

How do you report yours?

CTSO **11**

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Uploading a file of Movements / Deaths

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 Movements/Deaths for the first time

This guide explains how you can create a file of movements and deaths that can then be uploaded to CTS Online using Microsoft Excel (other spreadsheet programs may differ.)

It explains what details you need to include in the file and how it should be created. It also explains more about the type of movements that can be entered into it.

Section 2 explains how you can continue to use the same file to report movements/deaths, in the future.

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 1-27.

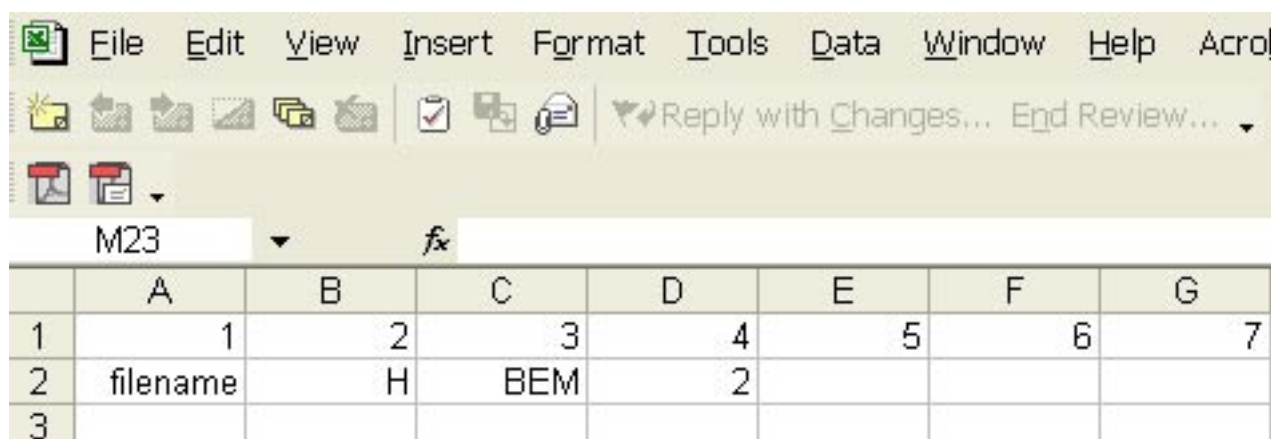
For example, number cell A1 as 1, cell B1 as 2, etc.

To do this:

- Select the first cell in the range that you want to fill, this will be A1.
- Type the first number which will be 1.
- Type the next number in the next cell. So in cell B1 type the number 2. C1 = 3, etc up to 27.

3. Fill in the second row with the following information. (see Appendix at the back of this handout, for an explanation of the terms.)

- Filename (whatever you wish to name the file). See Appendix for naming rules.
- H
- BEM
- Number of movements to be sent to BCMS in this file.



The screenshot shows the Microsoft Excel interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Acro. Below the menu bar is a toolbar with various icons. The spreadsheet area shows a grid with columns labeled A through G and rows labeled 1 through 3. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G
1	1	2	3	4	5	6	7
2	filename	H	BEM	2			
3							

4. The subsequent rows need to show the movement details.

These should contain the following information in the first seven columns.

- Column 1 = filename (same as cell A2)
- 2 = D
- 3 = the number of movement lines within the file
- 4 = ET
- 5 = eartag number
- 6 = movement type
- 7 = date

The following movement types can be recorded:

- 2 – ON movement
- 3 – OFF movement
- 7 – DEATH

- 72 – ON and OFF movement, that happened on the same day
- 73 – OFF and ON movement, that happened on the same day
- 77 – ON movement and DEATH, that happened on the same day

} Types 72, 73 and 77 create two movements at the same time.

	A	B	C	D	E	F	G
1	1	2	3	4		5	6
2	filename	H	BEM	2			
3	filename	D	1	ET	UK123456789123	2	01/09/2008
4	filename	D	2	ET	UK123456789124	3	01/09/2008

Note: The maximum number of applications that can be entered on each file is 500.

Naming and saving the file

Once you have entered all your movements, you need to save the document.

