NLIS | Database User Guide

Producers, feedlots and third parties

Livestock with electronic devices

National Livestock
Identification System

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 **nlis.support@mla.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.

Log in to the database

tech tip Create database account

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.

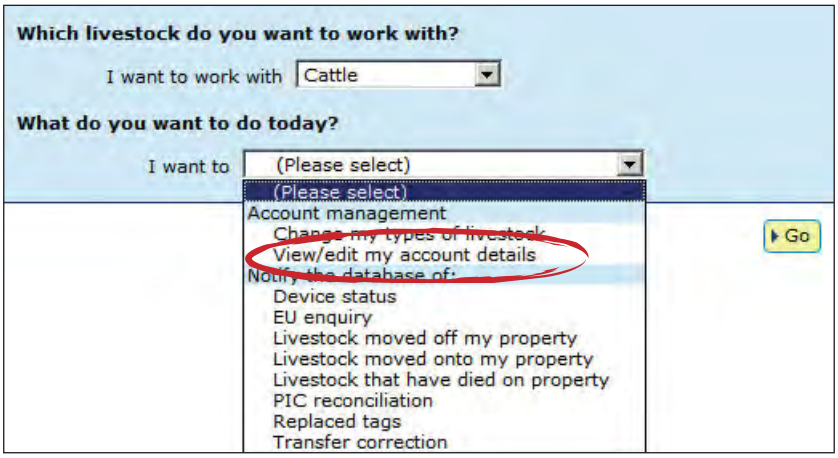
Your database session ends automatically if you stay on one screen for more than 20 minutes. If you do, you may lose any data you hadn't yet sent to the database.

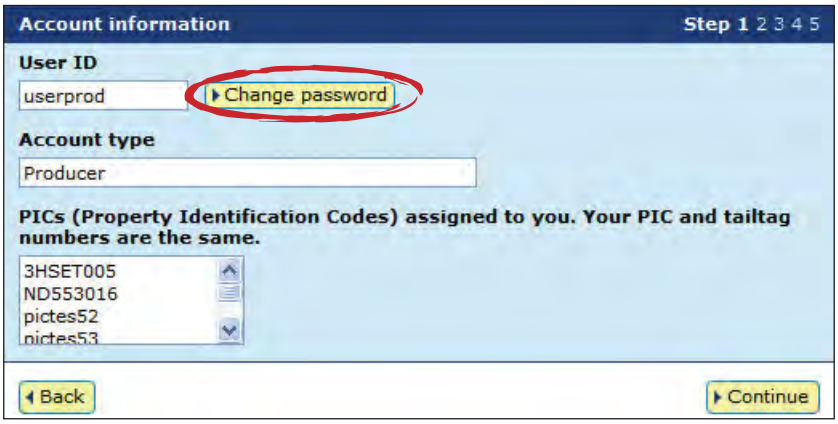
Change password

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

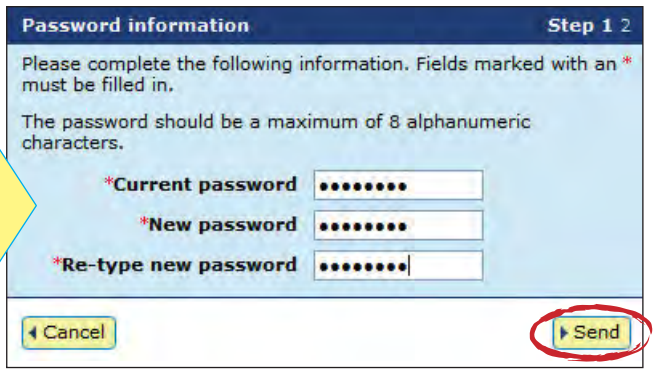
1. Select **View/edit my account details** and click ▶ Go
2. Click ▶ Change password
3. Enter your old and new password details and click ▶ Send to submit the changes to the database.





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

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

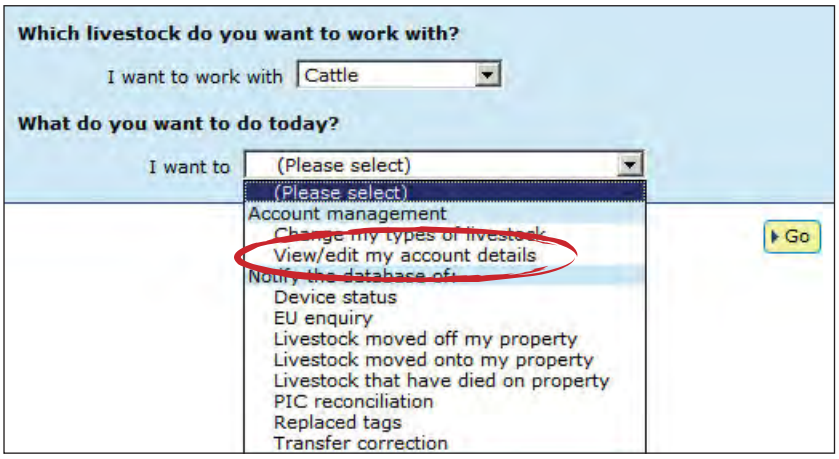


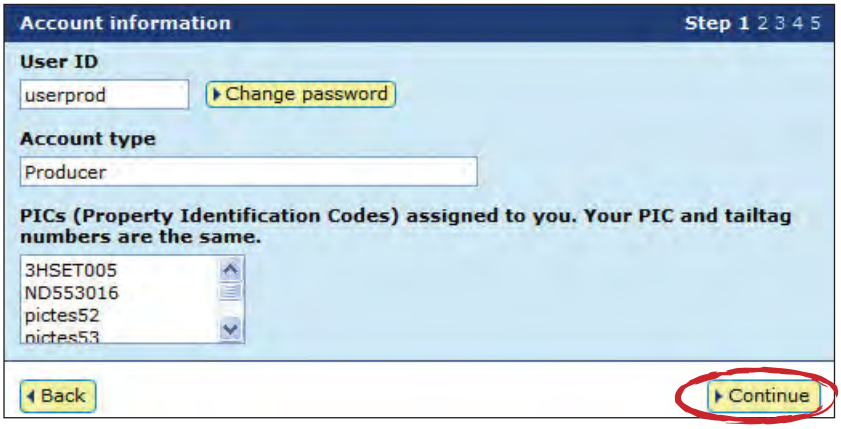
Change contact details

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

Instructions

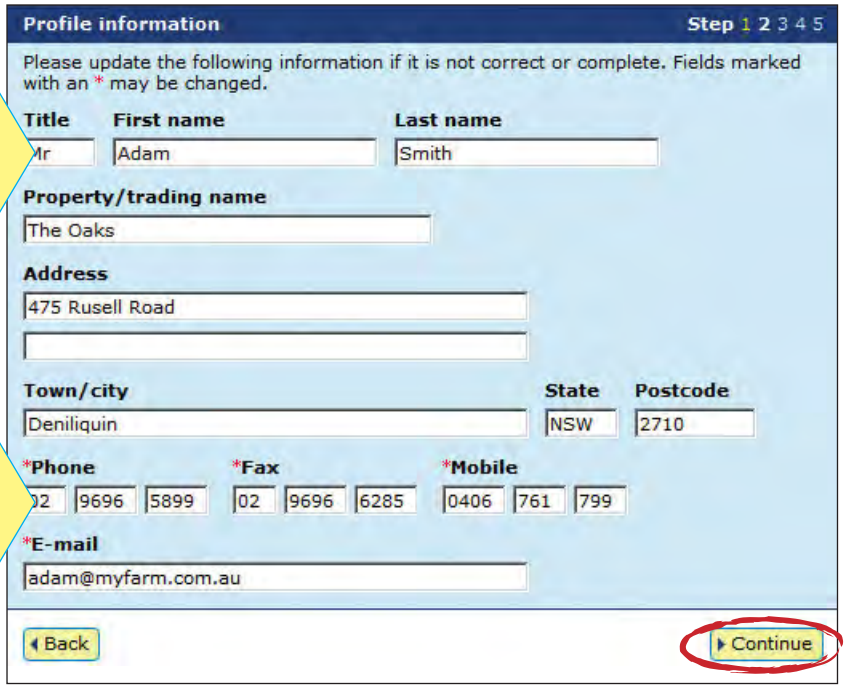
1. Select **View/edit my account details** and click ▶ Go
2. Click ▶ Continue
3. Edit details. You can only edit fields with a red asterisk*.
4. Click ▶ Continue until you see a Confirmation screen.
5. Click ▶ Send to submit the changes to the database.





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 **nlis.support@mla.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**.



Change livestock types

tech tip Livestock types

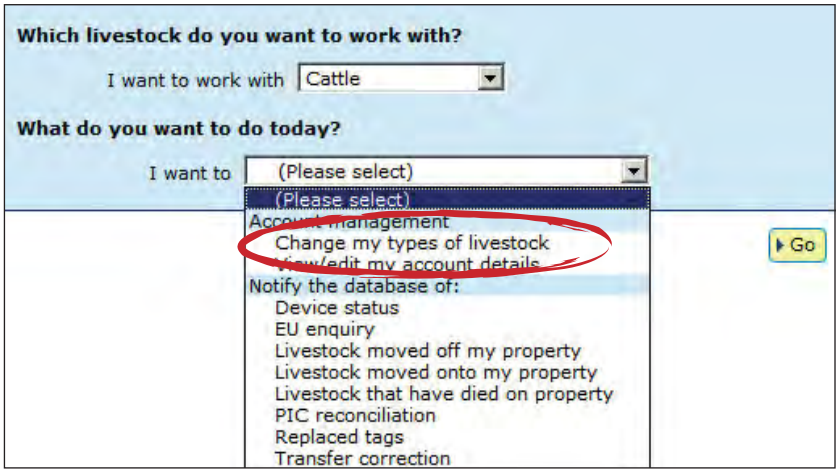
When you create an account, you must select all of the livestock types that you work with. If you work with multiple livestock types (for example, if you farm both cattle and sheep) and have both of these linked to your account, you must always select a livestock type to work with on the homepage.

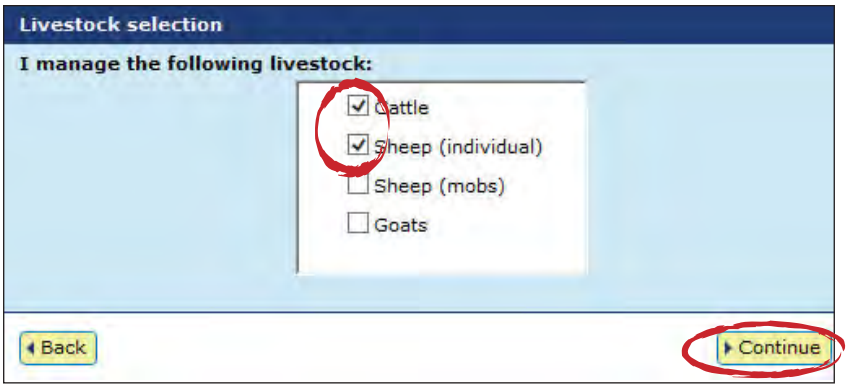
If there is only one livestock type associated with your account, you don't need to select it when you log in to the database.

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

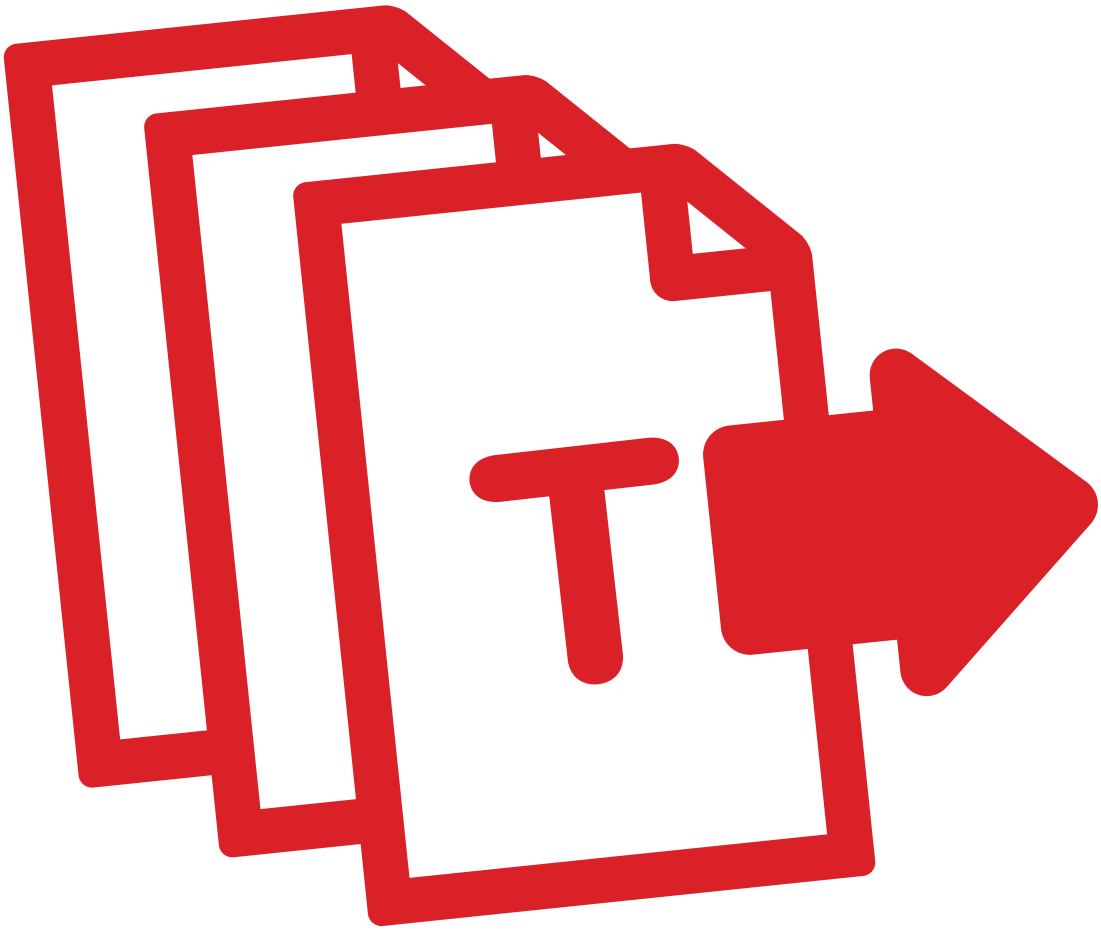
Instructions

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.





