

Veterinary Services
Process Streamlining

[VSPS Home](#) | [Interstate](#) | [Create CVI](#)

VSPS:

Interstate Module

User Manual

TABLE OF CONTENTS

1. OVERVIEW	4
1.1 PURPOSE AND SCOPE	4
2. GETTING STARTED.....	4
2.1 OBTAIN A LEVEL 2 E-AUTHENTICATION ACCOUNT	4
2.1.1 COMPLETE PERSONAL PROFILE AND CREATE PASSWORD	4
2.1.2 VERIFY ACCOUNT INFORMATION	6
2.1.3 ACTIVATE ACCOUNT	6
2.1.4 PRESENT GOVERNMENT ISSUED PHOTO ID TO LOCAL REGISTRATION AUTHORITY (LRA)	6
2.2 LOG INTO VSPS, REQUEST THE ROLE OF VETERINARIAN	6
2.3 SET UP A PRACTICE, ADDRESSES, AND PREFERENCES	9
2.3.1 BUSINESS PROFILE OVERVIEW	10
2.3.2 CREATE A PRACTICE	10
2.3.3 MANAGE ADDRESS BOOK	11
2.3.4 MANAGE CATEGORIES	15
2.3.5 CREATE ANIMALS	16
2.3.6 IN PERSONAL PROFILE, SET UP LAB DEFAULT AND BREED PREFERENCES	19
3. CREATE CVI.....	20
3.1 HELPFUL HINTS.....	20
3.2 CVI SUMMARY DATA TILE	21
3.3 ORIGIN AND DESTINATION TILE.....	22
3.4 OWNER/CONSIGNOR/SHIPPER TILE	24
3.5 CONSIGNEE/RECEIVER TILE	25
3.6 CARRIER TILE.....	26
3.7 CERTIFICATION STATEMENTS TILE	27
3.7.1 SUMMARY	27
3.7.2 MANAGE CERTIFICATION STATEMENTS	27
3.7.3 CREATE A NEW CERTIFICATION STATEMENT	28

3.8	ATTACHMENTS TILE	29
3.8.1	ATTACH A DOCUMENT	29
3.9	ANIMAL DETAILS TILE.....	30
3.9.1	ENTER DATA	30
3.9.2	UPLOAD ANIMALS FROM SPREADSHEET	31
3.9.3	UPLOAD ANIMALS FROM ANIMAL ADDRESS BOOK	33
3.10	ANIMAL GRID	34
3.10.1	COPY DOWN FEATURE	34
3.10.2	ANIMAL FIELDS ON THE GRID	35
3.10.3	DELETE AN ANIMAL	38
3.11	CREATE CVI TEMPLATES.....	38
3.11.1	ACTIVATE OR INACTIVATE A TEMPLATE	38
3.11.2	CREATE A TEMPLATE	38
3.11.3	USE YOUR TEMPLATE.....	39
3.11.4	DELETE A TEMPLATE	39
3.12	CVI STATUS	39
4.	FIND CVI.....	42
4.1	SEARCH RESULTS SCREEN.....	43
5.	LABS MODULE	45
5.1	SUBMIT AN ON-LINE COGGINS FORM.....	45
5.2	VIEW/PRINT EIA TEST RESULTS	47
6.	FUNCTIONALITY FOR STATE REGULATORY OFFICIAL ROLE	48
6.1	STATE CERTIFICATION STATEMENTS	48
6.1.1	CREATE STATE CERTIFICATION STATEMENTS.....	48
6.1.2	EDIT EXISTING STATE CERTIFICATION STATEMENTS	49
6.1.3	DELETING STATE CERTIFICATION STATEMENTS	49
6.1.4	INACTIVATE OR ACTIVATE STATE CERTIFICATION STATEMENTS	49
6.2	FIND CVI	49

1. OVERVIEW

1.1 PURPOSE AND SCOPE

This document is intended to serve as a guide and a reference for accredited veterinarians, veterinary assistants and state animal health officials who want to use the VSPS Interstate Module to create electronic certificates of veterinary inspection. This guide does not replace the need for the accredited veterinarian to contact the state of destination to determine all destination state movement requirements applicable to their specific circumstances and shipment. It is always the accredited veterinarian's responsibility to contact the state of destination prior to issuing a certificate of veterinary inspection.

2. GETTING STARTED

2.1 OBTAIN A LEVEL 2 E-AUTHENTICATION ACCOUNT

USDA recognizes the importance of electronic certificate information; to ensure the security of this information, eAuthentication is used. To use VSPS to create electronic certificates of veterinary inspection, you must have Level 2 eAuthentication.

Go to: <https://identitymanager.eems.usda.gov/registration/index.aspx>

2.1.1 COMPLETE PERSONAL PROFILE AND CREATE PASSWORD

Fill out the required fields in the form; password requirements are listed below. Your password is case-sensitive and must be changed every 180 days.

Required Characters

- 9 to 12 characters long
- At least one uppercase letter (A, B, C, etc.)
- At least one lowercase letter (a, b, c, etc.)
- At least one of these characters: 1 2 3 4 5 6 7 8 9 ! # - \$ % * = + : ; , ? ~

Do Not Use

- Dictionary words
- Profile info: Your name, mother's maiden name, date of birth, PIN, phone number, email, etc.

Level 2 Access

Step 1 of 4: User Information

If you are a USDA Federal Employee, click [Employee Create an Account](#) to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:		6-20 characters
Password*:		9-12 characters
	Click here for additional requirements	
Confirm Password*:		
First Name*:		
Middle Initial:		
Last Name*:		
Home Address*:		
City*:		
State*:		v
Home Postal/Zip Code*:		
Country Name*:		v
	Email address must be valid to complete registration	
Email*:		
Confirm Email*:		
Home Phone:		
International Home Phone: (if applicable)		
Alternate Phone:		
International Alternate Phone: (if applicable)		
Mother's Maiden Name*:		
4 digit PIN*:		NOTE: You cannot use a zero as the first digit
Your Date of Birth*:		mm/dd/yyyy

Please create your 6 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

	v	
	v	
	v	
	v	
	v	
	v	

Click the **Continue** button to go to Step 2

2.1.2 VERIFY ACCOUNT INFORMATION

Verify account information and print it for the future in case you have difficulty accessing your account.

2.1.3 ACTIVATE ACCOUNT

Within 24 hours you will receive an email from the eAuthentication Help Desk with the following information. You must select the “activate my account link” within 7 days of receiving the email.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click **ACTIVATE MY ACCOUNT**

2.1.4 PRESENT GOVERNMENT ISSUED PHOTO ID TO LOCAL REGISTRATION AUTHORITY (LRA)

You must present your government issued photo ID (e.g. State issued driver's license) in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office; to find the nearest USDA Service Center office, go to <http://offices.sc.egov.usda.gov>. We recommend calling ahead to ensure that an employee trained as a Local Registration Authority (LRA) will be available to provide this service at the time of the planned visit.

2.2 LOG INTO VSPS, REQUEST THE ROLE OF VETERINARIAN

Go to: <https://vsapps.aphis.usda.gov/vsps/>

a) Select Log In.



- b) Enter your eAuthentication User ID and Password and select Login.

- c) The first time you log in to VSPS, you will be required to complete a user profile. Make sure to complete all fields with a red asterisk. Select Submit.

- d) Chose the **Request a Role** tab.

- e) Chose the role of **Veterinarian** (towards the bottom of the screen).

	[Request National Authorization]
Product Import Administrator	[Request Role]
Product Import Coordinator	[Request Avic Area Authorization] [Request National Authorization]
Quarantine Enforcement Officer	[Request Import Center Authorization]
Riverdale/Regional Staff	[Request Role]
State Office Data Entry	[Request State Authorization] [Request National Authorization]
State Regulatory Official	[Request State Authorization]
System Administrator	[Request Role]
Veterinarian	[Request State Authorization]
Veterinary Medical Officer	[Request Avic Area Authorization] [Request Port Authorization]
Web Services Client	[Request Web Service Authorization]

- f) Fill out the additional required questions to match your user profile with your veterinary accreditation record. If you are accredited in more than one state, select one of the states in which you are accredited; you will be granted the accredited veterinarian role for all of the states in which you are accredited.

VSPS Home | Request Role

Request Role

Role Name	Role Description
Veterinarian	I am a licensed Veterinarian.

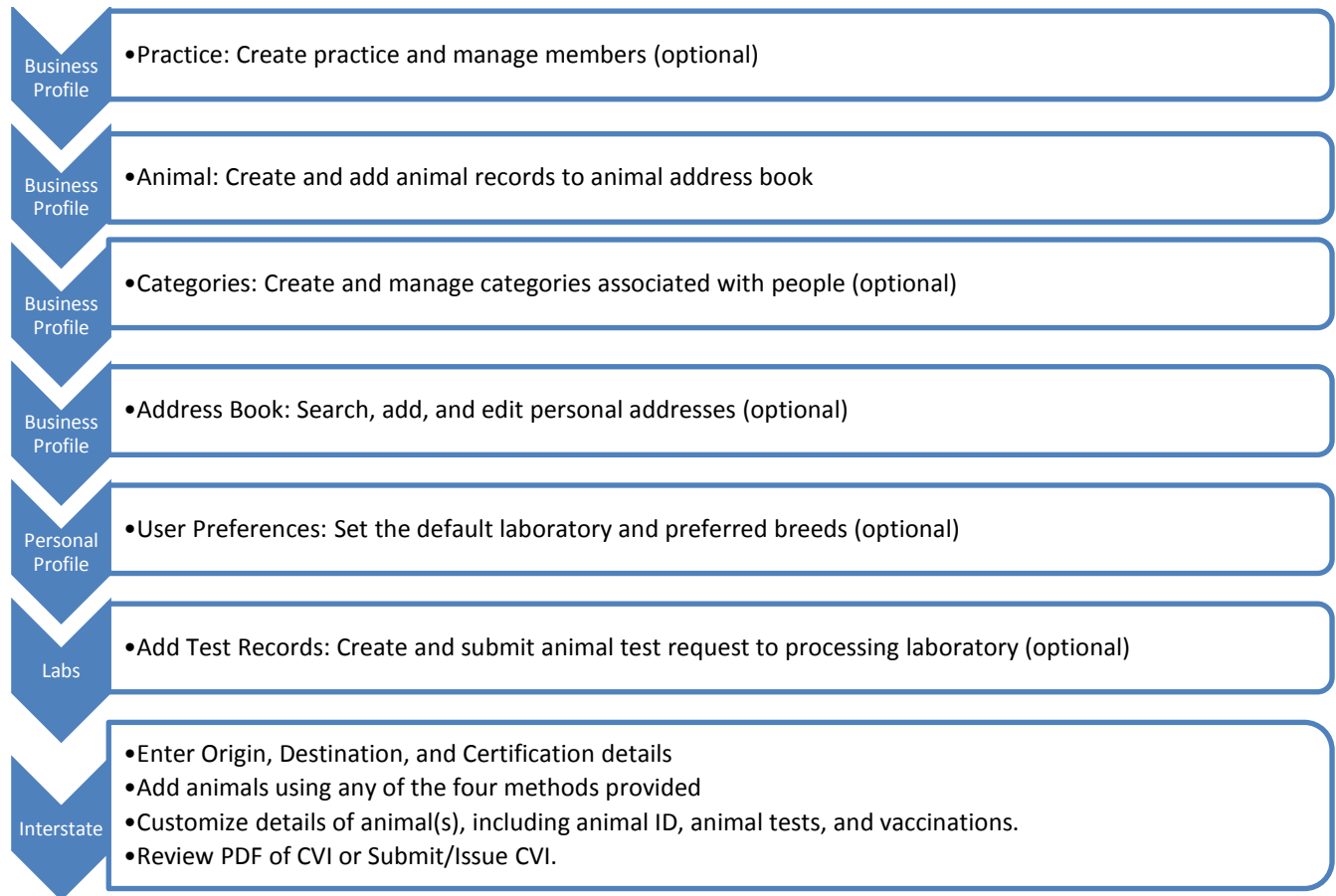
Role Assignment Information	Role Assignment Data
State *	South Dakota
State License *	4619
School of Graduation *	United States Auburn University
Year of Graduation *	2000
Last 4 SSN *	0000
Remarks	

