



This Quick Reference card outlines database functions for **Producer** accounts. See the User Guide for more information.

Click the buttons at the top of NLIS website screens to see Tech tip sheets and other NLIS publications.

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

NLIS Database Helpdesk

Phone: 1800 654 743 E-mail: nlis.support@mla.com.au

Meat & Livestock Australia operates the Helpdesk from 8am–6pm (Sydney time), Monday–Friday. If you have trouble with the database and can't solve the problem using buttons on the website, note your **user ID** and the **upload ID** before you contact the Helpdesk. You may also need to refer to the affected **device numbers** listed in NLIS E-mail messages.

Login

Go to www.nlis.mla.com.au and enter the **user ID** and **password** for your account type.

Click to go to the home page and choose what you want to do from the drop-down menu.

Cattle moved off/onto property

State regulations specify who is responsible for recording cattle movements on NLIS. If cattle are bought or sold through a saleyard, or sold to an abattoir, the saleyard or abattoir notifies the database of the movement of your cattle.

You must record transfers **onto** your property (or have someone else record transfers on your behalf) if you buy cattle privately and move them onto your property, or move cattle between properties with a different Property Identification Code (PIC), even if you own both properties. Although it is the buyer's responsibility, if you sell cattle privately, you may record the transfer **onto** the buyer's PIC. If cattle die on-farm, type **'DECEASED'** in the **'Destination PIC'** field to move those devices **off** the property.

Select

Choose one of two options:

1. Click and enter the details.
2. Click and to find the file.

Click to see the Confirm details screen. Follow prompts to details to the database or click to change details or again to choose a different file.

Select

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Choose one of three options:

1. Click and enter the details.
2. Click and to find the file.
3. Click and select the cattle to view.
 - Select **PIC** and **date** (if applicable) and
 - View the list of devices on the property.
 - Tick the cattle to move **off**.

Click to see the Confirm details screen. Follow prompts to details to the database or click to change details or again to choose a different file.

Device status

You can assign a status to a device to indicate:

- a Non-EU breeding animal on the property (B)
- a Damaged device (D1)
- a Device lost after attachment (L2)
- an Inactive device (IA)

Select

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Choose one of two options:

1. Click and enter the details.
2. Click and to find the file.

Click to see the Confirm details screen. Follow prompts to details to the database or click to change details or again to choose a different file.

Replaced tags

Replace a device if it is damaged when applied to the animal's ear, or lost after attachment.

To preserve any statuses associated with the animal, for example LT, the old and new device numbers must be linked on the database.

Select

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Choose one of two options:

1. Click and enter the details.
2. Click and to find the file.

Click to see the Confirm details screen. Follow prompts to details to the database or click to change details or again to choose a different file.



PIC reconciliation

To reconcile devices present on a property with devices registered to that PIC on the database, create a list of all devices currently attached to cattle on the PIC, plus all devices purchased, but not yet applied to cattle.

If you use the **type in the details** option to submit the list to the database, the **Results** screen displays four reports. To assign or remove an **Inactive** status, tick devices on-screen.

If you use the **upload a file** option to submit the list, the results arrive as file attachments to an E-mail. To assign or remove an **Inactive** status, use the **Device status** function.

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Select **PIC reconciliation** ▶ Go and ▶ Continue

Choose one of two options:

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

Click ▶ Continue to see the **Results** (Step 2)

- Active devices registered to the PIC
- Devices not registered to the PIC

Click ▶ Continue to see the **Results** (Step 3)

- Registered devices not submitted
- Registered devices with an inactive status

At **Results** (Step 3), to assign or remove an **Inactive** device status, tick the appropriate devices.

Click ▶ Continue to see the Confirm details screen.

Follow prompts to ▶ Send details to the database or click ◀ Back to change details.

or

2. Click ▶ upload a file and Browse to find the file.

Click ▶ Continue to see the Confirm details screen. Follow prompts to ▶ Send details to the database or click ◀ Back to change details or Browse again to choose a different file.

Transfer correction

Property-to-property cattle transfer corrections can only be:

- submitted by the account that uploaded the original transfer
- processed if they relate to the most recent transfer for the device
- used to correct the **Transfer date**, **Source PIC**, **Destination PIC** and **NVD/Waybill number**
- used to remove a transfer if the wrong device was transferred.

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Select **Transfer correction** ▶ Go

Choose one of two options:

1. Select **Edit** enter the **Upload ID** and ▶ Continue

- To edit individual transfers, click the **Edit item** link. In the **Edit item** window, edit appropriate fields.
- To edit the **same** details for several transfers, tick the transfers to edit, then click ▶ Edit selected item. In the **Edit selected items window**, edit fields.

Click ▶ Submit to proceed, or ▶ Cancel to return to the previous screen.

Click ▶ Continue to see the Confirm details screen.

Follow prompts to ▶ Send details to the database or click ◀ Back to change details.

or

2. Select **Remove** enter the **Upload ID** and ▶ Continue

- View the list of transfers
- Tick the transfers you want to **remove**.

Click ▶ Continue to see the Confirm details screen.

Follow prompts to ▶ Send details to the database or click ◀ Back to choose a different transfer to remove.

TIP: You can only select 300 items at a time to edit or remove.

Generate reports

You can run various reports to monitor cattle movements on or off the property and reconcile the current holdings with the database account. If you can't see the report on the home page, click **View/generate all reports**.

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Select **Audit property** ▶ Go

Summarises all activity recorded on the database for your property, for a specified period.

Select **Beast enquiries** ▶ Go

Allows you to enter RFIDs (or NLISIDs) to find the matching NLISIDs (or RFIDs), Current PIC, EU status and LT status.

Select **Carcase feedback query** ▶ Go

Retrieves any carcase feedback data uploaded by the abattoir at slaughter, for a specified period.

Select **View devices on my property** ▶ Go

Lists devices registered to your property – you can choose from 8 options.

Select **View my transaction history** ▶ Go

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

Select **View large report results** ▶ Go

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

Select **View/generate all reports** ▶ Go

Allows you to access reports not visible on the home page.

1. Choose the **Report name** from the drop-down list, for example, **Search the PIC register**
2. Click ▶ Go then select or enter the parameters for the specific report and click ▶ Go or ▶ Continue