

NAMLITS ONLINE
LIVESTOCK IDENTIFICATION, TRACEABILITY AND MARKETING TOOL

www.namlits.com

USER MANUAL



NAMLITS ONLINE
ENTER HERE



**Meat Board
of Namibia**

FOREWORD

The new and improved NamLITS online was expanded into a complete Livestock Identification, traceability and marketing tool in order to assist producers in Namibia with compliance to livestock identification, traceability and marketing requirements.

The development of this marketing tool was a combined effort between the Meat Board of Namibia (MBN) and the Directorate of Veterinary Services (DVS). The Meat Board would like to thank the DVS for allowing the expansion to allow producers more control over, but also more responsibility, regarding the accuracy of data on the NamLITS system. The Meat Board would also like to thank the developer, Flexpro, for continued support and collaboration.

This document describes on a step-by-step basis the basic functions available to producers on the new marketing tool.

The Meat Board would like to remind producers of the importance of record keeping and operating with integrity to maintain the superior animal health status of Namibia, and thus maintain access to the all-important export markets.

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1. WHAT DO I NEED TO REGISTER AS A USER ON NAMLITS ONLINE

Any person wanting to register as a user on NamLITS online must have:

- 1.1. a registered Stock Brand;
- 1.2. a Meat Board Producer number;
- 1.3. an establishment linked on NamLITS to the Stock Brand (this is done at State Veterinary offices once the registration of the Stock Brand is complete);
- 1.4. a Livestock Keeper Key (this is a number allocated to the producer on the NamLITS system once the stock brand and establishment are linked and can be obtained from the State Vet office);
and
- 1.5. An e-mail address and access to the internet.

2. HOW DO I REGISTER AS A USER ON NAMLITS ONLINE

Step 1: Access the NamLITS online webpage: www.namlits.com

Step 2: On the welcome page, click on “ENTER HERE”

Step 3: On the home page, select “Register” in the list on the left side of the page

Step 4: Complete the required fields marked with a * on the Registration page

Step 5: Select “Submit” on the right bottom of the page once you are satisfied with the information provided to complete registration. Next time you want to use NamLITS online, you will select “Login” instead of “Register” on the home page.

3. LOGIN

After initial registration, you will select “Login” every time you want to access NamLITS online instead of “Register”.

Step 1: On the home page, select “Login” in the list on the left side of the page

Step 2: Enter your login name and password which was created during registration

Step 3: Select “Submit” to enter the site.

4. QUICK GUIDELINES: This section provides a quick guide to the functions available:

On the Home page, you will have the option to download quick guidelines to all the functions on NamLITS online. Here are those functions with a short explanation:

