# NLIS | Database User Guide



## Sporting events, transit centres and live exporters

Livestock with electronic devices

**National Livestock Identification System Ltd**

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, if you wish you can also record their movements on an individual basis.

For more information about mob-based movements, see the **NLIS Database User Guide Sheep and Goats Mob-based movements**.

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**

# Contents

# 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**

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**

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

> 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.

1. When you have finished working with the database, click ▶ Log out to exit.

# 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    Cattle ▼

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

I want to    (Please select) ▼

(Please select)
Account management
    Change my types of livestock
    View/edit my account details
Notify the database of:
    Livestock moved off my property
    Livestock moved onto my property
    Mob-based in transfers
    Mob-based out transfers
    Replaced tags
    Sighted livestock
    Transfer correction

▶ Go

---

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

**User ID**

userspor    ▶ Change password

**Account type**

Sporting event

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

PICTEST4

◀ Back                    ▶ Continue

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**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    ••••••••

◀ Cancel                    ▶ Send

> Passwords should be 2-8 alphanumeric characters, e.g. donny5.
>
> Do not enter spaces or special characters (e.g. ? ! &,).

# 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.





> If you change your postal address or no longer need a database account, email **support@nlis.com.au** so the NLIS Database Helpdesk can update your address or close your account.
>
> If you change your email address, please enter your new one.
>
> A phone or mobile number must be provided.

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 deal with 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.





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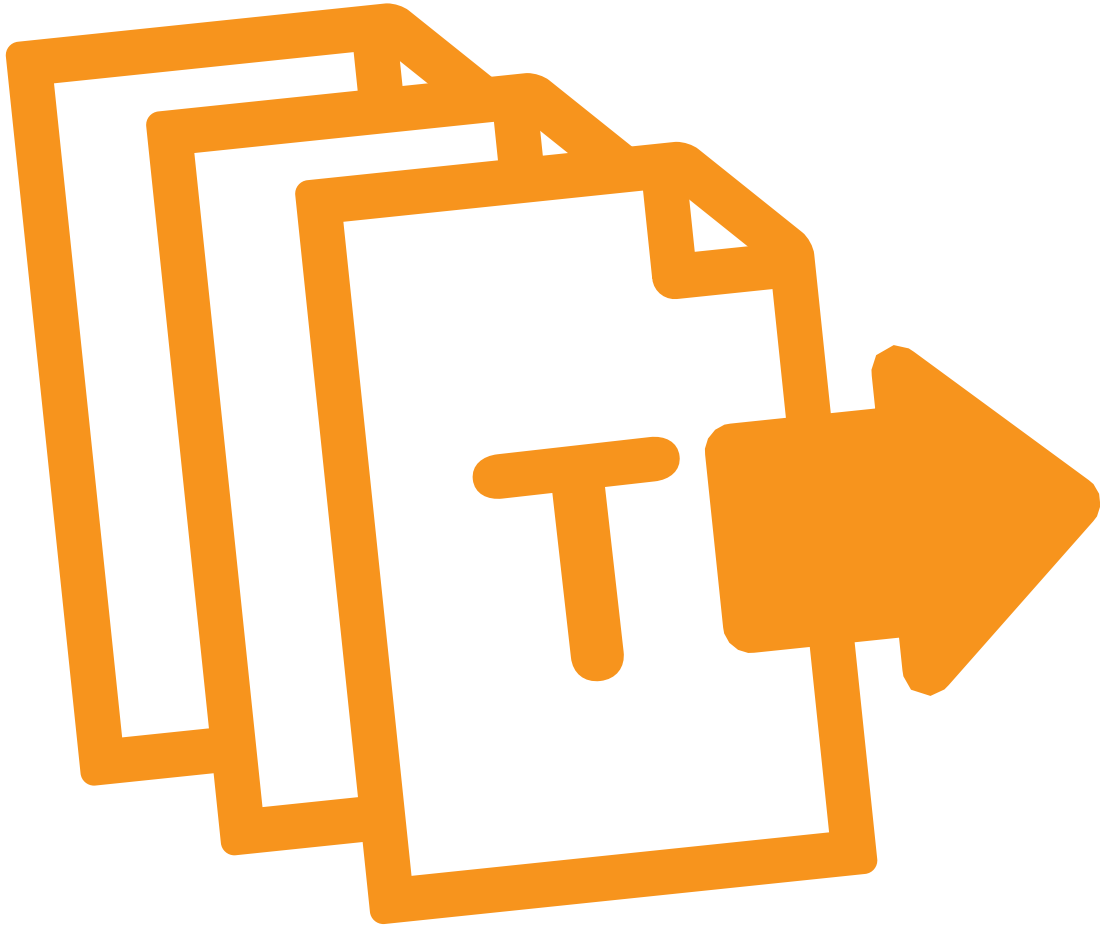
# Transactions

