

2. Layout

This user guide will show you how to log in and navigate the Canadian Livestock Tracking System (CLTS) database. You will require a username and password in order to proceed. To receive your login information, contact CCIA toll-free at 1-877-909-2333 or via email at info@canadaid.ca.

Login Page

Go to www.clia.livestockid.ca. Enter your **Username** and **Password**, then click **Login**.

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us Login

Canadian Livestock Tracking System

User Login

Please enter your login information below.

Login

Username:

Password:

Forgot your password? [Click Here](#)

Need to activate your account with Authorization code, [Click here](#).

Canadian Cattle Identification Agency
7646, 8 Street N.E.
Calgary AB, T2E 8X4
Toll-Free: 1-877-909-2333 | Tel: 403-275-2083 | Fax: 403-275-1668
Email: info@canadaid.ca
Web Site: <http://www.canadaid.ca>
Call Centre Hours: The Call Centre hours of operation are 7 a.m. to 5 p.m. (MT) from Monday to Friday.
Alberta Field Representatives: Click [here](#) to find your local representative.

Home Page

Once logged into the CLTS database, you will see the **Home Page**. First time users should browse the site to get familiar with it.

The screenshot shows the CLTS Home Page with the following callouts:

- Click here to access the CRC**: Points to the 'CCIA Resource Centre' link in the top navigation bar.
- Click here to access the dial-up friendly site**: Points to the 'CLTS Lite' link in the top navigation bar.
- Click here to access instructions to view the CLTS in French**: Points to the 'Bilingual' link in the top navigation bar.
- Click here to send feedback**: Points to the 'Contact Us' link in the top navigation bar.
- This shows you who is logged in**: Points to the 'Logged In As: username' text in the top right corner.
- Click here to log out**: Points to the 'Logout' link in the top right corner.
- See Application Headings on page 3 of this document for more information**: Points to the 'Home', 'My Account', 'Events', 'Search', and 'Certificate/Manifest' navigation menu.
- Direct links to the options under the Events heading**: Points to the 'Submit Tag/Animal Event Information' section.
- The five latest Transactions submitted will appear here**: Points to the 'Recent Transactions' table header.
- Direct links to the options under the Certificate/Manifest heading**: Points to the 'Birth Date Certificate' and 'Export Manifest' links.
- Access to your movement Premises ID address book**: Points to the 'Address Book' section.
- Click here to access the CCIA information website**: Points to the 'CCIA Resource Centre' link in the 'Latest News' section.
- Click here for the CLTS site usage and privacy policy**: Points to the 'Site Usage and Privacy Policy' link in the footer.
- Click here for a list of internet browser requirements to use the CLTS**: Points to the 'Browser Requirements' link in the footer.

Application Headings

1. You can return to the **Home** screen at any time while in the CLTS, by clicking the **Home** heading.

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us

Logged In As: username | Logout

Canadian Livestock Tracking System

Canadian Cattle Identification Agency

Home | My Account | Events | Search | Certificate/Manifest

Welcome back User Name

In the [CCIA Resource Centre](#) (CRC), you will find step-by-step instructions that will make the CLTS easier to use. You will also find templates that you can complete and use to submit information to the CLTS.

Submit Tag/Animal Event Information

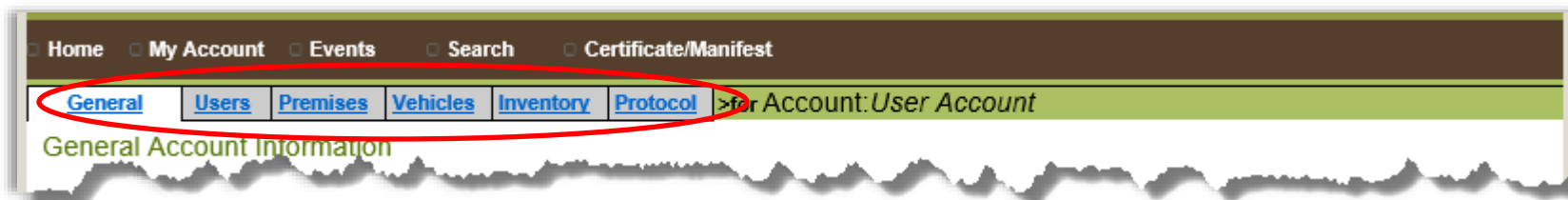
- **Option 1: [Directly Online](#)**- Submit tag and animal information, including animal birth dates, through online forms. (Best option for high speed or satellite users)
- **Option 2: [File Upload](#)** - Submit tag and animal information, including animal birth dates, through a spreadsheet file. (Best option for dial-up users)

Certificate/Manifest

2. The **My Account** heading will take you to your account information.



a. There are 5 sub-tabs for your account information: **General**, **Users**, **Premises**, **Vehicles** and **Inventory**. If you are part of a protocol, there will be a **Protocol** tab as well.



