NLIS PROCEDURES FOR SHOW COMMITTEES part 2

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Part Two
Transfer of Data from Scanner to Excel Spreadsheet

What will you need?

- A computer operator with Microsoft Office Excel experience

- NLIS Scanner (software is available as a download from the ALEIS website) AND a USB data cable (including driver software)

- Completed record sheets from scanning process

Transferring data from NLIS scanner to Excel - Step 1

- Ensure NLIS scanner software and the USB cable is installed on your computer.

- Connect USB Cable to NLIS scanner, then USB cable to a USB port on your computer.
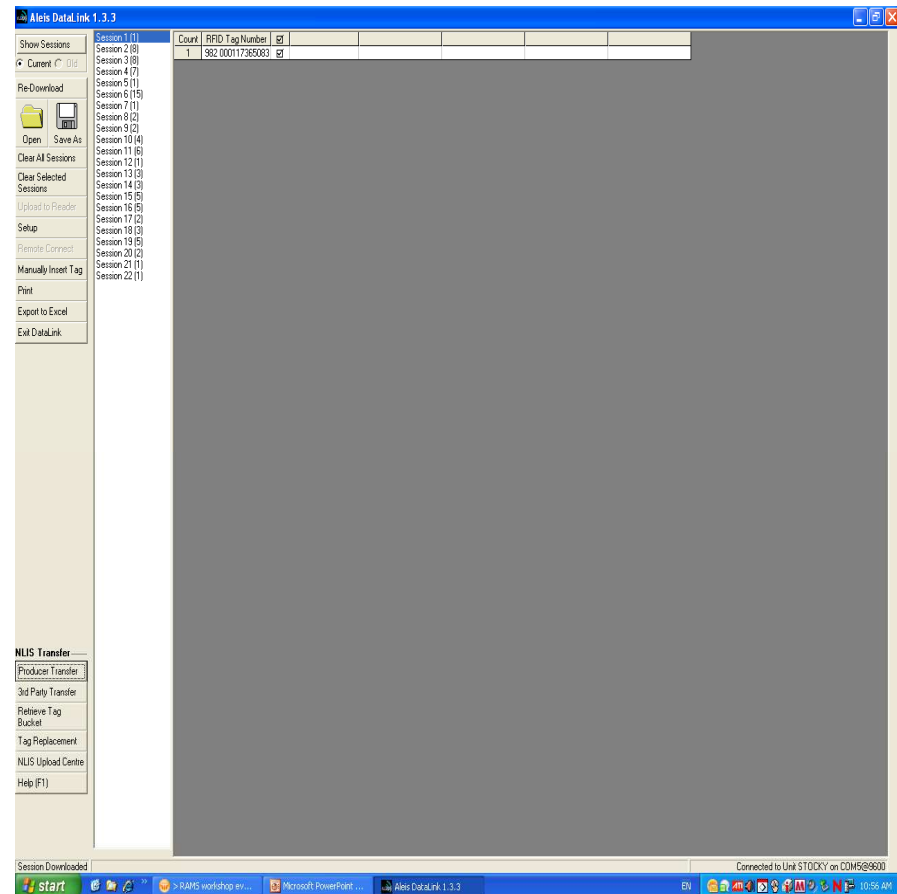
- Open ALEIS Data Link software on your computer.

