Wildlife Permit System

How to manage your online record book

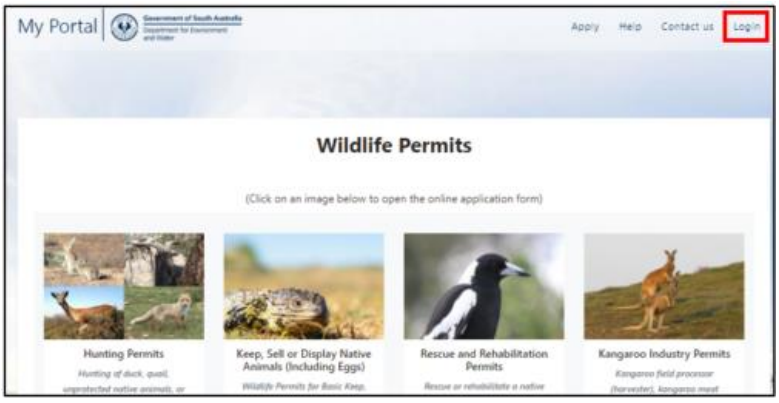
These instructions are for permit holders who:

- Have an established MySAGov account
- Have applied for a fauna permit via your account
- Wish to maintain electronic records via the online wildlife permit system
- Information included in this document are as follows (click on a heading below to skip to the desired section):
  - How to access your online record book
  - How to add an entry
  - How to delete a record
  - How to clone a record

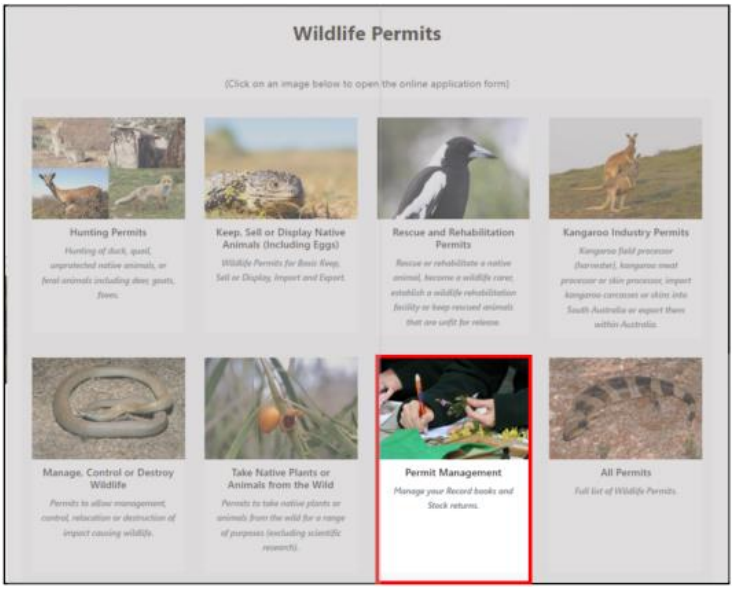
How to access your online record book

1. Access the Wildlife Permit System: https://myportal.environment.sa.gov.au/

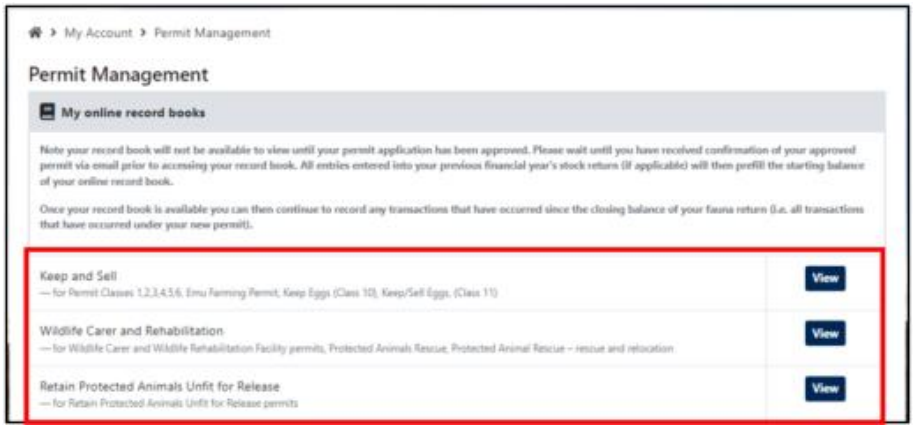
2. Log into your MySAGov account.



