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Department of Agriculture,
Food and the Marine

Traces NT

Search & Advanced Search

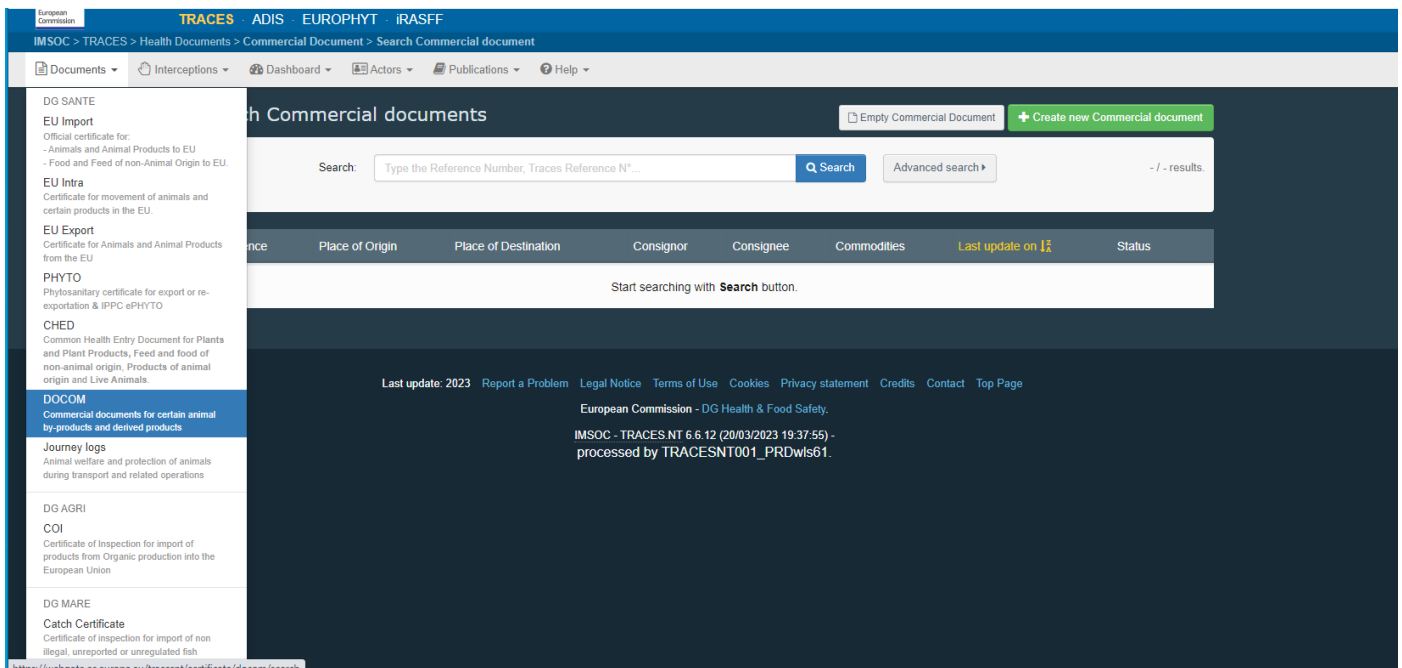
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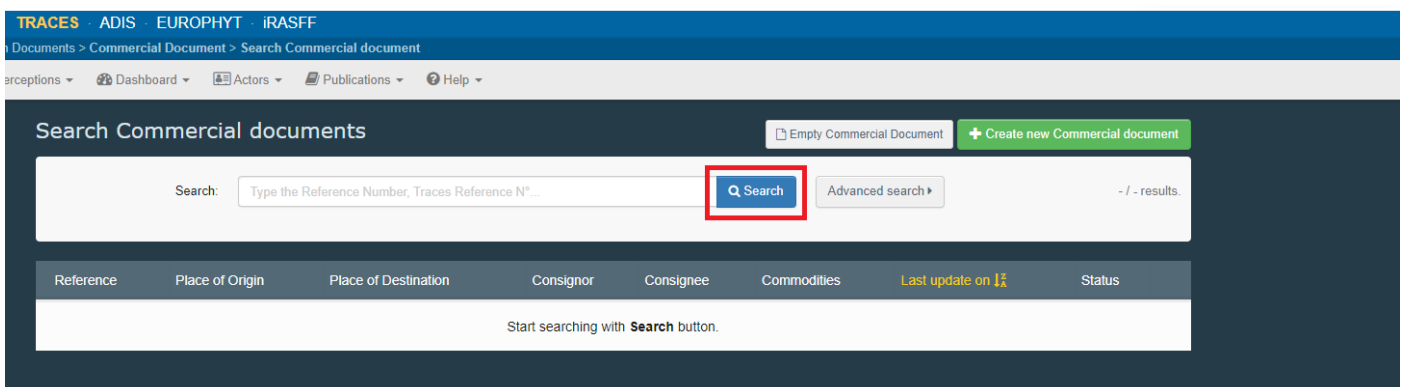
Log in to Traces NT

