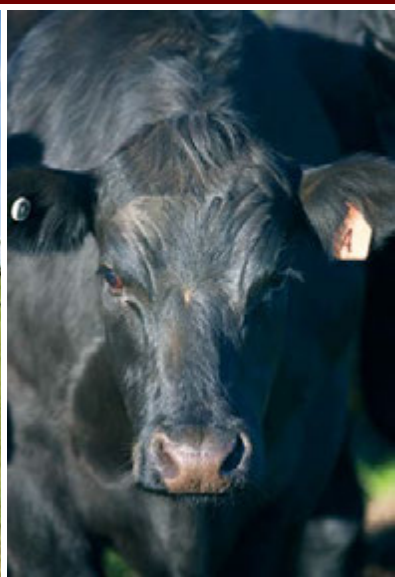


# NLIS | Database User Guide



Producers, feedlots and third parties

Livestock with electronic devices



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

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

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

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

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## Key



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



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



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



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

### Creating an NLIS account

1. Go to **www.nlis.mla.com.au**
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.

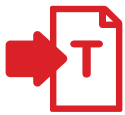
### Logging in to NLIS

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.

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

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

Account information Step 1 2 3 4 5

User ID

Account type

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

- 3HSET005
- ND553016
- picles52
- picles53

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

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

Password information Step 1 2

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

The password should be a maximum of 8 alphanumeric characters.

\*Current password

\*New password

\*Re-type new password





## Change contact details

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

### Instructions

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

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

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

Account information Step 1 2 3 4 5

User ID

Account type

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

- 3HSET005
- ND553016
- picles52
- nicles53

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

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

Profile information Step 1 2 3 4 5

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

Title  First name  Last name

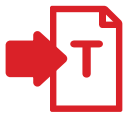
Property/trading name

Address

Town/city  State  Postcode

\*Phone    \*Fax    \*Mobile

\*E-mail



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

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

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

### Instructions

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

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

I want to work with

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

I want to

(circled in red)  
  
**Notify the database of:**

**Go**

**Livestock selection**

**I manage the following livestock:**

☒ Cattle (circled in red)  
☒ Sheep (individual)  
☐ Sheep (mobs)  
☐ Goats

**Back** **Continue** (circled in red)

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

**Producer home**

**User ID: prodx Account type: Producer Livestock types: Cattle, Sheep (individual)** (circled in red)

**Home Privacy Contacts Help tools Glossary NLIS information Terms of use Sitemap Log out**

**Welcome test,**

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

**Change**

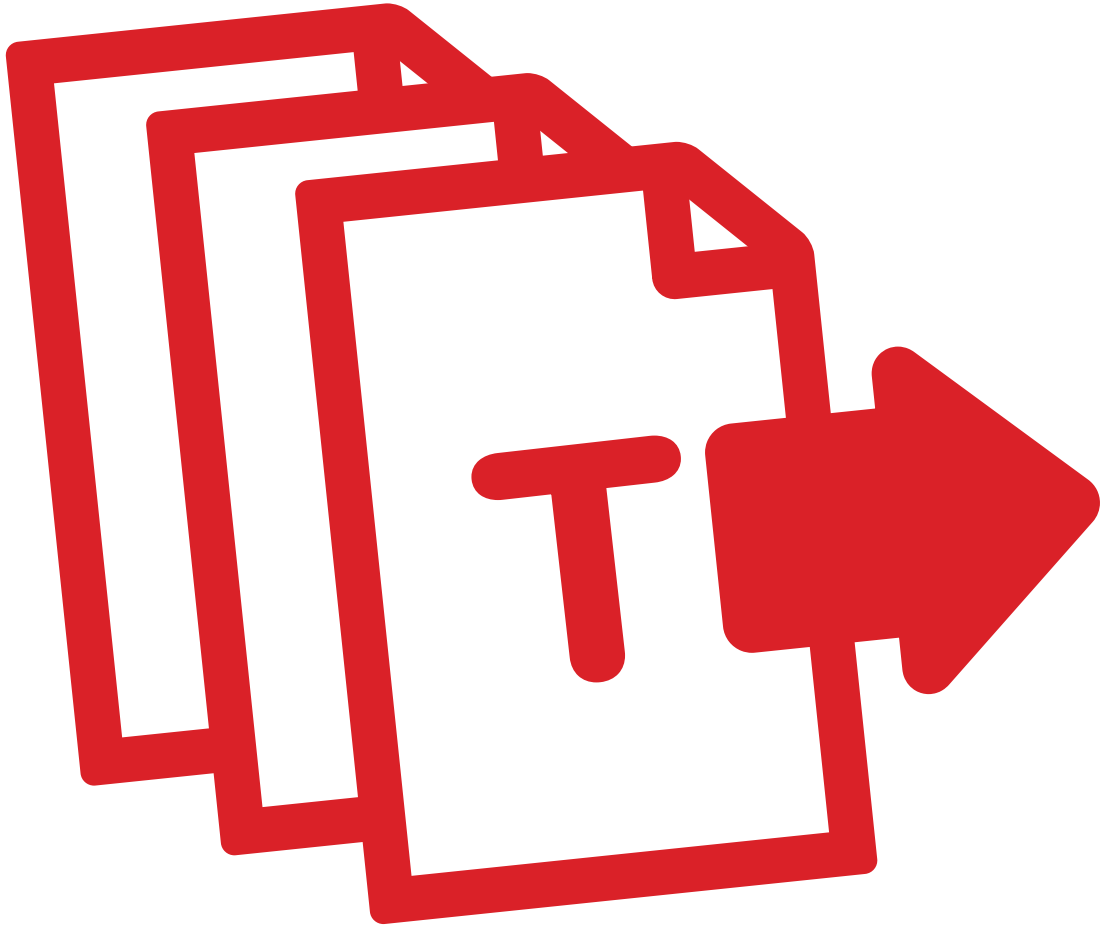
**Which livestock do you want to work with?**

I want to work with

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

I want to

**Go**

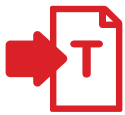


# Transactions


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

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

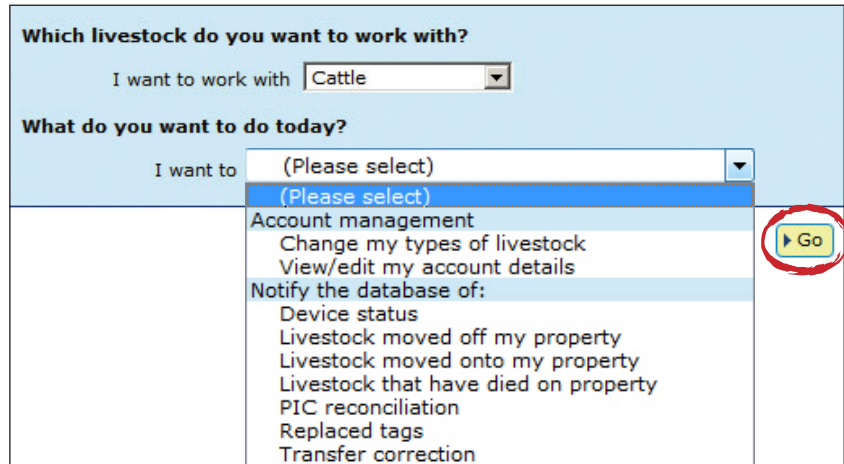
If your company has specialised software installed that is integrated with the NLIS database, you may rarely need to submit transactions via the web interface.