Transferring data from NLIS scanner to Excel - Step 2

- The data from the NLIS scanner will automatically download and appear in a session format.
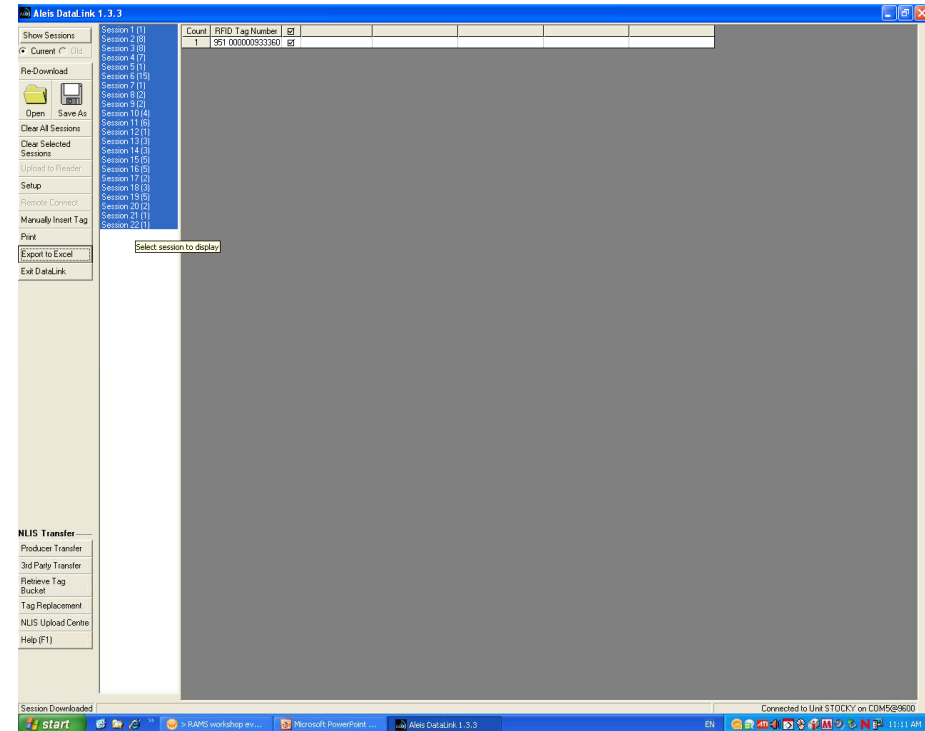
- Sessions

- NLIS Tag details for selected session
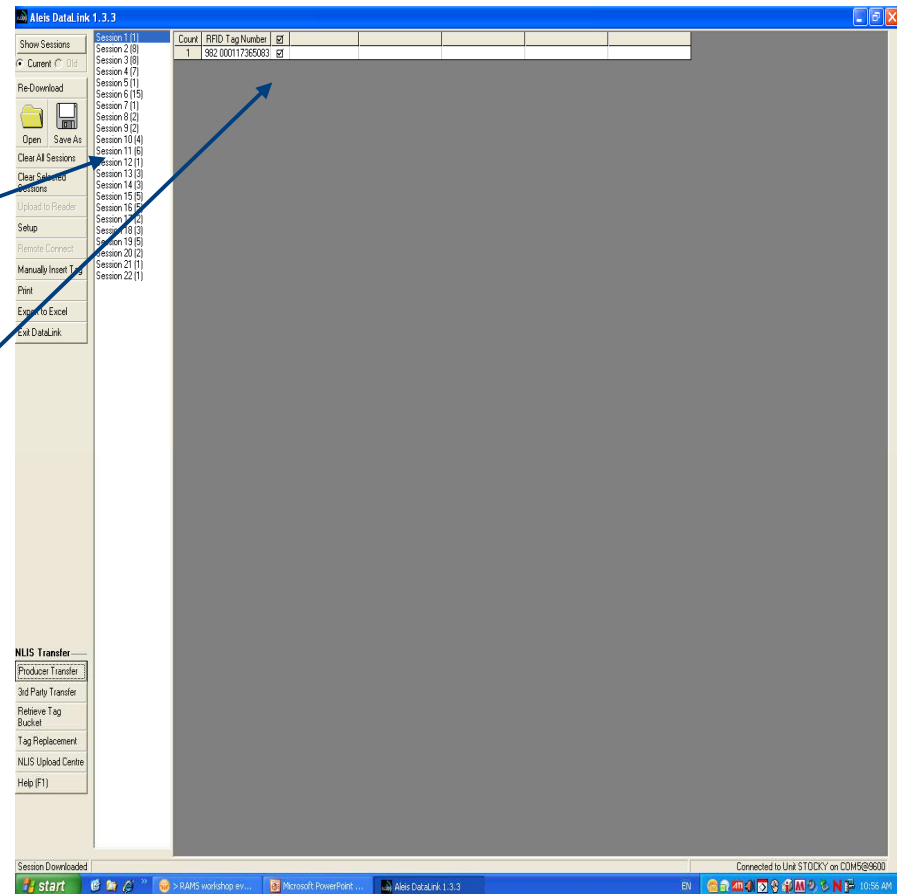
Transferring data from NLIS scanner to Excel - Step 3

- It is CRITICAL to cross check the number of cattle in each session against the record sheets.