Sporting events, transit centres and live exporters 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.
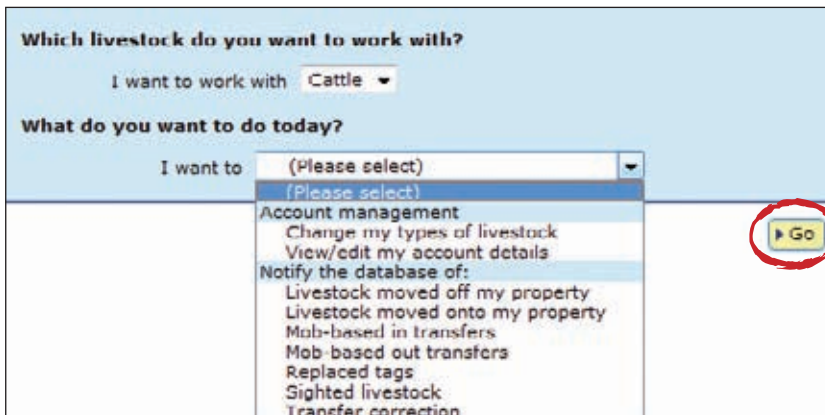
# Transactions

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

The options for sporting events and transit centres (pictured right) are slightly different from those for live exporters, but the process of submitting a transaction is the same.

Mob-based in and out transfers are only listed if your State allows those transactions for your account type.

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

I want to work with  Cattle ▾

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

I want to  (Please select) ▾

(Please select)
Account management
　Change my types of livestock
　View/edit my account details
Notify the database of:
　Livestock moved off my property
　Livestock moved onto my property
　Mob-based in transfers
　Mob-based out transfers
　Replaced tags
　Sighted livestock
　Transfer correction

▶ Go

| | |
|---|---|
| When you want to move livestock onto/off your PIC and record the device numbers of each animal | Use the **Livestock moved onto/off my property** transactions |
| When you are a sporting event or a transit centre and State regulations allow you to record cattle movements on a mob basis | Use the **Mob-based in/out transfers** transactions |
| When you are a sporting event or a transit centre and State regulations allow you to record animals being 'sighted' on your PIC before they return to the property they came from | Use the **Sighted livestock** transaction |
| When you want to correct your previous transaction | Use the **Transfer correction** transaction |
| When you are a live exporter and want to assign a status to a device | Use the **Device status** transaction |
| When you need to replace a tag | Use the **Replaced tags** transaction |

This transaction allows you to move livestock onto a PIC. It is the responsibility of the receiver of a consignment of livestock to ensure that movements onto their PIC are recorded on the database (except in the case of livestock moving into saleyards).

Do not use this transaction if you wish to record:

→ Livestock that are on your PIC temporarily and will return to the PIC that they came from (use **Sighted livestock**)

→ Mob-based cattle movements (use **Mob-based in transfers**, if your State authority allows these)

## 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.

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

I want to work with  Cattle ▼

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

I want to  (Please select) ▼

(Please select)
Account management
   Change my types of livestock
   View/edit my account details
Notify the database of:
   Livestock moved off my property
   Livestock moved onto my property
   Mob-based in transfers
   Mob-based out transfers
   Replaced tags
   Sighted livestock
   Transfer correction

▶ Go

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.

**Choose your method**

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

Click on the button to choose the option you want.

I want to ▶ type in the details manually on-screen.

I want to ▶ upload a file I have created on my computer.

## 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.**

**Enter the details**                                      Step 1 2 3

**1 Enter the livestock you want to move**

Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the 'Enter' ↵ after each number.

NO93301KXR20000

982 000025884234
982 000025884698

▶ Help

**2 What PIC are you moving them from?**

Enter the source PIC in the field below.

ND555016

▶ Help

**3 What PIC are you moving them to?**

Select your destination PIC below.

