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What is VelTrak?

VelTrak, is a fully electronic, web-based system for tagging and tracing velvet, which was introduced on 1 August 2021. Velvet tags are barcoded and contain UHF RFID chips. Paper Velvet Status Declarations (VSDs) have been replaced with electronic VSDs.

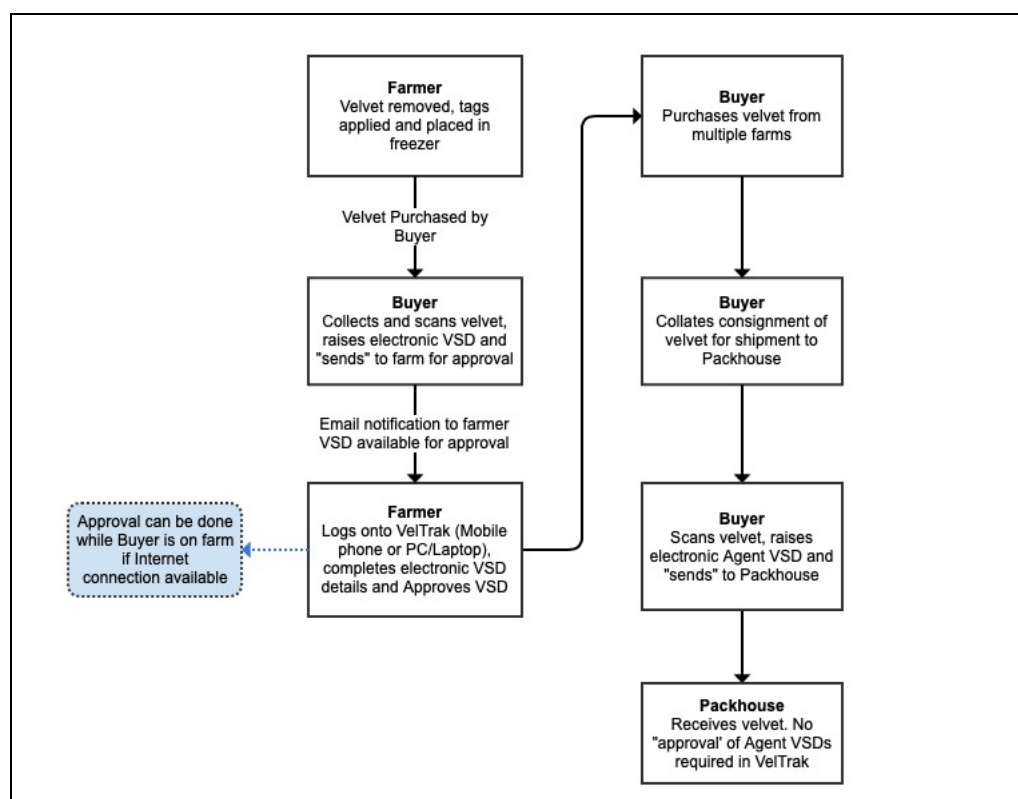
VelTrak technology enables velvet to be tracked and traced each step of the way from the farm to the market (and vice-versa). Deer farmers will be unable to sell their velvet into the human food chain unless it carries VelTrak tags allocated to their farm by their veterinarian in VelTrak.

All users of VelTrak, including buyers, must first register their 'business' to be able to access the VelTrak system. To capture the RFID chip numbers in each velvet tag, buyers also need to have access to a UHF mobile scanner with the VelTrak app installed or install a fixed UHF scanner at their premises.

The scanner is essential because buyers are responsible for generating an electronic VSD (eVSD) in VelTrak. This replaces the paper VSDs that farmers have done in the past. The farmer views the eVSD in VelTrak, adds additional information and approves the eVSD. The buyer can also raise an Agent VSD in electronic form within VelTrak.

The UHF RFID technology used by VelTrak enables multiple individual tags to be read and recorded in a fast single scan. This enables a mixed consignment of velvet from multiple farms to be accurately recorded against the individual farms.

Overview of Buyer VelTrak Operation



Getting Started

Who Can Use VelTrak and How?

VelTrak must be used by any farmer, vet, independent velvet buyer, RMP packhouse or processor involved in the supply, purchase and sale of velvet tags and velvet sticks.

All users will be a member of an organisation (business) in VelTrak, even if they are a sole trader operating by themselves.

Each person will effectively be a staff member within a business. There can be one or many members of staff set-up to use VelTrak in each business.

Each user of VelTrak must have a unique email address. The same email address cannot be used to set-up the same person at different businesses. For example, if a person works for a business that is registered in VelTrak as a buyer and for a related business that is registered in VelTrak as a velvet producer, they will be required to be set-up in VelTrak as both a staff member of the buyer with one email address and separately as a farmer, with a different email address.

A user's ID for logging on to VelTrak will be their unique email address. Each user must have their own user account, as sharing of logins can lead to system issues when two people are logged in to the same account at the same time and loses traceability of who did what.

Getting Registered

One member of your business will initially receive an invitation from DINZ to register for the VelTrak system. This will be the person DINZ has recorded as the Primary Contact for your business.

Once the Primary Contact has registered, they can invite other members of staff to register in VelTrak and specify their permissions level (role).

See [Managing Your Business's VelTrak Users](#) for details on how to invite other staff members to register for VelTrak.

Where to Access VelTrak

VelTrak is a web-based application (i.e. a website) which can be accessed from a desktop PC, laptop, tablet or mobile phone. You do not need to install any special software on these devices to use VelTrak.

The exception to this is where a Zebra handheld UHF RFID scanner is being used to scan velvet tags. This requires that an application (app) be downloaded from the Google Play Store and installed. The app will come pre-installed on scanners purchased from Times-7.

In the event you ever need to reinstall the app, do as follows:

1. It is good practice to remove the existing version of the app from the scanner first. This can be done by:
 - On the Zebra scanner home screen
 - Press and hold the VelTrak app icon until "App info" is displayed
 - Tap on App info
 - Select UNINSTALL
 - Click OK to confirm you want to uninstall the VelTrak app
2. Follow the instructions in [Software Updates](#) to locate and install the VelTrak app.

Note that the mobile phone version has limited functionality and is designed to allow key actions to be done away from the office.

To logon to VelTrak (on a PC/laptop/tablet/mobile phone) go to: veltrak.velvet.org.nz

You will only be able to log on after receiving an invitation email from DINZ or from an existing user in your business and have completed the registration instructions in the email. Your logon ID will be the email address the invitation was sent to. You will set your password as part of the registration process.

Web Browsers

VelTrak has been designed to operate on the current versions of the following browsers:

MS Edge, Google Chrome, Firefox and Safari.

Display and possibly functionality issues will be experienced if VelTrak is run using older browsers, in particular MS Internet Explorer 11 and earlier.

Something is Not Working as Expected in VelTrak

If you are running VelTrak on a non-supported browser (see above), the issue being experienced may be being caused by the old browser. In the first instance you should either upgrade to the latest version of the browser you are using or install one of the other approved browsers. If the problem persists after upgrading or changing browsers, please see below.

If a problem occurs within VelTrak which prevents you from completing an action, a good first step is to log out of VelTrak (if you can) and then log back in and try the action again. If this does not resolve the issue, try logging out of VelTrak and then power off and on the device, you are working on, log back in and try the action again.

If this does not resolve the issue, then please contact 0508 VELTRAK with as much detail about what you did leading up to the issue occurring.

Connecting Zebra Handheld UHF Scanner to WiFi/Mobile Hot Spot

The Zebra handheld UHF scanner must be connected to the Internet via a WiFi network or a mobile phone hot spot in order to access the majority of functions available in the VelTrak app. (See below for off-line functions)

If you are connecting via a mobile phone hotspot, please ensure the hot spot function on your phone is switched on before trying to connect the Zebra scanner.

Android. The method for setting up a hot spot varies depending on which make/model of Android phone you have, so you may have to look this up to find out how to do this. You will need to turn on Tethering or Hot spotting in Network settings and follow the onscreen instructions on the phone. Wifi must be turned off on some Android phones for hot spotting to function.

iPhone: On an iPhone: Switch on Personal Hotspot in Settings.

- On the Zebra scanner home screen
- Select the settings icon at bottom of scanner screen (Green disc with cog in it)
- Select Network & Internet
- Select WiFi
- Select the WiFi or mobile phone and enter password* to connect

*If you are using a mobile phone hot spot, the password you need to enter onto the scanner will be displayed on the phone in the hot spot set-up screen.

*If you are using a WiFi network provided by the farm, the farmer will need to advise you of the WiFi password.

Zebra Scanner VelTrak Off-line Operation

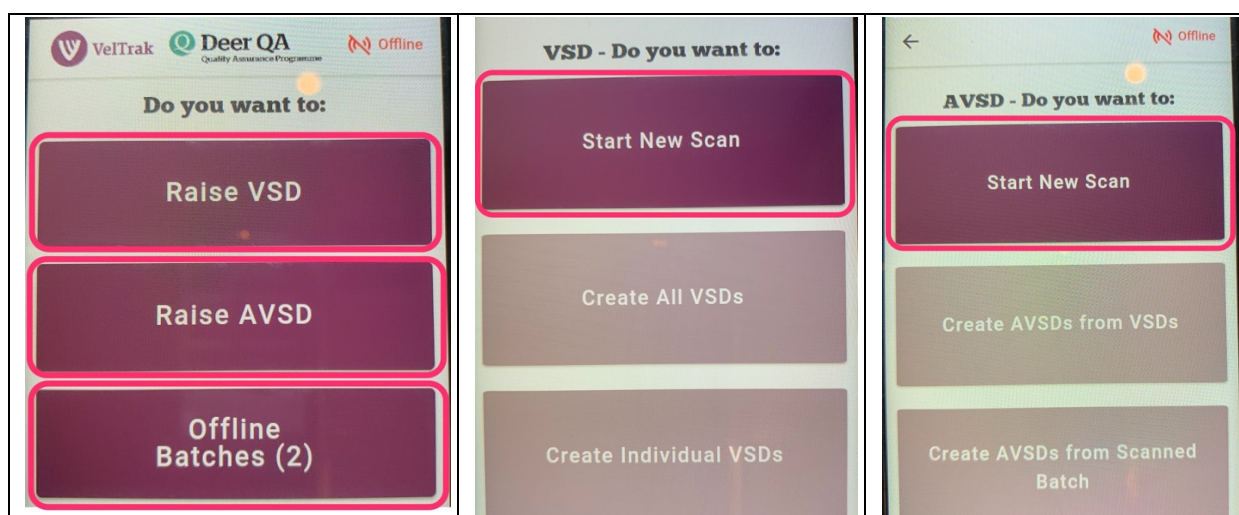
Off-line means when the Zebra scanner has no access to the Internet. When in off-line mode you can scan velvet tags and create a batch in VelTrak that can be used later when you are back on-line to complete the VSD or AVSD creation.

To use VelTrak on the scanner in off-line mode, you must:

1. Log on to the VelTrak app on the scanner before you lose access to the Internet
2. Not log out of the VelTrak app; and
3. Leave the scanner switched on

When off-line the VelTrak home screen has three buttons:

The standard **Raise VSD** and **Raise AVSD**, plus **Offline Batches** which includes in brackets the number of off-line batches currently on the scanner.



Scanning works in the same way when you are off-line. Select **Start New Scan** and scan the velvet to create a batch. See relevant sections for full details on how to raise VSDs and AVSDs

Other VSD and AVSD options are unavailable in off-line mode and are greyed out.

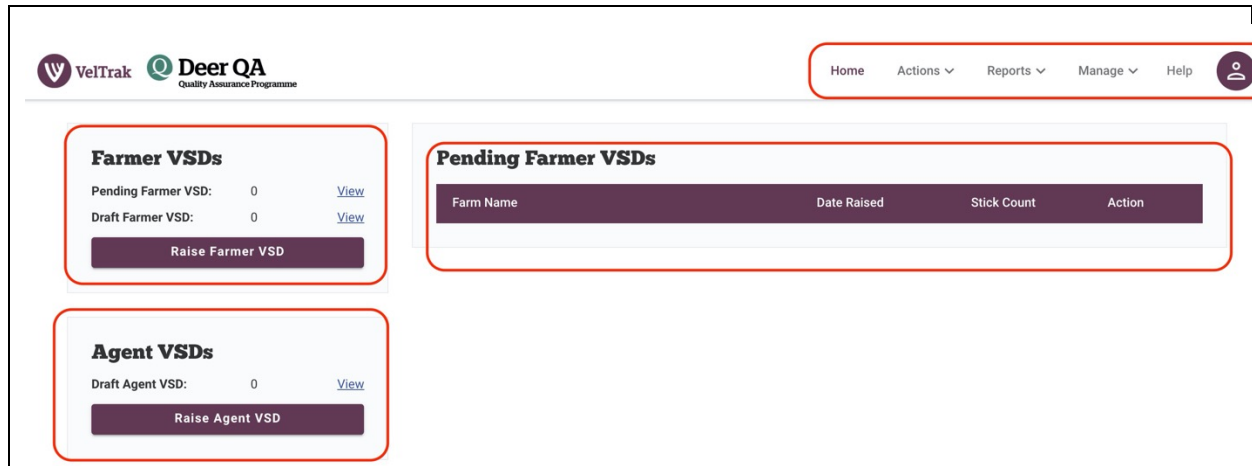
Selecting **Offline Batches** displays a list of off-line batches, with VSD and AVSD batches grouped, if both exist. You can rename or delete the batch using the **Pencil** or **Dustbin** icons.

Recommendation: When batches are created off-line it is a good idea to rename these, especially VSD batches e.g., to be the farm name, so that you can easily identify which batch belongs to which farm when you are back on-line and creating the VSD.

The Offline Batches option disappears when you are back on-line and refresh the Home screen, but the batches created off-line will now function just as though they had been created in on-line mode and are available for VSD (or AVSD) creation in the normal way.

VelTrak Home Page

The elements of the home page (Desktop version) are shown below. The Zebra scanner version of VelTrak has less functionality than the desktop version but allows you to do the key transactions required when dealing with velvet shipments.




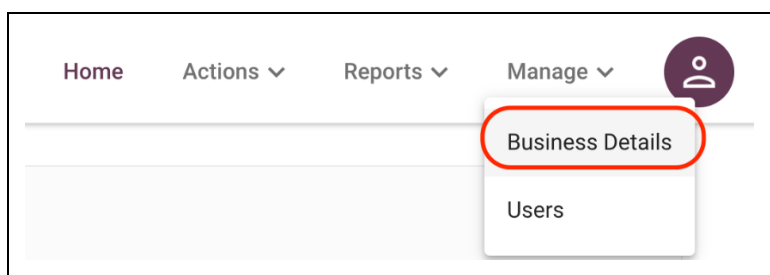
Main Menu Bar:	<ul style="list-style-type: none"> • Home: Click to return to Home Page from anywhere • Actions: Raise VSD, Raise AVSD, Record Velvet Transfers • Reports: View VSD List, View Agent VSD List, View Velvet Transfers List, Trace Velvet, Tag Destination • Manage: Business Details, Users (Add/Edit/Delete other users) • Help: Link to VelTrak user guides • Profile: (Icon) Maintain your own account details
Farmer VSDs:	<ul style="list-style-type: none"> • Pending Farmer VSD: Displays the number of VSDs which have been sent to famers, but not yet approved • Draft Farmer VSD: Displays the number of VSDs which have been raised, but not yet sent to famers • Raise VSD: Quick link to the Raise Farmer VSD screen (Fixed Tag Reader Users Only – on desktop)
Agent VSDs:	<ul style="list-style-type: none"> • Draft Agent VSD: Displays the number of AVSDs which have been raised, but not yet sent to recipient • Raise AVSD: Quick link to the Raise Agent VSD screen (Fixed Tag Reader Users Only- on desktop)
Pending Farmer VSDs	<ul style="list-style-type: none"> • List of VSDs which have been sent to famers, but not yet approved

Managing Your Business Details

VelTrak holds a limited amount of information about your business. Some of this is pre-loaded, which you should confirm is correct when first using the VelTrak system and then update as and when any of the information changes.

Only users at your business with a role of "Super" user will have access to this function.

-  Business details are accessed by selecting **Manage/Business Details** from the main menu (Desktop PCs/laptops only)



The Business Details Screen

Business Details
View & manage your organisation information

Business Name
[Redacted]

Business Email*
buyer2@dispostable.com

Address Line 1*
25 The Parade

Address Line 3
[Redacted]

Main Phone*
[Redacted]

Address Line 2
[Redacted]

City/Town*
[Redacted]

Postcode
[Redacted]

☐ I wish to receive email notifications about ALL VSDs/AVSDs

☒ Hide the View Tags option on VSD, AVSD and VTR forms

Cancel

Save

Managing Your Business Details (cont.)

The three ringed fields are important to the operation of VelTrak:

- **Business Email:** This is the email address which is used for all system generated email notifications and should be an email address which is regularly monitored
- **I wish to receive email notifications about ALL VSDs/AVSDs:** You can use this to turn on or off email notifications to your business. If you want to be notified when farmers approve VSDs tick this box. Even if you elect to not receive these notifications, you will be sent an email when a non-standard situation arises, e.g. a farmer selects a non-accredited shed when approving a VSD.
- **Hide the View Tags option on VSD, AVSD and VTR forms:** By selecting this option you can hide the View Tags button which appears on each of these forms if you never want to view the tag numbers included in a VSD, AVSD or VTR. This is for your view of the form only, farmers (VSDs) and recipients of AVSDs will still see the View Tags button unless they also select the hide option.

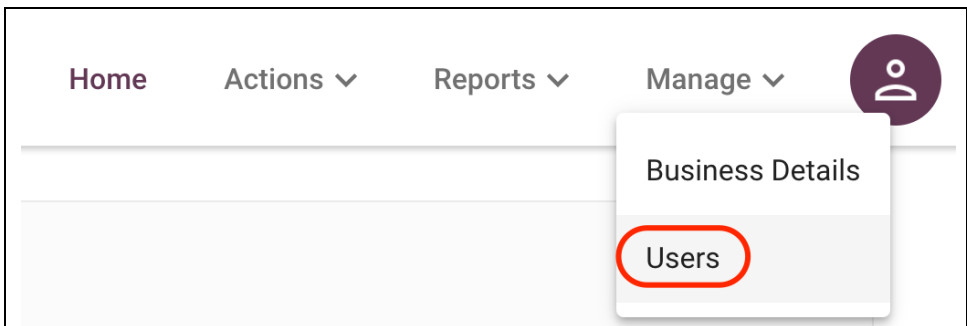


After updating the information select the **Save** button to save your changes

Managing Your Business VelTrak Users

Information: One member of your business will initially receive an invitation to register for the VelTrak system. This will be the person DINZ has recorded as the Primary Contact for your business. Once the Primary Contact has registered, they can invite other members of staff to register in VelTrak and specify their permissions level (role).
Only users at your business with a role of "Super" user will have access to this function.

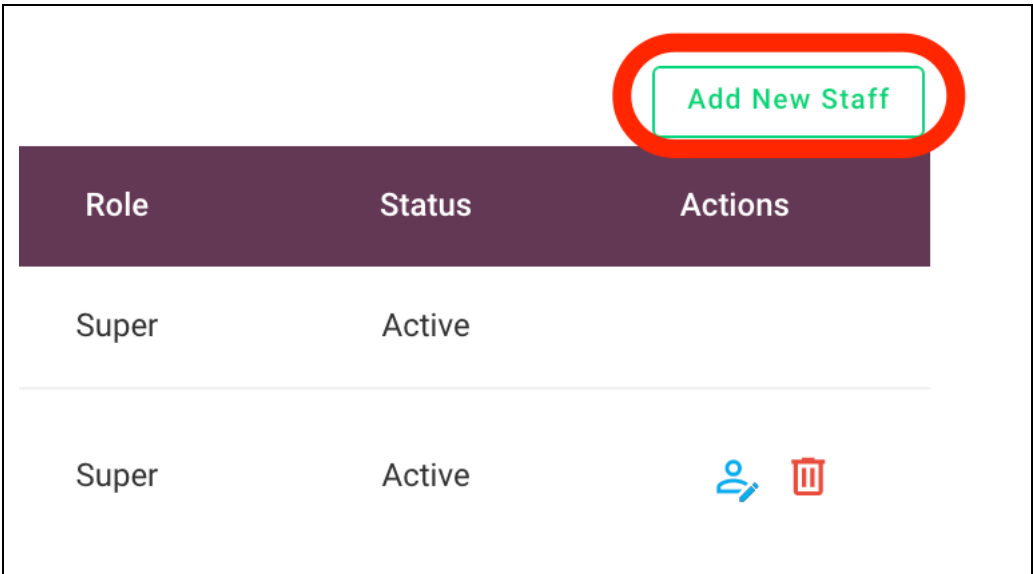
👉 All management of your VelTrak users is done by selecting **Manage/Users** from the main menu (Desktop PCs/laptops only)



A list of existing users at your business will be displayed

Add New Staff Member

👉 To add additional users, select the **Add New Staff** button



Managing Your Business VelTrak Users (cont.)

