VET-CVI USER MANUAL

For Android, Apple, and Windows

Provided by: Acclaim Systems, Inc.
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For technical assistance, contact your State:

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Table of Contents

Download Vet-CVI

- Visit your device's store for apps.
  - o If you are searching on an Android device, visit Google Play to search for "VET-CVI" and install the app.
  - o If you are searching on an Apple device, visit the App Store to search for "VET-CVI" and install the app.
  - o If you are searching on your computer (desktop or laptop), click here OR
  - o Click the Windows icon on the bottom of your screen. Select Microsoft Store in the app list. Once the Microsoft Store window appears, type "VET-CVI". Select the VET-CVI app that displays and follow the installation instructions.
- Once downloaded, open the VET-CVI app to register an account.
  - o Click Create Account. Fill in all applicable details. Once complete, click Submit at the bottom of the window.
  - o After clicking submit, watch your inbox or junk mail for a confirmation email stating that state animal health officials will be verifying credentials before processing your application within 2 business days

QUICK TIP:

The quick & easy way to create a new account is by using the computer rather than a device.
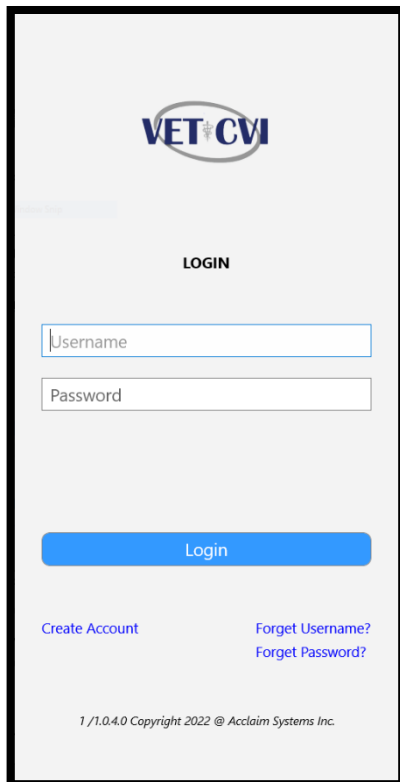
Login to Vet CVI

This is the login screen for the new Vet-CVI system from Acclaim Systems. If you have an account in the system you can use your Username and Password to log into the system.

- Enter Username
- Enter Password
- Click the Login Button to Login.

If you enter a valid username and login then you will be logged into the system. If either is in correct, the system will give you an error identifying this condition and will allow you to either try again or create a new account.

Other Features:

- **Create Account** – create an account to use in VET-CVI. Next steps on page 4.
- **Forget Username?** – if a VET-CVI account already exists, click here to obtain your username. Next steps on page 5.
- **Forget Password?** – if a VET-CVI account already exists, click here to reset your password. Next steps on page 6.

Create Account

When you click on the "Create Account" on the last page you will see the create account page represented by the two screens displayed on this page. **Criteria with a red asterisk (*) indicates a required field.**

Account Credentials

Create and enter a unique username and password. Then, retype the password into the Confirm Password text box.

Your password must match in both the Password and Confirm Password text boxes in order to proceed. If they are not identical, an error message will appear to prompt you to correct the password before information will be saved.

Account Information

Enter your name (First, Middle, Last, Suffix) and current address.

USDA Accreditation

Enter your USDA Accreditation information:

- **License Type** - Level 1 or 2. Select from the drop down your highest level of accreditation.
- **Accreditation number**
- **Expiration date**

State License Information

Enter your state veterinary license information. You must enter at least one license in order to use VET-CVI. Enter as many state licenses as you currently hold. Each state license must be approved by the state before you enter any certificate of veterinary inspection (CVI) information.

- **State of the license**. Select from the drop down.
- Select if this state is the **Default state** (where the majority of your work resides). One state must serve as default.
- **License number**
- **Expiration date**

Once all data is entered, click the Submit button.
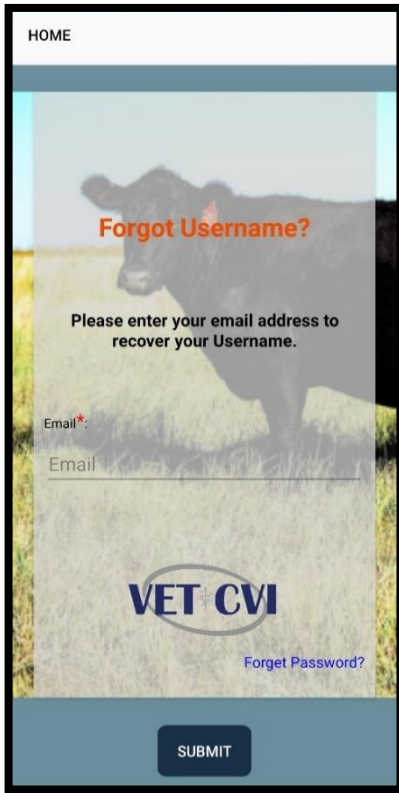
Forgot Username Process

Upon clicking the "Forget Username" link on the front page the screen on the left will be displayed.

- Enter the email address used when your account was created.
- Click the "Submit" button at the bottom of the screen.
    - **Entered Correct Email** - If the correct email address was entered, an email will be sent to that address with the username selected when creating your account.
    - **Did Not Enter Correct Email** - If an email address was entered that does not correlate to a VET-CVI account, an error message will be displayed that the email does not exist. Re-enter the correct email and click Submit.

