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

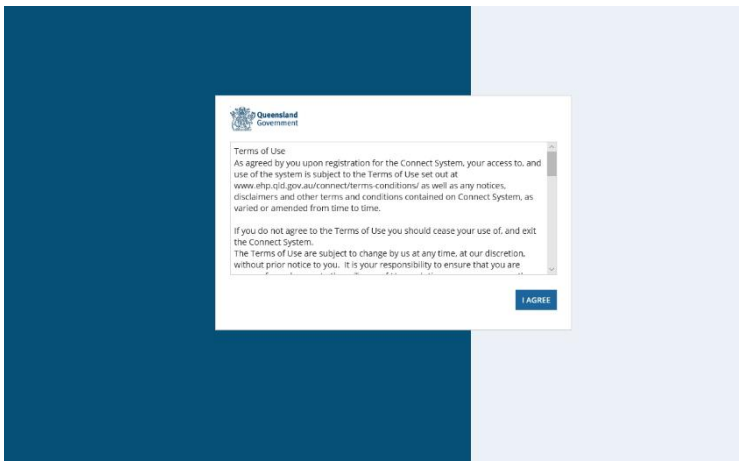
The Department of the Environment, Tourism, Science and Innovation has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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?

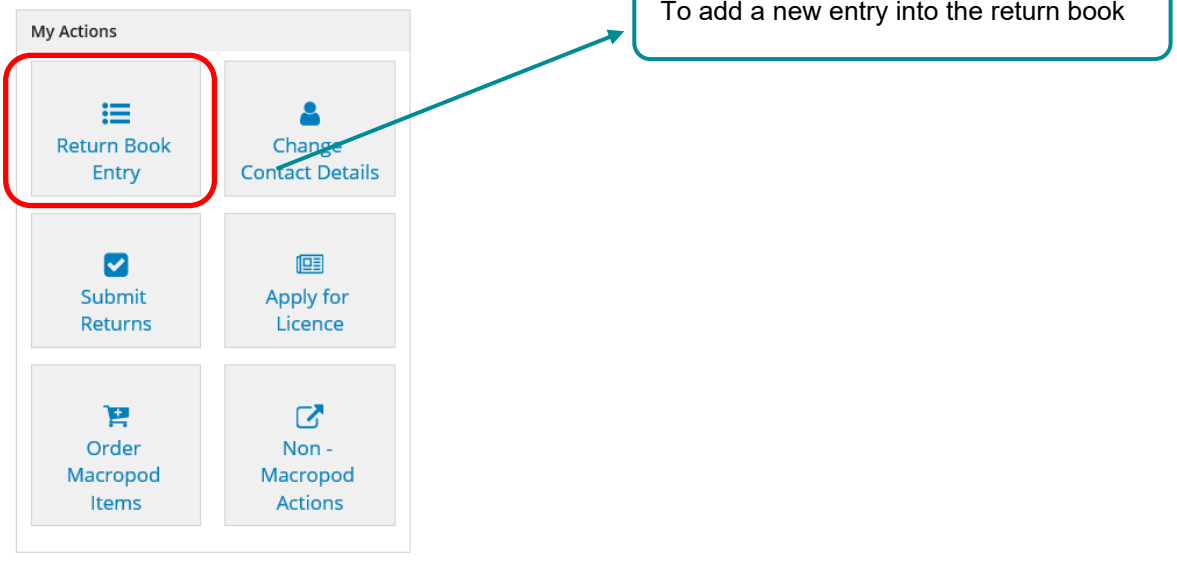
Macropod customers not currently registered with the Department of the Environment, Tourism, Science and Innovation's Online Services will need to register to access Macropods Online. Click here to learn how to register for Online Services.

