



AgView Training

Creating a Certificate of Veterinary Inspection

Acknowledgements

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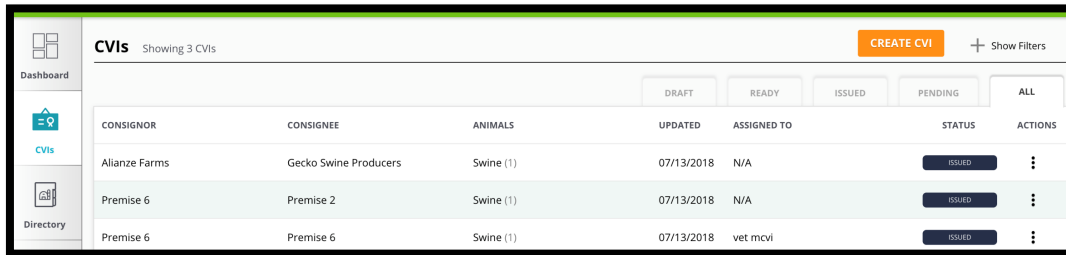
Table of Contents

Creating a New CVI	4
The Movement Section	4
The Animals Section	6
The Statements Section	10
The Action Section	11
Glossary	14

The following is a step by-step guide outlining how to create a certificate of veterinary inspection (CVI) using the AgView CVI tool.

Creating a New CVI

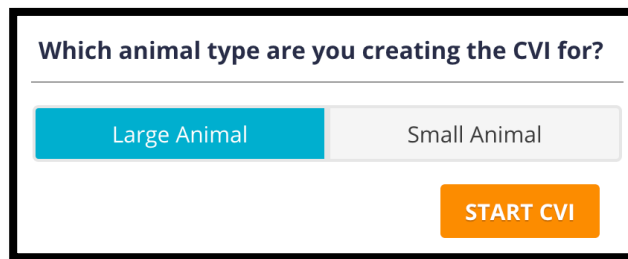
1. Navigate to the CVIs tab.
2. Select “Create CVI”.



The screenshot shows the 'CVIs' section of the AgView tool. It features a 'CREATE CVI' button in the top right and a 'Show Filters' option. Below the header, there are tabs for 'DRAFT', 'READY', 'ISSUED', 'PENDING', and 'ALL'. The main area contains a table with columns for 'CONSIGNOR', 'CONSIGNEE', 'ANIMALS', 'UPDATED', 'ASSIGNED TO', 'STATUS', and 'ACTIONS'. Three CVIs are listed:

CONSIGNOR	CONSIGNEE	ANIMALS	UPDATED	ASSIGNED TO	STATUS	ACTIONS
Allanze 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 mcvl	ISSUED	⋮

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 CVI).



The form asks 'Which animal type are you creating the CVI for?'. It has two radio buttons: 'Large Animal' (selected) and 'Small Animal'. Below the buttons is a 'START CVI' button.

The Movement Section

The Movement Section includes information about the Consignor (and, if different, where the animals are moving from), the Consignee (and, if different, where the animals are moving to), and the Carrier (who is moving the animals). The **Consignor** is the owner of the animals being shipped and the **Consignee** is the person or entity receiving the animal(s).

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

Adding a Consignor

There are two options for adding a consignor to the CVI: **select from the directory** (if the consignor’s address information is already saved in the directory) or **add new** (if the consignor’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 name to narrow the list of locations.
3. Select the consignor.
4. The consignor's information will automatically populate the appropriate fields.
Note: If you accidentally select the wrong location from the directory, select "Cancel" to remove the consignor.
5. If the location of the animals is different than the consignor's location, 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: A PO Box is not allowed for the location of animals.

Adding a New Consignor

1. Select "Add New".
2. Enter the consignor's information (all fields with an asterisk are required).
Note: Select the box next to "Save in Directory" to save the consignor's information to your directory for use in future CVIs.

Adding Area Status Information

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

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.

Area Status

Bovine Tuberculosis	Free	MA	MAA
Brucellosis	Free	DSA	
Other			

Adding a Consignee

Follow the same steps as above for “Adding a Consignor”.

Adding a Carrier and Transport Details

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

Select “Next” to move to the Animals Section.