Home	Takes you back to the NamLITS online homepage
My Status	Check status of the brand (restricted or not), self-declaration submission and herd health status
Animal Identification	
- Commercial Stock Brand	Use this function to find the owner of a brand or to find the brand of a commercial producer
- Communal Stock Brand	Use this function to find the owner of a brand or to find the brand of a communal producer
- Eartag identification	Use this function to find the owner of an ear tag, using the ear tag number.
Animal Management	
- Order Tags	Order official cattle and small stock ear tags online
- Livestock Termination	Terminate livestock to remove from the herd due to death, loss, slaughter or theft
- Animal Register	Own record of livestock on the farm. This register does not influence the herd statement.
- Change Animal Classification	Change the class, breed and type of an animal
FAN Meat Forms	These records must be kept by every producer
- Feed & Lick Register	Record of feed and lick given to livestock
- Livestock Vaccinations	Record of vaccinations and treatments given to livestock
- Employee Training	Record of employee training
Livestock Movements	
- Permit Application	Apply for a movement permit online. The permit will be mailed to the e-mail address provided
- Movement Notice Capture	Capture movement notices after the movement has taken place to move animals on NamLITS
Registrations	
- Small Stock Registration	Register official small stock ear tags on NamLITS
- Cattle Registration	Register official cattle ear tags on NamLITS
- Cattle Tag Replacement	Replace official cattle ear tags on NamLITS
Lookups	
- Herd Details	Find the herd ID, Livestock Keeper Key and Stock Brand of a producer
- Establishment Details	Find the establishment code for an establishment (eg. for abattoir to which animals will move)
- Permit Enquiry	Find the details of an issued movement permit
User Details	
- Update Address Change	Update any address changes
- Change Password	Change password with which to access NamLITS online
- Email History	Check history of e-mails received by NamLITS online
Reports	
- Cattle Movement History	Check specific animal movement history using ear tag number
- Cattle Movement Exceptions	Check any cattle movement exceptions for a specified period of time
- Herd Statement	Displays herd as it is registered on NamLITS
- New Registrations	Displays new tag registrations for a specified period of time
- Departures	Displays information for animal departures from establishment for a specified period of time
- Arrivals	Displays information for animal arrivals at establishment for a specified period of time
- Farm Permits	Displays all permits to and from establishment for specified period of time
- Outstanding Permits	Displays all outstanding permits to and from establishment for a specified period of time
- 90/40 Days Validation	Check the 90/40 day residency compliance of specific cattle or for all registered animals
- Livestock Reconciliation	Check own livestock register against the herd as registered on NamLITS to detect differences
- Herd Health Status Enquiry	Check herd health status (any notifiable diseases reported on the establishment or in the area)
Meat Board Online	
- MB Portal	Link to the MB portal on which levy payments can be submitted and permits can be applied for
Animal Health Declaration	
- Form	Submit animal health declaration online
- History	Check history of self declarations submitted by producer
Log Out	Log out of NamLITS online

5. MY STATUS

This section allows a quick glance at the status of the livestock keeper (producer) and establishment. This section will show whether the livestock keeper or the establishment is restricted, and will also give the reason why. It will show all outstanding movement permits, if there are any, and will also show if the Animal Health Self Declaration for the last reporting period was submitted.

In order to view your status:

Step 1: select “My Status” in the list on the left side of the page;

Step 2: Click on “Select One” next to livestock keeper, and select the livestock keeper for which the status is to be viewed;

Step 3: Click on “Select One” next to Establishment, and select the establishment for which the status is to be viewed.

The status will automatically show after entering the required information.

6. ANIMAL IDENTIFICATION

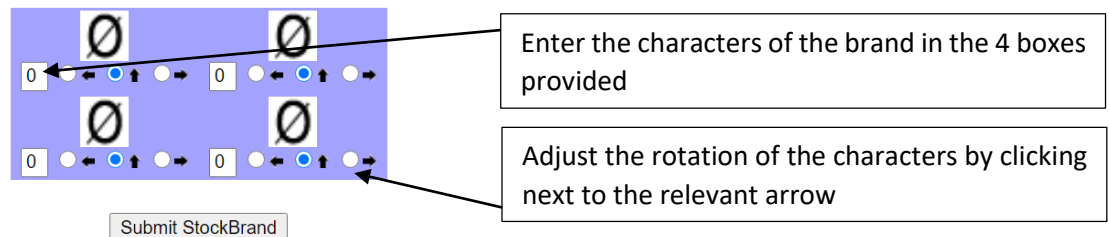
6.1 COMMERCIAL STOCK BRAND

This function is used to search for a stock brand of a known commercial producer OR to find the owner of a known stock brand.

6.1.1 Finding the owner of a commercial stock brand

Step 1: In the list on the left side of the page, under the heading “Animal Identification”, select “Commercial Stock Brand”

Step 2: Enter the character in the input field and adjust the rotation:



Step 3: Select “Submit Stockbrand”

The owner of the stock brand will display at the bottom of the page.

