



Vet Practice User Guide:

Table of Contents

What is VelTrak?	2
Supply of Velvet Tags	3
Getting Started	4
Who Can Use VelTrak and How?	4
Getting Registered	4
Vet Groups	4
Where to Access VelTrak	7
Web Browsers	7
Something is Not Working as Expected in VelTrak	7
Reading Velvet Tags Using a Barcode Scanner	8
VelTrak Home Page	9
Managing Your Vet Practice Details	10
Managing Your Vet Practice VelTrak Users	12
Velvet Tag Transactions	15
Ordering Velvet Tags from DINZ	15
Allocating Velvet Tags to a Farm	17
Reversing Tag Allocations	23
Tags Returned by Farmers	25
Reports and Tracing	28
Tag Order Transactions	28
Tag Distribution to Farm	30
Tag Destination	32
Appendices	33
Date Fields	33



What is VelTrak?

VelTrak, a fully electronic, web-based system for tagging and tracing velvet, was introduced on 1 August 2021. Velvet tags will continue to be barcoded but now also contain UHF RFID chips. Paper Velvet Status Declarations (VSDs) have been replaced with electronic VSDs (eVSDs).

VelTrak technology enables velvet to be tracked and traced each step of the way from the farm to the market (and vice-versa). Deer farmers will be unable to sell their velvet into the human food chain unless it carries VelTrak tags allocated to their farm by their veterinarian in VelTrak.

All users of VelTrak, including vets and farmers, must first register their 'business' to be able to access the VelTrak website. When farmers register, they must select which vet practice(s) they will obtain their velvet tags through.

The role of vet practices does not fundamentally change. However, the ordering and allocation of tags needs to be done via the VelTrak website.

Unrelated vet 'businesses' cannot borrow or share VelTrak tags if one of them runs out. So, the most flexible option in regions where deer vets work across multiple clinics is to register all the clinics in VelTrak as a single 'business'. Tags drawn down by the 'business' can then be allocated to any of its eligible deer farmer clients, by any of the NVSB-vets the primary user has registered on VelTrak.

To allocate tags to individual farms, scan the tags using a barcode scanner or manually enter the first and last tag numbers. Packs of tags are labelled with the barcodes of the starting and ending tag numbers, making it easy to record transfers of multiple tags.

Before a veterinarian can allocate VelTrak tags to a farmer, the farm's velvetting and cold storage facilities must have passed an RCS audit. This applies regardless of whether the farmer or the vet removes the antlers.

If a farmer has failed a RCS audit, this will be flagged up in VelTrak, which will not permit tag allocation. Nor should a vet allocate tags to farmers who aren't NVSB accredited, unless a deer vet does their velvetting and the farm's facilities have passed an RCS audit. If a client wishes to do their own velvetting, they must – as at present – be NVSB accredited and have a NVSB supervisory contract with a vet in your practice.

Deer farmers will be unable to sell their velvet into the human food chain unless it carries VelTrak tags allocated to their farm by their vet in VelTrak.

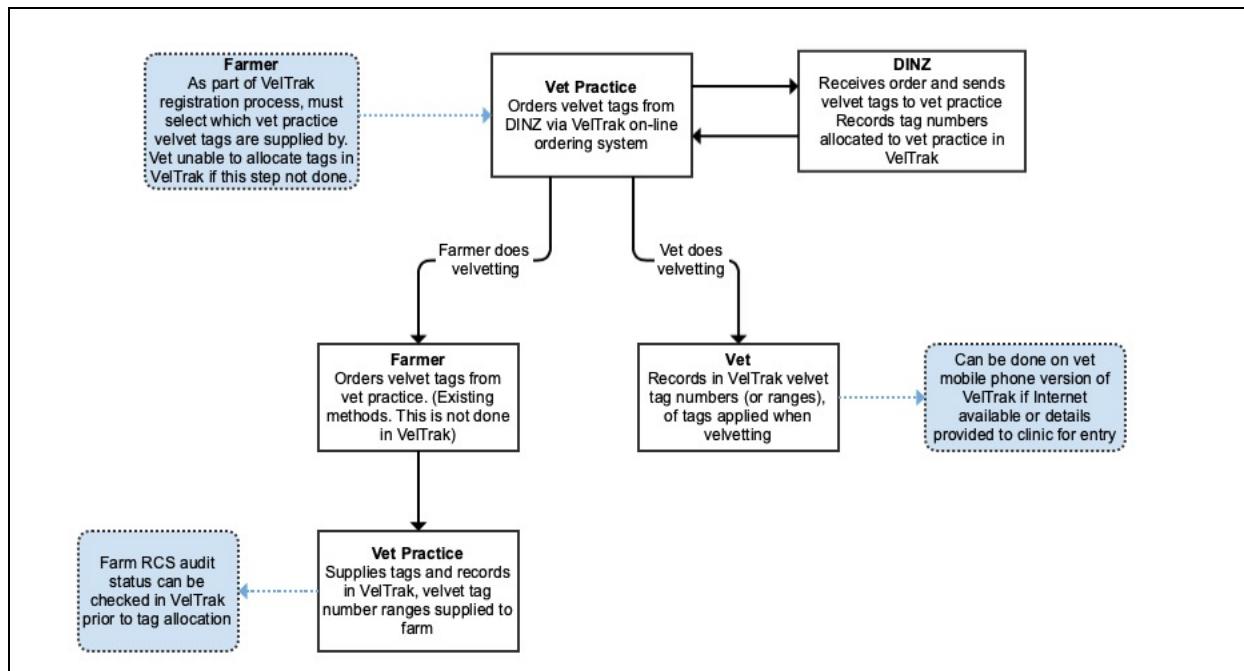
DINZ will invoice your business for the tags you order. You can pass this cost on to your farmer clients, along with an appropriate mark-up to cover handling and inventory costs. DINZ publishes a RRP at www.deernz.org/VelTrak.

After velvet leaves farm the tags are RFID scanned and recorded by the velvet buyer or the receiving warehouse, which generates an eVSD for farmer approval.



What is VelTrak? (cont.)

Overview of Vet Practice VelTrak Operation



Supply of Velvet Tags

As VelTrak's primary purpose is to provide traceability of velvet from farm to market, a farm may only use velvet tags which have been allocated to that farm.

Tags allocated to one farm cannot be supplied to and used by a different farm. If a farm runs out of tags, they must obtain more tags from their vet.

Even where a farm harvests velvet on behalf of another farmer, the velvet from the other stags must be tagged with velvet tags supplied to the farm where the velvetting was done. The owner of the other farm cannot obtain the tags and supply these to the velvetting farm, as the tags will have been associated with a different farm.



Getting Started

Who Can Use VelTrak and How?

VelTrak must be used by any farmer, vet, independent velvet buyer, RMP packhouse or processor involved in the supply, purchase and sale of velvet tags and velvet sticks.

All users will be a member of an organisation (business) in VelTrak, even if they are a sole trader operating by themselves.

Each person will effectively be a staff member within a business. There can be one or many members of staff set-up to use VelTrak in each business.