- g) If the profile contact information you submit matches the information in our veterinary accreditation records, your personal profile is automatically linked to your veterinary record and you're given the role of accredited veterinarian in the correct state(s). An email is sent to the NVAP coordinator in your State telling them a new veterinarian has accessed the system.
- h) If the profile information you submit does not match the information in our veterinary accreditation records, your personal profile will not automatically link and you will not automatically receive the role of accredited veterinarian. A message will display, and an email is sent to the VSPS Helpdesk; the Helpdesk will manually link your profile to your veterinary accreditation record to give you the role of accredited veterinarian in the correct state(s). This process may take several days; log in to VSPS to see your Current Roles. If you do not receive the Accredited Veterinarian role within 3 days, contact the VSPS Helpdesk: vsithelpdesk@aphis.usda.gov

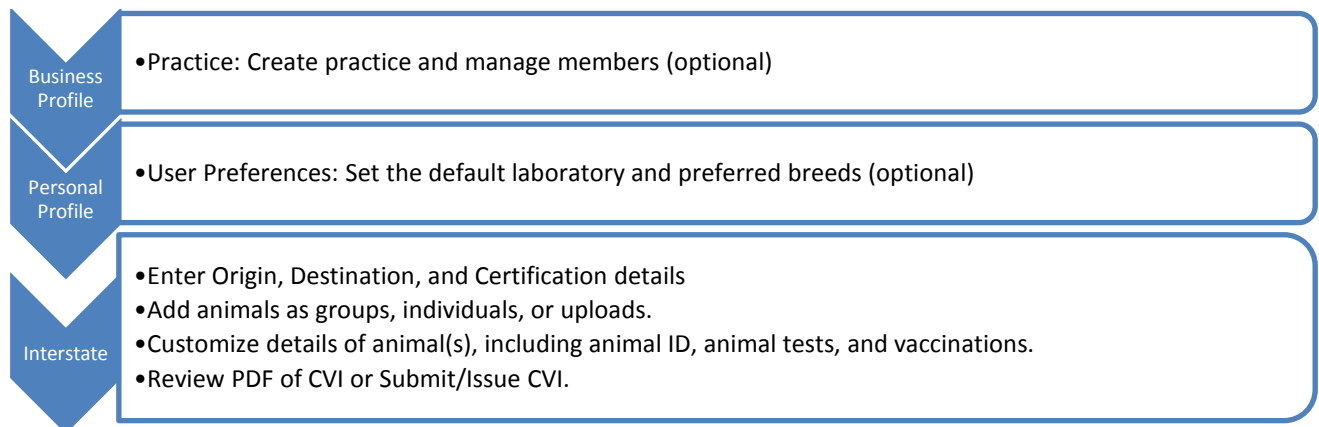
PROCESS FLOW DIAGRAMS

THE WORKFLOW BELOW PROVIDES A PROCESS TO CREATE CVIS FOR ANIMALS THAT ARE MOVED FREQUENTLY

The emphasis is on using VSPS functionality to save time and effort.



THE WORKFLOW BELOW PROVIDES A PROCESS TO CREATE CVIS FOR ANIMALS THAT WILL NOT BE ENTERED INTO YOUR ADDRESS BOOK BECAUSE THEY WILL ONLY BE SHIPPED BY YOU ONCE



2.3.1 BUSINESS PROFILE OVERVIEW

Business Profile Module

[Animals](#) [Address Book](#) [Practices](#) [Categories](#)

From the Business Profile Module you can:

- a) **Create a Practice.** Creating a practice will enable you to share documents among practice members. You may share animal information, address book information, lab test records, CVIs templates and certification statements. Note: Creating a practice should be done first. It is important that the animal information and the client information are listed under the same address book when creating a test record or CVI.
- b) **Add animal information.** If animals will be used or moved more than once you should enter them into your Animal Address book. If they are not added here the only way animal information can be re-used is to copy a certificate or a lab with animals. By adding animal information to your animal address book it can be re-used for yearly Coggins tests or for multiple CVIs, etc.
- c) **Add Address Book information.** Enter address information into the address book to be used when creating a Coggins test or a CVI.
- d) **Set your category lists** (see page 15).

2.3.2 CREATE A PRACTICE

- a) Select the **Practices** link.
- b) Select the **Create a New Practice** button.
- c) Enter practice information and select the **Save** button.
- d) Add practice members by entering the email address of either a vet tech or another veterinarian whom you want to add to your practice into the box below. *Note:* In order to add practice members they must have Level 2 e-authentication and be a VSPS user that has created a personal profile in VSPS. Use the email address they used to create their **personal profile** (this email address must be unique).

User Email Address:	Add User
--	---

- e) Select the **Add User** button. A green success message will display.
- f) The Person invited to your practice must log in to their VSPS account and accept your invitation. They do this by going to the **Business Profile** link, selecting **Practices**, and selecting **[Accept]**. A green success message will display.

Practices I'm a member of	
Action	Practice Name
[Accept] [Decline]	Kelly's Practice

- g) Once all members have accepted the practice invitation, the practice owner returns to the Practice link in the business profile, select **Edit** next to the practice they want to edit.
- h) The practice owner can select the **Link Assistants** icon  next to the person who they want to link to their practice. In other words, they can link certain assistants with a specific veterinarian. They may also select the box next to “**Include Vets**” and select the **Link** icon . This will link all assistants with all of the veterinarians invited into the practice.

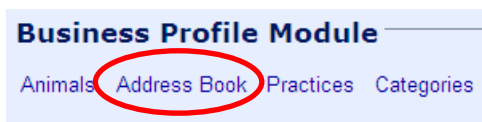


- i) A pop up message appears warning that by linking members it will allow sharing of all documentation in all practices the practice owner is associated with as long as they are both members of all of these practices. To proceed, you must select **OK**.
- j) Once practice members are linked the link icon turns green . This will create a link between all members and your practice. You can now share documents within your practice. You can share test records, CVIs, animals, certification statements, templates, and address book information.

2.3.3 MANAGE ADDRESS BOOK

CREATE AN ADDRESS

- a) Select the **Address Book** link.



- b) Go to **Add Entry to Book**. 
- c) Change **Address Book** drop-down to specify your practice address book or personal address book if you are not part of a practice.
- d) Select the **Go** button.
- e) A new window will open to allow you to enter address book information.

Create Contact

Contact Information

Business Name	
Prefix	
First Name *	
Middle Name	
Last Name *	
Suffix	
Professional Title	
Primary Email	

Categories

Category

Main address Mailing address Shipping address

Address 1 *	
Address 2	
City *	
State *	Select a State ▼
Postal Code *	
County	
Country *	United States ▼
Location Id	
Clear	

Phone Numbers

	Country Code	Area Code and Number	Extension
Phone			
Fax			
Mobile			
Toll Free			
TDD			
Save Save & Return Cancel			

f) Enter address contact information. Enter all required fields (required fields have a red asterisk).

Note* Select the **Save button to save the information and stay on the same screen.

Note* If you select the **Cancel button it will return you to the address book home screen without saving.

Note* If you select the **Save and Return button it will save the information and return you to a new entry.

SEARCH ADDRESS BOOK

The top section of the address book screen is for searching your address book.

The screenshot shows the 'Address Book Search' form. It includes input fields for Business Name, First Name, City, Country, Last Name, and State. There are also dropdown menus for Category and State. Below these fields, there are checkboxes for 'User' (Personal, System) and 'Practice' (Smiley's Animal Clinic). An 'Include Inactive' checkbox is at the bottom left. 'Search' and 'Reset' buttons are at the bottom right.

For open-ended searches, you may simply select the **Search** button. This will return all addresses in your personal address book by default. If you want to perform an open-ended search in another practice address book you must specify which address book to search by selecting the respective address book.

**Note* If you do an open-ended search and have a large number of owners, this may result in an error message.

This close-up shows the 'Address Books' section with three columns: User, System, and Practice. Under 'User', 'Personal' is checked. Under 'Practice', 'Kelly's Practice' is checked.

For more selective searches, you can enter specific search criteria into the respective search fields. You may search by the Business name, First name, City, Country, Category, Last name or State. *Note:* You may also search by inactive address book entries by selecting the "Include Inactive" check box ☒ Include Inactive

Once the search criteria are selected, select the **Search** button. The search results are displayed on the lower half of the address book search screen.

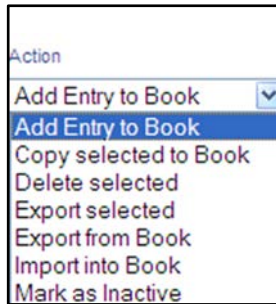
MANAGE ADDRESS BOOK ENTRIES

Various functions can be performed after the search results are displayed.

The options are displayed by selecting the drop-down in the action field. Once you have selected the action, you must select the entries you want to apply the action to. This is done by placing a check in check box under the select column next to the corresponding entry.

This screenshot shows the 'Action' and 'Address Book' fields. The 'Action' dropdown is set to 'Add Entry to Book' and the 'Address Book' dropdown is set to 'Personal'. A 'Go' button is to the right.

ACTIONS INCLUDE:



Action 1: Add Entry to Book (described above)

Action 2: Copy Selected to Book

This option allows you to copy an address in one of your address books to another address book. It will show in both address books. However it will not copy the address to a specific category so once the address is copied to another address book the address must be edited and the category selected and saved to assign it to a specific category.

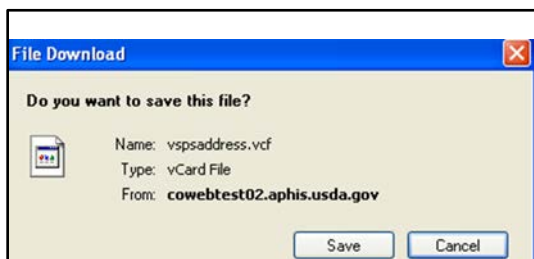
Action 3: Delete selected

This option allows you to delete an existing address in your address book. You may want to delete an address if an address was created as a duplicate or if you no longer work with a client. The “Delete selected” option is selected in the drop-down. Addresses you want to delete are selected by placing a check box next to the entry(s).

Select the  button. A green success message is displayed. 5 contacts have been deleted.

Action 4: Export Selected

This option can be used to export a user’s address in VSPS to other address book systems. The address selected will be exported to a V card which can be uploaded into Outlook and other email systems. The “Export selected” option is selected in the drop-down. Addresses you want to export are selected by placing a check box next to the entry. Select the  button. A new window opens allowing you to select where to save the newly created V file. You can only export one address at a time (so make the changes from address to address).



Action 5: Export from Book

Has the same function as “Action 4: Export Selected.”

Action 6: Import into Book

This feature is currently inactive.

Action 7: Mark as inactive

This option allows you to inactivate an existing address in your address book. You may want to inactivate an address if you no longer want the address to display in your address book search list but there may be a potential for using the address in the future so you don't want to delete the address. The "Mark as Inactive" is selected in the drop down. Addresses you want to mark as Inactive are selected by placing a check box next to the entry(s).