3. Click on the "Permit Management" tile



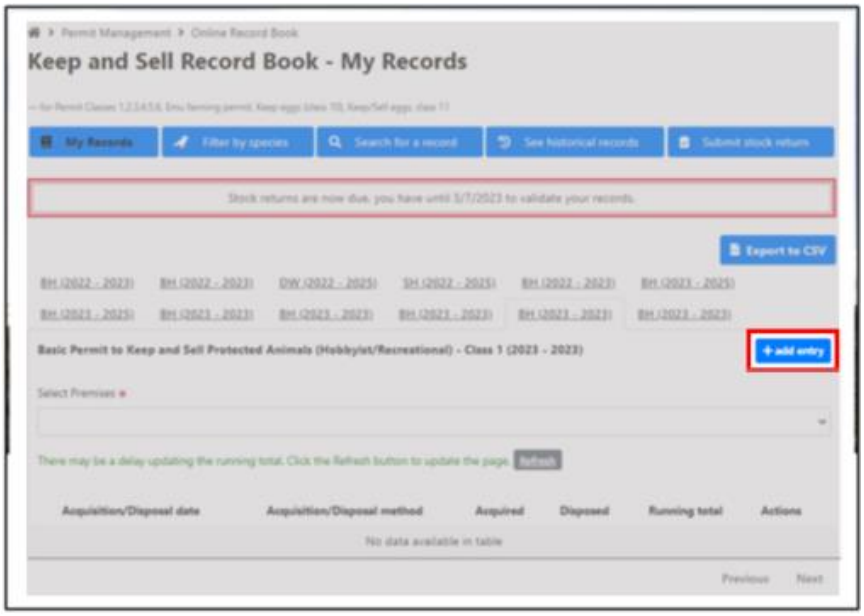
4. To access your online record book, select the permit category relevant to your permit type and click “view”*:



Note: You will only have access to an online record book if you have been issued with a valid permit. If you have a pending permit application please wait until you have received confirmation of your approved permit via email prior to accessing your record book.