Other Features

Forget Password? – If you know the valid username, click here to reset your password. Next steps on page 6.
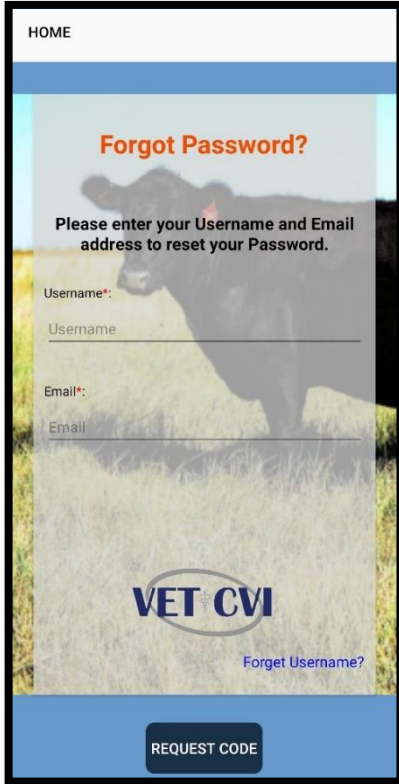
Forgot Password Process

Upon clicking the "Forget Password" link the screen on the left will be displayed.

- Enter the username that you entered when your account was created.
- Enter the email address used when your account was created.
- Hit the "Request Code" button at the bottom of the screen.
- A code will be sent to the email address for the account and the Code Entry Screen will appear (image below).
- Enter the code provided in the email to reset your password. Note: it expires 15 minutes after the email was sent.
- Click the "Validate" button.

The second screen on the left will require you to enter and re-enter a new password to complete the password reset process.
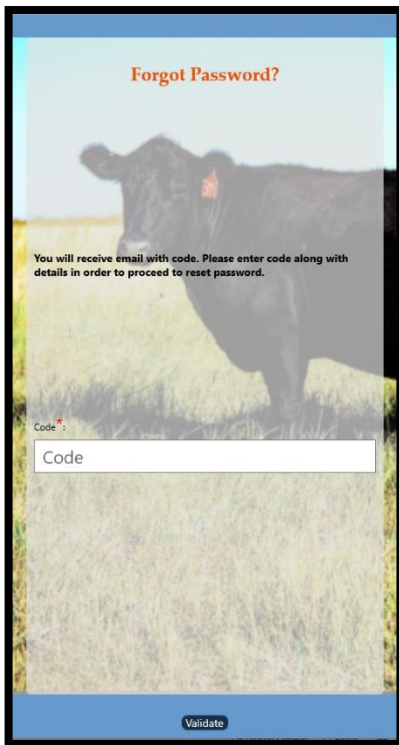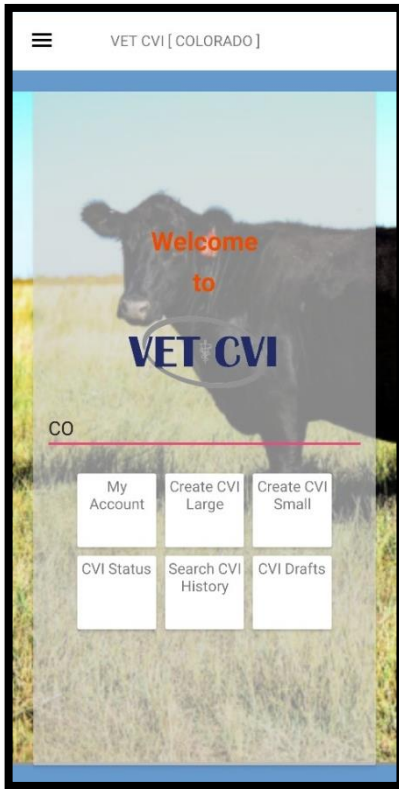
Main Screen of the System (Dashboard)

After successfully logging in to VET-CVI, the Dashboard will be displayed on your device (image at left).

- ☰ **Menu**: Appears at the top left of the screen; when clicked it displays the VET-CVI feature menu.
- **State**: Under the Vet-CVI logo is the state that you are currently using. The Default state is automatically listed upon sign-in. If there are additional state licenses included in the account (reference page 4), a dropdown will appear in order to select a different State.

The following buttons appear under the State and these links also exist in the Menu ☰ :

