

CLTS Data Submission Instructions - MANUFACTURED:

INTRODUCTION:

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

A user on CLTS is defined as a properly registered and validated producer or their approved third party.

REGISTRATION & VALIDATION:

Prior to submitting Manufactured Event information for the first time, users must register and validate themselves on the CLTS System. Proper registration and validation of users ensures the highest levels of privacy, security & data integrity are met at all times. To register on the CLTS System, producers and/or their third party must do the following:

- ✓ Users should type www.clia.livestockid.ca into the address bar of their web browser and press the "Enter" or "Return" key.
- ✓ If this is the users first time using the CLTS System, they should select the following, by clicking the mouse pointer on the "Click here to Register For A New Account" link.
- ✓ Users must now complete the registration form that appears, clicking the "Next" button to proceed through the various steps. Please note that user validation requires that a minimum of four fields **MUST** match with the information in CCIA's database (*i.e. Operating Name, Address, Postal Code, Business Phone Number, First Name, Last Name, previously purchased CCIA Tag Number that has been issued to your Account ID by your tag dealer*)
 - When a user enters their CCIA Tag Number, they only need to enter the last nine digits (usually starting with a "2") of the tag, with no spaces or other punctuation. Bar-coded tags only have nine digits, but an RFID tag may have 15 digits or more. If using an RFID tag, you only need to enter the 9-digit tag number after the "124" or "124000."
 - Although users are not required to know their CCIA PIN, it can make the validation process easier. If you do not know your CCIA pin, please contact the CCIA Help Desk.

THIRD PARTIES:

If a user chooses, they can assign a Third Party to submit Manufactured Event information on their behalf. Both the producer and the Third Party must complete a "Third Party User Application." To request information on the requirements for a Third Party Agreement and a copy of the application form, please contact the CCIA Help Desk at 1-877-909-2333 from 8:00 AM to 4:00 PM (MST), Monday to Friday.

USERNAME & PASSWORD:

As part of the registration process, users must set up a unique Username & Password, after they are successfully validated. This Username & Password combination is used for future visits to the CLTS System website. Both the Username & Password must be made up of a combination of numbers and uppercase and lowercase letters (as indicated on the website).

Users must also specify a Password Recovery question & answer. This is used to assist users in resetting their password, should it ever be forgotten.

CLTS Data Submission Instructions - MANUFACTURED:

SUBMITTING MANUFACTURED DATA:

After successfully registering and setting up a unique Username & Password on the CLTS System, users may begin submitting MANUFACTURED 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 Manufactured 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, 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.
6. Once all tags are entered and added to the list, click the "Next" button.
7. If the user is submitting the same date for all the tags (i.e. Calving Start Date) they entered, they should click the "Same For All Tags" button. If they are submitting an individual date for each tag (i.e. Actual Event Date), they should 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 they entered until the user has 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 can also enter additional information about the tag or animal in the optional "Comment" field. *This is an optional requirement.*
11. When all of the information is entered for the tag (or tags) being entered, click the "Next" button to review your submission.
12. 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.
13. 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.
14. 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.
15. 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 in; OR
 - Click the "*Option 2: File Upload*" link under the "Submit Tag/Animal Event Information" Header.
3. Users should click the "Browse" button to locate the CSV (Comma Separated Value) file they created on their computer that contains the tag numbers and event dates. (i.e. filename.csv). For instructions on using the data template, see "DATA FILES" section below.

CLTS Data Submission Instructions - MANUFACTURED:

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 Manufactured 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) the user 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 to 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 the user 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
1	EVENT_TYPE	EVENT_DATE	SOURCE_ACCOUNT	TAG_START	TAG_END	COMMENT	TAG_TYPE
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. Manufactured_2006_1.csv) in "File Name" field
4. In "Save as Type" field Select "CSV (Comma Separated Value or Comma Delimited) (*.csv)"

CLTS Data Submission Instructions - MANUFACTURED:

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	Upper, lower or mixed case letters * MANUFACTURED	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	YYYYMMDD (Time must be entered as Mountain Standard Time (MST))	The actual date that the Event being submitted occurred.
C	SOURCE_ACCOUNT	Required	A#####. An uppercase "A", followed by seven digits.	The Account ID of the manufacturer the tags are being manufactured by.
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 <i>(Can Be Left Blank)</i>	#####	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	COMMENT	Optional <i>(Can Be Left Blank)</i>	Upper, lower or mixed case letters & numbers	A user-specified "COMMENT" about the event being submitted. Comments are limited to 50 characters.
G	TAG_TYPE	Optional <i>(Can Be Left Blank)</i>	C <i>(Single uppercase or lowercase letter)</i>	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).