How to User Guide

How to create and complete Movement Advices 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.

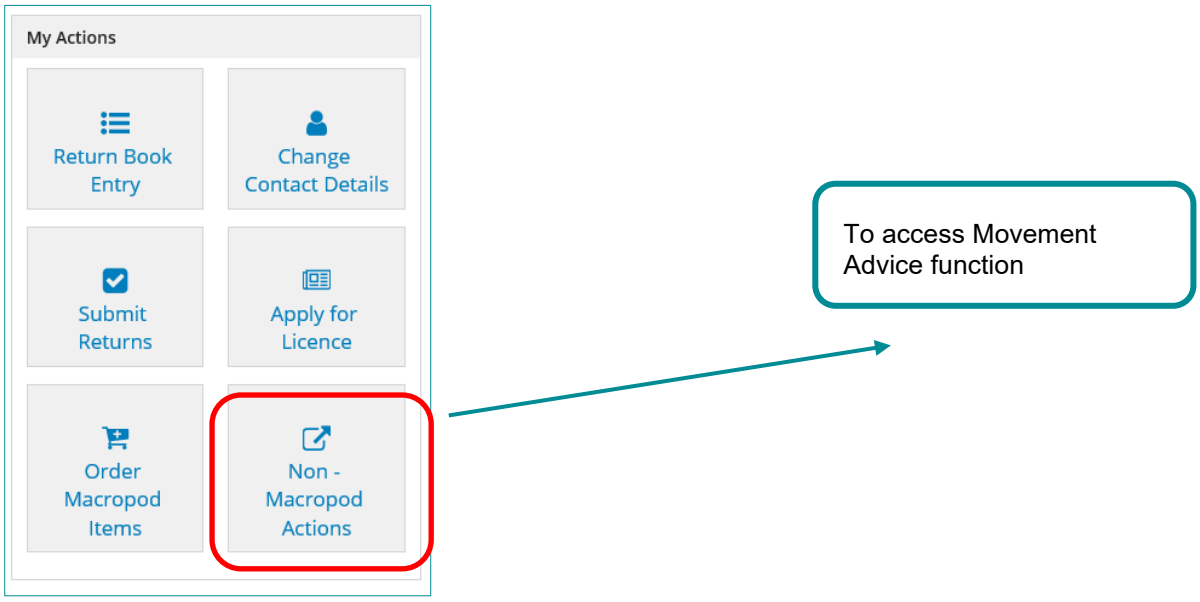
The digital return book feature on Macropods Online makes it easier for harvesters and dealers to comply with their record keeping obligations. And submitting returns is also faster and easier allowing users to view and complete their tasks online as simple transactions.

2 Have you registered for an online account?

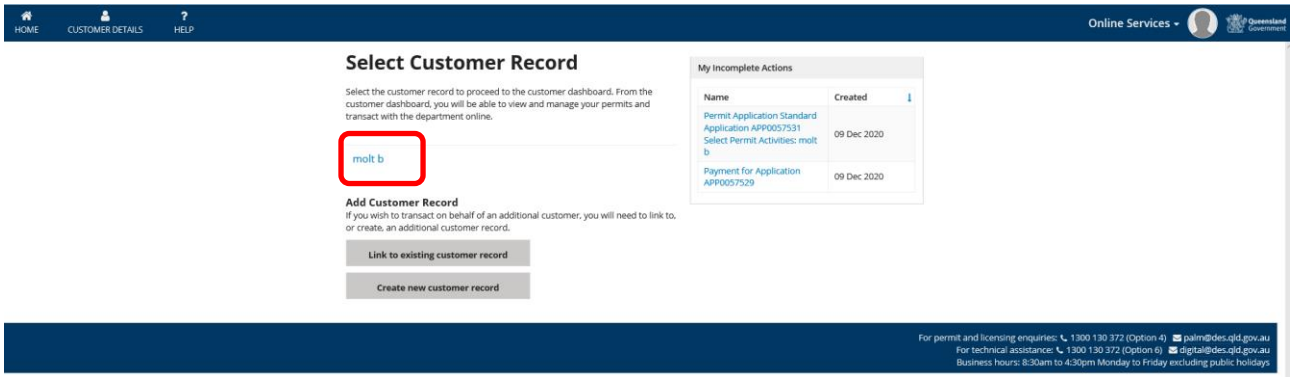
Macropod customers not currently registered with the Department of the Environment, Tourism, Science and Innovation's Online Services will need to register to access Macropods Online. Click here to learn how to register for Online Services.

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

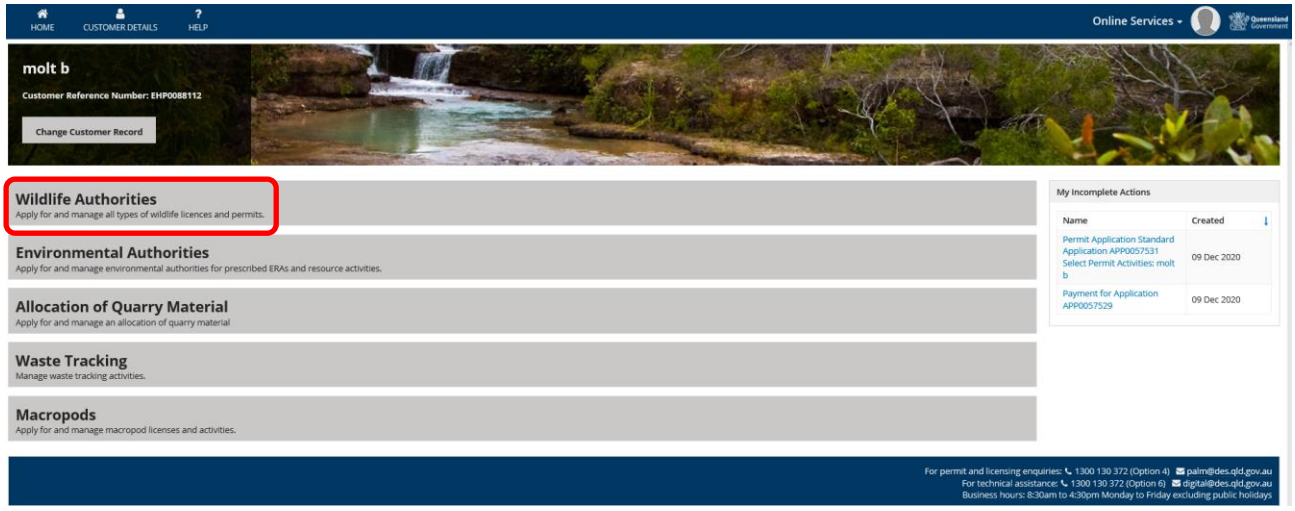
3 Macropods Online – Access Movement Advice function