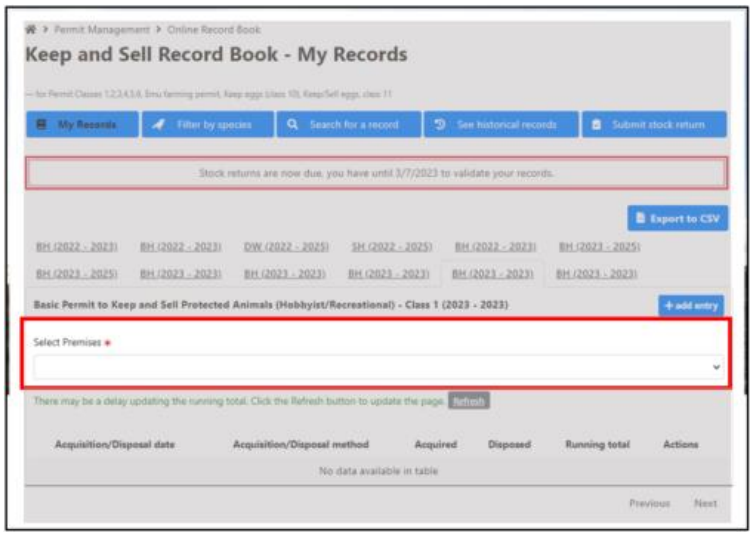
How to add an entry

1. To make an entry into your record book, select the '+ add entry' button*

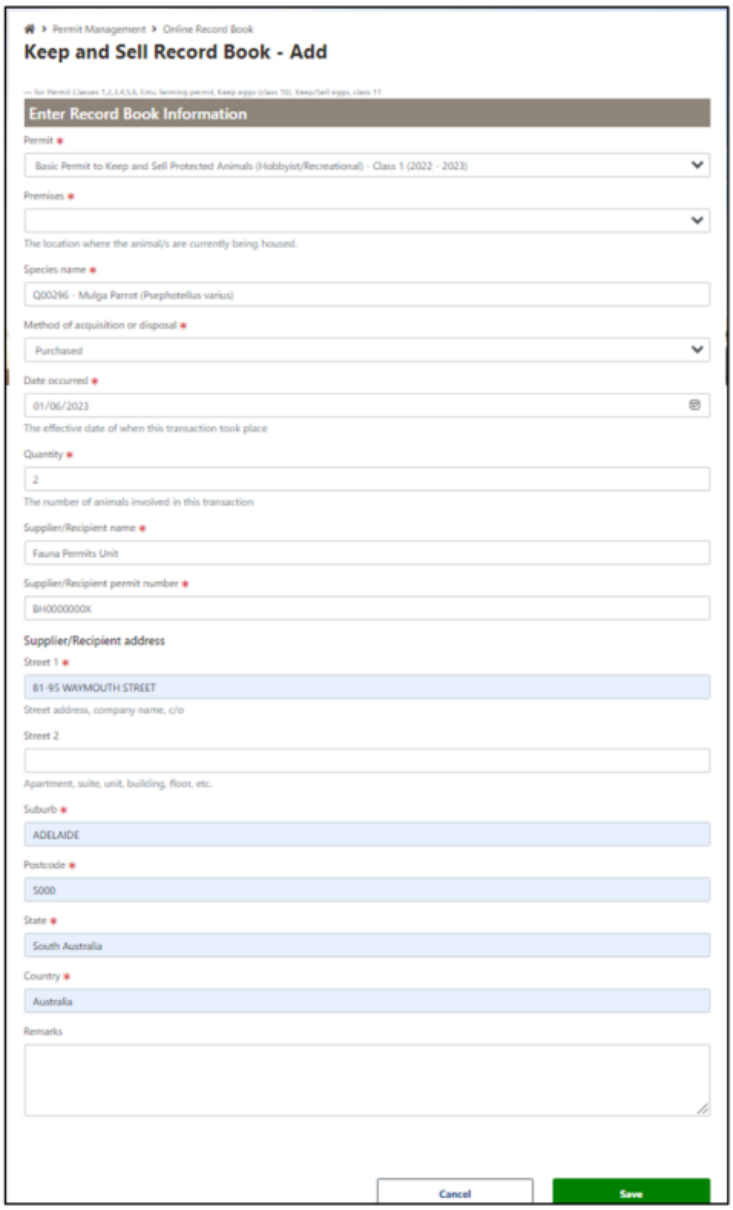


If you are an existing permit holder and have completed a stock return for the previous year, your online record book should already have opening entries that have been prefilled.

2. If you have multiple premises listed under your permit (being the location where animals are kept) you will have one record book per premises:
    a. Prior to adding an entry into your record book ensure that you have selected the correct Premises for which the entries relate.
    b. Animals moving between premises will need to be added and removed from each record book to accurately reflect the number of animals held at each location.

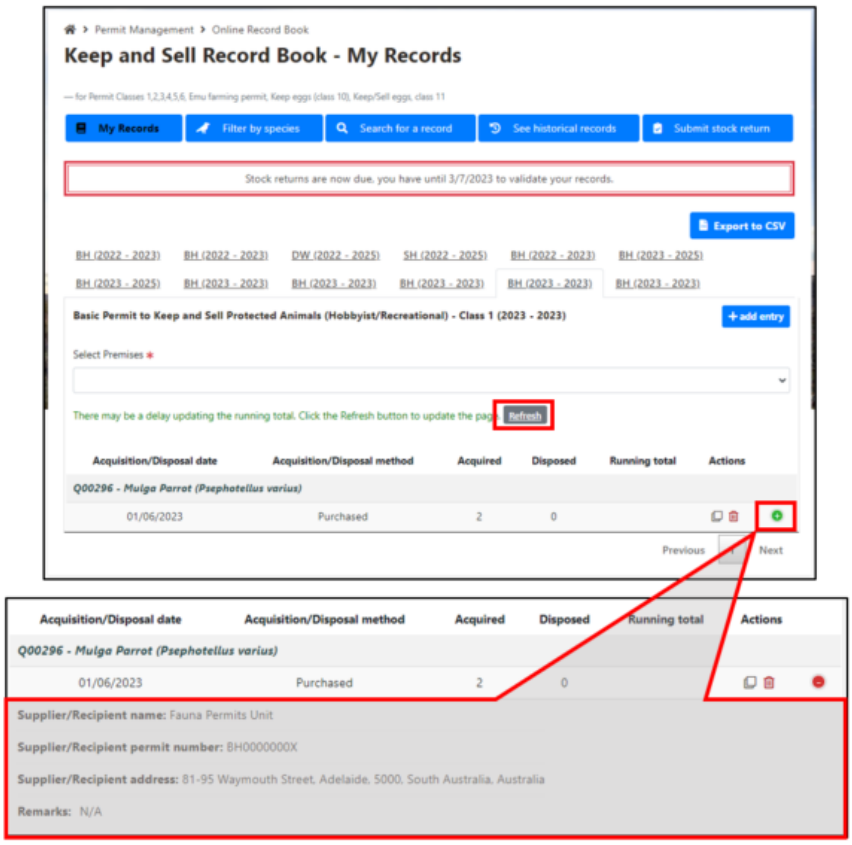


3. Complete the required fields and click “save”.



**The picture above is an example of an entry into a Keep and Sell Record Book relative to the purchase of an animal.*

4. Saved records will appear within the 'My records' tab:
    - If the record doesn't appear straight away or the running total is blank, wait roughly 10 seconds and click the 'refresh' button.
    - By clicking on the green '+' button to the right of each entry, you can view details of the supplier/recipient that relate to that transaction and any remarks you made at the time of entry.

