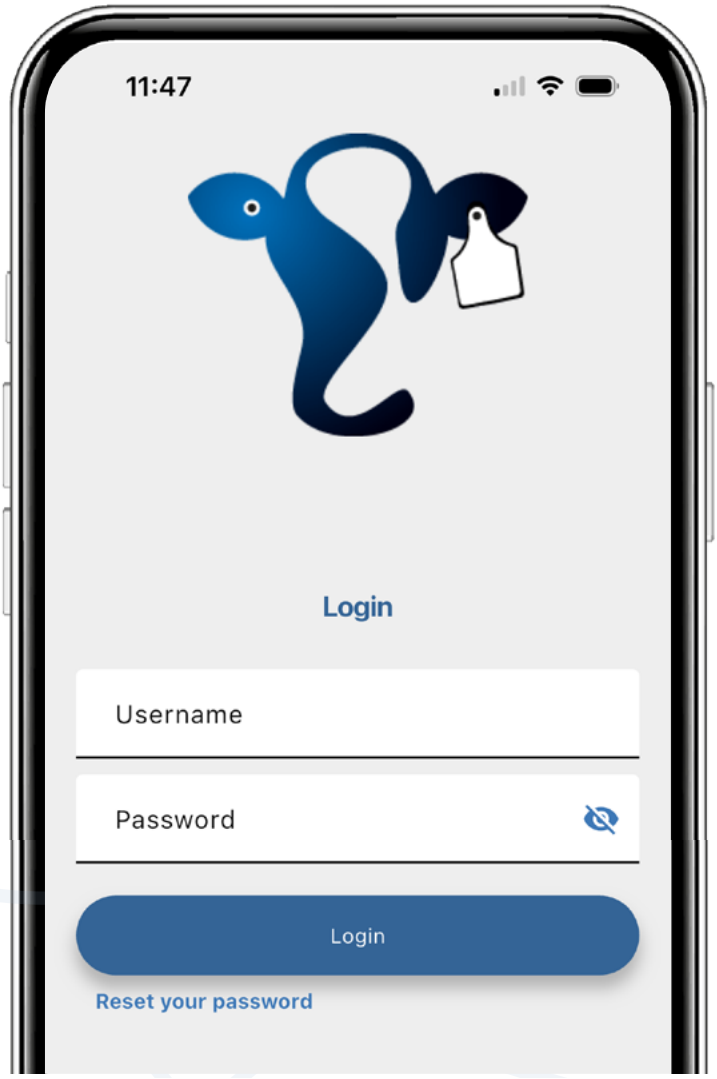
DairyTrace

DAIRYTRACE MOBILE APP GUIDE

- **MOBILE APP FAQS**
- **EVENT REPORTING WITH THE APP**



Sustainable Canadian Agricultural Partnership

DairyTrace

Canada

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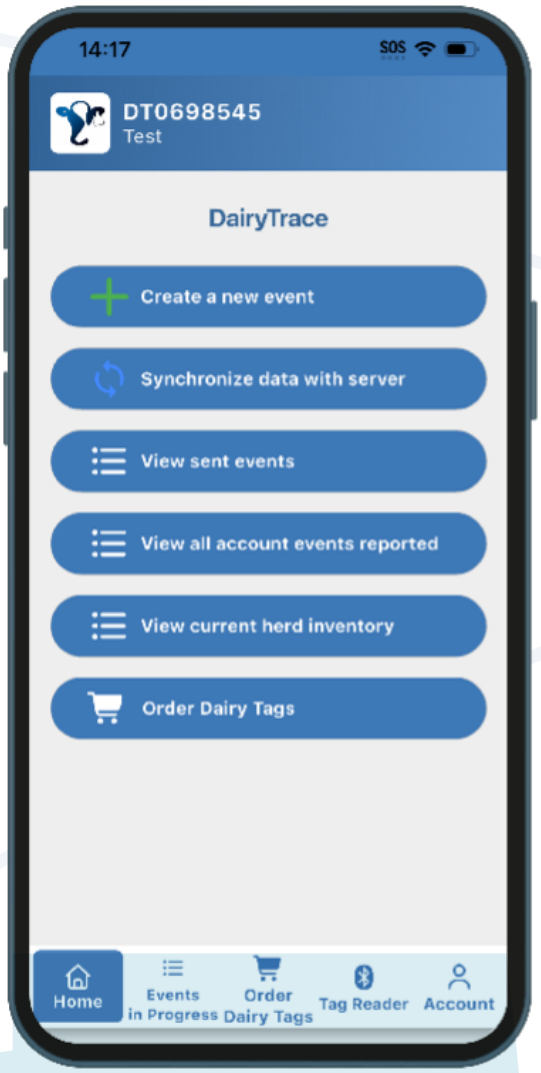
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USING THE DAIRYTRACE MOBILE APP

The DairyTrace Mobile App can be downloaded for free from Google Play or the App Store. Use the app to report all your traceability events to DairyTrace when you're on the go. You can also order tags through the app.



The main menu allows you to:

- Create a new event
- Synchronize data with server
- View sent events
- View all account events reported
- View current herd inventory, and
- Order tags

Bottom menu allows you to:

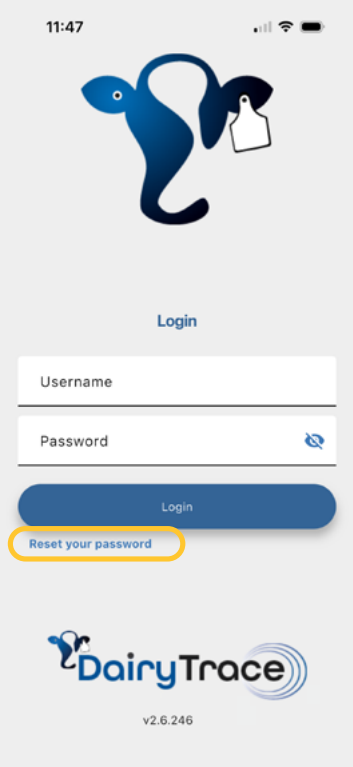
Home	Events in Progress	Order Dairy Tags	Tag Reader	Account
	View any unsubmitted events in progress	Order dairy tags	Link your phone with a compatible stick tag reader	View your account information

