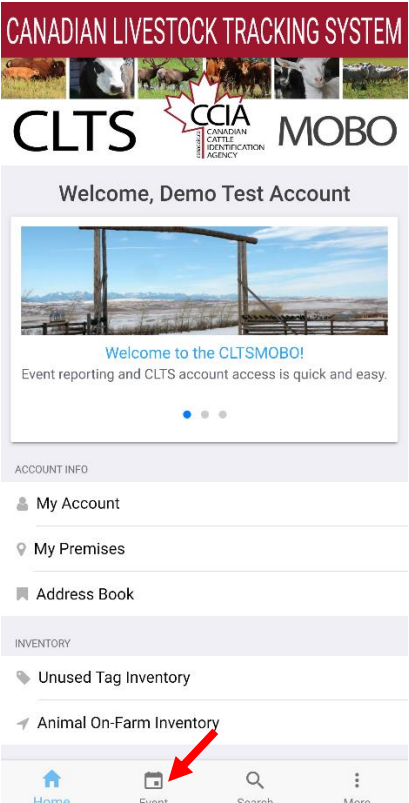
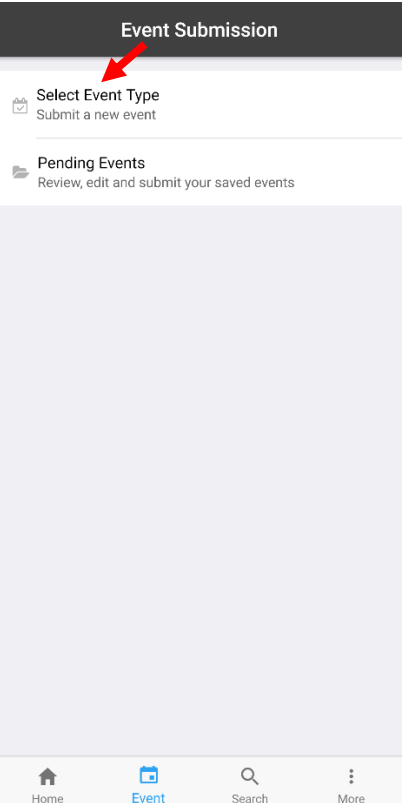
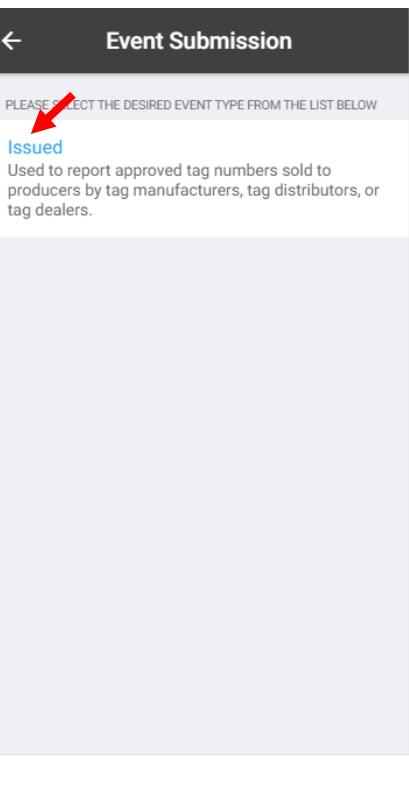


Issued

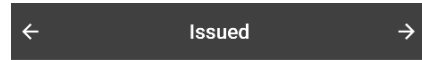
An Issued event is used to report approved tag numbers sold to producers by tag manufacturers, tag distributors, or tag dealers. This guide shows basic step by step instructions for submitting an issued event.

Step 1 – Event Selection

<p>Tap Event from the home screen.</p> 	<p>Tap Select Event Type.</p> 	<p>Tap Issued.</p> 
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Step 2 – Select Tag Entry Type

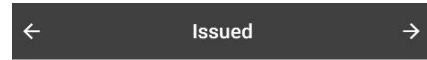
Tap the + at the bottom right-hand side of the screen.



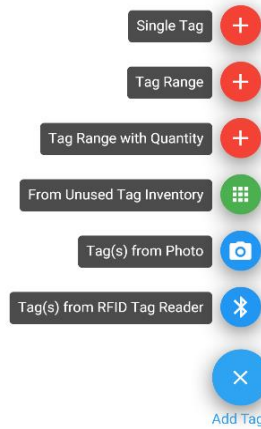
Please tap Add Tag, select one of the options to enter tag number(s). A maximum of 100 tags is allowed per submission.




