

VET-CVI USER MANUAL

For Android, Apple, and Windows

Provided by: Acclaim Systems, Inc. Address: 2949 N. Front Street, Harrisburg, PA www.acclaimsystems.com

For technical assistance, contact your State:



Animal Industry Division 502 E. 9th St. Des Moines, IA 50319 CVI@IowaAgriculture.gov 515-281-5547





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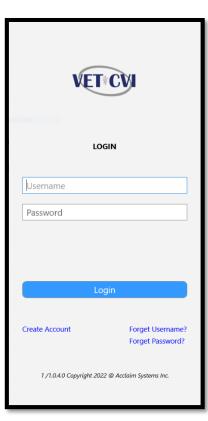


QUICK TIP:

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

Download Vet-CVI

- Visit your device's store for apps.
 - If you are searching on an Android device, visit Google
 Play to search for "VET-CVI" and install the app.
 - If you are searching on an Apple device, visit the App Store to search for "VET-CVI" and install the app.
 - If you are searching on your computer (desktop or laptop), <u>click here</u> OR
 - 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.
 - Click Create Account. Fill in all applicable details. Once complete, click Submit at the bottom of the window.
 - 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



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.





BACK	Create Account
Ac	count Credentials
Username*:	
Username	2
Password*:	
Password	l
Confirm Passw	ord*:
Confirm F	Password
Ac	count Information
First Name*:	
First Nam	e
Middle Name Middle Na	ame
Last Name*:	
Last Nam	e
Suffix	
ВАСК	Create Account
	Create Account License Details
License T	License Details
License T	License Details
License T	License Details ype*: LEVEL 1
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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 \equiv :

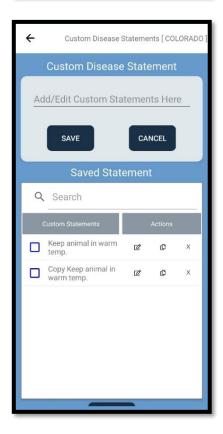
- **My Account**: Update account information (custom statements, license, password). Next steps on page 8.
- Create CVI Large: Create a large animal CVI. Next steps on page 9.
- Create CVI Small: Create a small animal CVI. Next steps on page 20.
- **CVI Status**: Displays the status of each CVI created 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 [COLORADO]

	My Ac	count	
License Type	USDA LE	VEL 2	
Accreditation #	u12233		
State Submission Status	Approve	d	
License Type	STATE		
License #	L12333		
State Submission Status	Approve	d	
License State	COLORA	DO	
License Type	STATE		
License #	LA667		
State Submission Status	Approve	d	
License State	MISSOU	RI	
License Type	STATE		
License #	PA12344	15	
State Submission Status	Pending		
License State	PENNSY	LVANIA	
License Type	STATE		
	Custom atement	Add License	Home



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.
- X 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 (21CO-0008L-JDYZA)	6	
	General Details		
CVI Certin 21CO	ficate# -0008L-JDYZA		
Entry Per	mit #:		
Inspectio	on Date*:	E	3
Shipment	t Date:	•	3
	/eterinarian Informa	tion	
First Nan	ne		
Qa_ar	ndroid		-
Middle N	ame		
Jr			-
	Page 1 of 7	NEXT	

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.

- 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 (21CO-0008L-JDYZA)	6
	Origin Informatio	n
		2
First Name	e*:	
Last Name		
Business I	Name*:	
Address*:		
City*:		
State*:	Zip*:	
COLOF	RADO	
County:	Country*:	
BACK	Page 2 of 7	NEXT

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: 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.

- **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.





÷	La (210	arge Ani 20-0008	imal CVI 3L-JDYZA)		6	
1	Destin	ation	Inform	atio	n	
First Nan	ne*:					
Last Nam	ne*:					-
Business	Name*:					-
Address*	:					-
City*:						-
State*:			Zip*:			-
COLO	RADO					
County:			Country*:			
			UNITE	T S T	ATES	
ВАСК		Page	: 3 of 7		NEXT	

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: 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.

- **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.