DairyTrace Customer Services:
DairyTrace.ca ▪ 1-866-558-7223 ▪ info@DairyTrace.ca

Download on the App Store | GET IT ON Google Play

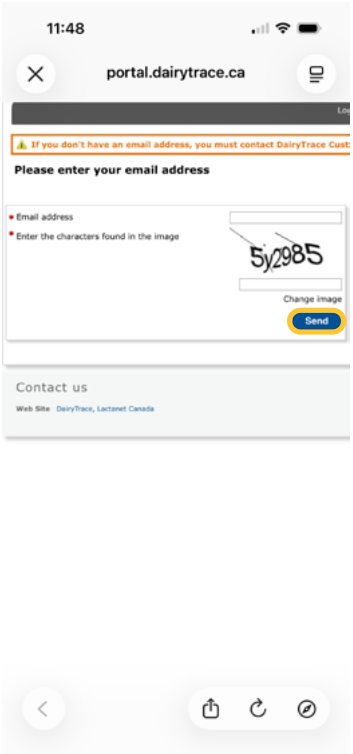
MOBILE APP FAQS

Q1: What should I do if I forget my username or password?



1) If you forget your username or password, click **Reset your password**

2) The DairyTrace Portal will open on your phone, and you'll see a prompt to enter your email address. Enter your email address and the characters you see in the image, then press **Send**. You'll then get a code via email to reset your password



If you don't have an email address, contact DairyTrace Customer Services.

Q2: What fields are required to submit an event?

Fields that are required are indicated by red stars. The following fields are required for the events listed below:

Tag activation/Birth:*

- Reporting date
- Reporting premises
- Animal ID
- Birthdate

Move-in:*

- Reporting date
- Premises of arrival
- Premises of departure
- Licence plate
- Licence plate province
- Animal ID
- Move-in date

Move-out:*

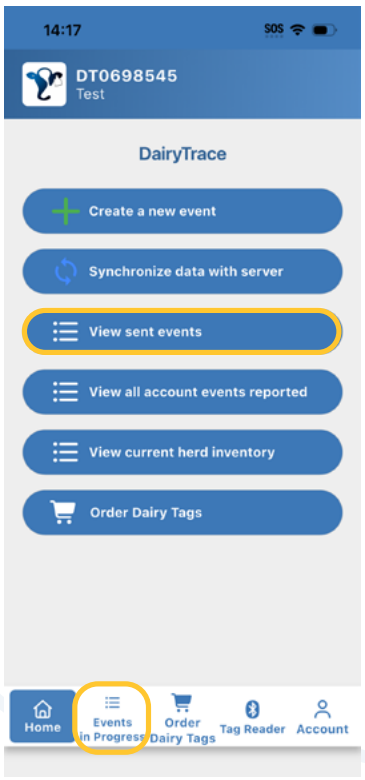
- Reporting date
- Premises of departure
- Address or premises of arrival
- Licence plate
- Licence plate province
- Animal ID
- Move-out date

On-farm disposal/Tag retirement:*

- Reporting date
- Premises of death
- Animal ID
- Date of death

Q3: How can I view my recently submitted events?

1) From the home screen, select **View sent events**



Your list of reported events will show by date submitted, with the most recent at the top

If you need to make a correction on a sent event, you will need to either edit in the DairyTrace Portal on your computer.



OR

2) Along the bottom menu, you can click **Events in Progress** to check events that have not been submitted

Call Customer Services (if correcting a birthdate, for example).



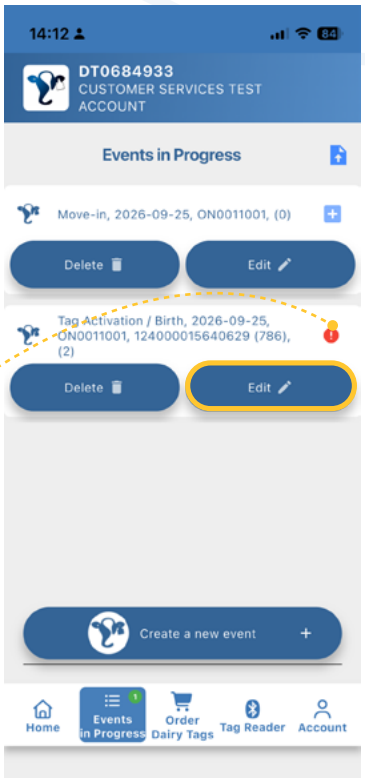
Q4: How do I fix the unsent events on the Events in Progress page?

Event reports that are unsuccessful will remain on the Events in Progress screen with an error message

If you have events listed on this page, it could be one of three reasons:

1. An error stopped the event from being submitted. This needs to be fixed and resubmitted at the Overview page

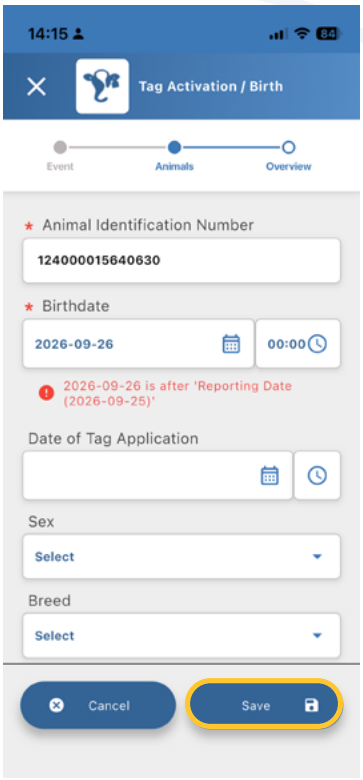
Clicking the red circle will show a message explaining what needs to be corrected. Click **Edit**,



Fix the error, click **Save** and then resubmit on the Overview page

If you see a green arrow, the event is ready to submit but can not be sent until the whole group can be successfully submitted

