



A Division of Harris Computer Systems

CLERK: ONLINE DOG REG FILE

- 1. Births
 - 2. Marriages
 - 3. Deaths
 - 4. Dogs
 - 5. Inland Fisheries & Wildlife
- 1. Dog Records
 - 2. Dog Tag / Sticker Inventory
 - 3. Deleted Dogs
 - 4. Online Dog Registrations
 - 5. Void Dog Transaction
 - 6. Transaction Audit
 - X. Return to Main

This routine will use the information contained in the state-provided Online Dog Registration file to update dog registrations in the TRIO Clerk system. These instructions assume that the online dog registration file has already been downloaded and saved somewhere on the local network.

1. From the **Clerk** Main Menu, select **4. Dogs > 4. Process Online Dog Reg File**. This will open a screen prompting for the location of the online dog registration file. Select the appropriate drive, directory, and file and click Open. This file will typically be saved in a .csv or comma-separated values format. The screen that displays next is broken into two sections:

- The top section is a listing of all records that were successfully matched to dogs in the system.
- The bottom section is a listing of dogs that were not successfully matched. The *white* records are new registrations and the *orange* records are re-registrations.

2. Double-click on an *orange* record to display a listing of existing dogs. If there is a match listed here to the selected dog, double-click on the match to associate the two entries. This can also be done for the *white* records. However, since those are all new registrations, it is possible that there may not be matches available.

Dog	Date	Fee	First
CLOE	1/10/2007	7.00	JESSICA
SAM	1/10/2007	7.00	REBECCA
MOOSE	1/10/2007	7.00	RYAN
LADY JANE	1/11/2007	7.00	LUCI
TUCKER	1/15/2007	7.00	CHARLES
COCHISE	1/17/2007	11.00	JEFFREY
MAXWELL	1/17/2007	7.00	RICKIE

- If a records is matched incorrectly, right-click on the record in the top section and left-click on *Move to Unmatched List*.

3. Press **F12** to process all of the matched records and add the unmatched new registrations into the system. This will print a report showing all of the records processed and how each record was handled.

4. Print this report and close the print preview screen. This will display the processing screen. Please note that all of the records that were in *white* in the bottom section have been moved to the top section as they can now be matched leaving only the unmatched re-registrations in the bottom section. The listing of unmatched records can be printed by selecting *Print Unmatched Transactions* from the *File Menu* at the top of the screen.