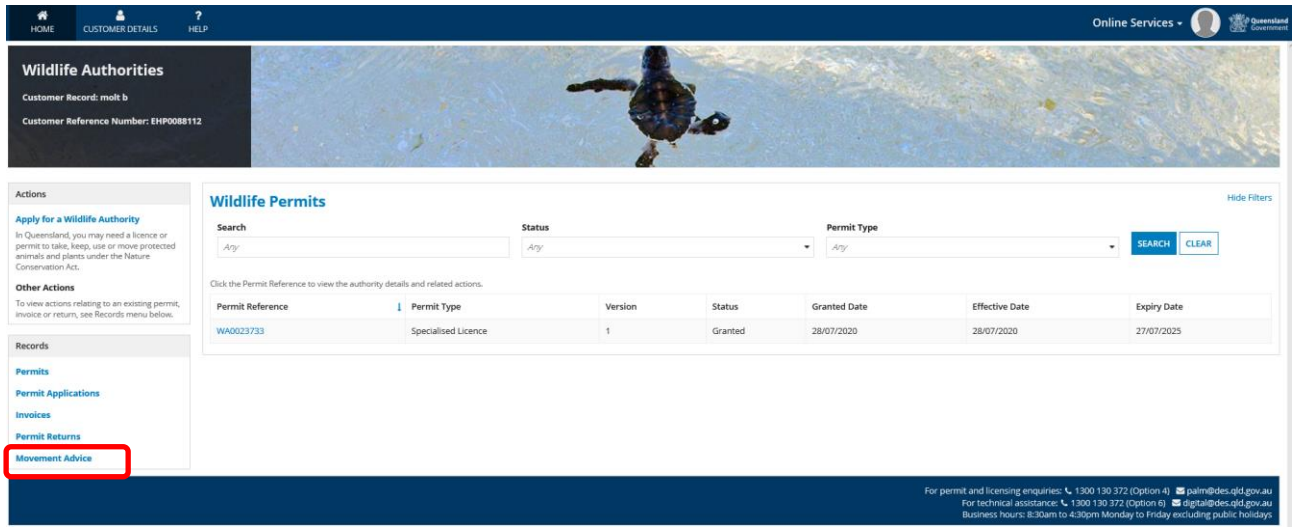
Click on your customer name.



Click on **Wildlife Authorities**.



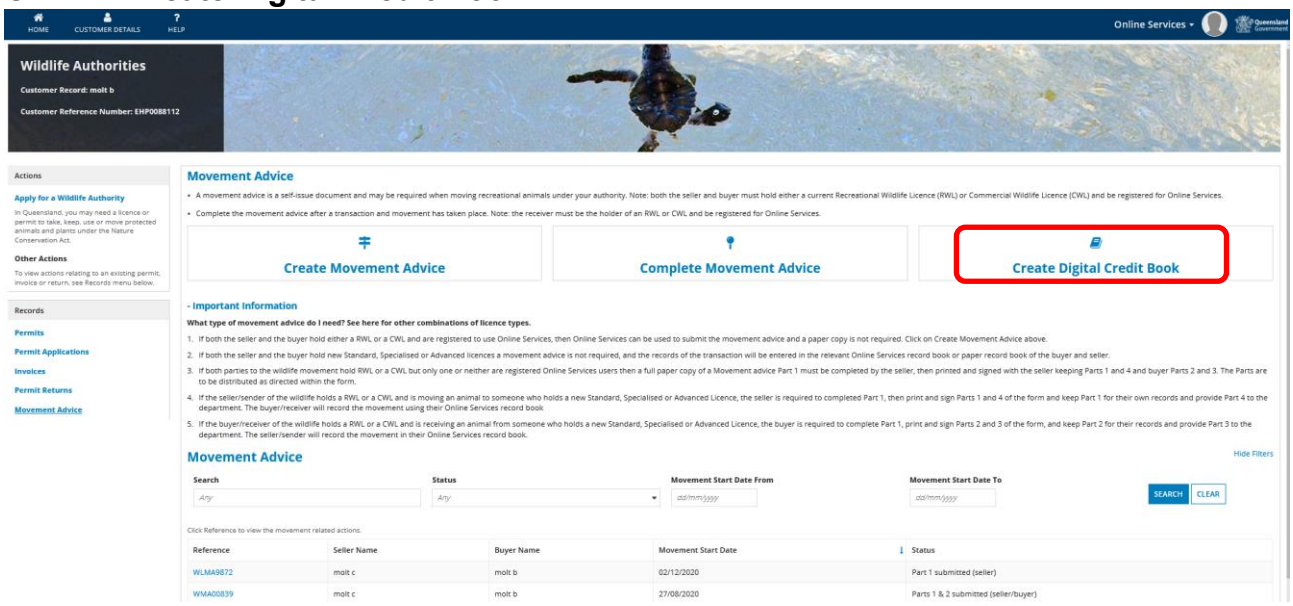
Click on **Movement Advice**.



4 Purchasing digital credit

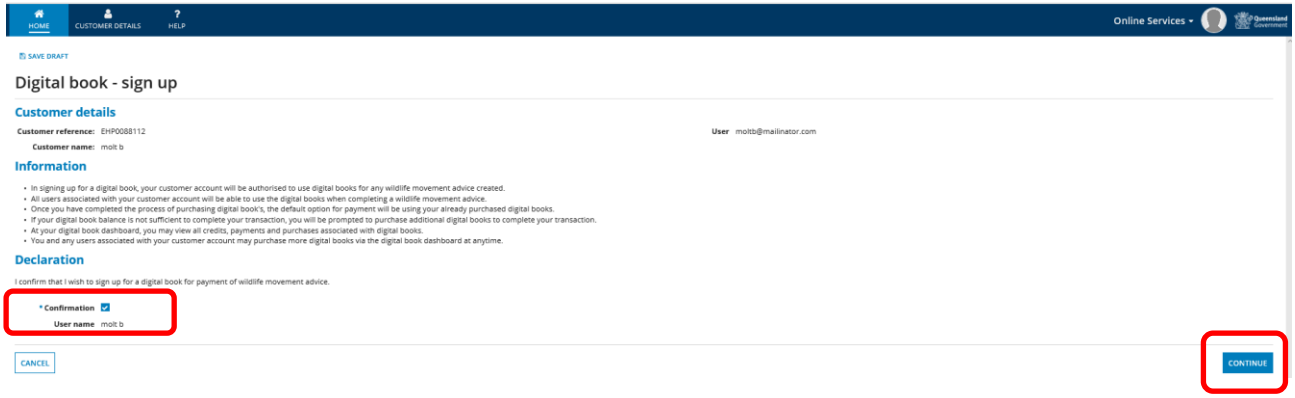
To use the Movement Advice function online you (the seller – the place where the wildlife is sent from) will need to purchase digital credits.

Click on **Create Digital Credit Book**.



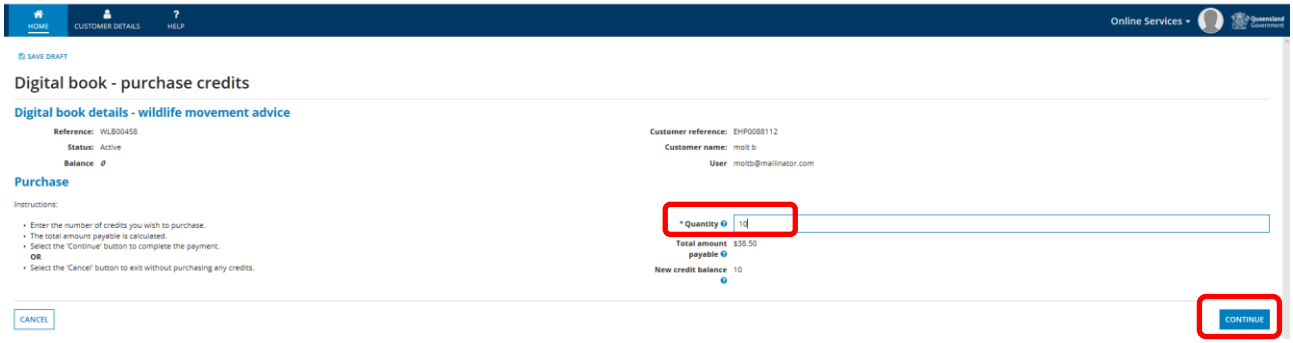
Tick the tick box next to **Confirmation** to declare that you are signing up for a digital book for payment of wildlife movement advice.

Click **Continue**.

