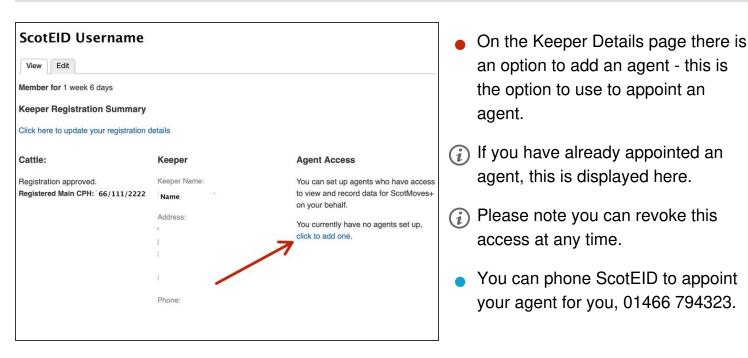
# ScotEID Library How to appoint an agent

Appointing an agent, adding an agent, assigning an agent, relationship between keeper and agent

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### Step 1 — Click on Keeper Details



#### Step 2 — Granting access to an agent

Grant Agent Access		
Select an agent from the li	ist below. Agents have read and	write access to all c
Agent One		Grant Access
Agent Two	$\longrightarrow$	Grant Access
Agent Three		Grant Access
Agent Four		Grant Access
Agent Five		Grant Access

- The list of agents appears when you 'click to add an agent' from the previous step.
- Scroll down to find the agent you wish to appoint.
- In this example Agent Two is appointed using the 'Grant Access' button opposite.
- Granting access allows your agent read and write access to all of your ScotMoves+ data, you can revoke this access at any time.
- We record who has entered the data on your account, whether that be you, your agent, or ScotEID on your instruction.

## Step 3 — Confirm the agent you have selected



Please confirm that you would like to grant access to your acc



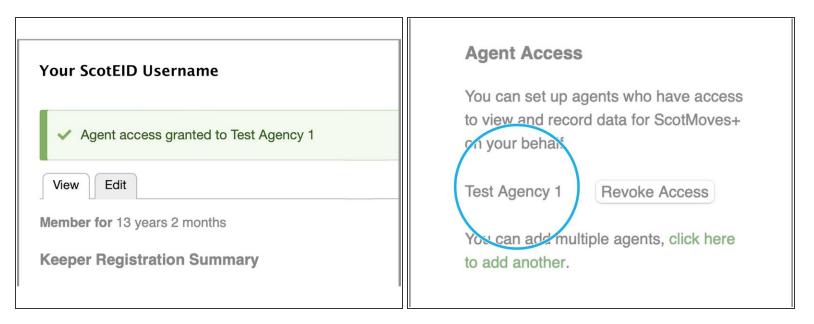
Test Agent 1

Grant Access	or	cancel.
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- Confirm that this is your agent, the agent you wish to appoint, by clicking the 'Grant Access' button.
- You can cancel and go back to the agent list by clicking 'cancel'.

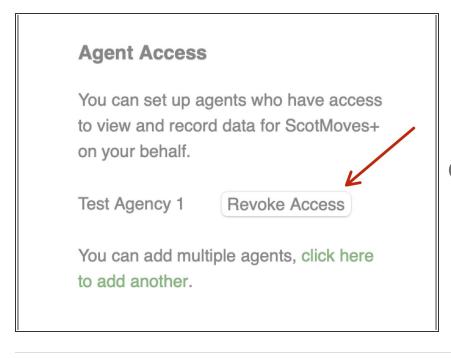
 You can revoke the access you have granted to your agent at any time.

#### Step 4 — Agent selection confirmed



- A banner confirms your selection on the top of the Keeper Details page.
- On the right under 'Agent Access', your agent is now present.
- (i) You and your agent receive confirmation emails.
- (i) You can add another agent, if required, by selecting 'click here to add another agent'.

## Step 5 — Revoking the access of your agent



- You can stop your agent from having access to your account and recording cattle records on your behalf at any time by clicking 'Revoke Access'.
- (i) You and your agent receive confirmation emails.

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