

Veterinary Services Process Streamlining

Animal Import Center Reservations (AICR)

Job Aid for AIC Coordinators: Barn Management

General Information/Tips

VSPS URL <http://vsps.aphis.usda.gov/vsps/public/ILogin.do>

VS IT Help Desk Phone # 1-877-944-8457

Purpose & Scope To provide AIC staff with a quick reference guide to the tasks they can do in the VSPS Animal Import Center Module.

Assumptions You have a USDA eAuthentication login that can be used to access the VSPS modules.

Required fields In each VSPS form, you must enter information into each field marked with a red asterisk (*).

Pop-up Blockers Before logging into any VSPS module, turn off/disable your web browser's pop-up blocker feature.

Warning! Do not use your web browser's JavaScript within VSPS. Doing so will kick you out of VSPS. See the *Navigating within VSPS* section below for safer alternatives.

Logging Into VSPS

- In a web browser window, go to the VSPS Welcome Page at: <http://vsps.aphis.usda.gov/vsps/public/ILogin.do>
- Under **VSPS Users**, click on **LOG IN**.
- On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
- On the eAuthentication Login Page, enter your USDA eAuthentication account's **User ID** and **Password**. Then click on **Login**.

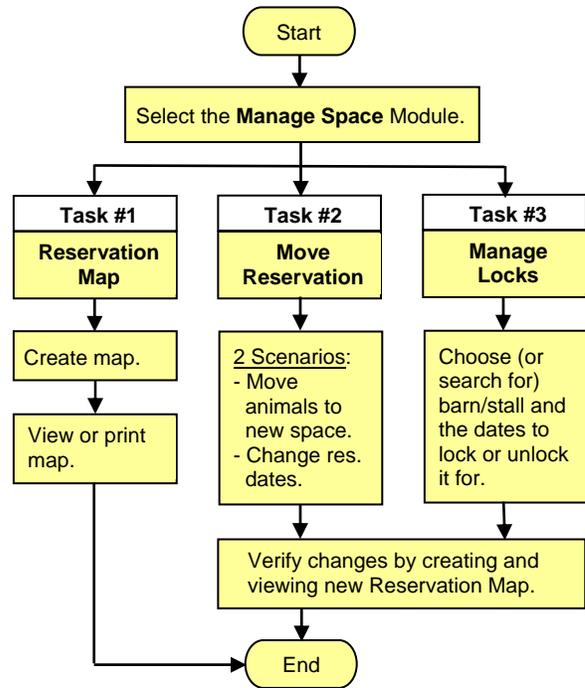
If you get an error message, it is related to eAuthentication, not to VSPS.

For help, contact the eAuthentication ITS Help Desk:

Phone: 1-800-457-3642

E-Mail: eAuthHelpDesk@ftc.usda.gov

Workflow



Navigating Within VSPS

- In the top-right corner of each VSPS screen are **Logout** and **Help** links.
- On the left side of each VSPS screen is a blue *navigation pane*. In it are links to the VSPS modules that your role can use (see right).
- On each module's home page is a list of *pages* (see below):



- To navigate between different modules or within a module, click on a page's name in the *breadcrumb trail* at the top of each page (see below):

[VSPS Home](#) | [Animal Import](#) | [Import Center Reservation](#) | [Manage Space](#)

- On many VSPS pages, there are symbols for frequently-used features:

-  Click, to search in an Address Book.
-  Click, to add a new entry to a Personal Address Book.
-  Click, to use a Calendar to specify a date.
-  Click, to see a list of choices in a pop-up window.

What You Can Do In This Module

In the AICR Manage Space Module, you can do the following three tasks:

Task	Description
Reservation Map	- Generate a map for a specific time period. - View and/or print a map.
Move Reservation	- Change the use of a barn/stall, by moving a reservation out of it to a different location. - Change a reservation's dates.
Manage Locks	Lock or unlock a barn/stall for a specific time period.