Information: You will be required to specify a role for the new user. A role of “Super” will give the user access to all functions in VelTrak. A role of “Regular” will give access to all functions except Manage/Business Details and Manage/Users

👉 Populate all the fields, selecting Role of either Super or Regular and select the **Create New Staff** button to add the new user

Add New Staff

Add new staff information

First Name *

Jane

Last Name *

Smith

Email *

jane@dummyemailaddress.com

Mobile Number

021 000 0000

Role *

Super

Regular

Super

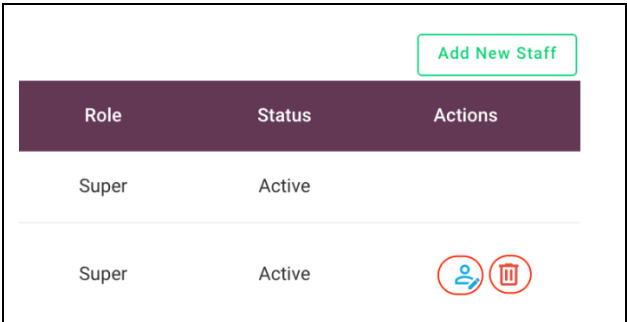
Cancel



Create New Staff

👉 An invitation to register will now be sent to the email address specified in the user’s details

Managing Your Business VelTrak Users (cont.)

Changing and Deleting Users



Add New Staff		
Role	Status	Actions
Super	Active	
Super	Active	 

- 👉 Select **Manage/Users** from the main menu
- 👉 A user's details can be edited by selecting the **Edit** icon under the Actions heading
- 👉 To delete a user when they no longer require access to VelTrak, select the **Delete** icon under the Actions heading.

You should always delete a user when they are no longer employed in your business.

Historic records related to the user will be retained.

VelTrak Transactions

Raising Velvet Status Declarations (VSDs)

Information: With effect from August 2021 paper VSDs were replaced with electronic VSDs. The VSD will now be raised by you, the buyer. Farmers only need to review and approve the electronic VSD you have raised.

Ideally the VSD will be raised and approved by the farmer when you are on farm, but as this requires both of you to have an internet connection, this may not always be possible. If you prefer, you can raise the VSD at a later stage after you have left the farm and send to the farmer for approval.

The process can be done for velvet from a single farm or velvet from multiple farms. VelTrak will split out the velvet for each farm, even if velvet from multiple farms is scanned at the same time.

When you raise a VSD, an email notification will be sent to the farmer advising the VSD is ready for their approval. It is a good idea to let the farmer know roughly when you expect to prepare and send the VSD. Farmers should be encouraged to approve the VSD as soon as possible as you will not be able to include the velvet on an AVSD until this has been done.

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner

Raising a VSD is a two-step process:

1. Scan the velvet sticks (tags) using the VelTrak scanner app to store the tags in a temporary system generated batch. Each scan you start and finish creates a separate batch.
2. Create VSDs from the system generated batches (*Note. This 2nd step can be done on the handheld scanner, a mobile phone or desktop/laptop*). To do this on your phone or a desktop/laptop, go to <https://veltrak.velvet.org.nz> in an Internet browser and log on as normal.

If there is no internet at the farm, only step one can be completed while on farm. See [Zebra Scanner VelTrak Off-line Operation](#) for more information.

Note. *If you have received a partial shipment from a farm and the remainder will arrive later, the easiest way to deal with this is to not to scan the velvet tags until all the velvet has arrived. However, there are other ways this scenario can be handled. See [Raising Velvet Status Declarations \(VSDs\) for Split Consignments](#).*



Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Step 1. Scan the Velvet Sticks

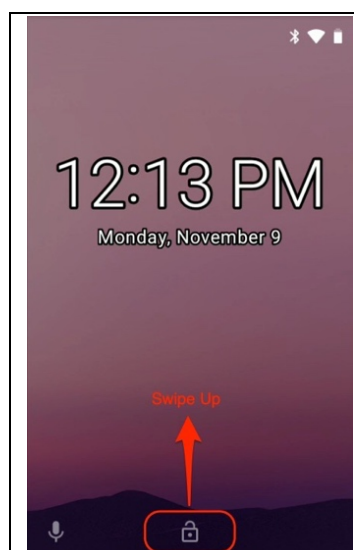
 This step captures the tag numbers and stores them in a temporary system generated batch

a) Switch on the Handheld Scanner

- Press and hold the red power button (bottom right corner of keyboard) until the Zebra logo is displayed, then release the power button and wait for the scanner to start-up.



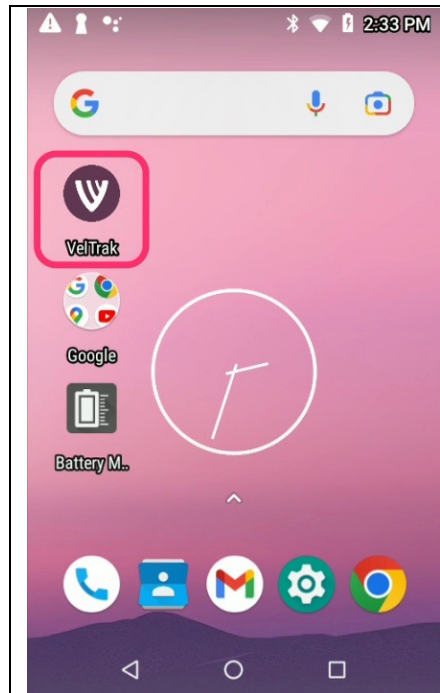
- Press, hold and swipe up the padlock icon at the bottom of the screen to unlock the scanner



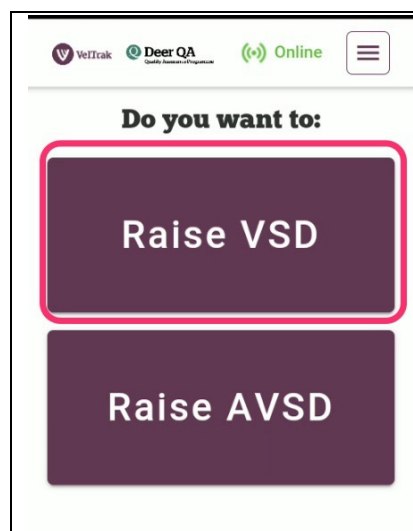


Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

- b) Select the **VelTrak** app (and login if not already logged in)

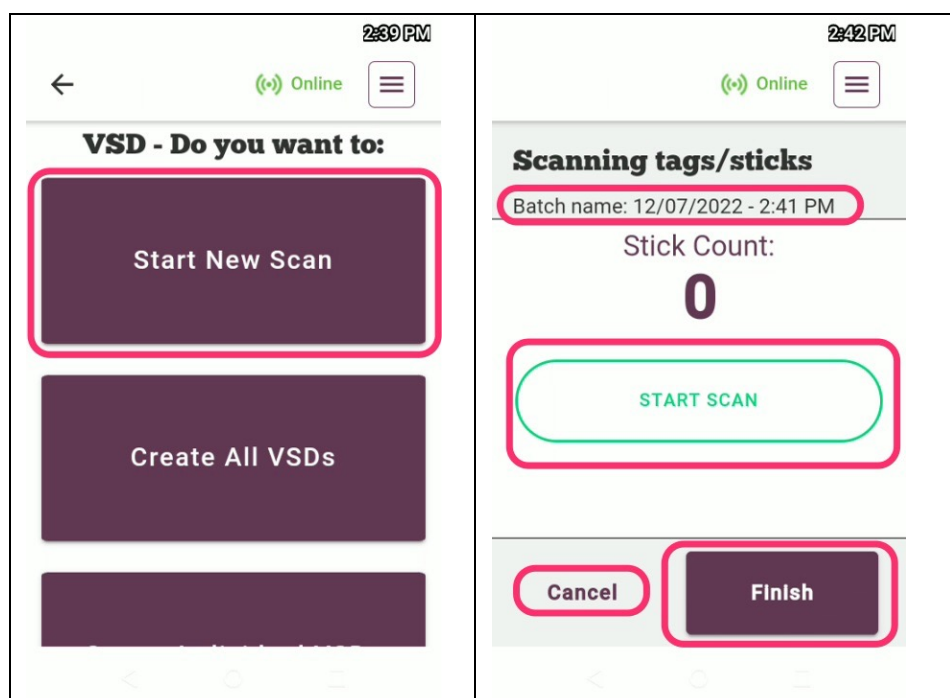


- Then select **Raise VSD**



Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

- Select **Start New Scan**
- This displays the **Start Scan** screen

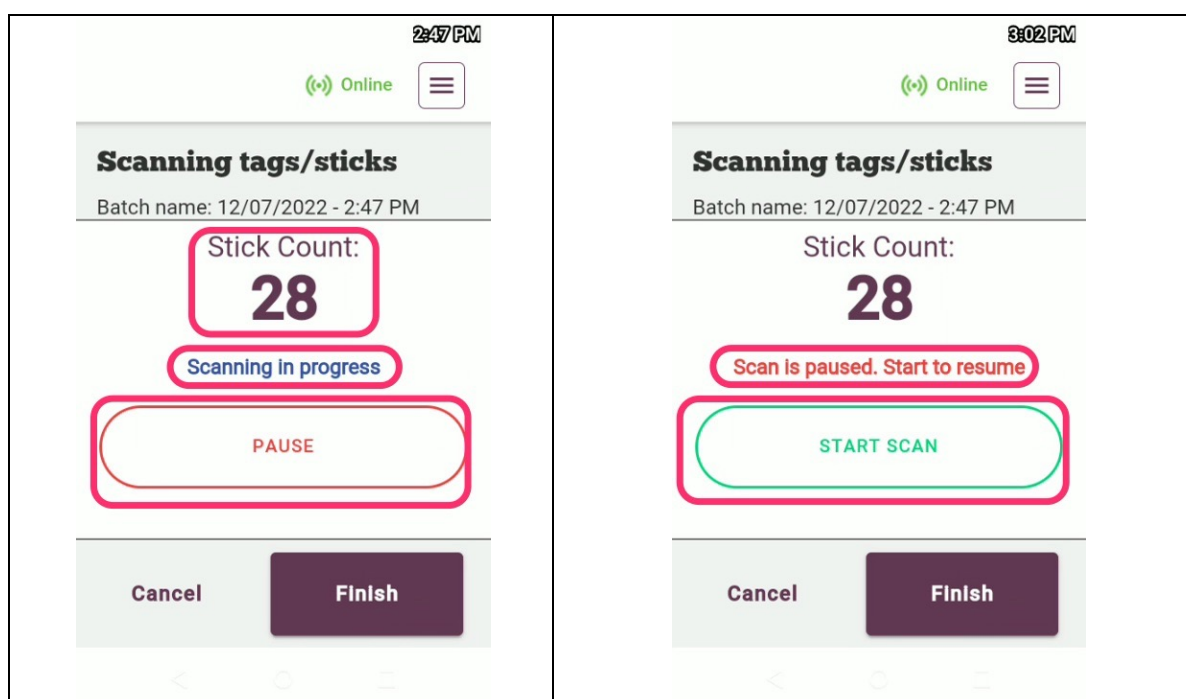


- A system generated batch name comprising date and time will be allocated e.g. 12/07/2022 – 2:41PM, as soon as the Start New Scan button is selected
- Scan all the tags to be included in the VSD with the handheld scanner by selecting **Start Scan** (*Note the scanner's trigger is disabled while using the VelTrak app*)
- You will hear the scanner beeping every time it scans a new RFID chip
- When the device stops beeping (i.e. all tags the scanner can see have been picked up) press the **Finish** button
- Press **Cancel** at any time before you select Finish to discard the scan completely

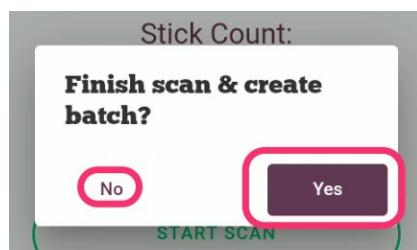
Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Once the scan has started the screen will display:

1. The current **Stick Count**, which increments as each unique RFID chip is detected
2. The message “**Scanning in progress**” is displayed to let you know a scan is occurring
3. The Start Scan button changes function to **Pause**. Select **Pause** at any time to temporarily halt the scan
4. After selecting the Pause button, the message “**Scan is paused. Start to Resume**” is displayed
5. The Pause button reverts to Start Scan
6. Select **Start Scan** again to restart the scan



- When Finish is selected, a confirmation pop-up is displayed.

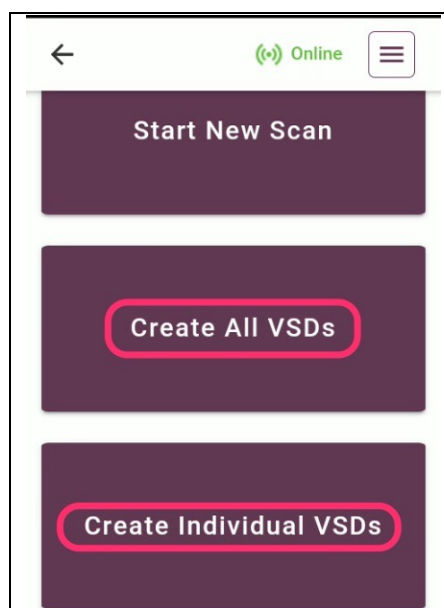


- Select **Yes** to finish scanning and save the tags into the system generated batch, or **No** to return to the scanning screen. Yes returns you to the “**VSD – What do you want to**” do screen where you can start another scan or raise VSDs.

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Step 2. Raise the Velvet Status Declaration

- This step creates and sends the VSD to the farmer. This can be done in the VelTrak app on the scanner, but can also be done on a PC/laptop or mobile phone if preferred.
- There two methods available to create VSD(s)



- a) **Create Individual VSDs** allows you to create one VSD at a time
- b) **Create All VSDs** enables you to create multiple VSDs at one time**

***The **Create All VSDs** method does not allow you to record a velvet weight or reference number on each VSD. All VSDs created using this method are allocated the same Transfer Date of Consignment.*

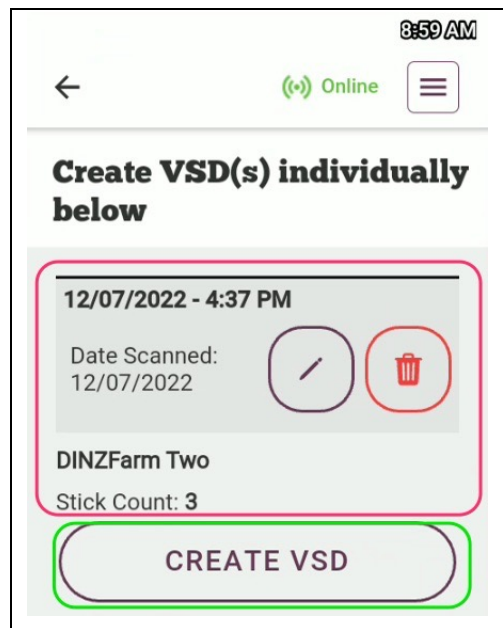
Both methods of VSD creation are described below.



Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Option 1: Create Individual VSDs

All batches which have been created previously by scanning a shipment of tags, but have not yet been used to create a VSD are listed when you select **Create Individual VSDs**.



Batch details are displayed in a grey card, one for each batch and show:

- The batch name: (Date and time, unless changed by you – see below)
- Date scanned
- Farm Name(s)
- Stick count for each farm

In addition, there are Edit (pencil) and Delete (dustbin) icons.

- Edit enables you to rename the batch
- Delete removes the batch completely, i.e., you will have to rescan the velvet

Scroll down to see additional farms batch cards.

Where there are no error tags for a farm, the **CREATE VSD** button will be active. Select **CREATE VSD** to create a VSD for the individual farm in the list. See [Completing the VSD Form](#).

If there are tag errors for any of the farms, these will need to be dealt with before a VSD can be created for that farm, however, you can create VSDs for farms with no error tags and deal with error situations later if you wish.

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

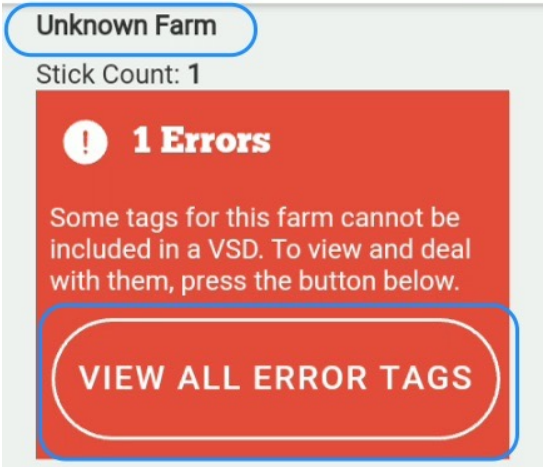
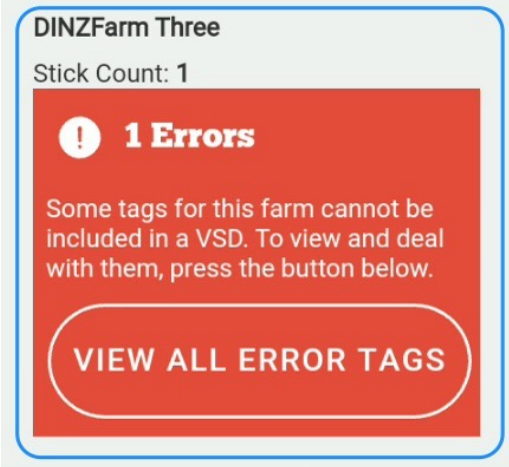
Dealing with Tag Errors

Tag errors can occur for several reasons, e.g., the vet has forgotten to allocate the tags to the farm or a tag which has been included in a VSD previously has accidentally been scanned. In some situations, the error can be resolved, and the tags included in the VSD, but in others the only option is to remove the tags from the batch.

For example, where the vet has forgotten to allocate the tags, error message “*UnknownFarm*” ask the farmer to contact their vet practice and get the tags allocated to the farm. Once this has been done the tags errors will disappear and you can create the VSD as normal.

Most other tag error messages will require the tags to be deleted from the batch, but if in doubt contact DINZ for assistance.

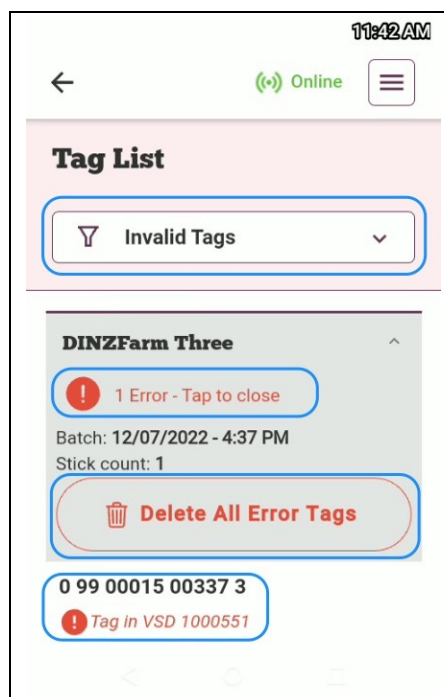
Error tags will be notified within the farm batch in the following way:

This example shows tag errors where vet has not allocated the tags to the farm	This example shows tag errors where tags have been allocated to the farm but another issue exists
	
This situation can be corrected by asking the farmer to contact the vet practice and get the tags allocated to the farm.	To identify the issue with these tags, click on the VIEW ALL ERROR TAGS button

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Dealing with Tag Errors (cont.)