To verify the last events reported, do a quick check by clicking View sent events



2. The Wi-Fi connection was not strong enough and was not able to submit the event. Once a strong connection is available, **click** to Synchronize and submit the events
3. While entering the event, you may have exited rather than completing all steps. Open the event and click **Confirm and Submit** on the Overview page

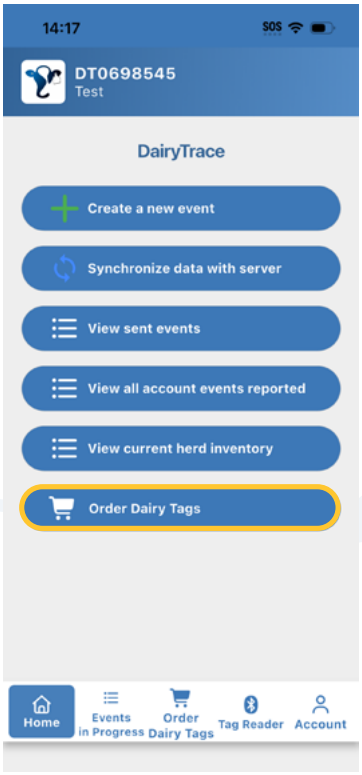
If you click the blue plus icon, the message "The event has not yet been submitted" appears

Q5: Can I get my proAction® report from the mobile app?

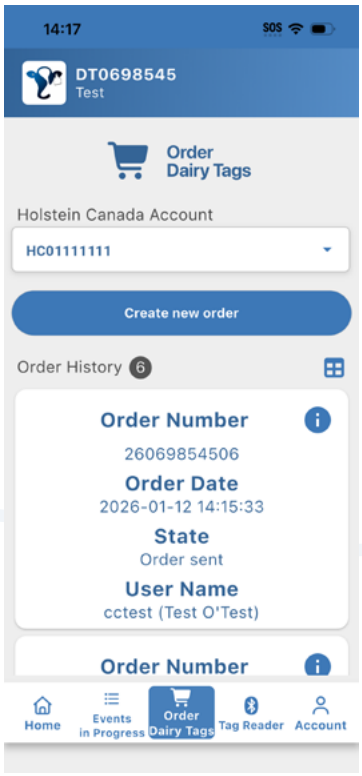
At this time, you must be logged into your account in the DairyTrace Portal to access your proAction® report.

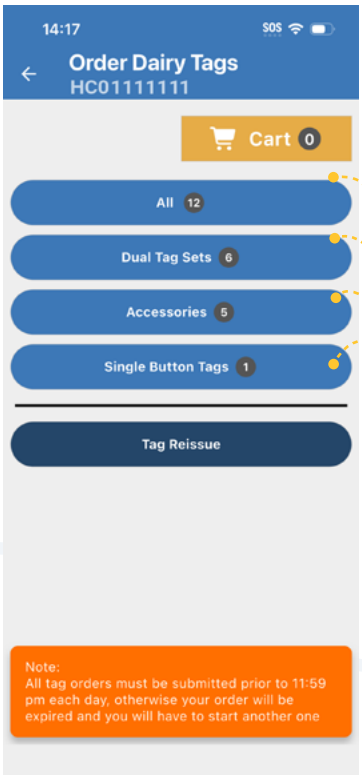
Q6: How can I order tags through the app?

If your account in DairyTrace is already authorized to order tags through the Portal, ensure your app is updated to the latest version to see this functionality.



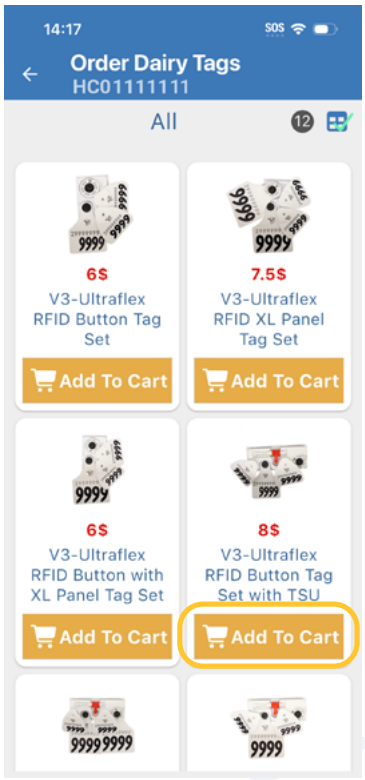
1) Select **Order Dairy Tags** from the main menu once you've opened the app, or from the bottom menu



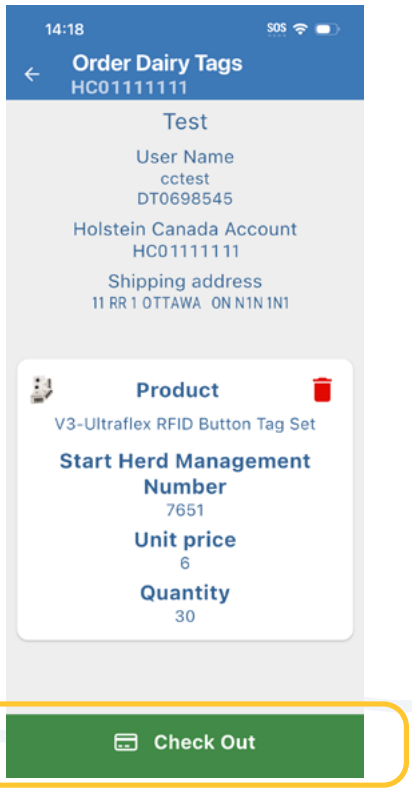


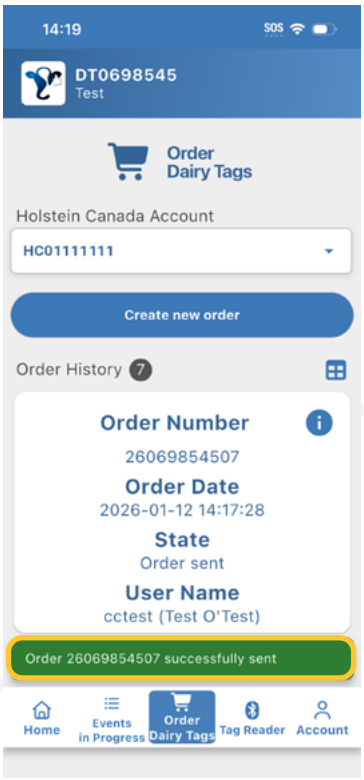
2)) Select if you'd like to see all items, dual sets, tag accessories, or single button tags

