

# NLIS | Database User Guide



Producers, feedlots and third parties

Livestock with electronic devices



This User Guide explains how to submit transactions and run reports for livestock identified with **electronic devices**. **Cattle** movements are always recorded on an **individual** basis, while **sheep** transactions must be recorded on a **mob basis**, regardless of whether or not they are electronically tagged. However, if sheep do have electronic tags, you can also record their movements on an individual basis.

For more information about mob-based movements of livestock with visual tags, see the **NLIS Database User Guide – Mob-based movements for PIC-based accounts**.

When using the database, you can usually enter either a device's **NLISID** or **RFID** (Radio Frequency Identification Device) number. The first eight characters of an NLISID are the Property Identification Code (**PIC**) of the property that purchased the device. The NLISID is printed on the outside of the device and is linked to the RFID number, which is associated with the electronic chip inside the device.

Suggestions for improvements to this User Guide may be sent to [support@nlis.com.au](mailto:support@nlis.com.au)

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## Key



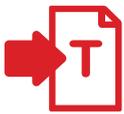
**Tech Tips** provide more information about topics featured in this guide. They can be found online at the NLIS website by clicking **Help Tools**.



**Transactions**  
Submit a transaction to send information to the database.



**Reports**  
Run a report to get information from the database.

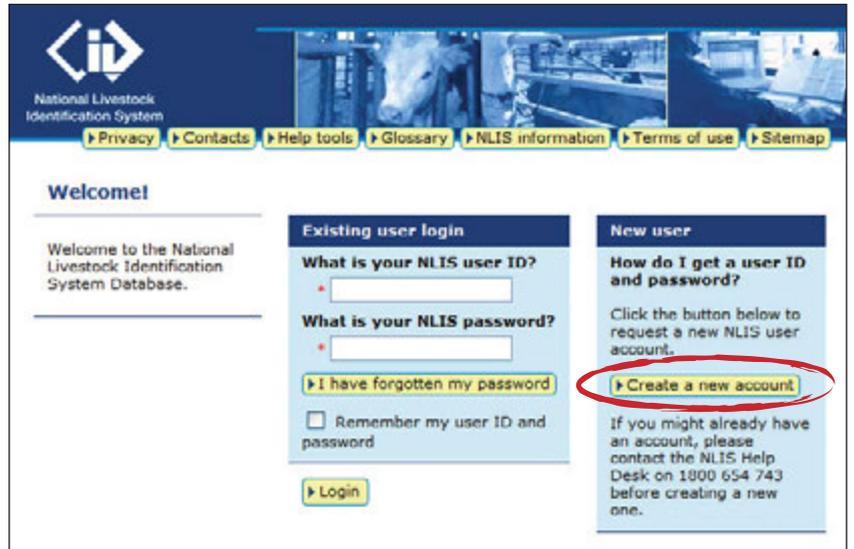


To create a database account, you need internet access, a valid email address and a telephone or mobile number. If you have an existing database account for one type of livestock, there is no need to open an account for another type.

### Creating an NLIS account

1. Go to [www.nlis.mla.com.au](http://www.nlis.mla.com.au)
2. Click [▶ Create a new account](#)
3. Fill in the Account details form online.
4. Tick  the box if you agree to the NLIS Terms of Use.
5. Click [▶ Continue](#) until you see a Confirmation & verification screen.
6. Type the verification code into the box.
7. Click [▶ Send](#) to submit your application.

You will be issued with a NLIS user ID and password, usually within 7 days of applying for a new account.



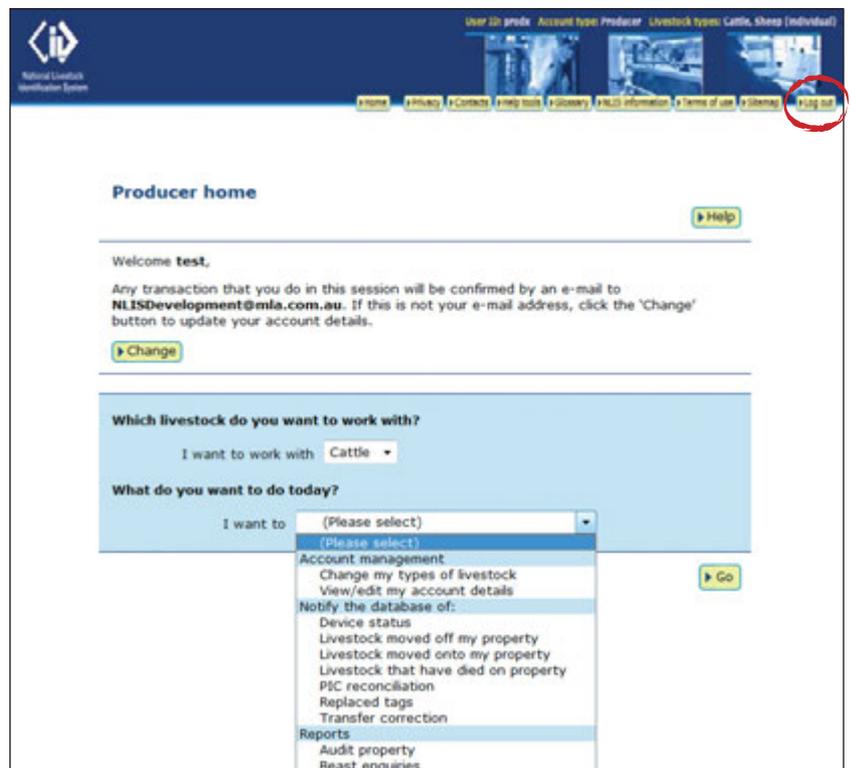
### Logging in to NLIS

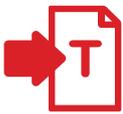
1. Go to [www.nlis.mla.com.au](http://www.nlis.mla.com.au)
2. Enter your **NLIS user ID** and **password** and click [▶ Login](#)
3. Refer to the appropriate topic in this User Guide for further instructions.

### Logging out of NLIS

1. When you have finished working with the database, click [▶ Log out](#) to exit.

Your database session ends automatically if you stay on one screen for more than 20 minutes. If you do, you may lose any data you hadn't yet sent to the database.





## Change password

Although your unique 8-character NLIS user ID cannot be changed, you should change your system-generated password to a more memorable one the first time you log in or at any other time.

### Instructions

1. Select **View/edit my account details** and click **Go**
2. Click **Change password**
3. Enter your old and new password details and click **Send** to submit the changes to the database.

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

What do you want to do today?  
I want to

- (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
- Livestock that have died on property
- PIC reconciliation
- Replaced tags
- Transfer correction

Account information Step 1 2 3 4 5

User ID

Account type

PICs (Property Identification Codes) assigned to you. Your PIC and tailtag numbers are the same.

- 3HSET005
- ND553016
- pictes52
- pictes53

Passwords should be 2-8 alphanumeric characters, e.g. donny5.

Do not enter spaces or special characters (e.g. ? ! & ,).

Password information Step 1 2

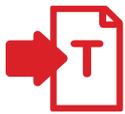
Please complete the following information. Fields marked with an \* must be filled in.

The password should be a maximum of 8 alphanumeric characters.

\*Current password

\*New password

\*Re-type new password



## Change contact details

Please ensure that your account details are current so that we can contact you if necessary.

### Instructions

1. Select **View/edit my account details** and click **Go**
2. Click **Continue**
3. Edit details. You can only edit fields with a red asterisk\*.
4. Click **Continue** until you see a Confirmation screen.
5. Click **Send** to submit the changes to the database.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (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
- Livestock that have died on property
- PIC reconciliation
- Replaced tags
- Transfer correction

**Account information** Step 1 2 3 4 5

**User ID**

**Account type**

**PICs (Property Identification Codes) assigned to you. Your PIC and tailtag numbers are the same.**

- 3HSET005
- ND553016
- pictes52
- nictes53

If you wish to update your name and/or postal address or close your NLIS Database account, contact the NLIS Database Helpdesk on 1800 654 743 or at [support@nlis.com.au](mailto:support@nlis.com.au)

If you wish to update your phone, fax, mobile number and/or email address, enter your new information into the relevant field and click **Continue**.

**Profile information** Step 1 2 3 4 5

Please update the following information if it is not correct or complete. Fields marked with an \* may be changed.

**Title** **First name** **Last name**

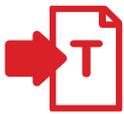
**Property/trading name**

**Address**

**Town/city** **State** **Postcode**

**\*Phone** **\*Fax** **\*Mobile**

**\*E-mail**



When you create an account, you must select all of the livestock types that you work with. If you work with multiple livestock types (for example, if you farm both cattle and sheep) and have both of these linked to your account, you must always select a livestock type to work with on the homepage.

If there is only one livestock type associated with your account, you don't need to select it when you log in to the database.

To add or remove a livestock type, follow the instructions below.

### Instructions

1. Select **Change my types of livestock** and click **Go**
2. Tick (or untick) the appropriate box to select (or de-select) a livestock type and click **Continue**
3. If you have just added a new livestock type, you can now select it on the homepage.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

**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
- Livestock that have died on property
- PIC reconciliation
- Replaced tags
- Transfer correction

**Livestock selection**

**I manage the following livestock:**

- Cattle
- Sheep (individual)
- Sheep (mobs)
- Goats

Your account information and associated livestock types are displayed at the top of the screen.

**Producer home**

User ID: prodx Account type: Producer Livestock types: Cattle, Sheep (individual)

Welcome test,

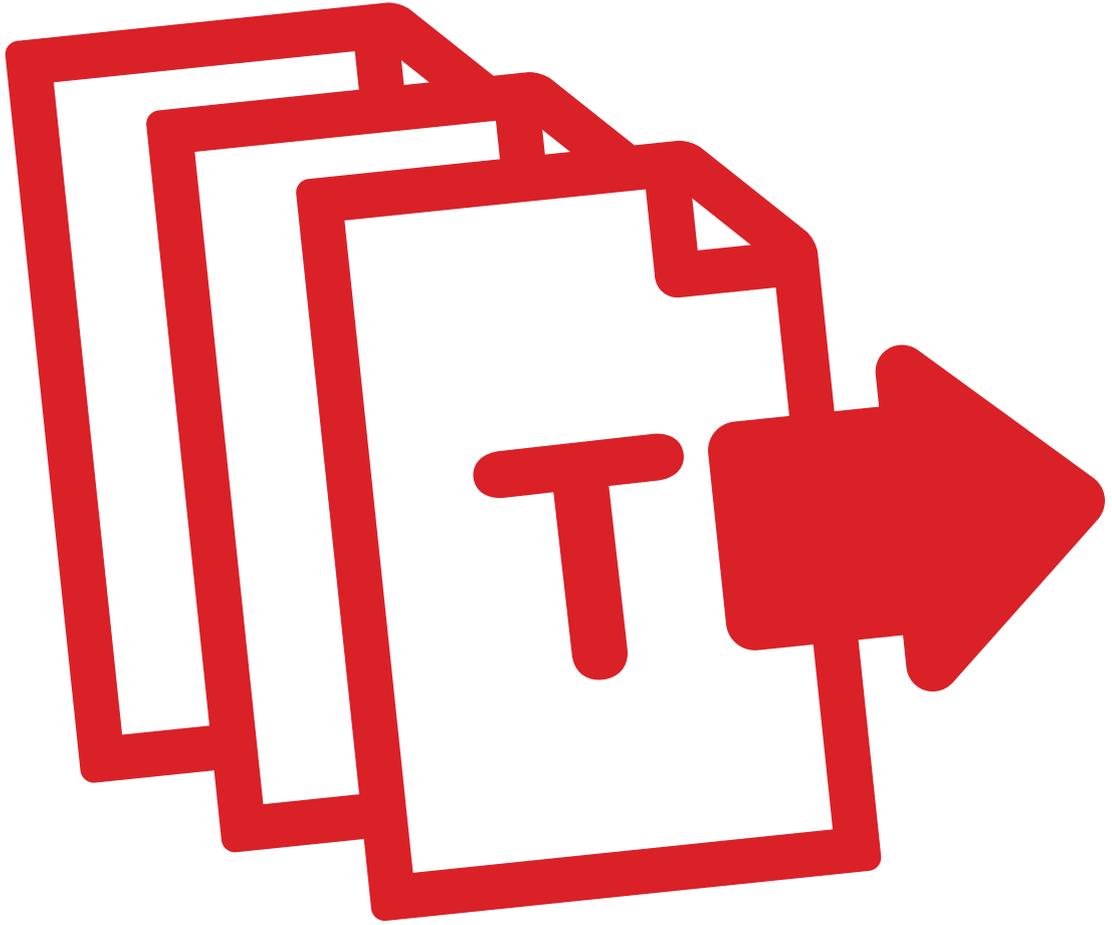
Any transaction that you do in this session will be confirmed by an e-mail to [NLISDevelopment@nila.com.au](mailto:NLISDevelopment@nila.com.au). If this is not your e-mail address, click the 'Change' button to update your account details.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

