

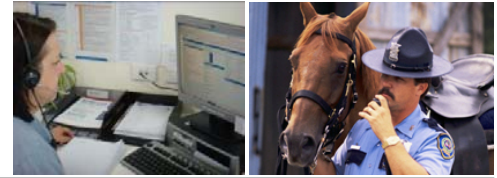


The document explains how to create and operate an account and run reports to monitor cattle movements.

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

**NLIS Database Helpdesk Phone: 1800 654 743 Email: [nlis.support@mia.com.au](mailto:nlis.support@mia.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.



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### Create an NLIS account

- Go to [www.nlis.mia.com.au](http://www.nlis.mia.com.au)
- Click **Create a new account**
- Fill in the **Account details** form online
- Tick the box at the bottom to agree to the Terms of Use
- Click **Continue** to submit the completed form

*Note: A user ID and password will be issued within 7 days.*

### Login to NLIS

Go to [www.nlis.mia.com.au](http://www.nlis.mia.com.au), enter your **user ID** and **password** and click **Login** to see the Police home page.



### Click a button to choose a method

- 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 cattle on my property.

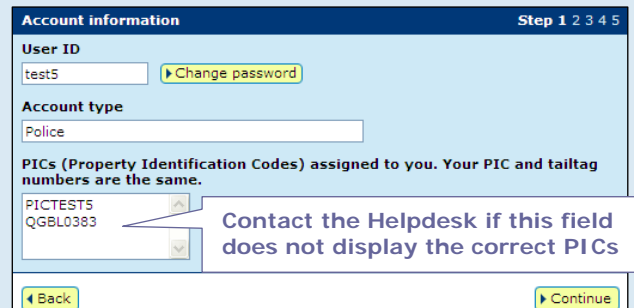
### Log out of NLIS

After you finish a task, click **Home** to see the home page. After a session, click **Log out** to exit the database.

### Check your account details

Before you can move cattle, your account **must** be linked to one or more PICs, for example, the 'Police PIC' for your area.

- Select **View/edit my account details** and click **Go**



- Click **Continue** to see the **Profile information** screen
- Check your account details on that screen

*Note: Database notifications are sent to your email address, so please keep your details up-to-date.*



## Move cattle between properties

If you impound cattle until a court or magistrate determines ownership, record cattle movements between properties. For example, record cattle movements onto police stockyard PICs, or onto agistment properties with a different PIC. If cattle are returned to the owner later, you can record the transfer off your PIC and back to the producer's PIC.

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

Choose one of two methods:

1. Click ▶ type in the details and enter the details.

**Cattle moved onto my property** Step 1 2 3

**Enter the details**

**1 Enter the cattle you want to move**

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

\*

- 982 000003461042
- 982 007775551066
- 951 000003461055
- 951 000003461055

▶ Help

**2 What PIC are you moving them from?**

Enter the source PIC in the field below.

\*

▶ Help

**4 What is the NVD/Waybill number?**

Enter the NVD/Waybill number in the field below.

▶ Help

**3 What PIC are you moving them to?**

Select your destination PIC below.

(Please select)

- PICTEST5
- QGBL0383

**5 When were the cattle moved?**

Choose the date below.

\* 16 Dec 2009

▶ Help

▶ Back ▶ Continue

Type or paste in the device numbers, then enter or select details in the other compulsory\* fields and click ▶ Continue

OR

2. Click ▶ upload a file and Browse ... to find the CSV file that you have already saved on your computer.

You can create an Excel file but you must save the file in **CSV** format. A file to move two cattle **onto** a PIC looks like this:

NLIS ID (or RFID)	Source PIC	Dest PIC	NVD	Transfer date
3WLF018XBU2073	PICTEST4	QGBL0383		16/12/2009
3WLF018XBU2058	PICTEST4	QGBL0383		16/12/2009

**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'.

▶ Browse...

▶ Help

▶ View files I've already uploaded

▶ Back ▶ Continue



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

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

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

Choose one of three methods:

1. Click ▶ type in the details and enter the details.

**Cattle moved off my property** Step 1 2 3

**Enter the details**

**1 Enter the cattle you want to move**

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

\*

- 982 000003461042
- 982 007775551066
- 951 000003461055
- 951 000003461055

▶ Help

**2 What PIC are you moving them from?**

Select your source PIC below.

(Please select)

- PICTEST5
- QGBL0383

**4 What is the NVD/Waybill number?**

Enter the NVD/Waybill number in the field below.

▶ Help

**3 What PIC are you moving them to?**

Enter the destination PIC below.