3)) Click **Add To Cart**, then you can change the quantity and add your herd management number



4)) Ensure that you "check out" your cart to submit your order

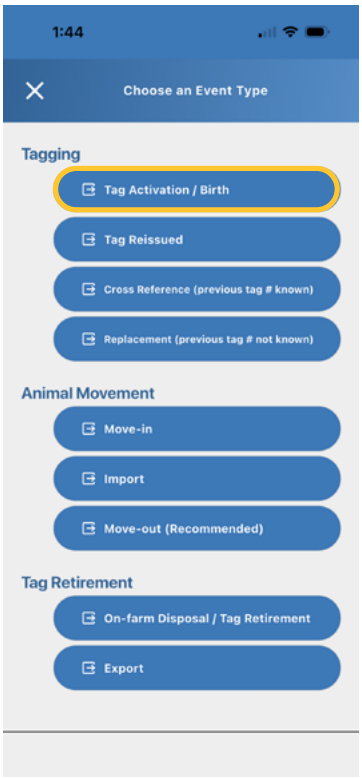




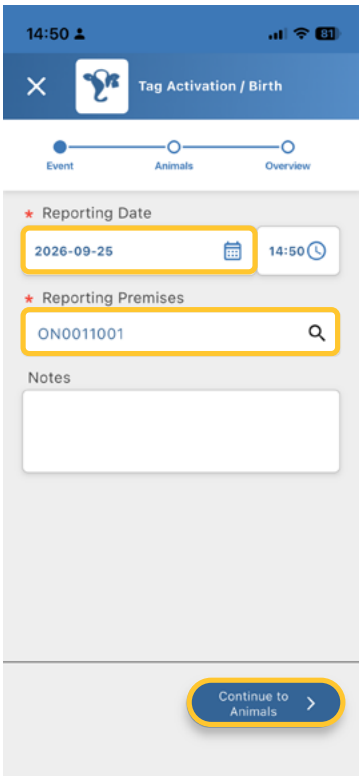
EVENT REPORTING WITH THE APP

TAG ACTIVATION/BIRTH

1) Click **Create a new event** and choose **Tag activation/Birth**

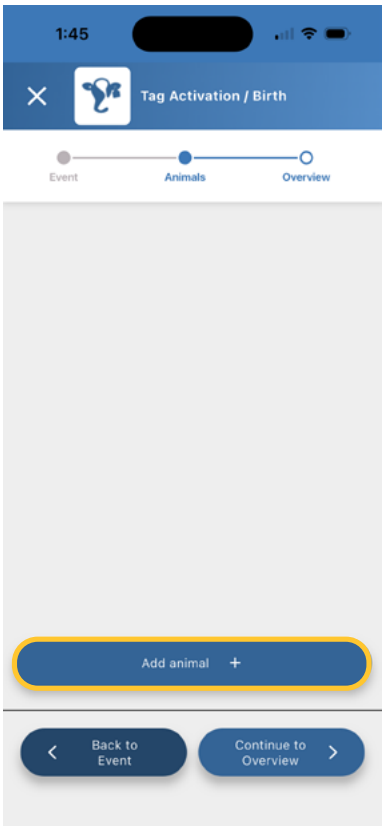


2) Click **Continue to Animals,**



Note: Your reporting date and Premise ID for birth events are populated

3) then **Add animal**



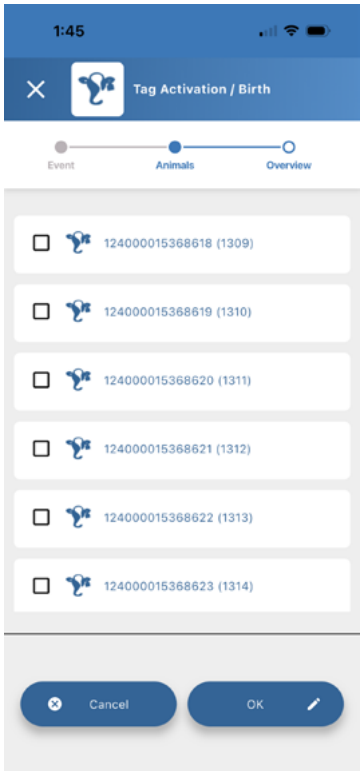


4) **There are 4 options to report tag numbers:**

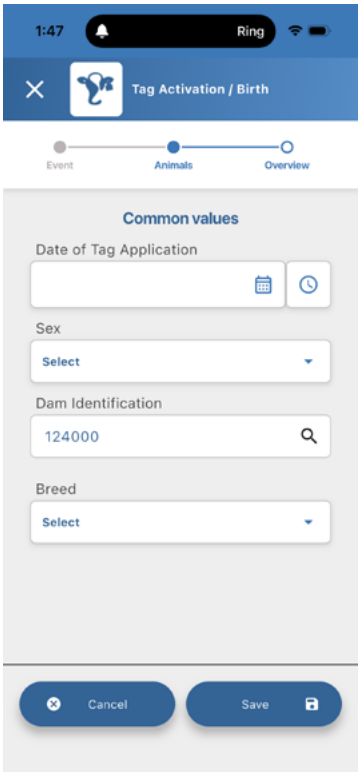
- Input them manually
- Choose from a list of your current unused dairy tags (My available tags)
- Generate a sequence of numbers or
- Download a scanned batch of tags from a connected stick reader

