



Online forms – NLRD Import Instructions

Where to find the NLRD Import Template

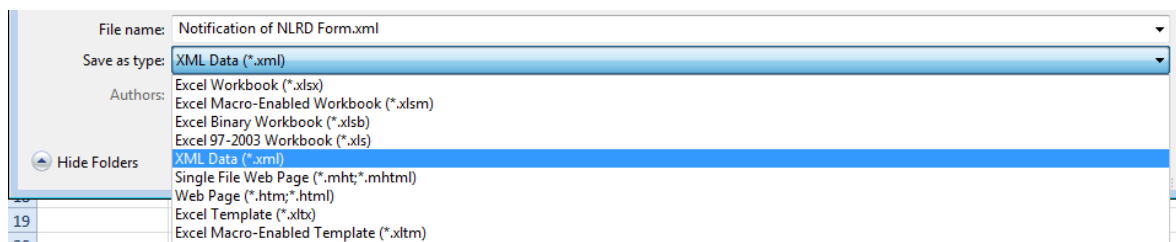
The NLRD Reporting Import Template can be found on the “Apply for an NLRD” page and in the Resources section of the OGTR website. The template contains a data entry sheet, as seen below, along with instructions on how to complete it. All NLRDs recorded in the template will be imported into the online form.

Please note: The previous ‘Record of Proposed NLRDs’ spreadsheet issued by the OGTR will not be compatible with the online forms and cannot be used for importation. Organisations that wish to use the import function can use the template provided by the OGTR.

IBC_Assessed	IBC_NLRD_Identifier	Assessment_Date	IBC_Name	Notifying_Organisation	Project_Title	GMO_Details	Dealing_Type
TRUE	2017-NLRD-1	11/11/2017	IBC1	Organisation1	ProjectTitle	GMODetails	[1 Sep 2011] PC2 - (a), (m)
TRUE	2017-NLRD-2	12/12/2017	IBC1	Organisation1	ProjectTitle	GMODetails	[1 Sep 2011] PC1 - (a), PC3
TRUE	2018-NLRD-1	1/01/2018	IBC1	Organisation1	ProjectTitle	GMODetails	[1 Sep 2011] PC2 - (i)(iii)(A)

How to convert the spreadsheet to XML format

The file will need to be in .XML format for it to be imported into the online NLRD reporting form. Once all the NLRD records have been entered into the spreadsheet, click on ‘Save as’ under the file tab, then select the ‘XML Data (*.xml)’ format in the ‘Save as type:’ field as shown in the image below. This may need to be saved to a location that is easily accessible for upload to the online form.



How to import your XML spreadsheet into the online form

1. When you arrive at the ‘Proposed NLRD’ tab of the online NLRD reporting form, click on the ‘Import NLRD Records’ link (circled below).





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2. Locate and select your XML file. This will import all the entries that you recorded in the NLRD import template. Once the records have been imported, you should receive a pop-up box indicating the file import results, similar to the one shown below. Select 'Okay.'

Note: Importing more than 10 NLRDs at once may significantly lower the upload speed.

File import results

Notification of Notifiable Low Risk Dealing Form

3 records have been imported.

IBC NLRD Identifier	Dealing Type
1001	[1 Sep 2011] PC1 - (a) and (c), PC2 - (a), (d), (g) and (i)
1002	[1 Sep 2011] PC1 - (a), PC3
1003	[1 Sep 2011] PC1 - (a)

Okay

3. The information from all the records will now be displayed in the 'Proposed NLRD' tab of the online form. If any details have not been imported correctly, or are missing, the relevant record will indicate "(Incomplete)". Amend the incomplete records as necessary before the lodgement of the form can be completed.
4. If any mandatory information has not been entered into the spreadsheet, the importation may fail and you may receive an error message to indicate this. This will need rectifying in the spreadsheet prior to attempting the importation process again.

