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Introduction

This Quick Start Guide is a tool that will help **Users** learn the basic skills needed to operate the CLTS. New users should read this manual first to familiarize themselves with the CLTS functions.

Glossary

There are some basic terms used in all CRC documents that CLTS users should become familiar with.

Event – In the CLTS, the term ‘event’ refers to a significant event in the lifecycle of a particular livestock (i.e. birth, movement, processing for food etc).

CLTS – Canadian Livestock Tracking System.

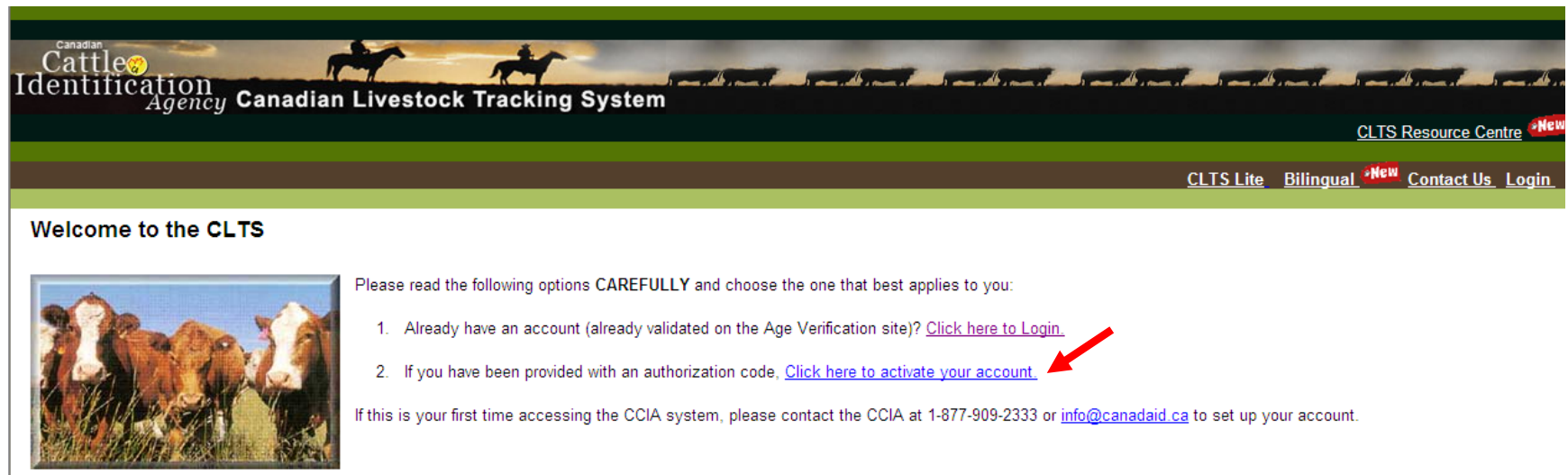
CRC – CLTS Resource Centre, the repository of step-by-step instructions and guidelines designed to help users with the CLTS.

Age Verification – the association of animal birth date with an animal identification number (single tag or tag group).

Premises ID – As defined by the Canadian Food Inspection Agency (CFIA) and Agriculture Canada, a premises ID is a parcel of land defined by a legal land description, or in its absence, by geo-referenced coordinates, on which or any part of which animals, plants or food are grown, kept, assembled, or disposed of.

1. Account Activation

1. Call 1-877-909-2333 or email info@canadaid.ca to make a request for a CLTS account. The CCIA client support representative will ask for a business name (optional), contact name (first and last), address, phone number(s) and email address (optional). Based on this information, the user will receive an account number, username and authorization code.
2. Once you have your username and authorization code, go to www.clia.livestockid.ca, and select option 2 [Click here to activate your account](#).




Canadian Cattle Identification Agency Canadian Livestock Tracking System

CLTS Resource Centre **New**

CLTS Lite Bilingual **New** Contact Us Login

Welcome to the CLTS



Please read the following options CAREFULLY and choose the one that best applies to you:

1. Already have an account (already validated on the Age Verification site)? [Click here to Login](#).
2. If you have been provided with an authorization code, [Click here to activate your account](#).

If this is your first time accessing the CCIA system, please contact the CCIA at 1-877-909-2333 or info@canadaid.ca to set up your account.

3. Enter your **username** and **authorization code** , Select **Next**.

Note: The authorization code will expire two weeks after the generation date or once you have used it to set up your password

User Activation by Authorization Code (Step 1 of 3)

Please enter your Username and Authorization Code.

Authorization Code Entry	
Username:*	<input type="text" value="dadproducer"/>
Authorization Code:*	<input type="text" value="ZP6X46Z4"/>
<input type="button" value="Next >>"/>	

Note: * identifies a required field

If you dont have an authorization code, please contact the CCIA to issue you one.

4. **Create a password to login to the CLTS site.** The password must be 8-20 characters long, is case sensitive and must contain at least one uppercase letter, one lower case letter, and one number. Select a recovery question for password recovery and provide the answer. **Note:** The answer of the recovery question does not have to match the password.

Please enter a new password and recovery question.

