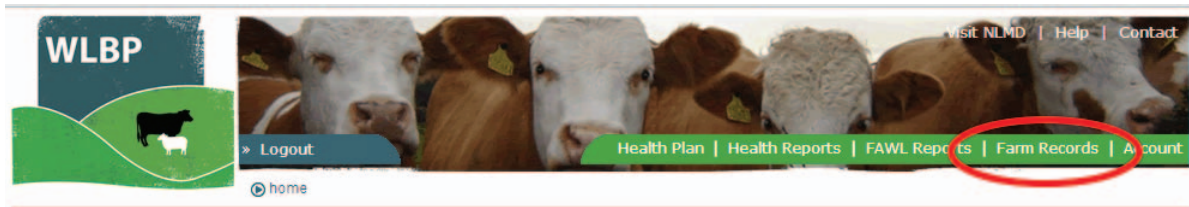


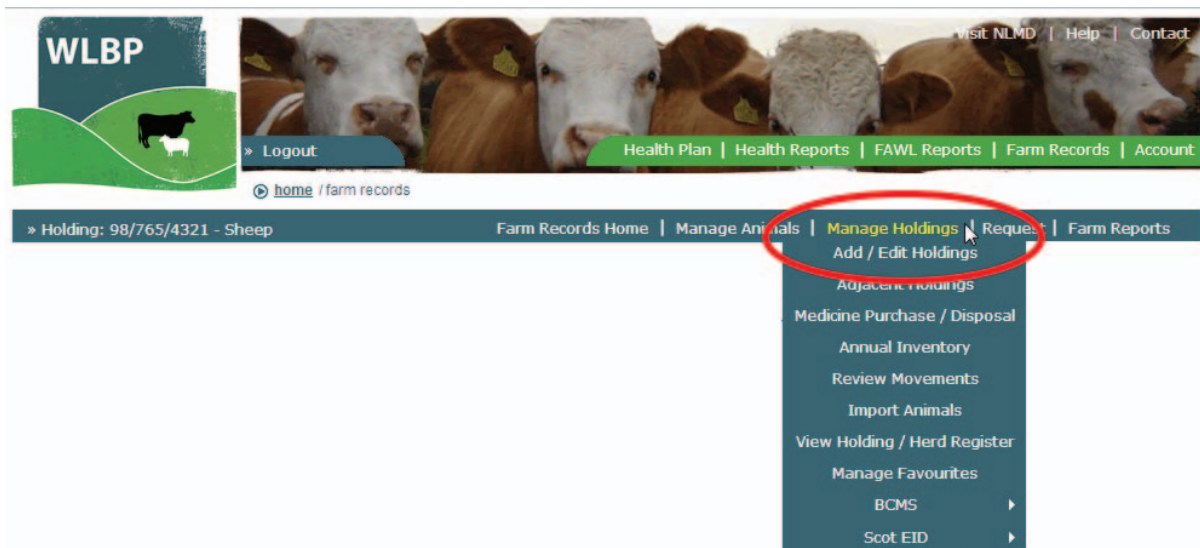
How to manage holdings

Your account can be connected to one or more holdings, which you own or are responsible for maintaining the holding register for. You can add new holdings and update the details of existing holdings through the **Manage Holdings** function.

- Log in to your account. The welcome page opens. On the top navigation bar click on **Farm Records**.



- Move your mouse over **Manage Account** on the tool bar. From the drop-down list of options select **Add/Edit Holdings**. The page **My Account** opens to show all your holdings.



ADD NEW HOLDING

- To add a new holding click the **Add New Holding** button at the top of the list.

My Account

This page allows you to update various account settings such as your contract details, login details and holdings linked to your account.

Holdings

This tab allows you to manage the holdings connected to your login, these are holdings that you own or are responsible for maintaining the holding register for. [View getting started guide](#)

Add New Holding

Holding CPH	Name	Postcode	Species	Approval Status	
12/123/1212			Sheep Cattle	Grant	Edit



- Enter the Holding CPH number in the format 99/999/9999 and tick the species of animals kept on this holding. Click **Next**.

My Account

This page allows you to update various account settings such as your contract details, login details and holdings linked to your account.

Holdings

This tab allows you to manage the holdings connected to your login, these are holdings that you own or are responsible for maintaining the holding register for. [View getting started guide](#)

Add New Holding

Holding CPH* 99/999/9999

Species* Alpacas Deer Horses Sheep
 Cattle Goats Pigs

Next **Cancel**

- When the holding is approved it will appear in your account screen. Edit the holding to add the holding address and keeper details. These details are used to display the correct version of the holding register. Click the **Save** button to finish. Now you can start recording for this holding.

EDIT A HOLDING

- Click the **Edit** button for the holding you want to edit.

56/203/0025	Walgoch Farm	TA24 7AS	Sheep Cattle	Grant	Edit
99/999/9999			Pigs	Grant	Edit

- A form will then be displayed, allowing you to update the details of the holding.
- Once you have updated the details click the **Save** button.

Holdings

This tab allows you to manage the holdings connected to your login, these are holdings that you register for. [View getting started guide](#)

Holding

Holding CPH* 99/999/9999

Species* Alpacas Deer Horses Sheep
 Cattle Goats Pigs

Holding Details

Property name Rockwatch Farm

Address 1* Midway Park

Address 2

Town* Cremona

County* Swansea

Postcode* TA24 6PZ

Production types Meat Dairy Pet
 Wool Breeding Other

Herd / Flock Numbers No herd / flock numbers selected.
[Link New Batch Number](#)

Keeper Details

Select keeper details I am the registered keeper of this holding using Manually enter keeper details (select if keeper does not have account address).

Save **Cancel**