- **My Account**: Update account information (custom statements, license, password). Next steps on page 8.
- **Create CVI Large**: Create a large animal CVI. Next steps on page 9.
- **Create CVI Small**: Create a small animal CVI. Next steps on page 20.
- **CVI Status**: Displays the status of each CVI created in Vet-CVI. Next steps on page 27.
- **Search CVI History**: Search for CVI(s) created in Vet-CVI. Next steps on page 27.
- **CVI Drafts**: Pick up where you left off on a CVI that has not been submitted. Next steps on page 28.
- **Maintenance**: view application information and ensure current status. NOTE: Maintenance feature only appears within the Menu. Next steps on page 29.
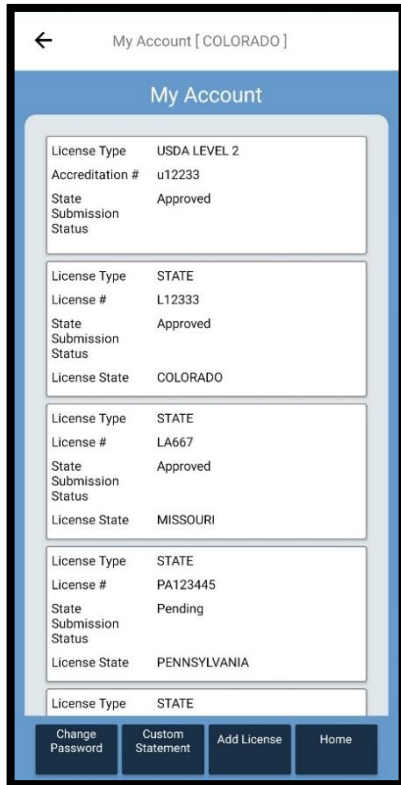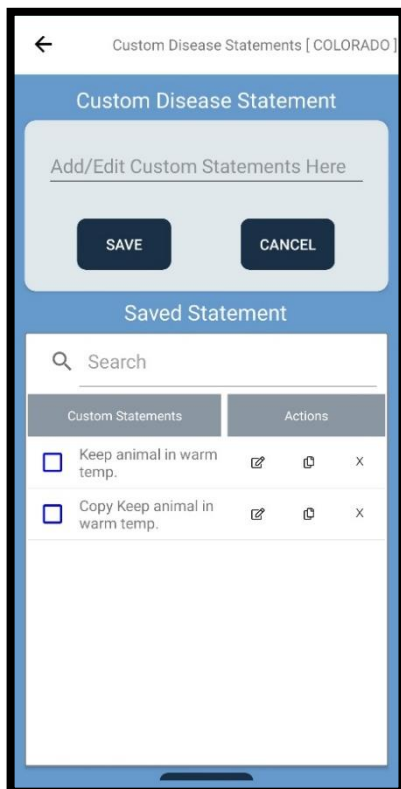
My Account

Upon clicking the "My Account" button on the Dashboard, the My Account screen will appear (image at left). This screen displays all of your information maintained within the Vet-CVI application.

The bottom of the screen includes buttons allowing you to modify your account:

- **Change Password**: Change your Vet-CVI password. This will require inputting the current password, as well as the new password.
- **Custom Statement**: Manage all custom statements needed for CVIs. The statements are used elsewhere in Vet-CVI to make CVI data entry more efficient. Consider adding routinely used statements within this area. Next steps on page 8.
- **Add License**: Add a new state license to your account. Next steps on page 4.
- **Home**: Return to the Dashboard. Next steps on page 7.

Custom Statements

Upon clicking "Custom Statement" from the My Account screen, the Custom Disease Statement screen will appear (image at left). Saving custom disease statements streamlines adding disease statements to a CVI. Here, custom disease statements may be added, edited, or deleted.

Create a new statement

In the text box at the top of the screen (titled "Add/Edit Custom Statements Here"), type the new disease statement. Click Save.

Modify a statement

In the list at the bottom of the screen under "Saved Statement", select a custom statement and select one of the actions on the right.

- ✎ **Edit**. Statement will appear in text box at top. Make changes to the statement and then click Save.
- ⧉ **Copy**. Creates a copy of the statement. The copied version will then be listed at the top of the Custom Statements list. To edit, click the edit button and follow instructions above.
- ✕ **Delete**. Deletes a custom statement from Saved Statements.

When all custom disease statement work is complete, click the "Close" button at the bottom of the screen to return to the Dashboard.

Large Animal CVI Entry (Page 1 of 7)

This is the first screen of the Large Animal CVI Entry process. Note that the page number is displayed at the bottom of the screen throughout the CVI Entry process - "Page 1 of 7".

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

General Details

- **CVI Certificate #** - automatically generated
- **Entry Permit #** - enter if required by the state of destination
- **Inspection Date**
- **Shipment Date**

Veterinarian Information

These text boxes are auto populated from Account Information. Edits are allowable in these text boxes.

Other Functions

- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.

- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Seven screens make up the full entry of a Large Animal CVI.

- **NEXT** – transition to Page 2 of 7.

Large Animal CVI Entry: Origin (Page 2 of 7)

Page 2 of the Large Animal CVI Entry allows you to enter Origin Information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

General Details

Enter all Origin Information of the shipment either manually or using the Contacts list on your device by clicking 📇 at the top right of the screen.

Other Functions

- 📇 **Contacts** – click to connect default address book used on device. There are difficulties linking a Microsoft 365 address book.
- **Same as Above** – click button to auto-fill Consignor Information with Origin details
- 💾 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Seven screens make up the full entry of a Large Animal CVI.
- **BACK** – transition to Page 1 of 7.
- **NEXT** – transition to Page 3 of 7.

QUICK TIP:

If the same email address exists for Origin and Consignor, list it only once. The number of times an email address is listed on a CVI is the number of CVI emails that address will receive once the CVI is submitted.

Large Animal CVI Entry: Destination (Page 3 of 7)

Page 3 of the Large Animal CVI Entry allows you to enter Destination Information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

General Details

Enter all Destination Information of the shipment either manually or using the Contacts list on your device by clicking 📇 at the top right of the screen.

Other Functions

- 📇 **Contacts** – click to connect default address book used on device. There are difficulties linking a Microsoft 365 address book.
- **Same as Above** – click button to auto-fill Consignee Information with Destination details
- 💾 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Seven screens make up the full entry of a Large Animal CVI.
- **BACK** – transition to Page 2 of 7.
- **NEXT** – transition to Page 4 of 7.