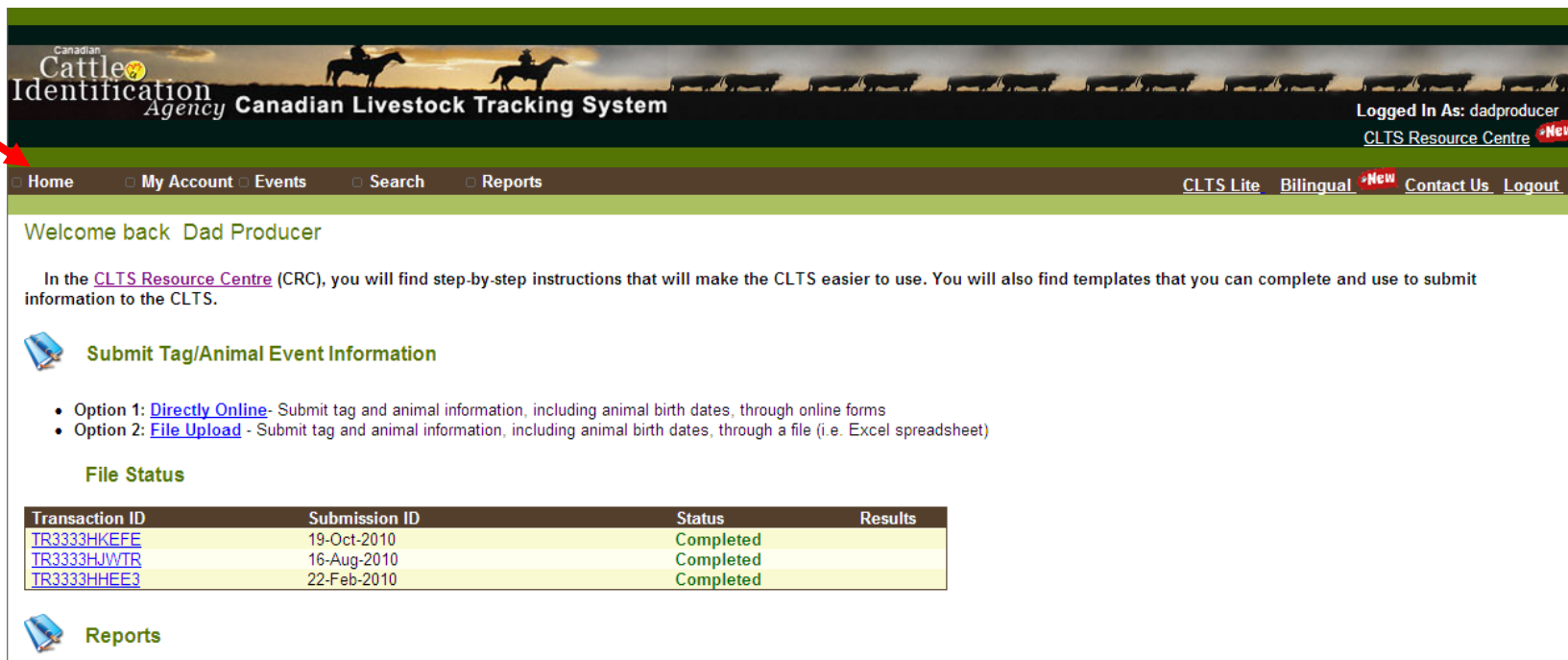
New Password	
Username:	<input type="text" value="dadproducer"/>
Password: *	<input type="password" value="....."/>
Confirm Password: *	<input type="password" value="....."/>
Recovery Question	
Recovery Question:*	<input type="text" value="What is your favorite pet's name?"/>
Recovery Answer: *	<input type="text" value="Cow"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

5. Login to www.clia.livestockid.ca using your username and password. **Note:** First time login will bring you to the site usage agreement, you must accept the agreement before you can access the CLTS.

2. Layout

2.1. Home Page

1. Once logged into the CLTS, you will be brought to the Home Page. First time users should browse the site to get familiar with it.
2. You can return to the Home Page at any time while in the CLTS by selecting the **Home** heading.




Canadian Cattle Identification Agency Canadian Livestock Tracking System

Logged In As: dadproducer
CLTS Resource Centre **New**

Home My Account Events Search Reports CLTS Lite Bilingual **New** Contact Us Logout

Welcome back Dad Producer


In the [CLTS 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
- Option 2: [File Upload](#) - Submit tag and animal information, including animal birth dates, through a file (i.e. Excel spreadsheet)

File Status

Transaction ID	Submission ID	Status	Results
TR3333HKEFE	19-Oct-2010	Completed	
TR3333HJWTR	16-Aug-2010	Completed	
TR3333HHEE3	22-Feb-2010	Completed	

 **Reports**

2.2. Application Tabs

1. If you select the **My Account** heading, you will be taken to your account information. There are 4 sub-tabs for your account- General, Users, Premises, and Inventory. If you are part of a protocol there will be a Protocol tab as well.



2. Under the **Events** heading, the following options appear:



3. Under the **Search** heading, the following options appear:



4. Under the **Reports** heading, the following option appears:



3. Premises Identification

Users of the CLTS will require a Premises ID number before they can perform certain events, such as move in/move out etc.

In Alberta, you can receive a Premises ID number by contacting Agriculture and Rural Development either through the ARD premises website www.agriculture.alberta.ca/premises OR you can call **ARD** at **310-FARM** or contact your local **ARD Field Office**.

All other provinces and territories, you can receive a PID number by following the instructions below. You can register multiple premises under your account.

3.1. Acquiring your premises ID

1. Login to the CLTS with your username and password.

User Login

Please enter your login information below.



Username:

Password:

Login

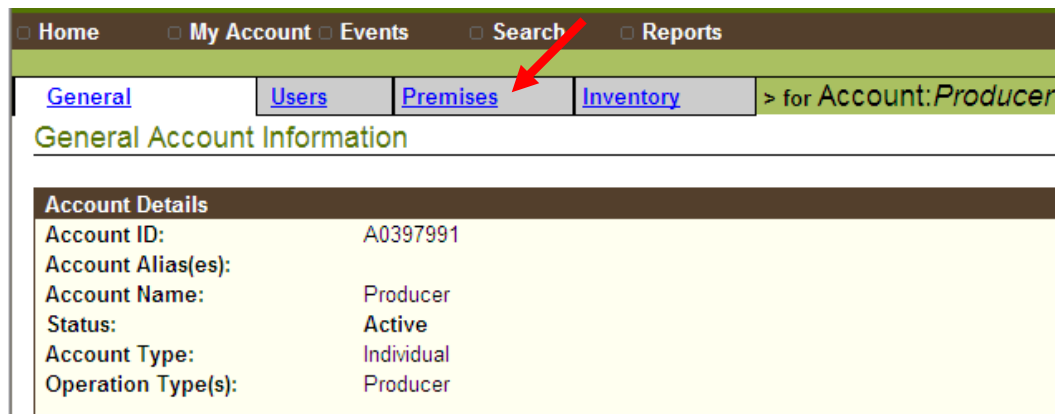
Forgot your password? [Click Here](#)

If you have been provided with an authorization code, [Click here to activate your account](#).

