

VET-CVI

Creating a Template

Note: When creating a template, user can enter as much or as little information as they want to save on the template.

1. From the main screen, select Create Large CVI
2. On first page, click Next
3. Click Yes to proceed without completing required fields
4. Enter Origin and Consignor information
If user wants to add additional information, ex Destination/Consignee, animal information they can continue.
5. When done entering information for the template, click the red pin in the upper right corner

First Name*: John

Last Name*: Smith

Business Name*: Smith Farms

Address*: 100 Someaddress Street

City*: Somecity

State*: KANSAS Zip*: 12345

County*: UNITED STATES

Phone*: (555) 555-1234

Email:

Premises Id:

Back Page 2 of 7 Next

6. To proceed to save as a Template click Okay

Alert!!

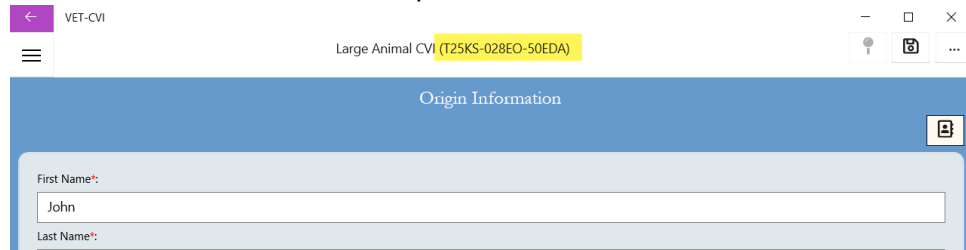
Alert!!

Convert this CVI Draft to a Template. This process is not reversible. Proceed?

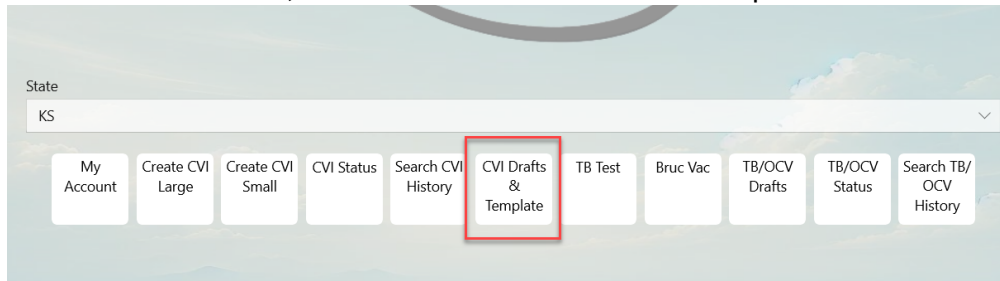
Yes No

Zip*

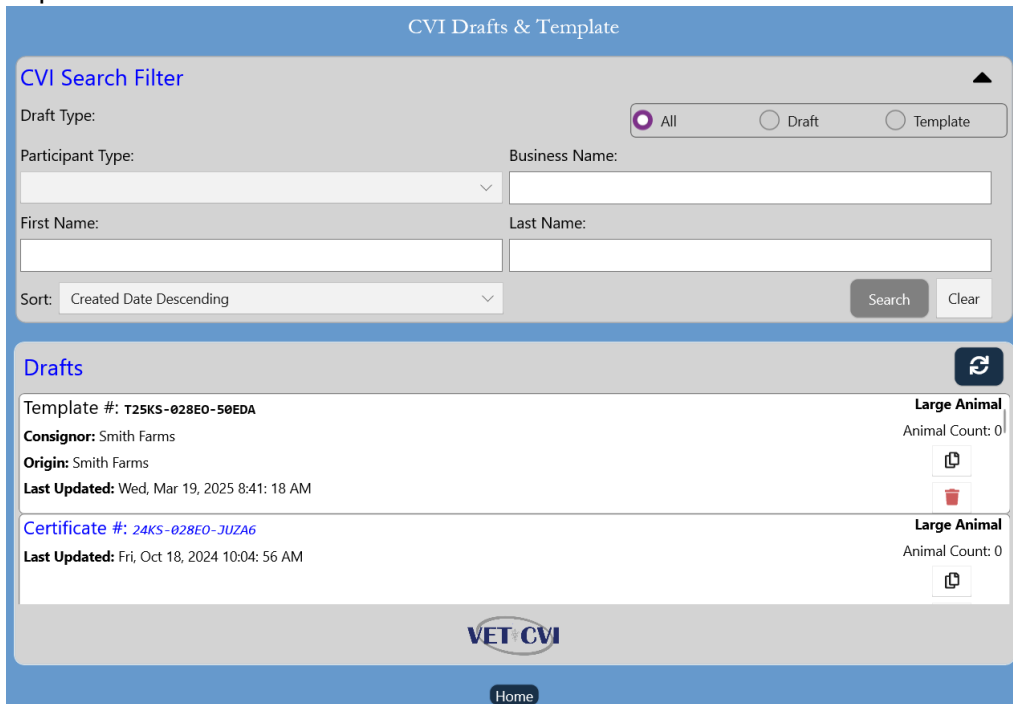
- Once a template is create, the CVI number will change to add a “T” to the beginning of the number to note that it is a Template