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



Transactions

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

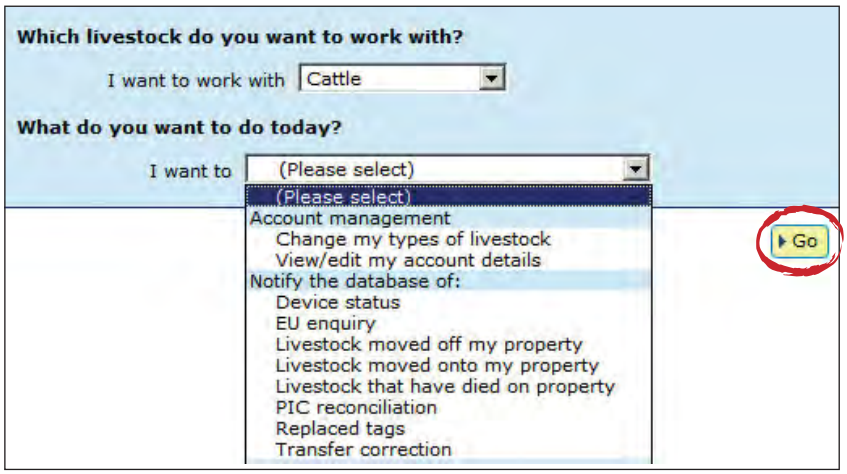
The instructions in this guide explain how to submit transactions directly to the NLIS database.

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 ▶ Go

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

Livestock moved onto my property

tech tip Livestock movements

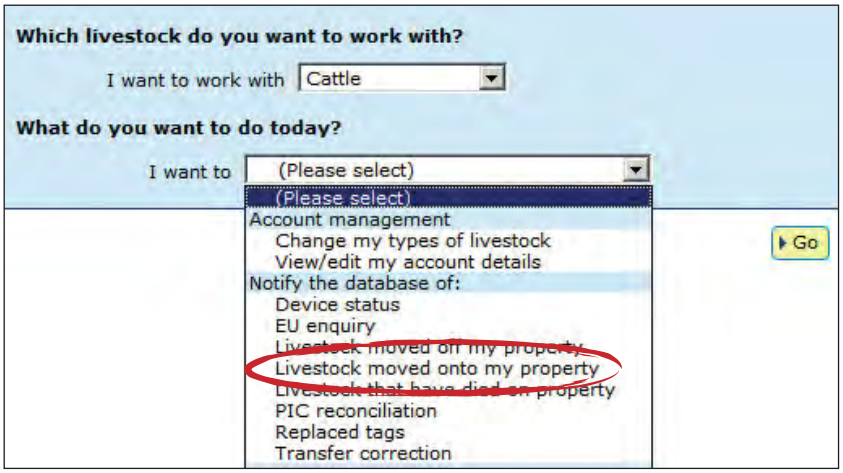
If livestock are bought or sold through a saleyard, the saleyard notifies the database. For private sales, buyers must ensure that movements are recorded so that animals can always be traced along the supply chain. They can do this themselves or authorise a third party to notify the database on their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

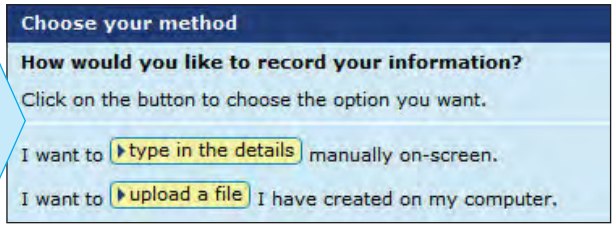
1. Select a **livestock type**.
2. Select **Livestock moved onto my property** and click ▶ Go
3. Choose one of two methods to submit the data.



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.

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.

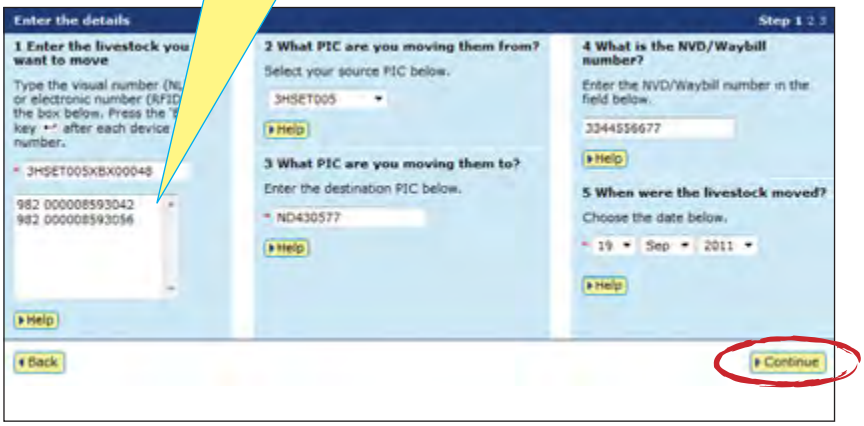


Type in the details method

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.**



Livestock moved off my property

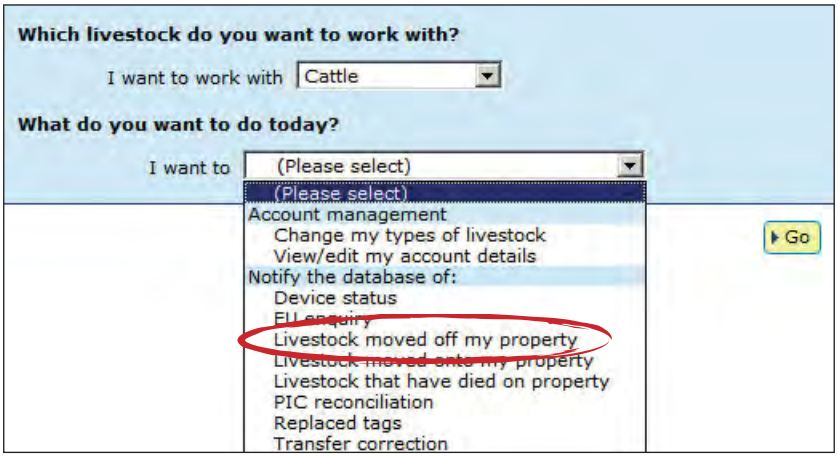
tech tip Livestock movements

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.

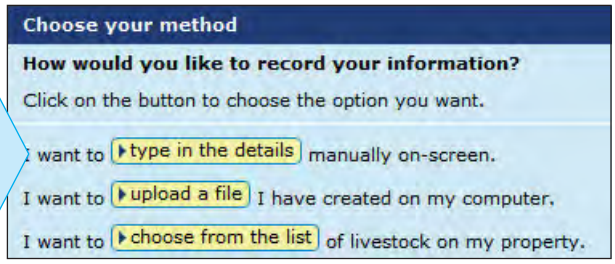
Sellers may still record movements on the database. If a buyer tries to record a movement after the seller has already recorded it, the database will notify the buyer that the animals are already registered to their PIC.

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.

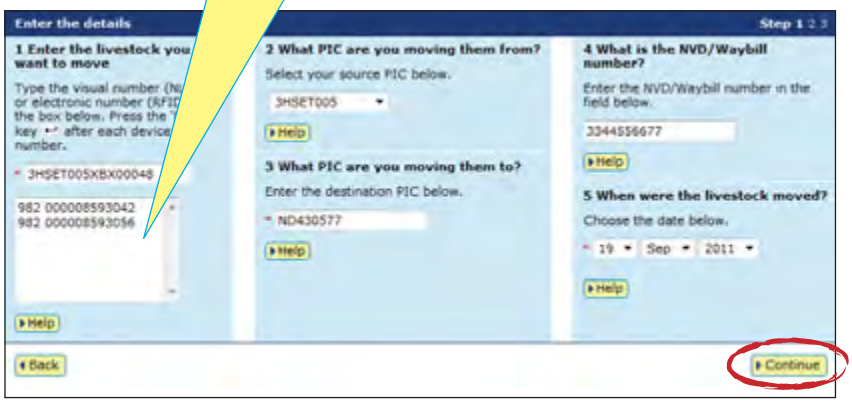
For more about this method, see **File format examples** at the back of this guide.

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.

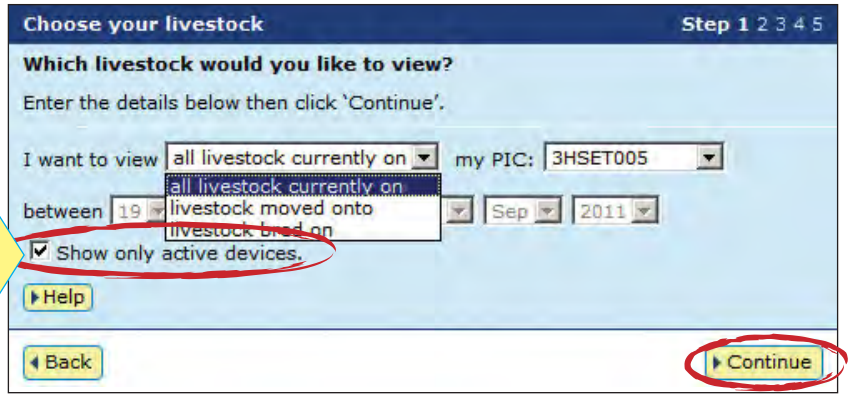
For RFIDs, **leave a space** after the first three digits e.g. **982 000025884234.**



Choose from the list method

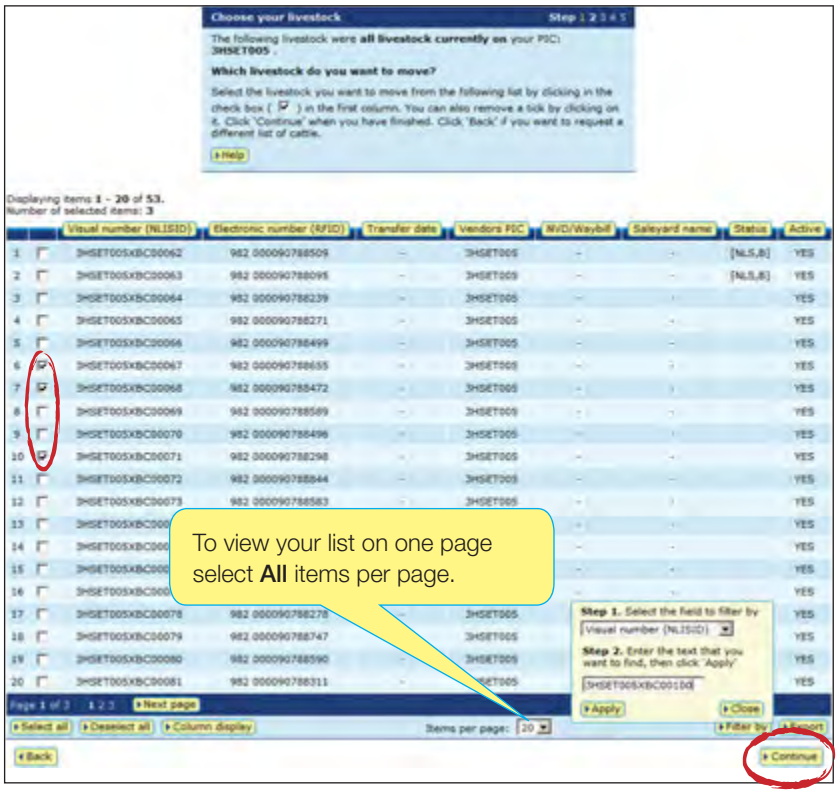
Use this method to choose the animals from a list and move them off a PIC.

1. Choose a list to view.



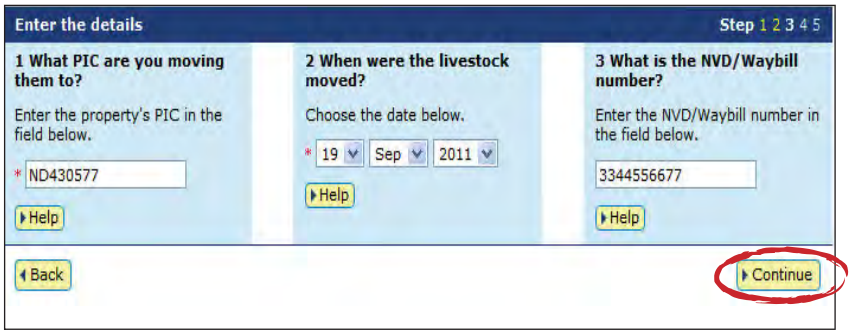
If you choose **livestock moved onto** or **livestock bred on**, also specify a date range. If you wish to see active devices, tick the **Show only active devices** box.