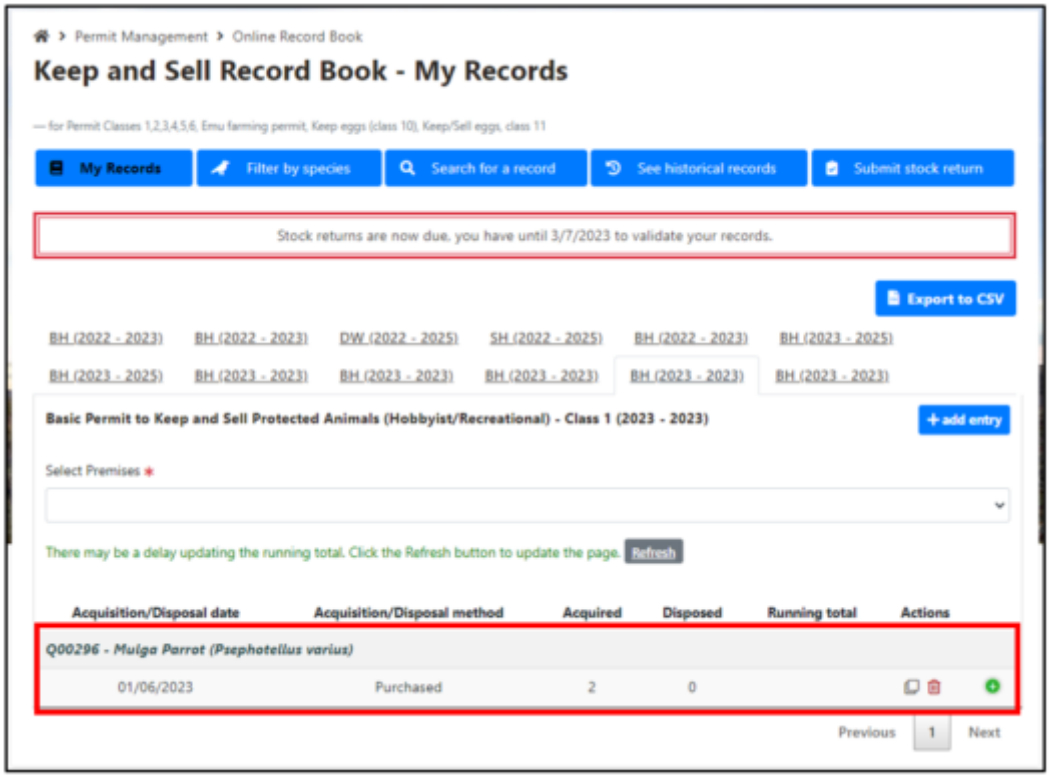


How to delete a record

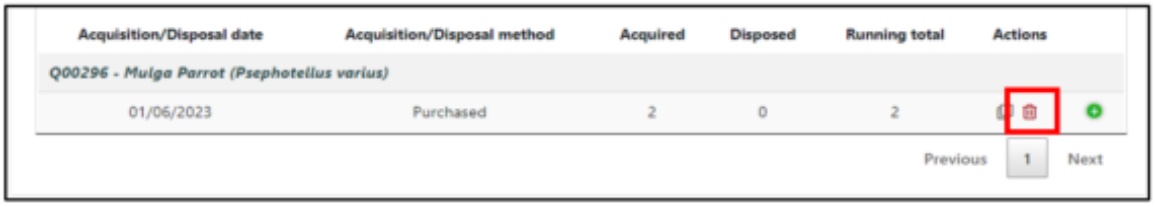
Before proceeding it is important to note:

- If you have incorrectly entered a record and need to make an amendment – we recommend checking the how to clone a record section prior to deleting the record.
- Incorrect entries will not be fully deleted from your record book. The entry will be marked as incorrect and will be removed from the total tally of your animals, however, it will still be visible to you and to the department for auditing purposes.

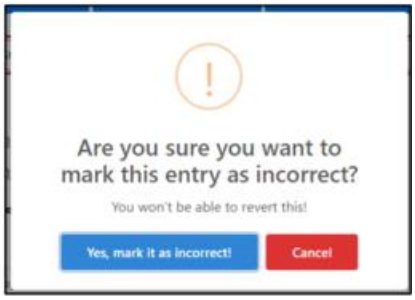
1. Identify the entry you wish to delete *(if you have multiple record books you will first need to select the record book that has the entry that you wish to delete)*



2. Click on the red rubbish bin located to the right of the entry.



3. A prompt will appear confirming that you wish to mark the entry as incorrect



4. By selecting 'yes', your record book will be updated to reflect the change
    a. Please note that the record will now be displayed with a line through it and will be locked from any further action.
    b. Your running total will then update to reflect the change.