AIC Space Assignment Rules

AIC	Space Type	Explanation
Miami, FL	Stall-based	A barn can have animals from multiple flights in it.
New York, NY	Barn-based	A barn can have the animals from only one flight in it.

Task #1: Reservation Map

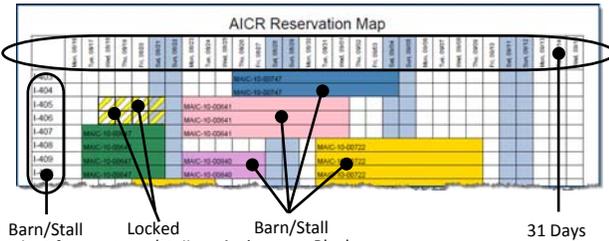
This task lets you generate, view, and print a Reservation Map for a specific time period at an Animal Import Center (AIC).

- On the VSPS Home page, log into VSPS.
- On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
- From the blue navigation pane, select **Animal Import**.

Task #1: Reservation Map (more)

4. On Animal Import Module page – Select **Import Center Reservation**.
5. On Import Center Reservation Module page – Select **Manage Space**.
6. On Manage Space Module page – Select **Reservation Map**.
7. Reservation Map Selection Criteria page:
 - **Import Center *** – Your Animal Import Center.
 - **Start Date *** – First date to appear on the Reservation Map. Each map shows 31 days of bookings, beginning with this date.
8. Click to generate a new Reservation Map in a separate web browser window. This map consists of 2-3 sections:

Section 1 - Pages that show the dates of pending/confirmed reservations and locked barns/stalls.



- On maps for the Miami AIC, a stall assignment block shows a reservation number for only one animal.
Example: In the screenshot above, Reservation **MAIC-10-00641** (light pink color) has three animals – each animal was assigned its own stall.
- On maps for the New York AIC, a barn assignment block can show:
 - ◇ a single reservation number.
 - ◇ multiple reservation numbers (only if all the animals on these reservations arrived on the same flight).
- Most reservations will have extra days added to them, typically for pre-/post-cleaning of the barns/stalls. These disinfection days are controlled by the business rules that each AIC configures in its VSPS Maintenance Tables.
Example: A 7-day reservation may appear as 9 days on the map.
- Locked barns/stalls contain diagonal hash marks (///) in their assignment blocks.

Section 2 - A summary list of pending/confirmed reservations.

Reservation	Arrival Date	Leave Date	Airline	Company	Animals	Country
MAIC-10-00647	17-Aug-10 00:00	20-Aug-10	RD	Brokers 1/3/2/4/5	5	AF
MAIC-10-00737	18-Aug-10 10:30	25-Aug-10	NL	Brother ABC	3	BZ
MAIC-10-00541	20-Aug-10 00:00	23-Aug-10	FX	Joe Average	6	AU
MAIC-10-00581	20-Aug-10 05:45	23-Aug-10	FX	Joe Average	5	BE
MAIC-10-00840	23-Aug-10 00:00	26-Aug-10	MP	Broker One	9	NL

- This list is sorted chronologically by **Arrival Date** and time.
- For each reservation you will see: the **Reservation Number, Arrival Date, Leave Date, Airline, Company** (Importer), Number of **Animals**, and Animals' **Country of Origin**. (*Note:* For easier reading, each Company (Importer) is assigned a unique color -- this color changes each time a new map is generated.)

Section 3 (if applicable to the current map) - A summary list of locked barns/stalls.

Locked Barn/Stall	Begin Date	End Date
I-405	18-Aug-10	21-Aug-10
I-406	18-Aug-10	21-Aug-10

- This list displays diagonal hash marks in its heading.
- For each locked barn/stall, you will see its identifier code and the **Begin/End Dates** of that space's lockout period.

9. *Optional...* Use the web browser's print commands to print the map.