- b. The **General** tab shows your account information. For instructions on how to change or add information, [click here](#).

The screenshot shows a web interface for a user account. At the top, there is a navigation bar with tabs: Home, My Account, Events, Search, and Certificate/Manifest. Below this is a secondary navigation bar with tabs: General (highlighted with a red circle), Users, Premises, Vehicles, and Inventory. To the right of these tabs is the text ">for Account: User Account".

The main content area is titled "General Account Information" and is divided into three sections:

- Account Details:**
 - Account ID: A0011237
 - Account Alias(es):
 - Account Name: User Account
 - Status: Active
 - Account Type: Individual
 - Operation Type(s): Producer
- Account Contact Information:**
 - Contact Name: Main Contact
 - Business Number: (403)555-5555
 - Email: user@account.com
- Address:**
 - Mailing Address: RR 45, CALGARY, AB, R5R-5R5, CAN
 - (To update your current address or add a new address, please contact CCIA toll-free at 1-877-909-2333)

Each of the three sections has an "Edit Details/Contact Info" button on the right side.

Below the account information is a section titled "Account Preferences" with a sub-section "Notifications".

- Notifications:**
 - File Processing Notification: Don't send me any email notification

A "Change Preferences" button is located at the bottom right of the "Account Preferences" section.

- c. The **Users** tab lists your account users as well as any authorized external accounts. For instructions on how to change or add information, [click here](#).

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us Logged In As: username | Logout

Canadian Livestock Tracking System Canadian Cattle Identification Agency

Home | My Account | Events | Search | Certificate/Manifest

[General](#) | **[Users](#)** | [Premises](#) | [Vehicles](#) | [Inventory](#) >for Account: User Account

Account Users

The list below displays users registered for this account.

Users within this Account

Name	Security Group(s) Assigned	Status
User Manager	Account Manager	Active
User Name	Account Manager	Active

External Accounts

Please call CCIA to Add External Accounts to this account.

Other Accounts, which have access to this Account

Account Name	Security Group(s) Assigned	Status
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- d. The **Premises** tab lists the premises identification numbers (PID) you have added to your account. For instructions on adding PID's to your account, [click here](#).

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Canadian Livestock Tracking System

Home | My Account | Events | Search | Certificate/Manifest

General | Users | **Premises** | Vehicles | Inventory >for Account: User Account

Account Premises

The list below displays premises for this account.

Premises ID	Short Name	CLTS Status	Access Level	Validation Status	Validation Date
AA00YD3M9	Prem 1	Active	Public	Conditional	13-Oct-2016 08:10 MDT
AA015MX13	Prem 2	Active	Public	Valid	13-Apr-2015 09:20 MDT
AB337936M	Big Blue Barn	Active	Public	Not Entered	

[Add Premises](#)

To obtain your provincial premises ID, please register your legal land description with your [Provincial Premises Registrar](#) (Excluding NT and NU).

Note:

- An **Invalid** status means your provincial premises ID could not be validated as entered, please contact your provincial registrar to confirm your provincial premises ID.
- A **Conditional** status means the number you have entered has the proper format, but has not yet been assigned to you by your provincial registrar.
- If the validation status for your premises is **Not Entered** it means you have not yet entered your provincial premises number.

- e. The **Vehicles** tab lists the vehicles you have added to your account. For instructions on adding vehicles to your account, [click here](#).

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us Logged In As: username | Logout

Canadian Livestock Tracking System

Home | My Account | Events | Search | Certificate/Manifest

[General](#) | [Users](#) | [Premises](#) | **[Vehicles](#)** | [Inventory](#) > for Account: User Account

Account Vehicles

The list below displays vehicles associated with this account.

Show 10 entries Search:

Licence/VIN number	Vehicle Name	Type	Vehicle Manager	Description	Date Added	Status
VNF582	Farm Truck	Farm Use	Joe	Blue	12-Oct-2016 15:10	Active

Showing 1 to 1 of 1 entries Previous | 1 | Next

- f. The **Inventory** tab allows you to view your Animal and Tag inventories. For instructions on how to view and download your tag and animal inventories, [click here](#).

