NLIS | Database User Guide

Agents and saleyards

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**

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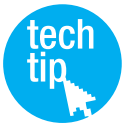


Tech Tips provide more information about topics featured in this guide. They can be found online at the NLIS website by clicking **Help Tools**.

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

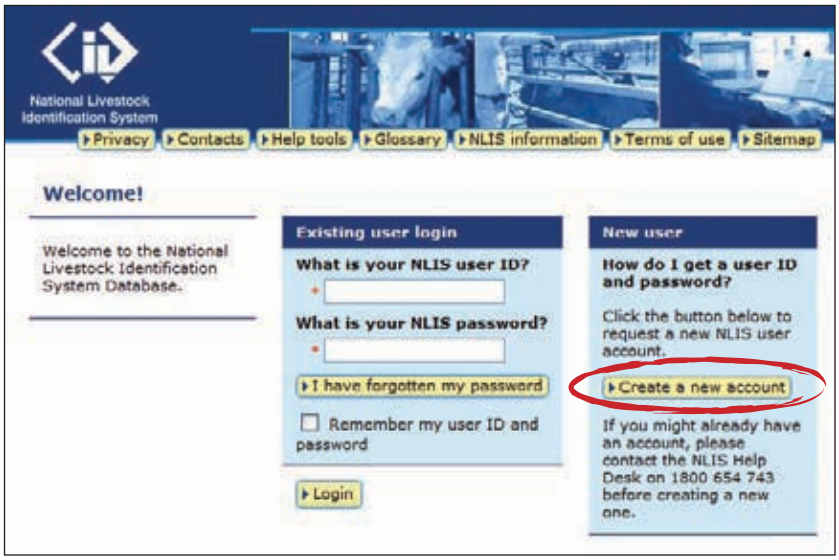
Reports
Run a report to get information **from** the database.

tech tip Create database account

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

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

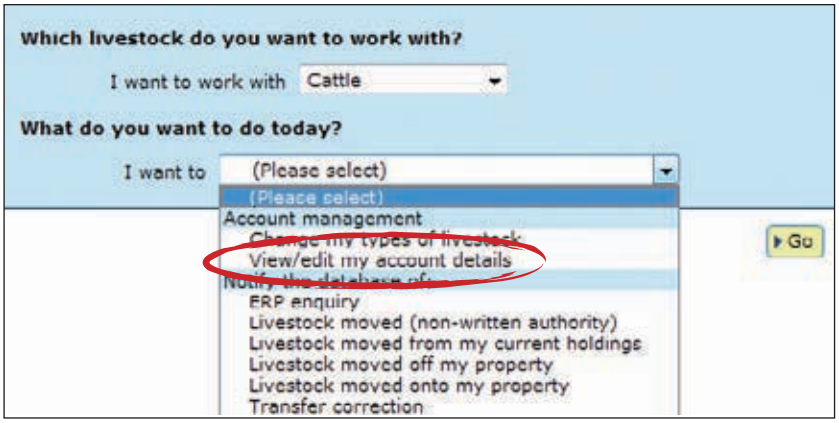
Your database session ends automatically if you stay on one screen for more than 20 minutes. If you do, you may lose any data you hadn't yet sent to the database.

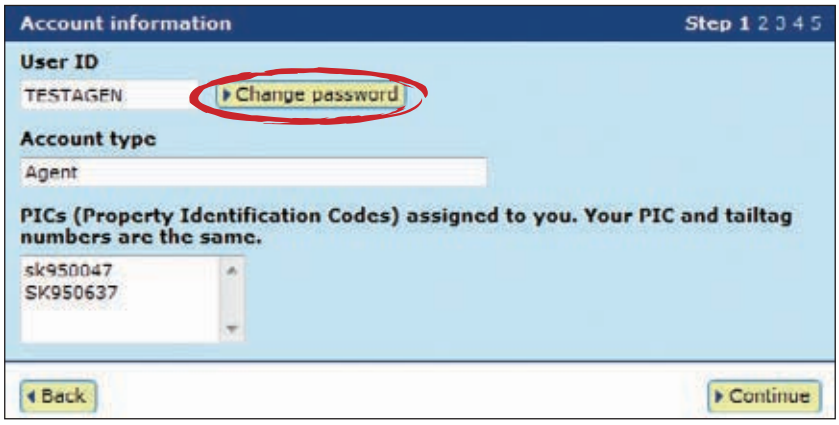
Change password

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

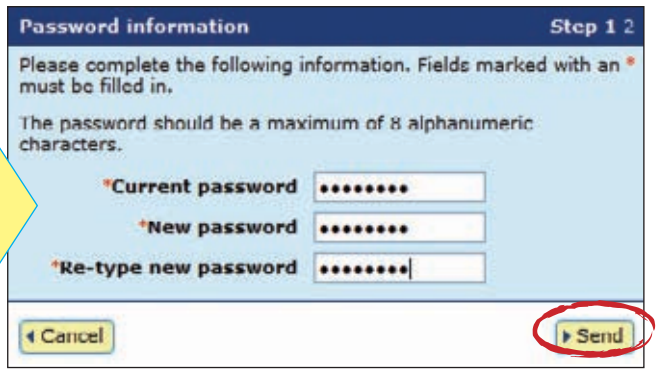
1. Select **View/edit my account details** and click ▶ Go
2. Click ▶ Change password
3. Enter your old and new password details and click ▶ Send to submit the changes to the database.





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

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

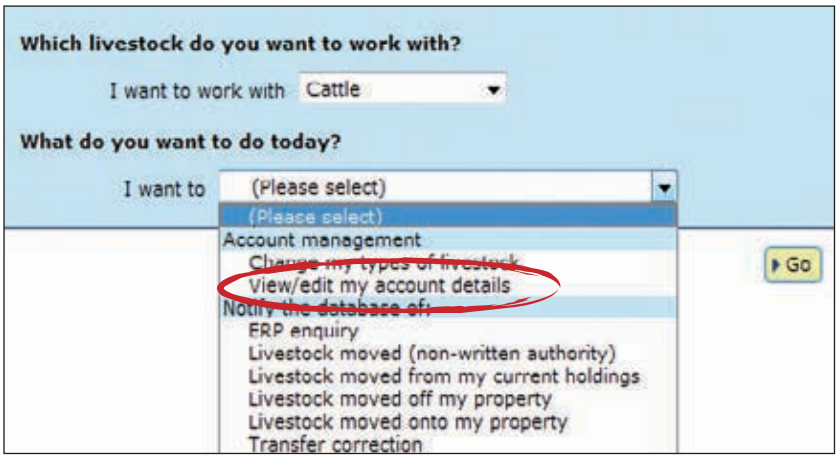


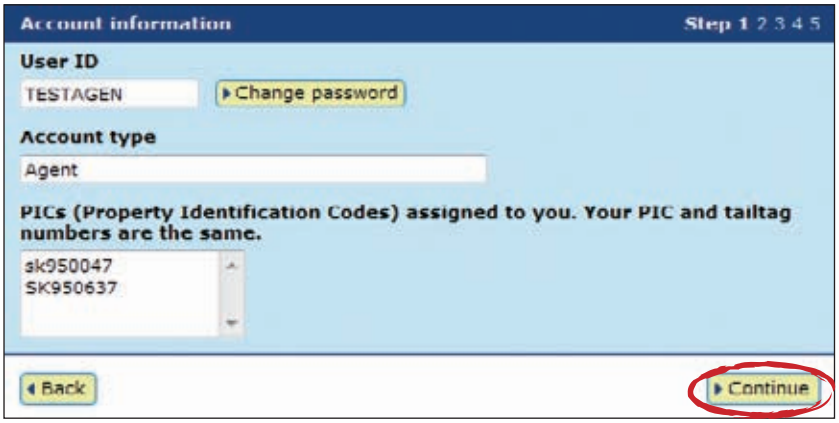
Change contact details

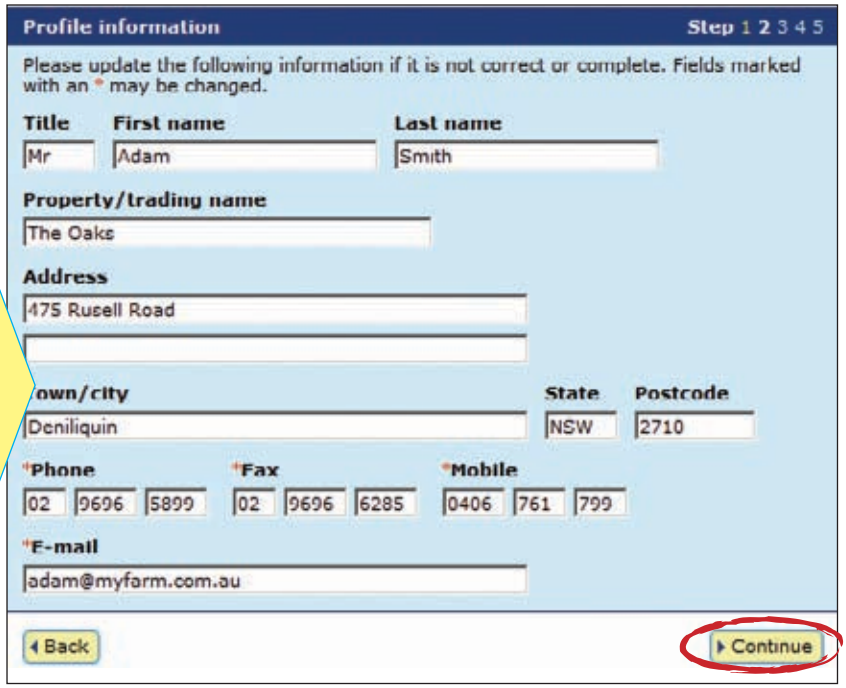
Please ensure that your account details are current so that we can contact you if necessary.

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.

Change livestock types

tech tip Livestock types

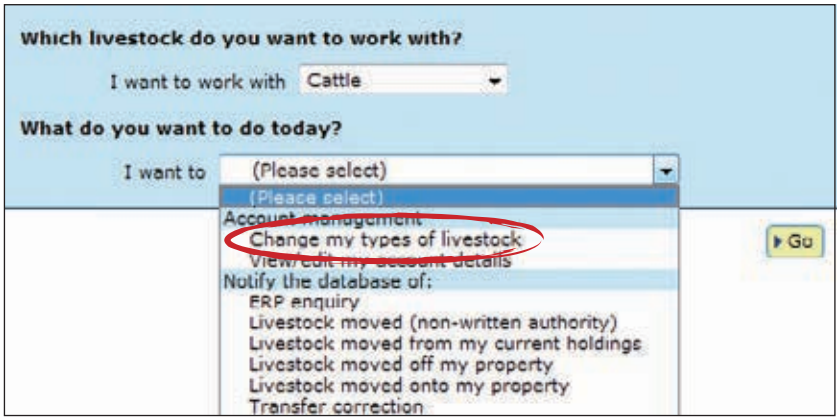
When you create an account, you must select all of the livestock types that you work with. If you work with multiple livestock types (for example, if you deal with both cattle and sheep) and have both of these linked to your account, you must always select a livestock type to work with on the homepage.

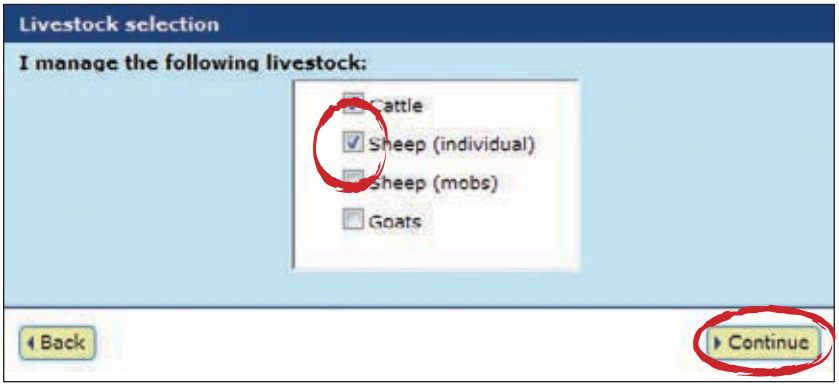
If there is only one livestock type associated with your account, you don't need to select it when you log in to the database.