LIVESTOCK ▼

▶ Help

**4 What is the NVD/Waybill number?**

Enter the NVD/Waybill number in the field below.

7766554433

▶ Help

**5 When were the livestock moved?**

Choose the date below.

16 ▼ Oct ▼ 2011 ▼

▶ Help

◀ Back                                   ▶ Continue

# Livestock moved off my property

Livestock movements

This transaction allows you to move livestock off a PIC. Although it is the responsibility of the receiver of a consignment of livestock to ensure that movements onto their PIC are recorded on the database (except in the case of livestock moving into saleyards), account holders can still move animals off their PIC to keep their current holdings up to date.

Do not use this transaction if you wish to record:

➔ Livestock that are on your PIC temporarily and will return to the PIC that they came from (use **Sighted livestock**)

➔ Mob-based cattle movements (use **Mob-based out transfers**, if your State authority allows these)

## 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.

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

I want to work with    Cattle ▾

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

I want to    (Please select) ▾

(Please select)
Account management
    Change my types of livestock
    View/edit my account details
Notify the database of:
    Livestock moved off my property
    Livestock moved onto my property
    Mob-based in transfers
    Mob-based out transfers
    Replaced tags
    Sighted livestock
    Transfer correction

▶ Go

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.

**Choose your method**

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

Click on the button to choose the option you want.

I want to ▶ **type in the details** manually on-screen.

I want to ▶ **upload a file** I have created on my computer.

I want to ▶ **choose from the list** of livestock on my property.

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.

**Enter the details**                                                                                    step 1

**1 Enter the livestock you want to move**

Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the 'Enter' ↵ after each number.

3HSET005xBx000048

983 000006590042
982 000006593086

▶ Help

▶ Back

**What PIC are you moving them from?**

Select your source PIC below.

3HSET005 ▾

▶ Help

**3 What PIC are you moving them to?**

Enter the destination PIC below.

NC430577

▶ Help

**4 What is the NVD/Waybill number?**

Enter the NVD/Waybill number in the field below.

1234568677

▶ Help

**5 When were the livestock moved?**

Choose the date below.

19 ▾  Sep ▾  2011 ▾

▶ Help

▶ Continue

To move dead animals off your PIC, type **DECEASED** into the PIC field.

### 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.



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

> 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**.

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.

# Mob-based in transfers (sporting events and transit centres)

## tech tip
Mob-based cattle transfers

If your State authority allows you to record mob-based cattle transfers, instead of recording the device numbers of individual animals on the database, you can record details for one or more mobs of cattle that move onto a PIC. It may be useful to record movements onto sporting event or transit centre PICs this way.

This transaction is only available to some sporting event and transit centre accounts. If your State authority allows mob-based cattle transfers and these options do not appear on your homepage, email **support@nlis.com.au**

## Instructions

1. Log in to the database using your **sporting event** or **transit centre** account.

2. Select **Cattle** as the livestock type.

3. Select **Mob-based in transfers** and click ▶ Go



## Type in the details method

Use this method to type or paste in the details for the mobs to be moved onto your PIC.

1. Enter details in the compulsory fields*.

2. Click ▶ Add

3. If you would like to enter information for more than one mob, repeat steps 1-2 as necessary. Otherwise, click ▶ Continue to proceed.

4. Click ▶ Send to submit the information.

5. On the Receipt screen, click ▶ View my transaction history to check the upload status of the file.

If your State authority allows you to record mob-based cattle transfers, instead of recording the device numbers of individual animals on the database, you can record details for one or more mobs of cattle that move off a PIC. It may be useful to record movements off sporting event or transit centre PICs this way.

This transaction is only available to some sporting event and transit centre accounts. If your State authority allows mob-based cattle transfers and these options do not appear on your homepage, email **support@nlis.com.au**

## Instructions

1. Log in to the database using your **sporting event** or **transit centre** account.

2. Select **Cattle** as the livestock type.

3. Select **Mob-based out transfers** and click ▶ Go



## Choose from the list method

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

1. Select the mobs you wish to move.

2. Click ▶ Continue to proceed.



To enter the movement details:

3. Enter details in the compulsory fields*. If there is an NVD/Waybill number associated with this movement, you must record this on the database.

4. Click ▶ Continue to proceed.

5. Click ▶ Send to submit the information.

6. On the Receipt screen, click ▶ View my transaction history to check the upload status of the file.

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

Any device statuses associated with the old device will apply to the new one. If you do not have the old device and do not know its RFID or NLISID number, 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 device and links the old and new device numbers to preserve any lifetime traceability status.

