

How do you report yours?

CTSO 12

Already have a Government Gateway account ✓

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Uploading a file of births for the first time

www.gateway.gov.uk

www.bcms.gov.uk



British Cattle
Movement Service

General helpline: 0845 050 1234

Welsh language: 0845 050 3456

Email: bcms-enquiries@bcms.rpa.gsi.gov.uk



Uploading a file of births for the first time

This guide explains how to create a file of birth registrations that can be uploaded to CTS Online, it explains what details need to be included in the file and how it should be created.

Section 1 - Creating a new file

1. Open a new Excel spreadsheet.

Note: Rows go from left to right (for example 1,2,3 etc) and columns go from top to bottom (A,B,C etc).

2. Number the cells across the top row from 1-34.

For example, number cell A1 as 1, cell B1 as 2, etc.

To do this:

- Select the first cell in the range that you want to fill. For example - A:1.
- Type the starting value for the series. For example - 1.
- Type a value in the next cell to establish a pattern. For example - in cell B:1, type 2.
- Select the cells that contain the starting values.
- Drag the fill handle across the range that you want to fill.

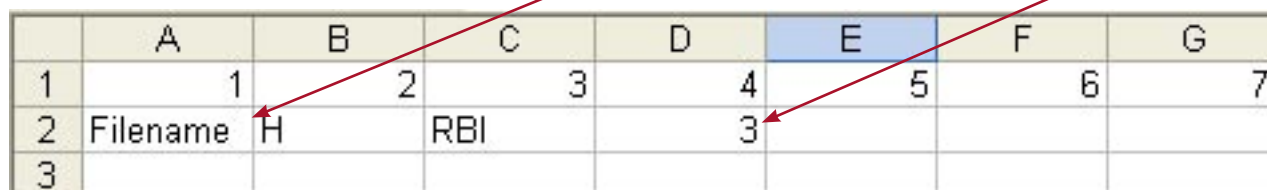
These instructions can be used further down where you need to enter the 'Sequence number of birth registrations'.

Fill handle: The small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross. To fill in increasing order, drag down or to the right. To fill in decreasing order, drag up or to the left.

3. The second row needs to contain the following information in the first four columns:

- Filename
- H
- RBI
- Number of births

In the example below the filename is 'Filename' and the number of births is '3'.



	A	B	C	D	E	F	G
1	1	2	3	4	5	6	7
2	Filename	H	RBI	3			
3							

The subsequent rows need to show the birth details and should contain the following information in the first 14 columns:

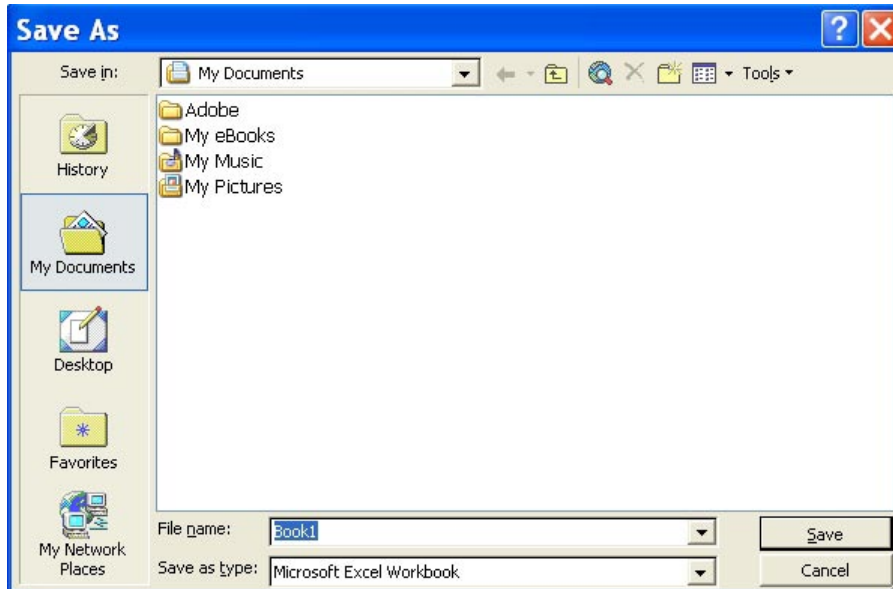
Filename, D, Sequence number of birth transactions, ET, Calf ear tag number, ET, Genetic dam ear tag number, ET, Surrogate dam ear tag number (if applicable), ET, Sire ear tag number (if applicable), Date of Birth, Sex, Breed code.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	Filename	H	RBI	3										
3	Filename	D	1	ET	UK123456100001	ET	UK123456100004					15/05/2011	M	AA
4	Filename	D	1	ET	UK123456100002	ET	UK123456100005			ET	UK123456400009	16/05/2011	F	HFX
5	Filename	D	1	ET	UK123456100003	ET	UK123456100006	ET	UK123456400008	ET	UK123456400010	17/05/2011	M	AAX