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

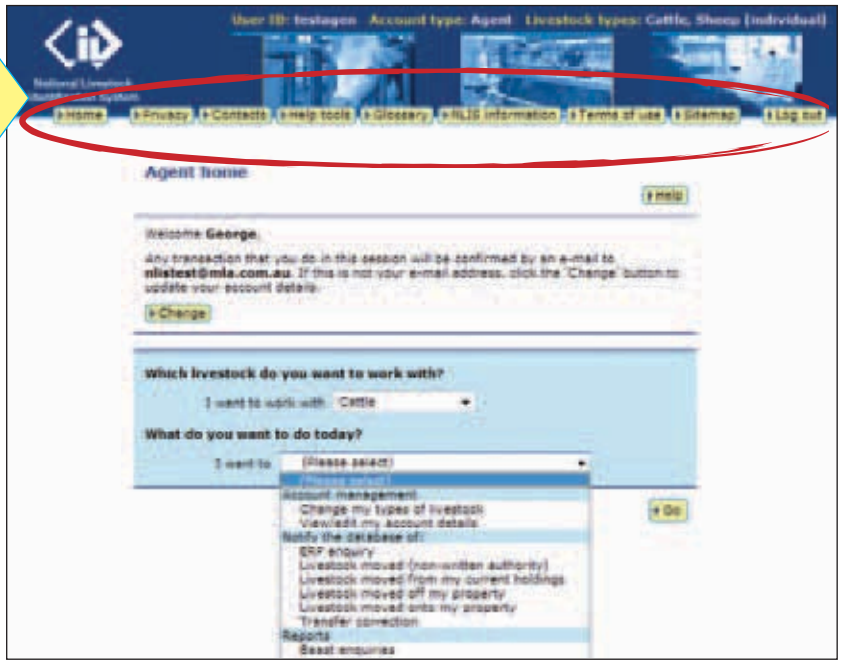
Instructions

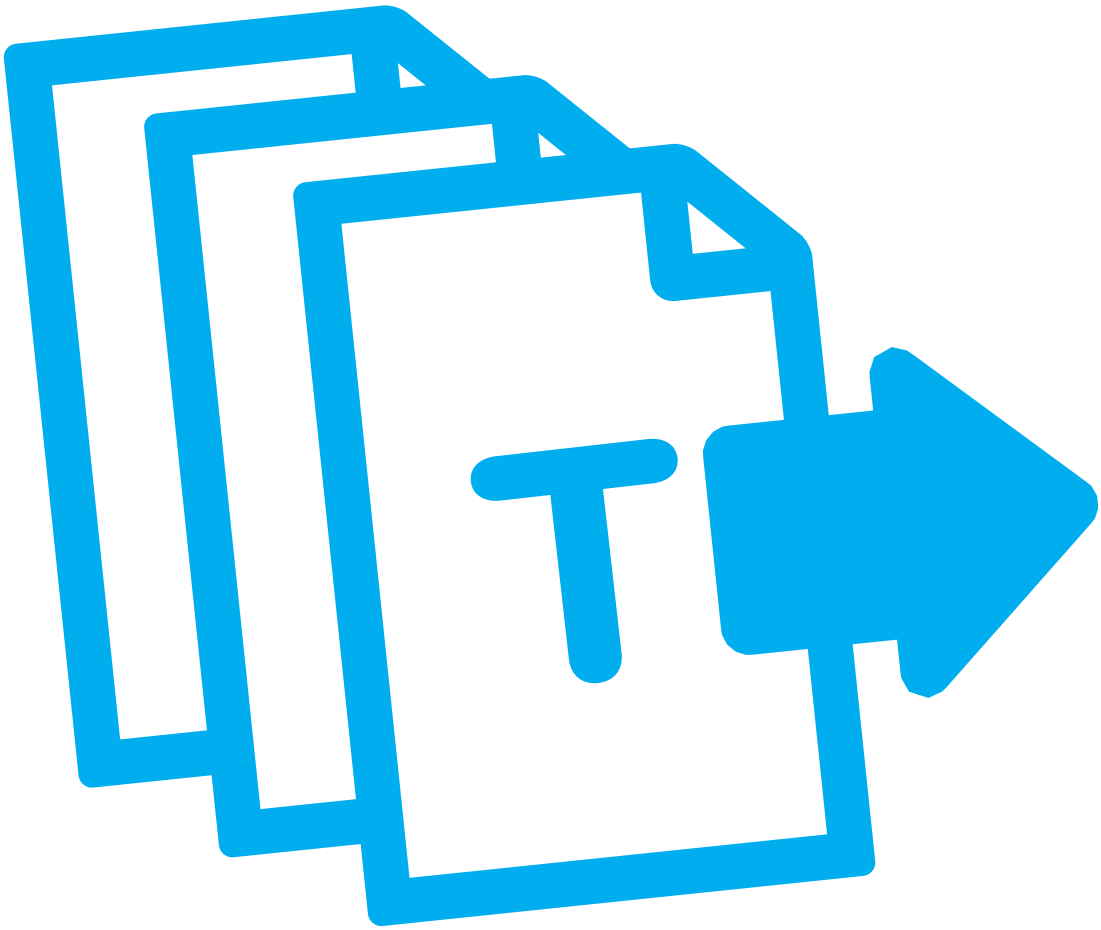
1. Select **Change my types of livestock** and click ▶ Go
2. Tick (or untick) the appropriate box to select (or de-select) a livestock type and click ▶ Continue
3. If you have just added a new livestock type, you can now select it on the homepage.





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





Transactions

Agents and saleyards must record information on the database to comply with state regulations relating to biosecurity and traceability.

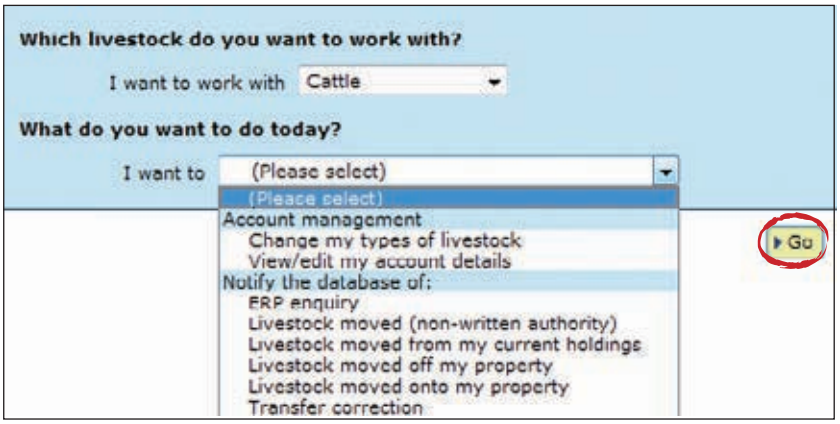
The instructions in this guide explain how to submit transactions directly to the NLIS database.

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 saleyards are slightly different from those for agents (pictured right), but the process of submitting a transaction is the same.



When you are an agent and want to move animals onto or off a producer's PIC that is linked to your account	Use the **Livestock moved onto/off my property** transactions
When you are an agent and want to move animals onto or off a producer's PIC that is not linked to your account	Use the **Livestock moved NWA** transaction
When you are an agent and want to move animals off your own agent PIC	Use the **Livestock moved from my current holdings** transaction
When you are a saleyard and want to move livestock onto/off your property	Use the **Livestock moved into/out of saleyard** transactions
When you want to correct your previous transaction	Use the **Transfer correction** transaction
When you want to assign a status to a device	Use the **Device status** transaction
When you are a saleyard and need to replace a tag	Use the **Replaced tags** transaction
When you want to find out if a property has an ERP status assigned to it	Use the **ERP enquiry** transaction
When you are a saleyard and want to find out the EU status of certain animals	Use the **EU enquiry** transaction

Livestock moved onto property (agents)

tech tip Livestock movements

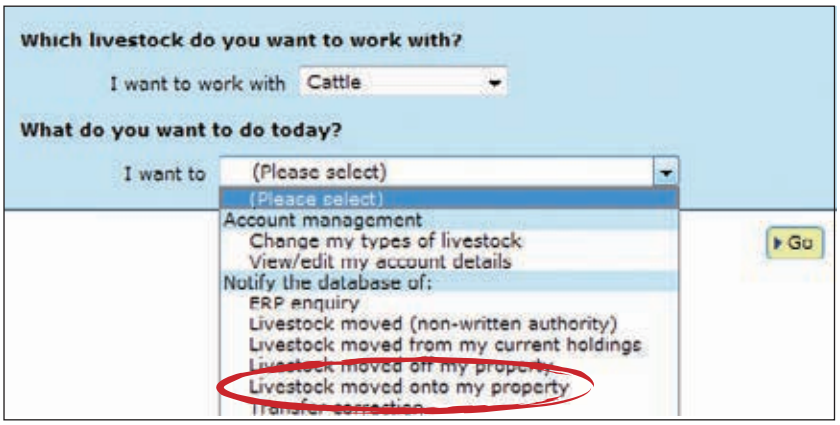
For private sales, **buyers** must ensure that movements onto their property are recorded on the database. If a producer's Property Identification Code (PIC) has been linked to an agent's database account, agents can record livestock movements onto the producer's PIC on the producer's behalf.

Agents may need to use the **Livestock moved onto my property** transaction when clients buy livestock privately or move livestock between properties that they own (if those properties have different PICs).

When livestock are bought through a saleyard or abattoir, the saleyard or abattoir, not the agent, records the movement on the database.

Instructions

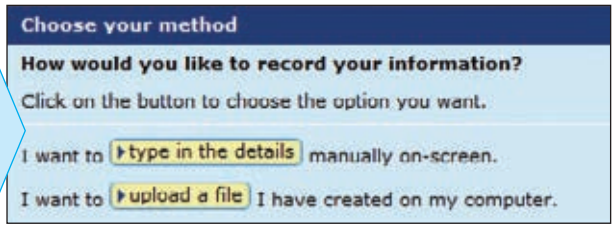
1. Log in to the database using your **agent** account.
2. Select a **livestock type**.
3. Select **Livestock moved onto my property** and click ▶ Go
4. Choose one of two methods to submit the data.



If a producer's PIC is not linked to an agent's account, the agent must use **Livestock moved (NWA)** to record movements for their clients.

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

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

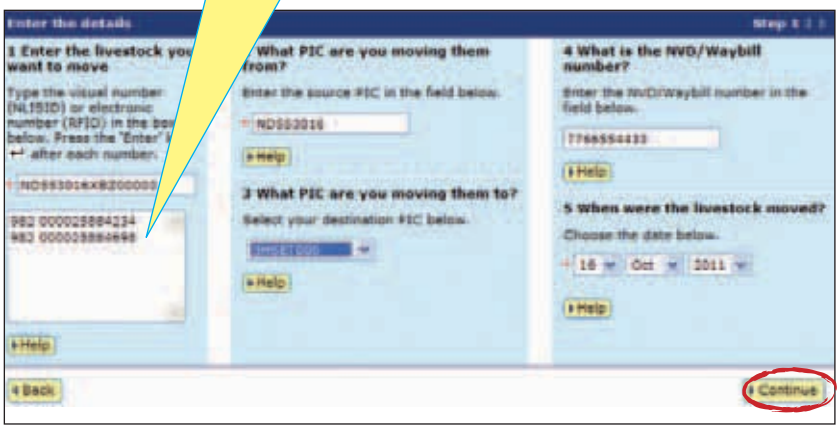


Type in the details method

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.**



Livestock moved off property (agents)

tech tip Livestock movements

For private sales, **sellers** may want to record movements off their property on the database. If a producer's PIC has been linked to an agent's database account, agents can record livestock movements off the producer's PIC on the producer's behalf.

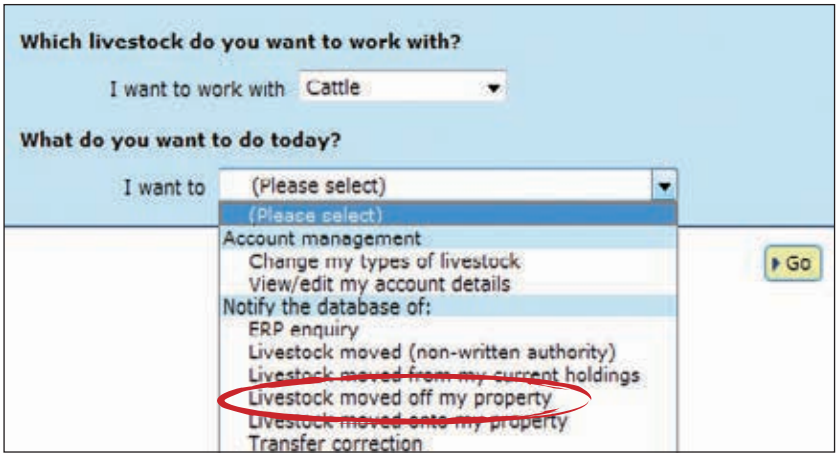
Agents may need to use the **Livestock moved off my property** transaction when clients sell livestock privately, move livestock onto an agistment property owned by someone else or move animals that died on the property off the producer's PIC and onto the 'DECEASED' PIC.

Agents can also use this transaction instead of **Livestock moved from my current holdings** if they want to move a large number of livestock off their own agent PIC using the upload a file method.

When livestock are sold through a saleyard or abattoir, the saleyard or abattoir, not the agent, records the movement on the database.

Instructions

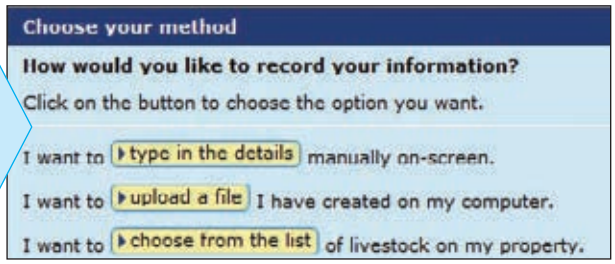
1. Log in to the database using your **agent** account.
2. Select a **livestock type.**
3. Select **Livestock moved off my property** and click ▶ Go
4. Choose one of three methods to submit the data.



If a producer's PIC is not linked to an agent's account, the agent must use **Livestock moved (NWA)** to record movements for their clients.

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

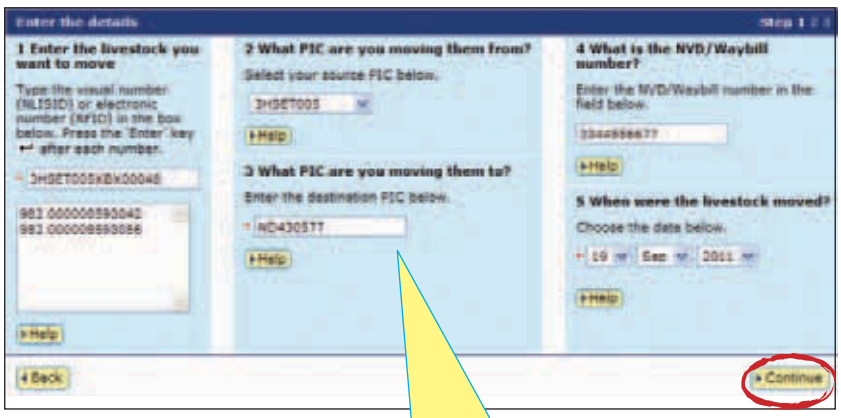
For more about this method, see **File format examples** at the back of this guide.



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.



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

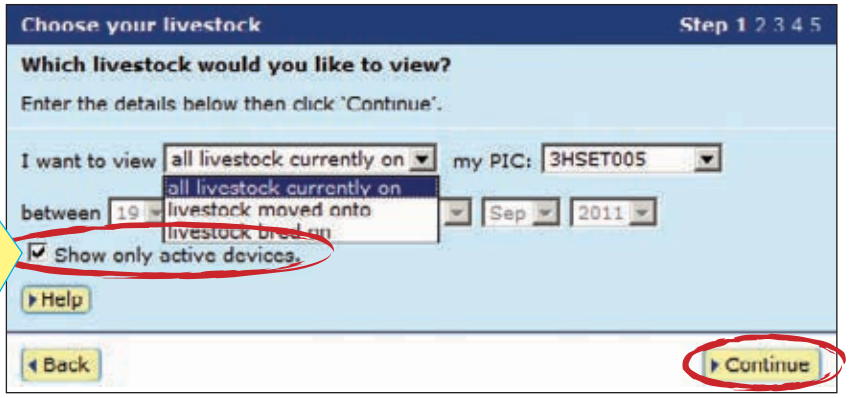
Livestock moved off property (agents)

Choose from the list method

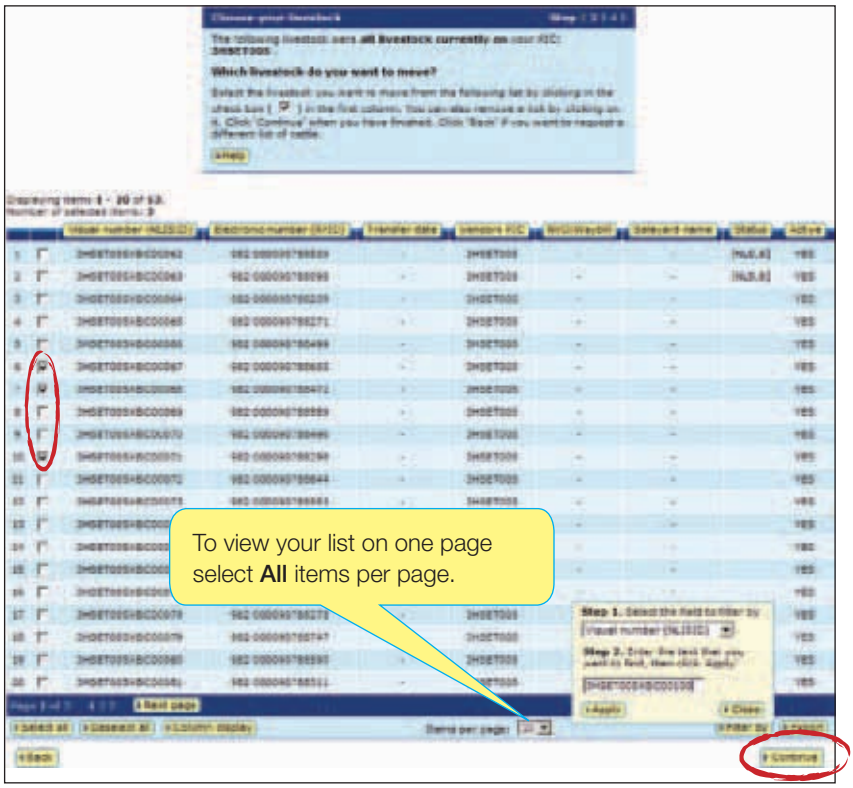
Use this method to choose the animals from a list and move them off a PIC.

