



Table of Contents

What is VelTrak?	2
Supply and Use of Velvet Tags	3
Getting Started	4
Who Can Use VelTrak and How?	4
Getting Registered	4
Where to Access VelTrak	5
Approved Web Browsers	5
Something is Not Working as Expected in VelTrak	5
VelTrak Home Page	6
Checking Your Velvet Tags Stock Level	6
Managing Your Farm Business Details	7
Managing Your Farm Business VelTrak Users	9
Basic VelTrak Transactions	12
Approving Velvet Status Declarations (VSDs) On PC/Laptop	12
Approving Velvet Status Declarations (VSDs) On Mobile Phone	16
Reports and Tracing	20
View Farmer VSD List	20
Tags Off Farm	21
Tag Destination	22
Appendices	23
Date Fields	23

IMPORTANT INFORMATION: When approving a Velvet Status Declaration (VSD) in the VelTrak system it is vital that you read, understand and answer correctly the three declaration questions on page three of the VSD. You must answer **YES** to all three questions for your velvet to meet QA requirements for the human food chain. These answers cannot be changed once you have approved the VSD. Please check carefully that you have selected the correct answers before approving the VSD.



What is VelTrak?

VelTrak, a fully electronic, web-based system for tagging and tracing velvet, is being introduced from 1 August 2021. Velvet tags will be barcoded and contain UHF RFID chips. Paper Velvet Status Declarations (VSDs) will be replaced with electronic VSDs.

All users of VelTrak, including vets and farmers, must first register their 'business' to be able to access the VelTrak website. When farmers register, they must select which vet practice(s) they will obtain their velvet tags through.

Before allocating them to you, the vet clinic will scan the tags and record them on the VelTrak website. The tags will next be scanned and recorded by the velvet buyer or the receiving packhouse. The buyer or receiver will generate an electronic Velvet Status Declaration (eVSD) for you to approve in VelTrak. You no longer need to fill out a paper VSD or record tag numbers, unless you wish to for farm management reasons.

The agent or firm that generates the eVSD will email you to let you know that an eVSD is ready for you to check and approve. It is vital that you approve the eVSD on the VelTrak website as soon as possible after receiving this email.

Scanning and recording at each step of the chain from the farm to the export packhouse ensures that every stick can be tracked or traced.

Before a veterinarian can allocate VelTrak tags to a farmer, the farm's velvetting and cold storage facilities must have passed an RCS audit. This applies regardless of whether the farmer or the vet removes the antlers.

