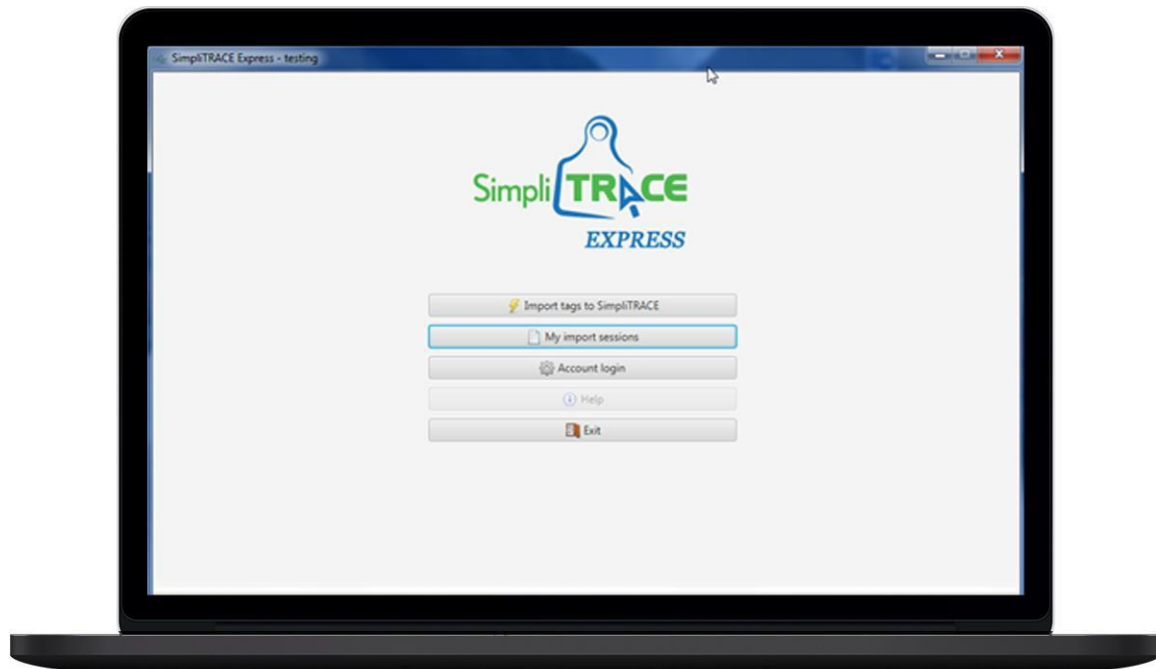




## User Guide

**Free Application for Importing Data to your computer (PC)**

## Table of Contents

|                                                                                        |           |
|----------------------------------------------------------------------------------------|-----------|
| <b>1. USER GUIDE CONTENT .....</b>                                                     | <b>3</b>  |
| <b>2. USING SIMPLITRACE EXPRESS.....</b>                                               | <b>4</b>  |
| <b>3. DOWNLOADING AND INSTALLING <i>SIMPLITRACE EXPRESS</i> .....</b>                  | <b>5</b>  |
| <b>4. FIRST LOGIN TO SIMPLITRACE EXPRESS .....</b>                                     | <b>6</b>  |
| <b>5. SIMPLITRACE EXPRESS HOME PAGE .....</b>                                          | <b>8</b>  |
| 5.1 Importing Tags to <i>SimpliTRACE</i> .....                                         | 9         |
| 5.2 Accessing My Import Sessions in <i>SimpliTRACE</i> .....                           | 12        |
| 5.3 My Login Settings .....                                                            | 13        |
| 5.4 Help .....                                                                         | 13        |
| 5.5 Exiting the <i>SimpliTRACE Express</i> application.....                            | 14        |
| <b>6. USING THE DATA FROM THE STICK READER IN YOUR .....</b>                           | <b>14</b> |
| 6.1 Account Settings .....                                                             | 14        |
| 6.2 Accessing Tags Imported from <i>SimpliTRACE Express</i> to Make Declarations ..... | 15        |
| 6.3 Overview of the Standard Declaration Form .....                                    | 15        |
| 6.4 Overview of the Batch Declaration Form .....                                       | 16        |

## 1. User Guide Content

This user guide explains the various features of the **SimpliTRACE Express** application. This data import application is a complementary tool that works with **SimpliTRACE** and is compatible with the *RFID* electronic stick readers supported by Attestra.

The **SimpliTRACE Express** application was designed by Attestra to permanently replace the *FormCLIC* software. With this application, users can import data recorded with a stick reader into **SimpliTRACE** and therefore produce their declarations more easily.