6.1.2 Finding the stock brand of a commercial producer

Step 1: In the list of the left side of the page, under the heading “Animal Identification”, select “Commercial Stock Brand”

Step 2: Enter the Surname, ID no or Stockbrand Code in the input fields

When searching for **STUD** stockbrands please use the search criteria below:

Enter the Surname **OR** ID Number **OR** Stockbrand code in the input fields.

Surname:	<input type="text"/>
ID No:	<input type="text"/>
Stockbrand code:	<input type="text"/>

Step 3: Select “Display Stockbrands”

The stock brands will display at the bottom of the page.

6.2 COMMUNAL STOCK BRAND

This function is used to search for a stock brand of a known communal producer OR to find the owner of a known stock brand.

6.2.1 Finding the owner of a stock brand

Step 1: In the list on the left side of the page, under the heading “Animal identification”, select “Communal Stock Brand”

Step 2: From the dropdown list, select the correct stock brand area

Step 3: Complete the information for the stock brand as requested

Step 4: Select “Submit Stockbrand”

The owner of the stock brand will display at the bottom of the page.

6.2.2 Finding the stock brand of a communal producer

Step 1: In the list on the left side of the page, under the heading “Animal identification”, select “Communal Stock Brand”

Step 2: Enter the Surname, ID no or Stockbrand code in the input fields

Step 3: Select “Display Stockbrand”

The stock brand of the communal producer will display at the bottom of the page.

6.3 EAR TAG IDENTIFICATION

This function is used to search for the owner of livestock of which the ear tag number is known

Step 1: In the list on the left side of the page, under the heading “Animal Identification”, select “Eartag Identification”

Step 2: Complete the ear tag number on the ear tag displayed

Step 3: Select “Submit”

The producer to whom the ear tag is registered will display at the bottom of the page.



7. ANIMAL MANAGEMENT

7.1 ORDER TAGS

This function is used to order official cattle and small stock ear tags from the Meat Board of Namibia.

Step 1: Select “Order Tags” under the heading “Animal Management” in the list on the left side of the page;

Step 2: Click on “Select One” in the space next to “Livestock Keeper”;

Step 3: Select the “I agree” box below the Meat Board Indemnity form to continue with the order. The order form will appear after selection;

Step 4: Complete the order form, taking care to verify the e-mail address and take note of the quota available to purchase. After completing the form, click on “Add to order”.

Step 5: The order with the total cost will display at the bottom of the page. If you are satisfied with the order, click on “Submit Request”. If you are not satisfied with the order, click on “Delete” next to the order line you are not satisfied with.

Step 6: After submitting your request, a page will appear with a reference number which must be used when doing the payment. If this reference number is not used, the order will not be processed.

Only once the payment reflects on the Meat Board system will the order be placed with the Ear Tag division of the Meat Board. The Ear Tag division will contact you once your order is ready for collection. A tax invoice will be e-mailed to you. Please bring this invoice along when collecting your ear tags.

7.2 LIVESTOCK TERMINATION

This section can be used to remove individually identified and registered livestock from the herd statement due to being slaughtered, exported, death, theft, lost, death due to drought or replacement ear tag was accidentally registered as a new tag instead of a replacement.

Step 1: Select “Livestock Termination” under the heading “Animal Management” in the list on the left side of the page;

Step 2: Select the relevant herd under “Herd ID” at the top of the page;

Step 3: Complete the rest of the information, taking care to provide the correct ear tag numbers to be terminated. Ear Tag numbers can be separated by commas if more than one ear tag number is to be terminated;

Step 4: Select “Submit” only once you are satisfied that the information is correct. Please take note that any mistakes cannot be corrected by the producer, but can only be corrected by the Veterinary Technicians at State Veterinary Offices. A proof of the termination will be e-mailed to the address provided.

7.3 ANIMAL REGISTER

This section allows the producer to keep an up to date livestock register. The information entered in this section does not produce any changes directly on NamLITS. The keeping of such a livestock register is a prerequisite in accordance with the Animal Health Act (Act 01 of 2011). The first time the producer uses this section, you provide the system with a starting number of livestock on a specific date. The system will then import data regarding movements, registrations, terminations to create an up to date livestock number.

