

How do you report yours?

CTSO 6

Already have a Government Gateway account ✓

Already enrolled to CTS Online ✓

How to report On & Off movements at the same 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



When you enter your password you will be taken to your holding homepage. The example screen below shows you what type of information you will see.

The screenshot shows the CTSonline website interface. The top navigation bar includes links for Cymraeg, Accessibility, Privacy, Terms and Conditions, Information for Keepers, and Contact BCMS. The main header features 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 sidebar contains a list of navigation options: 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, Accessibility, Privacy, Terms and Conditions, Information for Keepers, Contact BCMS, and Holding Enrolments.

The main content area is titled 'Current User' and shows 'A Farmer' and 'Any Farm' with a 'Change Holding' button. Below this is the 'Cattle On Holding' section, which includes a table for 'Cattle by sex and breed' and a 'Recorded Events' table.

The 'Cattle by sex and breed' table shows the following data:

	M	F	Total
Total	25	166	192

The 'Recorded Events' table shows the following data:

	Births	Moves ON	Moves OFF	Deaths	Imports
Last 6 months	9	4	13	16	0
Submitted but not yet processed	0	0	0	0	0

The 'Problem Status' box shows 11 red traffic lights (Problems you can help with) and 1 amber traffic light (Problems you have responded to). A link is provided to see problems and information provided.

The right-hand 'help function' area contains several sections: 'What is Cattle on holding?', 'To list animals or movements', 'What is the Problem Status box?', and 'To download the list of cattle on your holding, queried animals and queried movements click here'.

Callout boxes provide the following explanations:

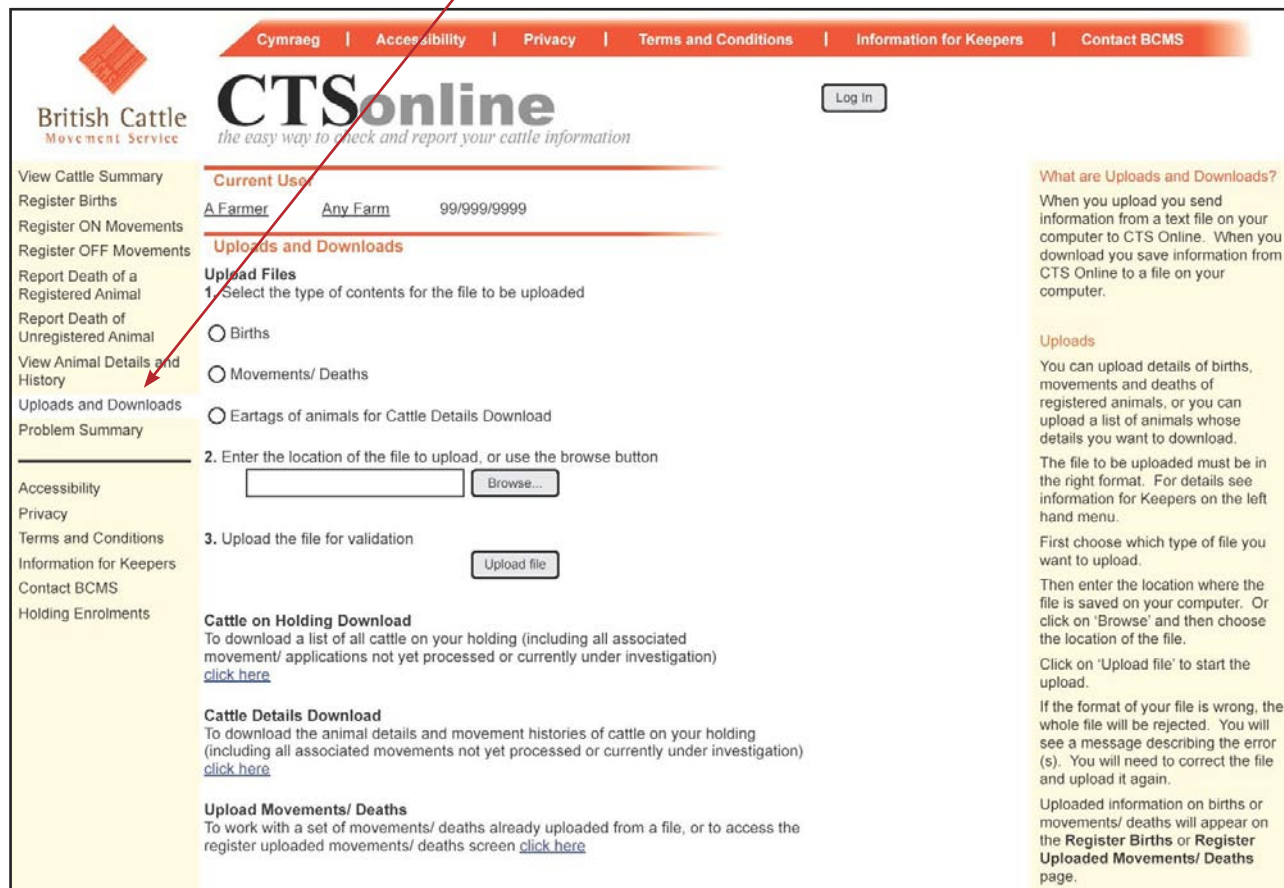
- The main links where you can register your births and movements.
- Shows all the details we hold for your farm and any holding links you may have.
- Help function – view this on each screen to help you understand what to do.
- Order more bar-code labels or forms through the 'Contact BCMS' option.
- View your cattle in an order you prefer.
- See your transactions sent to us in the last six months.
- See any problems we may have with information about your animals.