QUICK TIP:

If the same email address exists for Destination and Consignee, list it only once. The number of times an email address is listed on a CVI is the number of CVI emails that address will receive once the CVI is submitted.
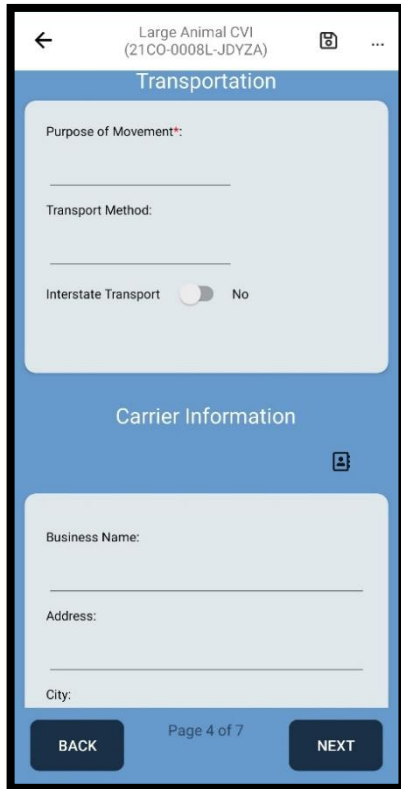
Large Animal CVI Entry: Transportation (Page 4 of 7)

Page 4 of the Large Animal CVI Entry allows you to enter Transportation and Carrier Information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.
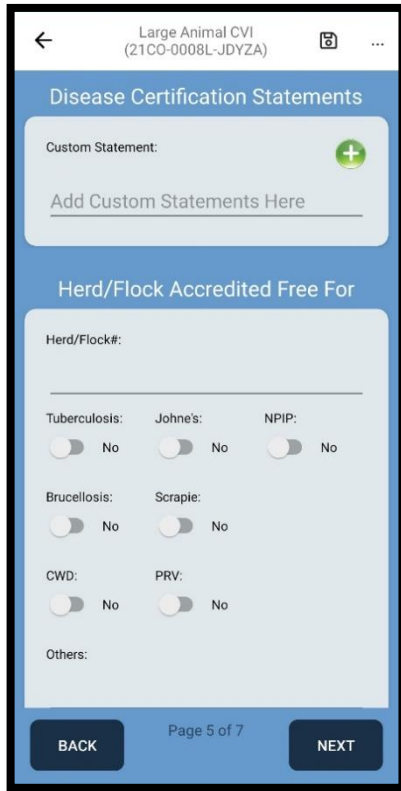
Transportation

- **Purpose of Movement** – click the drop down to select a purpose. This list requires scrolling to view all options.
- **Transport Method** – click the drop down to select a method.
- **Interstate Transport** – flip the switch to select Yes or No.

Carrier Information

Enter all Carrier Information of the shipment either manually or using the Contacts list on your device by clicking 🔲 at the top right of the screen.

Other Functions

- 🔲 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.

- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Seven screens make up the full entry of a Large Animal CVI.
- **BACK** – transition to Page 3 of 7.
- **NEXT** – transition to Page 5 of 7.

Large Animal CVI Entry: Disease Information (Page 5 of 7)

Page 5 of the Large Animal CVI Entry allows you to enter Disease Certification Statements and Herd/Flock Free from Disease information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

Custom Statements

To add a disease statement, click the ⊕. The Custom Disease Statement screen then appears. For directions on this screen, reference page 8. Multiple statements may be added through this process.

Herd/Flock Free from Disease

Enter the Herd/Flock Number and then flip the switches (toggle buttons) under the disease from which you are accrediting this herd being free.

Additional Disease Free information may be entered in the "Others" text box.

Other Functions

- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Seven screens make up the full entry of a Large Animal CVI.
- **BACK** – transition to Page 3 of 7.
- **NEXT** – transition to Page 5 of 7.

Large Animal CVI Entry: Animals (Page 6 of 7)

Page 6 of the Large Animal CVI Entry allows you to begin entering animal information.

You must enter at least one animal to the CVI through these processes:

- **Species/Class** – to enter animal information, click on the species/class name. Next steps on page 15.
- **Animal Count** – displays the head count of animals (already entered through process described on page 15) directly below the corresponding species/class. To quickly view a summary of animal information, double click the Animal Count ("__ Entry"); additional details on page 16.

Other Functions

- ⊞ **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.

- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Seven screens make up the full entry of a Large Animal CVI.

- **BACK** – transition to Page 5 of 7.

- **NEXT** – transition to Page 7 of 7.
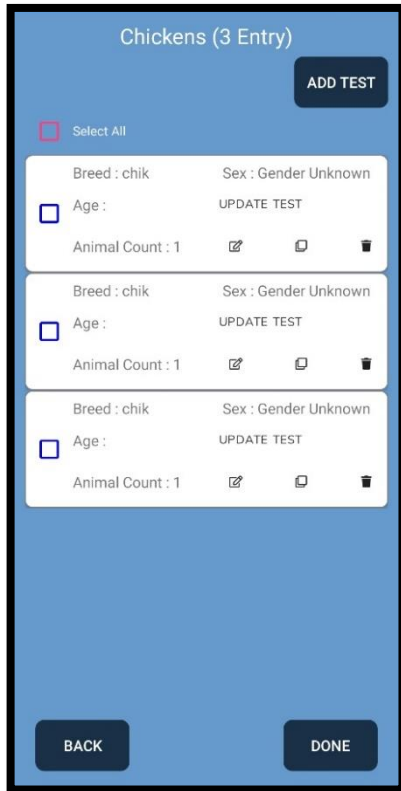
Large Animal Information and Identification

When you click on a "Species/Class" button within the Large Animal CVI Entry area (reference page 14), the Animal Information and Identification screen appears (represented by the two screens displayed on this page).

