How to User Guide

Dealer – How to create a return book entry online

Macropods Online

The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Macropods Online.

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1 Introduction to Macropods Online

The Department of the Environment, Tourism, Science and Innovation has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

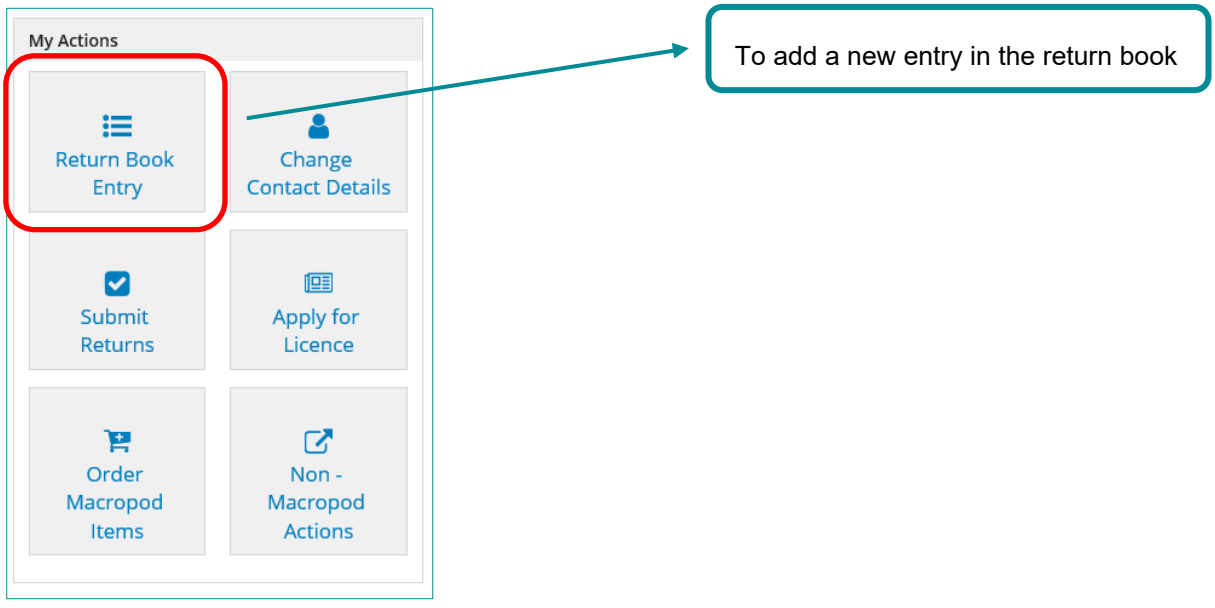
The digital return book feature on Macropods Online makes it easier for harvesters and dealers to comply with their record keeping obligations. And submitting returns is also faster and easier allowing users to view and complete their tasks online as simple transactions.

2 Have you registered for an online account?

Macropod customers not currently registered with the Department of the Environment, Tourism, Science and Innovation's Online Services will need to register to access Macropods Online. Click here to learn how to register for Online Services.

If you have already registered for a dealer licence in Connect or Online Services, you will automatically see the new Macropods Online when you login here.

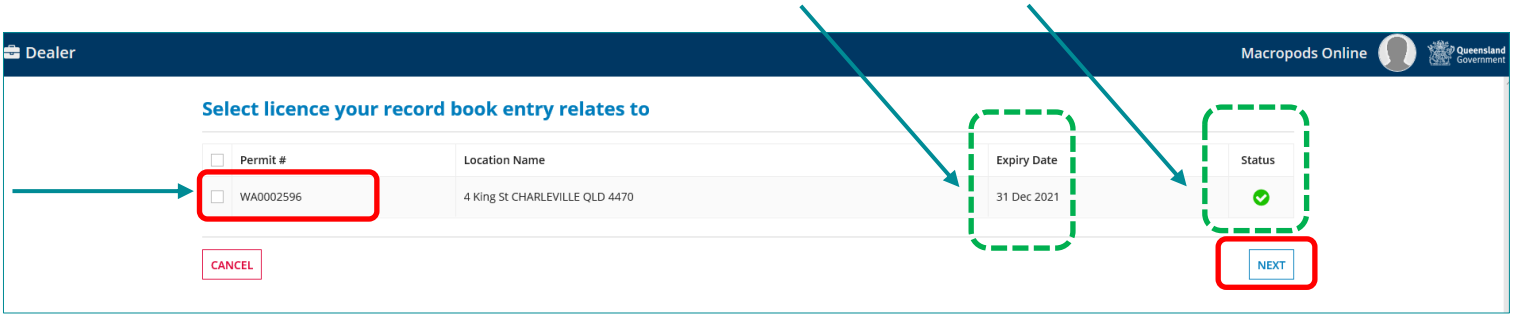
3 Macropods Online - Return Book Entry function



Click the **Return Book Entry** action button from home tab.

