



AgView Training

Creating a Certificate of Veterinary Inspection (CVI)

Acknowledgments

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PART I: CREATING A NEW CVI

1. Navigate to the CVIs tab.



The screenshot shows a web interface for managing CVIs. On the left is a sidebar with 'Dashboard', 'CVIs', and 'Directory' options. The main area is titled 'CVIs Showing 3 CVIs' and features a 'CREATE CVI' button in the top right. Below the title are tabs for 'DRAFT', 'READY', 'ISSUED', 'PENDING', and 'ALL'. A table lists three CVIs with columns for CONSIGNOR, CONSIGNEE, ANIMALS, UPDATED, ASSIGNED TO, STATUS, and ACTIONS.

CONSIGNOR	CONSIGNEE	ANIMALS	UPDATED	ASSIGNED TO	STATUS	ACTIONS
Alanze Farms	Gecko Swine Producers	Swine (1)	07/13/2018	N/A	ISSUED	⋮
Premise 6	Premise 2	Swine (1)	07/13/2018	N/A	ISSUED	⋮
Premise 6	Premise 6	Swine (1)	07/13/2018	vet mcvi	ISSUED	⋮

2. Select "Create CVI".



3. Choose the type of CVI (Large or Small Animal) and select "Start CVI" (for the purposes of this guide, we will be creating a Large Animal Cattle CVI).



The form asks 'Which animal type are you creating the CVI for?' and provides two radio button options: 'Large Animal' (selected) and 'Small Animal'. Below the options is an orange 'START CVI' button.

PART II: THE MOVEMENT TAB

Note:
A PO Box is not allowed for the location of animals, either at origin or destination.

The Movement Section includes information about the Consignor, the Consignee, and the Carrier. The **Consignor** is the owner of the animals being shipped, and the **Consignee** is the person or entity receiving the animal(s).

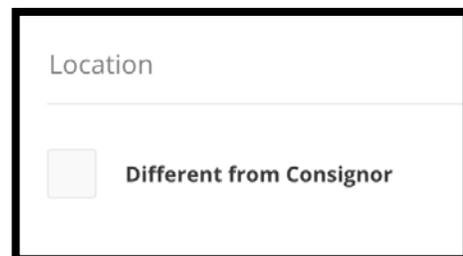
Section 2.1: Adding a Consignor/Consignee

There are two options for adding a consignor/consignee to the CVI: **select from the directory** (if the consignor's/consignee's address information is already saved in the directory) or **add new** (if the consignor's/consignee's address is not saved in the directory).

Selecting from the Directory

1. Tap or click in the text field where it says "search" to open a dropdown list of available locations from your directory.
2. Begin typing the consignor's/consignee's name to narrow the list of locations.
3. Select the consignor/consignee.
4. The consignor's/consignee's information will automatically populate the appropriate fields.
5. If the location of the animals is different from the consignor's/consignee's location (i.e., your animal clinic), select the box next to "Different from Consignor" and repeat the steps above (if the location of the animals is saved in your directory).

Note:
If you accidentally select the wrong location from the directory, select "Cancel" to remove the consignor/consignee.

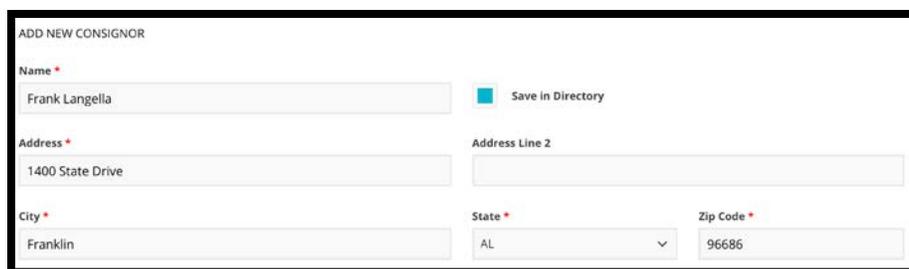


Location

Different from Consignor

Adding a New Consignor/Consignee

1. Select "Add New".
2. Enter the consignor's/consignee's information (all fields with an asterisk are required).



ADD NEW CONSIGNOR

Name *
Frank Langella Save in Directory

Address *
1400 State Drive Address Line 2

City *
Franklin State * AL Zip Code * 96686

Section 2.2: Adding Area Status Information

Optionally, you can add any relevant Area Status information to the CVI.

