NLIS Database Quick Reference

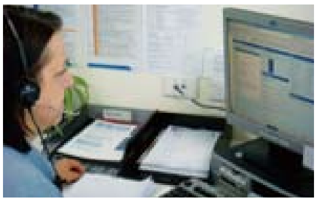
AGENTS & SALEYARDS

June 2009

National Livestock Identification System Ltd

The User Guide and Quick Reference are designed to enable livestock agents or saleyards to use the NLIS database interface to submit transactions and run reports for their account type. Saleyard operators who use saleyard software to upload transactions may rarely need to login to the database. There are several options for recording livestock movements – choose the appropriate one according to the circumstances.

The database may be unavailable Thursdays between 6pm–7pm (Sydney time) for maintenance.



NLIS Database Helpdesk Phone: **1800 654 743** E-mail: **nlis.support@mla.com.au**

NLIS Ltd operates the Helpdesk from 8am–6pm Monday–Friday (AEST).
Before you contact the Helpdesk, note your **User ID** and the **Upload ID**.
You may also need the **device numbers** mentioned in NLIS E-Mail messages.

To login to NLIS, go to **www.nlis.mla.com.au** and enter the **user ID** and **password** for your database account.
Click ▶ Login to go to the home page and choose what you want to do from the drop-down menu.

Properties not linked to Agent's PIC – AG

Agents who are instructed to notify the database of cattle movements for properties not linked to the agent's PIC, or who buy or sell cattle directly from the paddock, can use the non-written authority option.

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Select **Cattle moved (non-written authority)** ▶ Go

Choose one of two methods:

1. Click ▶ type in the details and enter the details.
2. Click ▶ upload a file and Browse to find the file.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Agent's PIC – cattle on current holdings – AG

After saleyards transfer cattle onto an agent's PIC, the agent must move the cattle off their Agent PIC and onto the correct destination PIC within 7 days.

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Select **Cattle moved from my current holdings** ▶ Go

- View the list of devices on your current holdings.
- Tick the cattle to move **off**.
- Enter the **destination PIC** and **date** the cattle moved.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details.

PICs linked to Agent's account – AG

If cattle are bought and sold privately, and the client's PIC is linked to the agent's account, agents can record the movements onto and off the client's property on the client's behalf.

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Select **Cattle moved onto my property** ▶ Go

Choose one of two methods:

1. Click ▶ type in the details and enter the details.
2. Click ▶ upload a file and Browse to find the file.

The Excel file example below is for two cattle transferred IN.

NLIS ID or RFID	Source PIC	Client PIC	NVD	Transfer date
SA123456VBA00001	SA123456	MABC1234	1004987	02/06/2009
SA123456VBA00002	SA123456	MABC1234	1004987	02/06/2009

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

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Select **Cattle moved off my property** ▶ Go

Choose one of three methods:

1. Click ▶ type in the details and enter the details.
2. Click ▶ upload a file and Browse to find the file.
3. Click ▶ choose from the list and select the cattle to view.
   - Select **PIC** and **date range** (if applicable).
   - Click ▶ Continue to view the list of devices.
   - Tick cattle to move **off** the property ▶ Continue
   - Enter **destination PIC** and **date** the cattle moved.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Saleyard IN cattle transfer – SY

When cattle arrive for sale, saleyards can send a file to the database to record the transfer IN to the saleyard.

If the file is not created automatically when cattle tags are scanned, use the Notepad or Excel software programs on your computer to create a file.

For each animal, the file must contain the Saleyard ID, NLIS ID or RFID, PIC the cattle came **from**, NVD, sale date and transfer type (**P** = Take Possession).

The Excel file example below is for one animal IN.

EUSY2060	999 000000001234	NA123456	1004905	17/01/2009	P

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Select **Cattle moved into saleyard** ▶ Go

Click Browse to find the file.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the file to the database or click ◀ Back to choose a different file.

Saleyard OUT cattle transfer – SY

After cattle are sold, saleyards can view a list of cattle in the saleyard and tick the cattle to transfer OUT of the saleyard and onto the buyer's PIC.

