




Veterinary Services Process Streamlining
Interstate Module - Certificates of Veterinary Inspection (CVI)
Job Aid for Data-Entry of Retrospective CVIs





Sode Texas
 Business Profile
 Interstate
 Personal Profile
 Discoverer Reports
 Contact Us
 Help Desk:
 877-944-8457; select option 3.

FYI Section

- **URL** <http://vsps.aphis.usda.gov/vsps/public/CRLogin.do>
- **Pop-up Blockers:** Before logging into a Veterinary Services Process Streamlining (VSPP) module, turn off/disable your web browser's pop-up blocker function.
- **Help Desk Phone #** (877) 944-8457 Option 3.
- **Help button:** Click to view detailed info about current screen and fields, throughout the application.
- **Required fields:** A red-colored asterisk (*) indicates fields in which data is required (can be conditional).
- **Link to this job aid:**
 VSPP Home > Interstate > VSPP Interstate Library

Navigation Warning!

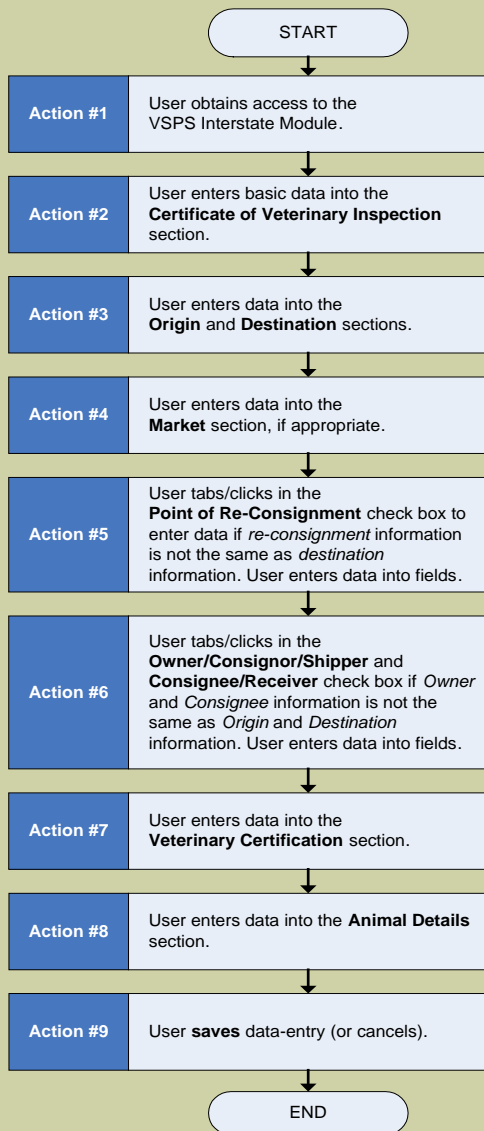
DO NOT use the browser Back button  in the VSPP application. Doing so will kick you out of the application. Instead, use the "breadcrumbs" at the top of the screen (example below).

[VSPP Home](#) | [Interstate](#) | [Enter Retrospective CVI](#)

Scope of Job Aid:

- o How to obtain access to VSPP
 - o How to enter data from retro paper CVIs
 - o How to search for/find CVIs in VSPP
- Anyone with the State (or National) Office Data Entry role in VSPP can perform these steps.

Process Flow



See Appendix A for instructions about how to find a CVI.

Action #1: Perform Preliminary Steps

A OBTAIN ACCESS TO VSPP INTERSTATE MODULE

1. Create an eAuthentication Level 2 account.
 - a. Go to URL listed above in the FYI Section. If you are interested in detailed eAuthentication account information, click *What is an account?* on the login screen.
 - b. Click *Create an account* and follow the instructions.
2. Complete an APHIS 513 form (User Account Control form). Contact the AVIC Office in your area for help.