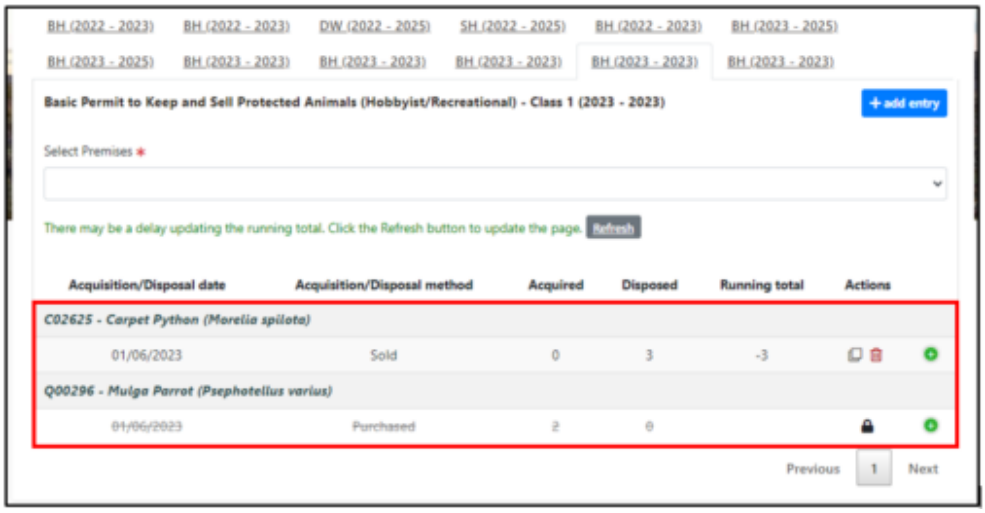
How to clone a record

Cloning records can be useful for Wildlife Carers who are entering records relating to rescue/release (example below) or anyone wishing to amend an incorrect entry prior to deleting the original (general example provided).

This can be useful when making entries that occurred on the same day for the same species

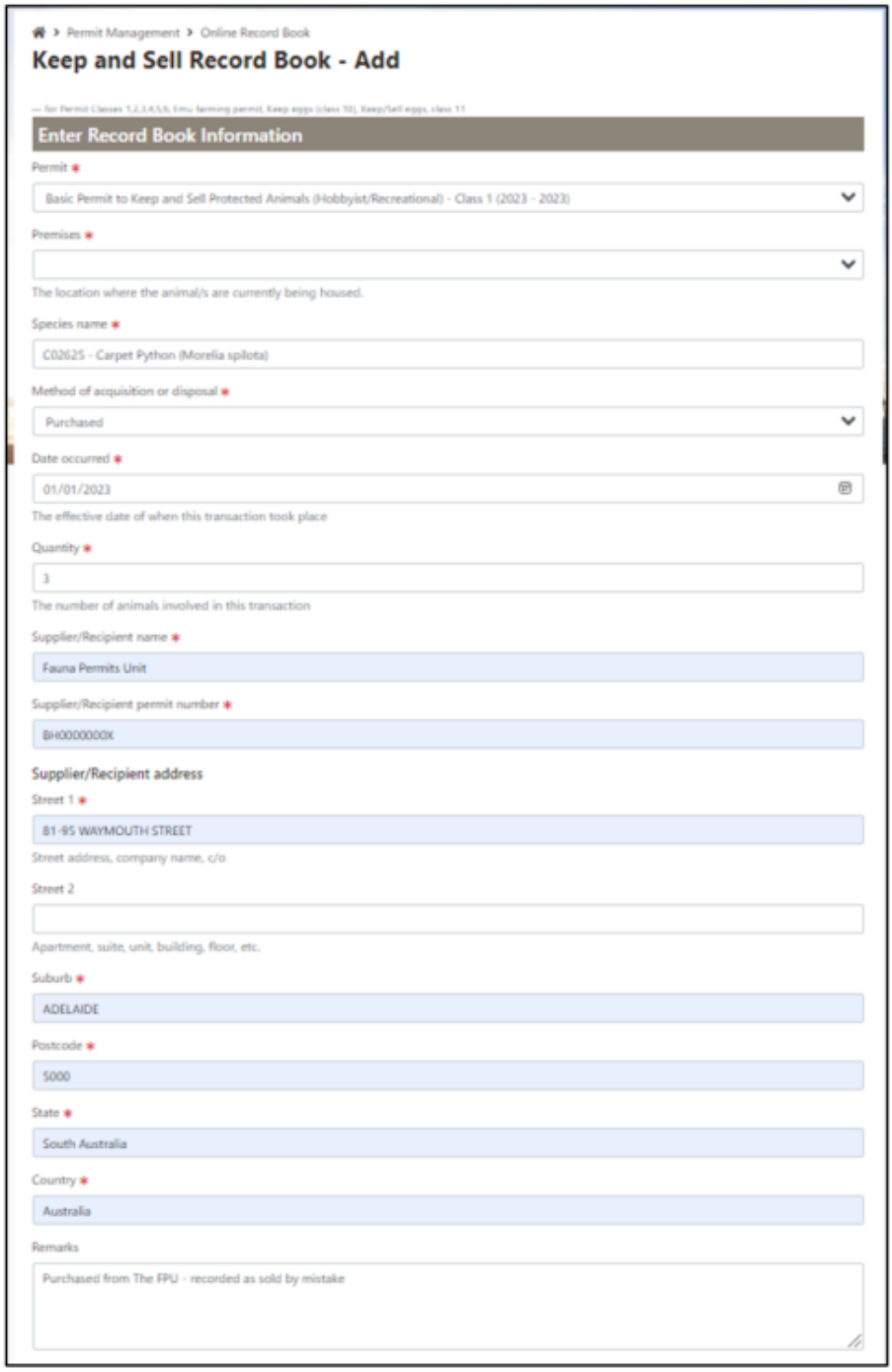
General example for amending a record prior to deleting