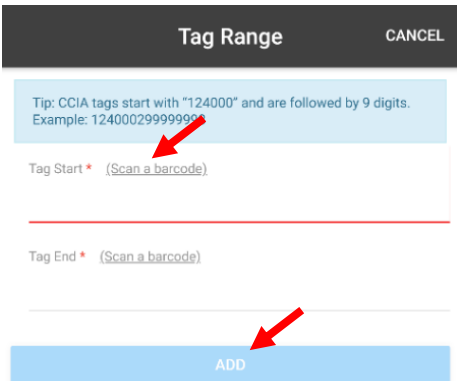
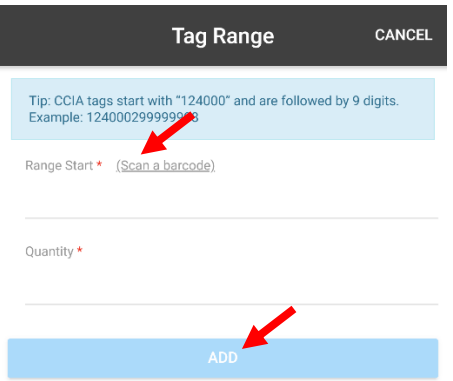
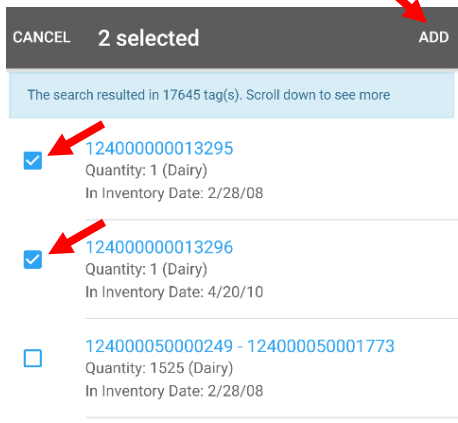
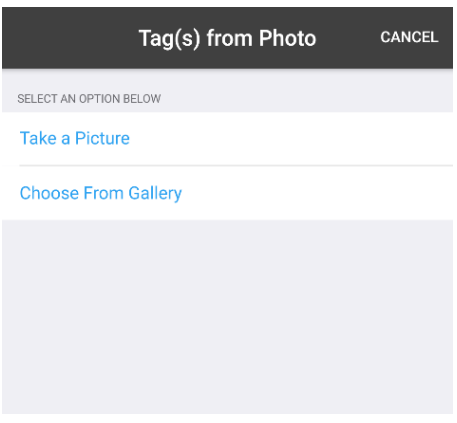
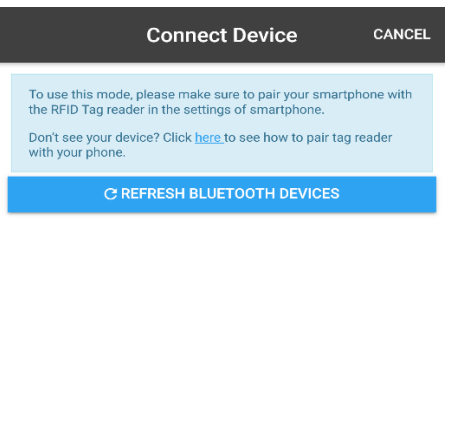
Select the tag input type you want to use from the pop-up list.



