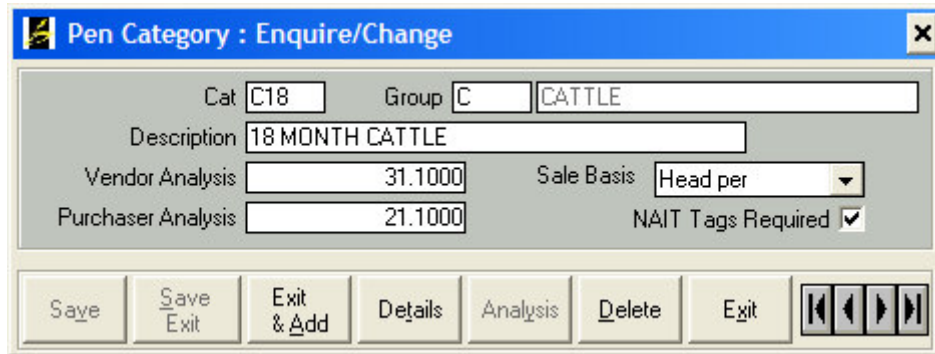


Pen Category Setup



The **NAIT Tags Required** flag can be ticked to trigger an alert on the Tag Discrepancy Report should this pen category be used on a Sale, and not have any tag numbers entered.

2. NAIT Numbers

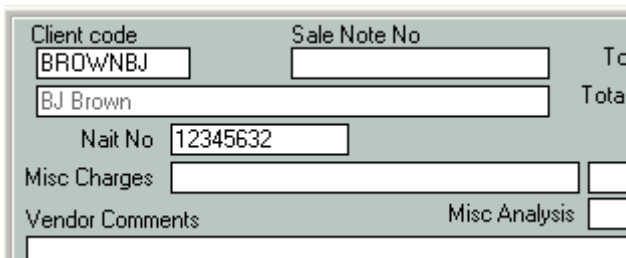
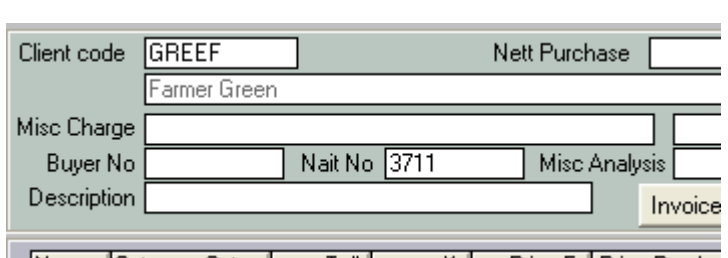
Nait Numbers can be entered for Sale Yards and Clients.

The Nait Number is required in the Nait Movement, for Vendors, Purchasers and Sale Yards.

In a Sale the Tag Discrepancy report will produce a list of Vendors and Purchasers involved with tagged animals, who are missing a Nait Number.

The Nait Movement File creation will fail if there is a missing Nait Number.

When a client is entered as a Vendor or Purchaser on a sale, their client Nait number on file will default into the Nait No field on the Vendor/Purchaser screen:

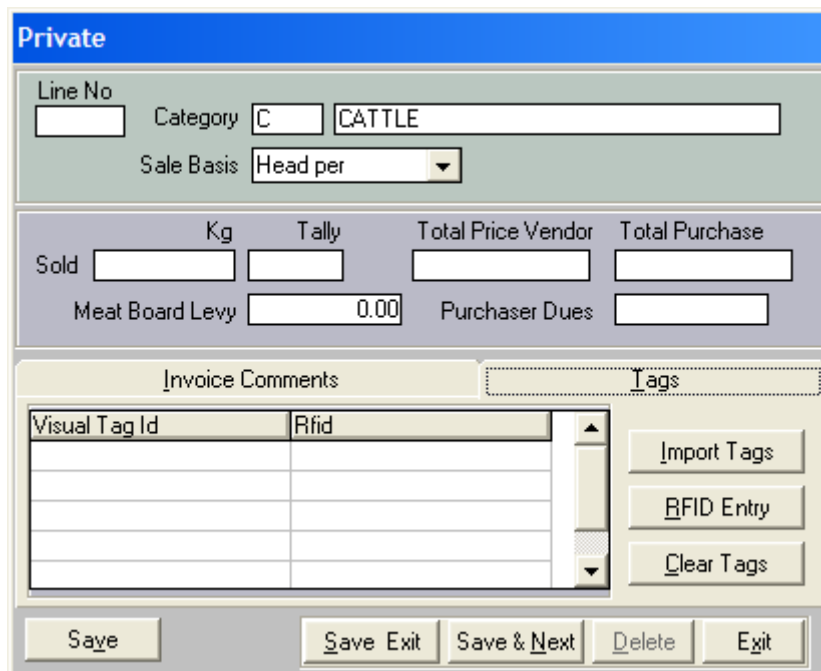
<p>Vendor:</p> 	<p>Purchaser:</p> 
--	--

