



COLORADO DEPARTMENT OF AGRICULTURE

Animal Health Division

Online Permitting System User Guide

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1. Overview of the Online Permitting System

This manual is designed to introduce the Online Permitting System (OPS) and provide basic information on the Online Permitting System (OPS) website located at:

<http://www.ag.state.co.us/OPS/Login.aspx>

OPS is a web-based system that allows veterinarians to submit and track entry permit applications and print a copy of their entry permit from their computers without needing to call their State Veterinarian's office.

You will be required to register before you are able to access the site and create new entry permits.

USAHerds is the Colorado Department of Agriculture (CDA): Animal Health Division's information management system. The use of OPS and USAHerds is also used by other state agriculture departments and may be familiar to you already. This particular version of OPS is branded for CDA's Animal Health Division. OPS will be a separate website from the USAHerds application, but will be utilizing the USAHerds Database for premises searches and to submit entry permits based on the veterinarians' uniquely issued CVI numbers.

2. Login to OPS

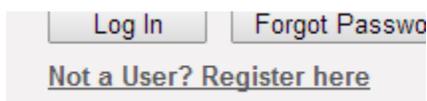
How do I get access to the system?

Figure 2-1 Log into OPS Screen



The screenshot shows the login interface for the Colorado Department of Agriculture's Online Permitting System. At the top, it reads "Colorado Department Of Agriculture" and "Online Permitting System" in large, bold letters. To the right is the state seal of Colorado. Below the header is a "Log In" section with a "User Name *" field, a "Password *" field, and a checkbox for "Change Password After Login". There are "Log In" and "Forgot Password" buttons. Below these is a link: "Not a User? Register here". At the bottom of the page, it says "Copyright © 2012".

Figure 2-2 Register Here



This is a close-up of the registration link from the login screen. It shows two buttons: "Log In" and "Forgot Passwo". Below them is a link: "Not a User? Register here".

To access the Online Permitting System application, you must be registered. Registration begins with clicking the link titled "Not a User? Register here" as seen in Figure 2-1 Log into OPS Screen & Figure 2-2. The link will bring up the User Registration screen. (Figure 2-3)

Figure 2-3 User Registration Screen

The screenshot shows the 'User Registration' form for the Colorado Department of Agriculture's Online Permitting System. The form is titled 'User Registration' and includes a legend: '*Required' and '+One or other is Required'. The form fields are organized into several sections:

- Top Section:** 'User Name *' and 'Vet Accreditation Number or State Veterinary License Number *'.
- Personal Information Section:** 'Prefix' (dropdown), 'First Name *', 'Middle', 'Last Name *', 'Suffix' (dropdown), 'Email *', 'Phone1/Ext *', 'Phone2/Ext *', 'Cell Phone', 'Fax', and 'Preferred Phone Type' (dropdown).
- Address Section:** 'Address 1 *', 'Address 2', 'City *', 'State *' (with 'PENNSYLVANIA' selected), 'Zip *', and 'County *' (dropdown).

At the bottom of the form are 'Save' and 'Back' buttons. A copyright notice 'Copyright © 2012' is visible at the very bottom of the page.

The following information is required to gain access to the application.

- User Name - This is your user login name, you will want to create a unique name that you can remember.
- Vet Accreditation Number OR State Veterinary License Number.
- First and Last Name - You may also enter a prefix, middle name, and suffix if desired.
- Email Address - A valid email address where your login information will be sent.
- Phone Number - Primary phone number where you can be reached. You may also enter a secondary number, cell phone number, and fax number if desired. You may also choose your, "Preferred Phone Type" or phone number to be contacted at.
- Address - The street number & street name are placed in Address 1. There is a second text box available (Address 2) for unit/apartment/suite numbers.
- City
- State
- Zip
- County

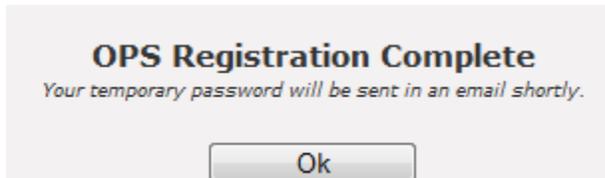
After filling out the required credentials, you can save your information and return to the login page by clicking the buttons at the bottom of the form.



ATTENTION! Clicking "Back" will redirect you to the login page or the last entered page of information and any entered information will be lost when returning all the way back to the login page without saving!

Clicking the "Save" button after completing all the required fields will bring you to the following screen (Figure 2-4) where you will be redirected to the Login page by clicking "OK."

Figure 2-4 Registration Complete



As explained in Figure 2-4, a temporary password will be sent to the email address previously given. You can now log into the online permitting system using your username and password exactly as they appear in the received email. Example: Figure 2-5.

Figure 2-5 Registration Email with initial Password

USAHERDS_DoNotReply@COMPAID.COM USAHERDS_DoNotReply@compaid.com

/>

Willy Gilligan:

Your password for User Name **Gilligan** is the following 8 characters

\$4wyd8lp

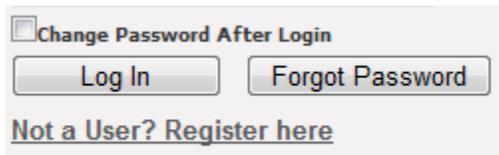
To log on to OPS Development visit the Login Page (http://corp-hbg-04.compaid.com/usaherds_ops/Login.aspx) and log in using your User Name and Password.

@ Copyright 2012, OPS

Please contact the USAHerds_Support@compaid.com, if you have questions or comments pertaining to this web site.

