

AGE VERIFICATION REFERENCE MANUAL

Section 1: Setting Up Your Account

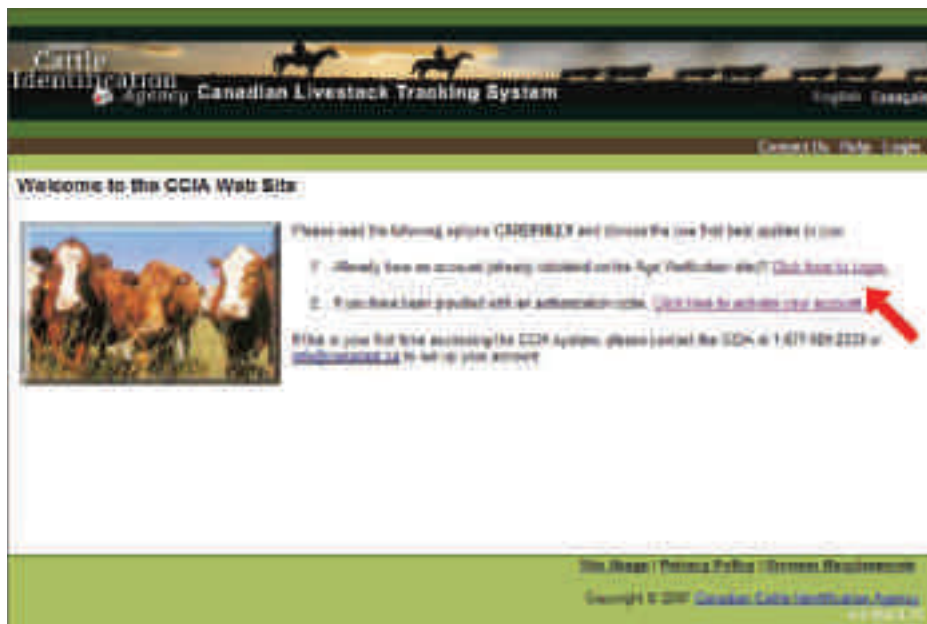
Step 1: If this is your first time please call the Canadian Cattle Identification Agency at 1-877-909-2333 to get your account username and an authorization code.

HINT: An authorization code is not your password but is used to create your password.

If you already have a Username and Password select option #1, “Click here to Login.” Skip to **STEP 6**.

Step 2: In the address bar of your Internet type the web address:
www.clia.livestockid.ca

Select option #2, “Click here to Register a New Account.”



Step 3: Enter your username and the authorization code that was given to you by CCIA staff into the appropriate boxes (See above for picture of the window.)

Once complete click “Next.”

Step 4: You will now need to create a unique password that you will use in all future logins to the Age Verification website.

HINT: Be sure that the password follows the criteria at the bottom of the page in order to avoid any problems:

eg: Username: JohnSmith
 Password: Farm1234

HINT: Don't forget to fill out your password recovery information.

To protect your security the password must conform to the following rules:

- Must be at least 8 characters long
- Must contain an uppercase character
- Must contain a lowercase character
- Must contain a number
- Must not contain a portion of the profile name (up to half its length)
- Must not repeat a character more than half the length of the password

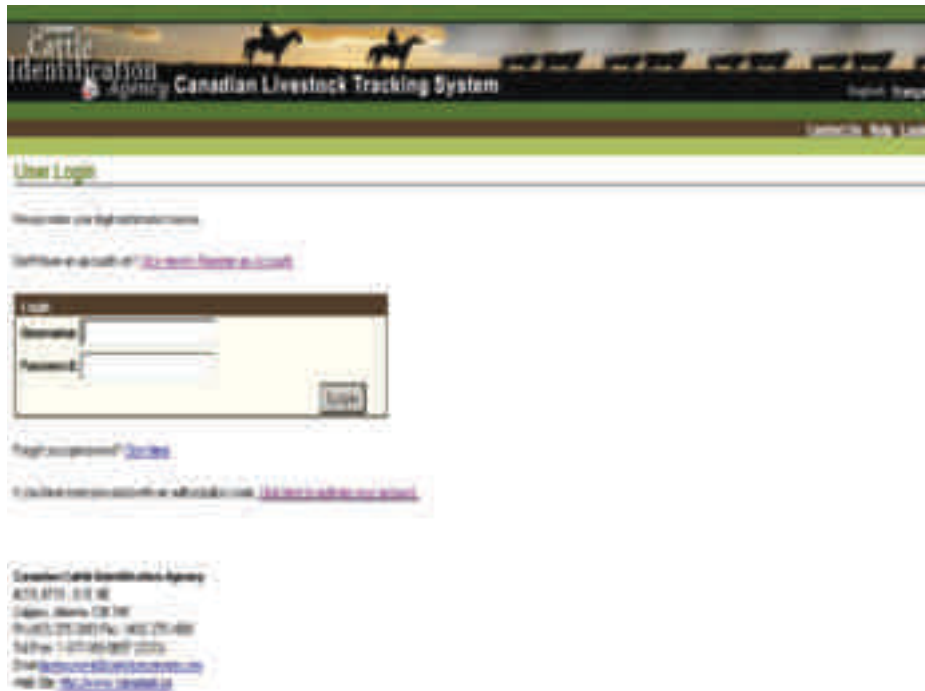
Step 5: Once the form is completed click on “Register.”