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.



Livestock moved NWA (third parties)

tech tip Livestock movements NWA

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.

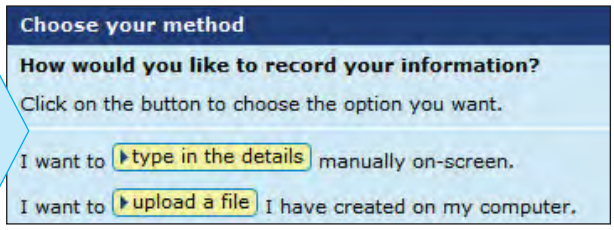
This transaction is only available to some authorised third party accounts. If **Livestock moved (non-written authority)** does not appear on your homepage, email **nlis.support@mla.com.au**

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.

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

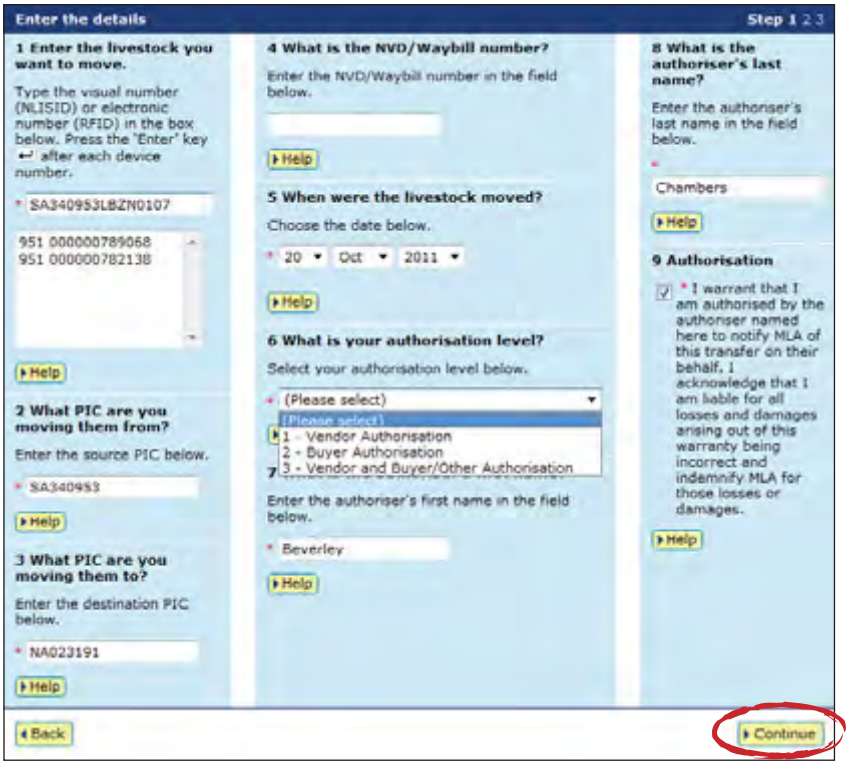
For more about this method, see **File format examples** at the back of the guide.



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.



Livestock that have died on property

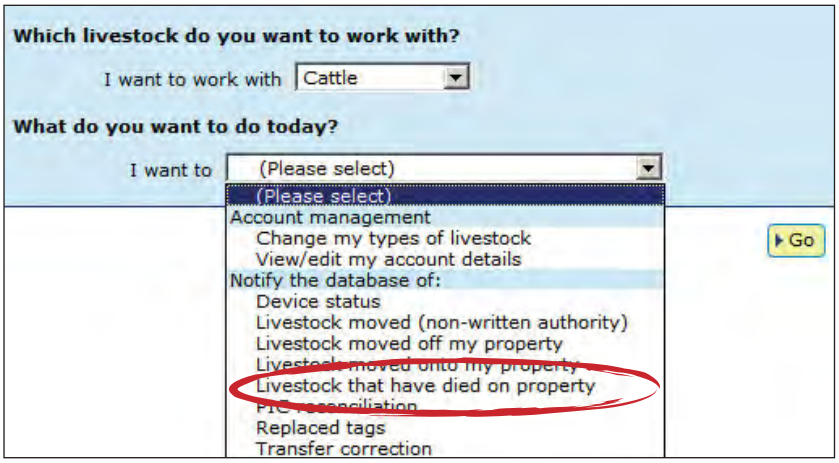
tech tip Dead animals on property

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

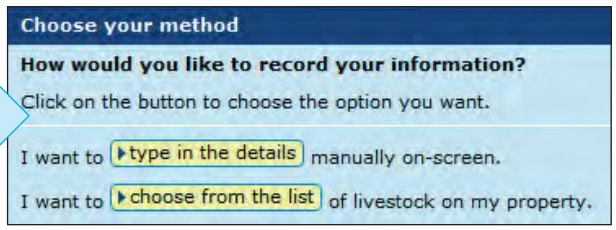
The tag numbers for the dead animals will be moved off the PIC. The tags will no longer appear on current holdings reports for the property, making it easier to reconcile the animals on a property with the devices registered to that PIC on the database.

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.



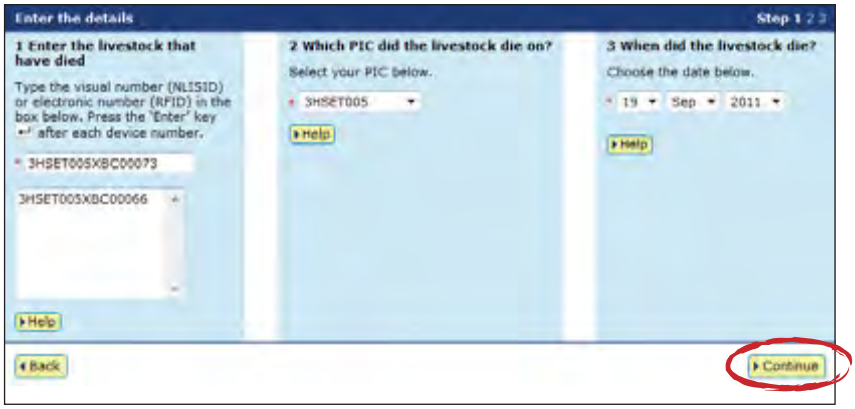
The upload a file method does not apply to this transaction.



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.

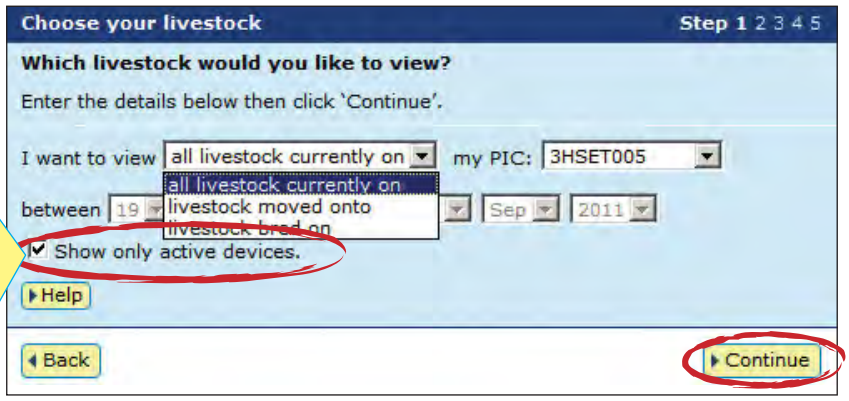
1. Enter details in the compulsory fields*.
2. Click ▶ Continue to proceed.
3. Click ▶ Send to submit the information.
4. On the Receipt screen, click ▶ View my transaction history to check the upload status of the file.



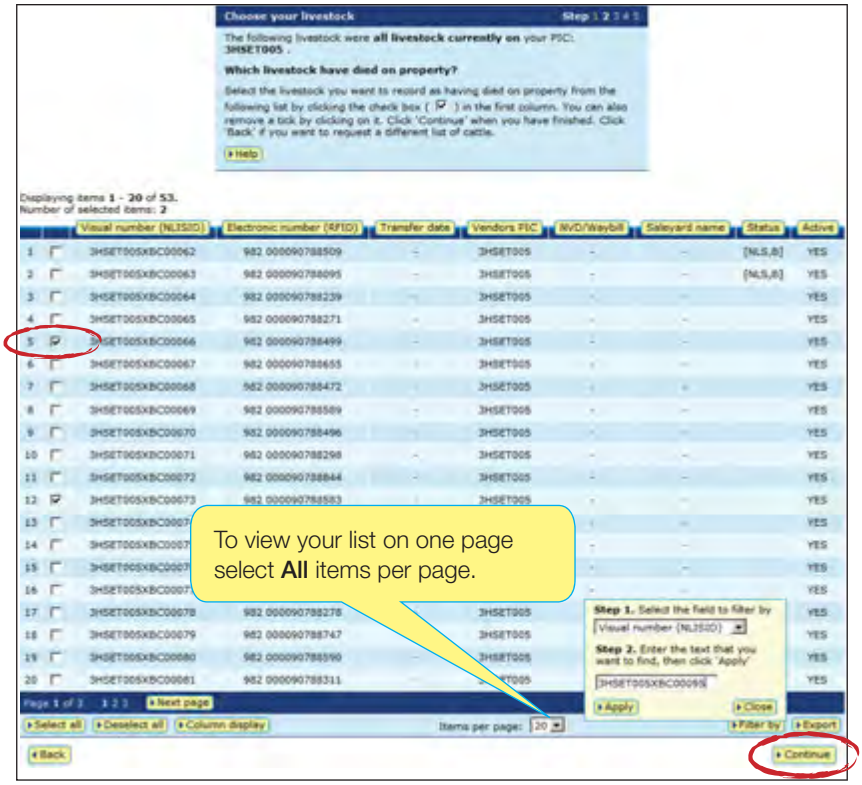
Choose from the list method

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.

Transfer correction

tech tip Transfer correction

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**

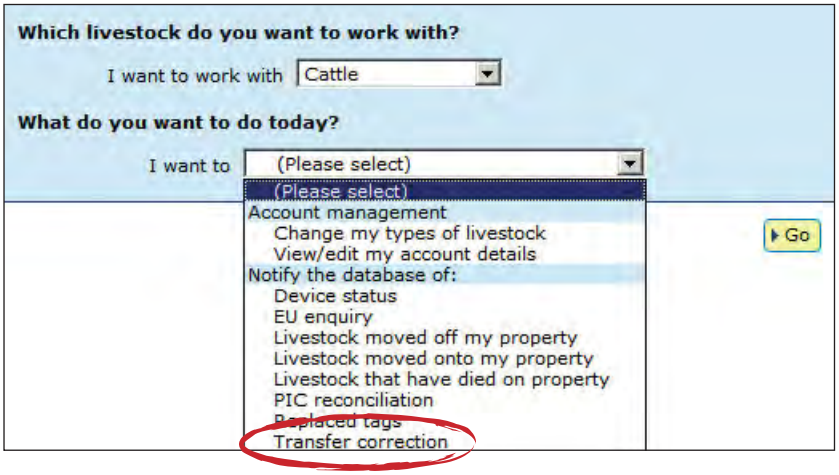
If the transfer you want to correct was the most recent one recorded for an animal, you can:

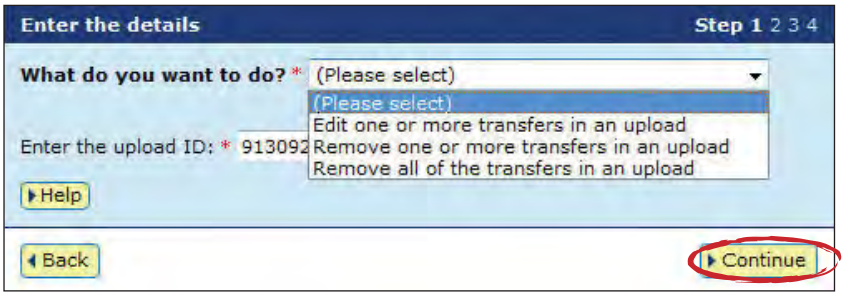
- **Edit** the Transfer date, Source PIC or Destination PIC (not both) and NVD/Waybill number for one or more transfers in an upload
- **Remove one or more** transfers in an upload
- **Remove all** of the transfers in an upload