Back on the login page, after entering the aforementioned credentials, the box labeled "Change Password After Login" (Figure 2-6) should be checked. This will bring up the change password form (Figure 2-7) immediately after logging in.

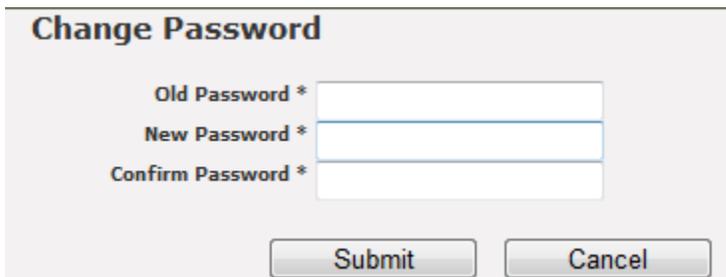
Figure 2-6 Change password After login- Check



Change Password After Login

[Not a User? Register here](#)

Figure 2-7 Change Password dialog



Change Password

Old Password *

New Password *

Confirm Password *

This page allows you to create a password that is easier to remember than the auto-generated password given in the email. Change the password by entering the following:

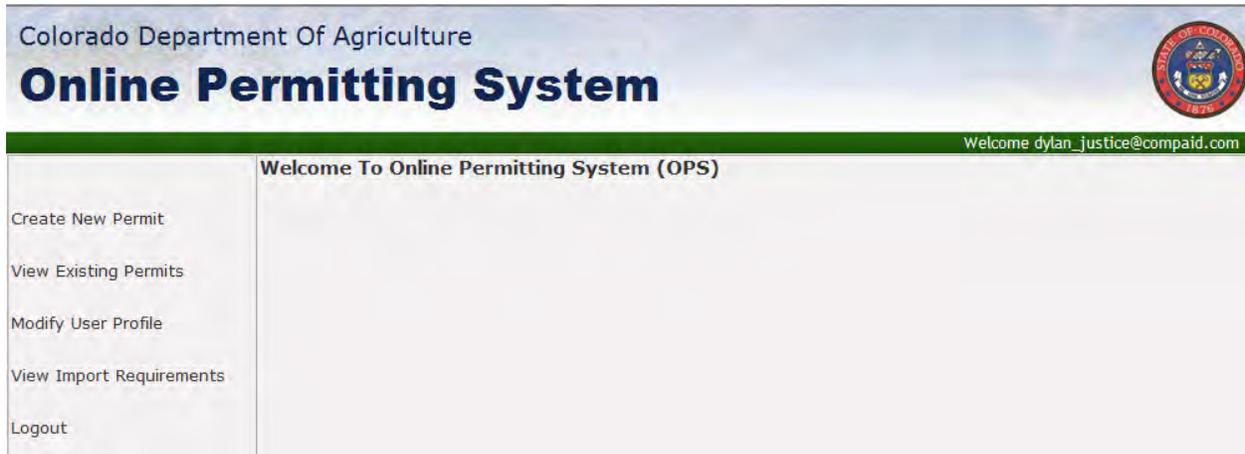
- Old Password - In this case, it is the password sent in the email.
- New Password - Must be 8 to 20 characters and contain 3 of the following 4 characteristics: uppercase, lowercase, numeric & punctuation characters.
- Confirm Password- Retype the New Password exactly as you typed above.

Once the fields are satisfied, you can click the button titled "*Submit*" to have the application verify and change the password. You can also choose to "*Cancel*" the operation and proceed to the OPS Home page. If the password is changed successfully, you will receive a confirmation email alerting you of the change.

3. The Home Page

The OPS home page (*Figure 3-1*) is shown after a successful log in. It is the hub for all operations that can be performed with the application. The menu on the left of the page lists the options you can choose from. This menu remains in the same position in all areas of the site. To begin, click on any of the following:

Figure 3-1 OPS Home Page



- Create New Permit - Takes you to the entry permit application form.
- View Existing Permits - Allows you to search for and view existing entry permits that you have created.
- Modify User Profile - Allows you to edit any personal information and/or login credentials.
- View Import Requirements - Opens a new window and navigates to the Colorado Department of Agriculture - Animal Health Division import requirements webpage where you will be able to look up import requirements and other relevant data.
- Logout - Ends the current session and returns to the login screen.

We will discuss the details of each individual function in the following chapters.

4. Create New Permit

By choosing the "Create New Permit" option in the menu, the "Create Permit" form is loaded (Figure 4-1). There are six sections of information that must be filled out in order to submit an entry permit. These sections are labeled in the tabs above the form. To navigate between them, you can either click the "Next" or "Previous" buttons in the Action bar below the form, or you can click the desired tab. However, you must have all required fields satisfied on the current page before navigating away from the page.

Figure 4-1 Create Permit

The screenshot shows the 'Create Permit' form with the following details:

- Form Title: Create Permit
- Legend: *Required +One or other is Required
- Active Tab: Permit
- Other Tabs: Consignor / Permit Source, Consignee / Permit Destination, Animals, Tests & Vaccination, Summary-Review&Complete
- Permit Number: Pending Completion
- CVI Nbr *: [Empty text box]
- CVI Inspection Date *(mm/dd/yyyy): 07/24/2012 [Calendar icon]
- Arrival Date (mm/dd/yyyy): [Empty text box with calendar icon]
- Purpose*: [Sale] [Dropdown arrow]
- Product*: [Live Animal] [Dropdown arrow]
- Notes: [Empty text area]
- Action Bar: [Next]

Permit

As seen above *Figure 4-1*, the first section that needs to be filled out is titled "Permit." The following information must be provided:

- CVI Number (CVI Nbr) - This is the unique number from a Certificate of Veterinary Inspection form issued to you by your State through the use of an: iCVI iTunes app, eCVI, Print booklet, or by the USDA's Veterinary Services Process Streamlining (VSPS) (<https://vsapps.aphis.usda.gov/vsps/public/Login.do>), or by global Vet Link (<http://www.globalvetlink.com/>)
- CVI Inspection Date - The date of inspection. This value will be set to the current date by default. To choose a different date, you can enter a valid date in the form of (mm/dd/yyyy) or choose a date by using the calendar icon to the right of the text box.
- Purpose - Choose from options provided in the drop down menu.
- Product - Choose from options provided in the drop down menu.