Write down your Username and Password for future reference.

Username: _____

Password: _____

Step 6: Login to the Age Verificaion website using your Username and Password.

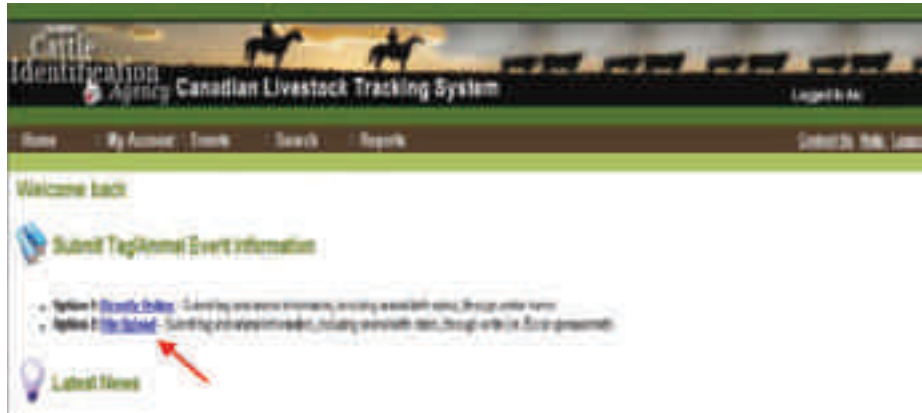


Step 7: If you are using individual calf birthdates, or if you are on dial up, it is strongly recommended to use the “File Upload” method that can be found in **SECTION 2** of this guide.

If you have a high speed internet connection, or if you are only entering a tag range and a calving start date, instructions for the “Directly Online” method are in **SECTION 3** of this guide.

Section 2: File Upload Method (Recommended)

Step 1: After logging in you will be presented with the following screen.



Click on Option 2 “File Upload.”

Step 2: On the next page, get the premade CCIA Age Verification template by clicking on the “Click Here” button.

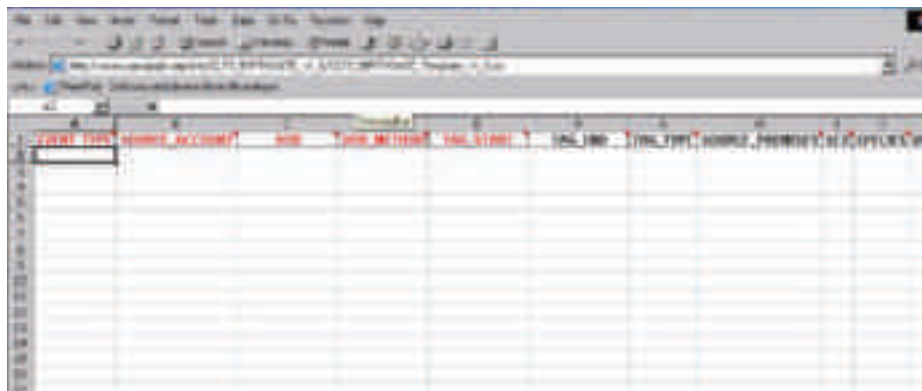


Step 3: In the window that pops up, find the row labelled “Birthdate” and the column labelled “Template” and click on “Click Here” and then select button to open the Excel template. (See next page for picture of the window.)

HINT: If you do not get a template to open please call the CCIA to help with troubleshooting.



Step 4: When the excel file opens it should look like this.



Save the file to your “My Documents” folder on your computer.

HINT: Make sure to save the file as .xls.
If you do not get a template to open please call the CCIA to help with troubleshooting.

Step 5: Fill out the template making sure that the first five columns (with red headings) are filled in. All other columns are optional.

HINT: The information in the columns must be entered in a specific format. To see the format move the cursor over the **RED** letters in the first row. This will show you a description of what should be in that column and how to enter it.