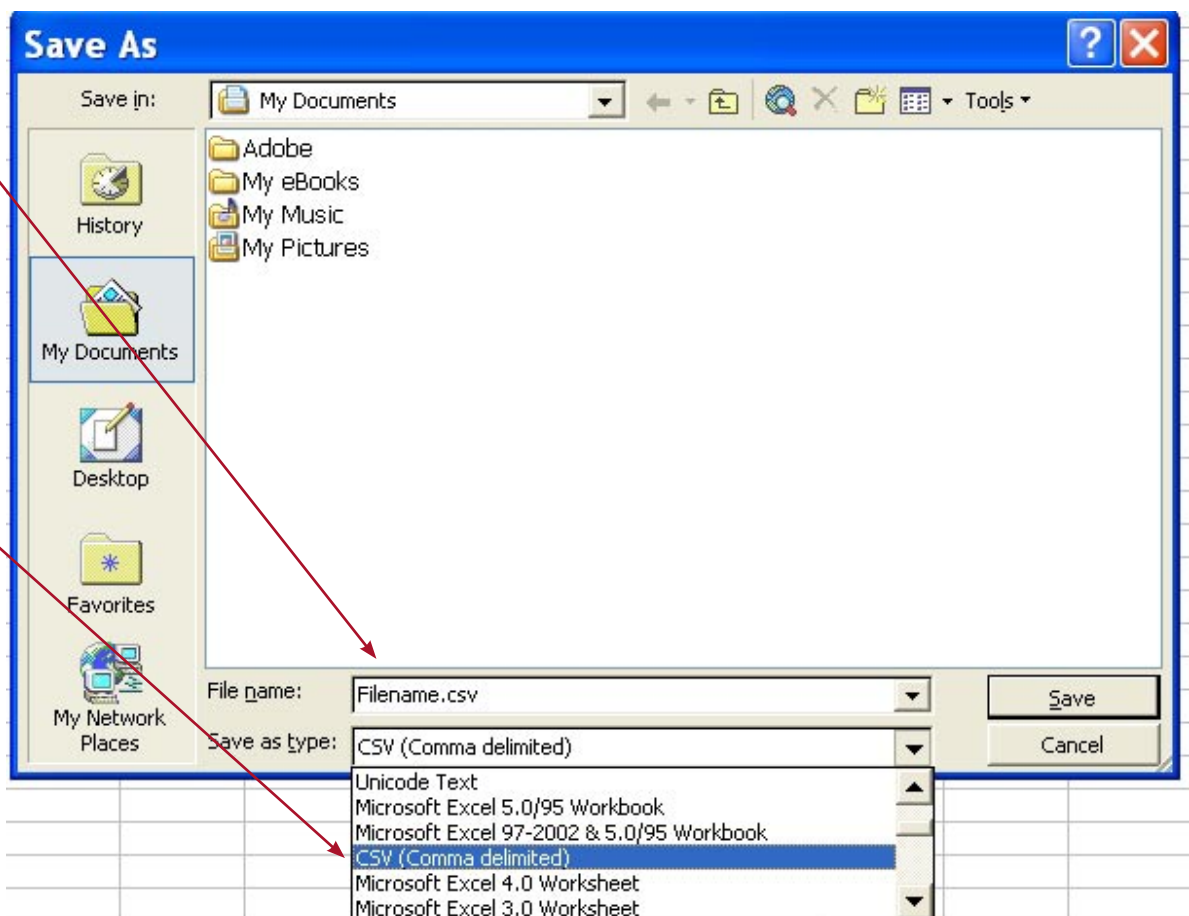
- Go to File – Save as. The following should appear.