Task #2: Move Reservations

This task lets you make changes in two scenarios:

- **SCENARIO 1** - Change the use of a barn/stall space, by moving a reservation out of it to a different location. The original space can then be given a different use (e.g., an animal from an earlier reservation suddenly needs to be quarantined in the space for a longer period, or the space needs repairs.)
- **SCENARIO 2** - Change the date for a reservation (e.g., an importer's flight was cancelled and he must reschedule his arrival date).

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK, Continue, or I Agree**.
3. In the blue navigation pane, select **Animal Import**.
4. On Animal Import Module page – Select **Import Center Reservation**.
5. On Import Center Reservation Module page – Select **Manage Space**.
6. On Manage Space Module page – Select **Move Reservations**.
7. Continue with either **SCENARIO 1** or **SCENARIO 2** below.

SCENARIO 1 Change the use of a barn/stall space.

8. Move From Reserved Space page:
 - **Import Center** (required) – Your Animal Import Center.
 - **Reservation Type** – Quarantine duration of the reservation. (*Note:* It is recommended that you complete this data field; VSPS allows you to move more than one reservation at the same time, but all the reservations must have the same **Reservation Type**.)
 - **Reservation Number** – Number of the reservation to be moved.
 - **Quarantine Space** – Identifier code of the barn/stall space whose use needs to be changed.
 - **Reservation Starts No Earlier Than / No Later Than** – The single day or date range when a reservation potentially started.
 - **Reservation Ends No Earlier Than / No Later Than** – The single day or date range when a reservation potentially ended.

Note for the four **Reservation** fields above: To specify a single day instead of a date range, enter the desired day in the **No Earlier Than** field, and the next day in the **No Later Than** field.
Example: To specify Aug 28, 2010, make **No Earlier Than** = 08/28/2010 and **No Later Than** = 08/29/2010.

- Click to search VSPS.
9. A Reserved Space results list appears at the bottom of the page:
 - a. In the list's Select column, check the box for the reservation that will be moved out of the barn/stall space. (Or use the **Select All** check box to move multiple reservations out of the space.)
 - b.
 10. Move to New Space page:

Reservations Affected section (read-only): Shows the reservation you are moving out of the current barn/stall.

Availability Details section:

- a. **New Arrival Date/Time** – Leave unchanged.
- b. **Quarantine Space** – Choose either search method below:
 - Highlight **Choose Barn or Stall** to have VSPS find all spaces available on the reservation's arrival date.
 - Select the specific barn/stall that you want to move the reservation into.
- c. VSPS determines which barns/stalls are available on the reservation's arrival date.

Move Reservation Details section: Displays any spaces that the reservation can be moved into. Continue by following the instructions in the box for your specific AIC shown below.



Veterinary Services Process Streamlining Animal Import Center Reservations (AICR) Job Aid for AIC Coordinators: Barn Management

Task #2: Move Reservations (more)

Miami AIC

In the **Space Name** column, choose the new stall that you want to move the reservation into. In this stall's same row, enter:

- **Space Code** (read-only) – Identifier code of this stall space.
- **Available Space** (read-only) – Maximum number of animals that can be assigned to this stall.
- **Selected Spaces** – Stall space that the reservation is being moved out of. Selecting this value will auto-fill the next two data fields described below.
- **# of Animals in Space** – Auto-filled with the number of animals that are being moved out of the original stall.
- **# of Animals to Move** – Auto-filled with the number of animals that will be moved to the new stall. You can edit this field (e.g., to keep a mare and her new foal together in the same stall).

New York AIC

VSPS allows you to:

- Move some or all of the animals on a reservation to other barns. Any animals not being moved can remain in the original barn.
- Move some or all animals on multiple reservations to other barns, as long as all of the animals being moved were on the same flight.

Fill out this section:

- **Reserved Space** – Identifier code of the barn space that the reservation was originally assigned to.
- **# of Animals in Space** – Number of animals on the reservation that were originally assigned to this barn space.
- **Available Space** – Barn space that the reservation can be moved into.
- **Available Occupancy** – Maximum number of animals that can occupy the new barn space.
- **# of Animals to Move** – Number of animals on the reservation that you want to move into the new barn space.

