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1. Document Information

1.1 Terms & Definitions

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<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARAMS</td>
<td>Animal Recording and Movement Service</td>
</tr>
<tr>
<td>DEFRA</td>
<td>Department for Environment, Food and Rural Affairs</td>
</tr>
<tr>
<td>APHA</td>
<td>Animal and Plant Health Agency</td>
</tr>
<tr>
<td>RPA</td>
<td>Rural Payments Agency</td>
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<tr>
<td>APHIS</td>
<td>Animal and Public Health Information System</td>
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<td>AMS</td>
<td>Animal Movements Licensing System (Owned by RPA)</td>
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<td>ETAS</td>
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<td>LA</td>
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<td>SW</td>
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<tr>
<td>DMR</td>
<td>Digital Mail Room</td>
</tr>
<tr>
<td>AC</td>
<td>Collection centre</td>
</tr>
<tr>
<td>CC</td>
<td>Collections Centre</td>
</tr>
<tr>
<td>CPH</td>
<td>County Parish Holding – number to identify and agricultural holding</td>
</tr>
<tr>
<td>FMP</td>
<td>Farm Management Package</td>
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</table>
2. **Introduction**

The purpose of this document is to provide collection centre users with guidelines and procedures to follow to assist them to correctly and accurately record and maintain the electronic recording of sheep, goats and deer moves in England. This document lays out step by step procedures to follow to navigate the Collection Centre Portal application, so that the user can complete the following actions:

- Log on
- Create movements into the collection centre
- Create movements out of the collection centre
- Search movements recorded in the last ‘X’ days which are not being processed by AMLS

3. **Log on**

Once the registration has been completed by the user, each user will then be supplied with a confirmation code via email with instructions on how to register a password. The confirmation code will be communicated to the user via email within 48 hours of registration.

If you have not as yet registered then please see the how to register user guide.

Account Security as follows:

- Unused or dormant accounts should be suspended or deleted after 24 months of inactivity.
- The user’s account will be locked after 3 failed attempts at login.

To reset or change your password or security question, please see section ‘22. Settings’ of the user guide.

**User Note: If the case of log on difficulties please contact the Helpdesk phone line on 0844 573 0137**

Once logged in, you will see the important information box displayed on the home screen, as shown below.
The critical alert will be displayed at the top of the home screen and will inform you of any system or technical issues with the portal. Critical alerts will only be displayed while active.

4. Create Movements into Collection centre

This function allows the collection centre to record a move into their premises, including a facility to upload a file of tags or the facility to manually record tag numbers. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user selects the link (into) provided on the collection centre portal home screen.

5. Movement

5.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name, Departure address and Arrival details.

Step 1 – The user enters the departure CPH number and once the record is verified the name and departure details populate driven from the CPH number.

If the keeper has moved animals from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the ‘CPH or Premises No’ box.

Step 2 – The user selects either ‘Off’ or ‘On’ to record the moving animals to a Central Point Recording Centre (CPRC) requirement. (Defaulted to ‘Off’)

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12th April 2016 Updated
Step 3 – The user records the species of the animals, by selecting from sheep, goats or deer.

5.2 Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu. Exemption code descriptions can be found by selecting the help icon.

5.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.
5.4 Name

The name section will populate, driven by the CPH number, after the user has entered a valid CPH number and selected the ‘search’ button.

5.5 Departure Address

The departure address section will also populate, driven by the CPH number, after the user has entered a valid CPH number and selected the ‘verify’ button. However the user may record the address, postcode and telephone number manually, if they wish.
5.6 Arrival details

Step 1 - The user records the arrival date provided on the movement document by using the arrival date interactive calendar. The arrival date will default to the departure date but this can be changed if needed.

Step 2 – The user only records the Unloading Date (if different from the arrival date) by using the unloading date interactive calendar. The arrival date will default to the departure date but this can be changed if needed.

Step 3 - The user will record the total number of animals received as provided on the movement document.