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

I want to work with    Cattle ▾

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

I want to    (Please select) ▾

(Please select)
Account management
  Change my types of livestock
  View/edit my account details
Notify the database of:
  Livestock moved off my property
  Livestock moved onto my property
  Mob-based in transfers
  Mob-based out transfers
  Replaced tags
  Sighted livestock
  Transfer correction

▸ Go

## 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.

**Choose your method**

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

Click on the button to choose the option you want.

I want to ▸ type in the details manually on-screen.

I want to ▸ upload a file I have created on my computer.

## 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.

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

**1 What is the device you want to replace?**

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

*
982 000025884698

▸ Help

**2 What is the new device?**

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

*
ND553016XBZ00003

▸ Help

**3 When was the device replaced?**

Select the date the device was replaced.

* 2 ▾ Oct ▾ 2011 ▾

▸ Help

◂ Back                                                                  ▸ Continue

# Sighted livestock
## (sporting events and transit centres)

**tech tip** — Livestock sighted (Cattle)

If your State authority allows you to record this transaction, you can record the presence of animals sighted at temporary locations (like agricultural shows, sporting events or transit centres) on a specific date, without having to record a movement off their PIC of residence. This transaction should only be used for animals that will return to the property they came from.

This transaction is only available to some sporting event and transit centre accounts. If your State authority allows **Sighted livestock** transactions and this option does not appear on your homepage, email **support@nlis.com.au**

## Instructions

1. Log in to the database using your **sporting event** or **transit centre** account.

2. Select a **livestock type**.

3. Select **Sighted livestock** and click ▶ Go



The upload a file method allows you to record animals sighted on one or more PICs.

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 sighted on 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.

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.

You can amend the following transactions:

➔ **Livestock moved onto/off my property**

➔ **Mob-based in/out transfers**
   (sporting events and transit centres)

➔ **Sighted livestock**
   (sporting events and transit centres)

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

➔ **Edit** 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 the same transfer once, so check the **Upload ID** that you enter and the **Confirm details** screen very carefully before you perform a **Transfer correction**. 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 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

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

Use this method to edit **one or more fields** for **one device or mob** 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 or mob-based transfer 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 multiple transfers in an upload (Edit selected items)

Use this method to edit **the same fields** for **multiple devices or mobs** 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 or mobs you wish to edit or click ▶ Select all if you wish to edit all of the devices or mobs 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.

## Remove one or more transfers in an upload

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

1. Tick the boxes for the devices or mobs you wish to remove, or click ▶ Select all if you wish to select all of the devices or mobs.

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 all transfers in an upload

Use this method to remove **all of the devices or mobs** that have been previously transferred **in one upload**, for example if you wish to entirely remove a transfer for all of the devices or mobs affected.

There is no need to select all of the devices or mobs 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.

This transaction allows you to record important information about one or more devices and/or the animals they may be attached to on the database. If a device has been lost after attachment or you can't locate an animal or determine whether it has died or been sold, this information can be recorded on 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 **View devices on my property** report. Devices with an inactive status are excluded from current holdings reports that are available from the database.

| | |
|---|---|
| When you can't locate animals and don't know whether they died on your property or were sold | Assign a Device status of **IA** to devices you wish to make inactive, so that they are not counted as current holdings on the database |
| When an animal has lost a tag | Assign a Device status of **L2** to devices lost after attachment |

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

**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.



## 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.



You can type up to 256 characters but only the letters a-z or A-Z and numbers 0-9 in the Comments field.

## 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.



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.



