VSPS

Creating Coggins

A Guide for Accredited Veterinarians
Login to VSPS

- Go to: https://vsapps.aphis.usda.gov/vsps/
- Select Log In
Enter your E-Auth user ID and password. Select Login
First you will want to create your horse in the Animals address book if it’s not already created. If you know you will never see the horse again you don’t need to add them to the address book.

Select Business Profile.
Select Animals
Select Create Animal
Select Equine and Continue
Animal Book – If you created a Practice in VSPS to share horse information and customer contact information and to be able to view each others coggins/CVIs make sure the practice address book is selected.

Enter the required information. We also recommend entering the DOB. Enter the Registered Name of the horse. If the horse’s name is long, it may need to be entered in the ‘Other’ field for the entire name to show on the coggins form. If you enter it in the ‘Other’ field make sure to type: Registered Name: (horses name)
If the owner and location are listed in the address book select the address book icon to select them. If you type in the Owner and Location or if you use the Copy button this will add the Owner and Location to your address book. This is a nice feature for adding new contacts.

**If the Owner and Location are listed in your address book already, and you type their name in or use the Copy button instead of using the address book icon to select them, this will create duplicates in your address book. It will add them again even if they are already in the address book.

If you are adding the horse to your Practice address book, when searching for an Owner and Location in your address book you will also need to select their name from the Practice address book or you will get an error.
Select the Equine Details tab to add pictures and other info.
Select marking from the dropdowns.
Add brand or other information into the Narrative Description.
Add pictures by selecting the Browse button. Each picture must be 1MB or less. Use Microsoft Office Picture Manager or another picture editing software to compress the picture size. Most pictures seem to be over 1MB when taken.

Select Save when done.

You will get a green success message when the horse has been saved.
Green success message the animal was created. Since I didn’t select the Location from the address book, it added the address to the address book.
Select Labs to create a Coggins
Select Add Test Record
Select the options from the drop downs. If you have created a practice in VSPS and the vets are linked, the Veterinarian drop down will show all vets listed in the Practice in VSPS. Select Create.
Under the I want to... box select ‘Choose animal being tested from Business Profile’. If you select ‘Define a new animal for testing’ it will **not** save the horse to the address book for later use or adding to a CVI. Select Apply.
You can search by any of the below options. I searched using Last Name and select Search.

Check the boxes next to the horses you want to create a Coggins for and select Continue. You can add multiple horses to one submission. They don’t have to be under the same owner. Keep in mind if you submit multiple horses under one submission, if information on the form is wrong with one of the horses and it has to be voided by the lab, it voids all horses on that submission.
You will get a green message saying animals were added.
Enter the specimen tube numbers and the Date Sampled.
Select **Show VS 10-11** to preview the form before submitting. You can’t make any changes to the forms once the lab receives the form on their end so it’s very important to check the form for accuracy now.
At this point you can Void the form if needed or Save it if you want to come back to it later.
If you have multiple horses listed or if your internet connection is slow you may see a blank screen while it’s bringing the form up. On the bottom left it will say ‘Downloading from site...’
You will see the Unofficial Copy of the VS 10-11. Verify all information is correct before submitting.

You can print the form if the lab needs a copy then close the form.
Select Continue

Specimens have been added to test record 488139.

<table>
<thead>
<tr>
<th>Select Action</th>
<th>Animal ID(s)</th>
<th>Specimen Tube #</th>
<th>Min Age</th>
<th>Max/Single Age</th>
<th>Date Sampled (mm/dd/yyyy)</th>
<th>Accession #</th>
<th>Lab Tech</th>
<th>Test Results</th>
<th>Test Type Used</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call Name: Raja</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registered Name: Dakota Go Boy’s</td>
<td>2</td>
<td>2</td>
<td>YEARS</td>
<td>08/30/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electronic is set by default. If you haven’t set a default lab select the magnifying glass to select the lab you are sending to. Select Process.