General Details

- **Species** – automatically entered based upon your selection on the Species/Class (reference page 14)
- **Breed** – type the breed
- **Sex** – click the drop down and select an option
- **Date of Birth** – click month and the scroll the options and click to select the corresponding birth month, date, year.
- **Age** – type the animal age
- **Age in?** – click the drop down and select an option
- **Group Type** – determines method for animal information to be entered hereafter
  - o **Single –** enter individual animal information
  - o **Group –** enter information for a group of animals
  - o **Express-Single** – quickly enter unique individual animal information; ID options lower on the screen will change
- **Head Count** – type the head count
- **Animal Description** – type a description
- **ID Type** –click the drop down to select an ID type; this list requires scrolling to view all options. Then, fill in Value text box with corresponding details. If Express-Single was selected, additional options will appear:
  - o **Apply same to all** – enter one Value for all animals
  - o **Range** – enter starting ID and remaining IDs autofill
  - o **Manual** – enter first ID Value, then click ⊕ to add additional ID Values. This method works well if entering IDs by scanning RFID tags.
- 🔗 - click on the paperclip and select a csv file with tag numbers to upload; tag numbers will then be entered automatically. No other data may be included in the csv file upon uploading.

Other Functions

- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit and finalize the CVI.
- **BACK** – transition to Species/Class screen.

ERROR:

If the number of IDs entered do not match the Head Count, an error message appears upon clicking Save. Click OK and return to Animal Info/ID screen to correct before proceeding.

QUICK TIPS:

1) To add an animal photograph, select Equine Photographs from the ID Type drop down. Then, click 🖼 to attach the picture(s). Photos will be auto-sized for the CVI.

2) For NUES tags beginning with a State abbreviation (i.e. MOXXX1111), select Other (OTH) from the ID Type drop down.

Animal Listing

The Animal Listing screen is entered by clicking on the Count under the on the Species/Class screen (reference page 14). This provides a summary of animal information previously entered (reference page 15), a means of adding accession/test data, and modifying animal information.

General Details

- **ADD TEST** - Use the blue check boxes along the left side of the screen to select all animals that are covered under one test. Or, check the red Select All button at the top left. Then, click the ADD TEST button along the top right of the screen to add a test for the selected animals. Reference page 17 for next steps in adding a new test.
    - o **Note**: Tests will not be saved for future CVIs. Tests must be entered for each CVI, unless it is a cloned Draft CVI.
- **UPDATE TEST** – click to modify test/accession information for that animal(s). The Test/Accession screen will appear (reference page 17 for next steps). Make updates and click the Save button.
- ✎ **Edit** – click to return to Animal Information and Identification screen. Make updates and click the Save button to return to the Animal Listing screen.
- ▢ **Copy** – click to copy all animal details to another animal. The copied version will appear at the bottom of the Animal list. Then, click ✎ to edit and identify a new animal.
- 🗑 **Delete** – click to delete the animal information from the CVI.

Other Functions

- **BACK** – transition to Species/Class screen <u>without</u> saving.
- **DONE** – saves modifications and transitions to Species/Class screen.

Test and Accessions Screen

The Test - Accessions screen is entered by clicking on the ADD TEST button on the Animal Listing screen (reference page 16). All test/accession information for the animal(s) will be entered here.

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the SAVE button.

General Details

- ⊕ **Add** – add a specified test or vaccination to the animal(s).
- ⊖ **Remove** – remove the test or vaccination from the animal(s).
- **Test/Accession**
    - o **Test Name**
    - o **Test Code** – may reenter the Test Name here.
    - o **Result**
    - o **Accession –** type Accession # and then click the ✚ button below to add accession details (next steps on page 18).
    - o **Comment**
- **Vaccinations**
    - o **Type**
    - o **Date -** click in text box, scroll to select vaccination date, click ✓ to save or ✖ to exit date screen

Other Functions

- **BACK** – transition to Animal Listing screen <u>without</u> saving.
- **SAVE** – saves modifications and transitions to Animal Listing screen**.**

Accession Information

The Accession Information screen is entered by clicking on the ✚ button on the Tests and Accessions screen (reference page 17). All test/accession details for the animal(s) will be entered here. This screen may require scrolling to view all required fields.

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the SAVE button.

