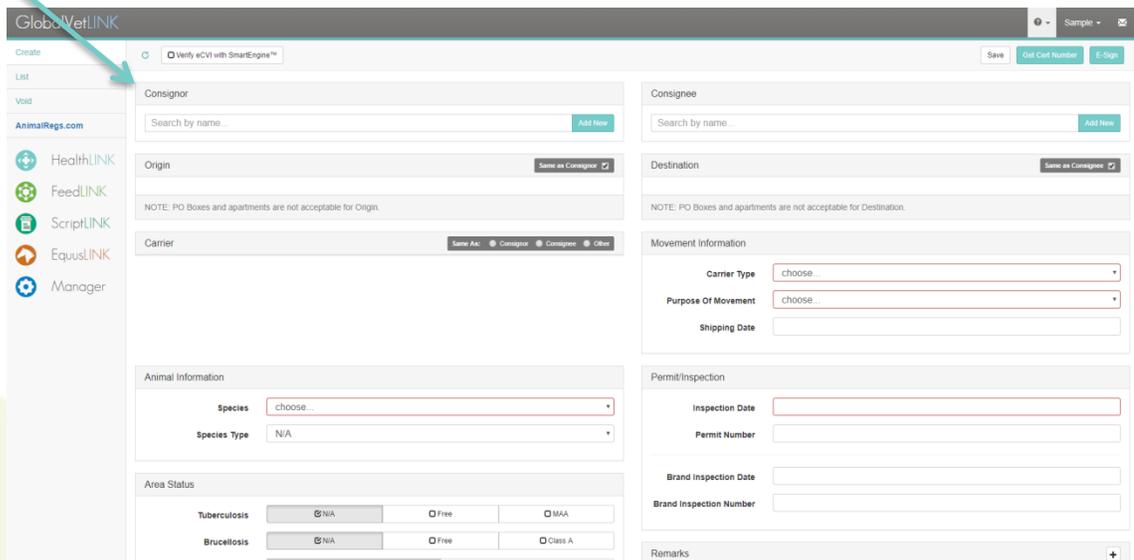
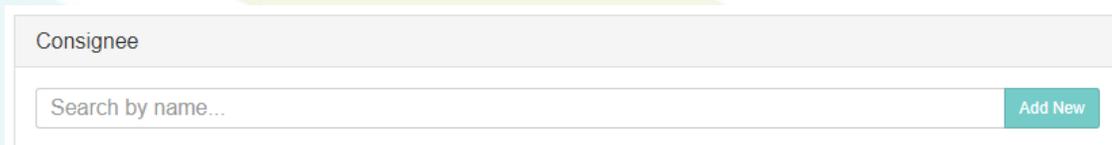


HealthLINK

1. To begin writing a health certificate (CVI), click on HealthLINK. This will take you directly to the create page (shown below). The first step is to select your Consignor. If the contact is already entered in GVL, click into the box below the header and type to search for them by name. If you are adding a new contact, click the Add New button, enter information into all the red outlined fields, and click Create to save the contact.



2. Next, enter your Consignee by searching by name or adding a new contact. If this is a certificate for sale, the Consignee will be the new owner. If this is a certificate for travel, the Consignee will be the same as the Consignor.



3. The Origin and Destination must be selected next. These will default to Same as Consignor and Same as Consignee, respectively. If you need a different contact for either of these fields, uncheck the box and search for or add a new contact.



- The next step is selecting the Carrier. Select Same As Consignor or Consignee if the respective parties are transporting the animals. If they are not, select Other to search for an existing contact or create a new one.

Carrier	Same As: <input type="radio"/> Consignor <input type="radio"/> Consignee <input type="radio"/> Other
---------	--

- Next, complete the movement information. The Carrier Type and Purpose of Movement are required and are drop-down menus with options to choose from. If you do not see the option you need, you can select Other from the bottom of the list to type the purpose. Shipping Date is an optional field, but one that you can use to state a specific date that the animals will be shipped.

Movement Information	
Carrier Type	<input type="text" value="choose..."/>
Purpose Of Movement	<input type="text" value="choose..."/>
Shipping Date	<input type="text"/>

- Once you have completed the movement information, select the Species from the drop-down menu under Animal Information. Species Type is not required but can be used if you wish to further specify the information.

Animal Information	
Species	<input type="text" value="choose..."/>
Species Type	<input type="text" value="N/A"/>

- Next, enter the Inspection Date. Permit Number may be required, depending on the state to which the animals are traveling. Consult www.animalregs.com (link on left hand side of screen) or the state of destination to learn if a permit number is required.

Permit/Inspection

Inspection Date

Permit Number

Brand Inspection Date

Brand Inspection Number

- The Area Status and Herd/Flock information is all optional but can be entered if you need to include that information on the certificate.