The default Nait Number can be overwritten when entering Vendors and Purchasers on a sale, with any other valid Nait number.

This does not change the Client's Nait Number on file, it simply overwrites the default for this instance.

3. Tag Entry

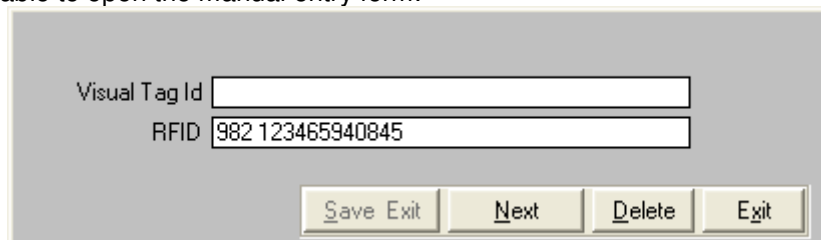
A new 'Tags' tab has been added to the Sale Line/Pen screen, that can be accessed either by clicking on the Tags tab with the mouse, or by hitting Alt+t on the keyboard:



- The Pen/Line must be saved before tags can be added
- **I**mport Tags will allow tags to be imported from a CSV file
- **R**fid Entry opens a screen for direct entry of RFID numbers
- **C**lear Tags will remove ALL the tag numbers for the selected pen/line

a. **Manual Entry**

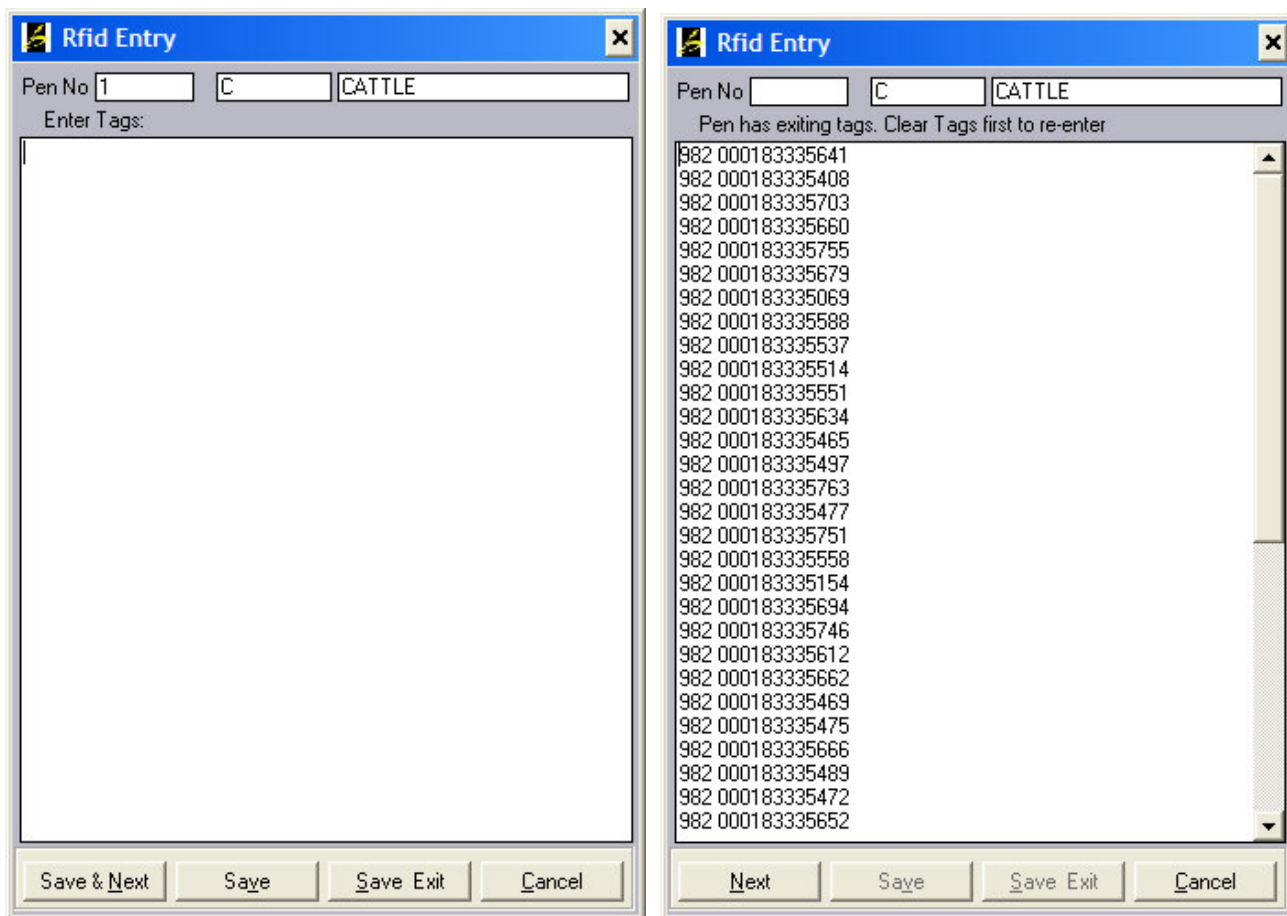
Click on the table to open the manual entry form:



This can be used to enter new tag numbers, edit individual tag numbers already entered or delete individual tags. Please note that no changes are permitted if the Sale is Invoiced.

b. Scan Tags Directly

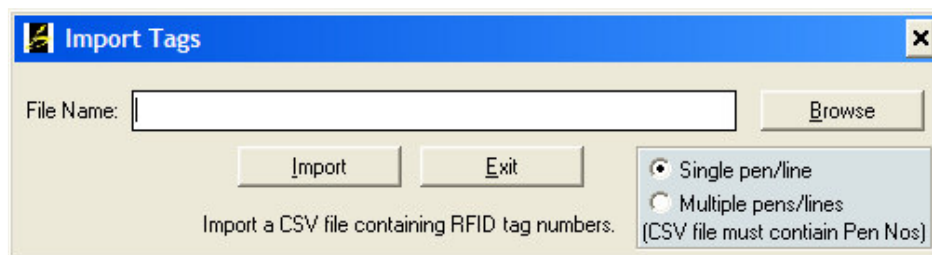
Click on the Rfid Entry button or hit Alt+r on the keyboard to open the RFID entry screen:



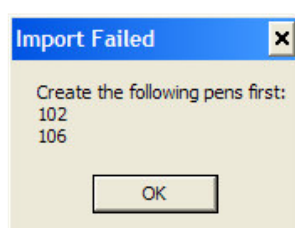
- Tags can be scanned directly into the system using a scanner connected to your computer either via a cable or using Bluetooth.
- RFID numbers can also be manually entered into this screen, but remember to hit <enter> after the last tag to ensure it is saved.
- Once tags are entered, this screen can be used to view the tag numbers, but no editing or adding is permitted, since once the tags are entered this is purely a display only screen.

c. Import Tags from a CSV File

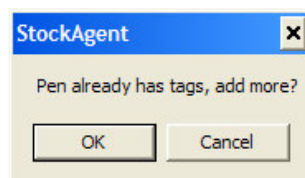
Click the Import Tags button or hit Alt+i on the keyboard to open the Import Tags window:



- Use the Browse button to find the location of the CSV file to import. The browser window that opens will default to the last Directory Path that was used.
- An exception will be raised if the file being imported it is not a CSV file.
- If this window was called from a Sale Line/Pen, it will default to Single pen/line. This means that ALL the tag numbers in the imported file will be assigned to this pen/line.
- If this window is called from the Pens tab of an Auction Sale, the default will be for Multiple pens/lines.
- The default can be modified by simply clicking the desired option.
- If tags are being imported for a pen that does not exist on the sale an exception will be raised:



- Click on Import to import the tags. If successful, an Import Success message will display advising the number of tags imported.
- If a pen already has tags entered the following message will display. Cancel will skip adding tags for this line/pen; OK will ADD the tags in the import file to the existing tags already present.