Each user of VelTrak must have a unique email address. The same email address cannot be used to set-up the same person at different businesses. For example, if a vet working in a vet practice is also a deer farmer who supplies velvet, they will be required to be set-up in VelTrak as both a farmer with their own business and email address and separately as a staff member at the vet practice, with a different email address.

A user's ID for logging on to VelTrak will be their unique email address. Each user must have their own user account, as sharing of logins can lead to system issues when two people are logged in to the same account at the same time and also loses traceability of who did what.

Getting Registered

One member of your business will initially receive an invitation from DINZ to register for the VelTrak system. This will be the person DINZ has recorded as the Primary Contact for your business.

Once the Primary Contact has registered, they can invite other members of staff to register in VelTrak and specify their permissions level (role).

See [Managing Your Vet Practice VelTrak Users](#) for details on how to invite other staff members to register for VelTrak.

Vet Groups

Instead of each clinic within a local business group choosing to independently register on VelTrak to order and allocate tags for only its clients, a group might prefer to undertake central tag ordering for the group to retain maximum flexibility as to which vet practice or vet within the group supplies tags to a particular client.

In choosing whether to register as a group or recommend that its individual clinics register independently, vet groups with multiple clinics should consider the following facts:

1. When farmers register for VelTrak, they must specify which vet practice they will obtain their velvet tags from. Farmers will only be able to select vet practices which have registered for VelTrak, and those practices must be the ones which order tags from DINZ.
2. If a VelTrak-registered practice runs out of tags, it cannot acquire some from an unrelated practice as VelTrak would not allow them to be allocated by the subsequent practice. A clinic that is not registered independently but operates in a VelTrak-registered group could, however, get more tags from another clinic in the group and be able to allocate them.

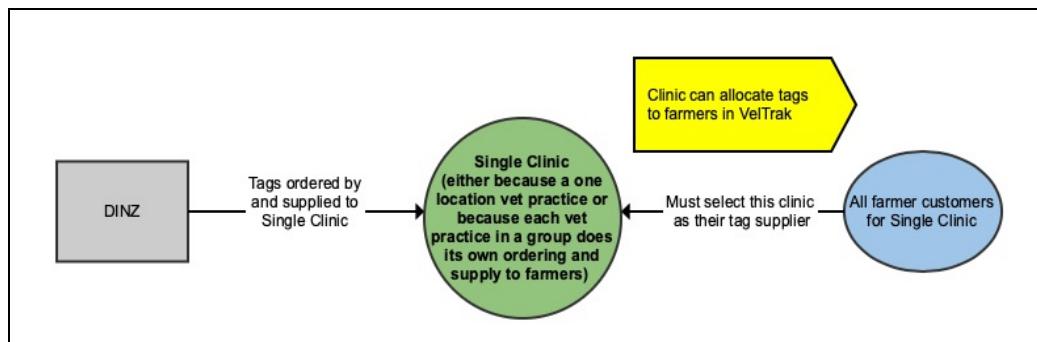


Vet Groups (Cont.)

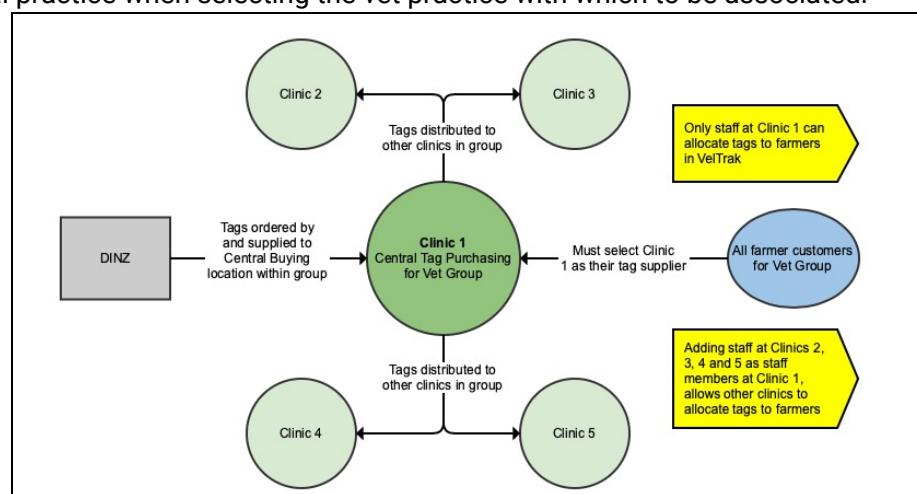
3. If a vet tends to do on-farm velvetting for clients spread across several clinics in the group, the vet can only take and allocate tags from any clinic location if the clinics are registered as one group. If the clinics in a group are separately registered in VelTrak, the vet would need to be careful to take to the farm only tags associated with the clinic to which the farm has associated itself with in VelTrak.
4. VelTrak allows a group to direct a different delivery address for each tag order, such that a person ordering centrally for the group could get all tags delivered to one central repository then redistribute them to clinics or vets in the group as he or she saw fit or could make separate orders for each clinic, albeit that the tags sent to one clinic could still be used for clients of a different clinic in the group.

Registration Options are:

- a) Each vet clinic in the group separately registers and supplies tags to their farmer customers.