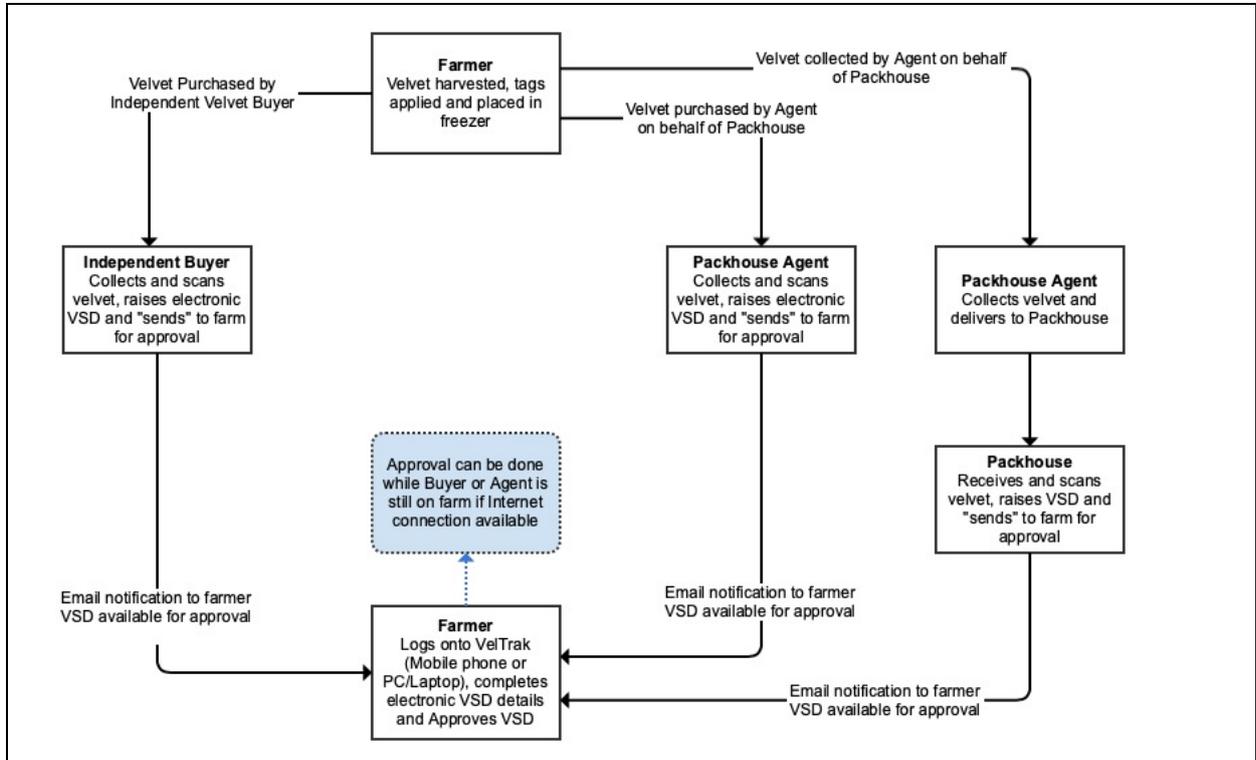
If a farmer wishes to do their own velvetting, they must – as at present – be NVCB accredited, have a NVCB supervisory contract with a vet and your facilities must have passed a RCS audit.

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 vet in VelTrak.



What is VelTrak (cont.)

Overview of Farmer VelTrak Operation



Supply and Use of Velvet Tags

VelTrak's primary purpose is to provide traceability of velvet from farm to market. Velvet tags must therefore be associated with the farm at which the velvet is harvested. Your vet practice will record the supply of tags against your farm. Even if you velvet stags on behalf of another farmer, the velvet from the other stags must be tagged with velvet tags supplied by the vet for your farm. The owner of the other farm cannot obtain the tags and supply these to you, as the tags will have been associated with a different farm.

Tags allocated to one farm cannot be supplied to and used by a different farm. If a farm runs out of tags, they must obtain more tags from their vet.



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 deer farmer who supplies velvet also acts as an agent/buyer for a packhouse, they will be required to be set-up in VelTrak as both a farmer with their own business and email address and separately as a staff member at the packhouse, 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 also 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 Farm Business 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.

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

To logon go to: veltrak.velvet.org.nz Use this address on both PCs/laptops and mobile phones to access VelTrak.

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

Approved 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.

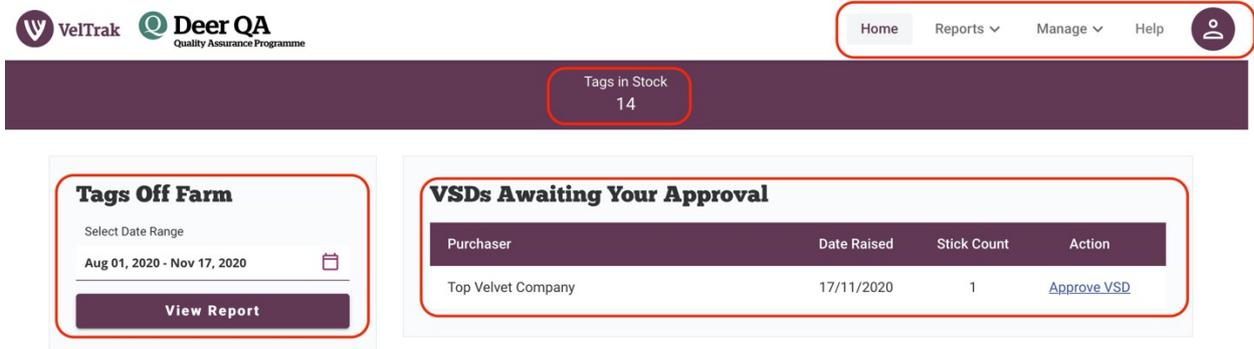
In the event that a problem occurs within VelTrak which prevents you from completing an action, a good first step is to log out of VelTrak (if you can) and then log back in and try the action again. If this does not resolve the issue, try logging out of VelTrak and then power off and on the device, you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