Select the button. A green success message is displayed **1 contact is now INACTIVE.**

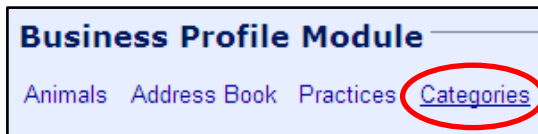
Action 8: Mark as active

This option allows you to activate an existing inactive address in your address book. You may want to activate an address if you have started to work with a past client again and you want their address to display in your address book search list. The "Mark as Active" is selected in the drop down. The addresses you want to Mark as Active are selected by placing a check in the box next to the entry(s). Select the button. A green success message is displayed.

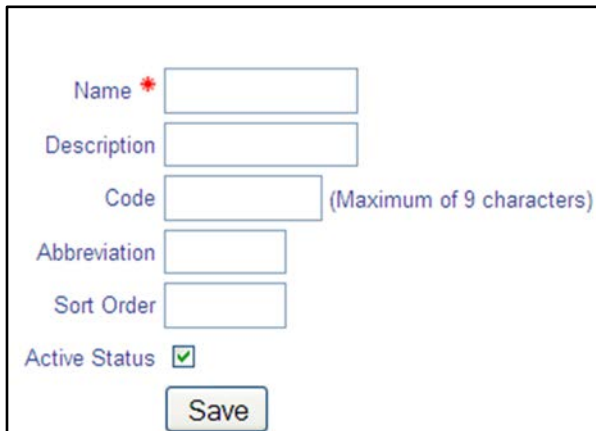
**Note* To see the Inactive addresses, check the "Include Inactive" box.

2.3.4 MANAGE CATEGORIES

Categories exist to make navigation in your address book easier. You can search categories to limit the number of address book entries.



From this link you can add, edit, activate or inactivate your categories for your address book. You can add categories to your category list by selecting the link.

A screenshot of a web form for adding a new category. The form has the following fields: 'Name' with a red asterisk, 'Description', 'Code' with a note '(Maximum of 9 characters)', 'Abbreviation', and 'Sort Order'. There is a checkbox for 'Active Status' which is checked. At the bottom is a 'Save' button.

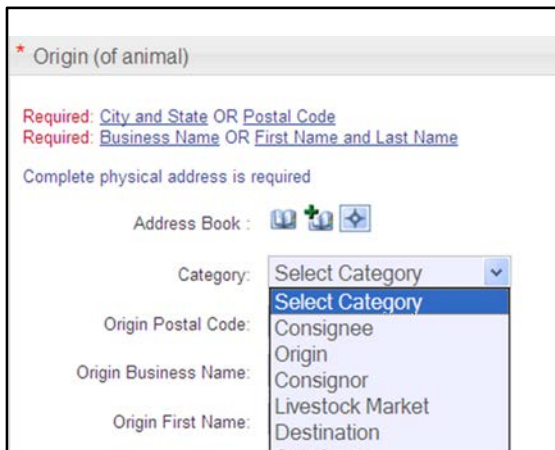
- a) Enter the name of the new category (this is the only required field). You can also enter the category description, code, abbreviation, sort order which you can use to change the order of the category in your drop down (i.e. 0 will appear first, 1 will appear next and so on). Once you have entered the category information select the **Save** button to create the new category.
- b) Editing an existing category is done by selecting the **Edit** button. You can change any of the fields shown on the previous page.

Note* – Select the **Save button to save the information.

Note* – Select the **Save and Return button to save the information and go to the list categories screen.

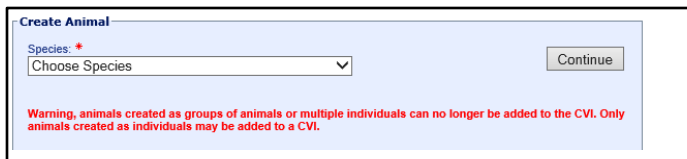
Note* – Select the **Cancel button to not save your changes and to return to the category list.

- c) To activate or inactivate a category select on  next to the category status you want to change. If it is active you can inactivate it and if it is already inactive you can change it back to active. *Note:* If a category is inactive it will not display in your category list.



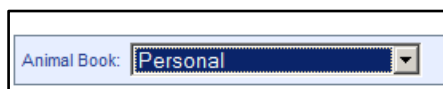
2.3.5 CREATE ANIMALS

- a) From the **Animals** link select **Create Animals**.
- b) Enter **Species** and select the **Continue** button.



Equines can **only** be added as individual animals. Other species **should** be added as individuals. **It is important to note that only individual animals may be added to a CVI through the animal address book.**

- c) Select the address book (personal or a practice) that you want to place your animal in.



- Animals must belong to the same address book as the owner
- If you want to share the animal information with others in your practice, you must create a practice first and add the animal to the practice address book.
- If you make an update to an address in one address book, it will not update the address for the animal in other locations. Updates need to be done in each address book.

The screenshot shows a web form with two main sections: 'Animal Information' and 'Owner' on the left, and 'Animal Identification' and 'Location' on the right. A 'Copy' button is positioned between the 'Owner' and 'Location' sections.

Animal Information (under 'Animal Information' tab):

- Animal Classification: Select Class (dropdown)
- Animal Breed: Select Breed (dropdown)
- Animal DoB: (mm/dd/yyyy) (text field)
- Animal Gender: Select Gender (dropdown)

Animal Identification (under 'Equine Details' tab):

- Breed Registration: (text field)
- Call Name: (text field)
- Color: (text field)
- Other: (text field)
- RFID: (text field)
- Registered Name: (text field)
- Tattoo: (text field)
- UELN: (text field)

Owner (under 'Animal Information' tab):

- Business Name: (text field)
- First Name: (text field)
- Last Name: (text field)
- Address 1: (text field)
- Address 2: (text field)
- City: (text field)
- State: Select a State (dropdown) - For foreign states, select Country first.
- Postal Code: (text field)
- County: (text field)
- Country: United States (dropdown)
- Country Code: (text field)
- Area Code and Number: (text field)
- Extension: (text field)
- Phone: 1 (text field)

Location (under 'Equine Details' tab):

- Business Name: (text field)
- First Name: (text field)
- Last Name: (text field)
- Address 1: (text field)
- Address 2: (text field)
- City: (text field)
- State: Select a State (dropdown) - For foreign states, select Country first.
- Postal Code: (text field)
- County: (text field)
- Country: United States (dropdown)
- Country Code: (text field)
- Area Code and Number: (text field)
- Extension: (text field)
- Phone: 1 (text field)

A 'Copy' button is located between the Owner and Location sections.

- d) Enter **Animal Information**. Make sure all required fields are completed as denoted by the red asterisk (*).
- e) Select the  icon to add an owner address from your business profile address book. Search for the previously added address and select the **Save** button. Once the address has been added, select **Copy** if the owner address and animal location are the same.
- *Note – If the owner information was entered into both the personal and practice address book, select the entry that matches the address book location of the animal. Example: if the owner information is listed in the personal address book, the animal must also be listed in the personal address book.
- f) The owner address and animal location can be added directly into this field. By selecting the **Save** button, the address and animal location will be added to your address book.
- *Note – If the owner address added in the Animals field is the same as the location of the animal, the address will show up as a duplicate entry in your address book. This duplication can be avoided by entering the owner's address information in the business profile address book first.
- g) You may clear the owner or location fields by selecting the  icon at the top of the owner and location fields.

- h) Select the **Equine Details** tab.

The screenshot shows a web application interface for entering equine details. The 'Equine Details' tab is selected. The form includes dropdown menus for limb selection, color, and hair whorl, a list box for head markings, and a narrative description field. A diagram of a horse's head is shown with numbered points for photo upload, and a 'Browse...' button is available.

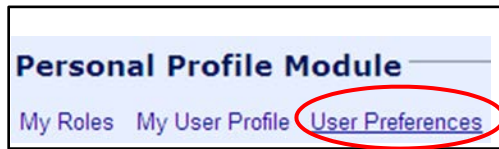
- i) Enter the equine details for your animal.
- j) Include a **Narrative Description** that will appear on the Coggins PDF.
- k) Upload photos of the equine. Uploaded images must be JPEG, GIF, or PNG format, and must be **under 1 MB**.
- l) Select the **Browse** button and find the location where your photo is stored on your computer or a USB device. For more information on uploading photos, see the *Digital Photos for VSPS* handout, available in the online VSPS Interstate Library:

http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/animalhealth?1dmy&urile=wcm%3apath%3a/aphis_content_library/sa_our_focus/sa_animal_health/sa_vet_accreditation/ct_vspis_interstate_library

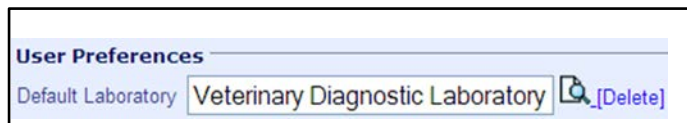
- m) Select the **Save** button (only select the **Save and Return** button if you want to leave this animal screen in order to add another animal).
- n) A green success message will be displayed.

Animal was created.

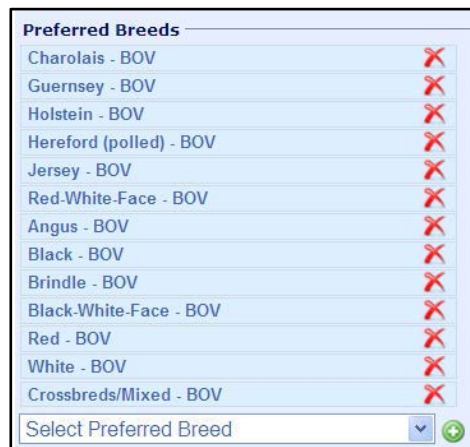
2.3.6 IN PERSONAL PROFILE, SET UP LAB DEFAULT AND BREED PREFERENCES



To select your default laboratory, select the **User Preferences** link, then select the looking glass icon below. Search for the lab you want to submit your test records to by searching by lab name, lab city, lab code, State or the disease they are qualified for. You may also search for labs that have an on-line VSPS registered technician. If you are using the Labs module to submit on-line Coggins forms this is the option you want to select. Once you find your lab select **Select** next to the labs name and then select **Submit**. Your selected lab will populate automatically on the on-line Coggins form. If needed, you can change the lab on the fly when you submit the on-line Coggins form.



To enter and save your breed preferences, select the **Select Preferred Breed** arrow below and select the breed(s) that you want to display at the top of your breed list on the create CVI data entry screen. Once you have added all of your breeds, select the **Save** button. If you want to delete a breed select the red **X** and that breed will be removed from the top of your breed list; select the **Save** button after a breed has been deleted to save the change.

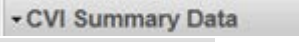


3. CREATE CVI

3.1 HELPFUL HINTS

- Do not use the back arrow in VSPS.
- Do not use the **Enter** key in VSPS.
- Each tile can be expanded or collapsed by selecting its grey title bar (i.e. **CVI Summary Data**).
- Each required field is indicated by a red asterisk (*).
- Data entry can be done by tabbing through each field.
- To save a CVI before it is completely filled out (i.e., you have not entered all required fields yet) you can save it as a template by selecting the **Save Template** button.
- You can “save” a certificate without adding animal information; however, you must enter at least one animal before the CVI may be “issued”.
- Once your CVI is issued, it cannot be changed.
- Drop-down fields are indicated by a blue arrow on the right-hand side of the field. A value can be entered quickly by typing the first letter of the value that you want to select. *Example:* To select **Iowa** from the **Destination State** drop-down field, tab into this field and:
 - a) Type the letter “I” once. The first value to appear in the box is **Idaho**.
 - b) Type “I” again. The value **Illinois** displays.
 - c) Keep typing “I” until the value **Iowa** displays.
 - d) Tab out of the **Destination State** field.
- The **Save** button saves your data and leaves you on the same screen.
- The **Save and Return** button saves your data and returns you to a previous screen.
- If a drop-down field allows you to select multiple values, do this by holding down the **CTRL** key and selecting the values you want.
- The fewer animals you have displayed on your animal grid, the better the application’s performance (the quicker VSPS will respond).
- Only individual animals may be added from your address book to your CVI.
- Absence of a permit number is the most common reason for certificate errors/rejections by a state.