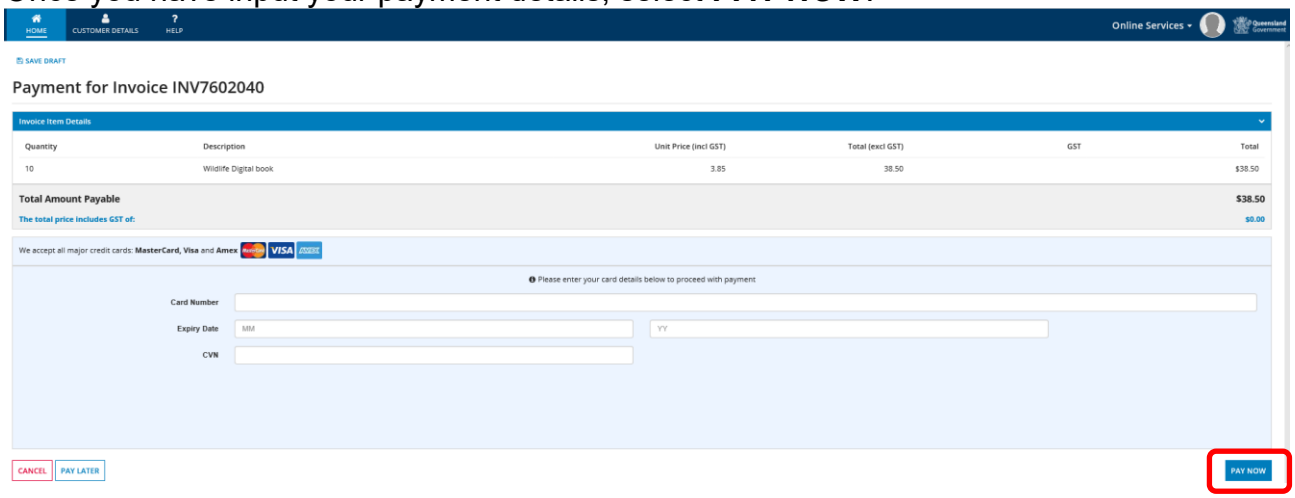


Enter the **Quantity**. Note: minimum order is 10.

Click **Continue**.

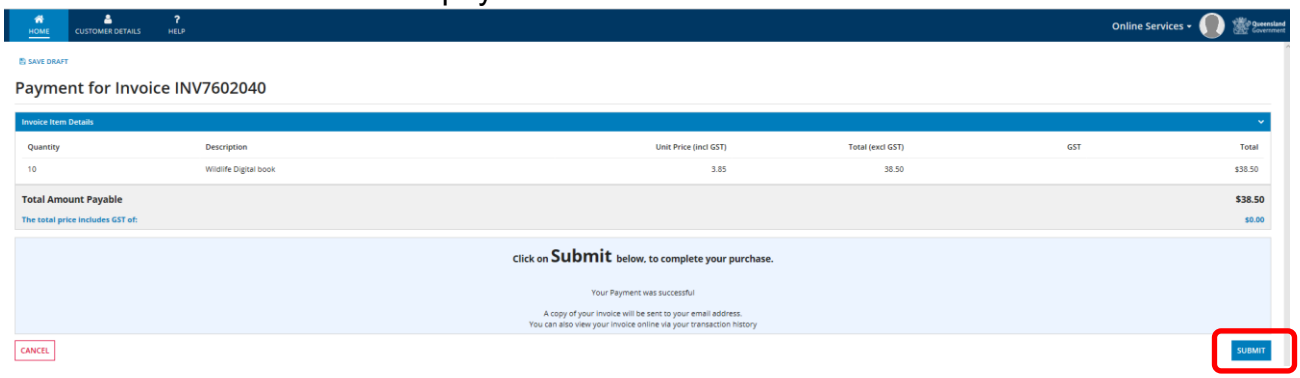


Once you have input your payment details, select ***PAY NOW***.

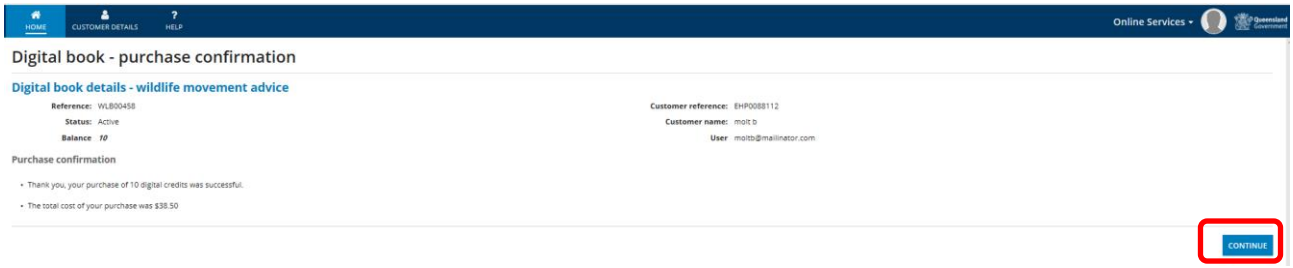


You can also select to Pay Later.

Click on **Submit** to finalise the payment.



Click **Continue**.



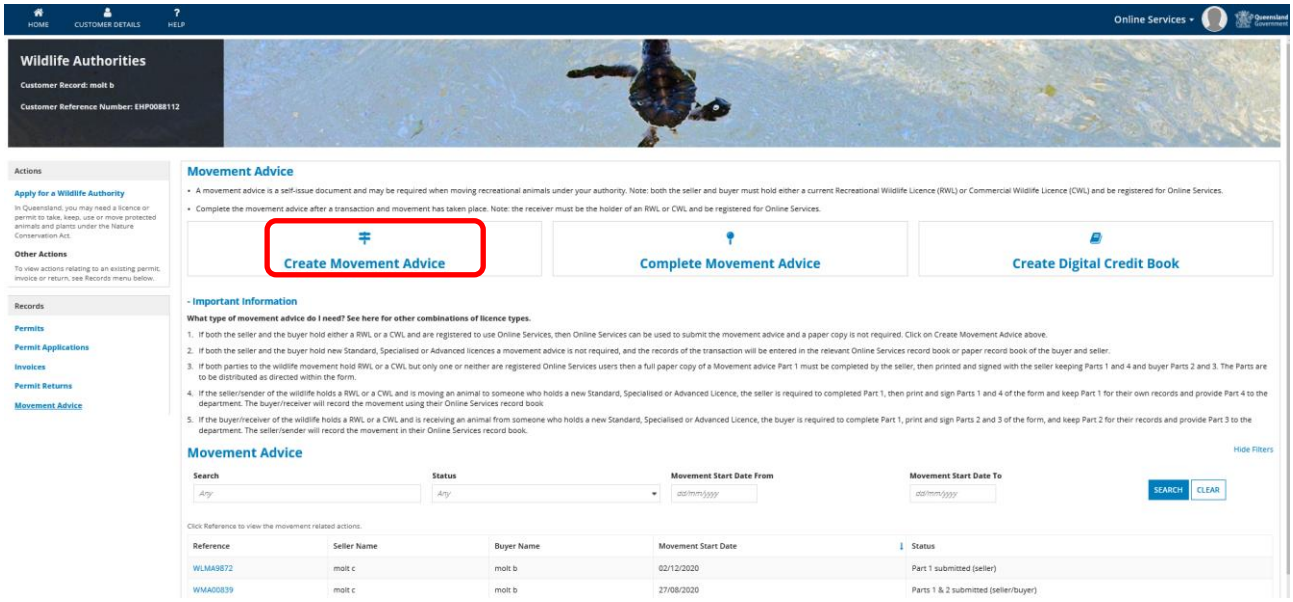
5 Create Movement Advice

Movement Advices (online and paper) can only be created and completed if both the Seller and the Buyer is licenced.

Creating a Movement Advice is done by the Seller (the place where the wildlife is sent from).

Follow steps in section 3 until you get to the screen below.

Click on **Create Movement Advice**.