VelTrak Home Page

The elements of the home page are:



Main Menu Bar:	<ul style="list-style-type: none"> • Home: Click to return to Home Page from anywhere • Reports: List VSDs, Tags Off Farm, Tag Destination • Manage: Business Details, Add/Edit/Delete other users • Help: Link to VelTrak user guides • Profile: (Icon) Maintain your own account details
Tag Stock Bar:	<ul style="list-style-type: none"> • Tags in Stock (Quantity of unused tags on your farm. i.e. tags not yet scanned and included in a VSD. The tags could be on velvet in your freezer)
Tags Off Farm	<ul style="list-style-type: none"> • Quick access to this report
VSDs Awaiting Your Approval	<ul style="list-style-type: none"> • A list of VSDs sent by purchasers of your velvet, which are awaiting your approval

Checking Your Velvet Tags Stock Level

Vet practices will continue to supply the velvet tags to be used in conjunction with the VelTrak system.

If you want to ensure that the correct quantity of tags has been supplied to your farm by your vet, check the number of **Tags in Stock** shown in the purple bar at the top of your home page before you order your tags from the vet and again after the vet practice has supplied the tags, to ensure the quantity shown has increased by the quantity you ordered.



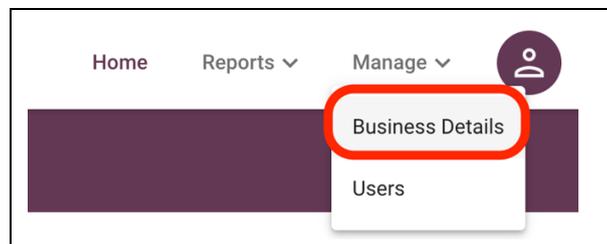
Managing Your Farm Business Details

VelTrak holds a limited amount of information about your farm 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.

Some information is critical to the successful operation of the VelTrak system. See "The Farm Business Details Screen" below for further information.

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

👉 Farm Business details are accessed by selecting **Manage/Business Details**



The Farm Details Screen

Farm Details
View & manage your business information

Farm Business Name*
DINZ Farm One Limited

Email* farm1@dispostable.com ⓘ Main Phone* 03 003 0003

Vet Practice(s) Supplying Tags*
x DINZVet One x

Hide the View Tags option on VSD forms ⓘ

Shed Location(s)

Address Line 1* Jones Deviation Address Line 2

Address Line 3 City/Town Postcode
Gore 1234

Region* Otago

RCS Audit Status Passed NAIT Number - Optional 123456

Cancel Save



Managing Your Farm Business Details (Cont.)

The following two fields are critical to the operation of VelTrak:

- **Email:** This email address is used for all system generated email notifications and should be an email address which is regularly monitored
- **Vet Practice Supplying Tags:** You must specify which vet practice you obtain your velvet tags from. If this is not done, the vet practice will not be able to supply you with tags. If you cannot find the vet practice you obtain your tags from, please contact your vet.

☞ To select the vet practice, place the cursor in the “Type to search” field below the “Vet Practice Supplying Tags” header and start typing the vet practice name.

Vet Practice Supplying Tags*

Pa

Paekakariki Vets

☞ From the list of vet practices displayed, click on the name of your vet practice to select.

