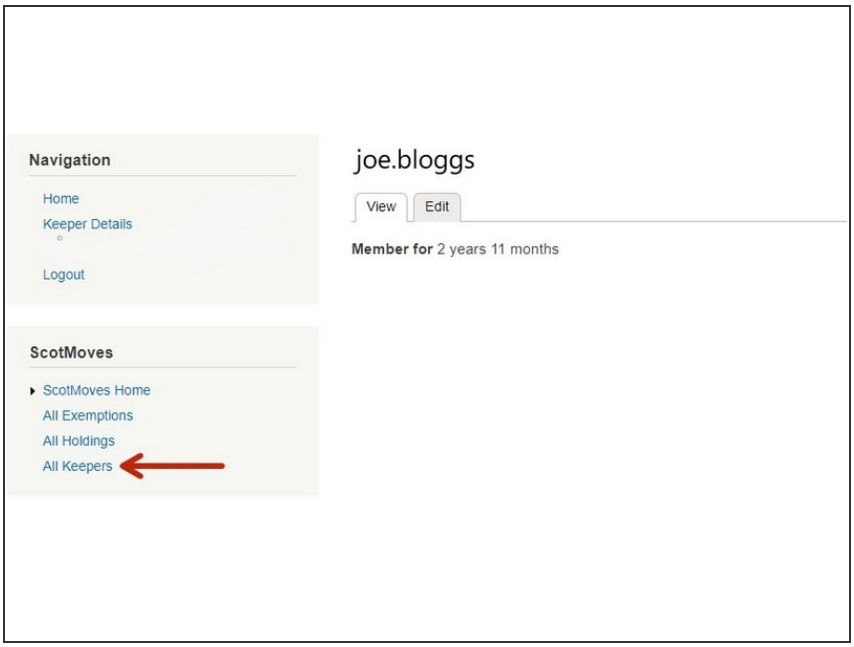
ScotEID Library

ScotMoves - All Keepers

Written By: ScotEID

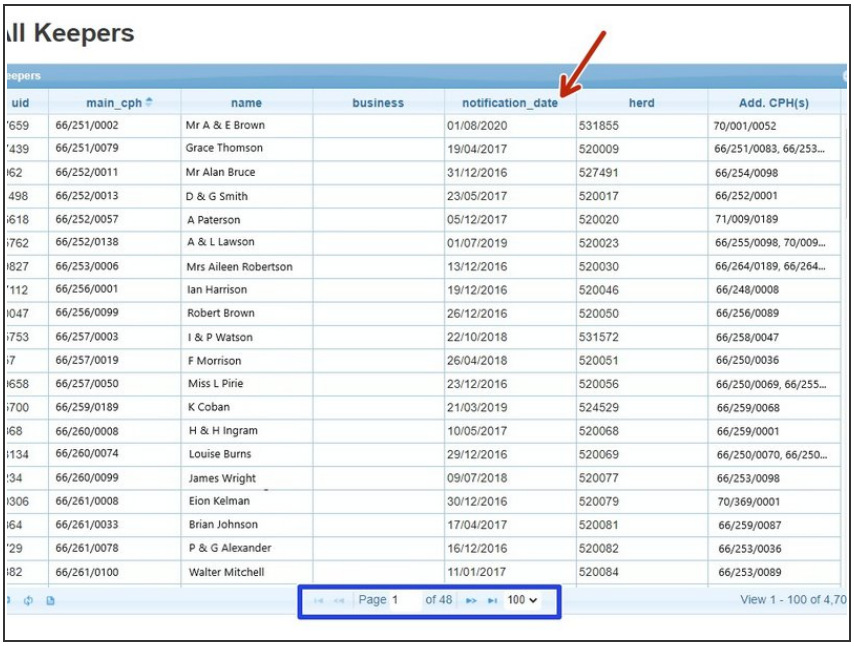


Step 1 — All Keepers



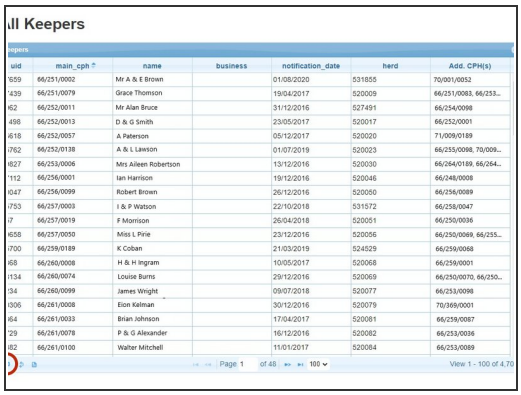
- Under the ScotMoves heading, click on All Keepers, as indicated by the red arrow.

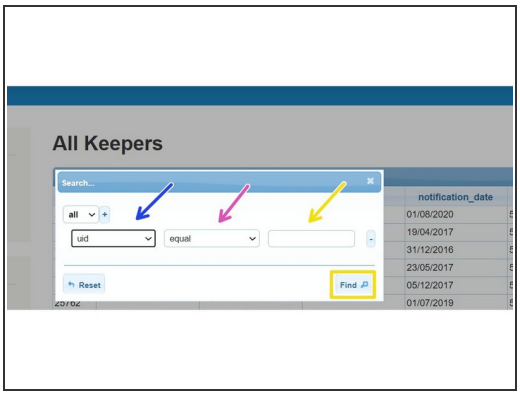
Step 2 — Navigating the Table

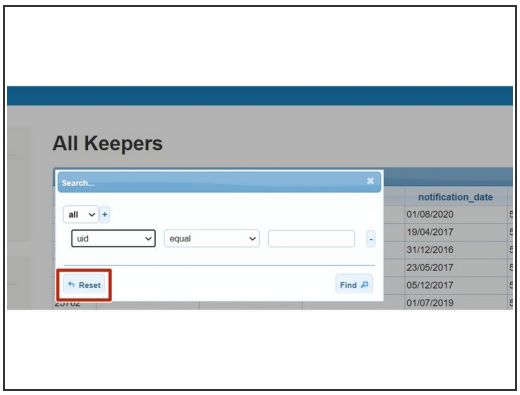


- This table shows all the keepers that are registered for ScotMoves.
- The number of records listed per page can be altered by using the drop down arrow highlighted in the blue box.
- The table can be sorted by selecting the header at the top of each column. For example to show the table in order of notification date, click on that header to view either the newest registered or oldest registered first.

Step 3 — Search Function







- The magnifying glass at the bottom left hand corner of the table will allow you to create a specific search.
- In the first box, select what you would like to search by.
- In the second box, select the search criteria.
- In the third box, enter the data required. Click on find.

For example, if you would like to view all the main cph's that start with 78, select main_cph in the first box, then select begins with in the second box, then enter 78 in the third box.

Click on reset to cancel the search that has been created.

Step 4 — Downloading & Reloading





- To download the information presented into an excel document, click on the icon that is shown circled in red.
- To reload the grid to show all cph's again, click on the icon that is shown circled in blue.

If you require further assistance, please contact ScotEID on 01466 794323.