1. Access the record book and view your entries

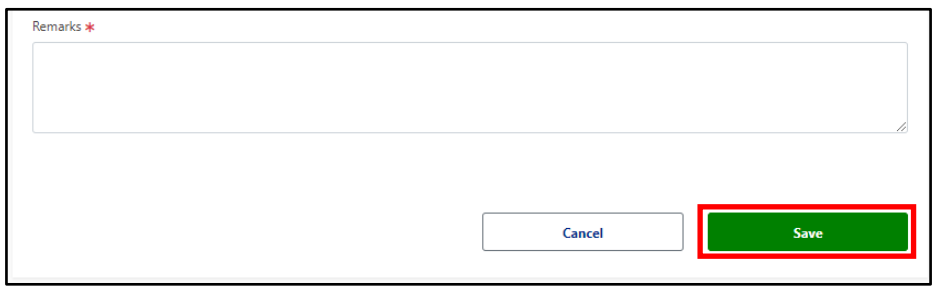


2. Select the entry you wish to clone and click the clone button (highlighted below).

3. The record entry screen will appear with details of the original entry.
    a. This allows you to make a new entry but provides some pre-filled information
    b. Remarks from the original entry will be present but can be deleted or updated with information relevant for the new entry
    c. If you change the method of acquisition/disposal (i.e. from sold to purchased) you will be provided with new entry fields to complete.