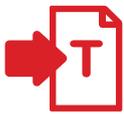


# Transactions

Producers, feedlots and third parties must record information on the database to comply with state regulations relating to biosecurity and traceability.

The instructions in this guide explain how to submit transactions directly to the NLIS database.

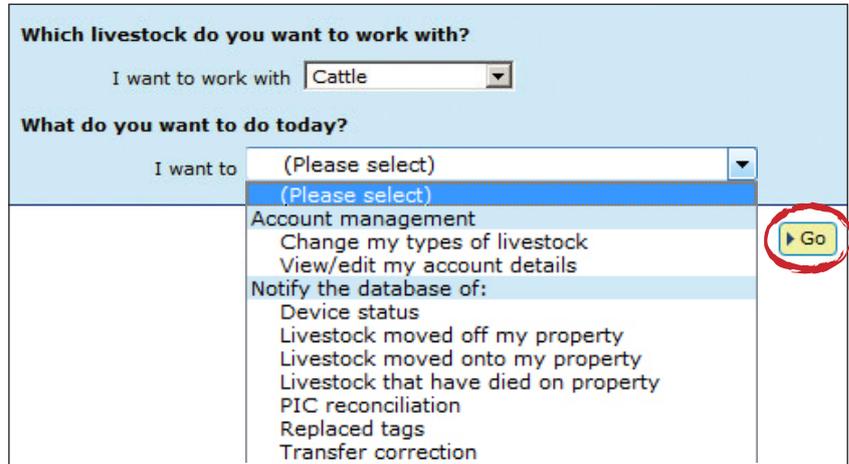
If your company has specialised software installed that is integrated with the NLIS database, you may rarely need to submit transactions via the web interface.



## Transactions

To submit transactions listed on your homepage, select the name of the transaction and click 

The options for producers (pictured right) are slightly different from those for feedlots and third parties, but the process of submitting a transaction is the same.



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

**What do you want to do today?**  
I want to

- (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
  - Livestock that have died on property
  - PIC reconciliation
  - Replaced tags
  - Transfer correction



When you want to move livestock onto/off a PIC that is linked to your account

Use the **Livestock moved onto/off my property** transactions

When you are a third party and want to move livestock onto/off a PIC that is not linked to your account

Use the **Livestock moved (NWA)** transaction

When you want to record that livestock have died on a property

Use the **Livestock that have died on property** transaction

When you want to correct your previous transaction

Use the **Transfer correction** transaction

When you want to reconcile the number of animals on your property with the number of animals registered to your PIC

Use the **PIC reconciliation** transaction

When you want to assign a status to a device

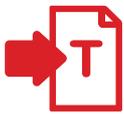
Use the **Device status** transaction

When you want to replace a tag

Use the **Replaced tags** transaction

When you are a feedlot and want to downgrade an animal's EU status

Use the **EU status downgrade** transaction



If livestock are bought or sold through a saleyard, the saleyard notifies the database. For private sales, buyers must ensure that movements are recorded so that animals can always be traced along the supply chain. They can do this themselves or authorise a third party to notify the database on their behalf.

If you move livestock to another property that you own, you must record the movement onto the other property if the PICs are different.

If you move livestock to someone else's property for agistment, the movement must be recorded on the database, even though you retain ownership of the animals. The role of the database is to trace livestock along the supply chain, not to establish ownership.

### Instructions

1. Select a **livestock type**.
2. Select **Livestock moved onto my property** and click **Go**
3. Choose one of two methods to submit the data.

If a producer's PIC is linked to a third party account, the third party can perform movements onto/off the producer's PIC using **Livestock moved onto/off my property**. Otherwise, the third party must use **Livestock moved (NWA)** to record the movement.

The upload a file method allows you to move animals from one or more properties onto one property.

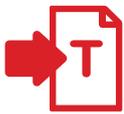
For more about this method, see **File format examples** at the back of this guide.

### Type in the details method

Use this method to type or paste in the device numbers for animals to be moved onto a PIC.

1. Enter details in the compulsory fields\*. If there is an NVD/Waybill number associated with this movement, you must record this on the database.
2. Click **Continue** to proceed.
3. Click **Send** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

For RFIDs, **leave a space** after the first three digits e.g. **982 000025884234**.



If livestock are bought or sold through a saleyard, the saleyard notifies the database. For private sales, the person who receives livestock on their property must ensure that the movement is recorded on the database.

Sellers may still record movements on the database. If a buyer tries to record a movement after the seller has already recorded it, the database will notify the buyer that the animals are already registered to their PIC.

### Instructions

1. Select a **livestock type**.
2. Select **Livestock moved off my property** and click **Go**
3. Choose one of three methods to submit the data.

If a producer's PIC is linked to a third party account, the third party can perform movements onto/off the producer's PIC using **Livestock moved onto/off my property**. Otherwise, the third party must use **Livestock moved (NWA)** to record the movement.

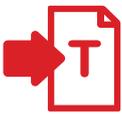
The upload a file method allows you to move animals off one property to one or more properties. For more about this method, see **File format examples** at the back of this guide.

For RFIDs, **leave a space** after the first three digits e.g. **982 000025884234**.

### Type in the details method

Use this method to type or paste in the device numbers for animals to be moved off a PIC.

1. Enter details in the compulsory fields\*. If there is an NVD/Waybill number associated with this movement, you must record this on the database.
2. Click **Continue** to proceed.
3. Click **Send** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



## Livestock moved off my property

### Choose from the list method

Use this method to choose the animals from a list and move them off a PIC.

1. Choose a list to view.

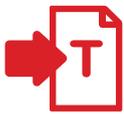
If you choose **livestock moved onto** or **livestock bred on**, also specify a date range. If you wish to see active devices, tick the **Show only active devices** box.

2. Select the appropriate PIC and click **Continue** to proceed.
3. Tick the boxes for all the animals that you wish to move off the PIC.
4. Click **Continue** to proceed.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Vendors PIC	NVD/Waybill	Saleyard name	Status	Active
1	3HSET005XBC00062	982 000090788509	-	3HSET005	-	-	[NLS,B]	YES
2	3HSET005XBC00063	982 000090788095	-	3HSET005	-	-	[NLS,B]	YES
3	3HSET005XBC00064	982 000090788239	-	3HSET005	-	-	-	YES
4	3HSET005XBC00065	982 000090788271	-	3HSET005	-	-	-	YES
5	3HSET005XBC00066	982 000090788499	-	3HSET005	-	-	-	YES
6	3HSET005XBC00067	982 000090788655	-	3HSET005	-	-	-	YES
7	3HSET005XBC00068	982 000090788472	-	3HSET005	-	-	-	YES
8	3HSET005XBC00069	982 000090788589	-	3HSET005	-	-	-	YES
9	3HSET005XBC00070	982 000090788496	-	3HSET005	-	-	-	YES
10	3HSET005XBC00071	982 000090788296	-	3HSET005	-	-	-	YES
11	3HSET005XBC00072	982 000090788044	-	3HSET005	-	-	-	YES
12	3HSET005XBC00073	982 000090788583	-	3HSET005	-	-	-	YES
13	3HSET005XBC00074	982 000090788509	-	3HSET005	-	-	-	YES
14	3HSET005XBC00075	982 000090788509	-	3HSET005	-	-	-	YES
15	3HSET005XBC00076	982 000090788509	-	3HSET005	-	-	-	YES
16	3HSET005XBC00077	982 000090788509	-	3HSET005	-	-	-	YES
17	3HSET005XBC00078	982 000090788278	-	3HSET005	-	-	-	YES
18	3HSET005XBC00079	982 000090788747	-	3HSET005	-	-	-	YES
19	3HSET005XBC00080	982 000090788590	-	3HSET005	-	-	-	YES
20	3HSET005XBC00081	982 000090788311	-	3HSET005	-	-	-	YES

To enter the movement details:

5. Enter details in the compulsory fields\*. If there is an NVD/Waybill number associated with this movement, you must record this on the database.
6. Click **Continue** to proceed.
7. Click **Send** to submit the information.
8. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



A third party account holder is an intermediary in a livestock transaction. If you are asked to record a livestock movement for someone's else's property but their PIC is not linked to your third party account, submit this transaction to record the movement on the database. If their PIC is linked to your third party account, use **Livestock moved onto/off my property** to record the movement.

This transaction is only available to some authorised third party accounts. If **Livestock moved (non-written authority)** does not appear on your homepage, email [support@nlis.com.au](mailto:support@nlis.com.au)

## Instructions

1. Log in to the database using your **third party** account.
2. Select a **livestock type**.
3. Select **Livestock moved (non-written authority)** and click **Go**
4. Choose one of two methods to submit the data.

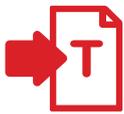
The upload a file method allows you to move animals onto or off one or more properties.

For more about this method, see **File format examples** at the back of the guide.

## Type in the details method

Use this method to type or paste in the device numbers for animals to be moved onto/off a PIC.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Send** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



If animals die on a property, use this transaction to notify the database.

The tag numbers for the dead animals will be moved off the PIC. The tags will no longer appear on current holdings reports for the property, making it easier to reconcile the animals on a property with the devices registered to that PIC on the database.

### Instructions

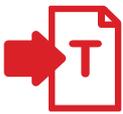
1. Select a **livestock type**.
2. Select **Livestock that have died on property** and click **Go**
3. Choose one of two methods to submit the data.

The upload a file method does not apply to this transaction.

### Type in the details method

Use this method to type or paste in the device numbers for dead animals to be moved off a PIC.

1. Enter details in the compulsory fields\*.
2. Click **Continue** to proceed.
3. Click **Send** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



## Livestock that have died on property

### Choose from the list method

Use this method to choose animals that have died on a property from a list and move them off a PIC.