General Details

- **Accession Date** – click in text box, scroll to select Accession Date, click ✓ to save or ✖ to exit date screen
- **Accession #**
- **Infield test?** – flip the switches (toggle buttons) to indicate yes or no
- **Lab Name**
- **Perm ID** – lab's permanent ID
- **Address Line 1 & 2**
- **City**
- **State**
- **County**
- **Zip**

Other Functions

- **BACK** – transition to Animal Listing screen <u>without</u> saving.
- **SAVE** – saves modifications and transitions to Animal Listing screen**.**
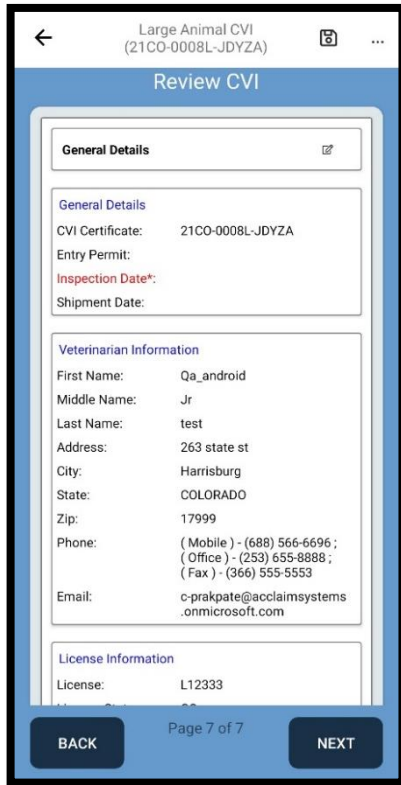
Review CVI (Page 7 of 7)

Page 7 of the Large Animal CVI Entry contains a review of all CVI data entered.
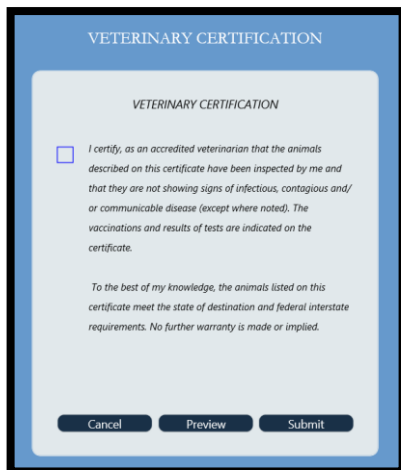
General Details

Scroll up and down to view all information.

- ☑ **Edit** – transition directly to the section where the ☑ is located to make updates.
- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
- **BACK** – transition to Page 6 of 7.
- **NEXT** – transition to Veterinary Certification screen.

> **QUICK TIP:**
>
> Notice at the top of the Vet-CVI screen, a CVI # is already created. Call at this point to obtain a Permit # from the state of destination.

Veterinary Certification

The Veterinary Certification screen is entered by clicking on the NEXT button on the Review CVI screen (reference page 19).

General Details

Click the blue check box on the left to agree with the certification statement.

- **Cancel** – transition to Review CVI screen
- **Preview** – preview the CVI before submitting; Draft CVI will open as a PDF
- **Submit** – finalize and submit the CVI. This step emails the state of origin, state of destination, and every email address listed on the CVI.
- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.

Small Animal CVI Entry

This is the first screen of the Small Animal CVI Entry process. Note that the page number is displayed at the bottom of the screen throughout the CVI Entry process - "Page 1 of 6".

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

General Details

- **CVI Certificate #** - automatically generated
- **Entry Permit #** - enter if required by the state of destination
- **Inspection Date**
- **Shipment Date**

Veterinarian Information

These text boxes are auto populated from Account Information. Edits are allowable in these text boxes.

Other Functions

- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process. Six screens make up the full entry of a Small Animal CVI.
- **NEXT** – transition to Page 2 of 6.

Small Animal CVI Entry: Origin (Page 2 of 6)

Page 2 of the Small Animal CVI Entry allows you to enter Origin Information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

General Details

Enter all Origin Information of the shipment either manually or using the Contacts list on your device by clicking ⬚ at the top right of the screen.

If the same email address exists for Origin and Consignor, list it only once. Each email address listed will receive a copy of the CVI once submitted.

Other Functions

- ⬚ **Contacts** – click to connect default address book used on device. There are difficulties linking a Microsoft 365 address book.
- **Same as Above** – click button to auto-fill Consignor Information with Origin details
- ⬚ **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
- **BACK** – transition to Page 1 of 6.
- **NEXT** – transition to Page 3 of 6.

Small Animal CVI Entry: Destination (Page 3 of 6)

Page 3 of the Small Animal CVI Entry allows you to enter Destination Information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

General Details

Enter all Origin Information of the shipment either manually or using the Contacts list on your device by clicking 🔲 at the top right of the screen.

If the same email address exists for Destination and Consignee, list it only once. Each email address listed will receive a copy of the CVI once submitted.

Other Functions

- 🔲 **Contacts** – click to connect default address book used on device. There are difficulties linking a Microsoft 365 address book.
- **Same as Above** – click button to auto-fill Consignee Information with Destination details
- 🔲 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
- **BACK** – transition to Page 2 of 6.
- **NEXT** – transition to Page 4 of 6.
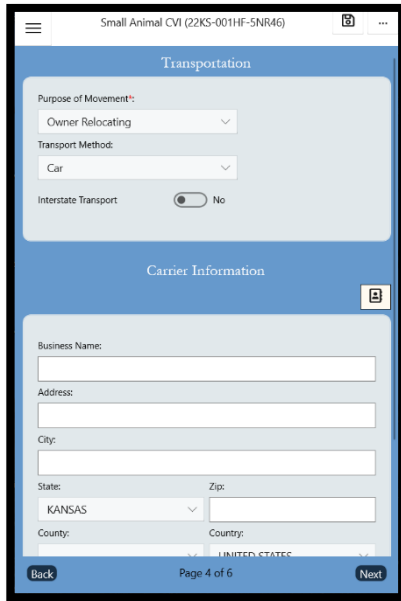
Small Animal CVI Entry: Transportation (Page 4 of 6)

Page 4 of the Small Animal CVI Entry allows you to enter Transportation and Carrier Information of the animal(s).