Naming and saving the file

Once you have entered all your birth registrations (up to a maximum of 50), you need to save the document.

- Go to File – Save as. The following should appear.

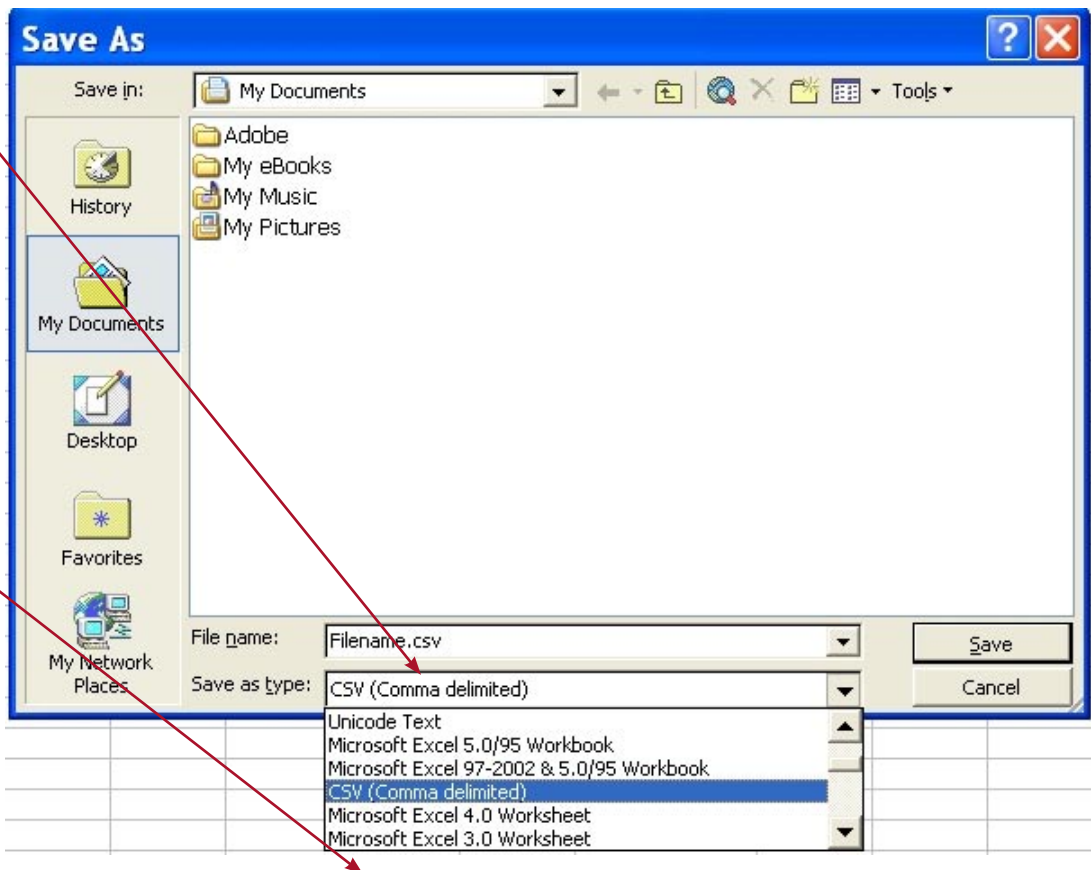


1. Enter file name.

This should be the same as the text in column A.