If desired, you may also enter an arrival date, and any additional notes about the entry permit.

Notes are preferred if the choice of purpose chosen is 'Other'.

Once the required information has been entered, you can move on by clicking the "Next" button in the action bar.

Consignor/Permit Source

The next page in the sequence is the Consignor/Permit Source form. Shown below *Figure 4-2*, the form has two premises that need to be defined; the origin of the animals and the consignor's mailing address.

Figure 4-2 Consignor/Permit Source screen

Create Permit *Required +One or other is Required

Permit **Consignor / Permit Source** Consignee / Permit Destination Animals Tests & Vaccination Summary-Review&Complete

Origin of Animals

Premises ID

Name + (Last Name, First Name)

Business Name +

Physical Address Line 1*

Physical Address Line 2

City*

State*

Country*

ZipCode*

County*

Phone Number*

Consignor Same as physical address of animal's origin

Name + (Last Name, First Name)

Business Name +

Address Line 1*

Address Line 2

City*

State*

Country*

ZipCode*

County*

Phone Number*

The origin of the animals should be defined first. The text boxes can be filled in manually, or by clicking the "Search Premises" or "Search Origin" buttons.

Clicking the "Search Premises" button will pop up the "Premises Quick Search" window (*Figure 4-3*).

Figure 4-3 Premises Quick Search screen

Premises Quick Search

Premises ID

Address City

State

Zip County

Search Results

Classification	Name	Address	City	ZipCode	State	County	Status
There are no records to display							

You can narrow the search results by entering parameters into any of the following criteria: Premises ID, Address, City, State, County, or Zip. The wildcard character '*' can also be used as discussed in section 5: *Wildcard Searching*. Once all desired parameters have been entered, click the "Search" button in the action bar. The results will then be displayed in the grid directly below the action bar, and differentiated by the following:

- Classification
- Name
- Address
- City
- Zip
- State
- County
- Status

If a known premises isn't showing in the search, try narrowing the parameters and/or using '*' to substitute for unknown characters. You can also use the "Clear" button in the action bar to clear all parameters and begin a new search. To exit the search window click "Cancel".

Figure 4-4 Search Results- (Select)

Search Results

	Classification	Name	Address	City	ZipCode	State	County	Status
Select	Farm	EISENHOUR, JIM	209 MINE BANK RD	WELLSVILLE	17365-9540	PA	YORK	Active
Select	Dealer	JOHNS BAIT SHOP	1221 FELTON RD	RED LION	17356-9305	PA	YORK	Active
Select	Dealer	B AND B LURES TACKLE SHOP	910 YORK ST	HANOVER	17331-2472	PA	YORK	Active

As seen in *Figure 4-4 Search Results- (Select)*, you can select the premises by clicking the link in the leftmost column. Clicking this link will close the premises quick search window and prepopulate the origin information.

The same process can be used by clicking the “*Search Origin*” button (*Figure 4-2*). This will bring up the “*Participants Quick Search*” form (*Figure 4-5*). As seen before, you can narrow search results by entering parameters followed by clicking the search button to display the results in the grid. The grid will display the following:

- Business/Name
- Address
- Phone

Then you must select an origin by clicking the “*Select*” link in the leftmost column next to the desired result. This link will close the search window and populate the text boxes automatically. Like before, you can use the “*Clear*” button in the action bar to clear all parameters and begin a new search. You can also exit the search window by clicking “*Cancel*”.

Figure 4-5 Participants Quick Search screen

Participants Quick Search

Premises ID Name Business Name

Address City

State

Zip County

Search Results

Business/Name	Address	Phone
There are no records to display		

The process is then repeated for the Consignor section. The form is the same as the “Origin of Animals” section on the left side of the form; the address can also be set as the same physical address as the animal’s origin. To do so (assuming you have already chosen the origin of the animals), click the checkbox (*Figure 4-6*) next to the word “*consignor*”.

Figure 4-6 Consignor Same As premises check box

Consignor Same as physical address of animal's origin

Otherwise, you can follow the same steps for choosing the Origin of Animals address to choose the Consignor address.

Once both addresses of the animals' origin and the consignor's address have been chosen, you can choose the next part of the form to complete. To proceed, the "Next" or "Previous" buttons on the action bar will load the Consignee/Permit Destination page and the Permit pages respectively. Let's click "Next" and move to the Consignee/Permit Destination page.

Consignee/Permit Destination

The next page in the sequence is the Consignee/Permit Destination page (Figure 4-7).



IMPORTANT! This looks very similar to the Consignor/Permit Source page, but this is the destination of the animals rather than the origin.

