

NAIT SYSTEM USER GUIDE





CONTENTS

Registering animals	4
Sending animals off-farm - Creating a sending movement - Confirming a sending movement	8 8 13
Receiving animals on-farm - Confirming a receiving movement - using the email notification - Confirming a receiving movement - in the NAIT system - Creating a receiving movement	15 15 16 18
Updating animal details - Editing animal details - Recording a death - Recording a missing animal - Deregister an animal - Replacing a tag	21 22 23 23 24 24
Updating your personal details	26
Using a scanner - Uploading a CSV file - Uploading a tag number file	27 27 28
Frequently asked questions	30

REGISTERING ANIMALS

Registering your animals is the next step after they've been tagged - do this as soon as you can. It's easy to forget, but a crucial step as it activates the animal's tag in the NAIT system and distinguishes tags sitting in the shed from tags that are actually in animals. This is important for disease control and enables you to keep track of your animals accurately.

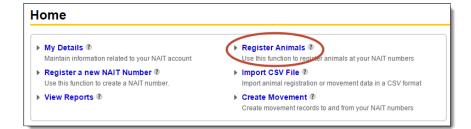
Remember to write down the tag numbers you're using before putting them in animals or use a Radio Frequency Identification Device (RFID) scanner to upload the numbers straight into the system. It's easier if you buy birth tags that come packaged in sequence.

BEFORE YOU START

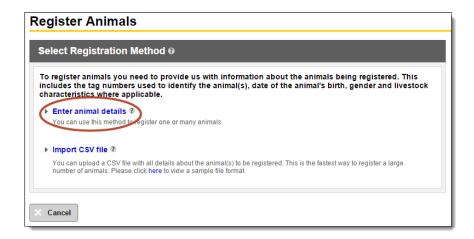
Before you log in to the NAIT system, make sure you know the following information for each animal you're registering:

- NAIT tag number (either visual ID or RFID)
- Animal type
- Production type
- Animal date of birth (optional)
- NAIT number of birthplace (optional)

1. Log in to your NAIT account and select 'register animals'.



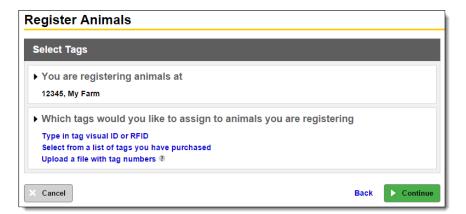
2. Select 'enter animal details'.



3. Then choose how you want to enter the tag numbers for the animals.

There are three ways:

- Type in a tag visual ID or RFID
- Select from a list of tags you have purchased
- Upload a file with tag numbers



a. Type in tag visual ID or RFID

This method is suitable if you are only registering a few animals. It requires you to type in the numbers manually.

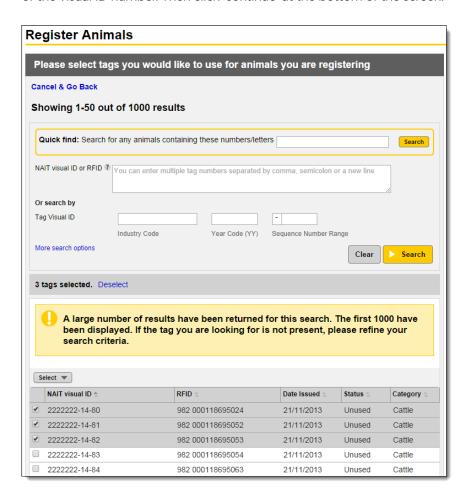
Type in the tag RFID number or the visual ID (the number printed on the outside of the tag). Then click 'continue'. To register more than one animal at a time, enter a comma between the numbers or push 'enter' to drop down a line.



b. Select from a list of tags you have purchased

This is the easiest method when you are registering a few animals. It allows you to select the tags you are activating from a list of tags that you've purchased but not used yet. These will have been loaded to your account by the tag manufacturer.

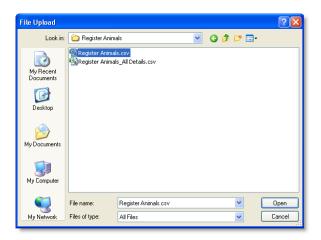
Choose the tags you want to activate by clicking the check box to the left of the visual ID number. Then click 'continue' at the bottom of the screen.