B LOG INTO VSPP

Log into the Veterinary Services Process Streamlining (VSPP) module using the URL provided in the *FYI Section* above and your eAuthentication user name and password. If you have any problems, contact the Help Desk.


Refer to the Help Desk Phone # in the *FYI Section* above or click on **Contact Us** in the dark blue navigation bar on the left-side of the application for Help Desk hours, phone number, email and Web site addresses.

C SELECT A ROLE

This step is usually a one time event; once you are set up with role permissions you do not have to request the role again, unless your access expires.

- Click *Personal Profile > My Roles*.
- Initially, you are given the *Guest* role.
- Click the *Request a Role* tab and select *State Office Data Entry* (either *State Authorization* or *National Authorization*). Follow any additional instructions. Email is sent to the approver.
- The status of your request changes from *REQUESTED* to *APPROVED* after your request is approved (usually within 24 hours). Once approved, you have access to the functionality of that role.

D VIEW NOTICES

If there are current notices that apply to you, they are displayed now. The  symbol in the notice headline means you are required to read the notice before you proceed any further. After reading the notice, click in *Confirm Notice* checkbox, and click on *Submit*.

Action #2: Enter Basic CVI Data

A CLICK ON LINK

[Interstate > Enter Retrospective CVI](#)

B ENTER DATA INTO REQUIRED FIELDS

The VSPS Retrospective CVI sections support “heads-down” data-entry (use of tab key).

If you have tabbed to the calendar icon (see image below):

- TAB** • Press <Enter> to open it.
- Press <Tab> within calendar to highlight date.
- Press <Enter> within calendar to select date.

Certificate of Veterinary Inspection (from retrospective CVIs)

Origin State Date of Inspection Permit Number Certificate Number

(mm/dd/yyyy)

Required fields:

Origin State, and Date of Inspection, and Certificate Number

Fields & Definitions

Origin State	State that animals came from.
Date of Inspection	Date on which the animals were examined by the veterinarian who signed the CVI.
Permit #	Permit # associated with the retrospective CVI. (not required).
Certificate Number	Certificate number shown on the paper CVI. Enter complete number, including prefixes & symbols – no spaces. If you enter a duplicate number, VSPS displays a message. You may want to look at the duplicate CVI to ensure it has the same information as the paper CVI.

Action #3: Enter Origin & Destination

A ORIGIN (of animal)

Terminology is not consistent on all States' paper CVI forms; specifically Consignor & Consignee vs. Origin & Destination. If you see only one set of data for contact information, enter this data into the Origin and Destination sections in VSPS.

Required fields: City & State, OR Postal Code

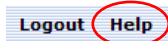
Required fields: Business Name OR First & Last Name
Type “NA” into required fields if data is not found or is not legible on paper CVI.

- TAB** **If you enter postal code** & press <Tab>, the City, State, and County all auto-fill. If the information displayed does not match the information on the paper CVI, correct the data in VSPS fields.

Fields & Definitions (all fields not listed here)

City	Physical location that animal came from.
State	
Postal Code	
Business Name	Official name of a business associated with the origin location.
First & Last Name	First & Last name of a primary contact for the origin location.
Phone	Enter 10-14 characters with any punctuation (no spaces). Examples: Input: 333-727-0055 ⇒VSPS reformats to (333) 727-0055. Input: 3337270055[3114] ⇒VSPS reformats to (333) 727-0055 x3114.

For a definition of all fields on a screen, click the [Help](#) link displayed at the top-right corner of the screen.



Enter Origin & Destination (cont.)

B DESTINATION (of animal)

Refer to the information in the *Origin (of animal)* section, to fill out the appropriate fields; keep in mind that the focus in [this](#) section is on the *physical destination*.

Action #4: Enter Market Name

If appropriate, enter the name of the livestock market or shipping station that the animals passed through before reaching their final destination.

Market
Market/Shipping Station Name Enter the name of the market/shipping station if these animals moved through one

Action #5: Enter Re-Consignment Info.