To move between the tabs, you can use the ‘back’ and ‘next’ buttons at the bottom of the screen.

6. Animal Detail

In the ‘animal detail’ tab the user can record the number of animals moving per flock / herd mark (batch moves) and the individually identifications of animals, the system when requested will calculate the total number of animals provided.

Step 1 - The user records the number of animals and the associated flock / herd number in the batch moves tab. The system will allow for extra batches to be inputted as more boxes will appear underneath the previous as you start to type in the information.

Step 2 - If the premise has provided individual identifications the user will record each ID under the individual identified tab.
Step 3 - The user clicks the ‘Calculate’ button which automatically totals the number of animals keyed from both the batch moves and the individual identified tabs.

6.1 Uploading Tag File

Step 1 – The user checks the file of tags to upload into the system is in the correct format. (Two formats e.g. UK 0163588 03703 or 826 0090909090).

Step 2 – The user selects the ‘Choose File’ icon, this will open another window to allow the user to browse for the file to upload.

Step 3 – The user selects the file they wish to upload and clicks on the ‘open’ button

Step 4 – The user selects the ‘Upload’ button – if upload is successfully a message will appear, stating the number of tags found.

Once the animal details have been completed, the user moves on the Haulier tab

7. Haulier

Step 1 – The user records all the information provided by the transporter in the relevant fields provided on screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, date last cleansed and place vehicle cleansed will be unlocked to record that information.
If a vehicle has been used before, the search will auto populate the details for the vehicle. This can be found by starting to type the information into the ‘Vehicle Registration’ box.

8. Food Chain Information (FCI)

Step 1 – The user selects one of the two FCI statements dependant on which statement is appropriate for the move being recorded.

- All the animals in the consignment satisfy the FCI statements detailed
- The FCI Statements are not satisfied for all the animals in the consignment and additional information is provided

8.1 Additional FCI

Step 1 – The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.

Step 2 – The user can ‘un-flag’ a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.
Step 3 – The user records any relevant information given by the keeper in the three free text fields

9. Submitting a Move

Once the user has completed all the details in each tab the user selects the ‘save’ button, the system will then save the move and a message will appear on screen – Movement Successfully Saved – Movement ID: xxxx

10. Create Movements out of a Collection centre

This function allows the collection centre to record a move out of their premises, including a facility to upload a file of tags or the facility to manually record tag numbers. The user is supplied with four tabs to record the details required to complete a move. The four tabs are Movement, Animal detail, Haulier, and Food Chain Information (FCI).

The user selects the link (out of) provided on the collection centre portal home screen.
11. Movement

11.1 Location

The movement tab is split into six sections – Location, Exemptions, Destination details, Name, Destination address and Departure details.

Step 1 – The user enters the destination CPH number and once the record is verified the name and destination details populate driven from the CPH number.

If the keeper has moved animals to this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the ‘CPH or Premises No’ box.

Step 2 – The user records the species of the animals, by selecting from sheep, goats or deer.

11.2 Exemptions

Exemptions can be claimed by selecting the relevant exemption code from the drop down menu. Exemption code descriptions can be found by selecting the help icon.

11.3 Departure Details

Step 1 – The user records the departure date provided on the movement document by using the departure date interactive calendar.

Step 2 – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar.

Step 3 – The user records the expected duration of the journey if relevant.
11.4 Name

The name section will populate, driven by the CPH number, after the user has entered a valid CPH number and selected the ‘save’ button.

11.5 Destination Address

The destination address section will also populate, driven by the CPH number, after the user has entered a valid CPH number and selected the ‘verify’ button. However the user may record the address, postcode and telephone number manually, if they wish.

12. Animal Detail

In the ‘animal detail’ tab the user can record the number of animals moving per flock / herd mark (batch moves) and the individually identifications of animals, the system when requested will
calculate the total number of animals provided.