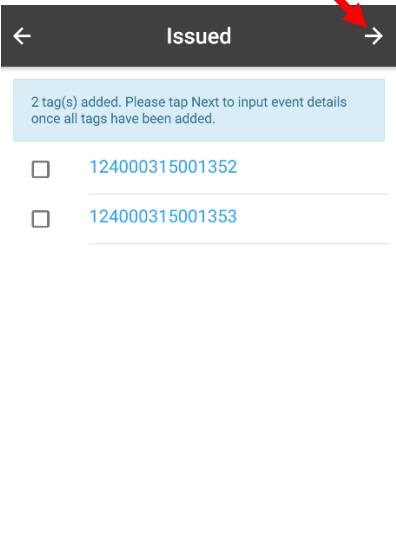
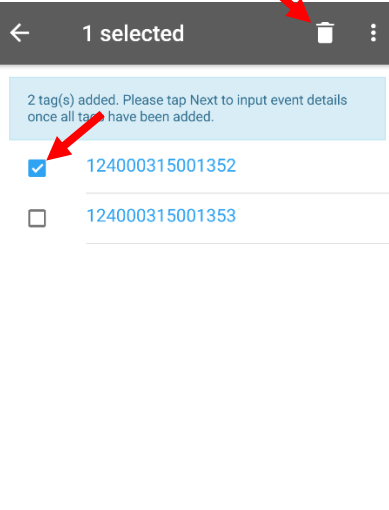
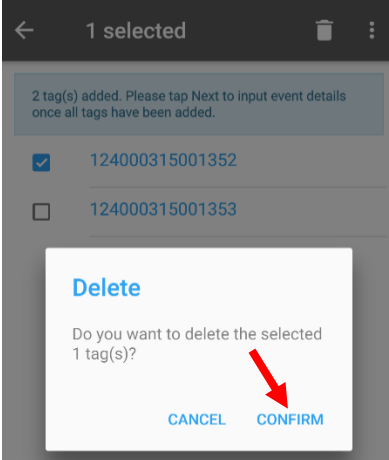
Please tap Add Tag, select one of the options to enter tag number(s). A maximum of 100 tags is allowed per submission.



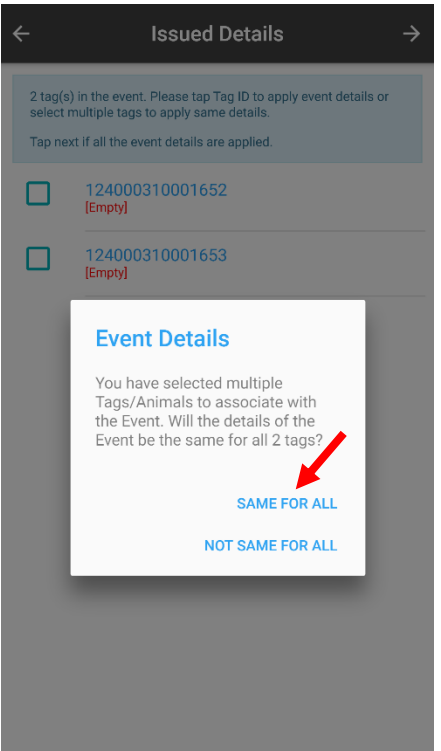
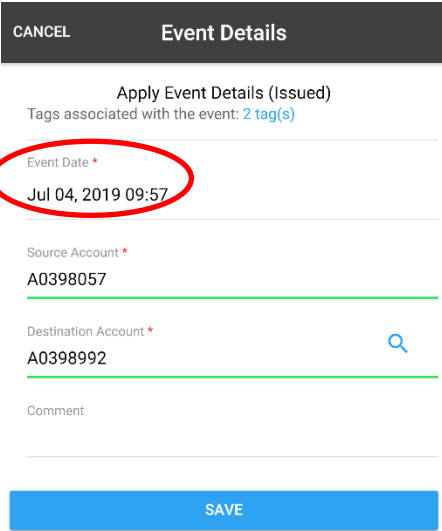
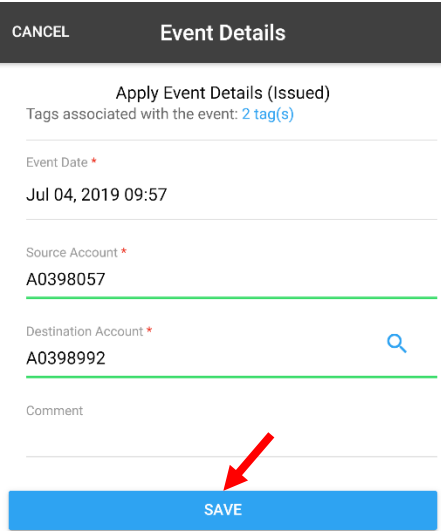
Step 3 - Add Tags – There are six options to choose from to add tags to your list.

