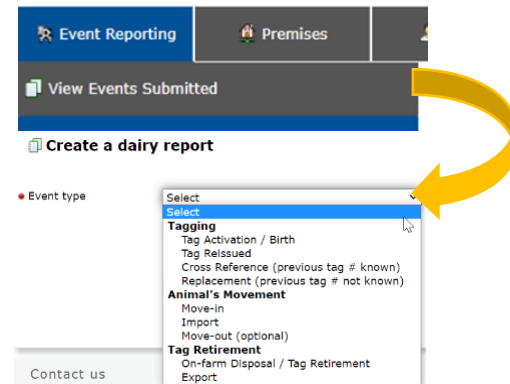


DairyTrace Portal Quick Tips

How To Report An Event

- 1) You must be logged into your **DairyTrace** account.
- 2) From the **Event Reporting** menu tab, click **Submit an Event**.
- 3) From the drop-down menu, select the event type.
- 4) Complete all fields with a red dot (•).
Note: Some cells will autofill. Your reporting premises ID number(s) will be linked to the account.
- 5) Enter any additional information.
- 6) Click **Save**. This will submit the event.
- 7) You will be redirected to the **Welcome** page where a pop-up **Insertion Completed** notification appears at the top. This confirms submitted events.

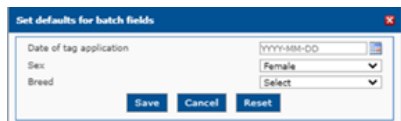


Note: An **Error Alert** may be displayed if invalid data is entered. After fixing the error, click **Save**.

Quick Tip – When multiple animals are being reported for one event, click the **+ Add a tag** option or use the **Multi-Animal** option located in the center of the screen as seen below:

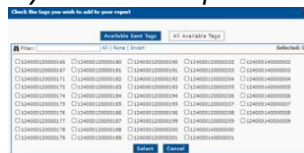
Set defaults for batch fields

Use this first before adding animal information to pre-set certain fields for each new animal added



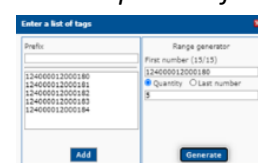
My available tags

Use this area to select the tags from those in your ownership/inventory from which you wish to report on



Generate list of tags

Use this to copy and paste a list of identification numbers from another document or to enter in a sequence of tags



Common Traceability Events to Report

Tag Activation/Birth Event

- * Enter the animal identification number (all 15 digits of the ISO tag).
- * Enter the date of birth – use the calendar icon or type it in using the format **YYYY-MM-DD**.
- * Add additional information associated with the event, such as date of tag application, sex, breed, farm management #, etc.

Move-in Event

- * Enter in the premises ID number of departure (*The previous owner should have provided this information*).
- * Enter in the license plate number and the province (*This will autofill if used before*).
- * Enter in the animal identification number (all 15 digits of the ISO tag) and date (YYYY-MM-DD) of the move-in event.
- * Add additional information associated with the event, such as sex, breed, farm management #, etc.

DairyTrace Portal Quick Tips

Export Event

- * Since the animal is leaving the country, enter in the address, and specifically the country and state of where the animal is headed.
- * Enter in the vehicle license plate number and state of the transporter.
- * Enter in the animal identification number (*all 15 digits of the ISO tag*) and the date of the export.
- * Add additional information associated with the event, such as sex, breed, farm management #, etc.

On-Farm Disposal/Tag Retirement Event

Only complete this event if the animal was deceased and the carcass did not leave the premises (i.e. was composted, buried on premises).

- * Enter in the animal identification number (*all 15 digits of the ISO tag*) and the known date of death.
- * Add additional information associated with the event, such as sex, breed, farm management #, etc.

Move-out Event

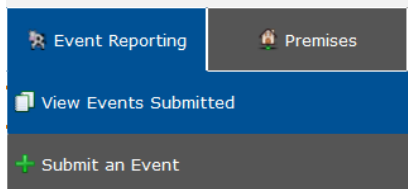
Any time that an animal leaves the premises, reporting the event is recommended.

- * Enter the premises ID of destination, if you do not know the premises number, there is an option to enter in the address of destination.
- * Enter in the animal identification number (*all 15 digits of the ISO tag*) and the date of move-out.
- * Add additional information associated with the event, such as vehicle information, sex, breed, farm management #, etc.

Reviewing Submitted Events

From the **Event Reporting** menu tab, click **View Events Submitted**.

Narrow your search result with filters, such as using **Report Type**, **Tag Activation / Birth**.



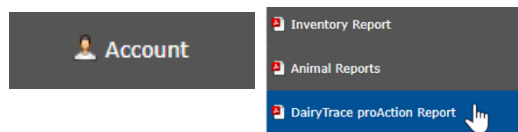
Tip: if the recent event does not automatically appear, directly under the menu tab **Event Reporting**, in orange text, select **Show All Results**

DairyTrace Reports

The DairyTrace system has been designed to save you time, offer convenience and add value to your operation. This includes but is not limited to: inventory management, animal reporting (i.e. birth, move-in, imports, move-out, on-farm disposal, tag replacement), and generating your DairyTrace proAction Report.

How to Get Your DairyTrace proAction Report

Before your proAction validation visit, you can print or save the report with a reference date of the past 365 days.



- * From the **Welcome** page, click **DairyTrace proAction Report**
- * Alternatively, under the **Account** tab, click **DairyTrace proAction Report**.
- * Click **Print**. A PDF will download onto your computer for you to **Save**, or immediately **Print**.