

How to User Guide – How to order Macropod items

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.

Table of Contents

- 1 Introduction.....3
- 2 Have you registered for an online account?3
- 3 How to order macropod items3
- 4 How to view your orders on Macropods Online6

1 Introduction

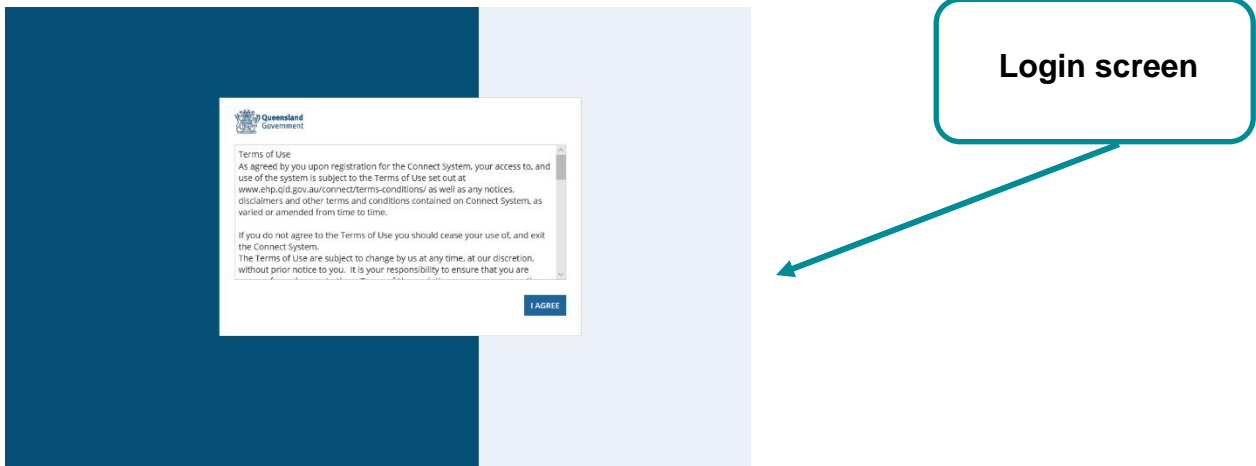
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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.

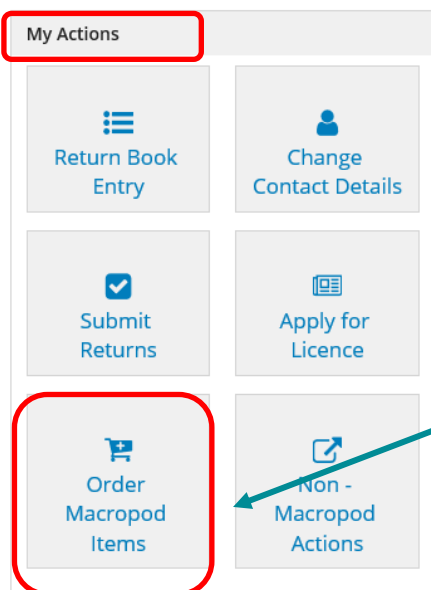
2 Have you registered for an online account?

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 harvester or dealer licence in Connect or Online Services, you will automatically see the new Macropods Online when you login [here](#).