- **NAIT Number:** This is an optional field, but if you do specify your NAIT number for each shed location here, it will save you having to enter this each time you approve a Velvet Status Declaration
- **Hide the View Tags Option on VSD Forms:** If you don't wish to be able to view the tag numbers on a VSD form tick this option to hide the View Tags button

Note: Farm Name and Shed Locations are managed by DINZ and cannot be amended by you in VelTrak. Contact DINZ if there is an error.

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

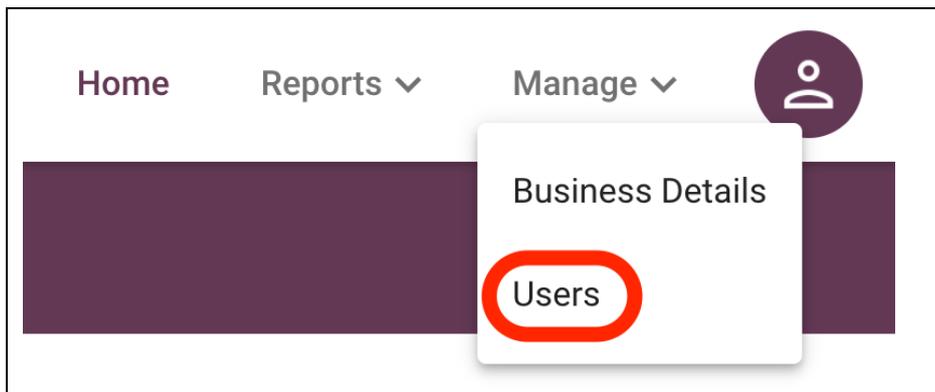


Managing Your Farm Business VelTrak Users

Information: One member of your farm business will initially receive an invitation to register for the VelTrak system. This will be the person DINZ has recorded as the Owner or Primary Contact for your farm. 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 farm business with a role of "Super" user will have access to this function.

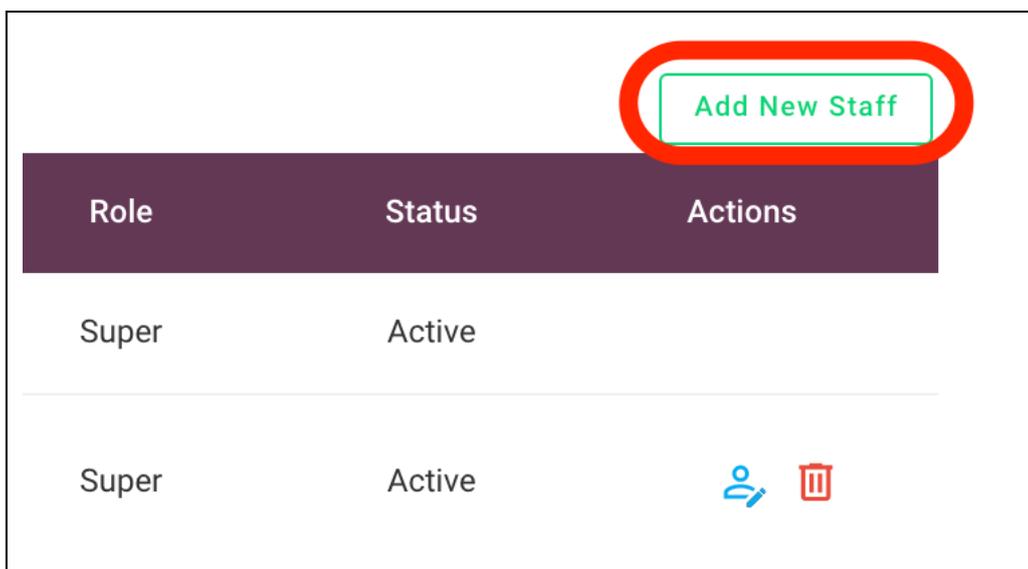
☞ All management of your VelTrak users is done by selecting **Manage/Users** from the main menu



A list of existing users at your farm business will be displayed

Add New Staff Member

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





Managing Your Farm 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 farm business 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 *	Last Name *
Jane	Smith
Email *	Mobile Number
jane@dummyemailaddress.com	021 000 0000
Role *	
Super	
Regular <input type="radio"/>	
Super <input checked="" type="radio"/>	

Cancel **Create New Staff**

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



Managing Your Farm Business VelTrak Users (Cont.)