3.2 CVI SUMMARY DATA TILE

a) This tile can be expanded or collapsed by selecting its grey bar ().

Certificate Number: **12C046379**

Status: **SAVED**

* Valid For: days

* Origin State:

* Destination State:

* Date of Inspection: (mm/dd/yyyy)

Permit Number:

* Veterinarian:

Estimated Ship Date: (mm/dd/yyyy)

b) Complete this area as instructed below:

- **Certificate Number** – This number is system-generated after the certificate has been saved. The first two numbers are the fiscal year; the next two digits are the State abbreviation; and a 5-digit sequential number make up the final 5 digits.
- **Status** – What status the certificate is in. This field does not populate until after the certificate is saved.
- **Valid for** (required) – Defaults to 30 days, but you can change this value.
- **Origin State** (required) – Only the State(s) where you are accredited can be selected from the drop-down. If you are part of a practice, the State(s) where the other veterinarians in your practice are accredited will also display. If you select a State where the issuing veterinarian is not accredited, a red message will display indicating that veterinarian may not issue a certificate from that Origin State.
- **Destination State** (required) – The final State of Destination for the animals.
- **Date of inspection** (required) – The date when the animals were physically inspected by the issuing veterinarian; it can be a future date if you do data entry prior to the actual inspection. The date's format must be entered as two numbers for the month, two numbers for the day, and four numbers for the year.
- **Permit Number** (not required in VSPS, but is one of the most common reasons for CVI rejections by a state) – Make sure you have called your State of Destination to determine if you need a permit number before you issue the CVI.
- **Veterinarian** (required) – Auto-populates with the veterinarian who is logged in to the system; this value can be changed if you are part of a practice or if you are logged in as a veterinary technician. Only the veterinarian listed on the certificate can **issue** the certificate
- **Estimated Ship Date** – The date you estimate when the animals will be shipped. It can be entered by free form (typing directly into the field) or by using the calendar feature at the right. The date's format is two numbers for the month, two numbers for the day, and four numbers for the year.

3.3 ORIGIN AND DESTINATION TILE

In this tile, several fields are conditionally required:

Required: [City and State](#) OR [Postal Code](#)
Required: [Business Name](#) OR [First Name and Last Name](#)

Also in this tile (and others), you can use the VSPS Address Book feature in several ways:



Select this icon to save an address into your Address Book. If you want to save an address to a category, you must designate this using the **Category** drop-down field.



Select this icon to use an address that was already entered in your Address Book.

- a) This tile can be expanded or collapsed by selecting its grey bar (**▼Origin and Destination**).

The screenshot displays a web interface for animal origin and destination information. It is divided into two main sections: '* Origin (of animal)' and '* Destination (of animal)'. Each section contains a list of required fields: 'City and State OR Postal Code' and 'Business Name OR First Name and Last Name'. Below these, a note states 'Complete physical address is required' for the origin and 'Physical address is required' for the destination. Each section includes an 'Address Book' section with icons for saving or selecting an address, a 'Category' dropdown menu, and several text input fields for 'Postal Code', 'Business Name', 'First Name', 'Last Name', 'Address1', 'Address2', 'City', 'State' (dropdown), 'County', 'Location Id', and 'Phone'. A magnifying glass icon is present next to the 'County' field in both sections.

- b) Complete this tile as instructed below:

- **Origin (of animal)**
 - o **Origin Postal Code** (required) – Enter the 5- or 9-digit **Postal Code** for the physical location of the Origin location of the animal(s). This will auto-populate the **City**, **State**, and **County** fields. If the entered **Postal Code** is not recognized, a red message displays that says it is not valid.
 - o **Origin Business Name** – The name of the business in the physical address of the Origin location of the animal(s).

- o **Origin First Name** – The first name of a contact person at the physical address of the Origin location of the animal(s).
- o **Origin Last Name** – The last name of a contact person at the physical address of the Origin location of the animal(s).
- o **Address 1** – The physical address for the Origin location of the animal(s).
- o **Address 2** – Additional information (i.e., apartment number) for the physical address of the Origin location of the animal(s).
- o **City** – The city of the physical address of the Origin location of the animal(s).
- o **State** – The State of the physical address of the Origin location of the animal(s).
- o **County** – The county of the physical address of the Origin location of the animal(s).
- o **Location Id** – The location id of the physical address of the Origin location of the animal(s).
- o **Phone** – The phone number for the physical address of the Origin location of the animal(s).
- **Destination (of animal)**
 - o **Destination Postal Code** (required) – Enter the 5- or 9-digit **Postal Code** for the physical location of the Destination location of the animal(s). This will auto-populate the **City**, **State**, and **County** fields. If the entered **Postal Code** is not recognized, a red message displays that says it is not valid.
 - o **Destination Business Name** – The name of the business in the physical address of the Destination location of the animal(s).
 - o **Destination First Name** – The first name of a contact person at the physical address of the Destination location of the animal(s).
 - o **Destination Last Name** – The last name of a contact person at the physical address of the Destination location of the animal(s).
 - o **Address 1** – The physical address for the Destination location of the animal(s).
 - o **Address 2** – Additional information (i.e., apartment number) for the physical address of the Destination location of the animal(s).
 - o **City** – The city of the physical address of the Destination location of the animal(s).
 - o **State** – The State of the physical address of the Destination location of the animal(s).
 - o **County** – The county of the physical address of the Destination location of the animal(s).
 - o **Location Id** – The location id of the physical address of the Destination location of the animal(s).
 - o **Phone** – The phone number for the physical address of the Destination location of the animal(s).

3.4 OWNER/CONSIGNOR/SHIPPER TILE

Enter data into this tile if you have owner, consignor or shipper information that is different from your origin.

a) Open this tile by placing a check in the checkbox.

▼ Owner/Consignor/Shipper ☒ Different than origin

Address Book :   

Category:

PostalCode:

BusinessName:

FirstName:

LastName:

Address1:

Address2:

City:

State:

County: 

Location Id:

Phone:

b) Complete this tile as instructed below:

- **Owner/Consignor/Shipper Postal Code** (required) – Enter the 5- or 9-digit **Postal Code**. This will auto-populate the **City**, **State**, and **County** fields. If the entered **Postal Code** is not recognized, a red message displays that says it is not valid.
- **Owner/Consignor/Shipper Business Name** – The name of the business of the Owner/Consignor/Shipper of the animal(s).
- **Owner/Consignor/Shipper First Name** – The first name of the Owner/Consignor/Shipper of the animal(s).
- **Owner/Consignor/Shipper Last Name** – The last name of the Owner/Consignor/Shipper of the animal(s).
- **Address 1** – The physical address of the Owner/Consignor/Shipper of the animal(s).
- **Address 2** – Additional information (i.e., apartment number) for the physical address of the Owner/Consignor/Shipper of the animal(s).
- **City** – The city of the Owner/Consignor/Shipper of the animal(s).
- **State** – The state of the Owner/Consignor/Shipper of the animal(s).
- **County** – The county of the Owner/Consignor/Shipper of the animal(s).
- **Location Id** – The location id of the Owner/Consignor/Shipper of the animal(s).
- **Phone** – The phone number of the Owner/Consignor/Shipper of the animal(s).

3.5 CONSIGNEE/RECEIVER TILE

Enter data into this tile if you have consignee or receiver information that is different from your destination.

a) Open this tile by placing a check in the checkbox.

▼ Consignee/Receiver ☒ Different than destination

Address Book :   

Category:

PostalCode:

BusinessName:

FirstName:

LastName:

Address1:

Address2:

City:

State:

County: 

Location Id:

Phone:

b) Complete this tile as instructed below:

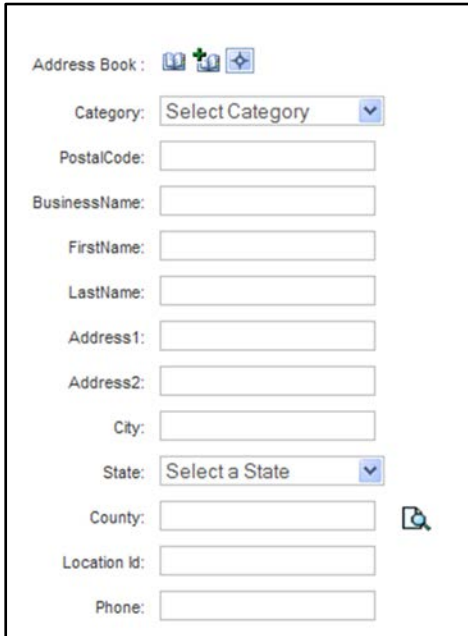
- **Consignee/Receiver Postal Code** (required) – Enter the 5- or 9-digit **Postal Code**. This will auto-populate the **City**, **State**, and **County** fields. If the entered **Postal Code** is not recognized, a red message displays that says it is not valid.
- **Consignee/Receiver Business Name** – The name of the business of the Consignee/Receiver of the animal(s).
- **Consignee/Receiver First Name** – The first name of the Consignee/Receiver of the animal(s).
- **Consignee/Receiver Last Name** – The last name of the Consignee/Receiver of the animal(s).
- **Address 1** – The physical address of the Consignee/Receiver of the animal(s).
- **Address 2** – Additional information (i.e., apartment number) for the physical address of the Consignee/Receiver of the animal(s).
- **City** – The city of the Consignee/Receiver of the animal(s).
- **State** – The state of the Consignee/Receiver of the animal(s).
- **County** – The county of the Consignee/Receiver of the animal(s).
- **Location Id** – The location id of the Consignee/Receiver of the animal(s).
- **Phone** – The phone number of the Consignee/Receiver of the animal(s).

3.6 CARRIER TILE

Enter data into this tile if you have carrier information.

a) This tile can be expanded or collapsed by selecting its grey bar

▼ Carrier



b) Complete this tile as instructed below:

- **Consignee/Receiver Postal Code** (required) – Enter the 5- or 9-digit **Postal Code**. This will auto-populate the **City**, **State**, and **County** fields. If the entered **Postal Code** is not recognized, a red message displays that says it is not valid.
- **Carrier Business Name** – The name of the business of the Carrier of the animal(s).
- **Carrier First Name** – The first name of the Carrier of the animal(s).
- **Carrier Last Name** – The last name of the Carrier of the animal(s).
- **Address 1** – The physical address of the Carrier of the animal(s).
- **Address 2** – Additional information (i.e., apartment number) for the physical address of the Carrier of the animal(s).
- **City** – The city of the Carrier of the animal(s).
- **State** – The state of the Carrier of the animal(s).
- **County** – The county of the Carrier of the animal(s).
- **Location Id** – The location id of the Carrier of the animal(s).
- **Phone** – The phone number of the Carrier of the animal(s).