2. From drop down list select CSV (Comma delimited (*.csv))

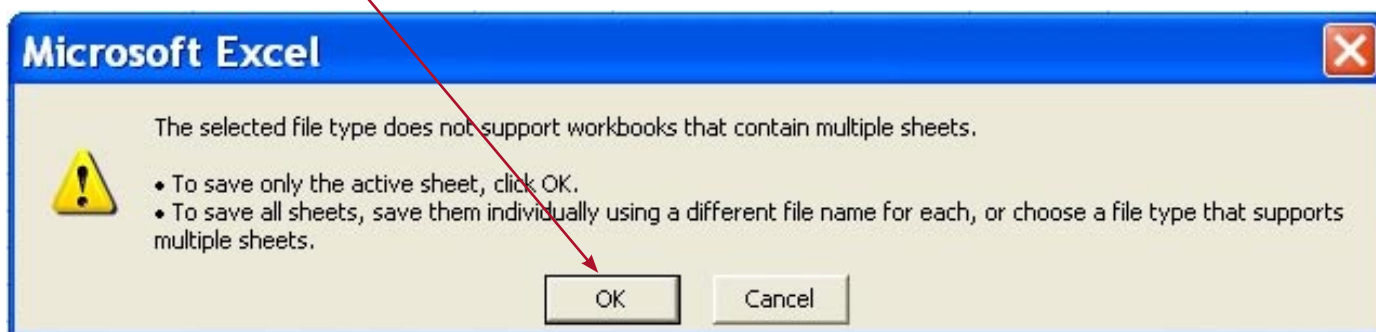
3. Click - Save



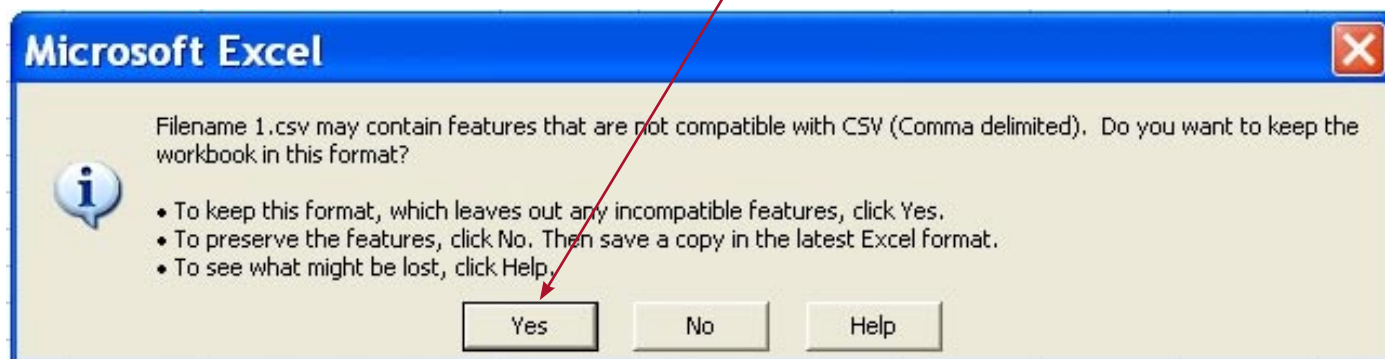
Note: Save your file somewhere you will remember, for example in 'My Documents'. You can access this by using the drop down arrow or by double clicking on 'My Documents'.

