

CLTS Data Submission Instructions - IMPORTED:

INTRODUCTION:

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

SUBMITTING IMPORTED DATA:

After successfully registering and setting up a unique Username & Password on the CLTS System, users may begin submitting IMPORTED 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 Imported 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 a 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", 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 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 may enter the following optional items by selecting the appropriate information from the drop-down boxes:
 - **Source Account** (*This is an optional requirement*)
 - **Source Premises** (*This is an optional requirement*)
 - **Destination Premises** (*This is an optional requirement*)
 - **Sex** (*This is an optional requirement*)
 - **Species** (*This is an optional requirement*)
 - **Breed** (*This is an optional requirement*)
 - **Colour** (*This is an optional requirement*)
11. Users can also enter additional information about the tag or animal in the optional "Comment" field. *This is an optional requirement.*
12. 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.
13. 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.
14. 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.

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15. 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.
 16. 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 on 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 their 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 IMPORTED 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. 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 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 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 you 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.

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Figure 1 – Header Rows:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|------------|------------|--------------|-----------|---------|----------|---------------|----------------|-----------------|-----|---------|-------|--------|---------|--------|
| 1 | EVENT_TYPE | EVENT_DATE | DEST_ACCOUNT | TAG_START | TAG_END | TAG_TYPE | DEST_PREMISES | SOURCE_ACCOUNT | SOURCE_PREMISES | SEX | SPECIES | BREED | COLOUR | COMMENT | STATUS |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |

✓ **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.

Table 1 – Column Reference Table:

| COLUMN LETTER | COLUMN HEADER | REQUIREMENT | FORMAT | DESCRIPTION |
|---------------|-----------------|---------------------------------|---|---|
| A | EVENT_TYPE | Required | Imported (Upper, lower or mixed case letters) | Defines the type of Event being submitted. An Event is an activity applied to an individual tag or a range of tags. |
| B | EVENT_DATE | Required | YYYYMMDDHHMM (Time must be entered as Mountain Standard Time) | The actual date that the Event Type being submitted occurred. The system will also accept a YYYYMMDD date format, but will default to midnight Mountain Standard Time (MST). |
| C | DEST_ACCOUNT | Required | A##### (An uppercase "A" followed by 7 digits) | The Account ID of the party receiving the imported animals from the exporting party. Account ID's are issued by the CCIA and replace the CCIA PIN used under the old system. |
| D | TAG_START | Required | ##### | A single tag number or the first tag number in a range of any CCIA approved bar-coded or RFID tag covered by the "EVENT_TYPE" in Column "A". |
| E | TAG_END | Optional (Can Be Left Blank) | ##### | The last tag number in a range of any CCIA approved bar-coded or RFID tag covered by the "EVENT_TYPE" in Column "A". TAG_END is only required when entering tag ranges. |
| F | TAG_TYPE | Optional (Can Be Left Blank) | C (Single uppercase or lowercase letter) | The type of tag used in the "TAG_START" and "TAG_END" fields. Currently, all tags are CCIA tags and should be referenced by a "C" (no quotes). |
| G | DEST_PREMISES | Optional (Can Be Left Blank) | Online: Drop-Down Box Data File: AB###AAAA (Combination of 9 letter's & numbers) | The DEST_PREMISES is created by the party receiving the imported animals to identify specific locations that are part of that operation. Importers must provide the Land Location for that location to get the Premises ID created by the system. The DEST_PREMISES must be registered prior to use. |
| H | SOURCE_ACCOUNT | Optional (Can Be Left Blank) | A##### (An uppercase "A" followed by 7 digits) | The Account ID of the party exporting the animals to Canada. Account ID's are issued by the CCIA and replace the CCIA PIN used under the old system. |
| I | SOURCE_PREMISES | Optional (Can Be Left Blank) | Online: Drop-Down Box Data File: AB###AAAA (Combination of 9 letter's & numbers) | The SOURCE_PREMISES is created by the party that is importing the animals to Canada and identifies specific locations that are part of that operation. The source account must provide the Land Location for that location to get the Premises ID created by the system. The SOURCE_PREMISES must be registered prior to use. |

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|---|---------|---------------------------------|---|--|
| J | SEX | Optional (Can Be Left Blank) | One-Letter Code (Single uppercase or lowercase letter) | The "SEX" of the animal or range of animals listed in "TAG_START" and/or "TAG_END" columns. Acceptable identifiers listed below: M – Male F – Female S – Steer H – Heifer C – Cow B – Bull O – Other |
| K | SPECIES | Optional (Can Be Left Blank) | Online: Drop-Down Box Data File: AAA (3 uppercase or lowercase letters) | The "SPECIES" of the animal being reported. Acceptable "SPECIES" identifiers listed below: 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 |
| L | BREED | Optional (Can Be Left Blank) | Online: Drop-Down Box Data File: AA (2 uppercase or lowercase letters) | 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 |
| M | COLOUR | Optional (Can Be Left Blank) | Online: Drop-Down Box Data File: AA (2 uppercase or lowercase letters) | 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 |
| N | 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. |
| O | STATUS | Optional (Can Be Left Blank) | D (Single uppercase or lowercase letter) | If the Event Type listed in Column "A" (i.e. EXPORTED) should be invalidated. The only acceptable "STATUS" identifier used at this point is Deactivate and should be referenced by a "D" (no quotes). |