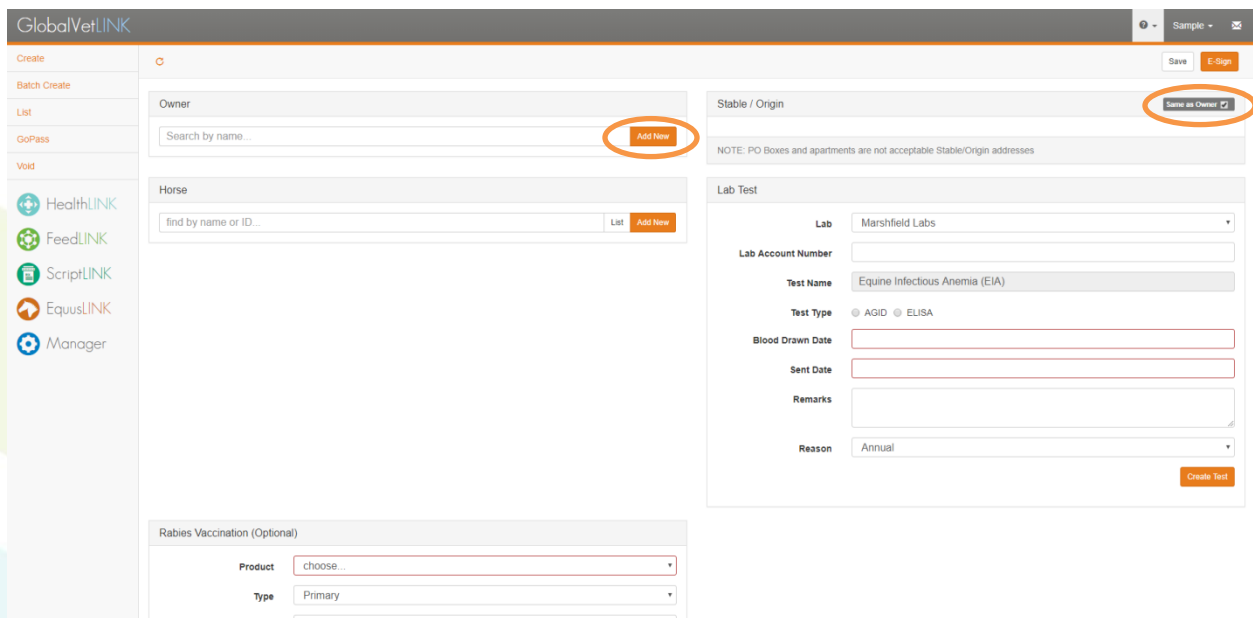
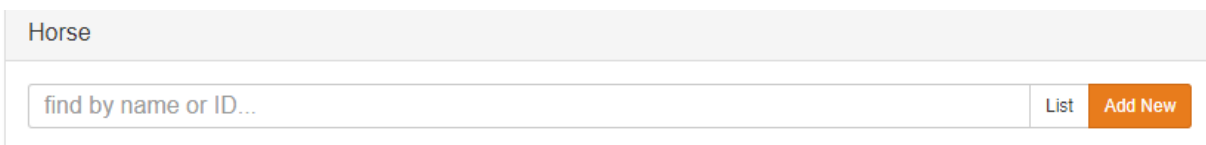


## EquusLINK

1. To begin writing your EIA (coggins) certificate, click on EquusLINK. This will take you directly to the create page (shown below). The first step is to select your owner. If you have already entered the owner as a contact, click into the box below the Owner header and begin typing to search for them by name. If you are adding a new owner, click the Add New button and enter information into all of the red outlined fields to create the owner. If stable/origin of the horse is a different location than the owner's address, you can uncheck the Same as Owner box to enter that address. If it is the same as the owner's address, leave the box checked.



2. The next step is to add the horse. If the horse is already in the system, click on the List button to the left of the Add New button to load the horses that are linked with your selected owner. If you are adding a horse not yet in the system, click the Add New button, enter information into all of the red outlined fields and click the Create button when done.



3. Next, create the lab test. Select your lab from the drop-down menu and enter your Lab Account Number, if your lab requires one. Select your Test Type and enter your Blood Drawn and Sent Dates by clicking into the boxes and selecting the dates from the calendar. Lastly, select your Reason for testing and click Create Test.