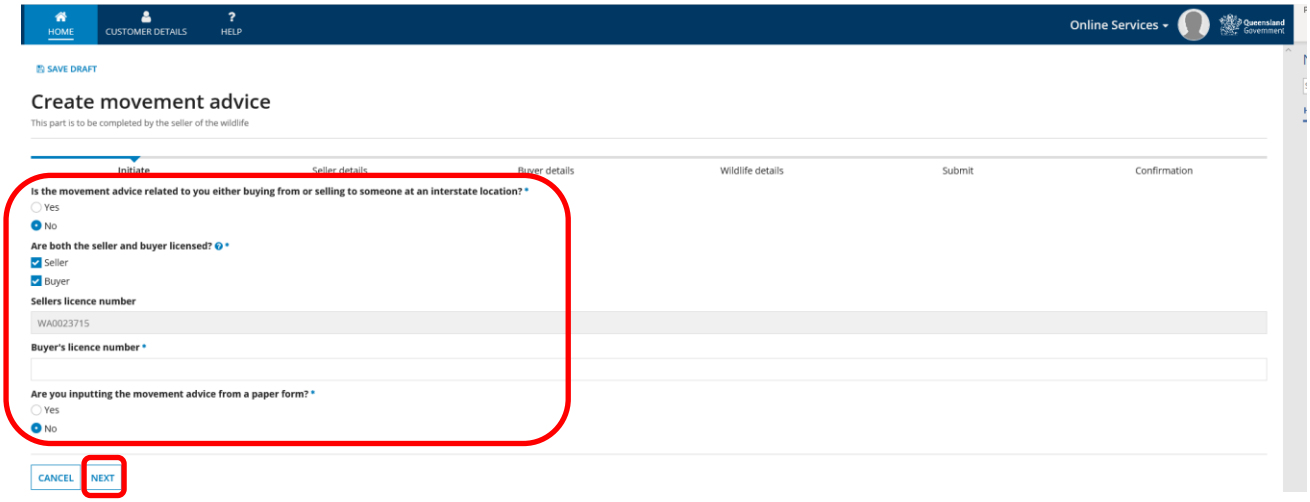
Answer the question: **Is the movement advice related to you either buying from or selling to someone at an interstate location?**
Note: Online Services can only be used for Movement within the state of Qld.

Tick the tick boxes next to Seller and Buyer if they are both licenced.

Enter the **Buyer's licence number**.

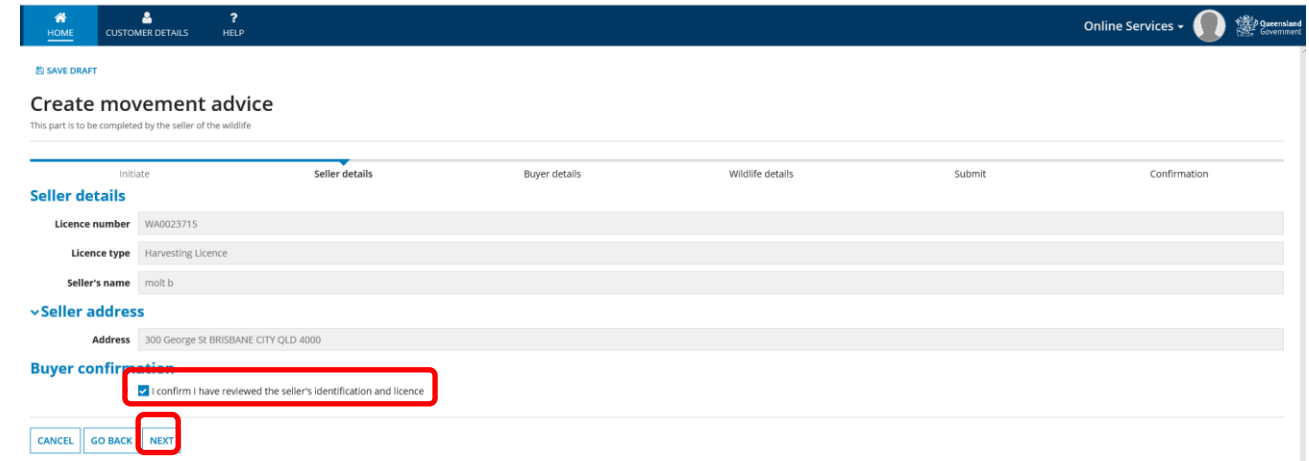
Answer the question: **Are you inputting the movement advice from a paper form?**
If 'Yes' enter the **Movement advice reference** number.

Click **Next**.



Tick the tick box to confirm you have reviewed the Seller's details.

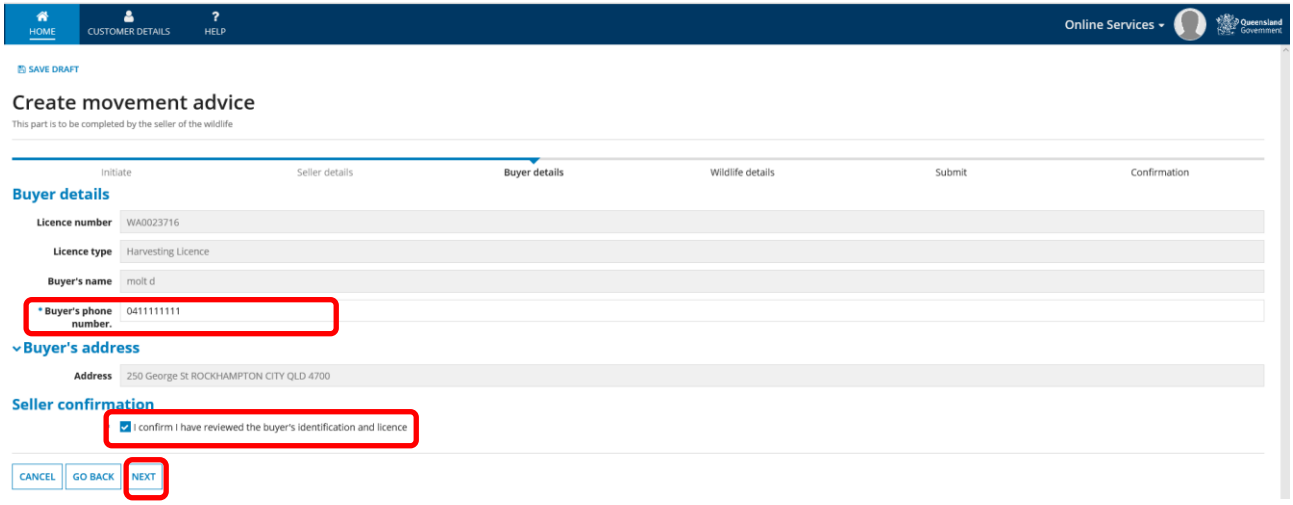
Click **Next**.



Enter the **Buyer's phone number**.

Tick the tick box to confirm you have reviewed the Buyer's details.

Click **Next**.



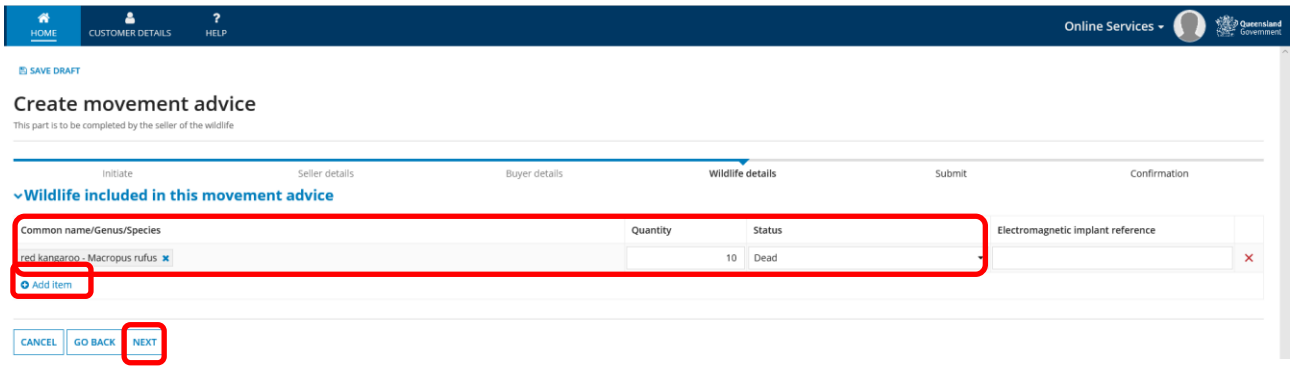
Click on **Add item** for each species being moved. Separate items are required if you have both dead and alive species being moved.

