

eNVD app:

how to get yourself and your clients ready for digital consignments



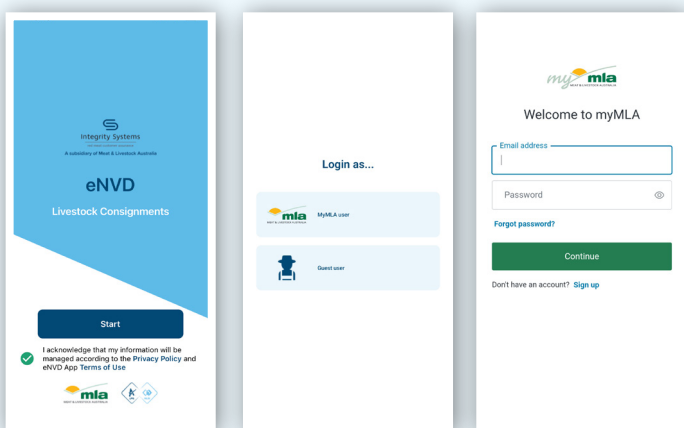
Before using the eNVD Livestock Consignments app, ensure you have registered for a myMLA account and linked your NLIS agent account and PIC.

If you are unsure how to link accounts in myMLA, check out this guide:

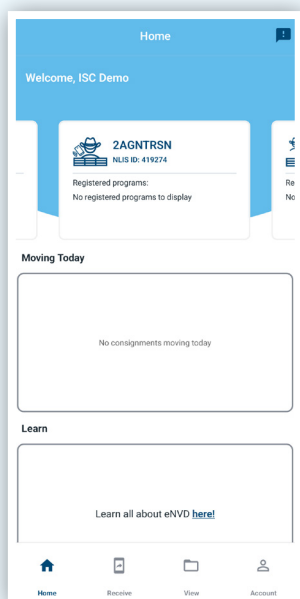
www.integritysystems.com.au/link-accounts-in-mymla.

If you do not have an agent PIC, please direct your clients to the ADDING VIEWERS section on page 4 so they can add you to a consignment.

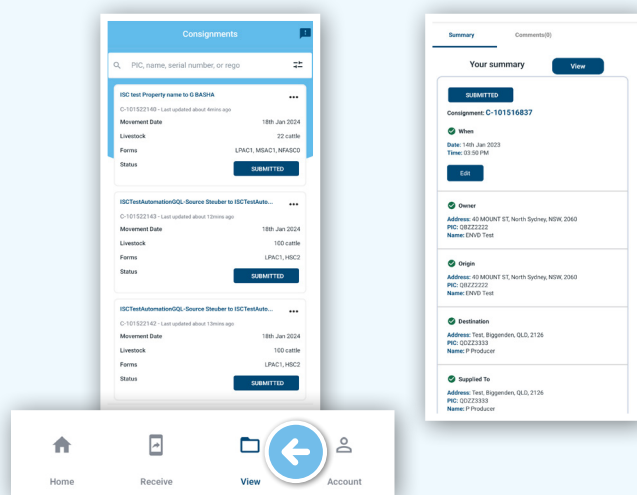
1 Login to the app using your myMLA login details.



2 Once logged in, you'll start at the 'Home' screen, which will display your NLIS User ID. The home screen will also display consignments that are linked to you and are **moving today**.



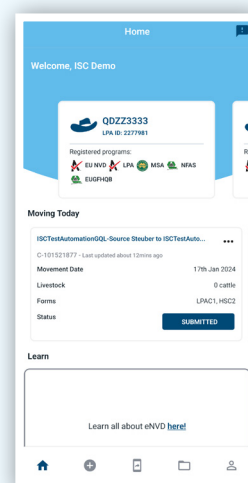
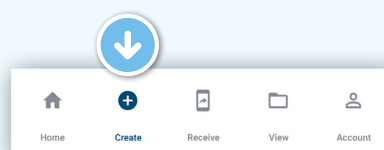
3 To see other consignments that have been assigned to you and have moved in the last 4 weeks or will be moving in the next 2 weeks, tap 'View' in the bottom menu. Tap on each consignment to view the summary.



How clients can add you as a consignee when completing their eNVD

To receive consignments, your clients need to include you as a consignee when creating their consignment.

1 Starting at the 'Home' screen the client taps 'Create' in the bottom menu.



- 2 The client can create consignments from scratch or from a template.