The 'Area Status' form contains the following categories and options:

Disease Category	Available Statuses
Cattle TB	Free, MA, MAA
Cattle Brucellosis	Free, Class A
Swine Brucellosis	Free, Stage 1, Stage 2
Cervid TB	Free, MA, MAA
Pseudorabies	Free, Stage 1, Stage 2, Stage 3, Stage 4
Scrapie	Consistent, Inconsistent
Other	

1. Select “Area Status” to expand the area status fields.
2. Fill in any relevant state or area statuses that apply to the state of origin of the animals.

Section 2.3: Carrier and Transport

Select the consignor or consignee as the carrier or select “Other” to optionally enter additional carrier information if someone besides the consignor or consignee is transporting the animal(s).

Note:
If you have left any required fields incomplete, a pop-up box will open. Select “Stay & Fix” to remain on the page or select “Skip” to move onto the next section. You can always return to previous sections to complete any missing information.

The 'Carrier & Transport' form includes the following fields:

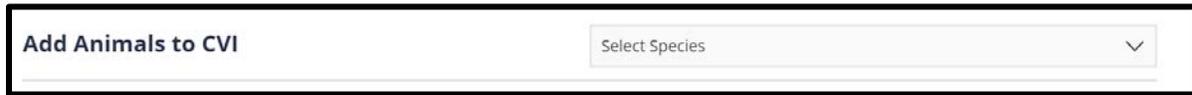
- Carrier ***: Radio buttons for Consignor (selected), Consignee, and Other.
- Interstate Transport**: Radio buttons for Yes and No.
- Transport Date**: A date picker field.
- Transport Method**: A dropdown menu with the text "Select Transport Type".

Select “Next” to move to the Animals Tab

PART III: THE ANIMALS TAB

The Animals Section includes information about the individual animal(s) or group of animals moving on this CVI. Only one species can be moved per CVI.

The first step is always to **select the species** of animals moving.

A screenshot of the 'Add Animals to CVI' form. The title 'Add Animals to CVI' is on the left. To its right is a dropdown menu labeled 'Select Species' with a downward arrow icon.

Secondly, you will select your inspection date.

A screenshot of the 'Inspection Date' field. The text 'Inspection Date' is followed by a red asterisk. Below the text is a calendar icon.

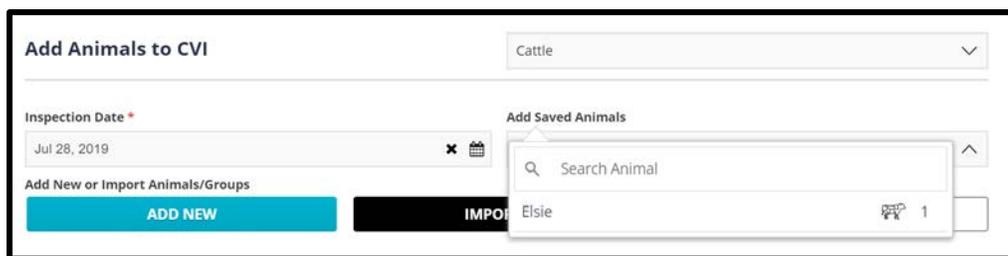
There are three options for adding animals to the CVI:

1. Add Previously Moved Animals
2. Add New Animals
3. Import Animals

Note:
Make sure to utilize the calendar widget when imputing dates.

Section 3.1: Adding Previously Moved Animals

1. Tap or click in the text field where it says “Search Animals by Name” to open a dropdown list of previously moved animals.
2. Begin typing the animal’s name to narrow the list of previously moved animals.

A screenshot of the 'Add Animals to CVI' form. The 'Species' dropdown is set to 'Cattle'. The 'Inspection Date' field shows 'Jul 28, 2019'. Below the date field are two buttons: 'ADD NEW' (blue) and 'IMPORT' (black). To the right, the 'Add Saved Animals' dropdown is open, showing a search bar with 'Search Animal' and a list of animals, with 'Elsie' selected. There is a '1' next to the selected animal.

3. Select the animal or group of animals.
4. Make any needed adjustments to the prefilled fields and add any additional details.
5. Select “Add Animal”.

Note:
You can always make changes to the added animal by selecting the animal row, making edits, and selecting “Update Animal”.

Section 3.2: Adding New Animals

Note:
Animal Identification will be different based from species selection.

