## How to User Guide

# Harvester – 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

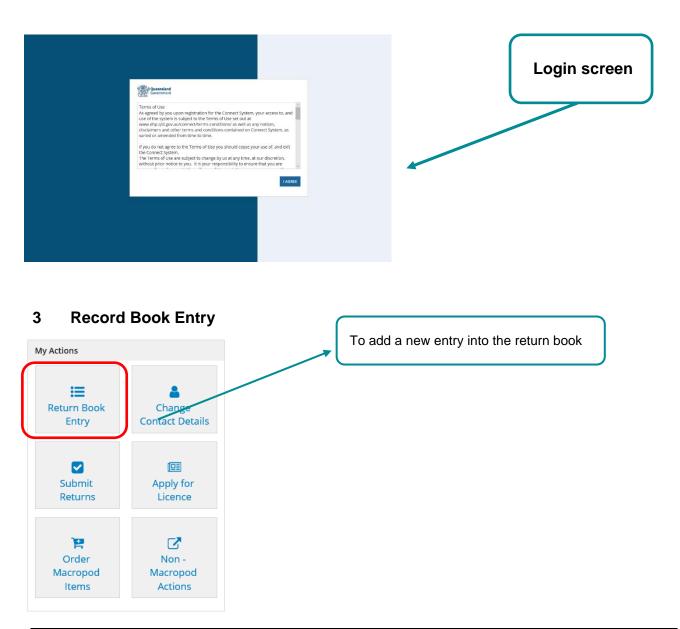
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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 Environment and Science's Online Services will need to register to access Macropods Online. Click <u>here</u> to learn how to register for Online Services.

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



Macropods Online User Guide - Harvester - How to create a return book entry online

Rebecca I Customer Referer EHP0028492 Harvester	Murdoch nce Number (CRN):						9		T
		😭 Home						E My Records	
ly Actions		My Orders						My Incomplete Actions	
Return Book Entry	Change Contact Details	Order Reference 1 Order No Date	Delivery Method	Related Permit Reference No No items available	Consignment Note No	Dispatched Date	Status	Name Select licence your record book entry relates to	Date 13 Feb 2020 03:47 PM
Submit Returns	DE Apply for Licence	My Pending Permit Applications Permit Application Reference N	o 🛔 Lodgement	Date Permit Type Pr	rincipal Applicant Activit	y Location Name	Status		
译 Order Macropod Items	Non - Macropod Actions			No Applications Availa	ble				

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.

⊙ Harvester				Macropods Online 🌘 🌋 🔐
	Select licence your	record book entry relates to	·	()
	Permit #	Location Name	Expiry Date	Status
	WA0002530	7 Mcdaniel St YARRAMAN QLD 4614	31 Dec 2019	X
	WA0002651	23 Hilliards Park Road WELLINGTON POINT QLD 4160	31 Dec 2020	0
	CANCEL		`'	NEXT

#### Click **NEXT**

Date Taken dd/mm/yyyy											
ch section represents a single line item	in a record book. Entri	ies can be edited at any time	e up until they are submitted i	in a monthly return. Removi	al of entries here will result	in deletion from the record	book but will	not use any digital credits			
Start Tag No.		Property Name	Species	Sex	No. of Carcasses	No. of skins	Personal Use	Sold to dealer licence no	Date sold	NC Number	
	×		<i>Select</i> •	Select			No 👻		dd/mm/yyyy		>
O Add Tag Range			<i>Select</i> •	Select			No •		dd/mm/yyyy		
										ADD N	IEW I
											ENTR

#### Add a new entry by entering:

- Select a past date or today's date in Date Taken
- Enter the **Start Tag No.**
- Enter a **Property Name**
- Select a **Species** and **Sex** from the available drop-down boxes

- Enter either a No of carcasses or a No of skins.
- Select Yes or No for Personal Use

If you selected *No* for Personal Use, you may enter the information below when you create the return book entry or after the sale to a dealer has occurred. Enter the 9-digit licence number (e.g. WA0012345) of the dealer you sold to in **Sold to dealer licence no** 

- Select or enter a past date or today's date in **Date sold**
- If the dealer gave you a copy of their paper return book page, enter the page number in *NC Number*.