When you select the **VIEW ALL ERROR TAGS** button the following is displayed.

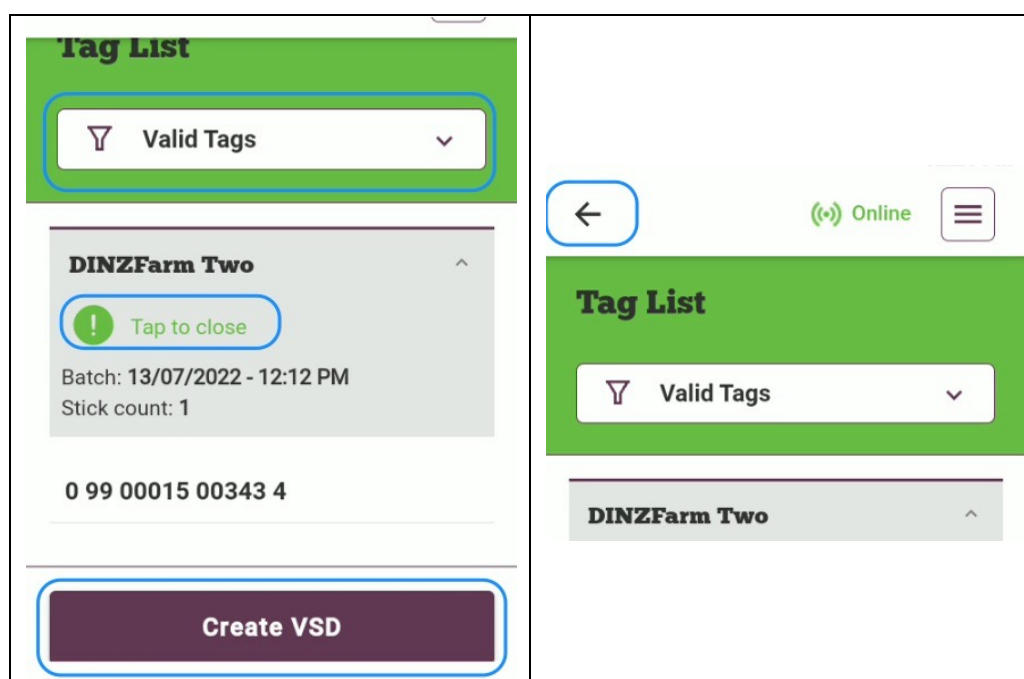


- The Filter will be set to **Invalid Tags**. (This can be changed to *Valid Tags* if you wanted to see the tags numbers which are OK)
- A message in red preceded by an exclamation mark (!), advises how many errors there are (one in this example)
- You can tap anywhere on the grey card area (except the *Delete All Error Tags* button) to close or expand the list of error tag numbers below
- Error tag numbers and the reason for the error are listed (Tag in VSD in this example)
- As a tag cannot be included in more than one VSD, the only course of action here is to select **Delete All Error Tags**
- This will remove the error tags from the farm batch and allow you to create the VSD

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Completing the VSD Form

- Once the error tags have been deleted you will be presented with a screen where the VSD for that farm can be created by selecting the **Create VSD** button
- Note: The filter has been automatically switched to Valid Tags and you **Tap to Close** to hide the list of valid tags.*



- However, if you don't want to create the VSD at this stage, select the back arrow top left to return to the batch list to display all farm batches and create the VSDs there

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Completing the VSD Form (cont.)

- Regardless of which screen you elect to create the VSD from, the following VSD form will be displayed. *(Split in three below to show elements, but on the scanner scroll down to see additional fields)*

<h3>Velvet Status Declaration (VSD)</h3> <p><small>VSD Number</small></p> <p>1000561</p> <hr/> <p><small>Farm Name</small></p> <p>DINZFarm Two</p> <hr/> <p><small>Number Of Tagged Velvet Sticks</small></p> <p>1</p> <hr/> <p><small>Name of Buyer</small></p> <p>DINZBuyer Two</p>	<p><small>Transfer Date of Consignment</small></p> <p>13/07/2022</p> <hr/> <p><small>Weight of Tagged Velvet Sticks (kg) - Optional</small></p> <p>5</p> <hr/> <p><small>Reference Number - Optional</small></p> <p>ABC124</p> <hr/> <p style="text-align: center; background-color: #4a3b5d; color: white; padding: 5px; border: 1px solid #ccc;">Create Now</p>	<p style="background-color: #4a3b5d; color: white; padding: 10px; border: 1px solid #ccc; margin-bottom: 10px;">Create Now</p> <p style="background-color: #f0f0f0; color: #4a3b5d; padding: 10px; border: 1px solid #ccc; margin-bottom: 10px;">Cancel</p> <p style="background-color: #f0f0f0; color: #4a3b5d; padding: 10px; border: 1px solid #ccc;">Save As Draft</p>
--	---	--

There are prepopulated fields, which cannot be changed:

- VSD Number:** The unique number of this VSD - System generated
- Farm Name:** Farm velvet originated from – identified by VelTrak based on tag numbers
- Number of Tagged Velvet Sticks:** The number of velvet sticks captured in the scan for this farm
- Tag Numbers:** You can select **View Tags** to display all tag numbers included in the VSD. **Note** *The View Tags button has been hidden for this user. If you wish see/hide the View Tags button go to Manage/Business and set the Hide Tags option.*
- Name of Buyer:** Your business name as recorded in VelTrak

There is one mandatory field:

- Transfer Date of Consignment:** The date the velvet was collected by, or delivered to, you.

There are two optional fields:

- Weight of Tagged Velvet Sticks** *(optional)*
- Reference Number** *(optional)*: e.g. related commercial document number

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Completing the VSD Form (cont.)

The Create Now button will be inactive until a transfer date is entered.

Select **Create Now** to complete the VSD creation. *An automatic email notification will be sent to the farmer advising a VSD is available for approval.*

- At this point the VSD can also be:
 - Cancelled completely by selecting **Cancel** *(The batch of tags will not be deleted)*
 - Saved as a draft by selecting **Save As Draft**

Unless your business has chosen to switch off incoming email notifications in Manage/Business, you will also receive an email advising when the farmer has approved the VSD.

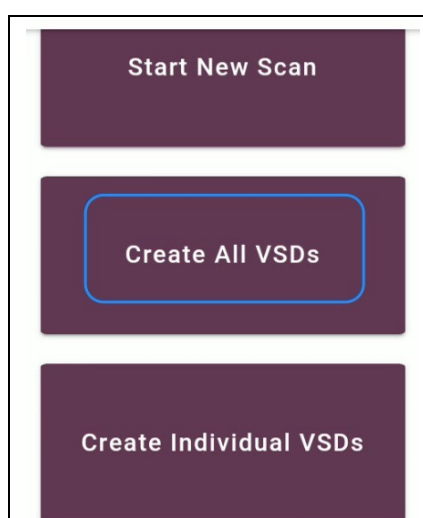
The VSD will be stored in your VSD archive and in the farmer's VSD archive.

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

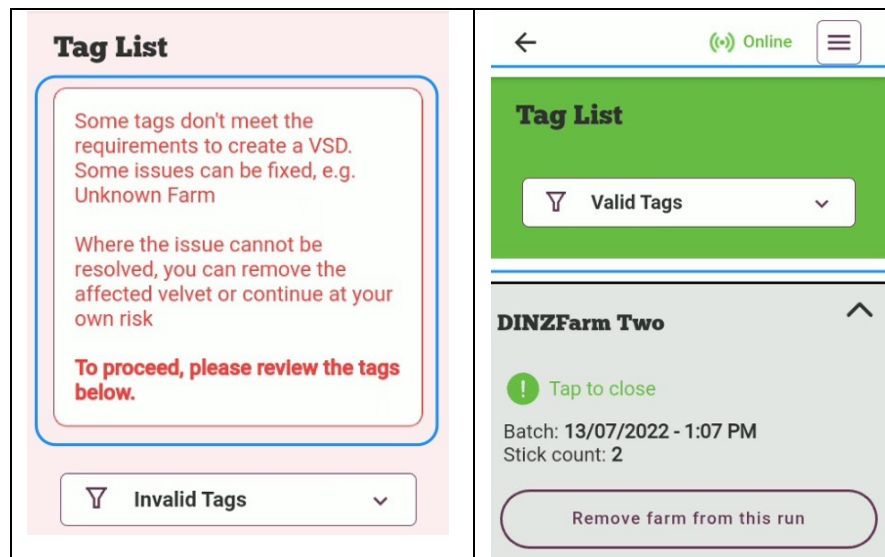
Option 2: Create All VSDs

***Create All VSDs** is designed to be used after you have scanned velvet for multiple farms but can be used as quick way to produce single VSDs, if you don't need to enter a weight and/or reference number in the VSD form.*

- Once you have scanned the velvet from all the farms to be included in the Create All VSD run, select **Create ALL VSDs** from the “VSD – What do you want to do” screen.



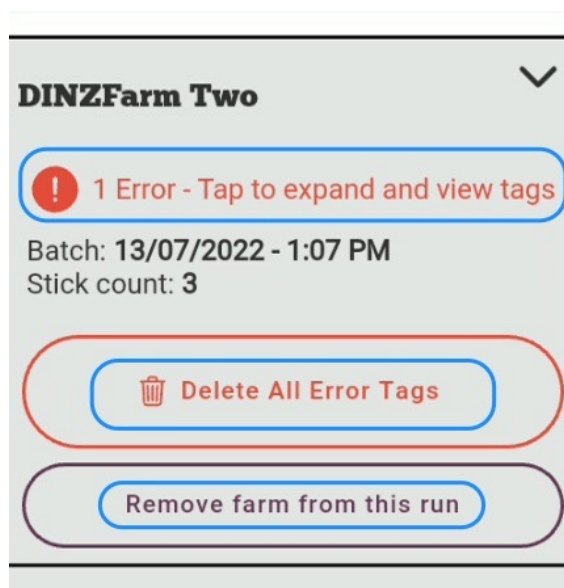
- If there are any error tags in the velvet you have scanned, a notification message will be displayed at the top of the screen as shown on the left below. When there are no errors, the top of the screen will show in green indicating no issues., as shown on the right below.



Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Option 2: Create All VSDs (cont.)

Where errors exist, these can be dealt with in a similar manner as for Create Individual VSD tag errors.



In the Create All VSDs method each farm is listed in a grey farm batch card. Options available are:

- **Tap to expand and view tags:** Toggle between closed and expanded to see/hide error tags
- **Delete All Error Tags:** Remove all error tags from this farm
- **Remove farm from this run:** You can remove a farm from the Create All VSDs run regardless of whether there are errors or not. This does not delete the batch, which will be retained and appear in subsequent "Create All VSD" runs or in Create Individual VSDs

Once error tags have been removed for a farm, the Delete All Error Tags button will disappear, the notification message will change to green, and the farm will be available for inclusion in this Create All VSDs run.

Note. If there is at least one farm in the list without errors, the Create All VSDs button will be active. The button description will be **Create All VSDs (Excludes Farms With Error Tags)** indicating that only VSDs for farms with no error tags will be generated in this run.

Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Option 2: Create All VSDs (cont.)

- When the **Create All VSDs** button is selected you will see a display message advising the number of VSDs that will be created and the number of farms which will be excluded (if any) due to there being tag errors.



- Select **Yes** to proceed or **No** to cancel this run.
- Selecting **Yes** will display a screen where you must enter the transfer date which will be applied to all VSDs in this run.

All VSDs Creation

Please fill in transfer date. VSDs will only be created for Farms without tag errors.

Enter transfer date *

dd/mm/yyyy

CREATE NOW



Raising Velvet Status Declarations (VSDs) Using a Handheld Scanner (cont.)

Option 2: Create All VSDs (cont.)

- After entering a date, the **CREATE NOW** button will be active
- Select **CREATE NOW** to proceed
- A success pop-up message will be displayed confirming the farm names for which a VSD has been created and the number of sticks in the VSD for that farm.



- Click **DONE** to exit.

Raising Velvet Status Declarations (VSDs) for Split Consignments

Where a consignment of velvet from a farm is split across two shipments arriving at different times or days, it is still possible to raise a single VSD which includes both shipments.

It may be a good idea to do this if the farmer is unaware that the consignment has been split to avoid them wondering if velvet was mislaid when they get a VSD for fewer sticks or lower weight than they were expecting.

There are two ways in which split shipments can be dealt with as follows:

Option 1

Put the first shipment aside and scan all the velvet after the second shipment arrives, then follow the standard process for VSD production.

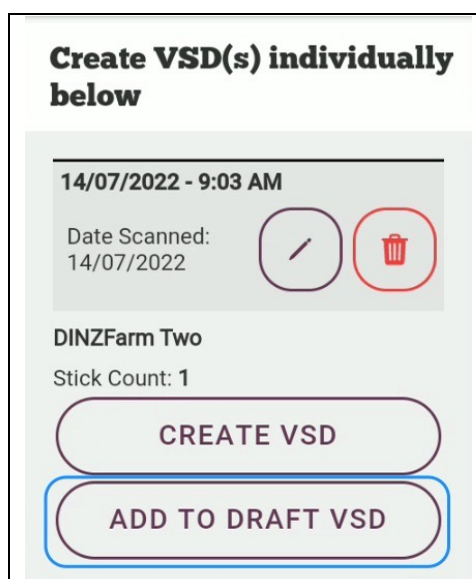
Option 2

When the first shipment of velvet arrives, scan and create a VSD in the normal way, but DO NOT send the VSD to the farmer. Instead select **Save as Draft**.

When the second shipment arrives, scan the velvet and create a batch in the normal way. VelTrak will recognise that there is an existing draft VSD for the farm and offer the option to **Add to Draft** in addition to the usual Create VSD option.

To add the second shipment to the first shipment and create a single VSD for the farm, simply select **Add to Draft** and then create the VSD as normal.

Note: Option 2 method is only available for the Create Individual VSDs method of raising a VSD.

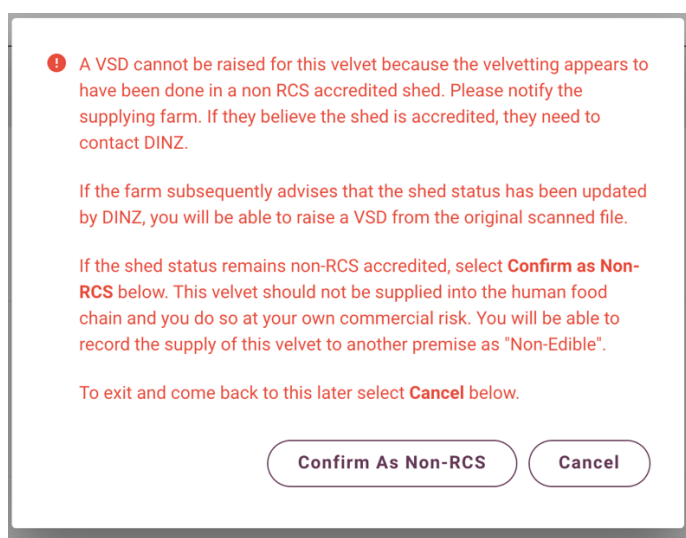


Raising Velvet Status Declarations (VSDs) Error Situations

*There are several scenarios where errors may be encountered when raising a VSD. The existence of errors will be highlighted in the batch list. Details of the issue will be displayed when **View All Error Tags** is selected. Possible scenarios and courses of action are described below.*

1. No Accredited Shed

If the farm you have collected velvet from does not have an accredited velveting shed, VelTrak will not allow a VSD to be raised. The following message will be displayed when you try to raise the VSD.



If you need to contact the farmer to check on the status of the shed, select **Cancel**. This will leave the batch available for subsequent use, if the shed status is updated.

If the farmer believes the shed is accredited and this is just an administrative error, get the farmer to contact DINZ. If the situation is corrected and the shed status changed to accredited, the VSD can be raised by selecting Create VSD for the original batch created.

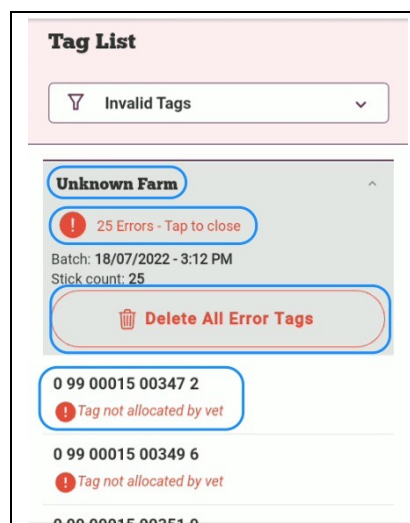
If the shed status cannot be changed and remains unaccredited, you must select **Confirm As Non-RCS**. A VSD will not be raised in this situation.

Even though tags won't be captured in a VSD, they are still captured in your inventory of stock, so you can record your sales of non-VSD velvet to e.g. a pet food manufacturer, by creating a Velvet Transfer Record of type Non-Edible. (See [Record Velvet Transfers](#)).

Raising Velvet Status Declarations (VSDs) Error Situations (cont.)

2. Tags Not Allocated to Farm

If a vet practice has failed to record the allocation of tags to a farm, the tags will be shown in the batch as “Unknown Farm”.



This situation may be corrected by the vet if you are confident of the identity of the farm in question and you supply the farm with a list of the tag numbers. In these situations, the farmer can ask the vet to allocate the tags to the farm. If the tags can be retrospectively allocated to the farm, the tags will now be shown in the batch against the correct farm.

The tag numbers are listed below the grey card. **DO NOT DELETE THE TAGS** if the farmer is going to get the vet to fix this up.

If the tags cannot be retrospectively allocated to the farm, they will need to be removed from the VSD by selecting the **Delete All Error Tags** button.

The physical velvet sticks should also now be removed from the shipment and cannot be sold into the human food chain.

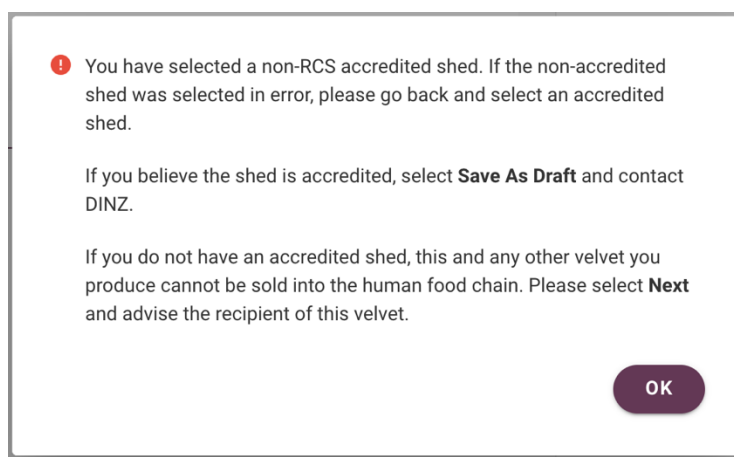
Even though error tags can't be captured in a VSD, they are still captured in your inventory of stock, so you can record your sales of non-VSD velvet to e.g. a pet food manufacturer, by creating a Velvet Transfer Record of type Non-Edible. (See [Record Velvet Transfers](#)).

Raising Velvet Status Declarations (VSDs) Error Situations (cont.)

3. Farmer Selects Non-Accredited Shed When Approving a VSD

If the farm has more than one velvetting shed but has selected a non-accredited shed while approving the VSD, the velvet cannot be sold into the human food chain.

- The farmer will have seen the following warning message when they selected the non-accredited shed



They will also receive a second warning at the end of the VSD approval process if they ignore the first warning.

The farmer can rectify the situation by saving the VSD as a Draft, contacting DINZ and getting the shed status updated to be compliant. The farmer can return to the VSD, select the compliant shed, and approve the VSD, allowing the velvet to be sold into the human food chain.

However, if the farmer completes the VSD having selected a non-compliant shed the velvet, the velvet should not be supplied into the human food chain, but the velvet is still in your inventory of stock, so you can record your sale of this velvet to e.g., a pet food manufacturer, by creating a Velvet Transfer Record of type Non-Edible. (See [Record Velvet Transfers](#)).