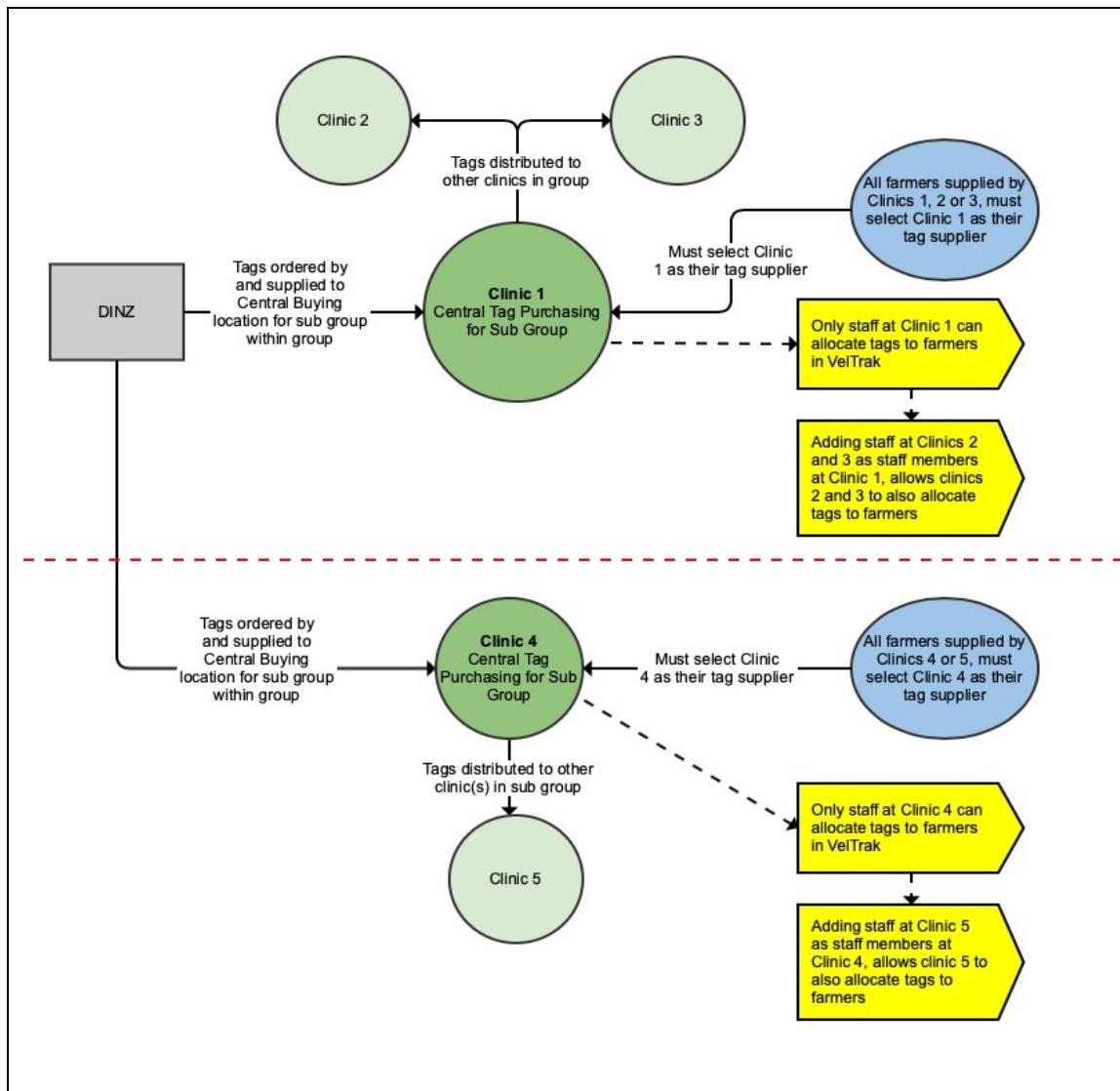
- b) A central clinic orders all tags for the group and distributes to other locations as required. In this scenario the tags are formally allocated to farmers only by the central practice. This can be done by having one person at the central practice record the distribution to farmers or provide staff members at each practice with a login account for the central practice. Where this option is used, you will need to ensure your farmer clients know to look out for the central practice when selecting the vet practice with which to be associated.





Vet Groups (Cont.)

- c) A hybrid solution may apply if the practice were to have subgroups within the wider veterinary group and operate with two or more central purchasing locations. Again, you will need to ensure that your farmer customers know which vet practice to select in VelTrak when they register.





Where to Access VelTrak

VelTrak is a web-based application (i.e. a website) which can be accessed from a desktop PC, laptop, tablet or mobile phone. You do not need to install any special software on these devices to use VelTrak.

Note that the mobile version has limited functionality and is designed to allow only key actions to be done while out of the office.

To logon go to VelTrak go to: veltrak.velvet.org.nz

You will only be able to log on after receiving an invitation email from DINZ or from an existing user in your business and following the registration instructions in the email. Your logon ID will be the email address the invitation was sent to. You will set your password as part of the registration process.

Web Browsers

VelTrak has been designed to operate on the current versions of the following browsers:

MS Edge, Google Chrome, Firefox and Safari.

Display and possibly functionality issues will be experienced if VelTrak is run using older browsers, in particular MS Internet Explorer 11 and earlier.

Something is Not Working as Expected in VelTrak

If you are running VelTrak on a non-supported browser (see above), the issue being experienced may be being caused by the old browser. In the first instance you should either upgrade to the latest version of the browser you are using or install one of the other approved browsers. If the problem persists after upgrading or changing browsers, please see below.

If a problem occurs within VelTrak which prevents you from completing an action, a good first step is to log out of VelTrak (if you can) and then log back in and try the action again. If this does not resolve the issue, try logging out of VelTrak and then power off and on the device, you are working on, log back in and try the action again.

If this does not resolve the issue, then please contact 0508 VELTRAK with as much detail about what you did leading up to the issue occurring.



Reading Velvet Tags Using a Barcode Scanner

When allocating velvet tags to farms, the tag numbers can be entered manually, but to speed up entry and reduce the risk of data entry errors, a simple Point of Sale (POS) bar code scanner can be used to read the bar code number. This is connected to your computer and should be detected automatically when plugged in. Instructions for using a scanner to record allocated tag numbers can be found on in the [Allocating Velvet Tags to a Farm](#) section.

There is a large range of suitable barcode scanners available at relatively low cost. You may already have suitable scanners in your practice. The minimum specification is a wired handheld 1D Laser Bar Code Scanner. We suggest you speak to your local supplier to identify a suitable product.



VelTrak Home Page

The elements of the home page are:

The screenshot shows the VelTrak Home Page with the following elements:

- Main Menu Bar:** Located at the top right, featuring links for Home, Tags, Reports, Manage, Help, and a Profile icon.
- Tag Stock Bar:** Located at the top center, displaying three summary boxes: "Tags in Stock" (27), "Tags on Order" (500), and "Total no. of tags on-hand at all farms" (373).
- Quick View Farm Status:** A search interface for finding a farm by name, with a placeholder "Start typing to search for farms..." and a button "Allocate Tags".
- Pending Orders:** A table showing a single pending order with details: Order Date (05/11/2020), Quantity (500), Delivery Address (123 The Parade, Paekakariki), and Action buttons (View, Cancel).

Main Menu Bar:	<ul style="list-style-type: none">Home: Click to return to Home Page from anywhereTags: Order tags, Allocate tags to farm, Return Tags from FarmReports: Order details, Farm allocations, Tag destinationManage: Business Details, Add/Edit/Delete other usersHelp: Link to VelTrak user guidesProfile: (Icon) Maintain your own account details
Tag Stock Bar:	<ul style="list-style-type: none">Tags in Stock (at your vet practice). <i>Note. If you are a vet practice group with centralised tag purchasing, this figure reflects the tags in stock for the whole group.</i>Tags on Order (unfulfilled orders you have placed with DINZ)Total no. of tags on-hand at all farms (total number of unused tags held by all your farm clients)
Quick View Farm Status	<p>Search for a farm. Results displayed are:</p> <ul style="list-style-type: none">Status of the farms velvetting shed(s)Quantity of velvet tags the farm has in stock
Pending Orders	<ul style="list-style-type: none">A list of orders placed with DINZ, but not yet supplied

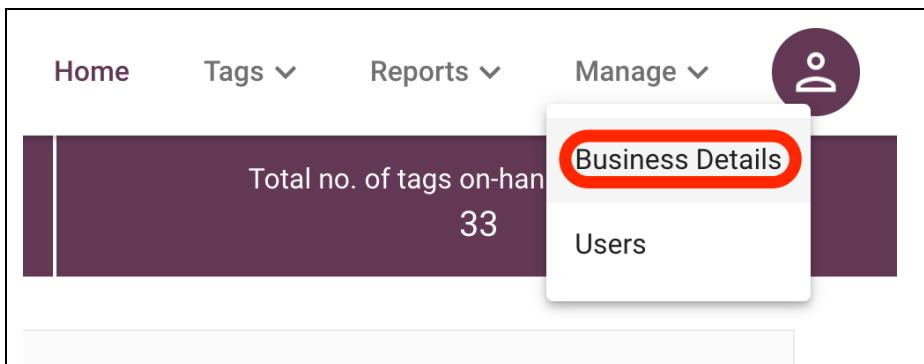


Managing Your Vet Practice Details

VelTrak holds a limited amount of information about your vet practice. Some of this is pre-loaded, which you should confirm is correct when first using the VelTrak system and then update as and when any of the information changes.