For example, if you have two births, choose **My available tags**

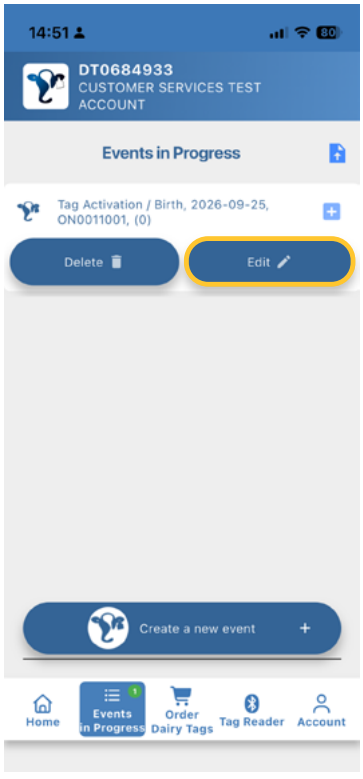
5) Select the correct dual tag set(s) or scroll down for single white button tags for any bull calves

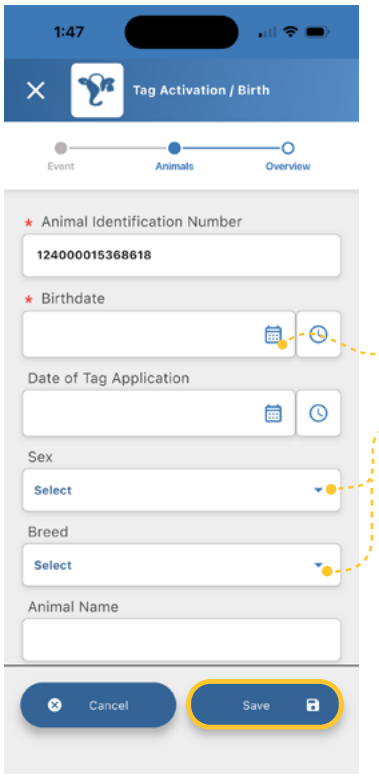


6) If the two animals were tagged on the same day, enter in the common values for them



7) Enter in the information specific to each animal by clicking **Edit** on each one





8)) Add in the birthdate by choosing the calendar date

Add the sex and breed in the optional fields

Click **Save** and repeat for the remaining animals

9)) Once the list of animals is complete, click **Continue to Overview**



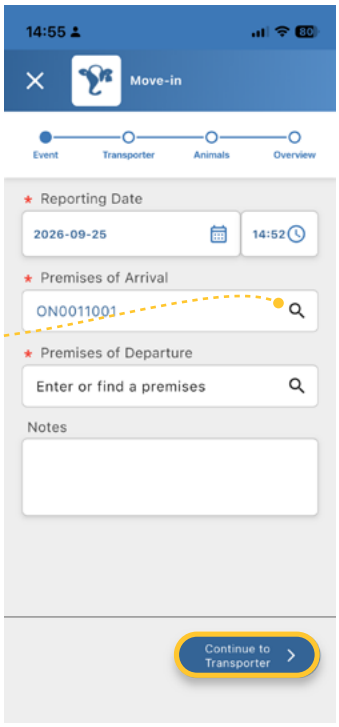
10)) Review all the events and their details. If there is an error, choose **Back to Animals** and edit the information

If everything is correct, click **Confirm and submit**

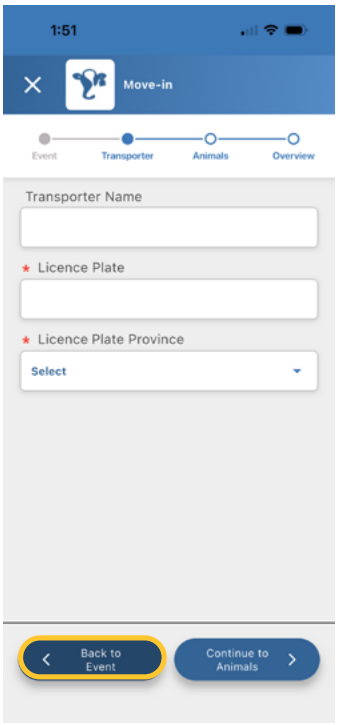
MOVE-IN

1) From the main menu, select **Create a new event**, then select **Move-in**. The premises of arrival is already listed; however, the premises of departure is still needed. Manually enter the Premise ID, or if it is a Premise ID you have used before or saved in your address book on the Portal, click the magnifying glass and choose the Premise ID from the list

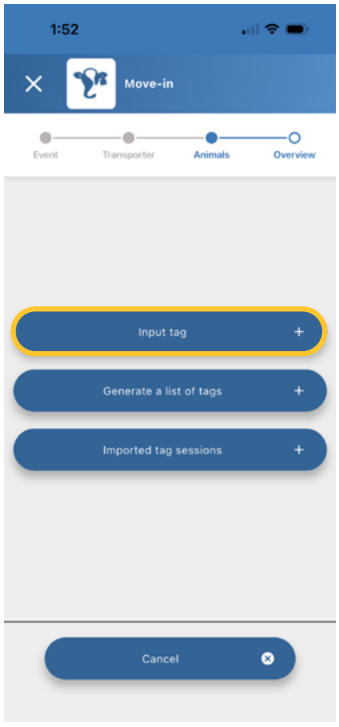
Click **Continue to Transporter**

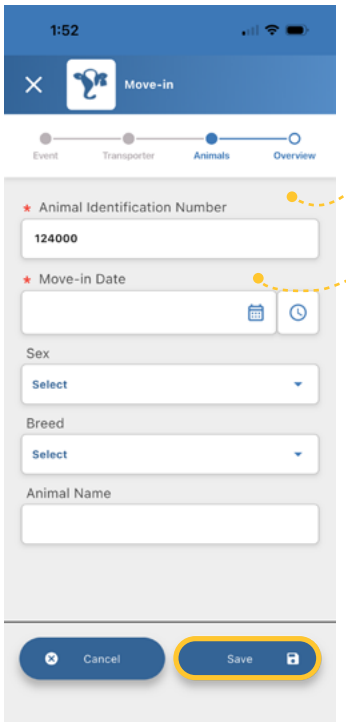


2) Enter in the transporter information, licence plate and province



3) Choose **Input tag** to manually enter the tag number





4) All Canadian dairy tags begin with 124000. For animals born outside of Quebec, add one more 0 before their 8-digit animal ID.

