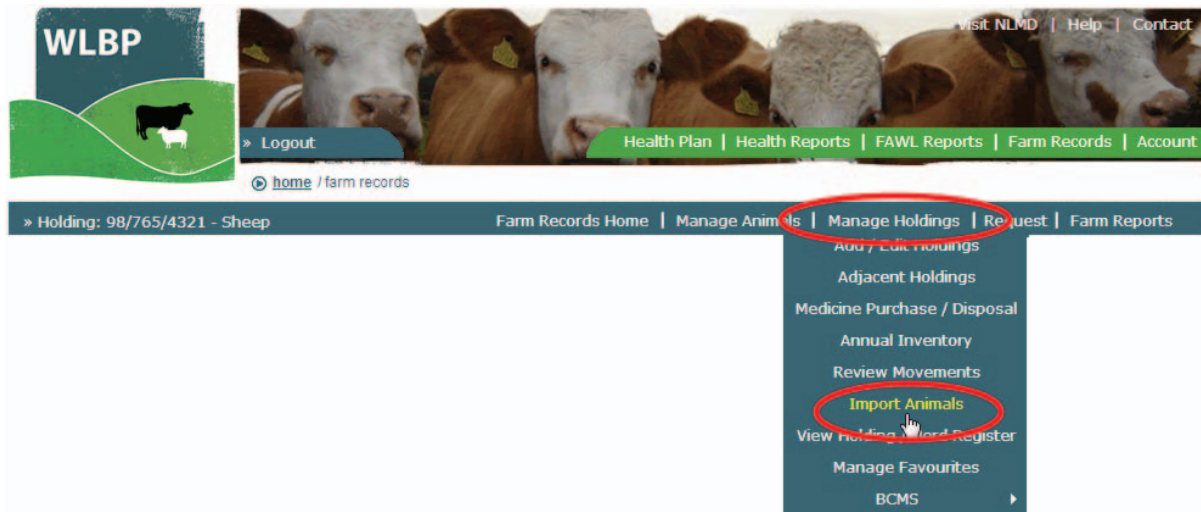


How to import animals

Use the Import Animals page to import details of existing animals or compare animals recorded in WLBP to another source.

- Move your mouse over **Manage Holdings** on the tool bar. From the drop-down list of options select **Import Animals**



- On the **Import Animals** screen select a species from the dropdown list.
- Select a source where the animals are coming from. Two sources of data are currently supported, BCMS / CTS or a comma separated file (CSV).

Import Animals

This page allows you to import existing animals into the system, view the [getting started guide](#) for help using the page.

IMPORT SOURCE
REVIEW
IMPORT
COMPLETE

Select an import source, you can either import animals from a CSV file or cattle can be imported directly from BCMS.

Select Species

Species: Cattle

Select Import Source

BCMS - Import existing animals from British Cattle Movement Service

CSV File - Import existing animals from CSV file / spreadsheet

You can import your existing animals from a CSV file / spreadsheet. For details on how to create this file and what is required see the [getting started guide](#).

Holding CPH:

File: Choose File Harrolds Heifers.csv Column names in first row

IMPORT A CSV FILE

- To use a CSV file to import animals you need to list all animals that you know are located on your holding. The file should have the following columns, with each value separated by a comma.
- You can create this in Microsoft Excel, when saving select "CSV (Comma delimited)" as the file type.
- If the animal was an on-farm birth then **Date of Birth** and **Arrival Date** must be the same date. If the animal arrived from another farm, specify the **Arrival Date** and **From Holding**. If you cannot remember the source holding enter UNKNOWN as the From Holding.



CSV file formatting

	Column	Description
1	Visual ID	The visual ID of the animal e.g. UK0123456 00001 or UK123456 100001
2	EID	The electronic (if any) ID of the animal e.g. 0826012345600001
3	*Date of birth	The date the animal was born. e.g. 01/01/2013
4	*Birth Dam	The ID of the Dam of the animal that gave birth to the animal e.g. UK123456 100001
5	*Genetic Dam	If the animal was born of embryo transplant then the ID of the genetic dam of the animal. e.g. UK123456 100001
6	*Sire	The ID of the Sire of the animal. e.g. UK123456 100001
7	*Breed	The breed of the animal e.g. Texel X or Hereford
8	*Gender	The gender of the animal e.g. Cow, Heifer, Bull, Steer, Ewe, Ewe Lamb, Ram, Wether
9	Arrival date	The date the animal arrived on the current CPH e.g. 01/01/2013
10	*From Holding	The CPH of the property that the animal arrived from. e.g. 01/001/0001

Either Visual ID or EID must be specified.

Same as DOB if on-farm birth otherwise movement date.

Leavy empty if on-farm birth otherwise holding it moved from or UNKNOWN.

*optional, if optional columns are not used, blank columns should be left.

IMPORT FROM BCMS

- To import cattle from BCMS select cattle as the species.
- Select BCMS as the **Import Source**.
- Enter your holding or BCMS user ID. Click **Next**.
- If you haven't configured WLBP with your BCMS/CTS login details, click on **Configure** to enter your details now.
- If you see error code CTWS800 "Invalid request: authentication failure" you have entered incorrect BCMS log-in details. To correct this go to the BCMS configuration page (**Manage Holdings > BCMS > Configure**) and select **Edit your subscription**. Enter the correct user name and password then try importing again.

Import Animals

This page allows you to import existing animals into the system, view the [getting started guide](#) for help using the page.

IMPORT SOURCE
REVIEW
IMPORT
COMPLETE

Select an import source, you can either import animals from a CSV file or cattle can be imported directly from BCMS.

Select Species

Species: Cattle

Select Import Source

BCMS - Import existing animals from British Cattle Movement Service

You can import your existing cattle from BCMS, please select the Holding / User ID to import data for. If you haven't configured BCMS yet click the 'Configure' button to enter your login details.

Holding / UserID: 98/765/4321 Configure



ERROR MESSAGES

Once the source is chosen, the server will do some validation of the data to check that it is of the correct format. Any data that is not acceptable will be displayed in the **Warning/ Errors**

Import Animals

This page allows you to import existing animals into the system, view the [getting started guide](#) for help using the page.

IMPORT SOURCE → **REVIEW** → **IMPORT** → **COMPLETE**

The animals were successfully downloaded, you need to review and correct any errors or warnings before continuing the import.

Review

6 animals were downloaded.
6 animals have missing or invalid information

Warnings / Errors

The following animals cannot be imported because data is missing or invalid. Please review the errors below:

Tag Number	Date Of Birth	Breed	Error Details	Edit	Don't Import
UK0123456 01320		01/04/2013	!	Edit	Don't Import
UK0123456 01344		04/04/2013	!	Edit	Don't Import
UK0123456 01345		04/04/2013	!	Edit	Don't Import
UK0123456 01362		05/04/2013	!	Edit	Don't Import
UK0123456 01368		05/04/2013	!	Edit	Don't Import
UK0123456 01374		06/04/2013	!	Edit	Don't Import

- Hover your mouse over the **Error Details** to read the error for each animal listed.
 - For each animal with an error you can either:
 - Click on **Edit** to manually correct the animal details.
 - Click on **Auto fix** to import the animal without the invalid values. eg. if the animal has a breed that is not valid, auto fix will import the animal without setting the breed.
 - Click on **Don't Import** to cancel the import of that animal.
- Any data changed will not affect the content of the CSV file or records in BCMS.
- Click on **Next** when all errors have been corrected.