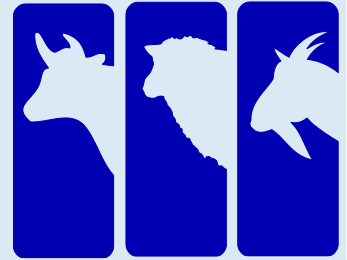


December 2016

## PIC reconciliation by manual upload



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

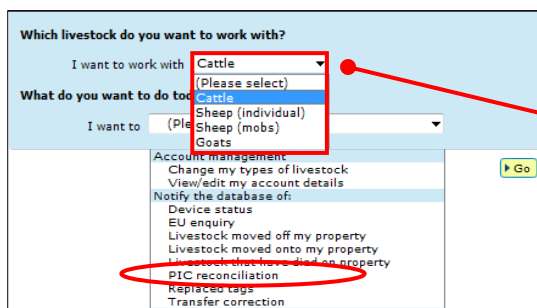


Before starting, create a list of **ALL** electronic devices on the property you wish to reconcile, including unused devices and devices currently attached to animals. You cannot reconcile the livestock on the property paddock-by-paddock.

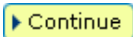
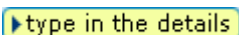
Your list can contain the **NLISID** number (printed on the ear tag and read visually) or the matching **RFID** number (the electronic chip inside the device). Include all the electronic devices **attached to animals** that are on the PIC, **and** all devices **purchased** for the PIC, but **not yet attached to animals**.

Login to the database at [www.nlis.com.au](http://www.nlis.com.au)

- 1 Enter your NLIS **user ID** and **password** and click 
- 2 Select **Cattle** or **Sheep (individual)** for sheep or goats.
- 3 Select **PIC reconciliation** and click 

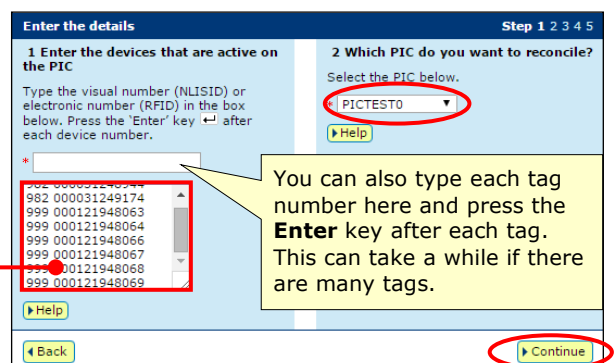


If you work with multiple species of livestock with electronic tags (e.g. cattle and sheep with electronic tags), submit a separate PIC reconciliation for each species.

- 4 On the next screen, click 
- 5 Click  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**.



You can also type each tag number here and press the **Enter** key after each tag. This can take a while if there are many tags.

## 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	PICTESTONKG08063	999 000121948063
2	PICTESTONKG08064	999 000121948064
3	QBZZ2222XBA00031	982 000031248944
4	QBZZ2222XBA00043	982 000031249174

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 to the database, but are **not** registered to the PIC on the NLIS database.

- Have a look at the device numbers in this group. You may wish to use the [Beast enquiries](#) report to find out which of these 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 back onto the PIC, export these results to a file and move them back 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](#) [Continue](#) [Back](#)

**Export** allows you to export the results to a file.

### C. **Registered** devices not submitted

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
<input type="checkbox"/>	PICTESTONKG08063	999 000121948063
<input type="checkbox"/>	PICTESTONKG08064	999 000121948064
<input type="checkbox"/>	QBZZ2222XBA00031	982 000031248944
<input type="checkbox"/>	QBZZ2222XBA00043	982 000031249174

[Select all](#) [Deselect all](#) Items per page: 20 [Export](#)

### D. Inactive devices **registered** to the PIC

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

**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
<input type="checkbox"/>	PICTESTONKG08063	999 000121948063
<input type="checkbox"/>	PICTESTONKG08064	999 000121948064
<input type="checkbox"/>	QBZZ2222XBA00031	982 000031248944
<input type="checkbox"/>	QBZZ2222XBA00043	982 000031249174

[Select all](#) [Deselect all](#) Items per page: 20 [Export](#) [Continue](#) [Back](#)

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