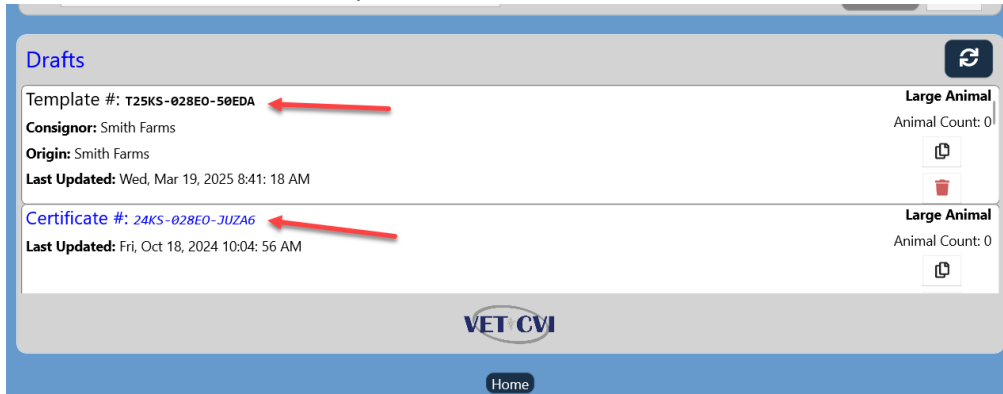
- Return to the main screen, and then select CVI Drafts & Templates



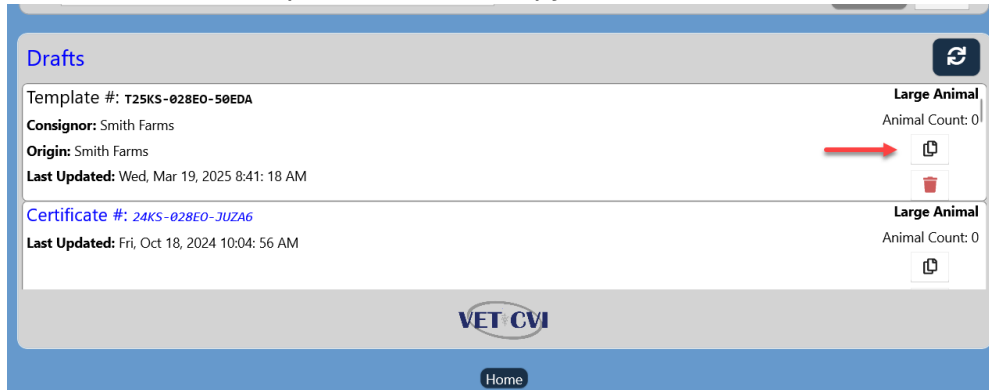
- Expand the CVI Search Filter
- User can search for Drafts only, Templates only, or both along with additional search parameters.