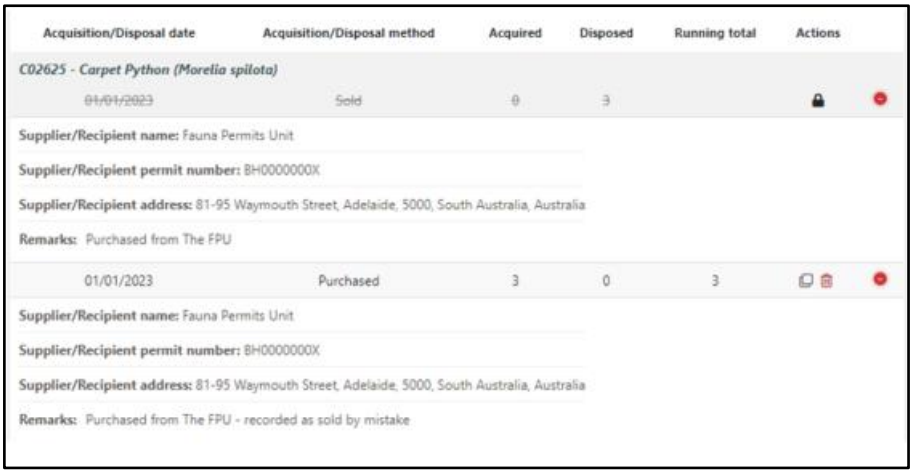


4. Select 'save' once all the details have been updated



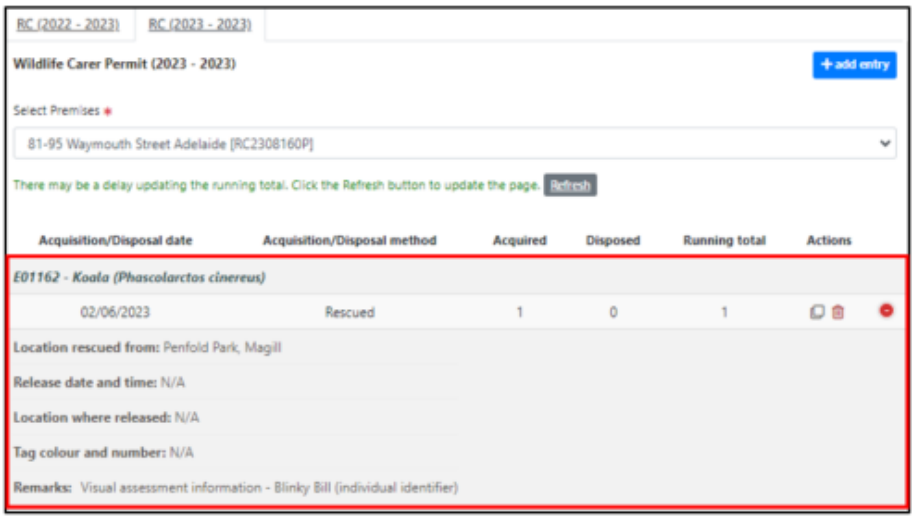
5. Refer to the 'how to delete a record' section to remove any incorrect entries that you may be cloning

6. Example below shows the duplicate entry recorded and the incorrectly identified record has then been deleted by following the how to delete a record steps.

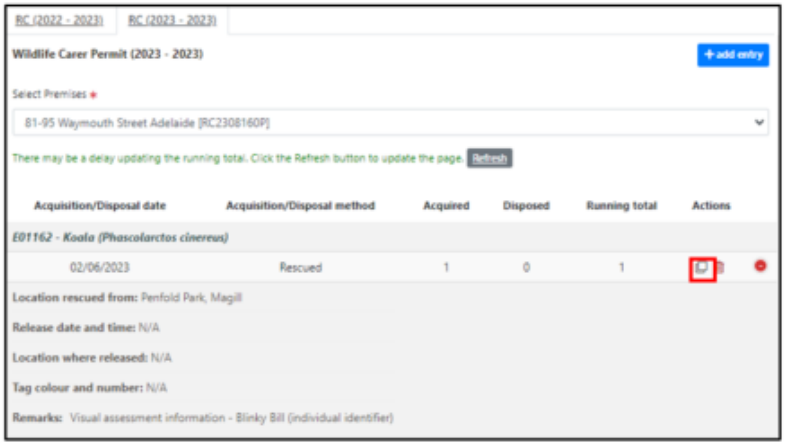


Rescue and Release example

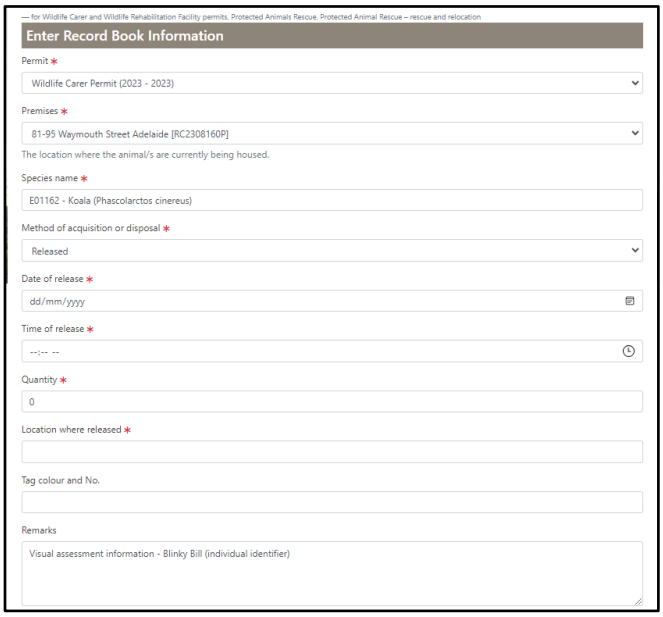
1. In the example below, an entry relating to the rescue of 1 Koala has been added to the record book on 2.6.2023.
    a. As a Wildlife Carer, I now want to record the release of the animal listed above.