Only users at your vet practice with a role of "Super" user will have access to this function.

☞ Vet Practice details are accessed by selecting **Manage/Business Details**



Vet Practice Details Screen

Vet Practice Details

View & manage your business information

This screenshot displays the 'Vet Practice Details' form. The fields and their values are:

- Vet Practice Name*: Paekakariki Vets
- Vet Practice Email*: paekakarikivets@mailinator.com
- Main Phone*: 021 000 0000
- Address Line 1*: 123 The Parade
- Address Line 2:
- Address Line 3:
- City/Town*: Paekakariki
- Postcode:
- Total No. of Stags (Farmer Velvetted)*: 10000
- Total No. of Stags (Vet Velvetted)*: 500

At the bottom right are 'Cancel' and 'Save' buttons.



Managing Your Vet Practice Details (cont.)

- 👉 Ensure the information in the following key fields is correct:
 - **Vet Practice Email** – This address is used for all system-generated email notifications and should be a mailbox which is regularly monitored
 - **Address (all lines)** – This address is the default address automatically populated as the delivery address on tag orders placed with DINZ. An alternative delivery address can be specified at the point of raising a tag order.
 - **Total No. of Stags (Farmer Velvetted) and Total No. of Stags (Vet Velvetted)** – This information is used by DINZ to assist with accurate tag quantity ordering each year. Please review and update each year before you place your tags orders.
- 👉 After updating the information select the **Save** button to save your changes



Managing Your Vet Practice VelTrak Users

Information: One member of your vet practice will initially receive an invitation to register for the VelTrak System. This will be the person DINZ has recorded as the Primary Contact for your practice. (Do not respond to the invitation email if you are part of a vet group, the vet group has decided to register as a group, and you are not the nominated person to register the group). Once the Primary Contact has registered, they can invite other members of staff to register in VelTrak and specify their permissions level (role).

Only users at your vet practice with a role of "Super" user will have access to this function.

- ☞ All management of your VelTrak users is done by selecting **Manage/Users** from the main menu

The screenshot shows the top navigation bar of the VelTrak application. It includes links for Home, Tags, Reports, and Manage. A purple profile icon is positioned next to the Manage link. A dropdown menu is open under the Manage link, showing options for Business Details and Users. The 'Users' option is highlighted with a red oval.

- ☞ A list of existing users at your vet practice will be displayed
- ☞ To add additional users, select the **Add New Staff** button

The screenshot shows the 'Manage' page for users. The top navigation bar is identical to the previous screenshot. Below it, a table lists existing users. The columns are labeled 'File Number', 'Role', 'Status', and 'Actions'. A single row is visible, showing 'Super' in the Role column and 'Active' in the Status column. At the bottom right of the user list area, there is a green rectangular button with the text 'Add New Staff' in white, which is highlighted with a red oval.



Managing Your Vet Practice VelTrak Users (cont.)

Information: You will be required to specify a role for the new user. A role of "Super" will give the user access to all vet practice functions in VelTrak. A role of "Regular" will give access to all functions except Manage/Business Details and Manage/Users

- Populate all the fields, selecting Role of either Super or Regular and select the **Create New Staff** button to add the new user

Add New Staff

Add new staff information

The screenshot shows the 'Add New Staff' form. It includes fields for First Name (Jane), Last Name (Smith), Email (jane@dummyemailaddress.com), and Mobile Number (021 000 0000). A dropdown menu for 'Role' is open, showing 'Super' (selected) and 'Regular'. At the bottom right are 'Cancel' and 'Create New Staff' buttons.

First Name *	Last Name *
Jane	Smith
Email *	Mobile Number
jane@dummyemailaddress.com	021 000 0000
Role *	
Super	
Regular	<input type="radio"/>
Super	<input checked="" type="radio"/>

Cancel Create New Staff

- An invitation to register email will now be sent to the email address specified in the user's details



Managing Your Vet Practice VelTrak Users (cont.)

Changing and Deleting Users

			Add New Staff
Role	Status	Actions	
Super	Active		
Super	Active	 	

- ☞ Select **Manage/Users** from the main menu
- ☞ A user's details can be edited by selecting the **Edit** icon under the Actions heading
- ☞ To delete a user when they no longer require access to VelTrak, select the **Delete** icon under the Actions heading. **You should always delete a user when they are no longer employed in your business.**



Velvet Tag Transactions

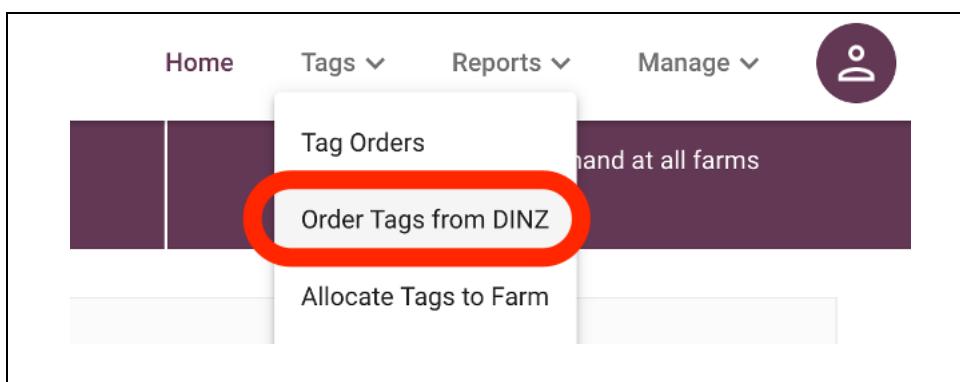
Ordering Velvet Tags from DINZ

Introduction: Velvet tags must be ordered from DINZ through the on-line tag order function within the VelTrak system. Tags cannot be supplied without an on-line order being raised. There is a limited period each year when tags can be ordered. The tag order season is generally from 1st August to 28th February. Outside this period, please contact DINZ directly if you require tags.

Where possible please place a single order for your entire season's requirement.

If you are part of a vet practice group with centralised purchasing, you should not order tags from DINZ. In this situation, your tag requirements should be notified to the designated person who orders tags for your group, who will in turn order the tags for you.

- ☞ Log on to the VelTrak web app
- ☞ From the menu select **Tags** and then select **Order Tags from DINZ**



An order form is displayed, see below. Some fields are pre-populated with known information to save you having to enter this each time.



Ordering Velvet Tags from DINZ (cont.)

