

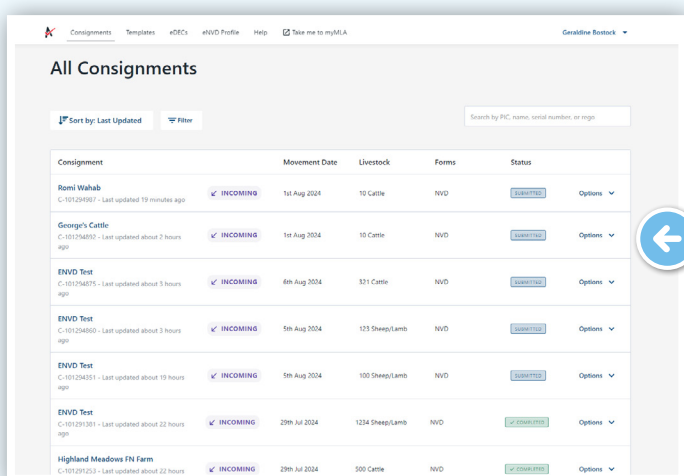
# eNVD web: how to create and use a template



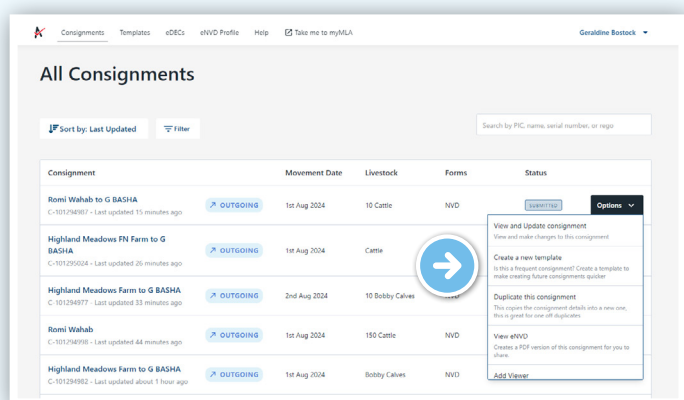
Producers

One of the benefits of using eNVD is the ability to create templates for regular consignments, saving you time when the address details, forms or livestock types are the same from consignment to consignment.

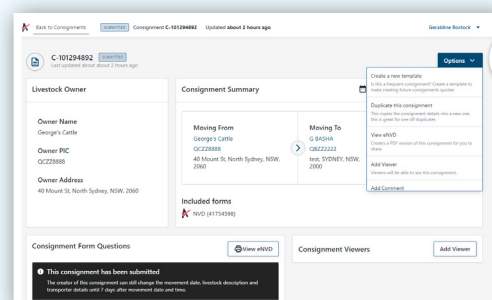
- 1 On the eNVD web platform, navigate to the consignment you wish to use as a template in the **'All Consignments'** list, then select **'Options'**.



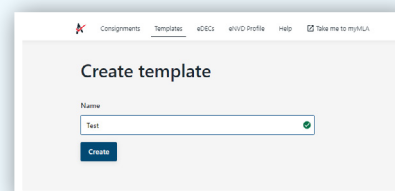
- 2 From the dropdown menu, select **'Create a new template'**.



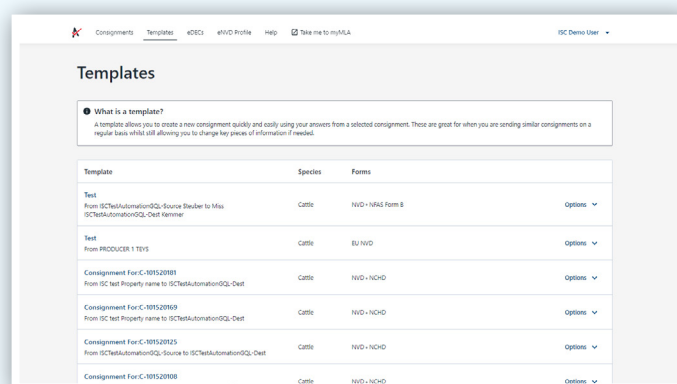
- 3 You can also access this option from the **'Options'** dropdown menu at the top of the individual consignment summary page.



- 4 Name your template, then select **'Create'**.



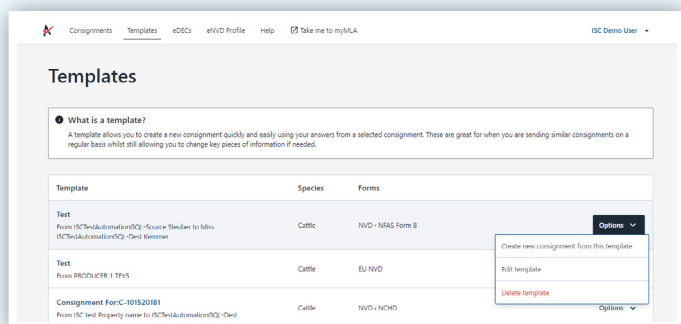
- 5 Your template will then appear in the Templates list.



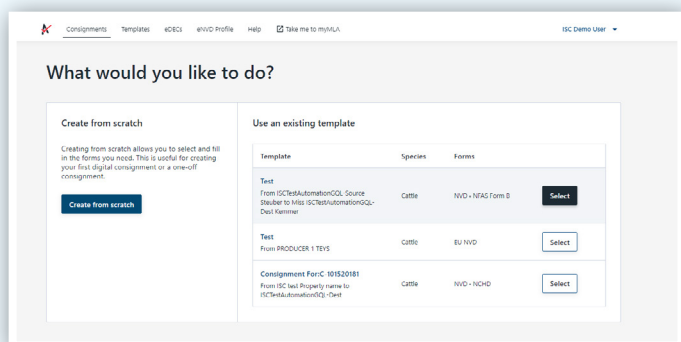
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- a. Navigate to the Templates list, then select **'Options'** and choose **'Create new consignment from this template'** from the dropdown menu. You can also select **'Edit template'** from this dropdown menu, enabling you to customise the template to suit future needs.



- b. Select **'Create new consignment'** from the eNVD home page, then select the template from the list on the right-hand side and **'Select'**.



Certain sections of the template will default to blank, providing flexibility for the user to add details based on individual consignment needs. This includes:

### Livestock information:

- movement date
- movement time
- number of head
- total head with NLIS electronic ear tags
- total head with NLIS rumen devices
- total number of head
- total number of NLIS electronic ear tags

Other sections:

- chemical treatments
- by-product stock feeds
- treatments and vaccinations

**In the declaration section:**

- signatures in templates will be saved
- the declaration checkbox will need to be ticked by user as they see fit per the new consignment
- the date will be automatically populated to the date the consignment is created

NOTES:

