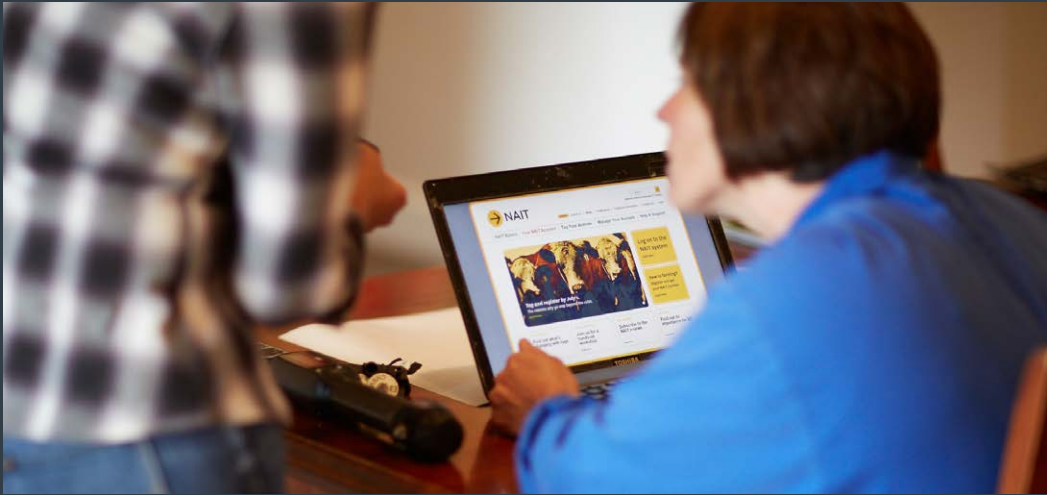




NAIT ONLINE SYSTEM NEW USER – QUICK START GUIDE



CONTENTS

| | |
|--------------------------------------|----|
| PICA Farmer Responsibilities | 3 |
| Logging on to the NAIT Online System | 5 |
| Navigating Your NAIT Account | 5 |
| Record a Receiving Movement | 9 |
| Register Your Animals | 13 |
| Update Your Account | 15 |
| Register a New NAIT Number | 15 |
| Purchase NAIT Approved RFID Tags | 15 |

THIS GUIDE IS INTENDED AS A QUICK START USER GUIDE FOR NEW PICAS

For a comprehensive NAIT online system user guide, please visit ospri.co.nz, or call **0800 482 463**




PICA FARMER RESPONSIBILITIES

As a registered PICA farmer, your key responsibilities are:


- Ensuring all the **locations you manage** where NAIT animals are kept are registered with NAIT.
- **Tagging and registering** NAIT animals (cattle and deer) under your management.
- **Recording and confirming movements** of NAIT animals to and from the location(s) you manage.
- Declaring on farm **deaths, losses, or live exports**.
- Keeping your NAIT account and contact information **up-to-date**.

Your NAIT number is your **location identifier** and links you, the PICA, to the animals you manage and the location at which they are kept.


NAIT ONLINE SYSTEM LOGIN PAGE




Welcome to the NAIT System




1 REGISTER WITH NAIT




2 REGISTER LOCATION



3 TAG, REGISTER ANIMALS



4 RECORD & CONFIRM



5 KEEP NAIT UP-TO-DATE

[Find out more about the NAIT programme](#)

Log on

User Name:

Password:

[Forgot your username?](#) [Forgot your password?](#) [Log on](#)

[New to NAIT? Register & create an account now!](#)

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YOUR PICA HOMEPAGE

Home

- ▶ [My Details](#) [?]
Maintain information related to your NAIT account
- ▶ [Register a new NAIT Number](#) [?]
Use this function to create a NAIT number.
- ▶ [View Reports](#) [?]
- ▶ [Register Animals](#) [?]
Use this function to register animals at your NAIT numbers
- ▶ [Import CSV File](#) [?]
Import animal registration or movement data in a CSV format
- ▶ [Create Movement](#) [?]
Create movement records to and from your NAIT numbers

Search for a NAIT Number

Show

Your Information Providers

Show

Your NAIT Numbers

12341924

Farm A

Role: PICA

0 registered animals

[Manage NAIT Activities](#)

LOGGING ON TO THE NAIT ONLINE SYSTEM

You can access the NAIT online system at animaltrace.nait.co.nz

Enter your username and password and click 'Log on' to access the NAIT number(s) for which you are the PICA.