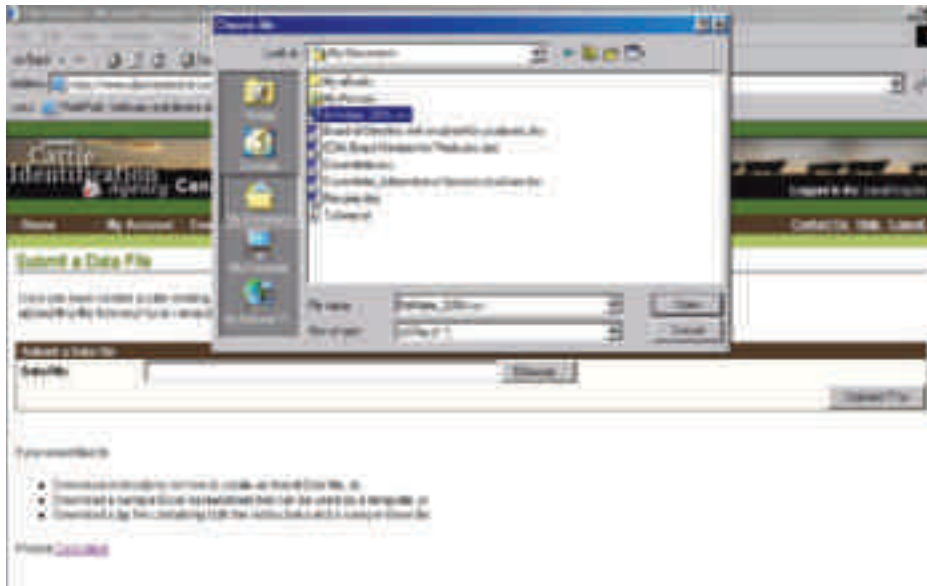
If a grey box pops up with a warning hit “Yes” or “OK” to continue.

CATTLE IDENTIFICATION AGENCY	BIRTH DATE	SEX	WEIGHT	TAG NO.	TAG TYPE	AGE	BREED	COLOR
4120001	20000124	M	50	20000004				
4120001	20000124	F	30	20000008				
4120001	20000124	F	30	20000009				
4120001	20000124	M	45	20000007				
4120001	20000124	F	45	20000006				

Step 6: When finished Click on “File” and “Save As” to save the file under a new name, eg. AgeVerificationNov2007.xls.

Step 7: Return to the page where you clicked to get the template. (This should just mean closing the pop up box.)

Click on the “Browse” button and select the folder where you saved the file.



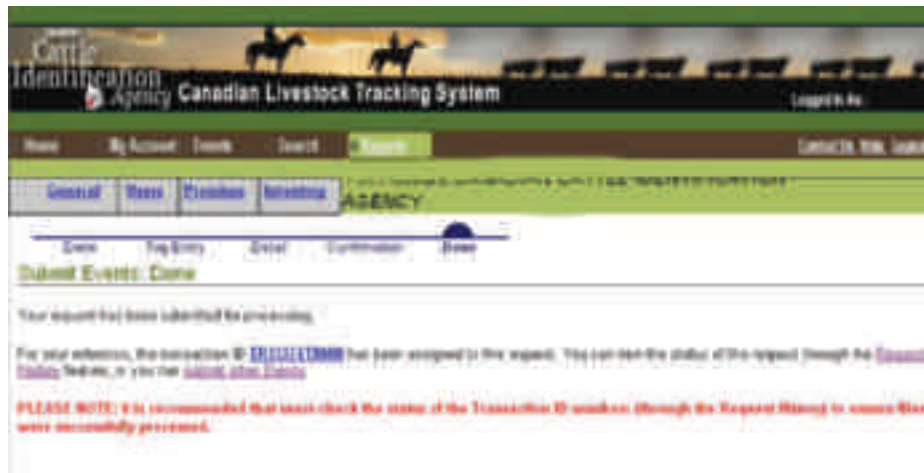
Click on “Open.” This will transfer the file to the “Data File” box on the webpage.

Once you see the file name in the “Data File” box, click on “Upload File.”

Step 8: A confirmation page will ask you if you are sure you want to upload file. Click on “Submit” to confirm.

Step 9: Record the Transaction Number in order to create a Birth Certificate for the animals.