Step 1: Select “Animal Register” under the heading “Animal Management” in the list on the left side of the page;

Step 2: Select the appropriate “Livestock Keeper” and “Establishment” from the drop down lists;

Step 3: Select the species for which the register is to be created;

Step 4: Select the starting date and enter the animal count of the species previous selected. This is the count which was known at a specific date, like the first cattle you purchased, for instance.

Each line can be edited, new line can be added at the bottom of the page, and every added entry can also be deleted. This is the producer’s own record.

7.4 CHANGE ANIMAL CLASSIFICATION

This section is used to change the class of individually identified animals. For instance: “Female Calf” to “Cow”.

Step 1: Select “Change animal classification” under the heading “Animal Management” in the list on the left side of the page;

Step 2: Select the correct herd from the drop down list on the top of the page

Step 3: Enter the tag numbers of the animals for which the class should be changed. For instance: enter all the tag numbers of all female calves. The list of tag numbers should be separated by a comma:

e.g. 12345678, 91011121, 13141516, 17181920, 21222324

Step 4: Click “next” when the list of tags has been entered;

Step 5: On the next page, select the class, breed and production type from the drop down lists;

Step 6: Select the ear tag numbers which should be changed OR select “All”;

Step 7: Click “submit”. The classes of the selected animals will now be updated.



8. FAN MEAT FORMS

8.1 FEED AND LICK REGISTER

This section is used to record feeds and licks given to livestock as per FAN Meat Producer Standards.

Step 1: Select “Feed & Lick Register” under the heading “FAN Meat Forms” in the list on the left side of the page;

Step 2: Select the correct “livestock Keeper” and “Establishment” from the dropdown list;

Step 3: Select the type of feed. If ready mixes are purchased at retailers, select “Registered Name”. If own farm mixes or compositions are made, select “Farm mix” or “Composition”;

Step 4: Type the name. If “Registered Name” was previously selected, select the feed or lick from the drop down list next to “type name”. If “Farm mix” or “composition” was previously selected, enter the names of the products used;

Step 5: Enter the feed quantity in Kg, Select the animal type and provide the number of animals to which the feed or lick was given. If “cattle” was selected as animal type, you can either enter specific ear tag numbers (for instance if only a specific group of cattle received a specific feed) or you can enter the number of cattle;

Step 6: Select the “period from” and “to” dates, and click on “submit”.

8.2 LIVESTOCK VACCINATIONS

Keeping records of livestock vaccinations and treatments is compulsory in accordance with the Animal Health Act (Act 01 of 2011) and can be kept electronically on NamLITS online.

Step 1: Select “Livestock Vaccinations” under the heading “FAN Meat Forms” in the list on the left side of the page;

Step 2: Select the relevant “livestock keeper” and “establishment” from the drop down list

Step 3: Select either “vaccination” or “treatment” under “Type selection”

Step 4: Complete the rest of the information. Select the correct vaccination or treatment from the dropdown list;

Step 5: When cattle was selected as “animal type”, the tag numbers of all the cattle treated must be entered. (**TIP:** you can copy and paste tag numbers from you herd statement. It is also recommended that an excel list of cattle is kept by producers, in order to copy and paste tag numbers into the relevant sections in NamLITS online)

Step 6: Select “submit” when all the information has been captured.

8.3 EMPLOYEE TRAINING

This section is used to record training of employees as per FAN Meat Producer Standards.

Step 1: Select “Employee training” under the heading “FAN Meat forms” from the list on the left side of the page;

Step 2: Select the relevant “Livestock keeper” and “establishment”;

Step 3: Complete the information and click on “submit”. Note that you can either enter the names OR the number of the employees who received the training.