÷	Large Anima (21CO-0008L-	al CVI JDYZA)	6	
	Transpor	rtation		
Purpose of	f Movement*:			
Transport I	Method:			
Interstate "	Transport 🕕	No		
	Carrier Info	ormation	1	
Business N	Name:			
Address:				
City:				
ВАСК	Page 4	of 7	NEXT	

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.

- 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.





← (2	Large Animal CV 1CO-0008L-JDY2		3
Disease (Certification	Stateme	ents
Custom Statem	ent:		•
Add Custo	m Statement	s Here	_
Herd/Flc	ock Accredit	ed Free I	For
Herd/Flock#:			
Tuberculosis:	Johne's:	NPIP:	-
Brucellosis:	Scrapie:		lo
No No	No No		
CWD:	PRV:		
Others:			
ВАСК	Page 5 of 7	N	EXT

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

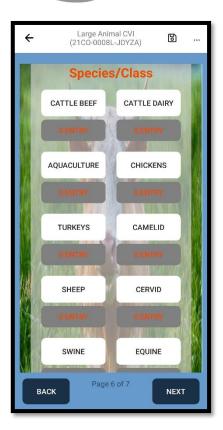
Enter the Herd/Flock Number and then flip the switches (toggle buttons) under the disease from which you are accrediting this herd being free.

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

- 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.

- 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.





Animal Infor	nation and Iden	ntification	
Species :			
Cattle Beef			
Breed:			
crossbred			
Sex			
Female			\sim
Date of Birth:			
month	day	year	
Age:			
3			
Age in?:			
Years			\sim
Group Type O Single O Group			
Head Count:			
1			
Animal Description:			
Animal Description			

Id Type		•
NUES9	\sim	-
Value		
48TTT1111		
	Ø	
Back		Save

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 autosized for the CVI.

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

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).

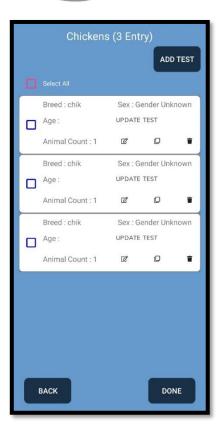
General Details

- **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
 - **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 remaining IDs 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.

- 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.







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.
 - 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 ^C to edit and identify a new animal.
- Delete click to delete the animal information from the CVI.

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





Test - Accessions	
est/Accession	
Test/Accession	٢
Test Code*:	
Result*:	
Accession	
Please click on add new Accession (+) button to add a new Accession to the list Comment	+
васк	SAVE

st Type			6
/accinations			~ <
Type*:	Vaccinations		0
Type*: Date	Vaccinations		
	Vaccinations	year	

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
 - Test Name
 - **Test Code** may reenter the Test Name here.
 - o Result
 - Accession type Accession # and then click the + button below to add accession details (next steps on page 18).
 - Comment
- Vaccinations
 - o Type
 - Date click in text box, scroll to select vaccination date, click ✓ to save or × to exit date screen

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







Accession - Cattle Dairy	
Accession Date*:	-
Accession#*:	
Infield Test?	
Lab Name*:	
Address Line 1*:	
Address Line 1	
Address Line 2	
Address Line 2	
City*:	
City	
State*:	
BACK	WE

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

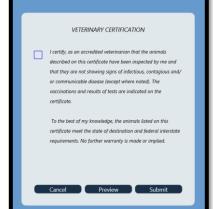
- **BACK** transition to Animal Listing screen <u>without</u> saving.
- **SAVE** saves modifications and transitions to Animal Listing screen.