The Tag Order Form

The screenshot shows the 'Order Tags' section of the VelTrak Tag Order Form. It includes fields for Order Date (19/02/2021), Number of Stags (Farmer Velvetted) (10000), Number of Stags (Vet Velvetted) (500), Quantity of Velvet Tags Required (Quantity of tags...), Vet Practice Purchase Order No. (Purchase Order No...), Vet Practice Name (Paekakariki Vets), Phone Number (021 000 0000), Physical Address (123 The Parade), Attention (Enter name of person tags to be shipped to...), Reason for order (Please enter your reason here), Delivery Options (Send this order to different delivery address), Additional Information (Number of vets in practice velvetting stags (as listed below) - 1, Vet Name and Email for each vet, Notes, and Practical Assessment Pads quantity (0)), and a Place Order button.

👉 Complete the fields which require information, circled above in red:

- **Quantity of Velvet Tags Required**
- **Vet Practice Purchase Order No.** (Optional)
- **Attention** - Name of person the tags are to be delivered to
- **Reason for order** (*Displayed on 2nd and subsequent orders placed in a season*)
- **Send this order to different delivery address** (Optional)
Check this box and enter an address in the Delivery Address field if the tags are to be delivered to a different address to the default shown on the left of the order form
- **Vet Name** and **Email** for each vet at your practice (*Use the + symbol to add another vet*)
- **Notes** (Optional) *Either for your purposes or to advise DINZ of additional information*
- **Practical Assessment Pads** (Optional) – Enter quantity required
- Select the **Place Order** button to complete the order process

- You will now be returned to the Tag Orders List screen which displays all tag orders placed by your vet practice.
- The Tags on Order quantity displayed on the VelTrak home page will increase when you submit the order.
- An email notification confirming despatch of the order will be sent to the email address specified in your vet practice business details in VelTrak.
- The Tags in Stock quantity on the VelTrak home page will increase when DINZ allocates the tags to your vet practice.



Allocating Velvet Tags to a Farm

Information: Use this function to record the tag number ranges of the physical tags you have supplied to a farm. If you wish to check that VelTrak shows the correct quantity of tags has been allocated, use the "Quick View Farm Status" panel on the Homepage to check the quantity of tags in stock at the farm, before and after you allocate tags. The "Quick View Farm Status" panel also shows the current shed accreditation status. Tags can only be allocated to a farm which has a current RCS shed accreditation.

This method can be used to record allocation of tags both to a farmer who will undertake their own velvetting and where velveting is undertaken by a vet. In both scenarios, try to use consecutively numbered tags, so only the first and last tag numbers need to be entered.

A similar function is also available in the mobile version of VelTrak for use when out of the office.

Individual tags can be allocated if numerically sequential tags are not supplied. [See Allocating Tags to Farm Using the VelTrak Mobile App instructions](#). This can also be done in the web version.

Step 1. Select the Farm tags are to be allocated to:

- ☞ Place the cursor in the **Search for Farm** field in the **Quick View Farm Status** section on the Home Page and type the first few letters of the farm name
- ☞ A list of all matching farms will be displayed
- ☞ Select the farm you wish to allocate tags to
- ☞ At this point the status of the farms shed(s) and the number of tags on-hand at the farm are displayed



Quick View Farm Status

Use the search box below to find a farm

Farm Name
 x ▾

Shed(s)

No. of tags on-hand at farm

Allocate Tags

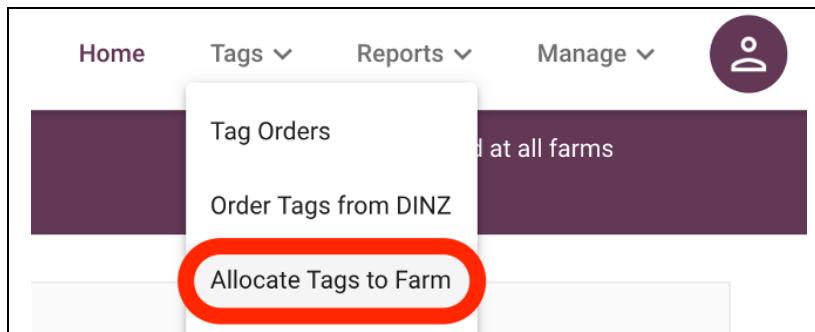
- ☞ Select the **Allocate Tags** button



Allocating Velvet Tags to a Farm (cont.)

The alternative method is:

- 👉 From the menu select **Tags** and then select **Allocate Tags to Farm**



This method does not display the shed status or quantity of tags on stock at the farm

The Allocate Tags to Farm screen which is displayed is split into two sections. The left-hand section enables you to search for and select the farm you wish to allocate tags to. The right-hand section is where you record the tag number ranges allocated to the farm

- 👉 Place the cursor in the Search for Farm field and type the first few letters of the farm name:

Select Farms

Use the search bar below to search and select a farm

- Mt Law Station
- Valley Farm
- Hill farm
- Smith Deer Farm
- River Flats Station

- 👉 A list of all matching farms will be displayed
- 👉 Select the farm you wish to allocate tags to

The selected farm's details are displayed in the left-hand section of the Allocate Tags form.



Allocating Velvet Tags to a Farm (cont.)

Step 2: Record the tag range numbers allocated to the farm

Note: Tags are allocated by entering tag number ranges. You do not need to enter or scan individual tag numbers. The starting and ending tag numbers in a pack will be displayed as two separate 14-digit numbers on labels on the outside each pack. There will also be two bar codes representing the starting and ending tag numbers, which can be used to scan the number ranges.

Multi pack bags or boxes e.g. a bag of 20 x 50 tag packs (1,000 tags), will also have tag number ranges and bar codes on the outside which cover the entire range of tags in the multiple packs. Where allocating a multi pack bag or box, only the starting and ending numbers from the bag or box need be entered as this covers all 1,000 tags.

If you are allocating multiple non sequential bags or packs, we recommended that the **Add New Tag Range** button be used **prior** to allocating any tags until the number of Range lines equals the number of physical packs or bags/boxes to be allocated.

Allocate Tags

Add New Tag Range

Range 1	Starting Tag Number	Ending Tag Number	Tag Count
	09900015006565	09900015006633	8

Total Tags Allocated: 8

👉 Manual Entry

- Enter the number of the first tag in the range in the **Starting Tag Number** field
- Enter the number of the last tag in the range in the **Ending Tag Number** field

👉 Scanner Entry - Tag numbers can be scanned from tags or tag pack labels

- Position cursor in **Starting Tag Number** field and scan the first bar code in the range
- Position cursor in **Ending Tag Number** field and scan the last bar code in the range

The total quantity of tags in the range will be displayed in the **Tag Count** field. This allows you to confirm that the correct number of tags are included in this range.



Allocating Velvet Tags to a Farm (cont.)

- ☞ If additional tag number ranges are to be recorded, select the **Add Another Tag Range** button and enter the starting and ending tag number for the additional range(s).

The screenshot shows the 'Assign Tags' dialog box. It contains two sets of fields for entering tag ranges:

- Top Set:** Starting Tag Number: 09900015003465, Ending Tag Number: 09900015003472, Tag Count: 2.
- Bottom Set:** Starting Tag Number: 09900015003489, Ending Tag Number: 09900015003496, Tag Count: 2.