NOTE: If you forgot to view the VS 10-11 on the previous page you can select Show VS 10-11 on this page also. No changes can be made after you select Process.
You will get a notice that the Test Record has been submitted.
To find the coggins form to view results. Select Labs
Select Find Test Records
You can search using any of the fields below. If you select ‘Veterinarian is me...’ it will show all test records you have entered. This works well if you don’t have a lot of records. If you have a lot it will be faster to search using the animal name or you can search using a date range. Test Record # is the Serial # listed on the VS 10-11 coggins form.
The first one listed is the one I just processed. Since the lab has not yet ‘received’ it on their end in VSPS it still gives me the option to Delete or Edit it. Once the lab has electronically ‘received’ the lab in VSPS you will only see a View option.

The Status is Submitted when the lab has not yet entered results.
When the lab has electronically received the coggins in VSPS and has entered results you can no longer make changes to the form. You will see the Status of Completed with a Complete Date. You can select View to print out the Official Copy of the Coggins form.
Select Show VS 10-11
You will see the Official Copy watermark.

The Lab information will be complete with Test Results.

Electronic Signature is not yet available in VSPS.
If you want to use the same information from a previous test to create a new coggins lab submission.

Search for and select the box next to the animal you want to create a new test for. Select [Copy Selected (with specimens)]
To set your default Lab.
Select Personal Profile
Select User Preferences
Select the magnifying glass next to Default Laboratory.
Search for the lab you would like to use. Check the box to show ‘only labs with VSPS registered technicians (on-line labs)’. Once you find your lab click the Select link to select it. If you haven’t submitted a coggins through VSPS to the lab before it would be a good idea to call and make sure they accept electronic submissions of coggins in VSPS.
The lab is now listed next to Default Laboratory. Select Save.
The VSPS User Guide has detailed instructions on creating a CVI, coggins, adding animals to the address book, and creating a Practice in VSPS.
Contact a Network Associate if you have questions.
Did you know VSPS Network Associates are available to assist you with day to day training needs in addition to scheduled formal training sessions? If you use VSPS and need some training assistance, have a question, or you just want to explore VSPS capabilities, please email or call a network associate.

To reach the first available VSPS Network Associate, email: vsvspstrainingnetwork@aphis.usda.gov

<table>
<thead>
<tr>
<th>Network Associate</th>
<th>Location</th>
<th>Time Zone</th>
<th>Telephone 1</th>
<th>Telephone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgie Berry</td>
<td>Oroville, WA</td>
<td>Pacific</td>
<td>509-476-2635</td>
<td></td>
</tr>
<tr>
<td>Donna Brennan</td>
<td>Sacramento, CA</td>
<td>Pacific</td>
<td>916-854-3914</td>
<td>916-202-5649</td>
</tr>
<tr>
<td>Barb Cockerill</td>
<td>Lincoln, NE</td>
<td>Central</td>
<td>402-434-2301</td>
<td>402-440-4825</td>
</tr>
<tr>
<td>Beth Cook</td>
<td>Little Rock, AR</td>
<td>Central</td>
<td>501-993-6719</td>
<td></td>
</tr>
<tr>
<td>Doug Croft</td>
<td>Sutton, MA</td>
<td>Eastern</td>
<td>508-363-2299</td>
<td>508-889-5176</td>
</tr>
<tr>
<td>Martha Elmore</td>
<td>Lincoln, NE</td>
<td>Central</td>
<td>402-429-0313</td>
<td></td>
</tr>
<tr>
<td>Barbara Rigby</td>
<td>Pharr, TX</td>
<td>Central</td>
<td>956-782-0998</td>
<td>512-937-9378</td>
</tr>
<tr>
<td>Adriana Roman-Muniz</td>
<td>Springfield, IL</td>
<td>Central</td>
<td>217-547-6030</td>
<td></td>
</tr>
<tr>
<td>Tracey Samuelson</td>
<td>Bismarck, ND</td>
<td>Central</td>
<td>701-355-3330</td>
<td>701-426-7391</td>
</tr>
</tbody>
</table>

VSPS Training Support Network Coordinators:

Kristin Keller
Kristin.D.Keller@aphis.usda.gov
970-494-7338 (office)
970-213-7304 (cell)

Narda Huyke
Narda.Huyke@aphis.usda.gov
515-337-7075 (office)
515-203-9884 (cell)