Criteria with a red asterisk (*) indicates a required field. If any required fields are missed, an error message appears after clicking the Next button. Additional work may be completed throughout the CVI Entry process, but the CVI will not be finalized and submitted without completing all required information.

Transportation

- **Purpose of Movement** – click the drop down to select a purpose. This list requires scrolling to view all options.
- **Transport Method** – click the drop down to select a method.
- **Interstate Transport** – flip the switch to select Yes or No.

Carrier Information

Enter all Carrier Information of the shipment either manually or using the Contacts list on your device by clicking 🖼️ at the top right of the screen.

Other Functions

- 💾 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
- **BACK** – transition to Page 3 of 6.
- **NEXT** – transition to Page 5 of 6.
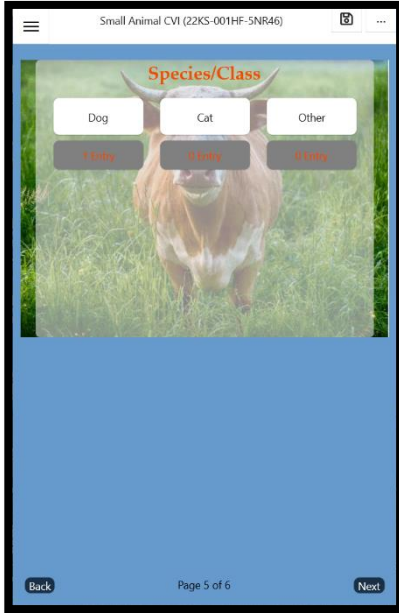
Small Animal CVI Entry: Animals (Page 5 of 6)

Page 5 of the Small Animal CVI Entry allows you to begin entering animal information.

You must enter at least one animal to the CVI through these processes:

- **Species/Class** – to enter animal information, click on the species/class name. Next steps on page 25.
- **Animal Count** – displays the head count of animals (already entered through process described on page 15) directly below the corresponding species/class. To quickly view a summary of animal information, click the Animal Count ("__ Entry"); additional details on page 16.

Other Functions

- ⊟ **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.

- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
- **BACK** – transition to Page 4 of 6.
- **NEXT** – transition to Page 6 of 6.
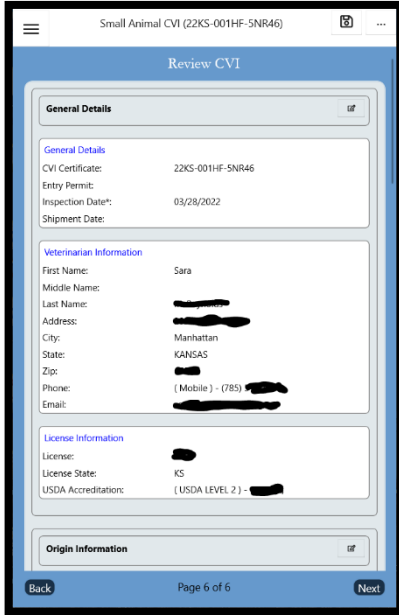
Small Animal Information and Identification

When you click on a "Species/Class" button within the Small Animal CVI Entry area (reference page 24), the Animal Information and Identification screen appears (represented by the two screens displayed on this page).

General Details

- **Species** – automatically entered based upon your selection on the Species/Class (reference page 24)
- **Breed** – type the breed
- **Sex** – click the drop down and select an option
- **Date of Birth** – click month and then scroll to select the corresponding birth month, date, year. Next, click ✓ to save or ✗ to exit date screen.
- **Age** – type the animal age
- **Age in?** – click the drop down and select an option
- **Group Type** – determines method for animal information to be entered hereafter
  - **Single –** enter individual animal information
  - **Group –** enter information for a group of animals
  - **Express-Single** – quickly enter unique individual animal information; ID options lower on the screen will change
- **Head Count** – type the head count
- **Animal Description** – type a description
- **ID Type** –click the drop down to select an ID type; this list requires scrolling to view all options. Then, fill in Value text box with corresponding details. If Express-Single was selected, additional options will appear:
  - **Apply same to all** – enter one Value for all animals
  - **Range** – enter starting ID and the remaining IDs will autofill
  - **Manual** – enter first ID Value, then click ⊕ to add additional ID Values. This method works well if entering IDs by scanning RFID tags.
- 📎 - click on the paperclip and select a csv file with tag numbers to upload; tag numbers will then be entered automatically. No other data may be included in the csv file upon uploading.

Other Functions

- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- **BACK** – transition to Species/Class screen.

ERROR:

If the number of IDs entered do not match the Head Count, an error message appears upon clicking Save. Click OK and return to Animal Info/ID screen to correct before proceeding.

Review CVI (Page 6 of 6)

Page 6 of the Small Animal CVI Entry contains a review of all CVI data entered.

General Details

- Scroll up and down to view all information.
- ✎ **Edit** – transition directly to the section where the ✎ is located to make updates.
- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
- **BACK** – transition to Page 5 of 6.
- **NEXT** – transition to Veterinary Certification screen.