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))

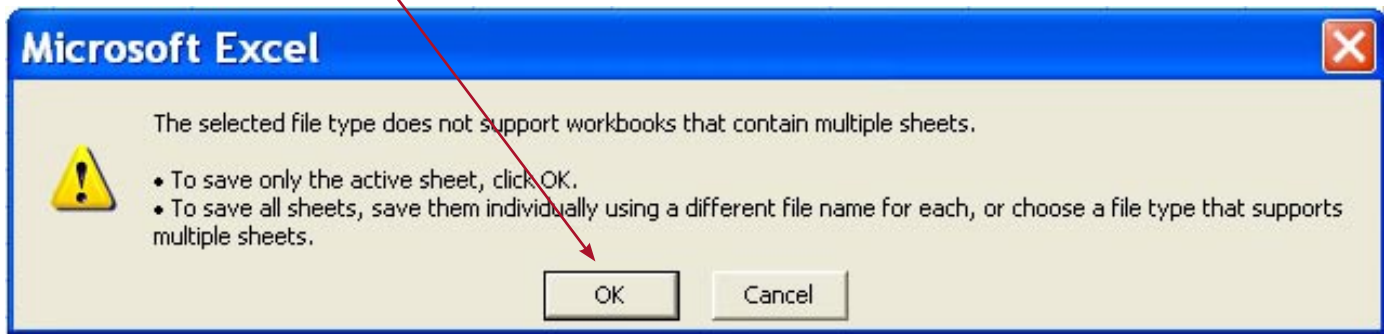
3. Click - Save



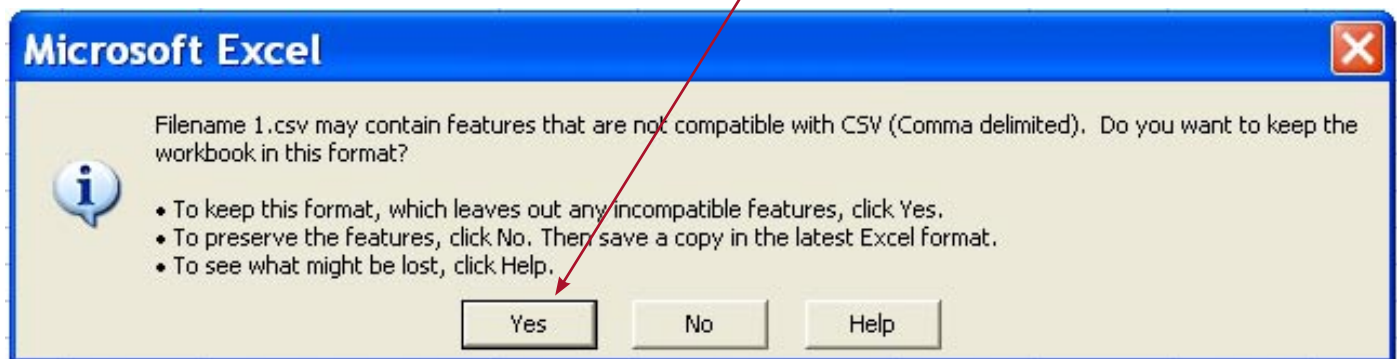
Note: Save your file somewhere you will remember, for example in 'My Documents'. You can access this by using the drop down arrow or by double clicking on 'My Documents'.

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'.

Amending file for uploading to CTS Online

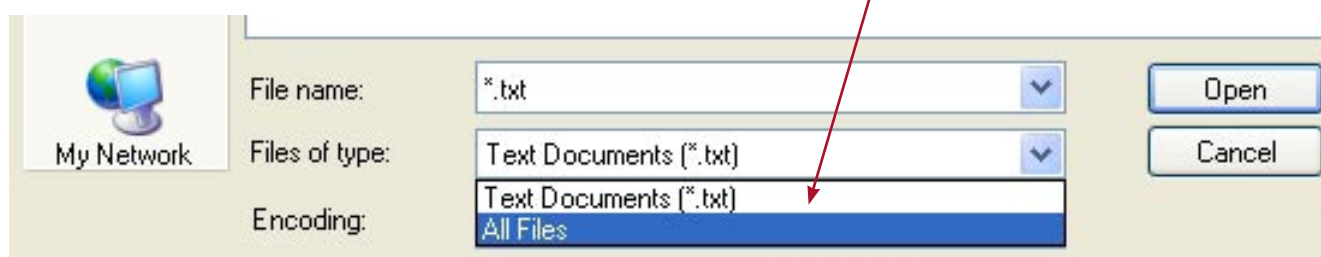
1. Open Notepad program.

Note: You can find the notepad by going to Start, Programs, then Accessories.