## Transactions

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

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



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

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

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

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

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

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

When you want to correct your previous transaction

Use the **Transfer correction** transaction

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

Use the **PIC reconciliation** transaction

When you want to assign a status to a device

Use the **Device status** transaction

When you want to replace a tag

Use the **Replaced tags** transaction

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

Use the **EU status downgrade** transaction





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

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

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

### Instructions

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

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

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:
  - Device status
  - Livestock moved off my property
  - Livestock moved onto my property**
  - Livestock that have died on property
  - PIC reconciliation
  - Replaced tags
  - 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 of 3

1 Enter the livestock you want to move

Type the visual number (NVD or electronic number (RFID) the box below. Press the 'T' key after each device number.

\* 3HSET005XBK00048

982 000008593042

982 000008593056

2 What PIC are you moving them from?

Select your source PIC below.

SHSET005

3 What PIC are you moving them to?

Enter the destination PIC below.

\* ND430577

4 What is the NVD/Waybill number?

Enter the NVD/Waybill number in the field below.

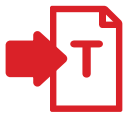
3344556677

5 When were the livestock moved?

Choose the date below.

19 Sep 2011

**Continue**



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

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

### Instructions

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

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

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

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

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

### Type in the details method

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

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



## Livestock moved off my property

### Choose from the list method

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

1. Choose a list to view.

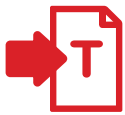
If you choose **livestock moved onto** or **livestock bred on**, also specify a date range. If you wish to see active devices, tick the **Show only active devices** box.

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

To enter the movement details:

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





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

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

### Instructions

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

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

What do you want to do today?  
I want to

**Livestock moved (non-written authority)**

**Go**

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.

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/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.

Enter the details

1 Enter the livestock you want to move.  
Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the 'Enter' key after each device number.  
SA340953LBZN0107  
951 000000789068  
951 000000782138  
**Help**

2 What PIC are you moving them from?  
Enter the source PIC below.  
SA340953  
**Help**

3 What PIC are you moving them to?  
Enter the destination PIC below.  
NA023191  
**Help**

4 What is the NVD/Waybill number?  
Enter the NVD/Waybill number in the field below.  
**Help**

5 When were the livestock moved?  
Choose the date below.  
20 Oct 2011  
**Help**

6 What is your authorisation level?  
Select your authorisation level below.  
(Please select)  
1 - Vendor Authorisation  
2 - Buyer Authorisation  
3 - Vendor and Buyer/Other Authorisation  
Enter the authoriser's first name in the field below.  
Beverley  
**Help**

8 What is the authoriser's last name?  
Enter the authoriser's last name in the field below.  
Chambers  
**Help**

9 Authorisation  
☒ I warrant that I am authorised by the authoriser named here to notify MLA of this transfer on their behalf. I acknowledge that I am liable for all losses and damages arising out of this warranty being incorrect and indemnify MLA for those losses or damages.  
**Help**

**Continue**



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

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

### Instructions

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

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:
  - Device status
  - Livestock moved off my property
  - Livestock moved onto my property
  - Livestock that have died on property**
  - PIC reconciliation
  - Replaced tags
  - Transfer correction

**Go**

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

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 **choose from the list** of livestock on my property.

### Type in the details method

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

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

Enter the details

Step 1 2 3

1 Enter the livestock that have died

Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the "Enter" key after each device number.

3HSET005XBC00073

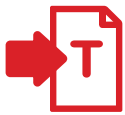
3HSET005XBC00066

**Help**

**Back**

**Continue**





## Livestock that have died on property

### Choose from the list method

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

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

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

To enter the movement details:

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



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

You can amend the following transactions:

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

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

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

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

### Instructions

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

Which livestock do you want to work with?

I want to work with 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:

Device status

Livestock moved off my property

Livestock moved onto my property

Livestock that have died on property

PIC reconciliation

Replaced tags

**Transfer correction**

Go

Enter the details Step 1 2 3 4

What do you want to do? \* (Please select)

(Please select)

Edit one or more transfers in an upload

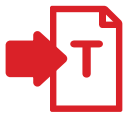
Remove one or more transfers in an upload

Remove all of the transfers in an upload

Enter the upload ID: \* 913092

Help

Back **Continue**



## Transfer correction

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

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

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

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

**Edit item**

Visual number (NLISID)  
3CPHM039XB00298

Electronic number (RFID)  
982 000059900060

\*Transfer date  
6 Nov 2011

\*Source PIC  
3CPHM039

\*Destination PIC  
PCTEST1

NVD/Waybill  
1122334455

**Cancel** **Submit**

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

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

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

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

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

**Help**

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

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	3CPHM039XB00298	982 000059900060	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
2	3CPHM039XB00299	982 000059900040	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
3	3CPHM039XB00300	982 000059999989	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
4	3CPHM039XB00311	982 000059900122	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
5	3CPHM039XB00312	982 000059900667	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
6	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
7	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
8	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
9	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
10	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
11	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
12	3CPHM039XB00342	982 000059900380	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
13	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
14	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
15	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
16	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
17	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
18	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
19	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>
20	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HSET005	1122334455	<a href="#">Edit item</a>