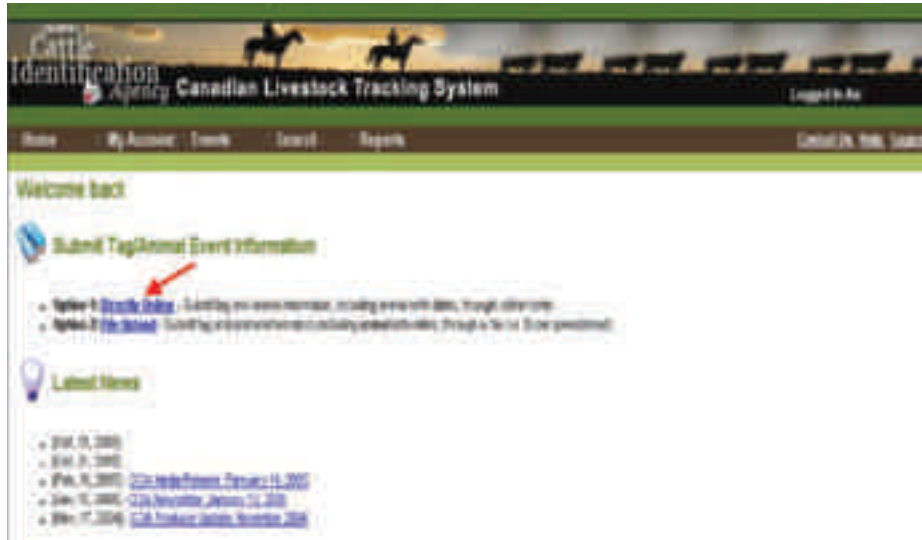
HINT: To check if the transaction was successful, click on the transaction number and scroll down to the bottom of the page and look at the section labelled “Errors.” If the number next to errors reads 0 then proceed to **SECTION 4** to print Birth Certificates. If there are errors click on the display records button to see what the errors are.



Step 10: To print Birth Certificates proceed to **SECTION 4**.

Section 3: Directly Online Method

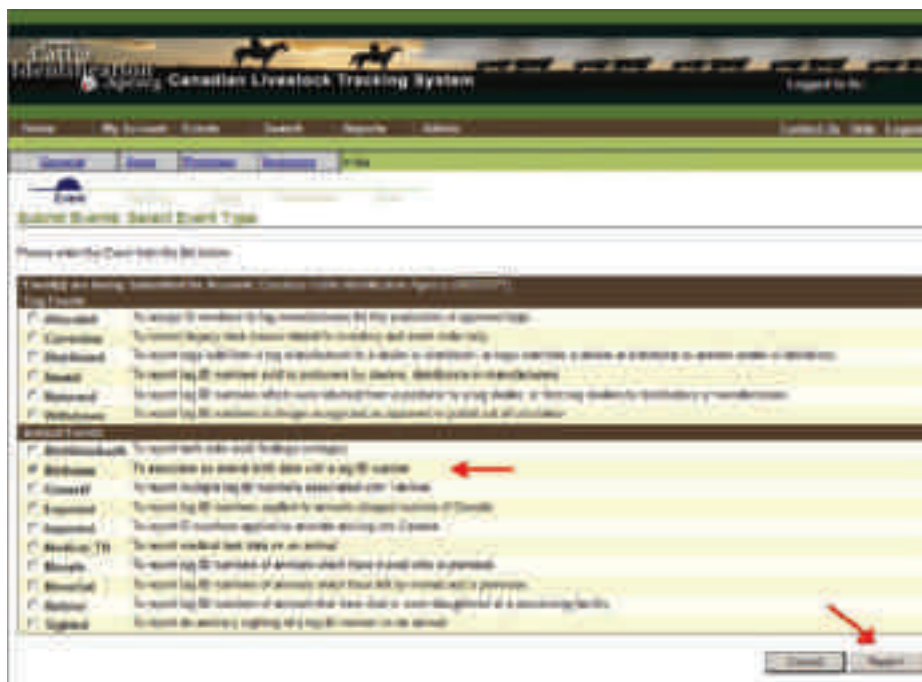
Step 1: After logging in you will be presented with the following screen.

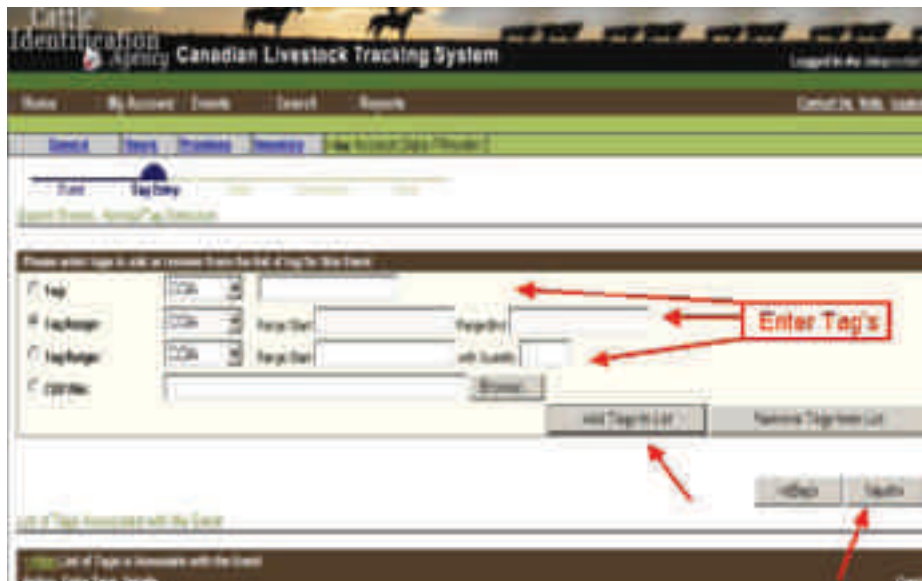


Click on option 1: “Directly Online.”

