HOW TO DOWNLOAD RFID FILES

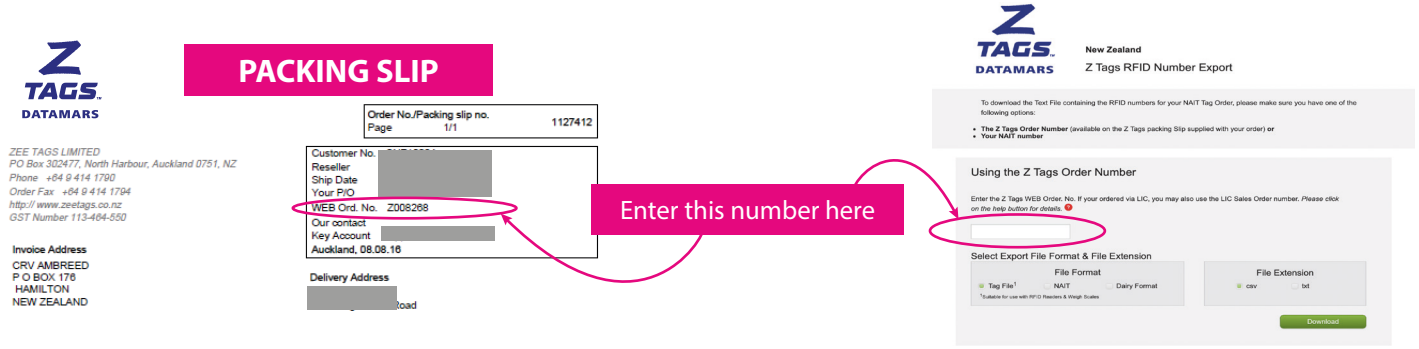
STEP 1 - DOWNLOADING RFID FILES FROM Z TAGS

RFID TAG FILES are now available on the Z Tags website ztags.com

To receive your RFID tags file please follow these instructions:

- Visit our website www.ztags.com 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.





- Select the desired **"Export File Format."**
- Select the desired **"File Extension."**
- Press the **"Download"** 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.

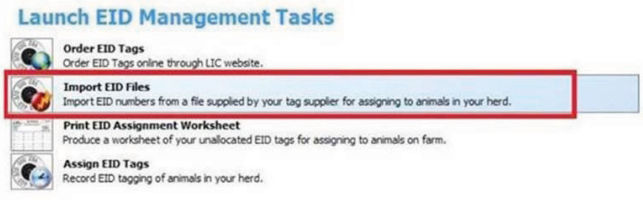
STEP 2 - IMPORTING FILES INTO MINDA

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 Z Tags website, contact Z Tags on 0800 55 33 11
- For questions about uploading your RFID file into MINDA, please contact the CRV contact centre on 0800 262 733

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