Changing and Deleting Users

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 on your farm.**



Basic VelTrak Transactions

Approving Velvet Status Declarations (VSDs) On PC/Laptop

[\(See also Approving Velvet Status Declarations \(VSDs\) On Mobile Phone\)](#)

Information: With effect from 1 August 2021 paper VSDs were replaced with electronic VSDs. The VSD will now be raised by the buyer or packhouse who purchases velvet from you. As a farmer, you only need to review and approve the electronic VSD.

This can be done from either a PC/laptop or mobile phone.

Ideally the purchaser will raise the VSD and get you to approve this while on farm, but as this requires both of you to have an internet connection, this may not always be possible.

When the purchaser raises a VSD, an email notification will be sent to the email address specified in your VelTrak farm details advising the VSD is ready for your approval.

It is important that you approve the VSD as soon as possible after being advised it is awaiting your approval, as velvet cannot be graded until the VSD is approved.

- 👉 The quickest way to view VSDs awaiting your approval is to log in to VelTrak and view the "VSDs Awaiting Approval" list on the Homepage

(You can also access this by selecting **Reports/View Farmer VSD List** from the main menu)

Purchaser	Date Raised	Stick Count	Action
Top Velvet Company	23/07/2020	0	Approve VSD

- 👉 Select the **Approve VSD** button in the Action column
- 👉 There are three sections to go through:



Approving Velvet Status Declarations (VSDs) On PC/Laptop (Cont.)

Section 1: Farm and Velvet Details

Note: If you don't agree with the "Number of tagged velvet sticks" or "Weight of tagged velvet sticks" shown, contact the purchaser of the velvet before you Approve the VSD, so this can be corrected if necessary.

- Unless you have more than one velvetting shed this section is for information only and you just need click **Next** to move to the next section
- If you have more than one shed, click on the drop down on the right of the **Farm Address/Select shed** field and select the shed where the velvetting was done and then click **Next**

Velvet Status Declaration (VSD)

Farm Details

Farmer Name: Sue Green

Farm Name: Mt Law Station

Farm Address *
Select shed

Name of Buyer: Spyglass Hill Road, Marlborough

Top Velvet Company: 1156 Green Lane, Marlborough

Number of tagged velvet sticks: 0

VSD Number: 1000076

Reference Number:

Tag Numbers: View Tags

Next

If you have ticked the **Hide the View Tags option on VSD forms** in Manage/Business the View Tags button will not be visible.



Approving Velvet Status Declarations (VSDs) On PC/Laptop (Cont.)

Section 2: Additional Information

- **Farm NAIT ID:** If you have specified the Shed’s NAIT number in Farm Details this will be auto populated. If it’s blank, enter the NAIT ID for the farm where the velveting shed is located.
- **Other Information:** This is optional, but if you wish to record any other relevant information for the purchaser or yourself, do so here
- Select **Next** to continue

Velvet Status Declaration (VSD)

Additional Information

Farm NAIT ID
4545454

Other Information - *Optional*
Other Information...

Next



Approving Velvet Status Declarations (VSDs) On PC/Laptop (Cont.)

Section 3: Velvetter and Declaration

Velvet Status Declaration (VSD)

Did you or one of your staff remove the velvet? If removed by vet, select "No" and enter the vet name below.

Yes No

Enter NVSB Id of staff member who removed the velvet

1234

Declaration

This velvet has been removed according to the requirements of the NVSB programme.