2. Select the heading **My Account**.



3. Select the **Premises** tab.



4. Select the **Register Premises** button.

General Users **Premises** Inventory > for Account:MyProducer

Account Premises

The list below displays premises registered for this account.

Premise ID	Short Name	Status	Access Level	Geo-Code	LLD
------------	------------	--------	--------------	----------	-----

Register Premises

5. Select your Province and enter your Postal Code (optional), then select **Next**.

General Users **Premises** Inventory > for Account:MyProducer

Register Premises: Select Location Information

Select Premises Type

Premises Type: * Stationary Location

Province: * Manitoba (MB)

Postal Code: R5G - 2K2

Cancel Next >>

6. All fields with a red asterisk are mandatory. Each province requires difference Legal Land Description information, the example below is for Manitoba. Fill out your information and select **Next** once complete.

Premises Registration: Stationary Location Form

CLTS Premises Information

Short Name:* (can be used to identify this premises)

Usage:* ([update](#))

Species:* ([update](#))

Description:

Premises Access: Premises to be available for Public Use

Details

Premises Description:

Geo-Code (lat/lang): / (example: 51.10027 / -60.23456)

Legal Land Description:* For Manitoba (MB) you must enter a minimum of 6 LLD fields

Quarter : * ▼

Section : *

Township : *

Range : *

Meridian : * ▼

MeridianLine : *

[>> Show Additional LLD Fields](#)

*Alberta residents will have the following additional required field. Enter the PRN number you received from ARD in this field.

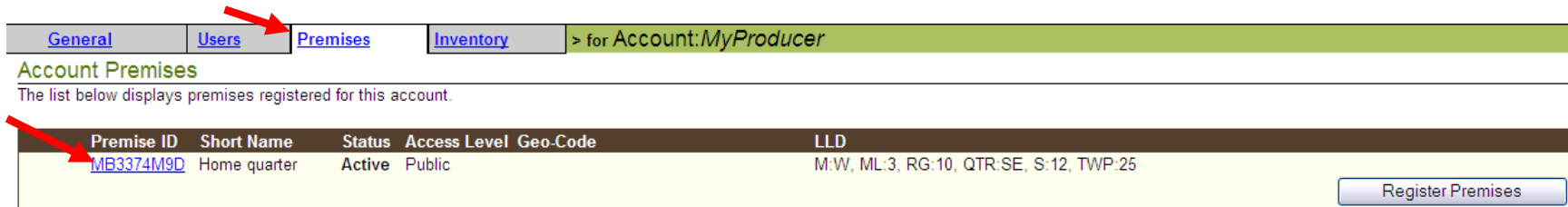
CLTS Premises Information

Short Name:* (can be used to identify this premises)

Provincial Prem ID: *

Usage:* ([update](#))

7. Your premises will now appear in your account under the **Premises** tab.



General Users **Premises** Inventory > for Account: MyProducer

Account Premises

The list below displays premises registered for this account.

Premise ID	Short Name	Status	Access Level	Geo-Code	LLD
MB3374M9D	Home quarter	Active	Public		M:W, ML:3, RG:10, QTR:SE, S:12, TWP:25

Register Premises

4. Uploading Information

In the CLTS, there are two options to enter data: File Upload- uploading files using prepared templates or Directly Online- entering information directly on the website. Both methods are equally effective and work equally well, however in certain situations you may want to choose to use one method of entering events over another.

4.1. Determining which upload method to use.

Generally when you have only a few, simple records or have many **consecutive** tags the Directly Online method of entering events would be the best choice. If you have many non-consecutive tags or have detailed individual records we recommend using the File Upload method. The Chart below presents some common situations and what method is best suited for use.