- For example if there was only one animal in session one the data from the scanner should also show one animal for that session
  - Eg session 1 (1)

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Transferring data from NLIS scanner to Excel - Step 4

- Select all sessions (click on session 1, hold down the shift button and click on the last session. All session should be highlighted blue)
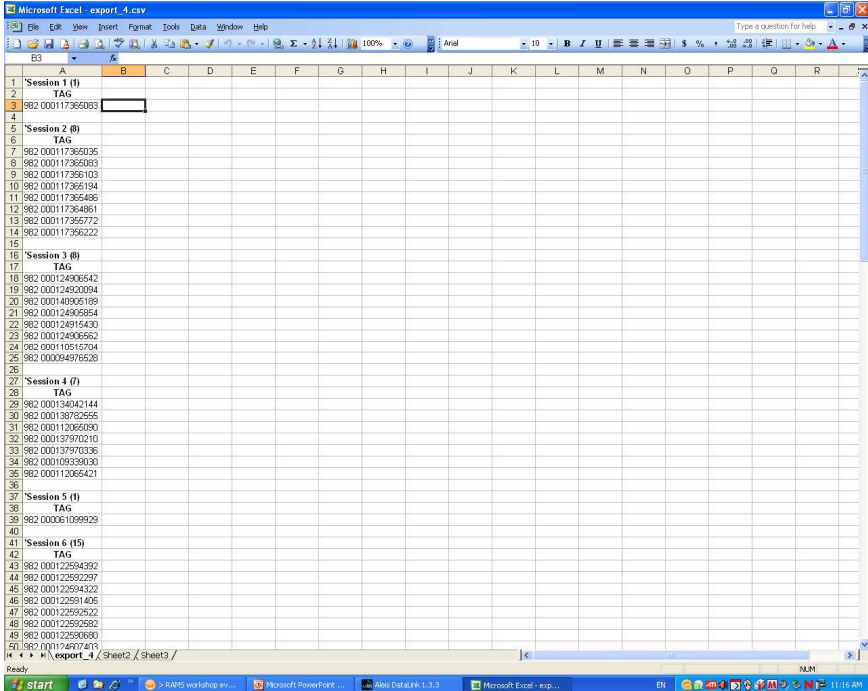
Transferring data from NLIS scanner to Excel - Step 5

- Select 'Export to Excel', a window 'export sessions to Excel' will appear.

- Ensure that the following boxes only are selected (ticked):
    - RFID Tag Number
    - Automatically save
    - Export as CSV
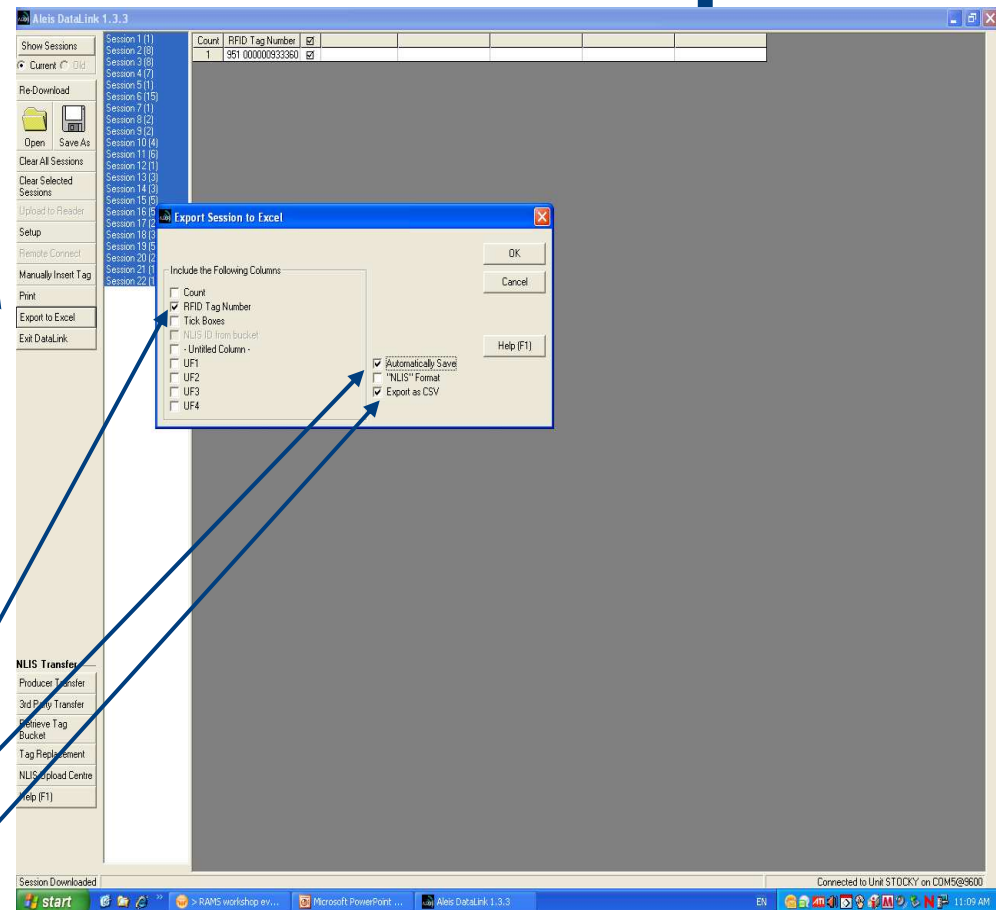
Transferring data from NLIS scanner to Excel - Step 6

- Click <u>ok</u> on the 'export to Excel' window.

- You will automatically be taken to Excel and the selected sessions will appear in column 'A'.

Transferring data from NLIS scanner to Excel - Step 7

- Using the data from the record sheets enter in column 'B' the PIC from where the animal has come from beside each of the Tag numbers for that session

- PIC numbers entered

Transferring data from NLIS scanner to Excel - Step 8

- Enter in column 'C' the PIC for the showground beside each of the Tag numbers for all sessions

- PIC numbers entered

Transferring data from NLIS scanner to Excel - Step 9

- In column 'D' enter the numbers '123456' in each row beside the showground PIC

- The numbers '123456' are used in lieu of a National Vendor Declaration as this document is not required at a show.

Transferring data from
NLIS scanner to Excel - Step 10

- In column 'E' enter the date for the cattle movement (date of show)

- The date format should be dd/mm/year – eg: 05/06/2010

Transferring data from NLIS scanner to Excel - Step 11

- You now need to remove all the rows not required for the NLIS upload. This includes (highlighted in blue):
  - Session Number
  - TAG
  - Blank rows

Transferring data from
NLIS scanner to Excel - Step 12

- Your completed Excel spreadsheet should now look like this

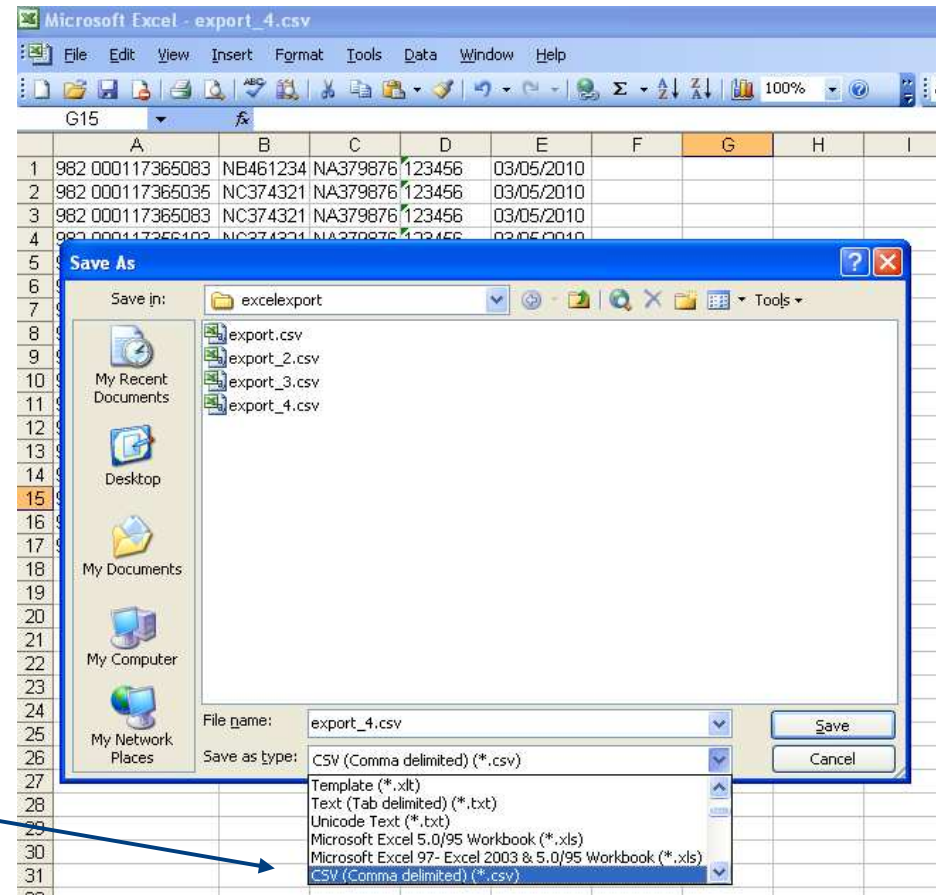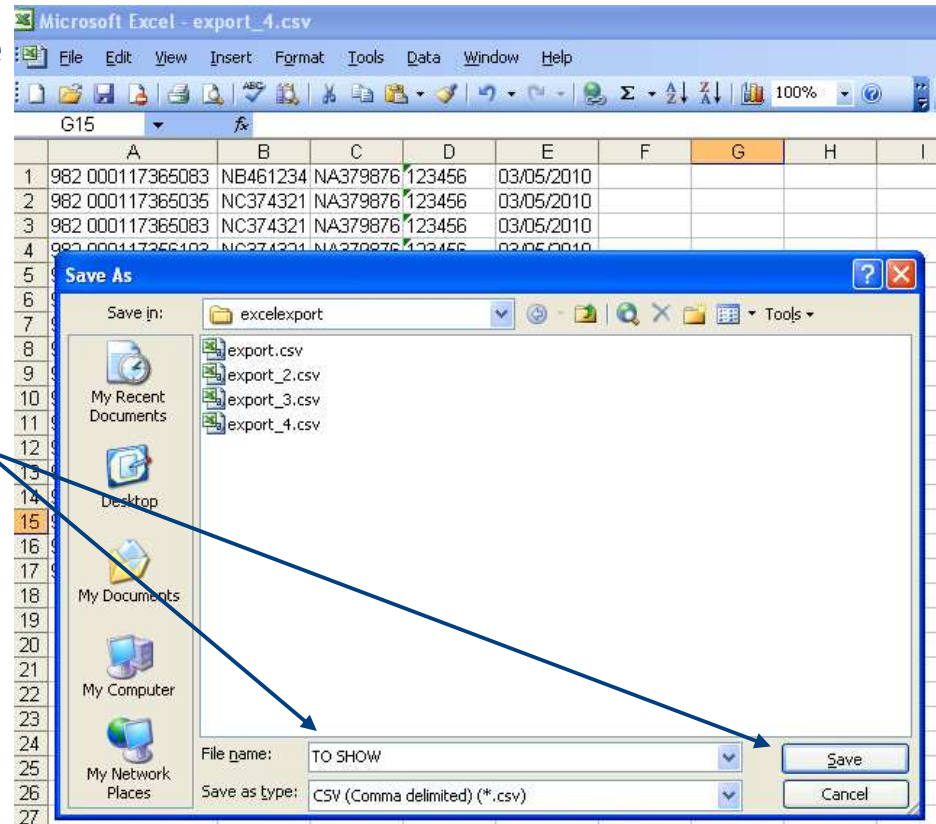# Transferring data from NLIS scanner to Excel - Step 13

- You now need to save this data as a 'CSV' file. It is recommended that you create a folder for each Show.

- To save your data as a CSV file, click on:
  - File
  - Save as
  - Select 'CSV (comma delimited) (*,csv)'

Transferring data from NLIS scanner to Excel - Step 14

- You now need to save this data,

- In the file name field type 'TO SHOW',

- Click the Save button

Transferring data from NLIS scanner to Excel - Step 15

- You now need to create a 'From Show' file. This transfers the cattle from the showground to the nominated PIC of return. To complete this repeat steps 1 to 6.