9. LIVESTOCK MOVEMENTS

9.1 PERMIT APPLICATION

This section is used to apply for an animal movement permit. Please note that you can only apply for a permit FROM your establishment to another establishment. Should you need to apply for a permit from another establishment TO your establishment, this needs to be done at the State Veterinary Office with authorization from the owner, or the producer from which the animals are to be sent, should apply for the movement permit on NamLITS online.

Step 1: Select “Permit Application” under the heading “Livestock Movements” from the list on the left side of the page;

Step 2: Select the relevant permit type, whether export or movement, and herd, and select “Next”;

Step 3: Select the “Establishment type” and enter the Establishment code OR herd details to which the animals are to be moved (The establishment type will determine which to be entered). (TIP: The establishment code can be found under “Establishment Details” under the heading “Lookups” in the functions list on the left side of the page. The Herd details can be found under “Herd Details” under the heading “Lookups” in the functions list on the left side of the page).

Step 4: Select “next” when all details have been entered.

Step 5: Complete the relevant information and verify the e-mail address to which the movement permit will be e-mailed and then click on “next”. You will receive an e-mail from auctions@namlits.com which will contain your permit. Please check your spam folder as well.

9.2 MOVEMENT NOTICE CAPTURE

This section is used to capture an animal movement. By completing this section, the animals will move to the relevant herd on the NamLITS system, BUT the permit must still be returned to the State Veterinary office for the permit to be reconciled.

Step 1: Select “Movement Notice Capture” under the heading “Livestock Movements” from the list on the left side of the page;

Step 2: Enter the relevant Movement Permit Number and select “search”

Step 3: Complete the relevant information and verify the e-mail address to which a report of the movement notice will be sent.

10. REGISTRATIONS

10.1 SMALL STOCK REGISTRATION

This section is used for the registration of individually identified small stock. At this stage, this only entails small stock to be exported to South Africa.

Step 1: Select “Small stock Registration” under the heading “Registrations” from the list on the left side of the page;

Step 2: Select the method which is to be used. “Individual” means each ear tag number will be entered separately. Choose this option if individual ear tag sets have been removed from the complete sets of 20 per bag. For instance, if 115 small stock have been tagged, the 100 small stock will be registered in batches of 20 per bag, and the 15 remaining tags will be registered individually;

Step 3: Complete the information as requested per the method which was selected. When tags are to be registered per bag in batches of 20, please note that the bag number to be entered is the digits appearing before the slash (e.g. Bag No: 1234/5678 - only enter the number 1234);

Step 4: Click “submit” when all information has been entered.

SPECIAL NOTE: Producers should only register the small stock which will be exported at once in one consignment. The system was developed in such a way that ALL small stock registered tags will be selected automatically for the export movement permit. Producers / exporters should thus verify the number and exact animals to be exported in one consignment prior to registration on NamLITS online!

10.2 CATTLE REGISTRATION

This section is used for the registration of cattle ear tags.

Step 1: Select “Cattle Registration” under the heading “Registrations” from the list on the left side of the page;

Step 2: Complete the required information. Verify the e-mail address to which a record of the registration will be mailed. Click on “next” when you have entered all information. The ear tags are now registered on your herd on NamLITS.

10.3 CATTLE TAG REPLACEMENT

This section is used to replace an official ear tag of cattle which is either lost or damaged with another official tag. Such replacement means that the animal whose tag was replaced will maintain its 40-day residency status.

Step 1: Select “Cattle tag Replacement” under the heading “Registrations” from the list on the left side of the page;

Step 2: Select “Replace” and complete the required information. Select the relevant reason from the dropdown list and click “submit”;

Note: Choose “Revert Replacement” if a tag replacement is to be reversed.

11. LOOKUPS

11.1 HERD DETAILS

This section is used to look up the details of a herd, and is used for instance when a movement permit is applied for. The Herd details is required in the application for movement to certain establishments.

Step 1: Select “Herd details” under the heading “Lookups” from the list on the left side of the page;

Step 2: Enter the information which is known. For instance, you only have to enter the surname of the producer, and the system will then give you a list of all the producers with that surname.

