



Veterinary Services Process Streamlining **Animal Import Module (AIM)** — Job Aid for State Regulatory Officials (SROs) —

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 SROs with a quick reference guide to the tasks they can do in the VSPS Animal Import 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 (*).

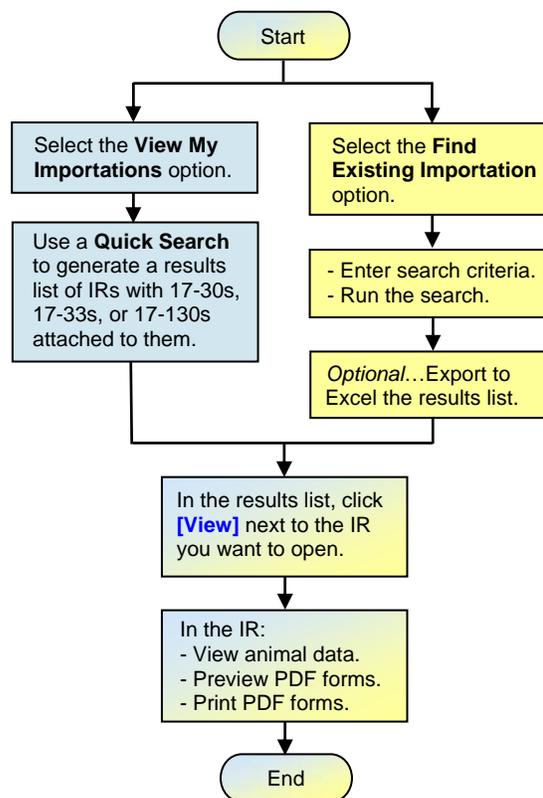
Pop-up Blockers Before logging into any VSPS module, turn off/disable your web browser's pop-up blocker feature.

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

Logging Into VSPS

1. In a web browser window, go to the VSPS Welcome Page at: <http://vsps.aphis.usda.gov/vsps/public/ILogin.do>
 2. Under **VSPS Users**, click on **LOG IN**.
 3. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
 4. 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

Two Workflows



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](#) | [Routine Import](#)

- 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

AIM gives you a choice of two workflows for finding, viewing, and printing Importation Requests (IRs):

Workflow Name	Lets You View an IR that has
View My Importations	- Creation Date= less than 30 days - Destination = your State - At least one of these associated forms = 17-30, 17-33, 17-130
Find Existing Importation	- Creation Date = any date - Destination = your State - Associated forms = any animal-import forms *** Also lets you export a list of IRs into Excel.

View My Importations

1. On the VSPS Home page, log into VSPS.
2. On any warning-type screens, click **OK**, **Continue**, or **I Agree**.
3. From the blue navigation pane, select **Animal Import**.
4. On the Animal Import Module page, select **Routine Import**.
5. On the Routine Import Module page, select **View My Importations**.
6. An **Available Quick Searches** section will display.
 - a. Click one of the three options to generate a results list.
 - b. In the list, click **[View]** next to an IR to open it.
 - c. Skip to the **In The IR...** section below.

*(Note: Ignore any header row that might appear (it contains labels such as **Action**, **Document Number**, **Created On**, etc.) This feature is not intended for use by SROs.)*

Find Existing Importation

- 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**.
- On the Animal Import Module page, select **Routine Import**.
- On the Routine Import Module page, select **Find Existing Importation**.
- The Importation Request Search Criteria page displays.
- Enter one or more search values:
 - Port of Arrival** – United States port that the animals identified on the IR will enter through.
 - Search by Name (Importer, Broker, Destination, Shipper, Consignee fields)** – Enter a first or last name. VSPS will search for the name you enter as both *First Name* and *Last Name* values in every IR. If you enter a name in more than one field, VSPS will search for the name that has both attributes indicated.
(*Note: You may also enter a partial name and insert an asterisk (*) in place of any missing letters. Examples: Smith*, *ley, and *ring*.*)
 - Date of Entry** – Starting date of a date range in which the animals reached the Port of Arrival.
 - through** – Ending date of a date range in which the animal(s) reached the Port of Arrival.
 - Document Number** – Number auto-assigned by VSPS to the IR you are searching for. (*Tip: This number also appears on every form associated with an IR, so it is a very effective search value to use.*)

What does a Document Number consist of?