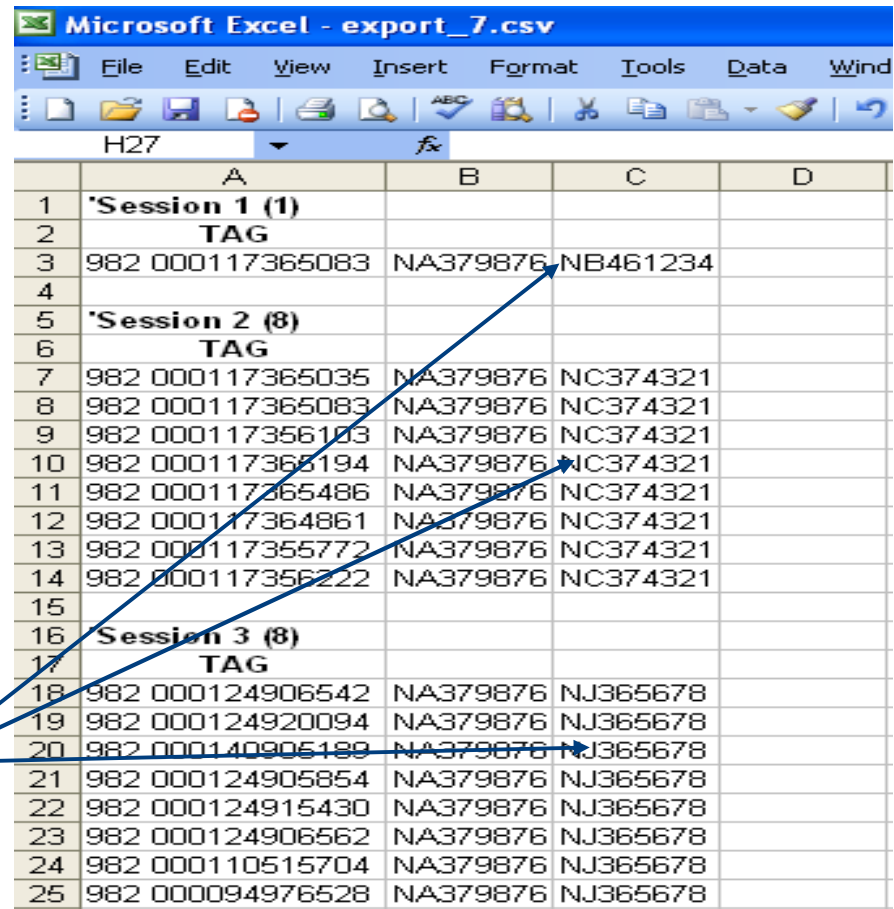- **DO NOT COPY AND PASTE DATA AS THE NLIS DATABASE WILL NOT ACCEPT THE DATA**

Transferring data from NLIS scanner to Excel - Step 16

- In column 'B' enter the showground PIC beside each of the Tag numbers for all sessions