1. Select “Add New”.
2. Select the “Animal Identification” option that fits the animals you’re inspecting.
 - a. Individual – Single Animal
 - b. Group With Individual IDs – Like Grouped Animals with IDs
 - c. Group/Group Without Individual ID – Group/Flock Lot Animals

The first screenshot shows two options: 'Individual' (highlighted in blue) and 'Group With Individual IDs'.
The second screenshot shows three options: 'Individual' (highlighted in blue), 'Group Without Individual ID', and 'Group With Individual IDs'.
The third screenshot shows three options: 'Individual' (highlighted in blue), 'Group', and 'Group With Individual IDs'.

3. Fill out the necessary information for the animal
4. Select “Add Animal” or “Add & Duplicate” if needed.

Group with Individual IDs

When adding a group of animals with individual IDs, you will be prompted with this box to input the necessary Official ID information. You can either use the auto-increment feature or manually input the IDs.

The dialog box is titled 'Add Group with Individual IDs'. It contains a text input field with a placeholder: 'Enter the identification for animals in the group you are moving. Specify the ID Type and enter the IDs in the provided text area. You can edit the entries after adding animals to make changes:'. Below this is a dropdown menu for 'Official ID Type *' with 'Select' as the current value. Underneath is another dropdown for 'How do you want to enter? *' with two options: 'Auto Increment' and 'Enter Manually'. At the bottom left is a 'CANCEL' button and at the bottom right is a 'CONTINUE' button.

The dialog box is titled 'Add more IDs' and asks 'Do you want to specify more IDs?'. It has two buttons: 'YES' and 'NO'.

Note:
When manually entering Official IDs, utilize a comma splice the list in the free text box provided.
Example:
11111,22222,33333,44444...

Note:
You will be prompted to add any additional IDs for the added animals. If needed, click YES and add the necessary ID information on the following screen.

Section 3.3: Add & Duplicate

Rather than selecting “Add Animal” in the steps above, you can also select “Add & Duplicate” if you want to quickly add one or more additional animals who are similar to the first. After selecting “Add & Duplicate”, there will be two different options based on whether or not an Official ID was entered: Official ID Left Blank or Official ID Entered.

Official ID Left Blank

1. Enter the number of animal “copies” you need.
2. Choose one of two options: Enter Manually or Leave Empty.
3. If you chose “Enter Manually,” enter a comma-separated list of IDs into the text box.

The screenshot shows a form titled "Copy Animal/Group Entry". At the top, there is a text box with instructions: "Enter the number of additional similar animals or groups you are moving. All of the information entered (Breed, Sex, etc.) will be copied to the new entries. You can auto-increment the IDs below or enter individual IDs manually. You can edit the entries after copying to make changes." Below this, there are two sections: "Number of Copies" with an input field, and "Official ID" with two buttons: "Enter Manually" (highlighted in blue) and "Leave Empty". Underneath, there is a text area labeled "Official IDs" with the instruction "Enter Comma Separated List of IDs. For example: 1234232, 1234233, 1234234...". At the bottom, there are "CANCEL" and "COPY" buttons.

Official ID Entered

1. Enter the number of animal “copies” you need.
2. Choose one of three options: Auto-Increment, Enter Manually, or Leave Empty.
3. Select “Copy”.

The screenshot shows a form titled "Copy Animal/Group Entry". At the top, there is a text box with instructions: "Enter the number of additional similar animals or groups you are moving. All of the information entered (Breed, Sex, etc.) will be copied to the new entries. You can auto-increment the IDs below or enter individual IDs manually. You can edit the entries after copying to make changes." Below this, there are two sections: "Number of Copies" with an input field, and "Official ID" with three buttons: "Auto Increment" (highlighted in blue), "Enter Manually", and "Leave Empty". At the bottom, there are "CANCEL" and "COPY" buttons.

Section 3.4: Importing Animals

1. Select “Import CSV”.
2. Choose the CSV file with the saved animal information.
3. Make any needed edits/additions to the imported animal entries by selecting the individual animal row.

Note:
You can download a CSV template from the Animals Section.

Section 3.5: Animal Entry Actions

In addition to selecting an animal row to update previously entered information, you can also remove or copy individual rows.

Removing an Animal

1. Select the ellipses (or swipe left if on a mobile device) on the right-hand side of the animal row.
2. Select "Remove".
3. Select "Yes" in the confirm/delete popup box.