Figure 4-7 Consignee / Permit Destination screen

Create Permit *Required +One or other is Required

Permit | Consignor / Permit Source | **Consignee / Permit Destination** | Animals | Tests & Vaccination | Summary-Review&Complete

Destination of Animals	Consignee <input type="checkbox"/> Same as physical address of destination
Premises ID <input type="text"/> <input type="button" value="Search Premises"/> <input type="button" value="Search Destination"/>	<input type="text"/> <input type="button" value="Search Premises"/> <input type="button" value="Search Consignee"/>
Name + (Last Name, First Name) <input type="text"/>	Name + (Last Name, First Name) <input type="text"/>
Business Name + <input type="text"/>	Business Name + <input type="text"/>
Physical Address Line 1* <input type="text"/>	Address Line 1* <input type="text"/>
Physical Address Line 2 <input type="text"/>	Address Line 2 <input type="text"/>
City* <input type="text"/>	City* <input type="text"/>
State* PENNSYLVANIA <input type="button" value="v"/>	State* PENNSYLVANIA <input type="button" value="v"/>
Country* UNITED STATES <input type="button" value="v"/>	Country* UNITED STATES <input type="button" value="v"/>
ZipCode* <input type="text"/>	ZipCode* <input type="text"/>
County* <input type="text"/> <input type="button" value="v"/>	County* <input type="text"/> <input type="button" value="v"/>
Phone Number <input type="text"/>	Phone Number <input type="text"/>

Exactly as seen in the previous section, the destination of the animals should be defined first. The text boxes can be filled in manually, or they can be filled in by clicking the "Search Premises" or "Search Destination" buttons.

Clicking the "Search Premises" button will pop up the "Premises Quick Search" window.

Note: For help on searching for premises and participants please see the previous section (Consignor/Permit Source). The wildcard character '' can also be used as discussed in section 5: Wildcard Searching.*

Follow the same steps to fill in the required fields for the consignee address. To review, you may choose to set the consignee address to the same physical address as the destination by checking the box seen in *Figure 4-8*.

Figure 4-8 Consignee Same As premises check box

Consignee Same as physical address of destination

Once the address of the animals' destination and the consignee address have both been chosen or filled in, you can choose the next part of the form to complete. To proceed, the "Previous" or "Next" buttons on the action bar will load the Consignee/Permit Destination page and the Animals page respectively. Let's click "Next" and move on to the Animals Page.

Animals

The Animals page may follow the sequence of forms, but it is not a required page. As long as the Permit, Consignor, and Consignee pages are complete, it is possible to skip to the Summary - Review & Complete tab and submit the entry permit.

Figure 4-9 Animals screen

Create Permit *Required +One or other is Required

Permit | Consignor / Permit Source | Consignee / Permit Destination | **Animals** | Tests & Vaccination | Summary-Review&Complete

Animals ?

Species*	Breed*	Sex*	Count*	DOB/Age*	ID +	Description +	
There are no records to display							

Figure 4-9 shows that the Animals page immediately presents you with the choice of how you would like to enter Animals into the form. You must click either the "Add Single Animal or Group of Animals" or the "Add Multiple Animals with Individual ID" button.

Clicking the "Add Single Animal or Group of Animals" button adds a single row in the grid (Figure 4-10). You can now modify the criteria to match the animal.

- Species - Select the species of animal from the dropdown menu. If "Other", it is recommended you include a description.
- Breed - Enter the specific breed of animal here.
- Sex - Select the sex of the animal from the dropdown menu.
- Count - Number of Animals in the group. (max 99 animals, for more than 99 create additional groups.)
- DOB/Age - Enter a date of birth or the age of the animals here.
- ID - Enter the ID number for the animal or group here. This is not a required field, but it is required you enter either an ID or a Description.
- Description - Enter the description for the animal or group here. This is not a required field, but it is required that you enter either an ID or a Description of the animal(s).

Figure 4-10 Add Single Animal or Group of Animals

Species*	Breed*	Sex*	Count*	DOB/Age*	ID +	Description +

On clicking the "Add Multiple Animals with Individual ID" button, a window Figure 4-11 will pop up. The window prompts you to fill out the following:

- Number of Animals/Groups to Create. (max 99 animals, for more than 99 create additional groups.)
- Species - Select the species of animal from the dropdown menu. If "Other," it is recommended you include a description of the species.
- Breed - Enter the specific breed of animal here.
- Sex - Select the sex of the animal from the dropdown menu.
- DOB/Age - Enter a date of birth, or the age of the animals here.

Figure 4-11 Add Multiple Animals with Individual ID

Add Multiple Animals with Individual ID

Nbr of Animals/Groups To Create*

Species* Breed* Sex*

DOB/Age*

Use the following section only if adding individual identification

ID Entry Method:

Manual ID Entry Range (Start ID) Text Entry (Enter One animal id per line)

Add Cancel

For ID Entry Method, you have the choice of entering each animal/group's ID number. To choose your method of entry, click the circular radio button to the left of the description (Figure 4-12).

Figure 4-12 Select Range of IDs



- Manual ID entry - allows you to enter each animal/group's ID individually after selecting "Add". As seen in *Figure 4-13* multiple selections of animal groups.
- Range (Start ID) - allows you to enter a single ID number and the application will generate ID numbers for the following animals/groups in sequence.
- Text Entry - Allows you to copy and paste a list of ID numbers from an outside document such as an Excel spreadsheet.

Once the required fields have been satisfied, you can click the "Add" button below the form to close the window and submit the entry to the grid. Selecting the "Cancel" button will close the window without saving any changes and return to the Animals page.

Figure 4-13 multiple selections of animal groups

Create Permit *Required +One or other is Required

Permit | Consignor / Permit Source | Consignee / Permit Destination | **Animals** | Tests & Vaccination | Summary-Review&Complete

Animals ?