Select the licence your record book entry relates to.

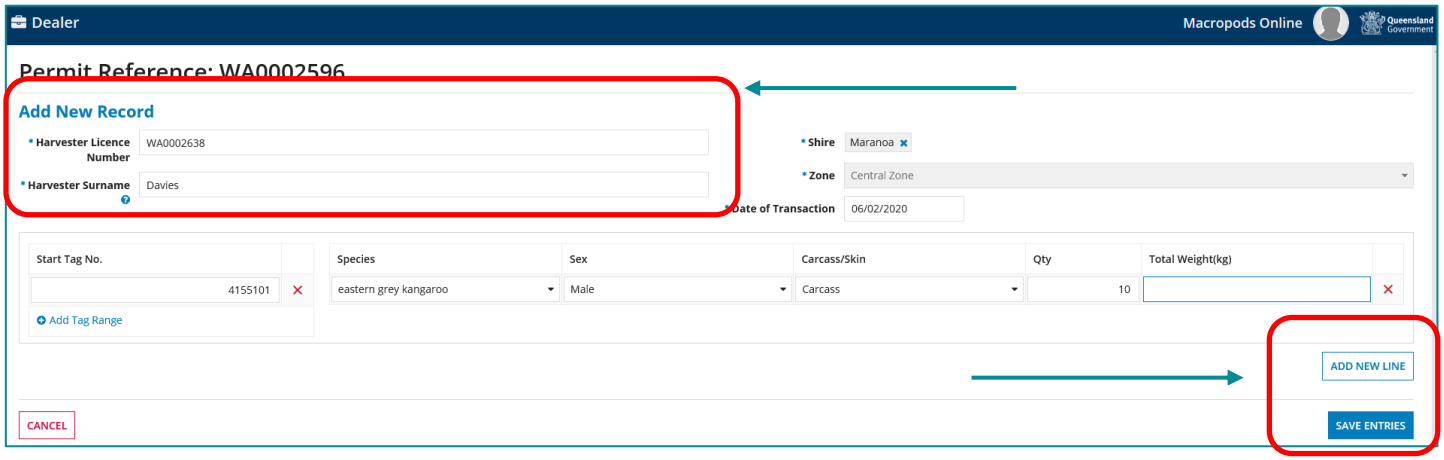
** **REMINDER** - Make sure you check the expiry date of the licence to ensure you are choosing the correct permit year to add your return book entry to. And also check the status icon.



Click **NEXT**

Note: You will not see this screen if you only hold a single licence.

Add Harvester Licence Number and Harvester Surname.



PLEASE NOTE:

1. The full nine-character licence number must be entered e.g. WA0002596

2. The Harvester Surname must be the surname DES has on record for that harvester licence.

Add Shire and the corresponding Zone will be defaulted.

Add Date of Transaction.

Add Start Tag No.

Click on ***Add Tag Range*** if you need to record multiple Start Tag Nos for that zone and species.

Select Species, Sex and either Carcass or Skin from the drop-down boxes available.

Add the quantity harvested in Qty

If you have selected Carcass, add the weight of the animals harvested in ***Total weight***
If you have selected Skin, add the grade in ***Grade***.

