

How do you report yours?

CTSO 7

Already have a Government Gateway account ✓

Already enrolled to CTS Online ✓

How to report On & Death transactions 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 divided into several sections:

- Current User:** A Farmer, Any Farm, 99/999/9999. A 'Change Holding' button is present.
- Cattle On Holding:** A section for viewing cattle details.
- Cattle by sex and breed:** A table showing the total number of animals by sex (M, F) and total. A 'Show Breeds' button is available.
- Recorded Events:** A table showing Births, Moves ON, Moves OFF, Deaths, and Imports for the last 6 months and submitted but not yet processed.
- Problem Status:** A box showing the number of problems you can help with (11) and problems you have responded to (1). A link is provided to see more information.

The right-hand side contains a 'What is Cattle on holding?' section with instructions on how to list animals and movements, and a 'What is the Problem Status box?' section explaining the meaning of the traffic light icons (Red, Amber, Green).

Callout boxes provide additional information:

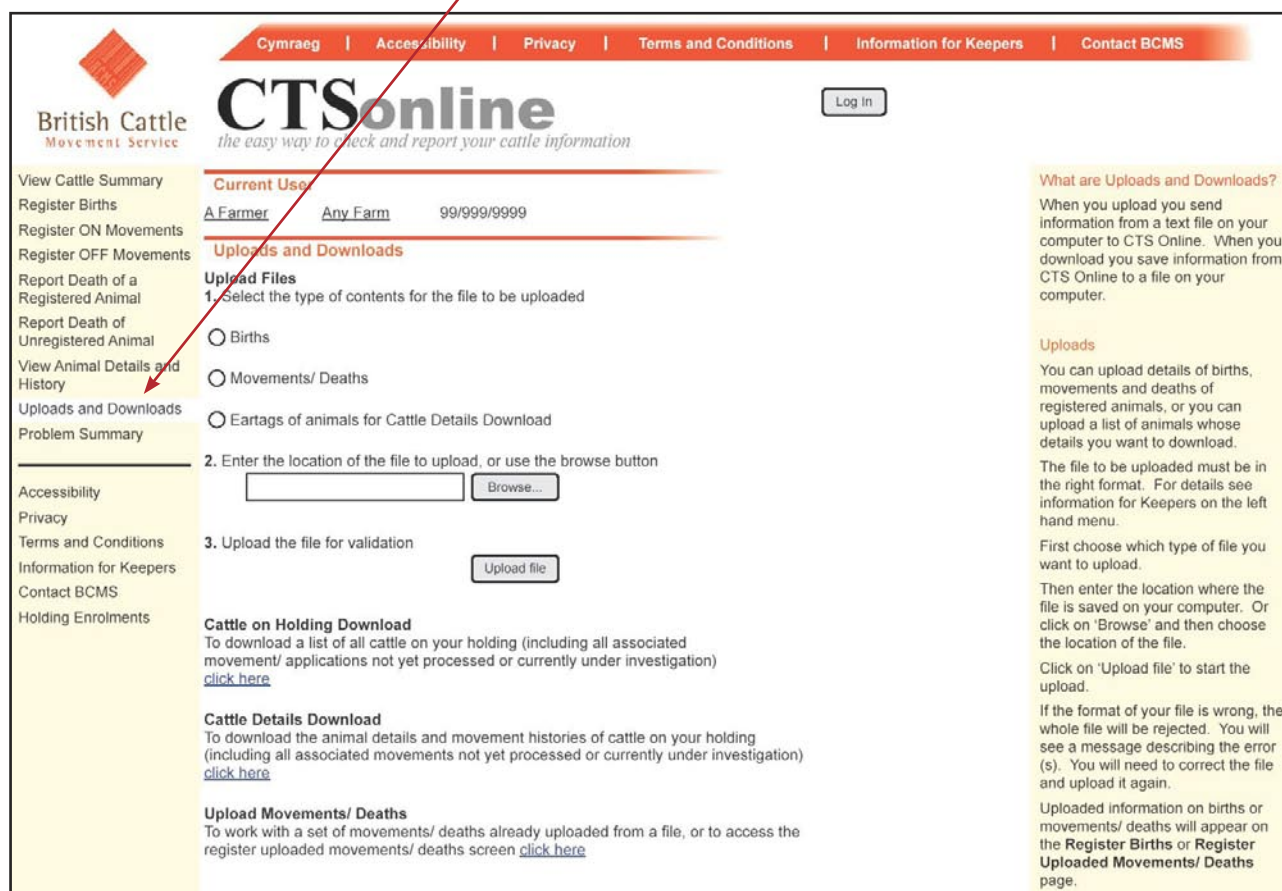
- Top Left:** The main links where you can register your births and movements.
- Top Middle:** Shows all the details we hold for your farm and any holding links you may have.
- Top Right:** Help function – view this on each screen to help you understand what to do.
- Bottom Left:** Order more bar-code labels or forms through the 'Contact BCMS' option.
- Bottom Middle-Left:** View your cattle in an order you prefer.
- Bottom Middle-Right:** See your transactions sent to us in the last six months.
- Bottom Right:** 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 On and Death for the same day without making an upload file