- Click OK to add any NEW tag numbers to the existing tags in the pen/line.
- Click Cancel to skip this pen during the import.

Allocate Tags

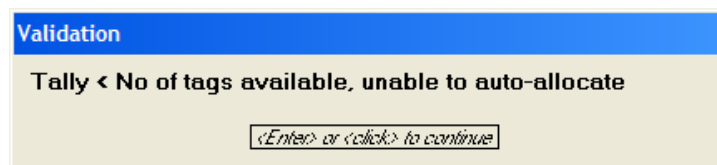
Tags can be allocated to the purchaser as the sale transactions are entered.

A sale transaction that involves a pen/line that has tag numbers assigned to it, so long as the Head Sold is equal to or greater than the number of available tags on the pen, the tag allocation will happen automatically.

ie: **Auto-Allocation is triggered if Head Sold >= No of Tags Available**

If the Head Sold is less than the number of available tags assigned to a pen/line (as can happen if a pen is split for example), the system is unable to automatically allocate these, and the correct tags must be 'Picked' manually.

A warning message is displayed when the transaction is saved:



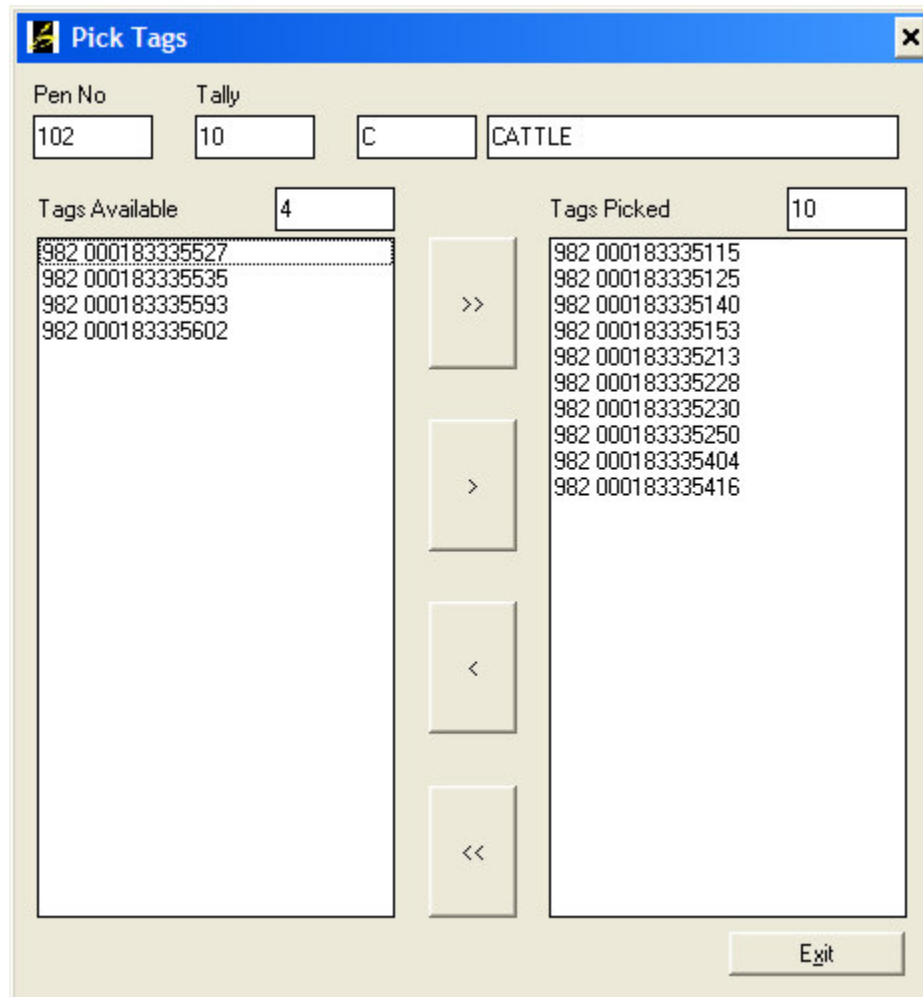
A new Tags tab has been created on the Sale Transaction screen. Allocated tags are displayed, and there is a Pick Tags button:

Client code <input type="text" value="GREEF"/>																		
Sale Pen No <input type="text" value="102"/>		<input type="text" value="C"/>	<input type="text" value="CATTLE"/>															
Sale Basis <input type="text" value="Head per"/>																		
Kg	Tally	Vend. Ea	Purch Ea.	Total Price	Dues/Head													
<input type="text" value="0.000"/>	<input type="text" value="2.000"/>	<input type="text" value="800.000"/>	<input type="text" value="800.000"/>	<input type="text" value="1600.00"/>	<input type="text" value="0.00"/>													
Agents																		
Fixed Com.	<input type="text" value="0.00"/>	Agent	Pct	Com\$	Total Com\$													
Per Hd Com.	<input type="text" value="0.00"/>	1 AB	0.00	0.00	80.00													
Vendor Com.	<input type="text" value="5.00"/>	2	0.00	0.00	0.00													
	<input type="text" value="5.00"/>	3	0.00	0.00	0.00													
					%													
<table border="1"> <tr> <td>Inv. Comment</td> <td>Rebate</td> <td>Comment</td> <td>Carrier</td> <td>Commission</td> <td>Iags</td> </tr> <tr> <td colspan="5" style="height: 80px;"></td> <td><input type="button" value="Pick Tags"/></td> </tr> </table>							Inv. Comment	Rebate	Comment	Carrier	Commission	I ags						<input type="button" value="Pick Tags"/>
Inv. Comment	Rebate	Comment	Carrier	Commission	I ags													
					<input type="button" value="Pick Tags"/>													
<input type="button" value="Save"/>		<input type="button" value="Save Exit"/>		<input type="button" value="Next"/>		<input type="button" value="Delete"/>		<input type="button" value="Exit"/>										

If the transaction has tags allocated, the tab label will display in blue:

Inv. Comment	Rebate	Comment	Carrier	Commission	I ags
982 000183335416, 982 000183335125, 982 000183335602, 982 000183335213, 982 000183335404, 982 000183335527, 982 000183335228, 982 000183335115, 982 000183335593, 982 000183335250,					<input type="button" value="Pick Tags"/>

Click the Pick Tags button or hit Alt+p on the keyboard to activate the Pick Tags window:



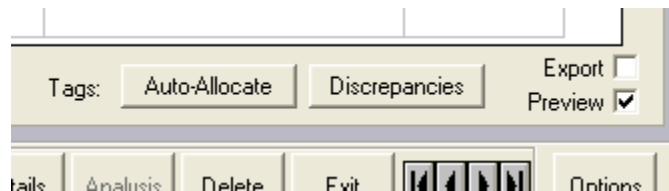
- The Pen/Line details are displayed at the top, including the head sold (Tally).
- The number of available and picked tags updates as tags are picked/removed.
- Allocate ALL the tags - click the >> button
- Allocate a single tag - double click the desired tag or select the tag and click the > button.
- Allocate multiple consecutive tags – Click the top tag in the sequence, hold the Shift button down on the keyboard and click the last tag in the sequence. Click the > button.
- Allocate non-consecutive tags – Hold down the Ctrl key on the keyboard while selecting the desired tags. Click the > button.
- Remove Tags in the same way, using the << and < buttons.
- Exit to return to the Sale Transaction screen.

A Warning is Triggered when Sale Transaction Details are modified if:

- The Sale has already been 'Nait Filed' ie Sale has been included in a NAIT Movement File.
- The Sale Transaction has tags allocated.