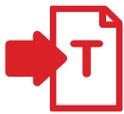
If you choose **livestock moved onto** or **livestock bred on**, also specify a date range. If you wish to see active devices, tick the **Show only active devices** box.

1. Choose a list to view.
2. Select the appropriate PIC and click **Continue** to proceed.
3. Tick the boxes for all the animals that died on the property.
4. Click **Continue** to proceed.

	Visual number (NLSID)	Electronic number (RFID)	Transfer date	Vendors PIC	NVD/Waybill	Saleyard name	Status	Active
1	3HSET005XBC00062	982 000090788509	-	3HSET005	-	-	[NLS,R]	YES
2	3HSET005XBC00063	982 000090788095	-	3HSET005	-	-	[NLS,R]	YES
3	3HSET005XBC00064	982 000090788239	-	3HSET005	-	-	-	YES
4	3HSET005XBC00065	982 000090788271	-	3HSET005	-	-	-	YES
5	3HSET005XBC00066	982 000090788499	-	3HSET005	-	-	-	YES
6	3HSET005XBC00067	982 000090788655	-	3HSET005	-	-	-	YES
7	3HSET005XBC00068	982 000090788472	-	3HSET005	-	-	-	YES
8	3HSET005XBC00069	982 000090788589	-	3HSET005	-	-	-	YES
9	3HSET005XBC00070	982 000090788496	-	3HSET005	-	-	-	YES
10	3HSET005XBC00071	982 000090788298	-	3HSET005	-	-	-	YES
11	3HSET005XBC00072	982 000090788844	-	3HSET005	-	-	-	YES
12	3HSET005XBC00073	982 000090788583	-	3HSET005	-	-	-	YES
13	3HSET005XBC0007	-	-	-	-	-	-	YES
14	3HSET005XBC0007	-	-	-	-	-	-	YES
15	3HSET005XBC0007	-	-	-	-	-	-	YES
16	3HSET005XBC0007	-	-	-	-	-	-	YES
17	3HSET005XBC00078	982 000090788278	-	3HSET005	-	-	-	YES
18	3HSET005XBC00079	982 000090788747	-	3HSET005	-	-	-	YES
19	3HSET005XBC00080	982 000090788590	-	3HSET005	-	-	-	YES
20	3HSET005XBC00081	982 000090788311	-	3HSET005	-	-	-	YES

To enter the movement details:

5. Enter the date (or approximate date) that the animals died.
6. Click **Continue** to proceed.
7. Click **Send** to submit the information.
8. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



To submit a transfer correction, you must know the **Upload ID** of the transfer you wish to correct. You can find this by running the **View my transaction history** report. EU-accredited producers and feedlots must obtain approval from EUCAS (European Union Cattle Accreditation Scheme) before submitting a transfer correction.

You can amend the following transactions:

- **Livestock moved onto my property**
- **Livestock moved off my property**
- **Livestock moved NWA (non-written authority)**
- **Livestock that have died on property**

If the transfer you want to correct was the most recent one recorded for an animal, you can:

- **Edit** the Transfer date, Source PIC or Destination PIC (not both) and NVD/Waybill number for one or more transfers in an upload
- **Remove one or more** transfers in an upload
- **Remove all** of the transfers in an upload

You can only correct a transfer you have submitted once, so check the **Upload ID** that you supply and the **Confirm details** screen very carefully before you perform a **Transfer correction**. Make sure that you retain the **new Upload ID** for any **Transfer correction** transaction. Should you need to amend a transfer that is not the most recent one recorded for the animals, contact your State/Territory NLIS authority or the NLIS Database Helpdesk.

## Instructions

1. Select a **livestock type**.
2. Select **Transfer correction** and click **Go**
3. Choose one of three methods to submit the data.
4. Enter the **Upload ID** of the transaction that you wish to amend and click **Continue**

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

What do you want to do today?  
I want to

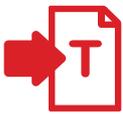
- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details
- Notify the database of:
- Device status
- Livestock moved off my property
- Livestock moved onto my property
- Livestock that have died on property
- PIC reconciliation
- Replaced tags
- Transfer correction**

Enter the details Step 1 2 3 4

What do you want to do? \*

- (Please select)
- Edit one or more transfers in an upload
- Remove one or more transfers in an upload
- Remove all of the transfers in an upload

Enter the upload ID: \* 913092



## Transfer correction

### Edit one transfer in an upload (Edit item)

Use this method to edit *one or more fields* for *one device* that has been previously transferred, for example if one animal was moved on a different date to the other animals you transferred.

After you submit your changes, the edited items will be shown in orange.

1. Click the **Edit item** link for the device that you wish to correct.
2. Edit the appropriate fields in the **Edit item** pop-up window that appears.
3. Click **Submit** to save your changes.
4. Click **Continue**
5. Check the confirm details screen carefully. If the information is correct, click **Send** to submit the file to the database.
6. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

**Edit item**

**Visual number (NLISID)**  
3CPHM039XB00298

**Electronic number (RFID)**  
982 000059900060

**\*Transfer date**  
6 Nov 2011

**\*Source PIC**  
3CPHM039

**\*Destination PIC**  
PICTEST1

**NVD/Waybill**  
1122334455

**Correct your selected transfers** Step 1 2 3 4

The following livestock were transferred by upload ID: **9130921**.

**Which transfers do you want to edit?**

Select the transfers you want to correct as a group from the following list and then click 'Edit selected items'. To change an individual transfer click on 'Edit item'.

Click 'Continue' when you have finished. Click 'Back' if you want to select a different list of transfers.

---

Displaying items 1 - 20 of 39.  
Number of selected items: 0

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	3CPHM039XB00298	982 000059900060	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
2	3CPHM039XB00299	982 000059900040	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
3	3CPHM039XB00300	982 000059899989	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
4	3CPHM039XB00311	982 000059900122	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
5	3CPHM039XB00312	982 000059900667	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
6	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
7	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
8	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
9	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
10	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
11	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
12	3CPHM039XB00342	982 000059900390	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
13	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
14	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
15	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
16	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
17	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HS		
18	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HS		
19	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HS		
20	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HS		

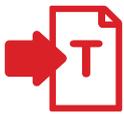
Page 1 of 2   1 2  

  Items per page: 20  

**Step 1.** Select the field to filter by  
Visual number (NLISID) ▼

**Step 2.** Enter the text that you want to find, then click 'Apply'

3CPHM039XB00298



## Transfer correction

### Edit multiple transfers in an upload (Edit selected items)

Use this method to edit *the same fields* for *multiple* devices that have been previously transferred, for example if you entered an incorrect PIC.

After you submit your changes, the edited items will be shown in orange.

1. Tick the boxes for the devices you wish to edit or click **Select all** if you wish to edit all the devices in one upload.
2. Click **Edit selected items**
3. Edit the appropriate fields in the **Edit selected items** pop-up window that appears.
4. Click **Submit** to save your changes.
5. Click **Continue**
6. Check the confirm details screen carefully. If the information is correct, click **Send** to submit the file to the database.
7. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

**Edit selected items**

**\*Transfer date**  
6 Nov 2011

**\*Source PIC**  
3CPHM039

**\*Destination PIC**  
PICTEST1

**NVD/Waybill**  
1122334455

**Correct your selected transfers** Step 1 2 3 4

The following livestock were transferred by upload ID: **9130921**.

**Which transfers do you want to edit?**

Select the transfers you want to correct as a group from the following list and then click 'Edit selected items'. To change an individual transfer click on 'Edit item'.

Click 'Continue' when you have finished. Click 'Back' if you want to select a different list of transfers.

---

Displaying items 1 - 20 of 39.  
Number of selected items: 5

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
<input checked="" type="checkbox"/>	3CPHM039XB00298	982 000059900060	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
<input checked="" type="checkbox"/>	3CPHM039XB00299	982 000059900040	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
<input checked="" type="checkbox"/>	3CPHM039XB00300	982 000059899989	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
<input checked="" type="checkbox"/>	3CPHM039XB00311	982 000059900122	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input checked="" type="checkbox"/>	3CPHM039XB00312	982 000059900667	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
<input checked="" type="checkbox"/>	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00342	982 000059900380	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
<input type="checkbox"/>	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item

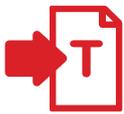
Page 1 of 2   1 2  

     Items per page: 20

**Step 1.** Select the field to filter by  
Visual number (NLISID)

**Step 2.** Enter the text that you want to find, then click 'Apply'

3CPHM039XB00298



## Transfer correction

### Remove one or more transfers in an upload

Use this method to remove *one or more devices* that have been previously transferred, for example if you included an incorrect device in a transfer.

1. Tick the boxes for the devices you wish to remove, or click **Select all** if you wish to select all of the devices.
2. Click **Continue**
3. Check the confirm details screen carefully. If the information is correct, click **Send** to submit the file to the database.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

**Remove your selected transfers** Step 1 2 3 4

The following livestock were transferred by upload ID: **9130921**.

Which transfers do you want to remove?

Select the transfers by clicking in the check box (☑) in the first column. You can also remove a tick by clicking on ☐. Click "Continue" when you have finished. Click "Back" if you want to request a different list of transfers.

Displaying items 1 - 20 of 39. Number of selected items: 5

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVO/Waybill
1	3CPHM039XB00298	982 00005990060	06/11/2011	3CPHM039	3HSET005	1122334455
2	3CPHM039XB00299	982 00005990040	06/11/2011	3CPHM039	3HSET005	1122334455
3	3CPHM039XB00300	982 00005989989	06/11/2011	3CPHM039	3HSET005	1122334455
4	3CPHM039XB00311	982 00005990122	06/11/2011	3CPHM039	3HSET005	1122334455
5	3CPHM039XB00312	982 00005990067	06/11/2011	3CPHM039	3HSET005	1122334455
6	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	3HSET005	1122334455
7	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455
8	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455
9	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455
10	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455
11	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455
12	3CPHM039XB00342	982 000059900380	06/11/2011	3CPHM039	3HSET005	1122334455
13	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455
14	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455
15	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455
16	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455
17	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HSET005	1122334455
18	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HSET005	1122334455
19	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HSET005	1122334455
20	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HSET005	1122334455

Page 1 of 2 1 2 Next page

Select all Deselect all Items per page: 20

Back Continue

### Remove all transfers in an upload

Use this method to remove *all of the devices* that have been previously transferred *in one upload*, for example if you wish to entirely remove a transfer for all of the devices affected. There is no need to select all of the devices when using this method, but to ensure that you remove the correct ones *be particularly careful when entering the Upload ID*.

1. Check that the confirm details screen shows the correct **Upload ID** and confirm all the details on this screen carefully.
2. If the information is correct, click **Send** to submit the file to the database.
3. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

**Confirm details** Step 1 2 3 4

If these details are correct, click "Send" to continue. If they are incorrect, click "Back" to change them.

Help

You are about to **RemoveAll** the following transfers on upload ID: **9130921**.