<p>Single Tag: Enter the 15-digit tag number, then tap Add, OR</p>  <p>A barcode can be scanned by tapping "Scan a barcode"</p>	<p>Tag Range: Enter the first tag number of the range in the Tag Start field and enter the last tag number of the range in the Tag End field, then tap Add, OR</p>  <p>A barcode can be scanned by tapping "Scan a barcode"</p>	<p>Tag Range with Quantity: Enter the first tag number of the range in the Range Start field and enter the Quantity of tags, then tap Add, OR</p>  <p>A barcode can be scanned by tapping "Scan a barcode"</p>
<p>From Unused Tag Inventory: Select tags from your Unused Tag Inventory, then tap Add, OR</p> 	<p>Tag(s) from Photo: Take a photo of a printed list of tags, or retrieve a photo of a printed list of tags from your device. OR</p> 	<p>Tags from RFID Tag Reader: Connect to Bluetooth and retrieve tags from an RFID Tag Reader.</p> 

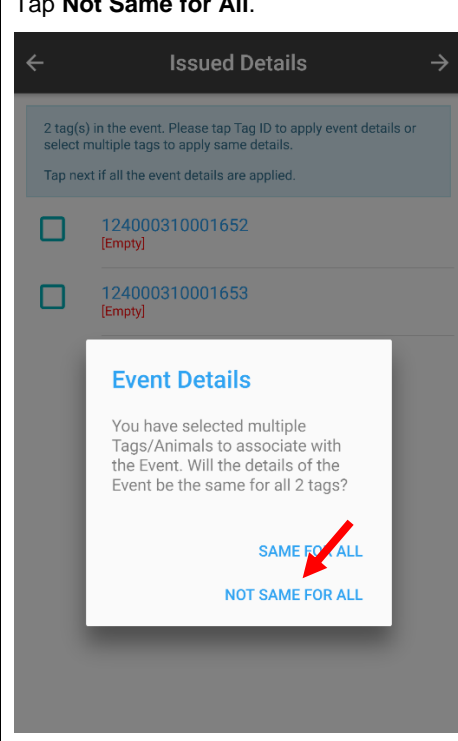
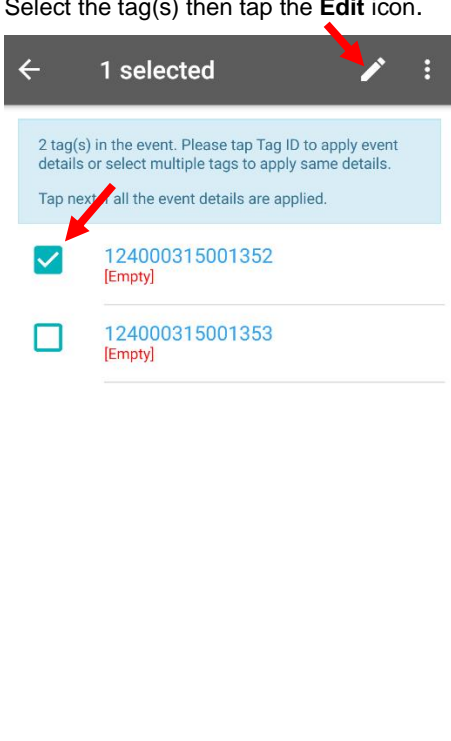
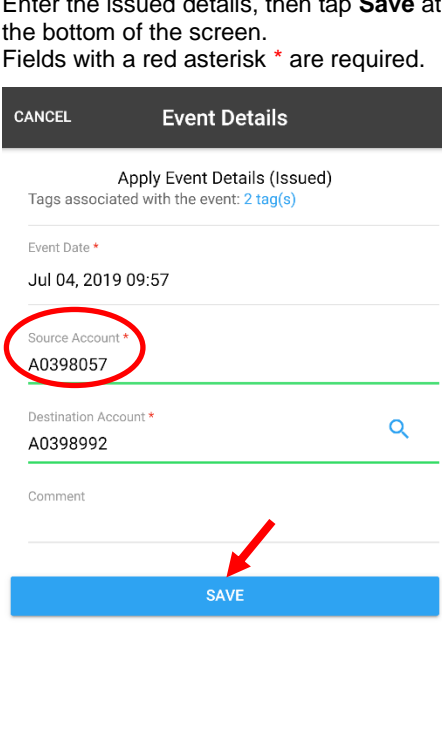
Step 4 – Review Tags – Ensure all tags have been entered or retrieved correctly.

