



**Canadian Cattle Identification Agency**  
#218, 6715 – 8 Street NE Calgary, AB T2E 7H7  
**Phone:** (403) 275-2083  
**Toll Free:** 1-877-909-2333 (BEEF)  
**Fax:** (403) 275-1668  
**Web:** <http://www.canadaid.ca>

### **CLTS TUTORIAL - AGE VERIFICATION:**

The CCIA Age Verification website; also known as the **Canadian Livestock Tracking System (CLTS)**, is available at [www.ccia.livestockid.ca](http://www.ccia.livestockid.ca)

Prior to submitting Birth Date information for the first time, users must register and validate themselves on CLTS System. This ensures the highest levels of privacy, security & data integrity are met at all times. If a user is using a Third Party to submit Birth Dates, a Third Party Agreement must be completed.

#### **VALIDATION:**

To register on the CLTS System, producers and/or their third party must do the following:

- ✓ If this is the first time using the CLTS System, producers can begin the registration and validation process by clicking the mouse pointer on the "Click here to Register For A New Account" link.
- ✓ Producers can enter their CCIA PIN in the first field. This is not required, but can be used to assist in the registration process. If a producer does not have their CCIA PIN, they can contact the CCIA Help Desk at 1-877-909-2333 from 8:00 AM to 4:00 PM (MST), Monday to Friday.
- ✓ Complete the required fields in the registration form. Required fields are highlighted in red.
- ✓ Producers must enter the last nine digits (no spaces, dashes or other punctuation) of any valid CCIA bar-code or RFID tag that has been issued to their account by their Tag Dealer.
- ✓ Click the "Next" button.
- ✓ If the information the producer has entered appears correct, they should click the "Validate" button.

#### **USERNAME & PASSWORD:**

After successfully Validating, users must set up a unique Username & Password for future visits. Both the Username & Password are case-sensitive; made up of a combination of numbers, uppercase/lowercase letters (as indicated on the website) and must be a minimum of 8 characters long.

Users must also specify a Password Recovery question & answer to be used if their password is ever forgotten.

#### **SUBMITTING BIRTHDATE DATA:**

- Log onto the CLTS Website by entering your Username & Password and clicking on the "Login" button.
- Choose one of the two options for submitting Birth Date information:
  - ✓ **Option 1 - Directly Online:**
    1. Click the circle beside the Birthdate event, and then click the "Next" button.
    2. Enter the last nine digits of any single tag then click "Add Tags to List". To enter a range put the first tag in the "Range Start" field and the last tag in the "Range End" field or the quantity of tags.
    3. If the user entered any incorrect tags, they can remove them from the list by entering the tag number(s) and click the "Remove Tags From List" button.
    4. Once all tags are entered and added to the list, click the "Next" button.
    5. If the date the user is submitting is the same for all the tags (i.e. Calving Start Date) entered, click the "Same For All Tags" button. If the users is submitting an individual date for each tag (i.e. Actual Birth Date), click the "Not Same For All Tags" button.
    6. If the user chooses "Not Same For All Tags", they can select the tags they want to apply a Birth Date to, and click the "Apply Event Details To Selected Tags" button. If they entered a range of

- tags, click the "+" to expand the range. The system will move the user through all the tags entered until they have submitted dates for all the tags.
7. If the user has registered a "Source Premises", they can select it here or leave this field blank.
  8. Enter the "Date of Birth" in an YYYYMMDD date format (i.e. 20060101 for January 1, 2006).
  9. Select "Actual Birth Date" or "Calving Start Date" as the "DOB Method".
  10. Users may enter the following items by selecting their choice 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*)
  11. Users can enter additional information in the "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. Click the "Confirm and Submit" button if your information is correct.
  14. Users will receive a confirmation message as well as a Transaction ID confirming that their data file is being processed. Users are encouraged to keep track of these ID's.
  15. View the status using "Request History" or submit another event using "Submit other Events."
  16. Confirm the status of a data submission by selecting "Request History" under "Search" menu.

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

- Users should download the latest version of the data file template located at [www.canadaid.ca/info](http://www.canadaid.ca/info).
- This template has been developed and tested by the CCIA and will make your file uploads easier to complete.
- The column headers need to appear as they are in the template and columns should be filled in as follows:
  - **Column A (EVENT\_TYPE):** Type in the word "Birthdate" (no quotes).
  - **Column B (SOURCE\_ACCOUNT):** CCIA Account ID (Can be found under "My Account" menu).
  - **Column C (DOB):** Date Of Birth entered in YYYYMMDD date format.
  - **Column D (DOB\_METHOD):** Date Of Birth Method
    - **AB:** Actual Birth Date or
    - **CS:** Calving Start Date
  - **Column E (TAG\_START):** Individual tag or start of tag range.
  - **Column F (TAG\_END):** Last tag number in a range. **Only use TAG\_END in entering a range.**
  - **Column G (TAG\_TYPE):** This is an optional requirement and can be left blank.
  - **Column H (SOURCE\_PREMISES):** This is an optional requirement and can be left blank.
  - **Column I (SEX):** This is an optional requirement and can be left blank.
  - **Column J (SPECIES):** This is an optional requirement and can be left blank.
  - **Column K (BREED):** This is an optional requirement and can be left blank.
  - **Column L (COLOUR):** This is an optional requirement and can be left blank.
  - **Column M (COMMENTS):** Users may enter an optional tag or animal comment or leave blank.

**DATA FILES:**

- After entering Birth Date information users must save the data file in a CSV file format, as follows:
  - Click your mouse on the "File" menu and select the "Save As" option.
  - Enter an alphanumeric file name of 1-128 characters (i.e. Birthdates\_2006\_1.csv) in "File Name" field
  - In "Save as Type" field, select "CSV (Comma Separated Value or Comma Delimited) (\*.csv)"
  - 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.**
- After saving the data file users must upload (submit to CCIA) the CSV File as follows:
  - Choose the "File Upload" option from the "Events" menu or click "Option 2" from the Welcome Page.
  - Click the "Browse" button to locate the CSV (Comma Separated Value) file on your computer. When the file is found, double-click on it or click the "Open" button.
  - Click the "Upload File" button.
  - If there are no errors, you will receive a confirmation message as well as a Transaction ID. Keep track of these ID's to track the status of your submission or to create a Birth Certificate.