

# NLIS Database Quick Start Guide



National Livestock Identification System

## TRANSPORTER

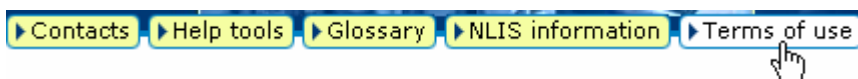
Creating a transporter account	.....	Page 1
Moving cattle (non-written authority)	.....	Page 2
Correcting transfers	.....	Page 4
Viewing transaction history report	.....	Page 8

Version 2  
February 2007

## Creating a transporter account

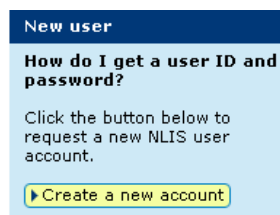
A transporter is a person who transports cattle from one point to another. If you offer services to scan and transfer cattle, clients may authorise you to record cattle movements on the NLIS Database on their behalf. If you don't have an NLIS account, follow this procedure to apply. Once authorised by your state Department of Primary Industries, the NLIS Helpdesk will create an account and email your user ID and password within 7 days.

1. Go to the NLIS website at [www.nlis.mla.com.au](http://www.nlis.mla.com.au)
2. Click the '**Terms of Use**' button at the top of the screen, and read the document online, or print it to read later. Close the document window to return to the NLIS Welcome page.



**Note:** If you accept the Terms of Use, follow Steps 3-6 below. You cannot open an account unless you accept.

3. Click the '**Create a new account**' button.



4. Fill in the **Account details** form online.

- A** Select the **Transporter** account type
- B** Enter your **Property Identification Code**
- C** Skip the Saleyard ID field
- D** Select a **Title**, then enter your **First name** and **Last name**
- E** Enter your **Trading name**
- F** Enter your **Postal address**
- G** Enter your **Phone/Fax/Mobile** numbers
- H** Enter your **E-mail** address

5.  Tick the box to indicate that you agree to the [NLIS Terms of Use](#).

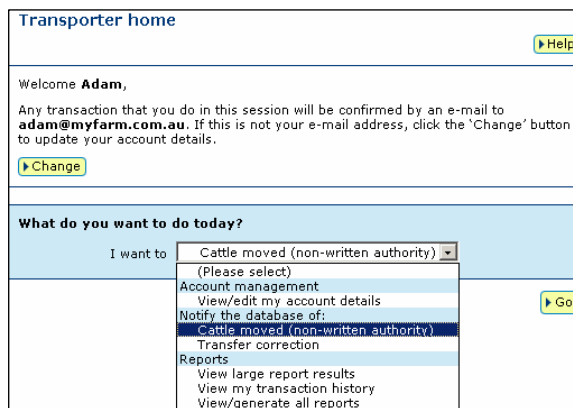
6. Click the '**Continue**' button to submit your application and confirm your account details when prompted by the system.

## Moving cattle (non-written authority)

In Australia, all cattle movements on, off or between properties must be recorded on the NLIS Database. With authority from clients, transporters may use the **Cattle moved (non-written authority)** option to record cattle movements. A truck-mounted scanner usually captures and saves the details in a file that is uploaded to the database later. If only a few animals are moved, the details can be typed in manually (see screen on page 3).

**Before** you notify the database, you must know the NLIS ID or RFID numbers of the cattle being moved, the PIC they are moving **from** and **to**, the NVD or Waybill number (if there is one) and the date the cattle moved etc.

1. Go to [www.nlis.mla.com.au](http://www.nlis.mla.com.au)
2. Enter the **user ID** and **password** of your Transporter account and click **'Login'**.
3. Choose **'Cattle moved (non-written authority)'** and click **'Go'**.
4. Choose **one** of two methods:  
 Click **upload a file** then follow steps **5-9**.  
 Click **type in the details** then follow steps **10-14**.



### Non-written authority – Upload a file method

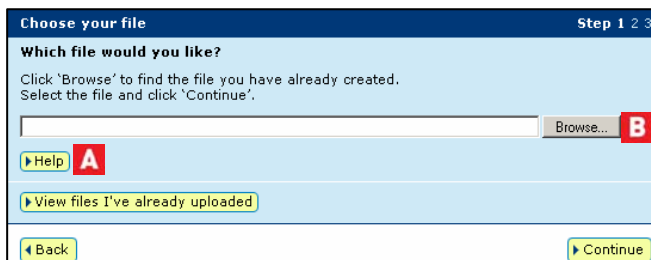
5. Create and save a **file** on your computer containing all the relevant details.  
Note: If this file is not created automatically by your electronic reader, you can use Excel or Notepad.