If you registered with NAIT via the OSPRI contact centre, on first log in you will be prompted to set a new password, accept the terms of use, and confirm that your contact information is correct.

NAVIGATING YOUR NAIT ACCOUNT

YOUR PICA HOMEPAGE

Once you have logged in, you will be directed to your *PICA homepage*.

Here you will see:

- **Quick Links** at the top of the page – Here you can edit your details, register a new NAIT number, record movements, and register animals among other tasks.
- **Search for a NAIT Number** – This panel can be expanded to search for the NAIT number at another location.
- **Your Information Providers** – This panel can be expanded to display a list of information providers that you have given permission to act on your behalf.
- **Your NAIT numbers** – A list of NAIT numbers for which you are the assigned PICA or PICA delegate, and an overview of the number of registered animals at each location.
- **Manage NAIT activities** – Launch NAIT tasks for your NAIT number from your PICA homepage.
- **Look up Animal or Tag** on the right-hand side of the page – You can search for any NAIT RFID or visual ID tag number to identify animal information including movement history and registration details.

NAIT NUMBER PAGE

[Home](#)

12341924, Farm A

Movements

- ▶ [Create](#)
- ▶ [Action Required \(0\)](#)
- ▶ [Incomplete](#)
- ▶ [Complete](#)

Registered Animals

Tags

NAIT Number Details

View Reports

Registered Animals

▶ Register animals ?

Click here to register animals for this NAIT number.

▶ Import CSV file ?

This is the fastest way of registering or updating a large number of animals. You can use it to register animals, enter kill data or update registered animals details. To use this method you will need to prepare a file in a specified format.

Search for Animal Details ?

Quick find: Search for any animals containing these numbers/letters

[Search](#)

NAIT visual ID or RFID ?

or [upload file with tag details](#)

Or search and filter by

Animal Type

Gender

Status

Production Type

Tag Visual ID

Industry Code

Year Code (YY)

Sequence Number Range

Include animals recorded in a sending movement from this NAIT number

[More search options](#)

[Clear](#)

[▶ Search](#)

No animals could be found matching the provided search criteria.

NAVIGATING YOUR NAIT ACCOUNT CONT...

NAIT NUMBER PAGE

From your PICA homepage, you can **click on your NAIT number** to view details specific to the NAIT location. This is your *NAIT number page*.

The tabs on the left side of the page are as follows:

- **Movements**
 - **Create** sending or receiving movements.
 - View, confirm, or reject **Action Required** movements that are pending your review.
 - View and edit **Incomplete** movements you have created as received or sent from your NAIT number that are pending review by another PICA.
 - View and edit **Complete** movements received or sent from your NAIT number that have been confirmed by both PICAs, or recorded on your behalf by an accredited entity or information provider.
- **Registered animals** - View and search for animals registered at this NAIT location; Select animals to edit as dead, missing or exported; Select animals to create a sending movement; Record an RFID tag replacement for an animal; Register animals for this NAIT location.
- **Tags** - View a list of unused tags you have purchased for this NAIT location; Select tags to register animals at this location; Update tags that have been lost or damaged.
- **NAIT Number Details** - Update registered farm details for this location; Add and remove delegates and information providers; Deregister the NAIT number.
- **View Reports** - Launch reporting tools for your NAIT account. Reports can be exported to a spreadsheet for farm management purposes.

CREATE A RECEIVING MOVEMENT

Create Movement

Enter Receiving Movement Details

▶ You are receiving animals into


12341924, Farmer A, Farm A

▶ Enter NAIT Number or Event Number that you received animals from

or [Search for NAIT Number](#)
or [Search for Event Number](#)
or [Select one of the NAIT Numbers that you previously used](#)

e.g. 7887

▶ Enter date received



[Back](#)


Create Movement

Select Animals

Movement Details

| Received | From | To |
|------------|------------------------------|------------------------------|
| 01/08/2018 | 12341931, Farmer B Farm B | 12341924, Farmer A Farm A |

▶ How would you like to select the animal details for animals you are receiving?

