

NLIS how-to: Conduct a transfer correction

Introduction

A transfer of devices on the NLIS database may be edited or removed through a transfer correction only if the transfer is the most recent one recorded for an animal.

The transfer correction allows you to replace incorrect data with correct data such as the source or destination PIC, the NVD number or movement date. It will also enable you

to remove devices from a transfer if they were incorrectly included or if the device number is incorrect.

If the transfer you need to correct is not the most recent, or if you notice an incorrect transfer of devices onto or off your PIC and did not conduct the transfer, you will need to contact your state or territory department to perform the correction for you.

Before you start:

- **Gather** the upload ID of the transfer you have completed that needs correcting. This may have been emailed to you or displayed on the screen after you moved livestock onto or off your PIC on the database. Alternatively, you can retrieve the upload ID from the 'View my transaction history' report.
- **Locate** details of the transfer that may need correcting, e.g. the PICs you are transferring between, the date the stock movement occurred and the NVD number. You may also need a list of devices if there was an error in data entry of these numbers.
- **Log-in** to the NLIS database at www.nlis.com.au with your username and password.



*QUICK TIP

A myMLA account can provide access to your NLIS and LPA accounts with just one log-in. Link your accounts today.



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more here



STEP 1: Once logged in, select the species you are working with which will be either cattle, sheep (individual) or goats (individual). Under the 'Notify the database of:' section, select the action 'Transfer correction'. Click 'Go'.

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to

(Please select)

- Account management
 - Change my types of livestock
 - View/edit my account details
- Notify the database of:
 - Device status
 - Livestock moved off my property
 - Livestock moved onto my property
 - Livestock that have died on property
 - PIC reconciliation
 - Replaced tags
 - Transfer correction
- Reports
 - Audit property (producers and regulators)
 - Beast enquiries
 - Carcase feedback query
 - Search the PIC register
 - View devices on my property
 - View large report results
 - View my notifications

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STEP 2: The database offers three options to correct a transfer:

- **Edit one or more transfers in an upload:** This allows you to edit details for one device in the transfer or all of the devices in the transfer.
- **Remove one or more transfers in an upload:** This enables you to delete one or more devices from your transfer. The devices 'removed' will be placed back onto the source PIC.
- **Remove all of the transfers in an upload:** This enables you to roll back the transfer and place all the devices onto the source PIC.

Select what you want to do from the drop down menu, enter the upload ID of the transfer and click 'Continue'.

If you select to 'Remove all the transfers in an upload', the database will take you straight to step 4 of this how-to, so you can skip step 3.

STEP 3: The database will then provide a list of the devices included in the transfer and request that you indicate which devices you want to edit.

Edit one at a time: You can edit the details of one device by clicking on 'Edit item'. In the pop-up window update the incorrect information and click 'Submit' to return to the device list. You will see the row will change to orange indicating that you have edited details. Then click 'Continue'.

Edit more than one: Using the check boxes on the left of the NLISID column, you can tick the devices that need correcting and then click 'Edit selected items'. In the pop-up window enter the correct information for the transfer and click 'Submit' to return to the device list. You will see the row will change to orange indicating that you have edited details. Then click 'Continue'.

Remove one or more: Using the check boxes on the left of the NLISID column, you can tick the device/s to be removed from the transfer. Then click 'Continue'.

Below: Sample of the devices to select for editing or deleting:

Displaying items 1 - 2 of 2
Number of selected items: 0

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	<input type="checkbox"/>	QIZZ0000XBF00011	982 666600000011	13/07/2021	QFZZ4444	QIZZ0000	Edit item
2	<input type="checkbox"/>	QIZZ0000XBF00012	982 666600000012	13/07/2021	QFZZ4444	QIZZ0000	Edit item

Items per page: 20

Below: Sample of the device row highlighted orange indicating edits have been made:

Displaying items 1 - 2 of 2
Number of selected items: 0

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	<input type="checkbox"/>	QIZZ0000XBF00011	982 666600000011	13/07/2021	QFZZ4444	QIZZ0000	Edit item
2	<input type="checkbox"/>	QIZZ0000XBF00012	982 666600000012	13/07/2021	QFZZ4444	QIZZ0000	Edit item

Items per page: 20

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STEP 4: Confirm that the edits or devices to be removed are correct, then submit the information to the database by clicking 'Send'.



***QUICK TIP**

You can only correct a transfer once, so before you send any changes to the database, check the 'Confirm details' screen carefully.

Confirm details

Step 1 2 3 4

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

[▶ Help](#)

You are about to **edit** the following transfers on upload ID: **81496314**.

Displaying items 1 - 1 of 1

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
1	QIZZ0000XBF00012	982_666600000012	13/07/2021	QFZZ4444	QIZZ0000	

Items per page: 20 ▼

The information above will be updated with the following:

Displaying items 1 - 1 of 1

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
1	QIZZ0000XBF00012	982_666600000012	13/07/2021	QIZZ0000	QFZZ4444	

Items per page: 20 ▼

[◀ Back](#)

[▶ Send](#)

STEP 5: On the receipt screen, you can click 'View my transaction history' to check the upload status of the correction.

Receipt

Step 1 2 3

This receipt confirms you have sent your transaction details to the NLIS database.

Your reference number for this transaction is

Upload ID: **82581991**

When the NLIS database has processed your information, an e-mail will be sent to **producer.nlis@gmail.com** letting you know if the transaction was successful or if there was a problem. This usually takes a few minutes.

The phone number for the NLIS Database Helpdesk is **1800 683 111**.

[▶ Help](#)

[▶ Print this receipt](#)

[▶ View my transaction history](#)

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