Yes No

I have complied with the requirements of the ACVM Act 1997 and the withholding periods of all treatments have been met.

Yes No

I have met all of the relevant requirements of the Regulated Control Scheme for Deer Velvet Harvest 2017 and have tagged the velvet with official VelTrak tags to show this.

Yes No

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](#)

- **Did you or one of your staff remove the velvet?** Select **Yes** or **No** and enter the velvetter's NVSB Id or vet name depending on which option you selected
- **Declaration section:** Select **Yes** or **No** as appropriate to each question.

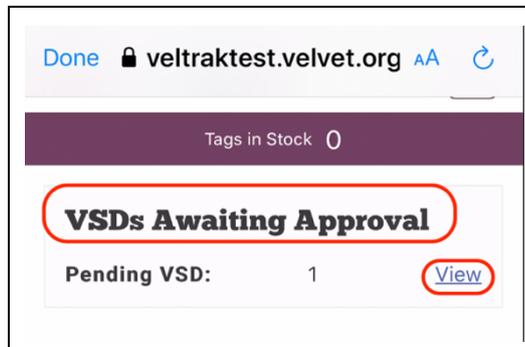
It is vital that you read, understand and answer correctly these declaration questions. If you answer **No** to any of the three questions your velvet cannot be sold into the human food chain. These answers cannot be changed after you have approved the VSD.

- **Person in Charge of Animals:** Tick the box to confirm you are the person in charge of the animals
- **Finish:** In most cases you will simply wish to select **Finish**. This sends a notification to the purchaser of the velvet advising that you have approved the VSD
- **Save as Draft:** If for some reason you don't wish to approve the VSD now, you can select **Save As Draft** and come back to this later



Approving Velvet Status Declarations (VSDs) On Mobile Phone

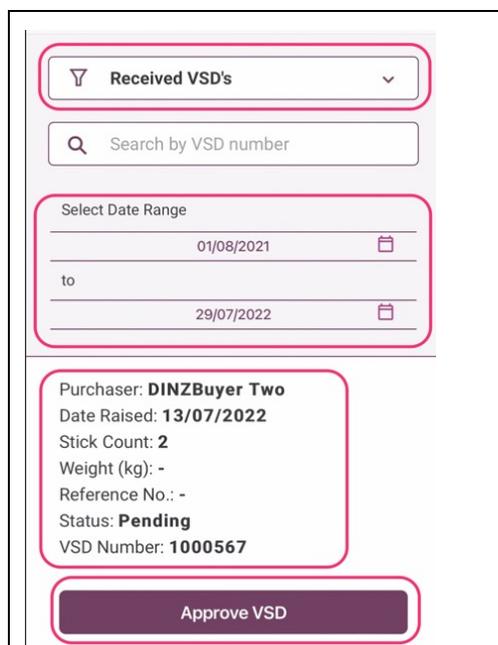
👉 The quickest way to view VSDs awaiting your approval is to log in to VelTrak and Select **View** in the “VSDs Awaiting Approval” list on the Homepage



👉 This will display all VSDs awaiting your approval (Only 1 in the example below)

VelTrak should default to Received VSDs, but if you don't see the VSD(s) you were expecting to be listed, check that this is set to “Received VSDs”

The Date Range defaults to the current season (1st August to today's date), so this should not normally need to be changed



👉 Select the **Approve VSD** button for the VSD you wish to approve

👉 There are three sections to go through:



Approving Velvet Status Declarations (VSDs) On Mobile Phone (Cont.)

Section 1: Farm and Velvet Details

Note: If you don't agree with the "Number of tagged velvet sticks" or "Weight of tagged velvet sticks" shown, contact the purchaser of the velvet before you Approve the VSD, so this can be corrected if necessary.