Once you have clicked 'Save', a dialogue box may appear.

- If it does, click - OK.



- When the following dialogue box appears, click - yes.



You can now close the Excel file.

When you try and close the file it might ask if you would like to save the changes, select 'No'.

Uploading the file

1. Open CTS Online and log in with your details.

The screenshot shows the CTSonline website interface. At the top, there is a navigation bar with links for 'Cymraeg', 'Accessibility', 'Privacy', 'Terms and Conditions', and 'Information for'. The main header includes the 'British Cattle Movement Service' logo and the 'CTSonline' title with the tagline 'the easy way to check and report your cattle information'. A 'Log Out' button is visible in the top right. The left-hand navigation menu lists various services, with 'Uploads and Downloads' highlighted. The main content area contains several informational sections: 'Bank Holidays' with a note about passport delays, 'Cattle passport is changing' with details about the new single-page passport format, and 'SPS 2011 - Don't Miss Out - Apply Online Now!' with information about online applications. A red arrow originates from the 'Uploads and Downloads' menu item and points towards the next page.

- On the left hand side menu, go to 'Uploads and Downloads'.

The screenshot displays the 'Uploads and Downloads' section of the website. The left-hand navigation menu is visible, with 'Uploads and Downloads' selected. The main content area is titled 'Upload Files' and contains three numbered steps:

1. Select the type of contents for the file to be uploaded. This step includes three radio button options: 'Births' (which is selected), 'Movements/Deaths', and 'Eartags of animals for Cattle Details Download'. A red arrow points from the instruction to the 'Births' option.
2. Enter the location of file to upload, or use the browse button. This step includes a text input field and a 'Browse...' button. A red arrow points from the instruction to the 'Browse...' button.
3. Upload the file for validation. This step includes an 'Upload file' button. A red arrow points from the instruction to the 'Upload file' button.

Additional instructions on the right side of the page state: 'If you can't see the file select -' followed by a list: '• All Files', '• Click on the file.', and '• Select Open.' A red arrow points from the instruction '3. Click on 'Upload file'' to the 'Upload file' button.

A list of your birth registrations will be displayed in section 2 of the screen. You will be able to check the list and correct any errors.

- Click on “Send”.

The receipt page will show, with list of the births you have registered.

Your birth registrations will be visible straightaway in the ‘submitted but not yet processed’ section on the cattle summary and will be validated by CTS within 24 to 48 hours.

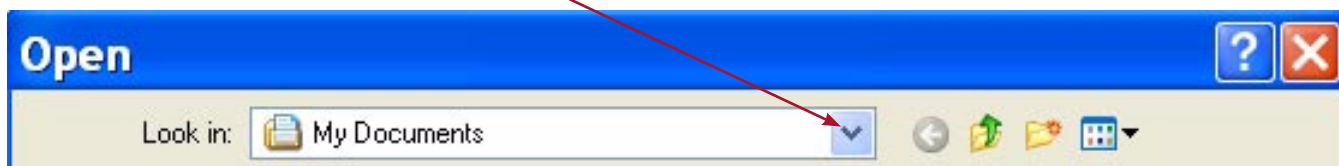
Uploading a file of birth registrations, subsequent times

Once you have created the file you can use it as a template. Use the following steps to upload files on to CTS Online.