Copying an Animal

1. Select the ellipses (or swipe left if on a mobile device) on the right-hand side of the animal row.
2. Select "Copy".
3. Fill out the copy animal/group entry box (see the *Add & Duplicate* section above for more details).

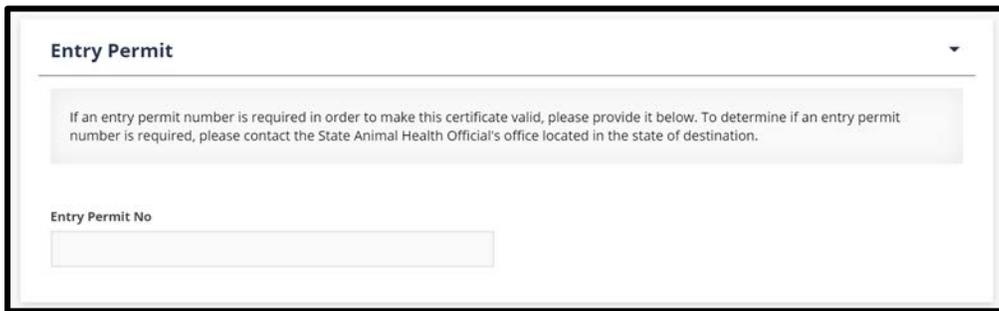
Select "Next" to move to the Statements Section

PART IV: THE STATEMENTS TAB

In this section, you can add an entry permit number, any certification statements, and accredited free herd information that is needed for this movement.

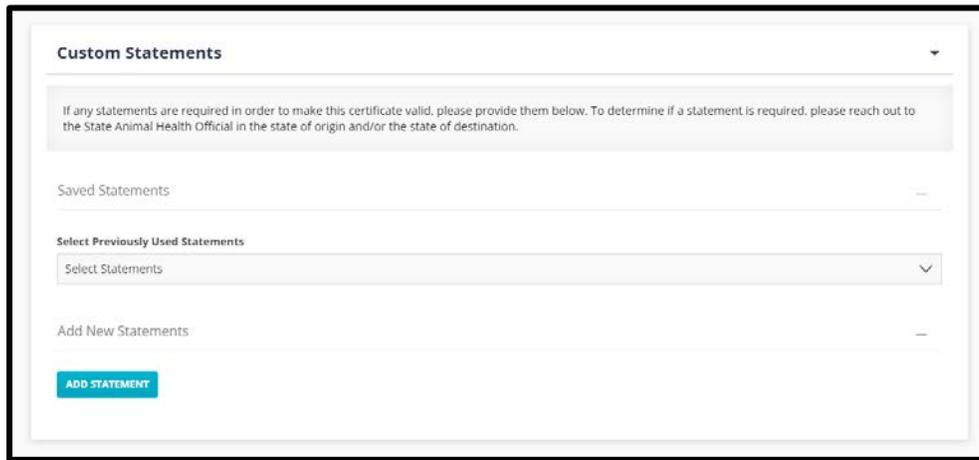
Section 4.1: Adding an Entry Permit Number

If an entry permit is required, enter the number in the “Entry Permit No” field.



Section 4.2: Adding a Statement

There are two options for adding statements to the CVI: Select Previously Used Statements or Add New Statements.



Selecting Previously Used Statements

1. Tap or click in the field where it says “Select Statements” to open a dropdown list of previously used statements.
2. Select the statement or statements to add them to the CVI.

Adding New Statements

1. Select “Add Statement”.
2. Type the statement into the free text box.
3. If needed, select “Add Another Statement” to add additional new statements.

Note:

Newly added statements will be available in the “Saved Statements” drop-down list after the CVI has been issued. If you notice an error within your saved statement, edit the statement in your directory.

Section 4.3: Accredited Free Herd

If the movement is from an accredited herd, select and input information here.

1. Select the accredited free herd status you would like to add.
2. Enter in the Herd/Flock ID Number.

The screenshot shows a form titled "Accredited Free Herd" with a dropdown arrow in the top right corner. Below the title is a list of diseases, each with a checkbox to its right. The diseases listed are Tuberculosis, Brucellosis, CWD, John's, Scrapie, PRV, NPIP, and Other. The "Tuberculosis" row is highlighted with a black border, and a callout box points to it. This callout box contains the text "Tuberculosis" followed by a blue square icon, the text "Herd/Flock #", and an empty input field.