Step 2: On the next page click in the bubble beside “Birthdate.”

After the “Birthdate” bubble has a black centre, click on the “Next” button.





Step 3: Select the button beside the method you wish to use to enter your tags.

If you are entering just one tag at a time type the tag number into the top box “Tag” only.

If you are entering a range of tags type in second box from the top. Type in the first tag number in the range in the “Range Start” box and the last tag in the range in the “Range End” box.

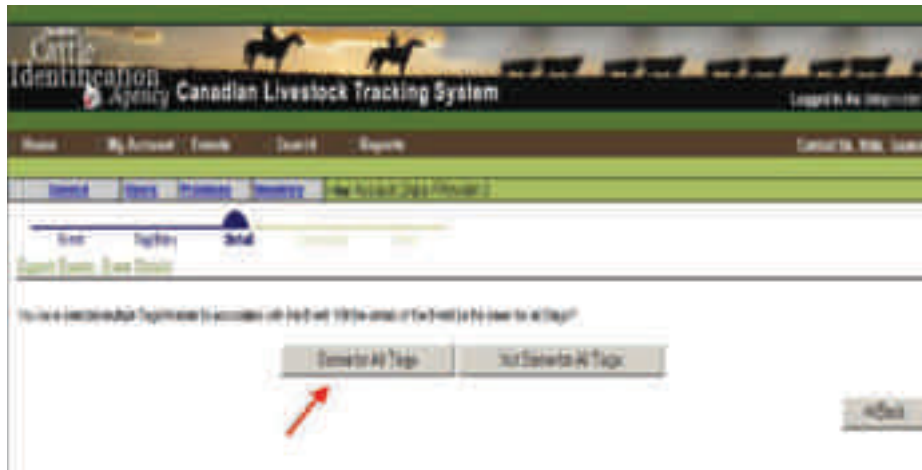
Once you have entered either a single tag or a tag range, click on “Add Tags to List” button.

HINT: If you have multiple tags or tag ranges to enter repeat the above step but try to keep the list to a maximum of ten entries.

HINT: You will need to scroll down the screen to check which tags have been added to the list.

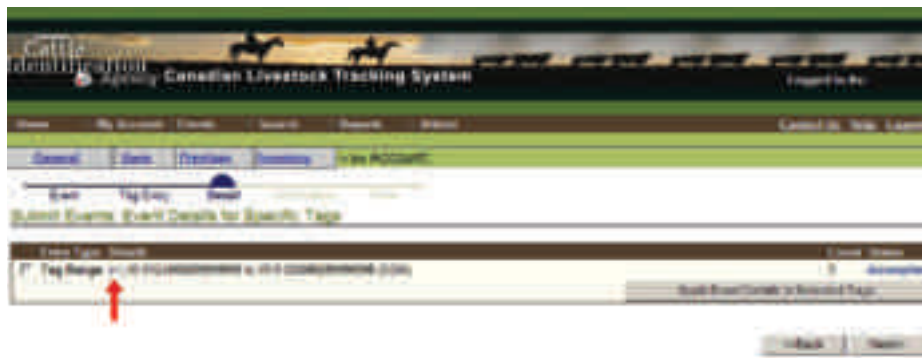
Step 4: Once your list of tags is complete click on the “Next” button.

HINT: If you have entered more than one tag number you will get the screen shown on the next page.