Information is provided throughout the guide to help you use the **SimpliTRACE Express** application. We strongly suggest that you refer to the guide when needed. The two following pictograms will draw your attention to important advice and information.



The “electric lightbulb” indicates that a tip is available at this point in the guide;



The “exclamation mark” indicates that the information is important.

For technical assistance, please contact Attestra’s Customer Service at:

### Attestra’s Technical Support

**Monday to Friday**

**From 8:30a.m. to 12:00p.m. and 1:00p.m. to 4:30p.m. (except public holidays)**

Tel: 450-677-1757

Toll-free tel.: 1-866-270-4319

Portal : [http://soutien-](http://soutien-simplitrace.attestra.com/)

[simplitrace.attestra.com/](http://soutien-simplitrace.attestra.com/)

## 2. Using SimpliTRACE Express

To use the **SimpliTRACE Express** application, you must have access to the internet and be registered with **SimpliTRACE**. You must also have on hand your *username* and *password* for your **SimpliTRACE** account.

If you are not yet registered with **SimpliTRACE**, contact Attestra's Customer Service and an agent will help you with the required access codes. During registration, it is recommended that you use a valid email address.

### Attestra's Customer Service

**Monday to Friday**

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Tel: 450-677-1757 #1

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[simplitrace.attestra.com/](http://simplitrace.attestra.com/)

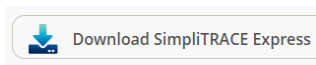


Please note that a valid email address is recommended to obtain a username and password for your **SimpliTRACE** account. In addition, this information is confidential so we suggest that you do not reveal it to anyone else.

## 3. Downloading and Installing *SimpliTRACE Express*

The *SimpliTRACE Express* application must be downloaded from the Attestra website. After downloading, a short installation procedure must be followed.

To download the *SimpliTRACE Express* application and consult the installation procedure, go to the following address, <https://attestra.com/en/traceability/livestock/technological-tools/> and click on the download button.



The downloaded file will be compressed. If your computer doesn't have decompression software, we advise you to download one from the Internet and install it on your computer.

You can enter the above URL in the web browser of your choice (Internet Explorer, Firefox, Google Chrome, etc.).

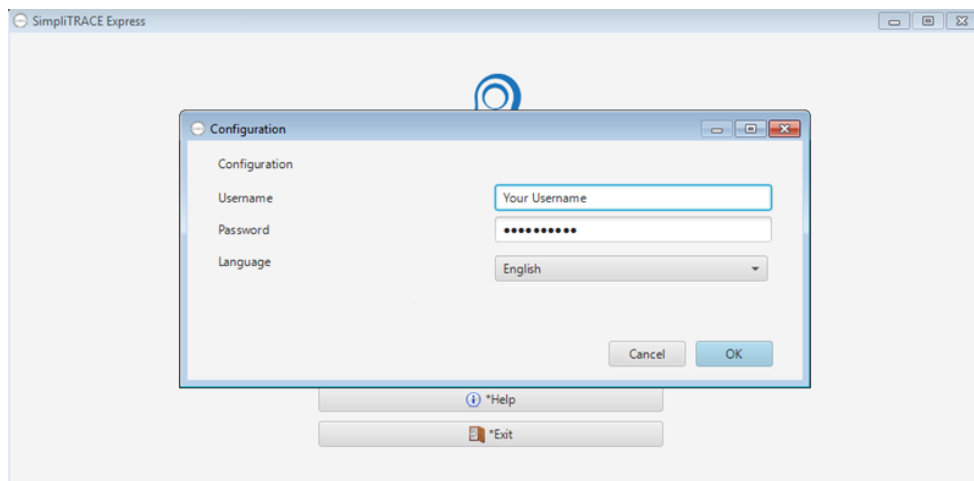


## 4. First Login to SimpliTRACE Express

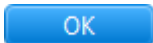
Following the installation of **SimpliTRACE Express**, you must enter your “Username” and “Password”, which you chose when creating your account with **SimpliTRACE**, in the appropriate fields in the following dialog box.

This page will also enable you to select the display language for the software. Note that there will be no need to enter this information again the next time you access your account.

Figure 1: Access Page

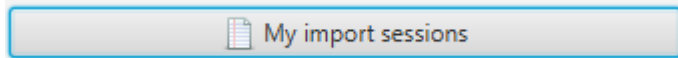


### Information Fields in the Form:

- **Username:** Enter your username for the **SimpliTRACE** application.
- **Password:** Enter your password for the **SimpliTRACE** application.
- **Language:** The software’s display language will appear. To select another language, click on the language of your choice in the drop-down menu.
- **Click** on the  button.