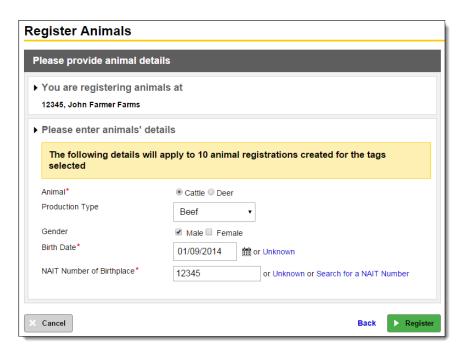
c. Upload a file with tag numbers

This method is suited to those using an RFID scanner to read the tags. This allows you to download a file from your scanner and upload it directly to the NAIT system. The file can only include tag numbers, and all animals in the file need to have the same details (e.g. animal type, gender). To register animals with different details, you will need multiple files. This means you would need to scan males and females separately.

Find the file saved on your computer and click 'open'. The file will then automatically upload to the NAIT system.



4. Now enter the details of the animals you're registering. This will apply to the whole group of animals. If you don't know the birth date or NAIT number of birth place, click 'unknown'.



SENDING ANIMALS OFF-FARM

Whenever an animal moves off your property you need to create a sending movement in NAIT, within two days. This includes private sales as well as short-term movements like grazing, mating and events. Under OSPRI's TBfree programme, you also need to complete an animal status declaration (ASD) form for each movement.

Exceptions: If you send animals to a NAIT accredited saleyard or meat processor, they will record the movement on your behalf.

Usually you will record the sending movement first, then the receiver can just confirm the arrival of the animals. However, the receiver can record the movement before you. In this case you will be prompted to confirm the sending movement.

CREATING A SENDING MOVEMENT

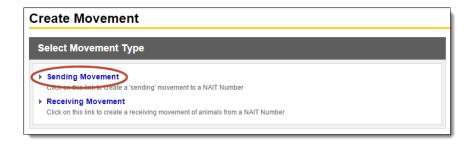
Before you start

Before you log in to the NAIT system, make sure you have the following information for the animal movement:

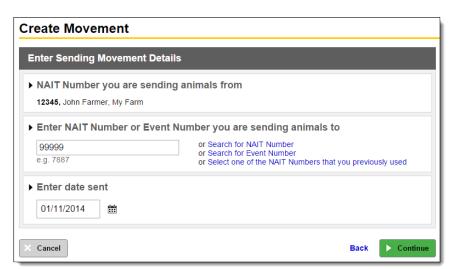
- NAIT number for the property the animals are moving to (you can search for this in the NAIT system)
- Date of the movement
- Tag numbers for the animals moving
- 1. Log in to your NAIT account and select 'create movement'.



2. Select 'sending movement'.



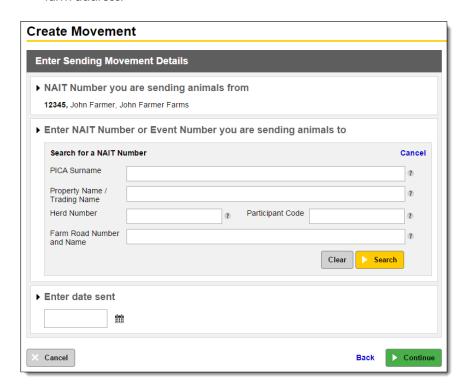
3. Enter the NAIT number for where you're sending animals and the date they were sent (can be up to four days in advance). Click 'continue'.



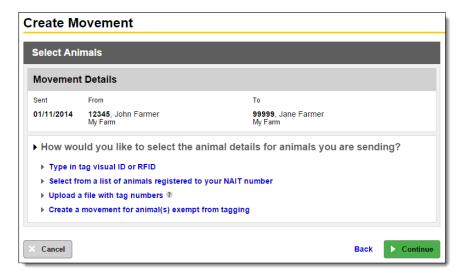
How to search for a NAIT number

If you don't know the other person's NAIT number, you can search for it. Click 'search for NAIT number', then enter the details you do know about that person. You'll need to enter at least two pieces of information. This could be their:

- surname
- property name / trading name
- herd number
- participant code, or
- farm address.