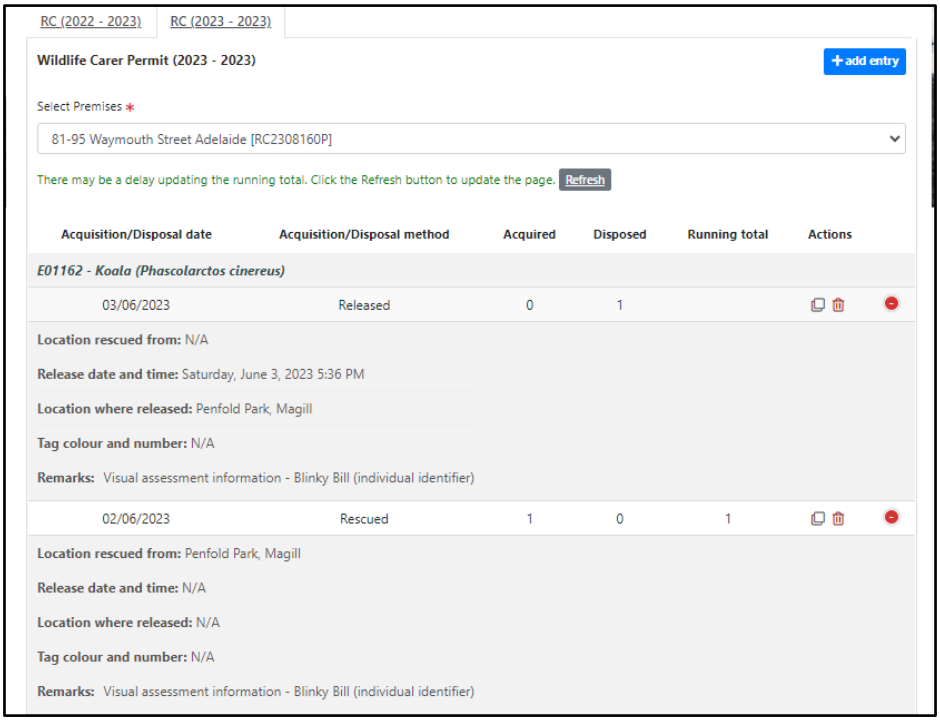
2. Select the clone button located to the right of the original entry



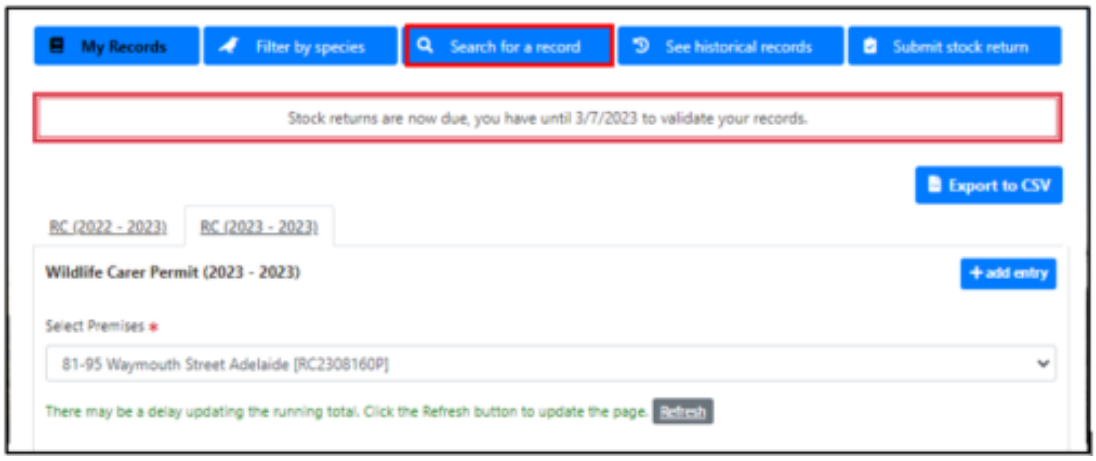
3. A new entry will be opened with details of the original entry (rescue).
    a. Change the acquisition/disposal to “released” (all original remarks entered for the rescue of the animal will remain).
    b. Complete all required fields relating to the release of the animal (date, time, quantity and location).



4. Save the new entry.
    a. You will now see two separate entries relating to the rescue and then release of the Koala.



5. By keeping the remarks the same for both entries and by entering a unique identifier for each animal (i.e. name), I can also track records relating to that individual animal by using the 'search for a record'.
    a. Select the 'search for a record' tab.



6. In the advanced search section:
    a. Enter the unique identifier in the 'keyword' field (in this example the unique identifier is the animal's name).
    b. Click the green 'filter' button.
    c. All entries relating to the unique identifier will be displayed.