- ▶ [Type in tag visual ID or RFID](#)
- ▶ [Upload a file with tag numbers](#) 
- ▶ [Create a movement for animal\(s\) exempt from tagging](#)

[Back](#)

RECORD A RECEIVING MOVEMENT

Now that you have registered as a PICA farmer, you will likely be receiving NAIT animals onto your property.

All movements of cattle and deer onto and off your NAIT location must be recorded in the NAIT online system within 48 hours. **This is a legal requirement.**

Livestock movements must be recorded in the NAIT online system by both the sending and receiving PICA. Once a movement has been recorded by one PICA, it will appear in the other PICA's account as an **action required movement** pending their confirmation or rejection.



When receiving NAIT animals, it is best practice to ensure the animals are tagged with a NAIT approved RFID tag and have been registered in the NAIT online system prior to moving.

TO CREATE A RECEIVING MOVEMENT:

1. From the quick links panel on your PICA homepage select 'Create movement'.
2. Select 'Receiving movement' to declare you have received animals at your location.
3. Enter the NAIT number at the location you have received animals from and the date of the movement. This information should be recorded on the ASD form you received with the animals.
4. Enter the RFID number for each individual animal you have either sent or received.

When creating a receiving movement, you can: Type in the visual ID or RFID number(s), upload a scan file of tag numbers, or create a movement for animals exempt from tagging (fallow deer and trophy stags).

MOVEMENT REQUIRING YOUR ACTION

Home

- ▶ [My Details](#) ?
Maintain information related to your NAIT account
- ▶ [Register a new NAIT Number](#) ?
Use this function to create a NAIT number.
- ▶ [View Reports](#) ?
- ▶ [Register Animals](#) ?
Use this function to register animals at your NAIT numbers
- ▶ [Import CSV File](#) ?
Import animal registration or movement data in a CSV format
- ▶ [Create Movement](#) ?
Create movement records to and from your NAIT numbers

Search for a NAIT Number

Show

Your Information Providers

Show

Your NAIT Numbers

12341924

Farm A

Role: PICA

0 registered animals

Manage NAIT Activities



1 movement requires your attention

View Movements

12341924, Farm A

Confirm Receiving Movement

Movement Details

| | | | |
|------------|------------------------------------|---|---------|
| Sent Date | From NAIT Number | Movement Created By | Status |
| 01/08/2018 | 4817,NAIT Farmer B UAT - Farm B | NAIT Contact Centre Created on: 20/08/2018 | Pending |

▶ Please confirm receipt of animals

Received date

01/08/2018



Confirm All

Reject All

Export

Add Animals

| NAIT Visual ID | RFID | Gender | Other Visual ID | Type | Date of Birth | Received |
|--|------------------|--------|-----------------|--------|---------------|---|
| ! 2 animal(s) pending confirmation. Details | | | | | | |
| 999-701508193375-9 | 999 701508193375 | M | | Cattle | 14/07/2010 | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 999-719252960280-9 | 999 719252960280 | M | | Cattle | 14/07/2010 | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Cancel

Save

RECORD A RECEIVING MOVEMENT CONT...

TO CONFIRM OR REJECT A RECEIVING MOVEMENT:

1. If you have outstanding action required movements, your PICA homepage will display a banner notifying you there is a movement that requires your attention.
2. To view a list of movements requiring action select 'View movements'.

Note: You can also access your action required movements from the action required tab on the left-hand side of your NAIT number page.

3. Select 'View and Confirm' next to the movement to display the full movement details.
4. If the details are correct, confirm the movement by selecting 'Confirm all' and then 'Save'.
5. If there are any discrepancies between the movement created by the sender and the animals you received, you have the option to either 'Reject all' or individually select which animals you would like to confirm or reject.