#### 4 How to review your Return Book Entries

Go to My Records > Return Book Entries to view the entries just added

On the **SAVED ENTRIES TO BE SUBMITTED** tab, you will see all the return book entries you have created but not yet submitted.

ebecca Murdoch stomer Reference Number (CRN): 190028492 vester											The second se	
	🕷 Home							E My Records				
Permit Applications	SAVED ENTRIES TO BE SUBMITTED					D paper return entries						
Permits		yet submitted t	the record book entrie	s below. Use Submi	t Retu	rns on the Home tab to submit the	ese entries in a return for	the relevant return pe	riod by the due date			
Orders	Filters Date Taken From	dd/mm/yyyy	Date Taken t	o dd/mm/yyyy		Species Please select	- •	Sold To Dealer Licence No			Q x	
Submitted Returns	Harvester Licence No	- (	Harvest Year	Date Taken	1	Species	Sold to Dealer Licen	ce No	Date sold	Details	Edi	
	WA0002651		2020	13/02/2020		eastern grey kangaroo	WA0002596		13/02/2020	٢		
Return Book Entries	WA0002651		2020	13/02/2020		antilopine wallaroo	WA0002596		13/02/2020	۲	8	
Return Book Entries			2020	13/02/2020		eastern grey kangaroo	WA0002596		13/02/2020	۲	0	
Return Book Entries	WA0002651		2020	13/02/2020		contern Brey Hangaroo						

#### 5 How to amend or delete your unsubmitted return book entries

You can change or delete the return book entries you have saved but not yet submitted.

	🕈 Home				🗮 My Records		
Permit Applications		SAVED ENTRIES TO B	IE SUBMITTED		Ø⊅ PAPER RETURN ENTRIE	s	
Permits	You have saved but not yet s	ubmitted the return book ent	ries below. Use Submit Returns on	the Home tab to submit the	ese entries in a return for the relevant return period by	the due date.	
	Filters						
Orders	Date of Transaction	المعند (mm/sysysy Date o To	f Transaction	Species	Please select	•	Q 8
ubmitted Returns	Harvester Licence No			Dealer Licence N	0		
Return Book Entries	true						
		()					
VOICES	Dealer Licence No	Harvest Year	Date of transaction	Harvester Licen	ce No Species	Details	Ed
	WA0002596	2020	20/02/2020	WA0002638	common wallaroo	۲	Q
	WA0002596	2020	06/02/2020	WA0002638	eastern grey kangaroo	۲	Ø
	WA0002539	2019	20/12/2019	WA0002500	red kangaroo	۲	Ø
	11/1 0000500	2010	46/42/2040	1414.000.005.42			

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

On the **SAVED ENTRIES TO BE SUBMITTED** tab, you will see a list of the return book entries you have saved and not yet submitted.

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

WA0002596     2020       WA0002539     2019       WA0002539     2019	06/02/2020 20/12/2019 16/12/2019 16/12/2019 16/12/2019 02/12/2019 01/12/2019	WA0002638 WA0002500 WA0002542 WA0002542 WA0002542 WA0002542		eastern grey ka red kangaroo common walla red kangaroo			© ©	6
WA0002539     2019       WA0002539     2019       WA0002539     2019       WA0002539     2019       WA0002539     2019       WA0002539     2019	16/12/2019 16/12/2019 16/12/2019 02/12/2019	WA0002542 WA0002542 WA0002542		common walla	roo			Ø
WA0002539     2019       WA0002539     2019       WA002539     2019       WA002539     2019       WA002539     2019	16/12/2019 16/12/2019 02/12/2019	WA0002542 WA0002542			roo			
WA0002539     2019       WA0002539     2019       WA0002539     2019       WA0002539     2019	16/12/2019 02/12/2019	WA0002542		red kangaroo			•	Ø
WA0002539     2019       WA0002539     2019       WA0002539     2019	02/12/2019						٢	Q
WA0002539     2019       WA0002539     2019		WA0002500		eastern grey ka	ingaroo		٢	Ø
WA0002539 2019	01/12/2019			common walla	roo		۲	Ø
		WA0002587		eastern grey ka	ingaroo		۲	G
2018	28/11/2019	WA0002500		red kangaroo			٢	Ø
2010	20/12/2018	WA0002500		common walla	roo		٢	G
0		* Date of Transacti			0.5			
Start Tag No.	species	Sex	Carcass/Skin		Qty	Total Weight(k	()	
4155101 ×	common wallaroo 🝷 I	Male 👻	Carcass	•	50			50
Add Tag Range								
DELETE							ENTRIES	

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

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