- Go to File and click - Open.
- From the 'Look in' field use the drop-down arrow to select the folder where your file is saved.



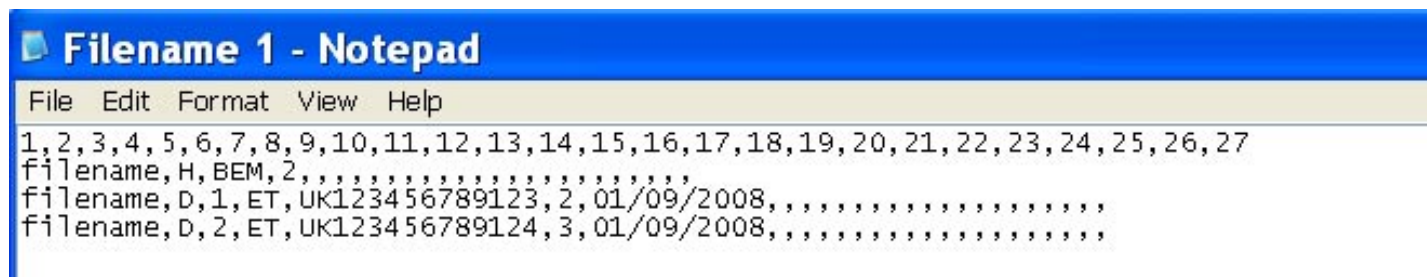
- Use the drop-down arrow next to Files of type to select 'All files'.



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

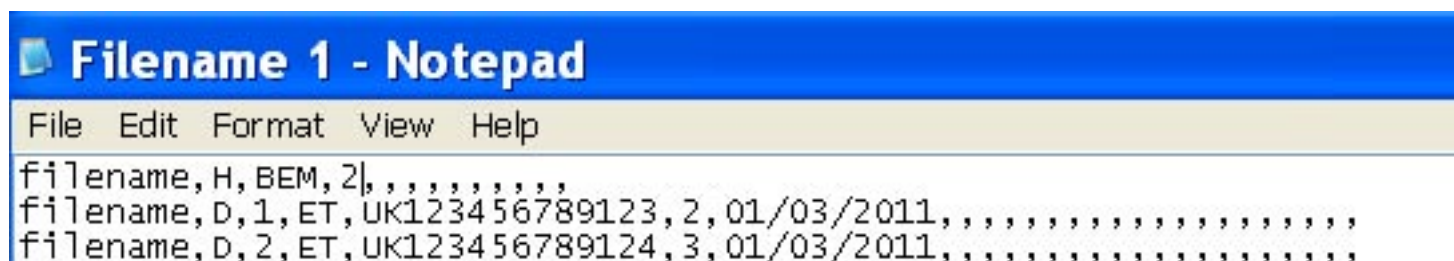
- Select the file and then click on Open.

The information that you entered onto the Excel spreadsheet will now appear in the Notepad.



3. Highlight and delete the first row numbered 1-27

- Delete the empty row.
- Delete 13 commas from the top row, leaving the information and ten commas. So the row should contain: filename, H, BEM, 2,,,,,.,.,.



- Go to File - Save.
- The file can now be closed.

Uploading the File

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

The screenshot shows the CTSonline 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 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 menu contains various options, with 'Uploads and Downloads' highlighted. A red arrow points from this menu item to the 'Show Breeds' button in the 'Cattle by sex and breed' section.

The 'Cattle by sex and breed' section displays a table with the following data:

	M	F	Total
Total	25	166	192

Below the table is a 'Recorded Events' section with a table showing Births, Moves ON, Moves OFF, Deaths, and Imports for the last 6 months and submitted but not yet processed records.

The 'Problem Status' box shows 11 problems that can be helped with (red traffic light) and 1 problem that has been responded to (yellow traffic light). It includes a link to 'Click here to see problems and information provided' and a download icon.

Helpful text on the right explains the 'Problem Status' box and the meaning of the traffic light colors: Red means there are problems and information is needed; Amber means there are problems with provided information; Green means there are no problems.

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

The screenshot shows the 'Upload Files' section of the CTSonline interface. The 'Current User' is identified as 'A Farmer' from 'BRITISH CATTLE MOVEMENT SERVICE' with the ID '99/999/9999'. A 'Change Holding' button is present.

