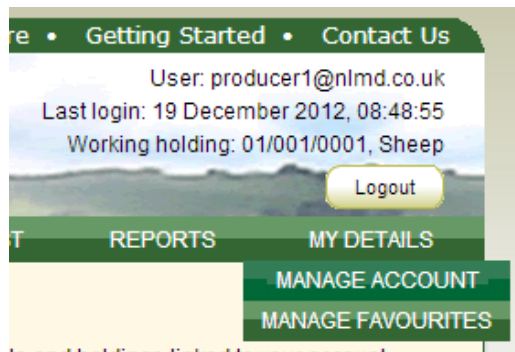


How To Manage Holdings

Your NLMD-LT can be connected to one or more holdings, which you own or are responsible for maintaining the holding register for. Within the manage holding page you can add new and update the details of existing.



After logging into to NLMD-LT, under the “My Details” menu option, select “Manage Account”.

This will open the account management page, from the top select the “Holdings” tab which will display a list of holdings currently linked to your account.

Add New Holding

To add a new holding click the “Add New Holding” button at the top of the list, then enter the Holding CPH number in the format 99/999/9999 and tick the species of animal kept on this holding.

The screenshot shows the 'Add New Holding' form. At the top, there are tabs for 'Contact Details', 'Email / Password', 'Role / Subscriptions', and 'Holdings'. Below the tabs, a message states: 'This tab allows you to manage the holdings connected to your NLMD-LT account, these are holdings that you own or are maintaining the holding register for. View getting started guide'. The form includes a section for 'Add New Holding' with a 'Holding CPH*' input field. Below this, there are checkboxes for 'Species*': Alpacas, Deer, Horses, Sheep, Cattle, Goats, and Pigs. A 'Next' button is located at the bottom right of the form.

Then click the “Next” button to continue.

If the holding is automatically approved, you can then enter the holding address and keeper details. These details are used to display the correct version of the holding register.

Once you have entered the details click the “Save” button. You should now be able to start recording for this holding.

The screenshot shows the 'Holding Details' and 'Keeper Details' forms. The 'Holding Details' section includes input fields for 'Property name', 'Address 1*', 'Address 2', 'Town*', and 'Postcode*'. The 'County*' is a dropdown menu currently set to 'Somerset'. There are checkboxes for 'Production types': Meat, Dairy, Pet, Wool, Breeding, and Other. Below this is a 'Herd / Flock Numbers' section with a text box containing 'No herd / flock numbers selected.' and a 'Link New Batch Number' button. The 'Keeper Details' section has a radio button selected for 'I am the registered keeper of this' and another option for 'Manually enter keeper details (see to account address)'. At the bottom, there are 'Save' and 'Cancel' buttons.

Edit Holding Details

To edit the details of an existing holding, click the appropriate “Edit” button within the list

Holding CPH	Name	Postcode	Species	Approval Status	
36/001/0001			Sheep	Grant	Edit
36/001/0002			Sheep Cattle	Grant	Edit

A form will then be displayed, allowing you to update the details of the holding.

- Holding Details

Property name

Address 1*

Address 2

Town*

County*

Postcode*

Production types Meat Dairy Pet
 Wool Breeding Other

Herd / Flock Numbers

- Keeper Details

Select keeper details using I am the registered keeper of this
 Manually enter keeper details (see to account address)

Once you have updated the details click the “Save” button.