- Showground PIC entered

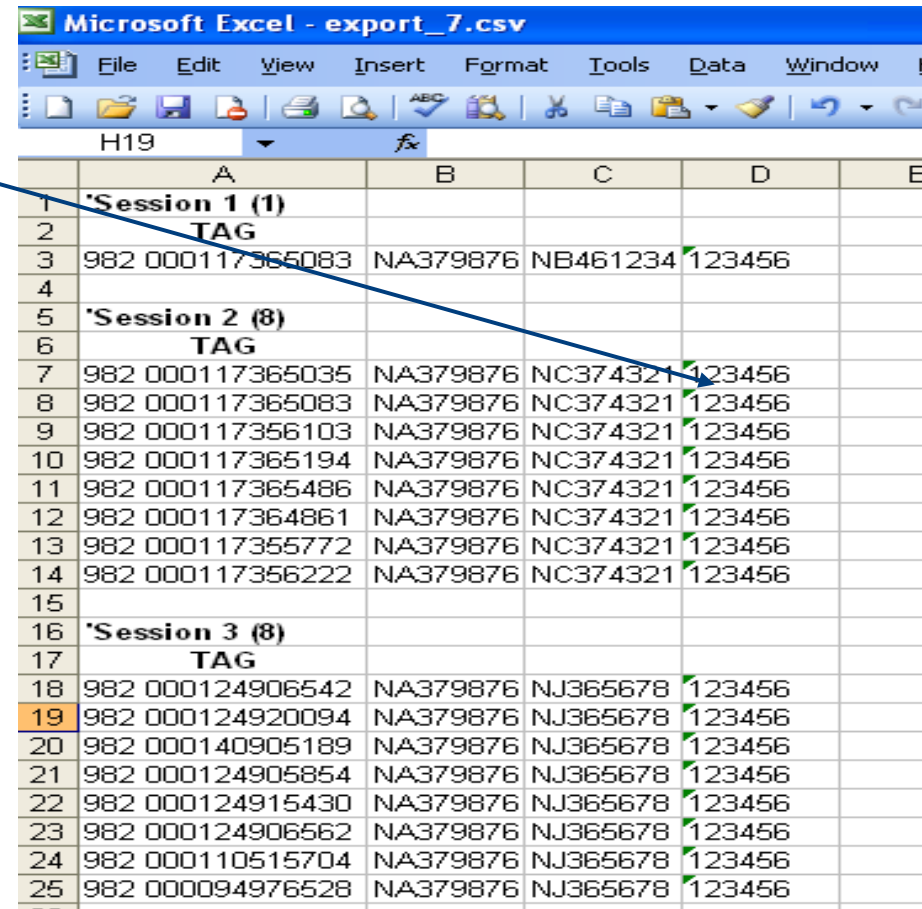# Transferring data from NLIS scanner to Excel - Step 17

- Enter in column 'C' the nominated PIC for the return of the cattle from your record sheets beside each of the Tag numbers for that session.

- PIC numbers entered

Transferring data from NLIS scanner to Excel - Step 18

- In column 'D' enter the enter the numbers '123456' in each row beside the return PIC

- The numbers '123456' are used in lieu of a National Vendor Declaration as this document is not required at a show.

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Transferring data from
NLIS scanner to Excel - Step 19

- In column 'E' enter the date for the cattle movement (date of Show)

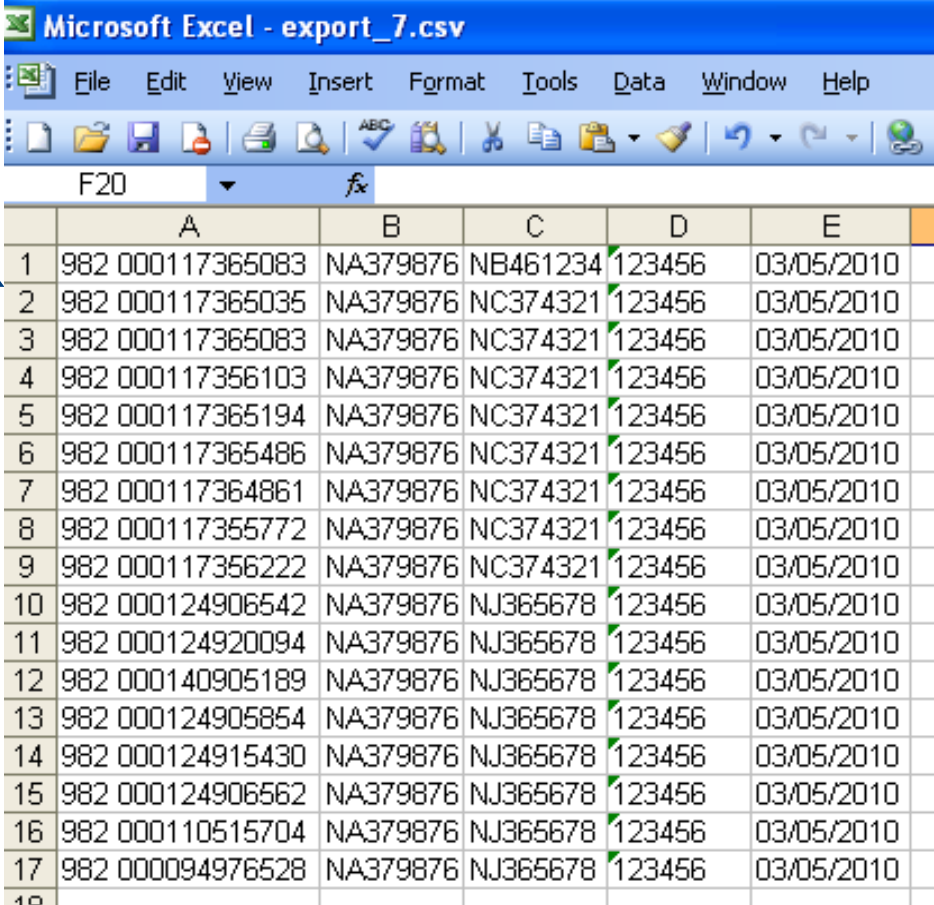- The date format should be dd/mm/year – eg: 05/06/2010