Note that you can view your account settings at any time by clicking on the **My import sessions** menu. This link also enables other users to access their account.

Figure 2: Accessing Your Account Settings



To ensure confidentiality and secure access to **SimpliTRACE**, the information fields for the *username* and *password* are case sensitive, which means that these fields are programmed to distinguish between the different characters that you enter.

If you do not enter the correct username or password, an error message will appear on the screen. If you receive this error message after several attempts, ensure that the *Caps Lock* key is not activated or contact Attestra's Customer Service.

## Attestra's Customer Service

**Monday to Friday**

**From 8:30a.m. to 12:00p.m. and 1:00p.m. to 4:30p.m. (except public holidays)**

Tel: 450-677-1757 #1

Toll-free tel.: 1-866-270-4319 #1

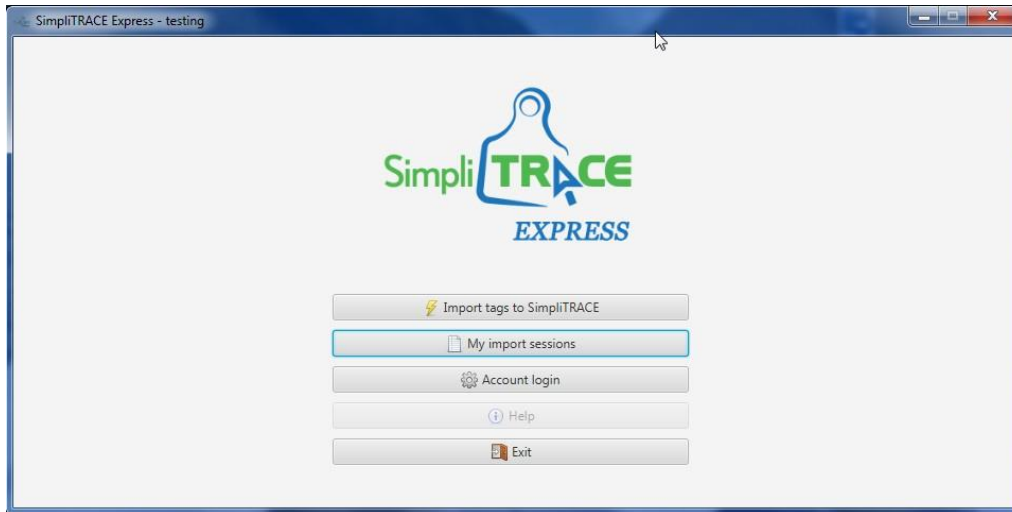
Portal: [http://soutien-](http://soutien-simplitrace.attestra.com/)

[simplitrace.attestra.com/](http://soutien-simplitrace.attestra.com/)

## 5. SimpliTRACE Express Home Page

The **SimpliTRACE Express** home page is comprised of **5 menus**. These menus give access to the software's specific features. The function of each menu is explained in detail in the following sections of the user guide.

Figure 3: Homepage

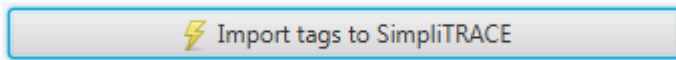


- Import tags to **SimpliTRACE** | [Erreur ! Source du renvoi introuvable. Section 5.1](#)
- My import sessions | [Section 5.2](#)
- Account login | [Section 5.3](#)
- Help | [Section 5.4](#)
- Exit | [Section 5.5](#)

## 5.1 Importing Tags to *SimpliTRACE*

Import tags to *SimpliTRACE* allows you to import the tags you have read with your stick reader.

Figure 4: Import tags to *SimpliTRACE* menu



When you choose **OK** in the *SimpliTRACE* and *SimpliTRACE Express* applications, this confirms your choice and takes you to the next step. If you choose **Cancel**, you will be directed to the previous window.