> 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.
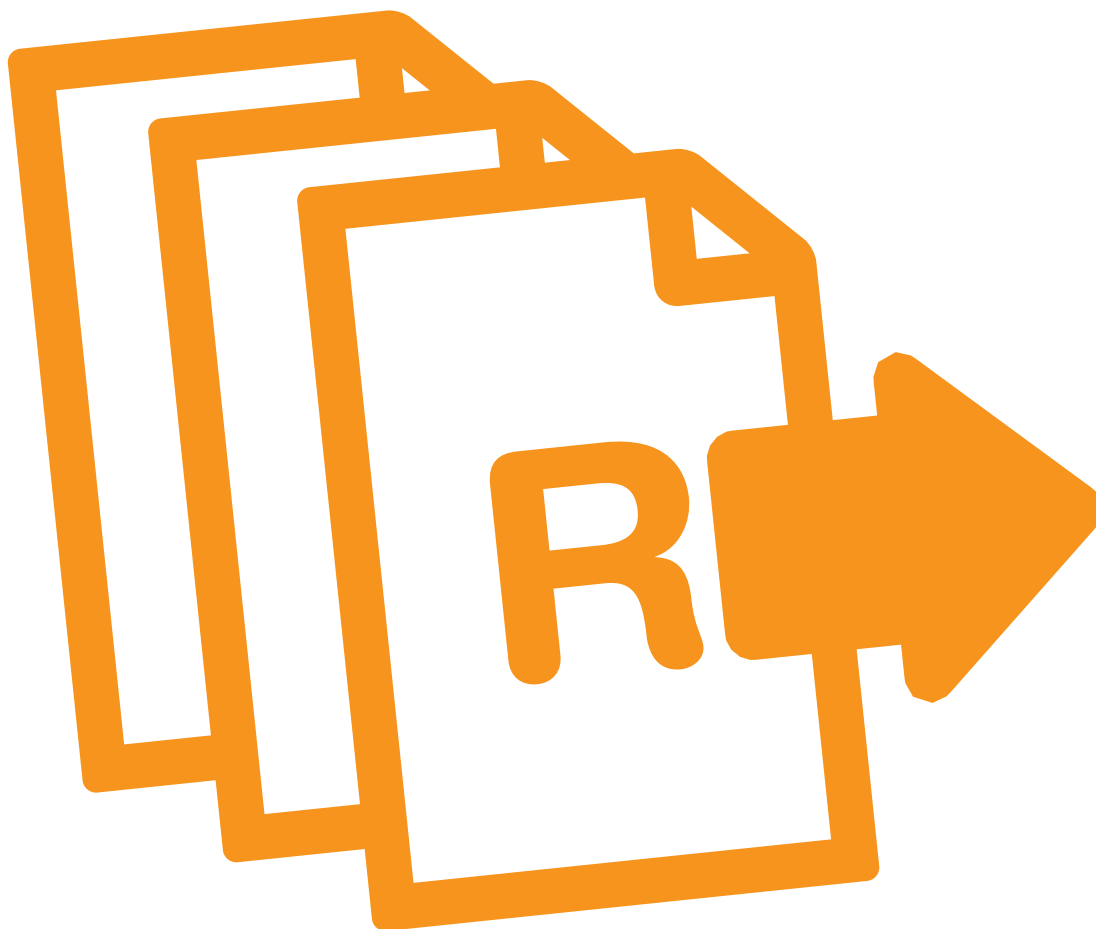
# Reports

Sporting events, transit centres and live exporters 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 options for transit centres and live exporters are slightly different from those for sporting events (pictured right), but the process of running a report is the same.



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 a list of devices on a property | Run the **View devices on my property** report |

| When you are a live exporter and want to check a PIC's ERP status | Run the **ERP PIC status** report |

| When you are a sporting event or a transit centre and want to check sighted livestock transactions recorded for your PIC | Run the **Sighted livestock query** |

| When you are a live exporter or a transit centre and want to check which PICs may have consigned cattle that are boxed together | Run the **Boxed cattle query** |

| When you are a live exporter and want to check an animal's source PIC or EU status | Run the **Beast enquiry (Agent & Exporter)** report |

| When you want to check transactions were successful | Run the **View my transaction history** report |

This report allows you to check the PIC of consignment (source PIC), RFID, NLISID and EU status of one animal at a time.

## Instructions

1. Log in to the database using your **live exporter** account.

2. Select a **livestock type**.

3. Select **View/generate all reports** and click ▶ Go

4. Select **Beast enquiry (Agent and Exporter)**.

5. Enter the animal's RFID or NLISID number and click ▶ Go

# Boxed cattle query
## (transit centres and live exporters)

This report helps you to identify which PICs may have consigned animals that have been boxed together at a transit centre or export depot.

You may enter up to five PICs and multiple RFID and/or NLISID numbers. If any of the device numbers are registered to one of the PICs that you entered, the details will be displayed in the report results. If the device numbers are not registered to any of the PICs you have entered, a message informing you that the device is not registered to any of the PICs submitted will be displayed. The 'Current PIC' column shows the 'PIC of consignment'.