<table>
<thead>
<tr>
<th>Batch moves</th>
<th>Individually identified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identity tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK001122334455</td>
</tr>
<tr>
<td>UK112233445666</td>
</tr>
</tbody>
</table>

Step 1 - The user records the number of animals and the associated flock / herd number in the batch moves tab.

Step 2 - If the premise has provided individual identifications the user will record each ID under the individual identified tab.

Step 3 - The user clicks the ‘Calculate’ button which automatically totals the number of animals keyed from both the batch moves and the individual identified tabs.

12.1 Uploading Tag File

Step 1 – The user checks the file of tags to upload into the system is in the correct format. (Two formats e.g. UK 0163588 03703 or 826 0090909090).

Step 2 – The user selects the ‘Choose File’ icon, this will open another window to allow the user to browse for the file to upload.

Step 3 – The user selects the file they wish to upload and clicks on the ‘open’ button.
Step 4 – The user selects the ‘Upload’ button – if upload is successfully a message will appear, stating the number of tags found.

Once the animal details have been completed, the user moves on the Haulier tab

13. Haulier
Step 1 – The user records all the information provided by the transporter in the relevant fields provided on screen.

Step 2 – Deer move only – If the user is recording a deer move the two fields, date last cleansed and place vehicle cleansed will be unlocked to record that information.

If a vehicle has been used before, the search will auto populate the details for the vehicle. This can be found by starting to type the information into the ‘Vehicle Registration’ box.

14. Food Chain Information (FCI)
Step 1 – The user selects one of the two FCI statements dependant on which statement is appropriate for the move being recorded.
14.1 Additional FCI

Step 1 – The user can select tags from the right hand side list, by highlighting the tag and clicking the right facing arrow to move tag into left hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it / them is to be recorded.

Step 2 – The user can ‘un-flag’ a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.

Step 3 – The user records any relevant information given by the keeper in the three free text fields.

15. Submitting a Move

15.1 Saving and Printing
If the first tick box on the FCI tab is ticked which states ‘All the animals in the consignment satisfy the FCI statements detailed’, at the bottom of the FCI tab, there will be a tick box which states you have read and understood the guidance notes on the food chain information.

Ticking this box will mean that the FCI statement on the back of the ARAMS1 form will not print. If you do not tick that the movement satisfies the FCI, or if the movement does not satisfy the FCI, then the FCI statement will be printed. Once the user has completed all the details in each tab and ticked the box, the user can then select the ‘save’ button.

The system will then save the move and a message will appear on top of the screen – Movement Successfully Saved – Movement ID: xxxx

Another pop up will appear asking you to select how many copies of the licence you would like to print. You will need a copy for your records, one copy for the haulier and two copies for the destination keeper.

The page at https://test.arams.co.uk says:

Please enter the number of copies to be printed (1 to 4)

4

Prevent this page from creating additional dialogues.

OK Cancel
16. Search Movements

The user can search for all movements recorded.

Step 1 – The user selects the link (search) provided on the collection centre portal home screen.

Step 2 – The user selects a date range in which to search for movements by using the interactive calendar provided and clicking search.

Step 3 – The user selects ‘on movement’ or ‘off movement’ dependant on what type of move the user needs to retrieve.

Step 4 – All the movements are retrieved. To view the moves full details the user selects the Movement ID link and this open the movement detail screen as explained the Create movements into the Collection centre section of this document.

17. Moved Out

When searching for On Movements there is an option to move these animals out of your Collection Centre without creating a new move.

Select the date range required for the search, select On Movement and there will be a button available on the right hand side showing Moved Out.
Select the move by ticking the box on the left hand side of the summary given and click on **Moved Out**.

### 17.1 Movement

#### 17.1.1 Location

The movement tab is split into six sections – Location, Exemptions, Departure details, Name and Destination address.

**Step 1** – The user enters the Destination CPH or Premises number, Postcode and then clicks on the ‘Search’ button to populate the destination details on the right hand side.

If the keeper has moved animals to or from this premise before, the search will auto populate the details for the keeper. This can be found by starting to type any information such as the keepers name or town into the ‘CPH or Premises No’ box.