Opening the previous file

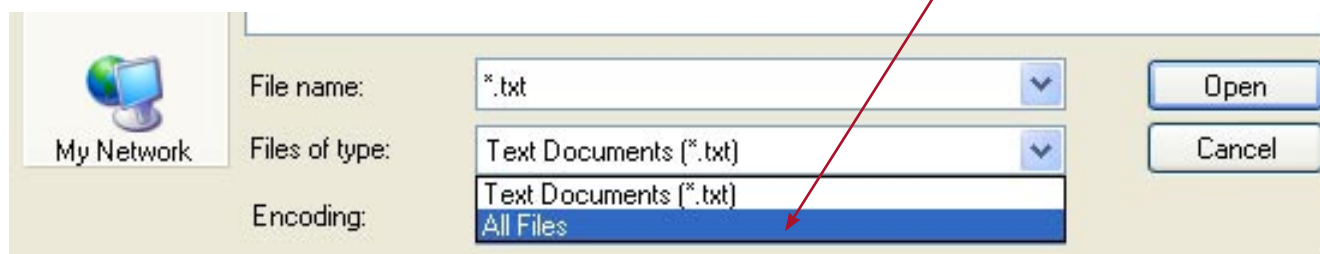
1. Open Excel

- Go to File – Open
- From the Look in field use the dropdown arrow and select the folder where your file is saved.



In this example, it is saved in 'My Documents'.

- From the 'Files of type' - use the dropdown arrow and select 'All Files'.



You should now be able to see the CSV file you saved.

- Select the file and then click - Open. The file will then open in Excel.

	A	B	C	D	E	F	G	H	I	J
1	Filename	H	RBI	3						
2	Filename	D	1	ET	UK123456100001	ET	UK123456100004			
3	Filename	D	1	ET	UK123456100002	ET	UK123456100005			ET
4	Filename	D	1	ET	UK123456100003	ET	UK123456100006	ET	UK123456400008	ET

2. To expand the cell so it shows all the details:

- Double click the mouse on the right hand side of the column.

Amending the File

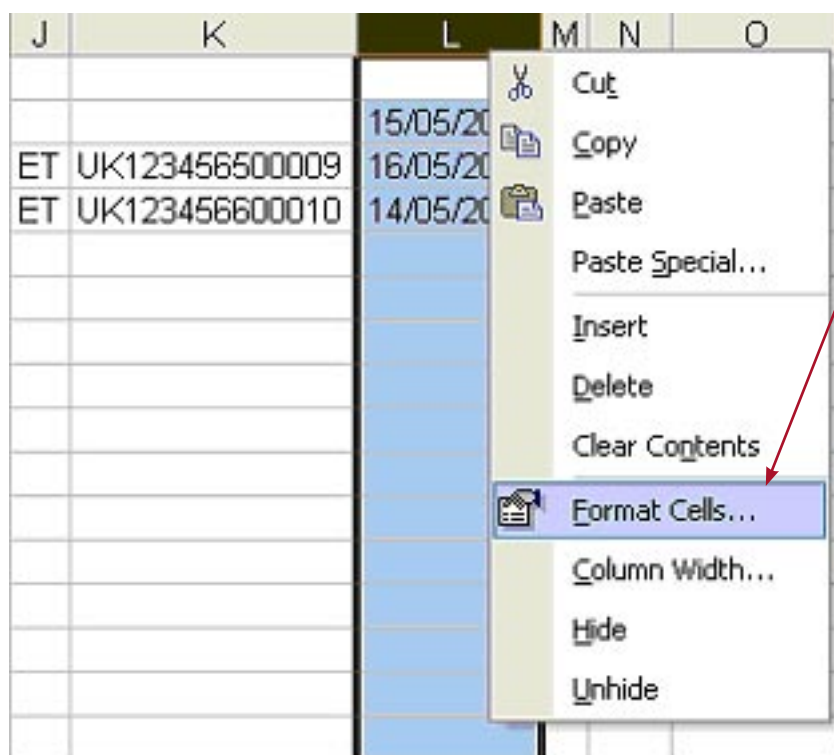
The file data can now be updated with new movements.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Filename	H	RBI	3										
2	Filename	D	1	ET	UK123456100001	ET	UK123456100004					15/05/2011	M	AA
3	Filename	D	1	ET	UK123456100002	ET	UK123456100005			ET	UK123456400009	16/05/2011	F	HFX
4	Filename	D	1	ET	UK123456100003	ET	UK123456100006	ET	UK123456400008	ET	UK123456400010	17/05/2011	M	AAX