3.7 CERTIFICATION STATEMENTS TILE

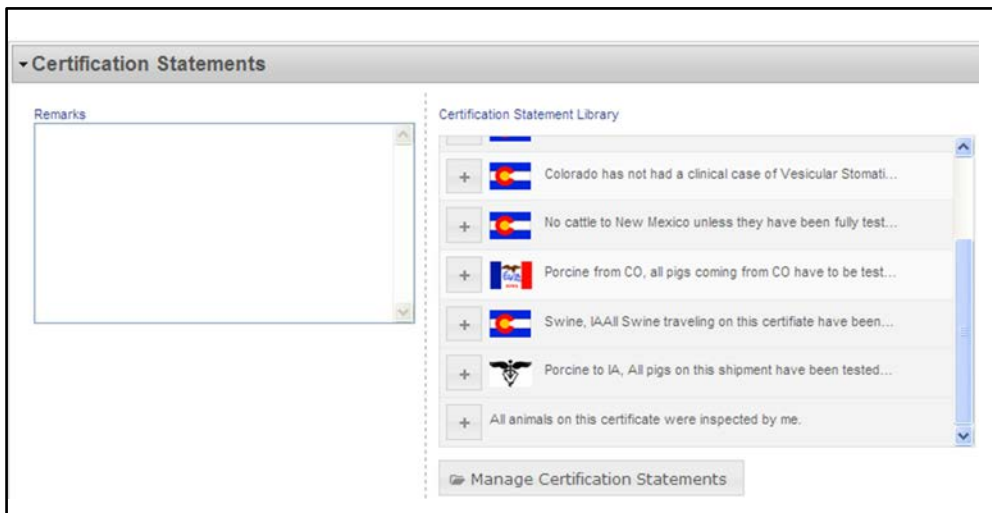
3.7.1 SUMMARY

There are three kinds of certification statements: personal certification statements, practice certification statements and state certification statements. This tile represents your library for all three types of certification statements.

- **Personal Certification Statements** do not have any identifying symbol. These statements are created and used by you, and are not shared among members of a practice.
- **Practice Certification Statements** are represented by this symbol (). These statements are created by you or someone in your practice, and are shared among all members of your practice.
- **State Certification Statements** are represented by the state flag symbol (i.e. ) of the State that has created the statement. These statements are created by the State Regulatory Official (SRO) Role in VSPS. The State Certification Statements that display in your library for each electronic certificate depends on which states you selected in the **Origin** and **Destination** fields earlier.

3.7.2 MANAGE CERTIFICATION STATEMENTS

a) This tile can be expanded or collapsed by selecting its grey bar 



The screenshot shows the 'Certification Statements' tile interface. On the left is a 'Remarks' text area. On the right is the 'Certification Statement Library' containing a list of statements:

- Colorado has not had a clinical case of Vesicular Stomat...
- No cattle to New Mexico unless they have been fully test...
- Porcine from CO, all pigs coming from CO have to be test...
- Swine, IA, All Swine traveling on this certificate have been...
- Porcine to IA, All pigs on this shipment have been tested...
- All animals on this certificate were inspected by me.

At the bottom of the library is a button labeled 'Manage Certification Statements'.

b) Select the  button to manage your Certification Statements.



Select this icon to add a Certification Statement to the **Remarks** field on the PDF of the CVI.



Select this icon to inactivate a Certification Statement.



Select this icon to re-activate a Certification Statement.



Select this icon to edit a Certification Statement.



Select this icon to delete a Certification Statement.

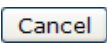
3.7.3 CREATE A NEW CERTIFICATION STATEMENT

a) Select the  button.

b) **Practice** – Select the name of the practice if you want to share this statement with a practice.

c) **Leave at 'Select a Practice'**– Leave this selected if this is a personal statement.

d) **Template** (required) – Enter the verbiage as you wish it to appear in your Certification Statement. It is recommended that you enter the title of the certification statement first (i.e., **Cattle from CO** or **Pigs from IA**).

e) Select the  button if you are ready to create your Certification Statement, or the  button if you decide you do not want to add it to your library.

f) Select the  button to close the new window.

g) The verbiage that appears in the **Remarks** field will populate to the **Certification Statement Requirement** field on the PDF of the CVI (as shown below).

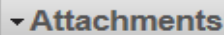
STATE CERTIFICATION REQUIREMENTS

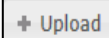
3.8 ATTACHMENTS TILE

You can attach a Word document, an Excel spreadsheet, or a PDF document to a CVI. This tile only appears after the CVI has been saved.

3.8.1 ATTACH A DOCUMENT

- a) Select the grey header bar to expand this tile.

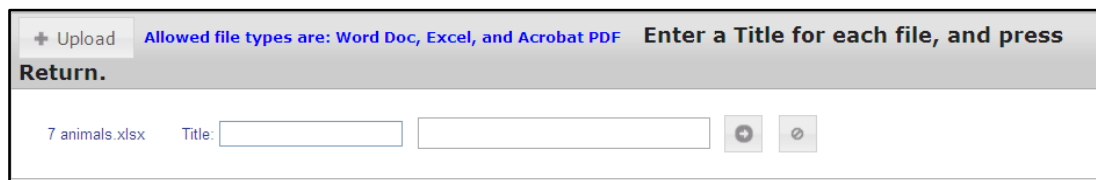
A grey rectangular button with a downward-pointing arrow and the text "Attachments".

- b) Select  Allowed file types are: Word Doc, Excel, and Acrobat PDF.

- c) A window displays in which you indicate the file on your computer that you want to attach to the CVI. You can select the file by either selecting its filename twice, or by selecting it once and then selecting **Open**.

Note: Filenames should not contain spaces or special characters, or the upload may fail with an undefined error.

- d) The name of the file you have uploaded appears on the left-hand side (see **7 animals.xlsx** in the example below).

A screenshot of the file upload interface. At the top, there is a grey header bar with a "+ Upload" button, the text "Allowed file types are: Word Doc, Excel, and Acrobat PDF", and the instruction "Enter a Title for each file, and press Return." Below the header, the filename "7 animals.xlsx" is displayed on the left. To its right is a "Title:" label followed by a text input field. Further right are two buttons: a circular arrow icon and a trash can icon.

- e) In the **Title** field, enter a descriptive title for this file.

- f) Select the  icon to start the file upload. During the upload process, you can select the  icon to cancel this process.

- g) The file's type, name, and size display onscreen (see example below). You also see a trash icon, which you can use to delete this file from the CVI.



- h) You can upload a number of different attachments to a single CVI.

3.9 ANIMAL DETAILS TILE

Animal information is entered into the Animal Details Tile (shown below). Both Species and Purpose are required fields. A user must first select the species before the number of animals may be entered; however a user can “save” a certificate before actual animal information is added into the **Animal Grid** form below.

3.9.1 ENTER DATA

- **Unit Type** – Defaults to **Live Animal**, but **Semen** or **Embryos** can also be selected.
- **Species** (required) – The species on the CVI. The species must be selected before the number of animals can be entered, or before you can upload animals from a spreadsheet, or before animals can be added from the Address Book.
- **Purpose** (required) – The purpose.
- **Area Status** – One or multiple area statuses. (*Note: To select several statuses, hold the **CTRL** key and select each choice.*)
- **Herd Status** – One or multiple herd statuses. (*Note: To select several statuses, hold the **CTRL** key and select each choice.*)

Groups – Total number of animal groups being added to the CVI. This will generate a row for each group you have entered on the **Animal Grid** form. Groups of animals must have all the same identifiers information (i.e., identifiers, breed, gender, age, etc.).

Example: To add three groups with 25 animals each, enter the value **3** into the **Groups** field. (Later, you would enter the value **25** in the **# of Animals** field on the **Animal Grid** form, as shown in the screenshot.)

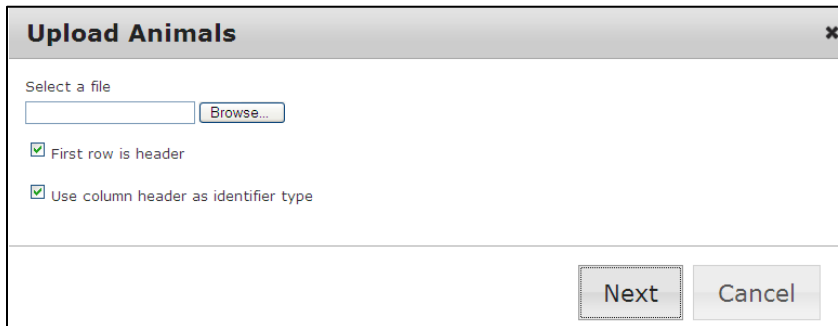
		# Animals
	1	25 [C]
	2	25 [C]
	3	25 [C]

- **Individual Animals** – Total number of individual animals being added to the CVI. This will also generate the corresponding number of rows on the **Animal Grid** form.
- **Identifiers:** If you have more than one form of id per animal, you can specify up to 5 maximum in the identifiers field. This will generate the appropriate number of fields per animal of identifiers and identifier types (shown below) on the **Animal Grid** form.

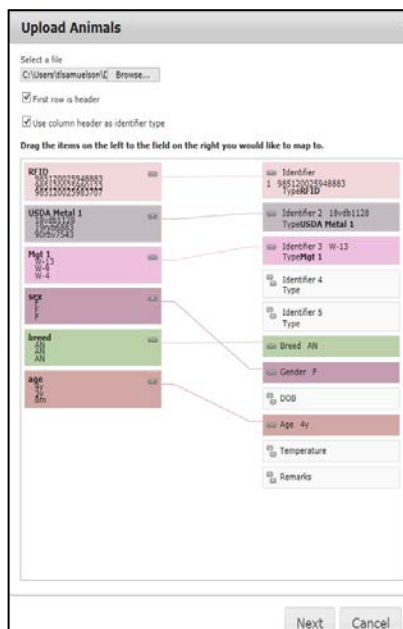
Identifier 1	Type 1
[C] [C+]	Select a type

3.9.2 UPLOAD ANIMALS FROM SPREADSHEET

- a) *Important:* To use this option, first make sure that no values appear in the **Groups** and **Individual Animals** fields. Should say 0 in both fields.
- b) Save your Excel file as CSV (Comma Delimited) (*.csv). Go to File – Save As and change ‘Save as Type’ under the File Name. Close the Excel file.
- c) When you are ready to upload the spreadsheet, select the  icon next to Upload Animals.

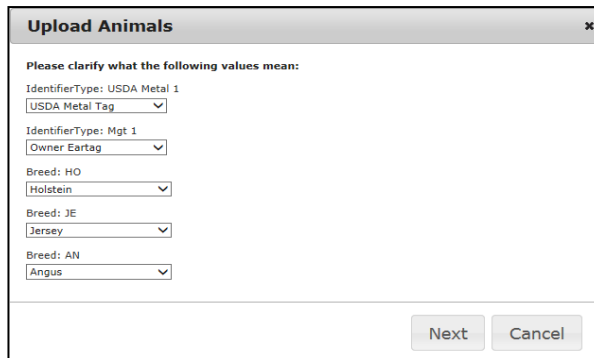


- d) Select the **Browse** button, and find the file on your computer that contains your animal identification data.
- e) If your spreadsheet contains headers over each column, leave the two checkboxes checked. Otherwise, uncheck them.
- f) Select the **Next** button.
- g) Drag the fields from your spreadsheet indicated on the left side of the screen to the items on the right hand side of the screen to map the items to fields in VSPS.



- h) Select **Next**.

- i) If there are any fields from your spreadsheet that the system does not understand, it will ask for clarification.



- j) Choose from the dropdown.
- k) Select **Next**.
- l) The animals and all of their identifiers will populate to the animal grid.
- m) If there are additional changes to apply to the **Animal Grid** form, you can make them now.

TIPS FOR UPLOADING ANIMALS FROM A SPREADSHEET

- a) The following information can be uploaded:
- Up to five IDs for each animal
 - Breed
 - Gender
 - DOB
 - Age
 - Temperature (for equine)
 - Remarks
- b) Use column headers in your spreadsheet to define what information is in each column (for example: breed, gender, age). Each ID Type (for example: RFID, Owner Eartag) should have its own header.
- c) VSPS will ask you to “map” the columns in your spreadsheet to available columns in the animal grid. If any of the column headers do not match the terms that are used in VSPS, VSPS will ask you to “define” the column. For example, if your header reads Bangle Tag, VSPS will present a list of choices available in VSPS; in this case VSPS uses the term USDA Bangle Tag. ID Types available in VSPS vary by species. See the chart below for ID Types available for each species.
- d) VSPS will ask you to “define” an item for some information such as Breed, if the specific wording in your spreadsheet does not match the wording in VSPS. For example, if the breed is listed on your spreadsheet as BlkAnx, VSPS will present a list of available choices; in this case VSPS uses Angus. The lists of breeds vary by species. You can see available breeds in VSPS by looking at the breed drop- down lists in the animal grid.