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

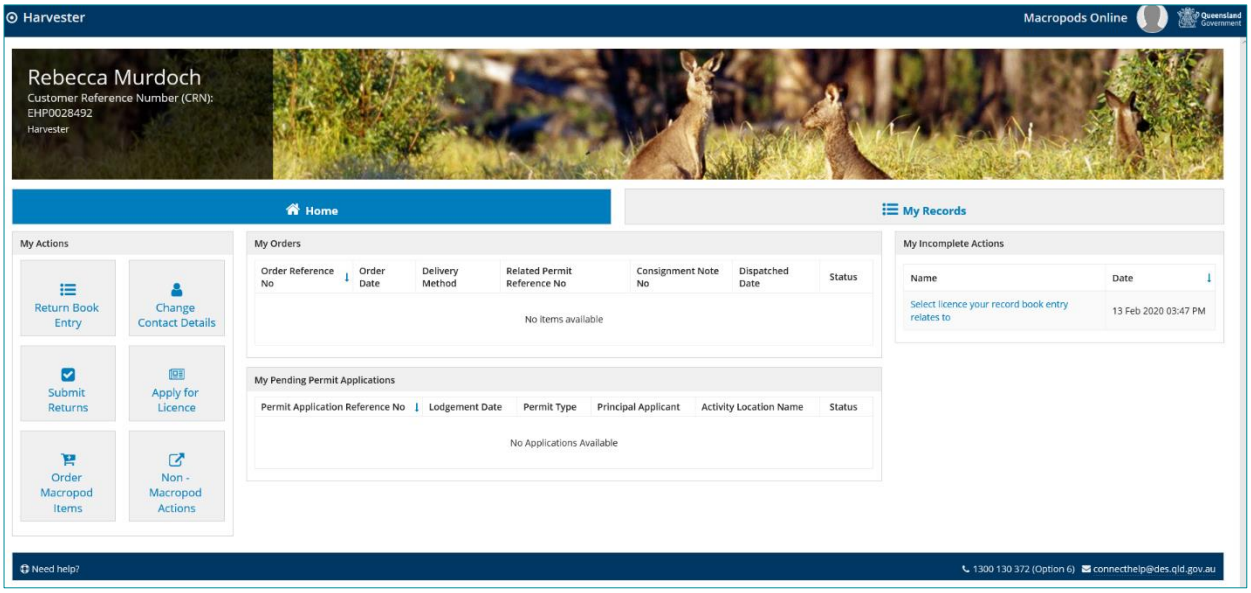


Login screen

3 Record Book Entry



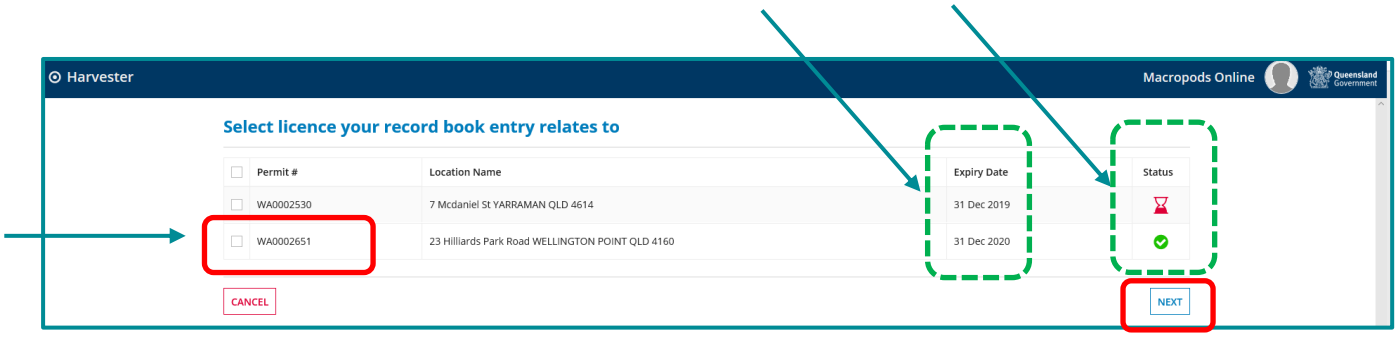
To add a new entry into the return book



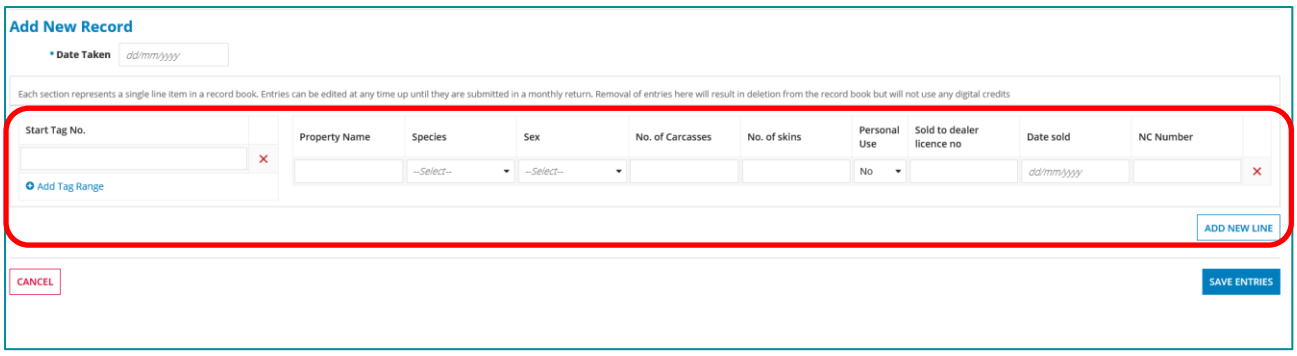
Click the **Return Book Entry** action button from home tab.