Click on “Documents”.

Select from the drop down list, the type of certificate you want to search for. (DOCOM was selected in this example).



If you click on “Search” and leave the search bar blank, all DOCOM’s that you are named in will appear in chronological order below the search bar.



You can also type the name of a specific operator into the search bar.

Search Commercial documents Empty Commercial Document Create new Commercial document

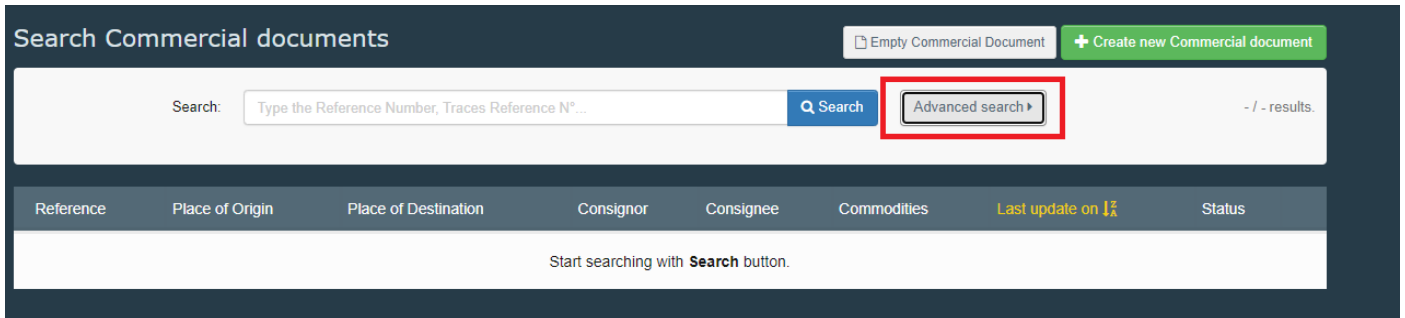
Search: LP TEST ONLY Search Advanced search 6 / 6 results.

Reference	Place of Origin	Place of Destination	Consignor	Consignee	Commodities	Last update on	Status
DOCOM.IE.2022.0008247	Ireland	United Kingdom (Northern Ireland)	LP TEST ONLY Ireland	Test Dafm United Kingdom (Northern	Animal or vegetable fertilisers, whether or not mixed together or chemically treated; fertilisers produced by the mixing or chemical treatment of animal or vegetable	22/11/2022 13:41 +01:00 CET	Cancelled Actions