- e) As you become familiar with the specific terms (for ID Types and Breeds) in VSPS, using them in your spreadsheet will speed up the upload process.

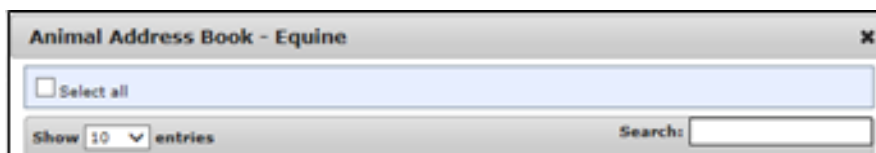
Identification Types in VSPS

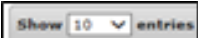
Alpaca	Microchip Other Owner Eartag RFID	Bovine	Back Tag Ear Tattoo Mexican Tag Microchip Other Owner Eartag RFID Registration # USDA Bangle Tag USDA Metal Tag USDA Vaccination Tag	Caprine	Flock ID Eartag Microchip Off Scrapie Eartag-RFID Off Scrapie Tattoo RFID Reg. Brands low risk Reg/SFCP RFID implant Registry Tattoo Serial Eartag
Cervidae	Microchip Other Owner Eartag RFID USDA Metal Tag	Deer	Other RFID Registry Tattoo USDA Metal Tag	Equine	Breed Reg Call Name Mane Tag Other RFID Registered Name Tattoo UELN
Llama	Microchip Other Owner Eartag RFID	Ovine	Flock ID Eartag Microchip Off Scrapie Eartag-RFID Off Scrapie Tattoo Reg. Brands low risk Reg/SFCP RFID implant Registry Tattoo Serial Eartag	Porcine	Back Tag Back Tattoo Ear Notch Ear Tattoo Lot # Owner Eartag RFID

3.9.3 UPLOAD ANIMALS FROM ANIMAL ADDRESS BOOK

- a) *Important:* To use this option, first make sure that no values appear in the **Groups** and **Individual Animals** fields. Should say 0 in both fields.

- b) Select the  icon next to Animal Address Book. *Note:* Only individual animals can be added from your Address Book, such as horses.



- c) Only the animals with the species you entered will display. You can search for an animal by using the **Search** field above. The more letters you enter into the **Search** field, the further it will narrow down your choices. The **Search** field searches on all fields associated with the animal including animal id, owner, breed and gender.
- d) In the **Search** results list, you can display 10, 25, 50, or 100 animals at a time by changing the number in the **Show entries** drop-down field. 

- e) You can also navigate through the list of animals by using the arrow keys on the bottom right-hand side of the screen.



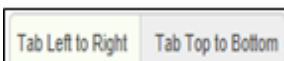
- f) Once you have located your animal(s) in your Address Book, select the checkbox(s) to the left and select **OK**. The animal information will populate to the **Animal Grid** form. You may select multiple animals at a time.
- g) If you make changes to an animal, a message asks if you want to save these changes to your animal to your Address Book. Select **Yes** or **No**, as appropriate.

3.10 ANIMAL GRID

A number of fields are required on the **Animal Grid** form, such as **Identifier 1** on individual animals, **Breed**, **Gender**, and either **DOB** or **Age** (You cannot have both DOB and Age entered).

Required: Either Date of Birth (DOB) or Age is required in addition to * marked fields

You can adjust the way the system “tabs” by selecting the **Tab Left to Right** or **Tab Top to Bottom** button. This will change the way your cursor moves as you tab through the fields. Tabbing top to bottom may be helpful when you are entering a list of animal ids.



You can also change the number of animals that display on the data entry screen by changing the number in the **Show entries** drop-down field. This number can be changed by selecting the field's arrow. You can display 10, 25, 50, or 100 animals at a time. Keep in mind that the more animals that you display, the slower the system will respond. It's best to display the fewest number of animals possible to maximize performance.



3.10.1 COPY DOWN FEATURE

On the **Animal Grid** form, you can use the **Copy Down/Copy Down +1** feature (**[C]** **[C+]**) to copy data entered in a field to subsequent animal fields in the same column.

This feature only works from groups of animals to groups, or from individual animals to individuals; it will not work if you attempt to copy information from a group to an individual, or vice versa.

[C] Select this icon to copy a number or value to the rest of the animal fields below in the same column. It will copy the information down.

[C+] Select this icon to copy a number or value to the rest of the animal fields below in the same column. If the value is numeric, it is incremented by 1 in each subsequent field.

Example: You entered the value **0014** in the first **Identifier 1** field. Select the **[C+]** icon. The second **Identifier 1** field below populates with the value of **0015**; the third **Identifier 1** field populates with **0016**, etc.

You can also use the **[C]** **[C+]** icons at the end of an animal row to copy down all the values in that row to subsequent animal rows below it.

If you are tabbing through the fields on the **Animal Grid** form, you can activate these features by tabbing onto the icons and selecting **Enter**.

3.10.2 ANIMAL FIELDS ON THE GRID

This section describes the various fields that can appear in each animal row on the **Animal Grid** form.

Note: Because the grid contains many fields and displays as a long, horizontal form onscreen, this section illustrates and describes the grid in several smaller parts.

Animal Grid Form – Part 1

Show 10 entries			
Delete	# Animals	Identifier 1	Type 1
☐	 1	1	[C] [C+] Select a type [C]
☐	 2	1	[C] [C+] Select a type [C]

- The first field indicates the **type of animal** you have:



Group



Individuals



Animal from your Address Book

- # Animals** – Groups and individuals are counted separately. This field is where you enter the number of animals in your group, or is populated as **1** for individual animals.
- Identifier 1** (required for individual animals only)
- Type 1** – Is used to describe or label the type of id you entered into the **Identifier 1** field. If you do not enter data into the **Type 1** field, the id value will populate into the second column of the PDF. Otherwise the id values and type will populate to the PDF in the order they are entered.

Animal Grid Form – Part 2

Breed	Gender	DOB	Age
* Select a Breed [C]	* Select a Gender [C]	[C] [C+] [C]	[C] to [C]

- Breed** (required) – Must be selected from a list of choices displayed in the drop-down list. **Breed** is based on the species selected.
- Gender** (required) – Must be selected from a list of values in the drop-down menu.
- Either **DOB** (Date of Birth) or **Age** must be entered; however, both may not be entered.

DOB – Can be entered free-form or by selecting the calendar feature to the right of the **DOB** field. In order to close the calendar, you must select outside of the **DOB** field.

Note: Date must be entered as **MM/DD/YYYY**. If you only enter 2 digits for your year, it will populate on the Health with a 19 in front. Example: IF you entered 05/01/12 for your DOB it would put 05/01/1912 on your Health Certificate. Must be entered as 05/01/**2012** to show correctly.

AGE – Is a free-form field. A **to** and **from** value will be saved in the database, so whatever value you enter in the **to** field will populate to the **from** field (unless entered differently). Use this field to enter an age value and an age type.

Examples: Enter a value of **18** and a type of **M** (for months); enter a value of **6** and a type of **Y** (for years).

You may also enter **adult** or **juvenile** or other meaningful age information into this field. Since this field is small on the PDF, it is best to enter **M** (for months) and **Y** (for years) instead of spelling the entire word out.

Animal Grid Form – Part 3

Test Charts	Tests	Vaccinations	Temperature	Remarks
None	No Lab Test(s) [C]	No Vaccination(s) [C]	[C]	[C]

- **Test Charts** column will populate if there are existing tests associated with an animal that you have added from your address book. Example: If you have added a horse to your animal grid that also has an existing Coggins test associated with it, this value will populate under Test Charts. If you mouse over the blue i it will indicate which test is associated with your animal. This information will also populate to your CVI PDF. If you do not have any test information associated with your animal the word “none” will populate to the corresponding field. **You must Save the CVI before the test information will flow over to the animal grid.**

Test Charts
1

- **Tests** – Allows you to add test information to each animal.
 - Select the “No lab test(s)” button.
 - In the pop-up window, select Add Test.
 - Enter the disease you are testing for from the Disease drop down.
 - Select the test type from the Test Type drop down. The result will default as “Negative”.
 - The Sample Date can be entered via the calendar or by typing directly into the sample date field.
 - Close the calendar by selecting outside the Sample Date field.
 - Enter the lab name and the accession number.
 - You can Delete the entry by selecting the garbage can icon.
 - Add another Test by selecting Add Test.
 - Select Save to save the entry and go back to the animal grid.
 - Back on the Animal Grid form you will note the Tests field now indicates there is one lab test for this animal.
 - The test information can be copied down to other animals by selecting the [c]. The test information added here will populate to the PDF of the CVI.

- **Vaccinations** – Allows you to add vaccination information to each animal.
 - a) Select the **No Vaccination(s)** button.
 - b) In the pop-up window, select **Add Test**.
 - c) Enter the disease from the **Disease** drop-down list.
 - d) Enter the **Tattoo ID** if the disease is brucellosis.
 - e) In the **Date of Vaccination** field, enter the tattoo date or vaccination date via the calendar or by typing directly.
 - f) Close the calendar by selecting outside the **Date of Vaccination** field.
 - g) Enter the Vaccine **Manufacturer** information.
 - h) Enter the **Vaccine Type** via the drop-down list.
 - i) You can **Delete** the entry by selecting the garbage can icon.
 - j) Add another Test by selecting **Add Test**.
 - k) Select **Save** to save the entry and go back to the animal grid.
 - l) Back on the **Animal Grid** form you will note the Vaccinations field now indicates there is one vaccination for this animal.
 - m) The vaccination information can be copied down to other animals by selecting the [c]. The vaccination information added here will populate to the PDF of the CVI.
- **Temperature** – Allows you to enter the temperature of each animal.
- **Remarks** – Can be used to enter additional information about each animal. This field accepts more characters than will display on the PDF. The PDF will only accommodate 74 characters. This field can also be used when uploading animal information from an Excel spreadsheet.

HOW ANIMAL IDS POPULATE ON THE PDF OF THE CVI

- a) There are two animal ID columns on the PDF of the Certificate of Veterinary Inspection (CVI) form:
 - Column 1 – Labeled Federal Eartag#, Registration Tattoo, or Other Permanent Identification
 - Column 2 – Labeled Registry Name and Number or Description and Registered Ownership Brand
- b) Animal IDs entered into the animal grid populate on the PDF of the CVI form as follows:

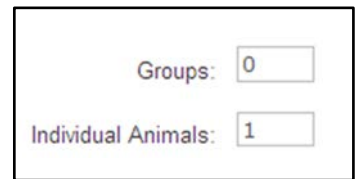
Entered in VSPS as:	Populates PDF of CVI in:
Bovine Registration #	Column 2 (Registry Name...)
Equine Call Name	
Equine Registration Name	
Remarks	
Any ID entered without an ID Type	
All other forms of ID	Column 1 (Federal Eartag...)

3.10.3 DELETE AN ANIMAL

There are two ways you can delete animals off of the **Animal Grid** form.

- The first way is to change the number in the **Groups** or **Individual Animals** fields.

When you change the number to a smaller value than currently exists, a warning message displays: **WARNING! If you proceed, the last 1 individual(s) in the table will be deleted, or marked for deletion. Select Cancel if you wish to keep these rows. Select OK to continue and remove these rows.**



A screenshot of a warning dialog box. It contains two input fields: 'Groups:' with the value '0' and 'Individual Animals:' with the value '1'. The text is in a purple font.