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



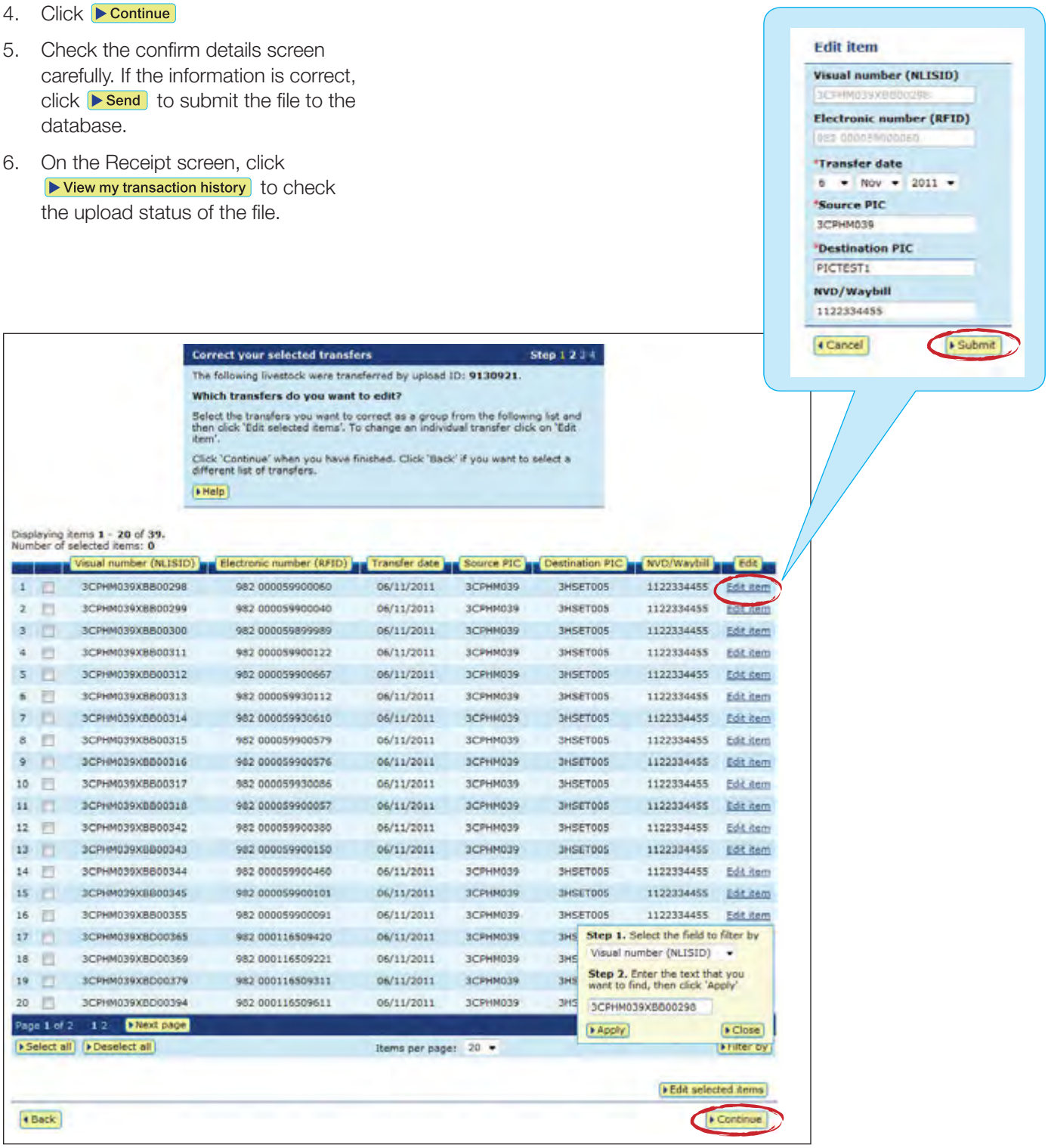


Edit one transfer in an upload (Edit item)

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.

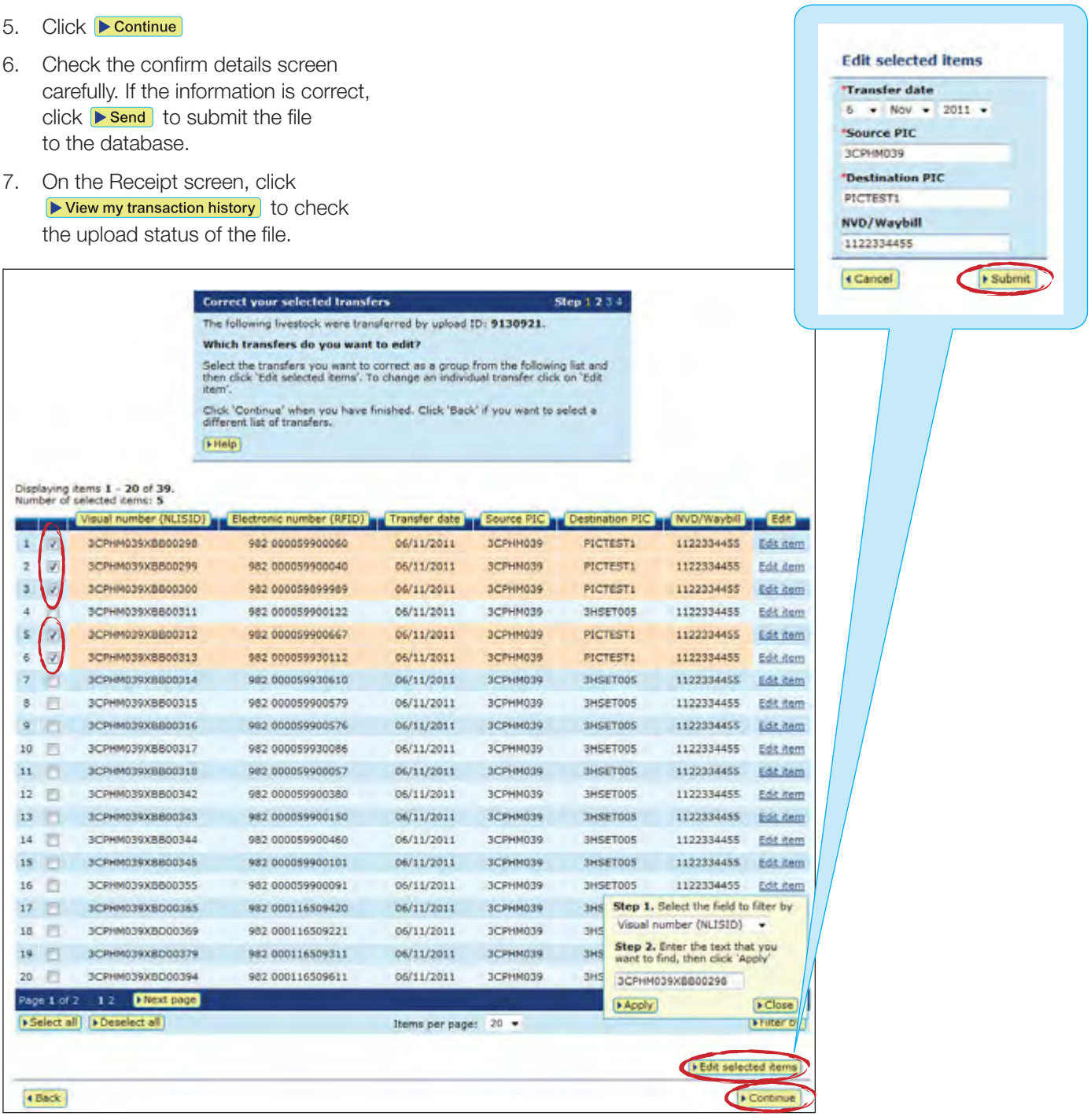


Edit multiple transfers in an upload (Edit selected items)

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.



Remove one or more transfers in an upload

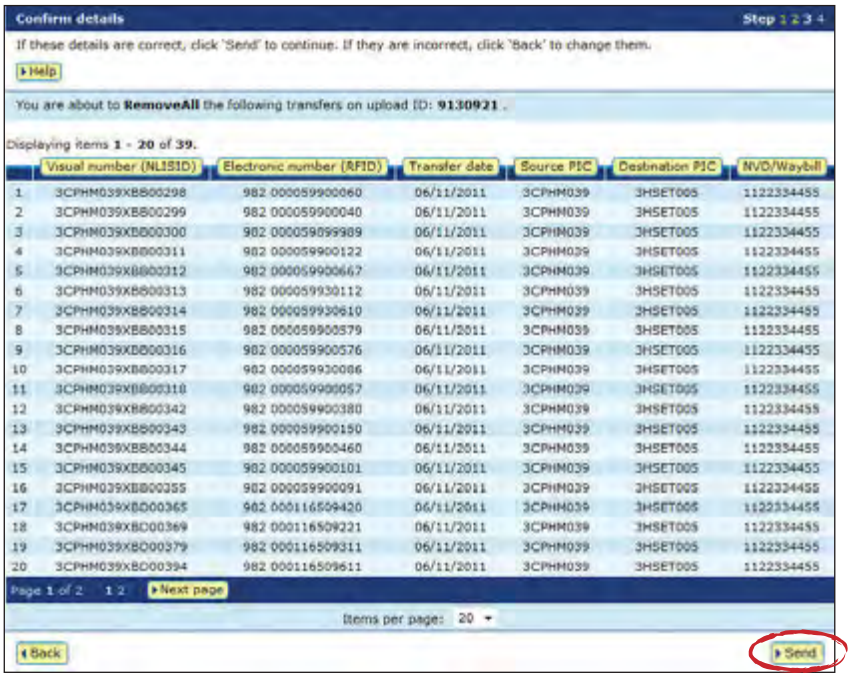
Use this method to remove *one or more devices* that have been previously transferred, for example if you included an incorrect device in a transfer.

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 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.



PIC reconciliation

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.

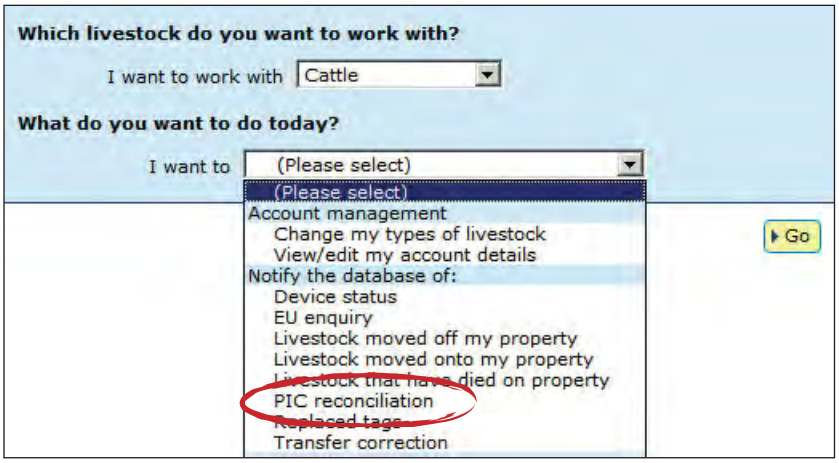
Before you start, create an electronic list of device numbers on your computer to submit to the database later. Include all devices attached to livestock on the PIC, and all devices purchased for the PIC, but not yet attached to animals. If you farm cattle and sheep with RFIDs, create a separate list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

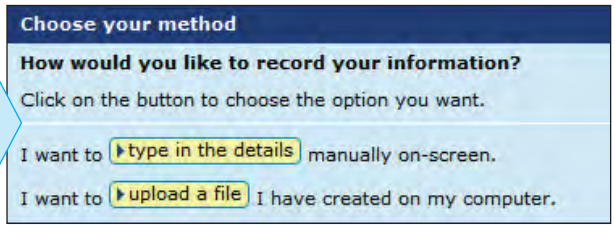
Instructions

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.



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.



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

Device status

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).

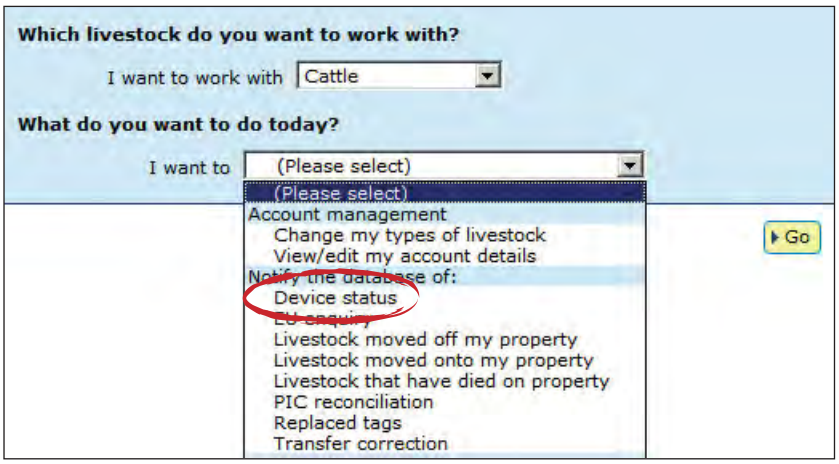
When you can't locate animals and don't know whether they died on the property or were sold	Assign a Device status of **IA** to devices you wish to make inactive, so that they are not included in your current holdings
When you find missing animals and wish to remove the IA status from their devices	Change 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.

Device status

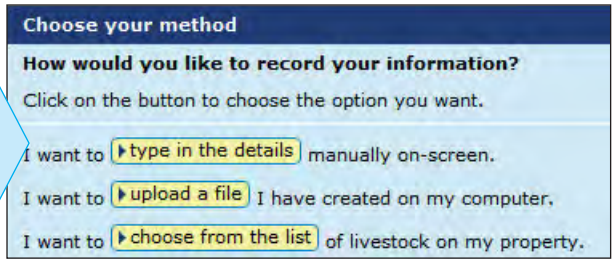
Instructions

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



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.



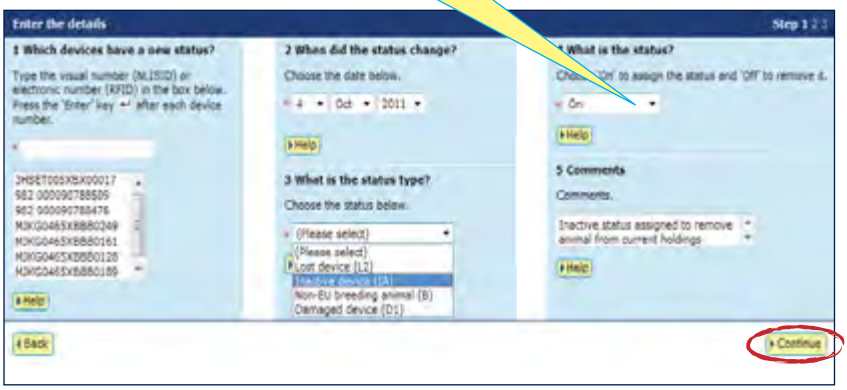
When **setting an Inactive (IA)** status, ensure you set the status to **ON** to assign the Inactive status correctly.