Area Status

Tuberculosis N/A Free MAA

Brucellosis N/A Free Class A

Pseudorabies N/A Free

Stage 1 Stage 2 Stage 3 Stage 4 Stage 5

PRV Free

Other

Herd/Flock

Herd/Flock Free For TB Bruc PRV

Johnes Scrapie NPIP

Other

Herd/Flock Status Number

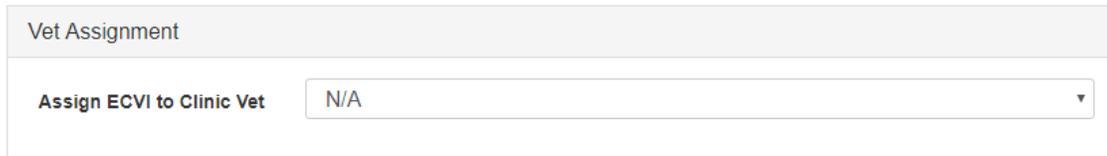
- Next, add any remarks that need to be on the certificate. The system is loaded with a drop-down menu of Common Remarks, as well as species specific remarks. You can also click on the '+' sign in the upper right-hand corner of the box to add a custom remark.

Remarks +

Common Remarks

Remark	Actions
No Remarks	

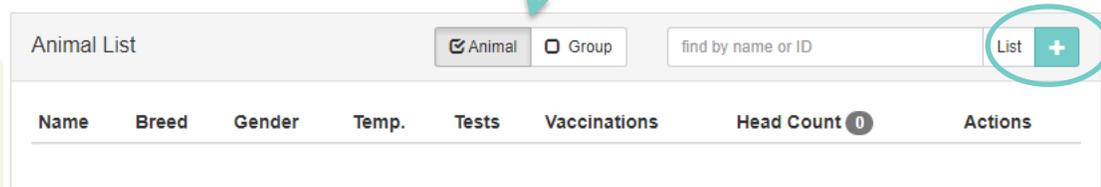
10. Vet Assignment can be used when a technician or other clinic associate is entering the information for the vet to review and sign. They can select the vet who needs to sign the certificate and when the vet views the Drafts, they will see their name associated with that certificate.



Vet Assignment

Assign ECVI to Clinic Vet N/A

11. The next step is to add the animal information. If there are animals saved under the owner, click the List button to load and select from those animals. If you need to add a new animal, click the '+' sign. Animals can be added as individuals or groups by selecting from the toggle button in the center of the Animal List. When creating an animal or animal group, complete all of the red outlined fields and click Create.



Animal List

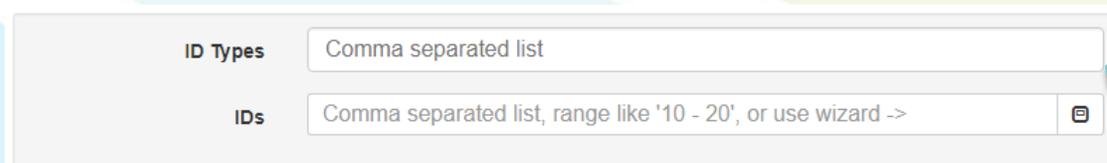
Animal Group

find by name or ID

List **+**

Name	Breed	Gender	Temp.	Tests	Vaccinations	Head Count 0	Actions

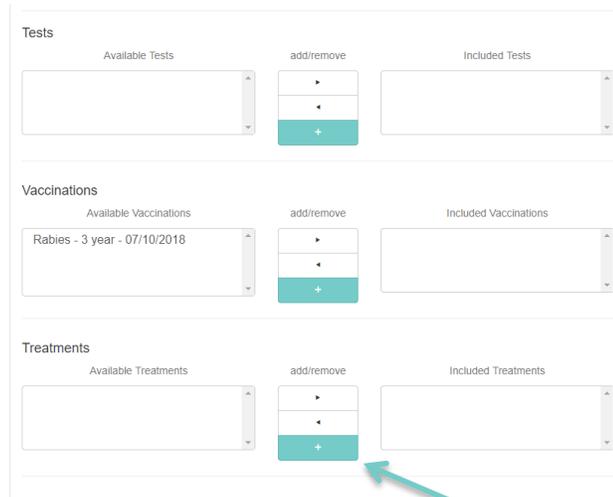
12. When entering animal information, up to 5 types of IDs can be entered. In the ID Types line enter a comma separated list of the kinds of IDs you are using. In the IDs line enter a comma separated list of the IDs. You can also use the IDs Worksheet by clicking the button at the right-hand side of the IDs line. Using this tool, you can copy and paste IDs from a spreadsheet, or enter a range of IDs. Once you have entered the ID information into the worksheet, click Done to save it to the certificate. Make sure that you click the Create or Update button at the bottom of the Animal profile in order to save the information you have entered.