Review CVI General Details If General Details If CVI Certificate: 21C0-0008L-JDYZA Entry Permit: Inspection Date*: Shipment Date: If Veterinarian Information First Name: First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6966; (Fax) - (366) 555-5553 Email: oprakpate@acclaimsystem		0008L-JDYZA)	-
General Details CVI Certificate: 21C0-0008L-JDYZA Entry Permit: Inspection Date*: Shipment Date: Veterinarian Information First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Fax) - (366) 555-5533 Email: c-prakpate@acclaimsystem	R	eview CVI	
CVI Certificate: 21C0-0008L-JDYZA Entry Permit: Inspection Date*: Shipment Date: Veterinarian Information First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 1799 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	General Details		ľ
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Inspection Date*: Shipment Date: Veterinarian Information First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8288 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	VI Certificate:	21CO-0008L-JDYZA	
Shipment Date: Veterinarian Information First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Fax) - (366) 555-5535 Email: c-prakpate@acclaimsystem	intry Permit:		
Veterinarian Information First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (233) 655-8888 ; (Fax) - (366) 555-5533 Email: c-prakpate@acclaimsystem	nspection Date*:		
First Name: Qa_android Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	Shipment Date:		
Middle Name: Jr Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-553 Email: c-prakpate@acclaimsystem	Veterinarian Inform	ation	
Last Name: test Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5533 Email: c-prakpate@acclaimsystem	irst Name:	Qa_android	
Address: 263 state st City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	/iddle Name:	Jr	
City: Harrisburg State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	.ast Name:	test	
State: COLORADO Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	Address:	263 state st	
Zip: 17999 Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	City:	Harrisburg	
Phone: (Mobile) - (688) 566-6696 ; (Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	state:	COLORADO	
(Office) - (253) 655-8888 ; (Fax) - (366) 555-5553 Email: c-prakpate@acclaimsystem	2ip:	17999	
	hone:	(Office) - (253) 655-8	3888;
.onmerosoft.com	imail:	c-prakpate@acclaims .onmicrosoft.com	systems
License Information	License Information	n	
License: L12333	icense:	L12333	

VETERINARY CERTIFICATION



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.

- C Edit transition directly to the section where the C 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	(22KS-001HF-5NF	346)	8			
		1eral Details					
cv	CVI Certificate #						
Ĩ	2KS-001HF-5NR46						
Ent	ry Permit #:						
Ins	pection Date ⁴ :						
3	1	28	2022				
Shi	pment Date:						
r	nonth	day	year				
-							
Firs	it Name						
5	Sara						
Middle Name							
Las	t Name						
	Page 1 of 6 Next						
	Page 1 of 6 Next						

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.

- 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 (22KS	5-001HF-5NR46)
	Origin Inf	formation
First Name	etc	
FName	!	
Last Name	n.	
LName		
Business N	lame*:	
BusNa	me	
Address*:		
12		
City*:		
12		
State*:		Zip*:
KANSA	is 🗸 🗸	12345
County:		Country*:
	~	UNITED STATES \sim
Phone*:		
(555) 5	55-5555	
Email:		
Premises I		
Back	Page 2	2 of 6 Next

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.

- 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 (22K	S-001HF-5NR46)	6
	Destination	Information	
First Name*:			
FName			
Last Name*:			
LName			
Business Nar	ne*:		
BusName	3		
Address*:			
222			
City*:			
town			
State*:		Zip*:	
KANSAS	~	12345	
County:		Country*:	
	~	UNITED STATES	~
Phone*:			
(555) 555	-5555		
Email:			
Premises Id:			
Back	Page	3 of 6	Next

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.

- 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 An	imal CVI (22K	S-001HF-5NR46)	B
Pur	rpose of Movement*:			
(Owner Relocating		\sim	
Tra	nsport Method:			
(Car		\sim	
Int	erstate Transport		No	
		Carrier In:	formation	
Bu	siness Name:			
Ad	dress:			
Cit	yî.			
Sta	ite:		Zip:	
÷	KANSAS	\sim		
Co	unty:		Country:	
Bac	8	Page	4 of 6	Next

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.

- 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.

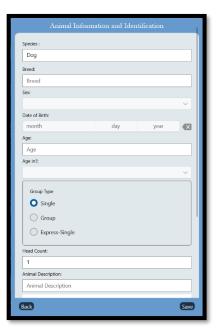
You must enter at least one animal to the CVI through these processes:

- **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.