Start typing in the species name form the Common name/Genus/Species column. A species list will appear. Select the species from the list.

Enter the Qty.

Enter the **Status** of dead from the Status dropdown box.

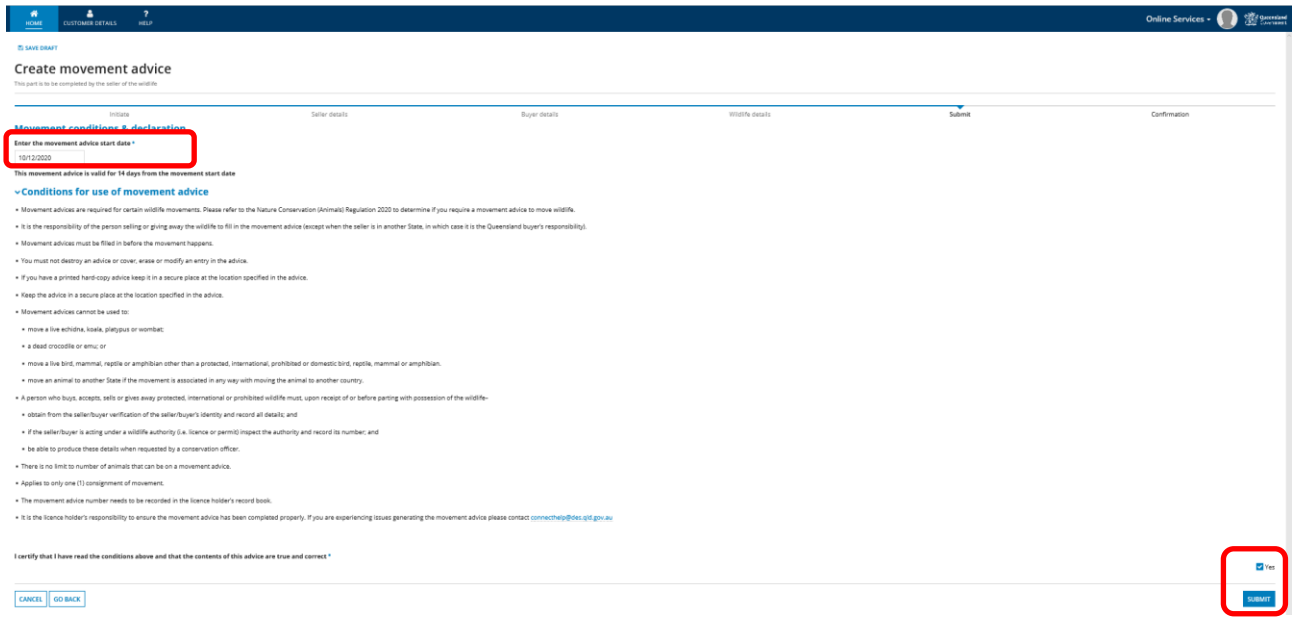
Click **Next**.



Enter the **movement advice start date**. Note: date cannot be a date prior to today's date.

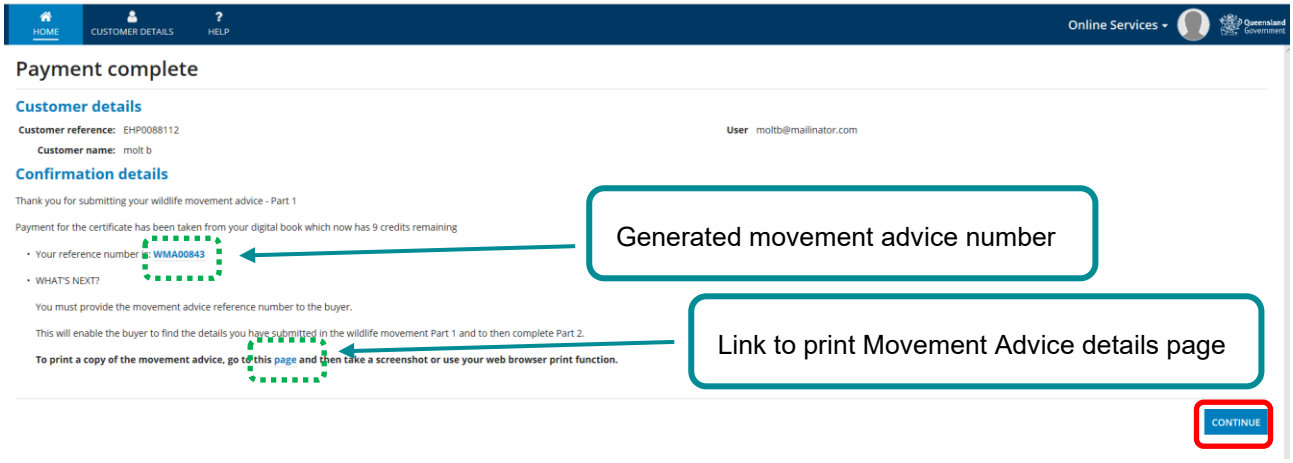
Tick the tick box next to 'Yes' to confirm you have read the conditions and that the details you have entered are true and correct.

Click **Submit**.



This page generates the wildlife movement advice number.
To print a copy of the movement advice, click on the **page** link. See section 6 (second screenshot). The print screen allows you to either take a screenshot or use the print function to print or save the Movement Advice.

Click **Continue**.



