

July 2013

## Transfer correction

- **Introduction** ... [Page 1](#)
- **Edit single or multiple transfers** ... [Page 2](#)
- **Remove single or multiple transfers** ... [Page 3](#)
- **Remove all transfers in an upload** ... [Page 4](#)



If a livestock transfer that you sent to the database was wrong (and your transfer was the most recent one recorded for those animals) you can edit or remove your transfer if you know the **Upload ID**. NLIS keeps the *original* details but the transaction history shows the *modified* details. You can only correct the same transfer once, so check the **Confirm details** screen carefully before you submit a transfer correction.

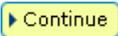
A **Transfer correction** can be used to correct these transactions:

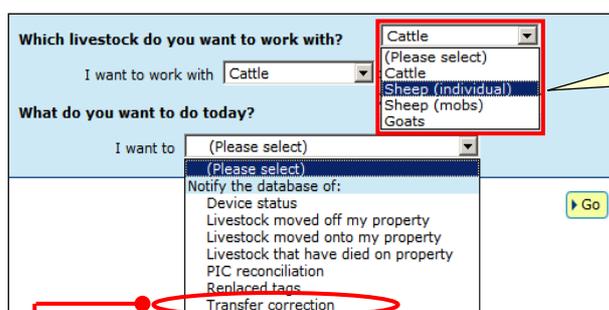
- Livestock moved onto / Livestock moved off my property (including movements to 'Deceased' PIC)
- Livestock moved – non-written authority
- Livestock moved into / Livestock moved out of saleyard
- Livestock that have died on property
- Mob-based in cattle transfers / Mob-based out cattle transfers
- Post-breeder device transfers (these transactions can only be removed, providing that no subsequent transfers have been recorded for the affected device)
- Sighted livestock records
- Tag transfer (AQIS or the local authority may transfer unused devices between properties)
- Transfer correction (NLIS Helpdesk or the local authority can modify a previous transfer correction.)

A **Transfer correction** can only be submitted to the database to:

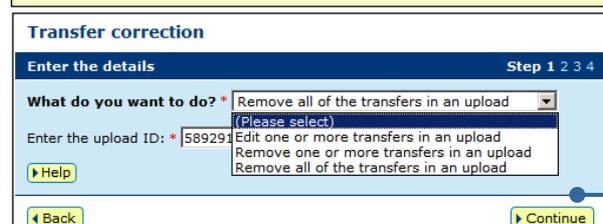
- Edit the **Transfer date**, **Source PIC** or **Destination PIC** (not both) and **NVD** (if required)
- Edit the **Transfer date**, **Sighting PIC**, **Comments** or **NVD** for a Sighted livestock transaction
- Remove one or more transfers in an upload, or remove all of the transfers in an upload.

### Login to the database at [www.nlis.mla.com.au](http://www.nlis.mla.com.au)

- 1** Enter your NLIS **user ID** and **password** and click 
- 2** Select a **livestock type** (this step does not apply to Police, Pound or SDA accounts).
- 3** Select **Transfer correction** and click 
- 4** Select **one** of three options and click 
  - Edit one or more transfers in an upload Follow the steps on page 2.
  - Remove one or more transfers in an upload Follow the steps on page 3.
  - Remove all of the transfers in an upload Follow the steps on page 4.



If the transfer to be corrected involves sheep with an RFID tag, select **Sheep (individual)**.



**Note:** If a transfer is **not** the most recent one recorded for an animal, the NLIS Helpdesk or local State authority can correct transfer details (for PICs linked to their State). They may also check and correct device statuses, for example, Lifetime traceable (LT) or EU-eligible (EU).

## Edit single transfer (Edit item)

To correct details for one or more items in the upload, use the **Edit item** option.

- 1 Click the **Edit item** link for the transfer (device) that you want to correct.
- 2 Edit the appropriate fields.
- 3 Click **Submit** to proceed or click **Cancel** to return to the previous screen.
- 4 Repeat **Steps 1-3** above if you want to edit another **single** item.
- 5 When you finish editing, click **Continue** to see the **Confirm details** screen.
- 6 Click **Send** to proceed or click **Back** to change the details.
- 7 Retain the **Upload ID** notified by the database as a record of the transaction.