**Step 2** – The user then records the species of an animal by clicking on Sheep, Goats or Deer.

### 17.2 Exemptions

Exemptions (on and off) can be claimed by selecting the relevant exemption code from the drop down menu.

### 17.3 Departure Details

**Step 1** – The user records the departure date provided on the movement document by using the departure date interactive calendar. User clicks in the date box to access the interactive calendar.

**Step 2** – The user will only record the Loading Date (if different from the departure date) by using the loading date interactive calendar. If applicable, user clicks in the date box to access the interactive calendar.

**Step 3** – The user records the expected duration of the journey if relevant.
17.4 Name
The ‘Name’ section will populate with the surname after the user has entered a valid CPH number, Postcode and clicked on the ‘Search’ button in the ‘Location’ section. The Title and First Name fields (which will not populate) are also required and must be filled in manually.

17.5 Destination Address
The Destination Address section will also populate after the user has entered a valid CPH number, Postcode and clicked on the ‘Search’ button in the ‘Location’ section. However, the user may record the full address and telephone number manually, if they wish.

18. Animal Detail
In the Animal Detail section, this will already be completed based on the animals that were moved onto the market from the on move that was selected in the search.
These can be altered and changed if needed. So animals can be added to this or removed.
Once the animal details have been completed, the user moves on to the ‘Haulier’ tab.

19. Haulier
Step 1 – The user selects who transported the animals (Departure Keeper, Receiving Keeper or Haulier), provides the Vehicle Registration and other relevant information in the fields provided on the screen.
Step 2 – Deer move only – If the user is recording a deer move the two fields, Date Last Cleansed and Place Vehicle Cleansed will be unlocked to record that information.

20. Food Chain Information (FCI)
Step 1 – The user selects one of the two FCI statements depending on which statement is appropriate for the move being recorded.

20.1 Additional FCI
Step 1 – The user can select tags from the left hand side list, by highlighting the tag and clicking the right facing arrow to move the tag into the right hand side box. All tags that are added into the right hand side box are flagged by the user, where more information about the animals showing signs of a disease or condition that may affect the safety of meat derived from it/them is to be recorded.
Step 2 – The user can ‘un-flag’ a tag that has been added by selecting the tag in the right hand side box and clicking on the left facing arrow. This returns the tag to the left hand list.
Step 3 – The user records any relevant information given by the keeper in the three free text fields
21. Submitting a Move

Once the user has completed all the details in each tab, the user clicks on the ‘Save’ button. The system will then save the move and a message will appear on top of the screen – Movement Successfully Saved – Movement ID: xxxx

22. Settings

22.1 Change Password

To change the password for your ARAMS account, you can do this by clicking on ‘Settings’ and then onto ‘Change Password’

This will open a form to create a new password. This password must be between 8 – 12 characters long, contain at least one capital letter, one number and one special character and a mix of cases. The following special characters are accepted: ! £ $ % ^ * ( ) - _ = + [ ] { } ; # : @ ~ , / ? \ ` ~

A green tick will appear when the criteria for your new password has been met.

New password: *******
Repeat password: *******
Once you click submit, a green banner will appear letting you know the password has been reset.

You will be given a 15 day warning to let you know that your password is about to expire. The warning will state ‘Your password is due to expire in the next 15 day(s)’. You can change it at any point within these 15 days but on the last day you will be required to change it. The password must be between 8 – 12 characters long, contain at least one capital letter, one number and one special character and a mix of cases.

This password will then last 2 years unless you choose to change the password yourself before then.

### 22.2 Change Security Question and Answer

You can change your security question and answer. Start by clicking on ‘Settings’ and ‘Change Security Question’.

Here you can select your security question. You can choose from place of birth, mother’s maiden name, name of your first pet, name of your favourite fictional character, first teacher’s name or primary school attended.
Then type in your security answer. Once you click submit, a green banner will show, telling you that the security details were updated.