Texas Wildlife Information Management Services (TWIMS)

Deer Breeder Permits and Herd Tracking Instruction Manual

https://apps.tpwd.state.tx.us/privatelands

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Tips for Using This Instruction Manual

1. All topics listed in the Table of Contents are “linked” to the main document. To jump to a specific set of instructions, simply click on the topic listed in the Table of Contents.

2. Screen shots of TWIMS are used throughout the manual to help guide customers to certain areas of the screen. Please look for these red circles that highlight specific buttons or links referred to in the instruction manual.
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LOGIN AND PERSONAL INFORMATION

Log in to TWIMS:

1. Visit https://apps.tpwd.state.tx.us/privatelands
2. Enter the email address you have registered with TPWD for your login name. Use all lower case letters when typing your login name. Make sure no spaces are accidentally entered anywhere in the “Login Name” box.
3. Type your current password in the space provided. Your password is case sensitive and must be entered exactly as it was created.
4. Click “Account Login.”
5. If login fails, check that your email address and password are correctly entered.
**Reset Forgotten Password:**

1. For security purposes, Deer Breeder staff cannot view user account passwords. If you think you have forgotten your password, it will have to be reset.
2. On the login screen, enter the email address you have registered with TPWD in the box labeled “Login Name.” Leave the “Password” field blank.
3. Click “Forgot Password.” This will reset your current password.

4. You will receive an email from TWIMS that will include a temporary password; retrieve this password, and return to the TWIMS login screen.
5. Enter your login name and the temporary password that was emailed to you. Enter the temporary password exactly as it appears in the email.
6. Once you have successfully logged in, you will be prompted to change your password. Enter a new password in the space provided. Verify all other personal information listed on the screen, and make any updates that may be needed.
7. Click “Submit” at the very bottom of the page. The “My Profile” page will load. If there are no other changes to make to your personal information, click “Main” in the upper right corner of the page to proceed to the main menu.
Change Password:

1. Log in to TWIMS using the email address you have registered with TPWD for your “Login Name” and your current password.
2. On the main page (before clicking “Deer Breeder Permits and Herd Tracking”), click on “Change Password” in the upper right hand corner of the screen.
3. On the next page that appears, review the “Password Tips” section, and then enter your desired new password. Passwords are case sensitive.
4. Click “Change.” You will receive an email from TWIMS notifying you that the password has been changed.
**Update Contact Information:**

1. Log in to TWIMS.
2. Click “Deer Breeder Permits and Herd Tracking.”
3. Click “My Profile” in the top right hand corner.

4. Edit any information you wish to change on the next screen that appears, and then click “Submit.”

*Note:* If you change your email address, your login name will change accordingly, requiring you to use the updated email address when logging in to TWIMS. Your password will remain unchanged when updating your email address.
**FACILITY INFORMATION**

**View Facility Information:**

1. Click on the “Facility” tab.
2. Click on the appropriate facility ID.
3. Review the information displayed on the next screen that appears. You can review your release site's registered acreage and Class.
TRANSFER PERMITS

View All Transfer Permit Records for Your Facility(s):

1. Click the “Transfer Permit” tab.
2. Leave all fields blank in the section titled “Search for an Existing Transfer Permit.” Click “Search.”

3. The page that loads will display every transfer permit TPWD has on file for all facilities for which the customer is either an owner and/or agent. The list will order the permits sequentially based on Effective Date/Time with the most recent transfer permit listed first. Up to 10 transfer permits will be displayed per page; numerous pages will load if necessary.
4. You can export a list of all transfer permits to an Excel spreadsheet or to a PDF document for easy printing by clicking on the appropriate button at the bottom of the page.
5. To view a specific transfer permit, locate it in the list and click “View.” (see screen shot, next page)
**Note:** There are numerous options available under “Search for an Existing Transfer Permit” that allow you to search for only the transfer permit(s) you want to view. A copy of any transfer permit can be printed for your records. Please see page 21 for instructions on printing copies of transfer permits.
Search for a Specific Transfer Permit:

1. Click on the “Transfer Permit” tab.
2. The “Search for an Existing Transfer Permit” section allows you to search for transfer permits using any of the fields provided. It is best to use as little information as possible to find a specific transfer permit. For example, try searching for a transfer permit using only the Confirmation Number (the last 5 digits of the Permit Number). Misspelled names will prevent a successful search.

3. Transfer permits can also be searched for based on “Permit Status.” For example, selecting “Activated” in the “Permit Status” section and clicking “Search” will allow you to view all of the currently activated transfer permits for your facility(s).

4. If you are having trouble finding a transfer permit, leave all fields blank, then click “Search.” This will display all of the transfer permits for any facility(s) for which you are an owner and/or agent.