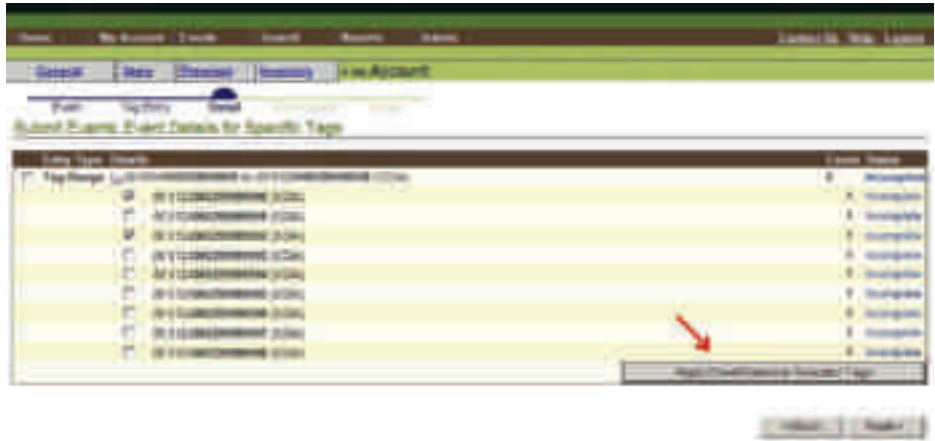


HINT: If you are using a Calving Start date as the birth date for all of the animals within a list of tags, click on the “Same for All Tags” button on this screen and skip to [STEP 7](#). Otherwise click on “Not Same for All Tags” and continue with following the steps.

Step 5: Once you click on “Not Same for all tags” you will get to a page that looks like the one below. Click on the “+” to get the drop down list of the tag range you have entered.



Step 6: After you have dropped down the tag range select the tags that have the same exact birth date and then click “Apply Event Details to Selected Tags.”
 (See next page for picture of the window.)



Step 7: You will now be taken to a screen to enter the birthdate of the animal and the Date of Birth (DOB) Method.

HINT: The birthdate must be entered in the format YYYYMMDD. E.g. If the birthdate is January 24, 2007 it will be entered as 20070124.

Select either the animals “Actual Birth date” box or the “Calving Start Date” box corresponding with the date you have entered above.

HINT: The rest of the information on this page is all optional to enter.

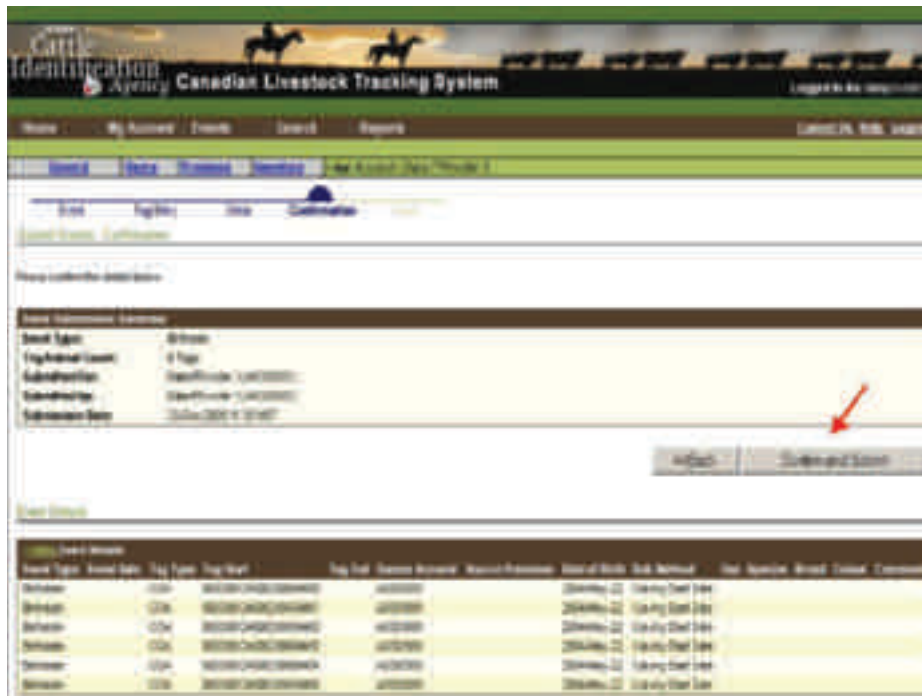


Step 8: Once form is completed hit “Next.”

HINT: If you selected “Not Same” earlier you will have to repeat this step until all of your tags show as “complete.”

Step 9: On the confirmation page look to make sure that everything has been correctly entered. You will have to scroll down to check.

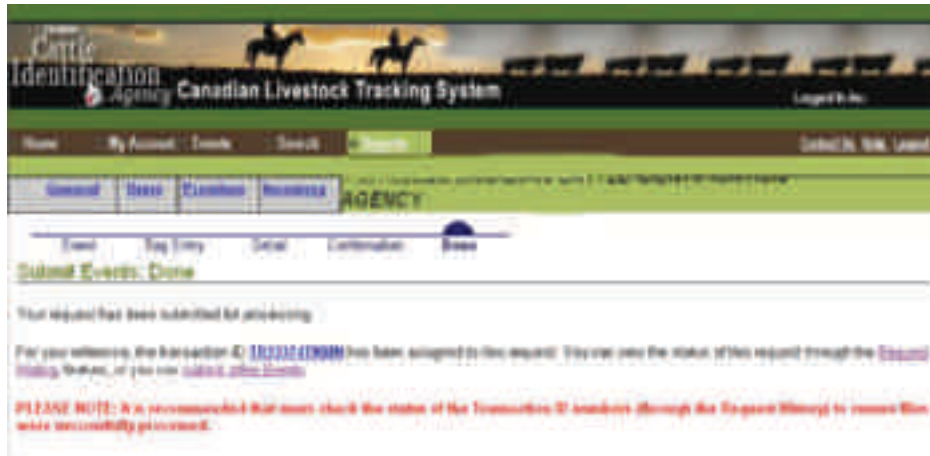
If there are any errors click on the “Back” button and fix them.
If there are no errors click on “Confirm and Submit.”



