![NAIT logo]

NAIT QUICK GUIDES

UPLOADING BULK TAG NUMBER FILES

This guide is intended to assist NAIT users with uploading bulk tag files in the NAIT online system.

If using a scanner to read your animals' RFID tags, the scanner will produce a file that you can download to identify the tag numbers. Some scanners will come with software that allows you to send the file straight to NAIT. Otherwise, this file can be exported from the scanner and uploaded to the NAIT online system when registering animals or recording a movement.

A tag file must include tag RFID numbers only. Some scanners will produce a file with additional information which will require editing before you can upload the file to NAIT.

1. Edit the file

A tag upload file in the correct format includes one column of tag RFID numbers only.

A file that includes additional information will not be accepted by the NAIT system for a tag number upload. You must first delete the additional information, so you are left with only RFID numbers in column A.
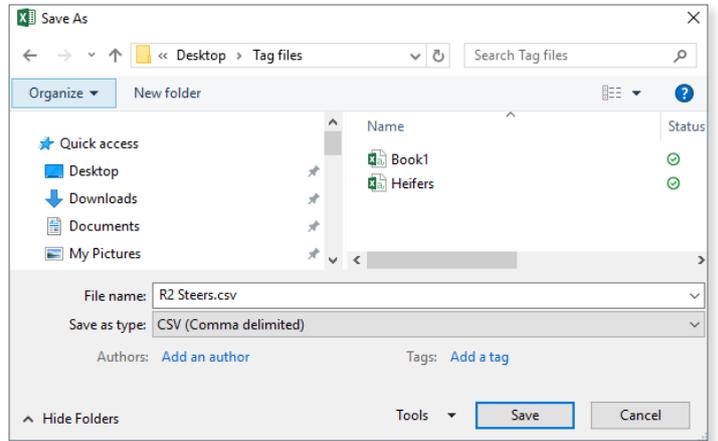
To delete an entire column or row, right click on the column or row letter or number to highlight the row, then select 'delete'. Hold down the shift key to select multiple columns.

![OSPRI logo] **OSPRI**   NAIT is an OSPRI programme   ospri.co.nz   0800 482 463

2. Save the File

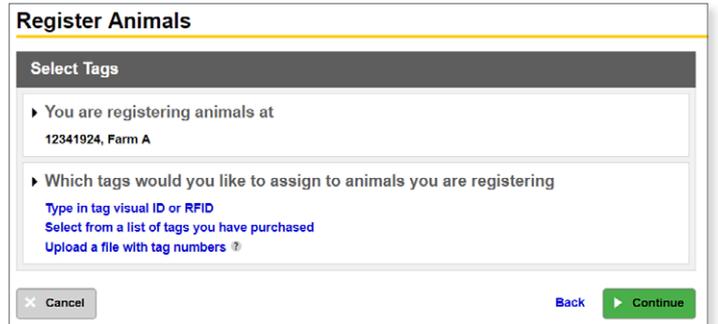Save the tag file to your computer desktop or relevant documents folder.

Make sure the 'save as type' is CSV (comma delimited).

3. Upload The File

Log into your NAIT account and select the action you want to complete e.g. Create Movement or Register Animals.

Follow the prompts on screen until you are requested to choose a method to enter tag numbers, then select 'Upload a file with tag numbers'.

Locate the file saved in your computer in step 2 and select, 'open'.

If the file is uploaded successfully, your NAIT account will automatically proceed to the next screen and display the number of animals. Follow the prompts on screen to finalise the task.