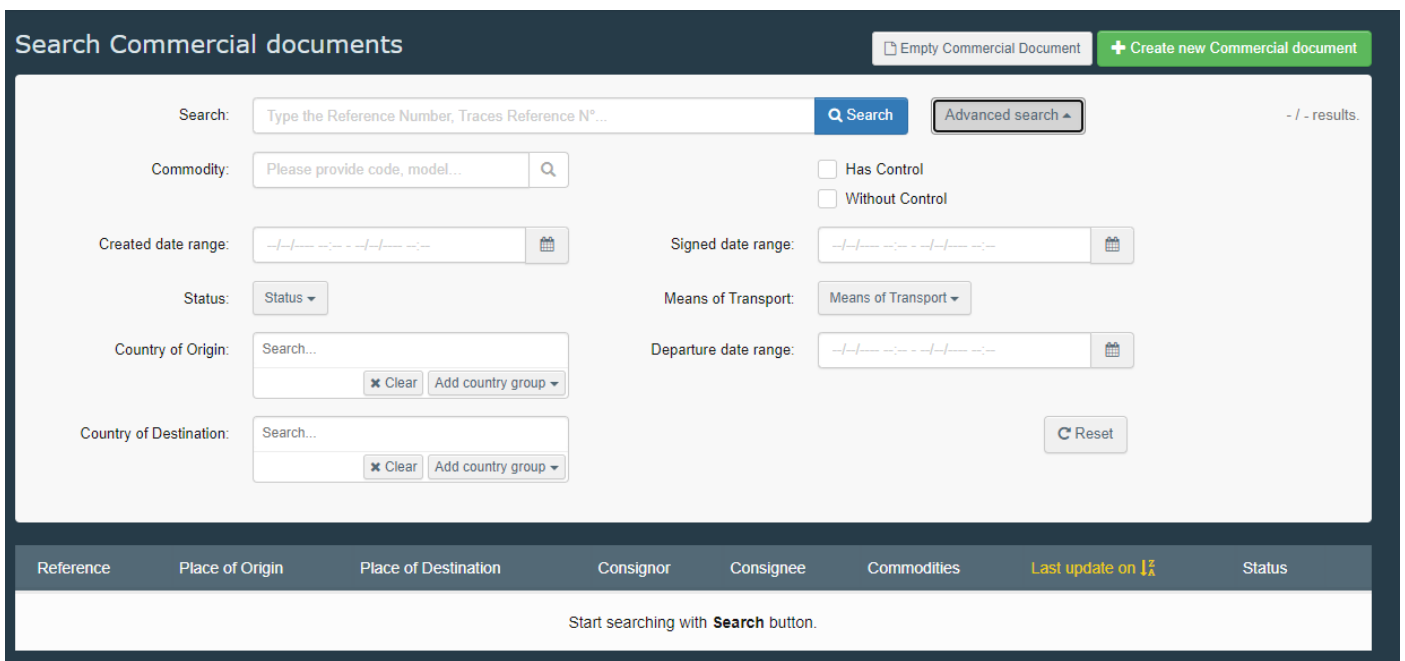
Using the Advanced search

You can choose to use any or none of the search criteria in the Advanced Search.

Click on “Advanced Search”

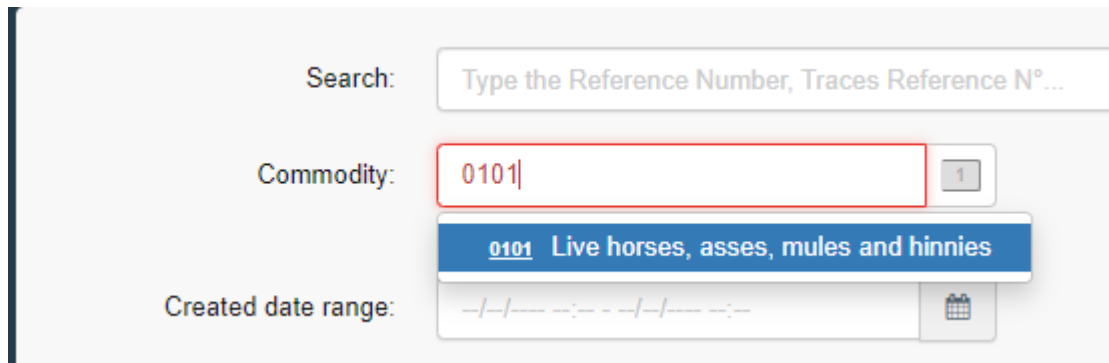


You will be presented with a selection of fields which will enable you to refine your search.

