

eNVD app:

Adding viewers to a consignment



app

You can add viewers to your consignment. For example, this allows you to add your livestock agent or buyer to your eNVD so they can review, comment and share the consignment. Viewers cannot edit any information in the eNVD.

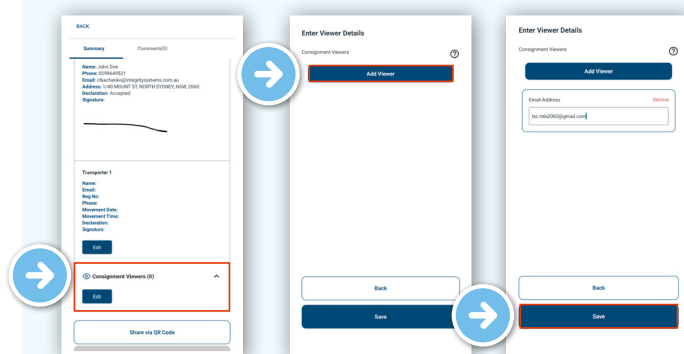
This feature is particularly useful for users who do not hold a PIC, for example agents in Queensland and the Northern Territory.

Important notes:

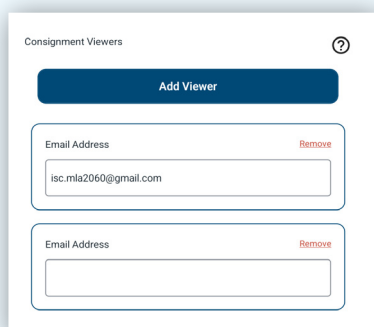
Each viewer needs to have a myMLA registered email address and an eNVD profile.

An eNVD has to be submitted for a viewer to see it - they will not be able to view draft consignments.

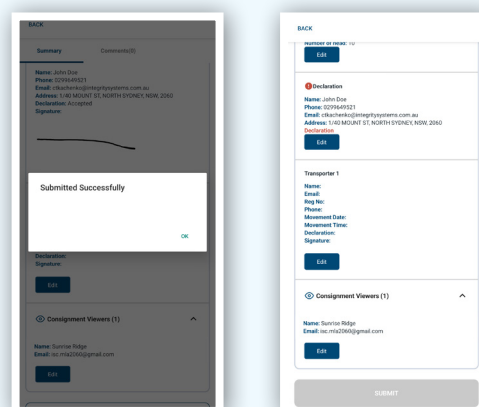
- 1 On the **Your summary** screen, tap the arrow on **Consignment Viewers** and tap **Edit**. Tap **Add Viewer**, enter the email address and tap **Save**.



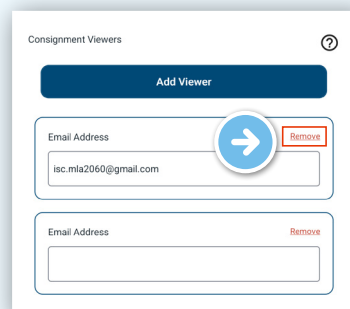
- 2 To add multiple viewers, tap **Add viewer** after adding each email address.



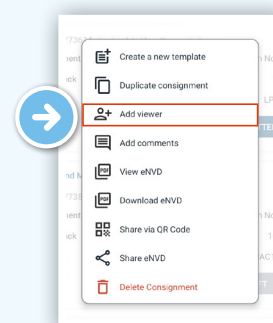
- 3 When you tap **Save**, if the email address is not registered with eNVD, you'll see an error message. Otherwise, you'll see a confirmation message and be redirected back to the Summary screen.



- 4 To remove a viewer, tap **Remove** next to their email address.



- 5 You can also add a viewer by selecting **Add viewer** from the drop-down menu on the consignment list.



eNVD web:

Adding viewers to a consignment



- 1 On the consignment summary screen, click **Add Viewer**, enter the email address and click **Add Viewer**.

To add multiple viewers, click the **Add Viewer** button after adding each email address.

- 2 To remove a viewer, click **Remove** next to their email address.

- 3 You can also select **Add Viewer** from the drop-down menus on the Consignment Summary screen or in the Consignment List.