



# NLIS how-to: Conduct a mob-based transfer correction

## Introduction

A mob-based transfer on the NLIS database may be edited or removed through a transfer correction only if the transfer is the most recent one recorded.

The transfer correction allows you to remove a mob-based movement from an upload or you can delete the transfer altogether.

If the transfer you need to correct is not the most recent, or if you notice an incorrect mob-based transfer onto or off your PIC and did not conduct the transfer, you will need to contact ISC Customer Service 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 the mob-based movement onto or off your PIC was conducted on the database. Alternatively, you can retrieve the 8-digit upload ID from the 'View my transaction history' report.
- **Log-in** to the NLIS database at [www.nlis.com.au](http://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.



find out more here



**STEP 1:** Once logged in, select the mob-based species you are working with. Under the 'Notify the database of:' section select the action 'Mob-based movement 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:
  - Mob-based movement correction**
  - Mob-based movement off PIC
  - Mob-based movement onto PIC
- Reports
  - Mob-based movements by NVD
  - Mob-based movements off PIC
  - Mob-based movements onto PIC
  - Search the PIC register
  - View large report results
  - View my notifications
  - View my transaction history
  - View/generate all reports
  - View my eNVDs

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

**STEP 2:** Enter the upload ID of the transfer and click 'Continue'.

Enter the details
Step 1 2 3 4

Enter the upload ID: \*

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**STEP 3:** Select the movement to be removed from the transfer or select all the movements to remove the transfer from the database. To select a movement, click on the check box to mark it with a tick. Click 'Continue'.

Remove your selected movements
Step 1 2 3 4

The following livestock were moved by upload ID: **82859663**.

**Which movements do you want to remove?**

Select the movements by clicking 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 submit a different upload ID.

	NVD/Waybill	Movement date	From PIC	Other PICs/Brands	Saleyard	To PICs/Head	Species
1	<input type="checkbox"/>	40473164	13/07/2021	QIZZ0000		QFZZ4444/48	Sheep
2	<input checked="" type="checkbox"/>	40473165	13/07/2021	QIZZ0000	QFZZ4444	QBZZ2222/24	Goats

[▶ Select all](#)   [▶ Deselect all](#)   Items per page: 20 ▼   [▶ Filter by](#)

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

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.

You are about to **remove** the following movements on upload ID: **82859663**.

Displaying items 1 - 1 of 1

	NVD/Waybill	Movement date	From PIC	Other PICs/Brands	Saleyard	To PICs/Head	Species
1	<input checked="" type="checkbox"/>	40473165	13/07/2021	QIZZ0000	QFZZ4444	QBZZ2222/24	Goats

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**\*QUICK TIP**

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

**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 4 5

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

Your reference number for this transaction is

Upload ID: **82860958**

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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