

## Manager

Manager allows you to access the data you input into your GVL account. The tabs on the left side of the screen allow easy access to different segments of the data.

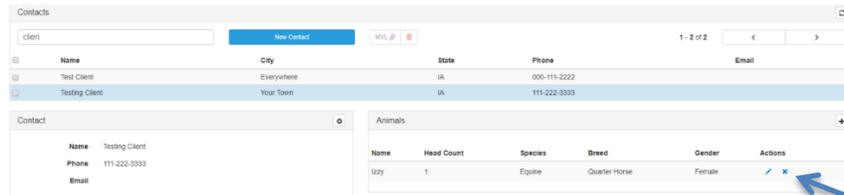
- **Contacts Tab**

In the Contacts tab, easily create, edit, and delete contacts. You can also grant MyVetLINK access, and manage animals associated with each contact.

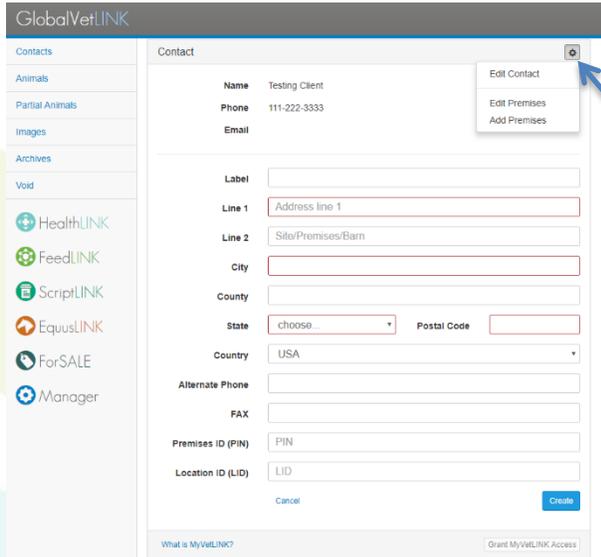


1. Use the Search bar to locate contacts. Search by any of the displayed fields (name, city, phone number, etc.)
2. Create a new contact by clicking the blue New Contact button. A new box will appear for you to enter the contact information into. Enter information in the red highlighted fields and click Create to save the contact.
3. Use the MVL button to grant MyVetLINK access to your clients. MyVetLINK allows owners to set up an online account through which they can view animal information and access completed certificates. Use the Trash Can button to delete contacts. Deleted contacts cannot be restored. To use these buttons, check the box to the left of the contact that you want to apply the action to.
4. Use the tab buttons to navigate your list of contacts.

- **Contacts Tab (con't)**



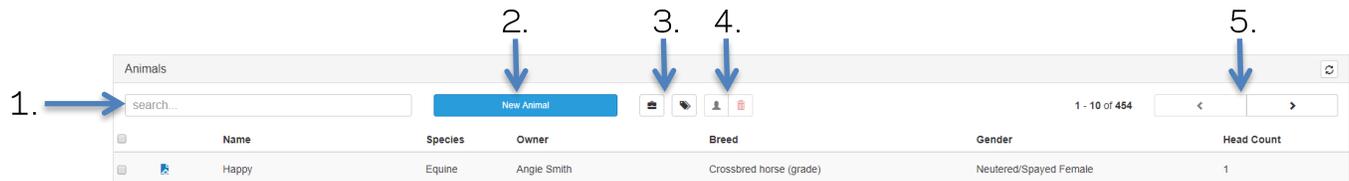
After selecting a contact, you can view the animals associated with that contact. Click on the Pencil icon under Actions to edit the animal, and the X icon to remove the animal from that contact's list. The animal will still be available in the Animals tab.



To add multiple premises for an owner, select the contact from the list, then click the gear icon in the upper right of the contact box. Click Add Premises and additional address fields will appear for you to complete. After entering the information, click Create to save the additional premises. After creating additional premises, click Switch Premises from the menu in order to view all premises associated with the owner.