11.
12. A Move Confirmation page appears.
Move From Reserved Space section – Shows the reservation's basic details. Also lets you enter the following:
 - **Special Instructions** – Supplemental information about the animals (feeding, handling, etc.) or reservation. This information will be appended to the VSPS Reservation Details summary.
 - **Force Pending Cancellation** – Check this box to send an email to the reservation-creator that he must contact your AIC and approve the reservation's move before the **Cancel in Hours** time expires.
 - **Cancel in Hours** – Time that your AIC will wait to receive approval. When this time expires, VSPS will cancel the reservation.Move to Empty Space section – Summary of the animal moves.
13.
14. You return to the Move From Reserved Space page. This message appears: *Reservations' spaces moved successfully.*
15. *Recommended...* Verify your changes by generating and viewing a new Reservation Map. (For help, see **Task #1: Reservation Map.**)

Task #2: Move Reservations (more)

SCENARIO 2 Change the dates for a reservation.

8. Move From Reserved Space page:
 - **Import Center** (required) – Your Animal Import Center.
 - **Reservation Type** – Quarantine duration of the reservation.
 - **Reservation Number** – Number of the reservation whose dates need to be changed.
 - **Quarantine Space** – Identifier codes of the barn/stall spaces that the reservation was originally assigned to. (*Note:* To select multiple spaces in this list, press the CTRL key while highlighting each space's identifier code.)
 - **Reservation Starts No Earlier Than / No Later Than** – The single day or date range when a reservation potentially started.
 - **Reservation Ends No Earlier Than / No Later Than** – The single day or date range when a reservation potentially ended.

Note for the four **Reservation** fields above: To specify a single day instead of a date range, enter the desired day in the **No Earlier Than** field, and the next day in the **No Later Than** field.

Example: To specify Aug 28, 2010, make **No Earlier Than** = 08/28/2010 and **No Later Than** = 08/29/2010.

- Click to search VSPS.
9. A Reserved Space results list appears at the bottom of the page:
 - a. In the list's Select column, check the box for the reservation whose dates need to be changed. (Or use the **Select All** check box to change dates for every animal that has the same reservation number.)
 - b.
 10. Move to New Space page:
Reservations Affected section (read-only): Shows the reservation whose dates are being changed.
Availability Details section:
 - a. **New Arrival Date/Time** – Enter the new date and time that the reservation will arrive at the AIC. (*Note:* Enter **Time** in 24-hour military format, from 00:00 (midnight) to 23:59 (11:59 PM).)
 - b. **Quarantine Space** – Choose either search method below:
 - Highlight **Choose Barn or Stall** to have VSPS find all spaces available on the reservation's new arrival date.
 - Select the specific barn/stall that you want to move the reservation into. (*Note:* To select multiple spaces in this list, press the CTRL key while highlighting each space's identifier code.)
 - c. VSPS determines which barns/stalls are available on the reservation's arrival date.Move Reservation Details section: Displays any spaces that the reservation can be moved into. Continue by following the instructions in the box for your specific AIC shown below.

Task #2: Move Reservations (more)

Miami AIC

In the **Space Name** column, choose the new stall that you want to move the reservation into. In this stall's same row, enter:

- **Space Code** (read-only) – Identifier code of this stall space.
- **Available Space** (read-only) – Maximum number of animals that can be assigned to this stall.
- **Selected Spaces** – Stall space that the reservation is being moved out of. Selecting this value will auto-fill the next two data fields described below.
- **# of Animals in Space** – Auto-filled with the number of animals that are being moved out of the original stall.
- **# of Animals to Move** – Auto-filled with the number of animals that will be moved to the new stall. You can edit this field (e.g., to keep a mare and her new foal together in the same stall).

