ScotEID Library

Scotmoves Home/Movements

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Step 1 — Scotmoves Home/Movements
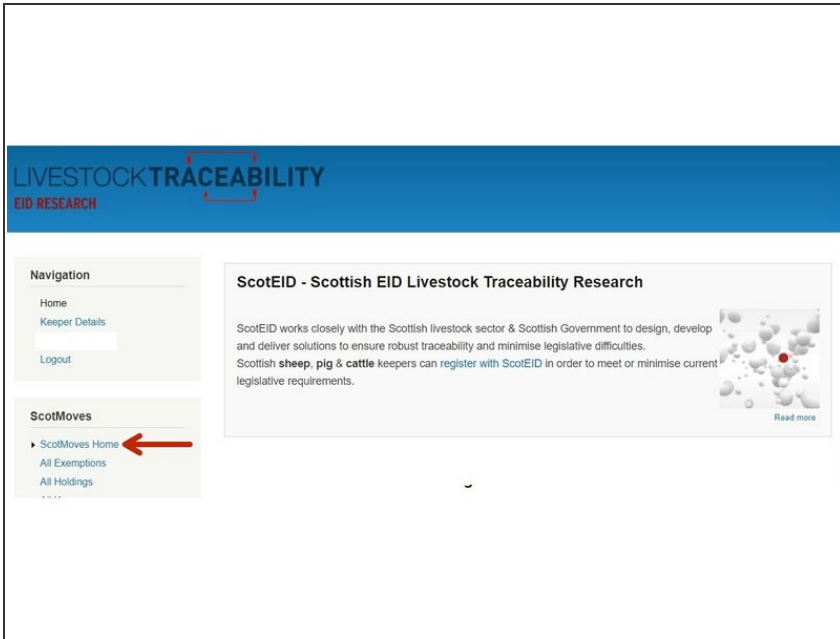
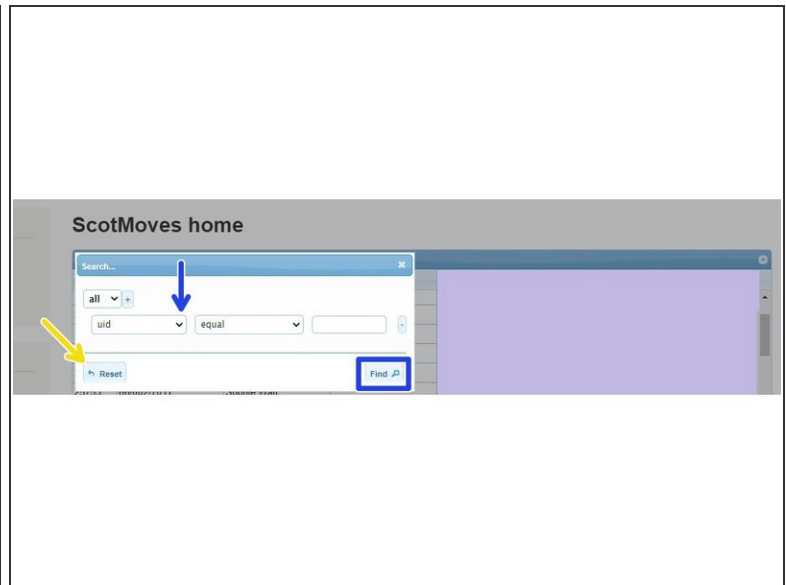- From the ScotEID home page, click on **Scotmoves Home** from the Scotmoves Menu, as shown by the red arrow

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Step 2 — Scotmoves Home

- The first image is a list of all keepers registered for ScotMoves.

- To move between pages or change the number of entries shown per page, click on the arrows as shown in the green box.

- To create a specific search, click on the magnifying glass icon, as indicated by the red arrow.

- A search box will pop up, as shown in the second image. Click on the small drop down arrow, as indicated by the blue arrow and select how you wish to search. You can search by UID, main CPH, name, business, notification date, herd and Add. CPH(s). Then click on find, as indicated by the blue box.

- To reload the table, either click on the reload icon in the first image or the reset button in the second image, both shown by yellow arrows.

- To download the page, click on the paper icon in the first image, as shown by the pink arrow.

- ⓘ The table can also be sorted by clicking on the headers of the column. For example, clicking on name will show the table in alphabetical order.

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Step 3 — Movements

- To view movements, click on **Movements** which is located below the ScotMoves header, as shown by the red arrow.

- The table shows all moves that have been processed. To move between pages, or change the number of lines displayed per page, use the arrows in the blue box.

- To create a specific search, click on the magnifying glass, as shown by the yellow arrow in the second image. A search box will appear, as shown in the third image. Select your search criteria from the drop down list. Once you have completed the 2 boxes with the search criteria, click on **Find.**

- To reload the table, click on the **reload** icon or the **reset** button, as shown by the green arrows.

- To download the table to an excel spreadsheet, click on the paper icon, as shown by the pink arrow.

- (i) You can sort the table by clicking on all the headers on the table except from BVD. Doing this will show the table in ascending or descending order.

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Step 4 — Notification Dates

- To show the date that the movements were notified on, click on the clock icon as shown by the red arrow.

- A column will be added to the table, headed Notification date.

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

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