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 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 In' button is located in the top right corner.

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, and Problem Summary. The 'Uploads and Downloads' item is highlighted, and a red arrow points from it to the 'Upload Files' section on the main page.

The main content area is titled 'Uploads and Downloads' and includes a 'Current User' section with 'A Farmer' and 'Any Farm' selected, and a user ID of '99/999/9999'. Below this, the 'Upload Files' section contains three numbered 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.
3. Upload the file for validation.

Below the steps, there are three sections for downloading information:

- 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 help section titled 'What are Uploads and Downloads?' which explains the process of uploading and downloading information. It includes a sub-section 'Uploads' with detailed instructions on file format and upload steps.

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

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 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 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, 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 "99/999/9999" ID and a "Change Holding" button. Below this is the "Register Uploaded Movements/ Deaths" section, which includes the instruction "1. Add one or more movements/ deaths to the list".

The form for adding a movement/death consists of three input fields: "Eartag", "Movement/ Death date" (with a calendar icon and example "e.g. 28/06/10"), and "Movement Type". A dropdown menu for "Movement Type" is open, showing options: "On Holding", "Off Holding", "Death", "On and Off Holding", "Off and On Holding", and "On and Death". An "Add to list" button is located to the right of the form.

Below the form, the instruction "2. Check the list of movements" is followed by a table with the following structure:

Eartag	Movement Type	Movement/ Death Date
You have not yet added any animals to the list		

Buttons for "Check Breed/ Sex", "Edit", "Delete", and "Delete All" are located below the table.

The final instruction is "3. Send the list of movements to BCMS", with a "Send" button to the right.

On the right side of the page, there is a "Register Uploaded Movements" section with instructions: "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](#)

- Enter the eartag number of the animal
- Enter the movement date
- Select 'On and Death' from the drop down list
- Click 'Add to list'

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

If the animals move ON to the slaughterhouse premises the day before they are slaughtered you will need to enter the ON & the Death separately using the uploads/downloads screen.

First you will need to enter the ON movements for all the animals slaughtered as follows.

The screenshot shows the CTSonline interface for registering movements. 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 tagline. A 'Log Out' button is visible in the top right.

The central content area is titled 'Register Uploaded Movements/ Deaths' and includes a 'Current User' section with 'A Farmer' and 'Any Farm' options, and a '99/999/9999' holding ID with a 'Change Holding' button. Below this, step 1 is 'Add one or more movements/ deaths to the list'. The form has three input fields: 'Eartag', 'Movement/ Death date' (with an example '28/06/10'), and 'Movement Type'. A dropdown menu for 'Movement Type' is open, showing options: 'On Holding' (selected), 'Off Holding', 'Death', 'On and Off Holding', 'Off and On Holding', and 'On and Death'. An 'Add to list' button is to the right of the form.

Step 2 is 'Check the list of movements', showing 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'. Step 3 is 'Send the list of movements to BCMS' with a 'Send' button.

On the right side, there is a 'Register Uploaded Movements' section with instructions: '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](#)

The left sidebar contains navigation links: 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.

1.
 - Enter the eartag number of the animal
 - Enter the movement date
 - Select 'On Holding' from the drop down list
 - Click 'Add to list'

Repeat this for all animals that have moved onto the premises.

