

How to download RFID files

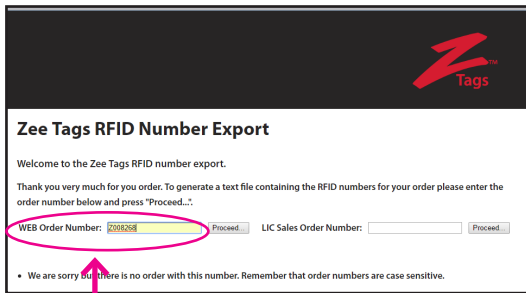
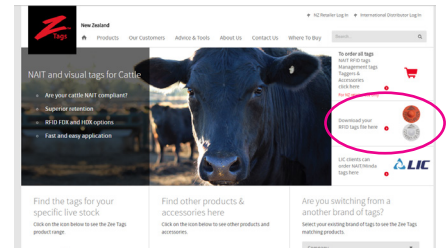
STEP 1 - DOWNLOADING RFID FILES FROM ZEE TAGS

RFID TAG FILES are now available on the Zee Tags website www.zee-tags.co.nz

To receive your RFID tags file please follow these instructions:

- Visit our website www.zee-tags.co.nz and click on **“Download your RFID tags file here”** option on the home page.
- On the **“Web order Number”** field enter the **“WEB Ord. No.”** from your order packing slip.

ZEE TAGS WEBSITE



Enter this number here

- Press the **“Proceed”** button.
- A list of all the order lines will be shown.
- Highlight a single order line to create an individual text file for the line selected
- To create a file containing all the order lines, press **“Select all”**
- Select the desired file layout by choosing one of the options under **“CRV Format”**
- Press the **“Generate”** button
- Rename and save the file as required.

To save the file, you may need to do either of the following, dependent on your browser and configured settings:

- Your browser automatically downloads the RFID file. This will be to the location specified in the browser settings, usually your Downloads folder
- Your browser prompts you to save the RFID file. Select **“Save As”** and choose the folder on your PC where you would like store the file and then press **“Save”**
- Your browser (e.g Google Chrome) will create the RFID file and automatically open it. On the Browser Tab showing the text file details, **“right click”** on your mouse or trackpad and select **“Save As”** and choose the folder on your PC where would like to save the file and then press **“Save”**

Please note that you can either save as a .txt (Default and required for MINDA) or .csv by specifying the file extension. Note that your computer settings may hide this extension.

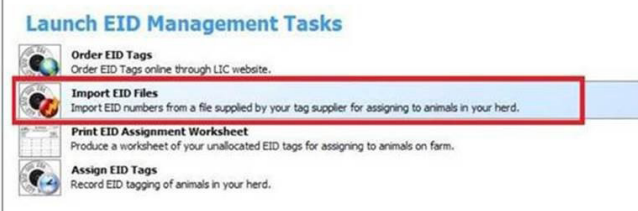
STEP 2 - IMPORTING FILES INTO MINDA

Log into your MINDA account and follow these steps:

Open the MINDA Software. Select the **Task Launcher** option **EID Management Tasks**.



Select the option **Import EID Files**. Follow the steps and the EID Numbers will be available and allocated to the Birth IDs in the EID file.



HELP?

- For questions about downloading your RFID file from the Zee Tags website, contact Zee Tags on 0800 493 382.
- For questions about uploading your RFID file into MINDA, please contact the CRV contact centre on 0800 262 733