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**



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

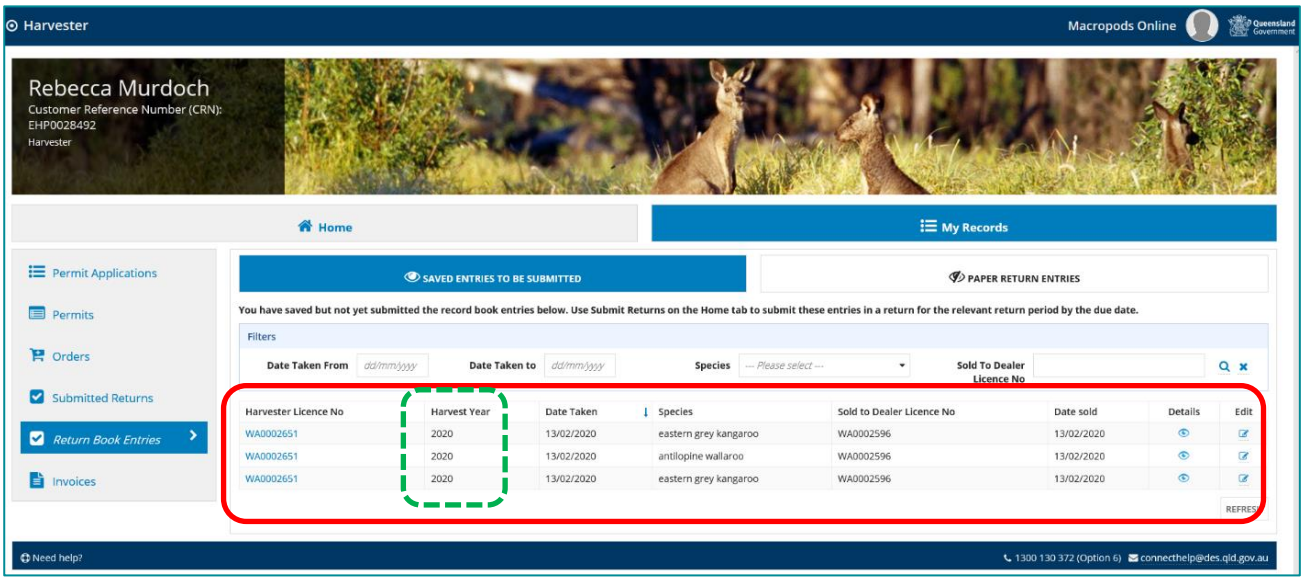
If you selected *No* for Personal Use, you may enter the information below when you create the return book entry or after the sale to a dealer has occurred. Enter the 9-digit licence number (e.g. WA0012345) of the dealer you sold to in **Sold to dealer licence no**