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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, View Audit Info, and Problem Summary. Below this, there are links for 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 '99/999/9999' ID and a 'Change Holding' button. Below this is the 'Register Uploaded Movements/ Deaths' section, which includes the instruction: '1. Add one or more movements/ deaths to the list'. This section contains a form with the following fields: 'Eartag' (text input), 'Movement/ Death date' (text input with a calendar icon and example '(e.g. 28/06/10)'), and 'Movement Type' (dropdown menu with 'On Holding' selected). An 'Add to list' button is located at the bottom right of this form.

Below the form, the instruction '2. Check the list of movements and correct any errors' is followed by a table showing '2 animal(s) added':

Eartag	Movement Type	Movement/ Death Date
<input type="radio"/> UK123456789101	On Holding	17/09/2010
<input type="radio"/> UK234567891012	On Holding	17/09/2010

Below the table are buttons for 'Check Breed/ Sex', 'Edit', 'Delete', and 'Delete All'. At the bottom of this section, the instruction '3. Send the list of movements to BCMS' is followed by a 'Send' button.

On the right side of the page, there is a 'Register Uploaded Movements' section with instructions: '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](#)

Important: Do not press send at this point

Next you will need to enter the death details for all the animals as follows.

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 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 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, and Problem Summary. Below this, there are links for 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 '99/999/9999' ID and a 'Change Holding' button. Below this is the 'Register Uploaded Movements/ Deaths' section, which includes a step-by-step guide:

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

The form for step 1 includes fields for 'Eartag', 'Movement/ Death date' (with an example '(e.g. 28/06/10)'), and a 'Movement Type' dropdown menu set to 'Death'. An 'Add to list' button is located at the bottom right of the form.

Step 2 is 'Check the list of movements and correct any errors'. Below this, a table shows '2 animal(s) added':

Eartag	Movement Type	Movement/ Death Date
<input type="radio"/> UK123456789101	On Holding	17/09/2010
<input type="radio"/> UK234567891012	On Holding	17/09/2010

Buttons for 'Check Breed/ Sex', 'Edit', 'Delete', and 'Delete All' are located below the table.

Step 3 is 'Send the list of movements to BCMS', with a 'Send' button at the bottom right.

On the right side of the page, there is a 'Register Uploaded Movements' section with instructions: '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](#)

2.
 - Enter the eartag number of the animal
 - Enter the death date
 - Select 'Death' from the drop down list
 - Click 'Add to list'

Repeat this for all animals that were slaughtered.

3. Check that all of the information in the list is correct.

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The left sidebar contains a menu with 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, and Problem Summary. Below this, there are links for Accessibility, Privacy, Terms and Conditions, Information for Keepers, Contact BCMS, and Holding Enrolments.

The main content area is titled 'Register Uploaded Movements/ Deaths' and includes a 'Current User' section with 'A Farmer' and 'Any Farm' options, a '99/999/9999' ID, and a 'Change Holding' button. Below this, it says '1. Add one or more movements/ deaths to the list'. A form for adding a movement/death includes fields for 'Eartag', 'Movement/ Death date' (with an example '28/06/10'), and a 'Movement Type' dropdown menu set to 'On Holding'. An 'Add to list' button is at the bottom right of the form.

Section 2, 'Check the list of movements and correct any errors', shows '2 animal(s) added'. A table displays the added movements:

Eartag	Movement Type	Movement/ Death Date
<input type="radio"/> UK123456789101	On Holding	17/09/2010
<input type="radio"/> UK234567891012	On Holding	17/09/2010
<input type="radio"/> UK123456789101	Death	18/09/2010
<input type="radio"/> UK234567891012	Death	18/09/2010

Below the table are buttons for 'Check Breed/ Sex', 'Edit', 'Delete', and 'Delete All'. At the bottom, it says '3. Send the list of movements to BCMS' with a 'Send' button.

On the right side, there is a 'Register Uploaded Movements' section with instructions: '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](#)

4. Press Send

If you have a large volume of transactions to report, you may prefer to upload a file to CTS Online. You can find full instructions on how to do this on the 'Information for Keepers' screen which you can access from the main menu.