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.

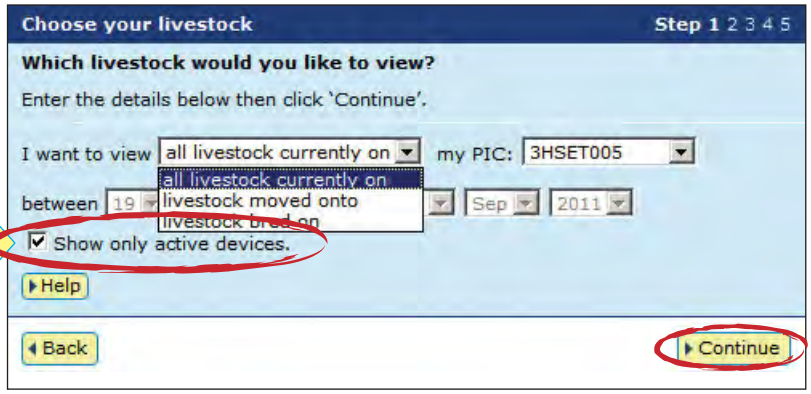


Choose from the list method

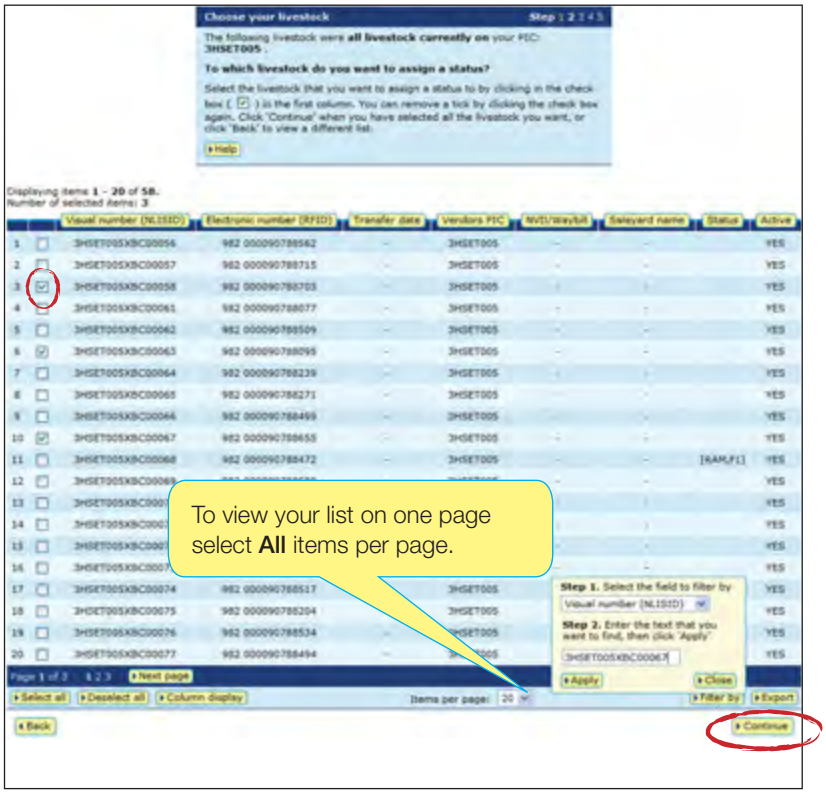
Use this method to choose the animals from a list and assign the same status to all of them.

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.

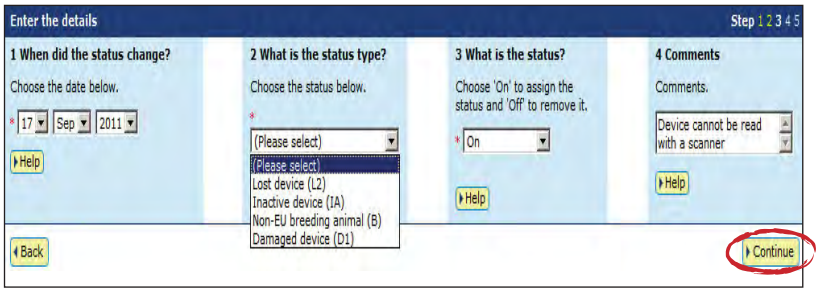


2. Select the appropriate PIC and click ▶ Continue to proceed.
3. Tick the boxes for all the animals that you wish to assign the same status.
4. Click ▶ Continue to proceed.



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.



Replaced tags

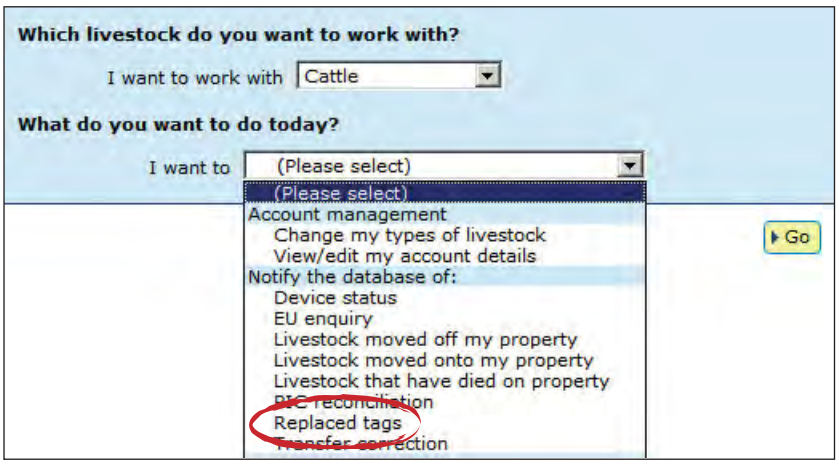
tech tip Replaced tags

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.

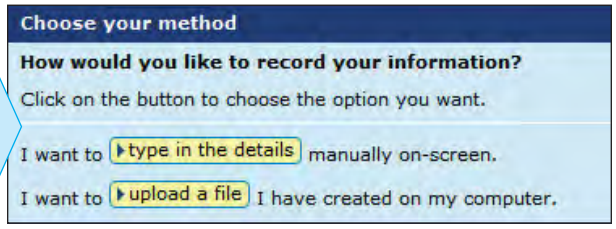


Instructions

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

The upload a file method allows you to record replacements for multiple devices.

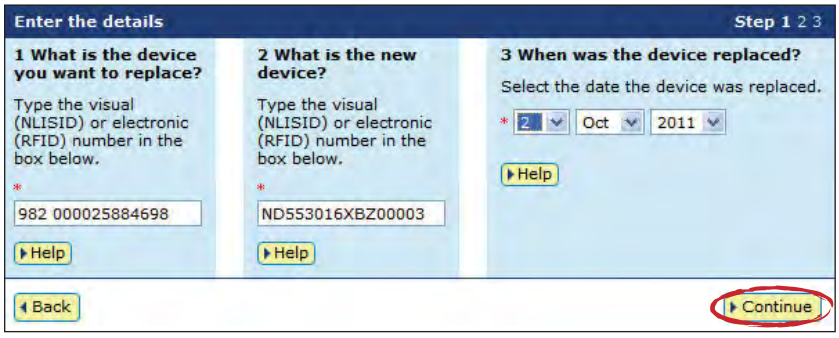
For more about this method, see **File format examples** at the back of this guide.



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.



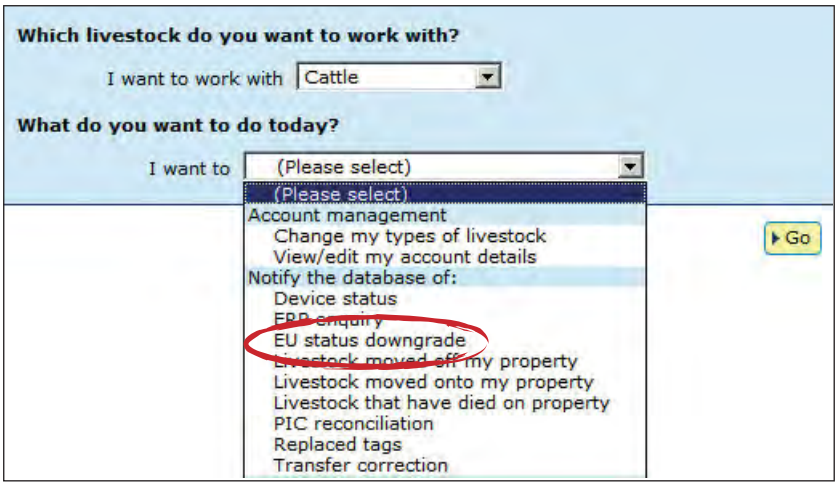
EU status downgrade (feedlots)

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.

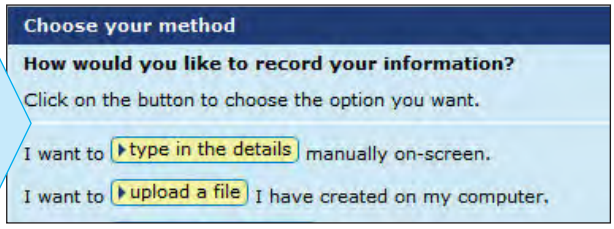
Instructions

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.



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

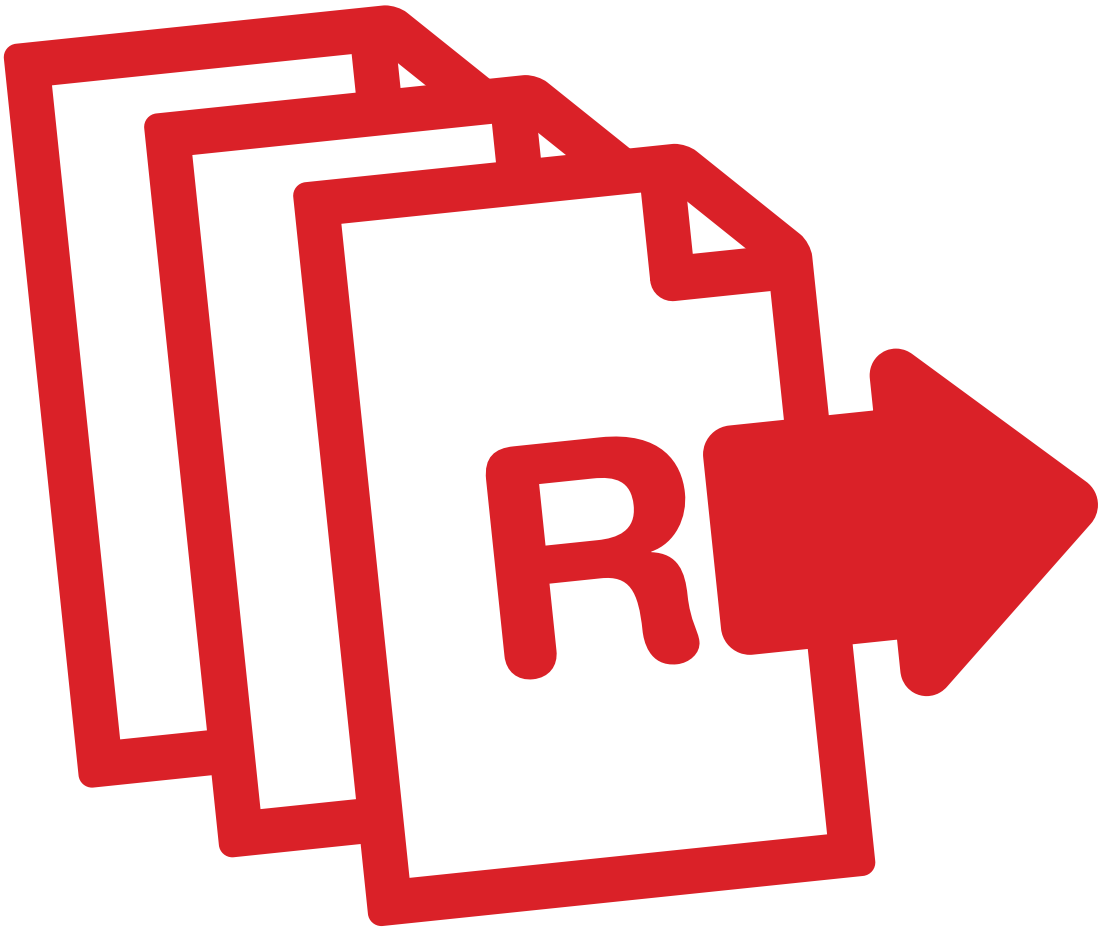
For more about this method, see **File format examples** at the back of the guide.



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.



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.

