) <b>SH</b> - Highland <b>LM</b> - Limousin <b>LR</b> - Lincoln Red <b>LO</b> - Lowline <b>LU</b> - Luining <b>MA</b> - Maine Anjou <b>MR</b> - Marchigiana <b>MG</b> - Murray Grey <b>PA</b> - Parthenaise <b>PI</b> - Piedmontese <b>PZ</b> - Pinzgauer <b>AR</b> - Red Angus <b>RP</b> - Red Poll <b>RN</b> - Romagnola <b>SA</b> - Salers <b>SS</b> - Shorthorn <b>SM</b> - Simmenthal <b>DS</b> - South Devon <b>SP</b> - Speckle Park <b>TA</b> - Tarentaise <b>TL</b> - Texas Longhorn <b>KB</b> - Wagyu <b>WB</b> - Welsh Black	
K	COLOUR	Optional (Can Be Left Blank)	<b>Online:</b> Drop-Down Box <b>Data File:</b> AA <i>(2 uppercase or lowercase letters)</i>	The "COLOUR" of the animal being reported. Acceptable identifiers listed below: <b>BK</b> - Black <b>BKW</b> - Black and White <b>BR</b> - Brown <b>BRW</b> - Brown and White <b>RD</b> - Red <b>RDW</b> - Red and White <b>OTH</b> - Other	
L	COMMENT	Optional (Can Be Left Blank)	Upper, lower or mixed case letters & numbers	A user-specified "COMMENT" about the event being submitted. Comments are limited to 50 characters.	
M	STATUS	Optional (Can Be Left Blank)	D (Single uppercase or lowercase letter)	If the Event Type listed in Column "A" (i.e. MOVEOUT) should be invalidated. The only acceptable "STATUS" identifier used at this point is Deactivate and should be referenced by a "D" (no quotes).	