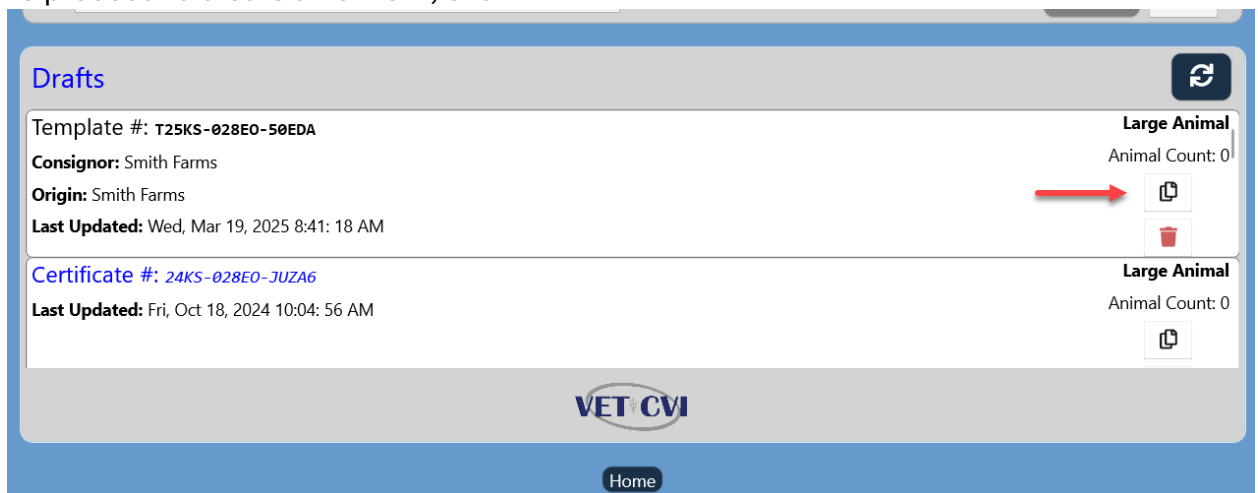
- In the list of Drafts/Template, note that the link to open them is black if it is a template and blue if it is a draft.
- To edit a draft, click on the Template number link.



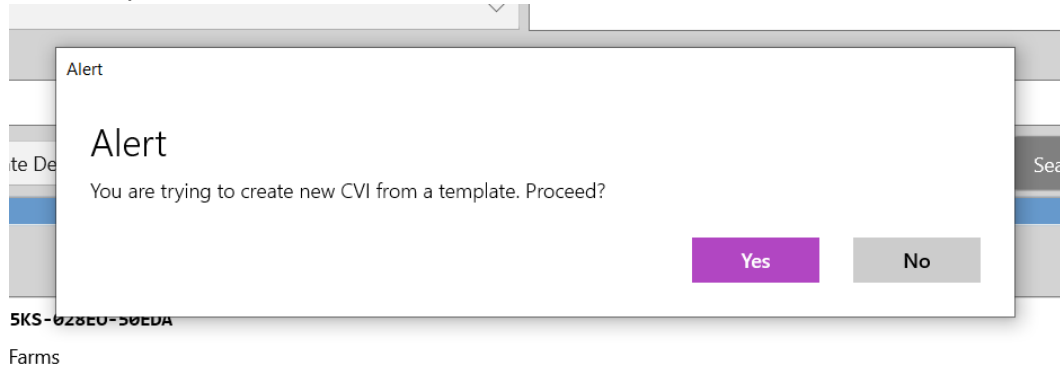
- To create a CVI from a template, click the Copy button



- To proceed to create a new CVI, click



15. Click Yes to proceed to create a new CVI



16. After clicking Yes, a CVI is created with all the information from the template, but with a new CVI number

17. User can continue to enter information and then submit CVI

A screenshot of a web application interface for creating a CVI. The page title is "VET-CVI". The main heading is "Large Animal CVI (25KS-028EO-50FTS)". The form is divided into two sections: "General Details" and "Veterinarian Information".

General Details

- CVI Certificate #: 25KS-028EO-50FTS
- Entry Permit #: [Empty field]
- Inspection Date*: [month] [day] [year] [Close]
- Shipment Date: [month] [day] [year] [Close]

Veterinarian Information

- First Name: Test