Alternatively, saleyards can send a file to the database to record the transfer OUT.

For each animal, the file must contain the saleyard PIC, NLIS ID or RFID, PIC the cattle moved **to**, NVD, sale date and transfer type (**S** = Sell Possession).

The Excel file example below is for one animal OUT.

EUSY2060	999 000000001288	QABC1234	1005505	20/01/2009	S

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Select **Cattle moved out of saleyard** ▶ Go

Choose one of two methods:

1. Click ▶ upload a file and Browse to find the file.
2. Click ▶ choose from the list
   - Select a **saleyard ID** and click ▶ Continue
   - View the list of devices in the saleyard.
   - Tick the cattle to move **out of** the saleyard.
   - Enter **destination PIC** and **date** the cattle moved.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Sheep and goat mob-based movements – SY

Saleyards can record mob-based sheep and goat movement details on the NLIS database. The details are obtained from documents that accompany livestock movements – National Vendor Declarations, Waybills and Travelling Stock Statements.

Use the **type in the details** method to record data for **one** mob movement and/or attach a file containing a **scanned image** of one NVD form. Use the **upload a file** method to submit data for **multiple** mob movements. If you use this method, you cannot attach files containing scanned images of the NVD forms.

If you want to upload a file, see the Excel file example below for two mob-based sheep movements.

Species	Transfer date	From PIC	Head	Other PICs	NVD	To PIC/Head	Saleyard ID	Selling agents
Sheep	14/01/2009	NK999475	102		10049871234	PICTEST1/50 PICTEST2/52	EUSY0000	USERAGNT USERAGN2
Sheep	12/01/2009	NK999433	46	QITR0749 QEBL0021	33441004987	QEBL0021/23 QITR0749/23	EUSY0000	

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Select **Sheep and goat mob-based movements** ▶ Go

Choose one of two methods:

1. Click ▶ type in the details and enter the details.
2. Click ▶ upload a file and Browse to find the file.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Cattle with missing tags or non-reading tags – SY

If cattle arrive without tags, apply an orange 'Post-breeder' emergency tag. If tags cannot be read electronically, remove the tags, note the visual **NLIS ID** and apply an orange tag. Before the animal moves out, submit a **Replaced tags** transaction to the database to link the old and new tag numbers. This will preserve any statuses associated with the old device, for example, lifetime traceability.

As the new tag was issued to the Saleyard PIC (which should be linked to the Saleyard ID) you do not need to 'take possession' of the new tag, but you must transfer the new tag to the buyer. If your saleyard software system does not handle tag replacements, submit a **Replaced tags** transaction to the database, and then notify your saleyard software support team so they can take appropriate action.

Transfer **old** tag to saleyard	→	Record replacement of **old** tag by **new** tag	→	Transfer **new** tag to buyer
NLIS transaction Cattle moved into saleyard		**NLIS transaction** Replaced tags		**NLIS transaction** Cattle moved out of saleyard

Cattle device status – SY

Saleyards can assign a 'Device status' to indicate:

- a damaged cattle tag (D1)
- a tag lost after attachment (L2)

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Select **Device status** ▶ Go

Choose one of two methods:

1. Click ▶ type in the details and enter the details.
2. Click ▶ upload a file and Browse to find the file.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Replaced cattle tags – SY

If you transfer the animal to the buyer without first recording the new tag, before you submit a **Replaced tags** transaction, submit a **Transfer correction** to reverse the **Saleyard OUT** transfer.

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Select **Replaced tags** ▶ Go

Choose one of two methods:

1. Click ▶ type in the details and enter the details.
2. Click ▶ upload a file and Browse to find the file.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Transfer corrections – AG/SY

You can **correct** cattle transfer details you submitted, but only if the correction relates to the most recent transfer for an animal. The Transfer date, Source PIC, Destination PIC or NVD/Waybill number can be edited.

If you don't know the **Upload ID** needed for the Transfer correction, call the NLIS Helpdesk.