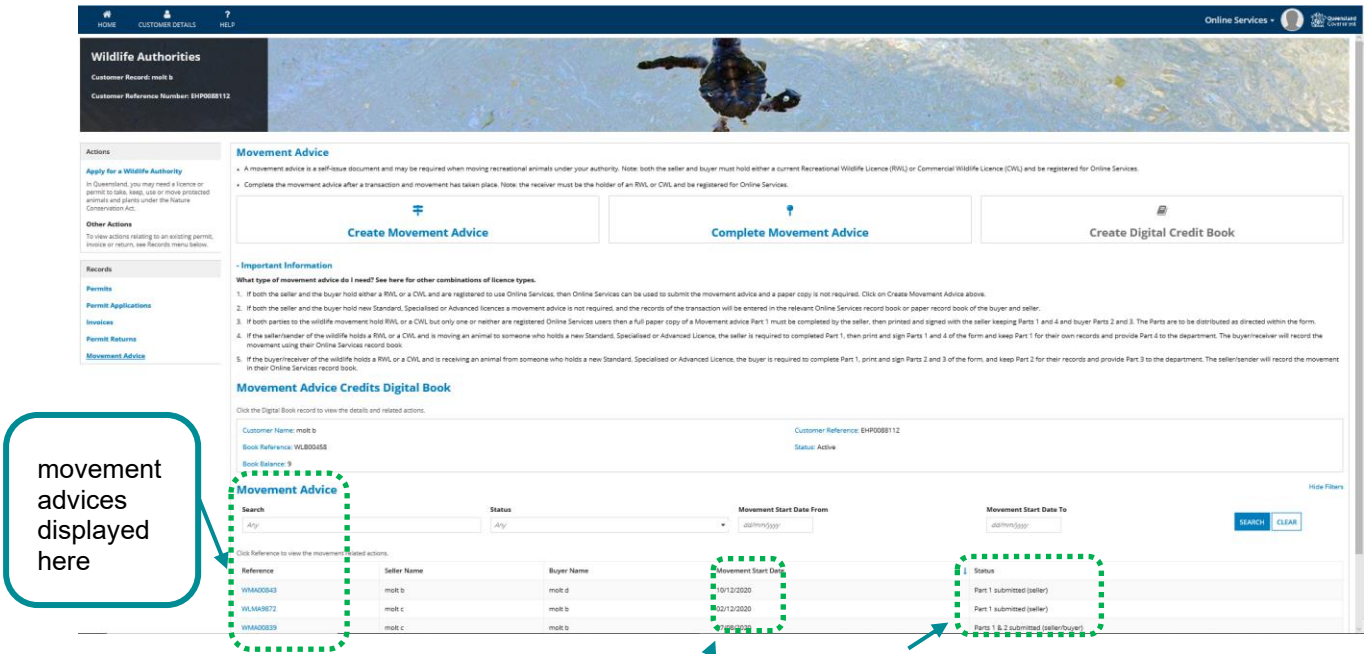
6 To view and print Movement Advices

To print the Movement Advice. Access the details page by clicking on the link displayed in the last screen from section 5 (if you are the seller) or the last screen from section 7 (if you are the buyer).

Or

Go to ***Wildlife Authorities > Movement Advice*** (follow steps in section 3). Scroll down to view movement advices.

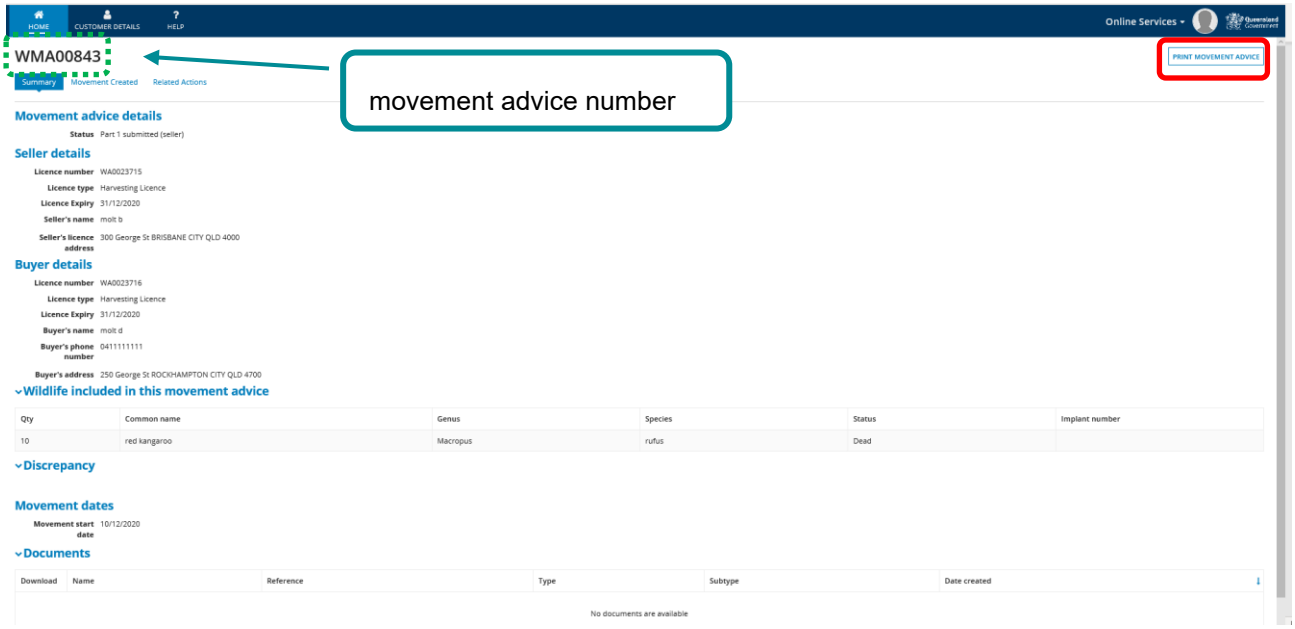
Click on the relevant Movement Advice number from the list.



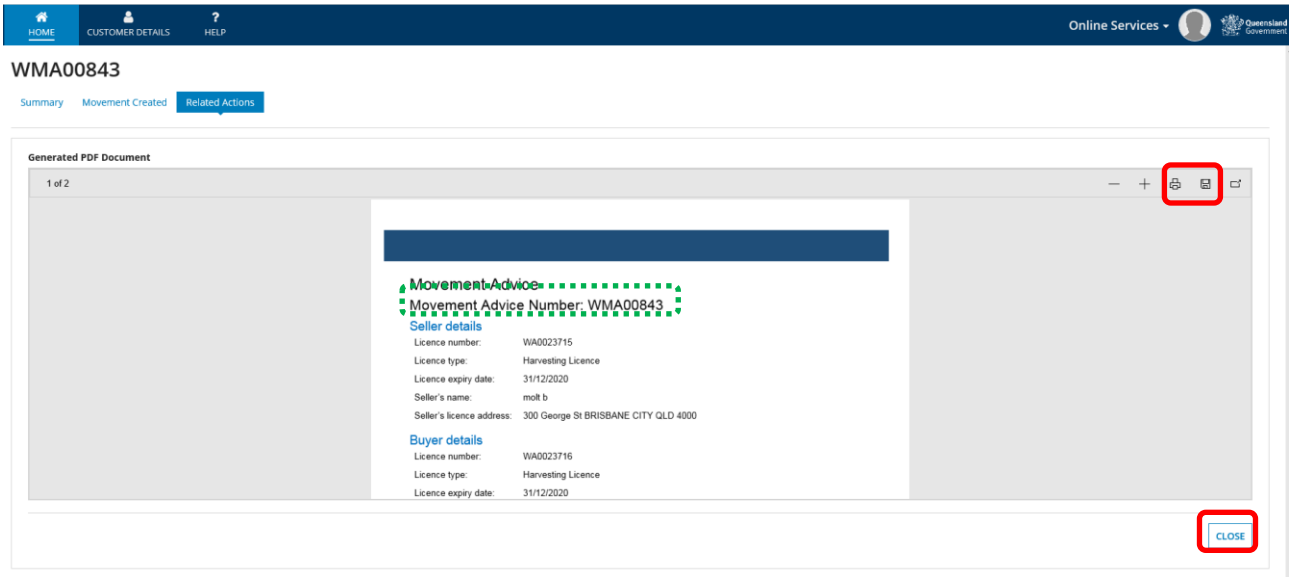
You can also view the movement start date and the status (submitted by seller or Seller and buyer).

You can also search for particular movement advices by a 'start date' range or status.

Click on **Print Movement Advice**.



Click on the **print** icon to print the Movement Advice or click on the **save** icon to save the Movement Advice to your electronic device (computer, tablet, smart phone etc.).



Once printed or saved click **Close**.

This document is to be provided (electronically or paper copy) to the person moving the wildlife and to the buyer (dealer licence holder accepting the wildlife).

The seller's involvement in the Movement is now finished.