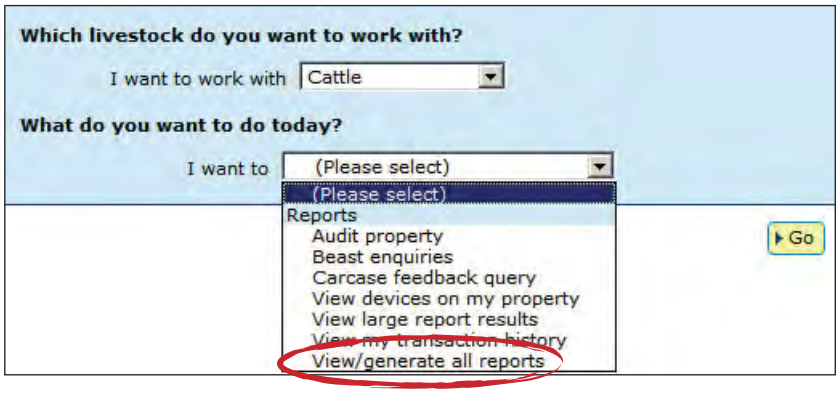
You can also filter your report results and export data to another file. This information can help you to manage your business more effectively.

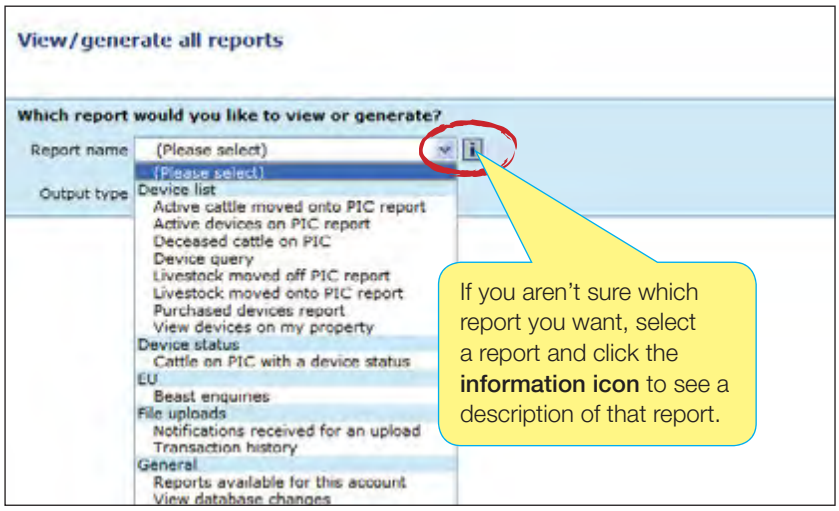
Reports

tech tip Filter report results | Export report data

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.



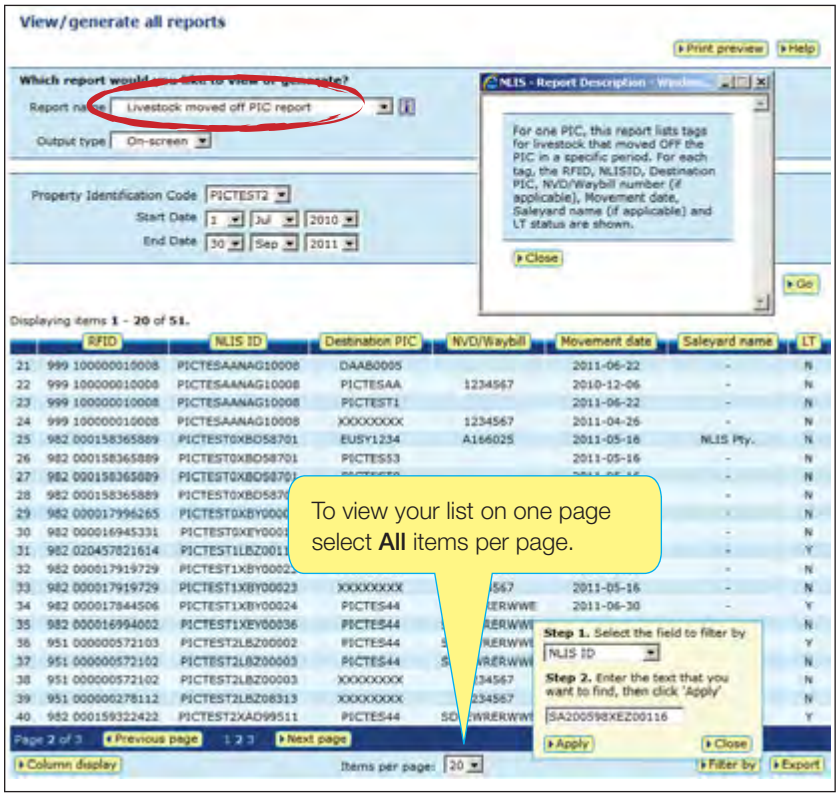


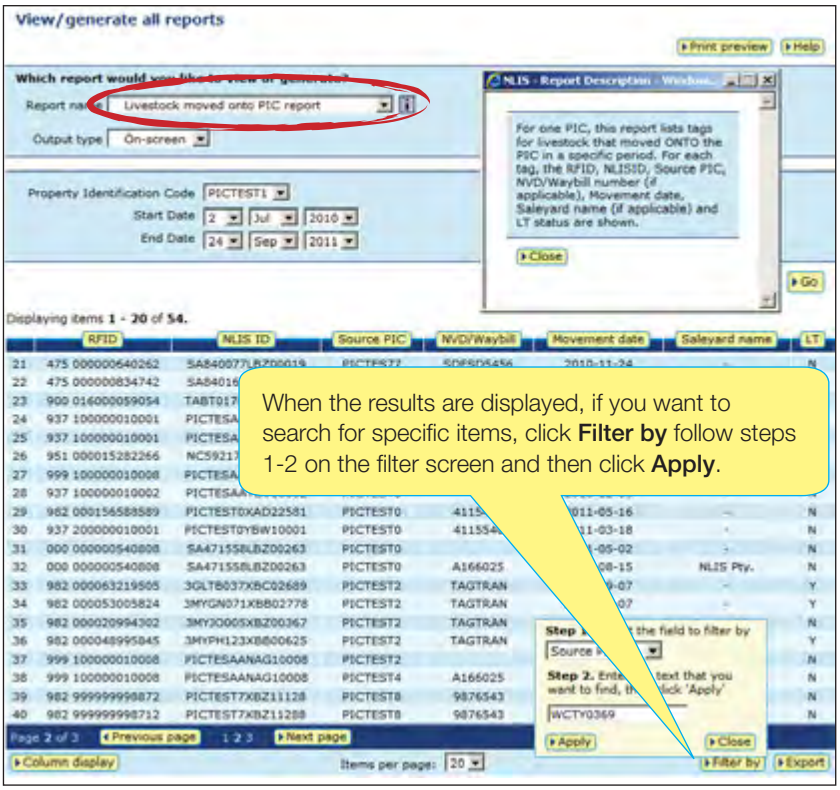
When you want to check movement details for a period	Run the **Livestock moved off/onto PIC reports**
When you are a producer and want a summary of transactions for a PIC	Run the **Audit property (producers and regulators)** report
When you want to check an animal's EU or LT status	Run the **Beast enquiries** 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





Audit property report (producers)

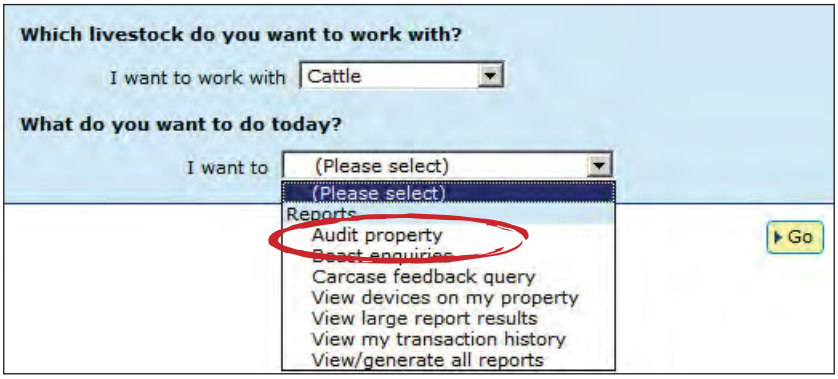
This report summarises all database transactions for a property in a specific period. Producers can run the report at any time, but once or twice a year is usually enough.

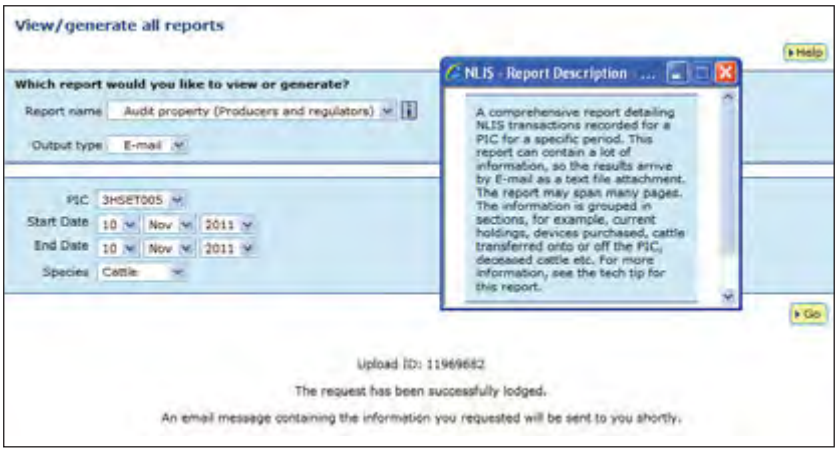
Producers may find the report helpful if they authorised someone else to record transactions on their behalf and want to check that the information recorded for their property is correct.

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.

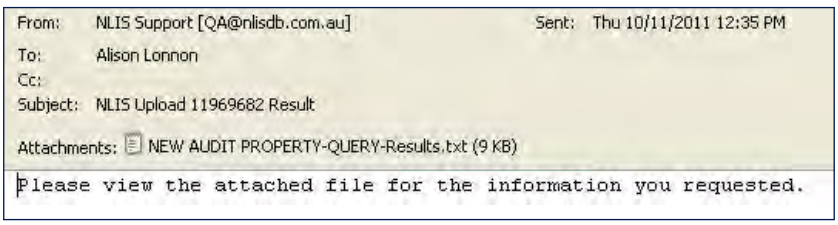
Instructions

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.





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.



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.

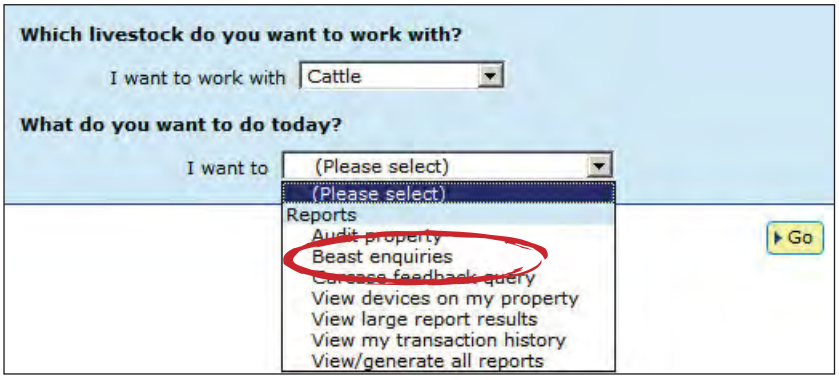
If a device is **currently registered** to a PIC linked to your account, the PIC, NLISID and RFID numbers and the EU and LT status will be displayed in the results.

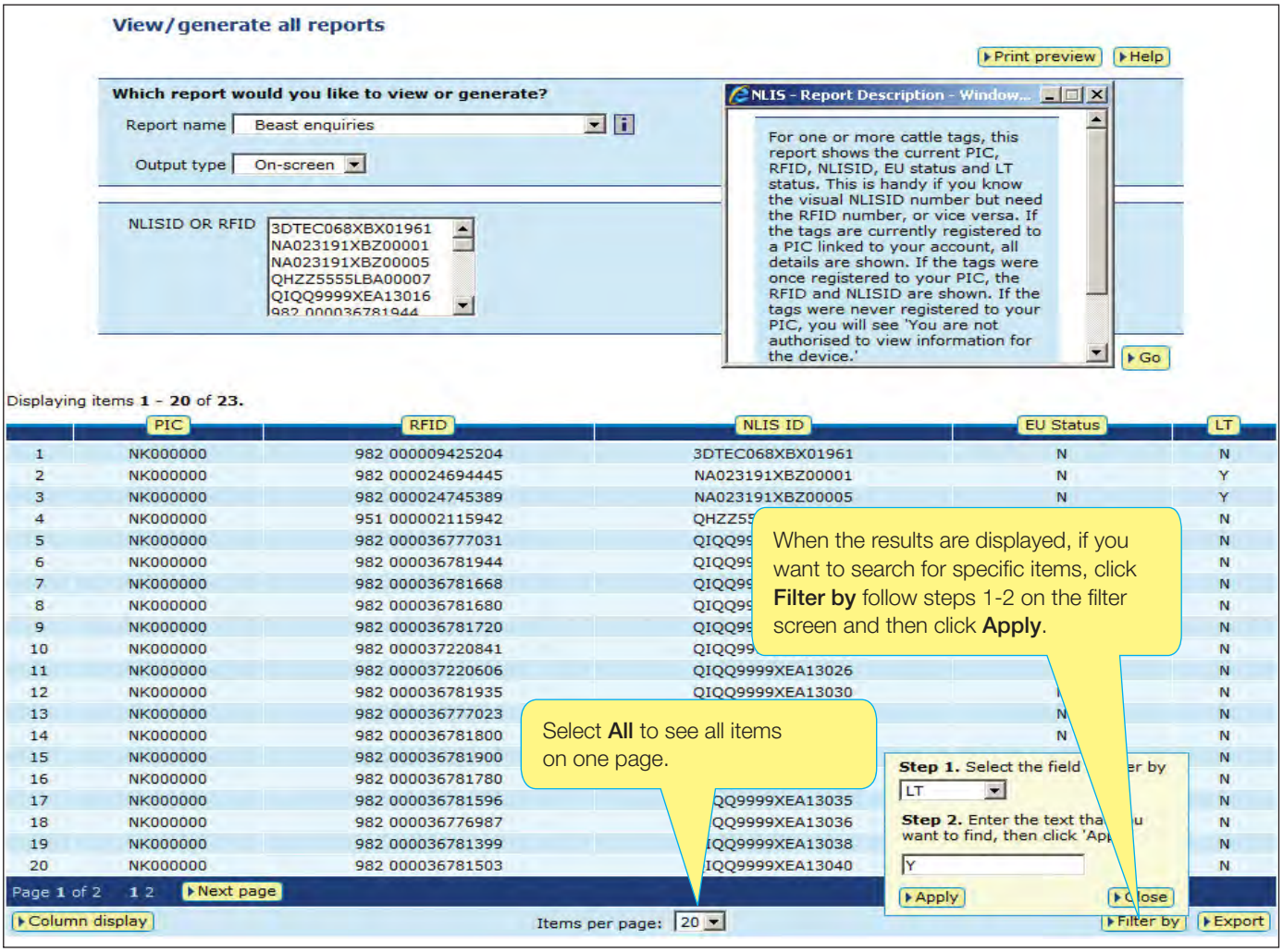
If the device was **previously registered** to the PIC, only the RFID and NLISID will be displayed.