New York AIC

VSPS allows you to:

- Move some or all of the animals on a reservation to other barns. Any animals not being moved can remain in the original barn(s).
- Move some or all animals on multiple reservations to other barns, as long as all of the animals being moved were on the same flight.

Fill out this section:

- **Reserved Space** (read-only) – Identifier code of the barn space that the reservation was originally assigned to.
- **# of Animals in Space** (read-only) – Number of animals on the reservation that were originally assigned to the barn space.
- **Available Space** – Barn space that the reservation can be moved into.
- **Available Occupancy** – Maximum number of animals that can occupy the new barn space.
- **# of Animals to Move** – Number of animals on the reservation that you want to move into the new barn space.

11.
12. A Move Confirmation page appears.
Move From Reserved Space section – Shows the reservation's basic details. Also lets you enter the following:
 - **Special Instructions** – Supplemental information about the reservation or animals (feeding, handling, etc.). This information will be appended to the VSPS Reservation Details Summary Record.
 - **Force Pending Cancellation** – Check this box to send an email to the reservation-creator that he must contact your AIC and approve the reservation's move before the **Cancel in Hours** time expires.
 - **Cancel in Hours** – Time that your AIC will wait to receive approval. When this time expires, VSPS will cancel the reservation.Move to Empty Space section (read-only) – Summary of the animal moves.
13.
14. You return to the Move From Reserved Space page. This message appears: *Reservations' spaces moved successfully.*
15. *Recommended...* Verify your changes by generating and viewing a new Reservation Map. (For help, see **Task #1: Reservation Map.**)

Task #3: Manage Locks

This task enables you to lock or unlock a barn/stall space for a specific time period. (**Note:** Locking a barn/stall space is different from setting a blackout date as part of your AIC's business rules. See the table below.)

	Locked Space	Blackout Date
Typical Reasons	- A reservation's dates had to be changed. - A barn/stall needs routine repairs/maintenance. - An animal's quarantine had to be extended.	- Annual Holidays
Scheduled When	- Days in advance - Weeks in advance	- Months in advance - Year in advance
Created via	AICR Manage Locks task	VSPS Maintenance Tables

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK**, **Continue**, or **I Ag ree**.
3. From the blue navigation pane, select **Animal Import**.
4. On Animal Import Module page – Select **Import Center Reservation**.
5. On Routine Import Module page – Select **Manage Space**.
6. On Manage Space Module page – Select **Manage Locks**.
7. From the Lock Barns and Stalls page, you can perform three activities:
 - Lock a specific space.
 - Unlock a specific space.
 - Search for a locked space in order to unlock it.

Each activity is described in its own box below.

Lock a space

- a. On the Lock Barns and Stalls page, enter the following:
 - **Import Center *** – Your Animal Import Center.
 - **Barn/Stall *** – Identifier code of the space(s) that you want to lock.
 (**Note:** To select multiple spaces in this list, press the CTRL key while highlighting each space's identifier code.)
 - **BeginDate *** – First day that the space needs to be locked (starting at 0:00 (midnight).)
 - **EndDate *** – Last day that the space needs to be locked (ending at 11:59 PM.)
- b.
- c. This message appears: *Quarantine barns/stalls have been locked.*
- d. If instead you see this message, *The selected barns/stalls have reservations that must be moved prior to locking the barns/stalls*, do the following:
 - Do **Task #1: Reservation Map** to generate a map for the appropriate time period. On the map, find and write down the reservation number currently in the space you want to lock.
 - Do **Task #2: Move Reservation** to move the reservation (whose number you wrote down) out of the space you want to lock.
 - Do this **Task #3: Manage Locks** again to lock the now-



Veterinary Services Process Streamlining Animal Import Center Reservations (AICR) Job Aid for AIC Coordinators: Barn Management

Task #3: Manage Locks (more)

Unlock a space

- a. On the Lock Barns and Stalls page, enter the following:
 - **Import Center *** – Your Animal Import Center.
 - **Barn/Stall *** – Identifier code of the locked space that you want to unlock.
(Note: To select multiple spaces in this list, press the CTRL key while highlighting each space’s identifier code.)
 - **BeginDate *** – First day that the space was locked on (starting at 0:00 (midnight).)
 - **EndDate *** – Last day that the space was locked on (ending at 11:59 PM.)
- b.
- c. This message appears: *Quarantine barns/stalls have been unlocked.*
- d. If instead you see this message, *There were no locks associated to the selected barns/stalls*, it simply means that you were trying to unlock a space that is already available for use.