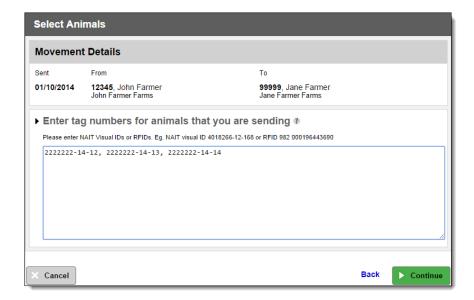
4. Then choose how you want to enter the tag numbers for the animals.



a. Type in tag visual ID or RFID

This method is suitable if you are only moving a few animals. You need to type in each number manually.

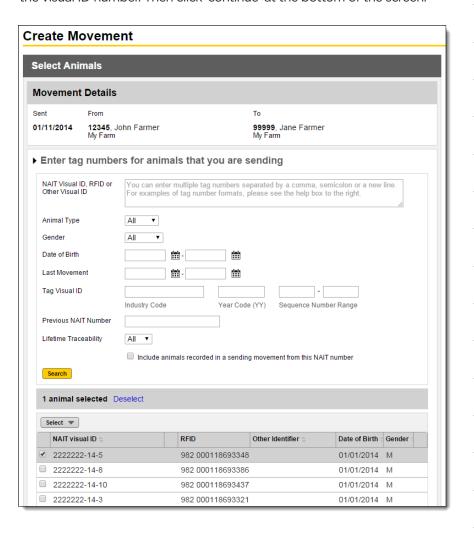
Once you've typed in the tag RFID number or the visual ID (the number printed on the outside of the tag), click 'continue'. To move more than one animal at a time, enter a comma between the numbers.



b. Select from a list of your registered animals

This is the easiest method when you are moving a few animals. It allows you to select the tags of the animals you're moving from a list of your registered animals.

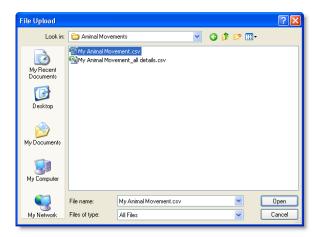
Choose the animals you're moving by clicking the check box to the left of the visual ID number. Then click 'continue' at the bottom of the screen.

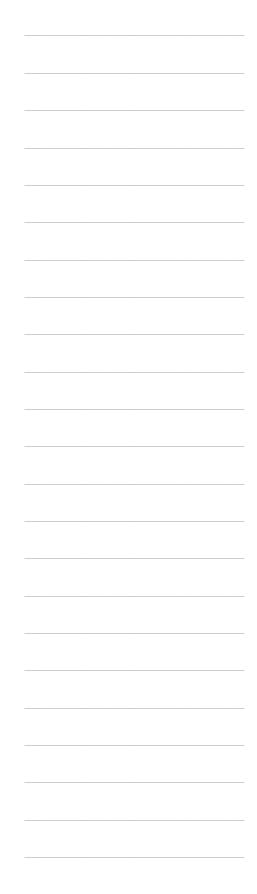


c. Upload a file with tag numbers

This method needs an electronic scanner to read the tags. It allows you to download a file from your scanner and upload it automatically into the NAIT system. The file can only include tag numbers.

Find the file on your computer and click 'open'. The file will then automatically upload to the NAIT system.





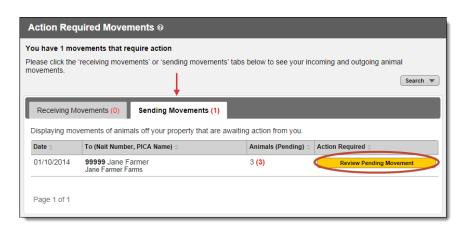
CONFIRMING A SENDING MOVEMENT

If the receiver of the animals records the movement before you do, you will be prompted to confirm the sending movement.

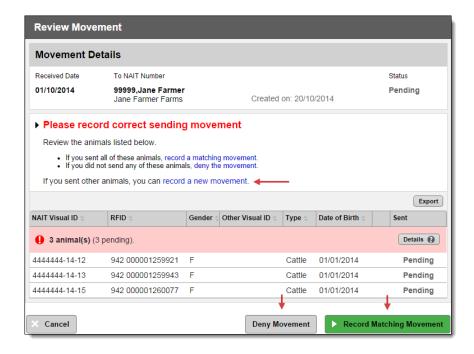
1. Log in to your NAIT account. You will see that you have a movement requiring your attention. Click 'view movement'.