Page 1 of 2 1 2 **Next page**

**Select all** **Deselect all** Items per page: 20 **Filter by**

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

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

3CPHM039XB00298 **Apply** **Close**

**Edit selected items** **Continue**





### 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.

Correct your selected transfers

Step 1 2 3 4

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

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

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

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

Help

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

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit	
1	<input checked="" type="checkbox"/>	3CPHM039XB000298	982 000059900060	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
2	<input checked="" type="checkbox"/>	3CPHM039XB000299	982 000059900040	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
3	<input checked="" type="checkbox"/>	3CPHM039XB000300	982 000059899989	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
4	<input checked="" type="checkbox"/>	3CPHM039XB000311	982 000059900122	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
5	<input checked="" type="checkbox"/>	3CPHM039XB000312	982 000059900667	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
6	<input checked="" type="checkbox"/>	3CPHM039XB000313	982 000059930112	06/11/2011	3CPHM039	PICTEST1	1122334455	Edit item
7	<input type="checkbox"/>	3CPHM039XB000314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
8	<input type="checkbox"/>	3CPHM039XB000315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
9	<input type="checkbox"/>	3CPHM039XB000316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
10	<input type="checkbox"/>	3CPHM039XB000317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
11	<input type="checkbox"/>	3CPHM039XB000318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
12	<input type="checkbox"/>	3CPHM039XB000342	982 000059900380	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
13	<input type="checkbox"/>	3CPHM039XB000343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
14	<input type="checkbox"/>	3CPHM039XB000344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
15	<input type="checkbox"/>	3CPHM039XB000345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
16	<input type="checkbox"/>	3CPHM039XB000355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
17	<input type="checkbox"/>	3CPHM039XB000365	982 000116509420	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
18	<input type="checkbox"/>	3CPHM039XB000369	982 000116509221	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
19	<input type="checkbox"/>	3CPHM039XB000379	982 000116509311	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item
20	<input type="checkbox"/>	3CPHM039XB000394	982 000116509611	06/11/2011	3CPHM039	3HSET005	1122334455	Edit item

Page 1 of 2 1 2 Next page

Select all Deselect all

Items per page: 20

Back

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

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

3CPHM039XB000298

Apply

Close

Filter by

Edit selected items

Continue

Edit selected items

\*Transfer date

6 Nov 2011

\*Source PIC

3CPHM039

\*Destination PIC

PICTEST1

NVD/Waybill

1122334455

Cancel

Submit



## Transfer correction

### Remove one or more transfers in an upload

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

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

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

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

Which transfers do you want to remove?

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

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

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVO/Waybill
1	<input checked="" type="checkbox"/>	3CPHM039XB00298	982 000059900060	06/11/2011	3CPHM039	3HSET005 1122334455
2	<input checked="" type="checkbox"/>	3CPHM039XB00299	982 000059900040	06/11/2011	3CPHM039	3HSET005 1122334455
3	<input checked="" type="checkbox"/>	3CPHM039XB00300	982 000059899989	06/11/2011	3CPHM039	3HSET005 1122334455
4	<input checked="" type="checkbox"/>	3CPHM039XB00311	982 000059900122	06/11/2011	3CPHM039	3HSET005 1122334455
5	<input checked="" type="checkbox"/>	3CPHM039XB00312	982 000059900667	06/11/2011	3CPHM039	3HSET005 1122334455
6	<input checked="" type="checkbox"/>	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	3HSET005 1122334455
7	<input type="checkbox"/>	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005 1122334455
8	<input type="checkbox"/>	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005 1122334455
9	<input type="checkbox"/>	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005 1122334455
10	<input type="checkbox"/>	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005 1122334455
11	<input type="checkbox"/>	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005 1122334455
12	<input type="checkbox"/>	3CPHM039XB00342	982 000059900380	06/11/2011	3CPHM039	3HSET005 1122334455
13	<input type="checkbox"/>	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005 1122334455
14	<input type="checkbox"/>	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005 1122334455
15	<input type="checkbox"/>	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005 1122334455
16	<input type="checkbox"/>	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005 1122334455
17	<input type="checkbox"/>	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HSET005 1122334455
18	<input type="checkbox"/>	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HSET005 1122334455
19	<input type="checkbox"/>	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HSET005 1122334455
20	<input type="checkbox"/>	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HSET005 1122334455

Page 1 of 2 1 2 Next page

Select all Deselect all Items per page: 20

Back Continue

Step 1. Select the field to filter by Visual number (NLISID) Step 2. Enter the text that you want to find, then click 'Apply'

### Remove all transfers in an upload

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

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

**Confirm details** Step 1 2 3 4

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

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

Displaying items 1 - 20 of 39.

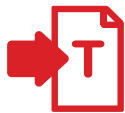
	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVO/Waybill
1	3CPHM039XB00298	982 000059900060	06/11/2011	3CPHM039	3HSET005	1122334455
2	3CPHM039XB00299	982 000059900040	06/11/2011	3CPHM039	3HSET005	1122334455
3	3CPHM039XB00300	982 000059899989	06/11/2011	3CPHM039	3HSET005	1122334455
4	3CPHM039XB00311	982 000059900122	06/11/2011	3CPHM039	3HSET005	1122334455
5	3CPHM039XB00312	982 000059900667	06/11/2011	3CPHM039	3HSET005	1122334455
6	3CPHM039XB00313	982 000059930112	06/11/2011	3CPHM039	3HSET005	1122334455
7	3CPHM039XB00314	982 000059930610	06/11/2011	3CPHM039	3HSET005	1122334455
8	3CPHM039XB00315	982 000059900579	06/11/2011	3CPHM039	3HSET005	1122334455
9	3CPHM039XB00316	982 000059900576	06/11/2011	3CPHM039	3HSET005	1122334455
10	3CPHM039XB00317	982 000059930086	06/11/2011	3CPHM039	3HSET005	1122334455
11	3CPHM039XB00318	982 000059900057	06/11/2011	3CPHM039	3HSET005	1122334455
12	3CPHM039XB00342	982 000059900380	06/11/2011	3CPHM039	3HSET005	1122334455
13	3CPHM039XB00343	982 000059900150	06/11/2011	3CPHM039	3HSET005	1122334455
14	3CPHM039XB00344	982 000059900460	06/11/2011	3CPHM039	3HSET005	1122334455
15	3CPHM039XB00345	982 000059900101	06/11/2011	3CPHM039	3HSET005	1122334455
16	3CPHM039XB00355	982 000059900091	06/11/2011	3CPHM039	3HSET005	1122334455
17	3CPHM039XB00365	982 000116509420	06/11/2011	3CPHM039	3HSET005	1122334455
18	3CPHM039XB00369	982 000116509221	06/11/2011	3CPHM039	3HSET005	1122334455
19	3CPHM039XB00379	982 000116509311	06/11/2011	3CPHM039	3HSET005	1122334455
20	3CPHM039XB00394	982 000116509611	06/11/2011	3CPHM039	3HSET005	1122334455

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Items per page: 20

Back Send





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

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

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

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

### Instructions

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

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

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

The upload a file method delivers the results by email with up to 4 CSV file attachments.