Add Single Animal or Group of Animals | Add Multiple Animals with Individual ID Delete Selected

Species*	Breed*	Sex*	Count*	DOB/Age*	ID +	Description +	<input type="checkbox"/>
Dog	Golden Retr	Mixed (groups)	1	10 wks	1001		<input checked="" type="checkbox"/>
Dog	Golden Retr	Mixed (groups)	1	10 wks	1002		<input type="checkbox"/>
Dog	Golden Retr	Mixed (groups)	1	10 wks	1003		<input type="checkbox"/>
Dog	Golden Retr	Mixed (groups)	1	10 wks	1004		<input type="checkbox"/>
Dog	Golden Retr	Mixed (groups)	1	10 wks	1005		<input checked="" type="checkbox"/>
Dog	Golden Retr	Mixed (groups)	1	10 wks	1006		<input checked="" type="checkbox"/>

6 record(s) found.

Previous | Next

Now that the entries have been made by either adding one at a time or in bulk, they are free to be edited in the grid. You can delete one or more entries by clicking the checkbox to the right of the unwanted animal/group (*Figure 4-13*), scrolling up and clicking the "Delete Selected" button. To delete all entries, click the checkbox in the blue-grey header row to check all, scroll up and click "Delete Selected".



You can click the blue question mark icon for quick help about adding animals in OPS.

Now that the animals/groups have been edited to your preferences, it is time to move on with the form. Once again, the action bar provides a *“Previous”* and a *“Next”* button to page backwards and forwards. *“Previous”* will take you back to the Consignee/Permit Destination page, and *“Next”* will take you to the Tests and Vaccination page. Let’s move forward with Tests and Vaccination.

Tests and Vaccination

This page requires at least one animal to be entered into the grid on the animals tab. If no animals have been added yet, please return to the Animals section before beginning this section. If the animals have been added, they will appear in the grid on the Animal Tests and Vaccination page (Figure 4-14).

Figure 4-14 Test & Vaccination screen

Create Permit *Required +One or other is Required

Permit | Consignor / Permit Source | Consignee / Permit Destination | **Animals** | Tests & Vaccination | Summary-Review&Complete

Animal Tests & Vaccination ?

<input type="checkbox"/>	ID/Description	Count	Animal Info	Test/Vaccinations
<input type="checkbox"/>	1002	1	Species/Breed: Dog/Golden Retriever Sex: Male DOB/Age: 10 wks	
<input type="checkbox"/>	1003	1	Species/Breed: Dog/Golden Retriever Sex: Female DOB/Age: 10 wks	
<input type="checkbox"/>	1004	1	Species/Breed: Dog/Golden Retriever Sex: Female DOB/Age: 10 wks	

3 record(s) found.

To add a Test/Vaccination to an animal or group, you can check the box to the left of the desired animals and click the "Add Test/Vaccination to Selected Animals" button. To check/uncheck all animals, click the box in the blue-grey header row.

Clicking the button brings up a pop up (Figure 4-15) with several options for tests and vaccinations to be added to an animal group. You must first choose the type of vaccination from the drop down menu. Each test offers different details for you to enter. For each test, enter the details and use the action bar to either "Add Test/Vaccin" or "Cancel" the operation by clicking their respective buttons.

Figure 4-15 Add Tests & Vaccinations

Animal Tests & Vaccinations

Brucellosis Vaccination ▾

Vaccinated Date



The Brucellosis vaccination offers you the choice of checking the box labeled “*Vaccinated*” and adding the date of the vaccination. After adding the test, the result appears in the rightmost column of the grid under Test/Vaccinations (*Figure 4-16*).

Figure 4-16 Test/Vaccination Results & Icons

Test/Vaccinations	
OCV: 7/26/2012	  

As you can see in *Figure 4-16*, to the right of the test details in the grid, there are three icons.

Clicking on the pencil icon  will open up the details for that test so you can make any changes necessary. Clicking on the  icon will delete the test and clicking the  icon will bring up the add test window so you can add a new test for that animal. These icons will appear to the right of each test added to an animal in the grid.

The Brucellosis Test (*Figure 4-17*) offers you the option of including the type of test, the date blood was drawn, and the results of the test. You can choose the type of test using the dropdown menu under “*Type*”. The “*Date Blood Drawn*” can be added manually in the form MM/DD/YYYY, or by using the calendar icon. You can enter the “*Result*” of the test by typing in the text box. Clicking the “*Add Test/Vaccin*” button will send the test to the grid and display the details (*Figure 4-18*).

Figure 4-17 Brucellosis Test dialog

Animal Tests & Vaccinations

Brucellosis Test ▾

Type Date Blood Drawn

▾ 

Result

Figure 4-18 BD Test Results



The EIA test (*Figure 4-19*) offers you the option of including the Lab, the Accession, the Date of the test, and the Result. With the exception of the date, which can be entered manually (mm/dd/yyyy) or by using the calendar icon, the additional details for an EIA test can all be entered manually into the text boxes below their respective category. Clicking the "Add Test/Vaccin" button will send the test to the grid and display the Lab, Accession, Date and Result separated by spaces (*Figure 4-20*).