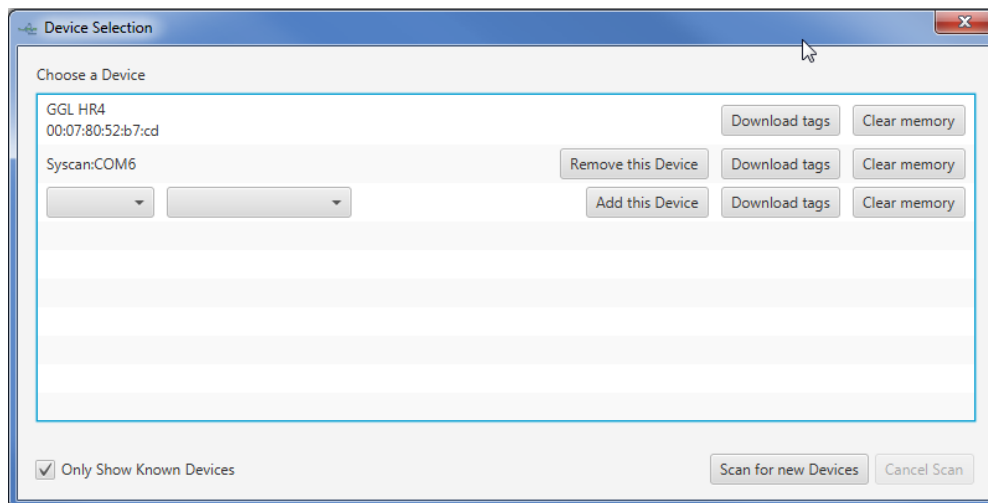
### 5.1.1 Stick Reader Selection

This interface provides you access to various features and allows you to establish a connection between the *SimpliTRACE Express* application and your stick reader.

#### Bluetooth (wireless):

If your stick reader can connect to your computer via Bluetooth, you must click on **Search for New Stick Readers**. It will appear in the list, and you must select the **Download tags** button to capture the identifier numbers that are recorded in the reader.

Figure 5: Stick reader selection (Bluetooth)

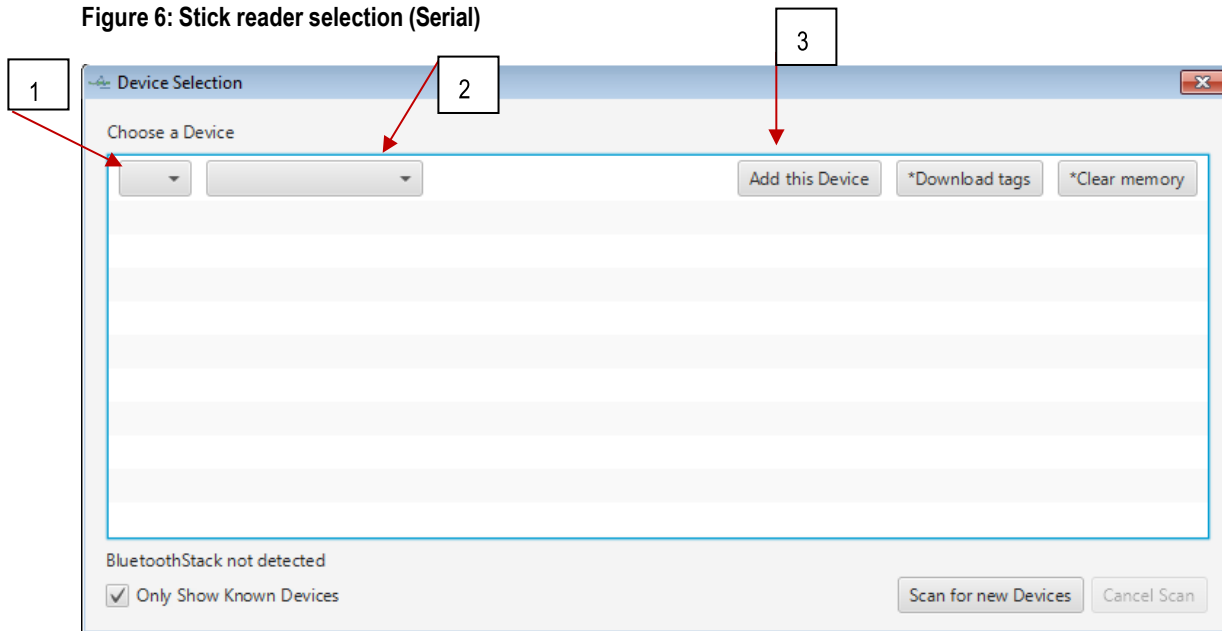


## Serial connector (wired):

If your stick reader connects to your computer using a data transfer cable, you must complete the following three steps:

1. In the 1<sup>st</sup> drop-down list, select the connection port;
2. In the 2<sup>nd</sup> drop-down list, select the make of your stick reader;
3. Click on **Add this device**.

Figure 6: Stick reader selection (Serial)



You can then download your identifier numbers.

