# ScotEID Library Sign off a Movement

How to sign off a pig movement licence

Written By: ScotEID



## Step 1 — Pig Movements



 Under the Pigs header, click on "Pig Movements"

## Step 2 — Searching for the Movement

	Detail: Most re	cently	recorded d	ata				
	Status		Actio	ns		Ref.	Lot Date 🤤	
	Consigned	8	Sign-Off	1	0	5075539	11/01/21	1
	Consigned	2	Sign-Off	1	0	5075535	11/01/21	6
	Consigned	-	Sign-Off	1	0	5074170	11/01/21	2
	Cancelled					5070219	11/01/21	0
	Consigned	4	Sign-Off	1	0	5072665	11/01/21	2
	Received	UID:4888		5074002	11/01/21	1		
	Consigned	8	Sign-Off	1	0	5075408	11/01/21	2
	Consigned	-	Sign-Off	1	0	5073389	11/01/21	1
	Consigned	8	Sign-Off	1	0	5075458	11/01/21	2
	Consigned	2	Sign-Off	1	0	5075530	11/01/21	4
	Consigned	2	Sign-Off	1	0	5072659	11/01/21	7
	Consigned	2	Sign-Off	1	0	5075454	11/01/21	3
4	Consigned	8	Sign-Off	1	0	5073388	11/01/21	1
	Consigned		Sign-Off	1	0	5075536	11/01/21	1
	Received	8	UID:4888		5073381	11/01/21	1	
	nsigned		Sign-Off	1	0	5073435	11/01/21	2

• 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





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

#### Step 4 — Searching for the Movement

View/Add ann ADD a new pi	g mov	olding totals (No ann vement	iual totals rei	corded)		
					lo	cons:
Search					×	
					igs	la
 all 🗸 +						D2
Status	*	equal	· (	~	•	CV
-				1		T2
the Decent						cv
" Reset				FI		BL
Received	8	UID:4888	5074002	11/01/2	.0	Wł
Consigned	8	Sign-Off 🖉 Ø	5075408	11/01/21	2	PA
Consigned	8	Sign-Off 🖉 Ø	5073389	11/01/21	160	LA
 Consigned	8	Sign-Off 🖉 Ø	5075458	11/01/21	2	0
Consigned	8	Sign-Off Ø	5075530	11/01/21	4	FA
Consigned	8	Sign-Off 🖉 Ø	5072659	11/01/21	79	BL
Consigned	5	Sign-Off 🖉 Ø	5075454	11/01/21	3	RE
Consigned	8	Sign-Off / Ø	5073388	11/01/21	160	LU
Consigned	8	Sign-Off 💉 Ø	5075536	11/01/21	103	G4
Received	8	UID:4888	5073381	11/01/21	180	CV
Consigned	-	Sign-Off 🥖 🥝	5073435	11/01/21	2	G4

 Click Find, once you have entered your search data

## Step 5 — Sign-off Movement

Detail: Most rec	ently	recorded da	ata				
Status	s Actions				Ref.	Lot Date 🤤	
Consigned	al	Sian-Off	12	0	5075539	11/01/21	
Consigned	1	Sign-Off	17	0	5075535	11/01/21	(
Consigned	-	aigii-Oii	1	0	5074170	11/01/21	:
Cancelled					5070219	11/01/21	(
Consigned	4	Sign-Off	1	0	5072665	11/01/21	1
Received	UID:4888		5074002	11/01/21			
Consigned		Sign-Off	1	0	5075408	11/01/21	:
Consigned		Sign-Off	1	0	5073389	11/01/21	1
Consigned	8	Sign-Off	1	0	5075458	11/01/21	:
Consigned	2	Sign-Off	1	0	5075530	11/01/21	4
Consigned	2	Sign-Off	1	0	5072659	11/01/21	1
Consigned	8	Sign-Off	1	0	5075454	11/01/21	
Consigned	2	Sign-Off	1	0	5073388	11/01/21	
Consigned	8	Sign-Off	1	0	5075536	11/01/21	
Received	8	UID:4888		1	5073381	11/01/21	
Consigned	2	Sign-Off	1	0	5073435	11/01/21	:
POB						IN CA 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.