If you select **OK**, the rows in the grid will be reduced to the number that is reflected in the groups or individual animal's field.

If you select **Cancel**, the number of rows in the grid remains the same.

- The second way is to put a check mark in the **Delete** column next to the animal that you want to delete. Then you must select **Save** before the animal is actually removed from the **Animal Grid**.



3.11 CREATE CVI TEMPLATES

The  icon will not appear on the Interstate module **Create CVI** screen until after at least one template has been created.

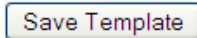
To create a CVI template for quick data-entry at a later time, you can use the template option. This feature should be used when an accredited veterinarian uses the same data over and over. For example, they may commonly re-use the same Origin and Destination information, or even similar animal information, from one certificate to the next certificate. Using a template lets you save a core set of information that can be easily re-used.

3.11.1 ACTIVATE OR INACTIVATE A TEMPLATE

Only ten active templates may be stored at any one time. If you want to store more than ten templates, you must first inactivate one of the active templates. This can be done by selecting the  icon. To activate an inactive template, select the same icon.

3.11.2 CREATE A TEMPLATE

A template is created as follows:

- Enter the data you want to use or save as your template.
- Select the  button.
- A new window opens. In the **Template Name** field, enter a name for the template.

Note: The template name can consist of a –z, 0-9, underscores, dashes, and spaces, and begin with a letter. A new template cannot have the same name as an existing template.

- Select **OK**.

3.11.3 USE YOUR TEMPLATE

To use the data you have stored in your template to create a CVI, do the following:

- Select the  icon.
- Select the  icon.
- This will populate all of the data you have saved in your template to the **Create CVI** data-entry screen.

Note: a template may not be used if data on your create CVI data entry screen has already been saved. You must cancel out of the data entry screen and re-enter the create CVI data entry screen with an unsaved CVI.

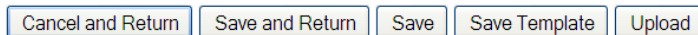
3.11.4 DELETE A TEMPLATE

Note: Once a template is deleted, you cannot “undelete” it. Make sure you no longer need the template before you delete it.

3.12 CVI STATUS

UNSAVED STATUS

The "Unsaved" status is before the CVI has been saved. If you cancel out of this screen during data-entry, there will be no record of this CVI. The certificate number and the status field will not be displayed until after the CVI has been saved. Action buttons that display when you are in this status are:

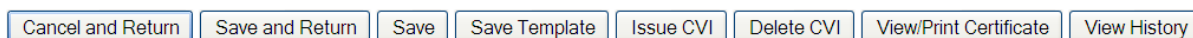


- **Cancel and Return** – Allows you to cancel your data-entry without saving your work. You return to the home screen of the **Interstate** module.
- **Save and return** – Allows you to save your data. You return to the home screen of the **Interstate** module.
- **Save** – Allows you to save your data and remain on the **Create CVI** data-entry screen.
- **Save Template** – Allows you to create a CVI template to be used at a later instance to speed data-entry.
- **Upload** – This is for an offline module that is not working at this time.

SAVED STATUS

The "Saved" status is after you select to save the data on a certificate. The watermark that displays on this certificate is “Unofficial”, as the certificate must be “Issued” by the accredited veterinarian before it is deemed an official copy.

While a certificate is in the “Saved” status, there are eight action buttons. Four options are unique to this status.



- **Issue CVI** – Allows you to issue a CVI. The certificate is no longer editable once the certificate is issued. The watermark will change to “Issued”.

- **Delete CVI** – Allows you to delete a CVI. This CVI will no longer be accessible by you once it is deleted.
- **View/Print Certificate** – Allows you to display the PDF of the CVI with all of the data that you entered. It is important to save the certificate after all data-entry has occurred to ensure that all the data will populate to the PDF. While in this status, the watermark will display as “unofficial”.
- **View History** – Allows you to see the time and date and the user responsible for the status change of the certificate.

ISSUED STATUS

When the CVI is in an "Issued" status, the CVI is no longer editable. The status of “Issued” displays on the PDF of the CVI.

[Cancel and Return](#)
[Void CVI](#)
[View/Print Certificate](#)
[View History](#)

In addition to the "Issued" status, you can change the status to "Void CVI", which is no longer editable by you.

VOIDED STATUS

After you select “Void CVI”, a pop-up message asks “Are you sure you want to VOID this CVI?” Select **OK** to void the CVI; otherwise, select **Cancel**. A “Don’t show this message again” also displays with a checkbox, where you can indicate that you do not want to see such messages in the future.

[Cancel and Return](#)
[Re-Issue CVI](#)
[View/Print Certificate](#)
[View History](#)

SUBMITTED STATUS

The "Submitted" status is when a veterinary technician or one of the accredited veterinarians in a practice creates a CVI for the accredited veterinarian who inspected the animals. Once the data-entry is done, the technician or accredited veterinarian must submit the certificate to the issuing veterinarian.

[Cancel and Return](#)
[View/Print Certificate](#)
[View History](#)

REJECTED STATUS

The "Rejected" status is when the issuing veterinarian reviews a CVI that is submitted to him, but he does not approve of it. The issuing veterinarian can “reject” the CVI, which sends it back to the technician who can make edits and then re-submit the certificate to him.

[Cancel and Return](#)
[View/Print Certificate](#)
[View History](#)

APPROVED STATUS

After the State Regulatory Official (SRO) of the destination state reviews an issued CVI they can “approve” the CVI which changes the status to “Approved”.

[Cancel and Return](#)
[Void CVI](#)
[View/Print Certificate](#)
[View History](#)

NOT APPROVED STATUS

After the State Regulatory Official (SRO) of the destination state reviews an issued CVI they can “not-approve” the CVI which changes the status to “Not- Approved”.

Action Buttons associated with this certificate are:



If you have a CVI that was not approved you cannot make changes to the CVI and send it back to the state; however, you can re-create the CVI by copying the CVI with animals, making the changes on the certificate as recommended by the state and then re-issuing it. The Accredited Veterinarian should specify on this certificate that it is a replacement for the previously not-approved certificate in the certification statement remarks field.

4. FIND CVI

You can navigate to the **Find CVI** screen by selecting the **Find CVI** link on the **Interstate** home page.

The screenshot shows the top section of the Interstate Module. It includes a header with 'Create CVI' and 'Find CVI' links. Below the header, there is a paragraph explaining the module's purpose: 'This module is the place to create Certificates of Veterinary Inspection for the movement of animals within the borders of the United States'. At the bottom, there are two links: 'State Regulations' and 'VSPS Interstate Library'.

The Accredited Veterinarian, Veterinary Technician, State regulatory Official (SRO), Veterinary Medical Officer (VMO), and Area-Veterinarian-in Charge (AVIC) roles all have access to the **Find CVI** search screen.

You may search by using either method below:

- Quick Find feature – Use this feature by selecting the **[Veterinarian is me...]** or **[Created by me...]** link.

The screenshot shows the 'Quick Finds' section. It contains two links: '[Veterinarian is me...]' and '[Created by me...]'. The links are positioned on either side of a central area.

This will return all CVIs either created by you or with you indicated as the accredited or issuing veterinarian. The list will display with “Issued” certificates displaying first, followed by approved, not approved, saved and then voided.

- Find CVI search screen:

The screenshot shows the 'Find CVI' search screen. It is divided into several sections: 'Certificate' with fields for Certificate Number, Permit Number, Business Name, Vet First Name, Vet Last Name, and National Accred. Number; 'Origin' with fields for Origin State, Origin Location Identifier, Consignor Last Name, and Consignor First Name; 'Destination' with fields for Destination State, Destination Location Identifier, and Consignee State; 'Dates (mm/dd/yyyy)' with fields for Estimated Ship Date, Date of Inspection, and Issue Date; and 'Animal' with a Species dropdown menu. A 'Search' button is located at the bottom right.

You can use the wild card feature in each field marked with an asterisk. A wild card can either be used to represent the beginning or ending of a word or number that you are unsure about.

Example 1: You want to search for a certificate number, but you can remember only the first three digits of the number. In the **Certificate Number** field, enter **12C*** (the three digits and the wild card asterisk symbol).

Then select the **Search** button at the bottom of the screen.

Example 2: You think the Business Name of the Destination was something "Smith". In the Business Name field, enter ***smith** and select the **Search** button. This may return results like **Bradley Smith** and **Dianna Smith**. Or, if you enter ***smith*** (with two wild cards in it) instead, you may see results like **Smithson Farms**, **John Smith Brothers**, etc.

The more data that you enter into the search fields, the narrower your search results returned will be. Once you enter the species of an animal, you then have the option to search by a specific animal id.

Animal

Species

Bovine

Animal ID Type

Select Type

Animal ID Value

Search

4.1 SEARCH RESULTS SCREEN

If the status of the CVI is not selected, the search results are displayed with saved certificates being displayed first, followed by issued CVIs, approved, not approved, and voided certificates for an accredited veterinarian role.

Search:

☐ Select All Actions:

Select an action...

Select	Action	Cert. No.	Created	Vet. Name	Species	Purpose	#	Origin Contact	Destination Contact	Origin State	Destination State	Issued	CVI Status
☐	[View]	12WY46613	07/02/2012	Joseph D. Dona	Equine	Competition	3	28 Wyo Business: Kris Keller	28 Colo Business: Kris Keller	Wyoming	Colorado		SAVED
☐	[View]	12WY46610	07/02/2012	Joseph D. Dona	Equine	Competition	2	28 Wyo Business: Kris Keller	28 Colo Business: Kris Keller	Wyoming	Colorado		SAVED

Showing 1 to 2 of 2 entries

Download CSV

First

Previous

1

Next

Last

Ten CVIs or search results are displayed on the screen at one time. Once the list of search results is generated, there are a number of functions that exist for the **Search Results** screen.

The bottom of your search results screen displays these functions:

Showing 1 to 10 of 83 entries

The number of results that were returned.

First

Previous

1

2

3

4

Next

Last

Navigation options for viewing the additional results.

Download CSV

Allows you to download all the data entered into the selected CVI into an Excel spreadsheet.

[View]

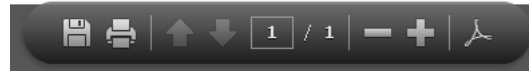
Select to view the data entry screen with all of the data entered to create the selected CVI. This CVI is non-editable either because you do not have the correct permission, or the certificate is in a status that cannot be edited. To return to the **Search** screen, you must select the **Cancel and Return** button at the top or the bottom of the data-entry screen.

If a certificate has a Saved status, you will see these three action buttons (**[Active or Inactive]**, **[Edit]**, and **PDF**) under the Action Header.

To change the certificate to an "Inactive" status, select the **[Active]** link. Or, if the link is labeled **[Inactive]**, select it to change the certificate's status to "active".

Select the **[Edit]** link to open the data-entry screen with all of the data entered to create the selected CVI. You can then edit the CVI. To return to the **Search** screen, you must select the **Cancel and Return** button at the top or the bottom of the data-entry screen.