Step 10: On the next page you will see your Transaction Number and confirmation that it has been submitted. (See next page for picture of the window.)

Be sure to record the Transaction Number in order to create a Birth Certificate for the animals.

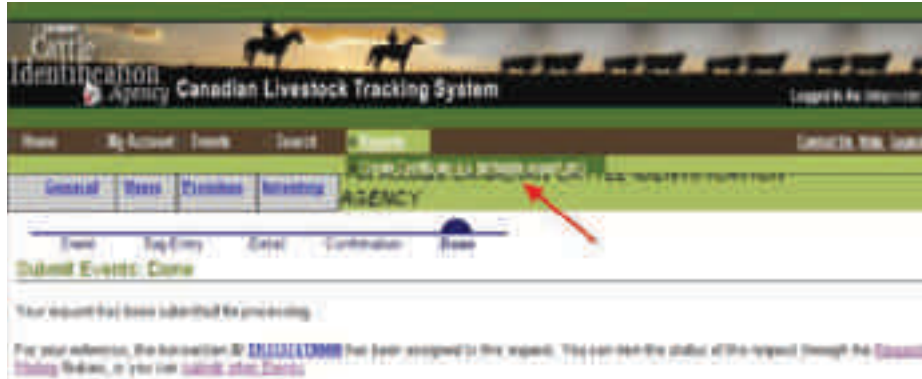
Step 11: To check to see if the transaction was successful click on the Transaction Number.



Step 12: To print Birth Certificates proceed to **SECTION 4**.

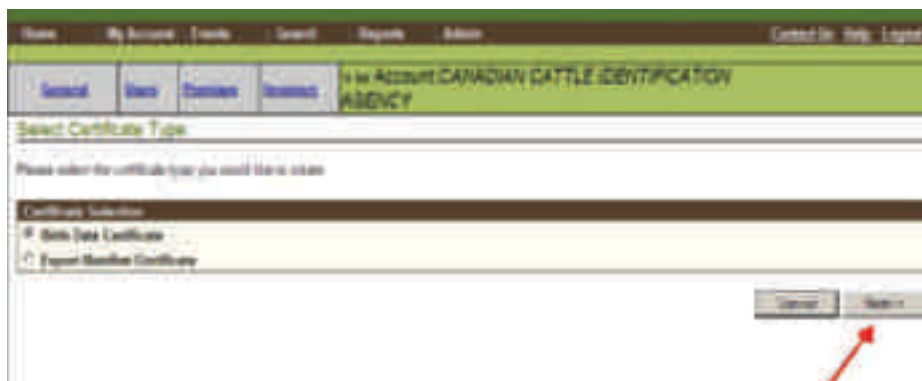
Section 4: Printing Birth Certificates

Step 1: After entering tags using either the File Upload or Directly Online method, click on “Reports” and then click on “Create Certificate.”



Step 2: On the following page click in the bubble beside “Birth Date Certificate.”

Click “Next.”



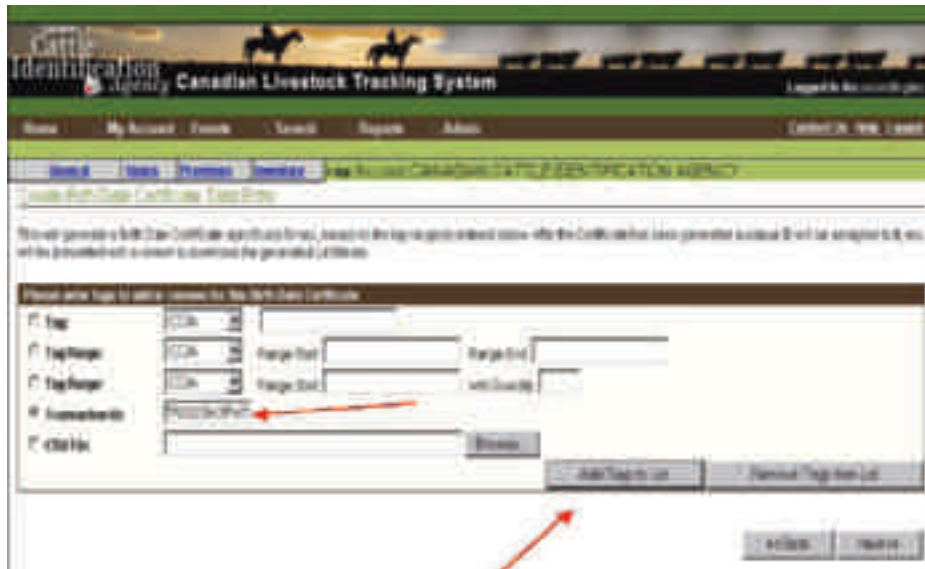
Step 3: Type in the Transaction Number in the empty box beside “Transaction ID.”
(See next page for picture of this screen.)