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





ERP PIC status report

tech tip Check ERP PIC status

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.

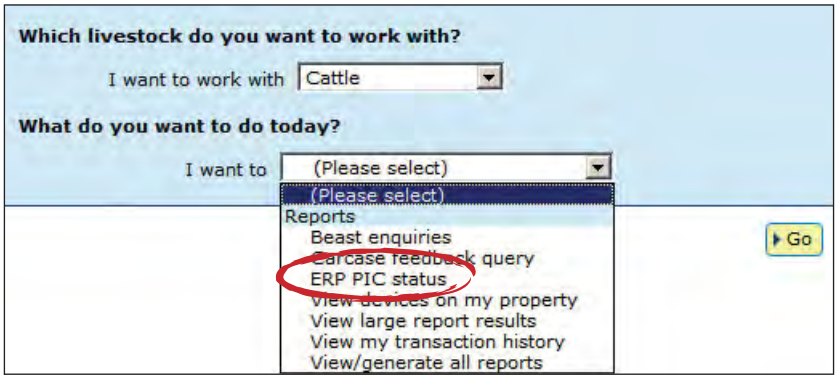
Results are only disclosed if the PIC is linked to the feedlot's account on the database.

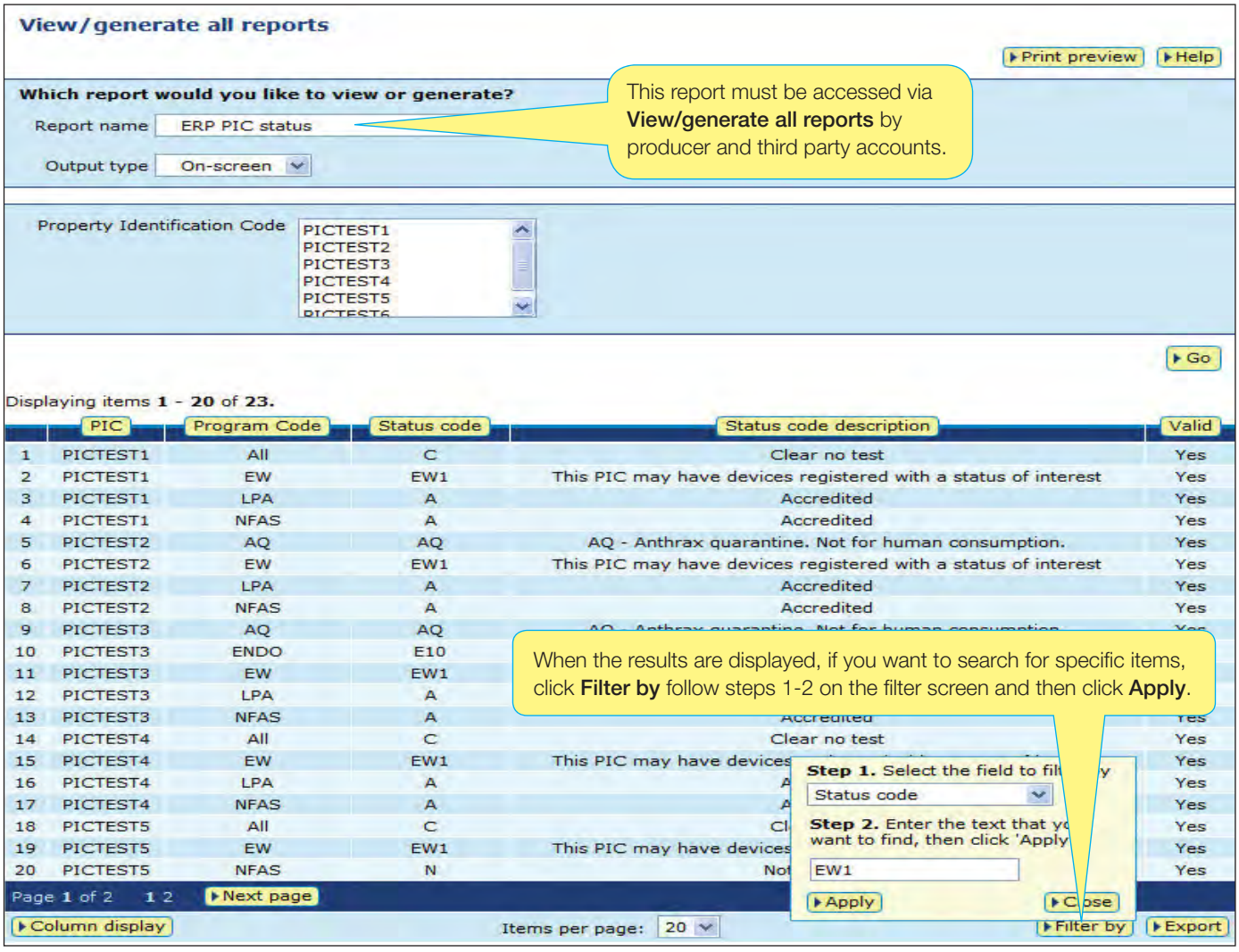
If the results indicate a risk, the feedlot must manage animals from those properties to contain the risk.

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



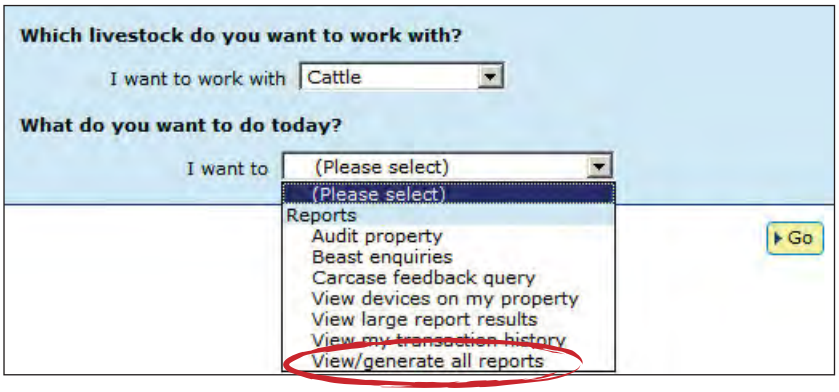


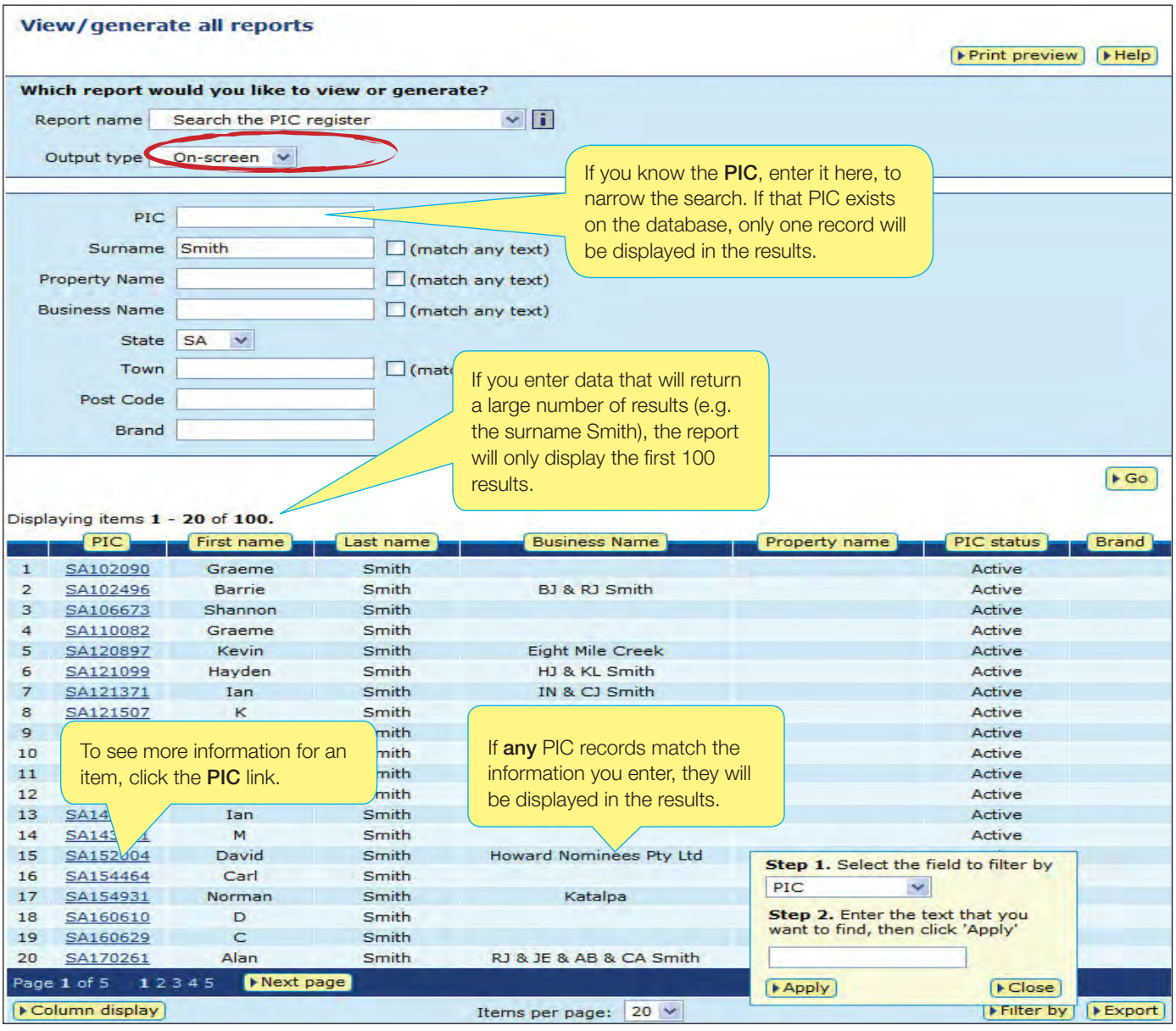
State and Territory NLIS authorities maintain their own property registration databases. This information is uploaded to the database automatically to create a centralised national PIC register. Use this report to search for contact details for a specific PIC, or for the PIC associated with a trading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