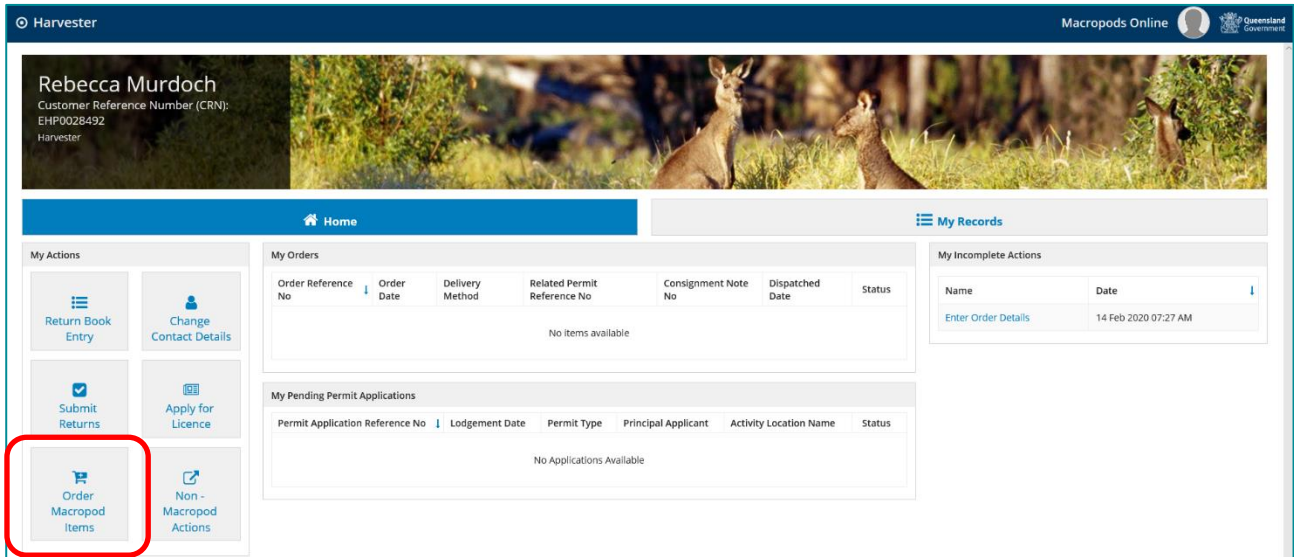


3 How to order macropod items



To apply to order tags (harvesters only), paper record books and/or movement advices

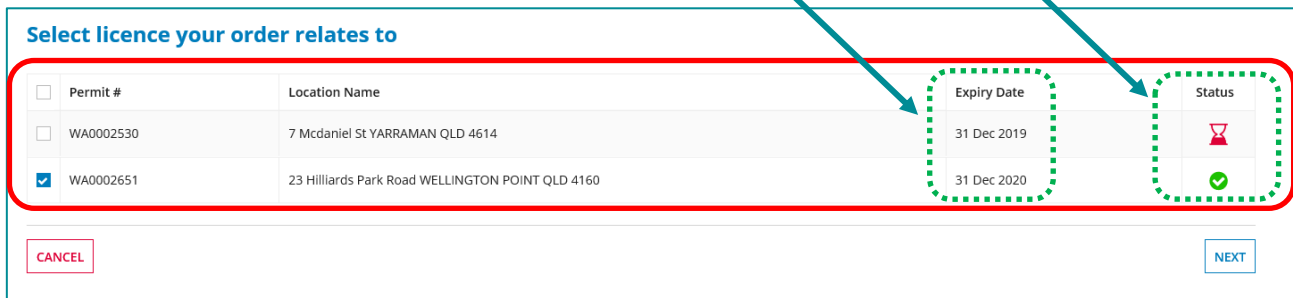
From the **Home** Tab, click on the **Order Macropod Items** button in *My Actions*.



Select the licence your order relates to.

**** REMINDER – When ordering tags make sure you check which harvest period you are ordering your tags for. This can be done by looking at the expiry date and status of the licence. ****

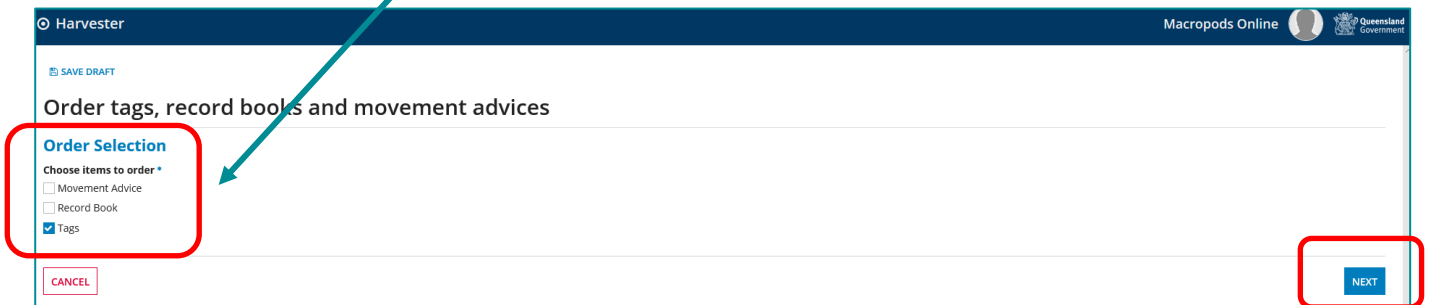
Please note: You can only order tags for a *granted* or a *granted – not effective* licence.