Search for a locked space

- a. On the Lock Barns and Stalls page, enter the following:
 - **Import Center *** – Your Animal Import Center.
 - **Barn/Stall *** – Identifier code of the locked space that you want to unlock. (Or leave this field blank to search for all locked spaces at your AIC.)
(Note: To select multiple spaces in this list, press the CTRL key while highlighting each space’s identifier code.)
 - **BeginDate *** – First day that the space was locked on (starting at 0:00 (midnight).) (Or leave this field blank to search for locked spaces on all dates at your AIC.)
 - **EndDate *** – Last day that the space was locked on (ending at 11:59 PM.) (Or leave this field blank to search for locked spaces on all dates at your AIC.)
- b.
- c. A Search/Unlock Barn and Stall Locks page appears. At the bottom is a Current Locks results list.
- d. In the Action column of this list, click **[unlock]** next to the space that you want to unlock.
- e. This message appears: *Quarantine barns/stalls have been unlocked.*
- f. Repeat **Steps d-e** above for each additional space that you want to unlock.

8. *Recommended...* Verify your changes by generating and viewing a new Reservation Map. (For help, see **Task #1: Reservation Map**.)

Appendix: Barn Management E-Mails

At certain points in many AICR task workflows, VSPS is triggered to auto-generate and send out email notices to appropriate individuals. These notices are typically informational – they let your AIC know that a reservation has been booked, modified, or cancelled.

Below are samples of AICR barn-management-related emails and what, if any, actions your AIC should take after receiving them.

E-mail for a New Reservation

This email is to inform you that reservation # <number>, scheduled to arrive at <time> on <date> has been booked.

Total Price of Reservation: \$ <dollar amount>
 Reservation Date: <arrival date>
 Reservation ETA: <arrival time>
 Reservation Flight #: <airline, flight number>
 Number of Horses on Reservation: <animal total>
 Broker Name: <name>
 AIC Name: <name>

- **Explanation:** A new reservation has been booked at your AIC.
- **Action your AIC should take:** Generate a new Reservation Map to see which barns/stalls this new reservation has been booked into.

E-mail for a Modified Reservation

This email is to inform you that reservation # <number>, scheduled to arrive at <time> on <date> has been modified.

Total Price of Reservation: \$ <dollar amount>
 Reservation Date: <arrival date>
 Reservation ETA: <arrival time>
 Reservation Flight #: <airline, flight number>
 Number of Horses on Reservation: <animal total>
 Broker Name: <name>
 AIC Name: <name>

- **Explanation:** A reservation already booked at your AIC has removed one or more animals from the reservation’s original animal total.
- **Action your AIC should take:** Generate a new Reservation Map to see if this reservation change has freed up any barns/stalls.

E-mail for a Cancelled Reservation

This email is to inform you that reservation # <number>, scheduled to arrive at <time> on <date> has been cancelled.

Total Price of Reservation: \$ <dollar amount>
 Reservation Date: <arrival date>
 Reservation ETA: <arrival time>
 Reservation Flight #: <airline, flight number>
 Number of Horses on Reservation: <animal total>
 Broker Name: <name>
 AIC Name: <name>

- **Explanation:** A reservation that was already booked at your AIC has been completely cancelled.
- **Action your AIC should take:** Generate a new Reservation Map to see which barns/stalls are no longer being used by this reservation.