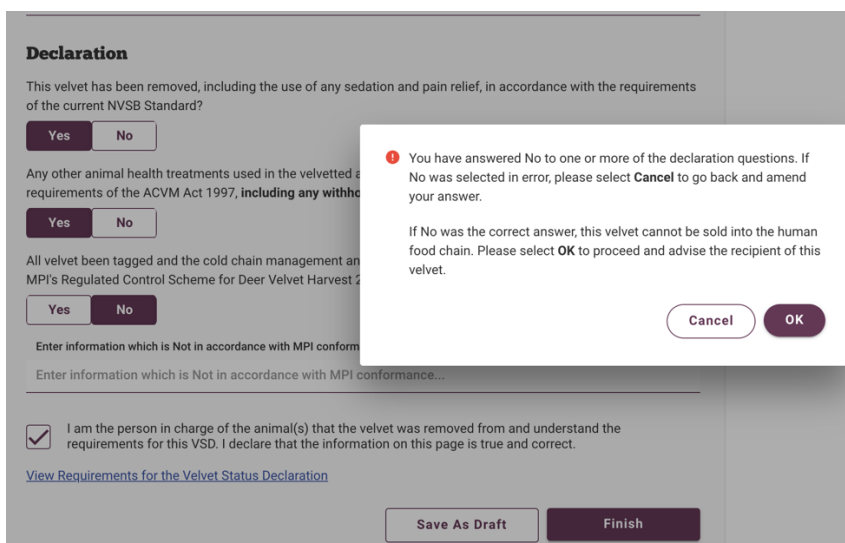
****This situation cannot be reversed after the farmer has Approved the VSD****

Raising Velvet Status Declarations (VSDs) Error Situations (cont.)

4. Farmer Answers No to a VSD Declaration Question

If the farmer has selected No to one of the three Declaration questions in the VSD, the velvet should not be sold into the human food chain.

- The farmer will have seen the following warning message when they answered No to one of the Declaration questions:



Declaration

This velvet has been removed, including the use of any sedation and pain relief, in accordance with the requirements of the current NVSB Standard?

☐ Yes ☐ No

Any other animal health treatments used in the velvetted animal, including any without a prescription, in accordance with the requirements of the ACVM Act 1997, including any without a prescription?

☐ Yes ☐ No

All velvet been tagged and the cold chain management and MPI's Regulated Control Scheme for Deer Velvet Harvest 2019/2020?

☐ Yes ☐ No

Enter information which is Not in accordance with MPI conformance...

Enter information which is Not in accordance with MPI conformance...

☒ I am the person in charge of the animal(s) that the velvet was removed from and understand the requirements for this VSD. I declare that the information on this page is true and correct.

[View Requirements for the Velvet Status Declaration](#)

Warning Message:

You have answered No to one or more of the declaration questions. If No was selected in error, please select **Cancel to go back and amend your answer.**

If No was the correct answer, this velvet cannot be sold into the human food chain. Please select **OK** to proceed and advise the recipient of this velvet.

- If the farmer does not select Cancel and amend the Declaration question answer to Yes, you will receive an email advising the following:

"VSD Number nnnnnnnn for XYZ farm was not approved because the farmer answered NO to one or more of the declaration questions. This velvet should not be supplied into the human food chain and you do so at your own commercial risk. The status of the VSD and tags have been updated to reflect this. You will be able to record the supply of this velvet to another premise as Non-Edible."

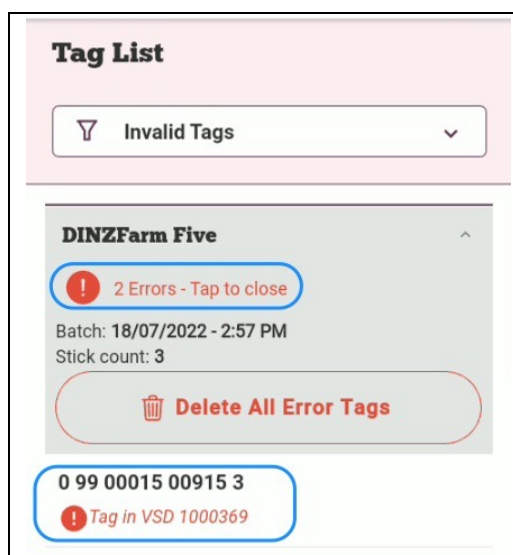
****This situation cannot be reversed after the farmer has approved the VSD****

Even though the farmer has answered No to a declaration question, the velvet is still in your inventory of stock, so you can record your sale of this velvet to e.g., a pet food manufacturer, by creating a Velvet Transfer Record of type Non-Edible. (See [Record Velvet Transfers](#)).

Raising Velvet Status Declarations (VSDs) Error Situations (cont.)

5. Tags Already Included in Another VSD

If velvet that has already been included in another VSD is accidentally captured during the scanning stage, VelTrak will alert you that there is a problem.



As a tag cannot be in more than one VSD, in this situation, remove the error tags from the VSD by selecting the **Delete All Error Tags** button.

Raising VSDs Using a Fixed Reader

It is not anticipated that buyers will use fixed scanner equipment to raise VSDs, but if you do need to see how this is done, please refer to the Packhouse and Processor VelTrak manual available at <https://www.deernz.org/deer-hub/handling-and-welfare/veltrak/>.

VelTrak Transactions

Raising Agent Velvet Status Declarations (AVSDs) Using a Handheld Scanner

Raising an Agent VSD is a similar two-step process to raising a Farmer VSD. After doing any sorting and grading to prepare a shipment for onwards movement, you scan the velvet into VelTrak and raise the AVSD.

However, where the velvet being shipped on the AVSD is the same velvet collected from a farm or farms, the velvet can be easily included in an AVSD by selecting from a list farmer approved VSDs, avoiding the need to rescan the velvet.

Recipients of AVSDs are not required to take any action but will be notified that the AVSD has been sent to them.

Method 1: Raising an Agent VSD via the scanned batch method is a two-step process:


1. Scan the velvet sticks (tags) using the VelTrak scanner app to store the tags in a temporary system generated batch. Each scan you start, and finish creates a separate batch.
2. Create AVSDs from the system generated batches (*Note. This 2nd step can be done on the handheld scanner, a mobile phone or desktop/laptop. To do this on your phone or a desktop/laptop computer, go to <https://veltrak.velvet.org.nz> in an Internet browser and log on as normal.*)

If there is no internet available, only step one can be completed. See [Zebra Scanner VelTrak Off-line Operation](#) for more information.

Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD via a Scanned Batch

Step 1. Scan the Velvet Sticks

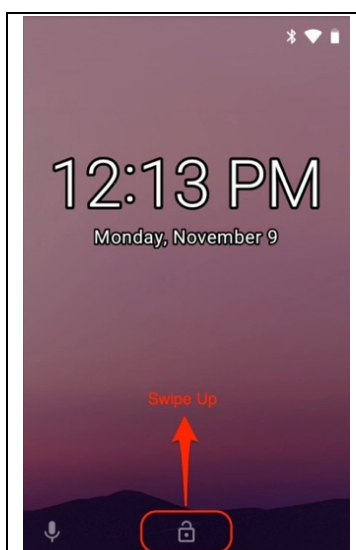
 This step captures the tag numbers and stores them in a temporary system generated batch

c) Switch on the Handheld Scanner

- Press and hold the red power button (bottom right corner of keyboard) until the Zebra logo is displayed, then release the power button and wait for the scanner to start-up.



- Press, hold and swipe up the unlock padlock icon at the bottom of the screen to unlock the scanner

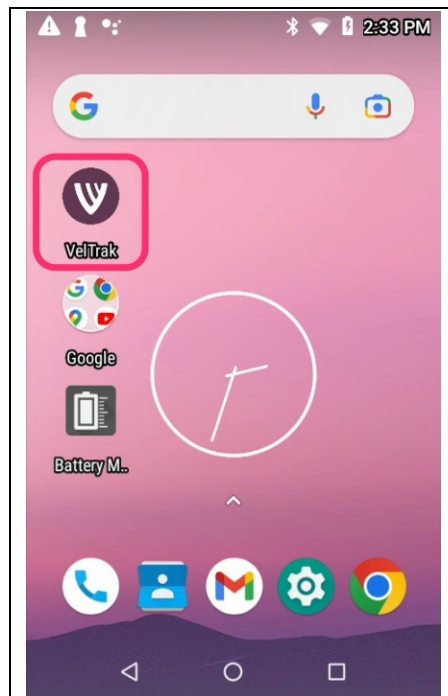




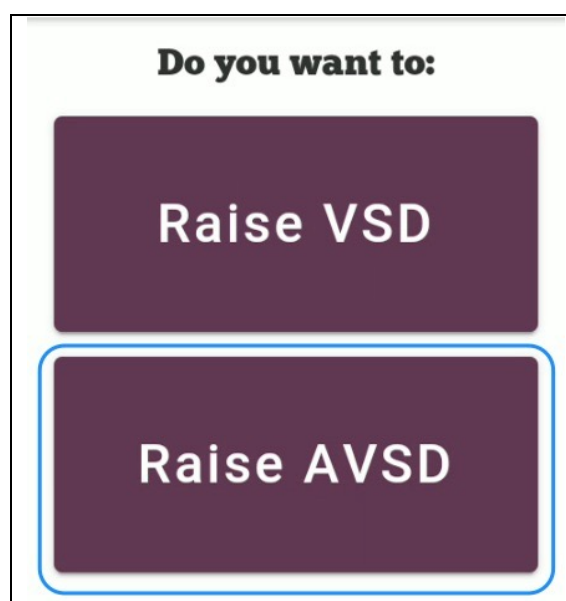
Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD via a Scanned Batch (cont.)

- d) Select the **VelTrak app** (and login if not already logged in)



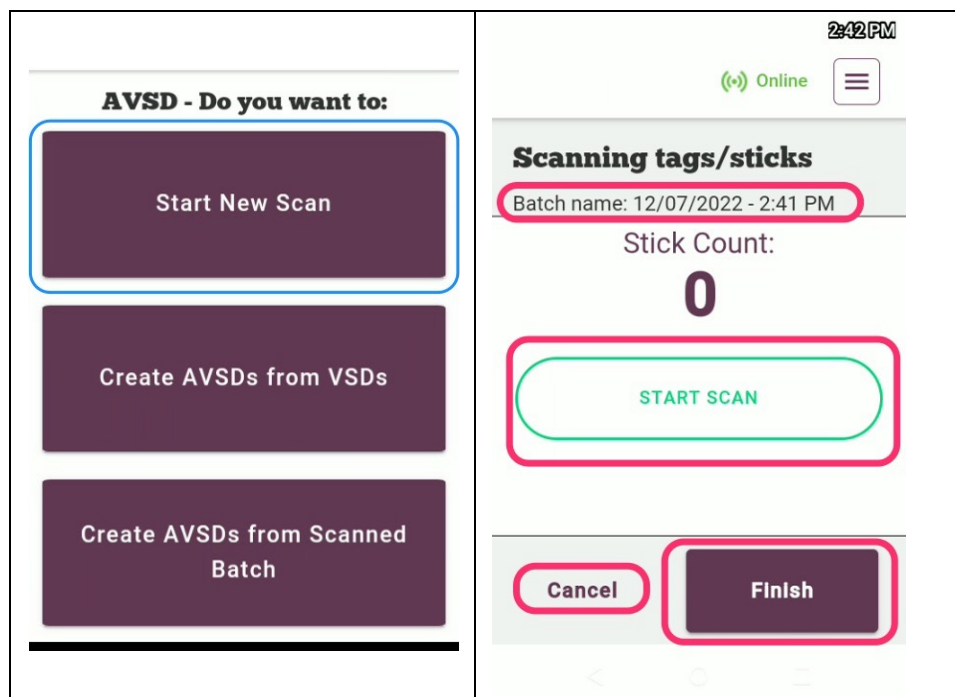
- Then select **Raise AVSD**



Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD via a Scanned Batch (cont.)

- Select **Start New Scan**
- This displays the **Start Scan** screen



- A system generated batch name will be allocated e.g. 12/07/2022 – 2:41PM, as soon as the Start New Scan button is selected
- Scan all the tags to be included in the AVSD with the handheld scanner by selecting **Start Scan** (*Note the scanner's trigger is disabled while using the VelTrak app*)
- You will hear the scanner beeping every time it scans a new RFID chip
- When the device stops beeping (i.e. all tags the scanner can see have been picked up) press the **Finish** button
- Press **Cancel** at any time before you select Finish to discard the scan completely

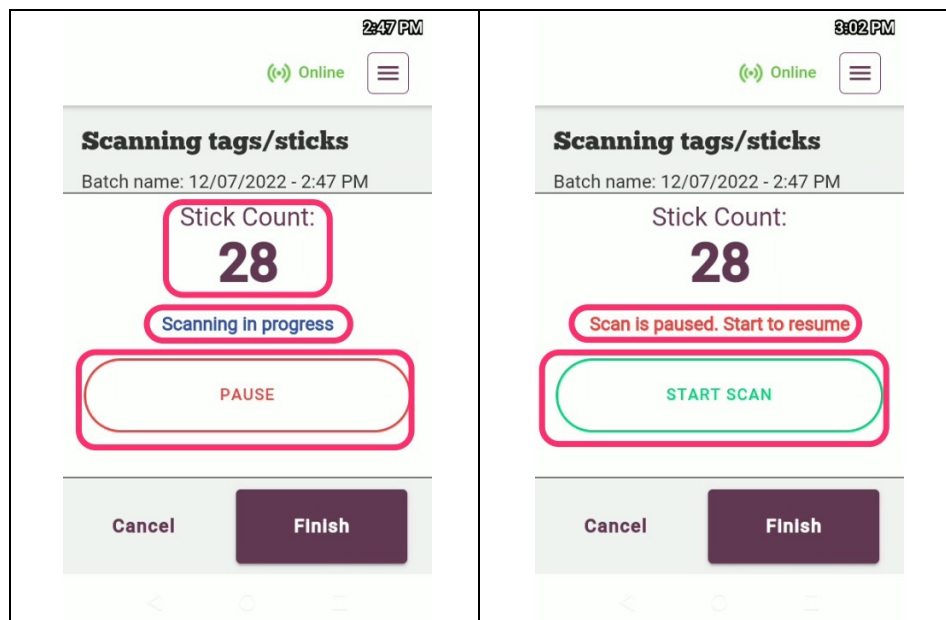


Raising AVSDs Using a Handheld Scanner (cont.)

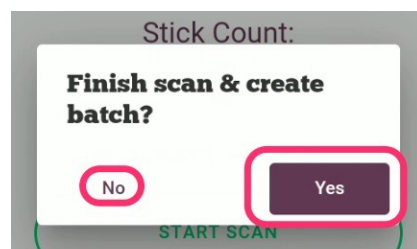
Creating AVSD via a Scanned Batch (cont.)

Once the scan has started the screen will display:

- The current **Stick Count**, which increments as each unique RFID chip is detected
- The message **"Scanning in progress"** is displayed to let you know a scan is occurring
- The Start Scan button changes function to **Pause**. Select **Pause** at any time to temporarily halt the scan
- After selecting Pause, the message **"Scan is paused. Start to Resume"** is displayed
- The Pause button reverts to Start Scan
- Select **Start Scan** again to restart your scan



- When Finish is selected, a confirmation pop-up is displayed.



- Select **Yes** to finish scanning and save the tags into the system generated batch, or **No** to return to the scanning screen. Yes, returns you to the **"AVSD – What do you want to"** do screen where you can start another scan or raise AVSDs.

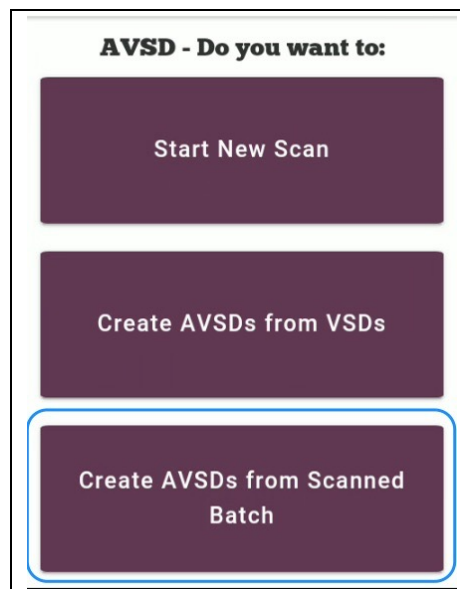
Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD via a Scanned Batch (cont.)

Raise the Velvet Status Declaration

This step creates and sends the AVSD to the recipient. This can be done in the VelTrak app on the scanner but can also be done on a PC/laptop or mobile phone if preferred.

- Select **Create AVSDs from Scanned Batch**





Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD via a Scanned Batch (cont.)

All batches which have been created previously by scanning a shipment of tags, but have not yet been used to create an AVSD are listed when you select **Create AVSDs from Scanned Batch**.

The image shows two side-by-side screenshots of the VelTrak interface. The left screenshot shows a 'Create Agent VSD below' card for a batch dated 14/07/2022 - 12:02 PM with a stick count of 6 and a 'Create AVSD' button. The right screenshot shows a similar card but with a stick count of 7 and a red error message box stating '3 Errors' and 'Some tags for this batch cannot be included in an Agent VSD. To view and deal with them, press the button below.' with a 'View All Error Tags' button.

Batch details are displayed in a grey card, one for each batch and show:

- The batch name: (Date and time, unless changed by you – see below)
- Stick count for the batch
- Date scanned

In addition, there are Edit (pencil) and Delete (dustbin) icons.

- Edit enables you to rename the batch if you wish to do so
- Delete removes the batch completely, i.e., you will have to rescan the velvet

Where there are no error tags in a batch, the **Create AVSD** button will be active. Select **Create AVSD** to create the AVSD. See [Completing the AVSD Form](#).

*Where errors exist in a batch these will need to be dealt with before an AVSD can be created. Select **View All Error Tags** to review the error messages and determine the course of action to be taken.*

Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD using a Scanned Batch (cont.)

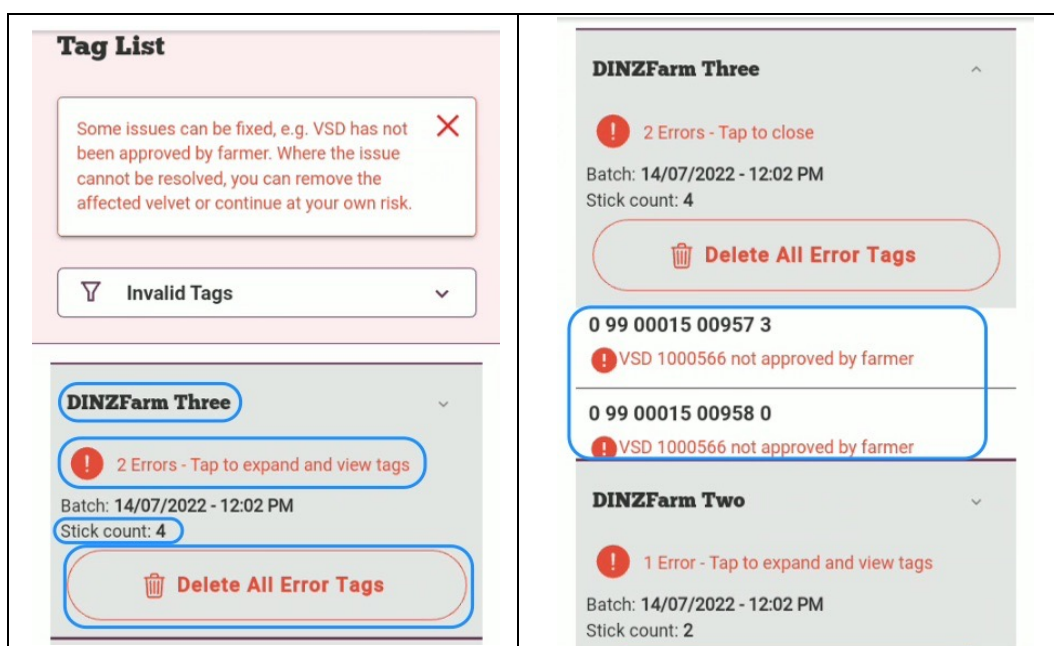
Dealing with Tag Errors

Tag errors can occur for several reasons, e.g., the farmer has not yet approved the VSD or a tag which has been included in an AVSD previously has accidentally been scanned. In some situations, the error can be resolved, and the tags included in the AVSD, but in others the only option is to delete the tags from the batch.