2. Click on the 'sending movement' tab, then 'review pending movement'.



- 3. Check the details of the animals recorded as being received from your NAIT number.
- If the details are correct, record a matching movement by clicking
 the green button at the bottom right of your screen. This will record
 a movement for all of the animals, and will pre-populate the date sent
 and NAIT number sent to. This movement will now appear in your
 complete movement folder.
- If you did not send these animals, deny the movement by clicking the grey button at the bottom right of your screen. This movement will now appear in your incomplete movement folder until the receiver deletes or changes their movement record.
- If you only sent some of the animals in the movement, you will need to create a new sending movement using just the relevant tag numbers.
 You will find a link to 'record a new movement' in the middle of your screen



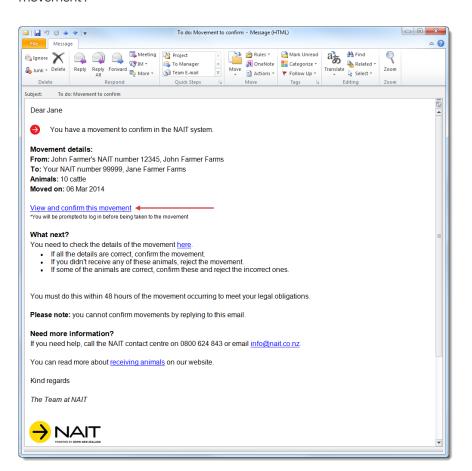
RECEIVING ANIMALS ON-FARM

Whenever an animal moves on to your property you need to record this movement with NAIT, within two days. This includes private sales, and animals from a saleyard, as well as animals returning from short-term movements like grazing, mating and events (e.g. A&P shows.).

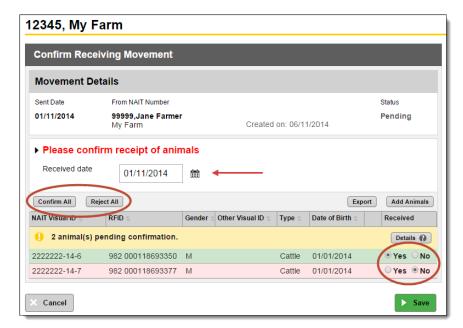
Usually the sender of the animals will record the movement to you and all you need to do is check the details and confirm it if they're correct. In some situations, the sender may not have recorded the movement to you. In this case you will need to create a receiving movement - you can do this before the sender has recorded anything.

CONFIRMING A RECEIVING MOVEMENT - USING THE EMAIL NOTIFICATION

- 1. Open the NAIT email notification about the movement. It will have the subject line 'To do: Movement to confirm'.
- 2. Click the blue link in the email that says 'view and confirm this movement'.



- 3. You will be asked to log in to your NAIT account first, then you'll be taken straight to the relevant movement. There you can check which animals are included in the movement and that the recorded date is correct.
- If all the details are correct, confirm the movement by clicking 'confirm
- If you didn't receive any of the animals, reject the movement by clicking 'reject all'.
- If some of the animals are correct, confirm these and reject the incorrect ones individually by clicking 'yes/no' next to each animal listed.



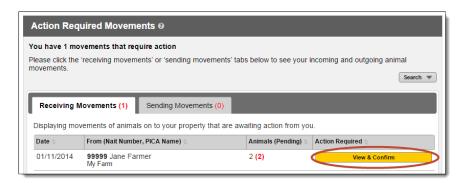
4. Click 'save' to record the movement.

CONFIRMING A RECEIVING MOVEMENT - IN THE NAIT SYSTEM

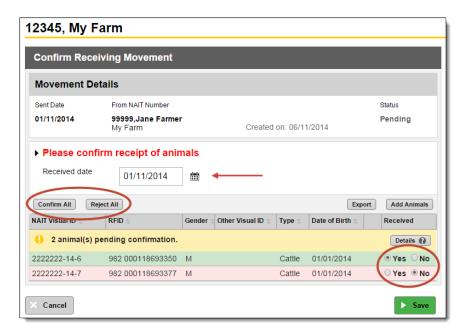
1. Log in to your NAIT account. You will see that you have a movement requiring your attention. Click 'view movement'.