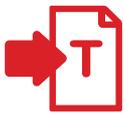
Displaying items 1 - 20 of 39.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVO/Waybill
1	3CPHM039XB00298	982 00005990060	06/11/2011	3CPHM039	3HSET005	1122334455
2	3CPHM039XB00299	982 00005990040	06/11/2011	3CPHM039	3HSET005	1122334455
3	3CPHM039XB00300	982 00005989989	06/11/2011	3CPHM039	3HSET005	1122334455
4	3CPHM039XB00311	982 00005990122	06/11/2011	3CPHM039	3HSET005	1122334455
5	3CPHM039XB00312	982 00005990067	06/11/2011	3CPHM039	3HSET005	1122334455
6	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	3HSET005	1122334455
7	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455
8	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455
9	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455
10	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455
11	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455
12	3CPHM039XB00342	982 000059900380	06/11/2011	3CPHM039	3HSET005	1122334455
13	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455
14	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455
15	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455
16	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455
17	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HSET005	1122334455
18	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HSET005	1122334455
19	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HSET005	1122334455
20	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HSET005	1122334455

Page 1 of 2 1 2 Next page

Items per page: 20

Back Send



This transaction helps you to reconcile the number of livestock on a property with the number of animals registered to a PIC on the database. You can submit this transaction at any time, but once or twice a year is usually enough.

Before you start, create an electronic list of device numbers on your computer to submit to the database later. Include all devices attached to livestock on the PIC, and all devices purchased for the PIC, but not yet attached to animals. If you farm cattle and sheep with RFIDs, create a separate list for each livestock type.

After you submit your file to the database, you will receive the results. The devices for the property will appear in four groups:

- ➔ Active devices registered to PIC
- ➔ Devices not registered to PIC
- ➔ Devices registered but not submitted to PIC
- ➔ Inactive devices registered to PIC

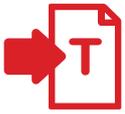
### Instructions

1. Select a **livestock type**.
2. Select **PIC reconciliation** and click **Go**
3. Click **Continue** to proceed.
4. Choose one of two methods to submit the data.
5. Check the PIC reconciliation results provided by the database.
6. Follow the detailed instructions on the Tech Tip to resolve any discrepancies.

The upload a file method delivers the results by email with up to 4 CSV file attachments. For more about this method, see **File format examples** at the back of this guide.

If you wish to run an **Audit property report** before reconciling your current holdings, refer to the **Audit property report** Tech Tip.





Assigning a status to a sheep or cattle device can help you to maintain animals' lifetime traceability (LT) and notify the database about any damaged or faulty devices. Devices with a damaged or inactive status are excluded from current holdings reports that are available from the database.

You can only assign a device status which is authorised for your account type. More than one device status may be applied to an RFID tag at any given time.

To find out whether devices registered to a property have any statuses assigned to them, you can run the **Device query** report.

EU-accredited producers and feedlots must obtain approval from EUCAS before moving non-EU cattle onto their PIC(s).

When you can't locate animals and don't know whether they died on the property or were sold

Assign a Device status of **IA** to devices you wish to make inactive, so that they are not included in your current holdings

When you find missing animals and wish to remove the IA status from their devices

Change the device status of **IA** to **Off**

When an animal has lost a tag

Assign a Device status of **L2** to devices lost after attachment

When a device is faulty or damaged and cannot be read

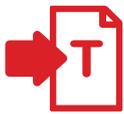
Assign a Device status of **D1** to damaged devices that cannot be read electronically

When you have non-EU breeding animals on an EU-accredited property

Assign a Device status of **B** to devices attached to those animals

If you would like to know more about device and PIC status codes, refer to the **PIC and device status codes** Tech Tip.





## Instructions

1. Select a **livestock type**.
2. Select **Device status** and click **Go**
3. Choose one of three methods to submit the data.

The upload a file method allows you to assign the same status or different statuses to multiple devices.

For more about this method, see **File format examples** at the back of this guide.

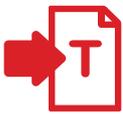
When **setting an Inactive (IA)** status, ensure you set the status to **ON** to assign the Inactive status correctly.

To **remove an IA** status, set the status to **OFF**.

## Type in the details method

Use this method to type or paste in the device numbers for the animals and assign the same status to all of them.

1. Enter details in the compulsory fields\*.
2. Enter comments (optional).
3. Click **Continue** to proceed.
4. Follow the prompts to confirm the details and click **Send** to submit the information.
5. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



## Device status

### Choose from the list method

Use this method to choose the animals from a list and assign the same status to all of them.

1. Choose a list to view.

If you choose **livestock moved onto** or **livestock bred on**, also specify a date range. If you wish to see active devices, tick the **Show only active devices** box.

**Choose your livestock** Step 1 2 3 4 5

**Which livestock would you like to view?**  
Enter the details below then click 'Continue'.

I want to view **all livestock currently on** my PIC: **3HSET005**  
between **19** **19** **2011**  
**livestock moved onto**  
**livestock bred on**  
 Show only active devices.

[Help](#)

[Back](#) [Continue](#)

2. Select the appropriate PIC and click [Continue](#) to proceed.
3. Tick the boxes for all the animals that you wish to assign the same status.
4. Click [Continue](#) to proceed.

**Choose your livestock** Step 2 3 4 5

The following livestock were **all livestock currently on** your PIC: **3HSET005**.

**To which livestock do you want to assign a status?**  
Select the livestock that you want to assign a status to by clicking in the check box (  ) in the first column. You can remove a tick by clicking the check box again. Click 'Continue' when you have selected all the livestock you want, or click 'Back' to view a different list.

[Help](#)

Displaying items 1 - 20 of 58.  
Number of selected items: 3

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Vendor's PIC	MVO/Waybill	Saleyard name	Status	Active
1	3HSET005XBC00056	982 00090788562	-	3HSET005	-	-	-	YES
2	3HSET005XBC00057	982 00090788715	-	3HSET005	-	-	-	YES
3	3HSET005XBC00058	982 00090788703	-	3HSET005	-	-	-	YES
4	3HSET005XBC00061	982 00090788077	-	3HSET005	-	-	-	YES
5	3HSET005XBC00062	982 00090788509	-	3HSET005	-	-	-	YES
6	3HSET005XBC00063	982 00090788095	-	3HSET005	-	-	-	YES
7	3HSET005XBC00064	982 00090788239	-	3HSET005	-	-	-	YES
8	3HSET005XBC00065	982 00090788271	-	3HSET005	-	-	-	YES
9	3HSET005XBC00066	982 00090788499	-	3HSET005	-	-	-	YES
10	3HSET005XBC00067	982 00090788655	-	3HSET005	-	-	-	YES
11	3HSET005XBC00068	982 00090788472	-	3HSET005	-	-	[RAMU1]	YES
12	3HSET005XBC00069	-	-	-	-	-	-	YES
13	3HSET005XBC00070	-	-	-	-	-	-	YES
14	3HSET005XBC00071	-	-	-	-	-	-	YES
15	3HSET005XBC00072	-	-	-	-	-	-	YES
16	3HSET005XBC00073	-	-	-	-	-	-	YES
17	3HSET005XBC00074	982 00090788517	-	3HSET005	-	-	-	YES
18	3HSET005XBC00075	982 00090788204	-	3HSET005	-	-	-	YES
19	3HSET005XBC00076	982 00090788534	-	3HSET005	-	-	-	YES
20	3HSET005XBC00077	982 00090788494	-	3HSET005	-	-	-	YES

Page 1 of 3 1 2 3 [next page](#)

[Select all](#) [Deselect all](#) [Column display](#) Items per page: 20 [Filter by](#) [Export](#)

[Back](#) [Continue](#)

**Step 1.** Select the field to filter by  
Visual number (NLISID)

**Step 2.** Enter the text that you want to find, then click 'Apply'  
3HSET005XBC00067

[Apply](#) [Close](#)

To view your list on one page select **All** items per page.

To enter the device status details:

5. Enter details in the compulsory fields\*.
6. Enter comments (optional).
7. Click [Continue](#) to proceed.
8. Click [Send](#) to submit the information.
9. On the Receipt screen, click [View my transaction history](#) to check the upload status of the file.

**Enter the details** Step 1 2 3 4 5

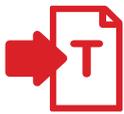
**1 When did the status change?**  
Choose the date below.  
\* 17 Sep 2011  
[Help](#)

**2 What is the status type?**  
Choose the status below.  
\* (Please select)  
(Please select)  
Lost device (L2)  
Inactive device (IA)  
Non-EU breeding animal (B)  
Damaged device (D1)  
[Help](#)

**3 What is the status?**  
Choose 'On' to assign the status and 'Off' to remove it.  
\* On  
[Help](#)

**4 Comments**  
Comments.  
Device cannot be read with a scanner  
[Help](#)

[Back](#) [Continue](#)



Although tags should remain with an animal for life, if they are lost after attachment to an animal or cannot be scanned electronically, they should be replaced. If the animal is still on the property on which it was bred, the breeder can attach a new breeder tag. In any other case, a post-breeder tag must be attached to the animal.

This transaction allows you to link the old and new tag numbers on the database and maintain any lifetime traceability (LT) status already associated with an animal.

Any device statuses associated with the old tag will apply to the new one. However, if you do not have the missing device or do not know the RFID or NLISID of the lost tag, you cannot submit this transaction and the animal's LT status will be lost.

When a **Replaced tags** transaction is submitted, the database assigns an **R1** status to the old tag and links the old and new tag numbers to preserve any lifetime traceability status. The R1 status cannot be applied using the **Device status** transaction.

### Instructions

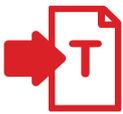
1. Select a **livestock type**.
2. Select **Replaced tags** and click **Go**
3. Choose one of two methods to submit the data.

The upload a file method allows you to record replacements for multiple devices. For more about this method, see **File format examples** at the back of this guide.

### Type in the details method

Use this method to type or paste in the old and new device numbers and link the tags for one animal.

1. Enter details in the compulsory fields\*. Enter the device number for the old device in the first field, and the new one in the second field.
2. Click **Continue** to proceed.
3. Click **Send** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



## EU status downgrade (feedlots)

Cattle registered to farms or feedlots that are accredited under EUCAS automatically have an EU (European Union) status of Y (animal eligible for the EU market), or N (animal not eligible for the EU market) on the database.

Cattle moved onto EU-accredited feedlots should have an EU status of Y. However, if an animal on an EU-accredited feedlot is not EU-eligible, feedlots can manually downgrade the EU status for that animal on the database.

### Instructions

1. Log in to the database using your **feedlot** account.
2. Select **Cattle** as the livestock type.
3. Select **EU status downgrade** and click **Go**
4. Choose one of two methods to submit the data.

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

**What do you want to do today?**  
I want to

- (Please select)
- Account management
- Change my types of livestock
- View/edit my account details
- Notify the database of:
  - Device status
  - ERP enquiry
  - EU status downgrade**
  - Livestock moved off my property
  - Livestock moved onto my property
  - Livestock that have died on property
  - PIC reconciliation
  - Replaced tags
  - Transfer correction

The upload a file method allows you to downgrade the EU status of multiple animals.

For more about this method, see **File format examples** at the back of the guide.

**Choose your method**

**How would you like to record your information?**

Click on the button to choose the option you want.

I want to  manually on-screen.

I want to  I have created on my computer.

### Type in the details method

Use this method to type or paste in a device number and downgrade the EU status of one animal.