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.

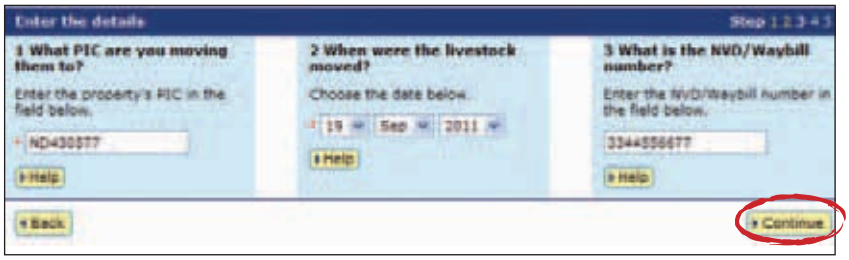


2. Select the appropriate PIC and click ▶ Continue to proceed.
3. Tick the boxes for all the animals that you wish to move off the PIC.
4. Click ▶ Continue to proceed.



To 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.



Livestock moved NWA (agents)

tech tip Livestock movements NWA

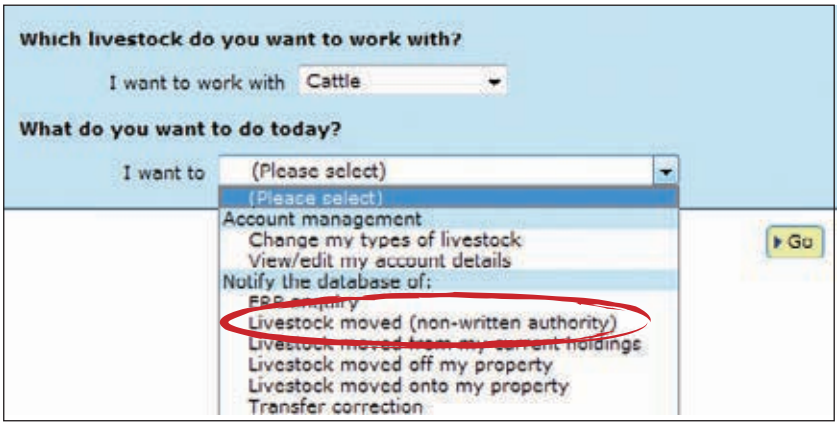
An agent functions as an intermediary in a livestock transaction. If you are asked to record a livestock movement for a client's property but their PIC is not linked to your agent account, use this transaction to record the movement and the name of the person who authorised you to record it on the database. Agents may need to do this for paddock sales or when offering device reading services for clients.

This transaction is only available to agents on request. If **Livestock moved (non-written authority)** does not appear on your homepage, email **support@nlis.com.au**

If the client's PIC is linked to your agent account, use the **Livestock moved onto/off my property** transactions to record the movement.

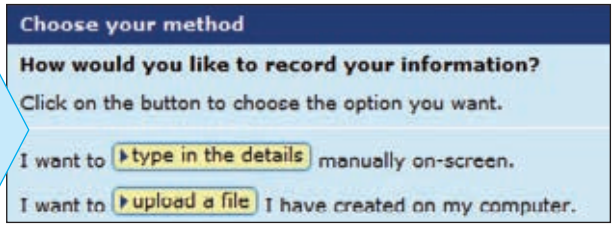
Instructions

1. Log in to the database using your **agent** 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.

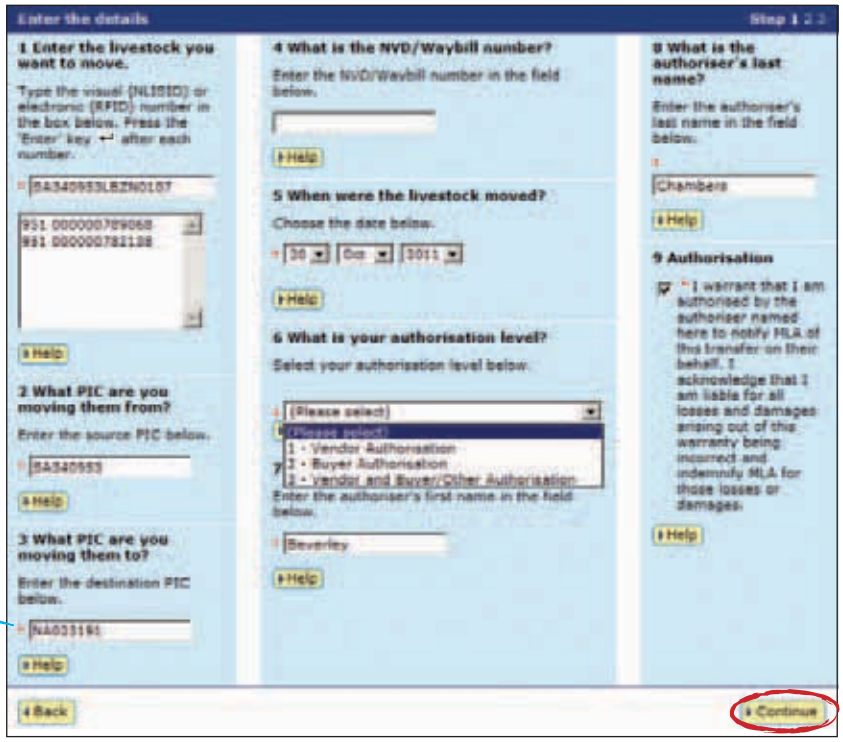


Type in the details method

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.

To move dead animals off a PIC, type **DECEASED** into this field.



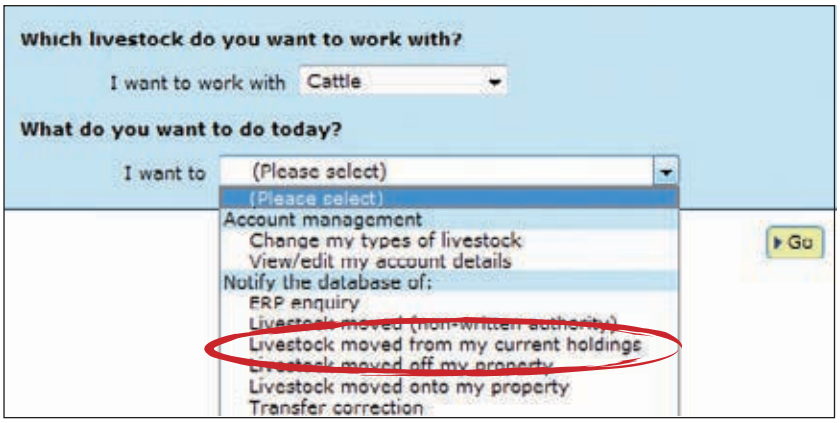
Livestock moved from my current holdings (agents)

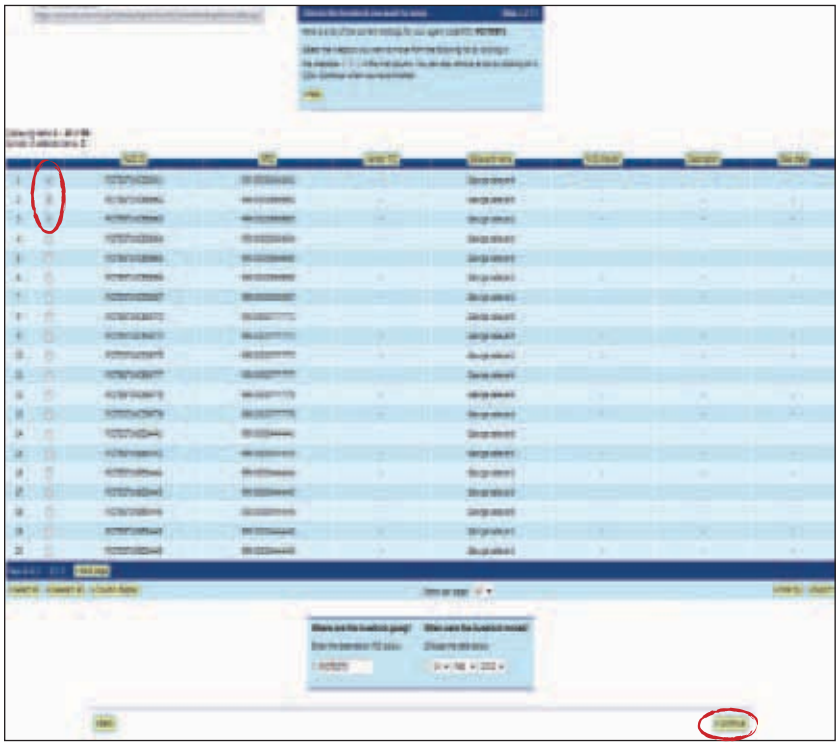
After saleyards move livestock onto an agent's PIC, the agent must move the livestock to the correct destination PIC within the required timeframe. Use this transaction to choose one or more animals from a list and move them off your current holdings.

If a few animals died on your agent PIC, you can move these off your holdings by entering DECEASED as the destination PIC. If many animals died on your agent PIC, use the upload a file method in the **Livestock moved off my property** transaction to move the animals off your current holdings.

Instructions

1. Log in to the database using your **agent** account.
2. Select a **livestock type**.
3. Select **Livestock moved from my current holdings** and click ▶ Go
4. Select a PIC/Agent code and click ▶ Continue
5. Tick the boxes for all the animals that you wish to move off the PIC.
6. Enter details in the compulsory fields*.
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.





Livestock moved into saleyard (saleyards)

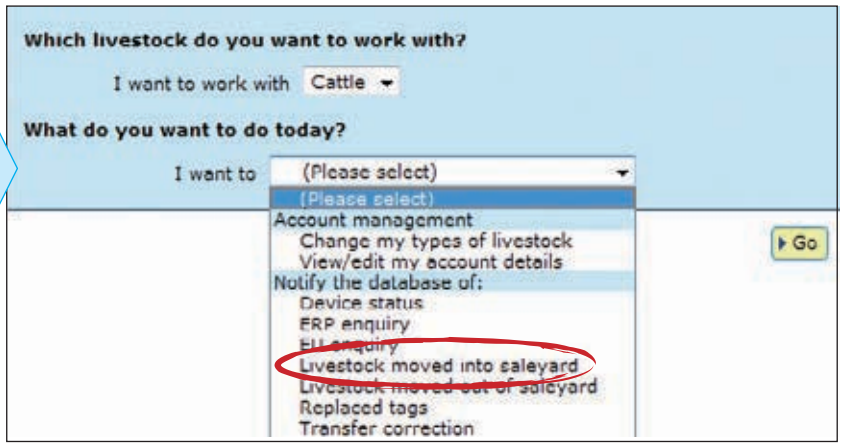
If livestock are bought or sold through a saleyard, the saleyard must notify the database of the movement. Before a sale, animals must be transferred onto the saleyard holdings.

If your saleyard does not have specialised software installed to submit the details to the database, use this transaction to submit a file that lists the livestock that have been moved into a saleyard.

Instructions

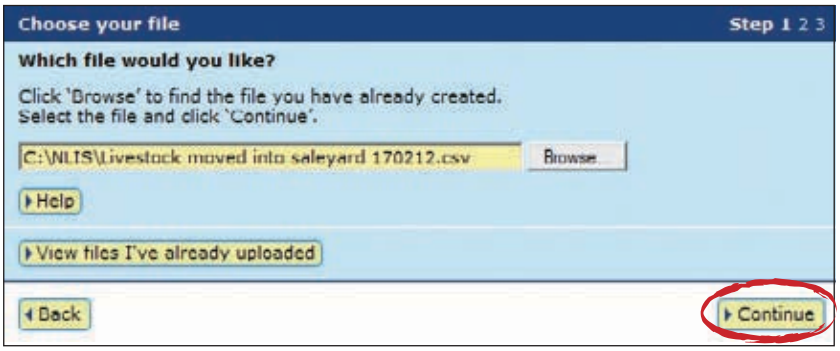
This transaction can only be submitted using the upload a file method.

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



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

1. Log in to the database using your **saleyard** account.
2. Select a **livestock type**.
3. Select **Livestock moved into saleyard** and click ▶ Go
4. Click **Browse** to find the file saved on your computer.
5. Choose the file you wish to upload.
6. Click **Open** to display the file name.
7. Click ▶ Continue to proceed.
8. Click ▶ Send to submit the file to the database or click **Browse** again to choose a different file.
9. On the Receipt screen, click ▶ View my transaction history to check the upload status of the file.



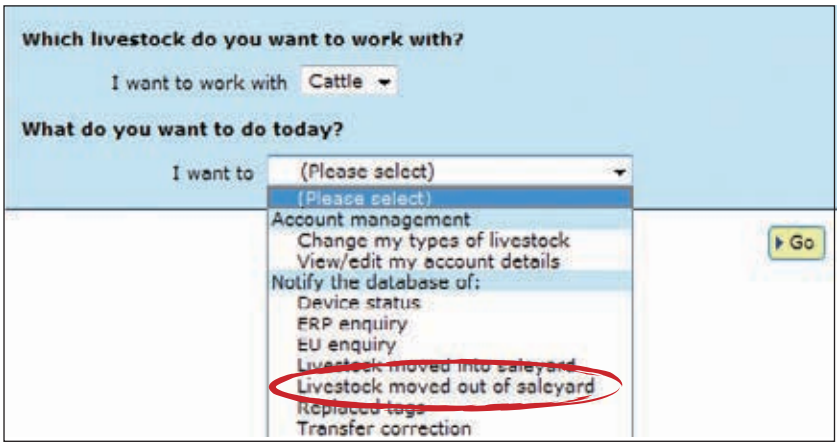
Livestock moved out of saleyard (saleyards)

If livestock are bought or sold through a saleyard, the saleyard must notify the database of the movement. After a sale, sold animals must be transferred off the saleyard holdings and onto the buyer's PIC, while any unsold animals must be transferred back to the vendor's PIC.

If your saleyard does not have specialised software installed to submit the details to the database, use this transaction to submit a file that lists the livestock that have been moved out of a saleyard.

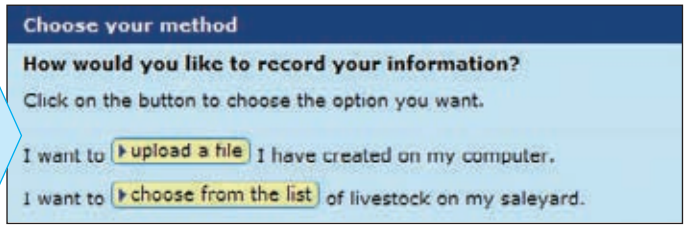
Instructions

1. Log in to the database using your **saleyard** account.
2. Select a **livestock type.**
3. Select **Livestock moved out of saleyard** and click ▶ Go
4. Choose one of two methods to submit the data.