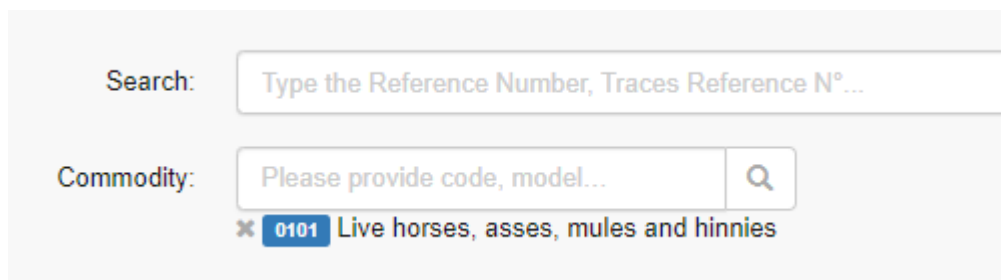


“Commodity”

You can type in the first 4 digits of the commodity CN code, in this case 0101, then select from the dropdown options.



This screenshot shows a search interface with three main fields: 'Search', 'Commodity', and 'Created date range'. The 'Search' field has a placeholder 'Type the Reference Number, Traces Reference N°...'. The 'Commodity' field contains the text '0101|' and has a small '1' in a box to its right. A dropdown menu is open below the 'Commodity' field, showing a single option: '0101 Live horses, asses, mules and hinnies'. The 'Created date range' field has a placeholder '---/---/--- : ---/---/---' and a calendar icon to its right.



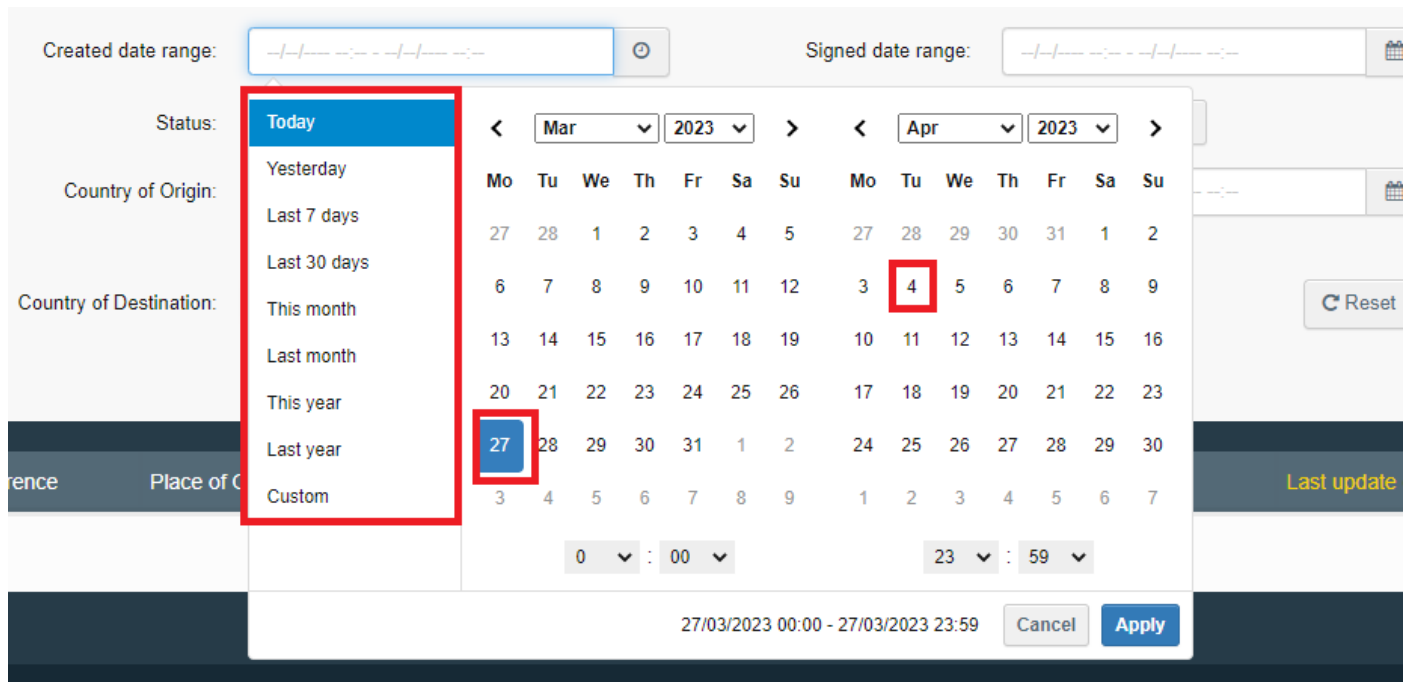
This screenshot shows the same search interface. The 'Search' field is the same. The 'Commodity' field now has a search button (magnifying glass icon) to its right. Below the 'Commodity' field, there is a selected item: 'x 0101 Live horses, asses, mules and hinnies'. The 'Created date range' field is not visible in this screenshot.