IR Created In	Examples / Explanations
AIM Online	Example: 10DLR00032 10 = Fiscal Year DLR = Port of Arrival code 00032 = A Port-specific, sequential number
AIM Offline	Example: 10DUN0D53FBDA 10 = Fiscal year DUN = Port of Arrival code 0D53FBDA = A unique, sequential number

- Reservation Number** – Number auto-assigned by VSPS to a reservation that has booked animal space at an Animal Import Center.
 - Status** – Current status of the IR. (*Note: While the drop-down list also shows **Initial, Submitted to Port, and Voided**, you will only be able to find IRs that have a status of **Received** or **Closed**.*)
 - ~ **Received** – The IR was received or initially created by a port's Veterinary Medical Officer (VMO).
 - ~ **Closed** – The IR was updated with reconciliation data. Then the IR and all its associated forms were closed in VSPS.
 - Species** – Species of the animal being imported.
 - Unit Type** – Type of animal import. The choices are: **Live Animal, Day Old Chick, Embryo, Hatching Egg, or Semen**.
 - Animal ID** – In the blank field, enter an identification number for the animals being imported. In the **Select ID Type** field, select the identification media on which this number appears.
 - Attached Document Type** – Type of document that is attached to the IR you are searching for.
 - Purpose** – Reason why the animals are being imported.
 - Destination State** – Your State to which the animals are being delivered. (*Note: If you specify a State that is not yours, VSPS will return no search results.*)
- Click to search VSPS. A results list displays under the form. This list is sorted in the following order:
 - Alphabetically by the Port of Arrival.
 - For each Port of Arrival, alphabetically by Status (**Closed, Received**).
 - For each Port of Arrival and Status combination, the Created On date for the IR in descending order (newest date first).
 - Optional...* Use the **Export options: Excel** feature to convert, view, and save this results list into the Microsoft Excel spreadsheet format.

Find Existing Importation (more)

- In the lower-right corner of this page under the results list, click **Excel**. A File Download window displays.
 - The **Save** option is recommended – this lets you both save the Excel file to your computer or network and remain in VSPS. (The **Open** option immediately generates the Excel file, but also exits you out of VSPS. You will have to log back into VSPS to resume your work session.) Click the **Save** button.
 - A Save As window displays. Use it to navigate to the location where you want to store the Excel file. Specify the **File Name** and **Save as type** values. Click **Save**.
 - The Download complete window indicates when the Excel file has been generated and saved.
 - ~ **Open** – Click to display this file in a separate Excel application window, and do any desired editing or formatting. (*Note: Click **OK** if a warning message appears about creating the Excel file using an older version of Excel.*)
 - ~ **Close** – Click to return to the Importation Request Search Criteria page.
- In the results list, click **[View]** next to an IR to open it.
 - Continue with the **In The IR...** section below.

In the IR...

- An Importation Request Summary pages displays, with three sections in it: Importation Request Summary, Animal Groups, and Form Management.
- Importation Request Summary** section – Displays data for the IR's Document Number, Port of Arrival, Status, Country of Origin, Port of Embarkation, Health Certificate numbers, Date of Entry, and the person/business contacts involved (Importer, Broker, Destination, Shipper, and Consignee).
 - If desired, click **[Audit]** to see a history of changes made to this IR.
 - A pop-up window will display a List of Changes page.
 - Click **[View]** next to a specific change to see its history.
- Animal Groups** section – Displays a list of the animal groups that were shipped as part of this IR. Click **[View]** next to an animal group record. You then see one of the following two pages:

A Define Animal Group page displays if the animal data was entered in a single record for the entire animal group. This page displays any data, if available, for:

- Group Total
- Animal Group ID Type
- Animal Group ID
- Animal Group Breed
- Animal Group Gender
- Date of Birth
- Age Range
- Health Certificate
- Permit Number
- Color (equine groups only)

An Importation Request Animal Group page displays if the animal data was entered as separate records for each animal in the group. This page displays any data, if available, for each animal's:

- Breed
- Gender
- Date of Birth
- Age Range
- Health Certificate
- Permit Number
- Color (equine groups only)
- Customized animal ID data types

- Form Management** section – Displays a list of forms and attachments (supplemental documents included by the port) that could be associated with an IR. *Note: VS 17-33 and VS 17-130 Forms are not listed individually; once created, they will appear underneath the **Importation Release (17-30)** Form.*

A form has been attached to an IR if any actions appear below that form's name. *Note: The **Importation Release (17-30)** Form may display more actions than the other forms do. This is because you can output this form's data in two formats:*

- a VS 17-30 format that presents the data as individual animal records.
- a VS 17-30G format that presents the data as animal group records.



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In the IR... (more)

The table below shows the actions that you may be able to apply to the forms that appear in the **Form Management** section:

Actions for - VS 17-30 - Other Forms	Actions for - VS 17-30G only	Description
[View]	- - -	Click to view (in read-only mode) the data-entry page that creates the form.
[Preview]	[Preview Summary]	Click to view and/or print the .pdf form.
[Preview Amended]	[Preview Amended Summary]	Click to view and/or print the updated .pdf form that includes any changes made to it.
[Preview Original]	[Preview Original Summary]	Click to view and/or print the original, unedited .pdf form.
[Audit]	[Audit]	Click to view the change history for the form.