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

#### Choose your method

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

Click on the button to choose the option you want.

I want to  manually on-screen.

I want to  I have created on my computer.

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





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

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

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

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

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

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

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

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

When an animal has lost a tag

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

When a device is faulty or damaged and cannot be read

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

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

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

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





### Instructions

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

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:

**Device status**

Livestock moved off my property

Livestock moved onto my property

Livestock that have died on property

PIC reconciliation

Replaced tags

Transfer correction

**Go**

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.

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.

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

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

### Type in the details method

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

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

Enter the details

Step 1 of 3

1 Which devices have a new status?

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

3H9ET005XBK00017

982 000090788509

982 000090788476

NKKG0465XB880249

NKKG0465XB880161

NKKG0465XB880120

NKKG0465XB880189

2 When did the status change?

Choose the date below.

4 Oct 2011

3 What is the status type?

Choose the status below.

(Please select)

(Please select)

Lost device (L2)

**Inactive device (IA)**

Non-EU breeding animal (B)

Damaged device (D1)

4 What is the status?

Choose 'On' to assign the status and 'Off' to remove it.

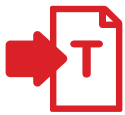
On

5 Comments

Comments.

Inactive status assigned to remove animal from current holdings

**Continue**



## Device status

### Choose from the list method

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

1. Choose a list to view.

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

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 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.



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

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

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

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

### Instructions

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

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

(Please select)

- Account management
- Change my types of livestock
- View/edit my account details
- Notify the database of:
- Device status
- Livestock moved off my property
- Livestock moved onto my property
- Livestock that have died on property
- R1 reconciliation
- Replaced tags**
- Transfer correction

**Go**

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**





## EU status downgrade (feedlots)

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

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

### Instructions

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

Which livestock do you want to work with?

I want to work with **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:
- Device status
- ERP enquiry
- EU status downgrade**
- Livestock moved off my property
- Livestock moved onto my property
- Livestock that have died on property
- PIC reconciliation
- Replaced tags
- Transfer correction

**Go**

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

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

**Choose your method**

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

Click on the button to choose the option you want.

I want to **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 a device number and downgrade the EU status of one animal.

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

**Enter the details** Step 1 2 3

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

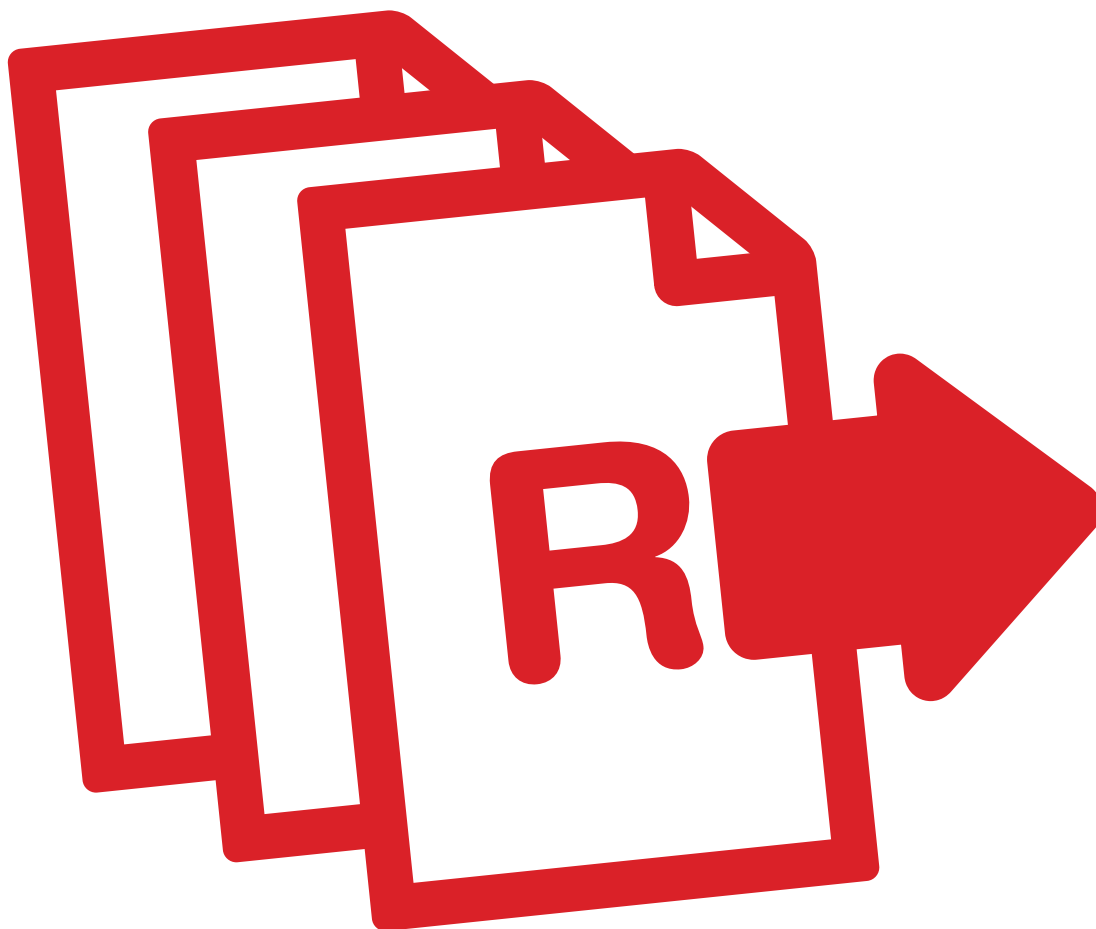
Type the visual (NLISID) or electronic (RFID) number in the box below.

\*

982 999999993258

**Help**

**Back** **Continue**



# Reports

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

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

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



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

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

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

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

View/generate all reports

Which report would you like to view or generate?

Report name

Output type

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

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

When you want to check movement details for a period

Run the **Livestock moved off/onto PIC reports**

When you are a producer and want a summary of transactions for a PIC

Run the **Audit property (producers and regulators) report**

When you want to check an animal's EU or LT status

Run the **Beast enquiries report**

When you want to check a property's ERP status

Run the **ERP PIC status report**

When you want to find information about other properties

Run the **Search the PIC register report**

When you want a list of devices on a property

Run the **View devices on my property report**

When you want to view a large report result

Run the **View large report results report**

When you want to check transactions were successful

Run the **View my transaction history report**



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

### Instructions

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

**View/generate all reports**

Which report would you like to view or generate?