“Created date range”.

Click into the search box and a calendar will be displayed.

You can choose to select single dates or from-to dates by clicking on the dates on the calendar.

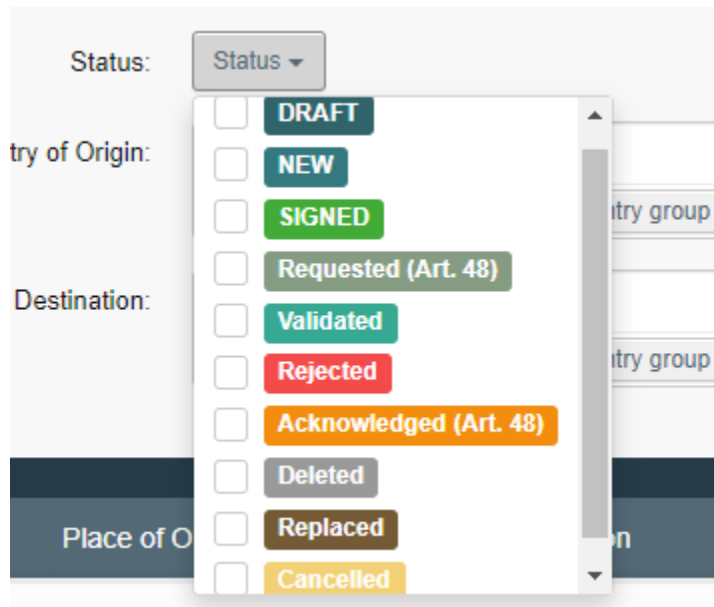
You can also choose any of the preprepared options from the list on the left.



“Status”

Click the dropdown arrow and select the status of the document you wish to search for, multiple selections can be made.

(If left blank, certificates with all the listed status’s will be searched for)



The image shows a search interface with a 'Status' dropdown menu open. The dropdown menu lists the following status options, each with a checkbox:

- DRAFT
- NEW
- SIGNED
- Requested (Art. 48)
- Validated
- Rejected
- Acknowledged (Art. 48)
- Deleted
- Replaced
- Cancelled

