

How to User Guide

Dealer – How to create a return book entry online

Macropods Online



The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Macropods Online.

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1 Introduction to Macropods Online

The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

The digital return book feature on Macropods Online makes it easier for harvesters and dealers to comply with their record keeping obligations. And submitting returns is also faster and easier allowing users to view and complete their tasks online as simple transactions.

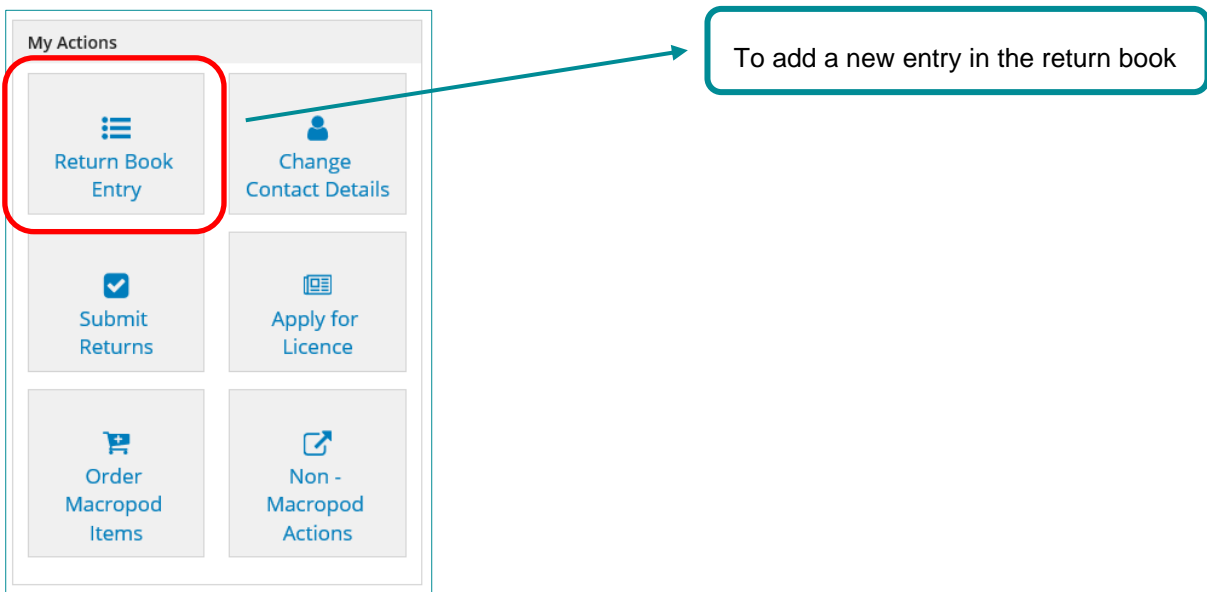
2 Have you registered for an online account?

Macropod customers not currently registered with the Department of Environment and Science's Online Services will need to register to access Macropods Online. Click [here](#) to learn how to register for Online Services.

If you have already registered for a dealer licence in Connect or Online Services, you will automatically see the new Macropods Online when you login [here](#).



3 Macropods Online - Return Book Entry function



Click the **Return Book Entry** action button from home tab.

Select the licence your record book entry relates to.

**** REMINDER -** Make sure you check the expiry date of the licence to ensure you are choosing the correct permit year to add your return book entry to. And also check the status icon.

Dealer | Macropods Online | Queensland Government

Select licence your record book entry relates to

Permit #	Location Name	Expiry Date	Status
<input type="checkbox"/> WA0002596	4 King St CHARLEVILLE QLD 4470	31 Dec 2021	

CANCEL | NEXT

Click **NEXT**

Note: You will not see this screen if you only hold a single licence.

Add Harvester Licence Number and Harvester Surname.

Dealer | Macropods Online | Queensland Government

Permit Reference: WA0002596

Add New Record

Harvester Licence Number: WA0002638

Harvester Surname: Davies

Shire: Maranoa

Zone: Central Zone

Date of Transaction: 06/02/2020

Start Tag No.	Species	Sex	Carcass/Skin	Qty	Total Weight(kg)
4155101	eastern grey kangaroo	Male	Carcass	10	

CANCEL | ADD NEW LINE | SAVE ENTRIES

PLEASE NOTE:

1. The full nine-character licence number must be entered e.g. WA0002596
2. The Harvester Surname must be the surname DES has on record for that harvester licence.

Add Shire and the corresponding Zone will be defaulted.

Add Date of Transaction.

Add Start Tag No.

Click on **Add Tag Range** if you need to record multiple Start Tag Nos for that zone and species.

Select Species, Sex and either Carcass or Skin from the drop-down boxes available.

Add the quantity harvested in Qty

If you have selected Carcass, add the weight of the animals harvested in **Total weight**
If you have selected Skin, add the grade in **Grade**.

Click **ADD NEW LINE** if you need to add more entries for the **same** harvester and date of transaction.

Or

Click **SAVE ENTRIES** if you have completed all the entries for that harvester and date of transaction.