**Edit item**

Visual number (NLISID)

Electronic number (RFID)

\*Transfer date

\*Source PIC

\*Destination

NVD/Waybill

## Edit multiple transfers (Edit selected items)

To correct the **same** details for multiple items, use the **Edit selected items** option. For example, if the:

- destination PIC is wrong for all devices in an upload, you can edit the PIC for all the devices at once
- details recorded for a **Sighted livestock** transaction are wrong, you can edit any of the details.

- 1 Tick  items to edit or click **Select all** to tick all the devices on the screen.
- 2 Click **Edit selected items** to display the **Edit selected items** window.
- 3 Edit the appropriate fields.
- 4 Click **Submit** to proceed or click **Cancel** to return to the previous screen.
- 5 When you finish editing, click **Continue** to see the **Confirm details** screen.
- 6 Click **Send** to proceed or click **Back** to change the details.
- 7 Retain the **Upload ID** notified by the database as a record of the transaction.

**Edit selected items**

\*Transfer date

\*Source PIC

\*Destination

NVD/Waybill

**Edit selected items**

\*Transfer date

\*Sighting PIC

Comments

NVD/Waybill

**Transfer correction**

**Correct your selected transfers** Step 1 2 3 4

The following livestock were transferred by upload ID: **5892911**.

**Which transfers do you want to edit?**

Select the transfers you want to correct as a group from the following list and then click 'Edit selected items'. To change an individual transfer click on 'Edit item'.

Click 'Continue' when you have finished. Click 'Back' if you want to select a different list of transfers.

---

Displaying items 1 - 20 of 50.  
 Number of selected items: 2

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination	NVD/Waybill	Edit
1	3EGA005XBB02582	982 000057936268	02/06/2008	NB553346	EUSY2650	412368	<a href="#">Edit item</a>
2	NA511865XBA00239	982 000046792744	02/06/2008	NB553346	EUSY2650	412368	<a href="#">Edit item</a>
3	NB090177XBB05957	982 000078714624	02/06/2008	NA511865	EUSY2650	412368	<a href="#">Edit item</a>
4	NB121244XBA00032	982 000040208211	02/06/2008	NB553346	EUSY2650	412368	<a href="#">Edit item</a>
5	NB486809XBA00310	982 000045164155	02/06/2008	NB553346	EUSY2650	412368	<a href="#">Edit item</a>
6	NB552351LBA00018	951 000004001327	02/06/2008	NB552351	EUSY2650	3730258	<a href="#">Edit item</a>
7	NB552351LBA00019	951 000004001082	02/06/2008	NB552351	EUSY2650	3730258	<a href="#">Edit item</a>
8	NB552351LBA00020	951 000004001917	02/06/2008	NB552351	EUSY2650	3730258	<a href="#">Edit item</a>
9	NB552351LBA00042	951 000004002379	02/06/2008	NB552351	EUSY2650	3730258	<a href="#">Edit item</a>
10		00004001704	02/06/2008	NB552351	EU		
11		00004000479	02/06/2008	NB552351	EU		
12		00004003337	02/06/2008	NB552351	EU		
13		00004003336	02/06/2008	NB552351	EU		
14		00004002998	02/06/2008	NB552351	EU		
15		00004000993	02/06/2008	NB552351	EU		
16	NB552351LBA00263	951 000004001287	02/06/2008	NB552351	EUSY2650	3730258	<a href="#">Edit item</a>
17	NB552351LBA00264	951 000004004040	06/05/2008	NA511865	EU		
18	NB552351LBA00267	951 000004001287	02/06/2008	NB552351	EU		
19	NB552351LBA00272	951 000004003648	02/06/2008	NB552351	EU		
20	NB552351LBA00278	951 000004001898	02/06/2008	NB552351	EU		

Page 1 of 3    1 2 3   

   Items per page:

After you click **Submit**, edited rows appear orange and show the new transfer details.