\*

▶ Help

**5 When were the cattle moved?**

Choose the date below.

\* 5 Jan 2010

▶ Help

▶ Back ▶ Continue

Type or paste in the device numbers, then enter or select details in the other compulsory\* fields and click ▶ Continue

OR

2. Click ▶ upload a file and Browse ... to find the CSV file that you have already saved on your computer.

You can create an Excel file but you must save the file in **CSV** format. A file to move two cattle **off** a PIC looks like this:

RFID (or NLIS ID)	Source PIC	Dest PIC	NVD	Transfer date
982 000082441351	QGBL0383	PICTEST5		05/01/2010
982 000017305947	QGBL0383	PICTEST5		05/01/2010

OR

3. Click ▶ choose from the list

*Note: This method only applies for movements **off** a property.*

**Cattle moved off my property** Step 1 2 3 4 5

**Choose your cattle**

**Which cattle would you like to view?**

Enter the details below then click 'Continue'.

I want to view  my PIC:

between

▶ Help

▶ Back ▶ Continue

- Select the list of cattle that you want to view
- For 'cattle moved onto' or 'cattle bred on', enter **dates**
- Select the **PIC** from which you are moving cattle **off**
- Click ▶ Continue to view a list of the device numbers

Displaying items 1 - 20 of 80.  
Number of selected items: 2

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Vendors PIC	NVD/Waybill	Salvayard name	Status	Active
<input type="checkbox"/>	3ABBB208GB000004	900 400000100254	14/05/2009	PICTEST5	1233333	-	YES	YES
<input checked="" type="checkbox"/>	3B5AL043XB000038	982 000082441351	12/05/2009	PICTEST5	1234567	Test Account	YES	YES
<input checked="" type="checkbox"/>	3CLGM093XB000044	982 000017305947	14/05/2009	PICTEST5	1233233	-	YES	YES

- **Tick** all the cattle that you want to move off the PIC
- Click ▶ Continue and then enter the **destination PIC** and the **date** the cattle moved off the PIC

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

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

## Assign a status to cattle devices

You can assign a status to a device if an animal is:

- Reported as stolen by a producer (S)
- Believed lost or stolen, or the animal has strayed (S1)

*Note: If lost or stolen cattle are found later, set the 'Device status' for those animals to 'OFF'.*

Select **Device status**

### Choose one of two methods:

1. Click  and enter the details.
2. Click  and  to find your **CSV** file.

The Excel file example below assigns a device status of 'S' to one tag and removes an 'S1' status from another tag.

NLIS ID or RFID	Date assigned	Pgm code	Status	Setting
982 000003461042	10/12/2009	NLS	S	ON
951 000003461055	10/12/2009	NLS	S1	OFF

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

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

## Assign a status to a property

You can assign a status to a PIC if it is a 'property of interest' to police or States for surveillance of cattle movements. After a 'PI' status has been assigned, the database will send an automatic email notification to the appropriate authorities if cattle are transferred onto or off that property.

*Note: If a property is no longer of interest, set the 'ERP status' for that PIC to 'C' (Cancel).*

Select **ERP status of a property**

### Choose one of two methods:

1. Click  and enter the details.
2. Click  and  to find your **CSV** file.

The Excel file example below assigns an ERP status of 'PI' to two PICs.

PIC of interest	Pgm code	Status code	Date assigned
QG123456	PI	PI	23/12/2009
QB123999	PI	PI	23/12/2009

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

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

## Correct a previous transfer

If you submitted the wrong transfer details, you can **edit one or more transfers in an upload**, if your transfers are the most recent ones recorded for an animal or a mob of animals. If you don't know the **Upload ID** needed for this transaction, 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 animals, you can **remove one or more transfers in an upload** or **remove all transfers in an upload**, if your transfers are the most recent ones recorded. If not, contact the NLIS Helpdesk for assistance.

Select **Transfer correction**

### Choose one of three options:

#### 1. Edit one or more transfers in an upload

- Enter the **Upload ID** and

##### Edit single transfers

- To edit a transfer individually, click the [Edit item](#) link. In the **Edit item** window, edit appropriate fields: The transfer date, Source PIC, Destination PIC and NVD/Waybill number can be edited.

##### Edit multiple transfers

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

OR

#### 2. Remove one or more transfers in an upload

- Enter the **Upload ID** and

##### Choose your cattle

- Tick all the transfer items you want to remove or click  to remove all items on the current screen.
- If there are more than 20 items, click
- When you have ticked all the transfers to remove, click  to see the **Confirm details** screen.