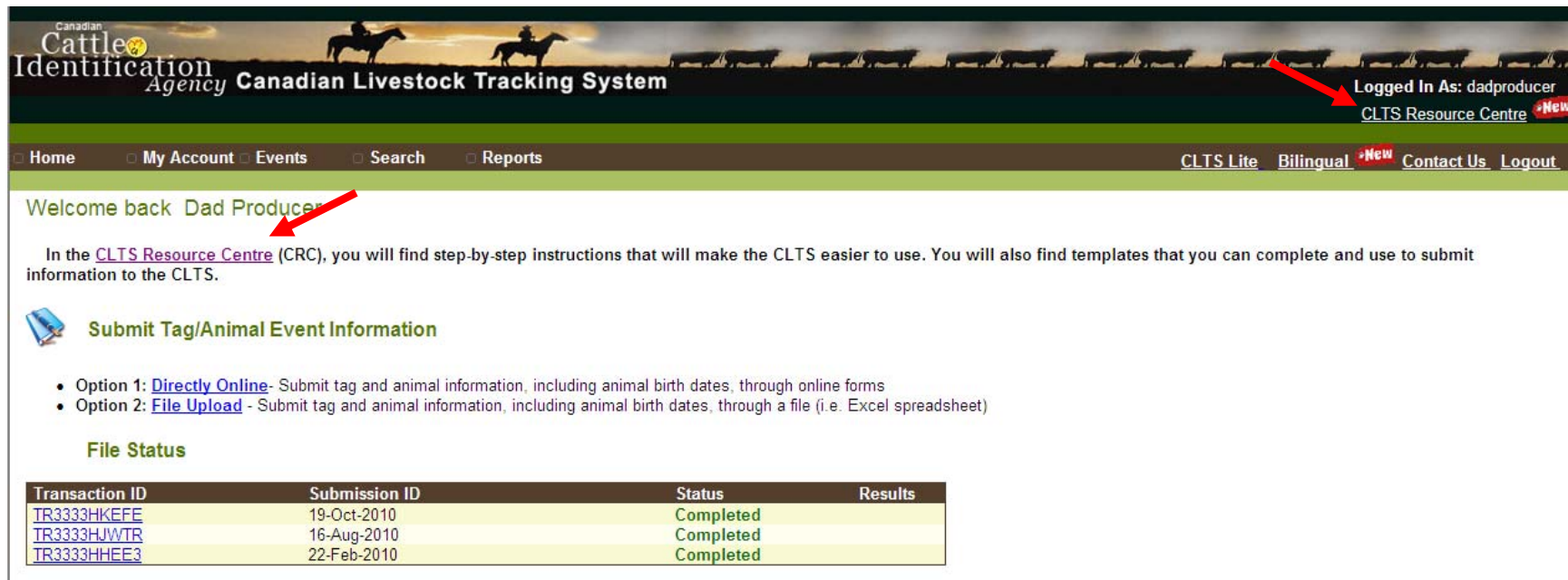
Situations	Directly Online	File Upload
You have multiple records with individual birthdates		✓
You have consecutive tags using a calving start date (born within 90 days)	✓	
You have several cattle born in different years		✓
You have non-consecutive tags		✓
You have multiple bags of tags used and are using calving start dates	✓	
You are using only calving start dates instead of individual birthdates	✓	
You are entering basic generic birth date information	✓	
You run a pure bred operation and have individual records (i.e. colour, sex, species)		✓
You have a slow internet connection that often disconnects		✓
You only have a few records that need to be submitted	✓	

4.2. Submitting an Event through File Upload

In order to use the File Upload method of entering events you **MUST** have Microsoft Office, OpenOffice or NeoOffice installed on your computer. You can download the latest versions of both Open Office and Neo Office for free from the internet. Visit the **System Setup tab** on the **CLTS Resource Centre** to access links to the software websites.

4.2.1. Downloading the Event Template

1. On the CLTS homepage select the **CLTS Resource Centre** link to access the event templates. Alternatively, you can go directly to the CLTS Resource Centre by entering support.canadaid.ca in your internet address bar.




Canadian Cattle Identification Agency Canadian Livestock Tracking System

Logged In As: dadproducer
 CLTS Resource Centre **New**

Home My Account Events Search Reports CLTS Lite Bilingual **New** Contact Us Logout

Welcome back Dad Producer

In the [CLTS 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.

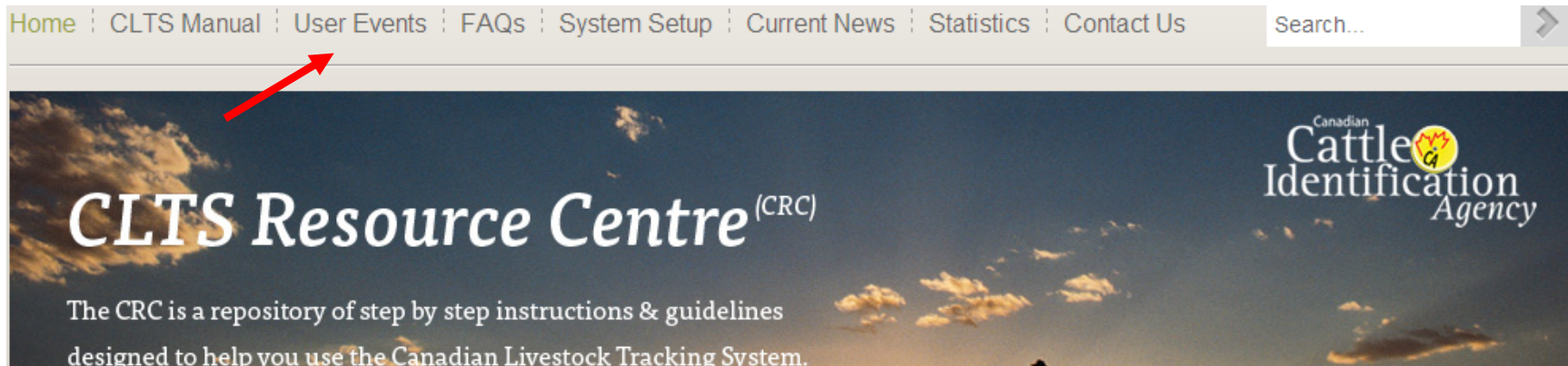
 **Submit Tag/Animal Event Information**

- Option 1: [Directly Online](#) - Submit tag and animal information, including animal birth dates, through online forms
- Option 2: [File Upload](#) - Submit tag and animal information, including animal birth dates, through a file (i.e. Excel spreadsheet)

File Status

Transaction ID	Submission ID	Status	Results
TR3333HKEFE	19-Oct-2010	Completed	
TR3333HJWTR	16-Aug-2010	Completed	
TR3333HHEE3	22-Feb-2010	Completed	

2. Once on the CLTS Resource Centre, select the **User Events** heading.



3. Select the operation type you belong to. E.g. Producers



4. In the Producers chart (the example below) select the template that matches the event you would like to enter. If you want to enter birthdates, select **Download** under the **Templates** heading in the **Birth Date** row.