Disease	Checkbox
Tuberculosis	<input type="checkbox"/>
Brucellosis	<input type="checkbox"/>
CWD	<input type="checkbox"/>
John's	<input type="checkbox"/>
Scrapie	<input type="checkbox"/>
PRV	<input type="checkbox"/>
NPIP	<input type="checkbox"/>
Other	<input type="checkbox"/>

Select "Next" to move to the Action Section

PART V: THE ACTION TAB

In this section, you can optionally add additional email recipients and enter your contact information. If you are a Standard User (non-veterinarian), you will assign the CVI to a veterinarian (or to all veterinarians) within your organization. If you are a Veterinarian, preview and sign the CVI yourself if you are approved to by the state of origin.

Additional CVI Recipients

The CVI will automatically be sent to the states of origin and destination. You can optionally select any of the emails associated with the animal movement below to send each a copy of the CVI. If additional recipients should receive the CVI, please add their emails in the "Other" section.

From this CVI

exampleconsignor@yopmail.com (Consignor)

exampleconsignee@yopmail.com (Consignee)

Other

ADD EMAIL

Section 5.1: Selecting Email from Movement

If entered on the movement page, select the email address of those who want to receive the CVI. You can always go back to enter in their email address or add as "Other" email.

Note:
A copy of the CVI is automatically emailed to the state of origin and to the state of destination.

Section 5.2: Adding Other Email Recipients

1. Select "Add Email".
2. Enter the recipient's email address.
3. Select "Add Another Email" and continue adding as many recipients as needed.

Section 5.3: Assigning CVIs

This option is available to both Standard Users (non-veterinarians) and Veterinarians.

1. Select "Assign to Vet".
2. Select a specific veterinarian from the drop-down list or select "All" to allow any vet within your organization to complete the CVI.
3. Select "Assign for Signature".

Note:
If you are the veterinarian who completed the inspection, you can forgo the assigning step.

Section 5.4: Your Contact Information

This option is only available to Veterinarian users.

1. Fill out Necessary Information
2. If you would like for the CVI to be sent to the email in this section, select yes.

Note:
This will be the default information and status for future CVIs.

Section 5.5: Previewing and Signing CVIs

This option is only available to Veterinarian users.

1. Select "Preview & Sign".
2. Review the CVI.
3. Select "Sign Certificate".
4. Enter your password and select "Sign Certificate".

Note:
The Veterinary Certification section will be blank until you sign as it is a part of your digital signature.

Sign CVI

I certify, as an accredited veterinarian that the above described animals have been inspected by me and that they are not showing any signs of infectious, contagious and/or communicable disease (except where noted). The vaccinations and results of tests are indicated on the certificate. To the best of my knowledge, the animals listed on this certificate meet the state of destination and federal interstate requirements. No further warranty is made or implied.

Enter your password to sign the certificate.

Password

SIGN CERTIFICATE

Approved vs. Not Approved:

You are licensed, accredited and approved in the state of TX to sign this CVI.

You are not yet approved to sign CVIs in AL, please contact your administrator or assign this CVI to another vet.

Note:
You are only allowed to submit CVIs for states in which you have been approved to use the AgView tool by the corresponding SAHOs office.

Glossary

Administrator

An AgView privilege that allows the user to create and manage individual accounts for an organization

AgView

A tool that allows data visualization, analysis, and controlled sharing of multiple types of data including premises, movements, laboratory test results, and observational data

Certificate of Veterinary Inspection (CVI)

A tool that allows users to generate electronic CVI's via either a desktop or mobile application

Consignor

The person or entity sending the animal(s)

Consignee

The person or entity receiving the animal(s)

Data Schema

Template for uploading data into the AgView system

CVI Address

Saved location information that can be used to load consignor and consignee information into a CVI

Operator

An AgView privilege that allows the user to manage data for an organization

Category 1

Permission to use the Small Animal Certificate of Veterinary Inspection (excludes food and fiber species, horses, birds, farm-raised aquatic animals, all other livestock species, and zoo animals that can transmit exotic animal diseases to livestock)

Category 2

Permission to use both the Large and Small Animal Certificate of Veterinary Inspection (all animals)



AgView
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checkoff.

Questions or concerns?

Contact AgView Support

Available Monday – Friday,
8:00 am – 5:00 pm Central Time

Phone: (800) 767-6888
Email: support@agview.com