Report name: **Livestock moved off PIC report**

Output type: On-screen

Property Identification Code: PICTEST2

Start Date: 1 Jul 2010

End Date: 30 Sep 2011

Displaying items 1 - 20 of 51.

	RFID	NLIS ID	Destination PIC	NVD/Waybill	Movement date	Saleyard name	LT
21	999 100000010008	PICTESAAAG10008	DAAB0005		2011-06-22	-	N
22	999 100000010008	PICTESAAAG10008	PICTESAA	1234567	2010-12-06	-	N
23	999 100000010008	PICTESAAAG10008	PICTEST1		2011-06-22	-	N
24	999 100000010008	PICTESAAAG10008	XXXXXXXXXX	1234567	2011-04-26	-	N
25	982 000158365889	PICTEST0XBO58701	EUSY1234	A166025	2011-05-16	NLIS Pty.	N
26	982 000158365889	PICTEST0XBO58701	PICTES53			-	N
27	982 000158365889	PICTEST0XBO58701				-	N
28	982 000158365889	PICTEST0XBO58701				-	N
29	982 000017996265	PICTEST0XBY0000				-	N
30	982 000016945331	PICTEST0XEY0001				-	N
31	982 020457021614	PICTEST1LBZ0011				-	Y
32	982 000017919729	PICTEST1XBY0002				-	N
33	982 000017919729	PICTEST1XBY00023	XXXXXXXXXX	567	2011-05-16	-	N
34	982 000017844506	PICTEST1XBY00024	PICTES44	AERWW	2011-06-30	-	Y
35	982 000016994002	PICTEST1XEY00036	PICTES44	AERWW		-	N
36	951 000000572103	PICTEST2LBZ00002	PICTES44	AERWW		-	Y
37	951 000000572102	PICTEST2LBZ00003	PICTES44	AERWW		-	N
38	951 000000572102	PICTEST2LBZ00003	XXXXXXXXXX	34567		-	N
39	951 000000278112	PICTEST2LBZ008313	XXXXXXXXXX	234567		-	N
40	982 000159322422	PICTEST2XAD99511	PICTES44	SDWRWW		-	Y

Page 2 of 3

Items per page: 20

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

Step 1. Select the field to filter by  
NLIS ID

Step 2. Enter the text that you want to find, then click 'Apply'  
SA200598XEZ00116

**View/generate all reports**

Which report would you like to view or generate?

Report name: **Livestock moved onto PIC report**

Output type: On-screen

Property Identification Code: PICTEST1

Start Date: 2 Jul 2010

End Date: 24 Sep 2011

Displaying items 1 - 20 of 54.

	RFID	NLIS ID	Source PIC	NVD/Waybill	Movement date	Saleyard name	LT
21	475 000000640262	SA840077LBZ00019	PICTEST7	SDPS05456	2010-11-24	-	N
22	475 000000834742	SA84016				-	N
23	900 016000059054	TABT017				-	N
24	937 100000010001	PICTESA				-	N
25	937 100000010001	PICTESA				-	N
26	951 000015282266	NC99217				-	N
27	999 100000010008	PICTESA				-	N
28	937 100000010002	PICTESA				-	N
29	982 000156588589	PICTEST0XAD22581	PICTEST0	4115	2011-05-16	-	N
30	937 200000010001	PICTEST0YBW10001	PICTEST0	411554	11-03-18	-	N
31	000 000000540808	SA471558LBZ00263	PICTEST0		-05-02	-	N
32	000 000000540808	SA471558LBZ00263	PICTEST0	A166025	08-15	NLIS Pty.	N
33	982 000063219505	3GLT8037XBC02689	PICTEST2	TAGTRAN	09-07	-	Y
34	982 000053005824	3MYG0271XBB02778	PICTEST2	TAGTRAN	07	-	Y
35	982 000020994302	3MYG0005XBBZ00367	PICTEST2	TAGTRAN		-	N
36	982 000048995845	3MYPH123XBB00625	PICTEST2	TAGTRAN		-	Y
37	999 100000010008	PICTESAAAG10008	PICTEST2			-	N
38	999 100000010008	PICTESAAAG10008	PICTEST4	A166025		-	N
39	982 999999998872	PICTEST7XBB11128	PICTEST8	9876543		-	N
40	982 999999998712	PICTEST7XBB11288	PICTEST8	9876543		-	N

Page 2 of 3

Items per page: 20

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

Step 1. Select the field to filter by  
Source PIC

Step 2. Enter the text that you want to find, then click 'Apply'  
JWCY0369



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

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

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

### Instructions

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

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

View/generate all reports

Which report would you like to view or generate?

Report name

Output type

PIC

Start Date

End Date

Species

Upload ID: 11969682

The request has been successfully lodged.

An email message containing the information you requested will be sent to you shortly.

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



From: NLIS Support [QA@nlisdb.com.au] Sent: Thu 10/11/2011 12:35 PM

To: Alison Lannon

Cc:

Subject: NLIS Upload 11969682 Result

Attachments: NEW AUDIT PROPERTY-QUERY-Results.txt (9 KB)

Please view the attached file for the information you requested.





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

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

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

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

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

### Instructions

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

View/generate all reports

Print preview Help

Which report would you like to view or generate?

Report name: Beast enquiries

Output type: On-screen

NLISID OR RFID: 3DTEC068XB01961, NA023191XBZ00001, NA023191XBZ00005, QHZZ5555LBA00007, QIQ9999XEA13016, 982 000036781944

NLIS - Report Description - Window...

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

Go

Displaying items 1 - 20 of 23.

	PIC	RFID	NLIS ID	EU Status	LT
1	NK000000	982 00009425204	3DTEC068XB01961	N	N
2	NK000000	982 000024694445	NA023191XBZ00001	N	Y
3	NK000000	982 000024745389	NA023191XBZ00005	N	Y
4	NK000000	951 000002115942	QHZZ5555LBA00007	N	N
5	NK000000	982 000036777031	QIQ9999XEA13016	N	N
6	NK000000	982 000036781944	QIQ9999XEA13016	N	N
7	NK000000	982 000036781668	QIQ9999XEA13016	N	N
8	NK000000	982 000036781680	QIQ9999XEA13016	N	N
9	NK000000	982 000036781720	QIQ9999XEA13016	N	N
10	NK000000	982 000037220841	QIQ9999XEA13016	N	N
11	NK000000	982 000037220606	QIQ9999XEA13026	N	N
12	NK000000	982 000036781935	QIQ9999XEA13030	N	N
13	NK000000	982 000036777023	QIQ9999XEA13035	N	N
14	NK000000	982 000036781800	QIQ9999XEA13036	N	N
15	NK000000	982 000036781900	QIQ9999XEA13038	N	N
16	NK000000	982 000036781780	QIQ9999XEA13040	N	N
17	NK000000	982 000036781596		N	N
18	NK000000	982 000036776987		N	N
19	NK000000	982 000036781399		N	N
20	NK000000	982 000036781503		N	N

Page 1 of 2 1 2 Next page

Column display Items per page: 20 Filter by Export

Step 1. Select the field to filter by: LT

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

Apply Close



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

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

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

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

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

## Instructions

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

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

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

**View/generate all reports**

Which report would you like to view or generate?

