

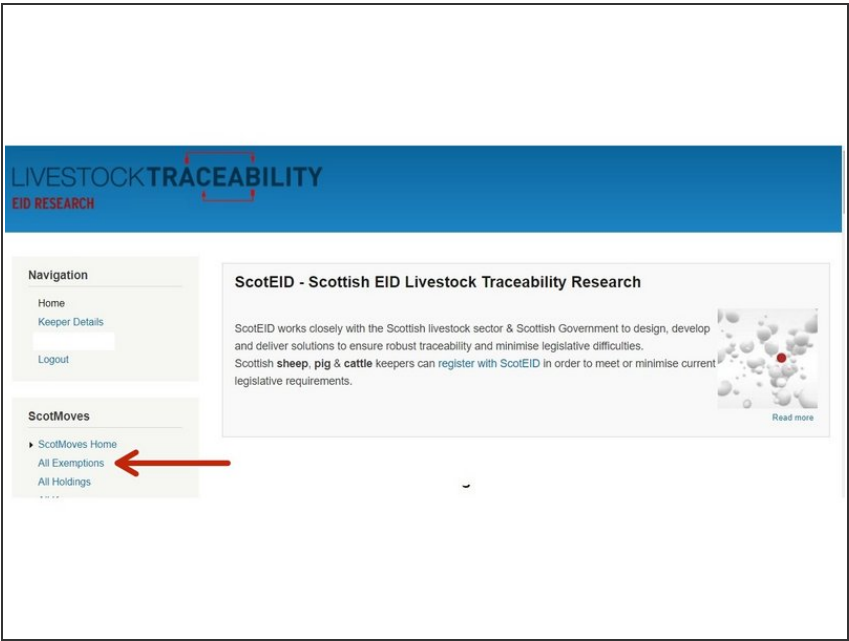
# ScotEID Library

## Scotmoves - All Exemptions

Written By: ScotEID

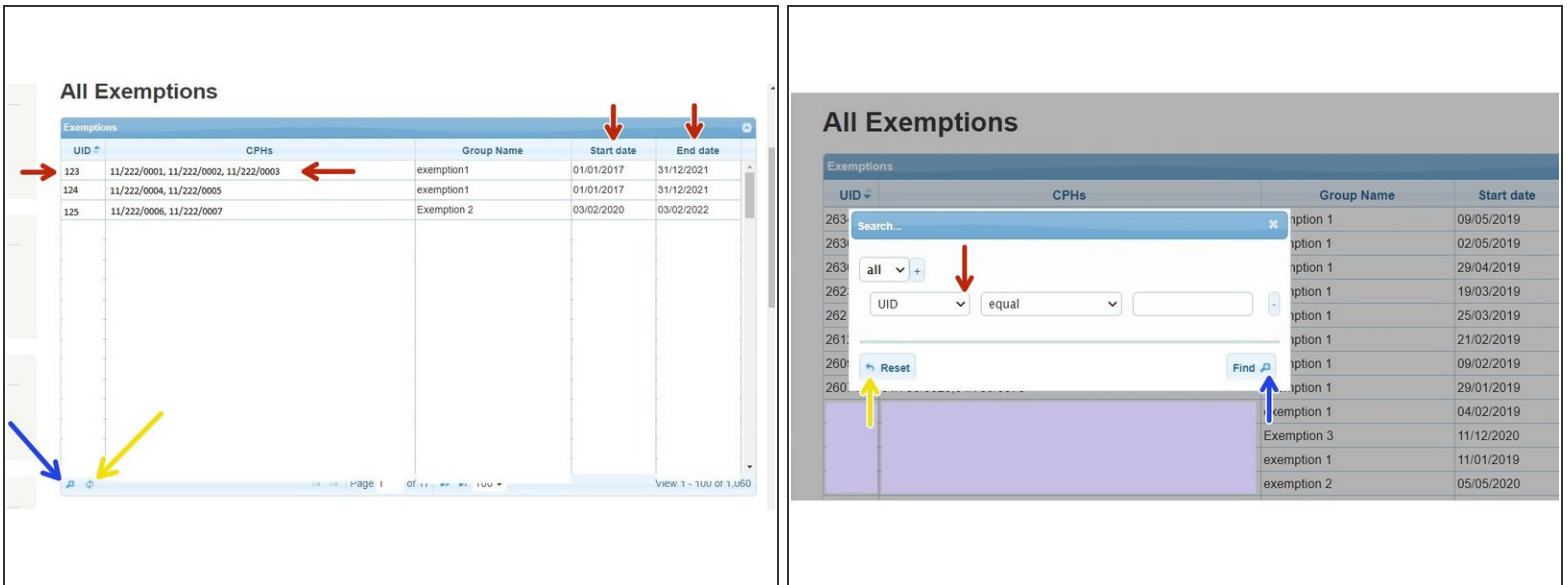


## Step 1 — Scotmoves - All Exemptions



- From the ScotEID home page, select **All Exemptions** from the Scotmoves Menu down the left hand side

## Step 2 — Scotmoves - All Exemptions



- All Exemptions are listed in a table. The example in the first image shows how the list is viewed. The red arrows indicate the UID, CPHs, Start dates and End dates.
- ① You can sort the list of Exemptions into an order by clicking on a column header. For example, you can click on CPHs to sort the table in either ascending or descending order of CPHs.
- To narrow your search criteria, click on the small magnifying glass at the bottom left hand corner, as indicated by the blue arrow.
- A search pop up box will appear, as shown in the second image. Click on the drop down arrow, as indicated by the red arrow and you can select how you wish to search for the exemption Then click **Find**.
- To reset the table, either click on the reset button (second image) or the small circle icon (first image) as shown by the yellow arrows.

If you require further assistance, please contact ScotEID on 01466 794323.