- 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.







ld Type		•
AIN		~
Value		
Value		
	Ø	
		0
ack		Sav

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	
General Details		at
General Details		
CVI Certificate: Entry Permit:	22KS-001HF-5NR46	
Inspection Date*: Shipment Date:	03/28/2022	
Veterinarian Information		
First Name:	Sara	
Middle Name:		
Last Name:	and specific sectors and se	
Address:		
City:	Manhattan	
State:	KANSAS	
Zip:		
Phone:	(Mobile) - (785)	
Email:]
License Information		
License:		
License State:	KS	
USDA Accreditation:	(USDA LEVEL 2) -	
Origin Information		đ
ck	Page 6 of 6	Nex

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 ^I 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 CERTIFICATIO



Veterinary Certification

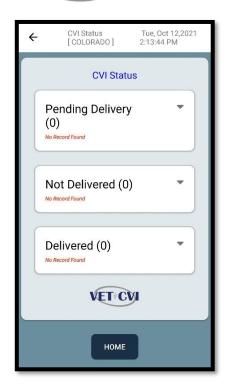
The Veterinary Certification screen is entered by clicking on the NEXT button on the Review CVI screen (reference page 26).

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)

-	Search CVI [KANSAS]				
	CVI Search				
	Certificate#				
	Start Date	month	day	year	
	End Date	month	day	year	
	Search Clear				
VET CVI					
	Home				

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





_				
=	CVI Drafts [KANSAS]			
	CVI Draft			
Drat	fts			=
Certi	ficate #: 22KS-001HF-3ZHMZ		Lar	ge Animal
Consig	jnee: km km km	/	Actua	I Count: 3
Consig	nor: km km km	¢		
Tue, N	far 29, 2022 9:33: 34 AM	х		
Certi	ficate #: 22KS-001HF-5NR46		Sm	all Animal
Consig	nee: FName LName BusName	/	Actua	I Count: 1
Consig	nor: FName LName BusName	¢		
Tue, N	far 29, 2022 11:20: 05 AM	х		
Certi	ficate #: 22KS-001HF-3G39T		Lar	ge Animal
Consig	nee: Tracy Campuzano Tracy's Treasures	4	Actua	al Count: 5
Consignor: Sara McReynolds KDA				
Tue, N	lar 29, 2022 11:18: 05 AM		Х	
Certi	ficate #: 22KS-001HF-3GA9U		Lar	ge Animal
Consig	nee: Mickey Mouse Disney World		Actua	il Count: 1
Consig	nor: Jennifer Ukena	¢		
Tue, N	far 29, 2022 11:18: 05 AM	Х		
Certi	ficate #: 22КS-001НF-3GAKK		Lar	ge Animal
Consig	nee: happy cow happy happy	/	Actua	il Count: 1
Consig	nor: k hunter kda	¢		
Tue, N	far 29, 2022 11:18: 05 AM	Х		
VET CVI				
Home				

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
- X 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.





VET-CVI App allows Veterinarians to create Certificate of Veterinary Inspection (CVI) for Small And Large Animali(s) that are being moved from one state to other states or within state for fairs, rodeo's and other local events. Application Info App Version 1 App Build 1.04.0 Copyright 2022 @ Acclaim Systems Inc. CVI Sync Info Sync Status Not Started Last Synced Wed, Mar 30, 2022 827: 10 AM Reset Date Refresh Sync CVI	≡	Maintenance [KAN	SAS]
App Version 1 App Build 1.0.4.0 Copyright 2022 @ Acclaim Systems Inc. CVI Sync Info Sync Status Not Started Last Synced Wed, Mar 30, 2022 8:27: 10 AM	VET-CVI App allows Veterinarians to create Certificate of Veterinary Inspection (CVI) for Small And Large Animal(s) that are being moved from one state to other states or within state for fairs, rodeo's and other		
App Build 1.0.4.0 Copyright 2022 @ Acclaim Systems Inc. CVI Sync Info Sync Status Not Started Last Synced Wed, Mar 30, 2022 8:27: 10 AM	_	А	pplication Info
Sync Status Not Started Last Synced Wed, Mar 30, 2022 8:27: 10 AM	Ap	p Build	1.0.4.0
Last Synced Wed, Mar 30, 2022 8:27: 10 AM		(CVI Sync Info
		st Synced	Wed, Mar 30, 2022 8:27: 10 AM
Meta Data			Meta Data
Refresh Data Home Clear Data	R	efresh Data	(Horne) (Clear Data)

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 (oneway 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; <u>must be avoided unless advised by the technical team</u>
- 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.