The re-consignment section is one of the hidden field sections. The fields are not visible until you click in the check box; clicking in the check box again hides the information.

• Click in the check box in the *Point of Re-Consignment* section if the animals were sold to another party (different destination).

- TAB** **If you tabbed** to the check box, press <space bar> to open/close the re-consignment section.

Point of Re-consignment
 Check this box if Re-Consignment information is not the same as destination information.

• Select the *Re-Consignment Type* from the drop-down menu, if appropriate.

Re-Consignment Type

• Enter the re-consignment information provided on the paper CVI. Refer to the information in the *Origin (of animal)* section, to fill out the fields; keep in mind that the focus in [this](#) section is on the *re-consignment location*.

Action #6: Enter Consignor & Consignee Info.

The Owner/Consignor/Shipper and Consignee/Receiver section is the other hidden field section. See Action #5 for more information about hidden fields.

If *Owner* and *Consignee* information is not the same as *Origin* and *Destination* information, click in the check box.

Owner/Consignor/Shipper and Consignee/Receiver
 Check this box if Owner and Consignee information is not the same as Origin and Destination information.


- TAB** **If you tabbed** to the check box, press <space bar> to open/close this section.

A OWNER/CONSIGNOR/SHIPPER

Refer to the information in the *Origin (of animal)* section to fill out the fields (no required fields for this section); keep in mind that the focus in [this](#) section is on the *owner/consignor/shipper*.

B CONSIGNEE/RECEIVER

Refer to the information in the *Origin (of animal)* section, to fill out the fields (no required fields for this section); keep in mind that the focus in [this](#) section is on the *consignee/receiver*.



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Action #7: Enter Veterinarian Info.

A | VETERINARY CERTIFICATION

Required fields: Veterinarian ID Code

Fields & Definition

Veterinarian ID Code	Official number that identifies the veterinarian & indicates their authorization to practice (e.g. State License #, Federal Accreditation #, or Nat'l Accred #).
State License Issued	Defaults to name of State that issued the veterinarian's license to practice – edit if appropriate.

B | VETERINARIAN CONTACT INFO.

For contact information, refer to the information in the *Origin (of animal)* section, to fill out the appropriate fields; keep in mind that the focus in this section is on the *veterinarian*.

Action #8: Enter Animal Info.

A | ANIMAL DETAILS

Required fields: Unit Type and Number of Animals

Fields & Definitions

Unit Type	Type of animal or animal product reported on the CVI. Select from Live Animal, Semen, or Embryo.
Species	Select from Cervid, Bovine, Ovine, Equine, Caprine, Porcine, and Camelid for most Unit Types.
Purpose of Shipment	Select appropriate purpose from the dynamic drop-down list that changes with species.
Group	Indicator that the animals on the CVI were reported as individuals or combined into a single group. Select <i>Y</i> (for Yes) if paper CVI contains a single description that represents all of the animals. Select <i>N</i> (for No) if paper CVI contains a unique description for each animal listed.
Number of Animals	Total number of animals reported on the CVI.
Additional Columns	Click the <i>Show Identifier 3/4/5</i> buttons to add more columns to each row in the <i>Animals</i> sub-section. In the additional columns, you can add other animal IDs (lot number, ear tag,...) Click <i>Hide Identifier</i> to conceal the new columns.

B | ANIMALS (sub-section)

- If Group = N (see explanation above), the sub-section displays a blank row for each individual animal once you click in the table.
- If Group = Y, the sub-section displays one blank row for all animals represented on the CVI once you click in the table. *Note: One animal is not considered a group.*

If you need to change your choice (Y to N, or N to Y), heed the warning messages, and the *Delete* check boxes. *Save* to implement the changes.