Report name

Output type

Property Identification Code

- PICTEST1
- PICTEST2
- PICTEST3
- PICTEST4
- PICTEST5
- PICTEST6

Displaying items 1 - 20 of 23.

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

Page 1 of 2 1 2

Items per page:

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

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



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

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

## Instructions

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

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

I want to work with

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

I want to

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

**Go**

**View/generate all reports**

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

Report name

Output type

PIC

Surname  ☐ (match any text)

Property Name  ☐ (match any text)

Business Name  ☐ (match any text)

State

Town  ☐ (match any text)

Post Code

Brand

**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 you enter data that will return a large number of results (e.g. the surname Smith), the report will only display the first 100 results.

Displaying items 1 - 20 of 100.

	PIC	First name	Last name	Business Name	Property name	PIC status	Brand
1	<a href="#">SA102090</a>	Graeme	Smith			Active	
2	<a href="#">SA102496</a>	Barrie	Smith	BJ & RJ Smith		Active	
3	<a href="#">SA106673</a>	Shannon	Smith			Active	
4	<a href="#">SA110082</a>	Graeme	Smith			Active	
5	<a href="#">SA120897</a>	Kevin	Smith	Eight Mile Creek		Active	
6	<a href="#">SA121099</a>	Hayden	Smith	HJ & KL Smith		Active	
7	<a href="#">SA121371</a>	Ian	Smith	IN & CJ Smith		Active	
8	<a href="#">SA121507</a>	K	Smith			Active	
9			Smith			Active	
10			Smith			Active	
11			Smith			Active	
12			Smith			Active	
13	<a href="#">SA14</a>	Ian	Smith			Active	
14	<a href="#">SA143</a>	M	Smith			Active	
15	<a href="#">SA152004</a>	David	Smith	Howard Nominees Pty Ltd		Active	
16	<a href="#">SA154464</a>	Carl	Smith		Katalpa	Active	
17	<a href="#">SA154931</a>	Norman	Smith			Active	
18	<a href="#">SA160610</a>	D	Smith			Active	
19	<a href="#">SA160629</a>	C	Smith			Active	
20	<a href="#">SA170261</a>	Alan	Smith	RJ & JE & AB & CA Smith		Active	

Page 1 of 5 1 2 3 4 5 **Next page**

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

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

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

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

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

**Apply** **Close**





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

### Instructions

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

Which livestock do you want to work with?

I want to work with **Cattle**

What do you want to do today?

I want to **(Please select)**

**Reports**

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

**Go**

View/generate all reports

Which report would you like to view or generate?

Report name: **View devices on my property**

Output type: **On-screen**

PIC: **NP285754**

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

From Date: **15 Nov 2013**

To Date: **15 Nov 2013**

**Go**

NE 16 - Report Description

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

Displaying items 1 - 36 of 36.

NO	PIC	NLIS ID	RFID	Transfer date	Issue date	LT	LT reason for loss	BU status	Management ID	Status	Active
1	NP285754	NZ713805XB000423	962 99999993287	-	10/05/2006	Y	-	N		YES	
2	NP285754	NZ713805XB000424	962 99999993288	-	10/05/2006	Y	-	N		YES	
3	NP285754	NP285754XB000434	962 99999993289	12/05/2006	10/04/2006	Y	-	N		YES	
4	NP285754	NP285754XB000435	962 99999993290	12/05/2006	10/04/2006	Y	-	N		YES	
5	NP285754	NP285754XB000436	962 99999993291	12/05/2006	10/04/2006	Y	-	N		YES	
6	NP285754	NP285754XB000437	962 99999993292	12/05/2006	10/04/2006	Y	-	N		YES	
7	NP285754	NP285754XB000438	962 99999993293	12/05/2006	10/04/2006	Y	-	N		YES	
8	NP285754	NP285754XB000439	962 99999993294	12/05/2006	10/04/2006	Y	-	N		YES	
9	NP285754	NP285754XB000440	962 99999993295	12/05/2006	10/04/2006	Y	-	N		YES	
10	NP285754	NP285754XB000441	962 99999993296	12/05/2006	10/04/2006	Y	-	N		YES	
11	NP285754	NP285754XB000442	962 99999993297	12/05/2006	10/04/2006	Y	-	N		YES	
12	NP285754	NP285754XB000443	962 99999993298	12/05/2006	10/04/2006	Y	-	N		YES	
13	NP285754	NP285754XB000444	962 99999993299	12/05/2006	10/04/2006	Y	-	N		YES	
14	NP285754	NP285754XB000445	962 99999993300	12/05/2006	10/04/2006	Y	-	N		YES	
15	NP285754	NP285754XB000446	962 99999993301	12/05/2006	10/04/2006	Y	-	N		YES	
16	NP285754	NP285754XB000447	962 99999993302	12/05/2006	10/04/2006	Y	-	N		YES	
17	NP285754	NP285754XB000448	962 99999993303	12/05/2006	10/04/2006	Y	-	N		YES	
18	NP285754	NP285754XB000449	962 99999993304	12/05/2006	10/04/2006	Y	-	N		YES	
19	NP285754	NP285754XB000450	962 99999993305	12/05/2006	10/04/2006	Y	-	N		YES	
20	NP285754	NP285754XB000451	962 99999993306	12/05/2006	10/04/2006	Y	-	N		YES	
21	NP285754	NP285754XB000452	962 99999993307	12/05/2006	10/04/2006	Y	-	N		YES	
22	NP285754	NP285754XB000453	962 99999993308	12/05/2006	10/04/2006	Y	-	N		YES	
23	NP285754	NP285754XB000454	962 99999993309	12/05/2006	10/04/2006	Y	-	N		YES	
24	NP285754	NP285754XB000455	962 99999993310	12/05/2006	10/04/2006	Y	-	N		YES	
25	NP285754	NP285754XB000456	962 99999993311	12/05/2006	10/04/2006	Y	-	N		YES	
26	NP285754	NP285754XB000457	962 99999993312	12/05/2006	10/04/2006	Y	-	N		YES	
27	NP285754	NP285754XB000458	962 99999993313	12/05/2006	10/04/2006	Y	-	N		YES	
28	NP285754	NP285754XB000459	962 99999993314	12/05/2006	10/04/2006	Y	-	N		YES	
29	NP285754	NP285754XB000460	962 99999993315	12/05/2006	10/04/2006	Y	-	N		YES	
30	NP285754	NP285754XB000461	962 99999993316	12/05/2006	10/04/2006	Y	-	N		YES	
31	NP285754	NP285754XB000462	962 99999993317	12/05/2006	10/04/2006	Y	-	N		YES	
32	NP285754	NP285754XB000463	962 99999993318	12/05/2006	10/04/2006	Y	-	N		YES	
33	NP285754	NP285754XB000464	962 99999993319	12/05/2006	10/04/2006	Y	-	N		YES	
34	NP285754	NP285754XB000465	962 99999993320	12/05/2006	10/04/2006	Y	-	N		YES	
35	NP285754	NP285754XB000466	962 99999993321	12/05/2006	10/04/2006	Y	-	N		YES	
36	NP285754	NP285754XB000467	962 99999993322	12/05/2006	10/04/2006	Y	-	N		YES	