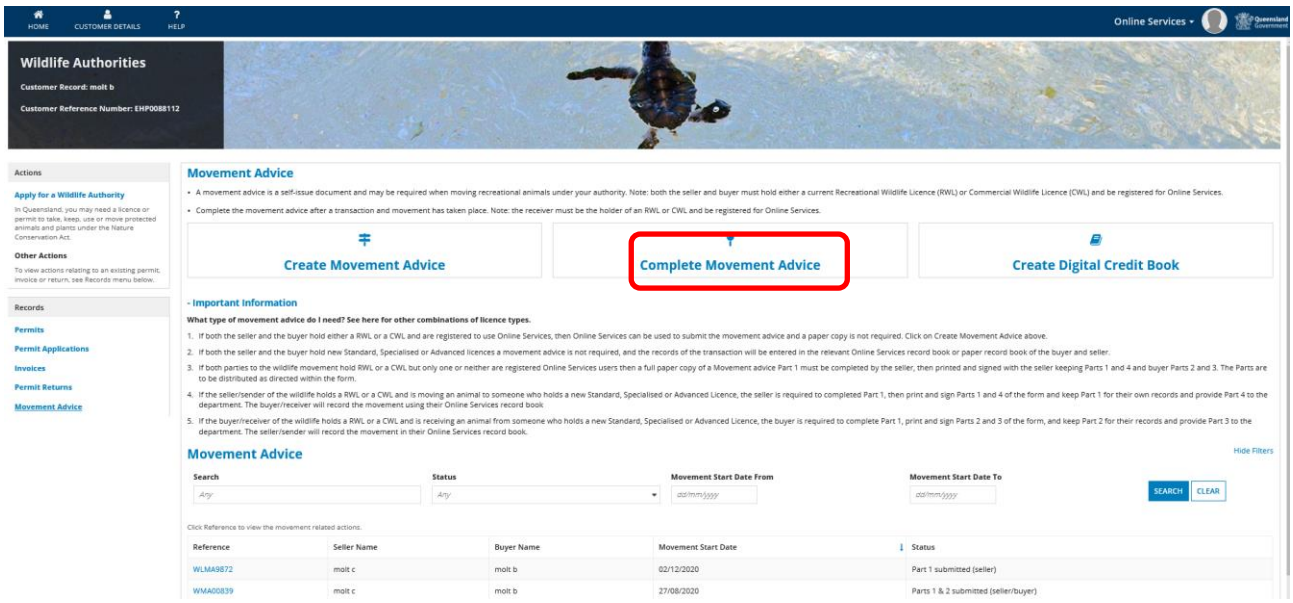
7 Complete Movement Advice

Movement Advices (online and paper) can only be created and completed if both the Seller and the Buyer is licenced.

Completing a Movement Advice is done by the Buyer (the place that receives the wildlife from the sender).

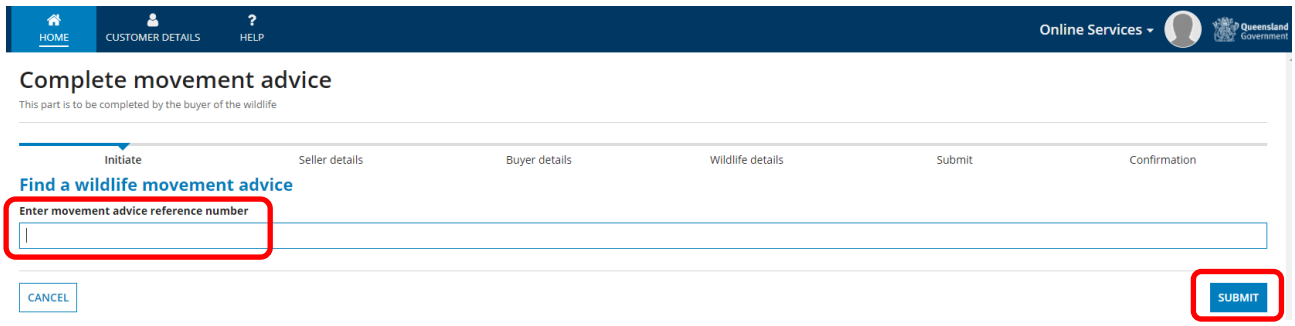
Follow steps in section 3 until you get to the screen below.

Click on **Complete Movement Advice**.



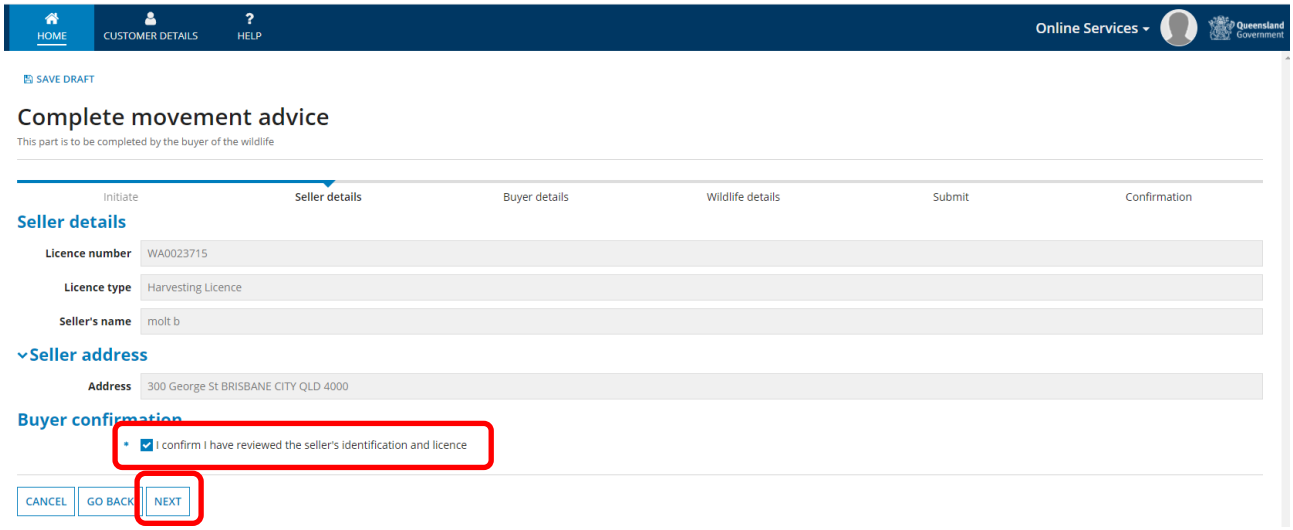
Enter the movement advice reference number provided by the seller (see section 6).

Click **Submit**.



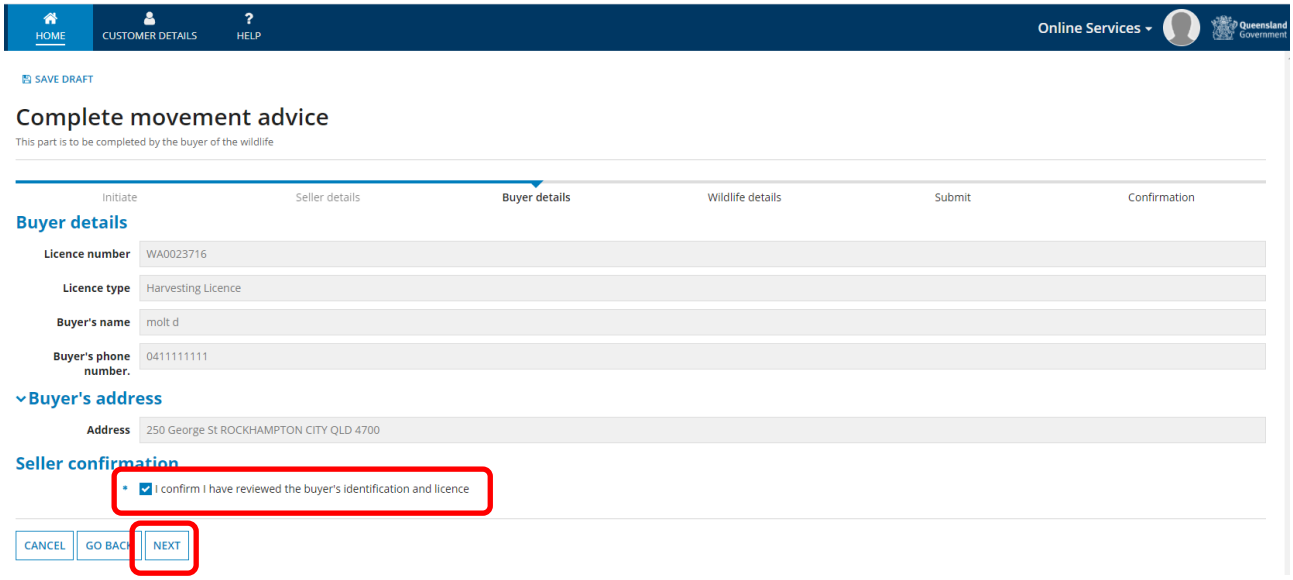
Tick the tick box to confirm you have reviewed the seller's details.