1. Amend the file name in column A .

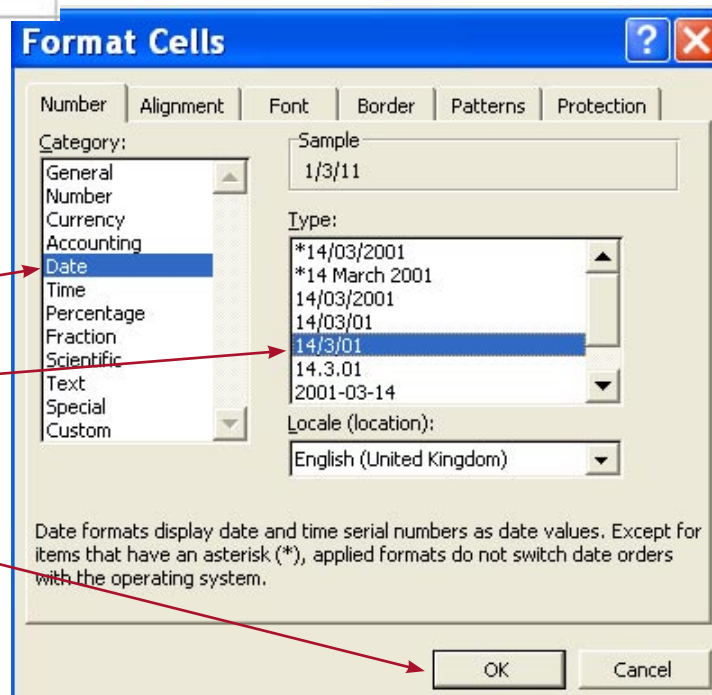
2. Amend the number of records that will be in the file.

3. Enter the details for the calves you want to register.



4. Format the date as dd/mm/yy:

- Highlight the date of birth column (column L).
- Right click the mouse.
- Select – Format Cells.