The upload a file method allows you to move animals out of a saleyard to one or more properties.

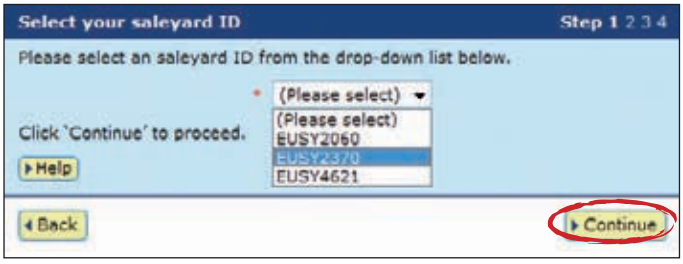
For more about this method, see **File format examples** at the back of this guide.

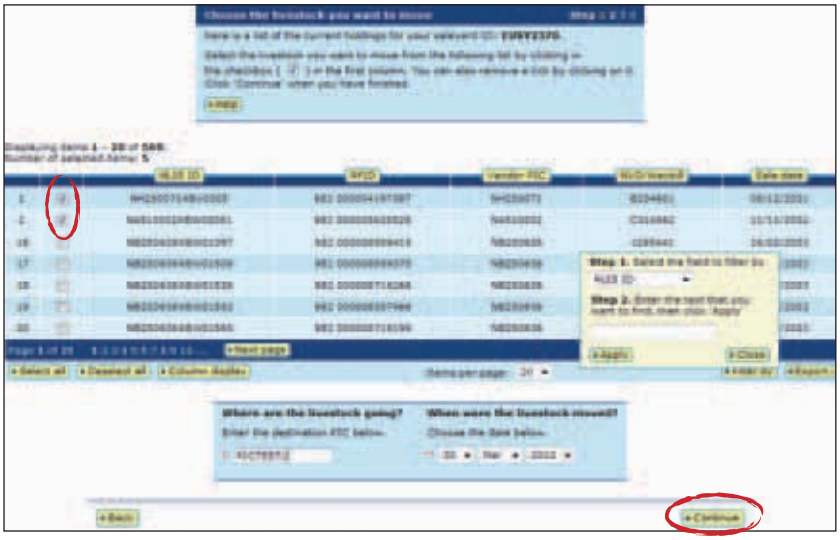


Choose from the list method

Use this method to choose the animals from a list and move them out of a saleyard.

1. If there is only one saleyard ID linked to your account, go to step 2. If you have more than one saleyard ID linked to your account, select one and click ▶ Continue
2. Tick the boxes for all the animals that you wish to move out of the saleyard.
3. Enter details in the compulsory fields*.
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.





Transfer correction

tech tip Transfer correction

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 my property (agents)**
- **Livestock moved off my property (agents)**
- **Livestock moved NWA (agents)**
- **Livestock moved into saleyard (saleyards)**
- **Livestock moved out of saleyard (saleyards)**

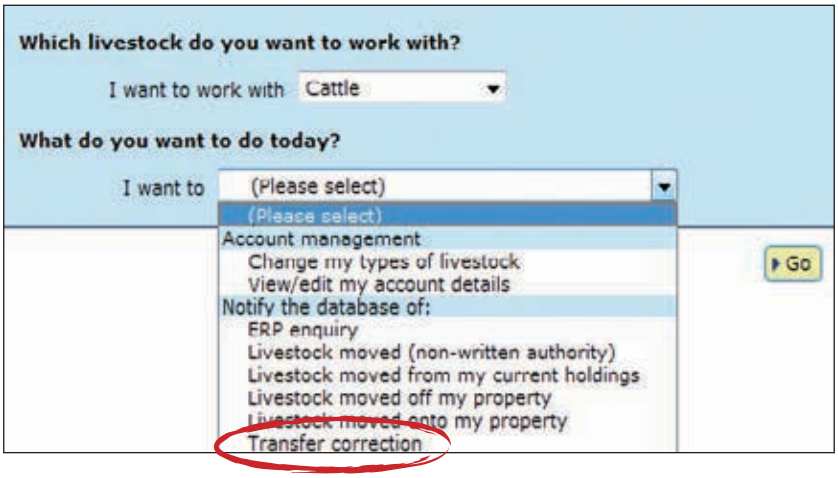
If the transfer you want to correct was the most recent one recorded for an animal, you can:

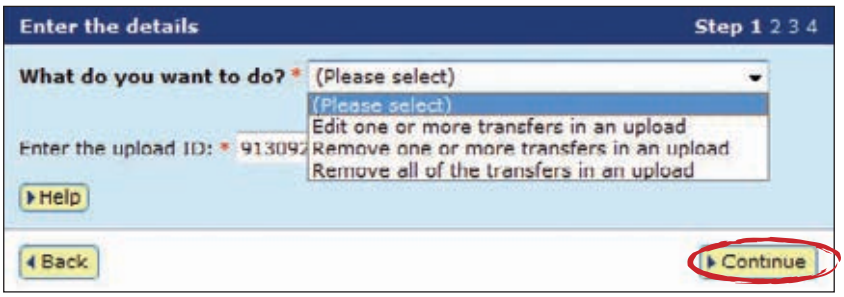
- **Edit** the Transfer date, Source PIC or Destination PIC (not both) and NVD/Waybill number for one or more transfers in an upload
- **Remove one or more** transfers in an upload
- **Removeall** of the transfers in an upload

You can only correct the same transfer once, so check the **Upload ID** that you enter and the **Confirm details** screen 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



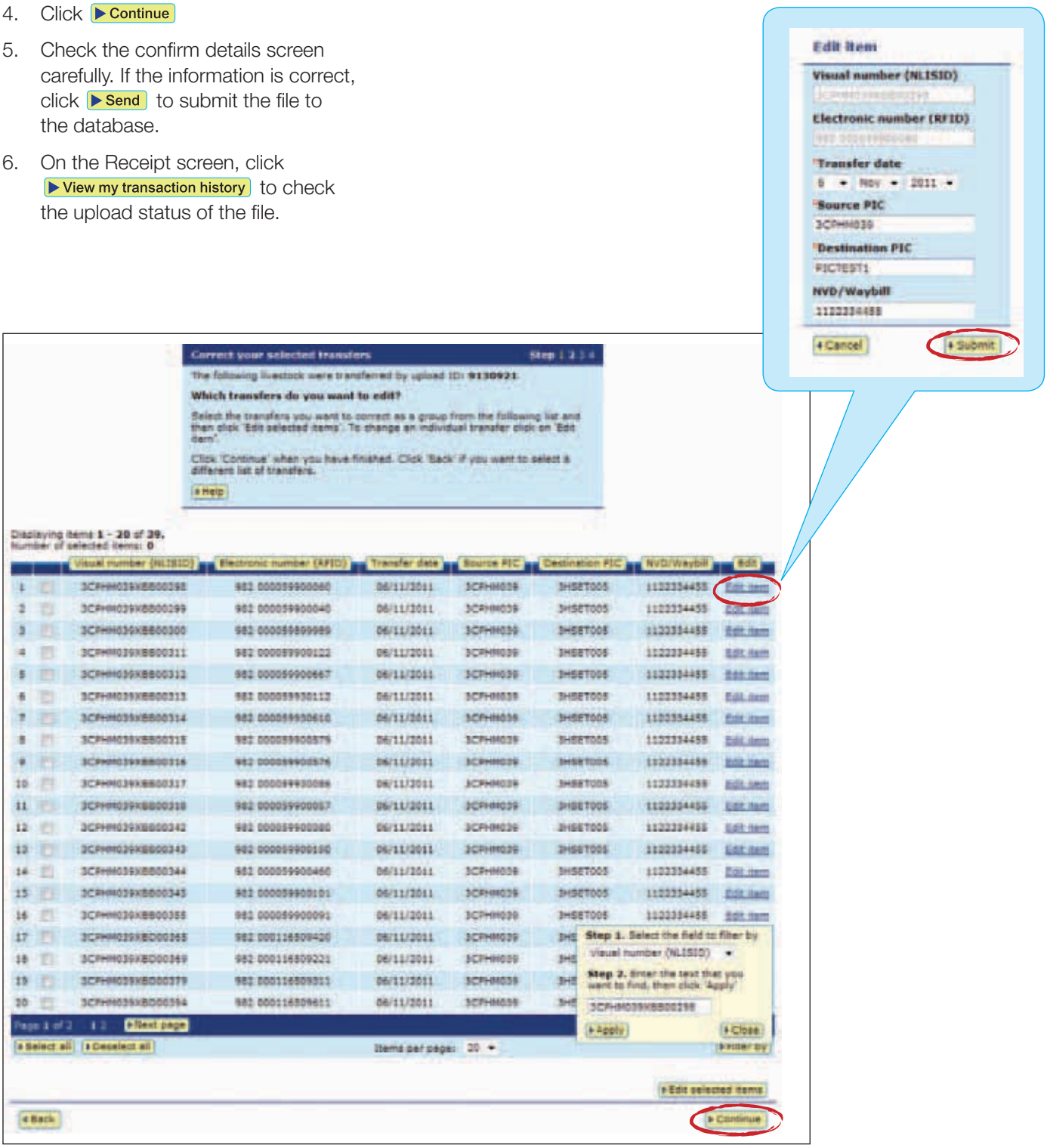


Edit one transfer in an upload (Edit item)

Use this method to edit *one or more fields* for *one* device 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.

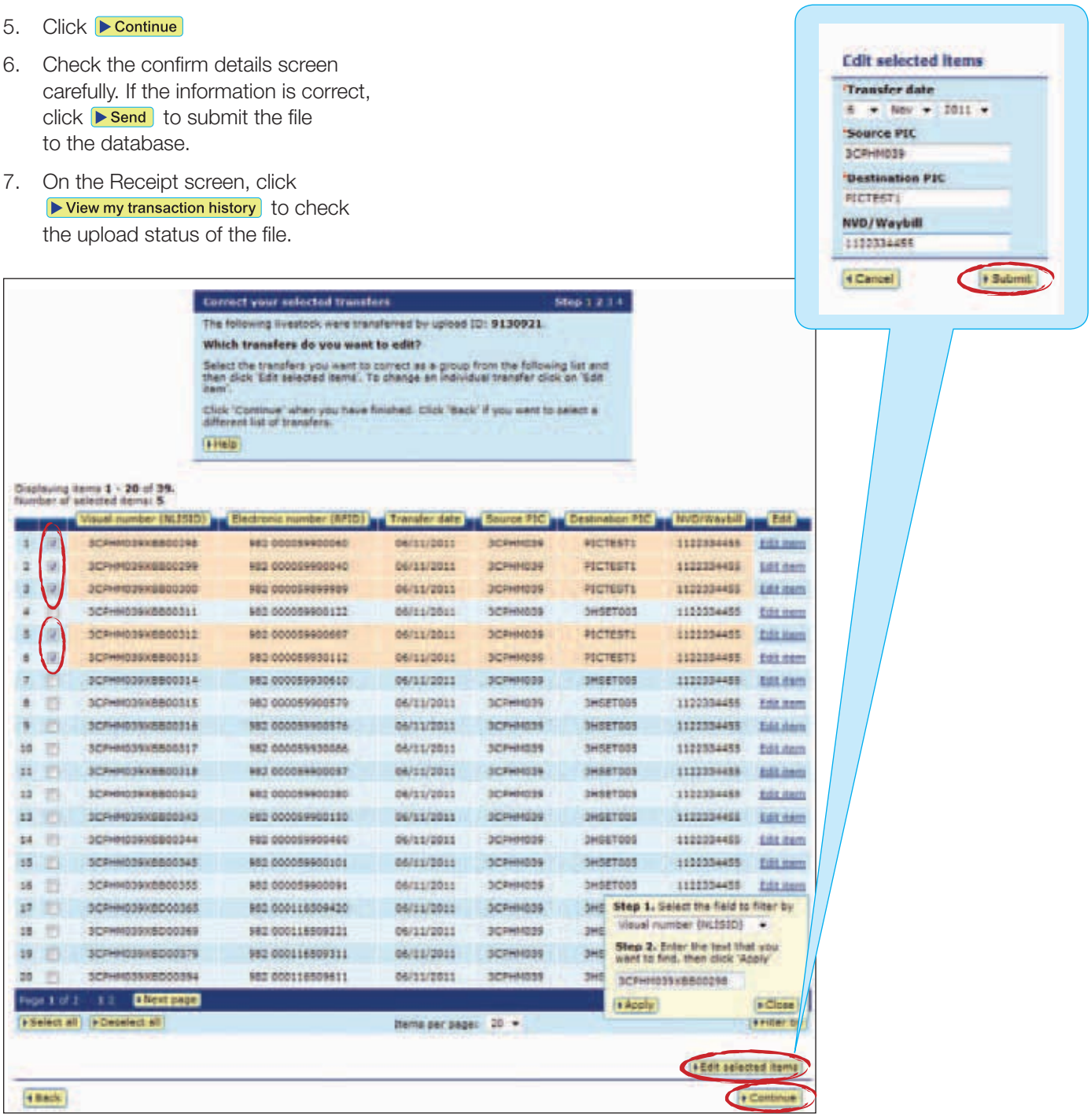


Edit multiple transfers in an upload (Edit selected items)

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.

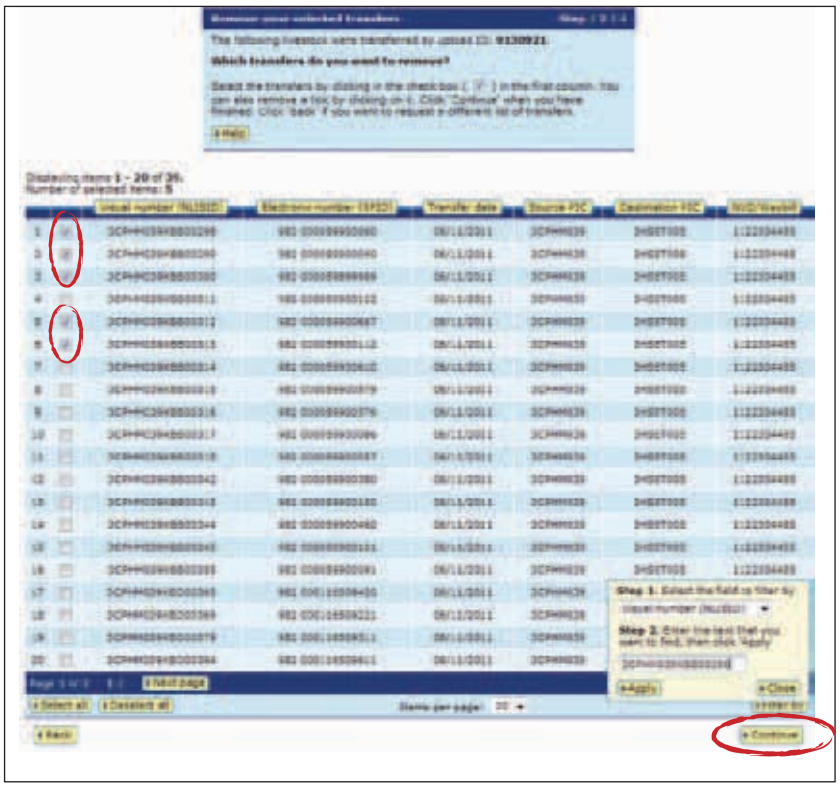
1. Tick the boxes for the devices you wish to edit or click ▶ Select all if you wish to edit all the devices in one upload.
2. Click ▶ Edit selected items
3. Edit the appropriate fields in the **Edit selected items** pop-up window that appears.
4. Click ▶ Submit to save your changes.
5. Click ▶ Continue
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.