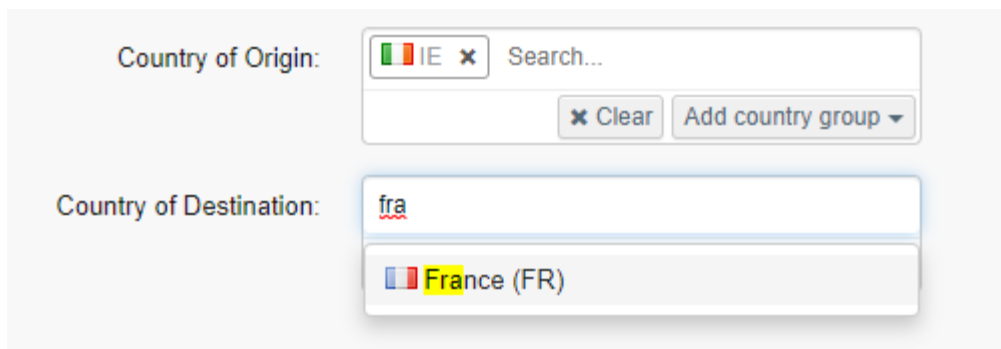
The background shows other search filters: 'Country of Origin:', 'Destination:', and 'Place of Origin:'. The 'Status' dropdown is currently set to 'Status'.

“Country of Origin”

&

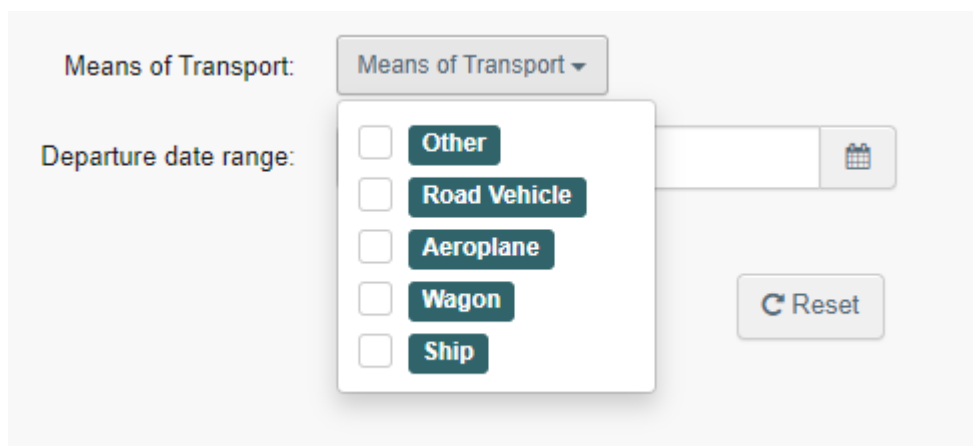
“Country of Destination”

Click into the field and start typing in the country name, then select from the dropdown menu.



“Means of Transport”

Click on the dropdown arrow and select the transport type.
(If left blank, certificates with all transport types will be searched for)



“Signed Date range”.

&

“Departure date range”.

Click into the search box and a calendar will be displayed.

You can choose to select single dates or from-to dates by clicking on the dates on the calendar.

You can also choose any of the preprepared options from the list on the left.

Signed date range:

Means of Transport:

Departure date range:

- Today
- Yesterday
- Last 7 days
- Last 30 days
- This month
- Last month
- This year
- Last year
- Custom

Mar 2023							Apr 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
27	28	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

After you have chosen your criteria, click on Search, any results will be listed below the search box.

To clear your selections click on “Reset”

The screenshot shows the 'Search Commercial documents' interface. At the top, there are two buttons: 'Empty Commercial Document' and '+ Create new Commercial document'. The main search area includes a search bar with the placeholder text 'Type the Reference Number, Traces Reference N°...' and a blue 'Search' button. Below the search bar, there are several filter sections: 'Commodity' with a dropdown menu showing '0101 Live horses, asses, mules and hinnies'; 'Created date range' and 'Signed date range' both set to '18/03/2023 00:00 - 18/03/2023 23:59'; 'Status' set to 'SIGNED'; 'Country of Origin' set to 'IE'; 'Country of Destination' set to 'FR'; 'Means of Transport' set to 'Road Vehicle'; and 'Departure date range' set to '18/03/2023 00:00 - 25/03/2023 23:59'. There are also checkboxes for 'Has Control' and 'Without Control'. A 'Reset' button is located at the bottom right of the search area. The 'Search' and 'Reset' buttons are highlighted with red boxes.