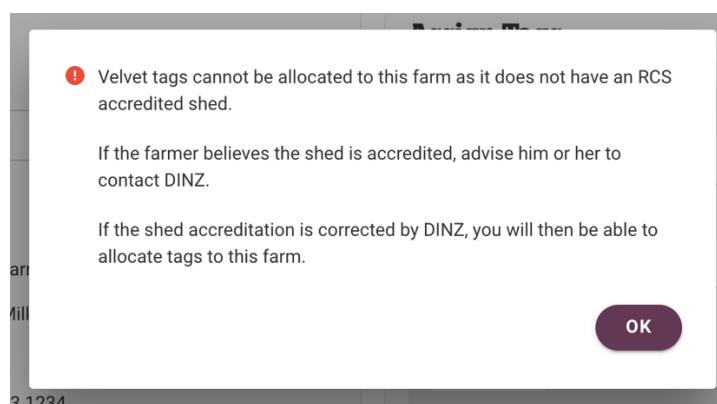
At the bottom left is a green button labeled 'ADD ANOTHER TAG RANGE'. To the right is a field labeled 'Total Tags Allocated: 4'. At the bottom right are 'Cancel' and 'Allocate Tags' buttons, with 'Allocate Tags' being highlighted by a red oval.

*The total quantity of tags allocated will be displayed in the **Total Tags Allocated** field*

- ☞ Select the **Allocate Tags** button to finish the allocation.

Non-RCS Accredited Sheds

If you try to allocate tags to a farm which does not have an accredited shed the following message will be displayed, showing the courses of action which may be taken.

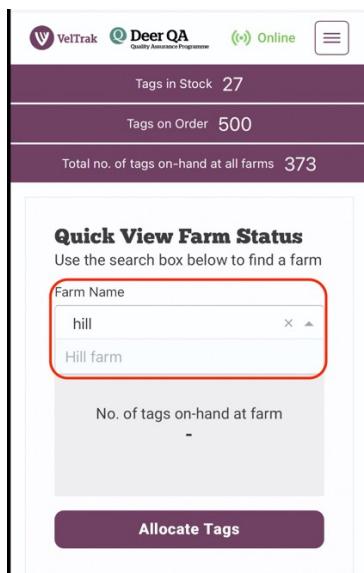




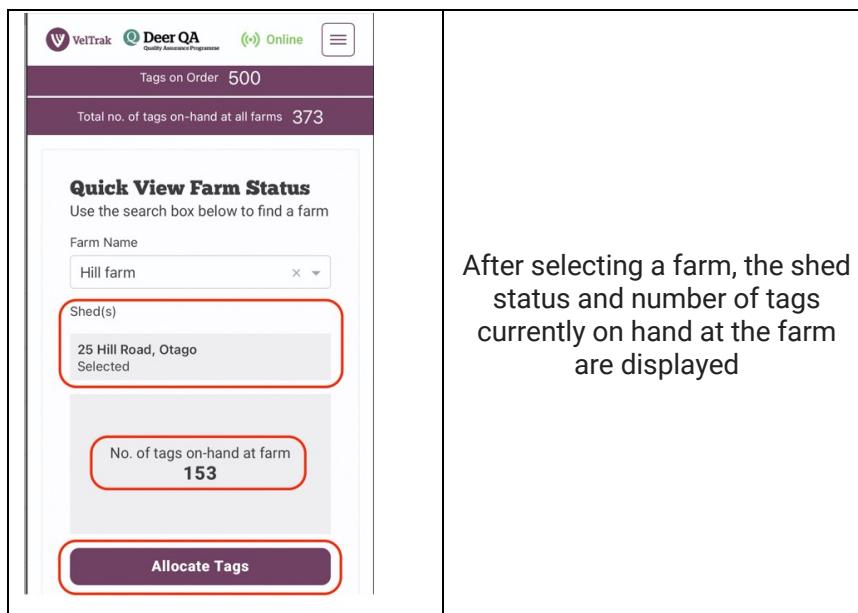
Allocating Velvet Tags to a Farm (cont.)

Allocating Tags to Farm Using the VelTrak Mobile App

- ☞ On the mobile app home screen, start typing in the name of the farm in the **Farm Name** field



- ☞ Select the farm you wish to allocate tags to from the list of farms displayed



- ☞ Select the **Allocate Tags** button



Allocating Velvet Tags to a Farm (cont.)

☞ The screen layout the mobile version is slightly different from the web version, but all fields are the same. From this point on follow the web version instructions above to allocate tags to the farm, with the exception that tag numbers can only be manually entered on the mobile app

Selected Farm Details

Farm Name:
Hill farm

Physical Address:
25 Hill Road, Otago

Shed Address:
25 Hill Road, Otago

Phone Number:
000 111 2222

Email:
hillfarm@mailinator.com

Starting Tag Number
09900015003465

Ending Tag Number
09900015003472

Tag Count
2

Add Another Tag Range

Total Tags Allocated: **2**

Cancel

Allocate Tags

Non-Sequential Tags: Where individual non sequential tag numbers are supplied, the tag number must only be entered in the **Starting Tag Number** field. The Ending Tag Number field must be left blank. If a tag number is entered in the Ending Tag Number, the system will incorrectly assume that all tags between the two numbers were allocated.



Reversing Tag Allocations

Where an error has been made in the allocation of tags to a farm this can be corrected in the following ways.

- The entire allocation can be reversed; or
- Where multiple ranges were included in the allocation, selected ranges can be reversed.

Note. The allocation can only be reversed if the tags have not been used in any subsequent transactions within VelTrak, i.e., they have not been included in a Velvet Sales Declaration (VSD).

- Tag allocation reversals are done via the **detailed** option of the **Tag Distribution to Farm** report.

The screenshot shows the VelTrak software interface. At the top, there are navigation links: Home, Tags, Reports, Manage, and Help. The Reports menu is open, showing options: Tag Order Transactions, Tag Distribution to Farm (which is highlighted with a red oval), and Tag Destination. Below the menu, the main area displays a report titled "Tag Distribution to Farm" for DINZVet Two. It includes a date range selector (01/08/2021 - 20/06/2022) and a "Show Detail Report" checkbox (which is checked and circled in red). The report table has columns: Farm, Date, Quantity, and Actions. One row shows "DINZFarm Five" with a quantity of 4, and the "Actions" column contains a "View" button (also circled in red). A "Print" button is located at the top right of the report area.

Farm	Date	Quantity	Actions
DINZFarm Five	20/06/2022	4	View
Sub Total		4	

- Select the View button for the farm allocation to be reversed to display the tag range(s) originally allocated.



Reversing Tag Allocations (cont.)

- This displays the farm details on the left and the original tag allocation range(s) on the right.
- Where there is a) only a single range, or b) more than one range, but not all ranges originally allocated are to be reversed, select the **Reverse** button beside the range(s) to be reversed.
- Where all ranges are to be reversed, select the **REVERSE ALL** button.

