

# ScotEID Library

## Sign off a Movement

How to sign off a pig movement licence

Written By: ScotEID



## Step 1 — Pig Movements

### Pigs

Keeper Guidance

▶ **Pig Movements**

Annual pig totals

▶ Record Pig Move

- Under the Pigs header, click on "Pig Movements"

## Step 2 — Searching for the Movement

### Pig movements

View/Add annual holding totals (No annual totals recorded)  
ADD a new pig movement

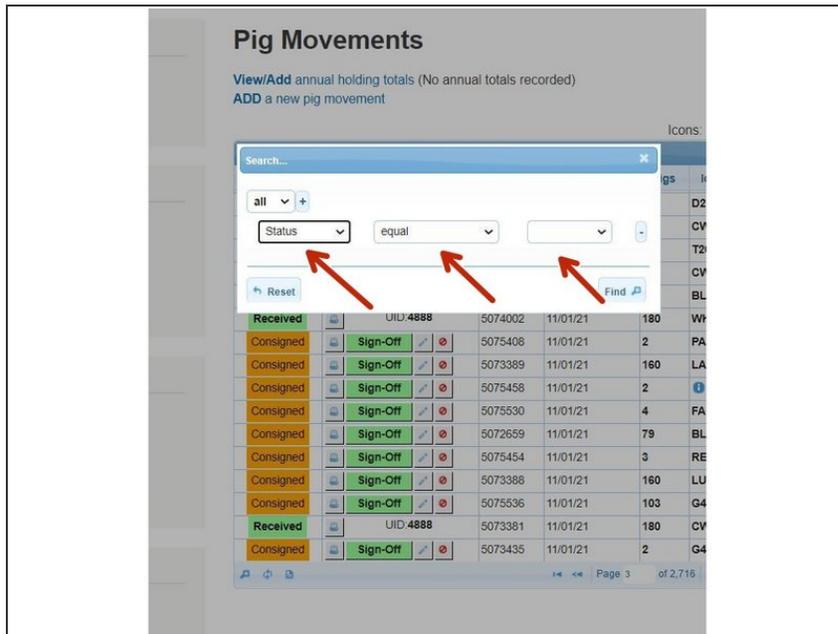
Detail: Most recently recorded data

Status	Actions	Ref.	Lot Date	
Consigned	Sign-Off	5075539	11/01/21	1
Consigned	Sign-Off	5075535	11/01/21	6
Consigned	Sign-Off	5074170	11/01/21	2
Cancelled		5070219	11/01/21	0
Consigned	Sign-Off	5072665	11/01/21	2
Received	UID: 4888	5074002	11/01/21	1
Consigned	Sign-Off	5075408	11/01/21	2
Consigned	Sign-Off	5073389	11/01/21	1
Consigned	Sign-Off	5075458	11/01/21	2
Consigned	Sign-Off	5075530	11/01/21	4
Consigned	Sign-Off	5072659	11/01/21	7
Consigned	Sign-Off	5075454	11/01/21	3
Consigned	Sign-Off	5073388	11/01/21	1
Consigned	Sign-Off	5075536	11/01/21	1
Received	UID: 4888	5073381	11/01/21	1
Consigned	Sign-Off	5073435	11/01/21	2

Page 3

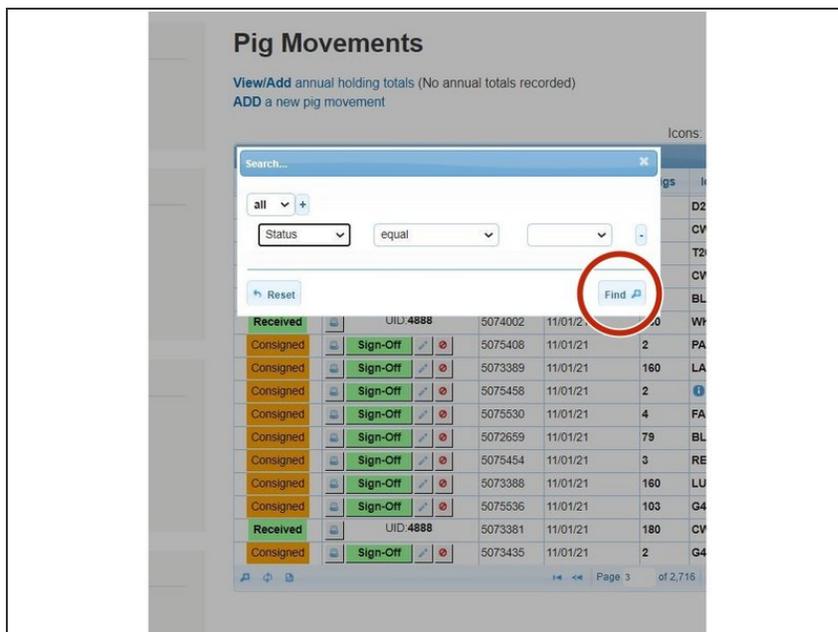
- Find the licence you wish to sign off, by using the search option at the bottom left hand side of the table, clicking on the magnifying glass icon

### Step 3 — Searching for the Movement



- Use the drop down options to enter the information you wish to search by

### Step 4 — Searching for the Movement



- Click Find, once you have entered your search data

## Step 5 — Sign-off Movement

Pig movements

View/Add annual holding totals (No annual totals recorded)  
ADD a new pig movement

Detail: Most recently recorded data

Status	Actions	Ref.	Lot Date	
Consigned	Sign-Off	5075539	11/01/21	1
Consigned	Sign-Off	5075535	11/01/21	6
Consigned	Sign-Off	5074170	11/01/21	2
Cancelled		5070219	11/01/21	0
Consigned	Sign-Off	5072665	11/01/21	2
Received	UID 4888	5074002	11/01/21	1
Consigned	Sign-Off	5075408	11/01/21	2
Consigned	Sign-Off	5073389	11/01/21	1
Consigned	Sign-Off	5075458	11/01/21	2
Consigned	Sign-Off	5075530	11/01/21	4
Consigned	Sign-Off	5072659	11/01/21	7
Consigned	Sign-Off	5075454	11/01/21	3
Consigned	Sign-Off	5073388	11/01/21	1
Consigned	Sign-Off	5075536	11/01/21	1
Received	UID 4888	5073381	11/01/21	1
Consigned	Sign-Off	5073435	11/01/21	2

Page 3

- The search results will appear within the table. Once you have found the licence you wish to sign off, click on the green Sign-Off icon

## Step 6 — Complete Sign-off



- A new page will show, with the movement licence details. Enter the date in the Received Notification Date box
- Then click on the box stating "I declare that the above details are correct and I have taken delivery of these animals"

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