2. You will be taken to a list of your action required movements. Click 'view & confirm' next to the relevant movement.



- 3. Check which animals are in the movement and that the recorded date is correct.
- If all the details are correct, confirm the movement by clicking 'confirm all'.
- If you didn't receive any of the animals, reject the movement by clicking 'reject all'.
- If some of the animals are correct, confirm these and reject the incorrect ones by clicking 'yes/no' next to each animal listed.



4. Click 'save' to record the movement.

CREATING A RECEIVING MOVEMENT

If the person sending you the animals hasn't recorded the movement to you, you need to create a receiving movement. You can do this before the sender has recorded anything.

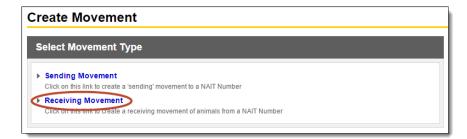
Before you start

Before you log in to the NAIT system, make sure you have the following information for the animal movement:

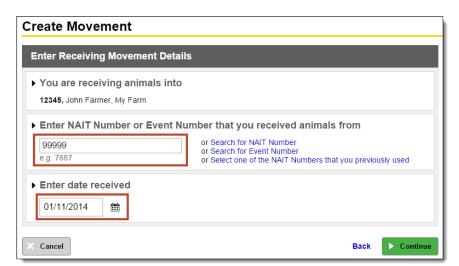
- NAIT number for the property the animals came from
- Date of the movement
- Tag numbers for the animals you received
- 1. Log in to your NAIT account and select 'create movement'.



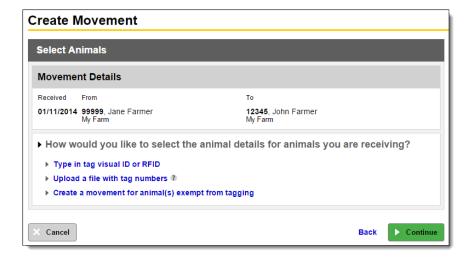
2. Click 'receiving movement'.



3. Enter the NAIT number of the person sending you the animals (you can search for this in the NAIT system) and the date you received them. Click 'continue'.



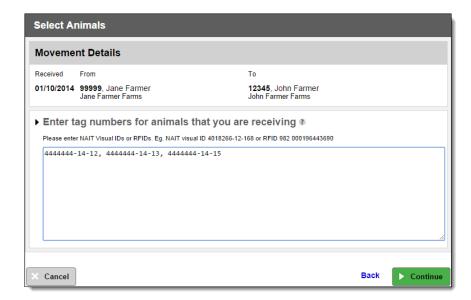
4. Then choose how you want to enter the tag numbers for the animals.



a. Type in tag visual ID or RFID

This method is suitable if you are only moving a few animals. It requires you to type in the numbers manually.

Type in the tag RFID number or the visual ID (the number printed on the outside of the tag). Then click 'continue'. To move more than one animal at a time, enter a comma between the numbers or push 'enter' to drop down a line.



b. Upload a file with tag numbers

This method is suited to those using an electronic scanner to read their tags. This allows you to download a file from your scanner and upload it to the NAIT system. The file can only include tag numbers.

Browse to the file on your computer and click 'open'. The file will then be uploaded to the NAIT system.

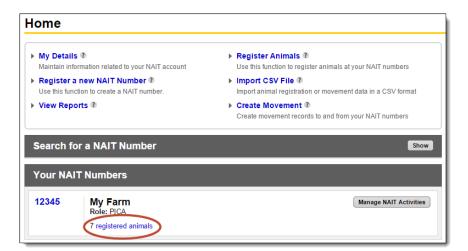


UPDATING ANIMAL DETAILS

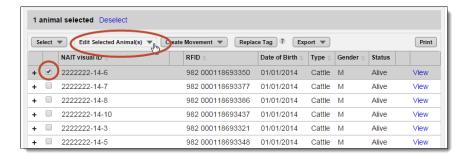
In some situations you may need to update the details of your animal. This includes when the animal goes missing or dies on your farm either unexpectedly or for homekill. You can add or edit the following information:

- Add another visual tag number or animal name to make it easier for you to identify the animal in the system
- Production type
- Gender
- Birth date
- NAIT number of birthplace

1. Log in to your NAIT account and click on your 'registered animals' link.



2. Select the animals you want to update by clicking the check box to the left of the visual ID number. Then click 'edit selected animals'. Only select more than one animal if the details you are changing will be the same.