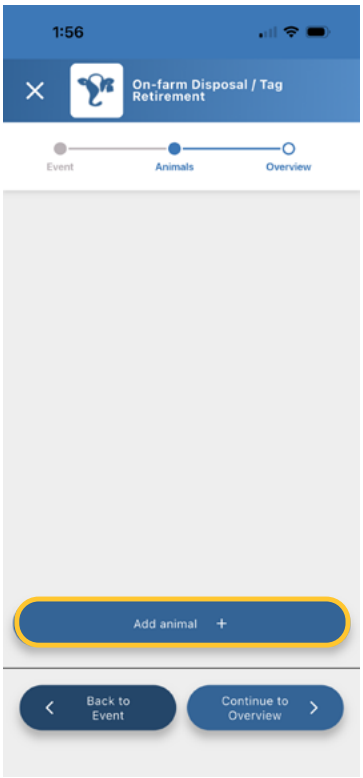
Enter the date using the calendar, add optional information, then click **Save**

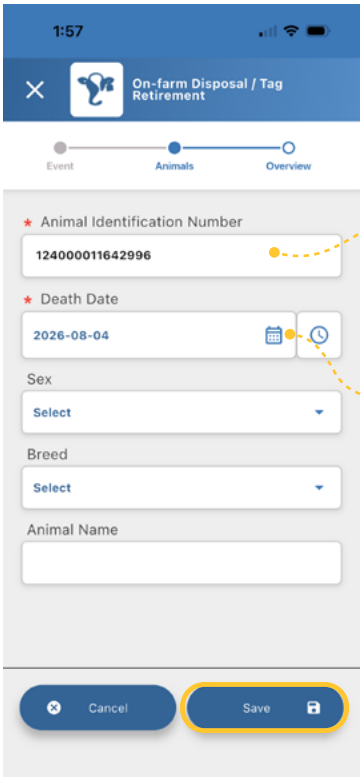
5) If there are multiple animals coming from the same premises and transport trailer, add more animals, or click **Continue to Overview** to submit the report

ON-FARM DISPOSAL/TAG RETIREMENT

1) Select **Create a new event**, then **On-farm Disposal.** Your account premises is already populated, so you can then add additional disposal information

2) Click **Continue to Animals** and **Add animal**

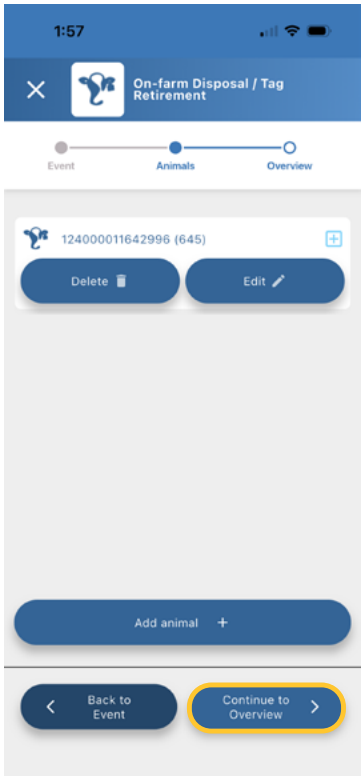




3) You can either input the 15 digit ISO number, or you can choose the animal from your on-farm inventory and click **OK**

Enter the date of death using the calendar and click **Save**

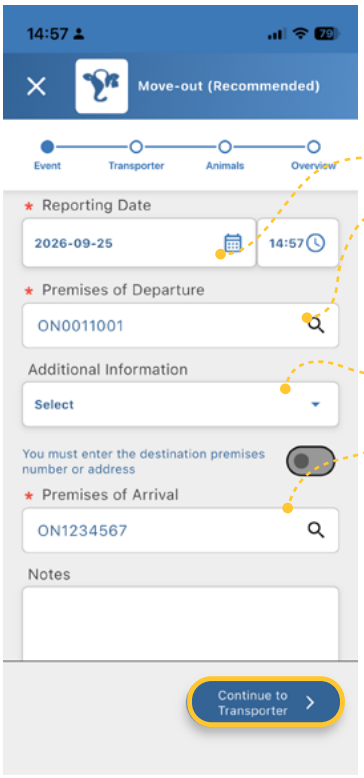
4) Click **Continue to Overview**



5) Verify the information, then **Confirm and submit**



MOVE-OUT



1)) Select **Create a new event,** then **Move-out**

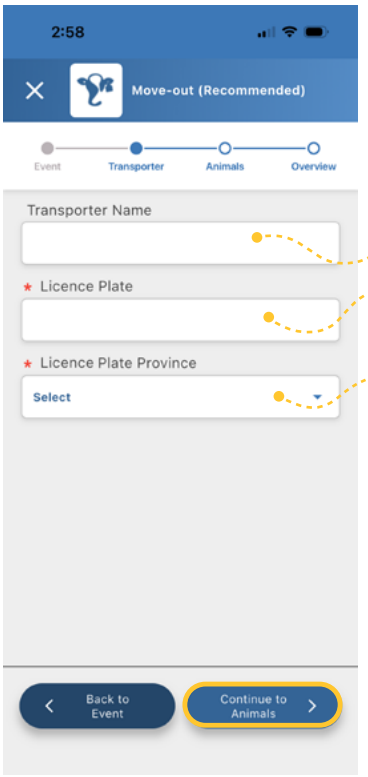
The reporting date is automatically populated

Premises of Departure: If you have more than one premises linked to your account, click the magnifying glass to select where the animal is located

Add optional information

Enter the Premise ID number where the animal is going to or click the toggle bar and enter the address if you do not know the Premise ID. If you have added premises to your Address book in the Portal, you can click the magnifying glass and choose from the list