These steps outline creating a consignment from scratch. [Follow this guide for the full process.](#)

[Create from a template](#)

- 3 Complete the movement information details for the livestock being consigned. The first screen includes:

- **Owner of the Livestock:**
If the client is the owner, select Yes and continue. If not, tap No then search the app's Property Identification Code (PIC) register for the owner's information or manually input it.
- **Location of Origin:**
Specify the location the livestock are moving from.

Once complete, tap 'Next'.

- 4 Enter the details of where the stock are being moved to. If the destination PIC is known, enter it and the address details will be populated automatically. If the client doesn't know the PIC, perform a PIC search. Follow step 6 if there are difficulties finding the PIC.

- 5 Below the destination PIC, the client can select 'Yes' to enter your agent details. If they know your agent PIC, they can add it manually, or they can search the PIC register. When all details have been entered, tap 'Next'. **Note: this needs to be done before the consignment is submitted as this cannot be edited after this point.**

If you do not have an agent PIC, please ask your client to select 'No' and add you as a Viewer to the consignment. See the **ADDING VIEWERS** section on page 4.



Please ensure your NLIS account is linked to your myMLA account. This will allow you to see any eNVDs addressed to your agent PIC.

- 6 If your clients are having difficulties finding your PIC, have them tap the three lines at the right of the search bar and select from the filter options.

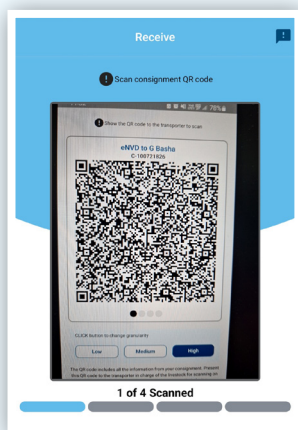
- Please note that this PIC search function is only available with a LPA account. Although agents are unable to search the PIC register via the eNVD app, this can be done via the NLIS database website.
- If your PIC is still not available, please get in touch with your state department.

7 The client will then need to step through and complete the rest of the details required for the consignment. Step-by-step instructions are available online at www.integritysystems.com.au/envd-help

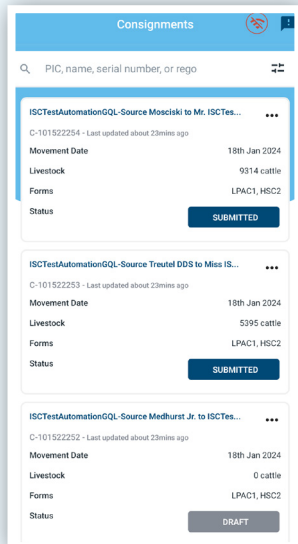
8 Ensure your NLIS account is linked to your myMLA account. This will allow you to see any eNVDs/ consignments addressed to your agent PIC. Once the client has completed and submitted the consignment, you will be able to view it in your consignment list.

Sharing a consignment when you are offline via QR code

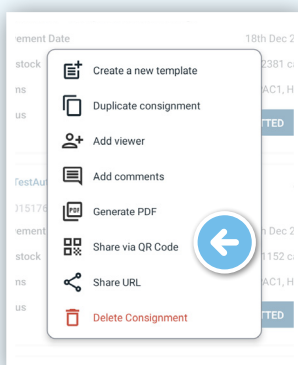
1 If you are offline and your client has forgotten to include your PIC before submitting their consignment, you can still view a copy of the consignment by having them share via QR code. Tap 'Receive' in the bottom menu. This will open a screen that will allow you to scan the QR code provided by the producer.



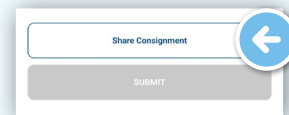
2 Consignments that are moving today will appear in the app homepage under the 'Moving today' heading. If it is not moving today have your client tap 'View' in the bottom menu.



3 Tap the three dots ... on the consignment from the consignment list, then tap 'Share via QR code'.



4 Alternatively, have your client tap on the consignment to view the 'Your summary' screen. Make sure your client checks all the details are correct, scroll to the end and tap 'Share consignment'.



5 Your client will now see a series of QR codes. The number of QR codes depends on the amount of information in the consignment, for example, if they selected additional quality assurance programs. The grey dots beneath the QR codes demonstrate how many QR codes need to be scanned for that consignment. These will continue to rotate automatically enabling the receiver to scan the entire consignment.



6 If you are having difficulty scanning the QR codes, try changing the granularity of the codes. By default, the granularity is set to 'High'.