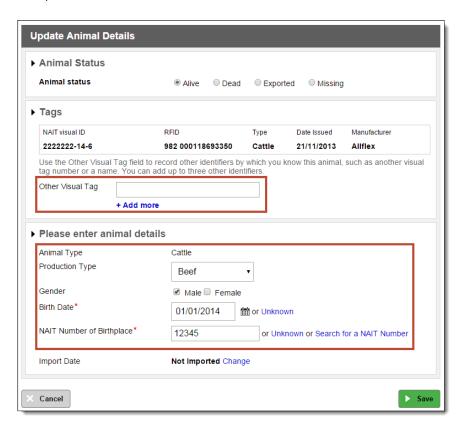


- 3. Now you can choose how you want to update the animal:
- Edit their details
- Update their status to dead
- Update their status to missing
- Update their status to exported (only used by ports)
- Deregister the animal (only if registered by mistake)



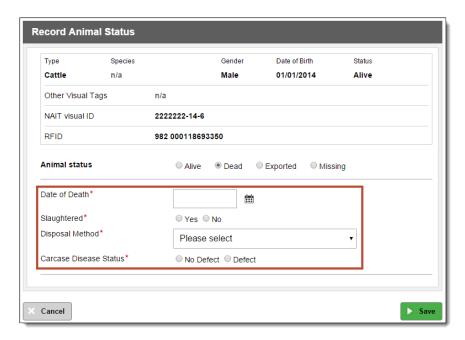
a. Edit animal details

Add or edit the other visual tags (you can put an animal name here), or edit the animal's production type, gender, birth date or NAIT number of birthplace. Click 'save'.



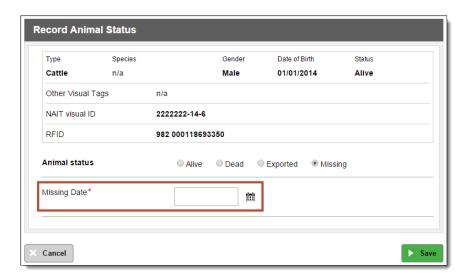
b. Update status to dead

Enter the date of death, whether they were slaughtered or not, the disposal method and the carcase disease status. Click 'save'.



c. Update status to missing

Enter the missing date. Click 'save'. Remember to update the animal to 'found' if it returns to your property.



d. Deregister the animal

Only deregister an animal if they were registered by mistake. This will remove them from your account, and their tag will revert back to an unused status.



REPLACING A TAG

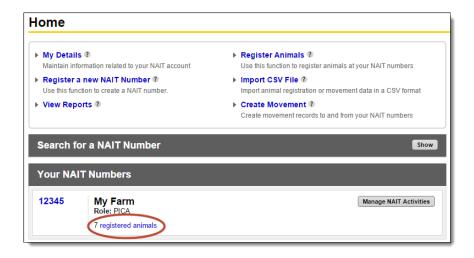
You may need to replace an animal's NAIT RFID tag if it gets lost or damaged, or you want to change from FDX to HDX tags.

- 1. If you need to remove an existing tag in the animal, because it's damaged or you're upgrading your tag type, you need to ask NAIT first. Call us on 0800 624 843. It is illegal to remove NAIT RFID tags without permission.
- 2. Re-tag the animal, taking note of both the old tag number (if a damaged tag or you're upgrading your tag type) and the new tag number.

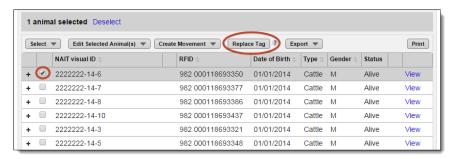
If you do not know the original tag number when an animal loses its NAIT RFID tag, you will have to register the replacement tag as if it is a new animal. Use the instructions on registering an animal in this case.