For example, where the farmer has not yet approved the VSD, error message “VSD nnnnnn not approved by farmer” ask the farmer to approve the VSD. Once this has been done the tags errors will disappear and you will be able to include these tags in the AVSD.

Most other tag error messages you will require the tags to be deleted from the batch, but if in doubt contact DINZ for assistance.

Error tags will be notified within the batch in the following way:



- The Filter will be set to **Invalid Tags**. (This can be changed to **Valid Tags** if you wanted to see the tags numbers which are OK)
- A separate grey card will be displayed for each farm which has error tags
- A message in red preceded by an exclamation mark (!), advises how many errors there are (two in this example)
- Stick count is the total of tags for the farm in this batch, including the error tags



Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD using a Scanned Batch (cont.)

Dealing with Tag Errors (cont.)

- You can tap anywhere on the grey card area (except the Delete All Error Tags button) to close or expand the list of error tag numbers below
- Error tag numbers and the reason for the error are displayed when the card is expanded
- In the example on the right above, the farmer has not yet approved the VSD, so the tags should not be deleted as they can be included in this AVSD after the farmer has approved the VSD

Once all error tags in a batch have been dealt with, the **Create AVSD** button will be active. Select **Create AVSD** to raise the AVSD.

Create Agent VSD below

14/07/2022 - 12:02 PM

Stick Count: 6

Date Scanned: 14/07/2022

Create AVSD

Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD using a Scanned Batch (cont.)

Completing the AVSD Form

<p>Agent Velvet Status Declaration</p> <p>Please fill out the form below in order to send the AVSD</p> <p>AVSD Number 1000039</p> <p>Name Buyer Two</p> <p>Agent or Depot Address 25 The Parade, Cromwell, 9998</p> <p>VSD Numbers 1000566, 1000342, 1000370, 1000344, 10003</p> <p>Tag Numbers View Tags</p>	<p>Transfer Date of Consignment dd/mm/yyyy</p> <p>Weight of Tagged Velvet Sticks (kg) - Optional Weight...</p> <p>Number of tagged velvet sticks 6</p> <p>Purpose of Agent VSD Transfer or Sale of Velvet</p> <p>Recipient Select...</p> <p>Reference Number - Optional Enter reference number</p>	<p>Purpose of Agent VSD Transfer or Sale of Velvet</p> <p>Recipient DINZPackhouse One</p> <p>Reference Number - Optional abc567</p> <p>Next</p> <p>Cancel</p> <p>Save As Draft</p>
---	--	---

Prepopulated fields, which cannot be changed, are:

- **AVSD Number:** The unique number of this AVSD - System generated
- **Name:** the name of your business
- **Agent or Depot Address:** The address of your business as held in VelTrak in Manage/Business
- **VSD Numbers:** The VSD numbers of all velvet included in this shipment
- **AVSD Numbers:** AVSD numbers of all velvet included in this shipment which has been supplied by an intermediary will also be shown where relevant
- **Tag Numbers:** Select View Tags to display all tags included in the AVSD (*if you have not elected to hide this in Manage/Business*)
- **Number of tagged velvet sticks:** The number of velvet sticks scanned for this AVSD

Mandatory fields are:

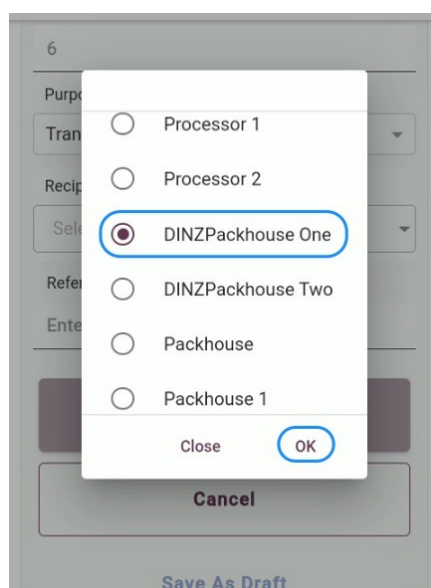
- **Transfer Date of Consignment:** The date the velvet was shipped to the recipient
- **Purpose of Agent VSD:** Select from dropdown options of:
 - a) Transfer or Sale of Velvet
 - b) Pre-Export Handling (*Only use this option if going to send to a processor for processing and/or packing before onward shipment to your overseas customer*)

Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD using a Scanned Batch (cont.)

Completing the AVSD Form (cont.)

- c) **Recipient:** Select organisation name from the pop-up window and click OK. *(If the recipient is not listed, please ask them to contact DINZ and request they be added to VelTrak)*



Optional fields:

- d) **Weight of Tagged Velvet Sticks** *(optional)*
 e) **Reference Number** *(optional)*: e.g. related commercial document number

The **Next** button will be active once you have completed the mandatory fields in the AVSD form. Select **Next** to go to the next page of the AVSD form.

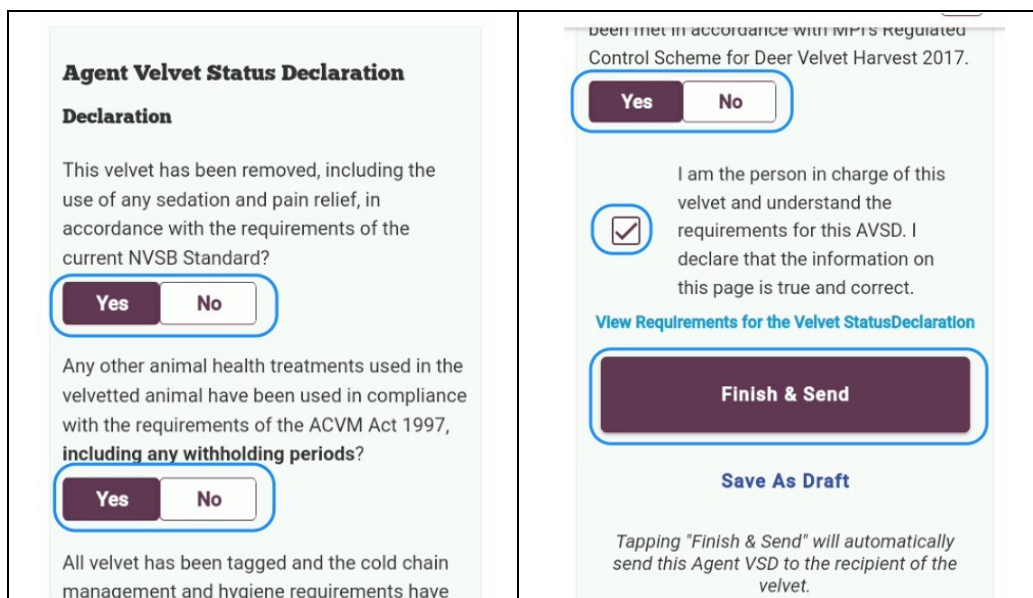
You can also elect to save the AVSD as a draft at this stage by selecting **Save as Draft** or **Cancel** the AVSD completely by selecting Cancel. Selecting Cancel, cancels the AVSD, but does not delete the scanned batch.

When Next is selected the 2nd page of the AVSD form is displayed.

Raising AVSDs Using a Handheld Scanner (cont.)

Creating an AVSD using a Scanned Batch (cont.)

Completing the AVSD Form (cont.)



Agent Velvet Status Declaration

Declaration

This velvet has been removed, including the use of any sedation and pain relief, in accordance with the requirements of the current NVSB Standard?

Yes **No**

Any other animal health treatments used in the velvetted animal have been used in compliance with the requirements of the ACVM Act 1997, including any withholding periods?

Yes **No**

All velvet has been tagged and the cold chain management and hygiene requirements have been met in accordance with MPI's Regulated Control Scheme for Deer Velvet Harvest 2017.

Yes **No**

I am the person in charge of this velvet and understand the requirements for this AVSD. I declare that the information on this page is true and correct.

[View Requirements for the Velvet Status Declaration](#)

Finish & Send

[Save As Draft](#)

Tapping "Finish & Send" will automatically send this Agent VSD to the recipient of the velvet.

Complete the AVSD by answering the following questions/check box:

- **Declaration section:** Select **Yes** or **No** as appropriate to each declaration question.

Note: It is extremely important that you select the correct answer. If you make a mistake, it cannot be undone after finalising this declaration. You will receive a warning after selecting 'No', but if No is answered to any of the declaration questions, the velvet in the consignment will not be eligible for export for human consumption.

- **Person in Charge of Velvet:** Tick box to confirm you are the person in charge of the velvet
- **Finish and Send:** In most cases you will simply wish to select **Finish and Send**
- **Save as Draft:** If for some reason you don't want to send the AVSD now, you can select **Save As Draft** and come back to this later

A notification email will automatically be sent to the recipient of the velvet advising that the AVSD is available for viewing. The recipient is not required to take any further action in VelTrak for AVSDs.

The AVSD will be stored in your AVSD archive and in the recipient's AVSD archive.

Raising AVSDs Using a Handheld Scanner (cont.)

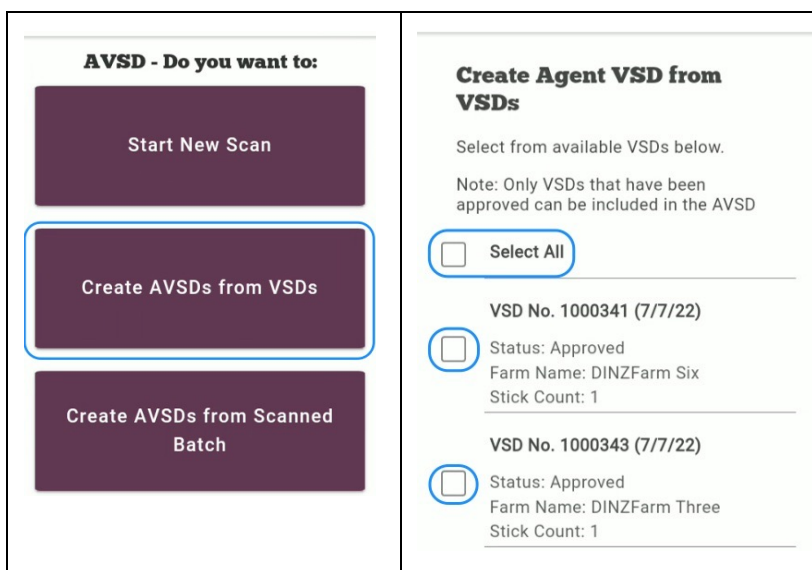
Creating an AVSD using Approved Farmer VSDs

If the velvet to be included in an AVSD is exactly same velvet which was on a farmer VSD, there is no need to rescan the velvet. This velvet can be included in the AVSD by selecting from a list of approved VSDs using the **Create AVSDs from VSDs** option.

This method can be used even if you have sorted/graded the velvet, as long as all the sticks on the original VSD(s) are being sent to the same recipient. However, if you are splitting velvet from a farm or farms and sending to different recipients you will have to scan the velvet and use the **Create AVSDs from Scanned Batch** method described in the previous section.

Only VSDs which can be included in an AVSD will be displayed.

- Select **Create AVSDs from VSDs** from the “AVSD – Do you want to” screen
- A list of VSDs will be displayed



AVSD - Do you want to:

Start New Scan

Create AVSDs from VSDs

Create AVSDs from Scanned Batch

Create Agent VSD from VSDs

Select from available VSDs below.

Note: Only VSDs that have been approved can be included in the AVSD

☐ Select All

VSD No. 1000341 (7/7/22)

☐ Status: Approved
Farm Name: DINZFarm Six
Stick Count: 1

VSD No. 1000343 (7/7/22)

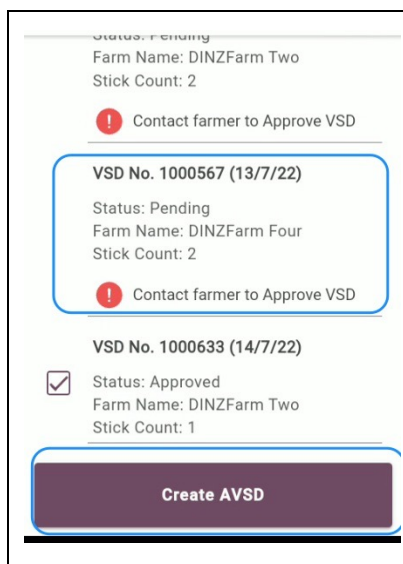
☐ Status: Approved
Farm Name: DINZFarm Three
Stick Count: 1

- You can include all available VSDs listed by ticking the **Select All** box
- Or **tick** individual VSDs for inclusion in the AVSD

Raising AVSDs Using a Handheld Scanner (cont.)

Creating AVSD using Approved Farmer VSDs (cont.)

- If there are any VSDs which contain errors, and therefore cannot be included in the AVSD these will be highlighted as shown below



Status: Pending
Farm Name: DINZFarm Two
Stick Count: 2

Contact farmer to Approve VSD

VSD No. 1000567 (13/7/22)
Status: Pending
Farm Name: DINZFarm Four
Stick Count: 2

Contact farmer to Approve VSD

VSD No. 1000633 (14/7/22)
☒ Status: Approved
Farm Name: DINZFarm Two
Stick Count: 1

Create AVSD

- Once at least one VSD has been selected the Create AVSD button will become active
- When Create AVSD is selected the standard AVSD form is displayed. Refer to previous section for details on completing the AVSD form. *Note that the AVSD number will be blank initially when creating an AVSD in this way. This is expected. The number will be allocated when the AVSD is completed.*
- The AVSD will include all the VSDs selected
- Error VSDs such as the example above which requires farmer approval, will be ignored in this run, but will keep appearing in the list until they have been approved and included in a subsequent AVSD

Raising Agent Velvet Status Declarations (AVSDs) Error Situations

There are several scenarios where errors may be encountered when raising an AVSD. The errors will be highlighted in the batch list, see examples above. The two most likely situations that may be encountered and how to deal with them are described below.

1. Original VSD has not yet been Approved by Farmer

If any velvet in the AVSD you are raising was included in a Farmer VSD that the farmer has not yet approved, you will be unable to raise the AVSD until the original VSD is approved by the farmer.

This situation can be resolved by getting the farmer to approve the VSD. The tags will then become valid tags and can be included in the AVSD.

2. Velvet not Included in Original VSD

If any velvet in the AVSD you are raising contains tags that have been allocated to a farm, but were not included in the original farmer VSD, you will be unable to include this velvet in an AVSD.

This situation may have arisen because some sticks were present in a consignment, but their tags were not captured in the scan done for the original farmer VSD.

This will be an extremely rare occurrence, as VelTrak has built in logic to recognise previously unscanned tags closely associated with the tags that were successfully scanned at the VSD stage and treat the previously unscanned tags as if they had been included in the VSD. This correction will be done in the background without VelTrak alerting you.

If this situation does occur, it is more likely to have arisen because sticks in AVSD consignment were never included in a scan for a VSD at all.

If this does occur you will have to delete all error tags from the AVSD, noting that you should also physically remove the velvet from the shipment, as it no longer meets QA requirements for the human food chain.



Raising AVSDs Using a Fixed Reader

It is not anticipated that buyers will use fixed scanner equipment to raise Agent VSDs, but if you do need to see how this is done, please refer to the Packhouse and Processor VelTrak manual available at <https://www.deernz.org/deer-hub/handling-and-welfare/veltrak/>.



Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner

Velvet Transfer Records are used to record the sale of non-edible velvet outside the human food chain. Creating a VTR for this type of sale is optional. Recording a VTR is a similar two-step process to raising a Farmer VSD or Agent VSD.

Raising a VTR is a two-step process:

1. Scan the velvet sticks (tags) using the VelTrak scanner app to store the tags in a temporary system generated batch. Each scan you start, and finish creates a separate batch.
2. Record VTRs from the system generated batches. (Note. This 2nd step can be done on the handheld scanner, a mobile phone or desktop/laptop. To do this on your phone or a desktop/laptop computer, go to <https://veltrak.velvet.org.nz> in an Internet browser and log on as normal.)

If there is no internet available, only step 1 can be completed while off-line.

Step 1. Scan the Velvet Sticks

 This step captures the tag numbers and stores them in a temporary system generated batch

a) Scanner. Switch on the Handheld Scanner

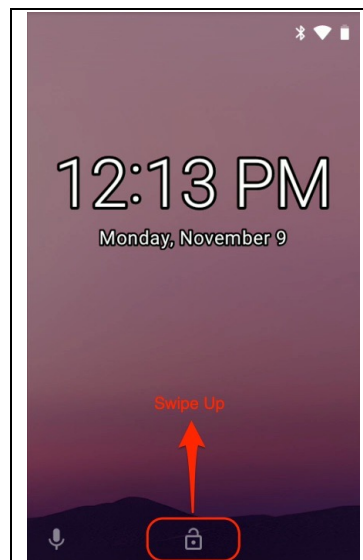
- Press and hold the red power button (bottom right corner of keyboard) until the Zebra logo is displayed, then release the power button and wait for the scanner to start-up.



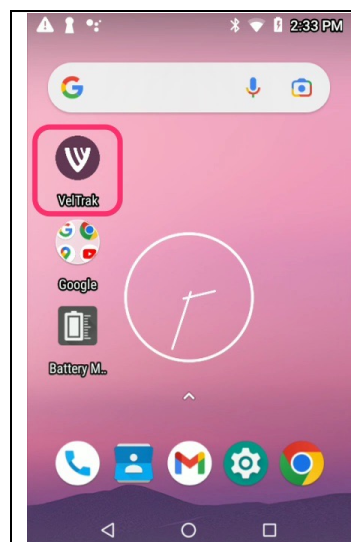
Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

Scan the Velvet Sticks (cont.)

- Press, hold and swipe up the unlock padlock icon at the bottom of the screen to unlock the scanner



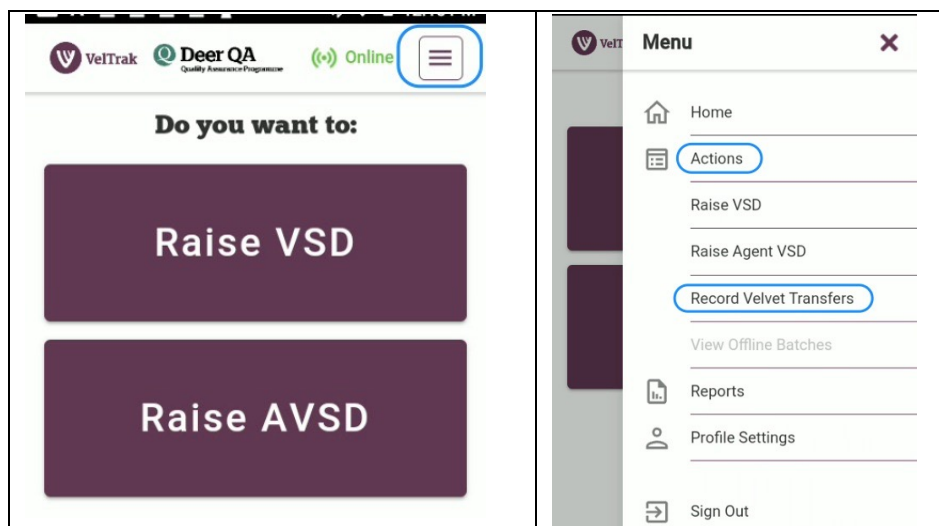
- b) Select the **VelTrak app** (and login if not already logged in)



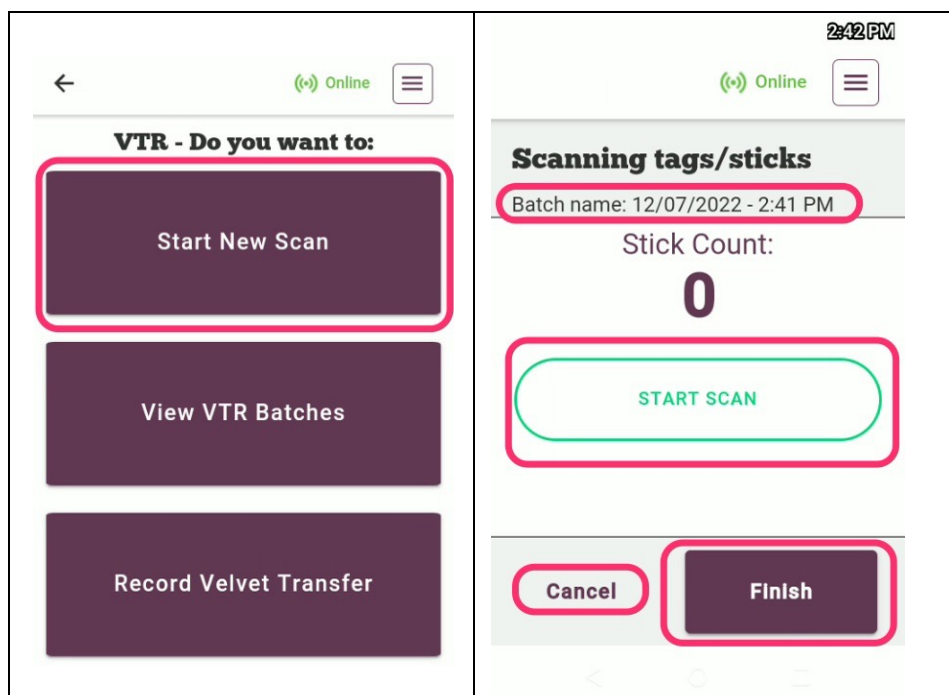
Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

Scan the Velvet Sticks (cont.)