<p>Once all the tags have been added to your list, tap the Arrow.</p> 	<p>To delete unwanted or invalid tags, tap the box beside to select it, then tap the Delete icon.</p> 	<p>Tap Confirm to delete the unwanted or invalid tags.</p>  <p>To add more tags to the list, tap the + at the bottom right-hand side of the screen.</p>
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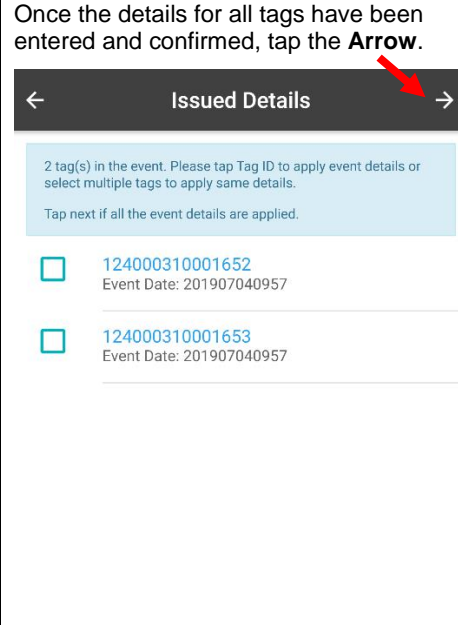
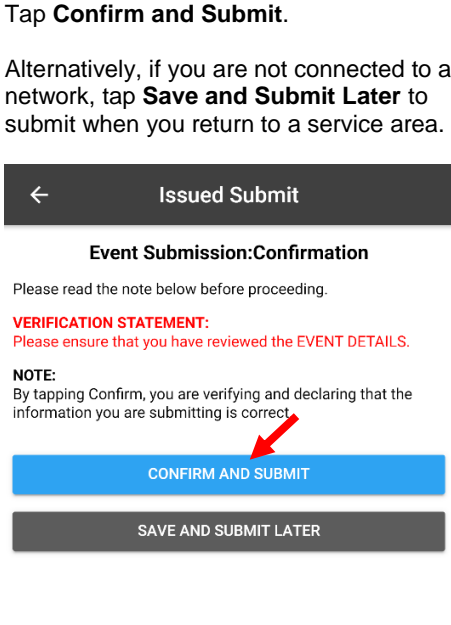
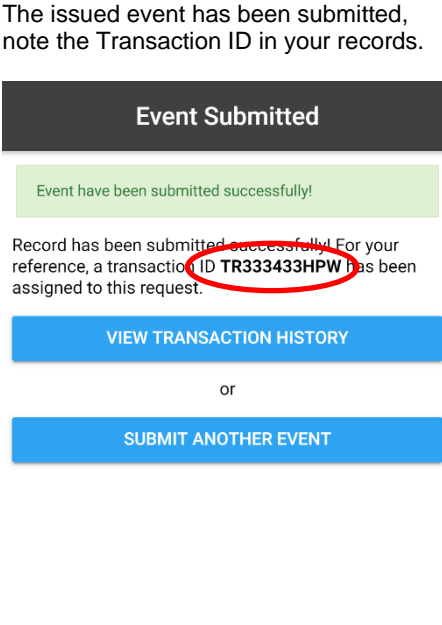
Step 5a – Enter Same Issued Details for All Tags – To enter individual details, see Step 5b.

<p>Tap Same for All.</p> 	<p>Enter the issued event details. Fields with a red asterisk * are required.</p> 	<p>Once all the details have been entered, tap Save at the bottom of the screen.</p> 
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Step 5b- Enter Different Issued Details for Each Tag – Enter individual details for each tag.

<p>Tap Not Same for All.</p> 	<p>Select the tag(s) then tap the Edit icon.</p> 	<p>Enter the issued details, then tap Save at the bottom of the screen. Fields with a red asterisk * are required.</p> 
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Step 6 – Confirm and Submit

<p>Once the details for all tags have been entered and confirmed, tap the Arrow.</p> 	<p>Tap Confirm and Submit.</p> <p>Alternatively, if you are not connected to a network, tap Save and Submit Later to submit when you return to a service area.</p> 	<p>The issued event has been submitted, note the Transaction ID in your records.</p> 
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This concludes the CLTS MOBO Issued Quick Guide
 For more CLTS MOBO user guides, please [click here](http://support.canadaid.ca) or visit <http://support.canadaid.ca>.