Click **Continue to Transporter**



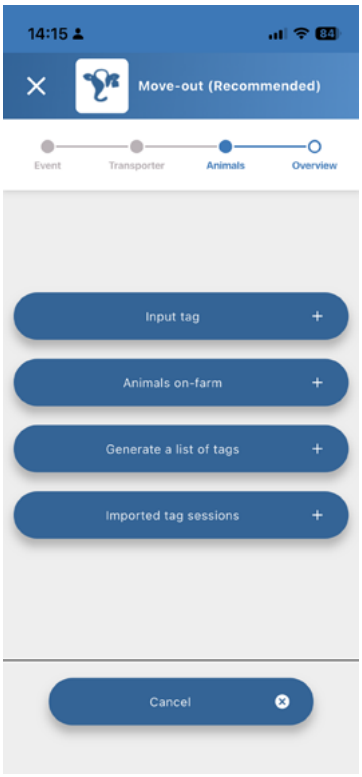
2))

Insert the name of the transporter

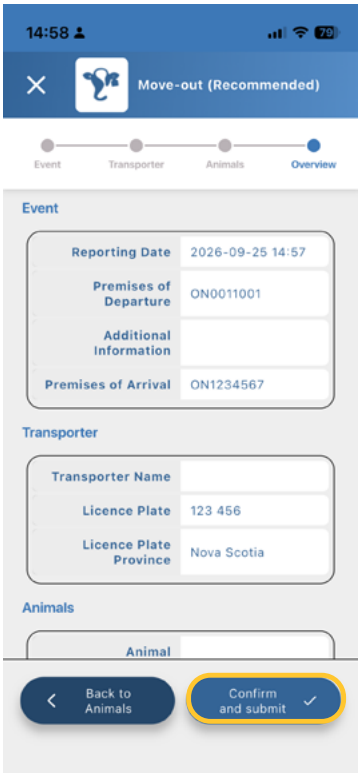
Insert the licence plate number of the transporter (either truck or trailer)

Select the province of the licence plate from the drop-down menu

3)) Click **Continue to Animals** and **Add Animal**



4)) Add animal or animals, sex and breed, then **Continue to overview**

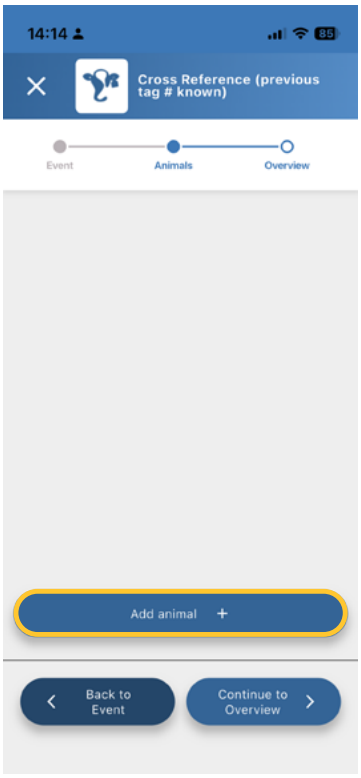


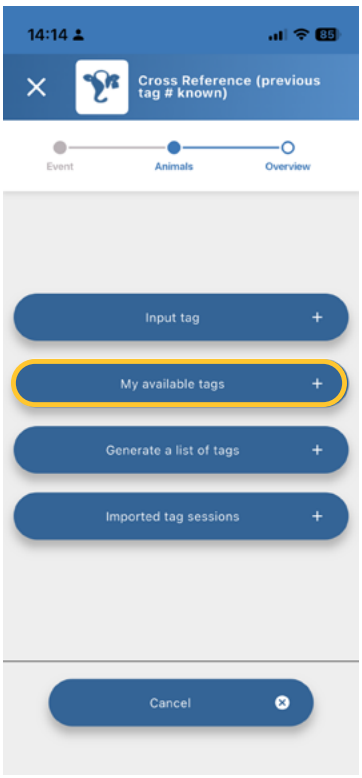
5)) Select **Confirm and submit** if everything is correct

CROSS-REFERENCE

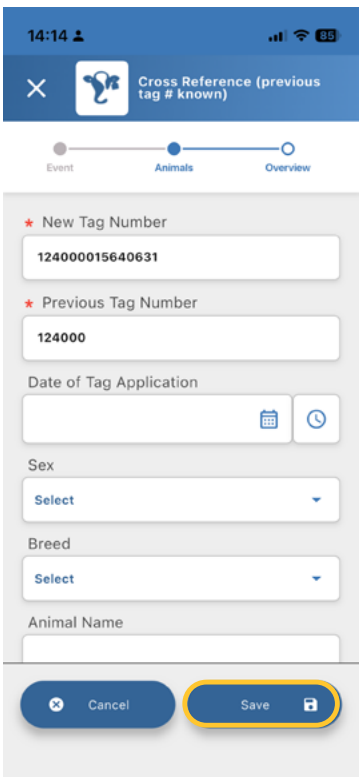
1) Select **Create a new event,** then **Cross Reference.** Your account premises is already populated