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.

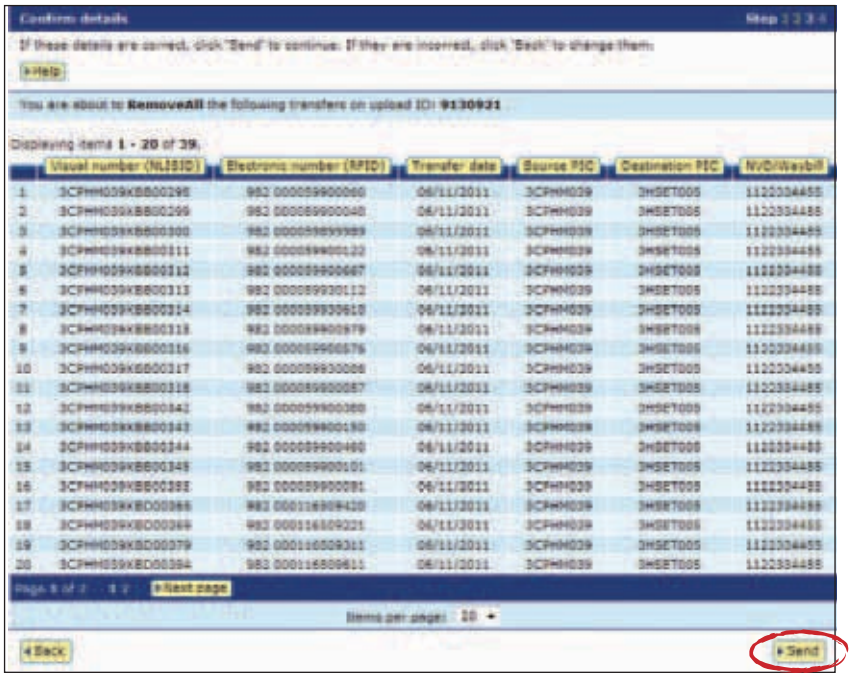
1. Tick the boxes for the devices you wish to remove, or click ▶ Select all if you wish to select all of the devices.
2. Click ▶ Continue
3. Check the confirm details screen carefully. If the information is correct, click ▶ Send to submit the file to the database.
4. On the Receipt screen, click ▶ View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



Remove 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.



Device status

tech tip Device status | PIC and device status codes

Assigning a status to a device can help you to record important information about one or more devices and/or the animals they may be attached to on the database. If an animal has strayed or is presumed stolen, or a device is damaged or faulty, 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 **Complete beast enquiry** report. Devices with a damaged or inactive status are excluded from current holdings reports that are available from the database.

The NLIS Terms of Use state that agents and saleyards may assign the **S1** device status to animals that may have been stolen or have strayed. At the time of publication, this functionality had not been implemented on the database. When the change is released, you will be able to select the **S1** device status from the status code field on the screen in the Type in the details method.

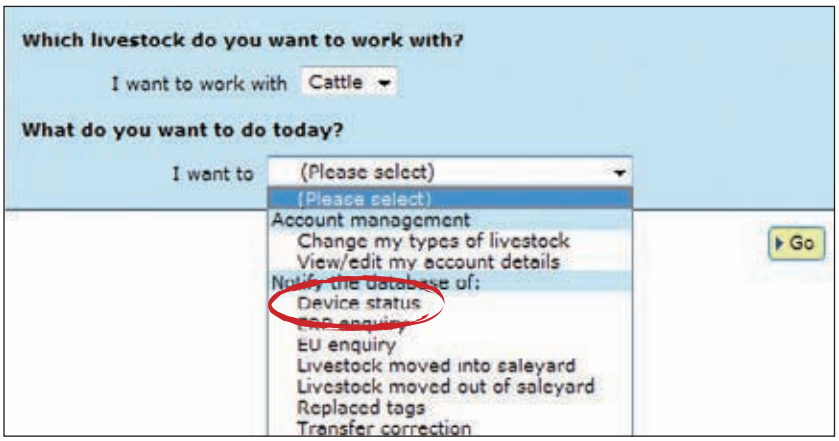
When a device is faulty or damaged and cannot be read (saleyards)	Assign a Device status of **D1** to damaged devices that cannot be read electronically
When an animal has lost a tag (saleyards)	Assign a Device status of **L2** to devices lost after attachment
When an animal may be stolen or have strayed (agents and saleyards)	Assign a Device status of **S1** to devices attached to missing animals

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

Device status

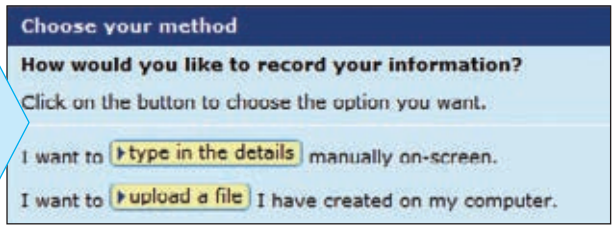
Instructions

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



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

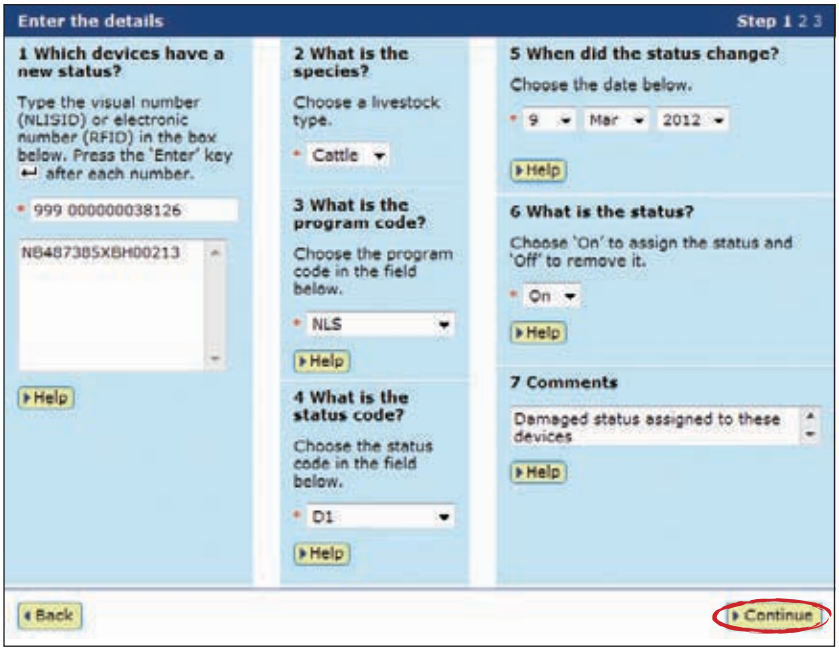
For more about this method, see **File format examples** at the back of this guide.



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.



Replaced tags (saleyards)

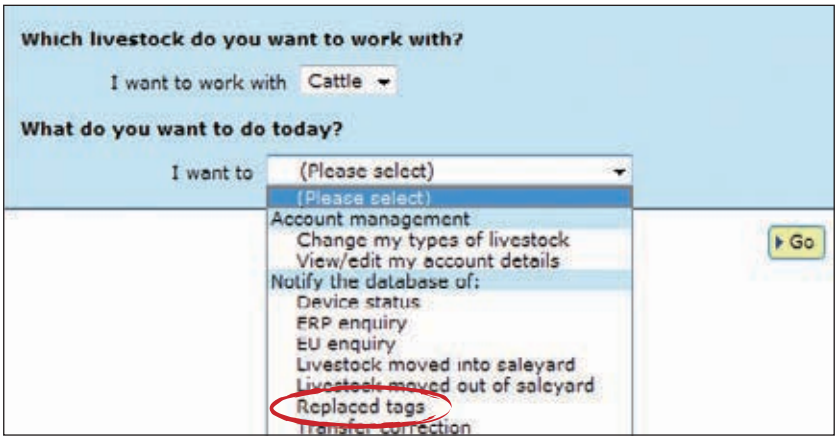
tech tip Replaced tags

This transaction allows saleyards 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.

Before replacing any devices, saleyards should record a movement into the saleyard for any animals that need their tags replaced using their old device numbers, and then use this transaction to link the animals' old devices to their new ones on the database before recording a movement out of the saleyard for the new tag.

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. The R1 status cannot be applied using the **Device status** transaction.

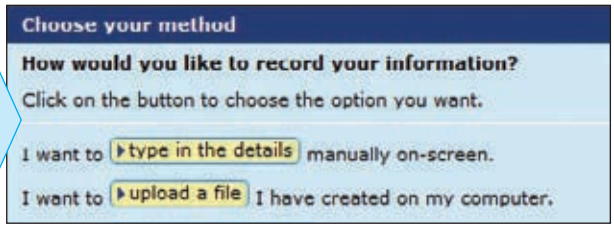


Instructions

1. Log in to the database using your **saleyard** account.
2. Select a **livestock type**.
3. Select **Replaced tags** and click ▶ Go
4. Choose one of two methods to submit the data.

The upload a file method allows you to record replacements for multiple devices.

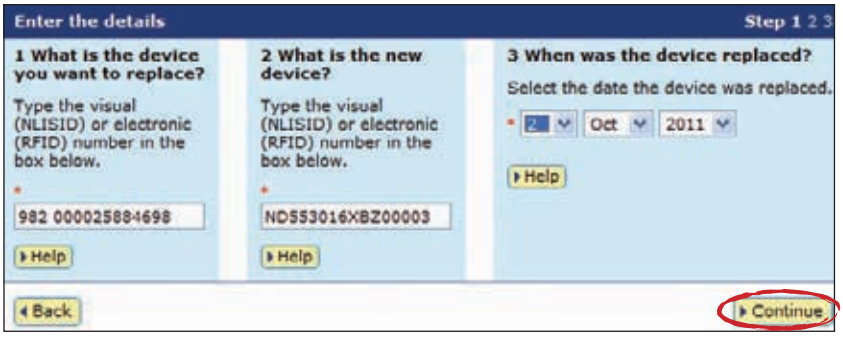
For more about this method, see **File format examples** at the back of this guide.



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.



ERP enquiry

tech tip Check ERP PIC status

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, you should check the ERP status of properties. If the results indicate 'Clear no test', you do not need to take precautions and the animals will not need to be tested at slaughter to detect any chemical residues.

There are two ways to check the ERP status of one or more properties:

- Submit an **ERP enquiry** (results arrive by email as a comma separated values (CSV) file attachment)
- Run an ERP PIC status report (results are displayed on screen).

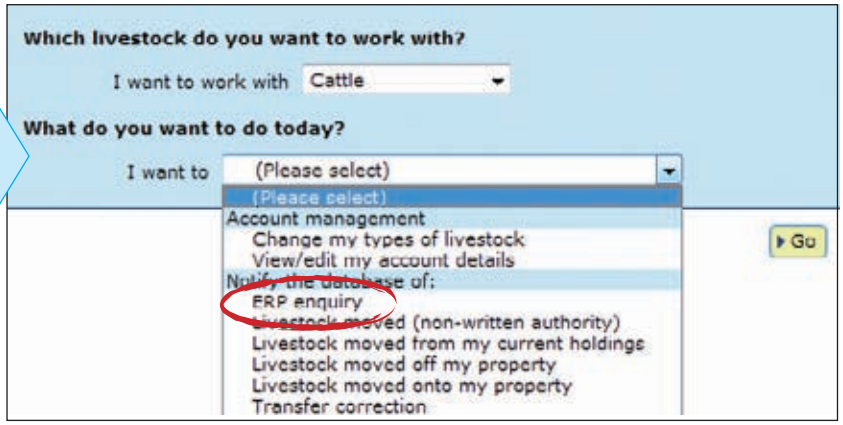
Results will only be disclosed if you are authorised to view this information for the PIC you have entered. To view an example of the result data, refer to the **ERP PIC status report**.

The information may be needed to prepare pre-sale catalogues or inform buyers.

Instructions

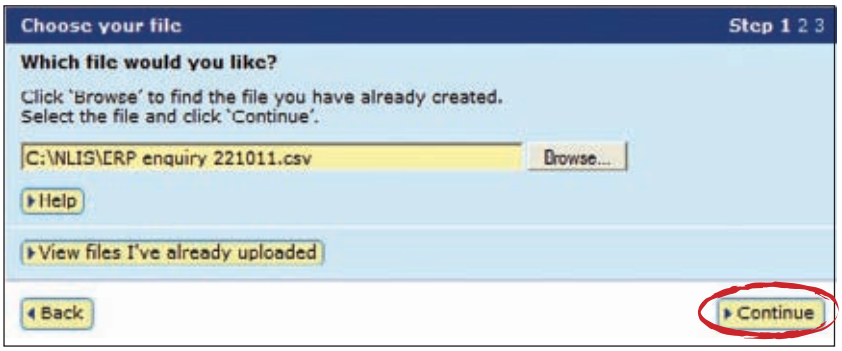
An **ERP enquiry** can only be submitted using the upload a file method.

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



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

1. Select a **livestock type**.
2. Select **ERP enquiry** and click ▶ Go
3. Click **Browse** to find the file saved on your computer.
4. Choose the file you wish to upload.
5. Click **Open** to display the file name.
6. Click ▶ Continue to proceed.
7. Click ▶ Send to submit the file to the database or click **Browse** again to choose a different file.
8. On the Receipt screen, click ▶ View my transaction history to check the upload status of the file.



EU enquiry (saleyards)

Cattle have an EU (European Union) status of Y (Yes), or N (No) on the database. A status of 'Y' indicates cattle eligible for the EU market.

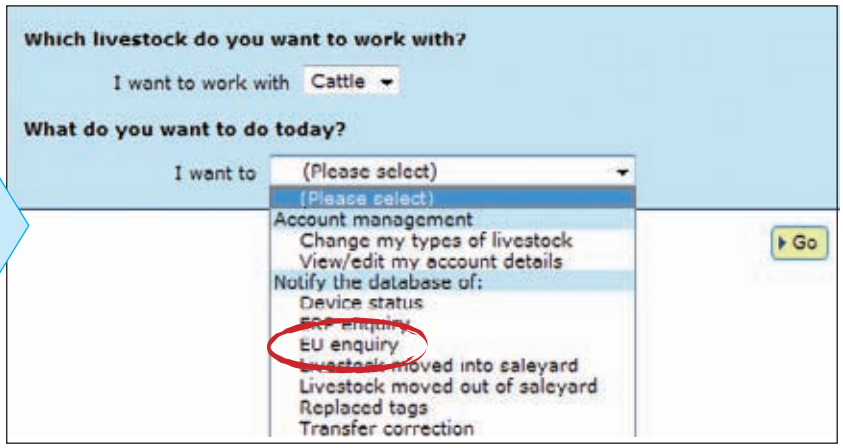
You can use this transaction to submit a list of RFID or NLISID numbers and find out the EU status of those animals. The enquiry results are returned to you via email with a CSV file attachment showing the animals' PIC, device numbers and EU status.