## View large report results

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

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

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

**View/generate all reports**

Which report would you like to view or generate?

Report name: View devices on my property

Output type: On-screen

PIC: All PICs

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

From Date: 25 Oct 2011

To Date: 25 Oct 2011

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

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

NLS Report Result: View devices on my property (Upload ID 10113027) - Message (Plain Text)

From: NLS Support [nls.support@newstape.nls.nia.com.au]  
To: Wendy Shannon  
Cc:  
Subject: NLS Report Result: View devices on my property (Upload ID 10113027)

Sent: Tue 25/10/2011 6:40 PM

You are receiving this email because you requested a report called View devices on my property.

This report is now available. Please click on this link to open or download your report:  
<https://www.newstape.nls.nia.com.au/Reports/ReportResultsList.aspx?key=1011302796093F9E3300467AB9CFC52FFB8CA4>.

Thank you.

## Access via homepage method

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

**Open** to view the file

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

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

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

I want to work with: Cattle

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

I want to: (Please select)

(Please select)

Reports

Beast enquiries

Carcase feedback query

ERP PIC status

View devices on my property

View large report results

View my transaction history

View/generate all reports

Go

**View large report results**

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

Upload ID	Report name	Status	Start time	End time
1011509	View devices on my property	Complete	10/11/2011 11:58:01 AM	10/11/2011 11:58:13 AM
10115083	View devices on my property	Complete	10/11/2011 11:55:45 AM	10/11/2011 11:55:58 AM

Back Refresh list





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

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

### Instructions

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

**Receipt** Step 1 2 3

This receipt confirms you have sent your transaction details to the NLIS database.

Your reference number for this transaction is  
Upload ID: **11969835**

When the NLIS database has processed your information, an e-mail will be sent to **wshannon@mla.com.au** letting you know if the transaction was successful or if there was a problem. This usually takes a few minutes.

The phone number for the NLIS Database Helpdesk is 1800 654 743.

[Help](#)  
[Print this receipt](#)  
[View my transaction history](#)

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

I want to work with **Cattle**

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

I want to **(Please select)**

**Reports**

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

[Go](#)

**Enter criteria** Step 1 2

Select the date range below

From **1** **Mar** **2011** to **30** **Jun** **2011**

☒ Display error formatted uploads

[Back](#) [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.



**Result** Step 1 2

Below is a list of transactions that have been performed by user **userprod** between **01/03/2011** and **30/06/2011**.

If you have an Upload ID, you can see the contents by clicking [file viewer](#) or see the upload status by clicking [status viewer](#).

[Help](#)

Displaying items 1 - 20 of 122.

	Upload ID	Data type	User file name	Requested date & time	Upload status
1	11964874	Producer Cattle transfers	04 soap P2P 982 000017919444.xml	29/06/2011 11:29 AM	ERROR
2	11964873	Generic Query	03 soap reportBeastEmail.xml	29/06/2011 11:29 AM	COMPLETE
3	11964872	Generic Query	02 soap reportBeast.xml	29/06/2011 11:29 AM	COMPLETE
4	11964871	Producer Cattle transfers	04 soap P2P 982 000017919444.xml	29/06/2011 11:27 AM	WARNING
5	11964870	Generic Query	03 soap reportBeastEmail.xml	29/06/2011 11:26 AM	COMPLETE
6	11964869	Generic Query	02 soap reportBeast.xml	29/06/2011 11:26 AM	COMPLETE
7	11964717	Generic Query	Audit property (Producers and regulators).xml	27/06/2011 3:21 PM	FAILURE
8	11964716	Generic Query	Audit property (Producers and regulators).xml	27/06/2011 3:20 PM	FAILURE
9	11964715	Generic Query	Audit property (Producers and regulators).xml	27/06/2011 3:19 PM	COMPLETE
10	11964714	Generic Query	Audit property (Producers and regulators).xml	27/06/2011 3:19 PM	COMPLETE
11	11964097	Producer Cattle transfers	08UserProdP2PFileUpload.csv	22/06/2011 4:36 PM	COMPLETE
12	11962578	Generic Query	Active devices on PIC.xml	20/06/2011 3:30 PM	COMPLETE
13	11962577	Generic Query	Active devices on PIC.xml	20/06/2011 3:30 PM	COMPLETE
14	11962576	Generic Query	Active devices on PIC.xml	20/06/2011 3:30 PM	COMPLETE
15	11962539	Producer Cattle transfers	04 soap P2P 982 000017919444.xml	16/06/2011 5:03 PM	COMPLETE
16	11962538	Generic Query	03 soap reportBeastEmail.xml		COMPLETE
17	11962537	Generic Query	02 soap reportBeast.xml		COMPLETE
18	11962536	Producer Cattle transfers	04 soap P2P 982 000017919444.xml		WARNING
19	11962535	Generic Query	03 soap reportBeastEmail.xml		COMPLETE
20	11962534	Generic Query	02 soap reportBeast.xml		COMPLETE

Page 1 of 7 1 2 3 4 5 6 7 [Next page](#)

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

[Back](#)

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

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

11962391

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



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

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

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

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

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

## Instructions

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

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

Choose your file

Step 1 2 3

Which file would you like?

Click 'Browse' to find the file you have already created. Select the file and click 'Continue'.