An **Excel** file row for one animal would look like this:

QBZZ2222XBA00053	QBZZ2222	QDZZ3333	123456	31/8/2006	1	JO	BROWN	1
<b>NLIS ID (or RFID)</b>	<b>From PIC</b>	<b>To PIC</b>	<b>NVD</b>	<b>Date</b>	<b>Auth</b>	<b>First</b>	<b>Last</b>	<b>Ack</b>

A **Notepad** file row with the same details would look like this:  
 QBZZ2222XBA00053, QBZZ2222, QDZZ3333, 123456, 31/8/2006, 1, JO, BROWN, 1

6. Follow steps 1-3 above, then click the **'upload a file'** button to display this screen:  
**A** Click the **'Help'** button if you want more information on file formats.  
**B** Click **'Browse'** to find the file on your computer then select and open the file.



7. If the correct file is displayed, click **'Continue'**. Otherwise, click **'Back'**.
8. Follow the on-screen instructions to confirm the file and **'Send'** it to the database.
9. Retain the **Upload ID** notified by the database as a record of the transaction.

## Non-written authority – Type in the details method

- 10.** Type or paste in the visual **NLIS ID** number(s) e.g. NA123456WBA01234 or electronic **RFID** number(s) e.g. 951 000000011432 of the cattle in the first field.

Note: If you *type* the numbers, press the **'Enter'** key after each number.

Leave a space after the first three RFID characters e.g. 999 nnn etc.

To *paste* numbers from your clipboard, place your cursor in the large white box and press the **'Ctrl'** and **'V'** keys.

- 11.** Select or enter data in **fields 2-8**, then tick the **Authorisation** box.

Note: If you want more information about a field, click the appropriate **'Help'** button.

Note: If an animal dies in transit:

Field 3. Enter **'DECEASED'** as the 'destination' PIC.

Field 4. Leave the NVD/Waybill field blank

Field 5: Choose the date the animal died.

- 12.** If the details are correct, click **'Continue'**. Otherwise, click **'Back'**.
- 13.** Follow the on-screen instructions to confirm the details and **'Send'** them to the database.
- 14.** Retain the **Upload ID** notified by the database as a record of the transaction.

## Correcting transfers

The 'Transfer correction' function allows users to correct data they submitted to the database. NLIS retains the original transfer details but the transaction history for the device shows the modified transfer details.

Transfer corrections can only be:

- submitted via the NLIS website, or via the XML (Extensible Markup Language) interface
- submitted by the account that uploaded the original transfer
- processed if they relate to the most recent transfer recorded against the device
- used to correct the **Source PIC, Destination PIC, NVD/Waybill Number** and **Date of Transfer**
- used to remove a transfer if the wrong **Device** or **Mob** has been transferred

1. Go to [www.nlis.mla.com.au](http://www.nlis.mla.com.au)
2. Enter the **user ID** and **password** of your Transporter account and click '**Login**'.
3. Choose '**Transfer correction**' and click '**Go**'.

4. Enter the **upload ID** that contains the transfers you want to remove or edit. **A**  
Note: If you don't know the upload ID, select '**View my transaction history**' from the home page, select the date you uploaded the transfer and click '**Go**'. For more information, see page 8.

5. What do you want to do? **B**

**I want to ...**

**Instruction ...**

**Then, go to ...**

- |  |   |                          |
|--|---|--------------------------|
| <i>Edit a <b>single</b> transfer</i>     | Select ' <b>Edit</b> ' and click ' <b>Continue</b> '.   | <b>Step 6</b> on page 5. |
| <i>or Edit <b>multiple</b> transfers</i> | Select ' <b>Edit</b> ' and click ' <b>Continue</b> '.   | <b>Step 7</b> on page 6. |
| <i>or Remove transfer(s)</i>             | Select ' <b>Remove</b> ' and click ' <b>Continue</b> '. | <b>Step 8</b> on page 7. |

**Correcting transfers – Edit a *single* transfer ... continued from Step 5**

- 6. To edit a *single* transfer, click the [Edit item](#) link next to the device or mob to be corrected. **C**

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

The following cattle were transferred by upload ID: **602592**.