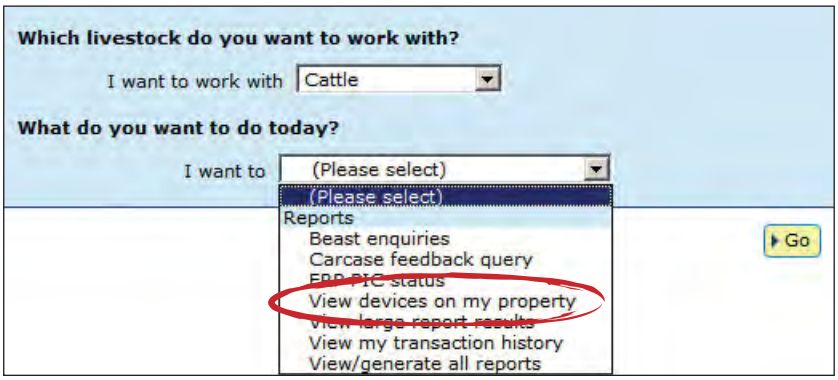
View devices on my property

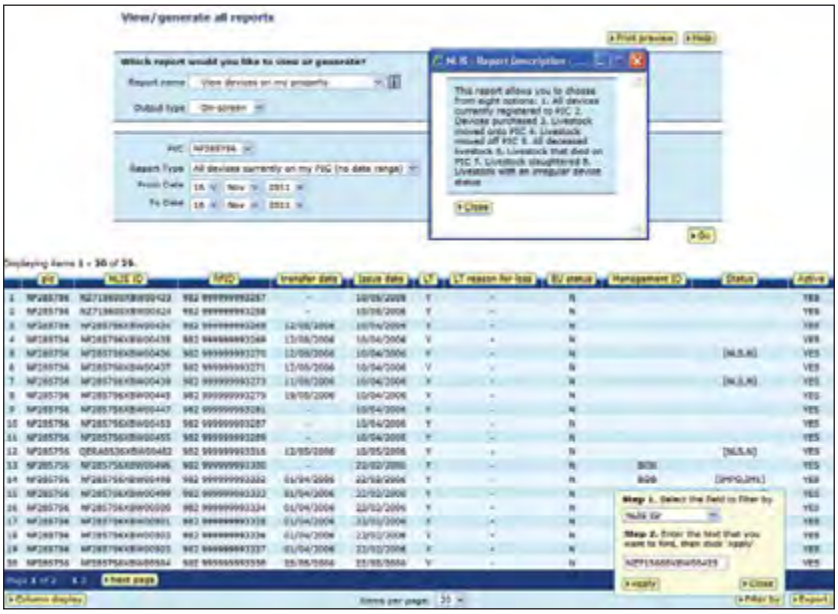
tech tip Device list reports

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



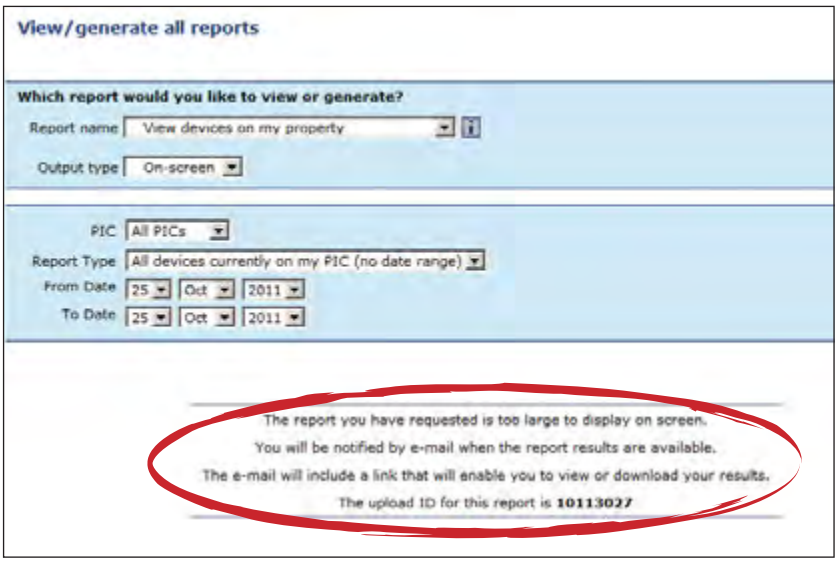


View large report results

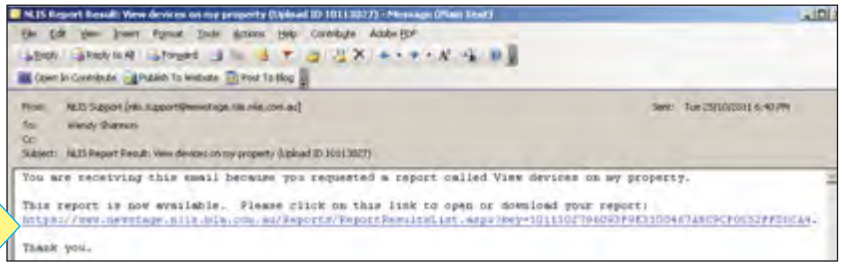
As some reports contain a lot of data, they may take a while to process.

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.



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



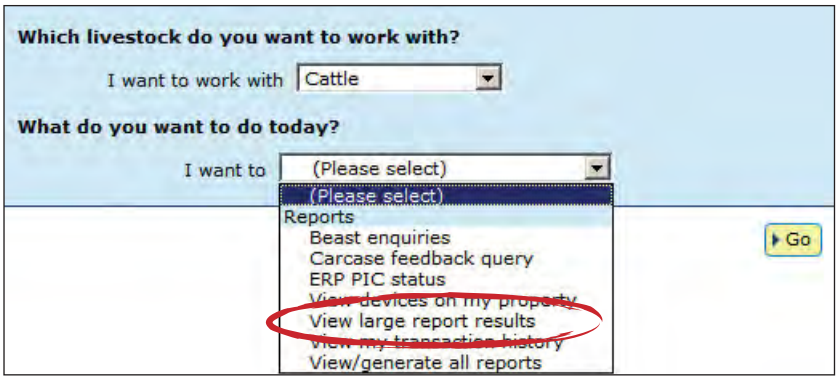
Access via homepage method

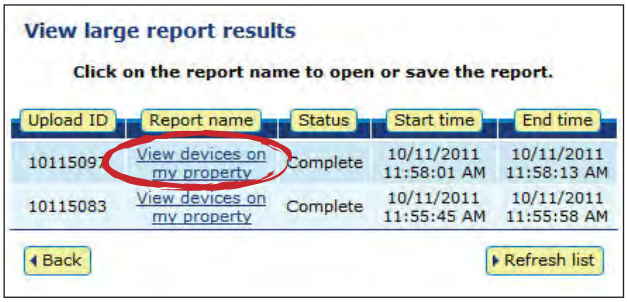
1. **Log in** to the database.
2. Select a **livestock type**.
3. Select **View large report results** and click ▶ Go
4. Click the link under Report name for the report you require.
5. On the File download dialog click either:

   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.



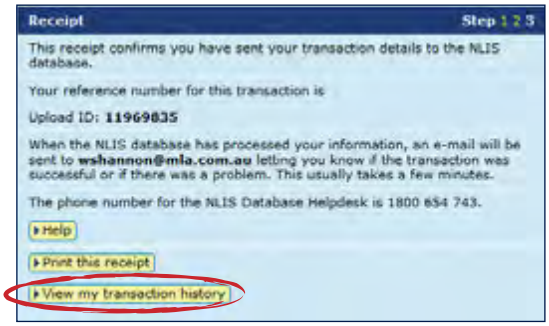


View my transaction history

tech tip Transaction history report | File upload status

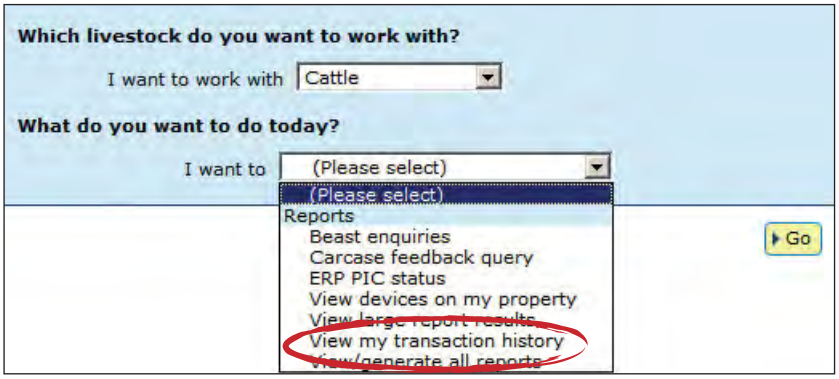
To check that your transactions were processed successfully, you should run this report after every database session. There are two ways to do this:

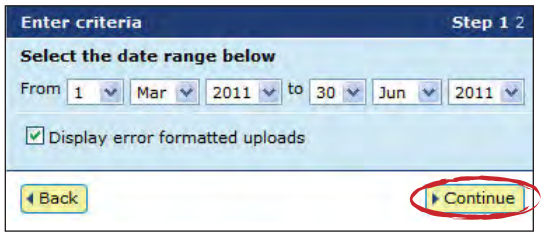
- Click the ▶ View my transaction history button on a transaction's Receipt screen (see right)
- Select this report from the homepage menu (see below)



Instructions

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





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.

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.

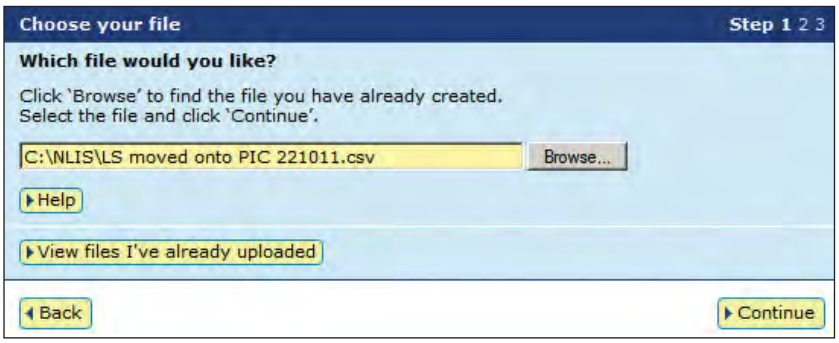
When creating a **Notepad file**, separate your fields with commas (no spaces).

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.



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
	NLISID/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)

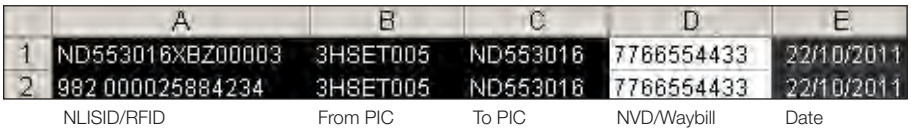
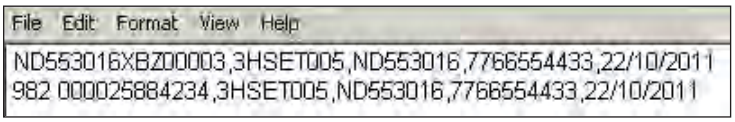
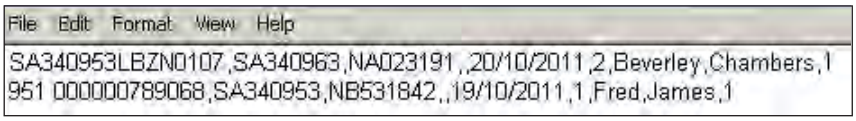
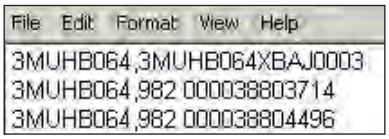
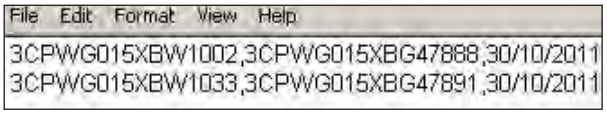
Excel: Use column A to enter tag numbers of the EUCAS cattle for which the automatic EU status of Yes has been changed to No.

	A
1	3CERL016XBX00042
2	982 000115099925
	NLISID/RFID

Notepad

```
File  Edit  Format  View  Help
3CERL016XBX00042
982 000115099925
```

File format examples

Transaction	Excel – save files in CSV (comma separated values) format. Notepad – save files in TXT (text) format
Livestock moved onto/off my property	**Excel:** Use columns A-E but if there is no NVD/Waybill, column D can be empty. Use a row for each animal.  NLISID/RFID · From PIC · To PIC · NVD/Waybill · Date **Notepad:** Notepad fields are in the same order as in the Excel file. 
Livestock moved NWA (third parties)	**Excel:** 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. NLISID/RFID · From PIC · To PIC · NVD/Waybill · Date Auth · (1,2,3) · Auth. Name · Always 1 **Notepad:** There is no NVD/Waybill in this example. Notepad fields are in the same order as in the Excel file. 
PIC reconciliation	**Excel:** 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. PIC · NLISID/RFID **Notepad:** Notepad fields are in the same order as in the Excel file. 
Replaced tags	**Excel:** 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. Old tag (NLISID/RFID) · New tag (NLISID/RFID) · Date replaced **Notepad:** Notepad fields are in the same order as in the Excel file. 

State/Territory NLIS authorities

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

Livestock Health and Pest Authorities (LHPA)

NLIS Helpline: 1300 720 405

W: www.dpi.nsw.gov.au/nlis

W: www.lhpa.org.au

E: 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

E: 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

E: 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

E: pirsa.nlisdatabasenotifications@sa.gov.au

Tasmania

Department of Primary Industries, Parks, Water & Environment

Biosecurity

T: 1300 368 550

W: www.dpipwe.tas.gov.au

E: andrea.howard@dpipwe.tas.gov.au

Victoria

Department of Primary Industries

Biosecurity Victoria, Animal Standards Branch

T: 1800 678 779

W: www.dpi.vic.gov.au

E: nlis.victoria@dpi.vic.gov.au

Western Australia

Department of Agriculture and Food

Livestock Biosecurity

T: (08) 9780 6100

W: www.agric.wa.gov.au

E: nlis@agric.wa.gov.au

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All information contained in this guide is current as of February 2013, though subject to change.

The devices shown in this guide do not indicate a preference on the part of NLIS Ltd for these specific devices. For more information about NLIS-accredited device manufacturers, please visit **www.nlis.com.au**

National Livestock Identification System Ltd

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MEAT & LIVESTOCK AUSTRALIA

NLIS Database Helpdesk

1800 654 743 (Option 1)
nlis.support@mla.com.au

NLIS operates a Database Helpdesk service from Monday-Friday, 8am-6pm (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 (Option 1)
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@aqis.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 (HGPs) at any time.

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

Australian Government
Department of Agriculture, Fisheries and Forestry

Collaborating partners of the database include:

ALFA
AUSTRALIAN LOT FEEDERS' ASSOCIATION

AMIC
Australian Meat Industry Council

Goat Industry Council of Australia inc.

SHEEPMEAT COUNCIL OF AUSTRALIA

safemeat

AnimalHealth AUSTRALIA