ScotEID Library

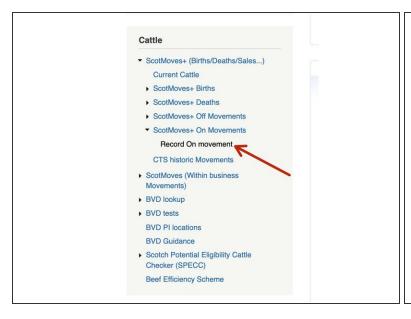
How to record an animal moving on to your holding

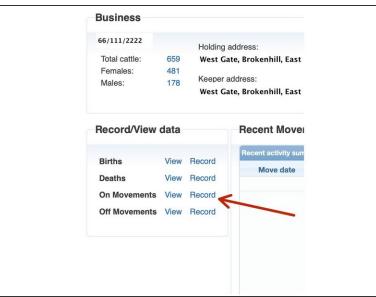
On Movements, View On movements, Record On movements

Written By: Debbie Dow



Step 1 — How to record an animal moving on to your holding



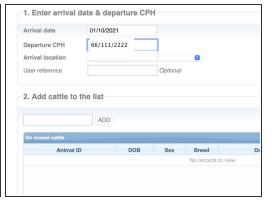


- Select 'Record On Movement' from the left hand menu
- or in the quick link box on your ScotMoves+ home page

Step 2 — Enter the Arrival Date and Departure CPH

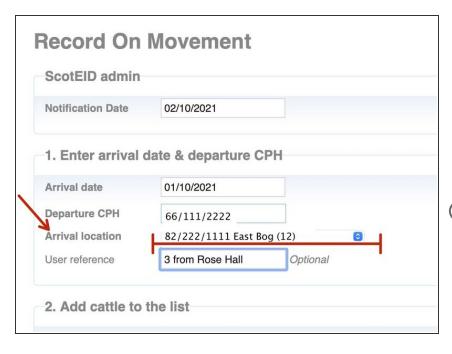






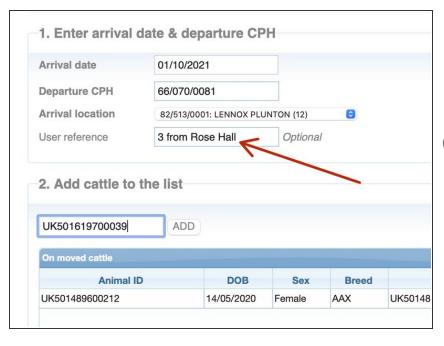
- Click on the box and the calendar pop up appears to select the arrival date from
- Enter the departure CPH. This is where the animals came from and is available on their passports

Step 3 — Optional - allocate to an additional holding



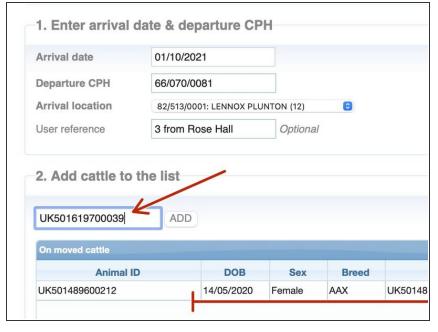
- If you use additional holdings, you have the option of allocating the animals directly to an additional holding.
- You can select from your additional holding using the drop down.
- if you don't make a selection the animals are allocated to your default CPH.

Step 4 — Adding a user reference



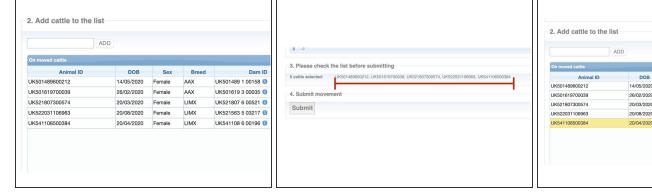
- The user reference is for your use only. For example, you may make a note regarding the purchase of the animals.
- (i) User references are optional

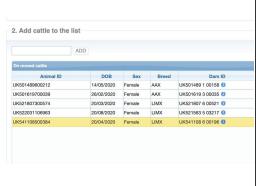
Step 5 — Entering the animals IDs that have moved on



- The animal IDs are found on their passports. You can scan the QR code (available on the Scottish passports) or the bar code to enter the ID.
- Click add for each animal ID you enter and the animal and its details appear in Section 2
- Please take a moment to check the details that appear in Section 2 against the details on the passport of your new animal. Any difference, it is important to get them amended.

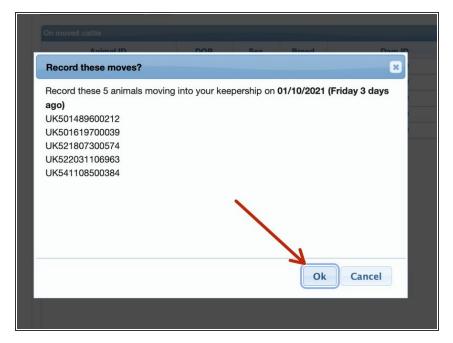
Step 6 — Adding the moved on animal IDs





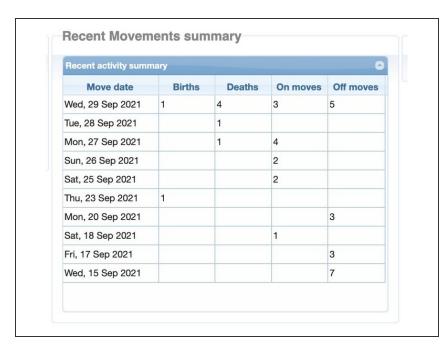
- In this example, 5 animals have been added to Section 2.
- Check the animal IDs in Section 3 match your passports.
- You can remove an animal from the list in Section 3 ready to submit by clicking on the row entry in Section 2 and clicking the bin icon bottom left of the table in Section 2.

Step 7 — Submit the animal moves onto your holding



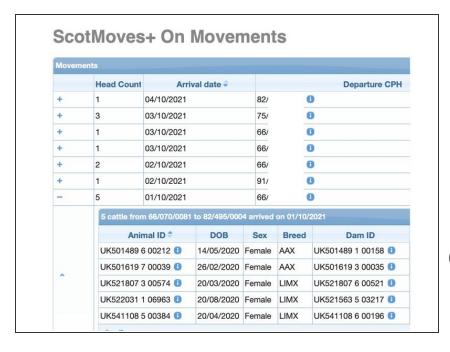
 This is the confirmation. Please click Ok if you are happy with th eIDs presented in the box or cancel and goback and review if not.

Step 8 — On moves reflected in Movement Summary and Totals



- You are then returned to the Home page.
- In the Recent Movement Summary, the number of your ON moves is shown.
- The totals of the animals on your holding are updated.

Step 9 — Viewing your On Movements



- You can view your ON moves along with all the movements you have recorded using ScotMoves+ on ScotEID on the 'View' On Movements table.
- You can click the + and open up the detail of the group of moved animals.
- On moves, prior to the 1st October, show on CTS Historic Moves, available on the left hand menu.

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