Figure 4-19 EIA dialog

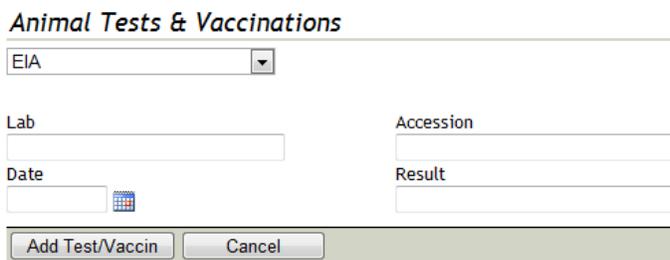
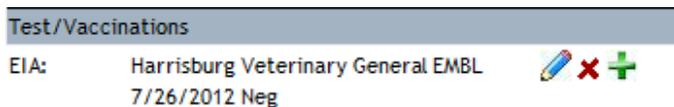


Figure 4-20 EIA Test results



The TB test (*Figure 4-21*) gives you the option of adding a type, the date of blood reading, and the results to the entry. The type of test can be chosen using the drop down menu. The "Date Blood Drawn" can be added manually in the form MM/DD/YYYY, or by using the calendar icon. You can enter the "Result" of the test by typing in the text box. Clicking the "Add Test/Vaccin" button will send the test to the grid and display the details (*Figure 4-22*).

Figure 4-21 TB dialog

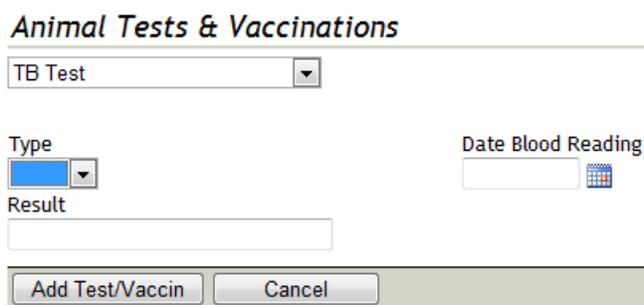
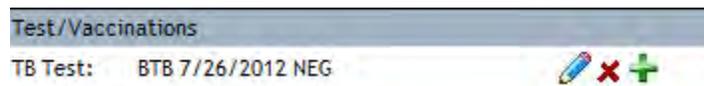


Figure 4-22 TB Test result



The Other Tests and Vaccinations option (Figure 4-23) allows you to add a test that is not included on the drop down menu. To do so you must enter a Description, Date and Result. The Date can be added manually in the MM/DD/YYYY format, or by using the calendar icon. The Description and Result can be entered by typing in their respective text boxes. Clicking the "Add Test/Vaccin" button will send the test to the grid and display the details (Figure 4-24).

Figure 4-23 Other Test dialog

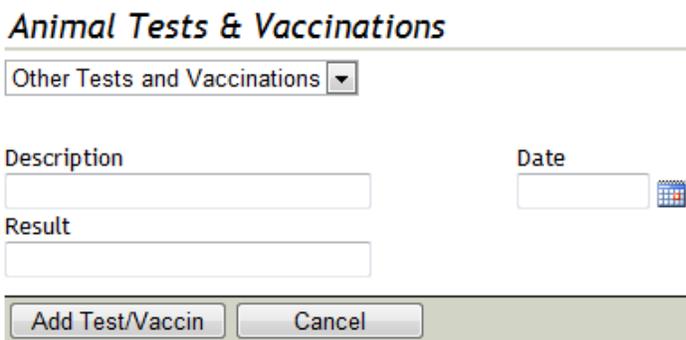


Figure 4-24 Other Test result



Once all appropriate tests and vaccinations have been added to the animals in the grid, the action bar provides a "Previous" and a "Next" button to page backward and forward "Previous" will take you back to the Animals page, and "Next" will take you to the Summary-Review and Complete page. Also, you can use the tabs above to navigate to the desired part of the form. Let's move forward with Summary-Review and Complete.

Summary: Review and Complete

The final page of the entry permit submission is the summary page. Shown in *Figure 4-25*, you can review the information you have added throughout the process. If any information needs to be edited, you can navigate to any page by using the tabs at the top of the page, or by using the "Previous" button in the action bar.

Figure 4-25 Permit Summary Review screen

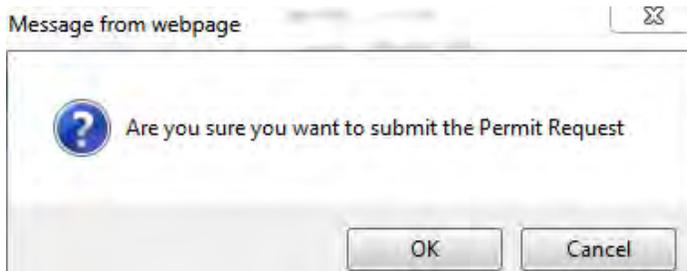
Permit	Consignor / Permit Source	Consignee / Permit Destination	Animals	Tests & Vaccination	Summary-Review&Complete
Permit Data					
Permit Number : Pending Completion					
CVI Nbr		Inspection Date		Arrival Date	
7523652345		07/26/2012			
Purpose		Product			
Sale		Live Animal			
Permit Source/Consignor	Permit Destination/Consignee		Veterinarian		
DENNIS LEHMANxxx 185 HILL RD DANVILLE, PA 17821-7719 UNITED STATES County: MONTOUR Premises Nbr: 003FBOE	LEVI BEILER RR 2 MONTGOMERY, PA 17752 UNITED STATES County: BRADFORD Premises Nbr: 003AB4C		Justice,Dylan 470 Friendship Rd Harrisburg, PA 17011 UNITED STATES County: DAUPHIN Vet Code: 000001		
DENNIS LEHMANxxx 185 HILL RD DANVILLE, PA 17821-7719 UNITED STATES County: MONTOUR	LEVI BEILER RR 2 MONTGOMERY, PA 17752 UNITED STATES County: BRADFORD				
Animals					
ID/Description	Count	Animal Info		Test/Vaccinations	
1002	1	Species/Breed:	Dog/Golden Retriever	Other:	Test for Parvovirus 7/26/2012 Neg
		Sex:	Male		
		DOB/Age:	10 wks		
1003	1	Species/Breed:	Dog/Golden Retriever	BD Test:	Card 7/26/2012 NEG
		Sex:	Female		
		DOB/Age:	10 wks		
1004	1	Species/Breed:	Dog/Golden Retriever	OCV:	7/26/2012
		Sex:	Female	BD Test:	Card 7/26/2012 NEG
		DOB/Age:	10 wks		
Species	Total Count				
Dog	3				
<input type="button" value="Previous"/> <input type="button" value="Submit Permit Request"/>					