- **Animals Tab**

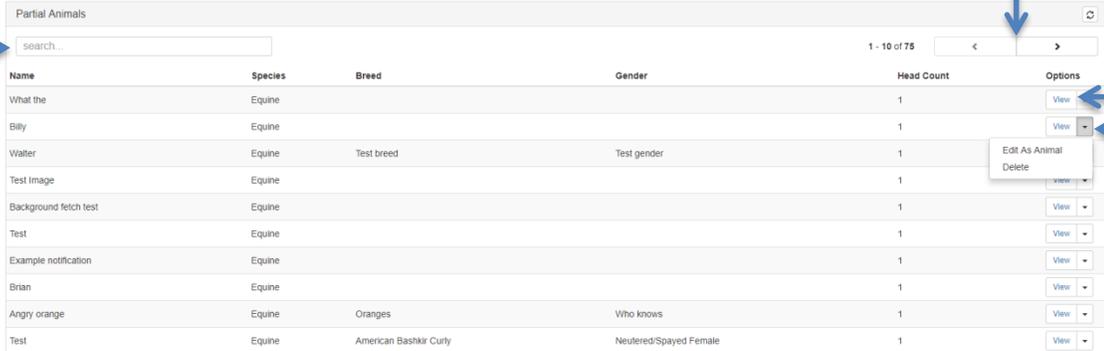
In the Animals tab, easily create, edit, and delete animals. You can also link animals to an Agent and create certificates directly from the Animal profile.



1. Use the Search bar to locate animals. Search by any of the displayed fields (name, owner, breed, etc.)
2. Create a new animal by clicking the blue New Animal button. A new box will appear for you to enter the animal information into. Enter information in the red highlighted fields and click Create to save the animal.
3. The Suitcase button allows you to load animals that were entered over 3 years ago. The Tag button will show animals that have been marked as deceased.
4. The Silhouette button allows you to link animals to an Agent, which will allow the Agent to see the animal information and completed certificates in their Agent MyVetLINK account. The Trash Can button will allow you to delete animals. Deleted animals cannot be restored. To use these buttons, check the box to the left of the contact that you want to apply the action to.
5. Use the tab buttons to navigate your list of animals.

- **Partial Animals Tab**

In the Partial Animals tab, view the horse profiles and photos you have collected using the HorseSYNC app.

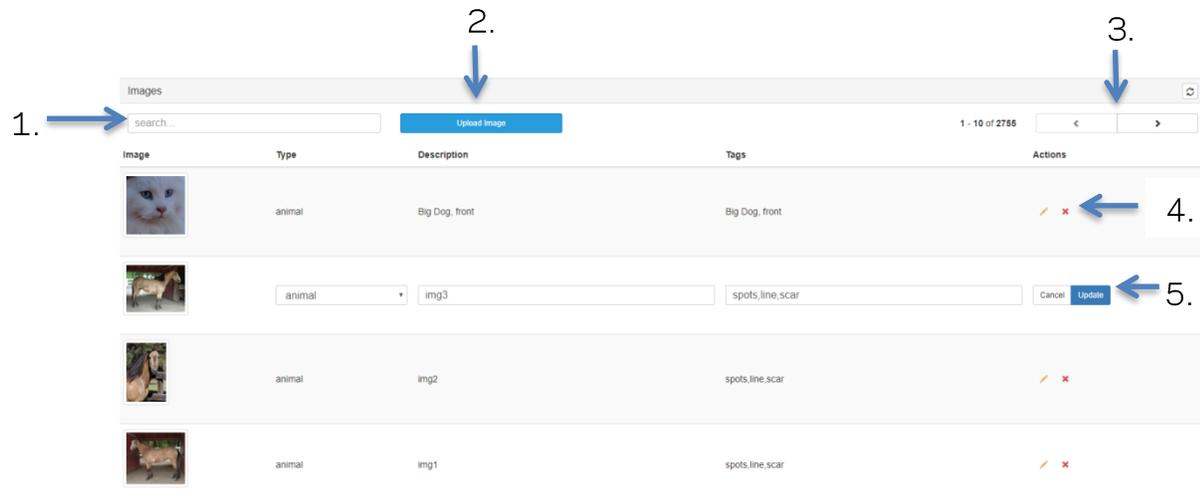


Name	Species	Breed	Gender	Head Count	Options
What the	Equine			1	View
Billy	Equine			1	View
Walter	Equine	Test breed	Test gender	1	View
Test image	Equine			1	View
Background fetch test	Equine			1	View
Test	Equine			1	View
Example notification	Equine			1	View
Brian	Equine			1	View
Angry orange	Equine	Oranges	Who knows	1	View
Test	Equine	American Bashkir Curly	Neutered/Spayed Female	1	View

1. Use the Search bar to locate partial animals. Search by any of the displayed fields (name, breed, etc.)
2. Use the tab buttons to navigate your list of partial animals.
3. Click View to view the information that was entered using HorseSYNC. The animal profile will display below the list.
4. Click the drop down arrow to access Edit As Animal and Delete. Click Edit As Animal to assign an owner to the horse and complete the horse profile. Click Save As Animal when complete. Click Delete to remove a partial animal from the list. Deleted partial animals cannot be retrieved.