If you do know the original tag number, it's important that you use the replace tag function to ensure the animal has lifetime traceability and its history is retained in NAIT.

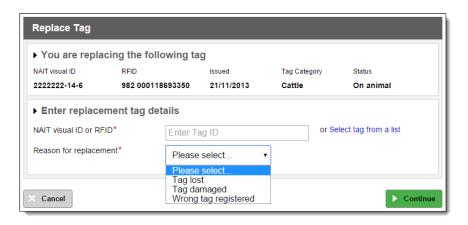
3. Log in to your NAIT account and click on your 'registered animals' link.



4. Select the animal you have replaced a tag for by clicking the check box to the left of the visual ID number. Then click 'replace tag'.



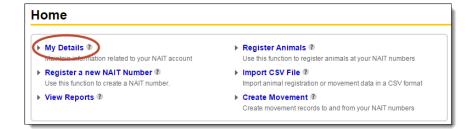
5. Enter the new tag number and select the reason for replacement. Click 'continue'.



UPDATING YOUR PERSONAL DETAILS

It's important that you keep your personal details up to date. In the case of a disease outbreak we may need to contact you.

1. Log in to your NAIT account and click on 'my details'.



- 2. Here you can update your details including your:
 - trading name, address and contact details
 - email notification settings
 - passwords, or
 - deactivate your account if you're no longer in charge of animals



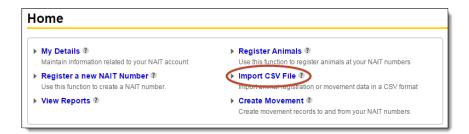
USING A SCANNER

If you are using a scanner to read your animals' RFID tags, they will produce a file that you can download with the tag numbers. This file can then be uploaded to the NAIT system for animal registrations and movements. As all scanners are different, please refer to the manufacturer's instructions on how to use it and download the file on to your computer.

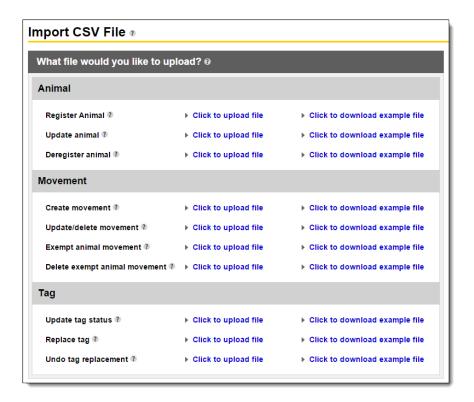
UPLOADING A CSV FILE

Using a CSV file allows you to upload a file with all the details of an animal or a movement, so you do not need to enter any of this information on screen.

1. Log in to your NAIT account and click on 'import CSV file'.



2. Here you can choose which type of action you want to take and upload the file from your computer. You can also download an example file, as the file you upload must be in a format that is compatible with the NAIT system.



UPLOADING A TAG NUMBER FILE

A tag number file is one that only includes the RFID tag numbers from the animals you have scanned. You can also use this type of file to register animals or record movements. However, with this type of file you can't have any other details about the animals or the movement, so you'll need to enter that information on screen.

This information on setting up your file correctly relates to these pages in this user guide:

Page 9: Registering animals > step 3 (c)

Page 14: Sending animals off-farm > step 4 (c)

Page 22: Receiving animals on-farm > creating a receiving movement > step 4 (b)

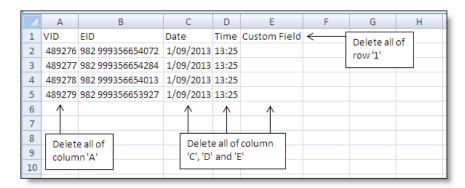
Correct file example

This file includes one column of tag RFID numbers only, and will be accepted by the NAIT system for a CSV file upload.

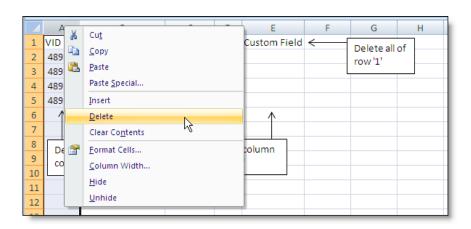
	А	В	С	D
1	982 999356654072			
2	982 999356654284			
3	982 999356654013			
4	982 999356653927			
5				

Incorrect file example

This file includes additional information which will not be accepted in the NAIT system for a tag number file upload. You must delete the heading row, and all the columns except the one containing tag RFID numbers.



