

# NLIS Database Quick Reference

## LIVE EXPORTERS, SPORTING EVENTS & TRANSIT CENTRES



National Livestock  
Identification System Ltd

The User Guide and Quick Reference are designed to enable live export, sporting event or transit centre account holders to use the NLIS database interface to submit transactions and run reports for their account type. There are several options for recording livestock movements – choose the appropriate one according to the circumstances. You can only submit mob-based cattle transfers and sighted cattle transactions if your State allows.

**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.



### Cattle transfers ONTO property - LE/SE/TC

To record cattle movements onto your property, you can type or paste the details onto the database screen, or create a file to upload to the database.

To create a CSV or TXT file, use the Excel or Notepad programs on your computer. Your file must contain the NLIS IDs or RFIDs, source PIC (where the cattle came from), your PIC (where the cattle moved to) the NVD/Waybill number (if applicable) and transfer date.

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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.

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

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 transfers OFF property - LE/SE/TC

To record cattle movements off your property, you can type or paste the details onto the screen, upload a file, or choose from a list of cattle on your property.

A CSV or TXT file to notify the database must contain the NLIS IDs or RFIDs, source PIC (your PIC), destination PIC (where the cattle moved to), NVD/Waybill number (if applicable) and transfer date.

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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.



## Mob-based IN transfers – SE/TC

If your State authority allows mob-based cattle transfers, instead of recording on the database the device numbers of the individual animals that were transferred in or out, you can record the details for one or more mobs of cattle.

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Select **Mob-based IN transfers**

- Enter the details for the first mob transferred **in**
  - Click  and enter details for each mob transferred
  - After you finish entering all the mobs, click
  - Check the **Confirm details** screen.
- Follow prompts to  the file to the database or click  to change the details.

## Mob-based OUT transfers – SE/TC

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Select **Mob-based OUT transfers**

- Tick the mobs transferred **out** and click
  - Choose the **date** the mob departed and enter the **destination PIC** and **NVD/Waybill** number.
- Click  and check the **Confirm details** screen.
- Follow prompts to  the file to the database or click  to change the details.

## Sighted cattle transactions – SE/TC

If State regulations allow, when cattle move to temporary locations like transit centres, agricultural shows or sporting events (such as camp drafts and rodeos), you can record the presence of cattle at those locations on a specific date, without the need to record a transfer of the cattle to and from a PIC of residence.

You must supply the NLIS ID or RFID numbers of all the cattle, the PIC where they were seen (Sighting PIC) and the date you sighted them. The 'NVD/Waybill number' and 'Comments' fields are optional.

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Select **Sighted cattle**

### Choose one of two methods:

1. Click 
  - Enter the **NLIS IDs** or **RFIDs** of the cattle
  - Enter the **PIC** where the cattle were sighted.
  - Choose the **date** the cattle were sighted.
  - Enter **NVD/Waybill** number and **Comments**.

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

Follow prompts to  the details to the database or click  to change the details.

### OR

2. Click  and  to find the file.

The Excel file example below is for two sighted cattle.

982 000003461042	NK999475	02/06/2009	1004987	Camp draft
951 000003461066	NK999475	02/06/2009	1004987	Camp draft
<b>NLIS ID or RFID</b>	<b>PIC</b>	<b>Date</b>	<b>NVD</b>	<b>Comments</b>

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

Follow prompts to  the details to the database or click  to choose a different file.

## Device status – LE

Live exporters can assign a 'Device status' to indicate:

- a device lost after attachment (L2).
- an inactive device (IA), so those animals will not be listed on current holdings reports.

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Select **Device status**

### Choose one of three methods:

1. Click  and enter the details.
2. Click  and  to find the file.
3. Click  and select a list to view.
  - Select **PIC** and **date range** (if applicable)
  - Click  to view the list of devices
  - Tick cattle to be assigned the status
  - Choose the **date**, select a **status type** and select **ON** to assign the status or **OFF** to remove it.

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

Follow prompts to  the details to the database or click  to change the details or choose a different file.

## Replaced tags – LE/SE/TC

Tags should only be replaced if they cannot be scanned or were lost after attachment. To preserve any statuses associated with the animal, for example LT, the old and new device numbers must be linked on the database.

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Select **Replaced tags**

### Choose one of two methods:

1. Click  and enter the details.
2. Click  and  to find the file.

The Excel file example below is for two replaced tags.

999 000001234567	999 000001234998	23/10/2008
999 000001234588	999 000001234599	30/10/2008
<b>Old NLIS ID or RFID</b>	<b>New NLIS ID or RFID</b>	<b>Date replaced</b>

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

Follow prompts to  the details to the database or click  to change the details or choose a different file.

## Transfer corrections – LE/SE/TC

You can **correct** individual or mob-based cattle transfers you submitted, but only if the correction relates to the most recent transfer for a device or mob. The Transfer date, Source PIC, Destination PIC or NVD/Waybill number can be edited.

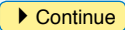

If you don't know the **Upload ID** needed for the Transfer correction, call the NLIS Helpdesk.

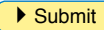
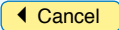
The database retains the **original** transfer details but the transaction history shows the **modified** transfer details. If you transferred the wrong device or mob, you can remove your own transfer, but only if that transfer is the most recent one recorded for a device or mob. If it is not, contact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

Select **Transfer correction** 

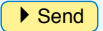

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### Choose one of two options:

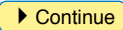
1. Select **Edit** enter the **Upload ID** and 
  - To edit individual transfers, click the [Edit item](#) link. In the **Edit item** window, edit appropriate fields.
  - To edit the **same** details for several transfers, tick the transfers to edit, then click . In the **Edit selected items** window, edit the fields.

Click  to proceed or click  to return to the previous screen.

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

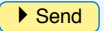

Follow prompts to  the details to the database or click  to change the details.

### OR

2. Select **Remove** enter the **Upload ID** and 
  - View the list of transfers.
  - Tick the transfers you want to **remove**.

		NLIS ID	RFID
1	<input checked="" type="checkbox"/>	NI140229QC203442	951 000000006383
2	<input type="checkbox"/>	NI140229QC203557	951 000000006444
3	<input checked="" type="checkbox"/>	NI140229QC203465	951 000000006228
20	<input type="checkbox"/>	NI140229QC203588	951 000000007333

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

Follow prompts to  the details to the database or click  to choose a different transfer to remove.

## Extended Residue Program (ERP) enquiry – LE



To check the ERP status of properties consigning cattle, live exporters 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.

Select **ERP enquiry** 

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Click **Browse** to find the file.

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

Follow prompts to  the details to the database or click  to choose a different file.

## Database reports – LE/SE/TC

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.

Select **ERP PIC status** 

Check the status of one or more PICs.

Select **View devices on my property** 

List all devices currently registered to your property.

Select **View large report results** 

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 transaction history** 



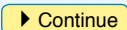
List all transactions submitted for your account. Run the report after **every** transaction, to check processing was completed.

Select **Search the PIC register** 

Check details for properties on the central PIC register.

Select **View/generate all reports** 

Access reports not visible on the home page:

1. Choose the **Report name** from the drop-down list.
2. Click  select or enter the details for the specific report and click  or 

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