## ScotEID Library Admin pages - Keeper Lookup

Written By: ScotEID



## Step 1 — Admin pages - Keeper Lookup



 Click on Keeper Lookup under the Admin pages header at the bottom of the ScotEID home page

## Step 2 — Admin pages - Keeper Lookup

Users											
Holdings	UID	herd_marks	schen	name	address	postcode	username	email	telephone	mobile	created
66/001/0002	22	AB1234,50070		John Smith	6 Kinerras, Kilta		crofter6	bjerland@	014637413		2008-06-21 📵
66/002/0001	26			Jack Smith			bob	boby	01828042320		2008-06-23 🕕
66/001/0001	28	502664,50266	SM,BE	Stephen Mack	Auchmore Fam		madchevio	stephen@	014638703		2008-06-25 📵
66/000/0001	44	504977		Roderick I Mc	Muirton Farm,K		Rod	rod.mcken	0146381180	07889963	2008-07-07 📵
66/001/0000	47	KA0086,5824		Murray McCor	Mossyard Farm		Murray Mc	murraymc	015578403	07980019	2008-07-14 📵
66/002/0001	48	564029,56402		David Scot	Tandlaw Farm,		David Scot	dscott@ta	014503706		2008-07-14 📵
66/001/0202	49	582389		Charles Greg	Boreland of Bal		Chas G	ZZZ.unliste	015566702		2008-07-14 📵
66/100/2000	50	521778,52177		Phillip Tom			Sandy Sco	alexander(	014667402	07831280	2008-07-14 📵
66/200/1000	51	561602		Greg Milne	Mossfennan,Br		AC and A	mossfenna	0189983023	07918742	2008-07-14 📵
66/121/1212	52	582608,58260	SM,BE	Claire Stephen	Mill House, Kirk		Alan Crich	avnx04@d	013877602	07850771	2008-07-14 🕚
66/212/2121	53	582503,58250	SM,BE	David Stott	Boreland of Gir	DG7 2DS	David Aust	austin_bof	015578147	07779187	2008-07-14 📵
66/001/0002	:55	582982,58298	SM	William Mcmo	Miefield, Twynh	DG6 4PS	williammcr	william.mc	015578602		2008-07-15 📵
66/020/0002	57	562469,56246		Karen Scott	Oatridge Colleg	EH52 6NH	KScott	pscott@oa	015068648	07836754	2008-07-15
66/030/0001	58	562572		Victor Mair	Newlands Sunr	TD14 5LN	Hillseat	land1morg	018907613	07977193	2008-07-16 🚯
66/002/0001	60	541411,54141	BES	Rick Evans	Shantron Farm	G83 8RH	RALENNO	r.lennox61	013898502	07595894	2008-07-17 🕕
6											

 Holdings can be viewed in ascending or descending order by UID or CPH, by clicking on the blue

link labelled <u>Holdings</u> along the top banner.

- *i* If you click on the blue i (shown by the blue arrow) you can view details on when the account was created.
  - To select how many records per page to view, use the small arrows at the bottom of the table (shown inside the green box)
- To download, click on the icon next to Download page at the bottom of the grid, as shown by the red arrow.
- To search for a keeper, click on the magnifying glass icon at the bottom left hand corner of the grid, where shown. Now go to step 3.

## Step 3 — Keeper Lookup - search function

UC UC bed.marks schemes name K address pockup	Keeper Lookup	 Max Member for 4 years Keeper Registration Summa	ry .
		Holdings	Keeper
email		BELOW / CODE	Keeper Name:
se telephone mobile created		UK\$80937	ann an traithea
created 01835823 07774469 2008-08- *			Address:
login 01856751 2008-08-			Vestion Farm Ingleside Scottish Borders
Holdings Contains Con			TTD 4QX
01857616 07803950 2008-08-			
Find Ø 01557500 2008-08-			Landine telephone number:
	A A D Developed Page are an Patter 1 of 1 as as 100 year 1 of 1		01234 5678
	a t d month		Mobile telephone number:

- Click on the small black arrows within the search box to reveal a drop down list, as shown in image one.
- Select your criteria from the drop down list then enter in the relevant details for which you are searching for, in the blank box. For example, if you are selecting to search by holding, you would select **Holdings** from the drop down list then enter the CPH number in the box, shown underlined in blue. Then click on '*Find.*'
- To reset a search, click on the reset icon at the bottom left hand corner, where shown.
- The holding you have searched for will appear in the grid, as shown in image two. Click on the UID, where shown, to view the keeper details. Go to image three to see how this is viewed.

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