Tech Tips

NLIS DATABASE



All account types

August 2014

Transaction history report

Related Tech Tip: File upload status Always run this report after you send files to the database, to check your transactions were successful. State departments may check transaction histories for users in their state or territory.

Run the report

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Check the upload status of a file

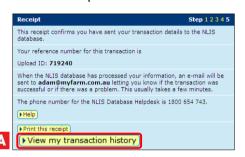
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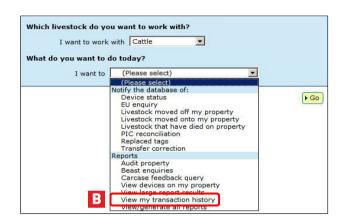
Print the contents of a file

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There are two ways to run the report:

- A. click the button on the transaction **Receipt** screen
- B. select the report from the menu at any time.





Login to the database at www.nlis.mla.com.au

Enter your user ID and password and click

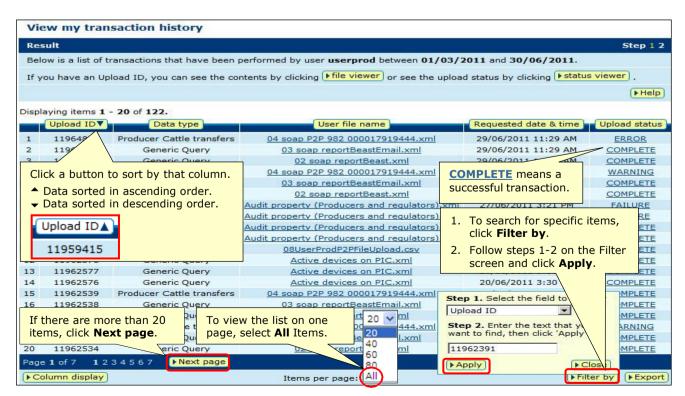
▶ Login

Choose View my transaction history and click FGO

Choose a date range for your report and click

▶ Continue



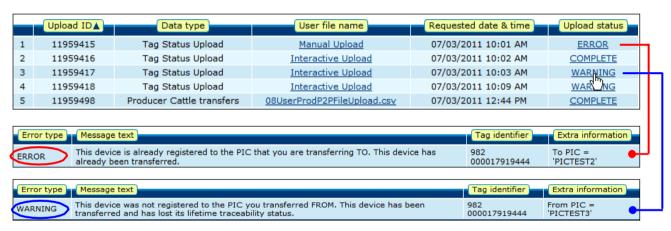


When the report is displayed on the screen, you can sort and filter the results to find specific files, check the upload status, open individual files to check the contents, and print the file contents for your records. Files with an Upload status of COMPLETE were processed successfully. A WARNING is usually for information only. Contact the NLIS Helpdesk if you need help to resubmit information to the database.

Upload status	Meaning / Result	Action
BAD FORMAT	The whole file was the wrong format. No records were updated (e.g. no animals were transferred).	Print the file and check the contents. For all the animals, submit a new file in the correct format.
ERROR	Some data in the file was incorrect or did not comply with database rules. Some records were not updated (e.g. those animals were not transferred).	Print the file and check the contents. For the records that were not updated, submit a new file in the correct format.
INCOMPLETE	Some data in the file was in the wrong format. Some records were not updated (e.g. those animals were not transferred).	Print the file and check the contents. For the records that were not updated, submit a new file in the correct format.

Check the upload status of a file

1 In the **Upload status** column, for more information, click a link, for example, <u>ERROR</u>, <u>WARNING</u>.



Print the contents of a file

- In the **User file name** column, to open a file, click the link for that file, for example, tp2p2.text
- To print the file, click in the white area and then click the right-hand mouse button.
- 3 Select Print from the menu and then select your printer.