To delete, right click on the column letter or row number, and then select 'delete'.



FREQUENTLY ASKED QUESTIONS

What's wrong with the old tagging systems?

New Zealand has had a number of animal identification systems that are fine for their own purposes. However, it is clear that these systems have become outdated and do not meet overseas export requirements for animal identification and tracing anymore. Some rely on paper-based records and many operate at a herd level, rather than an individual animal level. Older systems also do not hold all the required information to facilitate animal tracing and identification on a national basis.

Why do we still need Animal Status Declaration (ASD) forms?

As part of the NAIT transition plan, ASD forms are still required as a secondary form of animal movement recording and are a requirement from both the Ministry for Primary Industries (MPI) and OSPRI's TBfree programme. ASD forms are used to identify a number of other animal attributes not currently available in NAIT. These include TB declarations around statuses and last test dates. ASD forms also provide records of animal health products and treatments administered. There are plans to create an electronic form that may replace, or work in conjunction, with the current paper forms.

Who manages NAIT and how is it governed?

NAIT is an industry driven programme managed by OSPRI. NAIT is governed by a Board of Directors appointed by member organisations. The Board of Directors are fully accountable to the member organisations as well as MPI.

NAIT has three industry shareholders representing the beef, dairy and deer sectors. The shareholders are responsible for funding NAIT. Their representatives are also members of the Stakeholder Council.

Are the rules the same for everyone?

Yes. If you have 1 animal or 1,000 you still need to ensure that you're registered, that stock are tagged and registered, and that all movements are recorded.

What should I do if I am having trouble using the NAIT system?

If you are having difficulties accessing the NAIT system, first check that your computer is online. If the issue is specific to NAIT (i.e. forgotten login, system error) or you are just stuck, feel free to contact us on 0800 624 843. What should I do if I receive stock and the sender has not created a movement?

As the receiver of stock you are equally responsible for ensuring a movement is recorded. You can create a receiving movement for stock coming onto your property if no sending movement has been created (provided you are able to obtain the tag details from each animal). If you are unable to obtain the tag details then you can either contact the sender directly so that you can work co-operatively to record the movement or, in cases where you are left with no alternative, you can contact us and we will work with both parties.

Can I choose to have someone else manage my NAIT account for me?

You can assign a PICA delegate to your NAIT number. This may be for a specific period of time or indefinitely. A PICA delegate is someone that you decide can undertake or assist you to complete your NAIT requirements. The responsibility for meeting NAIT requirements will remain with you as the PICA. A PICA delegate may be required when:

- your spouse or another family member will be recording NAIT information for your farm
- you need someone to act on your behalf for a period of time while you are away from the farm
- you are a farm owner and have a farm manager running the property, or
- you are a manager at a sale yard or meat processing facility and other people in your organisation need to enter, view or edit the business's NAIT information.

You can also employ a NAIT accredited information provider to act on your behalf (e.g. a farm management provider or an accredited stock agent).

Why can't we micro-chip stock instead of tagging?

There are food safety issues with having stock that are micro-chipped and destined for human consumption. Migration of chips into areas of the body processed for human consumption is the primary concern.

How can I suggest improvements to NAIT?

NAIT encourages feedback from users. The best way to provide this type of feedback is by email so that it can be tracked effectively. Our email address is info@nait.co.nz.

NEED HELP?

For more information visit nait.co.nz. If you have questions or need a hand call OSPRI on

0800 482 463

We can help with:

- Registering animals
- Recording animal movements
- Updating your NAIT account
- Answering your NAIT and TBfree questions

OSPRI manages the NAIT and TBfree programmes and can help you meet your responsibilities for each.

OSPRI New Zealand Limited Level 9, 15 Willeston Street, Wellington PO Box 3412, Wellington 6140, New Zealand 0800 482 463 | ospriconz

NAIT and TBfee are OSPRI programmes nait.co.nz | tbfree.co.nz



