# Send information to BCMS

Births, movements and deaths entered on the website can be forwarded to the British Cattle Movement Service (BCMS).

CONFIGURE BCMS

➤ You must enter your BCMS username and password and select which holdings you want to send data for.

➤ On the top navigation bar click on **Farm Records**. Move your mouse over **Manage Holdings** on the tool bar. From the drop-down list of options select **BCMS > Configure**.
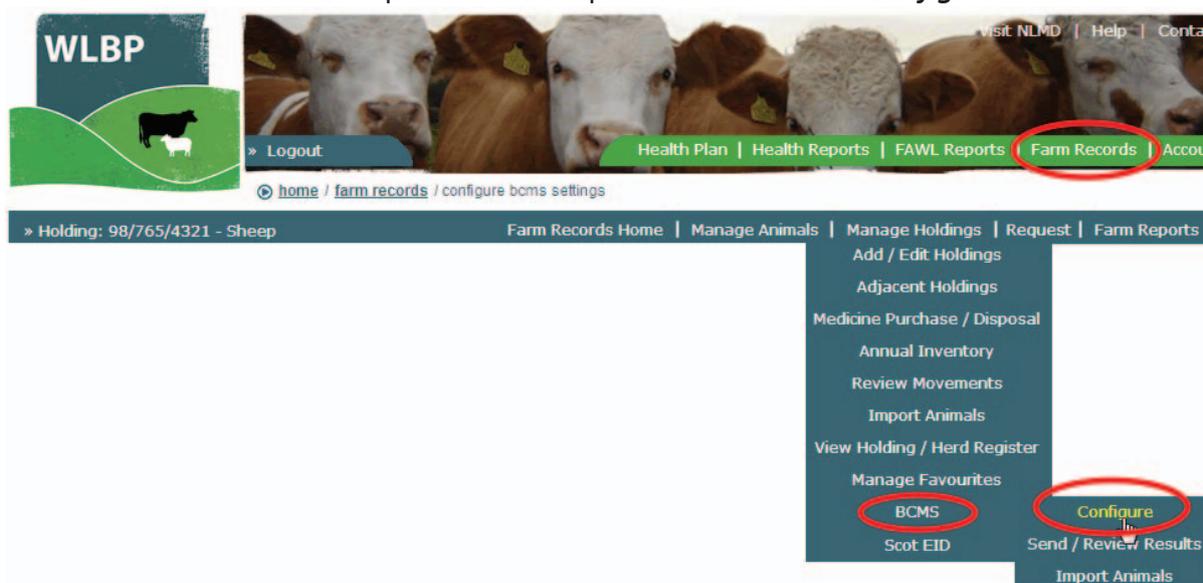
➤ Click the **Add New** button to add a BCMS subscription for a holding or click **Edit** to modify an existing subscription.

➤ On the first page of the wizard, enter your BCMS username and password. Please be aware this is not your BCMS government gateway ID, it's your User ID and password for the CTS webservices (which you may have used previously to access CTS – the user ID is in the following format – 111 – 111 – 111). If you do not have this, or it has been de-activated, please contact BCMS on 0345 050 1234.

➤ Select which types of data you want to send (births, movements and deaths).

➤ Click the **Next** button.

➤ On the second page of the wizard, select the holding associated with the authentication details entered on the previous page.
➤ First select the Holding CPH. If this holding has registered BCMS linked holdings tick the box and select any linked holdings.
➤ If you cannot find a holding CPH within the drop down list, use *Manage Holdings > Add / Edit Holdings*.


➤ If you selected to send births, you also need to select a postal holding CPH, this is usually the same as your primary holding CPH.
➤ Click the *Finished* button to save the subscription.

When you move animals between the primary holding and any linked holdings the server will not notify BCMS. Any births or deaths at any of the linked holdings will be reported to BCMS as happening at the primary holding, as will any off movements to holdings not selected as linked.
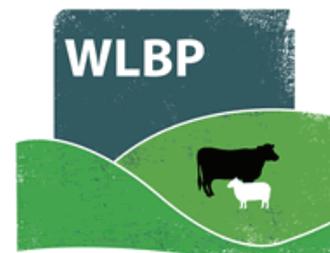
SEND DATA TO BCMS

Once configured, next time you record a movement, birth or death a message will appear asking if you want to send data to BCMS now, later or never.

➤ Select **Not Now** and a pop-up reminder will be shown the next time you log into the website or you can trigger it to send by selecting from the main menu **Manage Holdings > BCMS > Send / Review Results**.

➤ Select **Leave, Never Send** and the server will not send it to BCMS and will not remind you again.

➤ Select **Review & Send** and a page will appear previewing what is about to be sent. Click **Send Now** to begin the send.