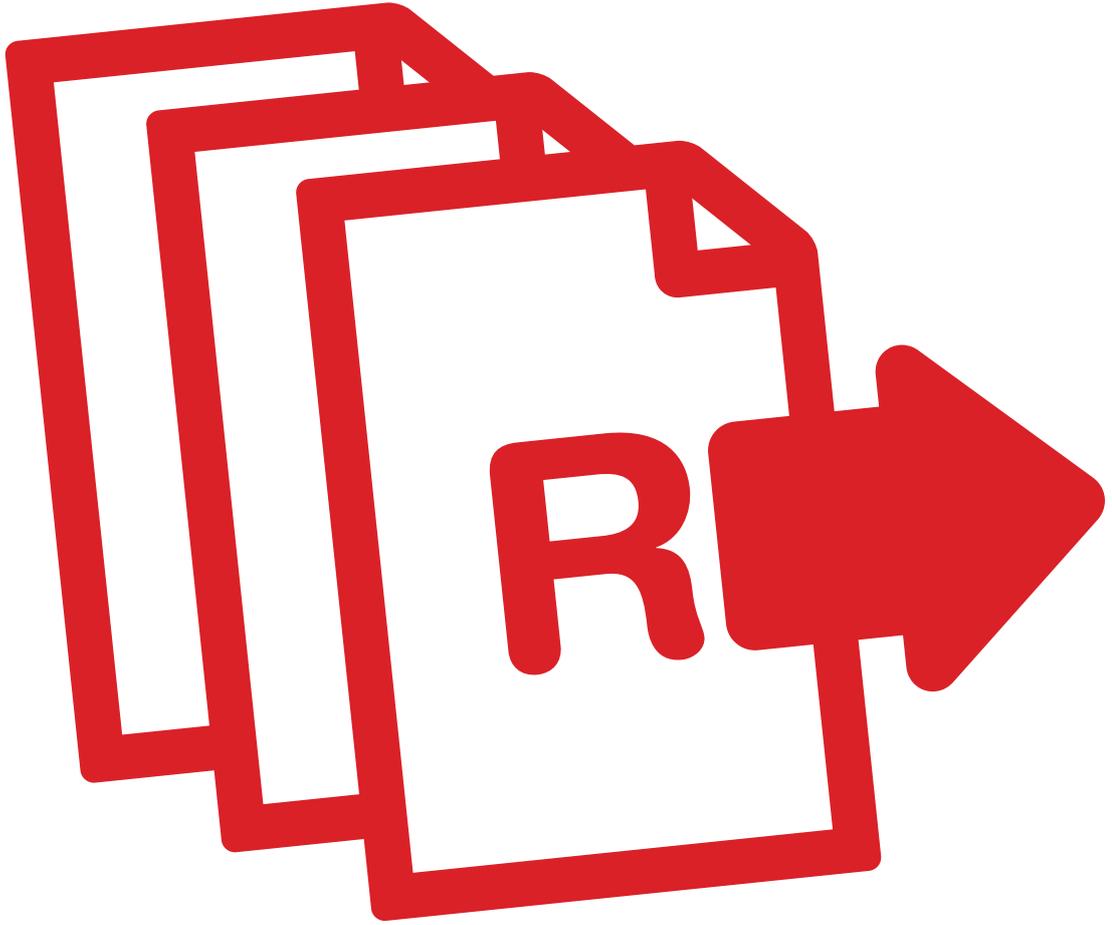
1. Enter the NLISID or RFID.
2. Click **Continue** to proceed.
3. Click **Send** to submit the information.
4. On the Receipt screen, click **View my transaction history** to check the upload status of the file.

**Enter the details** Step 1 2 3

**1 What is the NLISID/RFID?**

Type the visual (NLISID) or electronic (RFID) number in the box below.

\*



## Reports

Producers, feedlots and third parties record information on the database to comply with state regulations relating to biosecurity and traceability.

To retrieve information from the database, you can run various reports. For example, the **View devices on my property** report allows you to find RFID and NLISID numbers to submit transactions.

You can also filter your report results and export data to another file. This information can help you to manage your business more effectively.



To run reports not listed on your homepage, click **View/generate all reports** to see a list of all reports available for your account type.

The report options for feedlots and third parties are slightly different from those for producers (pictured right), but the process of running a report is the same.

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

- (Please select)
- Reports
- Audit property
- Beast enquiries
- Carcase feedback query
- View devices on my property
- View large report results
- View my transaction history
- View/generate all reports

**View/generate all reports**

**Which report would you like to view or generate?**

Report name

Output type

- Device list
- Active cattle moved onto PIC report
- Active devices on PIC report
- Deceased cattle on PIC
- Device query
- Livestock moved off PIC report
- Livestock moved onto PIC report
- Purchased devices report
- View devices on my property
- Device status
- Cattle on PIC with a device status
- EU
- Beast enquiries
- File uploads
- Notifications received for an upload
- Transaction history
- General
- Reports available for this account
- View database changes

If you aren't sure which report you want, select a report and click the **information icon** to see a description of that report.

- When you want to check movement details for a period → Run the **Livestock moved red/onto PIC reports**
- When you are a producer and want a summary of transactions for a PIC → Run the **Audit property (producers and regulators) report**
- When you want to check an animal's EU or LT status → Run the **Beast enquiries report**
- When you want to check a property's ERP status → Run the **ERP PIC status report**
- When you want to find information about other properties → Run the **Search the PIC register report**
- When you want a list of devices on a property → Run the **View devices on my property report**
- When you want to view a large report result → Run the **View large report results report**
- When you want to check transactions were successful → Run the **View my transaction history report**



These reports allow you to check movements onto or off a property in a specific period. The information in these reports is derived from the details recorded on the database when the **Livestock moved onto/off my property, Livestock moved (NWA), and Livestock that have died on property** transactions are submitted.

### Instructions

1. Select a **livestock type**.
2. Select **View/generate all reports** and click **Go** (see previous page)
3. Select the **Livestock that have moved off PIC report** or the **Livestock that have moved onto PIC report** and click **Go**
4. Select the PIC, select a date range and click **Go**

To view your list on one page select **All** items per page.

	RFID	NLIS ID	Destination PIC	NVD/Waybill	Movement date	Saleyard name	LT
21	999 100000010008	PICTESAAANAG10008	DAAB0005		2011-06-22	-	N
22	999 100000010008	PICTESAAANAG10008	PICTESAA	1234567	2010-12-06	-	N
23	999 100000010008	PICTESAAANAG10008	PICTEST1		2011-06-22	-	N
24	999 100000010008	PICTESAAANAG10008	XXXXXXXXXX	1234567	2011-04-26	-	N
25	982 000158365889	PICTEST0XBO58701	EUSY1234	A166025	2011-05-16	NLIS Pty.	N
26	982 000158365889	PICTEST0XBO58701	PICTES53		2011-05-16	-	N
27	982 000158365889	PICTEST0XBO58701					N
28	982 000158365889	PICTEST0XBO58701					N
29	982 000017996265	PICTEST0XBY0000					N
30	982 000016945331	PICTEST0XEY0001					N
31	982 020457821614	PICTEST1LBZ0011					Y
32	982 000017919729	PICTEST1XBY0002					N
33	982 000017919729	PICTEST1XBY00023	XXXXXXXXXX	567	2011-05-16	-	N
34	982 000017844506	PICTEST1XBY00024	PICTES44	RERWWE	2011-06-30	-	Y
35	982 000016994002	PICTEST1XEY00036	PICTES44	RERWWE			N
36	951 000000572103	PICTEST2LBZ00002	PICTES44	RERWWE			Y
37	951 000000572102	PICTEST2LBZ00003	PICTES44	RERWWE			N
38	951 000000572102	PICTEST2LBZ00003	XXXXXXXXXX	34567			N
39	951 000000278112	PICTEST2LBZ08313	XXXXXXXXXX	234567			N
40	982 000159322422	PICTEST2XAD99511	PICTES44	SD RERWWE			Y

When the results are displayed, if you want to search for specific items, click **Filter by** follow steps 1-2 on the filter screen and then click **Apply**.

	RFID	NLIS ID	Source PIC	NVD/Waybill	Movement date	Saleyard name	LT
21	475 0000000640262	SA840077LBZ00019	PICTES77	SDP805456	2010-11-24	-	N
22	475 0000000834742	SA84016					N
23	900 016000059054	TABT917					N
24	937 100000010001	PICTESA					N
25	937 100000010001	PICTESA					N
26	951 000015282266	NC59217					N
27	999 100000010008	PICTESA					N
28	937 100000010002	PICTESA					N
29	982 000156588589	PICTEST0XAD22581	PICTEST0	4115	2011-05-16	-	N
30	937 200000010001	PICTEST0YBW10001	PICTEST0	411554	2011-03-18	-	N
31	000 000000540808	SA471558LBZ00263	PICTEST0		2011-05-02	-	N
32	000 000000540808	SA471558LBZ00263	PICTEST0	A166025	2011-08-15	NLIS Pty.	N
33	982 000063219505	3GLT8037XBC02689	PICTEST2	TAGTRAN	2011-09-07	-	Y
34	982 000053005824	3MYG8071XBB02778	PICTEST2	TAGTRAN	2011-07-07	-	Y
35	982 000020994302	3MY00005XBZ00367	PICTEST2	TAGTRAN			N
36	982 000048995845	3MYPH123XBB00625	PICTEST2	TAGTRAN			Y
37	999 100000010008	PICTESAAANAG10008	PICTEST2				N
38	999 100000010008	PICTESAAANAG10008	PICTEST4	A166025			N
39	982 999999998872	PICTEST7XBX11128	PICTEST8	9876543			N
40	982 999999998872	PICTEST7XBX11288	PICTEST8	9876543			N



This report summarises all database transactions for a property in a specific period. Producers can run the report at any time, but once or twice a year is usually enough.

Producers may find the report helpful if they authorised someone else to record transactions on their behalf and want to check that the information recorded for their property is correct.

This report can contain a lot of information, so the results are delivered by email as a text (TXT) file attachment. The information is grouped in sections such as current holdings, devices purchased, livestock transferred onto and off the PIC and dead livestock.

### Instructions

1. Log in to the database using your **producer** account.
2. Select a **livestock type**.
3. Select **Audit property** and click **Go**
4. Select the PIC, a date range and a species and click **Go**
5. Check the report results that arrive by email.
6. Submit any relevant transactions to resolve any discrepancies highlighted in the report.

If you need to perform a **PIC reconciliation** to reconcile your current holdings with the devices registered to your PIC on the database, refer to the **PIC reconciliation Tech Tip**.



From: NLIS Support [QA@nlisdb.com.au] Sent: Thu 10/11/2011 12:35 PM  
 To: Alison Lonnon  
 Cc:  
 Subject: NLIS Upload 11969682 Result  
 Attachments: NEW AUDIT PROPERTY-QUERY-Results.txt (9 KB)

Please view the attached file for the information you requested.



This report allows you to check the EU status of one or more cattle. The lifetime traceability (LT) status for these animals will also appear on the report if you are authorised to view it.

It is also helpful if you know the NLISID numbers of cattle devices, but need the RFID numbers, or vice versa.