- 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

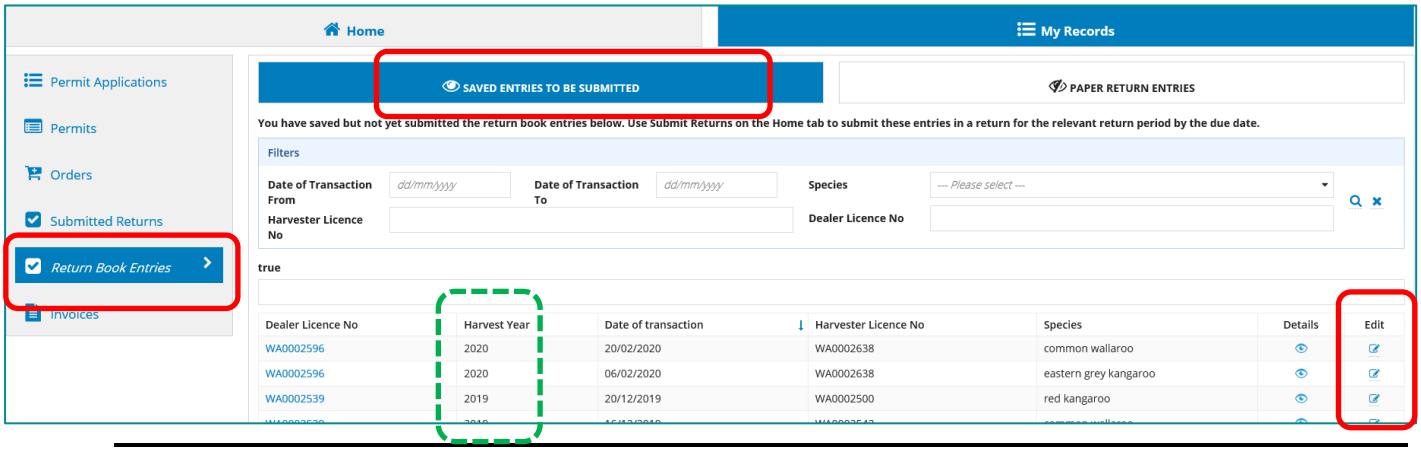
Go to ***My Records > Return Book Entries*** to view the entries just added

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



5 How to amend or delete your unsubmitted return book entries

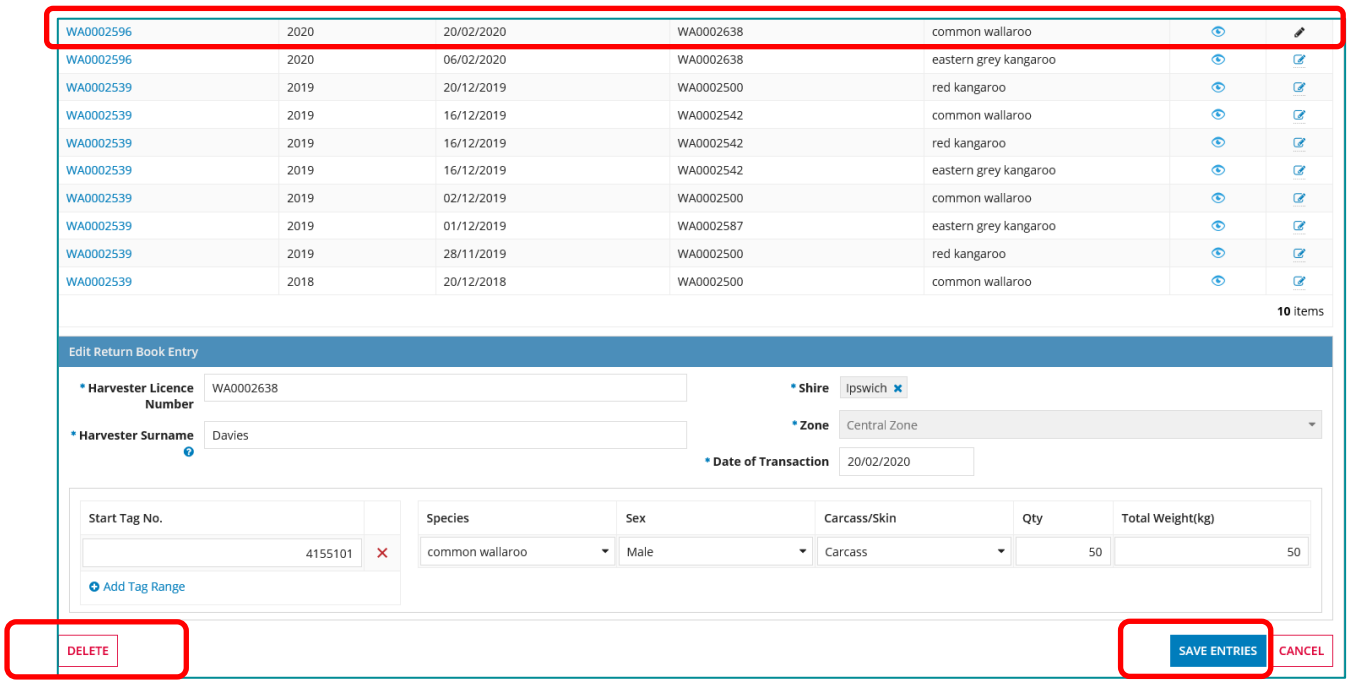
You can change or delete the return book entries you have saved but not yet submitted.



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



This brings up the return book entry that was saved.

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