Click “Add Tags to List.”

Once the tag(s) appear(s) in the space below “List of Tags to include in the Birth Date Certificate”, click “Next.”

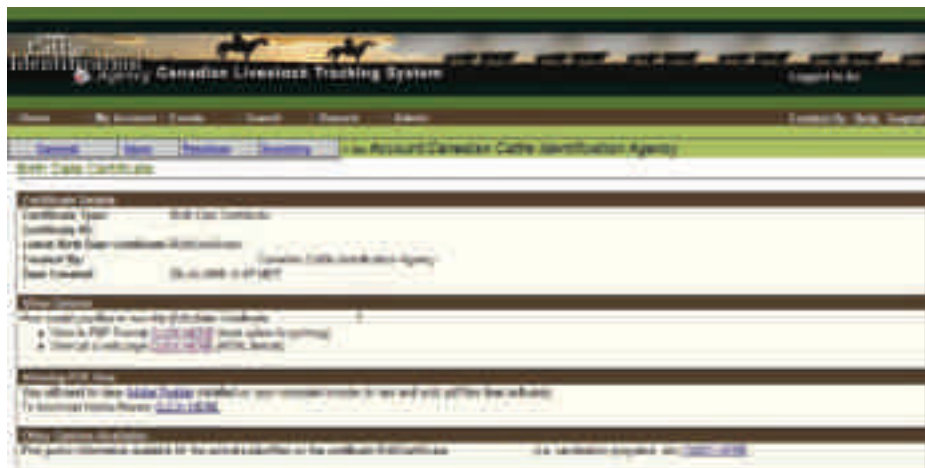
HINT: You may have to scroll down to see all the tag numbers.

HINT: Please make sure that there is information in all columns (excluding “status” and “comments” and that the information is correct, (E.g. Age in Months)



Step 4: On the following page click on “Create Certificate.”

Step 5: On the following page click on the coloured writing under “View Options”, selecting “PDF” if you have Adobe Acrobat, or HTML if you do not.



Step 6: Your Birth Certificate will pop up on the screen.

HINT: Double check to make sure that there is information in all columns except status and comments.

HINT: Double check to make sure the total numbers on the bottom matches the number of animals the birth certificate should be for.

HINT: You can print off as many Birth Certificates as you need at any time.

HINT: Keep a copy of all birth certificates for your records.

The screenshot shows the Cattle Identification Agency web interface. At the top, there are logos for the Cattle Identification Agency and the Canadian Food Inspection Agency. Below the logos, there is a form with several sections:

- Animal Details:** A table with columns for Animal ID, Birth Date, Sex, Breed, and Remarks. The first row contains the following data:

Animal ID	Birth Date	Sex	Breed	Remarks
123456789	2012-01-01	M	Angus	
- Summary:** A table with columns for Breed, Sex, and Count. The first row contains the following data:

Breed	Sex	Count
Angus	M	1
Angus	F	1
Total		2
- Signature Line:** A line for the signature of the official, with a red arrow pointing to a "Print" button.

HINT: Write in your province and city in the line after “at.”

Section 5: Common Errors

ERROR: Wrong event order for the tag 000000124000299999999 of type C.

The tag number has not travelled through the proper avenues in the CLTS tag database. You will need to call CCIA or your tag dealer in order to correct this error.

ERROR: The tag 000000124000299999999 was not issued to account A1234567.

The tag(s) is/are not in your electronic inventory and you will want to double check that you have entered the correct tag number. If the tag number is correct you will need to contact the tag dealer and have them issue the tag(s) to your account.

Canadian
Cattle 
Identification
Agency

#218, 6715-8th Street NE
Calgary, AB T2E 7H7
Phone: (403) 275.2083
Toll Free: 1.877.909.BEEF (2333)
Fax: (403) 275.1668
Email: info@canadaid.ca
www.canadaid.ca