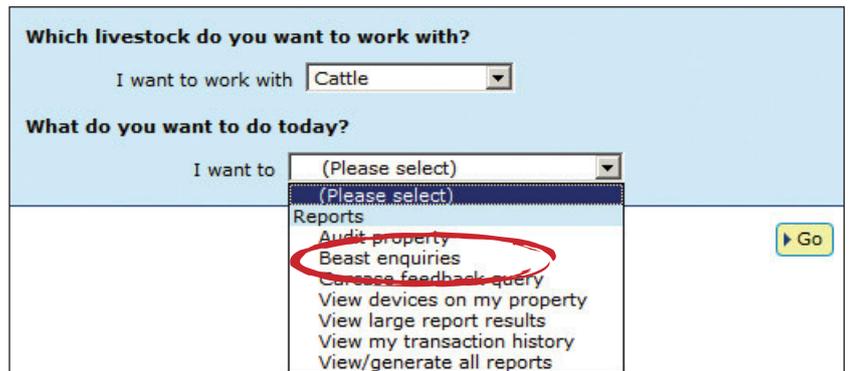
If a device is **currently registered** to a PIC linked to your account, the PIC, NLISID and RFID numbers and the EU and LT status will be displayed in the results.

If the device was **previously registered** to the PIC, only the RFID and NLISID will be displayed.

If the device was **never registered** to the PIC, the database will display a message informing you that you are not authorised to view any information for the device.

### Instructions

1. Select **Cattle** as the livestock type.
2. Select **Beast enquiries** and click **Go**
3. Type or paste in the NLISID or RFID numbers and click **Go**



**View/generate all reports**

Which report would you like to view or generate?  
 Report name: **Beast enquiries**  
 Output type: **On-screen**

NLISID OR RFID: 3DTEC068XBX01961, NA023191XBZ00001, NA023191XBZ00005, QHZZ5555LBA00007, QIQQ9999XEA13016, 982 000036781944

Print preview | Help

NLIS - Report Description - Window...

For one or more cattle tags, this report shows the current PIC, RFID, NLISID, EU status and LT status. This is handy if you know the visual NLISID number but need the RFID number, or vice versa. If the tags are currently registered to a PIC linked to your account, all details are shown. If the tags were once registered to your PIC, the RFID and NLISID are shown. If the tags were never registered to your PIC, you will see 'You are not authorised to view information for the device.'

Go

Displaying items 1 - 20 of 23.

	PIC	RFID	NLIS ID	EU Status	LT
1	NK000000	982 000009425204	3DTEC068XBX01961	N	N
2	NK000000	982 000024694445	NA023191XBZ00001	N	Y
3	NK000000	982 000024745389	NA023191XBZ00005	N	Y
4	NK000000	951 000002115942	QHZZ5555LBA00007		N
5	NK000000	982 000036777031	QIQQ9999XEA13016		N
6	NK000000	982 000036781944	QIQQ9999XEA13016		N
7	NK000000	982 000036781668	QIQQ9999XEA13016		N
8	NK000000	982 000036781680	QIQQ9999XEA13016		N
9	NK000000	982 000036781720	QIQQ9999XEA13016		N
10	NK000000	982 000037220841	QIQQ9999XEA13030		N
11	NK000000	982 000037220606	QIQQ9999XEA13026		N
12	NK000000	982 000036781935	QIQQ9999XEA13030		N
13	NK000000	982 000036777023	QIQQ9999XEA13035		N
14	NK000000	982 000036781800	QIQQ9999XEA13036		N
15	NK000000	982 000036781900	QIQQ9999XEA13038		N
16	NK000000	982 000036781780	QIQQ9999XEA13040		N
17	NK000000	982 000036781596			N
18	NK000000	982 000036776987			N
19	NK000000	982 000036781399			N
20	NK000000	982 000036781503			N

Page 1 of 2 | 1 2 | Next page

Column display | Items per page: 20 | Filter by | Export

When the results are displayed, if you want to search for specific items, click **Filter by** follow steps 1-2 on the filter screen and then click **Apply**.

Select **All** to see all items on one page.

**Step 1.** Select the field to filter by  
 LT

**Step 2.** Enter the text that you want to find, then click 'Apply'  
 Y

Apply | Close



Regulatory authorities can assign a property status to properties that are associated with the Extended Residue Program (ERP). For example, the OC status indicates that a property has a chemical residue history.

To prepare for the arrival of livestock, feedlots should check the ERP status of properties. If the results indicate 'Clear No test', the feedlot does not need to take precautions and the animals do not need to be tested at slaughter to detect any chemical residues.

Results are only disclosed if the PIC is linked to the feedlot's account on the database.

If the results indicate a risk, the feedlot must manage animals from those properties to contain the risk.

Producers and third parties may only run this report for PICs which are linked to their account.

### Instructions

1. Select a **livestock type**.
2. Select **ERP PIC status** and click **Go**
3. Type or paste in the PIC numbers and click **Go**

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

**What do you want to do today?**  
I want to

- Reports
- Beast enquiries
- Carcass feedback query
- ERP PIC status**
- View devices on my property
- View large report results
- View my transaction history
- View/generate all reports

**View/generate all reports**

**Which report would you like to view or generate?**  
Report name    
Output type

This report must be accessed via **View/generate all reports** by producer and third party accounts.

Property Identification Code

Displaying items 1 - 20 of 23.

	PIC	Program Code	Status code	Status code description	Valid
1	PICTEST1	All	C	Clear no test	Yes
2	PICTEST1	EW	EW1	This PIC may have devices registered with a status of interest	Yes
3	PICTEST1	LPA	A	Accredited	Yes
4	PICTEST1	NFAS	A	Accredited	Yes
5	PICTEST2	AQ	AQ	AQ - Anthrax quarantine. Not for human consumption.	Yes
6	PICTEST2	EW	EW1	This PIC may have devices registered with a status of interest	Yes
7	PICTEST2	LPA	A	Accredited	Yes
8	PICTEST2	NFAS	A	Accredited	Yes
9	PICTEST3	AQ	AQ	AQ - Anthrax quarantine. Not for human consumption.	Yes
10	PICTEST3	ENDO	E10		Yes
11	PICTEST3	EW	EW1	This PIC may have devices registered with a status of interest	Yes
12	PICTEST3	LPA	A	Accredited	Yes
13	PICTEST3	NFAS	A	Accredited	Yes
14	PICTEST4	All	C	Clear no test	Yes
15	PICTEST4	EW	EW1	This PIC may have devices registered with a status of interest	Yes
16	PICTEST4	LPA	A	Accredited	Yes
17	PICTEST4	NFAS	A	Accredited	Yes
18	PICTEST5	All	C	Clear no test	Yes
19	PICTEST5	EW	EW1	This PIC may have devices registered with a status of interest	Yes
20	PICTEST5	NFAS	N	Not Accredited	Yes

When the results are displayed, if you want to search for specific items, click **Filter by** follow steps 1-2 on the filter screen and then click **Apply**.

**Step 1.** Select the field to filter by

**Step 2.** Enter the text that you want to find, then click 'Apply'

Page 1 of 2 1 2

Items per page:



State and Territory NLIS authorities maintain their own property registration databases. This information is uploaded to the database automatically to create a centralised national PIC register. Use this report to search for contact details for a specific PIC, or for the PIC associated with a trading name or location.

Disclosure of the PIC register details is governed by the NLIS Terms of Use, but if you are permitted to view certain PIC register details, the report results will list any properties matching the criteria that you enter.

### Instructions

1. Select a **livestock type**.
2. Select **View/generate all reports** and click **Go**
3. Select **Search the PIC register** and click **Go**
4. Enter your search criteria in one or more fields and click **Go**

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

(Please select)

Reports

Audit property

Beast enquiries

Carcase feedback query

View devices on my property

View large report results

View my transaction history

**View/generate all reports**

**View/generate all reports**

**Which report would you like to view or generate?**

Report name

Output type

PIC

Surname   (match any text)

Property Name   (match any text)

Business Name   (match any text)

State

Town   (match any text)

Post Code

Brand

Displaying items 1 - 20 of 100.

	PIC	First name	Last name	Business Name	Property name	PIC status	Brand
1	<a href="#">SA102090</a>	Graeme	Smith			Active	
2	<a href="#">SA102496</a>	Barrie	Smith	BJ & RJ Smith		Active	
3	<a href="#">SA106673</a>	Shannon	Smith			Active	
4	<a href="#">SA110082</a>	Graeme	Smith			Active	
5	<a href="#">SA120897</a>	Kevin	Smith	Eight Mile Creek		Active	
6	<a href="#">SA121099</a>	Hayden	Smith	HJ & KL Smith		Active	
7	<a href="#">SA121371</a>	Ian	Smith	IN & CJ Smith		Active	
8	<a href="#">SA121507</a>	K	Smith			Active	
9			smith			Active	
10			smith			Active	
11			smith			Active	
12			smith			Active	
13	<a href="#">SA14...</a>	Ian	Smith			Active	
14	<a href="#">SA14...</a>	M	Smith			Active	
15	<a href="#">SA152004</a>	David	Smith	Howard Nominees Pty Ltd		Active	
16	<a href="#">SA154464</a>	Carl	Smith			Active	
17	<a href="#">SA154931</a>	Norman	Smith	Katalpa		Active	
18	<a href="#">SA160610</a>	D	Smith			Active	
19	<a href="#">SA160629</a>	C	Smith			Active	
20	<a href="#">SA170261</a>	Alan	Smith	RJ & JE & AB & CA Smith		Active	

Page 1 of 5   1 2 3 4 5  

  Items per page:      

**Step 1.** Select the field to filter by

**Step 2.** Enter the text that you want to find, then click 'Apply'



This report allows you to obtain the device numbers for animals on a property. You will need this information to submit transactions. You can choose from eight options for this report.

### Instructions

1. Select a **livestock type**.
2. Select **View devices on my property** and click **Go**
3. Select a PIC.
4. Select a report type:
  - All devices currently on my PIC
  - Devices purchased
  - Livestock that have moved onto my property
  - Livestock that have moved off my property
  - All deceased livestock
  - Livestock that have died on property
  - Livestock slaughtered
  - Livestock that have irregular status
5. Select a date range and click **Go**

**Which livestock do you want to work with?**

I want to work with

**What do you want to do today?**

I want to

(Please select)

Reports

- Beast enquiries
- Carcass feedback query
- ERP PIC status
- View devices on my property**
- View large report results
- View my transaction history
- View/generate all reports

**View/generate all reports**

Which report would you like to view or generate?

Report name:

Output type:

PIC:

Report Type:

From Date:

To Date:

**HLIS - Report Description**

This report allows you to choose from eight options: 1. All devices currently registered to PIC 2. Devices purchased 3. Livestock moved onto PIC 4. Livestock moved off PIC 5. All deceased livestock 6. Livestock that died on PIC 7. Livestock slaughtered 8. Livestock with an irregular device status

Displaying items 1 - 30 of 39.

