

Instructions for building files to submit directly to the CCIA database.

- 1) Must have Excel on your computer
- 2) File must be in correct format:
 - a) Column A: Pin number
 - b) Column B: Pin number
 - c) Column C: "postal_code"
 - d) Column D: postal code e.g.: T2E 7H7
 - e) Column E: "retired"
 - f) Column F: Date (yyyymmdd)
 - g) Column G: bovine or bison
 - h) Column H: EMPTY
 - i) Column I: tag number eg: 299999999 (no spaces)
- 3) Saving the file
 - a) Select Save As
 - i) **File Name:your Pin number, underscore, date(yyyymmdd), underscore, 1**
(1) E.g.: 278446_20030711_1 [PIN_yyyyymmdd_1]
 - ii) **Save As Type: CSV(comma delimited)**
- 4) Log into the CCIA traceback system
- 5) Select **Transfer Data File to CCIA**
 - a) Select **Browse**
 - b) Locate file, select open or double click
 - c) Select **Send**

This is an example of what the spreadsheet should look like:

Columns

A	B	C	D	E	F	G	H	I
123456	123456	postal_code	A1B 2C3	retired	20040125	bovine		299999999
123456	123456	postal_code	A1B 2C3	retired	20040125	bovine		299999998
123456	123456	postal_code	A1B 2C3	retired	20040124	bovine		299999997