- If you only have one velvetting shed this section is for information only and you just need to click **Next** to move to the next section
- If you have more than one shed, click on the drop down on the right of the **Shed Address/Select shed** field and select the shed where the velvetting was done and then click **Next**

Velvet Status Declaration (VSD)	
Farm Details	
Farmer Name	Weight of tagged velvet sticks
Farmer Four	
Farm Name	VSD Number
DINZFarm Four	1000567
Shed Address *	Tag Numbers
Mill Lane, Naseby, 1212	View Tags
Name of Buyer	Reference Number
DINZBuyer Two	
Transfer Date of Consignment	Next
13/07/2022	
Number of tagged velvet sticks	
2	

Continued in next column →



Approving Velvet Status Declarations (VSDs) On Mobile Phone (Cont.)

Section 2: Additional Information

- **Farm NAIT ID:** If you have specified the NAIT number for the shed in Manage/Business Farm Details this will be auto populated. If it's blank, enter the NAIT ID for the shed where the velveting was done
- **Other Information:** This is optional, but if you wish to record any other relevant information for the purchaser or yourself, do so here
- Click **Next** to continue

**Velvet Status Declaration (VSD)
Additional Information**

Farm NAIT ID
4545454

Other Information - *Optional*

Other Information...

Next



Approving Velvet Status Declarations (VSDs) On Mobile Phone (Cont.)

Section 3: Velvetter and Declaration

<p>Velvet Status Declaration (VSD)</p> <p>Did you or one of your staff remove the velvet? If removed by vet, select "No" and enter the vet name below.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Enter NVSB Id of staff member who removed the velvet</p> <p><input type="text" value="1234"/></p> <p>Declaration</p> <p>This velvet has been removed according to the requirements of the NVSB programme.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>I have complied with the requirements of the ACVM Act 1997 and the withholding periods of all treatments have been met.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>I have met all of the relevant requirements of the Regulated Control Scheme for Deer Velvet Harvest 2017 and have tagged the velvet with official VelTrak tags to show this.</p> <p>Continued in next column →</p>	<p>I have met all of the relevant requirements of the Regulated Control Scheme for Deer Velvet Harvest 2017 and have tagged the velvet with official VelTrak tags to show this.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="checkbox"/> 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.</p> <p>View Requirements for the Velvet Status Declaration</p> <p><input type="button" value="Save As Draft"/></p> <p><input type="button" value="Finish"/></p>
--	---

- **Did you or one of your staff remove the velvet?** Select **Yes** or **No** and enter the velvetter's NVSD Id or vet name depending on which option you selected
- **Declaration section:** Select **Yes** or **No** as appropriate to each question.

It is vital that you read, understand and answer correctly these declaration questions. If you answer **No** to any of the three questions your velvet cannot be sold into the human food chain. These answers cannot be changed after you have approved the VSD.

- **Person in Charge of Animals:** Tick to confirm you are the person in charge of the animals
- **Finish:** Select **Finish** to complete the VSD approval. This sends a notification to the purchaser of the velvet advising that you have approved the VSD

Info: Save as Draft: If for some reason you don't wish to approve the VSD now, you can select **Save As Draft** and come back to this later



Reports and Tracing

Note: Reports are only available in the web (PC/laptop) version of VelTrak. All reports have a Print option.

View Farmer VSD List

The Farmer VSD List report can be used to view VSDs awaiting your approval, VSDs you have previously approved or All VSDs for a selected date range. The date range defaults to the current season, 1st August to today, but can be altered if you wish to see VSDs for a different period.

Farmer VSD List Print

Purchaser	Tag Validation	Time	Stick Count	Weight	Reference No.	Status	VSD Number	Actions
Top Velvet Company	All VSD's	4:26PM	5	-	-	Pending	1000070	Approve VSD
Top Velvet Company	Received VSD's	2:09PM	5	-	-	Approved	1000077	View
South Island Velvet	Approved VSD's	02/07/2020 10:53AM	10	200	-	Approved	1000047	View
South Island Velvet		02/07/2020 10:53AM	0	200	-	Pending	1000047	Approve VSD
South Island Velvet		02/07/2020 10:53AM	0	200	-	Pending	1000047	Approve VSD