### 5.1.2 Downloading the Numbers from the Stick Reader to SimpliTRACE

When you click on the **Download tags** button, several message windows will appear. You must read each message and indicate your choice.

You can download the numbers and either delete or keep the contents on the stick reader.

Figure 7: Downloading the numbers from the stick reader

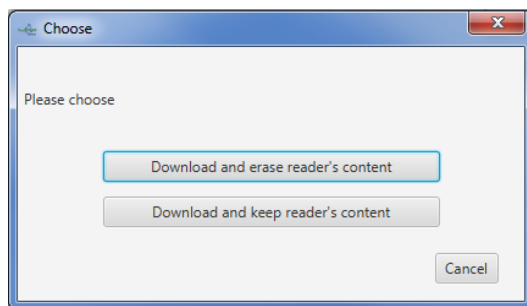


Figure 8: Select your “Stakeholder number”

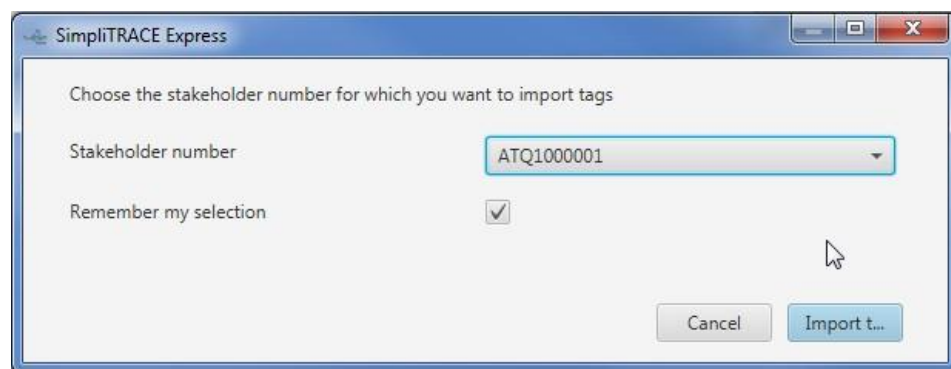


Figure 9: Ensure that the reader is on

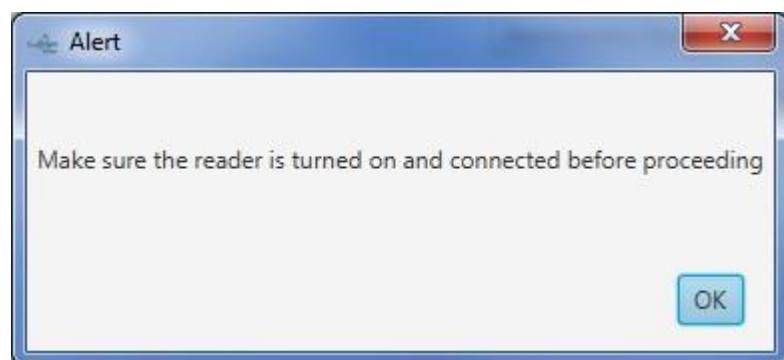


Figure 10: The number of identifiers transferred to *SimpliTRACE* will appear on the screen

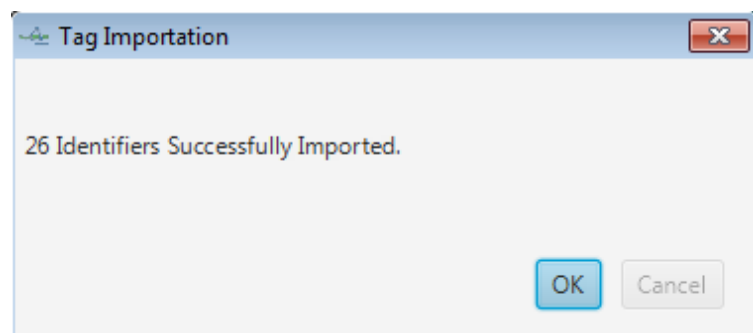
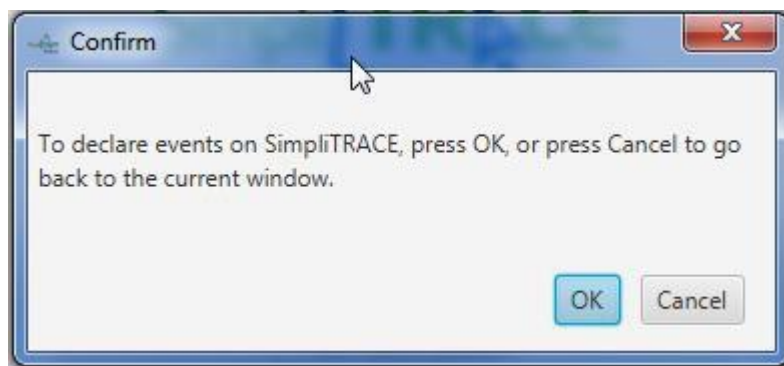