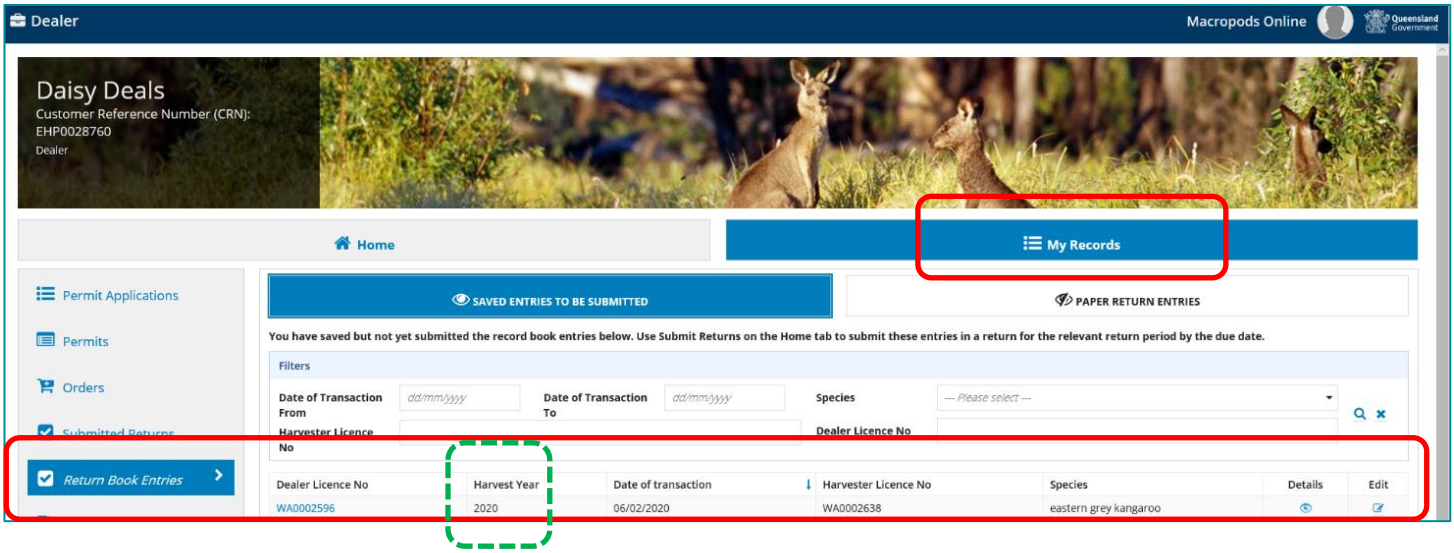
Click **ADD NEW LINE** if you need to add more entries for the **same** harvester and date of transaction.

Or

Click **SAVE ENTRIES** if you have completed all the entries for that harvester and date of transaction.

4 How to review your saved return book entries to be submitted

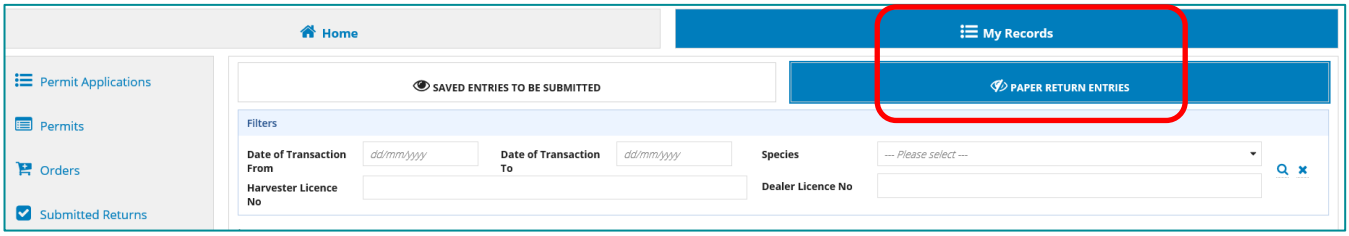
To view saved return book entries – go to **My Records > Return Book Entries**



All saved and unsubmitted Return Book Entries will show under **My Records > Return Book Entries**

5 How to review your saved paper return entries to be submitted

Return book entries processed by the macropod Management Unit from paper returns will be visible from the **My Records > Return Book Entries > PAPER RETURN ENTRIES** tab



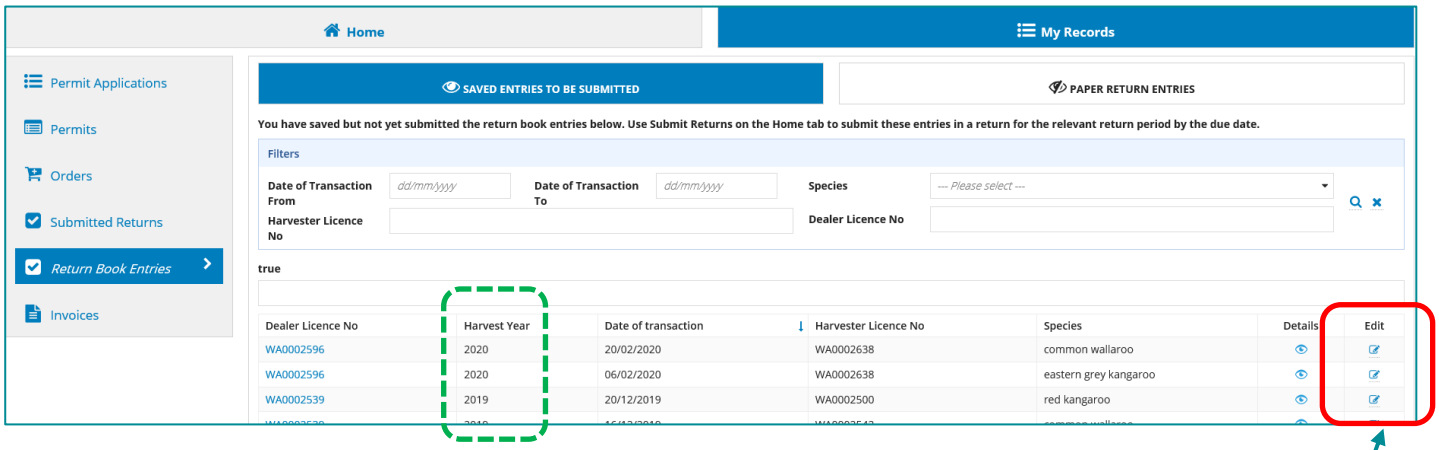
If there are any paper return entries a message will read