## Instructions

1. Log in to the database using your **transit centre** or **live exporter** account.

2. Select a **livestock type**.

3. Select **View/generate all reports** and click ▶ Go

4. Select **Boxed cattle query**.

5. Enter up to five PICs.

6. Enter in the RFID and/or NLISID numbers and click ▶ Go





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

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**.

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 at the export depot, you should check the ERP status of properties.
If the results indicate 'Clear no test', you do not need to take precautions.

Results will only be disclosed if you are authorised to view this information for the PIC you have entered.
If the results indicate a risk, you may need to manage animals from affected properties to contain the risk.

## Instructions

1. Log in to the database using your **live exporter** account.

2. Select a **livestock type**.

3. Select **ERP PIC status** and click ⏵Go

4. Type or paste in the PIC numbers and click ⏵Go

# Mob-based movements summary (sporting events and transit centres)

If your State authority allows you to record mob-based cattle transfers, you can run the summary report to check the details for any mob-based in or out transfers recorded for your PIC.

This report is only available to some sporting event and transit centre accounts. If your State authority allows mob-based transfers but you cannot see the report on the **View/generate all reports** menu, email **support@nlis.com.au**

## Instructions

1. Select **Cattle** as the livestock type.

2. Select **View/generate all reports** and click ▶ Go

3. Select **Mob-based movements summary**.

4. Enter a PIC, select a date range and click ▶ Go

# R▶ Sighted livestock query
## (sporting events and transit centres)

**tech tip**   Sighted livestock

If your State authority allows you to record **Sighted livestock** transactions, you can run the **Sighted livestock query** to check that the information recorded for your PIC is correct.

This report is only available to some sporting event and transit centre accounts. If your State authority allows **Sighted livestock** transactions but you cannot see the report on the **View/generate all reports** menu, email **support@nlis.com.au**

## Instructions

1. Log in to the database using your **sporting event** or **transit centre** account.

2. Select a **livestock type**.

3. Select **View/generate all reports** and click ▶ Go

4. Select **Sighted livestock query**.

5. Enter a PIC, select a date range and click ▶ Go



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

I want to work with   Cattle ▾

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

I want to   (Please select) ▾

(Please select)
Reports
  View devices on my property
  View large report results
  View my transaction history
  View/generate all reports

▶ Go



**View/generate all reports**

▶ Print preview   ▶ Help

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

Report name   Sighted livestock query ▾ ⓘ

Output type   On-screen ▾

NLIS - Report Description - Windows Internet Explorer

This query retrieves 'Sighted livestock' details stored on the database. States can view details for PICs in their jurisdiction. Pounds, Sporting events and Transit centres can view details for animals sighted on their own PICs. Normally, the query results relate to cattle but if the animals sighted were sheep or goats with RFID tags rather than cattle, the query can display those tags. For a specific PIC and period, and for each animal sighted, the results show User ID, Upload ID, PIC where animals were sighted, NLIS ID, Date sighted, NVD and Comments.

▶ Close

Property Identification Code   SK901560

Start sighting Date   16 ▾ Apr ▾ 2012 ▾

End sighting Date   16 ▾ May ▾ 2012 ▾

Displaying items **1 - 20** of **21**.

| | nlis uid | upldid | pic | nlis id | Sightingdate | nvd | comments |
|---|---|---|---|---|---|---|---|
| 1 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY00161 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 2 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY00035 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 3 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY00112 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 4 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03344 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 5 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03390 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 6 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03329 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 7 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03312 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 8 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03397 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 9 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03394 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 10 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03365 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 11 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03393 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 12 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03376 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 13 | 5SPORATZ | 11972245 | SK901560 | 3GMFS000XBY03350 | 20-04-2012 | 4512663844 | LIVESTOCK SIGHTED AT CAMPDRAFT COMPETITION |
| 14 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03361 | 28-04-2012 | 8456278935 | LIVESTOCK SIGHTED AT AGRICULTURAL SHOW |
| 15 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03307 | 28-04-2012 | 8456278935 | LIVE...HOW |
| 16 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03353 | 28-04-2012 | 8456278935 | LIVE...HOW |
| 17 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03313 | 28-04-2012 | 8456278935 | LIVE...HOW |
| 18 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03346 | 28-04-2012 | 8456278935 | LIVE...HOW |
| 19 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03370 | 28-04-2012 | 8456278935 | LIVE...HOW |
| 20 | 5SPORATZ | 11972248 | SK901560 | 3GMFS000XBY03370 | 28-04-2012 | 8456278935 | LIVE...HOW |

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

Sightingdate ▾

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

28-04-2012

▶ Apply   ▶ Close

Page 1 of 2   1 2   ▶ Next page

▶ Column display    Items per page: 20 ▾    ▶ Filter by   ▶ Export

State and Territory authorities maintain their own property registration databases. This information is uploaded to the NLIS 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**.