The screenshot displays the CLTS web interface. At the top, there are navigation links: CCIA Resource Centre, CLTS Lite, Bilingual, and Contact Us. On the right, it shows 'Logged In As: username' and a 'Logout' link. Below this is a banner for the 'Canadian Livestock Tracking System' with the Cattle Identification Agency logo. A menu bar contains 'Home', 'My Account', 'Events', 'Search', and 'Certificate/Manifest'. A secondary menu bar highlights 'General', 'Users', 'Premises', 'Vehicles', and 'Inventory' (which is circled in red), followed by 'for Account: User Account'. Under the 'Inventory' tab, there are sub-options for 'Animal' and 'Tag'. The main content area is titled 'Animal Inventory Search' and includes a note: 'This report shows all animals considered in the inventory of this account. To view tags which have not yet been recorded as being assigned to an animal, use the [Tag Inventory Search](#).' Below this is a search criteria form with the following fields: 'Find a Specific Tag/Animal:' (with a dropdown set to 'CCIA' and an adjacent text input), 'Premises ID:' (text input), 'Birthdate Range:' (two date inputs with '(YYYYMMDD)' format), 'DOB Submission Date Range:' (two date inputs with '(YYYYMMDD)' format), 'Sex:' (dropdown menu), 'Breed:' (dropdown menu), and 'Species:' (dropdown menu). 'Search' and 'Clear' buttons are located at the bottom right of the form.

- g. The **Protocol** tab will only appear if you are a part of a registered protocol. To learn more about available protocols, contact CCIA toll-free at 1-877-909-2333 or email at info@canadaid.ca.

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us | Logged In As: dadproducer | Logout

Canadian Livestock Tracking System

Home | My Account | Events | Search | Certificate/Manifest

General | Users | Premises | Vehicles | Inventory | **Protocol** | > or Account: Producer

Account Protocol(s)

Name	Enrolment Status	Description	Sharing
[Redacted]	Accepted (Reject)	To submit [Redacted] Vaccination Information	Share

3. The **Events** heading provides two options for uploading information to the CLTS database.

For instructions on how to submit tag events (Manufactured, Distributed, Issued, etc.), [click here](#).

For instructions on how to submit animal events (Birth Date, Cross Reference, Move In etc.), [click here](#).

The screenshot shows the top navigation bar of the CLTS website. The 'Events' menu is expanded, showing two options: 'Submit Events - Directly Online' and 'Submit Events - File Upload'. Below the navigation bar, there is a welcome message and a section titled 'Submit Tag/Animal Event Information' with two options: 'Option 1: Directly Online' and 'Option 2: File Upload'.

4. The **Search** heading provides all of the search options for the CLTS database. For instructions on how to use the search options, [click here](#).

The screenshot shows the CLTS website interface. At the top, there are navigation links: CCIA Resource Centre, CLTS Lite, Bilingual, and Contact Us. On the right, it says "Logged In As: username" with a Logout link. The main header features the "Canadian Livestock Tracking System" title and the Cattle Identification Agency logo. Below the header is a navigation bar with links for Home, My Account, Events, Search, and Certificates/Manifest. The "Search" link is highlighted with a red circle. A dropdown menu is visible under "Search", listing the following options:

- Accounts
- Account Event Summary
- Animal Birth Dates
- Value Added Attribute Search
- Certificates/Manifest
- Premises
- Vehicles
- Request History (i.e. events submitted)
- Tag/Animal History
- Group Movement History

On the left side of the page, there are sections for "Submit Tag/Animal Event Information" and "Certificate/Manifest". The "Submit Tag/Animal Event Information" section includes two options: "Option 1: Directly Online" (for satellite users) and "Option 2: File Upload" (for dial-up users). The "Certificate/Manifest" section includes links for "Birth Date Certificate" and "Export Manifest".

5. The **Certificate/Manifest** heading provides the certificate and manifest options for the CLTS database. For instructions on how to create a certificate or manifest, [click here](#).

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us

Logged In As: username | Logout

Canadian Livestock Tracking System

Canadian Cattle Identification Agency

Home | My Account | Events | Search | **Certificate/Manifest**

Birth Date Certificate

Export Manifest

Welcome back User Name

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Submit Tag/Animal Event Information

- **Option 1: [Directly Online](#)**- Submit tag and animal information, including animal birth dates, through online forms. (Best option for high speed or satellite users)
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Certificate/Manifest

- [Birth Date Certificate](#)
- [Export Manifest](#)

This concludes the CLTS database **Layout**.
For more CLTS database user guides, [click here](#), or visit <http://support.canadaid.ca>.