- Select the **menu icon** top right of the screen
- Followed by **Actions/Record Velvet Transfers**



- Select **Start New Scan**
- Which displays the **Start Scan** screen



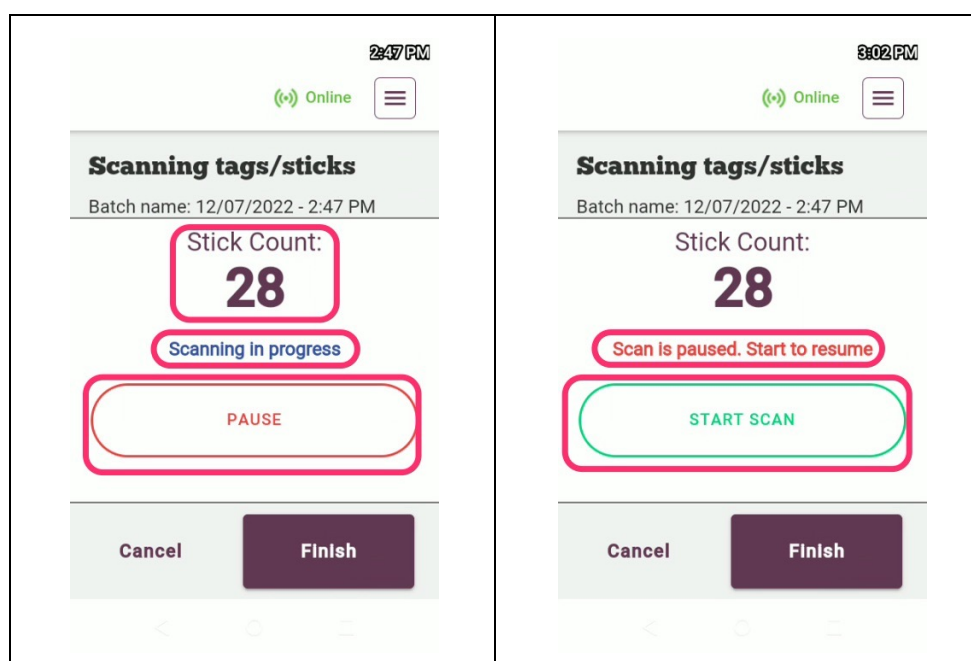
Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

Scan the Velvet Sticks (cont.)

- A system generated batch name will be allocated e.g., 12/07/2022 – 2:41PM, as soon as the Start New Scan button is selected
- Scan all the tags to be included in the VTR with the handheld scanner by selecting Start Scan (*Note the scanner's trigger is disabled while using the VelTrak app*)
- You will hear the scanner beeping every time it scans a new RFID chip
- When the device stops beeping (i.e. all tags the scanner can see have been picked up) press the Finish button
- Press Cancel at any time before you select Finish to discard the scan completely

Once the scan has started the screen will display as follows:

- The current **Stick Count**, which increments as each unique RFID chip is detected
- The message **"Scanning in progress"** is displayed to let you know a scan is occurring
- The Start Scan button changes function to **Pause**. Select **Pause** at any time to temporarily halt the scan
- After selecting Pause, the message **"Scan is paused. Start to Resume"** is displayed
- The Pause button reverts to Start Scan
- Select **Start Scan** again to restart your scan

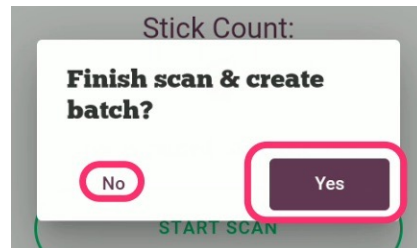


- When Finish is selected, a confirmation pop-up is displayed.



Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

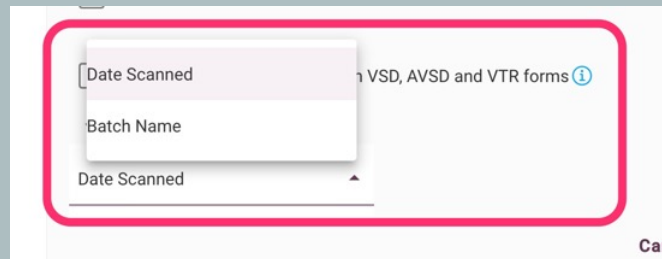
Scan the Velvet Sticks (cont.)



- Select **Yes** to finish scanning and save the tags into the system generated batch, or **No** to return to the scanning screen. Yes, returns you to the “**VTR – Do you want to**” do screen where you can start another scan or record VTRs.

Viewing and Changing the Name of VTR Batches

Note: The list order of batches in the **Create VTR Batches** screen can be changed via **Manage/Business Details**. Batches can be displayed in **Date Scanned** or **Batch Name** order. The default is **Date**. This can be switched to **Name** by selecting **Batch Name** and then clicking **Save**.



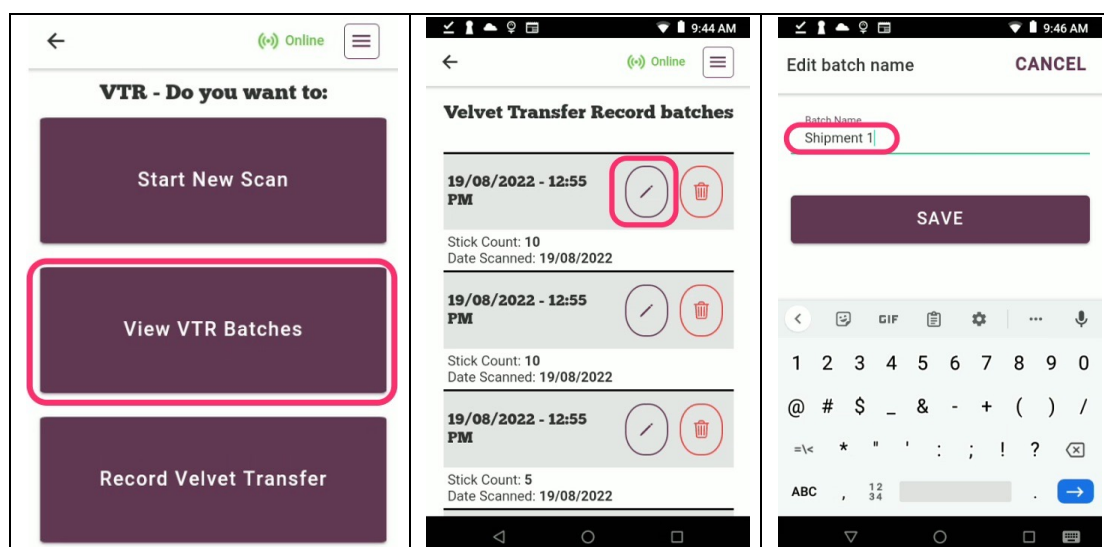
Batch details can be viewed by selecting **View VTR Batches**. Each batch is displayed in a grey card, and shows:

- The batch name: (Date and time, unless changed by you – see below)
- Stick count for the batch
- Date scanned

In addition, there are Edit (pencil) and Delete (dustbin) icons.

- Edit enables you to rename the batch
- Delete removes the batch completely, i.e., you will have to rescan the velvet

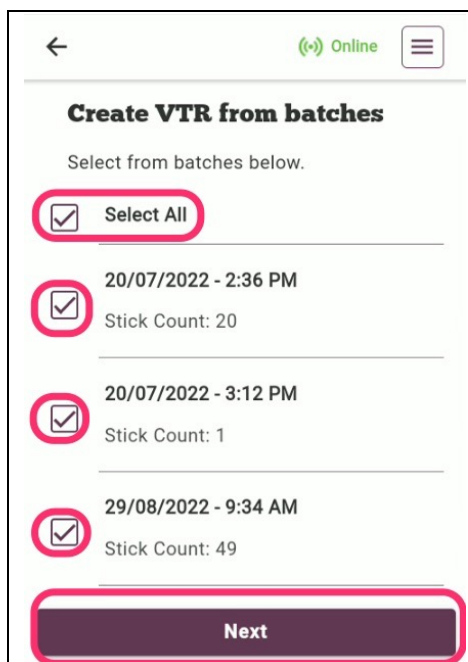
Error tags for VTRs are displayed at a later stage in the process compared to VSDs and VSDs.



Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

Step 2. Selecting the Batches and Recording the VTR

Select batches to be included in the VTR by ticking **Select All** or **ticking** individual batches for inclusion. If there is only one batch, it will be ticked already.



The screenshot shows a mobile app interface for creating a VTR from batches. At the top, there is a back arrow, a green 'Online' status indicator, and a menu icon. The title 'Create VTR from batches' is centered. Below it, the instruction 'Select from batches below.' is displayed. There are four batch entries, each with a checked checkbox in a red circle, the batch date and time, and the stick count. The 'Select All' option is also highlighted with a red circle. At the bottom, a red 'Next' button is highlighted with a red circle.

Batch Selection	Batch Date and Time	Stick Count
<input checked="" type="checkbox"/>	20/07/2022 - 2:36 PM	20
<input checked="" type="checkbox"/>	20/07/2022 - 3:12 PM	1
<input checked="" type="checkbox"/>	29/08/2022 - 9:34 AM	49

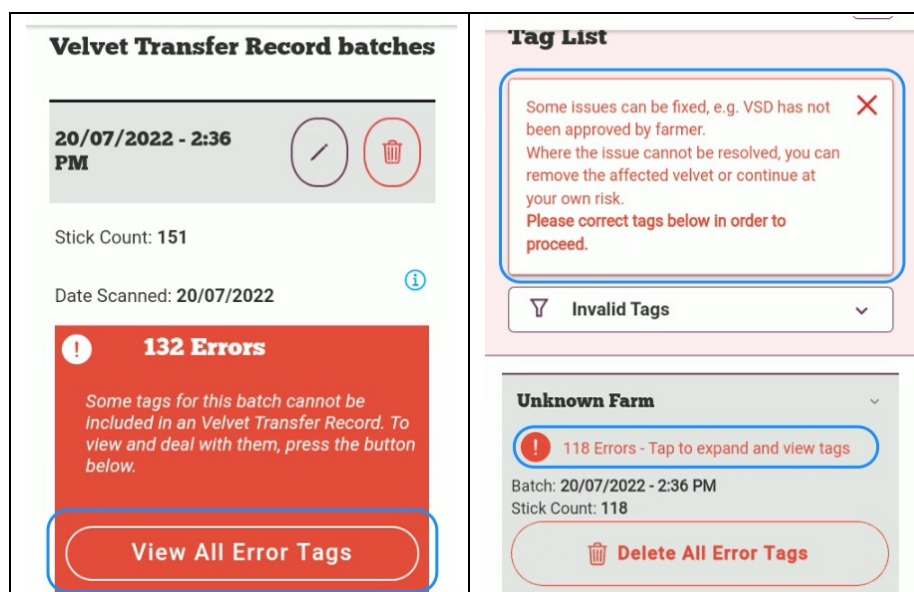
- Select the **Next** button to complete the recordal of a VTR and if applicable, display any error tags.
- If there are no error tags the VTR form will be displayed immediately, see [Completing the VTR Form](#).

Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

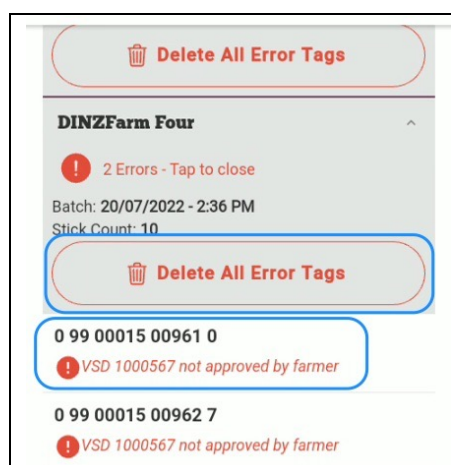
Step 2. Record the VTR (cont.)

Where errors exist in a batch these will need to be dealt with before the VTR can be recorded

- Select **View All Error Tags** to see error messages and determine the course of action to be taken



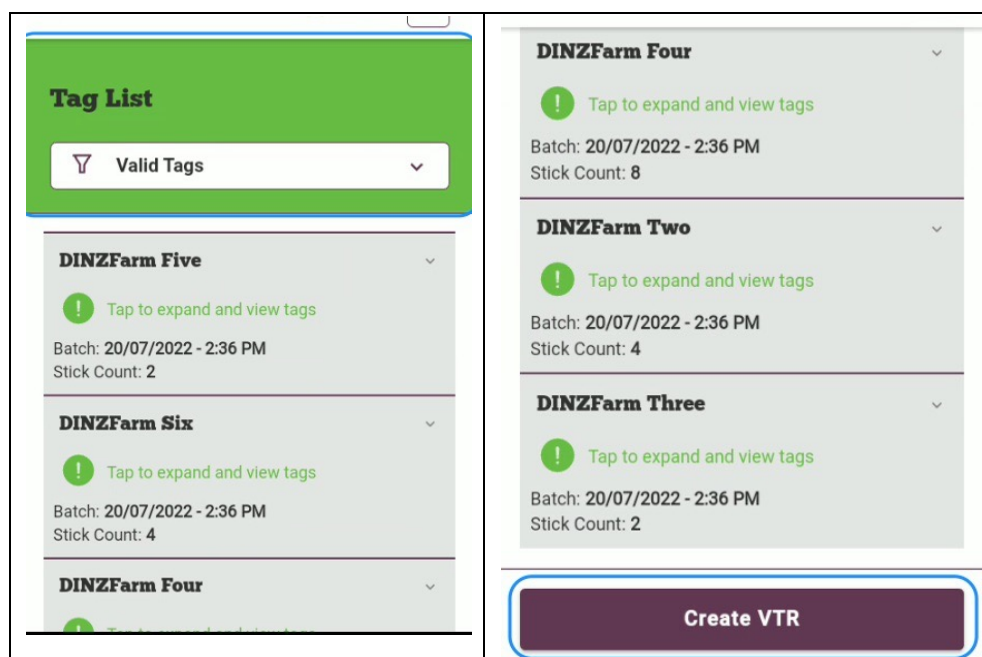
- Tap the grey card to expand and view the error tags
- If the errors can be rectified, e.g., farmer not approved VSD as per example below, get the farmer to approve the VSD and the errors will be cleared
- In other cases, there will be no option but to remove the error tags by selecting **Delete All Error Tags**, but if in doubt contact DINZ for assistance



Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

Step 2. Record the VTR (cont.)

Once the errors have been cleared, or if there were no error tags, the top of the screen will be green indicating there are no errors and the Create VTR button at the bottom of the screen will be active.



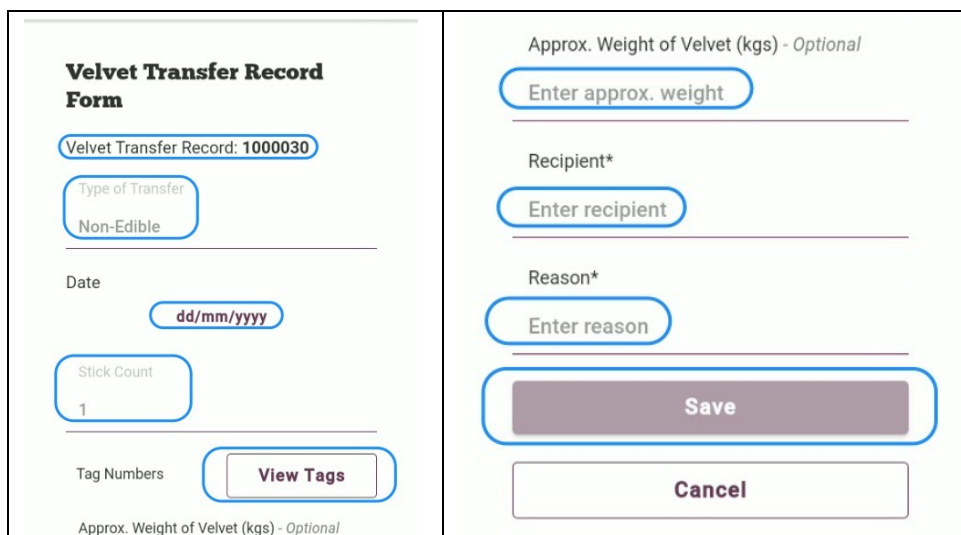
- Select **Create VTR**

Recording Velvet Transfer Records (VTRs) Using a Handheld Scanner (cont.)

Step 2. Record the VTR (cont.)

Completing the VTR Record

After selecting Record Velvet Transfer the VTR form is displayed



The screenshot shows the 'Velvet Transfer Record Form' with the following fields and controls:

- Velvet Transfer Record:** 1000030 (prepopulated)
- Type of Transfer:** Non-Edible (prepopulated)
- Date:** dd/mm/yyyy (placeholder)
- Stick Count:** 1 (prepopulated)
- Tag Numbers:** View Tags button
- Approx. Weight of Velvet (kgs) - Optional:** (empty field)
- Recipient*:** Enter recipient (placeholder)
- Reason*:** Enter reason (placeholder)
- Buttons:** Save (active), Cancel

Prepopulated fields, which cannot be changed, are:

- **Velvet Transfer Record:** The unique number of this VTR - System generated
- **Type of Transfer:** Non-edible
- **Stick Count:** The number of velvet sticks captured in the scan
- **Tag Numbers:** You can select View Tags to display all tags numbers included in the VTR (if this option is not switched off in Manage/Business)

Mandatory fields are:

- **Date:** Date the velvet was shipped
- **Recipient:** Free text field
- **Reason:** Reason velvet was no longer suitable for human food chain

Optional fields are:

- **Approx. Weight of Tagged Velvet Sticks** (optional)

When all mandatory fields have been completed the Save button will become active
Select **Save** to complete the VTR recordal

Raising VTRs Using a Fixed Reader

It is not anticipated that buyers will use fixed scanner equipment to raise VTRs, but if you do need to see how this is done, please refer to the Packhouse and Processor VelTrak manual available at <https://www.deernz.org/deer-hub/handling-and-welfare/veltrak/>.



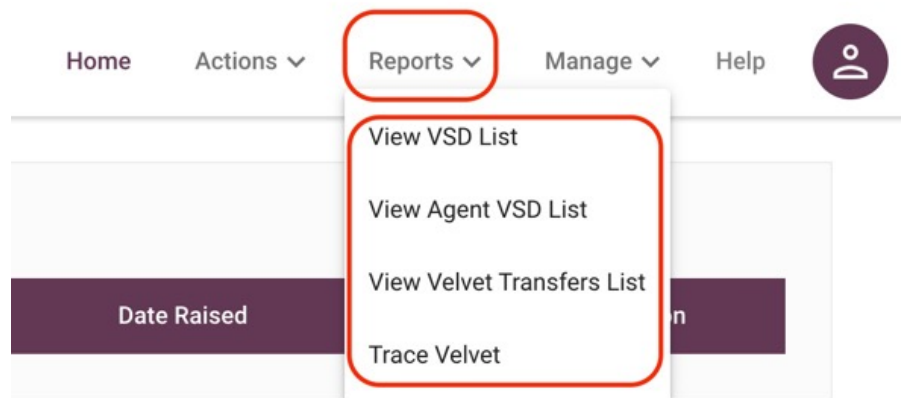
Reports and Tracing

It is recommended that reports be run on a desktop PC/laptop, especially if the report is to be printed. However, some reports can be run in the scanner app or on a mobile phone.