- **Filter By Type:** Click on the **drop-down arrow** to select All VSDs, Received VSDs (i.e. VSDs awaiting your approval) or Approved VSDs (i.e. VSDs you have previously approved)
- **Select Date Range:** If you require a different date range from the default click on date field and select a starting and ending date
- **Actions:** Select **Approve VSD** to approve a pending VSD, or select **View** to view a previously approved VSD

Note: VSDs awaiting your approval can more easily be accessed from the Homepage in the **VSDs Awaiting Approval** section



Farmer Reports Available in VelTrak (Cont.)

Tags Off Farm

The Tags Off Farm report can be used to view all velvet which has been sent off farm during the current or previous seasons, or for a specified date range. This report can be used to assist with your MPI audit requirements.

Reports

Tags Off Farm Tag Destination

Velvet Movements Off Farm Print

for Hill farm

Select Date Range
01/08/2019 - 31/07/2020

Date	Transaction Type	Quantity	Actions
01/07/2020	VsdMovement	60	View
23/07/2020	VsdMovement	5	View
23/07/2020	VsdMovement	5	View
Total tags off farm in period		70	

- **Select Date Range:** If you require a different date range from the default click on date field and select a starting and ending date
- **Transaction Type:** The report shows each VSD you have approved
- **Quantity:** The quantity of tags (sticks) included in the VSD
- **Total tags of farm in period:** The total quantity of tags (sticks) which left the farm in the period
- **Actions:** Select **View** in the Actions column to view and print the VSD, including all tag numbers which were captured on the VSD



Farmer Reports Available in VelTrak (Cont.)

Tag Destination

The Tag Destination report traces the movement of a single tag number onto and off your farm. This can be used to assist in your MPI audit.

Reports

Tags Off Farm **Tag Destination**

Search for Specific Tag Print

for Hill farm

🔍 0 99 00015 00976 4 | ✕

Date	Transaction Type	Number	From	To
24/06/2020	Allocated to Farm		Paekakariki Vets	Hill farm
02/07/2020	VSD Movement	1000047	Hill farm	South Island Velvet

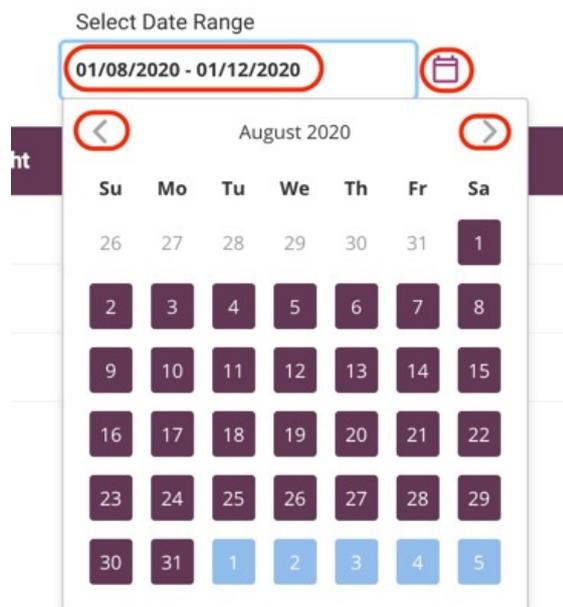
- **Search Tag Number:** To trace a tag, enter the tag number in the **Search Tag Number** field
- **Results:** If the tag is a valid tag number (has been allocated to your farm by a vet), you will see the activity relating to the tag: Date, Transaction Type, where the tag came from and who it went to.



Appendices

Date Fields

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 blue 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, click on the **required starting and ending dates** to select the range
- To change the date range to be for different months other than the default range:
 - use the **left** or **right** arrows, top left and right, to get to the **starting month** of the required range
 - then select the **start date** in that month
 - then use the right arrow to get to the **end month** (not required if range in one month)
 - then select the **end date** in that month