> **QUICK TIP:**
>
> Notice at the top of the Vet-CVI screen, a CVI # is already created. Call at this point to obtain a Permit # from the state of destination.
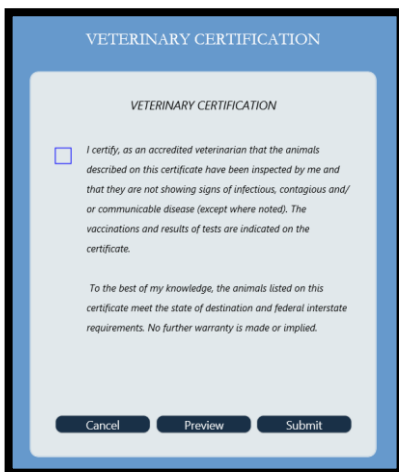
Veterinary Certification

The Veterinary Certification screen is entered by clicking on the NEXT button on the Review CVI screen (reference page 26).

General Details

- Click the blue check box on the left to agree with the certification statement.
- **Cancel** – transition to Review CVI screen
- **Preview** – preview the CVI before submitting; Draft CVI will open as a PDF
- **Submit** – finalize and submit the CVI. This step emails the state of origin, state of destination, and every email address listed on the CVI.
- 🖫 **Save** – saves work as a Draft CVI. This allows for exiting Vet-CVI and returning later to edit finalize the CVI.
- ⋯ **Menu** – allows user to quickly toggle to another page/screen within the CVI creation process.
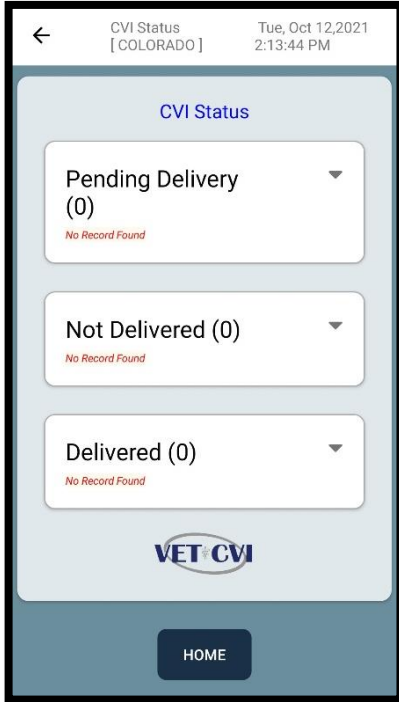
Check the CVI Status

The CVI Status screen is entered by clicking CVI Status on the Dashboard (reference page 7).This screen allows you to check the status of all CVIs previously entered.

General Details

Click the drop downs to view individual CVIs in each category.

- **Pending Delivery** – displays number of CVIs in the delivery process
- **Not Delivered** – displays number of CVIs unable to be delivered
- **Delivered** – displays number of CVIs successfully delivered to both the origin and destination states
- **Home** – transition to the Home screen (Dashboard)

CVI Search

The CVI Search screen allows for an alternative way to locate a specific CVI from the CVI Draft screen (reference page 27).

General Details

Use one or more of the search criteria to locate a CVI:

- **Certificate #** – unique identifier Vet-CVI assigns each CVI
- **Start Date**
- **End Date**
- **Search** – begin searching of Vet-CVI account
- **Clear** – delete all search criteria entered

Finding a CVI Draft

The screen listing all CVI drafts is entered by clicking CVI Drafts on the Dashboard (reference page 7). This screen may require scrolling to view all drafts.

General Details

- Blue certificate number – click to modify the Draft CVI as detailed in the Large Animal CVI Entry section (reference pages 9-19). There is also a brief description of the CVI listed: Large/Small Animal, Head Count, Consignee, Consignor, date/time Draft CVI last saved

- ⧉ **Copy** – create a clone/copy of the draft CVI

- ✕ **Delete** – delete the draft CVI

- **Home** – transition to the Home screen (Dashboard)

Templates

Templates may be created with frequently used Consignor or Consignee details. To create a template, follow instructions on pages 9-11. Then, click 🔲 to save a Draft CVI. This draft may be copied and then completed for future shipments.

Maintenance

The Maintenance screen displays application information.

CVI Sync Info

- **Sync Status & Last Synced** - refers to the last sync result
- **Reset Date** – clears the Last Sync Date so the next time Vet-CVI is synced it will be a complete refresh; user's data will be saved
- **Refresh** – refresh data from server to the local/device (one-way pull)
- **Sync CVI** –refresh between local/device and server CVI data (two-way push/pull); the most recent saved date will update the CVI information accordingly.

Meta Data

This section refers to the base/lookup data used in the application. Ex: Species, Tag Types, etc.

- **Refresh Data** – refreshes local/device meta data from the server
- **Clear Data** – clears meta data; user must also perform Refresh Data; **must be avoided unless advised by the technical team**
- **Home** – transition to the Home screen (Dashboard)

Additional Vet-CVI Information

- A "Refresh Data" is always performed when VET-CVI is started and the user is connected to the internet.
- While the user is using VET-CVI and connected to the internet, the open CVI will automatically sync to the server.
- If the user worked in Vet-CVI (creating, updating, submitting CVIs) while disconnected from the internet, the user should manually perform a Sync CVI upon connecting to the internet.