

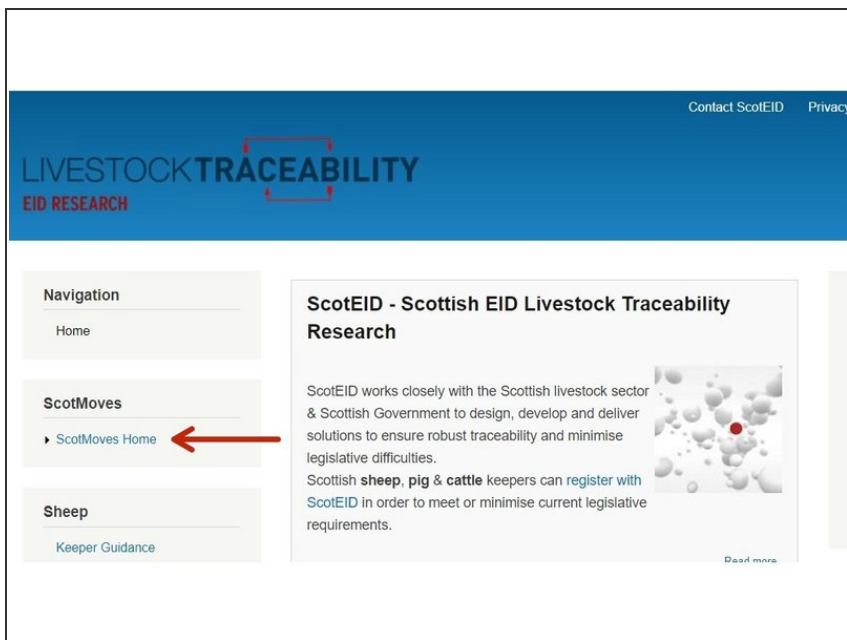
# ScotEID Library

## Cancel a Movement

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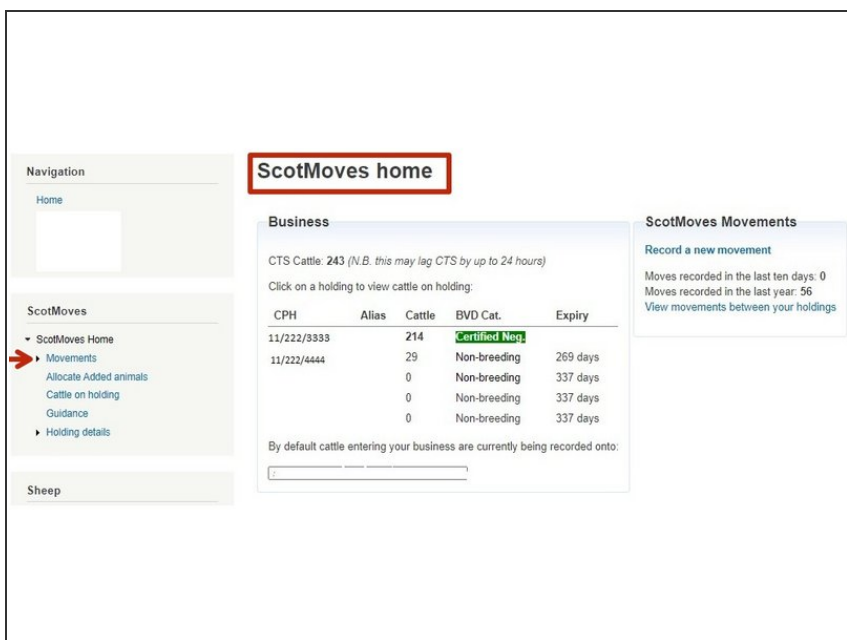


## Step 1 — Scotmoves - cancel a movement



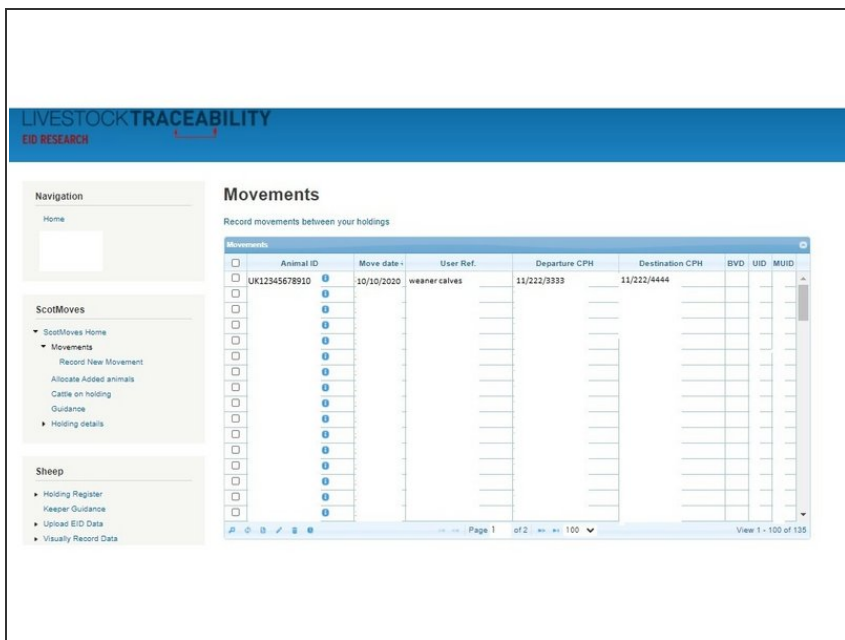
- From the Scotmoves Home Page, refer to the Scotmoves Menu down the left hand side of the screen and select the Scotmoves Home option, as indicated by the red arrow.