Lab Test

Lab	Marshfield Labs
Lab Account Number	
Test Name	Equine Infectious Anemia (EIA)
Test Type	<input type="radio"/> AGID <input type="radio"/> ELISA
Blood Drawn Date	
Sent Date	
Remarks	
Reason	Annual

Create Test

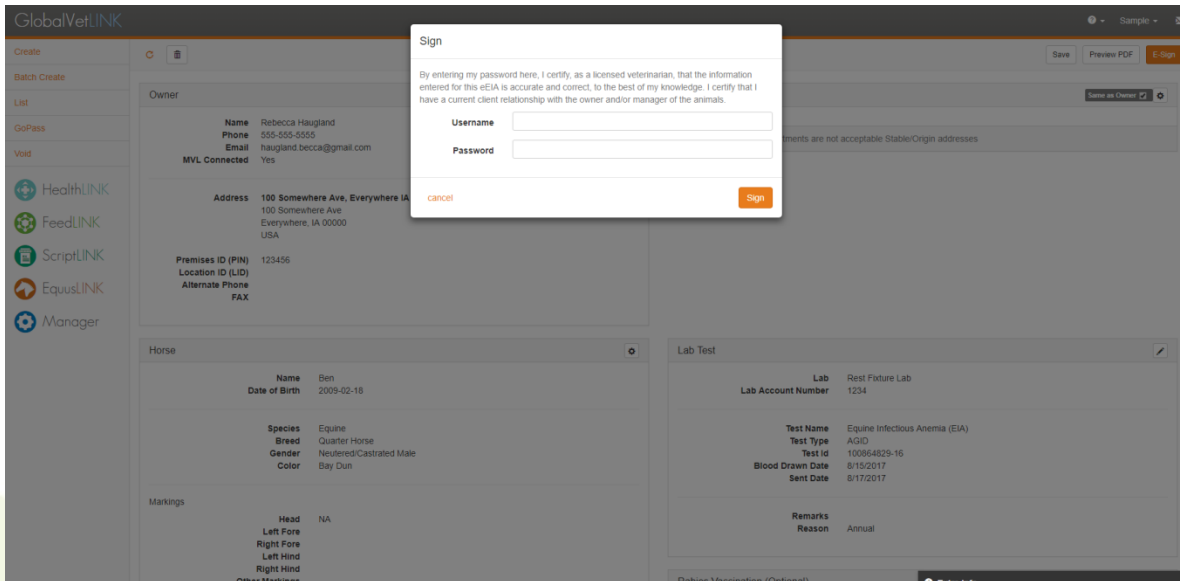
4. The rabies vaccination is optional but can be added to the certificate if you choose. Select the Product and Vaccination Date, enter who the vaccination was Administered By, and click Create Vaccination.

Rabies Vaccination (Optional)

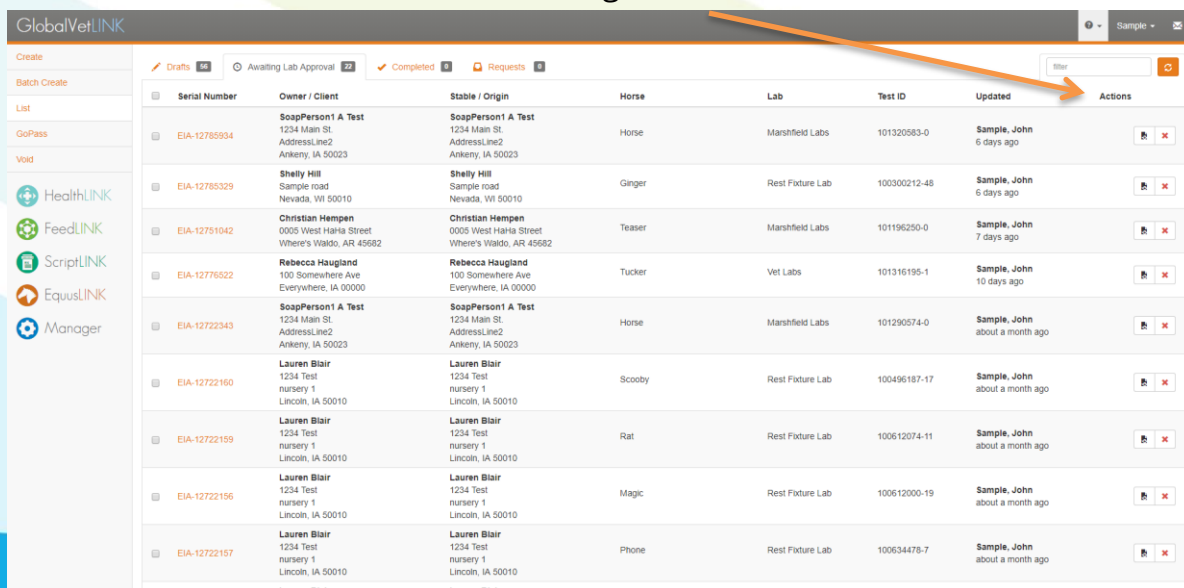
Product	choose...
Type	Primary
Serial Number	
Vaccination Date	
Expiration Date	
Administered By	