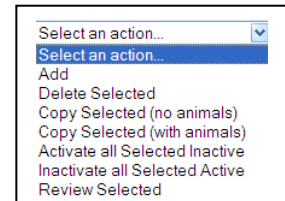
Select the icon of the PDF document to display the PDF of the CVI. Action buttons at the bottom of the new screen that displays in the PDF.



a) You may select the certificate (s) you want to work with by placing a check mark next to each CVI under the **Select** column. *Note:* If a certificate is not selected before an action is specified, a pop-up message displays that directs you to choose at least one CVI.

b) You may then select an action in the **Actions: drop down list** by selecting the down arrow next to the box populated with **Select an action**. The options are:

- **Add** – Allows you to add a new certificate. This is the only option where you do not need to first select a certificate by placing a check in the **Select** column.
- **Delete Selected** – Allows you to delete the certificate(s) chosen. This changes the status of the certificate from "saved" to "deleted". A pop-up message asks you if you want to delete the selected CVI (s). If you do, select **OK**; if you do not want to, select **Cancel**. Since certificates can only be deleted in a "saved" status, if you attempt to delete a certificate in a status other than "saved", a message will display that says you are not authorized to perform this function.
- **Copy Selected (no animals)** – Copies the selected certificate without copying the animal information. Only one certificate can be copied at a time. If more than one certificate is selected while this option is chosen, a message displays indicating that only one certificate can be copied at a time. You will be taken to the data-entry screen for this new certificate. The inspection date is not copied over. The new certificate number for this certificate will be indicated at the top of the document.
- **Copy Selected (with animals)** – Copies the selected certificate selected, including all animal details. Only one certificate can be copied at a time. If more than one certificate is selected while this option is chosen, a message displays indicating that only one certificate can be copied at a time. You will be taken to the data-entry screen for this new certificate. The inspection date is not copied over. The new certificate number for this certificate will be indicated at the top of the document.
- **Activate all Selected Inactive**
- **Inactivate all Selected Active**
- **Review Selected** - This feature is predominately used by the State Regulatory Official Role to approve or reject a Certificate of Veterinary Inspection.



5. LABS MODULE

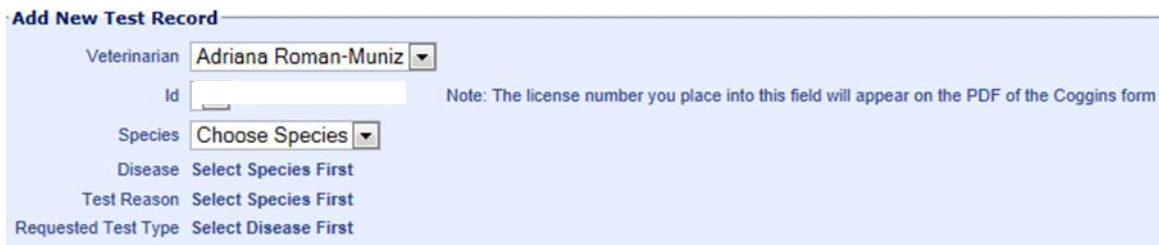
5.1 SUBMIT AN ON-LINE COGGINS FORM

Note: In order for animal information to be re-used in VSPS, you must enter and save the animal(s) using VSPS' **Business Profile** module.

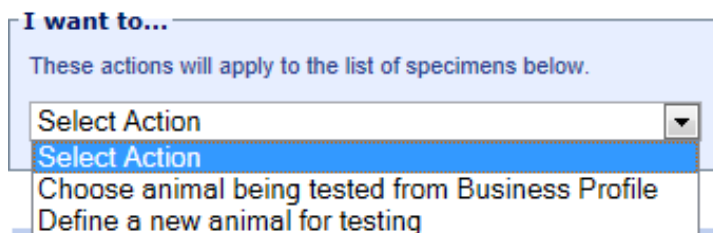
- On the VSPS home screen, select the **Labs** link on the left had side.
- Select the **Add Test Record** link.



- From the Add New Test Record screen:



- If you are part of a practice, define which veterinarian's name will populate to the Coggins form.
 - If the veterinarian is licensed in more than one State, select which license number you want to populate to the form.
 - For **Species**, enter equine.
 - For **Disease**, enter Equine Infectious Anemia.
 - Select the **Test Reason**.
 - Select the **Test Type**.
 - Select the **Create** button.
- In the **I want to...** section, select **Choose animal being tested from Business Profile**. *Note:* If **Define a new animal for testing** is selected, the animal information entered will not be saved for future use.



- Select the **Apply** button.

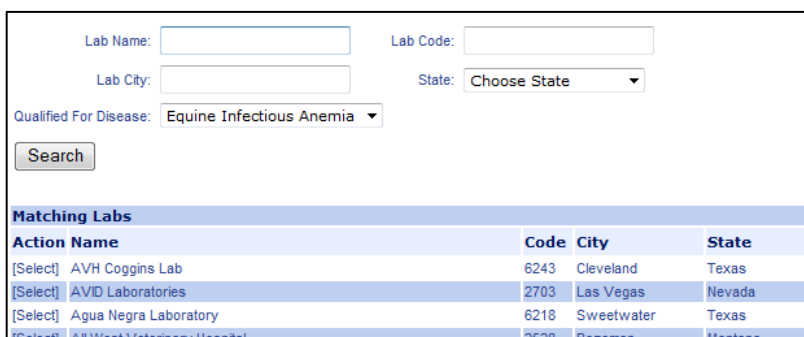
- f) A new window displays in which you search for the equine(s) you want to add to your Coggins form. This can be done by searching for all equines or by narrowing your search results by owner information (i.e., **Business Name, First Name, Last Name, County, or State**). You may also search by animal identifier type and value. After specifying your search criteria, select **Search**.



The 'Find Animals' form contains the following fields:

- Identifier:
- Identifier Type:
- Species:
- Personal Book: ☒
- Owner Information:
 - Business Name:
 - First Name:
 - Last Name:
 - County:
 - State:
- Include Inactive: ☐
- Buttons: Search, Reset

- g) The search results window displays a list of animals. Put a check next to each animal you want to include in your Coggins form.
- h) Select the **Continue** button at the bottom of the screen.
- i) In the Specimens section, for each animal, enter the **Specimen number, Max/Single Age** and the **Date Sampled**.
- j) Select the **Continue** button.
- k) If you are submitting an “official” copy to an on-line lab, select  under **Electronic** in the **Results Processing** section at the bottom of the screen.
- l) If you have not set up your default lab in your **Personal Profile**, you can select it now. Select the  icon and search for your lab on the new window that opens. Once you have located your lab, choose. [\[Select\]](#)



The lab search window includes the following fields:

- Lab Name:
- Lab Code:
- Lab City:
- State:
- Qualified For Disease:
- Search button

Matching Labs

Action Name	Code	City	State
[Select] AVH Coggins Lab	6243	Cleveland	Texas
[Select] AVID Laboratories	2703	Las Vegas	Nevada
[Select] Agua Negra Laboratory	6218	Sweetwater	Texas
[Select] All West Veterinary Hospital	2528	Bozeman	Montana

- m) To view your submission form before finalizing it, select the **Show VS 10-11** button. (**Important:** Once the VS 10-11 form is submitted, you may not make any changes.)
- n) Once you have verified that the VS 10-11 is accurately completed, select the **Process** button.
- o) This message displays: **The Test Record has been submitted.**
- p) Follow the normal procedures to notify the lab that you have submitted your Coggins to them electronically in VSPS.

5.2 VIEW/PRINT EIA TEST RESULTS

- a) Once the lab completes the test by entering the results on VSPS, you will have an “official” Coggins form (VS 10-11). To view/print the completed VS 10-11, select **Find Test Records** under the **Labs Module**.



- b) You have two search options:
- Under the Quick Finds section select [Created by me...]
 - Under the Search Test Records Criteria section, enter information and select the  button.
- c) The search results window displays a list of test records. Select [\[View\]](#) next to the test record you are looking for.
- d) Select the  button.
- e) The VS 10-11 (with OFFICIAL COPY watermark) will open in a new window (PDF document). You may print the document at this time.

6. FUNCTIONALITY FOR STATE REGULATORY OFFICIAL ROLE

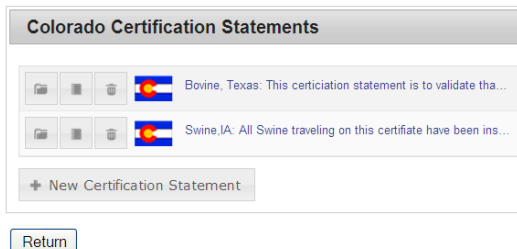
There are several read-only roles associated with the **Interstate** module. These are the State Regulatory Official (SRO), Area-Veterinarian-in-Charge (AVIC), and Veterinary Medical Official (VMO) roles. These roles vary slightly with their functionality; for the most part, however, they are read-only roles.

- The SRO role has the most functionality of the three. It has write ability for creating State Certification Statements. It can “accept” or “reject” a Certificate of Veterinary Inspection (CVI). And it can attach a note to the CVI.
- The other two roles, AVIC and VMO, have strictly read-only access to the Interstate module. However, they can add a note to a CVI.

6.1 STATE CERTIFICATION STATEMENTS

The SRO role has the ability to create State-specific Certification Statements that will display in the Certification Statement Tile on the **Create CVI** data-entry screen. The State Certification Statements that display depend on the Origin and Destination States selected by the accredited veterinarian in the Summary Tile on the **Create CVI** screen.

The SRO role is the only role that has access to the [State Certification Statements](#) link on the **Interstate** home screen. After an SRO selects this link, the **State Certification Statement** home screen displays all of the state certification statements for their state.



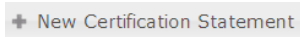
States have access to all certification statements for that State regardless of who created the statement (statements are shared among all SRO roles for that State).

Statements should be named so they are self-explanatory to accredited veterinarians attempting to select statements on their **Create CVI** data entry screen. For example, a statement should be named with species first and Origin State second, followed by the wording for the statement. This will make it easier for accredited veterinarians to quickly find the Certification Statements they want to use on their CVI.

The flag of the state where the user has an SRO role is displayed at the beginning of each statement the user creates.

6.1.1 CREATE STATE CERTIFICATION STATEMENTS

A new statement can be created by doing the following:

- a) Select the **Interstate** link on the left-hand side of the screen.
- b) On the **Interstate** home page, select the **State Certification Statements** link.
- c) Select the  button.

- d) A new window displays in which you enter the text for the new Certification Statement.
- e) Once the text is entered, select the **Save** button. This will save the data entered into the certification statement template window and will close the window.
- f) The new Certification Statement now displays on the **Certification Statement** screen at the bottom of the list of existing statements.
- g) If you do not want to save this data, select the **Cancel** button. Your changes will not be saved, and the data-entry screen will close.

6.1.2 EDIT EXISTING STATE CERTIFICATION STATEMENTS

To edit an existing State Certification Statement, do the following:

- a) Select the  icon.
- b) A window opens next to the Certification Statement. You can type changes directly into this window.
- c) To retain these changes, select **Save**. The edit window then closes.
- d) If you select **Cancel**, your changes will not be saved and the window will close.

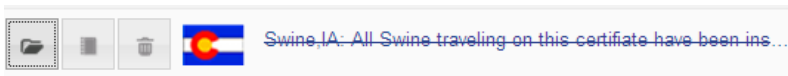
6.1.3 DELETING STATE CERTIFICATION STATEMENTS

To delete an existing State Certification Statement, select the  icon. This will permanently delete the State Certification Statement.

6.1.4 INACTIVATE OR ACTIVATE STATE CERTIFICATION STATEMENTS

To either inactivate an active State Certification Statement or to activate an inactive statement, select the  icon.

If the Certification Statement is currently active, it will change to inactive and display with a line through it (as shown below). And this statement will no longer display on the **Create CVI** screen for the accredited veterinarian to use when creating a certificate.



6.2 FIND CVI

The SRO, AVIC, and VMO roles also have access to the **Find CVI** search screen. This screen allows the user to search for either an individual CVI based on specific search criteria or a group of CVIs.

To access the **Find CVI** screen:

- a) On the Interstate module's home screen, select the  link.
- b) On the **CVI Search Criteria** screen, make sure that **CVI** is selected in the **CVI or Retro CVI Search** field (in the upper-right corner of the screen).