Producers

[Producers](#) | [Tag Distributors/Dealers](#) | [Feedlots and Auction Marts](#) | [Abattoirs](#) | [Manufacturers](#) | [Importers/Exporters](#) | [All Events](#) |

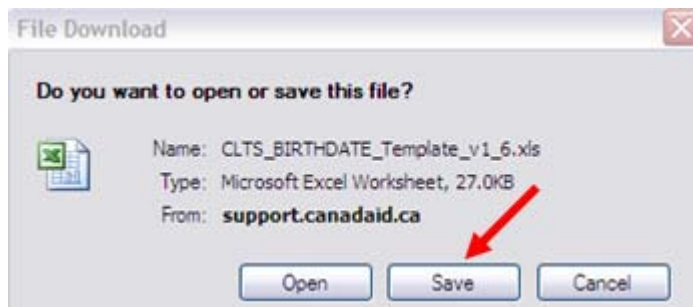
The chart below contains information specifically related to the tasks Producers can complete as they work with the CLTS.

Note: Please do not edit the existing headings or add new headings to the templates provided. These templates are in the required format for submission to the CLTS. Altering these headings will cause the template submission to error.

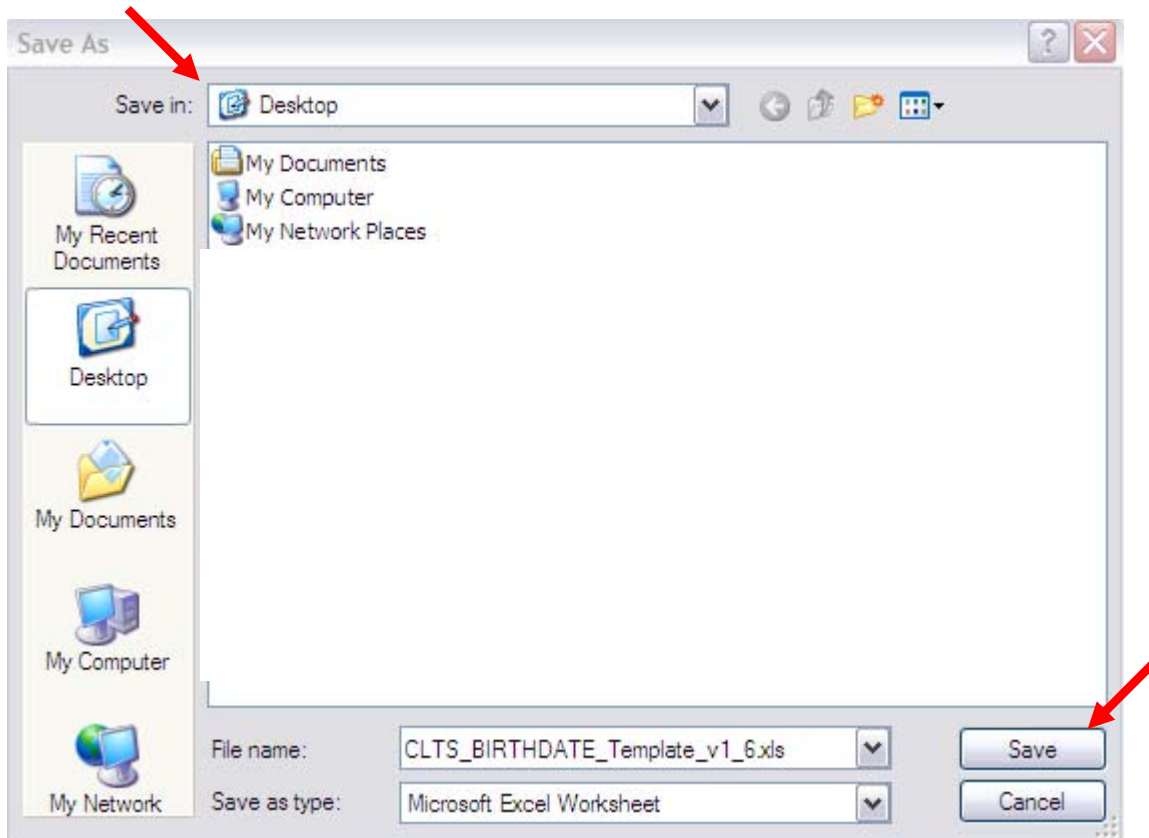
Was this article helpful? Please rate - ★★★★★

	Description	Instructions	Video Tutorials	Templates
Events				
Birth Date	Associating an animal's birth date with its unique CCIA tag ID number. Submitting the birth date event is required to Age Verify animals.	View	Coming Soon	Download
Cross Reference	Used to report multiple CCIA tag numbers associated with one animal.	View	Coming Soon	Download
Replaced	Associating a newly applied RFID CCIA tag number on a previously tagged animal where the last tag	View	Coming	Download