Create Vaccination

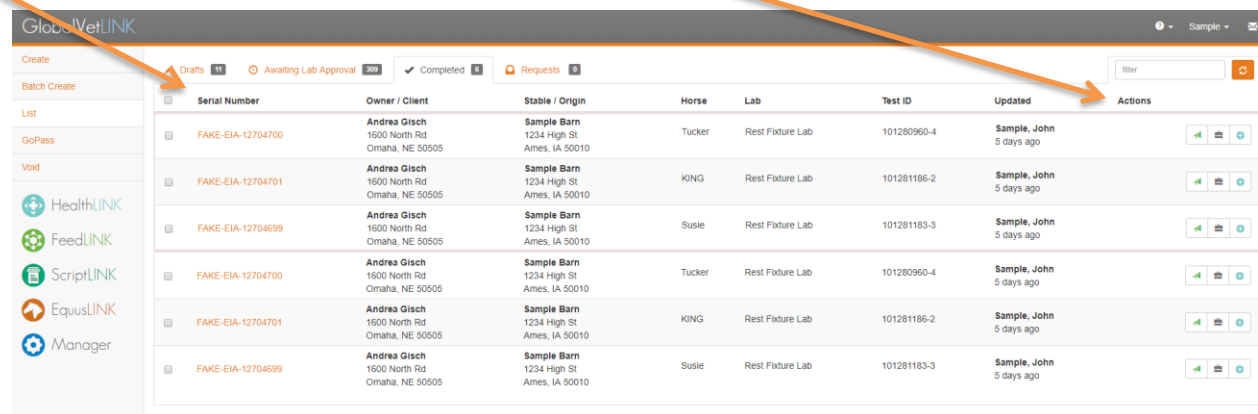
5. You are now ready to e-sign your certificate. We suggest Saving and Previewing the certificate before you e-sign, to verify that the information is correct. Once a certificate is signed, it cannot be edited. After you have verified that the information is correct, click the E-sign button, enter your username and password, and click Sign.



6. After the signing process is complete, the Lab Submittal Form will automatically download. This is the form that is to be sent with the blood sample to the lab. It provides the lab with the necessary information for resulting the test. The Lab Submittal Forms can be also be downloaded from the Awaiting Lab Approval tab in the List view, under the actions on the right-hand side.



7. Once you have e-signed the certificate, it is automatically sent to the lab. When the test is resulted by the lab, you can access it from the List on the left-hand side of your screen. Click on the Completed tab to view the completed tests. You can view and print the certificates by clicking on the Serial Number on the left-hand side, as well as Email, Archive, and Create CVI from the Actions on the right-hand side of the screen.



Serial Number	Owner / Client	Stable / Origin	Horse	Lab	Test ID	Updated	Actions
FAKE-EIA-12704700	Andrea Gisch 1600 North Rd Omaha, NE 50505	Sample Barn 1234 High St Ames, IA 50010	Tucker	Rest Fixture Lab	101280960-4	Sample, John 5 days ago	[Icons]
FAKE-EIA-12704701	Andrea Gisch 1600 North Rd Omaha, NE 50505	Sample Barn 1234 High St Ames, IA 50010	KING	Rest Fixture Lab	101281186-2	Sample, John 5 days ago	[Icons]
FAKE-EIA-12704699	Andrea Gisch 1600 North Rd Omaha, NE 50505	Sample Barn 1234 High St Ames, IA 50010	Susie	Rest Fixture Lab	101281183-3	Sample, John 5 days ago	[Icons]
FAKE-EIA-12704700	Andrea Gisch 1600 North Rd Omaha, NE 50505	Sample Barn 1234 High St Ames, IA 50010	Tucker	Rest Fixture Lab	101280960-4	Sample, John 5 days ago	[Icons]
FAKE-EIA-12704701	Andrea Gisch 1600 North Rd Omaha, NE 50505	Sample Barn 1234 High St Ames, IA 50010	KING	Rest Fixture Lab	101281186-2	Sample, John 5 days ago	[Icons]
FAKE-EIA-12704699	Andrea Gisch 1600 North Rd Omaha, NE 50505	Sample Barn 1234 High St Ames, IA 50010	Susie	Rest Fixture Lab	101281183-3	Sample, John 5 days ago	[Icons]

If you have any questions about EquusLINK, please feel free to contact our Customer Success Team at 515-817-5704 or [gvlsupport@globalvetlink.com](mailto:gvlsupport@globalvetlink.com).