Instructions

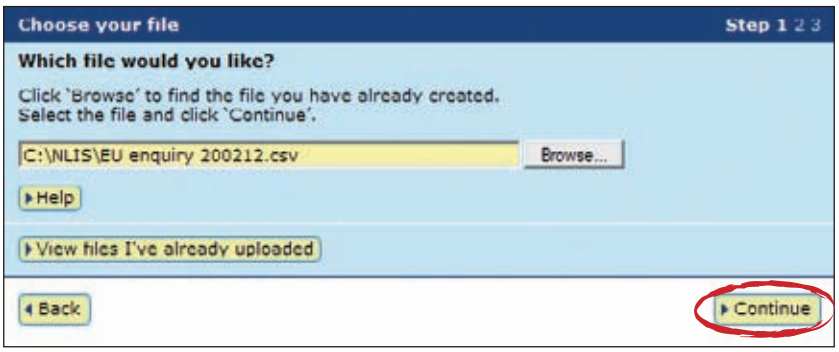
When you are ready to upload the file to the database:

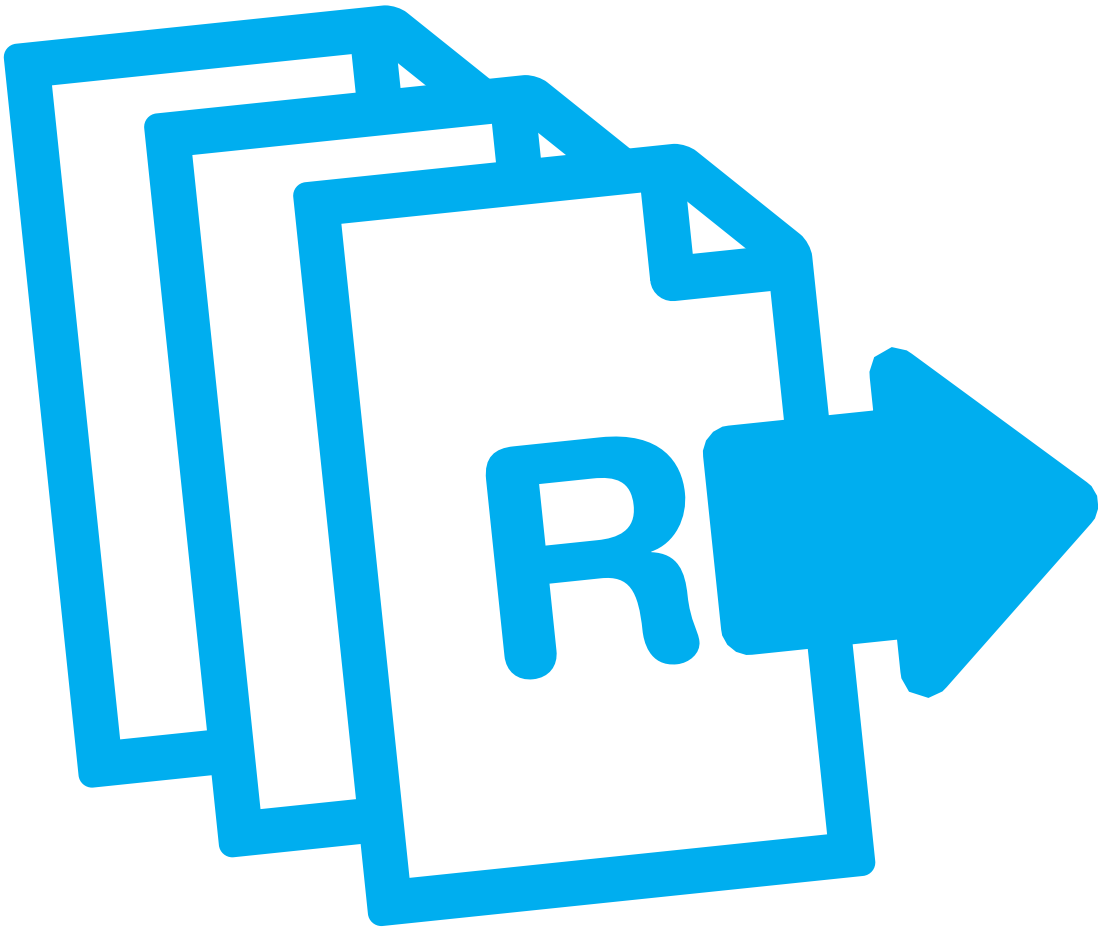
An **EU enquiry** can only be submitted using the upload a file method.

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



1. Log in to the database using your **saleyard** account.
2. Select **Cattle** as your livestock type.
3. Select **EU enquiry** and click ▶ Go
4. Click **Browse** to find the file saved on your computer.
5. Choose the file you wish to upload.
6. Click **Open** to display the file name.
7. Click ▶ Continue to proceed.
8. Click ▶ Send to submit the file to the database or click **Browse** again to choose a different file.
9. On the Receipt screen, click ▶ View my transaction history to check the upload status of the file.





Reports

Agents and saleyards must 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 **Complete beast enquiry** report allows you to find RFID and NLISID numbers to submit transactions.

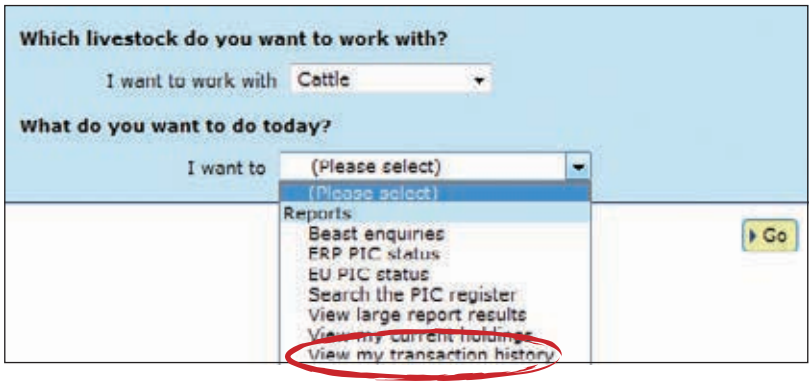
You can also filter your report results and export data to another file. This information can help you to manage your business more effectively.

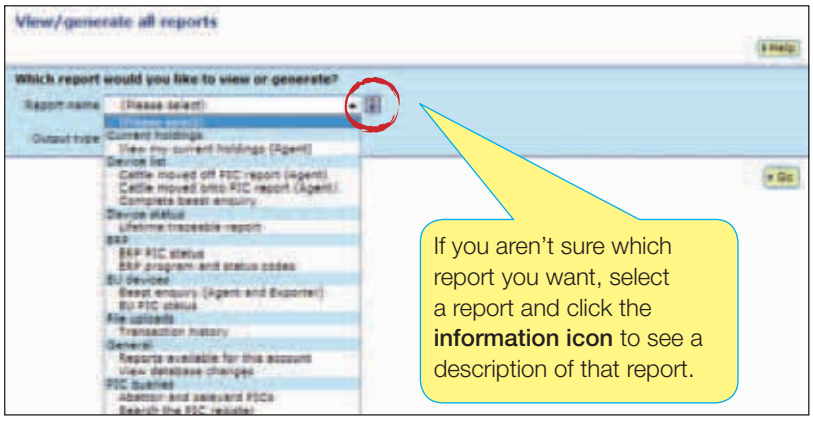
Reports

tech tip Filter report results | Export report data

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 saleyards are slightly different from those for agents (pictured right), but the process of running a report is the same.





When you want to check an animal's EU or LT status	Run the **Complete beast enquiry** report
When you want to check transactions were successful	Run the **View my transaction history** report
When you want to find information about other properties	Run the **Search the PIC register** report
When you want a list of devices for an agent PIC	Run the **View my current holdings** report
When you want a list of devices for a saleyard PIC	Run the **View devices on my property** report
When you want to check a property's ERP status	Run the **ERP PIC status** report
When you want to check a property's EU status	Run the **EU PIC status** report

Complete beast enquiry

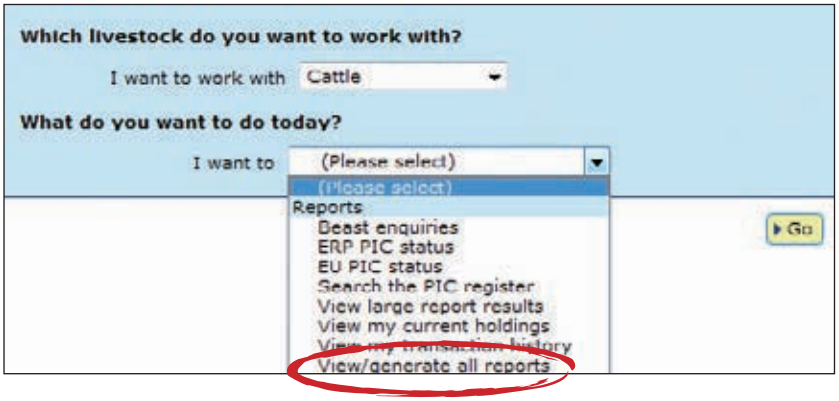
tech tip Complete BE report

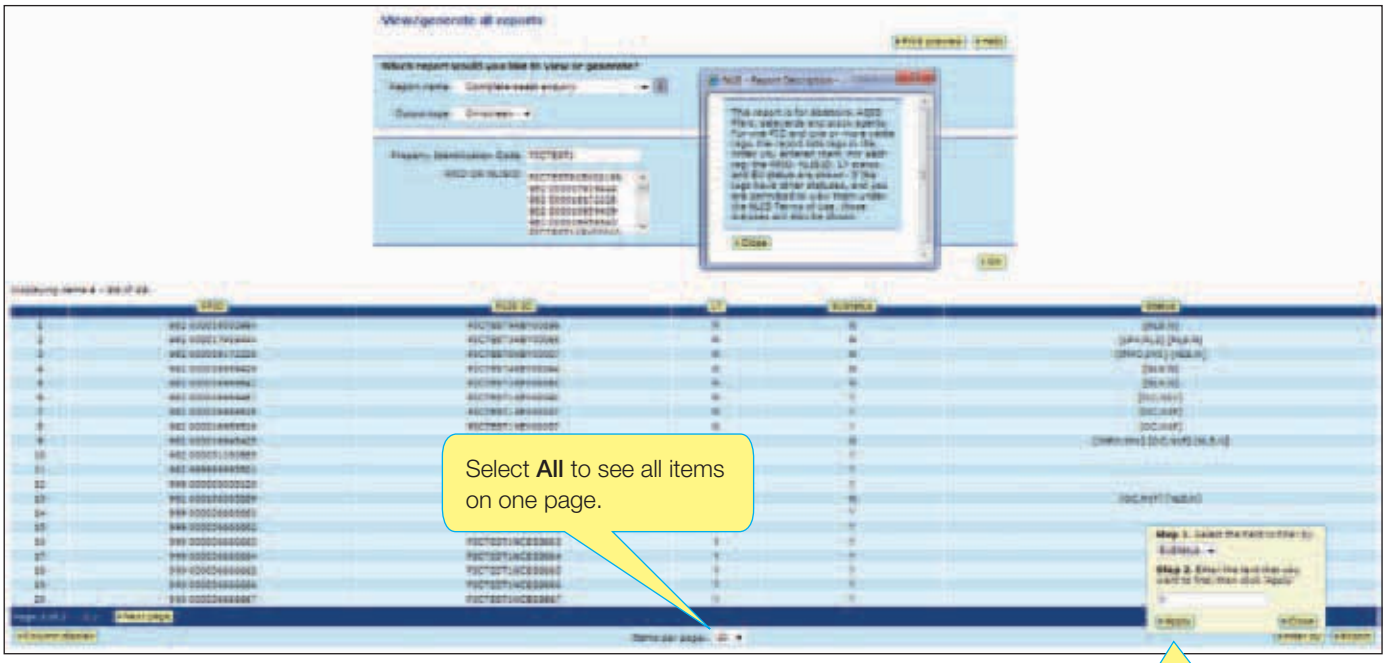
This report allows you to check the EU, LT and any additional statuses that have been assigned to one or more animals.

This information may be useful for preparation of pre-sale catalogues. The report is also helpful if you know the NLISID numbers of any devices, but need their corresponding RFID numbers, or vice versa.

Instructions

1. Select a **livestock type**.
2. Select **View/generate all reports** and click ▶ Go
3. Select **Complete beast enquiry.**
4. Type or paste in a PIC and the NLISID or RFID numbers and click ▶ Go





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**.

ERP PIC status

tech tip Check ERP PIC status

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, you should check the ERP status of properties. If the results indicate 'Clear no test', you do not need to take precautions and the animals will not need to be tested at slaughter to detect any chemical residues.

There are two ways to check the ERP status of one or more properties:

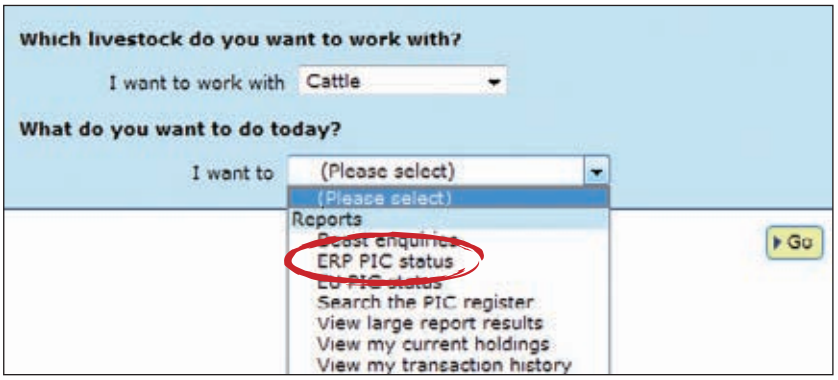
- Submit an ERP enquiry (results arrive by email as a comma separated values (CSV) file attachment)
- Run an **ERP PIC status** report (results are displayed on screen).

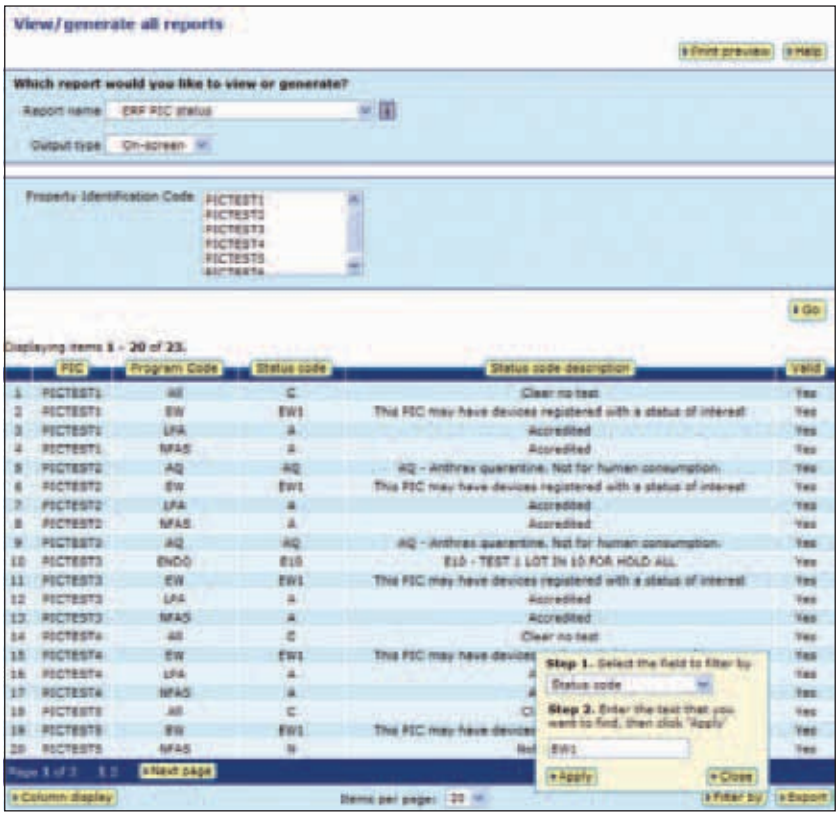
Results will only be disclosed if you are authorised to view this information for the PIC you have entered. To view an example of the result data, refer to the **ERP PIC status report**.