Note: If you have left any required fields incomplete, the pop-up box below 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 Animals Section

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. The add animal options will be grayed out until a species is selected. There are three options for adding animals to the CVI:

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

Add Animals to CVI

Select Species ▼

Add Saved Animals ▼ Add New or Import Animals/Groups

Add Saved Animals by Name ▼ ADD NEW IMPORT CSV ↓ CSV TEMPLATE

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.

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”.

Add & Duplicate

Rather than selecting “Add Animal” in the step 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.

Note: The app will not let you select “Copy” until the number of IDs is equal to the number of copies.

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”.

Note: If you selected “Auto Increment”, each copied animal’s Official ID will increase by one number.

Copy Animal/Group Entry

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.

Number of Copies:

Official ID: Auto Increment Enter Manually Leave Empty

Tip: You can always select “Remove All” to quickly remove the animals you’ve entered and start fresh.

Adding New Animals

1. Select “Add New”.
2. Fill out the animal information.
3. Select “Add Animal” or “Add & Duplicate” if needed.

Note: You can enter either an individual animal or a group of animals.

Note: Newly added animals will be available in the “Add Previously Moved Animals” drop-down list after the CVI has been issued.

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.

Add one or more animals to the CVI above.

You can:

1. **Select your species** above to begin
2. **Add** previously entered animals or groups
3. **Create new** animals or groups

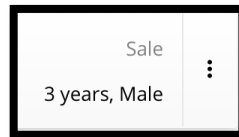
You can also import a .csv file. Tap the “CSV Template” button and complete the template. Then use “Import CSV” above to import the animals into your CVI.

Animal Entry Actions

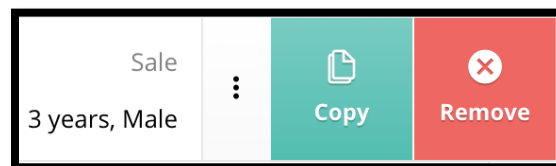
In addition to selecting an animal row to update previously entered information, you can also remove or copy individual rows.

Removing an Animal

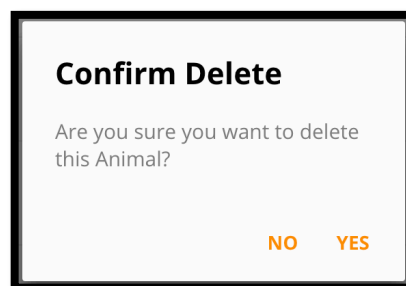
1. Select the ellipses (or swipe left if on a mobile device) on the right hand side of the animal row.



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).

The Statements Section

In this section, you can add an entry permit number and any certification statements that are needed for this movement.

Adding a Permit Number

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

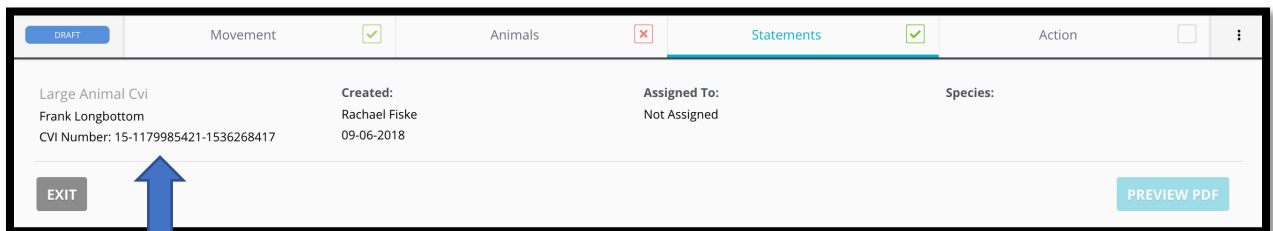
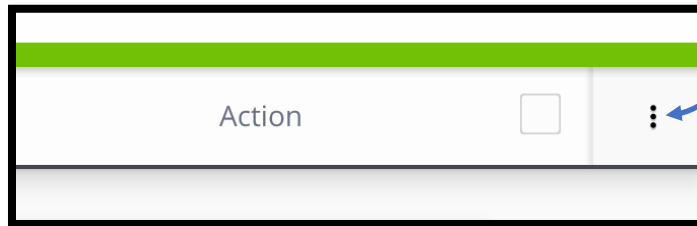
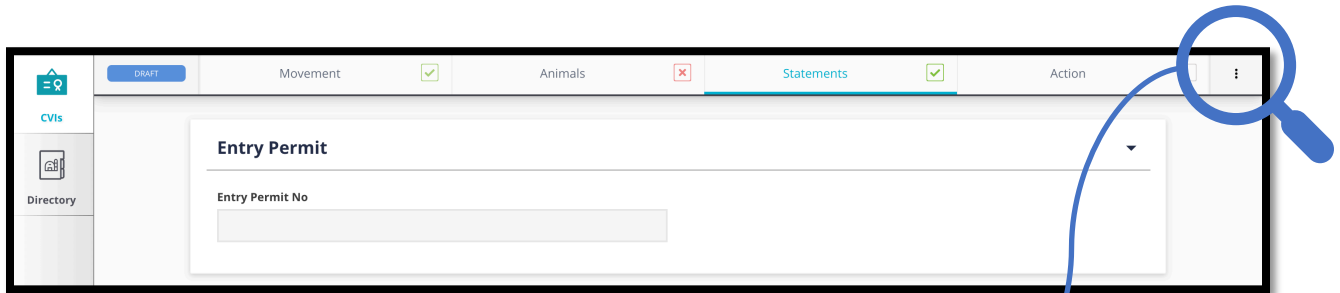


