



Figure 1: Login

To login, tap to select the state and input your username and password.

Figure 2: Account Creation

To create an account, first select a state and then tap “Create Account” while online. Input starred information into the form. Tap “Create” and wait for state approval of your account to log in.

Figure 3: CVI List

Upon login, the current list of CVIs will appear. To create a CVI, tap the sign at the top right of the page and select under “New CVI”, the options of “Large Animal CVI” or “Small Animal CVI”.

Figure 4: Filling out a CVI

Figure 5: Navigation

The navigation toolbar allows you to jump to pages or sections within pages. Tap the page tiles or section titles to move to that part of the form. Simply tap outside of the navigation tool bar to close it.

Figure 6: Animal Entry

To input new animal data, tap “Add” and create entries in the corresponding species tables. Data can also be imported from a CSV file. To import data, tap “Import CSV” and choose the source.

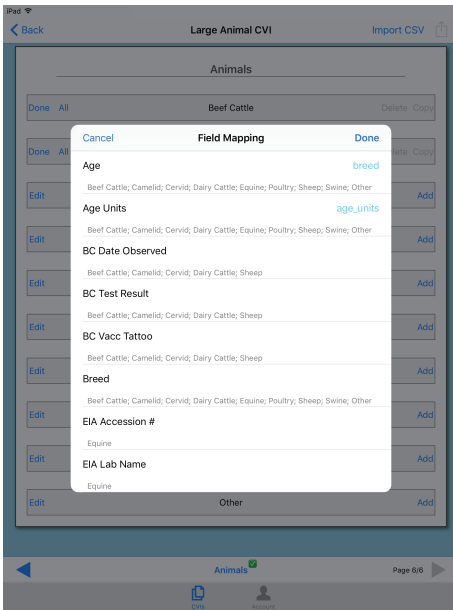


Figure 7: Import CSV

Having chosen the file to import, tap each field and select the corresponding column to complete the “Field Mapping” section. Tap “Done” to finish importing.

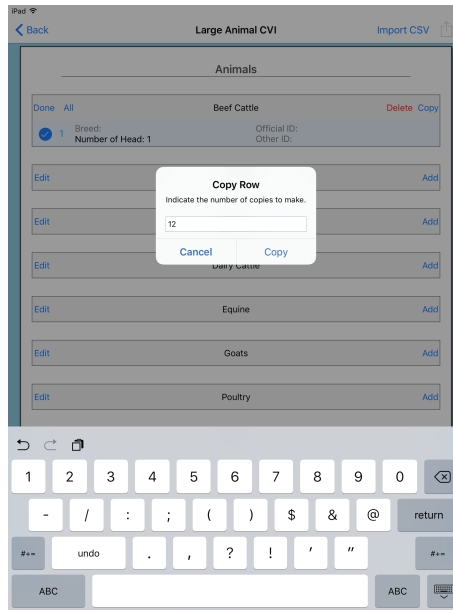


Figure 8: Copy Animal Entries

Once an animal entry has been created, it can be copied or deleted by tapping “Edit”. Select the animal entry and tap “Copy” to specify the number of copies to create.

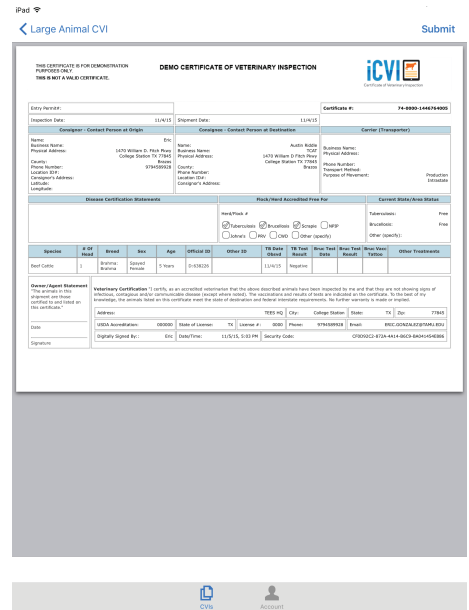



Figure 9: CVI Preview

Once all required fields are filled in (indicated by red text), tap the  symbol on the top right of the page and a preview of the CVI will appear.

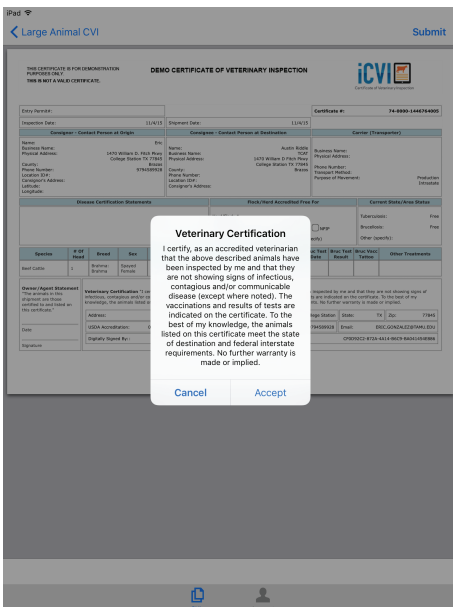


Figure 10: Submit and Certify

To submit, tap “Submit” and then “Accept”. Note that submitted CVIs will appear in different sections in the CVI list page (Figure 3).

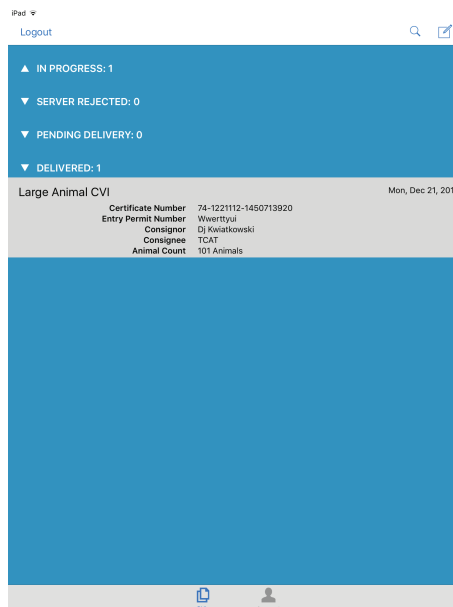


Figure 11: Additional Actions

Once the CVI is submitted, it can be reviewed, printed, exported or edited for resubmission by selecting the CVI.

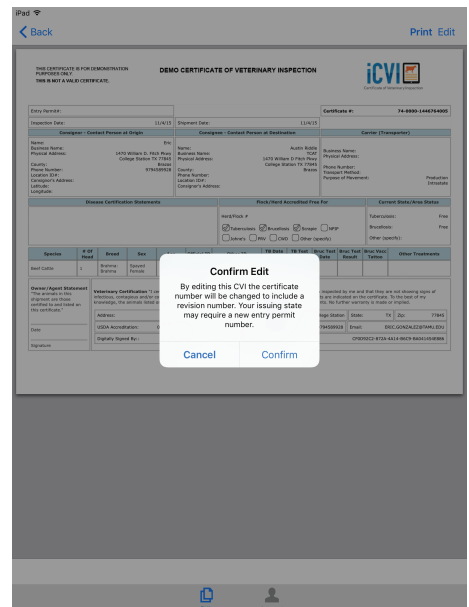


Figure 12: Resubmission

Editing will update the certificate number and allow resubmission. After making changes, resubmit the CVI.