The information may be needed to prepare pre-sale catalogues or inform buyers.

Instructions

1. Select a **livestock type**.
2. Select **ERP PIC status** and click ▶ Go
3. Type or paste in one or more PICs and click ▶ Go





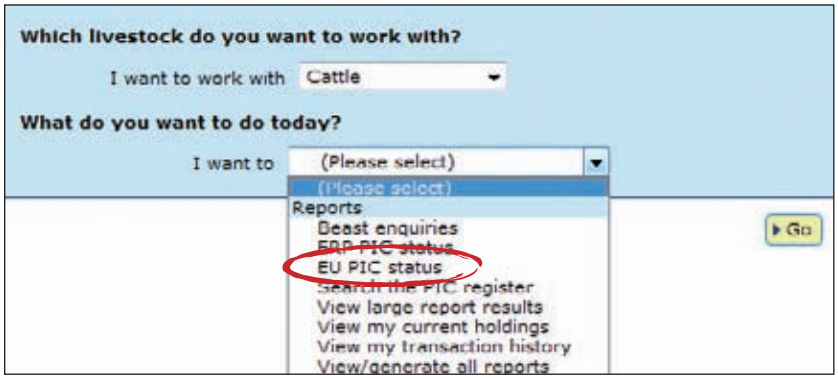
EU PIC status

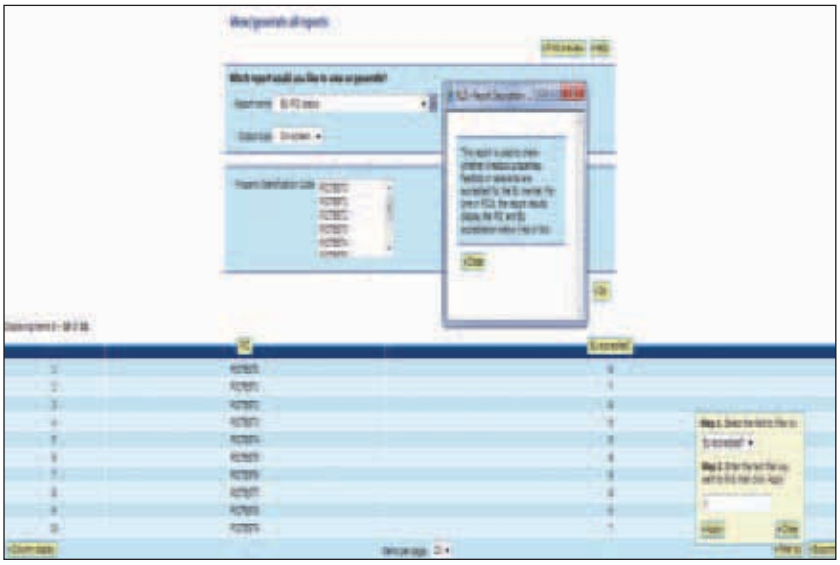
tech tip EU PIC status report

Properties have an EU (European Union) status of Y (Yes), or N (No) on the database. This report allows you to check the EU status for one or more properties. A status of 'Y' indicates that the property is accredited by EUCAS to supply cattle to the EU market.

Instructions

1. Select a **livestock type**.
2. Select **EU PIC status** and click ▶ Go
3. Type or paste in one or more PICs and click ▶ Go





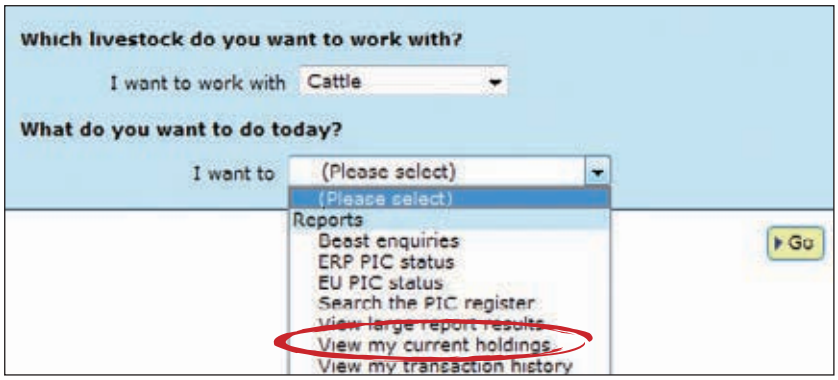
View my current holdings (agents)

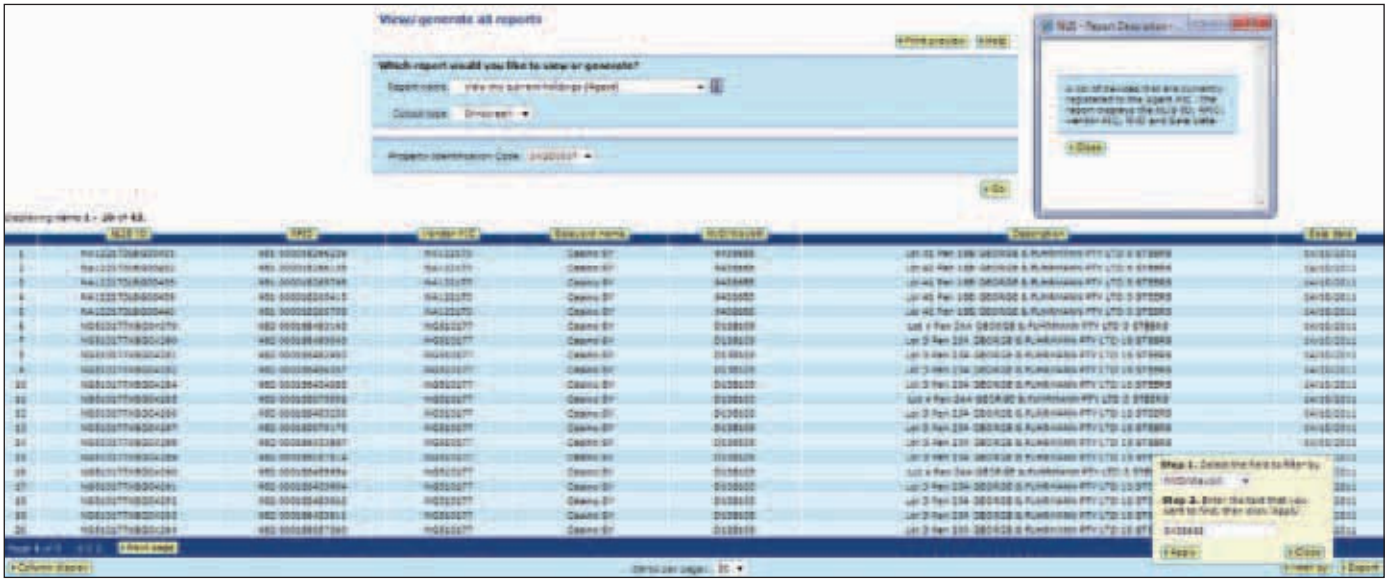
This report allows agents to check the device numbers, Vendor PIC, Saleyard name, NVD/Waybill, Description and Sale date of all of the livestock associated with a PIC.

The information in this report may help agents to identify animals to be moved off their PIC within the required timeframe.

Instructions

1. Select a **livestock type**.
2. Select **View my current holdings** and click ▶ Go
3. Select a PIC and click ▶ Go





View devices on my property (saleyards)

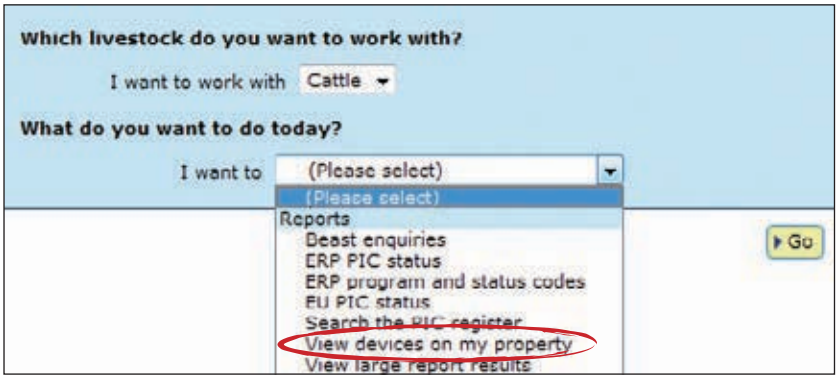
tech tip Device list reports

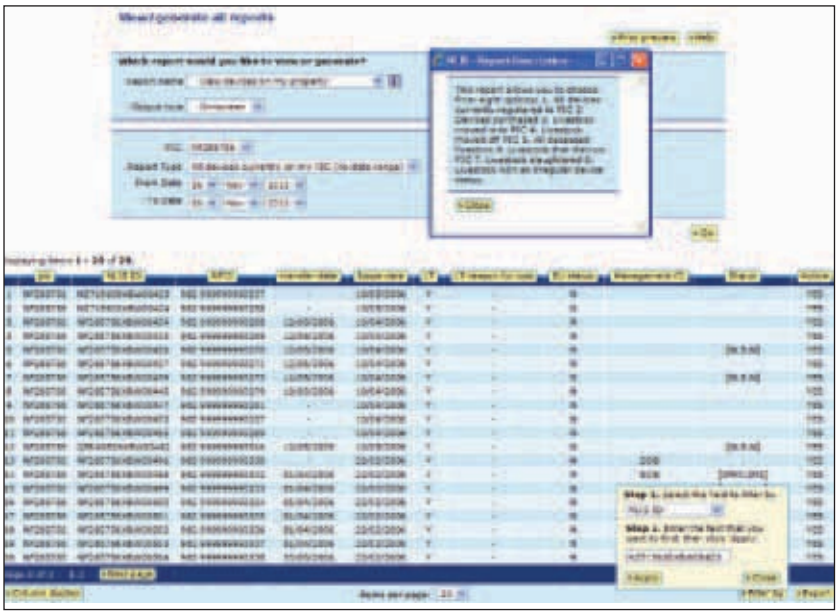
This report allows saleyards to obtain the device numbers for animals on a property. You will need this information to submit transactions. You can choose from eight options for this report.

The information in this report may help saleyards to identify animals to be moved off their PIC within the required timeframe.

Instructions

1. Log in to the database using your **saleyard** account.
2. Select a **livestock type**.
3. Select **View devices on my property** and click ▶ Go
4. Select a PIC.
5. 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
6. Select a date range and click ▶ Go





Search the PIC register

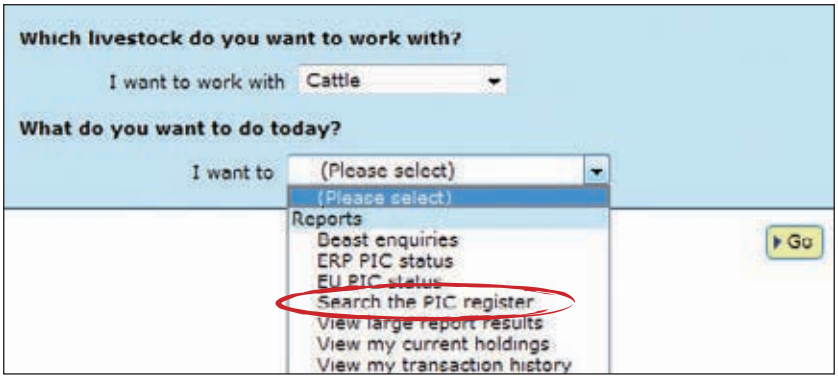
tech tip Search the PIC register

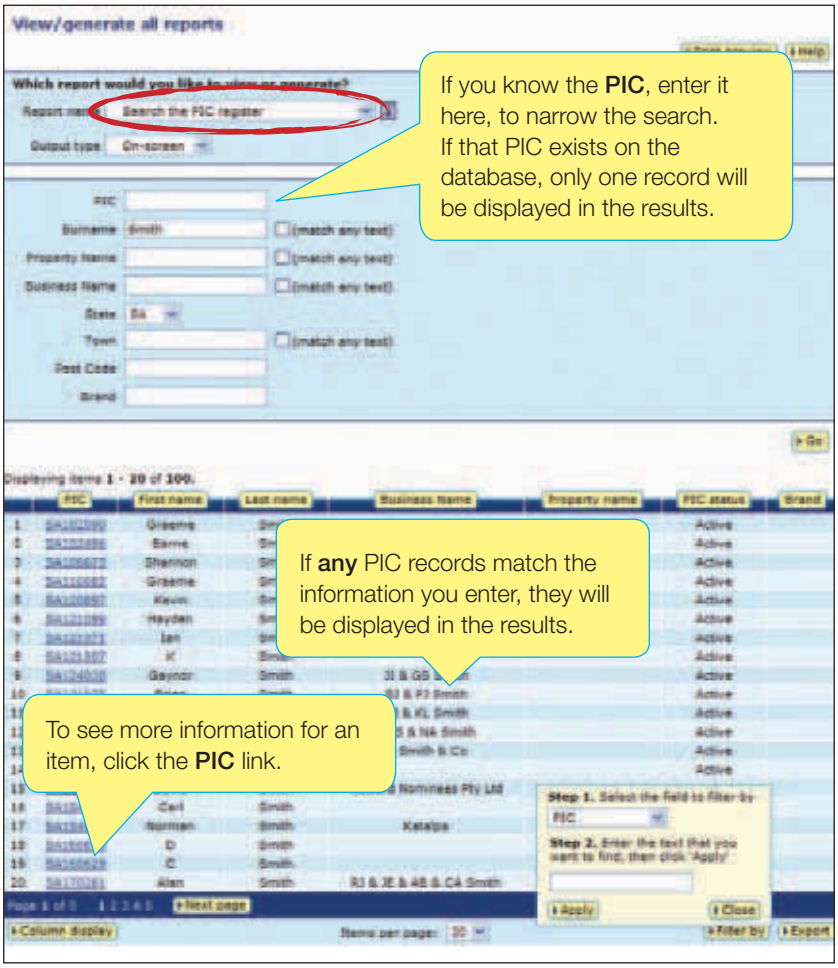
State and Territory authorities maintain their own property registration databases. This information is uploaded to the NLIS database automatically to create a centralised national PIC register. Use this report to search for contact details for a specific PIC, or for the PIC associated with a trading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