5. The following box will appear, select **Save**.

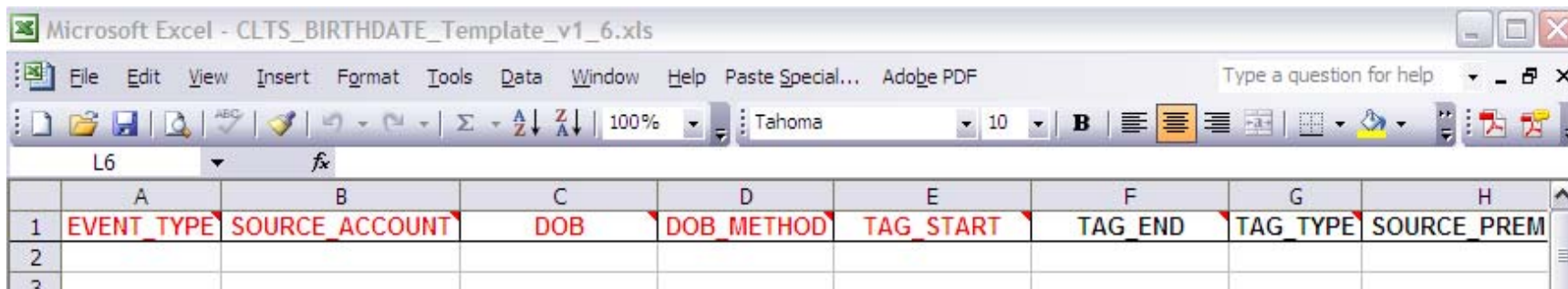


6. Select the location on your computer that you would like to save the template to, and select **Save**.

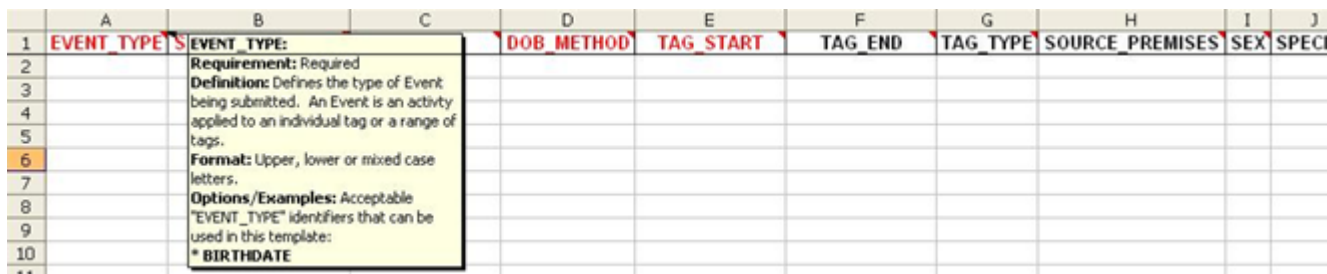


4.2.2. Filling out the Event template

1. Open the event template from where you saved it in procedure 4.2.1. Columns with red headings are mandatory fields which must have information in them. Columns with black headings are optional, but it is recommended to provide as much information as possible.



2. Information in the template needs to be entered in a specific format which is described in a comment beside each header. This information is displayed if you run the mouse cursor over a heading cell.



3. Enter as much information as possible and save the file regularly and once it is completed. **NOTE:** When choosing a filename, be sure to use only alphanumeric (i.e. A-Z and/or 1-0) characters; do not use punctuation or symbols (i.e. @\$?).

4.2.3. Uploading the File

1. Login to the CLTS.
2. Go the heading **Events** and select **Submit Events - File Upload** OR select **Option 2: [File Upload](#)** on the home page.

Canadian Cattle Identification Agency Canadian Livestock Tracking System

Logged In As: dadproducer
CLTS Resource Centre **New**

Home My Account **Events** Search Reports CLTS Lite Bilingual **New** Contact Us Logout

Welcome back Dad Producer

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Submit Tag/Animal Event Information

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- Option 2: [File Upload](#) - Submit tag and animal information, including animal birth dates, through a file (i.e. Excel spreadsheet)

File Status

Transaction ID	Submission ID	Status	Results
TR3333HKEFE	19-Oct-2010	Completed	
TR3333HJWTR	16-Aug-2010	Completed	
TR3333HHEE3	22-Feb-2010	Completed	

3. On the **Submit a Data File** screen select the **Browse** button.

Submit a Data File

Once you have created a data loading file according to the CCIA data file loading specification, you may select the browse button below to upload this file from your local computer.

Submit a Data File

Data File:

4. When the pop up window appears, find and select the file that you previously saved and select **Open**. The file information will now appear in the text box. Select the **Upload File** button. If you receive an error, go back to your original file and correct the information, then try to submit again.

Submit a Data File

Once you have created a data loading file according to the CCIA data file loading specification, you may select the browse button below to upload this file from your local computer.



Submit a Data File

Data File: C:\Documents and Settings\jennifer\Desktop\CLTS_BIRTHDATE Browse...

Upload File

5. You will be taken to the confirmation page. If the information is correct, select **Submit**.

Confirmation

Are you sure you want to submit the file for **Producer (A0397991)**? Press *Submit* to continue, or *Cancel* to change the request.

Submit Cancel

6. You have now submitted your information for processing. A **transaction ID** has been assigned to your submission. It is recommended that you record the **transaction ID** in your records and that you check your transaction (see item 5 of this document for instructions) to make sure the information processed successfully.

Submit Events: Done

Your request has been submitted for processing.

For your reference, the transaction ID [TR3333HKGJX](#) has been assigned to this request. You can view the status of this request through the [Request History](#) feature, or you can [submit other Events](#).

PLEASE NOTE: It is recommended that users check the status of the Transaction ID numbers (through the Request History) to ensure files were successfully processed.

The steps described above can be applied to EACH AND EVERY event submitted using the Upload file option.

4.3. Submitting an event directly online

Entering an event directly online is another option for entering information into the CLTS. Unlike the file upload method, you do not need to work with MS Excel or CSV templates.

1. Login to the CLTS.
2. Go the heading **Events** and select **Submit Events – Directly Online** OR select **Option 1: [Directly Online](#)** on the home page.

Canadian Cattle Identification Agency Canadian Livestock Tracking System

Logged In As: dadproducer
CLTS Resource Centre **New**

Home My Account **Events** Search Reports CLTS Lite Bilingual **New** Contact Us Logout

Welcome back Dad Producer

In the [CLTS 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
- Option 2: [File Upload](#) - Submit tag and animal information, including animal birth dates, through a file (i.e. Excel spreadsheet)

File Status

Transaction ID	Submission ID	Status	Results
TR3333HKEFE	19-Oct-2010	Completed	
TR3333HJWTR	16-Aug-2010	Completed	
TR3333HHEE3	22-Feb-2010	Completed	

3. On the **Submit Events: Select Event Type** screen, select the event you are submitting eg. **Birthdate**, and then select **Next**.

Submit Events: Select Event Type

Please enter the Event from the list below.

