

## How to record animal movements

Use the website to record movements of animals. These are recorded for your own reports and can also be used to complete online statutory holding registers (e.g. BCMS).

- On the top navigation bar click on **Farm Records**.
- Move your mouse over **Manage Animals** on the tool bar. From the drop-down list of options select **Transfer / Move Animals**.



- Select the direction of the movement - **Movement On** is to record animals moving onto your holding. **Movement Off** is to record animals moving off your holding. Click **Next**.
- Enter the details for the holdings, the date of the movement and the species of the animals. Click **Next**.

MOVEMENT
ANIMALS
DETAILS
COMPLETE

### Transfer Direction

Movement On
  Movement Off

### Source & Destination Holding

User holding CPH: 98/765/4321

Holding CPH From: 
 Holding CPH To:

### Transfer Date & Species

Transfer Date:

Species:

Complete movement document details

- For moving sheep tick the box if you would like to fill in the details to generate an AML1 form and print the document.

### Departure Location

#### Keeper Details

Title

First Name

Last Name

Property Name

Address 1

Address 2

Town

County

Postcode

Telephone

#### Owner Details

Owner is different to keeper

  

### Departure & Loading Date/Time

Movement Type\*

Loading Date/Time  
  :

Departure Date/Time  
  :

Expected Duration of Journey  hours  minutes

- Enter the details of the animals that are moving. You can enter individual tag numbers, batch numbers and quantities, or both.
- Individual animals can be entered in the text box provided, one tag number per line.
- Individual animals can also be selected from the list of known animals on your holding by checking the tick box next to the animal's tag number.

### Individual Identified Animals

Enter list of individual identifiers ? and/or Select from list of known identifiers ?

UK0123456 00001

UK0244220 18770

UK0123456 01320

Select All (14)
 

- UK0123456 00001
- UK0721917 17619
- UK0123456 00003
- UK0244220 18770
- UK0244220 18771
- UK0123456 01320
- UK123456 90012
- UK0123456 10301
- UK0123456 20036
- UK0123456 30002



- For animals that are not individually identified or for movements that do not require individual records, enter the batch number, the total animals and then click **Add**.
- To remove a batch, click the **Delete** button next to the batch details.
- When all the animal details are entered, click the **Next** button.

**Batch Identified Animals**

If the animals contain slaughter tags, enter the batch numbers of the animals ?

Flock Number ID Marks Stock Type Animal Total

UK0589647 Yellow Ewe Lambs 200

Add Batch

**Batch Identified Animals**

If the animals contain slaughter tags, enter the batch numbers of the animals ?

Flock Number ID Marks Stock Type Animal Total

UK0589647 Yellow Ewe Lambs 200

Remove batch from list

Previous Next

- For movements off the farm fill in the FCI declaration and transporter details. Click **Next**.
- Enter the number of animals that are being moved, The number of animals recorded in the previous step will be displayed as a guide. You can also enter the haulier name and registration details here as well. When all details are entered, click **Next**.

**Movement Details** ?

Number of Animals\* 200

**Transport Details**

Haulier Name Bob's Trucking

Vehicle Registration Number SM55 JOL

Previous Next

- Review the movement information before sending to the BCMS.

**Review & Send BCMS Movement**

Below is an Movement waiting to be sent to BCMS. Click the **Send Now** button to send a particular request to BCMS, or click **Leave, Never Send** if you don't want it to be sent. [View getting started guide](#)

View All Unsent / Results

**BCMS Movement**

Request ID: 1040 Request Type: Movement / Transfer Request Date: 04/12/2013

Status: Pending Manual Trigger Receipt ID:

Holding CPH: 98/765/4321 Direction: Off Date: 04/12/2013

Details

- Tag: UK203572 300131
- Tag: UK203572 100150
- Tag: UK203572 100157

Send Now Leave, Never Send



- Resolve any BCMS errors that are reported. The two options are to undo the movement for the animals that have been rejected or to ignore the errors and submit the movement anyway. If you choose to ignore the errors then the movement records for the rejected animals will not be submitted and you must contact BCMS yourself to resolve the problems.

### Send BCMS Movement

Below is an Movement that failed or had errors reported when it was sent to BCMS. [View getting started guide](#)

[View All Unsent / Results](#)

**❗ BCMS Movement Completed with errors**  
The BCMS Movement has completed with some validation errors, please review the errors below.

**BCMS Movement**  
**Request ID:** 1040      **Request Type:** Movement / Transfer      **Request Date:** 04/12/2013  
**Status:** ❌ Completed with some errors      **Receipt ID:** 131204111438672  
**Holding CPH:** 98/765/4321      **Direction:** Off      **Date:** 04/12/2013

**Details**

- Tag: UK203572 300131      ✓ - Successful
- Tag: UK203572 100150      ❌ - Errored
- Tag: UK203572 100157      ❌ - Errored

Error Code	Error Field	Error Message
CTWS306	Etg	Ear Tag not on location
CTWS307	Etg	Ear Tag Not Found

**Resolve Options**

BCMS reported errors in part or all of the request, how do you want to resolve the errors?

Undo the Movement for the selected animals - Use this option if you made a mistake such as entering an incorrect tag number, holding CPH or date. This will undo the Movement in your holding register records then you can record a new Movement for the animals that had errors to make the correction.

Ignore - Use this option if you want to leave the Movement of the animals with errors in your 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.

### Send BCMS Movement

Below is an Movement that failed or had errors reported when it was sent to BCMS. [View getting started guide](#)

[View All Unsent / Results](#)

✓ **The system will not notify you about these errors for this request any more and any animals recorded will continue to appear in your online holding register. You need to contact BCMS to resolve the errors with them.**

Your request ID is: 1042

- The last screen will show you the result of your movement. There will be the request ID which is the unique number for this transaction and any errors or warnings that occurred due to the movement. You can also view and print the sheep travel document.

✓ **Request completed with some warnings**

Your request ID is: 1037

Code	Row No.	Message
4056	0	The batch number UK589647 has been added to the system by Request = 1037

- To review movement history, or to see pending or unresolved movement records go to **Manage Holdings > Review Movements**