The 'Upload Files' section contains the following instructions:

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

The 'Movements/Deaths' radio button is highlighted with a red arrow pointing to the instruction 'Select 'Movements/ Deaths''.

The 'Cattle on Holding Download' section provides information on how to download a list of all cattle on the holding, including those not yet processed or under investigation.

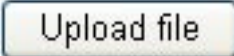
2. Select 

- Then locate the CSV file that you have saved.

If you can't see the file select:

- 'All Files'.
- Click on the file.
- Select - Open.

The file name you saved should appear on CTS Online.

- Click 

3. A list of your cattle movements will be displayed in section two of the screen.
You can check the list of movements and correct any errors.

- Click - Send.

The receipt page will show the list of reported movements.

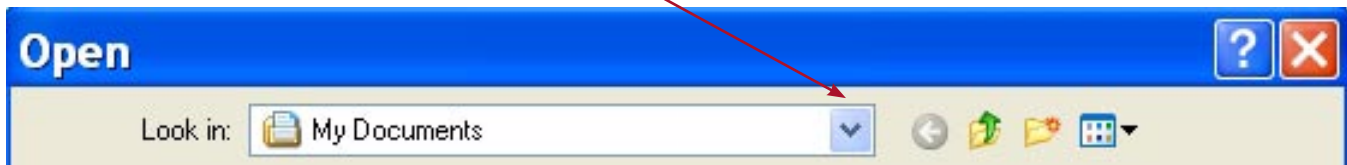
Section 2 - Uploading files after initial setup

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

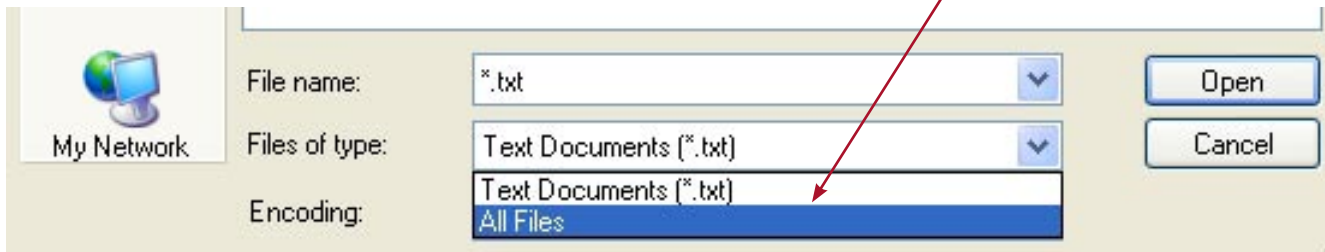
1. Open Excel

- 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
1	filename	H	BEM	2			
2	filename	D	1 ET		UK123456789123	2	01/09/2008
3	filename	D	2 ET		UK123456789124	3	01/09/2008

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
1	filename	H	BEM	6			
2	filename	D		1 ET	UK123456789123	2	01/03/2011
3	filename	D		2 ET	UK123456789124	3	01/03/2011
4	filename	D		3 ET	UK123456789125	7	01/03/2011
5	filename	D		4 ET	UK123456789126	72	01/03/2011
6	filename	D		5 ET	UK123456789127	73	01/03/2011
7	filename	D		6 ET	UK123456789128	77	01/03/2011

1. Amend the file name in column A .

2. Amend the number of movements in column D cell 1 to match the number of movements in this file.

3. Enter movement details to be sent, in Columns E,F & G.

The screenshot shows a portion of the spreadsheet with cells containing the date '01/03/2011'. A context menu is open over these cells, with 'Format Cells...' selected. The menu includes options like Cut, Copy, Paste, Insert Comment, Pick From List..., and Hyperlink...

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

- Highlight date (column G).
- Right click the mouse.
- Select – Format Cells.

