



Veterinary Services Process Streamlining
Interstate Module - Certificates of Veterinary Inspection (CVI)

Job Aid for Retrospective CVI Data-Retrieval


[Business Profile](#)
[Interstate](#)
[Personal Profile](#)
[Discoverer Reports](#)
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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 (VSPS) 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:**
 VSPS Home > Interstate > VSPS Interstate Library

• **Navigation Warning!**

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

[VSPS Home](#) | [Interstate](#) | [Find CVI](#)

• **Scope of Job Aid:**

- How to obtain access to VSPS
 - How to search for/find CVIs in VSPS
- State and Federal Veterinary Health Officials with the proper VSPS roles can perform these steps.

Action #1: Perform Preliminary Steps

A OBTAIN ACCESS TO VSPS 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 (User Account Control form). Contact the AVIC Office in your area for help.

Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

Administrator Links

- [Local Registration Authority Login](#)

B LOG INTO VSPS

Log into the Veterinary Services Process Streamlining (VSPS) 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; State Officials should select the *State Regulatory Official* role. 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 all 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 *Submit*.

Action #2: Find a Retrospective Certificate of Veterinary Inspection (CVI)

Definition of a retrospective CVI in VSPS: 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 an electronic form in VSPS (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 VSPS. After finding the CVI you are looking for, you have the option to view, edit, or copy it.

1. Go to: [VSPS 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 (*).

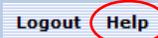
Examples:

Use of Wildcard	Searches for...
St* or St%	Records that start with <i>St</i> such as Stafford and St122734
ing or %ing%	Records that contain <i>ing</i> such as 773Herrington, Schwing, and Ingletterre
*angus or %angus	Records that end with <i>angus</i> 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 VSPS 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 VSPS. A Results List displays at the bottom of the screen. Depending on your user role in VSPS, 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 premises that the animals on the CVI came from.
Destination	This section has fields for contact information about the premises 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 premises.
Animal Details	This section has fields for information that describes the animals reported on the CVI (e.g. Animal IDs).



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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). The [View] function (read-only) is also available to certain VSPS roles.

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 <i>OK</i> . 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.

- a. Display the first page of results.
- b. Click *Excel*. A File Download window appears.
- c. 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.)
- d. 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.
- e. 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.