Figure 11: Confirmation of event declarations in *SimpliTRACE*

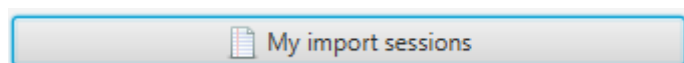


If you choose **OK**, you will be directed automatically to the *SimpliTRACE* application. If you click on **Cancel**, you will come back to the **Home Page** menu without the transfer being made.

## 5.2 Accessing My Import Sessions in *SimpliTRACE*

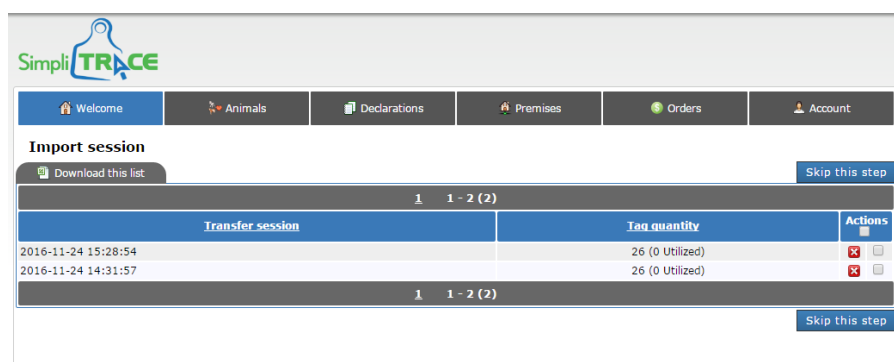
The **My import sessions** button provides you direct access to the data import sessions in your *SimpliTRACE* account and allows you to make declarations if required.

Figure 12: Accessing My import sessions in the *SimpliTRACE* menu



*Note:* You can access your import sessions at any time by logging in to your account in *SimpliTRACE* and by clicking on **Tags imported from SimpliTRACE Express**.

Figure 13: *SimpliTRACE* login <https://simplitrace.attestra.com/login?language=en>



## 5.3 My Login Settings

The **Account login** button enables you to determine or modify your login settings for the application.

Figure 14: Account login menu

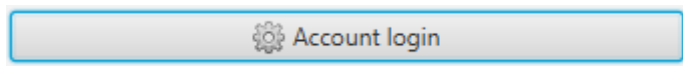
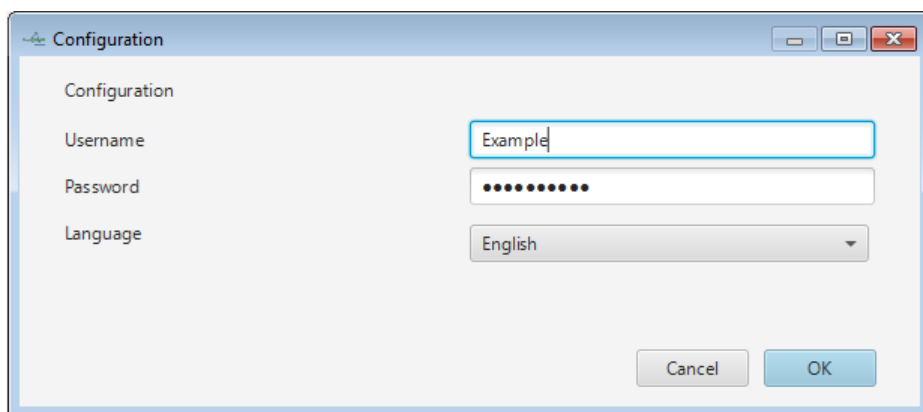


Figure 15: Login settings



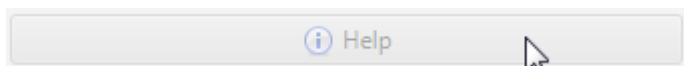
## 5.4 Help

The **Help** button in the *SimpliTRACE Express* application's main menu is temporarily deactivated. For assistance, please contact a technical support agent:

### Attestra's Technical Support

**Monday to Friday**  
**From 8:30a.m. to 12:00p.m. and 1:00p.m. to 4:30p.m. (except public holidays)**  
 Tel: 450-677-1757  
 Toll-free tel.: 1-866-270-4319  
 Portal: <http://soutien-simplitrace.attestra.com/>

Figure 16: Help menu



## 5.5 Exiting the SimpliTRACE Express application

The **Exit** button enables you to safely exit the application. It is strongly recommended that you use this procedure.