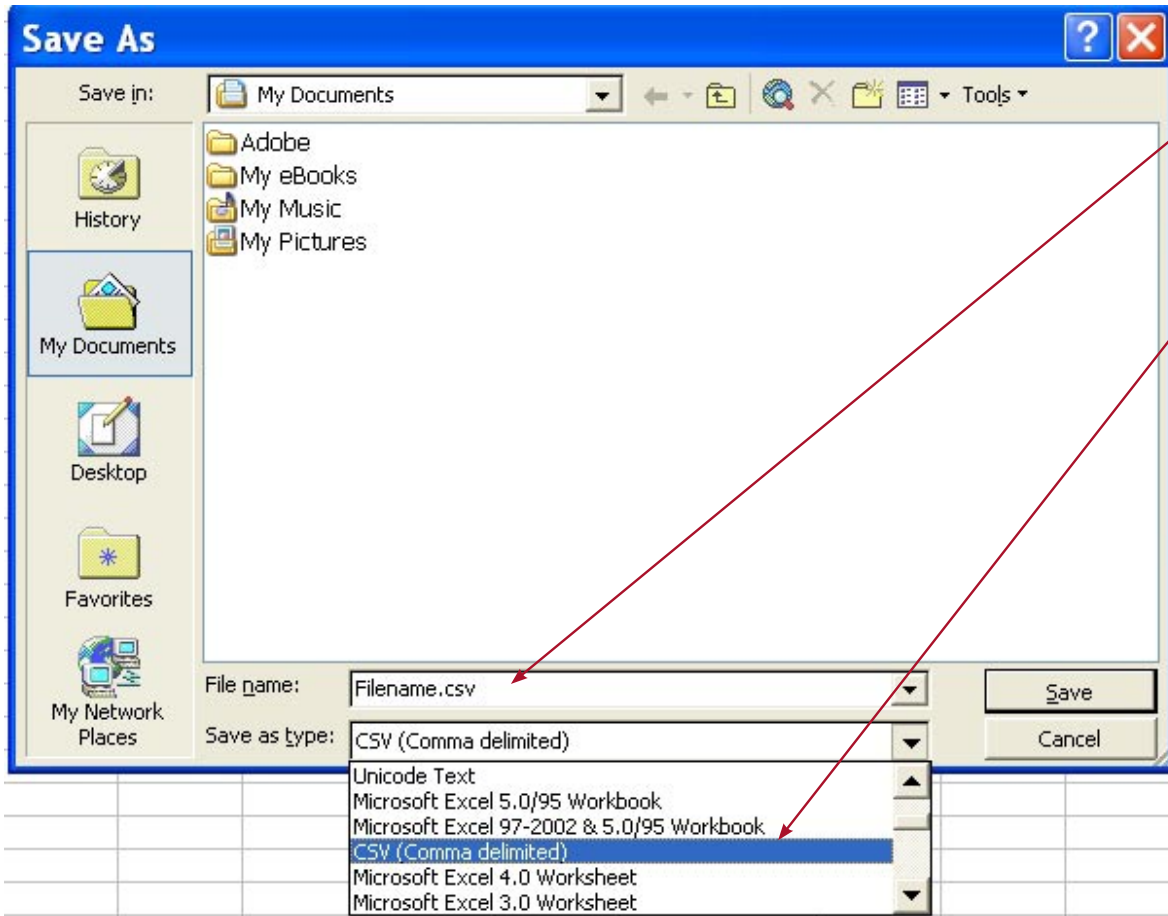
The 'Format Cells' dialog box is shown with the 'Date' category selected. The 'Type' list includes various date formats, with '14/03/01' (representing dd/mm/yy) highlighted. The 'Locale (location)' is set to 'English (United Kingdom)'. The 'Sample' field shows '01/03/11'.