Transferring data from NLIS scanner to Excel - Step 20

- You now need to remove all the rows not required for the NLIS upload. This includes (highlighted in blue):

  - Session Number

  - TAG

  - Blank rows

Transferring data from NLIS scanner to Excel - Step 21

- Your completed Excel spreadsheet should now look like this

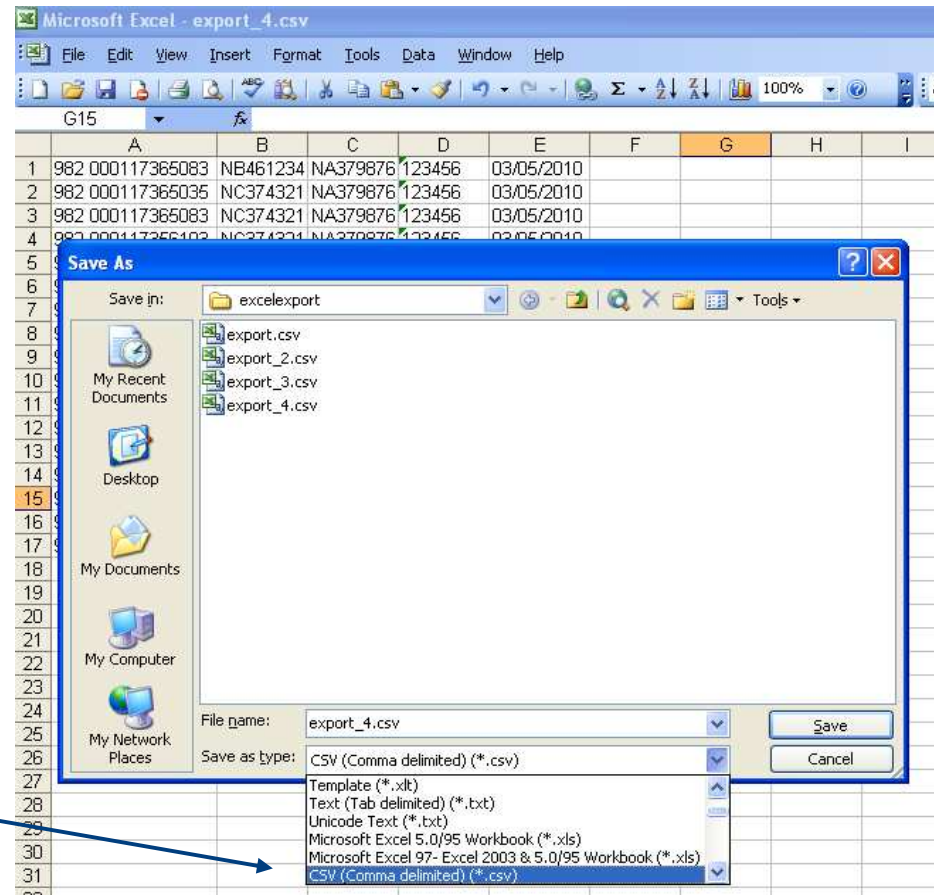# Transferring data from NLIS scanner to Excel - Step 22

- You now need to save this data as a 'CSV' file. It is recommended that you create a folder for this Show.

- To save your data as a CSV file, click on:
  - File
  - Save as
  - Select 'CSV (comma delimited) (*,csv)'

Transferring data from NLIS scanner to Excel - Step 23

- You now need to save this data
- In the 'file name' field type '<u>FROM SHOW</u>';
- Click the <u>Save</u> button