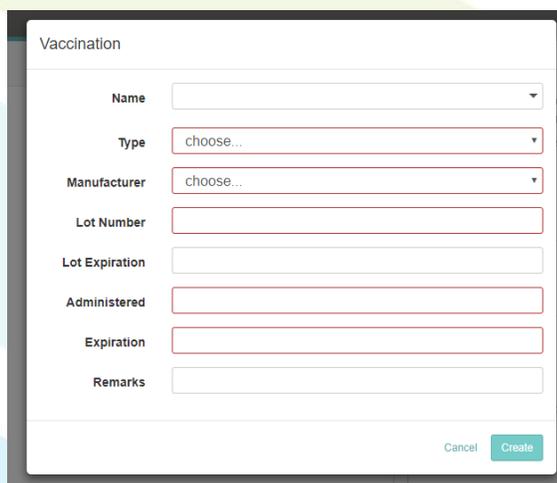
ID Types Comma separated list

IDs Comma separated list, range like '10 - 20', or use wizard -> 

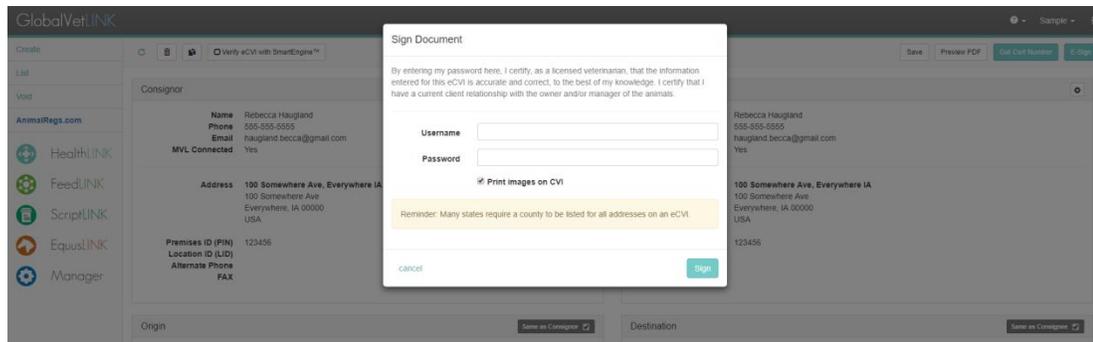
13. After entering animal information, test, vaccinations and treatments can be added to the certificate. If you have selected an existing animal with completed tests, vaccinations or treatments, they will show in the Available column. To include them on the CVI, select the one you wish to include and use the right arrow button to move it into the Included column.



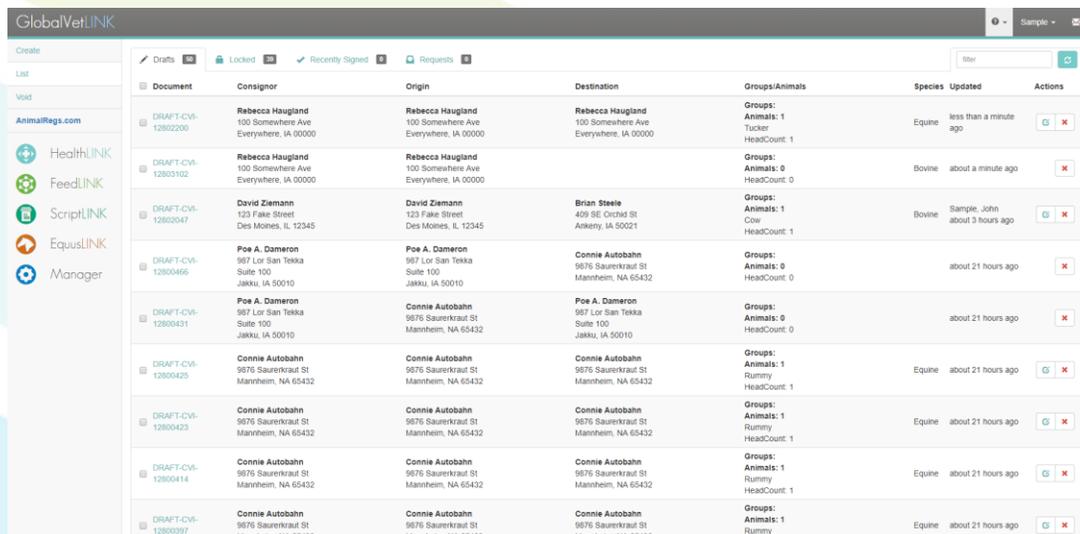
14. To add new tests, vaccinations or treatments, click the + button between the Available and Included boxes. A box will show for you to enter the information. The highlighted fields are required. Use the dropdown arrows to choose from included options or type into the boxes to add a specific test, vaccination or treatment not included in the lists. Click Create to save and the information you have entered will automatically be included on the certificate.