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

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

Naming and saving the file

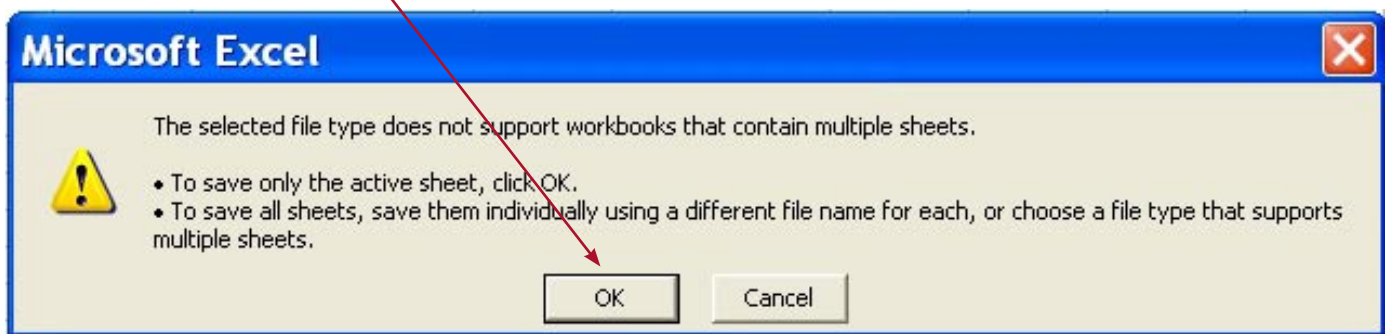
1. Go to File – Save As. The following should appear:



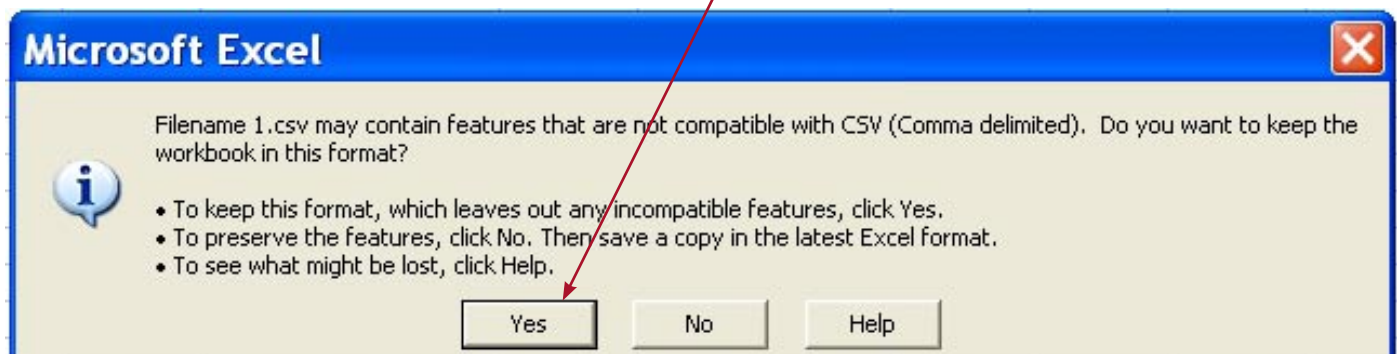
- Enter file name to match the file name in Column A.
- From the drop down list select CSV (Comma delimited (*.csv))
- Click - Save

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.



4. 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.

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

Cattle On Holding

Cattle by sex and breed
Click on any number to see the list of animals

	M	F	Total
Total	25	166	192

Show Breeds

Recorded Events

	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

Problem Status

- 11 Problems you can help with
- 1 Problems you have responded to

Click here to see problems and information provided

To download the list of cattle on your holding, queried animals and queried movements click here

• On the left hand side menu, go to '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

Browse...

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)

• Select 'Movements/ Deaths'.

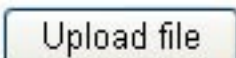
2. Select 

- Then locate the CSV file that you have saved.

If you can't see the file, select:

- 'All Files'.
- Click on the file.
- Select - Open.

The file name you saved should appear on CTS Online.

3. Click 

A list of your cattle movements will be displayed in section two of the screen. Where you can check the list of movements and correct any errors.

- Click - Send.

The receipt page will show the list of reported movements.

Appendix

Explanation of terms for upload file.

Filename	whatever you have chosen to call the file
H	identifies the row as the header row
BEM	identifies the file as an upload file of movements
2	identifies the file as having two rows of data
D	identifies the row as a data row
ET	identifies the next entry as an ear tag
CSV	abbreviation of 'Comma Separated Value' (a type of text file)

Filename rules

Please note: that the file name can contain numbers, letters, underscore, dashes and spaces.

It can not contain special characters such as '!"\$%^*,'