Reports

Tag Order Transactions Tag Distribution to Farm Tag Destination

< Back to Tag Distribution Report

DINZFarm Five
Tag Allocation Details Print

Allocation Details

Farm Name:	DINZFarm Five
Physical Address:	Mountain View Road, Hokitika, 3232
Phone Number:	03 000 0000
Email:	farm5@dispostable.com

Tags Allocated

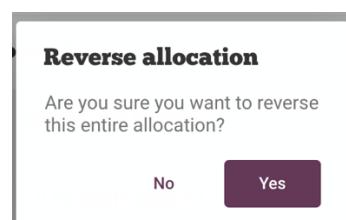
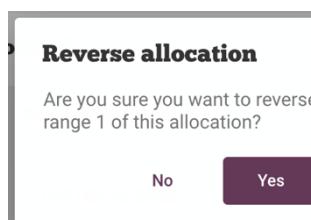
Range	Starting Tag Number	Ending Tag Number	Tag Count
1	0 99 00015 00287 1	0 99 00015 00288 8	2
2	0 99 00015 00289 5	0 99 00015 00290 1	2

Reverse (Red circle)

Reverse (Red circle)

REVERSE ALL (Red circle)

- A pop-up will appear asking you to confirm you wish to reverse the range or the entire allocation, depending on which option was selected.



- Select **Yes** to reverse the allocation or **No** to Cancel

Note: If any of the tags no longer have a status compatible with reversing the allocation, warning messages will be displayed, and you will be unable to complete the reversal

- If a partial reversal was done, the ranges reversed will be removed from the original allocation
- If a full reversal was done the entire allocation will be removed from the Tag Distribution to Farm report
- The quantity of tags on hand at your vet practice will be increased and the quantity on hand at the farm reduced, by the quantity of tags reversed
- The reversed tags can now be allocated to another farm



Tags Returned by Farmers

VelTrak allows the return of unused tags from farms. It is entirely at the discretion of your vet practice whether to accept and credit returned tags.

Tag must be unused and can only be returned in multiples of 50 sequentially numbered tags.

Returning tags from a farm is done via the **Tags/Return tags from farm** menu option

The screenshot shows the VelTrak software interface. At the top, there are navigation links: Home, Tags (with a dropdown menu), Reports, Manage, and Help. The 'Tags' menu is open, showing options: Tag Orders, Order Tags from DINZ, Allocate Tags to Farm, and Return tags from farm. The 'Return tags from farm' option is circled in red. Below the menu, there are two sections: 'Specify Tag Range' (with fields for Starting Tag Number, Ending Tag Number, and Tag Count) and 'Selected Farm Details' (with fields for Farm Name, Physical Address, Shed Address, Phone Number, and Email). The 'Total Tags Allocated: 0' and 'Return Tags' button are also visible.

- When a valid **Starting Tag Number** is entered, the farm details will be displayed, enabling you to confirm this is the correct farm

Return tags from farm

The screenshot shows the 'Specify Tag Range' form. It has fields for Starting Tag Number (09900015003465), Ending Tag Number, and Tag Count (0). Below the form, it says 'Total Tags Allocated: 0' and has 'Cancel' and 'Return Tags' buttons. The 'Starting Tag Number' field is circled in red.

The screenshot shows the 'Selected Farm Details' section. It lists the following information for a farm: Farm Name: DINZFarm Five, Physical Address: Mountain View Road, Hokitika, 3232, Shed Address: Lake View Road, Hokitika, Phone Number: 03 000 0000, and Email: farm5@dispostable.com. This information is circled in red.



Tags Returned by Farmers (cont.)

- When a valid **Ending Bar Code Number** is entered, Total Tags Allocated will display the quantity of tags originally allocated to, and now being returned from, this farm

Return tags from farm

Specify Tag Range Starting Tag Number 09900015003465 Ending Tag Number 09900015003953 Tag Count 50 Total Tags Allocated: 50 Cancel Return Tags	Selected Farm Details Farm Name: DINZFarm Five Physical Address: Mountain View Road, Hokitika, 3232 Shed Address: Lake View Road, Hokitika Phone Number: 03 000 0000 Email: farm5@dispostable.com
--	---

- If the quantity displayed matches the quantity of tags the farmer has returned, select the **Return Tags** button to complete the return of the tags

Note: If the tag range entered is not a multiple of 50 sequential tags, an error will be displayed, and you will not be able to complete the return of the tags.

Return tags from farm

Specify Tag Range Starting Tag Number 09900015003465 Ending Tag Number 09900015003939 Tag Count 48 Quantity must be a multiple of 50 Total Tags Allocated: 0 Cancel Return Tags
--

- The quantity of tags on hand at your vet practice will be increased and the quantity on hand at the farm reduced, by the quantity of tags returned
- The returned tags can now be allocated to another farm



Tags Returned by Farmers (cont.)

Invalid Tags

- Where any of the tags in the range no longer meets the criteria to be returned, an error message will be displayed, and you will be unable to complete the tag return. You can either enter a valid tag number range or select **Cancel** to exit

Return tags from farm

Specify Tag Range	
Starting Tag Number	<input type="text" value="09900015002727"/>
<i>Tag not found or has invalid status</i>	
Ending Tag Number	<input type="text"/>
End tag barcode	<input type="text"/>
Tag Count	<input type="text" value="0"/>
Total Tags Allocated: 0	
<input type="button" value="Cancel"/> <input type="button" value="Return Tags"/>	

Selected Farm Details

Farm Name:
Physical Address:
Shed Address:
Phone Number:
Email:

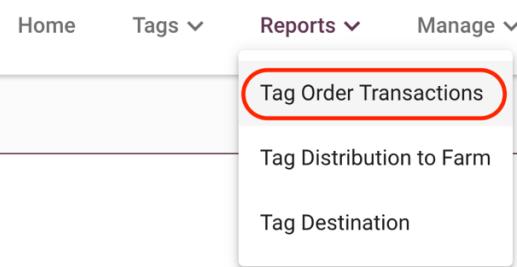


Reports and Tracing

Tag Order Transactions

This report can be used to view all velvet tag orders your vet practice has placed with DINZ

☞ To run this report, select **Reports/Tag Order Transactions** from the main menu



Tag Order Transaction Report

The screenshot shows the 'Tag Order Transactions' report page. At the top, there are three tabs: Tag Order Transactions (selected), Tag Distribution to Farm, and Tag Destination. Below the tabs is a section titled 'Tag Orders and Tag Transaction Reports' with a 'Select Date Range' input (01/08/2020 - 14/10/2020) and an 'Order Status' dropdown menu (Pending, Completed). The main area displays a table of transaction data with columns: Delivery Address, Date, Status, Quantity Ordered, Quantity Supplied, Despatch Date, and Actions. Several rows of data are shown, each with a 'View' link. A 'Sub Total' row is present between two sets of data. At the bottom, a 'Total' row is highlighted with a red oval. The entire table area is also outlined with a red border.

Delivery Address	Date	Status	Quantity Ordered	Quantity Supplied	Despatch Date	Actions
25 Main Road, Anytown	07/10/2020	Pending	5			View
Sub Total			5			
23 Main Road, Paekakariki	07/08/2020	Completed	12	12	07/08/2020	View
Sub Total			12			
High Street, Wellington	07/08/2020	Completed	5	5	28/09/2020	View
Sub Total			5			
Total			22			



Reports (cont.)

