

November 2024

## View my notifications

Your **Notifications mailbox** allows you to manage any database notifications which are sent to you to inform you about transactions involving your PIC(s). If a transaction that involves your PIC(s) is submitted and it breaches database business rules, then information, warning or error messages will be sent to you, depending on the severity of the breach.

### Accessing your Notifications mailbox

- 1 Enter your NLIS user ID and password and click **Login**
- 2 Select View my notifications and click **Go**

Which livestock do you want to work with?  
I want to work with Cattle

What do you want to do today?  
I want to (Please select)

- (Please select)
- Account management
  - Change my types of livestock
  - View/edit my account details
- Notify the database of:
  - Device status
  - Livestock moved off my property
  - Livestock moved onto my property
  - PIC reconciliation
  - Replaced tags
  - Transfer correction
- Reports
  - Audit property (producers and regulators)
  - Beast enquiries
  - Carcase feedback query
  - Search the PIC register
  - View devices on my property
  - View large report results
  - View my notifications**
  - View my transaction history
  - View/generate all reports

The options for producers (pictured) on this dropdown are slightly different from those for other account types, but the process of accessing your Notifications mailbox is the same.



Alternatively, to access your Notifications mailbox you can also click this link, which appears in the task bar of every page on the NLIS database website.

- To open and view a specific notification, click the text in the Subject column.
- To Delete / Mark as read / Mark as unread, tick the box to select a specific notification.

Notifications mailbox

Search mailbox

Enter a word, upload ID, device number or PIC to search for specific messages

Select a date range

Search Clear

Settings

☑ Acknowledgement ☑ Info ☑ Warning ☑ Error ☑ Complete

Delete Mark as read Mark as unread

Subject	Date received
<b>Complete</b> - NLIS Upload ID 21587201 - Producer Cattle transfers	13/06/2013 10:23am
Acknowledgement - Online File Upload Received	13/06/2013 10:23am
Info 126 - NLIS Upload ID 21587200 - Producer Cattle transfers	13/06/2013 10:21am
<b>Complete</b> - NLIS Upload ID 21587200 - Producer Cattle transfers	13/06/2013 10:21am
Acknowledgement - Online File Upload Received	13/06/2013 10:21am
Warning 36 - NLIS Upload ID 21587199 - Producer Cattle transfers	13/06/2013 10:16am
<b>Warning</b> 30 - NLIS Upload ID 21587199 - Producer Cattle transfers	13/06/2013 10:16am
Acknowledgement - Online File Upload Received	13/06/2013 10:16am
Warning 6A - Animal(s) Moved off Your PIC PICTEST1	07/06/2013 3:13pm
Error 139 - NLIS Upload ID 21586953 - Producer Cattle transfers	05/06/2013 11:00am
Acknowledgement - Online File Upload Received	05/06/2013 11:00am
Info 122 - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am
<b>Info</b> 126 - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am
<b>Complete</b> - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am
Info 122 - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am

First Previous Next

Displays the Notifications settings (opt-out screen).

Notifications may only be searched from 1 July 2013.

Mailboxes may be filtered to show only Acknowledgement/Info/Error/Warning/Complete notifications or a combination of these

Unread messages are shown in bold

## Viewing a specific notification

← Back ▶ Delete ▶ Mark as unread ▶ Resend

**Info 122 - NLIS Upload ID 21587769 - Producer Cattle transfers**

To: FirstName LastName <NLISDevelopment@mla.com.au>  
Date received: 20/06/2013 12:52pm

<b>What has happened</b>	<p>One or more devices with a N1V status code have been moved onto your PIC. This message is for information only and requires no further action</p> <p>The number of devices involved was 1.</p> <p><b>Upload ID</b> 21587769</p> <p><b>Extra Info</b> RFID = 900 1000000000005, NLIS ID = PICTEST5REZ00005, Source PIC = PICTEST3, Destination PIC = PICTEST1, Transfer Date = Jun 20 2013 12:00AM, NVD Serial = 96956</p> <table border="1"> <tr> <td><b>NLIS ID</b></td> <td><b>RFID</b></td> </tr> <tr> <td>PICTEST5REZ00005</td> <td>900 1000000000005</td> </tr> </table>	<b>NLIS ID</b>	<b>RFID</b>	PICTEST5REZ00005	900 1000000000005
<b>NLIS ID</b>	<b>RFID</b>				
PICTEST5REZ00005	900 1000000000005				
<b>Contact details for you to ask questions or request assistance</b>	<p>If you would like more information on the status codes and what they represent, please contact the NLIS Helpdesk on 1800 654 743 and have this email handy. The NLIS Helpdesk is open 8am to 6pm AESTD, Monday to Friday.</p>				

Info

Click this button if you would like to resend this notification to the email address associated with your account.

**Note:** Any notifications you delete may be reinstated by SA accounts. To request that an email you have deleted be reinstated, contact the NLIS Database Helpdesk on 1800 683 111

## Managing your notifications

A **Notification settings** page (accessible from the **Notifications mailbox** page) allows users to opt-out of receiving Acknowledgement notifications, which are sent to account holders when they upload files to the database.

When you tick the 'Opt-out' box on the **Notification settings** page (as below), Acknowledgement messages will not be sent to your Notifications mailbox, or the email address associated with your account.

**Note:** Any Acknowledgement notifications which are generated for you while you have opted-out of receiving them will not be stored on the database.

**Opt-outs**

**Acknowledgements**

Opt-out of receiving **all** Acknowledgement notifications (email and online)

If you opt-out of receiving a database notification and later wish to resume receiving it, click the 'Settings' button on your Notifications mailbox webpage to return to this page, and remove your opt-out.

← Back ▶ Save

## Accessing a Shared inbox

Some account holders will also have access to a **Shared inbox**, which will enable them to access all email notifications sent to a mailbox for a particular organisation (e.g. Federal DAFF, NSW Police, VIC DPI, etc).

**Shared inboxes** have the same appearance as a personal **Notifications mailbox** (or **Personal inbox**). If a **Shared inbox** is linked to your account, you can access it by clicking on the **Shared inbox** tab (circled below).

**Notifications mailbox**

Personal inbox (9) **Shared inbox (116)**