Event(s) are being Submitted for Account: Producer (A0397991)

Tag Events

- Issued To report tag ID numbers sold to producers by dealers, distributors or manufacturers
- Returned To report tag ID numbers which were returned from a producer to a tag dealer; or from tag dealers to distributors or manufacturers

Animal Events

- Birthdate To associate an animal birth date with a tag ID number
- Crossref To report multiple tag ID numbers associated with 1 animal
- Exported To report tag ID numbers applied to animals shipped outside of Canada
- Imported To report ID numbers applied to animals arriving into Canada
- MoveIn To report tag ID numbers of animals which have moved onto a premises
- MoveOut To report tag ID numbers of animals which have left (or moved out) a premises
- Replaced To identify purchased animals that have been re-tagged and there is no information available about any original/previous tags
- Retired To report tag ID numbers of animals that have died or were slaughtered at a processing facility
- Sighted To report an arbitrary sighting of a tag ID number on an animal

4. Enter the tag number(s). There are four options to enter the tags, choose the one that best suits your needs. Then select **Add Tags to List**.

Submit Events: Animal/Tag Selection

Please enter tags to add or remove from the list of tag for this Event

- Tag: CCIA
- Tag Range: CCIA Range Start 299972548 Range End 299972550
- Tag Range: CCIA Range Start with Quantity
- CSV File:

List of Tags Associated with the Event

Currently no tags have been entered.

5. The tags will now appear under the **List of Tags Associated with the Event**. Continue to add tags until your list is complete. Then select **Next**.

Submit Events: Animal/Tag Selection

Please enter tags to add or remove from the list of tag for this Event

Tag: CCIA
 Tag Range: CCIA Range Start Range End
 Tag Range: CCIA Range Start with Quantity
 CSV File:

List of Tags Associated with the Event

<<Hide List of Tags to Associate with the Event				File Name	Count
Action	Entry Type	Details			
Add	Tag Range	00 0124000299972548 to 00 0124000299972550 (CCIA)			3

6. If you have only entered in one tag, you will be taken to the details page. If you have more then one tag entered, you will be asked if you want to apply the same details to each tag. If the answer is yes you will select **Same for All Tags**, if the information is not the same for all tags, select **Not Same for All Tags**.

Submit Events: Event Details

You have selected multiple Tags/Animals to associated with the Event. Will the details of the Event be the same for all 3 tags?

6a. If you selected **Same for All Tags** proceed to step 7.

6b. If you selected **Not Same for All Tags** you will see the screen below. Select the plus (+) sign to open the tag range.

Submit Events: Event Details for Specific Tags

Please Click on plus sign to see the tags in the range.

Entry Type	Details	Count	Status
<input type="checkbox"/>	Tag Range (+) 00 0124000299971318 to 00 0124000299971342 (CCIA)	25	Incomplete

6c. Select the tag(s) that have the same details, and select the **Apply Event Details to Selected Tags** button at the bottom of the page.

Submit Events: Event Details for Specific Tags

Please Click on plus sign to see the tags in the range.

Entry Type	Details	Count	Status
<input type="checkbox"/>	Tag Range (+) 00 0124000299972548 to 00 0124000299972550 (CCIA)	3	Incomplete
<input checked="" type="checkbox"/>	00 0124000299972548 (CCIA)	1	Incomplete
<input type="checkbox"/>	00 0124000299972549 (CCIA)	1	Incomplete
<input checked="" type="checkbox"/>	00 0124000299972550 (CCIA)	1	Incomplete

6d. Enter the information for the tag(s) selected. Once you have entered the information select the **Apply to all** button.

Submit Events: Event Details

Please Note: You must report Birth Dates only for tags that have been applied to an animal

Tags Associated with the Event

Tags: Apply to all 2 tags

Event Details

Event Type: Birthdate

Source Account: * Producer (A0397991)

Source Premises: -- Select --

Date of Birth: * 20100305 (YYYYMMDD) Age in Months: 10

Dob Method: * Required birth date methods are below, you must select at least one.

Actual Birth Date

Calving Start Date

Sex: -- Select --

Species: -- Select --

Breed: -- Select --

Colour: -- Select --

Comment:

Apply to all

6e. Continue the process until all tags show **Complete**. Then select **Next** at the bottom of the page, and proceed to step 8.

Submit Events: Event Details for Specific Tags

Please Click on plus sign to see the tags in the range.

Entry Type	Details	Count	Status
<input type="checkbox"/> Tag Range	00 0124000299972548 to 00 0124000299972550 (CCIA)	3	Complete
<input type="checkbox"/>	00 0124000299972548 (CCIA)	1	Complete
<input type="checkbox"/>	00 0124000299972549 (CCIA)	1	Complete
<input type="checkbox"/>	00 0124000299972550 (CCIA)	1	Complete

Apply Event Details to Selected Tags

<< Back Next >>

7. The screen information from this point forward will be different for each event. Be sure to enter the required information (marked with red asterisks). The example below is the screen for entering birthdates. Once all of the information has been entered, select **Next**.

Submit Events: Event Details

Please Note: You must report Birth Dates **only** for tags that have been applied to an animal

Tags Associated with the Event	
Tags:	Apply to all 2 tags
Event Details	
Event Type:	Birthdate
Source Account: *	Producer (A0397991)
Source Premises:	-- Select --
Date of Birth: *	20100101 (YYYYMMDD)
Dob Method: *	<p>Required birth date methods are below, you must select at least one.</p> <input type="checkbox"/> Actual Birth Date <input checked="" type="checkbox"/> Calving Start Date <p>Optional birth date method may be selected below.</p> <input type="checkbox"/> Artificial Insemination Date <input type="checkbox"/> Bull Exposure Date <input type="checkbox"/> Weaning Weight <input type="checkbox"/> Animal Type <input type="checkbox"/> Pregnancy Check Date <input type="checkbox"/> Weaning Date <input type="checkbox"/> Branding Date
Sex:	-- Select --
Species:	-- Select --
Breed:	-- Select --
Colour:	-- Select --
Comment:	
<input style="margin-right: 10px;" type="button" value=" << Back "/> <input style="margin-left: 10px;" type="button" value=" Next >> "/>	

8. The confirmation page will appear, be sure to review the submitted information to make sure it is correct. If you need to make any changes select the **Back** button. If the information is all correct select **Confirm and Submit**.