The information below is relevant to the desktop PC/laptop version, but it identifies where a report can be run on the scanner app or mobile phone and the key differences in the results.

The default Date Range for all reports is the current velvet season, commencing 1st August to today's date, but can be changed to view any period of interest.

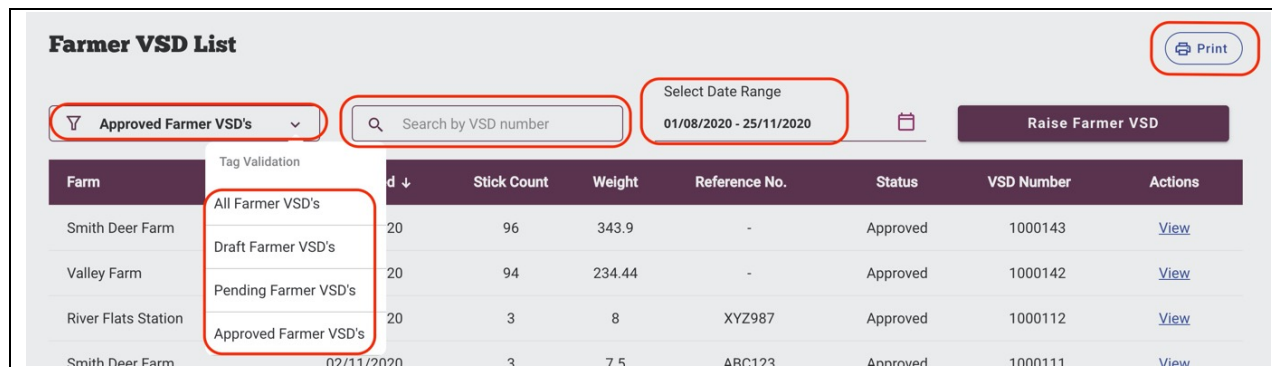
☞ All reports are accessed from the main menu by selecting Reports and then selecting the required report.



Reports (cont.)

View VSD List

Selection Criteria



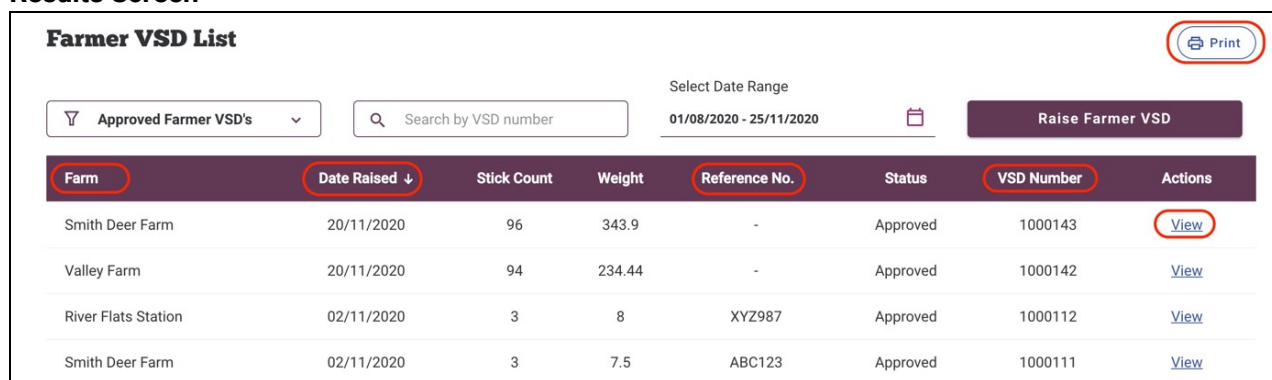
Farmer VSD List Print

Approved Farmer VSD's
Search by VSD number
Select Date Range: 01/08/2020 - 25/11/2020
Raise Farmer VSD

Farm	Tag Validation	Stick Count	Weight	Reference No.	Status	VSD Number	Actions
Smith Deer Farm	All Farmer VSD's	20	96	343.9	-	Approved	1000143 View
Valley Farm	Draft Farmer VSD's	20	94	234.44	-	Approved	1000142 View
River Flats Station	Pending Farmer VSD's	20	3	8	XYZ987	Approved	1000112 View
Smith Deer Farm	Approved Farmer VSD's	02/11/2020	3	7.5	ABC123	Approved	1000111 View

- The View VSD List defaults to “Approved Farmer VSD’s” but can be used to view farmer VSDs filtered on any status: Draft, Pending, Approved or All.
- Date Range:** All reports default to the current velvetting season, 1 August to today’s date. This can be changed if you wish to view a different period.
- This report can also be used to search for a specific VSD by entering a VSD number in the “Search by VSD Number” field. When searching for a specific VSD number the date range field is ignored.

Results Screen



Farmer VSD List Print

Approved Farmer VSD's
Search by VSD number
Select Date Range: 01/08/2020 - 25/11/2020
Raise Farmer VSD

Farm	Date Raised	Stick Count	Weight	Reference No.	Status	VSD Number	Actions
Smith Deer Farm	20/11/2020	96	343.9	-	Approved	1000143	View
Valley Farm	20/11/2020	94	234.44	-	Approved	1000142	View
River Flats Station	02/11/2020	3	8	XYZ987	Approved	1000112	View
Smith Deer Farm	02/11/2020	3	7.5	ABC123	Approved	1000111	View

- The sort order of the report can be changed by clicking on the arrow to the right of the following column headings: **Farm**, **Date Raised**, **Reference No.** or **VSD Number**. The arrow is only visible for the column the report is currently sorted on but will appear when the cursor is placed over the other columns which allow sorting.
- The **Print** button prints the onscreen list only. To print a VSD in full, click on the **View** button in the **Actions** column to view a PDF version of the VSD. The PDF version can then be printed using the print function of the browser. The printing method varies between browsers and in some browsers a file is downloaded, usually to the computer’s Downloads folder, which you will need to open and print.

Reports (cont.)

View VSD List (cont.)

Mobile Version

The VSD List report can be run in the scanner's VelTrak app or on a mobile phone. Selection criteria remain the same, but the returned VSDs are listed vertically and displayed in chronological order, most recent first. The sort feature, available on the desktop version, is not available on the mobile version.

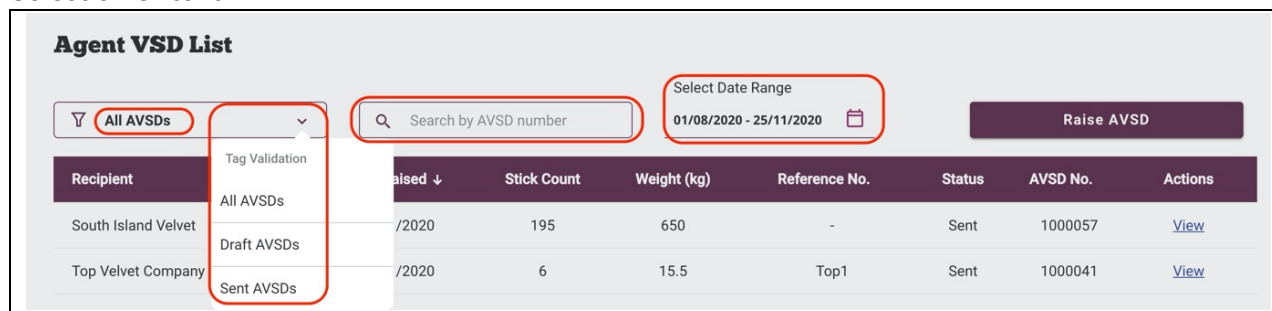
To **View** a VSD, simply click on the VSD you wish to view. The PDF view of a VSD is not available in the mobile version. The VSD is displayed as three pages. Select **Next** to view the next page and **Close** on the final page to return to the list.

Printing is not available in the mobile version.

Reports (cont.)

View Agent VSD List

Selection Criteria



Agent VSD List

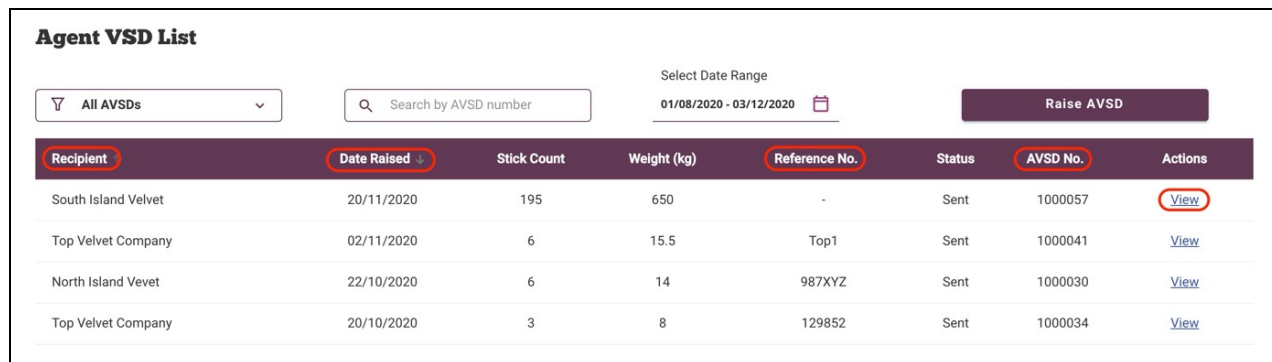
All AVSDs

 01/08/2020 - 25/11/2020

Recipient	Date Raised ↓	Stick Count	Weight (kg)	Reference No.	Status	AVSD No.	Actions
South Island Velvet	/2020	195	650	-	Sent	1000057	View
Top Velvet Company	/2020	6	15.5	Top1	Sent	1000041	View

- The View AVSD List defaults to “All VSDs” but can be used to view AVSDs filtered on any status: Draft, Sent or All.
- **Date Range:** All reports default to the current velvetting season, 1 August to today’s date. This can be changed if you wish to view a different period.
- This report can also be used to search for a specific AVSD by entering an AVSD number in the “Search by AVSD Number” field. When searching for a specific AVSD number the date range field is ignored.

Results Screen



Agent VSD List

All AVSDs

 01/08/2020 - 03/12/2020

Recipient	Date Raised ↓	Stick Count	Weight (kg)	Reference No.	Status	AVSD No.	Actions
South Island Velvet	20/11/2020	195	650	-	Sent	1000057	View
Top Velvet Company	02/11/2020	6	15.5	Top1	Sent	1000041	View
North Island Velvet	22/10/2020	6	14	987XYZ	Sent	1000030	View
Top Velvet Company	20/10/2020	3	8	129852	Sent	1000034	View

- The sort order of the report can be changed by clicking on the arrow to the right of the following column headings: **Recipient**, **Date Raised**, **Reference No.** or **AVSD Number**. The arrow is only visible for the column the report is currently sorted on but will appear when the cursor is placed over the other columns which allow sorting.
- To print an AVSD in full, click on the **View** button in the **Actions** column to view a PDF version of the AVSD. The PDF version can then be printed using the print function of the browser. The printing method varies between browsers and in some browsers a file is downloaded, usually to the computer’s Downloads folder, which you will need to open and print.



Reports (cont.)

View Agent VSD List (cont.)

Mobile Version

The AVSD List report can be run in the scanner's VelTrak app or on a mobile phone. Selection criteria remain the same, but the returned AVSDs are listed vertically and displayed in chronological order, most recent first. The sort feature, available on the desktop version, is not available on the mobile version.

To **View** an AVSD, simply click on the AVSD you wish to view. The PDF view of an AVSD is not available in the mobile version. The AVSD is displayed as two pages. Select **Next** to view the next page and **Close** on the final page to return to the list.

Printing is not available in the mobile version.

Reports (cont.)

View Velvet Transfers List

- To run this report, select **Reports/Velvet Transfers List** from the main menu
- The Velvet Transfers List is simply a list of all velvet transfer records from your business. It does not offer any selection criteria, nor is it possible to sort the results
- The report can also be used to search for a specific VTR by entering a VTR number in the “**Search by VTR Number**” field

Velvet Transfer List

Record Velvet Transfer

Date Raised	Stick Count	Recipient	Type of Transfer	Action
23/06/2020	1	joe	NonEdible	View

- To view a VTR in full, click on the **View** button in the **Actions** column to view an on-screen view of the original VTR form. A PDF version of the VTR is not available.

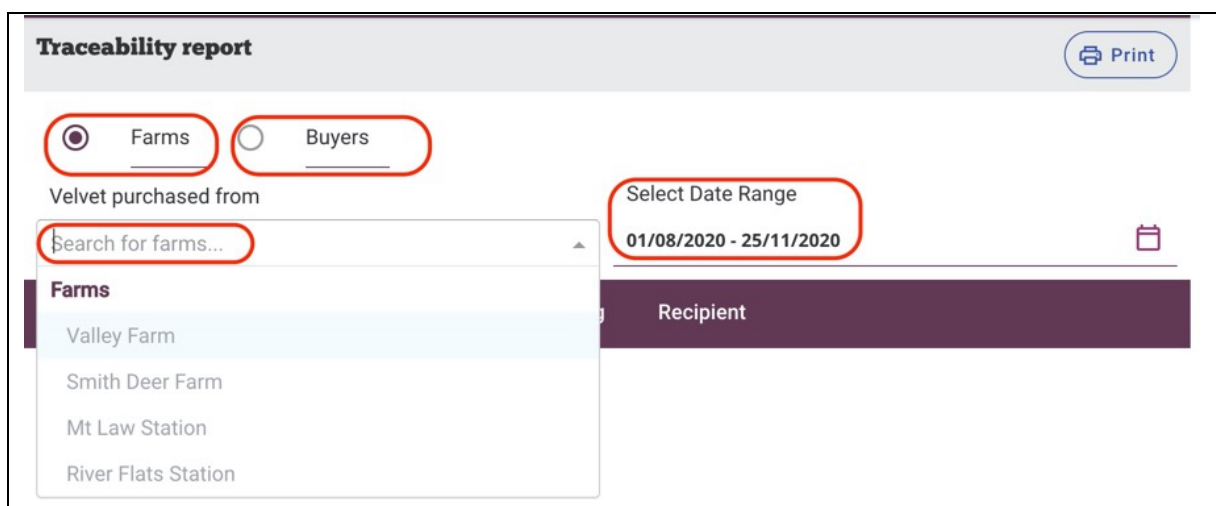
Reports (cont.)

Trace Velvet

The Trace Velvet report can be used to identify all the downstream recipients of velvet you have purchased from a farm or other source, which has been graded, mixed and on-sold/supplied to your customers.

This will be useful in the event of a biosecurity event at your original supplier, enabling you to identify and notify all of your downstream customers that have received a shipment of velvet from your business that included suspect velvet from the original source.

- To run this report, select **Reports/Trace Velvet** from the main menu



- You can trace velvet purchased from a farm or from another velvet buyer, by clicking on the **Farms** or **Buyers** radio button. The default is Farms.
- Click in the **Search for farms** (or Search for Buyers) field and type in the first few letters of the farm you wish to locate
- Select the required farm from the list displayed
- Set the date range if other than the default



Reports (cont.)

Trace Velvet (cont.)

Home

Traceability report
Print

☒ Farms
 ☐ Buyers/Packhouses/Processors

Velvet purchased from

Hill farm

Select Date Range

01/08/2020 - 15/12/2020

Date	Incoming	Outgoing	Recipient
19/10/2020	VSD 1000096	VTR 1000039 VTR 1000044 VTR 1000045 AVSD 1000055	Velvet Processors Limited Velvet Processors Limited velvet co Velvet Processors Limited
07/12/2020	VSD 1000147	VTR 1000048 VTR 1000049	Velvet Processors Limited Processor 2

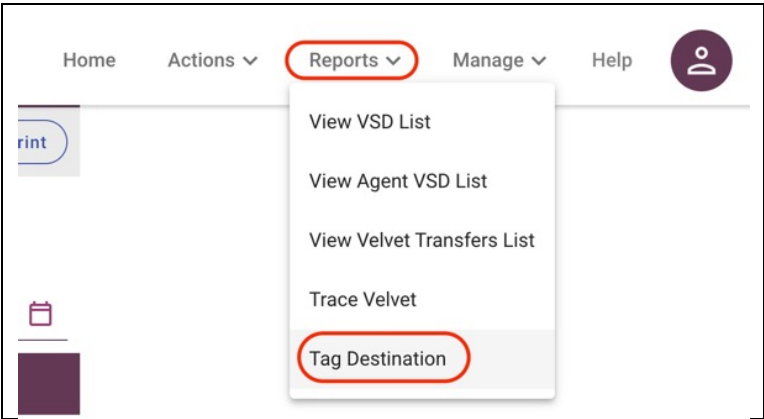
- The report will list all VSDs raised by you for the farm (or AVSDs sent to you by another buyer) for the date range selected and show all subsequent AVSDs (and VTRs) raised by you that included velvet from the original Farmer VSD (or AVSD).
- To identify specific sticks of velvet by tag number, copy the VSD, AVSD or VTR number listed in this report and paste the number into the search field in the **View VSD List**, **View Agent VSD List** or **View Velvet Transfers List** reports.

Reports (cont.)

Tag Destination


The Tag Destination report displays the movement of a single velvet tag number into and out of your business.


- To run this report, select **Reports/Tag Destination** from the main menu



Tag Destination Search Screen

- Search Tag Number:** To trace a tag, enter the barcode tag number in the **Search Tag Number** field






Deer QA
Quality Assurance Programme

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Search for Specific Tag
 for Brown's Velvet

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10000000016046

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Date	Transaction Type	Number	From	To
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Reports (cont.)

Tag Destination (cont.)


Tag Destination Results Screen

 **VelTrak**

 **Deer QA**
Quality Assurance Programme

Home

Search for Specific Tag
for Brown's Velvet

 Print

Date	Transaction Type	Number	From	To
20/11/2020	VSD Movement	1000142	Valley Farm	Brown's Velvet
20/11/2020	AVSD Movement	1000057	Brown's Velvet	South Island Velvet

- **Results:** If the tag is one on velvet that has been supplied to your business by a farm or buyer, you will see the activity relating to the tag: Date, Transaction Type, where the tag came from and who you supplied it to.
- **Trace:** From the results screen, you can run the Trace Velvet report by selecting the **Trace** button. See [Trace Velvet](#) report for further explanation.