The database retains the **original** transfer details but the transaction history shows the **modified** transfer details. If you transferred the wrong devices, you can **remove** your own transfer, but only if that transfer is the latest one recorded for those devices. If it is **not** the most recent transfer, contact the NLIS Helpdesk or your local State authority for assistance.

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Select **Transfer correction** ▶ Go

Choose one of two options:

1. Enter the **Upload ID** select Edit and ▶ Continue
   - To edit individual transfers, click the Edit item link. In the **Edit item** window, edit appropriate fields.
   - To edit the **same** details for several transfers, tick the transfers to edit, then click ▶ Edit selected items In the **Edit selected items** window, edit the fields.

Click ▶ Submit to proceed or click ◀ Cancel to return to the previous screen.

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details.

OR

2. Enter the **Upload ID** select Remove and ▶ Continue
   - View the list of transfers.
   - Tick the transfers you want to **remove**.

		NLIS ID	RFID
1	☑	NI140229QC203442	951 000000006383
2		NI140229QC203557	951 000000006444
3	☑	NI140229QC203465	951 000000006228
20		NI140229QC203588	951 000000007333

Click ▶ Continue and check the **Confirm details** screen.

Follow prompts to ▶ Send the details to the database or click ◀ Back to change the details or choose a different file.

Extended Residue Program enquiry – AG/SY

To check the ERP status of properties prior to cattle sales, agents or saleyards can send a file to the database containing a list of **PICs** – the results are returned by E-mail. For example, [OC, T4] means properties with a high risk of OC contamination.

If there are no statuses, the results indicate 'Clear No Test'. Alternatively, run the **ERP PIC status report** for one or more PICS to display the results on your screen.

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Select **ERP enquiry** ▸ Go

Click Browse to find the file.

Click ▸ Continue and check the **Confirm details** screen.

Follow prompts to ▸ Send the file to the database or click ◂ Back to choose a different file.

European Union enquiry – SY

All cattle recorded on the database have an EU status – either Yes or No.

To check the EU status of animals or properties prior to cattle sales, saleyards can send a file to the database containing a list of **NLIS IDs** or **RFIDs** (or a list of **PICs**) – the results are returned by E-mail.

Alternatively, run the **EU PIC status report** for one or more PICS to display the results on your screen.

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Select **EU enquiry** ▸ Go

Click Browse to find the file.

Click ▸ Continue and check the **Confirm details** screen.

Follow prompts to ▸ Send the file to the database or click ◂ Back to choose a different file.

Database reports – AG/SY

State authorities must be able to trace livestock within 24 hours to contain disease outbreaks or chemical residue incidents.

You can run database reports to check your transaction history, reconcile current holdings with your account, check the status of properties or animals or search the central PIC register.

If you can't see the report you want on the home page, select **View/generate all reports** and then select the report.

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Select **Beast enquiries** ▸ Go	Find the electronic RFID number matching the visual NLISID number (and vice versa), Current PIC, EU status and LT status.
Select **ERP PIC status** ▸ Go	Check the status of one or more PICs. If there is no status, the results state 'Clear No Test'.
Select **ERP program and status codes** ▸ Go	View a list of program and status codes and descriptions of each.
Select **EU PIC status** ▸ Go	Check EU status of properties prior to cattle sales.
Select **Search the PIC register** ▸ Go	Check details for properties on the central PIC register.
Select **View devices on my property** ▸ Go	List all devices currently registered to your Agent PIC or Saleyard ID (8 options).
Select **View large report results** ▸ Go	View reports too large to deliver on-screen. You will be notified by E-mail when the reports are ready to view.
Select **View my current holdings** ▸ Go	List all devices registered to your Agent PIC – NLIS ID, RFID, Vendor PIC, saleyard name, NVD, Description and Sale Date.
Select **View my transaction history** ▸ Go	List all transactions submitted for your account. Run the report after **every** transaction, to check processing was completed.
Select **View/generate all reports** ▸ Go	Access reports not visible on the home page: 1. Choose the **Report name** from the drop-down list. 2. Click ▸ Go select or enter the parameters for the specific report and click ▸ Go or ▸ Continue