## Step 2 — Scotmoves - cancel a movement



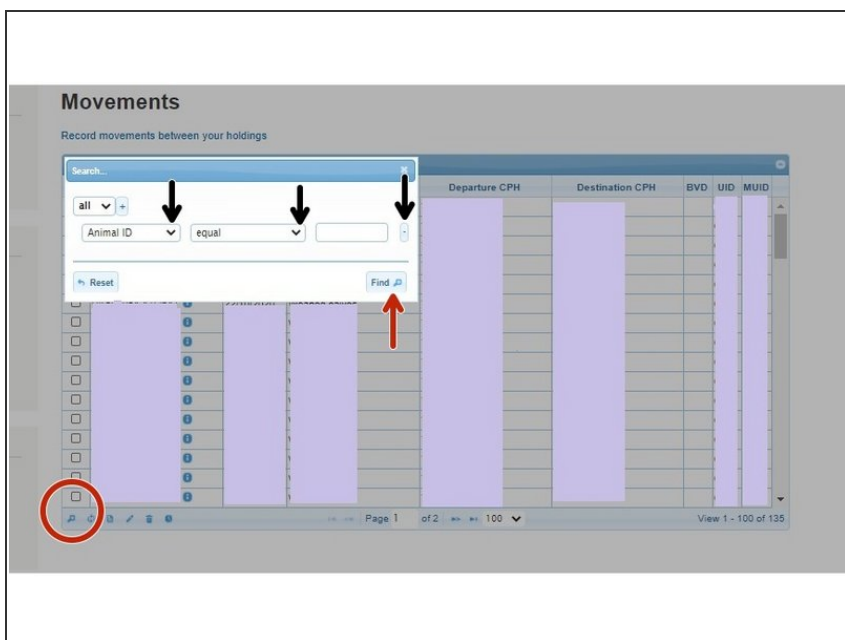
- The Scotmoves Home page gives an overview of your Scotmoves Business. Click on Movements, as shown by the red arrow on the left hand side. This will direct you to the next screen where you will see a list of all your movements.

### Step 3 — Scotmoves - cancel a movement



- The screen will display a table showing a list of Scotmoves Movements within your business. The icons at the bottom of this table will allow you to narrow your search criteria and find the movement/s you wish to cancel.

### Step 4 — Scotmoves - cancel a movement



- To narrow your search criteria, click on the search icon at the bottom left hand corner of the table, as shown circled in red. A search box will pop up on the screen. If you click on the small black arrows within the search box, you can select how you search for the movement you are cancelling e.g Move date, Animal ID. Then click find.



## Step 5 — Scotmoves - cancel a movement

**Movements**  
Record movements between your holdings

<input type="checkbox"/>	Animal ID	Move date	User Ref.	Departure CPH	Destination CPH	BVD	UID	MUI
<input checked="" type="checkbox"/>	1	11/05/2020				Neg		
<input checked="" type="checkbox"/>	1	11/05/2020				Neg		
<input checked="" type="checkbox"/>	1	20/10/2019				Neg		
<input checked="" type="checkbox"/>	1	20/10/2019				Neg		
<input checked="" type="checkbox"/>	1	20/12/2017				Neg		
<input type="checkbox"/>	1	28/01/2017				Neg		
<input type="checkbox"/>	1	28/01/2017				Neg		

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**Movements**  
Record movements between your holdings

Confirm deletion?  
Are you sure you want to delete these 6 movements?

Delete Cancel

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- You can either select to cancel individual movements per line by clicking in the box/es, as shown by the red arrow. Or, you can select all movements (within your search criteria) by clicking in the box at the top left hand corner, as indicated by the blue arrow.
- When you click in the box, a tick will appear and the line will be highlighted. Once you have selected all relevant movements to cancel, click on the delete icon at the bottom of the table , as shown by the black arrow.
- This message will then appear asking you to confirm the deletion of the move/s. Click on delete to go ahead.

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