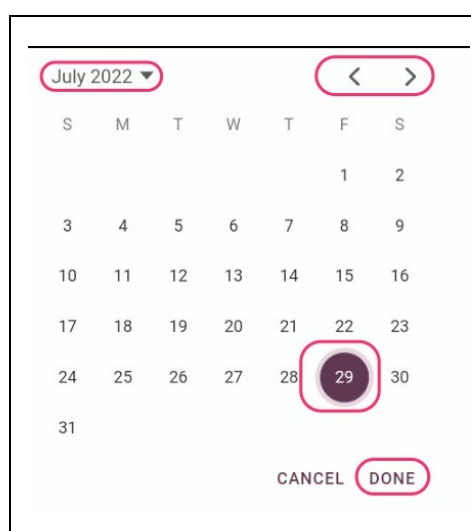
Appendices

Date Fields in VSDs, AVSDs and VTRs

Date fields are displayed in two formats in VelTrak depending on which device you have logged into VelTrak on. Methods for selecting dates in the different versions are detailed below:

a) Zebra Scanner App and Mobile Phone Versions

- The date selection process is the same for both devices
- Tap on any date field to display the date picker



- Tap on the date required and then select **Done**
- Scroll through the months by using the left and right arrows top right
- Change year and or month by clicking on the month/year top left

Appendices

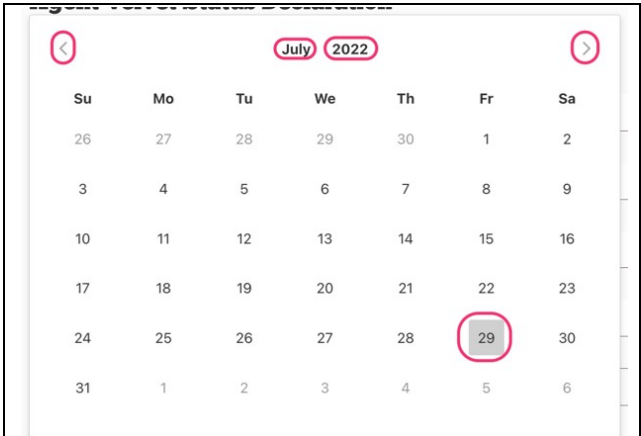
Date Fields in VSDs, AVSDs and VTRs (Cont.)

b) Desktop/Laptop Versions

- The date selection process is the same for both devices
- Place the cursor in any date field or select the calendar icon



- Tap on the required date in the calendar to select



- Use the left and right arrow at the top to scroll through the months, or select the Month or Year to change month and year

Appendices

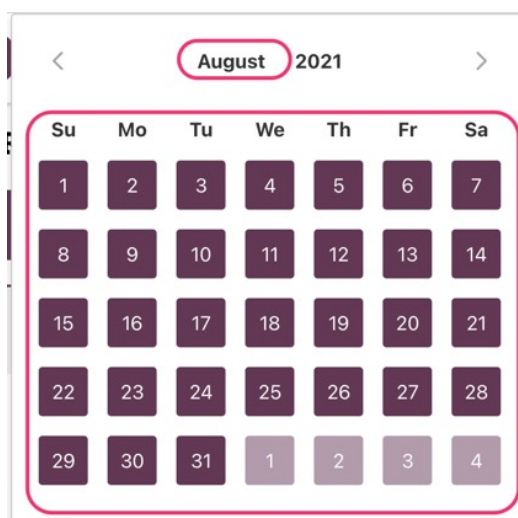
Date Fields in Repots

When running reports, a date range will need to be selected. This is done as follows:

- All reports default to a date range of the current season, i.e., 1st August to Today's date
- To change the default date range, click in the **Date Range Field** or select the **Calendar Icon** on the right



- This will display the starting month in the range with all days highlighted in purple and the first few days of the next month in lighter colour indicating that all days in the current month are selected and that there are additional days in the range after the current month

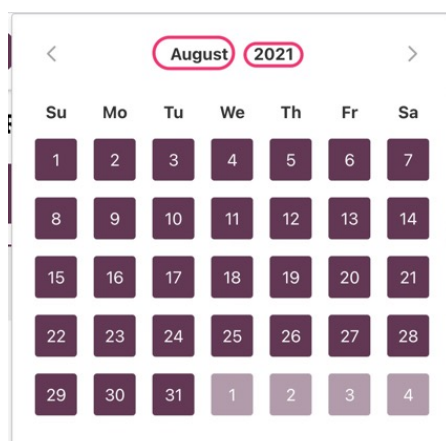


- To change the date range to be in just the current month displayed, click on the **required starting and ending dates** to select the range

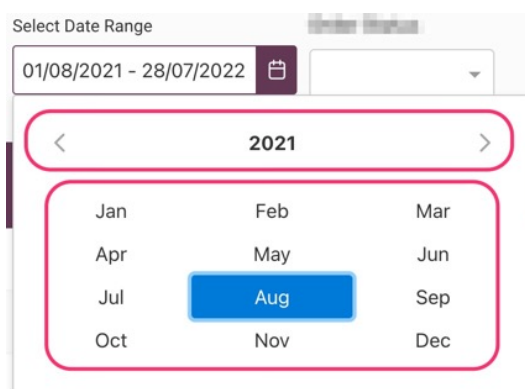
Appendices

Date Fields in Repots (Cont.)

- To change the date range to be for a period that runs across months, or years:
 - Click in the **Date Range Field** or select the **Calendar Icon** on the right
 - Select either the month or year at the top of the calendar



- If month is selected, you can select a new start month in the same year or use the left and right arrows to change the year and then select a month within the selected year



- A calendar for the selected year/month is displayed where you can select the start date
- Then select Month or Year from the top again to enable to you jump to/select the end date



Appendices

Date Fields in Repots (Cont.)

- If you initially select Year, a slightly different option is presented

Select Date Range

01/08/2021 - 28/07/2022

< 2020 - 2029 >

2020	2021
2022	2023
2024	2025
2026	2027
2028	2029

- Select the year
- Then select the month
- Then select the start date
- Repeat for the end date

Zebra Handheld Scanner Configuration

The Zebra handheld scanners will come pre-configured from the supplier (Times-7), however there are some further configurations and additional features which can be set-up if you wish.

The handheld scanner is very much like a Smart phone. It runs on the Android operating system, so those with Android phones will find it is very similar, but it is not significantly different for users of other Smart phone operating systems.

The Zebra scanner cannot connect to the mobile phone network, so any features which rely on an internet connection will only be available when you connect the scanner to a wireless network or your mobile phone hot spot.

Main Applications (Apps) Used

VelTrak App

The VelTrak app which must be installed on the Zebra scanner will come pre-installed. This is the only app required on the scanner to utilise VelTrak.

If it is ever necessary to update or re-install the app, the app is available on the Google Playstore. The VelTrak app is displayed in the main app icon area, but will also be displayed at the top of the screen in the quick access area.

DINZ will notify you if the VelTrak ever needs to be updated and provide instructions on how to do this. It is possible, if you are logged on to the Playstore and have auto updates set on the scanner that the VelTrak app will update automatically, however, DINZ will have advised you in advance that a new version of the app is to be released.

Internet Connectivity

The handheld scanner must be connected to the Internet to access the full set of VelTrak functions available in the scanner VelTrak app. This can be done by connecting via a mobile phone hotspot, or via a wireless network. If there is no mobile coverage on farm, some farms may have a wireless network they will allow you to connect to so the VSD transaction can be completed while on farm.

Note: Limited VelTrak functionality is available when there is no internet connection, BUT, you must log on to the VelTrak app on the scanner prior to losing Internet connectivity and leave the scanner switched on, to access the offline functions.

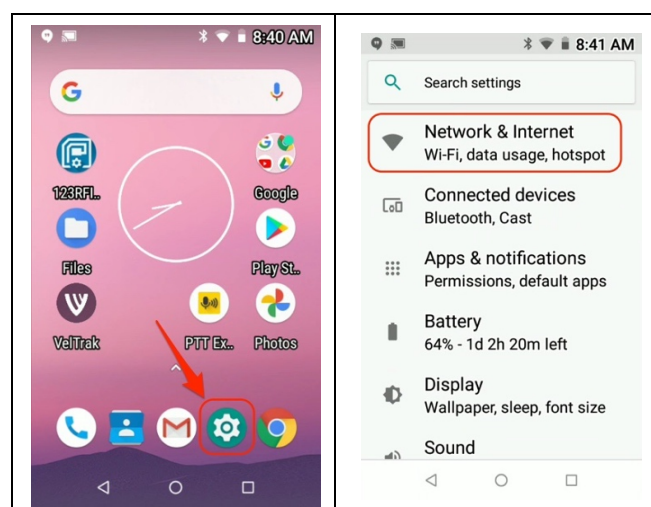
Connecting the scanner to a mobile phone hotspot or wireless network can be done as follows.

Note: If you are connecting via a mobile phone hotspot, please ensure the hot spot function on your phone is switched on before trying to connect the Zebra scanner.

Android. The method for setting up a hot spot varies depending on which make/model of Android phone you have, so you may have to look this up to find out how to do this. You will need to turn on Tethering or Hot spotting in Network settings and follow the onscreen instructions on the phone. Wifi has to be turned off on some Android phones for hot spotting to function.

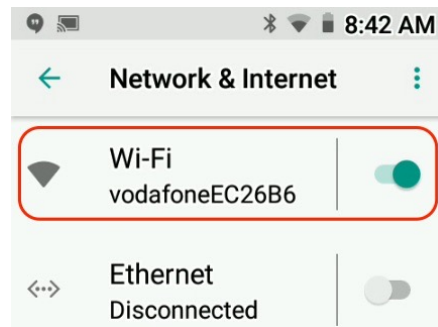
iPhone: On an iPhone: Switch on Personal Hotspot in Settings.

- On the Zebra scanner home screen
 - Select the settings icon at bottom of scanner screen (Green disc with cog in it)
 - Select Network & Internet
 - Select Wi-Fi
 - Select the WIFI or mobile phone and enter the password displayed in the hot spot set-up screen on your phone to connect
- From the scanner home screen, select the **Settings** icon
 - Then select **Network & Internet**

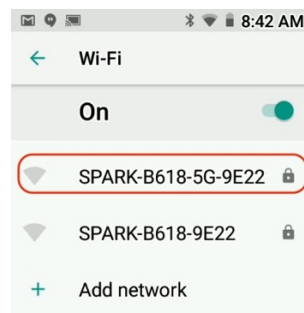


Internet Connectivity (cont.)

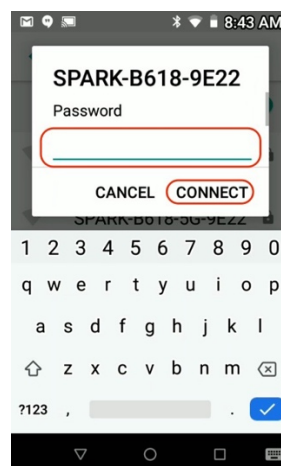
- Ensure WiFi is switched on (slider to the right and green). Simply **Tap** on the slider to switch WiFi on



- Tap on the name of the WiFi network or mobile phone hotspot to select the one you want to connect to



- Enter the **password*** for the selected WiFi network or mobile phone hotspot and click on **Connect**



*If you are using a WiFi network provided the farm, the farmer will need to advise you of the WiFi password.

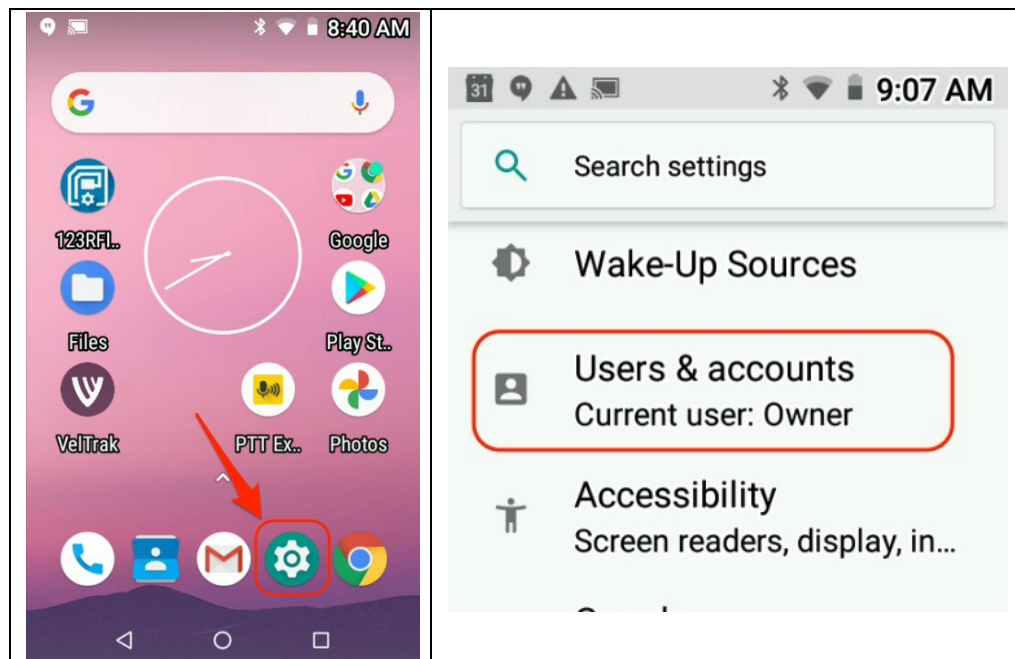


Email

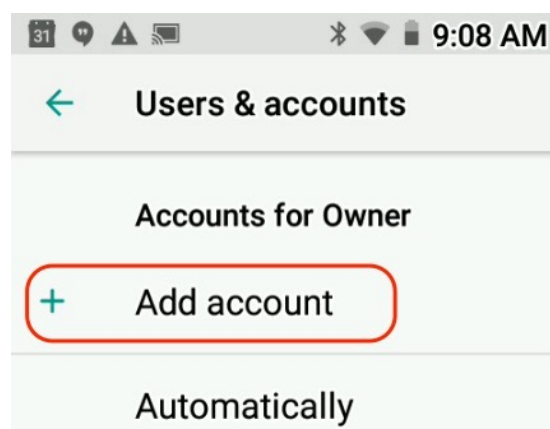
If you wish, you can set the scanner up to access your email, just as you would do on a mobile phone. You will need to be connected to a mobile phone hotspot or wireless network to set-up your email account and to be able to send and receive emails.

Setting the scanner up to access your email can be done as follows:

- From the scanner home screen, select the **Settings** icon
- Then scroll down and select **Users & Accounts**

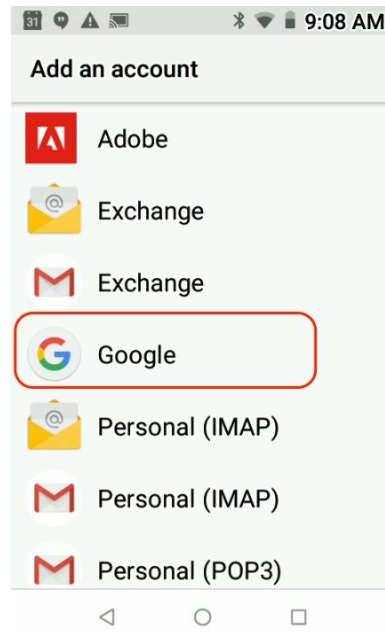


- Select **Add account**



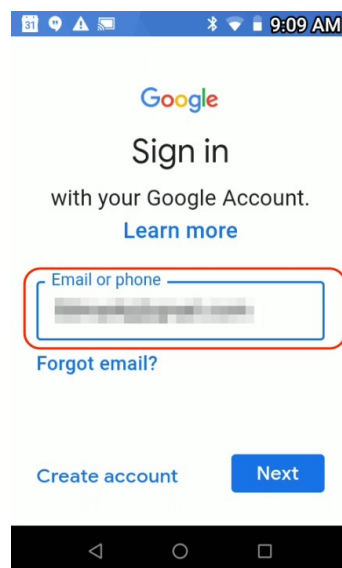
Email (cont.)

- Select the type of email system you are using. For example, Google Mail



Each email system will have slightly different set up requirements. Google Mail is shown in the following instructions to provide an indication of how to set up your email account.

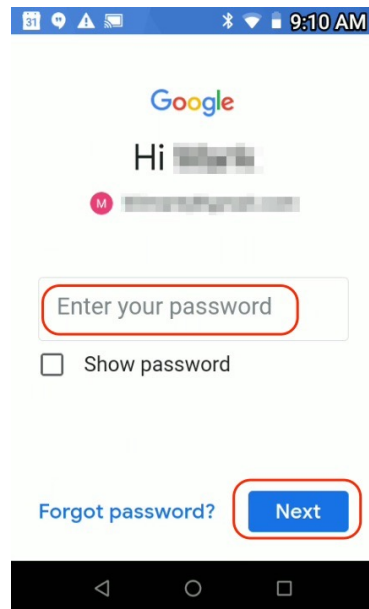
- Enter **your email address** and select **Next**





Email (cont.)

- Enter **your email account password** and select **Next**



- An icon for your email account will now be displayed at the bottom of the scanner home screen

Quick Access Icons

Applications that you use often can be displayed at the top of the scanner's screen. Move the icon for an application into this area as follows:

- Scroll down to see the full display of apps available
- Press and hold the icon for the app you want to add to the quick access area
- Drag the icon up to the quick access area and release

Internet Browsing

The scanner comes with Google Chrome preloaded, so to browse the Internet, simply click on the Google Chrome icon to launch the browser.

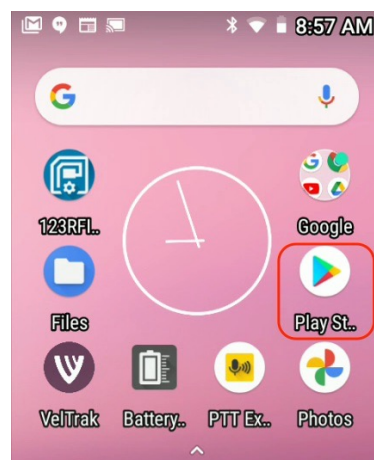


Software Updates

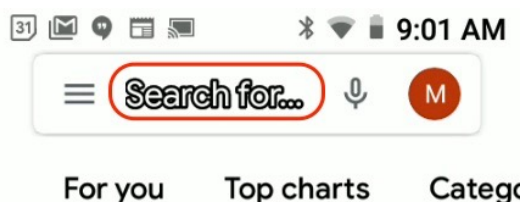
Installing and updating apps on the Zebra scanner is done in the same way as you would do on an Android phone, i.e. via the Google Play Store. For iPhone users this is very similar to the App Store on your iPhone.

The Play Store is accessed via the Play Store icon in the quick access area of the Zebra scanner's home screen.

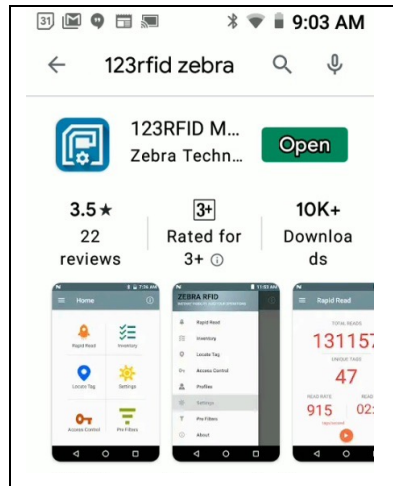
You will need to have a Google Playstore login to access the updates. This can be the same login details you use for Gmail, if you use Gmail. If you don't have a Gmail account, you will need to click on the Playstore icon and sign-up.



You can search for an app by tapping in the **Search for** bar at the top of the Play Store screen.

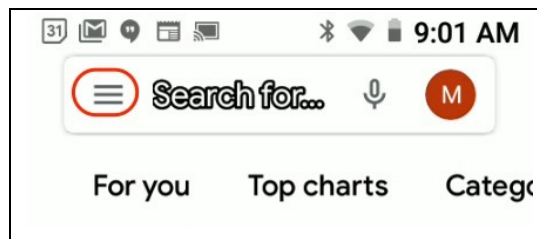


This will display a search screen, where you can enter the app name you are looking for. If the app is already installed, as is the case in the example below, it will simply offer you the option to **Open** the app, but if it's a new app the option will be **Install**.

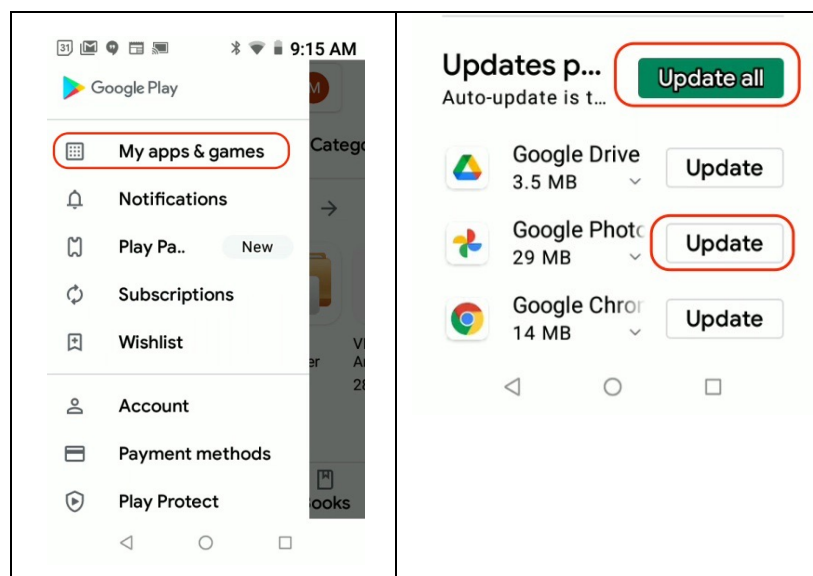


Software Updates (cont.)

Updates for Apps are often available, and you should check for these regularly, however, DINZ will notify you if an update for VelTrak is released. Updates can be found by tapping on the **three horizontal bars** icon in the left of the **Search for** field.



This will display a list of options. Select **My apps & games**.



This will then show you a list of apps for which updates are available. You can select to **Update All** or **Update** individual apps.