*Note: You must be the owner or an agent for the source or destination facility in order to view a transfer permit.
**Request to Activate a Transfer Permit:**

1. Click on the “Transfer Permit” tab.
2. Click “Click Here to Activate a New Transfer Permit.”

3. Enter the effective date and time that indicates when the transfer permit will become activate (see screen shot, next page).
   
   **Note:** When selecting a date from the calendar tool, the time is automatically set to 12:00 PM; adjust this time as needed. The effective date and time for the transfer permit must be in the future. The Time/Date format is very specific and must be entered as mm/dd/yy hh:mm AM/PM (e.g. 11/13/13 12:15 PM).

4. Enter the Source and Destination Facility ID and the appropriate county in the spaces provided.

   **Note:** A Facility ID consists of numbers and a letter at the end to designate the type of facility (e.g. 1234B is a breeder facility, 1234R is a release site, 1234D is a DMP site, 1234N is a nursing facility). Both the number and letter associated with the Facility ID must be entered when activating a transfer permit.
(Continued) Request to Activate a Transfer Permit:

5. Click on “Check Data.”
6. If there are any errors in the information submitted, they will be displayed at the top of the page or next to the error after clicking “Check Data.” Correct any errors that are indicated.
(Continued) Request to Activate a Transfer Permit:

7. If the requested transfer will result in a downgrade of the destination facility’s Transfer Category or Class, a warning will be displayed in a pop-up window. Read the information displayed and click “OK” to close the pop-up window.

*Note:* If you are the person requesting the transfer permit and *your facility will be downgrade* you will see a pop-up window similar to the one below. *If you click “Submit and Approval” and the transfer permit is accepted and activated by the other facility, your facility’s Transfer Category or Class will be downgraded.*
(Continued) Request to Activate a Transfer Permit:

8. Each facility’s Transfer Category or Class is displayed on the following screen. Review the information for accuracy.
9. Click “Submit for Approval” to notify the other facility of your request to activate a transfer permit.
10. Click “OK” to close the pop-up window that appears. The transfer permit status will be set to “Pending” until it is approved or declined by the other facility.
11. You will be notified via email when the transfer permit has been accepted or declined by a representative of the other facility.

*Note: The transfer permit is NOT VALID until it has been accepted by the other facility.
Accept or Decline a Transfer Permit:

*Note:* If a transfer permit is not accepted or declined by the requested effective date/time, the transfer permit will become expired and you will not be authorized to transport breeder deer. A new transfer permit will need to be created and accepted in order to transport breeder deer.

1. Click on the “Transfer Permit” tab. 
2. Search for the transfer permit that is pending approval using any of the options available under “Search for a Specific Transfer Permit” (see page 12 for instructions on finding a transfer permit). 
3. Click “Edit” next to the appropriate transfer permit. 

4. If the requested transfer permit will cause your facility’s Transfer Category or Class to be downgraded, you will see a pop-up window warning you of the downgrade (see screen shot on next page). Carefully review the information displayed. Click “OK” to close the pop-up window.
(Continued) Accept or Decline a Transfer Permit:

5. Review the effective date/time, source and destination facility information, and the source and destination Transfer Category information for accuracy.

6. If the information is correct and you want to proceed with the transfer of breeder deer, click “Accept Permit” to accept and activate the transfer permit. Please note that if the source facility has a lower Transfer Category than the destination facility, the Transfer Category of the destination facility will be downgraded upon clicking “Accept Permit.”

7. If the information is incorrect or you do not want proceed with the transfer of breeder deer, click “Decline Permit.”

8. To return to this screen at a later time, click “Exit.”
9. If you click “Accept Permit,” a confirmation screen will appear that lists the permit status as “Activated.” A confirmation number will be provided for the transfer permit. You will be able to begin transporting breeder deer at the effective/date and time of the transfer permit.

10. Options to “Print to PDF”, “Edit Deer List”, and “Edit Permit” will be available on this page. See instructions on subsequent pages of this document on how to use each of these options.

*DO NOT* move deer until the transfer permit reaches the specified effective date/time.

*DO NOT* sign and complete the transfer permit until after the deer have been moved.
Print a Copy of a Transfer Permit:

*Note: This option is not available until the transfer permit has been activated.

1. Click on the “Transfer Permit” tab.
2. Search for the transfer permit that you want to print using any of the options available under “Search for a Specific Transfer Permit” (see page 12 for instructions on finding a transfer permit).

3. Click “View” next to the appropriate Transfer Permit.
4. Click “Print to PDF.” A new window will open that displays the transfer permit in a printer-friendly format. Print the page(s) that open.

