# CLTS Data Submission Instructions - ISSUED:

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

**SUBMITTING ISSUED DATA:**
After successfully registering and setting up a unique Username & Password on the CLTS System, users may begin submitting ISSUED 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 Issued 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. To enter tags using a CSV File, users should create a spreadsheet with TAG_START in column "A" and TAG_END in column "B". If entering tag ranges, use TAG_START and TAG_END. If entering single tags, use the TAG_START column only and leave the TAG_END column blank. After entering tags, save the spreadsheet as a CSV File using the instructions in the DATA FILES section.
  6. For each single tag, range of tags or CSV File you enter, users 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.
  7. Once all tags are entered and added to the list, click the "Next" button.
  8. If the information the user is submitting is the same for all the tags (i.e. one producer) they entered, click the "Same For All Tags" button. If the information the user is submitting is not the same for all the tags entered (i.e. multiple producers), click the "Not Same for all Tags" button.
  9. 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, click the "+" to expand the range and select the tags they want to apply the date to. The system will move the user through all of the tags they entered until they have submitted dates for all the tags entered.
  10. Enter the "Event Date" in an YYYYMMDDHHMM date and time format. For example, January 1, 2006 at 2:30 PM would be written as 200601011430. The time entered must be entered as Mountain Standard Time (MST). The system will also accept a YYYYMMDD date format, if the user does not know the exact time. If the user leaves the HHMM blank the system will apply a default of midnight MST.
  11. Select the "Destination Account" from the drop-down box. If the account is not listed, the user can add it by clicking the 'Search' link and searching for the producer using the suggestions provided. When the user finds the account, click the "Account ID (A#######)" link and it will added to the drop-down box.
  12. Users can also enter additional information about the tag in the "Comment" field. *This is an optional requirement.*
  13. When all of the information is entered for the tag (or tags) being entered, click the "Next" button to review your submission.
  14. If the user entered incorrect information, they can change it by clicking the "Back" button, makes 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.
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 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. The user can click the "Browse" button to locate the CSV (Comma Separated Value) file they created on their computer containing the tag numbers (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 ISSUED 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. Locate the section for the activity (Event Type) you 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:**

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | EVENT_TYPE | EVENT_DATE | SOURCE_ACCOUNT | DEST_ACCOUNT | TAG_START | TAG_END | TAG_TYPE | 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. Issued_2006_1.csv) in 'File Name' field. If a user does not have an internal file naming convention, the recommended convention is one that incorporates the date of file upload and the Account ID submitting the file in a format such as Account ID_YYYYMMDDHHMM.csv (i.e. A1234567_200601011430.csv) for a file uploaded January 1, 2006 at 2:30 PM by the Account ID A1234567.
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 the completed data file.

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**Table 1 – Column Reference Table:**

| COLUMN LETTER | COLUMN HEADER | REQUIRMENT | FORMAT | DESCRIPTION |
|---|---|---|---|---|
| A | EVENT_TYPE | **Required** | Issued<br>*(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<br>(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 | SOURCE_ACCOUNT | **Required** | **A**#######<br>*(An uppercase "A" followed by 7 digits)* | The Account ID of the tag dealer issuing the tags to the producer. Account ID's are issued by the CCIA and replace the CCIA PIN used under the old system. |
| D | DEST_ACCOUNT | **Required** | **Online:** Drop-Down Box<br>**Data File:**<br>**A**#######<br>*(An uppercase "A" followed by 7 digits)* | The Account ID of the producer the tags are being issued to by the tag dealer. Account ID's are issued by the CCIA and replace the CCIA PIN used under the old system. To add a producer to the drop-down box, search for them using the User Search and click their Account ID (blue hyperlink). |
| E | TAG_START | **Required** | ######### | A single tag number or the first tag number in a range of any CCIA approved RFID tag covered by the "EVENT_TYPE" in Column "A". |
| F | TAG_END | Optional<br>*(Can Be Left Blank)* | ######### | The last tag number in a range of any CCIA approved RFID tag covered by the "EVENT_TYPE" in Column "A". TAG_END is only required when entering tag ranges. |
| G | TAG_TYPE | Optional<br>*(Can Be Left Blank)* | **C**<br>*(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). |
| H | COMMENT | Optional<br>*(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. |
| I | STATUS | Optional<br>*(Can Be Left Blank)* | **D**<br>*(Single uppercase or lowercase letter)* | If the Event Type listed in Column "A" (i.e. ISSUED) should be invalidated. The only acceptable "STATUS" identifier used at this point is Deactivate and should be referenced by a **"D"** (no quotes). |