11.2 ESTABLISHMENT DETAILS

This section is used to look up the details of a specific establishment, like obtaining the establishment code for application for a movement permit.

Step 1: Select “Establishment details” under the heading “Lookups” from the list on the left side of the page;

Step 2: Select the establishment type from the dropdown list;

Step 3: Enter the establishment name and click on “Search”;

11.3 PERMIT ENQUIRY

This section is used to obtain information on a specific animal movement permit.

Step 1: Select “Permit Enquiry” under the heading “Lookups” from the list on the left side of the page;

Step 2: Enter the permit number and click on “submit”

12. USER DETAILS

12.1 UPDATE ADDRESS DETAILS

Use this section to update your contact details

Step 1: Select “Update address details” under the heading “User details” from the list on the left side of the page;

Step 2: Select the Livestock Keeper for which the details are to be updated, and complete the relevant information;

Step 3: Click “submit”

12.2 CHANGE PASSWORD

Use this section to change your password.

Step 1: Select “Change password” under the heading “User details” from the list on the left side of the page;

Step 2: Complete the information and select “submit”

12.3 EMAIL HISTORY

Use this section to view email history within one calendar year for requests either pending, cancelled or processed.

Step 1: Select “Email History” under the heading “User details” from the list on the left side of the page;

Step 2: Select the from and to dates. Take note, these dates must be within the same calendar year;

Step 3: Select the category for which the history is required: pending, cancelled, processed, email error and click “Submit”.

13. REPORTS

This section has a number of useful reports for the producer to request and view.

Select the relevant report under the heading “Reports” from the list on the left side of the page:

13.1 CATTLE MOVEMENT HISTORY

Use this section to view the movement history of a specific animal using the ear tag number

13.2 CATTLE MOVEMENT EXCEPTIONS

Use this section to view movement exceptions for a specific herd for a specified period of time

13.3 HERD STATEMENTS

Use this section to view your herd statement as it is displayed on the National Database (NamLITS)

13.4 NEW REGISTRATIONS

View all new ear tag registrations for a specified period of time

13.5 DEPARTURES

View all departures from a herd for a specified period of time

13.6 ARRIVALS

View all arrivals to a herd for a specified period of time

13.7 FARM PERMITS

View all permits from and to the establishment for a specified period of time

13.8 OUTSTANDING PERMITS

View all outstanding periods either “from” or “to” a selected establishment, livestock keeper or herd.

13.9 90/40 DAYS VALIDATION

View the 90/40-days residency compliance for cattle when loading to an export abattoir. You can either view the compliance for a specific animal/s by entering the ear tag number/s OR for the entire herd, by selecting “Registered Animals Only”.

13.10 LIVESTOCK RECONCILIATION

Use this section to compare for instance a herd statement kept by the producer with the livestock actually registered on NamLITS. Example: 10 cattle were moved to your establishment. To view whether this movement was registered on NamLITS, enter the 10 ear tag numbers and reconcile with the full herd. The system will then indicate whether these cattle have been moved to your herd or whether they still belong to the previous owner on NamLITS.

Step 1: Select “Livestock Reconciliation” under the heading “Reports” from the list on the left side of the page;

Step 3: Enter the ear tag numbers for which information is required and click “Full herd Reconciliation” if you wish to enquire about the entire herd (Here you can, for instance, enter all the ear tag numbers you have in another herd register or statement);

Step 4: Click “Next”. The system will then provide information on the ear tags enquired about.

13.11 HERD HEALTH STATUS ENQUIRY

Use this section to enquire about the official health status of a specific herd for Brucella melitensis, Bovine Tuberculosis, Bovine Brucellosis and Lumpy Skin Disease.

14. MEAT BOARD ONLINE

14.1 MEAT BOARD PORTAL

Use this section to update your producer registration details with the Meat Board, submit levy payments and apply for Meat Board livestock export permits.