The warning is displayed, the changes are permitted, and it is up to the user to re-export the movement data if the original file has not yet been submitted, or register an Movement Update via the NAIT website.

The Purchaser Tab of a Sale includes some new features:



The Auto-Allocate button will automatically allocate any transactions where the number of tags available is LESS THAN or EQUAL TO the head sold.

This will be particularly useful if the tags have been entered or imported AFTER the sale transaction has been entered.

The Discrepancies button will generate a report showing the following:

- Vendors and Purchasers of pens/lines that have tags assigned, who are missing a NAIT number on their client details
- Transaction Discrepancies showing those Sale Transactions involving pens/lines with tags assigned, where the Head Sold does not equal the Number of Tags.

Eg:

Tag Discrepancies

Sale: 1771 Auction

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 Page 1

Missing NAIT Numbers:

Ven WHITEF Farmer Willie White Gumboot Bush RD 7 Waikaia

Transaction Discrepancies

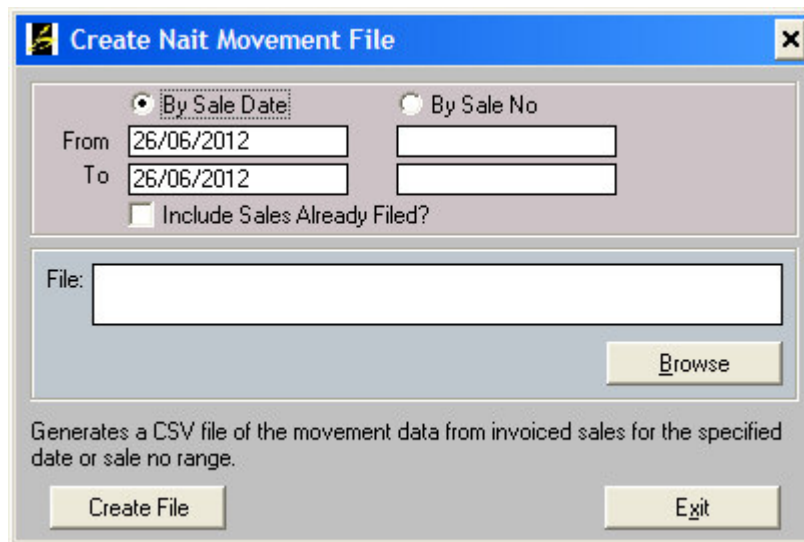
Vendor	Puchaser	Buyer No	Pen No	Head Sold	No of Tags Available	No of Tags Allocated	Head w/out Tags
BROWNB	AC2	1	1	10	5	5	5
WHITEF	AC2	1	7C	5	0	3	2

Pens With No Tags

Vendor	Pen No	Cat	Description	Delivered	Head Sold
BROWNB	2	C18	18 MONTH CATTLE	10	0
BROWNB	3	C18	18 MONTH CATTLE	10	0

4. NAIT Movement File

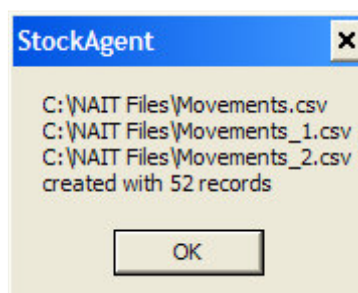
A new menu option, NAIT Movement File, has been added to the bottom of the Sales Menu.



- The file can be generated by Sale Date or Sale No.
- Only invoiced sales, that have not already been exported, matching the criteria will be included.
- Tick **Include Sales Already Filed** to re-export sales already exported. This should only be used if the original file has not yet been submitted to NAIT, otherwise do a Movement Update via the NAIT website.
- Browse to select a file name and path for the file.
- Click the Create File button to generate the CSV file which can then be uploaded to NAIT via the NAIT website.