4. Enter your search criteria in one or more fields and click ▸ Go



If you know the **PIC**, enter it here, to narrow the search. If that PIC exists on the database, only one record will be displayed in the results.

If **any** PIC records match the information you enter, they will be displayed in the results.

To see more information for an item, click the **PIC** link.

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.

5. Select a date range and click ▶ Go

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

I want to work with **Cattle** ▼

### What do you want to do today?

I want to    (Please select) ▼

(Please select)
Reports
View devices on my property
View large report results
View my transaction history
View/generate all reports

▶ Go

Choose one of the following report types:

- 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



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

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**.

For example, if you want to view devices with an inactive status, select **Status** as the field to filter by, tick the **Inactive device box** and click **Apply**.

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.
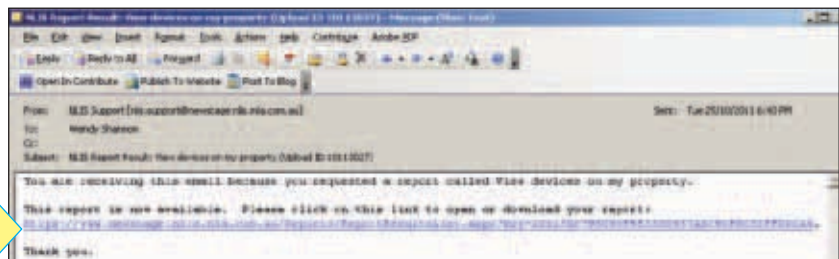


> When the report is ready to view, click the link to open the report.



## 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.

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
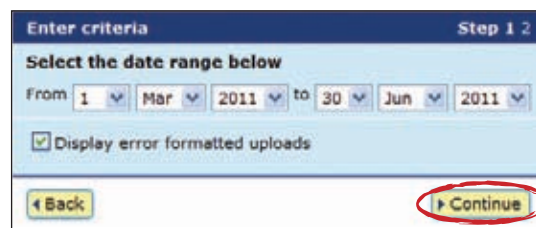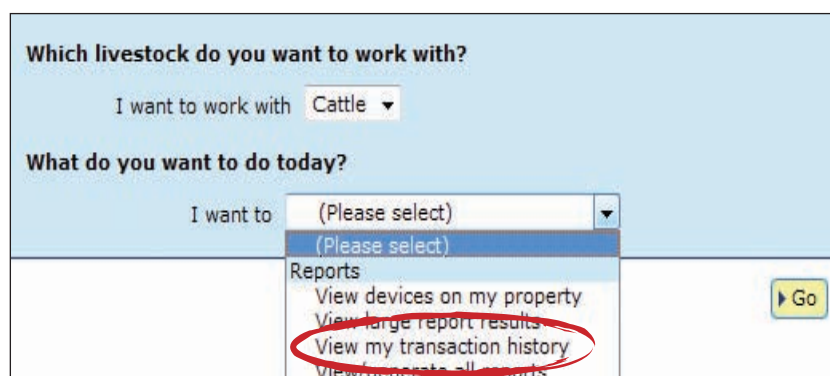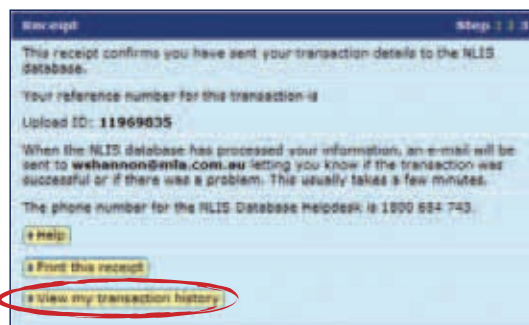






A **Complete** status means that your data has been processed successfully, a **Warning** status may not require any action from you but an **Error** status usually does. If you receive an **Error status** email, click the transaction's **Upload status** link for more information about the transaction.