Enter Animal Info (continued)

Animals Table

Row	Identifier 1	Identifier 2	Breed	Gender	Age	Copy All	Delete
1	[C] [C+]	[C] [C+]	[C]	[C]	[C]	[C] [C+]	<input type="checkbox"/>
2	[C] [C+]	[C] [C+]	[C]	[C]	[C]	[C] [C+]	<input type="checkbox"/>
3	[C] [C+]	[C] [C+]	[C]	[C]	[C]	[C] [C+]	<input type="checkbox"/>
4	[C] [C+]	[C] [C+]	[C]	[C]	[C]	[C] [C+]	<input type="checkbox"/>
5	[C] [C+]	[C] [C+]	[C]	[C]	[C]	[C] [C+]	<input type="checkbox"/>

The **[C]** **[C+]** options in the table above may appear next to the associated fields, or underneath them, depending on your screen size.



Tabbing in the table:

- Tab order is top-left to bottom-right.
- [C] and [C+] are included in the tabbing. Press <Enter> to invoke.
- Breed and Gender fields – Tab to field, traverse list with down-arrow, tab out of list while a value is highlighted to select it.

Required fields: None

An example of a table data-entry method is provided below.

1) Row 1 – Enter data from paper CVI into appropriate columns.

Fields & Definitions	
Identifier 1	Identification associated with the animal(s) – can be any type of tag, brand certification ID, or even a description (color or marking) of the animal if a number cannot be found.
Identifier 2	Another animal identifier associated with the animal(s).
Breed	Breed of animal(s) as it appears on the CVI.
Gender	Gender (sex) of animal(s) as it appears on the CVI.
Age	Age of animal(s) as it appears on the CVI.

2) Subsequent Row Options

- Enter data manually.
 - Select **[C]** in first row's column to copy that exact same data to all of the following rows in the column.
 - Select **[C+]** in first row's column to copy that number and increment by one number on each row in the column.
 - Select **[C]** or **[C+]** in the *Copy All* column to affect all rows with the information from the selected row.
 - Click on Delete next to the row you want to delete. It will be deleted when you save the record.
- If you clicked** on **[C]** or **[C+]** by mistake, you can delete data in the row, then click on **[C]** or **[C+]** again to copy blank fields.

Action #9: Save or Cancel Data Entry



If you tabbed to the button, press <space bar> or <Enter> to invoke.

Save	Select, to save your data-entry and remain on the same page.
Save and New CVI	Select, to save your data-entry and then open a blank "Enter Retrospective CVI" screen in order to enter data for a new CVI record.
Save and Duplicate	Select, to save your data-entry. Some of the information from the CVI will carry over to the next CVI – change & add information as appropriate, such as the Certificate Number & Permit Number.
Cancel	Select, to exit the CVI without saving your data-entry. A warning message asks you to confirm this command. Click OK. You are returned to the <i>Interstate Module</i> screen.

Appendix A: HOW TO FIND A RETROSPECTIVE CERTIFICATE OF VETERINARY INSPECTION (CVI) IN VSPTS

Definition of a retrospective CVI in VSPTS: A retrospective CVI is a Certificate of Veterinary Inspection that was initially issued on a paper form. Some of the data on the paper form was then transcribed into VSPTS (a searchable database) to facilitate the tracing of animals.

Overview: The *Find CVI* search screen lets you search for a retrospective Certificate of Veterinary Inspection (CVI) that is currently stored in VSPTS. After finding the CVI you are looking for, you have the option to edit or copy it.

1. Go to: **VSPTS Home > Interstate > Find CVI > Retro CVI**
2. Enter search criteria.

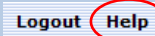
Use of wildcards: If you do not know the exact spelling of a search value, you can replace the unknown letters/numbers with the percent wildcard symbol (%) or the asterisk wildcard symbol (*).

Examples:

Use of Wildcard	Searches for...
St* or St%	Records that start with St such as Stafford and St122734
ing or %ing%	Records that contain ing such as 773Herrington, Schwing, and Ingleterre
*angus or %angus	Records that end with angus such as Red Angus or Aberdeen Angus

To find a retrospective CVI record, you can input data into fields in the sections listed below (LOTS of options!!!). Enter one or more search values.