If everything is listed correctly, the next step is to click the "Submit Permit Request" button in the action bar at the bottom of the page. This will send the data you have entered into the

database for approval and will be visible momentarily on the Existing Permits page of the OPS application.

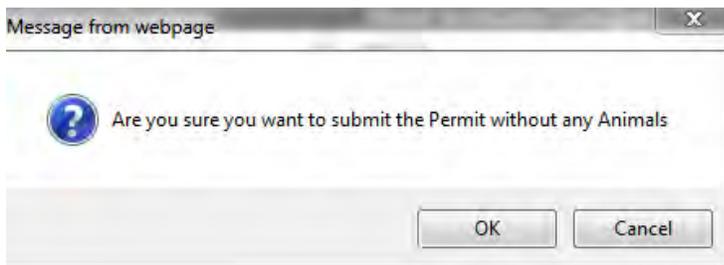
The webpage will alert you that the permit is about to be submitted and will ask for your permission to continue (*Figure 4-26*).

Figure 4-26 Submit Permit Request popup



As stated in the Animals section of the manual, the entry permit can be submitted without having added any animals. If this is the case, you will be presented with a warning window (*Figure 4-27*) before continuing.

Figure 4-27 Warning without animals' popup



In either case, clicking "Cancel" will bring you back to the Summary page. Clicking "OK" will submit the entry permit and bring you to the OPS homepage. The homepage will display the message shown in *Figure 4-28* indicating a successful submission.

Figure 4-28 Successful submission result



Now that the entry permit has been approved and given a number, you may navigate to the View Existing Permits page to search for and view the entry permit.

5. Wildcard Searching

A wildcard character is the keyboard character asterisk (*) that is used to represent one or more characters while searching for data. Wildcard characters are often used in place of one or more characters when the exact information is unknown. The following are some examples of how to use wildcard searching (*Table 5-1*).

Table 5-1 Wildcard Search

Location	Example	Result Description
Beginning	*Mill	Returns any value with Mill as the last part of the text: East Hershey Cattle Feed Mill
Middle	East*Mill	Returns any value with East as the first part of the text and Mill as the last part of the text: East Hershey Cattle Feed Mill
Last	East*	Returns any value with East as the first part of the text: East Hershey Cattle Feed Mill
Mixed	*Hershey*Feed*	Returns any value with the words Hershey and Feed in the text and the word Hershey preceding the word Feed : East Hershey Cattle Feed mill

Wildcard searches allow you to find results without knowing the exact text of the item being searched for. Wildcard searches can be used in any field that allows for text entry, and wildcard searches can be combined across multiple fields. Wildcards are very useful when searching fields like name or address fields and allows you to find results if abbreviations are used in names, full address information is not known, abbreviations are used in addresses, or spellings of names and addresses are difficult.

All searches in OPS are NOT case-sensitive.

6. View Existing Permits

From the home page, you can navigate to the permit search page by clicking the link in the menu labeled “*View Existing Permits*”. The page shown in *Figure 6-1* will appear and you can begin a permit search.

Figure 6-1 Existing Permit Search



The screenshot shows the 'Permit Search' interface of the Colorado Department of Agriculture's Online Permitting System. The page header includes the department name and the system title. A navigation menu on the left lists options: 'Create New Permit', 'View Existing Permits', 'Modify User Profile', 'View Import Requirements', and 'Logout'. The main search area is titled 'Permit Search' and contains several input fields: 'Permit Date Range' with a calendar icon, 'CVI Inspection Date Range' with a calendar icon, 'Permit Nbr', and 'CVI Nbr'. Below these fields are 'Search' and 'Clear' buttons. A welcome message 'Welcome dylan_justice@compaid.com' is visible in the top right corner.

There are several types of information you use to narrow the results when looking for a particular entry permit.

- Permit Date Range - Allows you to enter up to two dates. They can be entered manually, in the form mm/dd/yyyy, or chosen by clicking the calendar icon. The first date (left) must be chronologically first and the one to its right must be chronologically last. Think of it as “oldest” to “newest.”
- CVI Inspection Date Range - Used in exactly the same manner as the Permit Date range, but searches for a different value.
- Permit Nbr - If you know the exact Permit Number you’re searching for, it can be entered in the text box below “Permit Nbr.”
- CVI Nbr - If you know the exact CVI Number you’re searching for, it can be entered in the text box below “CVI Nbr.”

Once the desired search criteria has been entered, you can click the “*Search*” button located beneath the search parameters. Clicking “*Clear*” will erase any parameters entered and start a new search. Clicking “*Search*” will bring up the results matching the criterion in a grid (*Figure 6-2*).