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

**tech tip**

# File format examples

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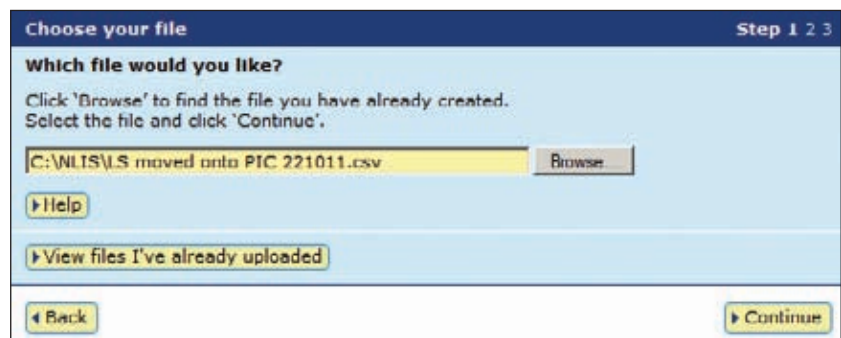
In the Excel file examples below, compulsory fields are shaded black but you don't need to shade fields or add field labels. Most of the file examples below show only two rows but there is no limit to the number of rows you can include in the files you upload to the database.

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

## 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 (live exporter)** | **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 OFF if you want to remove a status. In column F, you can type up to 256 characters but only the letters a-z or A-Z and numbers 0-9. |



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | 999 000000038126 | 19/2/2012 | NLS | L2 | ON | Lost device |
| 2 | NB487385XBH00213 | 19/2/2012 | NLS | IA | OFF | Inactive status removed |
| | NLISID/RFID | Date | Program code | Status code | Action | Comment |

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

```
File  Edit  Format  View  Help
999 000000038126,19/2/2012,NLS,L2,ON,Lost device
NB487385XBH00213,19/2/2012,NLS,IA,OFF,Inactive status removed
```

**Livestock moved onto/off my property**

**Excel:** Use columns A-E but if there is no NVD/Waybill, column D can be empty. Use a separate row for each animal.

| | 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 |

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

```
File  Edit  Format  View  Help
ND553016XBZ00003,3HSET005,ND553016,7766554433,22/10/2011
982 000025884234,3HSET005,ND553016,7766554433,22/10/2011
```

# File format examples

| Transaction | Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format |
|---|---|
| **Mob-based in and out transfers (sporting events and transit centres)** | Mob-based in and out transfers cannot be submitted using the **Upload a file** method. |
| **Replaced tags** | **Excel:** 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. |



|   | A | B | C |
|---|---|---|---|
| 1 | 982 000025884698 | ND553016XBZ00003 | 02/10/2011 |
| 2 | QKZZ1111XBA00009 | 982 0001158365889 | 08/11/2011 |

Old device (NLISID/RFID)    New device (NLISID/RFID)    Date replaced

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

```
File  Edit  Format  View  Help
982 000025884698,ND553016XBZ00003,02/10/2011
QKZZ1111XBA00009,982 0001158365889,08/11/2011
```

**Sighted livestock (sporting events and transit centres)**

**Excel:** Use columns A-E but if there is no NVD/Waybill or comment, columns D and E can be empty. Use a separate row for each animal. In column E, you can type up to 256 characters but only the letters a-z or A-Z and numbers 0-9.

|   | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | 982 000003461042 | PICTEST9 | 15/04/2012 | 4466992288 | Livestock sighted at Easter Show |
| 2 | 951 000003461066 | PICTEST9 | 15/04/2012 | | |

NLISID/RFID    Sighting PIC    Date sighted    NVD/Waybill    Comment

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

```
File  Edit  Format  View  Help
982 000003461042,PICTEST9,15/04/2012,4466992288,Livestock sighted at Easter Show
951 000003461066,PICTEST9,15/04/2012,,
```

# Notes

## Notes

## State/Territory NLIS authorities

### 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

LLS Helpline: 1300 795 299

W: www.dpi.nsw.gov.au/nlis

W: www.lls.nsw.gov.au

E: 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

E: 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

E: 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

E: 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

E: 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

E: 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

E: nlis@agric.wa.gov.au

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**

**National Livestock Identification System Ltd**

## 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

The Livestock Production Assurance (LPA) Program is Australia's on-farm food safety certification body. 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 (HGPs) 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**