☞ Tag Order Transaction Report Filters

- **Date Range:** All reports default to the current velveting season, 1 August to Today's date. This can be changed if you wish to view a different period
- **Status:** The report displays all Pending and Completed orders by default for the selected date range. Click on the drop down in the **Order Status** field and select either **Pending** or **Completed** if you only wish to see orders of a particular status

☞ Tag Order Transaction Report Details

- **Delivery Address:** If you have selected the option to have orders delivered to different addresses, the report is broken down by sub sections for each address
- **Date:** This is the date the order was placed
- **Order Status:** Pending or Completed
- **Quantity Ordered:** The quantity of velvet tags you ordered
- **Quantity Supplied:** The actual quantity supplied against this order by DINZ
- **Despatch Date:** This is the date DINZ recorded despatch of the tags
- **Actions:** You can view the original order details by clicking on the **View** button

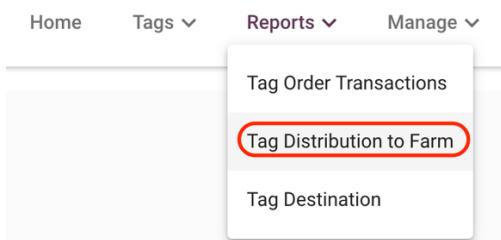


Reports (cont.)

Tag Distribution to Farm

This report can be used to see the total quantity of velvet tags your vet practice has supplied in a specific period. By default, a summary by farm is displayed, but by selecting the Detail option a breakdown of the quantities supplied to a farm by date can be seen.

☞ To run this report, select **Reports/Tag Distribution to Farm** from the main menu



Tag Distribution to Farm Report (Summary)

Tag Order Transactions Tag Distribution to Farm Tag Destination

Tag Distribution to Farm
for Paekakariki Vets

Select Date Range
01/05/2020 - 14/10/2020

Show Detail Report

Farm	Quantity
Hill farm	23
Mt Law Station	22
River Flats Station	26
Smith Deer Farm	19
Valley Farm	22
Total tags allocated to farms in the period	112



Reports (cont.)

👉 Tag Distribution to Farm Report Filters

- **Date Range:** All reports default to the current velveting season, 1 August to Today's date. This can be changed if you wish to view a different period
- **Show Detail Report:** Tick this box if you wish to see a breakdown of dates and quantities supplied within farm

👉 Tag Distribution to Farm Report Details

- **Farm:** Name of the farm velvet tags were supplied to
- **Quantity:** Total quantity of velvet tags supplied to the farm in the period
- **Total Tags Allocated to Farms in the Period:** The sum of all tags supplied to farms in the period

Tag Distribution to Farm Report (Detail)

Tag Order Transactions Tag Distribution to Farm Tag Destination

Tag Distribution to Farm
for Paekakariki Vets [Print](#)

Select Date Range
01/05/2020 - 14/10/2020 [Calendar](#)

Show Detail Report

Farm	Date	Quantity	Actions
Hill farm	24/06/2020	10	View
	20/07/2020	2	View
	21/07/2020	5	View
	21/07/2020	5	View
	13/10/2020	1	View
Sub Total		23	



Reports (cont.)

Tag Destination

The Tag Destination report traces the movement of a single velvet tag number into and out of your vet practice.

Reports

[Tag Order Transactions](#)[Tag Distribution to Farm](#)[Tag Destination](#)

Search for Specific Tag

for Paekakariki Vets

 [Print](#) X

Date	Transaction Type	Number	From	To
24/06/2020	Allocated to Vet		DINZ	Paekakariki Vets
24/06/2020	Allocated to Farm		Paekakariki Vets	Hill farm

- **Search Tag Number:** To trace a tag, enter the tag number in the **Search Tag Number** field
- **Results:** If the tag is a valid tag number (has been allocated to your vet practice by DINZ), you will see the activity relating to the tag: Date, Transaction Type, where the tag came from and which farm it was supplied to.
-



Appendices

Date Fields

When running reports, a date range will need to be selected. This is done as follows:

- All reports default to a date range of the current season, i.e., 1st August to Today's date
- To change the default date range, click in the **Date Range Field** or select the **Calendar Icon** on the right



- This will display the starting month in the range with all days highlighted in purple and the first few days of the next month in lighter colour indicating that all days in the current month are selected and that there are additional days in the range after the current month



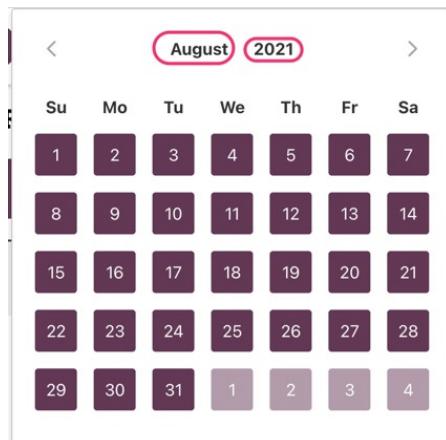
- To change the date range to be in just the current month displayed, click on the **required starting and ending dates** to select the range



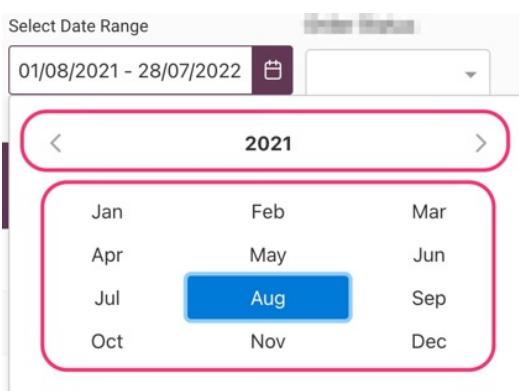
Appendices

Date Fields (Cont.)

- To change the date range to be for a period that runs across months, or years:
 - Click in the **Date Range Field** or select the **Calendar Icon** on the right
 - Select either the month or year at the top of the calendar



- If month is selected, you can select a new start month in the same year or use the left and right arrows to change the year and then select a month within the selected year



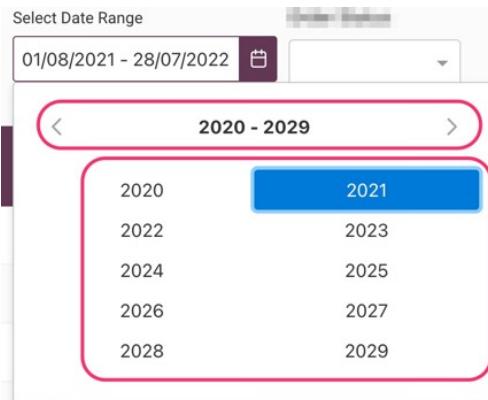
- A calendar for the selected year/month is displayed where you can select the start date
- Then select Month or Year from the top again to enable to you jump to/select the end date



Appendices

Date Fields (Cont.)

- If you initially select Year, a slightly different option is presented



- Select the year
- Then select the month
- Then select the start date
- Repeat for the end date