Submit Events: Confirmation

Please confirm the details below

Event Submission Summary	
Event Type:	Birthdate
Tag/Animal Count:	3 Tags
Submitted For:	Producer (A0397991)
Submitted by:	Producer (A0397991)
Submission Date:	19-Jan-2011 14:28 GMT-07:00

Verification Statement:

Please ensure that you have reviewed the **EVENT DETAILS**, including the **TAG START** and **TAG END**, the **DATE OF BIRTH** and the **AGE IN MONTHS**.

By clicking **CONFIRM AND SUBMIT** you are verifying and declaring that the information you are submitting is correct and accurate.

Event Details

<<Hide Event Details													
Event Type	Tag Type	Tag Start	Tag End	Source Account	Source Premises	Date of Birth	Age in Months:	Dob Method	Sex	Species	Breed	Colour	Comment
Birthdate	CCIA	00 0124000299972548		A0397991		20100305	10	Actual Birth Date					
Birthdate	CCIA	00 0124000299972549		A0397991		20100305	10	Actual Birth Date					
Birthdate	CCIA	00 0124000299972550		A0397991		20100305	10	Actual Birth Date					

9. You have now submitted your information for processing. A **transaction ID** has been assigned to your submission. It is recommended that you record the **transaction ID** in your records and that you check your transaction (see item 5 of this document for instructions) to make sure the information processed successfully.

Submit Events: Done

Your request has been submitted for processing.

For your reference, the transaction ID [TR3333HKGJX](#) has been assigned to this request. You can view the status of this request through the [Request History](#) feature, or you can [submit other Events](#).

PLEASE NOTE: It is recommended that users check the status of the Transaction ID numbers (through the Request History) to ensure files were successfully processed.

5. Transaction status

Once you have received a transaction ID, you will want to check the status to make sure the information processed successfully.

1. From the Submit Events: Done page select the transaction ID.

Submit Events: Done

Your request has been submitted for processing.

For your reference, the transaction ID [TR3333HKGJX](#) has been assigned to this request. You can view the status of this request through the [Request History](#) feature, or you can [submit other Events](#).

PLEASE NOTE: It is recommended that users check the status of the Transaction ID numbers (through the Request History) to ensure files were successfully processed.

2. If your transaction has not been submitted for processing yet, the **Processing Status** will show as **Pending**. Alternatively, if it has been submitted for processing but not yet complete, you will see the **Processing Status** as **Processing**.

Request Details

File Details	
Transaction ID:	TR3333HKGKV
Submission Type:	Web Submission
Source Name:	DadProducer_201012150945.csv
Source Format:	CCIA Data Loading
Mime-Type:	text/plain
File Size:	415 bytes
Record Count:	3
Digest (SHA-1):	LUoNUd84IPkpTMR7m3gHt8cwYc=
Submitted By:	DadProducer at Producer for Account Producer
Submission Date:	15-Dec-2010 09:42 GMT-07:00
Request Priority:	Priority 1 - Processed within 0.25 hours from submission time
Processing Status:	Pending
Processed Date:	
Archive Status:	Online

3. If your transaction has finished processing, you will see the **Processing Status** as **Completed**.

Request Details

File Details	
Transaction ID:	TR3333HKGJX
Submission Type:	Web Submission
Source Name:	DadProducer_201012101158.csv
Source Format:	CCIA Data Loading
Mime-Type:	text/plain
File Size:	322 bytes
Record Count:	2
Digest (SHA-1):	MTNLeiborsPf3ISYVU1RVOrp21E=
Submitted By:	DadProducer at Producer for Account Producer
Submission Date:	10-Dec-2010 11:57 GMT-07:00
Request Priority:	Priority 1 - Processed within 0.25 hours from submission time
Processing Status:	Completed
Processed Date:	10-Dec-2010 11:58 GMT-07:00
Archive Status:	Online

[Deactivate All Events](#)

Request Record Details

Category	Record Count	Display Record(s)	Download Record(s)
Error Records:	0	Display Record(s)	Download Record(s)
Processed Records:	2	Display Record(s)	Download Record(s)
Total Records:	2	Display Record(s)	Download Record(s)

4. Under the **Request Record Details**, if there is a **0** under the **Record Count**, your transaction has processed without an error. If there is a count for the error records, select on Display Record(s) to view the error message. Transactions having error(s) found are not recorded into the database. Once the error is corrected you will need to re-submit the information.

Request Record Details

Category	Record Count	Display Record(s)	Download Record(s)
Error Records:	0	Display Record(s)	Download Record(s)
Processed Records:	2	Display Record(s)	Download Record(s)
Total Records:	2	Display Record(s)	Download Record(s)

5. There is a list of the common error messages and their solutions on the **CLTS Resource Centre** under the **FAQ - Error** category. If you need assistance with correcting the error, please contact the CCIA. For a list of representatives in your area, visit the **Contact Us** page on the **CLTS Resource Centre**.

Line#	COLOUR	TAG_TYPE	EVENT_DATE	DOB	COMMENT	TAG_END	EVENT_TYPE	DOB_METHOD	BREED	SOURCE_PREMISES	SOURCE_ACCOUNT	SPECIES	TAG_START	SEX	STATUS
1					Error: Wrong event order for tag 000000124000299999910 of type C.										
	OTH	C		20100214			Birthdate	AB	GV	SK3374JYA	A0397991	BOV	00 0124000299999910	S	

[<< Request Details](#)