If you need more help using CTS Online, click on the blue underlined text in the right-hand "help function". This gives you more detailed guidance.

How to report Off and On or On and Off movements for the same day without making an upload.

1. From the left hand menu click on Uploads and Downloads.

The following screen appears.



The screenshot shows the CTSonline website interface. At the top, there is a navigation bar with links for Cymraeg, Accessibility, Privacy, Terms and Conditions, Information for Keepers, and Contact BCMS. The main header includes the British Cattle Movement Service logo and the CTSonline logo with the tagline 'the easy way to check and report your cattle information'. A 'Log In' button is visible in the top right.

The left sidebar contains a menu with the following items: 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, Problem Summary, Accessibility, Privacy, Terms and Conditions, Information for Keepers, Contact BCMS, and Holding Enrolments. The 'Uploads and Downloads' item is highlighted.

The main content area is titled 'Current User' and shows 'A Farmer' and 'Any Farm' with the number '99/999/9999'. Below this, the 'Uploads and Downloads' section is active, showing 'Upload Files' with three radio button options: Births, Movements/ Deaths, and Eartags of animals for Cattle Details Download. Step 1 instructions are: '1. Select the type of contents for the file to be uploaded'. Step 2 instructions are: '2. Enter the location of the file to upload, or use the browse button', followed by a text input field and a 'Browse...' button. Step 3 instructions are: '3. Upload the file for validation', followed by an 'Upload file' button.

Below the upload section, there are three download options, each with a blue underlined 'click here' link:

- 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) [click here](#)
- Cattle Details Download**: To download the animal details and movement histories of cattle on your holding (including all associated movements not yet processed or currently under investigation) [click here](#)
- Upload Movements/ Deaths**: To work with a set of movements/ deaths already uploaded from a file, or to access the register uploaded movements/ deaths screen [click here](#)

On the right side of the page, there is a section titled 'What are Uploads and Downloads?' with explanatory text and a 'Downloads' sub-section with further instructions.

2. You should then click on the click here link underlined in blue in the Upload Movements/ Deaths section.

The following screen appears.

British Cattle Movement Service

CTSONline
the easy way to check and report your cattle information

Cymraeg | Accessibility | Privacy | Terms and Conditions | Information for Keepers | Contact BCMS

Log Out

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

Current User
A Farmer Any Farm 99/999/9999 Change Holding

Register Uploaded Movements/ Deaths

1. Add one or more movements/ deaths to the list

Eartag
Movement/ Death date (e.g. 28/06/10)
Movement Type (e.g. 28/06/10)
On Holding
On Holding
Off Holding
Death
On and Off Holding
Off and On Holding
On and Death

Add to list

2. Check the list of movements

You have not yet added any animals to the list

Eartag	Movement Type	Movement/ Death Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check Breed/ Sex Edit Delete Delete All

3. Send the list of movements to BCMS

Send

Register Uploaded Movements
Use this page to register movements/ deaths that you have uploaded from a file on your computer.
The movements/ deaths will appear in the list in section 2. Please check them and use the buttons to edit or delete if necessary. To see the sex and breed of each animal, click on 'Check details for all animals'
You can add more animals to the list by using the boxes in section 1. Enter the eartag number and date of movement/ death. Select the movement type from the drop-down list (ON, OFF or DEATH). If the animal moved ON to your holding and OFF again on the same day, select ON AND OFF. If the animal moved OFF and back ON during the same day, select OFF AND ON. If the animal moved ON and died on the same day select ON and Death. Then click 'Add to List'.
When you are happy with the list, click 'Send' to report the movements/ deaths to BCMS.
[for more help click here](#)

Instructions for animals moved Off and back On the holding on the same day (possibly been to a show).