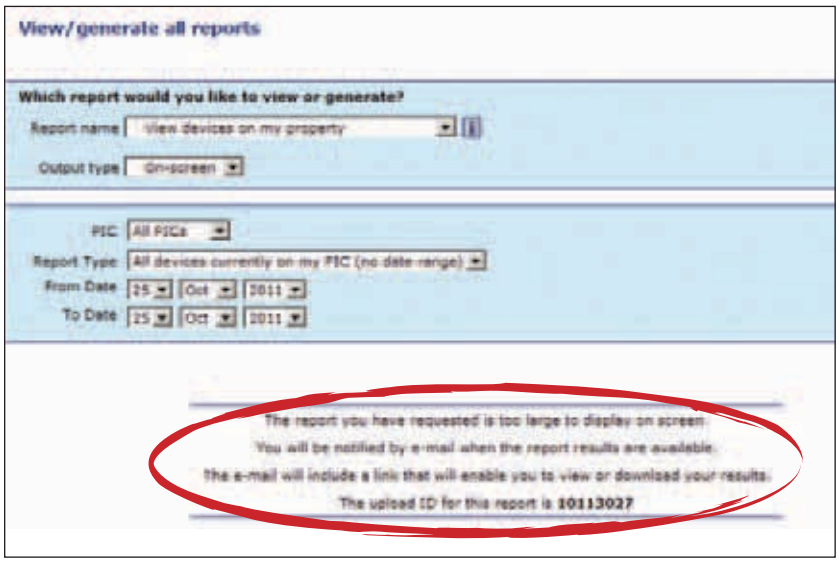


View large report results

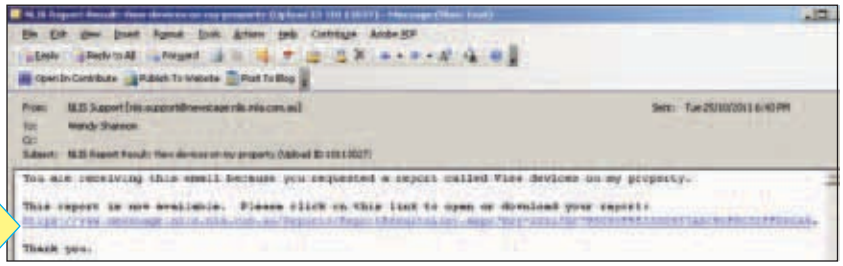
As some reports contain a lot of data, they may take a while to process.

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.



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



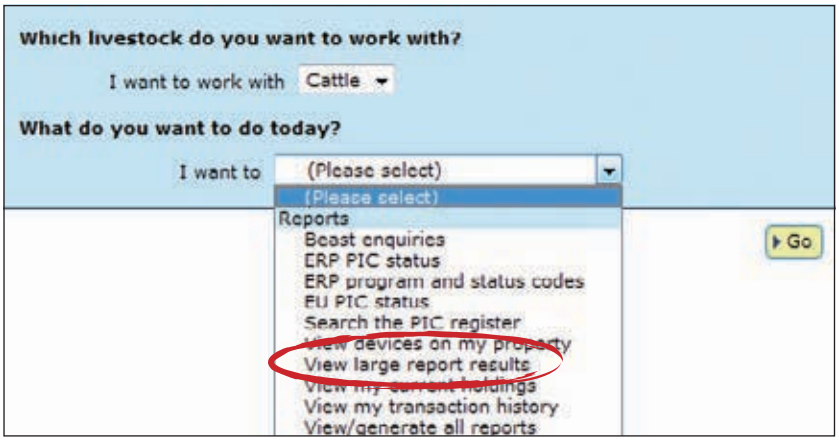
Access via homepage method

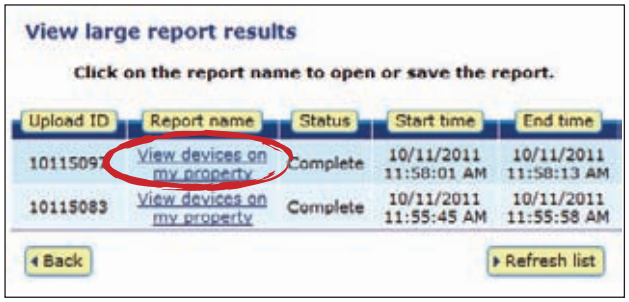
1. **Log in** to the database.
2. Select a **livestock type**.
3. Select **View large report results** and click ▶ Go
4. Click the link under Report name for the report you require.
5. On the File download dialog click either:

   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.



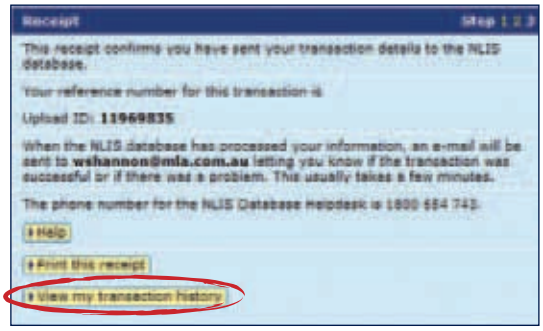


View my transaction history

Transaction history report | Upload status categories

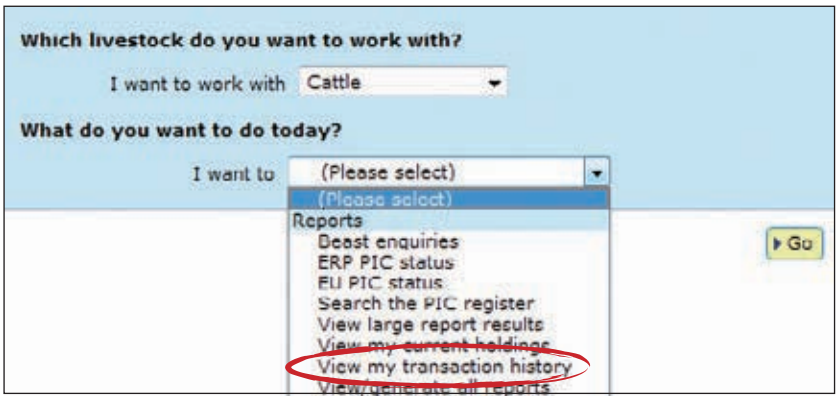
To check that your transactions were processed successfully, you should run this report after every database session. There are two ways to do this:

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



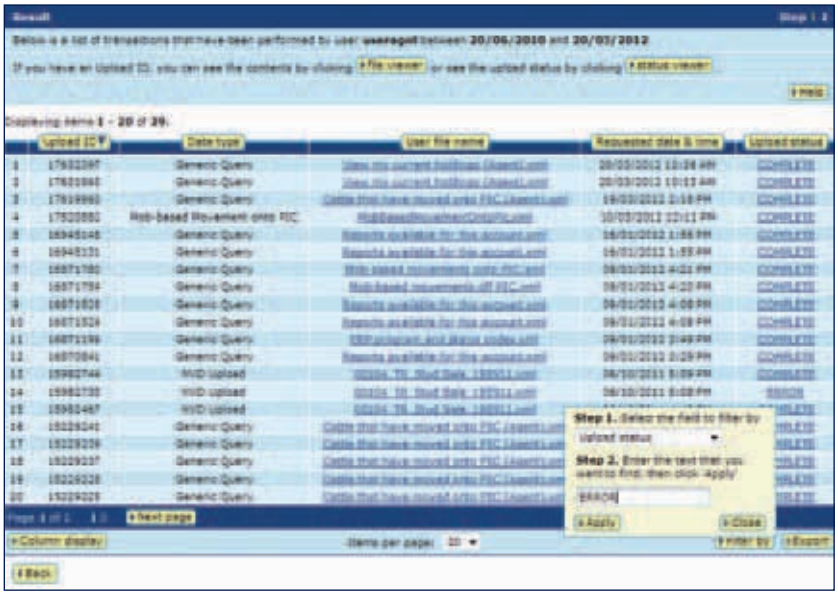
Instructions

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.



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).

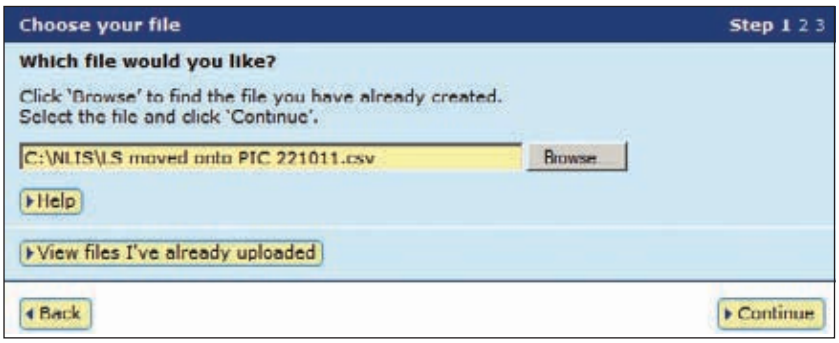
In the Excel file examples below, compulsory fields are shaded black but you don't need to shade fields or add field labels. Most of the file examples below show only two rows but there is no limit to the number of rows you can include in the files you upload to the database.

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	**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 255 characters but only the letters a-z or A-Z and numbers 0-9.

	A	B	C	D	E	F
1	999 000000038126	19/02/2012	NLS	D1	ON	Damaged device
2	NB487385XBH00213	19/02/2012	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 000000038126,19/02/2012,NLS,D1,ON,Damaged device
NB487385XBH00213,19/02/2012,NLS,IA,OFF,Inactive status removed
```

ERP enquiry

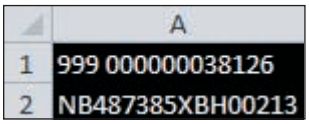
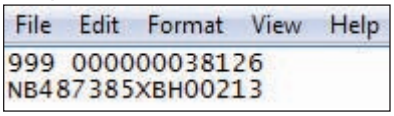
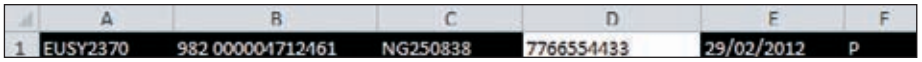
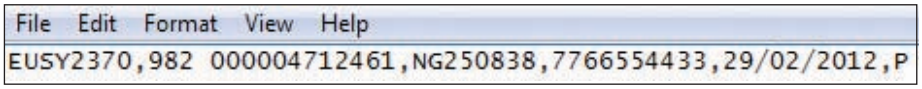
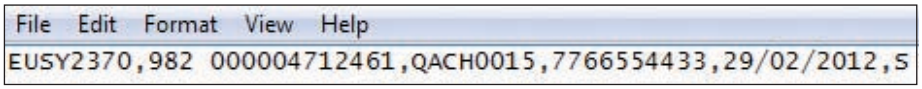
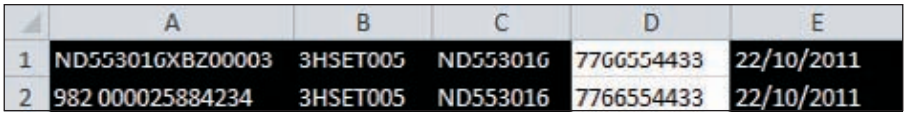
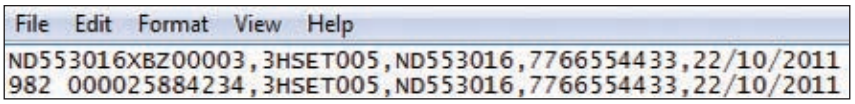
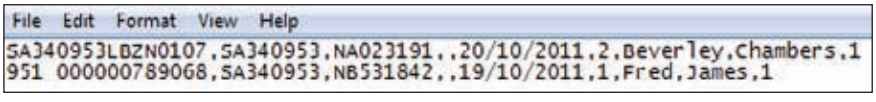
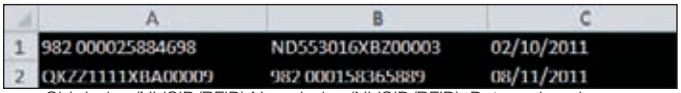
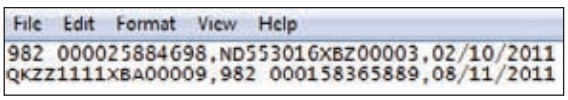
Excel: Use column A. Enter each PIC for which you want the ERP status in a separate row. The enquiry results are sent to you by email.

	A
1	QBZZ2222
2	ND553016
3	SA876543
	PIC

Notepad

```
File  Edit  Format  View  Help
QBZZ2222
ND553016
SA876543
```

File format examples

Transaction	Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format
EU enquiry (saleyards)	**Excel:** Use column A to enter the tag numbers that you would like to enquire about. Use a separate row for each tag number.  NLISID/RFID **Notepad** 
Livestock moved into/ out of saleyard (saleyard)	**Excel:** Use columns A-F but if there is no NVD/Waybill, column D can be empty. Use a separate row for each animal. Livestock moved into saleyard  Saleyard PIC NLISID/RFID From PIC NVD Date Always P Livestock moved out of saleyard Saleyard PIC NLISID/RFID To PIC NVD Date Always S **Notepad:** Notepad fields are in the same order as in the Excel file. Livestock moved into saleyard  Livestock moved out of saleyard 
Livestock moved onto/off my property (agents)	**Excel:** Use columns A-E but if there is no NVD/Waybill, column D can be empty. Use a separate row for each animal.  NLISID/RFID From PIC To PIC NVD/Waybill Date **Notepad:** Notepad fields are in the same order as in the Excel file. 
Livestock moved NWA (agents)	**Excel:** Use columns A-I but if there is no NVD/Waybill, column D can be empty. Use a separate row for each animal. In column F, enter 1 (Vendor authorisation), 2 (Buer 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. NLISID/RFID From PIC To PIC NVD/Waybill Date Auth (1,2,3) Auth. first name Auth. last name Always 1 **Notepad:** There is no NVD/ Waybill in this example. Notepad fields are in the same order as in the Excel file. 
Replaced tags (saleyards)	**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.  Old device (NLISID/RFID) New device (NLISID/RFID) Date replaced **Notepad:** Notepad fields are in the same order as in the Excel file. 

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 & Forestry (DAFF)

Biosecurity Queensland

Business Information Centre: 13 25 23

W: www.deedi.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

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All information contained in this guide is current as of May 2012, 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.mla.com.au/Meat-safety-and-traceability/Livestock-identification/NLIS-devices**

National Livestock Identification System Ltd

National Livestock Identification System Ltd
PO Box 1961, North Sydney NSW 2059
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ABN 34 134 745 038

MEAT & LIVESTOCK AUSTRALIA

NLIS Database Helpdesk

1800 654 743
support@nlis.com.au

NLIS operates a Database Helpdesk service from Monday-Friday, 7am-3pm (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

Australian Government
Department of Agriculture, Fisheries and Forestry

Collaborating partners of the database include:

ALFA
AUSTRALIAN LOT FEEDERS' ASSOCIATION

AMIC
Australian Meat Industry Council

Goat Industry Council of Australia inc.

SHEEPMEAT COUNCIL OF AUSTRALIA

safemeat

AnimalHealth AUSTRALIA