

VET-CVI Animal Import via Spreadsheet

Animal Import Spreadsheet Layout (Default)

- File Format: Excel Spreadsheet (.xlsx)
- Spreadsheet is valid with or without the header row.
- Only the first worksheet is processed; additional worksheets are ignored.
- Field/Column order cannot be changed.
- Columns after the 9th column, DOB (column I), are ignored.

Column/Field Description

Column	Field Name	Description
A	Backtag	
B	Official ID	
C	Official ID 2	
D	Breed	
E	Sex	Possible values: M, F, S, N, X
F	Age	Must be integer > 0
G	Age Unit	Possible values (not case sensitive): Day, Days, D Week, Weeks, W Month, Months, M Year, Years, Y
H	Description	Can contain Pregnancy Status
I	DOB	Acceptable format: MM/DD/YYYY

Sample File

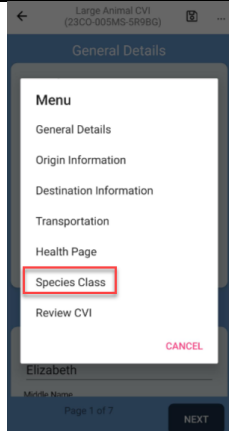
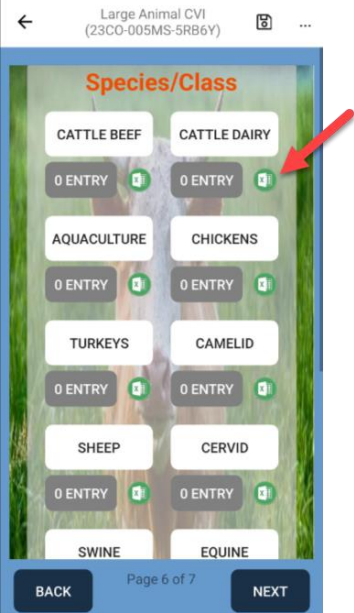
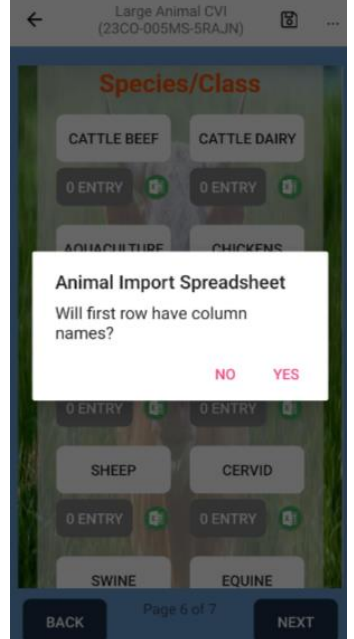
	A	B	C	D	E	F	G	H	I
1	Backtag	OfficialID	SecondaryID	Breed	Sex	Age	AgeIn	Pregnancy Status	DOB
2	48AN3333	48XYZ3456	48EFG5432	BX - Beef Not Specified	M	2	Y		02/01/2019
3	48AN3334	48XYZ3457	48EFG5433	BX - Beef Not Specified	M	3	Year		04/25/2019
4	48AN3335	48XYZ3458	48EFG5434	BX - Beef Not Specified	M	4	Years		06/05/2019
5	48AN3336	48XYZ3459	48EFG5435	RBF - Red Brockle Face	M	5	W		05/26/2020
6	48AN3337	48XYZ3460	48EFG5436	RBF - Red Brockle Face	M	1	M		08/01/2020
7	48AN3338	48XYZ3461	48EFG5437	GU - Guernsey	F	2	Month	P3	03/07/2020
8	48AN3339	48XYZ3462	48EFG5438	BX - Beef Not Specified	F	3	Y	P2	01/17/2021
9	48AN3340	48XYZ3463	48EFG5439	BX - Beef Not Specified	F	4	Y	P2	11/07/2011
10	48AN3341	48XYZ3464	48EFG5440	GU - Guernsey	F	5	D		08/08/2019
11	48AN3342	48XYZ3465	48EFG5441	GU - Guernsey	S	6	M		07/05/2019

Processing Rules

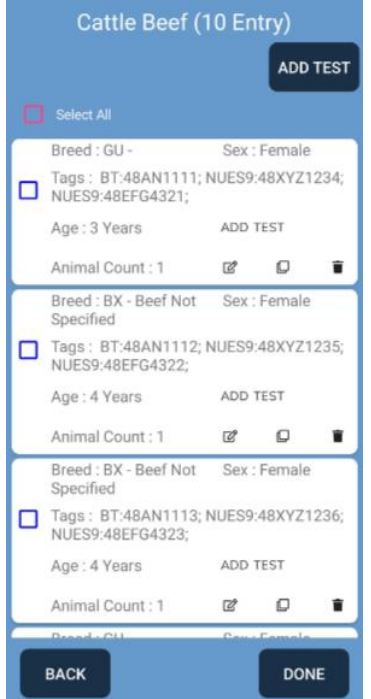

1. Backtags are created with Id Type: **Other Official Id: Backtag**
2. Official Id Type will be determined based on the id validation rule in the following order:
 - a. AIN (840/RFID)
 - b. NUES9
 - c. NUES8
 - d. Other Official Id: AMID
3. At least one Official ID per animal must be entered.
4. If DOB is entered, Age/Unit are ignored and not populated.
5. If Age is entered, Unit is required. If Unit is entered, Age is required.
6. An animal record is created for every row in the spreadsheet.
7. If any information on the spreadsheet is invalid/missing, user will be presented with the list of invalid/missing information at the end of processing. Invalid/missing data will be left blank for the user to update accordingly.

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Importing spreadsheet into VET-CVI

1	Login to VET-CVI	
2	Create a new CVI or open an existing one from the CVI Drafts	
3	Populate CVI information reaching the Species Class screen or use the [...] icon on the top right of the screen to view the CVI Menu to navigate directly to the Species Class.	
4	On the Species/Class screen, click the green Excel icon under the appropriate Species of the animals to create	
5	<p>A pop-up will display asking if the spreadsheet contains column headers. Respond accordingly.</p> <p>Locate spreadsheet on device being used and upload.</p>	

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<p>6a</p>	<p>If the process imported all rows successfully, the animal list will be displayed. The user can proceed with the CVI.</p>	
<p>6b</p>	<p>If the process encountered any errors, the user will be presented with a pop-up message that contains:</p> <ul style="list-style-type: none"> • Spreadsheet Row Number • All validation or missing errors on the row <p>The user will have the option to Save this summary of errors to a local file for reference later.</p> <p>The user is navigated to the Animal List, for the user to correct the animal records as needed.</p>	
<p>7</p>	<p>User can proceed with the CVI accordingly.</p>	

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Customizing the Import Spreadsheet

The veterinarian will have the option to customize (reorder and/or remove columns) the spreadsheet they want to upload.

1	Login to VET-CVI
2	From the Dashboard or Menu, select My Account
3	Click the Customize Import button on the bottom of the screen
4	<p>The File Fields Order screen displays two sections: Include and Exclude.</p> <p>User can <i>drag & drop</i> the fields between the two sections to include or exclude fields based on the format of the spreadsheet to be imported. The order of the fields, to reflect the spreadsheet columns to be imported, can also be specified (same <i>drag & drop</i> process).</p> <p>After the desired spreadsheet column/field format is specified. Click the Save button.</p> <p>Any Animal Import spreadsheet file will be evaluated using the saved user-defined layout.</p> 