ID	NLIS ID	RPID	transfer date	issue date	LT	LT reason for loss	EU status	Management ID	Status	Active
1	NF285756	NZ7186058W00422	982 99999993287	-	10/05/2006	Y	-	N		YES
2	NF285756	NZ7186058W00424	982 99999993288	-	10/05/2006	Y	-	N		YES
3	NF285756	NF285756XW00434	982 99999993289	12/05/2006	10/04/2006	Y	-	N		YES
4	NF285756	NF285756XW00435	982 99999993290	12/05/2006	10/04/2006	Y	-	N		YES
5	NF285756	NF285756XW00436	982 99999993291	12/05/2006	10/04/2006	Y	-	N	[NLSA]	YES
6	NF285756	NF285756XW00437	982 99999993292	12/05/2006	10/04/2006	Y	-	N		YES
7	NF285756	NF285756XW00439	982 99999993293	11/05/2006	10/04/2006	Y	-	N	[NLSA]	YES
8	NF285756	NF285756XW00440	982 99999993294	10/05/2006	10/04/2006	Y	-	N		YES
9	NF285756	NF285756XW00441	982 99999993295	-	10/04/2006	Y	-	N		YES
10	NF285756	NF285756XW00443	982 99999993297	-	10/04/2006	Y	-	N		YES
11	NF285756	NF285756XW00445	982 99999993299	-	10/04/2006	Y	-	N		YES
12	NF285756	Q8A0536XBW00482	982 99999993316	10/05/2006	10/05/2006	Y	-	N		YES
13	NF285756	NF285756XW00496	982 99999993330	-	22/02/2006	Y	-	N	BOB	YES
14	NF285756	NF285756XW00498	982 99999993332	01/04/2006	22/02/2006	Y	-	N	BOB	[Impo-2ms] YES
15	NF285756	NF285756XW00499	982 99999993333	01/04/2006	22/02/2006	Y	-	N		YES
16	NF285756	NF285756XW00500	982 99999993334	01/04/2006	22/02/2006	Y	-	N		YES
17	NF285756	NF285756XW00501	982 99999993335	01/04/2006	22/02/2006	Y	-	N		YES
18	NF285756	NF285756XW00502	982 99999993336	01/04/2006	22/02/2006	Y	-	N		YES
19	NF285756	NF285756XW00503	982 99999993337	01/04/2006	22/02/2006	Y	-	N		YES
20	NF285756	NF285756XW00504	982 99999993338	25/05/2006	22/02/2006	Y	-	N		YES

**Step 1. Select the field to filter by**

NLIS ID

**Step 2. Enter the text that you want to find, then click 'Apply'**

NZ7186058W00445



## View large report results

As some reports contain a lot of data, they may take a while to process.

If your report is too large to view on screen, a message will be displayed.

You will be notified by email when the report is ready to view or you can access any large report results via the homepage.

**View/generate all reports**

Which report would you like to view or generate?

Report name: View devices on my property

Output type: On-screen

PIC: All PICs

Report Type: All devices currently on my PIC (no date range)

From Date: 25 Oct 2011

To Date: 25 Oct 2011

The report you have requested is too large to display on screen.  
 You will be notified by e-mail when the report results are available.  
 The e-mail will include a link that will enable you to view or download your results.  
 The upload ID for this report is **10113027**



When the report is ready to view, click the link to open the report.

## Access via homepage method

1. **Log in** to the database.
2. Select a **livestock type**.
3. Select **View large report results** and click **Go**
4. Click the link under Report name for the report you require.
5. On the File download dialog click either:

**Open** to view the file

**Save** to store the file on your computer so that you can view it later

**Cancel** if you prefer not to download the file.

**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)

Reports

- Beast enquiries
- Carcase feedback query
- ERP PIC status
- View devices on my property
- View large report results**
- View my transaction history
- View/generate all reports

Go

**View large report results**

Click on the report name to open or save the report.

Upload ID	Report name	Status	Start time	End time
1011509	<a href="#">View devices on my property</a>	Complete	10/11/2011 11:58:01 AM	10/11/2011 11:58:13 AM
10115083	<a href="#">View devices on my property</a>	Complete	10/11/2011 11:55:45 AM	10/11/2011 11:55:58 AM

Back Refresh list

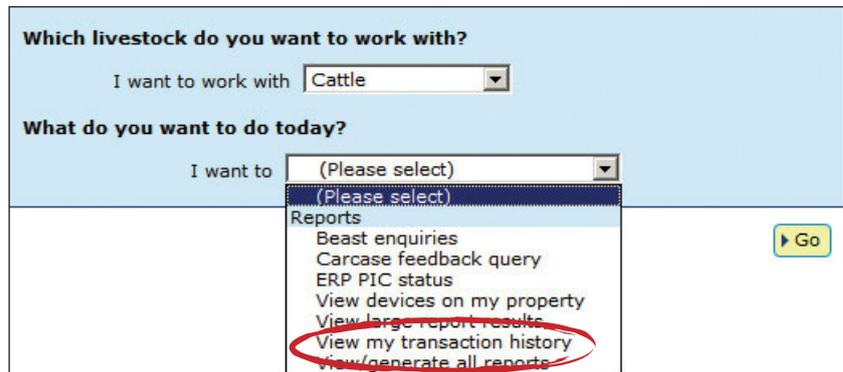
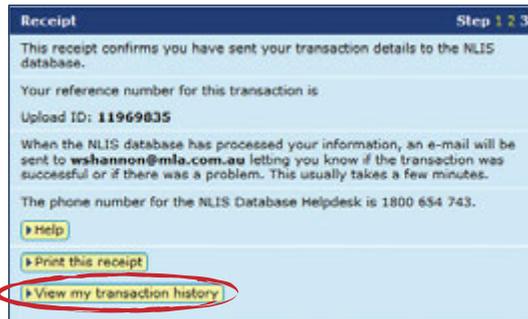


To check that your transactions were processed successfully, you should run this report after every database session. There are two ways to do this:

- Click the **View my transaction history** button on a transaction's Receipt screen (see right)
- Select this report from the homepage menu (see below)

### Instructions

1. Select a **livestock type**.
2. Select **View my transaction history** and click **Go**
3. Select a date range and click **Continue**



A **Complete** status means that your data has been processed successfully, a **Warning** status may not require any action from you but an **Error** status usually does. If you receive an **Error status** email, click the transaction's **Upload status** link for more information about the transaction.

If you would like more information about upload statuses, refer to the **Upload status categories** Tech Tip.



Upload ID	Data type	User file name	Requested date & time	Upload status
1	Producer Cattle transfers	04_soap_P2P_982_000017919444.xml	29/06/2011 11:29 AM	ERROR
2	Generic Query	03_soap_reportBeastEmail.xml	29/06/2011 11:29 AM	COMPLETE
3	Generic Query	02_soap_reportBeast.xml	29/06/2011 11:29 AM	COMPLETE
4	Producer Cattle transfers	04_soap_P2P_982_000017919444.xml	29/06/2011 11:27 AM	WARNING
5	Generic Query	03_soap_reportBeastEmail.xml	29/06/2011 11:26 AM	COMPLETE
6	Generic Query	02_soap_reportBeast.xml	29/06/2011 11:26 AM	COMPLETE
7	Generic Query	Audit_property_(Producers_and_regulators).xml	27/06/2011 3:21 PM	FAILURE
8	Generic Query	Audit_property_(Producers_and_regulators).xml	27/06/2011 3:20 PM	FAILURE
9	Generic Query	Audit_property_(Producers_and_regulators).xml	27/06/2011 3:19 PM	COMPLETE
10	Generic Query	Audit_property_(Producers_and_regulators).xml	27/06/2011 3:19 PM	COMPLETE
11	Producer Cattle transfers	08UserProdP2PFileUpload.csv	22/06/2011 4:36 PM	COMPLETE
12	Generic Query	Active_devices_on_PIC.xml	20/06/2011 3:30 PM	COMPLETE
13	Generic Query	Active_devices_on_PIC.xml	20/06/2011 3:30 PM	COMPLETE
14	Generic Query	Active_devices_on_PIC.xml	20/06/2011 3:30 PM	COMPLETE
15	Producer Cattle transfers	04_soap_P2P_982_000017919444.xml	16/06/2011 5:03 PM	COMPLETE
16	Generic Query	03_soap_reportBeastEmail.xml		COMPLETE
17	Generic Query	02_soap_reportBeast.xml		COMPLETE
18	Producer Cattle transfers	04_soap_P2P_982_000017919444.xml		WARNING
19	Generic Query	03_soap_reportBeastEmail.xml		COMPLETE
20	Generic Query	02_soap_reportBeast.xml		COMPLETE



The **Upload a file** method is useful if you want to record details for many devices, animals or properties, check the status of many PICs or assign different statuses in the same file. Use Microsoft Excel or Notepad to create and save the files on your computer before uploading them to the database.

If you are working in Microsoft Windows, to open Microsoft Excel click **Start > Programs > Microsoft Office > Microsoft Office Excel**. To open Notepad, click **Start > Programs > Accessories > Notepad** or Wordpad (Wordpad performs the same functions as Notepad in this case).

In the Excel file examples below, compulsory fields are shaded black but you don't need to shade fields or add field labels. Most of the file examples below show only two rows but there is no limit to the number of rows you can include in the files you upload to the database.

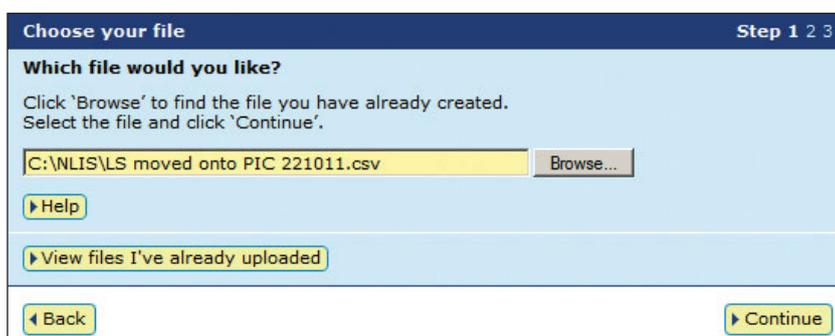
When creating a **Notepad file**, separate your fields with commas (no spaces).

If you are working in Excel for Mac, save your file in **Windows Comma Separated (.csv) format** before uploading it to the database by clicking the **Choose file** button.

### Instructions

When you are ready to upload the file to the database:

1. Click **Browse** to find the file that you saved on your computer and click **Continue** to proceed.
2. Click **Send** to submit the information.
3. On the Receipt screen, click **View my transaction history** to check the upload status of the file.



**Transaction** Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format

**Device status**

**Excel:** Use columns A-E (or A-F to add a comment). Enter each tag/animal in a separate row. In column C, enter NLS. In column E, enter ON/OFF if you want to assign/remove a status. In column F, you can type up to 255 characters but only the letters a-z or A-Z and numbers 0-9.

	A	B	C	D	E	F
1	3HSET005XBC00060	25/10/2011	NLS	D1	ON	Damaged tag cannot scan
2	3HSET005XBC00068	23/10/2011	NLS	B	ON	Non EU breeding animal
3	982 000090788747	25/10/2011	NLS	IA	OFF	Inactive status removed

NLISID/RFID                      Date                      Program                      Status                      Action                      Comment

**Notepad:** Notepad fields are in the same order as in the Excel file.

```
File Edit Format View Help
3HSET005XBC00060,25/10/2011,NLS,D1,ON,Damaged tag cannot scan
3HSET005XBC00068,23/10/2011,NLS,B,ON, Non EU breeding animal
982 000090788747,25/10/2011,NLS,IA,OFF,Inactive status removed
```

**EU status downgrade (feedlots)**

**Excel:** Use column A to enter tag numbers of the EUCAS cattle for which the automatic EU status of Yes has been changed to No.