15. Once you have completed the animal information, the next step is to E-Sign the certificate. We suggest Saving and Previewing before you E-Sign in order to ensure that the certificate is correct. Once a certificate has been E-Signed, it cannot be edited. After you have previewed to ensure the certificate is correct, click the E-Sign button, enter your username and password, and click Sign.

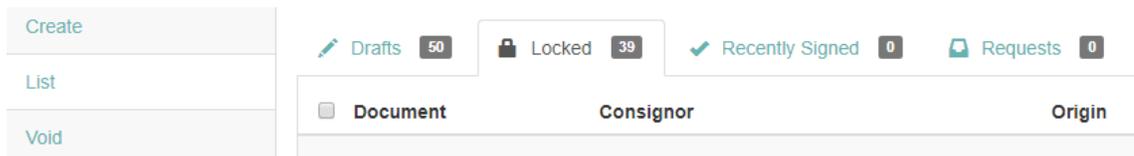


16. All saved and completed certificates can be accessed from the List on the left-hand side of the page. The first tab in the List is the Drafts tab. This tab will contain certificates that have been saved but have not yet been signed. They can be opened and completed by clicking on the Document number on the left-hand side. Under Actions on the right-hand side you will have the option to E-Sign, if the draft contains all required information, and delete the draft.

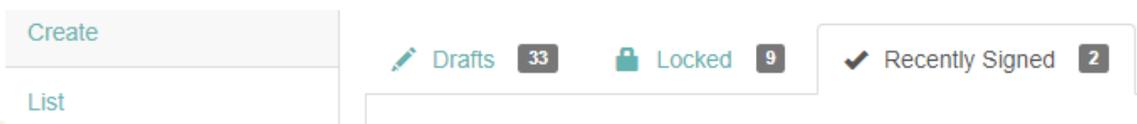


Document	Consignor	Origin	Destination	Groups/Animals	Species	Updated	Actions
DRAFT-CV-12802200	Rebecca Haugland 100 Somewhere Ave Everywhere, IA 00000	Rebecca Haugland 100 Somewhere Ave Everywhere, IA 00000	Rebecca Haugland 100 Somewhere Ave Everywhere, IA 00000	Groups: Animals: 1 Tucker HeadCount: 1	Equine	less than a minute ago	[G] [X]
DRAFT-CV-12803102	Rebecca Haugland 100 Somewhere Ave Everywhere, IA 00000	Rebecca Haugland 100 Somewhere Ave Everywhere, IA 00000		Groups: Animals: 0 HeadCount: 0	Bovine	about a minute ago	[X]
DRAFT-CV-12800047	David Ziemann 123 Fake Street Des Moines, IA 12345	David Ziemann 123 Fake Street Des Moines, IA 12345	Brian Steele 409 SE Orchard St Ankeny, IA 50021	Groups: Animals: 1 Cow HeadCount: 1	Bovine	Sample, John about 3 hours ago	[G] [X]
DRAFT-CV-12800496	Poe A. Dameron 987 Lor San Tekka Suite 100 Jarkku, IA 50010	Poe A. Dameron 987 Lor San Tekka Suite 100 Jarkku, IA 50010	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Groups: Animals: 0 HeadCount: 0		about 21 hours ago	[X]
DRAFT-CV-12800431	Poe A. Dameron 987 Lor San Tekka Suite 100 Jarkku, IA 50010	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Poe A. Dameron 987 Lor San Tekka Suite 100 Jarkku, IA 50010	Groups: Animals: 0 HeadCount: 0		about 21 hours ago	[X]
DRAFT-CV-12800425	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Groups: Animals: 1 Rummy HeadCount: 1	Equine	about 21 hours ago	[G] [X]
DRAFT-CV-12800423	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Groups: Animals: 1 Rummy HeadCount: 1	Equine	about 21 hours ago	[G] [X]
DRAFT-CV-12800414	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Groups: Animals: 1 Rummy HeadCount: 1	Equine	about 21 hours ago	[G] [X]
DRAFT-CV-12800397	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Connie Autobahn 9876 Saurenkraut St Mannheim, NA 65432	Groups: Animals: 1 Rummy	Equine	about 21 hours ago	[G] [X]

17. The Locked tab will contain the certificate for which you have clicked the Get Cert Number button. Doing so locks the certificates from editing and moves them into this tab. Once you have called the state to obtain your permit number, you can click the Document number to open the certificate, enter the permit number, and E-Sign the certificate.



18. The Recently Signed tab is where certificates that have been signed in the last 30 days will be accessible. The certificate can be opened by clicking on the Document number on the left-hand side. It can also be emailed or archived from the actions on the right-hand side.



If you have any questions about HealthLINK, please feel free to contact our Customer Success Team at 515-817-5704 or gvlsupport@globalvetlink.com.