- Enter the eartag number of the animal.
- Enter the movement date.
- Select 'Off and On holding'.
- Click 'Add to list'.

When you have added all your movements, click 'Send'.

How to report movements Off and back On the same holding on different days, without making an upload file.

You can report these movements in two ways as follows.

1. Report the Off movement using the 'Register Off Movements' screen when the animal moves off the holding. Report the On movement using the 'Register On Movements' screen when the animal moves back onto the holding.
2. Report the Off and On movements on the date that the animal moves back onto the holding*.

From the left hand menu click on 'Uploads and Downloads'.

The screenshot shows the CTSonline website interface. At the top, there is a navigation bar with links for Cymraeg, Accessibility, Privacy, Terms and Conditions, Information for Keepers, and Contact BCMS. The main header includes the British Cattle Movement Service logo and the CTSonline logo with the tagline 'the easy way to check and report your cattle information'. A 'Log In' button is visible in the top right.

The left-hand menu contains several options, with 'Uploads and Downloads' highlighted. A red arrow points from this menu item to the 'Upload Files' section of the main content area.

The 'Upload Files' section contains the following steps:

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 the file to upload, or use the browse button:
[Text input field] [Browse...]
3. Upload the file for validation:
[Upload file]

Below these steps are three download options:

- 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) [click here](#)
- Cattle Details Download**: To download the animal details and movement histories of cattle on your holding (including all associated movements not yet processed or currently under investigation) [click here](#)
- Upload Movements/ Deaths**: To work with a set of movements/ deaths already uploaded from a file, or to access the register uploaded movements/ deaths screen [click here](#)

A red arrow points from a 'Click here' box to the 'Upload Movements/ Deaths' section.

On the right side of the page, there is a section titled 'What are Uploads and Downloads?' which explains the process of uploading and downloading information. It states that uploading involves sending information from a text file to CTS Online, and downloading involves saving information from CTS Online to a file on your computer. It also provides instructions on how to upload files, including choosing the file type, entering the file location, and clicking 'Upload file' to start the upload. It notes that if the file format is wrong, the file will be rejected and a message describing the error will be shown. Finally, it states that uploaded information will appear on the 'Register Births' or 'Register Uploaded Movements/ Deaths' page.

* Remember: You must tell us about movements within three days.

The following screen appears.

The screenshot shows the CTSonline web interface. At the top, there is a navigation bar with links for Cymraeg, Accessibility, Privacy, Terms and Conditions, Information for Keepers, and Contact BCMS. The main header features the British Cattle Movement Service logo and the CTSonline logo with the tagline 'the easy way to check and report your cattle information'. A 'Log Out' button is visible in the top right.

The interface is divided into several sections:

- Current User:** Shows 'A Farmer' and 'Any Farm' with a 'Change Holding' button.
- Register Uploaded Movements/ Deaths:** This section contains three numbered steps:
 - 1. Add one or more movements/ deaths to the list:** A form with three input fields: 'Eartag', 'Movement/ Death date', and 'Movement Type'. The 'Movement Type' dropdown menu is open, showing options: 'On Holding' (selected), 'On Holding', 'Off Holding', 'Death', 'On and Off Holding', 'Off and On Holding', and 'On and Death'. An 'Add to list' button is to the right.
 - 2. Check the list of movements:** A table with columns 'Eartag', 'Movement Type', and 'Movement/ Death Date'. Below the table are buttons for 'Check Breed/ Sex', 'Edit', 'Delete', and 'Delete All'. A message above the table states: 'You have not yet added any animals to the list'.
 - 3. Send the list of movements to BCMS:** A 'Send' button.

On the right side, there is a yellow box titled 'Register Uploaded Movements' with instructions on how to use the page, including a link for more help.

- Enter the eartag number of the animal.
- Enter the movement Off date.
- Select 'Off holding'.
- Click 'Add to list'.

- Enter the eartag number of the animal.
- Enter the movement On date.
- Select 'On holding'.
- Click 'Add to list'.

When you have added all your movements, click 'Send'.

TIP report all your Off movements for the same day first, then report all your On movements for a different (later) date in the same screen and same session.