## 6. Using the Data from the Stick Reader in your SimpliTRACE Account

### 6.1 Account Settings

To complete your declarations with the data downloaded from your stick reader, you have two options:

1. **Standard** declaration form;
2. **Batch** declaration form.

To select the type of declaration form you wish to use, please complete the following steps:

1. Go to the **Account** tab;
2. Select **Standard** or **Batch** in the **Declaration Form Type** drop-down menu;
3. Click on **Save**.

Figure 18 : Editing your preferences

The screenshot shows the 'Edit your preferences' page in the SimpliTRACE Express application. At the top is a navigation bar with tabs: Welcome, Animals, Declarations, Premises, Vehicles, Orders, and Account. The 'Account' tab is selected and highlighted in blue, with a red arrow and a box labeled '1' pointing to it. Below the navigation bar is the 'Edit your preferences' section. It contains several fields: Email (mcprefontaine@atq.com), Language (English), Number of items per page (100), Unit of measure (Select), and Declaration Form Type (\*Standard). The 'Declaration Form Type' dropdown is highlighted with a red arrow and a box labeled '2'. To the right of these fields are fields for New password, Confirm new password, and a checked checkbox for Bypass Search Criteria. A legend indicates that red dots next to fields denote 'Mandatory fields'. At the bottom right are 'Save' and 'Cancel' buttons. A red arrow and a box labeled '3' point to the 'Save' button.


Note that the application will register your choice for future logins. If you wish to modify the type of declaration form, you must change your settings again.

## 6.2 Accessing Tags Imported from *SimpliTRACE Express* to Make Declarations

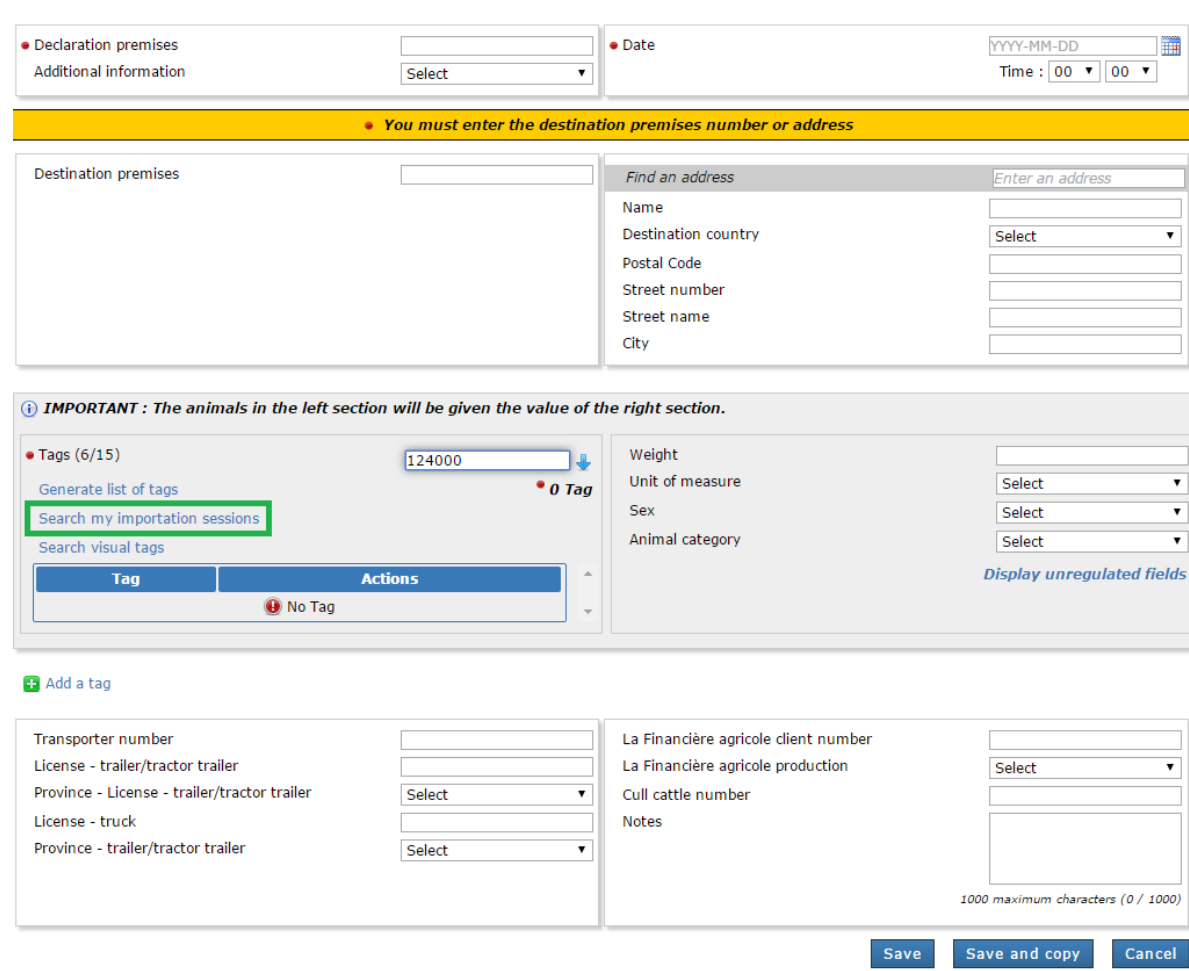
To access your tags imported from *SimpliTRACE Express*, there are two possible options:

3. On the Home Page of your account, click on the link **Tags imported from SimpliTRACE Express**;
4. During a declaration, the **Search my importation sessions** link provides access to your imported tags.

## 6.3 Overview of the Standard Declaration Form

**Figure 19: Imported tags**

*Note: The image may differ according to the type of event being recorded.*



The screenshot displays the 'Standard Declaration Form' interface. At the top, there are fields for 'Declaration premises' (with an 'Additional information' dropdown) and 'Date' (with a date picker and 'Time' dropdown). A yellow banner below these fields states: 'You must enter the destination premises number or address'. The main form is divided into several sections:

- Destination premises:** A large text input field.
- Find an address:** A section with a 'Enter an address' input field and several dropdown menus for 'Name', 'Destination country', 'Postal Code', 'Street number', 'Street name', and 'City'.
- IMPORTANT:** A message stating: 'The animals in the left section will be given the value of the right section.'
- Tags (6/15):** A section with a 'Generate list of tags' button, a 'Search my importation sessions' button (highlighted with a green box), and a 'Search visual tags' button. Below these is a table with columns 'Tag' and 'Actions'. The table currently shows 'No Tag'.
- Weight and Unit of measure:** A section with dropdown menus for 'Unit of measure', 'Sex', and 'Animal category'. A link 'Display unregulated fields' is also present.
- Transporter and License information:** A section with input fields for 'Transporter number', 'License - trailer/tractor trailer', 'Province - License - trailer/tractor trailer', 'License - truck', and 'Province - trailer/tractor trailer'.
- La Financière agricole information:** A section with input fields for 'La Financière agricole client number', 'La Financière agricole production' (dropdown), 'Cull cattle number', and 'Notes'.

At the bottom right, there are three buttons: 'Save', 'Save and copy', and 'Cancel'. A note at the bottom right indicates '1000 maximum characters (0 / 1000)'.

## 6.4 Overview of the Batch Declaration Form

**Figure 20: Batch declaration form**

*Note: The image may differ according to the type of event being recorded.*

Search my importation sessions | Generate list of tags | Search visual tags

Selected: 2 | Total: 5

| Tags                                                                             | Weight | Unit of m... | Sex    | Animal category | Name of animal | Local management ... | Pureb  |
|----------------------------------------------------------------------------------|--------|--------------|--------|-----------------|----------------|----------------------|--------|
| <input type="checkbox"/> <input type="text" value=""/>                           |        | Select       | Select | Select          |                |                      | Select |
| <input checked="" type="checkbox"/> <input type="text" value="124000107644647"/> |        |              |        |                 |                |                      |        |
| <input type="checkbox"/> <input type="text" value="124000107644648"/>            |        |              |        |                 |                |                      |        |
| <input type="checkbox"/> <input type="text" value="124000107644649"/>            |        |              |        |                 |                |                      |        |
| <input checked="" type="checkbox"/> <input type="text" value="124000107644650"/> |        |              |        |                 |                |                      |        |
| <input type="checkbox"/> <input type="text" value="124000107644651"/>            |        |              |        |                 |                |                      |        |

For more information on [SimpliTRACE](https://attestra.com/en/traceability/livestock/simplitrace/) and [SimpliTRACE Express](https://attestra.com/en/traceability/livestock/simplitrace/), you can watch the online tutorials at: <https://attestra.com/en/traceability/livestock/simplitrace/>.

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