'The return book entries below have been created from the paper returns you have already submitted. These entries are deemed to have been submitted.'

Please note: These paper return entries can only be amended by the Macropod Management Unit

6 How to amend or delete your unsubmitted return book entries

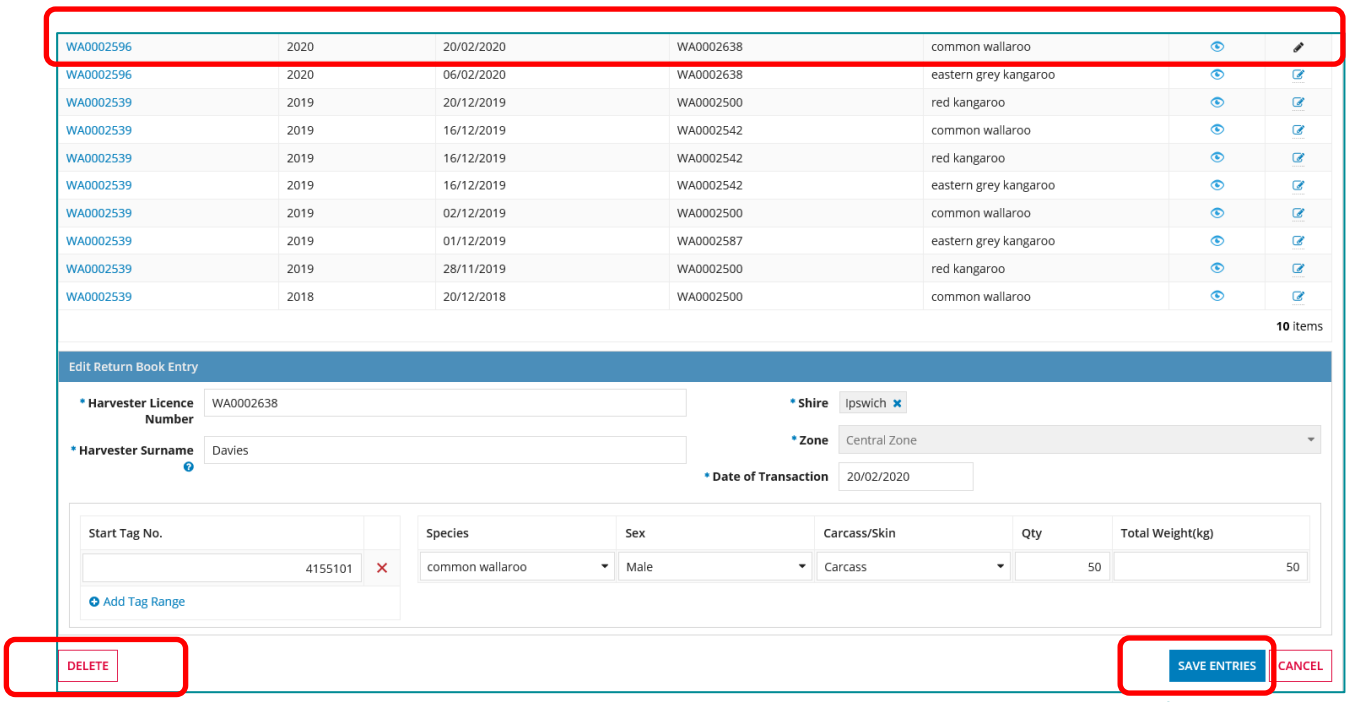
You can change or delete the return book entries you have saved if they have not yet been submitted in a return.



Go to **My Records > Return book entries**

Here you will see a list of saved entries to be submitted.

Click on the **EDIT** button to the right of the return book entry you wish to amend or delete



This brings up return book entry that was saved but not submitted.

Click **DELETE** to delete the return book entry

Or

Amend entry and click **SAVE ENTRIES**

For more information on the Macropods Online please contact the Macropod Management Program:

Email: mmp@detsi.qld.gov.au