To search for specific items, click **Filter by**, follow steps 1-2 on the Filter screen and then click **Apply**.

**Step 1.** Select the field [NVD/Waybill] by

**Step 2.** Enter the text that want to find, then click 'Apply'

## Remove one or more transfers in an upload

If you transferred devices (or mobs of cattle) by mistake, and your transfers were the most recent ones recorded for those animals, you can remove one or more of the transfers for an **upload ID**.

- 1** Check that this screen shows the correct **upload ID** for which you want to remove transfers.
- 2** Tick  items to remove or click **Select all** to select all items (devices) on the current screen.
- 3** When you have selected all the items, click **Continue** to see the **Confirm details** screen.

**Transfer correction**  
**Choose your cattle** Step 1 2 3 4  
 The following livestock were transferred by upload ID: **5892911**.  
**Which transfers do you want to remove?**  
 Select the transfers by clicking in the check box (  ) in the first column. You can also remove a tick by clicking on it. Click 'Continue' when you have finished. Click 'Back' if you want to request a different list of transfers.  
 [Help]

Displaying items 1 - 20 of 50.  
 Number of selected items: 3

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination	NVD/Waybill
1	3EGAH005XBB02582	982 000057936268	02/06/2008	NB553346	EUSY2650	412368
2	NAS11865XBA00239	982 000046792744	02/06/2008	NB553346	EUSY2650	412368
3	NB090177XBB05957	982 000078714624	02/06/2008	NB553346	EUSY2650	412368
4	NB121244XBA00032	982 000040208211	02/06/2008	NB553346	EUSY2650	412368
5	NB486809XBA00310	982 000045164155	02/06/2008	NB553346	EUSY2650	412368
6	<input checked="" type="checkbox"/> NB552351LBA00018	951 000004001327	02/06/2008	NB552351	EUSY2650	3730258
7	<input checked="" type="checkbox"/> NB552351LBA00019	951 000004001082	02/06/2008	NB552351	EUSY2650	3730258
8	<input checked="" type="checkbox"/> NB552351LBA00020	951 000004001917	02/06/2008	NB552351	EUSY2650	3730258
9	<input type="checkbox"/> NB552351LBA00042	951 000004002379	02/06/2008	NB552351	EUSY2650	3730258
10	<input type="checkbox"/> NB552351LBA00076	951 000004001704	02/06/2008	NB552351	EUSY2650	3730258
11	<input type="checkbox"/> NB552351LBA00088	951 000004000479	02/06/2008	NB552351	EUSY2650	3730258
12	<input type="checkbox"/> NB552351LBA00100	951 000004003337	02/06/2008	NB552351	EUSY2650	3730258
13	<input type="checkbox"/> NB552351LBA00112	951 000004003336	02/06/2008	NB552351	EUSY2650	3730258
14	<input type="checkbox"/> NB552351LBA00124	951 000004001704	02/06/2008	NB552351	EUSY2650	3730258
15	<input type="checkbox"/> NB552351LBA00136	951 000004000479	02/06/2008	NB552351	EUSY2650	3730258
16	<input type="checkbox"/> NB552351LBA00148	951 000004003337	02/06/2008	NB552351	EUSY2650	3730258
17	<input type="checkbox"/> NB552351LBA00160	951 000004003336	02/06/2008	NB552351	EUSY2650	3730258
18	<input type="checkbox"/> NB552351LBA00172	951 000004001704	02/06/2008	NB552351	EUSY2650	3730258
19	<input type="checkbox"/> NB552351LBA00184	951 000004000479	02/06/2008	NB552351	EUSY2650	3730258
20	<input type="checkbox"/> NB552351LBA00196	951 000004001917	02/06/2008	NB552351	EUSY2650	3730258

Page 1 of 3 1 2 3 **Next page**

[Select all] [Deselect all] Items per page: **All** [Filter by] [Apply] [Close] [Filter by] [Continue]

**Next page** means there are more pages to view.

If there are more than 20 items, choose **All** Items per page to view the list on one page.