4 How to review your saved return book entries to be submitted

To view saved return book entries – go to **My Records > Return Book Entries**

The screenshot shows the Macropods Online Dealer interface. At the top, there is a header with 'Dealer' on the left and 'Macropods Online' and the Queensland Government logo on the right. Below the header is a banner for 'Daisy Deals' with a customer reference number (CRN) and a dealer name. The main navigation bar includes 'Home' and 'My Records', with 'My Records' highlighted by a red box. On the left sidebar, there are links for 'Permit Applications', 'Permits', 'Orders', 'Submitted Returns', and 'Return Book Entries', with 'Return Book Entries' also highlighted by a red box. The main content area is divided into two tabs: 'SAVED ENTRIES TO BE SUBMITTED' (active) and 'PAPER RETURN ENTRIES'. Below the 'SAVED ENTRIES' tab, there is a message: 'You have saved but not yet submitted the record book entries below. Use Submit Returns on the Home tab to submit these entries in a return for the relevant return period by the due date.' This is followed by a filter section with fields for 'Date of Transaction From', 'Date of Transaction To', and 'Species'. Below the filters is a table of saved entries. The table has columns for 'Dealer Licence No', 'Harvest Year', 'Date of transaction', 'Harvester Licence No', 'Species', 'Details', and 'Edit'. A red box highlights the entire table area, and a green dashed box highlights the 'Harvest Year' column, which contains the value '2020'. The table shows one entry with Dealer Licence No 'WA0002596', Harvest Year '2020', Date of transaction '06/02/2020', Harvester Licence No 'WA0002638', and Species 'eastern grey kangaroo'.

All saved and unsubmitted Return Book Entries will show under **My Records > Return Book Entries**

5 How to review your saved paper return entries to be submitted

Return book entries processed by the macropod Management Unit from paper returns will be visible from the **My Records > Return Book Entries > PAPER RETURN ENTRIES** tab

The screenshot shows the Macropods Online Dealer interface, similar to the previous one, but with the 'PAPER RETURN ENTRIES' tab selected. The 'My Records' and 'Return Book Entries' links in the navigation bar are still highlighted with red boxes. The main content area now shows the 'PAPER RETURN ENTRIES' tab, which is currently empty. The filter section and table structure are the same as in the previous screenshot.

If there are any paper return entries a message will read

‘The return book entries below have been created from the paper returns you have already submitted. These entries are deemed to have been submitted.’

Please note: These paper return entries can only be amended by the Macropod Management Unit

6 How to amend or delete your unsubmitted return book entries

You can change or delete the return book entries you have saved if they have not yet been submitted in a return.

The screenshot shows the 'My Records' section of the Macropods Online interface. At the top, there are two tabs: 'SAVED ENTRIES TO BE SUBMITTED' (active) and 'PAPER RETURN ENTRIES'. Below the tabs, a message states: 'You have saved but not yet submitted the return book entries below. Use Submit Returns on the Home tab to submit these entries in a return for the relevant return period by the due date.' There are filter fields for 'Date of Transaction From', 'Date of Transaction To', 'Species', 'Harvester Licence No', and 'Dealer Licence No'. Below the filters is a table with the following data:

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Species	Details	Edit
WA0002596	2020	20/02/2020	WA0002638	common wallaroo		
WA0002596	2020	06/02/2020	WA0002638	eastern grey kangaroo		
WA0002539	2019	20/12/2019	WA0002500	red kangaroo		

Go to **My Records > Return book entries**

Here you will see a list of saved entries to be submitted.

Click on the **EDIT** button to the right of the return book entry you wish to amend or delete

WA0002596	2020	20/02/2020	WA0002638	common wallaroo		
WA0002596	2020	06/02/2020	WA0002638	eastern grey kangaroo		
WA0002539	2019	20/12/2019	WA0002500	red kangaroo		
WA0002539	2019	16/12/2019	WA0002542	common wallaroo		
WA0002539	2019	16/12/2019	WA0002542	red kangaroo		
WA0002539	2019	16/12/2019	WA0002542	eastern grey kangaroo		
WA0002539	2019	02/12/2019	WA0002500	common wallaroo		
WA0002539	2019	01/12/2019	WA0002587	eastern grey kangaroo		
WA0002539	2019	28/11/2019	WA0002500	red kangaroo		
WA0002539	2018	20/12/2018	WA0002500	common wallaroo		

10 items

Edit Return Book Entry

• Harvester Licence Number: WA0002638

• Harvester Surname: Davies

• Shire: Ipswich

• Zone: Central Zone

• Date of Transaction: 20/02/2020

Start Tag No.	Species	Sex	Carcass/Skin	Qty	Total Weight(kg)
4155101	common wallaroo	Male	Carcass	50	50

DELETED

SAVE ENTRIES CANCEL

This brings up return book entry that was saved but not submitted.

Click **DELETE** to delete the return book entry

Or

Amend entry and click **SAVE ENTRIES**

For more information on the Macropods Online please contact the Macropod Management Unit team:

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