2) Click **Continue to Animals** and **Add animal**

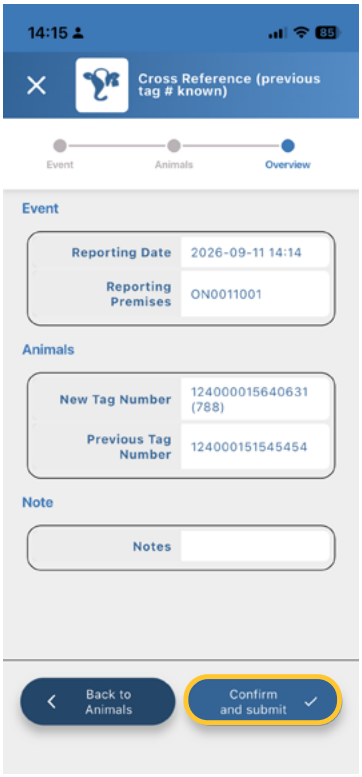




3) Input the new tag number or choose from **My available tags**

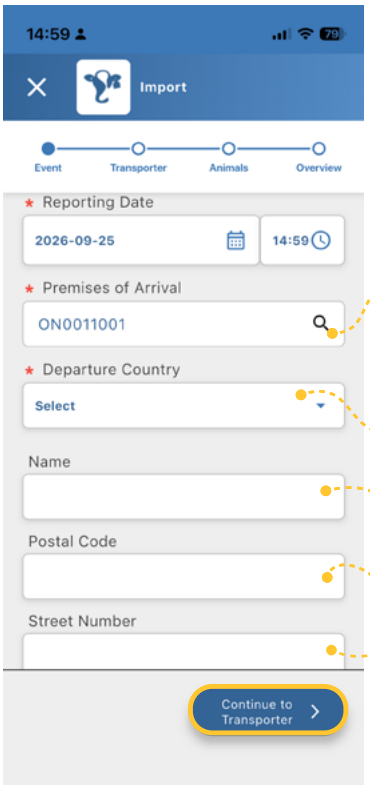


4) Enter in the previous tag number and optional information. **Click Save**



5) **Continue to Overview** and **Confirm and Submit** if everything is correct

IMPORT

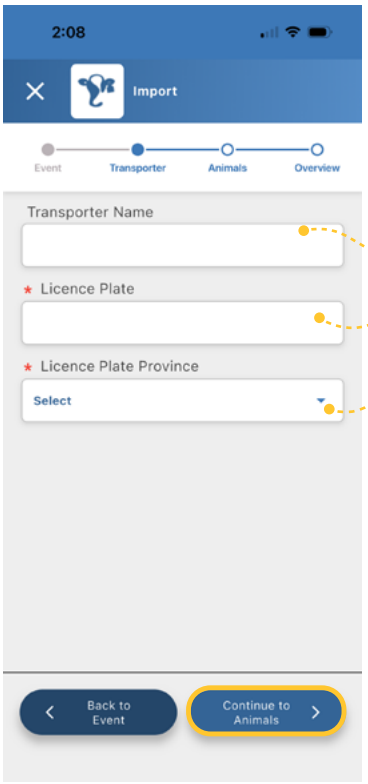


1)) Select **Create a new event**, then **Import**

If you have more than one premises linked to your account, click the magnifying glass to select the location where the animal is housed

Indicate the animal's originating location by entering the country and address where the animal came from

Add optional information

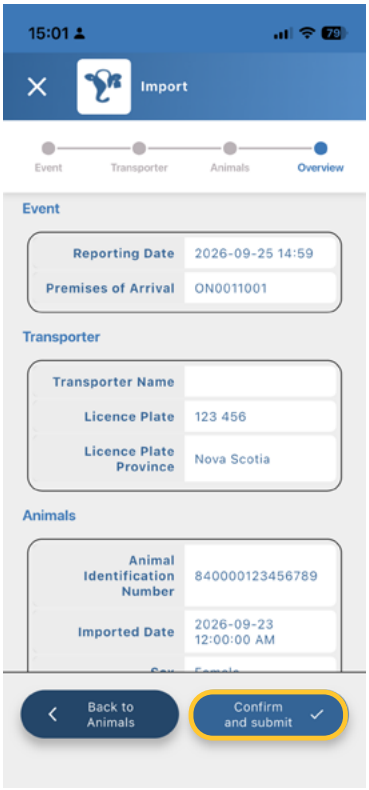


2)) Insert the name of the transporter

Insert the licence plate number of the transporter (either truck or trailer)

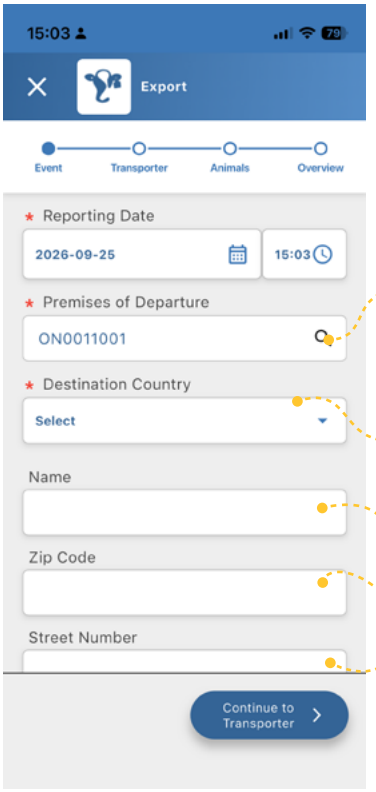
Select the origin province of the licence plate from the drop-down menu

3)) Add animal or animals, sex and breed, then **Continue to overview**



Select **Confirm and submit** if everything is correct

EXPORT

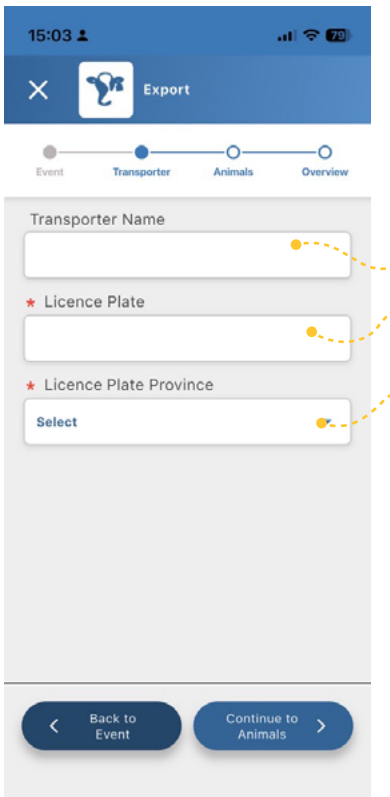


1) Select **Create a new event**, then **Export**

If you have more than one premises linked to your account, click the magnifying glass icon to select the location where the animal is housed

Indicate the animal's destination by entering the country and address information where the animal is going

Add optional information



2) Insert the name of the transporter

Insert the licence plate number of the transporter (either truck or trailer)

Select the origin province of the licence plate from the drop-down menu

3) Add animal or animals, sex and breed, then **Continue to overview**



Select **Confirm and submit** if everything is correct