Click **NEXT**

Order tags, record books and movement advices

Choose items to order:



To order tags, tick the *Tag* check box and click **NEXT**

Click on **+ ADD ITEM** this will bring up the drop-down boxes for Zone, Species, Number of tags required and Number of remaining tags

Macropod Order Details

Order Tags

Zone	Species	Number of Tags Required	Number of Remaining Tags
Central Zone	eastern grey kangaroo	50	10

- Select the *Zone* and *Species* you want tags for and enter the *number of tags required*.
- Enter the number of tags you still have on hand in *Number of Remaining Tags*.

Note: The quantity entered in the Number of Remaining Tags must be less than 50% of your total tag allowance.

Click **NEXT**

Select a Delivery method from the dropdown (Either Collect from Charleville or Postal address) and enter the relevant details for your selected delivery method.

Note: Items to be Collected can only be collected by a courier between 9:30am and 10:30am.

- If you choose '**Collect from Charleville**' you will be asked to nominate a permit holder/person in charge or another person to collect.

Note: If you select Collect, enter your name then the couriers name that is collecting the items. For example the name should appear as [insert your name] via [insert couriers name].

- If you choose '**Postal Address**' you will be required to select either the '*Permit Holder Address*' or '*Other*' address including an address search bar

Click the **PROCEED TO PAYMENT** button

Macropod Order Delivery Details

Delivery Method *

Collector *
 Permit holder / Person in charge
 Another person

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SAVE DRAFT

Payment for Order MOR001154

Invoice Item Details

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Macropod skin or carcass tag - for a commercial wildlife harvesting licence (each lot of 50 tags)	49.80	49.80		\$49.80

Total Amount Payable **\$49.80**

The total price includes GST of: **\$0.00**

We accept all major credit cards: MasterCard, Visa and Amex

Please enter your card details below to proceed with payment

Card Number

Expiry Date MM YY

CVN

CANCEL PAY LATER **PAY NOW**

Once you have input your payment details, select **PAY NOW**.

4 How to view your orders on Macropods Online

There are two ways to view your macropod orders on Macropods Online.

1. To view your five most recent orders, go to **Home > My Orders**

Harvester Macropods Online Queensland Government

Rebecca Murdoch
Customer Reference Number (CRN): EHP0028492
Harvester

Home My Records

My Actions

- Return Book Entry
- Change Contact Details
- Submit Returns
- Apply for Licence
- Order Macropod Items
- Non-Macropod Actions

My Orders

Order Reference No	Order Date	Delivery Method	Related Permit Reference No	Consignment Note No	Dispatched Date	Status
MOR001154	14 Feb 2020	Collect from Charleville	WA0002651			Delivered

My Pending Permit Applications

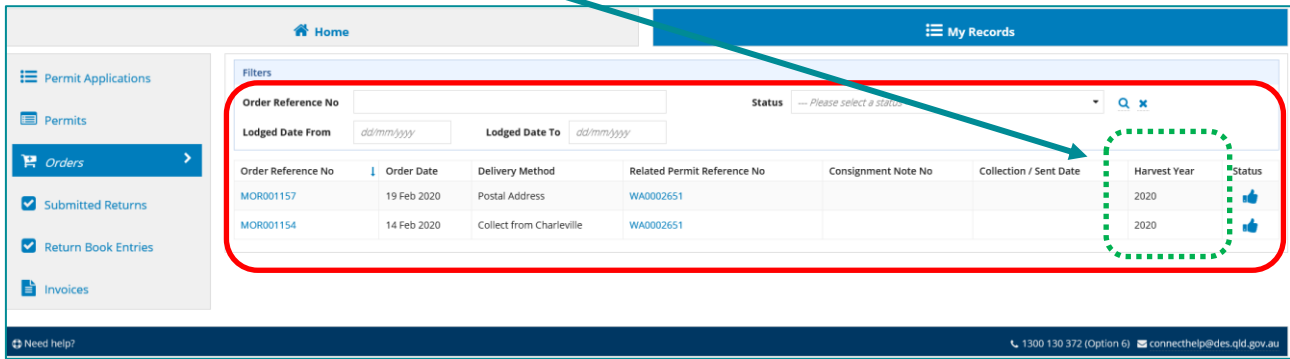
Permit Application Reference No	Lodgement Date	Permit Type	Principal Applicant	Activity Location Name	Status
No Applications Available					

My Incomplete Actions

Name	Date
Enter Order Details	14 Feb 2020 07:27 AM

2. To view all orders, go to **My Records > Orders**

You can see all your orders and the applicable harvest year here



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

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