

NLIS how-to: Move livestock onto / off a PIC – file upload

Introduction

Following a physical movement of livestock, completing a transfer in the NLIS database ensures that the database can trace the location of every animal throughout its life.

This is a legislative requirement in each state and territory. Each jurisdiction is responsible for enforcing the regulatory requirements for NLIS, specifying how and when livestock transfers within the NLIS database must be completed.

This how-to demonstrates the process to transfer electronically tagged livestock onto or off a PIC by uploading a file to the database after a physical movement of stock has occurred.

What is a movement?

Completing a movement on the NLIS database means transferring stock from one PIC to another PIC to reflect the physical location of each animal.

Who updates the NLIS database?

The person responsible for updating the NLIS database varies depending on the situation:

- If livestock are bought, sold or moved through a saleyard, the livestock movement must be recorded by the saleyard.
- For sales or movements that do not take place via a saleyard, the buyer/receiver of the livestock must record the livestock movement.

- The vendor/sender of the livestock is not obligated to record the movement off their property, although they may do so. ISC recommends checking that the movement has occurred to ensure your NLIS records are up-to-date; this includes livestock being sent to abattoirs or saleyards.
- Abattoirs must record movements for all livestock they receive.

When do producers need to update the NLIS database?

A movement needs to be recorded on the NLIS database by a producer when:

- You have purchased animals privately and need to complete the transfer as the receiver of the livestock.
- You own more than one property with different PIC numbers and need to transfer livestock between your own PICs.
- You have livestock returning from an agistment PIC, or you are sending livestock away on agistment and need to complete the transfer because the receiver is unable to do so.
- You have sold livestock privately and you want to complete the transfer because the receiver is unable to do so.
- You have completed a PIC reconciliation and identified livestock that are physically on your property but are not on your NLIS account. You will need to transfer these animals to your PIC.

Before you start:

This 'file upload' method is ideal if you have a few hundred or more livestock to transfer or if you have a Microsoft Excel .csv file prepared.

Alternatively, you may like to use the **How-to: Move onto/off a PIC – type in details** method if your transfer consists of less than a few hundred NLIS ID or RFID details that can be pasted or typed in.

- **Prepare** the .csv file to contain the NLIS ID or RFID details of the livestock that have been moved, details of the PICs you are transferring between, the NVD number as well as the date the stock movement occurred.

Your .csv file needs five columns of data as shown below.

	NLIS ID / RFID	Source PIC	Destination PIC	NVD / Waybill	Date moved
	A	B	C	D	E
1	999 000025884234	QIZZ0000	QFZZ4444	40473164	13/07/2021
2	999 000025884698	QIZZ0000	QFZZ4444	40473164	13/07/2021
3	999 000031249117	QIZZ0000	QFZZ4444	40473164	13/07/2021
4					

- **Log-in** to the NLIS database at www.nlis.com.au with your username and password.



*QUICK TIP

Collating the NLIS ID or RFID details into a .csv file can be achieved by scanning or recording all devices before they leave your property or as you receive them. Simply enter the data into the remaining columns manually.

For more NLIS how-to guides or further assistance: www.integritysystems.com.au/nlis | 1800 683 111



*QUICK TIP

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



find out more here



STEP 1: Once logged in, select the species you are working with. Under the 'notify the database of:' section select the action 'Livestock moved off my property' or 'Livestock moved onto my property'. 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

- 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

STEP 2: Click on 'Upload a file', then click on 'Choose File'.

A pop-up window will appear for you to browse the files on your computer to locate the .csv file you have prepared with the details to be transferred. Once located, select the file and click 'Open'.

The NLIS database window (pictured right) will have your file name included, so click 'Continue'.

Choose your file Step 1 2 3

Which file would you like?
Click 'Browse' to find the file you have already created. Select the file and click 'Continue'.

Choose File

STEP 3: Confirm that you have uploaded the correct file by checking the file name, then submit the information to the database by clicking 'Send'.

Confirm details Step 1 2 3

If the details below are correct, click 'Send'. If you need to change anything, click 'Back' to return to Step 1.

You are about to transfer this file from your computer to the NLIS Database:
210713 rfid to move ONTO QFZZ4444.csv

STEP 4: The database will provide a receipt on screen. It's recommended to record the Upload ID or to 'Print this receipt' for reference.

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**.

*QUICK TIP

To ensure the transfer was received by the database, click 'View my transaction history' to check the status of your 'Upload ID' is marked as Complete. If another status is shown, you will need to read the generated email for specific details about the outcome. These other status notes may be:



- Warning: The transfer is complete but a tag or tags were marked with a message that you will need to investigate / review.
- Error: One or more tags were not able to be moved and need your review / investigation.
- Failure: Technical issues occurred with the database and the movement was not completed.
- Bad Format: There were errors in the preparation of the .csv file. Review and contact ISC Customer Service on 1800 683 111.

*QUICK TIP

Record the Upload ID provided after each transfer. If details are incorrectly submitted, you will need to immediately conduct a **Transfer correction** action. This action only amends details of the previous transfer and will request the Upload ID of that transfer. If you notice an error in earlier transfers and need to correct it, contact ISC Customer Service on 1800 683 111.



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