To search for specific items, click **Filter by**, follow steps 1-2 on the Filter screen and then click **Apply**.

- 4** Before you click **Send** check the **Confirm details** screen carefully.
- Note:** If the transfers you are about to **remove** are not the correct ones, click **Back** to return to the previous screen and amend the details.
- 5** Retain the **Upload ID** notified by the database as a record of the transaction.

**Transfer correction**  
**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 **remove** the following transfers on upload ID: **5892911**.

Displaying items 1 - 3 of 3.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination	NVD/Waybill
1	NB552351LBA00018	951 000004001327	02/06/2008	NB552351	EUSY2650	3730258
2	NB552351LBA00019	951 000004001082	02/06/2008	NB552351	EUSY2650	3730258
3	NB552351LBA00020	951 000004001917	02/06/2008	NB552351	EUSY2650	3730258

Items per page: 20

[Back] [Send]

Once you click **Send**, only the NLIS Helpdesk or your local State authority can correct a mistake.

## Remove all of the transfers in an upload

If you submitted an entire transfer by mistake, and that transfer was the most recent one recorded for the animals for which you submitted device numbers, you can **remove all** of the transfers for that **upload ID**.

There is no need to select individual items (devices) but to ensure that you remove the correct transfers, be careful when you type the **upload ID**.

- 1 Check that this screen shows the correct **upload ID** for which you want to remove transfers.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination	NVD/Waybill
1	3EGAH005XBB02582	982 000057936268	02/06/2008	NB553346	EUSY2650	412368
2	NA511865XBA00239	982 000046792744	02/06/2008	NB553346	EUSY2650	412368
3	NB090177XBB05957	982 000078714624	02/06/2008	NB553346	EUSY2650	412368
4	NB121244XBA00032	982 000040208211	02/06/2008	NB553346	EUSY2650	412368
5	NB486809XBA00310	982 000045164155	02/06/2008	NB553346	EUSY2650	412368
6	NB552351LBA00018	951 000004001327	02/06/2008	NB552351	EUSY2650	3730258
7	NB552351LBA00019	951 000004001082	02/06/2008	NB552351	EUSY2650	3730258
8	NB552351LBA00020	951 000004001917	02/06/2008	NB552351	EUSY2650	3730258
9	NB552351LBA00042	951 000004002379	02/06/2008	NB552351	EUSY2650	3730258
10	NB552351LBA00043	951 000004001704	02/06/2008	NB552351	EUSY2650	3730258
11	NB552351LBA00047	951 000004000479	02/06/2008	NB552351	EUSY2650	3730258
12	NB552351LBA00048	951 000004003337	02/06/2008	NB552351	EUSY2650	3730258
13	NB552351LBA00050	951 000004003336	02/06/2008	NB552351	EUSY2650	3730258
14	NB552351LBA00056	951 000004002998	02/06/2008	NB552351	EUSY2650	3730258
15	NB552351LBA000262	951 000004000993	02/06/2008	NB552351	EUSY2650	3730258
16	NB552351LBA000263	951 000004001436	02/06/2008	NB552351	EUSY2650	3730258
17	NB552351LBA000264	951 000004000404	02/06/2008	NB552351	EUSY2650	3730258
18	NB552351LBA000267	951 000004001287	02/06/2008	NB552351	EUSY2650	3730258
19	NB552351LBA000272	951 000004003648	02/06/2008	NB552351	EUSY2650	3730258
20	NB552351LBA000278	951 000004001898	02/06/2008	NB552351	EUSY2650	3730258

Once you click **Send**, only the NLIS Helpdesk or your local State authority can correct a mistake.

- 2 Before you click **Send** check the **Confirm details** screen carefully.

**Note:** If the transfers you are about to **remove** are not the correct ones, click **Back** to return to the previous screen and amend the details.

- 3 Retain the **Upload ID** notified by the database as a record of the transaction.