Figure 6-2 Existing Permit Search result

Permit Search

Permit Date Range
07/01/2012 - 07/26/2012

CVI Inspection Date Range
-

Permit Nbr
[Input Field]

CVI Nbr
[Input Field]

[Search] [Clear]

Permit Search Results

	<u>Permit Nbr</u>	<u>Permit Date</u>	<u>CVI Nbr</u>	<u>Inspection Date</u>	<u>Status</u>
	IP0000BH	07/09/2012	14785734563421	07/09/2012	Approved
	IP0000BI	07/09/2012	048940963406	07/09/2012	Approved
	IP0000BO	07/09/2012	285464554	07/09/2012	Approved
	IP0000BP	07/09/2012	87764590	07/09/2012	Approved
	IP0000BR	07/09/2012	90u8795846789	07/09/2012	Approved
	IP0000BZ	07/26/2012	7523652345	07/26/2012	Approved
	IP0000C0	07/26/2012	273563462	07/26/2012	Approved

The following details are provided for each result in the grid:

- Permit Number - Number given to the entry permit on submission/approval.
- Permit Date - Date the entry permit was approved.
- CVI Number - the CVI or Health Certificate Number listed on the CVI form.
- Inspection Date
- Status -The results can be sorted by any of these categories by clicking the underlined title in the heading row (*Figure 6-3*). They will first be sorted alphabetically or numerically ascending, and then descending.

Figure 6-3 Sort column by...



The  icon that appears to the left of each row is a report generator. Clicking the icon will bring up the full entry permit in a new window (*Figure 6-4*). This window allows you to save as a PDF file or to print for your physical records.

Figure 6-4 Permit Summary

Colorado Department Of Agriculture
ONLINE PERMITTING SYSTEM
Permit Summary

Inspection Date:	07/09/2012	Permit No:	IP0000BI
Arrival Date:		CVI No:	048940963406
Product Type:	Live Animal	Purpose Type:	Sale
Origin:		Destination:	
ANDY M YODER		CHARLES REBUCK	
RR 1 BOX 113		RR 1 BOX 88	
SUGAR GROVE PA 16350-9421		KLINGERSTOWN PA 17941-9533	
WARREN County		SCHUYLKILL County	
Consignor:		Consignee:	
ANDY M YODER		CHARLES REBUCK	
RR 1 BOX 113		RR 1 BOX 88	
SUGAR GROVE PA 16350-9421		KLINGERSTOWN PA 17941-9533	
Veterinarian:			
Justice, Dylan			
470 Friendship Rd			
Harrisburg PA 17011			
717-651-3137			
Notes:			

7. Modify User Profile

If for any reason you need to change personal details on OPS, it is a click away from any page of the site. Navigate to the menu on the left, find and click on the "Modify User Profile". The profile page will load and show your credentials (Figure 7-1). You can edit all information with the exception of your username.

Figure 7-1 Modify user Profile screen

User Profile *Required +One or other is Required

User Name * Vet Accreditation Number or State Veterinary License Number *

Prefix First Name *

Middle Last Name *

Suffix

Email * Phone1/Ext * /

Phone2/Ext * Cell Phone

Fax Preferred Phone Type

Address 1 * Address 2

City * State *

Zip * County *

- User Name - This is your login name.
- Vet Accreditation Number OR State Veterinary License Number.
- First and Last Name - You may also enter a prefix, middle name, and suffix if desired.
- Email Address - A valid email address to which your login information will be sent.
- Phone number - Primary phone number where you can be reached. You may also enter a secondary number, cell phone number, and fax number if desired. You may also choose your, "Preferred Phone Type" or your preferred phone number to be contacted at.
- Address - Street number & street name are placed in Address 1. There is a second text box available (Address 2) for unit/apartment/ suite numbers.
- City
- State
- Zip
- County

After filling out the required credentials, you can save your information by clicking the "Save" button at the bottom of the form. The page will display a message indicating the

information is saving, then show *"User Info Saved"* in red below the save button. The *"Back"* button will return you to the home page.



Clicking the back button without saving will cause you to lose any changed data.

You can change your password by clicking the *"Change Password"* button beneath the listed user name. This will redirect you to the change password page (*Figure 7-2*).

Figure 7-2 Change Password dialog

The image shows a web dialog box titled "Change Password". It contains three text input fields, each with an asterisk indicating a required field. The labels are "Old Password *", "New Password *", and "Confirm Password *". Below the input fields are two buttons: "Submit" and "Cancel".

This page allows you to create a password that is easier to remember than the auto-generated password given in the email. Change the password by entering the following:

- Old Password - Either the initial registration password sent in to you at your registered email address or your old password that you created previously.
- New Password - Must be 8 to 20 characters and contain 3 of the following 4 characteristics: uppercase, lowercase, numeric, punctuation.
- Confirm Password- Type the New Password exactly as you typed above.

Once the fields are satisfied, you can click the button titled *"Submit"* to have the application verify and change the password. You can also choose to *"Cancel"* the operation and return to you Profile. If the password is changed successfully, you will receive a confirmation email alerting you of the change.

8. View Import Requirements

The View Import Requirements link opens a new browser window and navigates to the Colorado Department of Agriculture - Animal Health Division's: Import Requirements webpage (http://www.colorado.gov/cs/Satellite/ag_Animals/CBON/1251619774459) where you will be able to look up import requirements and other relevant data.



Note: The full website may be slow to load the various components of the website, but should load after a few seconds, if it doesn't load after 30 seconds, try refreshing the web page.

9. Logout

When you have finished transactions on OPS, the session can be ended by navigating to the menu and clicking the link labeled "Logout." This will bring you to the Login screen. You can log out from any page and at any time, but please note that the data fields will not be saved until the entry permit has been submitted and once submitted cannot be edited. If an entry permit does need to be edited please call 303-869-9130 during normal business hours (8am to 5pm Mountain Time (-7 UTC)).

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