- **Images Tab**

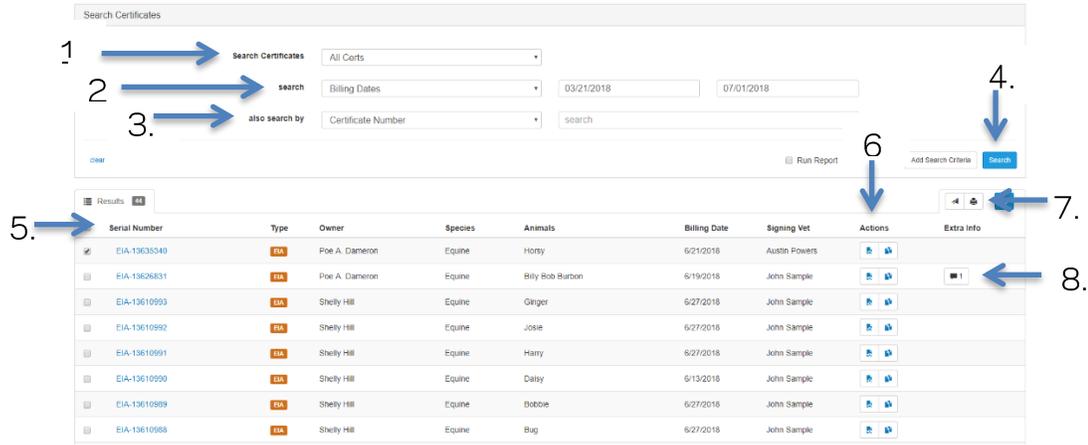
In the Images tab, view the images you have uploaded to GVL.



1. Use the Search bar to locate an image. Search by Description or Tags.
2. Upload an image by clicking the Upload Image button. You will be prompted to select the image and add a description or tag.
3. Use the tab buttons to navigate your list of images.
4. Under Actions, click the Pencil icon to edit the type, description, and tags of an image. Click the red X icon to delete an image. Deleted images cannot be retrieved.
5. After clicking the pencil, the type, description, and tag fields will become editable. Click Cancel if you do not need to make changes. Click Update to save changes you have made.

- **Archives Tab**

In the Archives tab, access the certificates that you have completed through GVL.



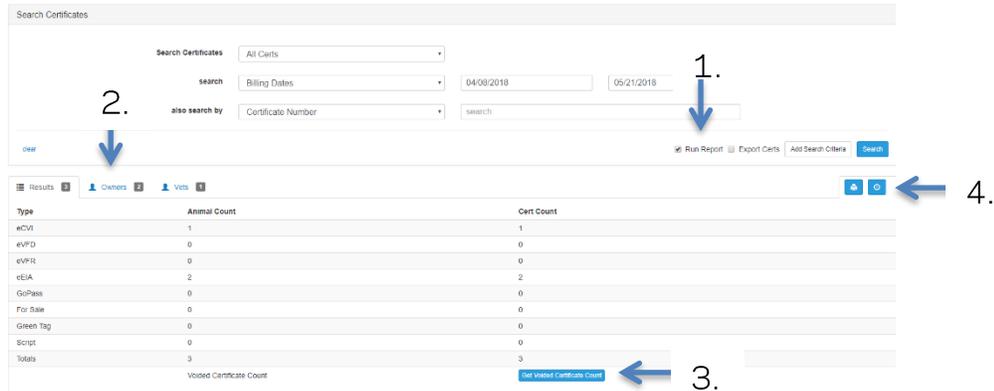
The screenshot shows the 'Search Certificates' interface. At the top, there is a search form with the following elements: a 'Search Certificates' dropdown menu (1), a 'search' button (2), a 'Billing Dates' range selector with two date input fields (03/21/2018 and 07/01/2018), an 'also search by' dropdown menu (3) set to 'Certificate Number', and another 'search' button (4). Below the search form is a 'Run Report' button and an 'Add Search Criteria' button. The main area displays a table of search results with columns: Serial Number, Type, Owner, Species, Animals, Billing Date, Signing Vet, Actions, and Extra Info. The first row is selected, and its 'Serial Number' (EIA-13635340) is highlighted (5). The 'Actions' column for this row contains two icons (6). The 'Extra Info' column for this row contains a plus sign icon (7). The 'Extra Info' column for the second row contains a minus sign icon (8).