➤ BCMS typically takes around a minute to process your request; however it could take up to 24 hours for them to process and validate it. If you don't want to wait for the result or it is taking longer than 2 minutes for BCMS to process it you can check the result later by selecting from the main menu **Manage Holdings > BCMS > Send / Review Results**. If there are any errors, a pop-up will warn you the next time you log in.
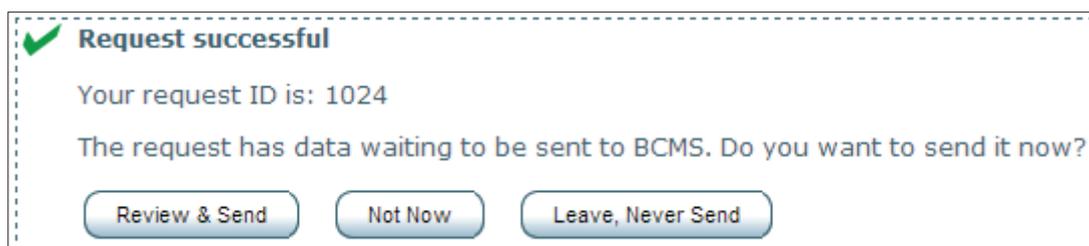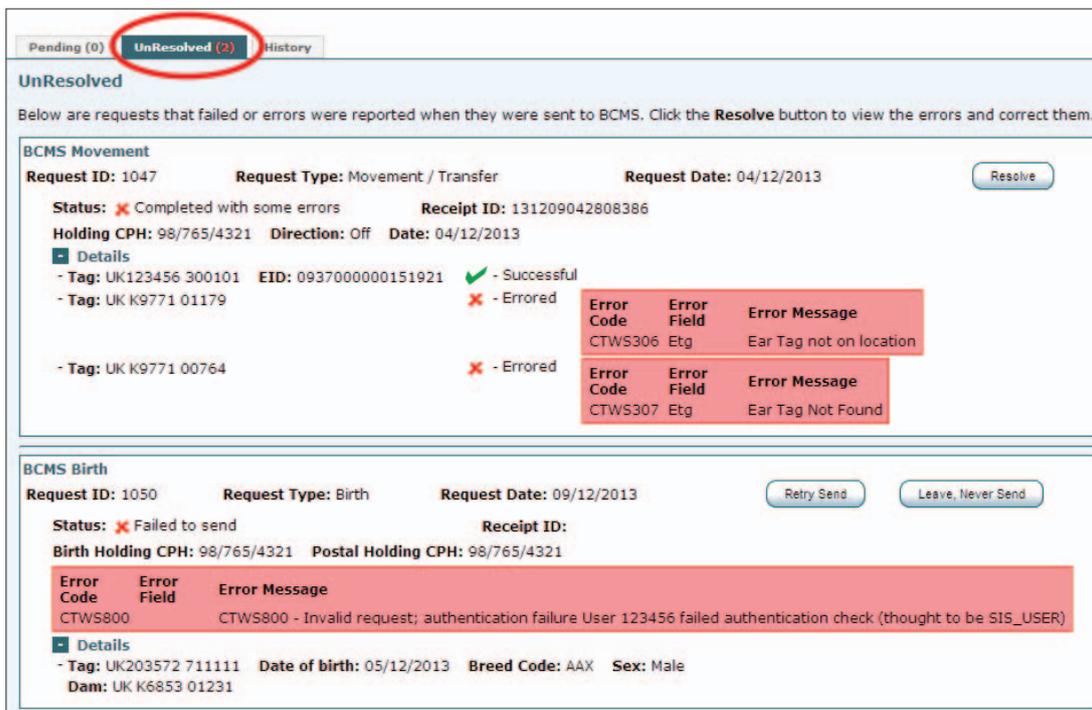

REVIEWING RESULTS

➤ Select from the main menu **Manage Holdings > BCMS > Send / Review Results**.

➤ The **Pending** tab shows requests waiting to be sent to BCMS or are being processed at the current time. You can either select to send them now or never send.

UNRESOLVED REQUESTS

The UnResolved tab shows requests that BCMS reported errors for.

If you get error code CTWS800 "Invalid request; authentication failure". This usually means you entered incorrect BCMS login details. To correct this go to *Manage Holdings > BCMS > Configure* and select to edit your subscription and enter the correct username and password. Then return to the *Send / Review Results* page and click the relevant *Retry Send* button.

➤ To resolve a request where BCMS reported errors for particular animals click the **Resolve** button.
➤ Tag numbers with green ticks indicate the (birth, movement or death was successful).
➤ Tag numbers with a red cross indicate that BCMS report errors and rejected it. The red box next to the tag number shows the error details e.g. "Ear Tag Not Found".

To resolve the errors you have two options;
➤ Select ***Undo the movement*** for the selected animal if you made a mistake such as entering an incorrect tag number, holding CPH or date. This will undo the event (movement, birth or death) in your holding register records for the animals ticked that had errors. You can then make the correction by recording a new event for the animals that had errors and select to send this to BCMS.
➤ Select ***Ignore*** if you want to leave the event (movement, birth or death) in the WLBP holding register records. You will need to contact BCMS to resolve the errors, any tag numbers with errors have been rejected by BCMS so have not been successfully lodged with BCMS.
➤ Once an option is selected, click the ***Submit*** button to resolve the error.
➤ The ***History*** tab show all request that were successful or had errors but have been resolved.