


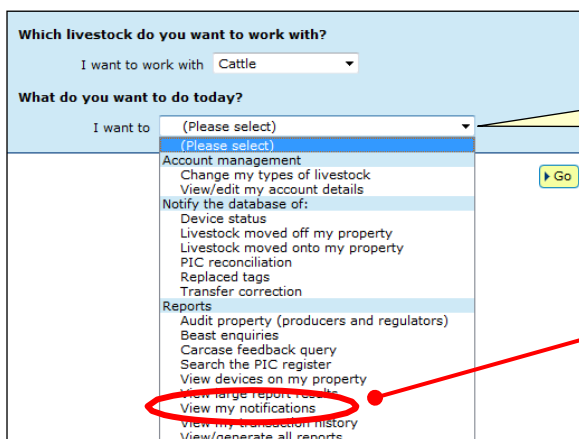
July 2013

View my notifications

Your **Notifications mailbox** allows you to manage any database notifications which are sent to you to inform you about transactions involving your PIC(s). If a transaction that involves your PIC(s) is submitted and it breaches database business rules, then information, warning or error messages will be sent to you, depending on the severity of the breach.

Accessing your Notifications mailbox

- 1 Enter your **NLIS user ID** and **password** and click 
- 2 Select **View my notifications** and click 




The options for producers (pictured) on this dropdown are slightly different from those for other account types, but the process of accessing your **Notifications mailbox** is the same.



Alternatively, to access your **Notifications mailbox** you can also click this link, which appears in the top-right corner of every page on the NLIS database website.



- To **open** and view a specific notification, click the text in the Subject column.
- To Delete / Mark as read / Mark as unread, tick the box to **select** a specific notification.

Notifications mailbox 




Search mailbox

Enter a word, upload ID, device number or PIC to search for specific messages




Select a date range

Acknowledgement Info Warning Error Complete

<input type="checkbox"/>	Subject	Date received
<input checked="" type="checkbox"/>	Complete - NLIS Upload ID 21587201 - Producer Cattle transfers	13/06/2013 10:23am
<input type="checkbox"/>	Acknowledgement - Online File Upload Received	13/06/2013 10:23am
<input type="checkbox"/>	Info 126 - NLIS Upload ID 21587200 - Producer Cattle transfers	13/06/2013 10:21am
<input type="checkbox"/>	Complete - NLIS Upload ID 21587200 - Producer Cattle transfers	13/06/2013 10:21am
<input type="checkbox"/>	Acknowledgement - Online File Upload Received	13/06/2013 10:21am
<input type="checkbox"/>	Warning 36 - NLIS Upload ID 21587199 - Producer Cattle transfers	13/06/2013 10:16am
<input type="checkbox"/>	Warning 30 - NLIS Upload ID 21587199 - Producer Cattle transfers	13/06/2013 10:16am
<input type="checkbox"/>	Acknowledgement - Online File Upload Received	13/06/2013 10:16am
<input type="checkbox"/>	Warning 6A - Animal(s) Moved off Your PIC PICTEST1	07/06/2013 3:13pm
<input type="checkbox"/>	Error 139 - NLIS Upload ID 21586953 - Producer Cattle transfers	05/06/2013 11:00am
<input type="checkbox"/>	Acknowledgement - Online File Upload Received	05/06/2013 11:00am
<input type="checkbox"/>	Info 122 - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am
<input type="checkbox"/>	Info 126 - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am
<input type="checkbox"/>	Complete - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am
<input type="checkbox"/>	Info 122 - NLIS Upload ID 21586952 - Producer Cattle transfers	05/06/2013 10:59am

Displays the **Notifications settings** (opt-out screen).

Notifications may only be searched from **1 July 2013**.

Mailboxes may be filtered to show only Acknowledgement/Info/Error/Warning/Complete notifications or a combination of these

Unread messages are shown in bold

Viewing a specific notification

◀ Back ▶ Delete ▶ Mark as unread ▶ Resend

Info 122 - NLIS Upload ID 21587769 - Producer Cattle transfers

To: FirstName LastName <NLISDevelopment@mla.com.au>
Date received: 20/06/2013 12:52pm

What has happened

One or more devices with a N1V status code have been moved onto your PIC. This message is for information only and requires no further action

The number of devices involved was 1.

Upload ID
21587769

Extra Info
RFID = 900 100000000005, NLIS ID = PICTEST5REZ00005, Source PIC = PICTEST3, Destination PIC = PICTEST1, Transfer Date = Jun 20 2013 12:00AM, NVD Serial = 96956

NLIS ID	RFID
PICTEST5REZ00005	900 100000000005

Contact details for you to ask questions or request assistance

If you would like more information on the status codes and what they represent, please contact the NLIS Helpdesk on 1800 654 743 and have this email handy. The NLIS Helpdesk is open 8am to 6pm AESTD, Monday to Friday.

Click this button if you would like to resend this notification to the email address associated with your account.

Note: Any notifications you delete may be reinstated by SA accounts. To request that an email you have deleted be reinstated, contact the [NLIS Database Helpdesk](#) on 1800 654 743.

Managing your notifications

A **Notification settings** page (accessible from the **Notifications mailbox** page) allows users to opt-out of receiving Acknowledgement notifications, which are sent to account holders when they upload files to the database.

When you tick the 'Opt-out' box on the **Notification settings** page (as below), Acknowledgement messages will not be sent to your Notifications mailbox, or the email address associated with your account.

Note: Any Acknowledgement notifications which are generated for you while you have opted-out of receiving them will not be stored on the database.

Opt-outs

Acknowledgements

Opt-out of receiving **all** Acknowledgement notifications (email and online)

If you opt-out of receiving a database notification and later wish to resume receiving it, click the 'Settings' button on your Notifications mailbox webpage to return to this page, and remove your opt-out.

◀ Back ▶ Save

Accessing a Shared inbox

Some account holders will also have access to a **Shared inbox**, which will enable them to access all email notifications sent to a mailbox for a particular organisation (e.g. Federal DAFF, NSW Police, VIC DPI, etc).

Shared inboxes have the same appearance as a personal **Notifications mailbox** (or **Personal inbox**).

If a **Shared inbox** is linked to your account, you can access it by clicking on the Shared inbox tab (circled below).

Notifications mailbox

Personal inbox (9) **Shared inbox (116)**