The generated file includes the following movement data:

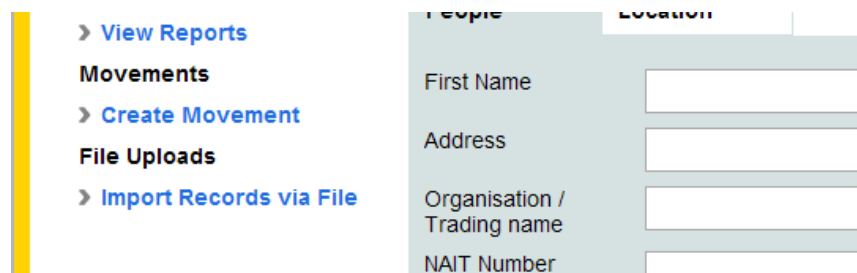
- Auctions:
 - Animal moves from Vendor's location to Saleyard;
 - then from Saleyard to Purchaser's location
 - or back to Vendor's location if unsold.
- Other Sales:
 - Animal moves from Vendor's location to Purchaser's location.
- Reference including Sale Type (Auction/Private/Grazing/Misc), Sale No and Pen/Line No. This will be returned in any error messages from the NAIT upload.
- A Success Message will be displayed with the file name that has been produced.
- If the number of records in the file exceeds the limit specified in Company Details, then multiple CSV files will be produced using the same filename with an incrementing number at the end.
Eg: With the limit set to 20, and with 52 records:



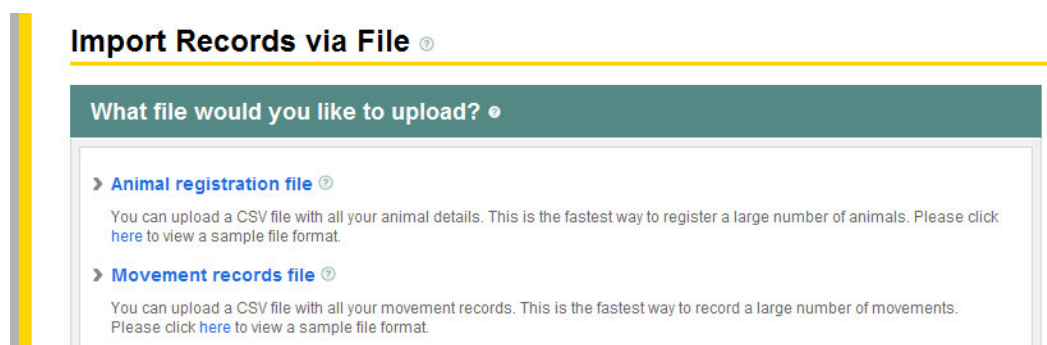
Uploading the Nait Movement File

Open the Nait Website, www.nait.co.nz
Log in with your credentials.

Choose the > **Upload Records via File** option on the Home page:

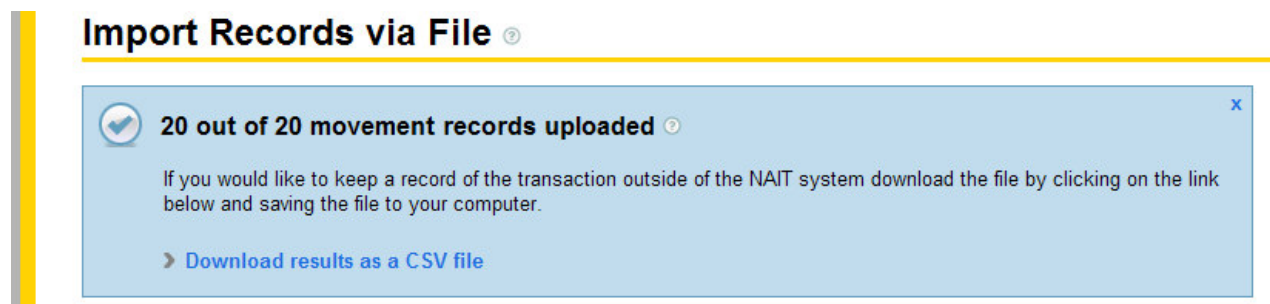


Choose > **Movement records file**:



Browse to the location where the Nait Movement Files generated from Livestock Office were saved. Double Click or Select the desired file and click Open. The file will be uploaded to NAIT.

If successful, a response similar to the one below will display:



Other responses include:

Yellow background – uploaded with Warnings

Red background – upload Failed

Click on the > **Download results as a CSV file** to view the Warnings, Failures or to keep a record of the data sent.