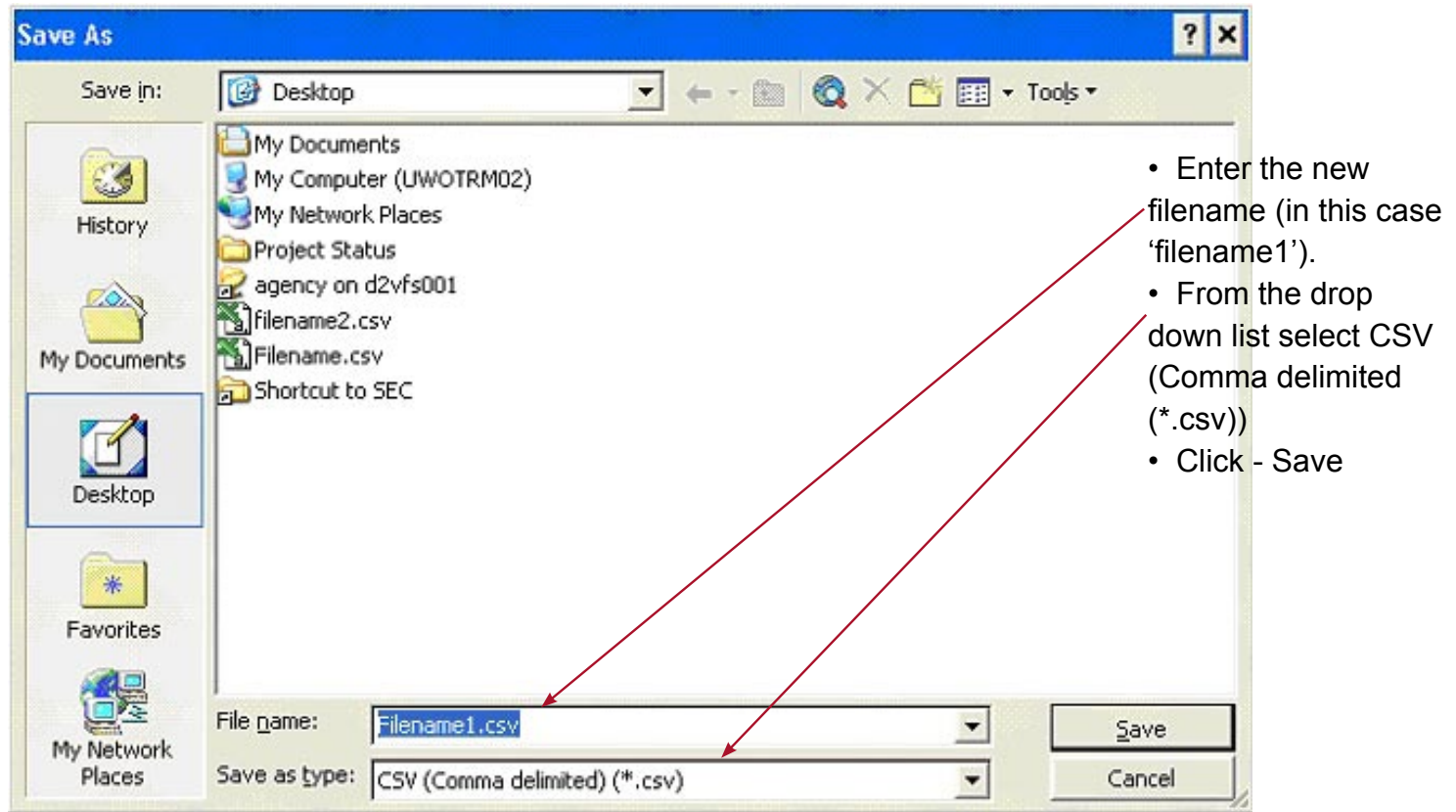


5. When the 'Format Cells' dialogue box appears:

- Select – Date
- Select – date format dd/mm/yy
- Click - OK

Naming and saving the file

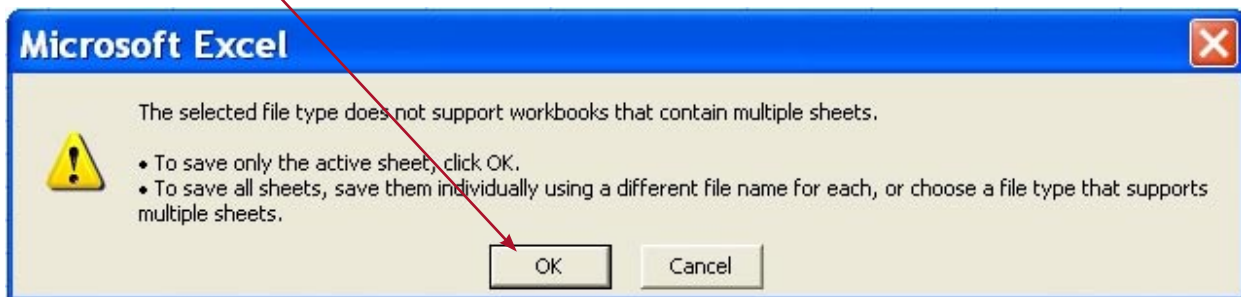
1. Go to File – Save As. The following should appear:



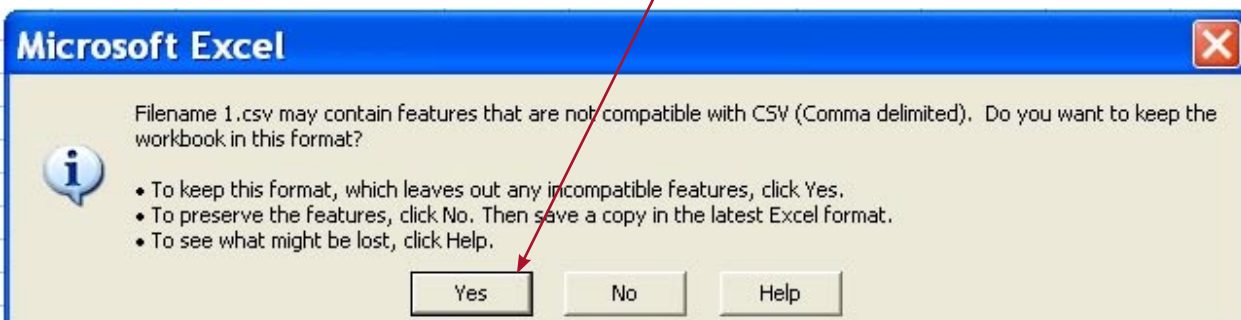
Note: Save your file somewhere you will remember, for example 'My Documents'. You can access this by using the drop down arrow or by double clicking on 'My Documents'.

2. Once you have clicked Save a dialogue box may appear:

- If it does, click - OK.



3. The following dialogue box will appear, click - Yes.



You can now close the excel file. When you try and close the file it might ask if you would like to save the changes, select no.

The file is now saved and ready to be uploaded onto CTS Online.

Uploading the file

1. Open CTS Online and log in with your details.

British Cattle Movement Service
CTSonline
the easy way to check and report your cattle information

[Log Out](#)

Bank Holidays
Due to the recent Bank Holidays, passports may take longer to arrive.

Cattle passport is changing
On 1 August 2011 the cattle passport will change to a single-page passport. The new passport will contain all the same information as the chequebook-style passport and there will be no changes to the rules. This means that we will no longer supply movement cards as part of the passport, and keepers who currently report movements using paper will need to find other methods for animals that have a single-page passport. For further information click [here](#).

SPS 2011 - Don't Miss Out - Apply Online Now!
You can send your 2011 SPS application using SPS Online via the Farming section of the Business Link website. We have recently re-issued Personal Identification Numbers (PIN) and guidance to anyone

Left Hand Side Menu:
View Cattle Summary
Register Births
Register ON Movements
Register OFF Movements
Report Death of a Registered Animal
Report Death of Unregistered Animal
View Animal Details and History
Uploads and Downloads
View Audit Info
Problem Summary
BCMS Accessibility
BCMS Privacy

- On the left hand side menu, go to 'Uploads and Downloads'.

British Cattle Movement Service
CTSonline
the easy way to check and report your cattle information

Current User
A.Farmer [BRITISH CATTLE MOVEMENT SERVICE](#) 99/999/9999 [Change Holding](#)

Uploads and Downloads

Upload Files

1. Select the type of contents for the file to be uploaded
 - Births
 - Movements/Deaths
 - Eartags of animals for Cattle Details Download
2. Enter the location of file to upload, or use the [Browse](#) button
3. Upload the file for validation

[Upload file](#)

Cattle on Holding Download
To download a list of all cattle on your holding (including all associated movement/applications not yet processed or currently under investigation)

Left Hand Side Menu:
View Cattle Summary
Register Births
Register ON Movements
Register OFF Movements
Report Death of a Registered Animal
Report Death of Unregistered Animal
View Animal Details and History
Uploads and Downloads
View Audit Info
Problem Summary
BCMS Accessibility
BCMS Privacy
BCMS Terms and Conditions
Information for Keepers
Contact BCMS
Holding Enrolments

- Select 'Births' in section 1.
- Click on 'Browse' to locate the CSV file that you have saved on your computer. If you can't see the file select:
 - 'All Files'.
 - Click on the file.
 - Select 'Open'.
- Click on 'Upload file'.

A list of your birth registrations will be displayed in section 2 of the screen. You will be able to check the list and correct any errors.

- Click on 'Send'.

A receipt page will show, with list of the births you have registered.

Your birth registrations will be visible straightaway in the submitted but not yet processed section on the cattle summary. These will be validated by CTS within 24 to 48 hours.