All search values are optional with one exception: If your VSPTS user role has state-level (not national-level) data-entry permissions, you must fill out either the *Origin State* data field or *Destination State* data field with the name of your own State.

For a description of all fields: Click the *Help* button at top-right corner of screen. 

Section	Description
Search Type	Verify that <i>Retro CVI</i> is displayed.
Quick Finds	Optional...Use this feature to find retrospective CVI records that you personally created by entering data from paper CVI forms into VSPTS. A Results List displays at the bottom of the screen. Depending on your user role in VSPTS, you can copy, edit, or view the CVI using the commands in the <i>Action</i> column.
Certificate	This section has fields for information that identifies the retrospective CVI record (e.g. Certificate Number, Date of Inspection range, etc.)
Origin	This section has fields for contact information about the location that the animals on the CVI came from.
Destination	This section has fields for contact information about the location to which the animals were delivered.
Market Name	This section has a field for the name of a livestock market or shipping station that the animals passed through before reaching their destination.
Owner/Consignor /Shipper	This section has fields for contact information about the animals' former owner, seller, or shipper.
Consignee/Receiver	This section has fields for contact information about the animals' buyer or new owner.
Re-Consignment	This section has fields for contact information about the re-consignment location.
Animal Details	This section has fields for common information that describes the animals reported on the CVI (e.g. Animal IDs).



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Appendix A: HOW TO FIND A RETROSPECTIVE CVI (continued)

3. Search for Retro CVI by clicking .

If you want to delete your search criteria, and enter new data, click .

A list of results that match the criteria you entered is displayed at the bottom of the screen. The example below shows you how many certificate records were found, the column headings, and the first line gives you an idea of the type of data listed (data would be listed in all 4 rows in a real-life scenario).

4 Certificates found, displaying all Certificates.

#	Action	Cert. No.	Business or Contact Name	Veterinarian's Name	Veterinarian's License #	Total Animals	Destination Contact	Origin	Destination	Inspected
1	[Copy] [Edit]	09TX22222	The Feeder Farm	Les Moore	3333	450	Morry Lesthan	Texas	Nebraska	08/21/2009
2	[Copy] [Edit]									
3	[Copy] [Edit]									
4	[Copy] [Edit]									

Export options: [Excel](#)

4. Edit (and View) a Retro CVI by clicking on **[Edit]** next to the **Cert. No.** of the CVI you want to modify.

Save any changes you make by clicking on the appropriate button (see list below).

Button	Select to:
Save	save your data-entry and remain on the same page.
Save and New CVI	save your data-entry and then open a blank <i>Enter Retrospective CVI</i> screen in order to enter data for a new CVI record.
Save and Duplicate	save your data-entry. Some of the information from the CVI will carry over to the next CVI – change & add information as appropriate, such as the Certificate Number & Permit Number.
Cancel	exit the CVI without saving your data-entry. A warning message asks you to confirm this command. Click OK. You are returned to the <i>Interstate Module</i> screen.

5. Copy a Retro CVI by clicking on **[Copy]** next to the **Cert. No.**

All fields are duplicated to a new CVI record except for the Certificate Number. Enter the Certificate Number and add or change any other information that is appropriate; save it using one of the buttons listed above. This method makes it easy to create new CVI records that contain similar information.

6. Export the results list to Excel using the **Export options: Excel** feature located at the bottom-right corner of the screen. In Excel, you can manipulate data, send it to other people, or simply save it.

- Display the first page of the results list.
- Click *Excel*. A File Download window appears.
- We recommend that you select the *Save* option; this enables you to save the Excel file to your computer or network and remain in VSPS (The *Open* option immediately displays the Excel file, but also kicks you out of VSPS.)
- Click *Save*.
A *Save As* window appears. Use it to navigate to the location where you want to save 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.
Click *Open* to display the Excel file in a separate window; click *Close* to return to the CVI Search Criteria screen.