**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 - 10 of 10.  
 Number of selected items: 0 **C**

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	<input type="checkbox"/>	NI140229QCZ03405	951 000000006264	07/11/2006	NI140229	QBZZ2222	876950494 <a href="#">Edit item</a>
2	<input type="checkbox"/>	NI140229QCZ03442	951 000000006383	07/11/2006	NI140229	QBZZ2222	876950494 <a href="#">Edit item</a>

- When the **Edit item** window appears, click in the fields you want to correct, and change the details.
- Click **'Submit'** to confirm the changes, or click 'Cancel' to return to the previous screen.

**Note:** After you click 'Submit', edited transfers will be highlighted in orange in the list and the modified data will be displayed.

**Edit item**

**Visual number (NLISID)**

**Electronic number (RFID)**

**\*Transfer date**

---

**NVD/Waybill**

[▶ Cancel](#) [▶ Submit](#)

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	<input type="checkbox"/>	NI140229QCZ03405	951 000000006264	07/11/2006	NI140229	QBZZ2222	876950472 <a href="#">Edit item</a>

- Repeat **Step 6** for any other transfers you want to edit.
- **Note:** You can only edit a transfer *once*, so check all changes carefully. If you make a mistake, you will need to contact the NLIS Helpdesk or the State Department to make any further corrections.
- After you finish editing, click **'Continue'** at the bottom of the screen.
- The original transfer details will be displayed, followed by the edited transfer details. If the edited details are correct, click **'Send'**. Otherwise, click **'Back'** to change them.

**Transfer correction**

**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.

[▶ Help](#)

---

You are about to **Edit** the following transfers on upload ID: **602592**.

- Retain the **Upload ID** notified by the database as a record of the transaction.

**Correcting transfers – Edit *multiple* transfers ... continued from Step 5**

- 7. To edit *multiple* transfers in an upload, click the  checkbox next to each transfer you want to edit **C** or click **'Select all'** to tick all items on the screen. **D**

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

The following cattle were transferred by upload ID: **602592**.

**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](#) **E**

---

Displaying items 1 - 9 of 9.  
 Number of selected items: 2

		Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	<input type="checkbox"/>	NI140229QCZ03442	951 000000006383	07/11/2006	NI140229	QBZZ2222	876950494	<a href="#">Edit item</a>
2	<input checked="" type="checkbox"/>	NI140229QCZ03443	951 000000006336	07/11/2006	NI140229	QBZZ2222	876950494	<a href="#">Edit item</a>
3	<input checked="" type="checkbox"/>	NI140229QCZ03465	951 000000006228	07/11/2006	NI140229	QBZZ2222	876950494	<a href="#">Edit item</a>

---

[Select all](#) [Deselect all](#)
Items per page: 20

[Back](#)
[Edit selected items](#) **F**
[Continue](#)

**Note:** The maximum number of items per screen is 20. If you can see a **'Next page'** button, your list has several pages. For more information on viewing and sorting the list, click **'Help'**. **E**

- Click **'Edit selected items'** to edit the *same* information for all selected devices. For example, if the Destination PIC was wrong for all devices in an upload, you can update it for all the devices. **F**
- When the **Edit selected items** window appears, enter the **Transfer Date**, **Source PIC**, **Destination PIC** and **NVD/Waybill** number.
- Click **'Submit'** to confirm the changes, or click 'Cancel' to return to the previous screen.

**Note:** After you click 'Submit', edited transfers will be highlighted in orange in the list and the modified data will be displayed.

		Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	<input type="checkbox"/>	NI140229QCZ03442	951 000000006383	07/11/2006	NI140229	QBZZ2222	876950494	<a href="#">Edit item</a>
2	<input type="checkbox"/>	NI140229QCZ03443	951 000000006336	04/11/2006	QFZZ4444	QDZZ3333	876950500	<a href="#">Edit item</a>

**Edit selected items**

\*Transfer date  
 4 Nov 2006

\*Source PIC  
 QFZZ4444

\*Destination PIC  
 QDZZ3333

NVD/Waybill  
 876950500

[Cancel](#) [Submit](#)

**Note:** You can only edit a transfer *once*, so check all changes carefully. If you make a mistake, you will need to contact the NLIS Helpdesk or the State Department to make any further corrections.