C:\NLS\LS moved onto PIC 221011.csv

Browse...

Help

View files I've already uploaded


Back

Continue

Transaction


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

Device status



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


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



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


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

EU status downgrade (feedlots)



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









	A
1	3CERL016XB00042
2	982 000115099925
	NLSID/RFID



**Notepad**

File	Edit	Format	View	Help
3CERL016XB00042				
982 000115099925				



Transaction		Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format																																															
<div>Livestock moved onto/off my property</div> <div></div> <div></div>	<b>Excel:</b> Use columns A-E but if there is no NVD/Waybill, column D can be empty. Use a row for each animal.																																																
	<table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr><tr><td>1</td><td>ND553016XBZ00003</td><td>3HSET005</td><td>ND553016</td><td>7766554433</td><td>22/10/2011</td></tr><tr><td>2</td><td>982 000025884234</td><td>3HSET005</td><td>ND553016</td><td>7766554433</td><td>22/10/2011</td></tr><tr><td></td><td>NLISID/RFID</td><td>From PIC</td><td>To PIC</td><td>NVD/Waybill</td><td>Date</td></tr></table>						A	B	C	D	E	1	ND553016XBZ00003	3HSET005	ND553016	7766554433	22/10/2011	2	982 000025884234	3HSET005	ND553016	7766554433	22/10/2011		NLISID/RFID	From PIC	To PIC	NVD/Waybill	Date																				
		A	B	C	D	E																																											
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	NLISID/RFID	From PIC	To PIC	NVD/Waybill	Date																																												
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982 000025884234,3HSET005,ND553016,7766554433,22/10/2011																																																	
<div>Livestock moved NWA (third parties)</div> <div></div> <div></div>	<b>Excel:</b> Use columns A-I but if there is no NVD/Waybill, column D can be empty. Use a row for each animal. In column F, enter 1 (Vendor authorisation), 2 (Buyer authorisation) or 3 (Vendor and Buyer/Other). In columns G-H, enter the first and last name of the person who authorised you to notify the database.																																																
	<table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th></tr><tr><td>1</td><td>SA340953LBZN0107</td><td>SA340953</td><td>NA023191</td><td></td><td>20/10/2011</td><td>2</td><td>Beverley</td><td>Chambers</td><td>1</td></tr><tr><td>2</td><td>951 000000789068</td><td>SA340953</td><td>NB531842</td><td></td><td>19/10/2011</td><td>1</td><td>Fred</td><td>James</td><td>1</td></tr><tr><td></td><td>NLISID/RFID</td><td>From PIC</td><td>To PIC</td><td>NVD/Waybill</td><td>Date Auth</td><td>(1,2,3)</td><td>Auth. Name</td><td>Always 1</td><td></td></tr></table>										A	B	C	D	E	F	G	H	I	1	SA340953LBZN0107	SA340953	NA023191		20/10/2011	2	Beverley	Chambers	1	2	951 000000789068	SA340953	NB531842		19/10/2011	1	Fred	James	1		NLISID/RFID	From PIC	To PIC	NVD/Waybill	Date Auth	(1,2,3)	Auth. Name	Always 1	
		A	B	C	D	E	F	G	H	I																																							
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<b>Notepad:</b> There is no NVD/Waybill in this example.					<table><tr><th>File</th><th>Edit</th><th>Format</th><th>View</th><th>Help</th></tr><tr><td colspan="5">SA340953LBZN0107,SA340963,NA023191,,20/10/2011,2,Beverley,Chambers,1</td></tr><tr><td colspan="5">951 000000789068,SA340953,NB531842,,19/10/2011,1,Fred,James,1</td></tr></table>					File	Edit	Format	View	Help	SA340953LBZN0107,SA340963,NA023191,,20/10/2011,2,Beverley,Chambers,1					951 000000789068,SA340953,NB531842,,19/10/2011,1,Fred,James,1																													
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<div>PIC reconciliation</div> <div></div> <div></div>	<b>Excel:</b> Use columns A-B to enter the PIC and the tags. Include all electronic tags attached to livestock of the same species on the PIC, and all tags bought for the PIC, but not attached to livestock of the same species. Depending on your holdings, the file may have many rows. After you submit the list to the database, you should receive 1-4 file attachments by email.					<table><tr><th></th><th>A</th><th>B</th></tr><tr><td>1</td><td>3MUHB064</td><td>3MUHB064XBAJ0003</td></tr><tr><td>2</td><td>3MUHB064</td><td>982 000038803714</td></tr><tr><td>3</td><td>3MUHB064</td><td>982 000038804496</td></tr><tr><td></td><td>PIC</td><td>NLISID/RFID</td></tr></table>		A	B	1	3MUHB064	3MUHB064XBAJ0003	2	3MUHB064	982 000038803714	3	3MUHB064	982 000038804496		PIC	NLISID/RFID																												
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3MUHB064,982 000038803714																																																	
3MUHB064,982 000038804496																																																	
<div>Replaced tags</div> <div></div> <div></div>	<b>Excel:</b> Use columns A-C to enter the old and new tag numbers and the replacement date. This links the old and new tags on the database to preserve any lifetime traceability (LT) status.																																																
	<table><tr><th></th><th>A</th><th>B</th><th>C</th></tr><tr><td>1</td><td>3CPWG015XBW10002</td><td>3CPWG015XBG47888</td><td>30/10/2011</td></tr><tr><td>2</td><td>3CPWG015XBW10033</td><td>3CPWG015XBG47891</td><td>30/10/2011</td></tr><tr><td></td><td>Old tag (NLISID/RFID)</td><td>New tag (NLISID/RFID)</td><td>Date replaced</td></tr></table>						A	B	C	1	3CPWG015XBW10002	3CPWG015XBG47888	30/10/2011	2	3CPWG015XBW10033	3CPWG015XBG47891	30/10/2011		Old tag (NLISID/RFID)	New tag (NLISID/RFID)	Date replaced																												
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## State/Territory NLIS authorities

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### Australian Capital Territory

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

### New South Wales

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

### Northern Territory

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

### Queensland

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

### South Australia

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

### Tasmania

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

### Victoria

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

### Western Australia

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





**National Livestock  
Identification System Ltd**

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



## NLIS Database Helpdesk

1800 654 743

[support@nlis.com.au](mailto: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](mailto:lpa@mla.com.au)

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

## European Union Cattle Accreditation Scheme (EUCAS)

1800 305 544

[eucas@agriculture.gov.au](mailto:eucas@agriculture.gov.au)

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

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

Collaborating partners of the database include:



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