##### Check the details carefully.

If the transfers you want to remove are displayed:

Click  to confirm those transfers should be removed or click  to return to the previous screen.

OR

#### 3. Remove all of the transfers in an upload

- Enter the Upload ID and

If the transfers you want to remove are displayed:

Click  to confirm those transfers should be removed or click  to return to the previous screen.

## Run database reports

**Police home** ▶ Help

Welcome **First Name**,  
Any transaction that you do  
**test@nlisdb.com.au**. If this  
update your account details.  
▶ Change

If you can't see the report on the home page, select **View/generate all reports** ▶ Go

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

I want to (Please select) ▶ Go

- (Please select)
- Reports
- Beast enquiries
- Eligible animals
- Life history
- Search the PIC register
- Stolen register download
- View large report results
- View my transaction history
- View/generate all reports

**View/generate all reports** ▶ Help

Which report would you like to view or generate?

Report name (Please select) ▶ Go

Output type

- Device list
- Active cattle moved onto my property
- Active devices on PIC
- Deceased cattle on PIC
- Device query
- Purchased devices
- Device status
- Stolen register download
- ERP
- ERP PIC status
- EU
- Beast enquiries
- Eligible animals
- File uploads
- Transaction history
- General
- Reports available for this account
- View database changes
- Life history
- LifeHistory/Express
- Mob-based (Sheep and Goats)
- Mob-based movements summary
- Movements Off PIC By NVD
- Movements Onto PIC By NVD
- PIC queries
- Search the PIC register

If you can't see the report in the top half of the screen, scroll down, select the report ▶ Go  
Report **names** are listed alphabetically by report **group**.

Enter the data required for a specific report. Accept **On-screen** as the normal **Output type** and click ▶ Go to display the results.

Select	<b>Device list</b> <b>Active cattle moved onto my property</b>
Select	<b>Device list</b> <b>Active devices on PIC</b>
Select	<b>Property monitoring</b> <b>Audit Property</b>
Select	<b>EU</b> <b>Beast enquiries</b>
Select	<b>Saleyard monitoring</b> <b>Cattle transferred into saleyard</b>
Select	<b>Saleyard monitoring</b> <b>Cattle transferred out of saleyard</b>
Select	<b>Device list</b> <b>Deceased cattle on PIC</b>
Select	<b>Transfer monitoring</b> <b>Device In/Out audit for PIC or Saleyard</b>
Select	<b>EU</b> <b>Eligible animals</b>
Select	<b>ERP</b> <b>ERP PIC Status</b>
Select	<b>Life history</b> <b>Life history</b>
Select	<b>PIC queries</b> <b>Search the PIC register</b>
Select	<b>Device status</b> <b>Stolen register download</b>
Select	<b>Device list</b> <b>Purchased devices</b>
Select	<b>Transfer monitoring – P2P Monitoring –</b> <b>Cattle movements with system transfer</b>
Select	<b>Upload monitoring</b> <b>Uploads more than 2, 7 or 28 days</b>
Select	<b>View large report results</b>
Select	<b>View my transaction history</b>

List all cattle that were transferred onto a PIC in a specific period and are still on that PIC.

List all 'active' devices that are currently registered to the PIC. This report excludes deceased devices.

Summarise transactions recorded on the NLIS Database for a property in a specific period.

Find the electronic RFID number that matches a visual NLIS ID.

List all cattle transferred **into** a Saleyard in a specific period. For each upload, displays each device transferred in, including the Source PIC and sale date.

List all cattle transferred **out of** a Saleyard in a specific period. For each upload, the report displays each device transferred out, including the Destination PIC and sale date.

List all cattle recorded as 'deceased' (slaughtered and transferred to the Deceased PIC) for a PIC in a specific period.

List all devices transferred onto or off a specific PIC or Saleyard ID in a specific period. Any device or PIC-based statuses associated with the devices and the From PIC will be shown. The maximum period for this report is 7 days.

Check whether animals on a PIC are eligible under the European Union Cattle Accreditation Scheme (EUCAS).

Check the status of one or more PICs.

List all transactions for specific devices, to find out where the animals are now, and where they were previously.

Check details for properties on the central online PIC Register.

List all devices in a State that have a 'stolen' status.

List all devices issued to a PIC for specific period. The report displays the PIC, RFID, NLIS ID, issue date and LT status.

List all devices issued after 1 January 2006 with a system transfer in a specific period (the maximum period is 31 days).

List all uploads for a specific State where the upload date is greater than a specific number of days after the 'event' date.

View reports too large to deliver on-screen. You will be notified by E-mail when the reports are ready to view.

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