*Note: Before transporting any breeder deer, make sure to print a hard copy of the transfer permit or save a PDF copy on a mobile device. The transfer permit must list all the breeder deer being moved and must be able to be provided to a Game Warden on request.
**Edit Deer List for a Transfer Permit:**

*Note: This option is not available until the transfer permit has been activated.*

1. Click on the “Transfer Permit” tab.
2. Search for the transfer permit that requires editing using any of the options available under “Search for a Specific Transfer Permit” (see page 12 for instructions on finding a transfer permit).
3. Click “View” next to the appropriate transfer permit.
4. Click “Edit Deer List.”

![Screenshot of Deer Breeder Permits and Herd Tracking interface with Permit Status: Activated and options to print or edit the deer list.](image-url)
(Continued) **Edit Deer List for a Transfer Permit:**

5. **If the destination facility is a Class III release site**, you will see a pop-up window advising you that deer must have their RFID/NUES tag number entered into TWIMS before the deer can be added to the transfer permit. Click “OK” to close the pop-up window.

*Note: The RFID/NUES tags must be attached to the deer prior to leaving the source facility.*
(Continued) Edit Deer List for a Transfer Permit:

6. **If you are the Destination Facility:** Enter the Unique Number of the breeder deer in the space provided, and click “Add Deer to List.” Only one Unique Number can be added at a time. Repeat this process for all breeder deer to be transferred.

7. Click “Save Changes” once all Unique Numbers have been successfully listed.
Complete a Transfer Permit:

1. Click the on “Transfer Permit” tab.
2. Search for the transfer permit using any of the options available under “Search for a Specific Transfer Permit” (see page 12 for instructions on finding a transfer permit).
3. Click “View” next to the appropriate Transfer Permit.

4. Verify the deer list is correct, and edit the deer list if necessary (see page 22 for instructions). When the deer list is accurate, scroll to the bottom of the page.
5. Read the statement, click in the box titled “Sign this Transfer Permit,” and click “Complete Permit.” Print a copy of the completed permit for your records.

*Note: A transfer permit’s status will automatically update from “Activated” to “Overdue” 48 hours after the specified Effective Date/Time.
Cancel a Transfer Permit:

1. Click on the “Transfer Permit” tab.
2. Search for the transfer permit using any of the options available under “Search for a Specific Transfer Permit” (see page 12 for instructions on finding a transfer permit).
3. Click “View” next to the appropriate transfer permit.
4. If there are deer shown in the Deer List, click “Edit Deer List” and remove all of the deer from the Pending Deer List. Click “Save Changes”.
5. Return to the “Permit Information” page, check the box next to “Sign this Transfer Permit,” and click “Cancel Permit.”

*Note: A transfer permit can only be canceled if there are no breeder deer listed on the permit.
Submit Harvest Log and CWD Test Results for a Release Site:

*Note: Release sites do not have any associated agents. Only the person registered as the release site owner in TWIMS will be able to access the harvest log.

1. Click on the “Deer/Inventory Lookup” tab.
2. Find the appropriate release site and click “View” under the column labeled “Harvest Log.”

3. To report a deer that was harvested on the release site, click “Add Harvest.”

*Note: If no deer were harvested during the report period, do not enter any harvest records and click “Complete and Submit Log.”
4. Click on the drop-down menu to indicate if the deer harvested was a breeder deer or a free range deer.

5. If the harvested animal was a breeder deer, find the deer's unique number in the drop-down menu. The species, sex, and age fields will be auto-filled when the unique number is selected. Enter the harvest date and indicate if the deer was tested for CWD. When the information is complete and accurate, click “Submit.”
6. If the harvested animal was a free range deer, enter all requested information and then click “Submit.”

7. A deer that has been successfully reported will appear on the harvest log as shown below.

8. When all harvest records for the season have been successfully reported, click “Complete and Submit Log.”

*Note: You can leave this page at any time and your work will be saved. If you accidentally duplicate information from the harvest log, you may remove the extra entry by clicking “Remove.” Once you leave this page, the log will be saved as it was entered.
and you will no longer have the option to “Remove” an entry. You can return to the harvest log at any time to continue making entries. Once you click “Complete and Submit Log,” no further changes may be made.

9. A CWD test report may be uploaded for either a breeder deer or a free range deer once a harvested deer has been entered in TWIMS. Locate the deer in question in the harvest log and click Upload under the column title “Upload CWD Results.”

10. Click “Browse” under the section titled “Select File.”
11. In the file browser that appears click on the file that contains the test results. Click “Open” at the bottom of the file browser.

12. Once the file is selected, click “Upload.”

13. TWIMS will automatically notify Deer Breeder staff that a new CWD test result has been uploaded for the harvested deer. Deer Breeder staff will review the test result. If any information is missing from the report, it will be deleted from TWIMS so that a complete report can be uploaded. You will receive email notification when a CWD test has been approved or declined.