Click **Next**.

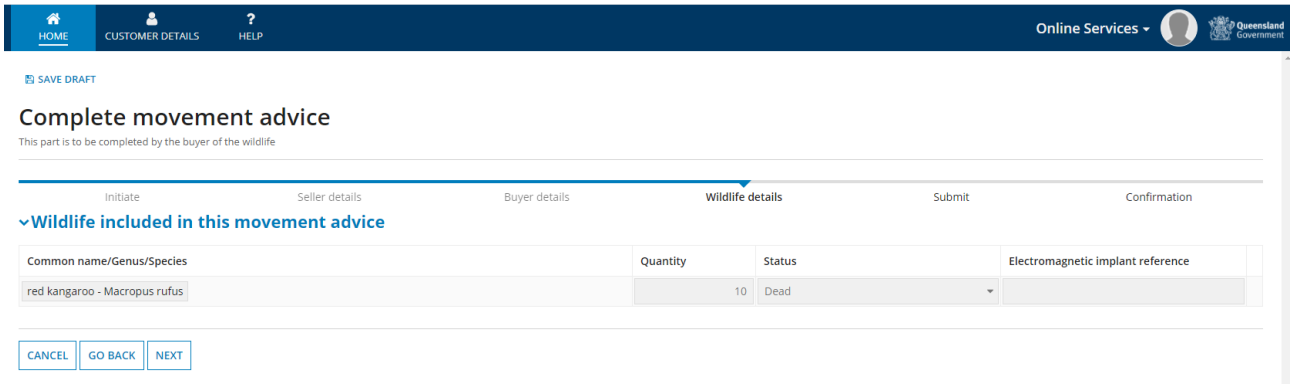


Tick the tick box to confirm you have reviewed the buyer's details.

Click **Next**.



Click **Next**.

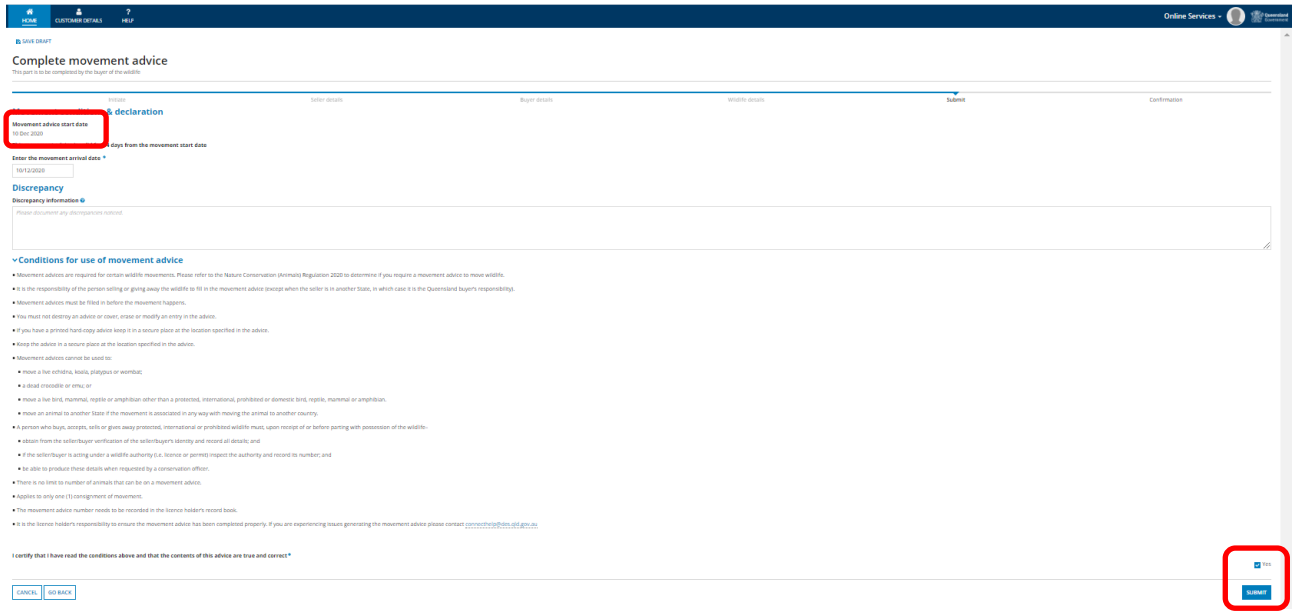


Enter the **movement arrival date**.

Tick the tick box next to 'Yes' to confirm you have read the conditions and that the details you have entered are true and correct.

If there are any discrepancies, they can be entered on this screen in the Discrepancy field.

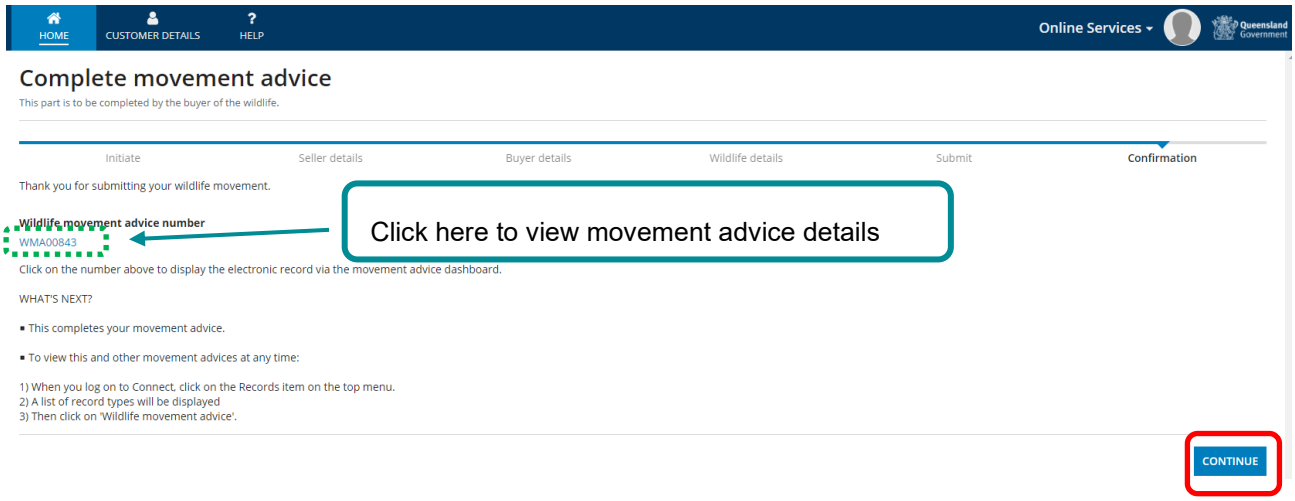
Click **Submit**.



To view the movement advice click on the movement advice number. This takes you to the second screenshot in section 6.

To print or save a copy of the movement advice, click on the **movement advice number** link. The print screen allows you to either take a screenshot or use the print function to print or save the Movement Advice.

Click **Continue**.



The movement advice is now completed

To view this and other movement advices at any time see section 6.

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

Email: mmp@detsi.qld.gov.au