NOTE: *When animals leave your property, you must also record or confirm a sending movement in the NAIT online system within 48 hours of the movement. If you are sending animals to a NAIT accredited saleyard or meat processor, you do not need to record the movement.*

REGISTER A NAIT ANIMAL

Register Animals

Select Tags

▶ You are registering animals at
12341924, Farm A

▶ Which tags would you like to assign to animals you are registering

[Type In tag visual ID or RFID](#)
[Select from a list of tags you have purchased](#)
[Upload a file with tag numbers ?](#)

[Back](#)

Register Animals

Please provide animal details

▶ You are registering animals at
12341924, Farm A

▶ Please enter animals' details

The following details will apply to 2 animal registrations created for the tags selected

Animal* Cattle Deer

Breed

Age Years Months

Production Type*

Gender Male Female

Birth Date* or Unknown

NAIT Number of Birthplace* or Unknown or [Search for a NAIT Number](#)

Import Date* **Not Imported** [Change](#)

[Back](#)

REGISTER YOUR ANIMALS

All animals born on your property must be tagged with a NAIT approved RFID tag within 6 months of birth or before their first off farm movement, whichever comes first.

Registration of your animals is not automatic. Once you have tagged NAIT animals, you must register the animals in the NAIT online system. **Tagging and registering NAIT animals is a legal requirement.**



As a new PICA, if there are any animals at your location not tagged with a NAIT approved RFID tag, you will need to tag and register the animals as soon as practicable. If the details are available to you, a receiving movement should be recorded so that the animals can be traced back to the property they were moved from.

TO REGISTER A NAIT ANIMAL:

1. From the quick links on your PICA homepage, select 'Register Animals'.

Note: You can also access this link from the 'registered animals' tab on your NAIT number screen.

2. Select a method for entering the tag numbers you have used.

You can register more than one animal at a time, however grouped animal registrations must have the same month and year of birth and be born at the same location.

3. Enter animal details.

Note: It is a requirement that you enter the animal and production type, month and year of birth, and location of birth.

4. Select 'Register'.



TIP: *If you do not have an RFID tag reader, make a note of the NAIT tag visual ID numbers while tagging. This way, you can easily identify the tags in the list of tags you have purchased.*



UPDATE YOUR ACCOUNT

It is a **legal requirement** to keep your NAIT details up-to-date; it is important we are able to contact you in the event of an animal disease response.

TO CHANGE YOUR PERSONAL DETAILS:

1. Select *'My Details'* from your PICA homepage.
2. Edit your contact information, and save.

If you have moved farms, you cannot keep your NAIT number with you. You will need to register a new NAIT number or apply to have an existing NAIT number at the location assigned to you.

REGISTER A NEW NAIT NUMBER

If you are the PICA on multiple locations located within a 10km radius, you can register the properties as the same NAIT location, i.e. they can use the same NAIT number. However, if any of your farming locations fall outside of the 10km radius you will need to register a separate NAIT number for each NAIT location.

It is best practice that herds managed separately have their own NAIT number. This way we can better trace and contain any disease outbreaks that may occur.

TO REGISTER A NEW NAIT NUMBER WHERE YOU ARE THE PICA:

1. Select *'Register a new NAIT Number'* from your PICA homepage.
2. Select your farm location.
3. Enter details about the location, e.g. primary farming practice and details of animals at the location.

You can use the same PICA account for all of your NAIT numbers.

PURCHASE NAIT APPROVED RFID TAGS

There are several NAIT approved RFID tag manufacturers in NZ. Tags can be purchased through your local farm supply store, vet, or artificial breeding provider. For more information or to find an accredited tag manufacturer, visit **ospri.co.nz**.



NEED HELP?

For more information on the NAIT programme visit:

ospri.co.nz

or call:

0800 482 463

Our team are available Monday-Friday 7am – 6pm.

We can assist with:

- ✓ Registering or changing PICA details or the details of delegates nominated by the PICA.
- ✓ Registering a NAIT location (premises).
- ✓ NAIT requirements when moving farms.
- ✓ Information on tagging livestock, or replacement tagging procedures.
- ✓ Registering animals.
- ✓ Recording animal movements.
- ✓ Updating your NAIT account information.
- ✓ Providing information on approved NAIT accredited entities and Information Providers.