	A
1	3CERL016XB00042
2	982 000115099925

NLISID/RFID

**Notepad**

```
File Edit Format View Help
3CERL016XB00042
982 000115099925
```



Transaction	Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format																																																							
<p><b>Livestock moved onto/off my property</b></p>  	<p><b>Excel:</b> Use columns A-E but if there is no NVD/Waybill, column D can be empty. Use a row for each animal.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ND553016XBZ00003</td> <td>3HSET005</td> <td>ND553016</td> <td>7766554433</td> <td>22/10/2011</td> </tr> <tr> <td>2</td> <td>982 000025884234</td> <td>3HSET005</td> <td>ND553016</td> <td>7766554433</td> <td>22/10/2011</td> </tr> <tr> <td></td> <td>NLISID/RFID</td> <td>From PIC</td> <td>To PIC</td> <td>NVD/Waybill</td> <td>Date</td> </tr> </tbody> </table> <p><b>Notepad:</b> Notepad fields are in the same order as in the Excel file.</p> <table border="1"> <thead> <tr> <th>File</th> <th>Edit</th> <th>Format</th> <th>View</th> <th>Help</th> </tr> </thead> <tbody> <tr> <td colspan="5">ND553016XBZ00003,3HSET005,ND553016,7766554433,22/10/2011</td> </tr> <tr> <td colspan="5">982 000025884234,3HSET005,ND553016,7766554433,22/10/2011</td> </tr> </tbody> </table>		A	B	C	D	E	1	ND553016XBZ00003	3HSET005	ND553016	7766554433	22/10/2011	2	982 000025884234	3HSET005	ND553016	7766554433	22/10/2011		NLISID/RFID	From PIC	To PIC	NVD/Waybill	Date	File	Edit	Format	View	Help	ND553016XBZ00003,3HSET005,ND553016,7766554433,22/10/2011					982 000025884234,3HSET005,ND553016,7766554433,22/10/2011																				
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<p><b>Livestock moved NWA (third parties)</b></p>  	<p><b>Excel:</b> Use columns A-I but if there is no NVD/Waybill, column D can be empty. Use a row for each animal. In column F, enter 1 (Vendor authorisation), 2 (Buyer authorisation) or 3 (Vendor and Buyer/Other). In columns G-H, enter the first and last name of the person who authorised you to notify the database.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SA340953LBZN0107</td> <td>SA340953</td> <td>NA023191</td> <td></td> <td>20/10/2011</td> <td>2</td> <td>Beverley</td> <td>Chambers</td> <td>1</td> </tr> <tr> <td>2</td> <td>951 000000789068</td> <td>SA340953</td> <td>NB531842</td> <td></td> <td>19/10/2011</td> <td>1</td> <td>Fred</td> <td>James</td> <td>1</td> </tr> <tr> <td></td> <td>NLISID/RFID</td> <td>From PIC</td> <td>To PIC</td> <td>NVD/Waybill</td> <td>Date Auth</td> <td>(1,2,3)</td> <td>Auth. Name</td> <td>Always 1</td> <td></td> </tr> </tbody> </table> <p><b>Notepad:</b> There is no NVD/Waybill in this example.</p> <p>Notepad fields are in the same order as in the Excel file.</p> <table border="1"> <thead> <tr> <th>File</th> <th>Edit</th> <th>Format</th> <th>View</th> <th>Help</th> </tr> </thead> <tbody> <tr> <td colspan="5">SA340953LBZN0107,SA340953,NA023191,,20/10/2011,2,Beverley,Chambers,1</td> </tr> <tr> <td colspan="5">951 000000789068,SA340953,NB531842,,19/10/2011,1,Fred,James,1</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	1	SA340953LBZN0107	SA340953	NA023191		20/10/2011	2	Beverley	Chambers	1	2	951 000000789068	SA340953	NB531842		19/10/2011	1	Fred	James	1		NLISID/RFID	From PIC	To PIC	NVD/Waybill	Date Auth	(1,2,3)	Auth. Name	Always 1		File	Edit	Format	View	Help	SA340953LBZN0107,SA340953,NA023191,,20/10/2011,2,Beverley,Chambers,1					951 000000789068,SA340953,NB531842,,19/10/2011,1,Fred,James,1				
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<p><b>PIC reconciliation</b></p>  	<p><b>Excel:</b> Use columns A-B to enter the PIC and the tags. Include all electronic tags attached to livestock of the same species on the PIC, and all tags bought for the PIC, but not attached to livestock of the same species. Depending on your holdings, the file may have many rows. After you submit the list to the database, you should receive 1-4 file attachments by email.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3MUHB064</td> <td>3MUHB064XBAJ0003</td> </tr> <tr> <td>2</td> <td>3MUHB064</td> <td>982 000038803714</td> </tr> <tr> <td>3</td> <td>3MUHB064</td> <td>982 000038804496</td> </tr> <tr> <td></td> <td>PIC</td> <td>NLISID/RFID</td> </tr> </tbody> </table> <p><b>Notepad:</b> Notepad fields are in the same order as in the Excel file.</p> <table border="1"> <thead> <tr> <th>File</th> <th>Edit</th> <th>Format</th> <th>View</th> <th>Help</th> </tr> </thead> <tbody> <tr> <td colspan="5">3MUHB064,3MUHB064XBAJ0003</td> </tr> <tr> <td colspan="5">3MUHB064,982 000038803714</td> </tr> <tr> <td colspan="5">3MUHB064,982 000038804496</td> </tr> </tbody> </table>		A	B	1	3MUHB064	3MUHB064XBAJ0003	2	3MUHB064	982 000038803714	3	3MUHB064	982 000038804496		PIC	NLISID/RFID	File	Edit	Format	View	Help	3MUHB064,3MUHB064XBAJ0003					3MUHB064,982 000038803714					3MUHB064,982 000038804496																								
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<p><b>Replaced tags</b></p>  	<p><b>Excel:</b> Use columns A-C to enter the old and new tag numbers and the replacement date. This links the old and new tags on the database to preserve any lifetime traceability (LT) status.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3CPWG015XBW10002</td> <td>3CPWG015XBG47888</td> <td>30/10/2011</td> </tr> <tr> <td>2</td> <td>3CPWG015XBW10033</td> <td>3CPWG015XBG47891</td> <td>30/10/2011</td> </tr> <tr> <td></td> <td>Old tag (NLISID/RFID)</td> <td>New tag (NLISID/RFID)</td> <td>Date replaced</td> </tr> </tbody> </table> <p><b>Notepad:</b> Notepad fields are in the same order as in the Excel file.</p> <table border="1"> <thead> <tr> <th>File</th> <th>Edit</th> <th>Format</th> <th>View</th> <th>Help</th> </tr> </thead> <tbody> <tr> <td colspan="5">3CPWG015XBW1002,3CPWG015XBG47888,30/10/2011</td> </tr> <tr> <td colspan="5">3CPWG015XBW1033,3CPWG015XBG47891,30/10/2011</td> </tr> </tbody> </table>		A	B	C	1	3CPWG015XBW10002	3CPWG015XBG47888	30/10/2011	2	3CPWG015XBW10033	3CPWG015XBG47891	30/10/2011		Old tag (NLISID/RFID)	New tag (NLISID/RFID)	Date replaced	File	Edit	Format	View	Help	3CPWG015XBW1002,3CPWG015XBG47888,30/10/2011					3CPWG015XBW1033,3CPWG015XBG47891,30/10/2011																												
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## State/Territory NLIS authorities

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### Australian Capital Territory

Department of Territory and Municipal Services  
T: (02) 6207 2357  
E: will.andrew@act.gov.au

### New South Wales

Department of Primary Industries  
Local Land Services (LLS)  
NSW DPI NLIS Helpline: 1300 720 405  
W: [www.dpi.nsw.gov.au/nlis](http://www.dpi.nsw.gov.au/nlis)  
W: [www.lls.nsw.gov.au](http://www.lls.nsw.gov.au)  
E: [enquiries.nlis@dpi.nsw.gov.au](mailto:enquiries.nlis@dpi.nsw.gov.au)

### Northern Territory

Department of Primary Industry and Fisheries  
T: (08) 8999 2030 (Darwin)  
(08) 8973 9754 (Katherine)  
(08) 8962 4458 (Tennant Creek)  
(08) 8951 8125 (Alice Springs)  
W: [www.nt.gov.au/d/nlis](http://www.nt.gov.au/d/nlis)  
E: [ntnlis@nt.gov.au](mailto:ntnlis@nt.gov.au)

### Queensland

Department of Agriculture, Fisheries  
and Forestry (DAFF)  
Biosecurity Queensland  
Business Information Centre: 13 25 23  
W: [www.daff.qld.gov.au](http://www.daff.qld.gov.au)  
E: [nlis\\_admin@daff.qld.gov.au](mailto:nlis_admin@daff.qld.gov.au)

### South Australia

Primary Industries & Regions  
of South Australia (PIRSA)  
Biosecurity SA  
T: 1800 654 688  
W: [www.pir.sa.gov.au](http://www.pir.sa.gov.au)  
E: [pirsa.nlisdatabasenotifications@sa.gov.au](mailto:pirsa.nlisdatabasenotifications@sa.gov.au)

### Tasmania

Department of Primary Industries, Parks,  
Water & Environment  
Biosecurity Tasmania  
T: 1300 368 550  
W: [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au)  
E: [andrea.howard@dpipwe.tas.gov.au](mailto:andrea.howard@dpipwe.tas.gov.au)

### Victoria

Department of Environment and Primary Industries  
Biosecurity Victoria, Animal Biosecurity and Welfare  
T: 1800 678 779  
W: [www.depi.vic.gov.au](http://www.depi.vic.gov.au)  
E: [nlis.victoria@depi.vic.gov.au](mailto:nlis.victoria@depi.vic.gov.au)

### Western Australia

Department of Agriculture and Food  
Livestock Biosecurity  
T: (08) 9780 6100  
W: [www.agric.wa.gov.au](http://www.agric.wa.gov.au)  
E: [nlis@agric.wa.gov.au](mailto:nlis@agric.wa.gov.au)

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Printed in Australia by Stonecrop Print Management Services  
All information contained in this guide is current as of  
February 2013, though subject to change.

The devices shown in this guide do not indicate a preference  
on the part of NLIS Ltd for these specific devices.  
For more information about NLIS-accredited device  
manufacturers, please visit [www.nlis.com.au](http://www.nlis.com.au)



**National Livestock  
Identification System Ltd**

This guide was produced by NLIS Ltd  
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ABN 34 134 745 038



## NLIS Database Helpdesk

1800 654 743

support@nlis.com.au

NLIS operates a Database Helpdesk service from Monday-Friday, 9am-5pm (Sydney time). If you require assistance with the database, please note your **NLIS user ID** and **Upload ID** (if relevant) before contacting the Helpdesk.

## LPA Program

1800 683 111

lpa@mla.com.au

Livestock Production Assurance (LPA) is Australia's on-farm food safety program. LPA's food safety standards are associated with basic on-farm food safety guidelines, which underpin the food safety declarations on LPA National Vendor Declarations (NVDs). LPA accreditation is linked to Property Identification Codes (PICs). To use LPA NVDs, producers must ensure their PICs are accredited in the LPA program.

## European Union Cattle Accreditation Scheme (EUCAS)

1800 305 544

eucas@agriculture.gov.au

The European Union Cattle Accreditation Scheme (EUCAS) is a national animal production scheme that guarantees full traceability of all animals through the NLIS database. It allows Australia to meet the European Union (EU) market requirements for beef by segregating cattle that have never been treated with hormonal growth promotants (HGP) at any time.

NLIS operates in partnership with the Australian meat and livestock industries and state and federal governments.

Collaborating partners of the database include:



**Australian Government**  
**Department of Agriculture,  
Fisheries and Forestry**