Step 1: Select “MB Portal” under the heading “Meat Board Online” from the list on the left side of the page;

Step 2: Select “<Not Registered? Click here to get started>”. This will take you to the Meat Board portal to register;

Step 3: Enter your producer number and ID to register on the Meat Board portal and create a password;

Step 4: Select “Producers” to update registration details. Select “Levies” to submit a transaction and obtain an invoice for levy payments. Select “Export Permits” to apply for a Meat Board Livestock export permit.

15. ANIMAL HEALTH DECLARATION

15.1 FORM

Use this section to submit your animal health declaration electronically. These declarations have to be submitted 2 x per annum for the periods January to June (submission due July) and July to December (submission due January). If you fail to submit your declaration, your stock brand will be restricted.

Step 1: Select “Form” under the heading “Animal Health Declaration” from the list on the left side of the page;

Step 2: Select the Stock Brand for which the declaration is to be submitted from the drop down list and click on “Start Form”

Step 3: Complete the form and submit once you are satisfied with the information provided. A receipt and summary will be sent to your email.

15.2 HISTORY

Use this section to view history of all previous animal health declarations submitted.

16. USEFUL TIPS

16.1 EXPORTING DATA

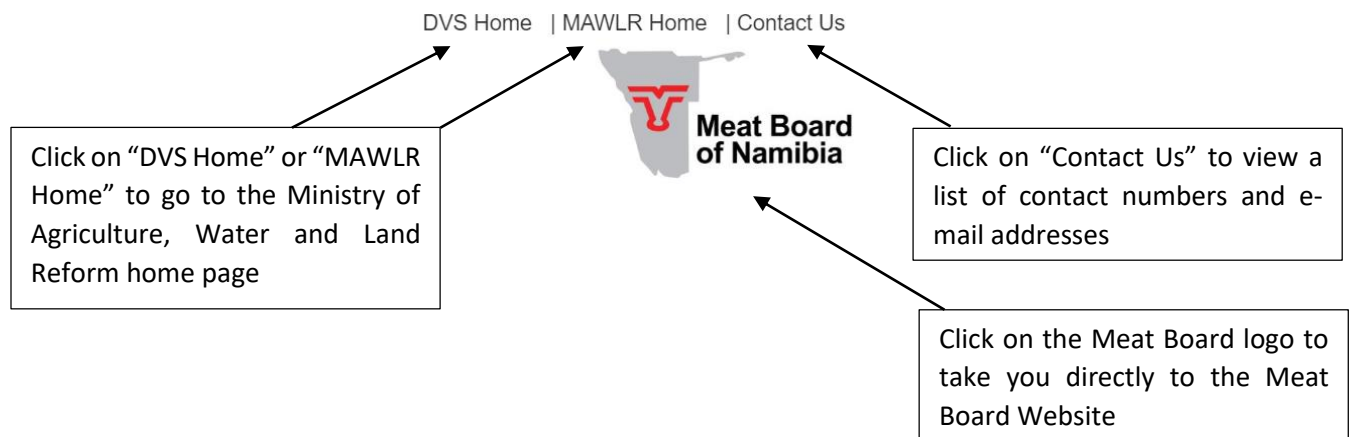
Most of the reports or lists on NamLITS online have an option to export data to excel. When you select “Export to CSV” the data will be exported to excel to be used as a worksheet and to more easily copy ear tag numbers from to feed into other sections on NamLITS online.

16.2 HISTORY FUNCTION

All sections on NamLITS online have a history function which can be used to view your history for a specific function for a specified period of time.

16.3 LINKS TO OTHER WEBSITES

The icons in the top right corner of the web-page takes the user to other websites:



CONTACT DETAILS

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FAN Meat Ear Tag office:	+264 61 275 863 / 864 / 865 eartags@nammic.com.na Eartags2@nammic.com.na saraphia@nammic.com.na
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