A screenshot of a form titled "Entry Permit". It features a dropdown menu at the top right and a text input field labeled "Entry Permit No" below it.

Finding the Certificate Number

If the certificate number is required to request an entry permit, click/tap the hamburger icon located on the right-hand side of the Statements Page to find the certificate number.

Note: The certificate number will say “TBD” until the Movements Page is complete.



Adding a Statement

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

Custom Statements

If you feel any statements are required in order to make this certificate valid, please provide them below.

Saved Statements

Select Previously Used Statements

Select Statements

Add New Statements

ADD STATEMENT

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

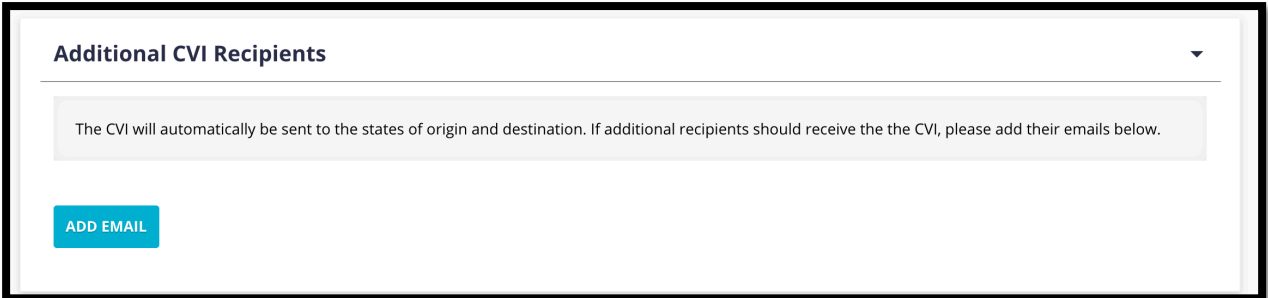
1. Select “Add Statement”.
2. Type the statement into the free text box.
3. If needed, select “Add Another Statement” to add additional new statements.
Note: Newly added statements will be available in the “Saved Statements” dropdown list after the CVI has been issued. The ability to update or delete custom statements is not available in the current release. If you notice an error within your saved statement, just create and save a new one.

The Action Section

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 or origin.

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

Assigning the CVI

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”.

Previewing and Signing the CVI

This option is only available to Veterinarian users.

1. Select “Preview & Sign”.
 2. Review the CVI.
 3. Select “Sign Certificate”.
- 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.

Approved vs. Not Approved:


<input checked="" type="checkbox"/> You are licensed, accredited and approved in the state of TX to sign this CVI.
<input type="checkbox"/> You are not yet approved to sign CVIs in AL, please contact your administrator or assign this CVI to another vet.

4. Enter your password and select “Sign Certificate”.

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.



SIGN CERTIFICATE

Glossary

Administrator

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

AgView

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)

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

Type 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)

Type 2

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