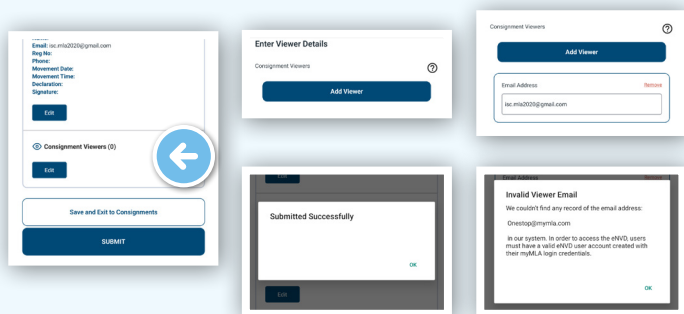
7 Once all the QR codes have been scanned, you will be able to view your own copy of the consignment on your device, including the ability to view the PDFs or share with others via the QR code feature.

ADDING VIEWERS

Producers can add viewers to a consignment, which allows them to add an agent who may not have a PIC, for example, those in Queensland and the NT. Viewers can review, comment and share the consignment but they cannot edit any of the information within the consignment.

On the **'Your summary'** screen, tap the arrow on **'Consignment Viewers'** and tap **'Edit'**. Tap **'Add Viewer'**, enter the email address and tap **'Save'**. To add multiple viewers, tap **'Add viewer'** after adding each email address.

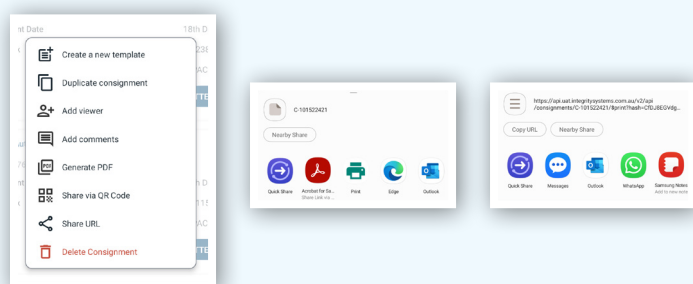
When you tap 'Save', if the email address is not associated with an eNVD account, you'll see an error message. Otherwise, you'll see a confirmation message and be redirected back to the Summary screen.



Sharing your consignments via email and SMS

If you need access to a consignment without an agent PIC, or your client needs to share an eNVD with someone without the app, the app enables users to export a PDF of the eNVD to print or send, or you can send a link for the receiver to download a PDF copy of the eNVD.

To share the consignment, have your client navigate to the **'View'** page and tap the three dots **...** next to the consignment you wish to share. From the options, tap **'Share URL'** to send a link via email or SMS or tap **'Generate PDF'** to download a copy to print or send.



Editing submitted consignments (producer account only)

As a livestock agent you can only view consignments, but they can be edited by the consignment creator.

Once a consignment has been submitted using the app, the eNVD creator can edit the livestock description and transporter details within 48 hours of the indicated movement date. If you have received stock from a client with incorrect information, you must contact the consignment creator and have them edit the submitted consignment.

Via the **view** tab, producers can open a consignment and select **'Edit'** to edit information on:

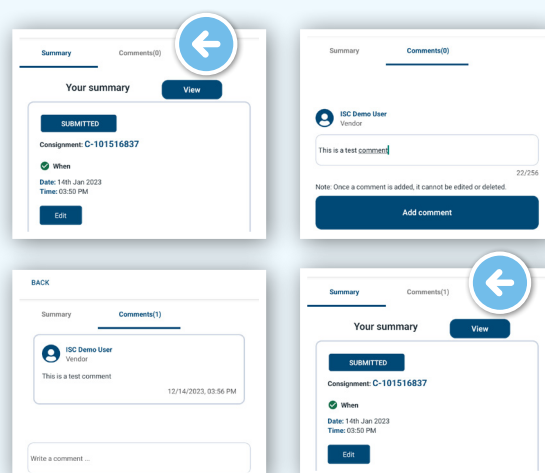
- number of head and description of livestock
- movement date and time
- transporter details

If any other information is incorrect, the consignment will have to be deleted and recompleted with the correct details.

ADDING COMMENTS

Anyone involved with a consignment - producer, receiver, transporter, authenticated viewers - can add comments to a submitted consignment.

To add a comment, tap to view the consignment summary. At the top of the screen, tap on the **'Comments'** tab. Tap in the text box at the bottom and add your comment. Each comment has a character limit of 256 and comments cannot be edited or deleted. When you've added your comment, tap **'Add comment'**. The tab at the top of the Summary page will now indicate that a comment has been added.



For more information and support on the eNVD Livestock Consignments app, visit www.integritysystems.com.au/envd-help or contact ISC Customer Service on 1800 683 111.