- After you finish editing, click **'Continue'** at the bottom of the screen.
- The original transfer details will be displayed, followed by the edited transfer details. If the edited details are correct, click **'Send'**. Otherwise, click **'Back'** to change them.
- Retain the **Upload ID** notified by the database as a record of the transaction.

**Correcting transfers – Remove transfer(s) ... continued from Step 5**

- 8. To *remove* a transfer, for example, if you transferred the wrong device(s) or mob(s) of cattle: click the  checkbox next to each transfer you want to remove **C** or click **'Select all'** to tick all items on the screen. **D**

**Choose your cattle**
Step 1 2 3 4

The following cattle were transferred by upload ID: **602592**.

**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.

**E**

---

Displaying items 1 - 9 of 9.  
 Number of selected items: 2

		Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
1	<input checked="" type="checkbox"/>	NI140229QCZ03442	951 000000006383	07/11/2006	NI140229	QBZZ2222	876950494
2	<input checked="" type="checkbox"/>	NI140229QCZ03443	951 000000006336	07/11/2006	NI140229	QBZZ2222	876950494

---

Items per page:

**D**

Note: The maximum number of items per screen is 20. If you can see a **'Next page'** button, your list has several pages. For more information on viewing, sorting or filtering the list, click **'Help'**. **E**

- After selecting the transfers you want to remove, click **'Continue'** at the bottom of the screen.

**Transfer correction**
Step 1 2 3 4

**Confirm details**

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

You are about to **Remove** the following transfers on upload ID: **602592**.

Displaying items 1 - 2 of 2.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
1	NI140229QCZ03442	951 000000006383	07/11/2006	NI140229	QBZZ2222	876950494
2	NI140229QCZ03443	951 000000006336	07/11/2006	NI140229	QBZZ2222	876950494

Items per page:

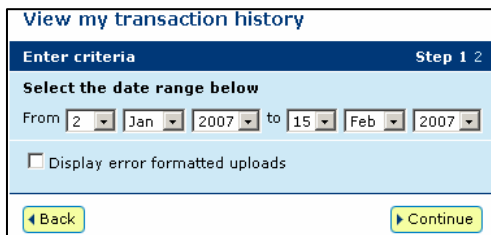
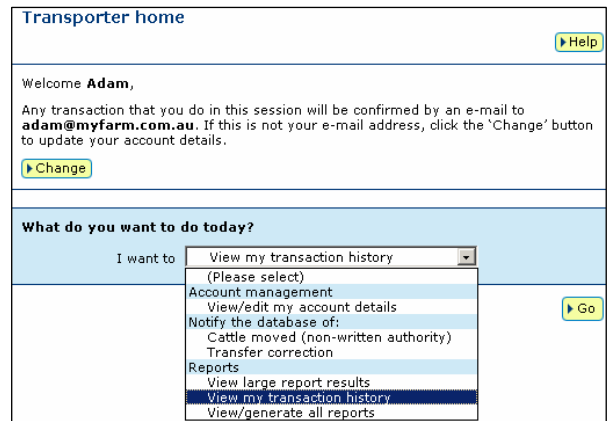
Note: Check the correct transfers are selected as you are about to delete them from the database.

- The transfers you selected for removal will be displayed. If the correct transfers are listed, click **'Send'**. Otherwise, click **'Back'** to change them.
- Retain the **Upload ID** notified by the database as a record of the transaction.

# Viewing transaction history report

It is important to run this report after every database session to view a list of all transactions sent to NLIS and check that they were processed successfully. Note the **Upload ID** of any transactions with an error status.

1. Go to [www.nlis.mla.com.au](http://www.nlis.mla.com.au)
2. Enter the **user ID** and **password** of your Transporter account and click **'Login'**.
3. Choose **'View my transaction history'** from the **Reports** list and click **'Go'**.
4. Select the date range to specify the period you want, and click **'Continue'**.



5. The *format* of the report will look similar to the example below, but the *details* will differ:



- A** Click the **'User file name'** [link](#) to view the contents of a file.
- B** Click the **'Upload status'** [link](#) for any files which display an **ERROR**
- C** Click the **'Help'** button for information about sorting the report results.