Serial Number	Type	Owner	Species	Animals	Billing Date	Signing Vet	Actions	Extra Info
<input checked="" type="checkbox"/> EIA-13635340	EIA	Poe A. Dameron	Equine	Horsy	6/21/2018	Austin Powers	[PDF] [Draft]	
<input type="checkbox"/> EIA-13626831	EIA	Poe A. Dameron	Equine	Riley Bob Burbon	6/19/2018	John Sample	[PDF] [Draft]	[+]
<input type="checkbox"/> EIA-13610993	EIA	Shelly Hill	Equine	Ginger	6/27/2018	John Sample	[PDF] [Draft]	
<input type="checkbox"/> EIA-13610992	EIA	Shelly Hill	Equine	Josie	6/27/2018	John Sample	[PDF] [Draft]	
<input type="checkbox"/> EIA-13610991	EIA	Shelly Hill	Equine	Harry	6/27/2018	John Sample	[PDF] [Draft]	
<input type="checkbox"/> EIA-13610990	EIA	Shelly Hill	Equine	Daisy	6/13/2018	John Sample	[PDF] [Draft]	
<input type="checkbox"/> EIA-13610989	EIA	Shelly Hill	Equine	Ibobbie	6/27/2018	John Sample	[PDF] [Draft]	
<input type="checkbox"/> EIA-13610988	EIA	Shelly Hill	Equine	Bug	6/27/2018	John Sample	[PDF] [Draft]	

1. Click the Search Certificates drop down to search by a specific certificate type.
2. Use the calendars to enter the Billing dates between which the certificate was completed. We suggest using a broad range.
3. Use Also Search By to narrow your search. Click the drop down to change the criteria by which you are searching.
4. Click Search to locate certificates. To download a CSV of the certificates in the search, check the Export Certs box before clicking Search.
5. Click the Serial Number to view the certificate information.
6. From the Actions, you can Download PDF or Create a Draft of the certificate
7. After checking the box for a certificate, additional action buttons of Email and Print will be available.
8. Extra Info shows certificates that have messages or attachments.

- **Archives Tab (con't)**

In the Archives tab, you can also run a report of all certificates completed during a specific date range.



The screenshot shows the 'Search Certificates' form with the following fields and actions:

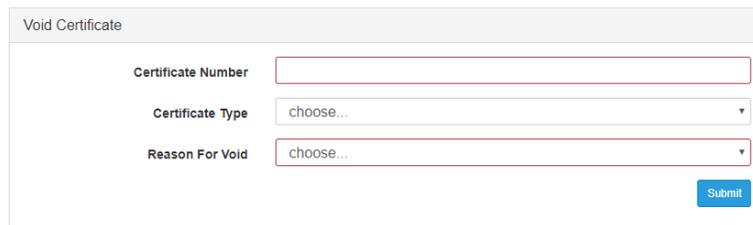
- Search Certificates:** All Certs (dropdown)
- search:** Billing Dates (dropdown), 04/08/2018 (date), 05/21/2018 (date)
- also search by:** Certificate Number (dropdown), search (text input)
- Buttons:** Run Report (checkbox), Export Certs, Add Search Criteria, Search
- Results:** Results, Owners (selected), Vets (dropdown)
- Table:**

Type	Animal Count	Cert Count
eCVI	1	1
eVFD	0	0
eVFR	0	0
eEIA	2	2
GrPass	0	0
For Sale	0	0
Green Tag	0	0
Script	0	0
Totals	3	3
- Buttons:** Get Voided Certificate Count, Printer, Clock

1. After entering billing dates and search criteria, check the Run Report box and click Search.
2. Use the tabs to change the view based on Results, Owners or Vets.
3. Click Get Voided Certificate Count to see the number of certificates voided.
4. Click the Printer to print the report. Click the Clock to view a list of Recently Sent Emails.

- **Void Tab**

Using the Void tab, you can permanently delete certificates that you have completed through GlobalVetLINK. To void a certificate, enter the Certificate Number, choose the Certificate Type and Reason for Void. Click Submit to void the certificate. Voiding cannot be undone.



The screenshot shows a web form titled "Void Certificate". It contains three input fields: "Certificate Number" (a text box), "Certificate Type" (a dropdown menu with "choose..." selected), and "Reason For Void" (a dropdown menu with "choose..." selected). A blue "Submit" button is located at the bottom right of the form.

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