August 2020

PIC reconciliation by manual upload

PIC reconciliations are similar to property stocktakes. They identify discrepancies between the **total** number of electronic devices on a property, and the number of electronic devices registered to that property (PIC) on the NLIS Database.

> Before starting, create a list of **ALL** electronic devices on the property for the **species** you wish to reconcile (cattle, sheep or goats) including unused devices and devices currently attached to animals. You cannot reconcile the property paddock-by-paddock.

Your list can contain the **NLISID** number (printed on the ear tag and read visually) and/or the matching **RFID** number (the electronic chip inside the device). You need to include all the devices **attached to livestock** as well as those **not yet attached to animals**.

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

1   Enter your NLIS **user ID** and **password** and click   LOG IN

2   Select the **species** you are reconciling

3   Select **PIC reconciliation** and click   ▶ Go

4   On the next screen, click   ▶ Continue

5   Click   ▶ type in the details   and follow the instructions below.

Stage 1: Submit the tag numbers for the PIC

1   Open your previously created list of all devices on the property on your computer.

2   Select all device numbers in your list and press **Ctrl** + **C** on your keyboard to copy the numbers to your clipboard.

3   Click in this box and press **Ctrl** + **V** to paste the list of tag numbers here.

4   Select the **PIC** you want to check.

5   Click **Continue**.

Stage 2: View results and fix discrepancies

6   **A.** Active devices **registered** to the PIC

No action is required for these devices because the list you submitted matches the Database.

> The following devices are active and **registered** to the PIC.
>
> Displaying items **1 - 4 of 4**
>
> | | NLIS ID | | RFID |
> |---|---|---|---|
> | 1 | PICTEST0NKG08063 | 20 ▼ | 999 000121948063 |
> | 2 | PICTEST0NKG08064 | 20 | 999 000121948064 |
> | 3 | QBZZ2222XBA00031 | 40 | 982 000031248944 |
> | 4 | QBZZ2222XBA00043 | 60 | 982 000031249174 |
> | | | 80 | |
> | | Items per page: | All | ▶Export |

If there are more than 20 items in a group, choose **All** *items to view them on one page.*

B. Devices **not registered** to the PIC - These devices were included in the list you submitted, however the NLIS Database has them on another property.

- Have a look at the device numbers in this group. Use the [Beast enquiries] report to find out which devices have been transferred off the PIC and which have never been registered to the PIC.
- Once you know which devices need to be moved onto the PIC, export these results to a file and move them onto the PIC using the [Livestock moved onto my property] transaction after you have completed your PIC reconciliation.
- Click **Continue.**

> The following devices are **not registered** to the PIC.
>
> Displaying items **1 - 4 of 4**
>
> | | Uploaded TagID | Status |
> |---|---|---|
> | 1 | 999 000121948066 | Not on PIC |
> | 2 | 999 000121948067 | Not on PIC |
> | 3 | 999 000121948068 | Not on PIC |
> | 4 | 999 000121948069 | Not on PIC |
> | | Items per page: 20 ▼ | ▶Export |
>
> ◀Back   Continue

Export allows you to export the results to a file.

C. Registered devices not submitted - usually from animals that have died in the paddock, lost their tags OR more commonly you have sold but have the transfer was not recorded.

Tick the appropriate boxes to assign the **IA** (Inactive) status to devices in this group.

> **Select all** selects up to 300 items at a time.
>
> **To set the IA status to more than 300 devices**, export these results to a file and use the [Device status] transaction to assign this status to the devices after you have completed your PIC reconciliation.

> The following devices are registered to the PIC, but were not submitted in Step 1 of the PIC Reconciliation. If these devices are no longer active on the PIC, you can select to assign these devices an Inactive status.
>
> Displaying items **1 - 4 of 4**
> Number of selected items: **0**
>
> | | | NLIS ID | RFID |
> |---|---|---|---|
> | 1 | ☐ | PICTEST0NKG08063 | 999 000121948063 |
> | 2 | ☐ | PICTEST0NKG08064 | 999 000121948064 |
> | 3 | ☐ | QBZZ2222XBA00031 | 982 000031248944 |
> | 4 | ☐ | QBZZ2222XBA00043 | 982 000031249174 |
> | ▶Select all | ▶Deselect all | Items per page: 20 ▼ | ▶Export |

D. Inactive devices **registered** to the PIC - tags previously set to inactive

Tick the appropriate boxes to remove the **IA** (Inactive) status from devices in this group, if these tags are still in animals or in the cupboard.

> **Select all** selects up to 300 items at a time.
>
> **To remove the IA status from more than 300 devices**, export these results to a file and use the [Device status] transaction to remove this status from the devices after you have completed your PIC reconciliation.

> These devices are registered to the PIC as Inactive devices. If these devices are active on the PIC, you can select to remove the Inactive status.
>
> Displaying items **1 - 4 of 4**
> Number of selected items: **0**
>
> | | | NLIS ID | RFID |
> |---|---|---|---|
> | 1 | ☐ | PICTEST0NKG08063 | 999 000121948063 |
> | 2 | ☐ | PICTEST0NKG08064 | 999 000121948064 |
> | 3 | ☐ | QBZZ2222XBA00031 | 982 000031248944 |
> | 4 | ☐ | QBZZ2222XBA00043 | 982 000031249174 |
> | ▶Select all | ▶Deselect all | Items per page: 20 ▼ | ▶Export |
>
> ◀Back   ▶Continue

7   Click [▶ Continue] to see the **Confirm details** screen and then click **Send** to submit the details.