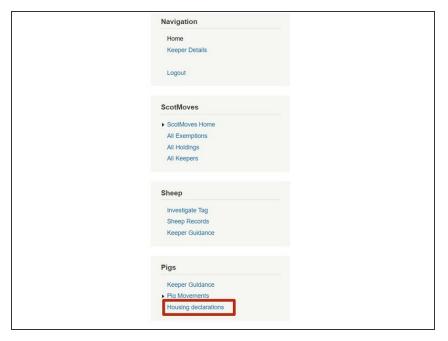
ScotEID Library

Pigs - Housing Declarations

Written By: HuntlyOffice2

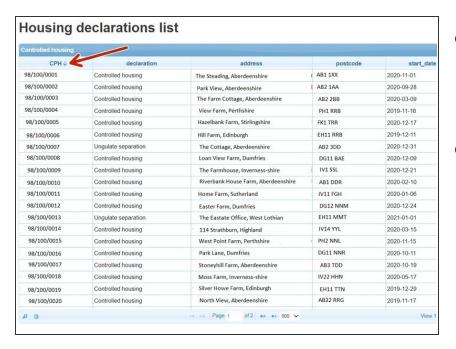


Step 1 — Pigs - Housing Declarations



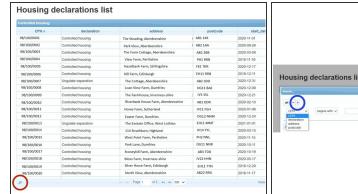
To view the Housing Declarations
 List table, select Housing
 Declarations from the Pigs menu on the left hand side of the ScotEID home page.

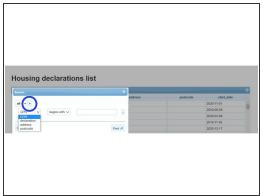
Step 2 — Housing Declarations Table



- The **Controlled Housing** table lists the declarations for each **CPH** along with the **address** and **start date** for each holding.
- The table can be sorted by using the up/down arrows on the column heading, shown by the red arrow.

Step 3 — Housing Declarations Search Function

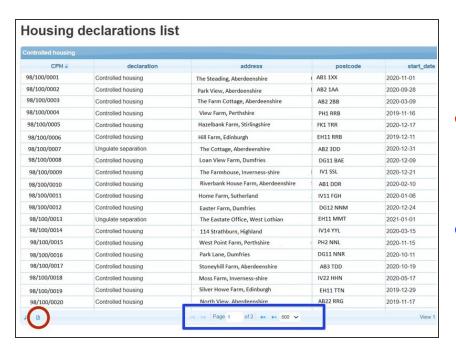






- Select the magnifying glass at the bottom left of the table to search for a CPH, Declaration,
 Address or Postcode.
- The search window allows you to select your criteria using the drop down menus, then press Find.
 To add another line of search criteria press the + sign circled blue.
- Click Reset to refresh the previous search.

Step 4 — Download Housing Declaration List



- The declaration list can be downloaded to Excel by selecting the icon circled red at the bottom left of the table.
- The number of records shown per page in the table can be altered by selecting the drop down arrow as shown in the blue box.

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