Mobile application for creation of electronic Certificates of Veterinary Inspection

Instruction Manual – Apple Devices

The Institute for Infectious Animal Diseases (IIAD), in partnership with the Texas Center for Applied Technology (TCAT), a part of the Texas A&M Engineering Experiment Station, developed a mobile Certificate of Veterinary Inspection (mCVI) application to support veterinary practitioners submitting animal health certificate records from the field. The mCVI app strives to expand the toolbox of capabilities available to veterinary practitioners, allowing them to easily submit electronic animal health certificates, or store that information within the application to forward when data connectivity becomes available.

The Washington State Department of Agriculture (WSDA) is making the mCVI app available free of charge to Washington accredited veterinarians. The app provides an easy-to-use, touch-screen interface for digitally entering animal health certificate data, while allowing paper-based forms to be easily printed from the mobile application. Completed applications are automatically submitted to the State Veterinarian, simplifying submission process and reducing paperwork for veterinarians in the field.

Step 1 – Download the Mobile App

- The application is available to download for free in the iTunes App Store.
- To download the app, search the App Store for "mCVI."
- Follow device instructions to download and install the app on your specific device.
- The mobile app may be installed on multiple devices if desired.
  - **A veterinarian may install and use the mCVI app on multiple devices, but for security purposes, each CVI is stored locally on the device on which it was created, and is only accessible from that device.

Step 2 – Create an Account

Before using the mCVI app, veterinarians must create a user account and be approved by the Washington State Veterinarian's office.

- Open the application on your device.
- Select "WA" from the State dropdown on the login screen (Fig. 1).
- Select "Create Account" in the lower left corner of the login window.
- Complete the account registration page completely and accurately. Items marked with a red asterisk (*) are required.
- You must provide an active Washington License Number and National Accreditation Number (active in Washington) to create an account.

Figure 1

- The address information entered in the account creation page will be displayed on each CVI created. If a veterinarian practices under multiple addresses, it may be necessary to create more than one user account.
- After an account has been created, please allow 1-2 business days for approval by the State Veterinarian's office.
- If access is needed immediately, please call the WSDA at (360) 902-1987 during normal business hours to request rushed processing.

Step 3 – Login

You will receive email confirmation when your account has been approved. Until your account has been approved, you will not be able to use the mobile app.

- App logins are specific to each veterinarian and will determine the veterinarian information displayed on the CVI. While a single device may be shared among multiple veterinarians, always ensure that the veterinarian who performs the inspection is logged into the device before creating a CVI.
- Open the mCVI mobile app from your device's home screen.
- Ensure that "WA" is selected in the State dropdown prior to logging into the app (Fig. 1).
- Login into the app using the username and password that you created when you set up your account.
- If you forget your username or password, click the "Forgot Password" link in the lower right corner of the login window.

Step 4 – App Navigation

The main screen of the app provides access to all CVIs that have been created on that specific device. A veterinarian may install and use the mCVI app on multiple devices, but for security purposes, each CVI is stored locally on the device on which it was created, and is only accessible from that device.

- The main screen displays all CVIs that have been created on the device categorized by certificate status (Fig. 2).

  - **In Progress** – Certificates which have not yet be completed and e-signed by the veterinarian.

  - **Server Rejected** – Certificates that experienced an error in submitting to the State Veterinarian's office. Opening the CVI and re-submitting it will generally correct submission errors.

  - **Pending Delivery** – Certificates which have been completed and e-signed, but have not yet been submitted to the State Veterinarian's office. This is generally because internet access was not available when the certificate was completed. These will automatically submit once internet access is restored to the device.

  - **Delivered** – Certificates that have been completed and successfully submitted.

Figure 2

- Categories may be expanded/collapsed by pressing the arrow ▽ next to the category name.
- Swiping from the right to the left over the certificate entry and pressing the "Delete" button that appears can delete unwanted certificates.
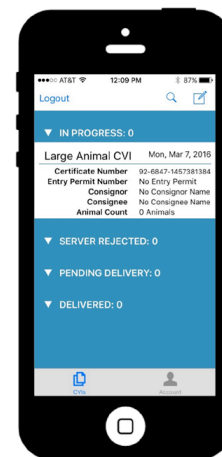
Step 5 – Create a Certificate

- To create a new certificate, tap the ☑ icon at the top right of the main page (Fig. 2).

- Select "Large Animal CVI" or "Small Animal CVI" from the options drop-down list (Fig. 3).

- A new CVI will be created with fields tailored to the CVI type that was selected.

- The veterinarian information will be automatically completed based on the veterinarian logged in at the time the certificate is created.

- The mCVI app divides the CVI data entry into several pages. To advance or go backwards, tap the triangles at the bottom of the page, or swipe the screen (Fig. 4).
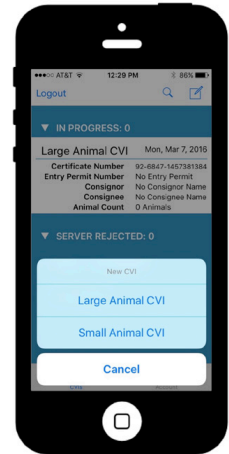
Figure 3

Step 6 – General Information

- The certificate number is automatically generated by mCVI (Fig. 4).

- An entry permit number should be entered if required by the destination state. (The destination state should be contacted to verify current import requirements.)

- The inspection date is automatically filled based on the date the certificate is created. If different, the date should always be set to the date the inspection was performed.

- The shipment date is required and must be on or after the date of inspection. If an exact shipment date is not known, enter an estimated date of shipment. USDA rules require a shipment date to be within 30 days of the date of inspection.

- Email recipients may be added to have a copy of the certificate automatically sent to the owner, transporter, or other third-party. A copy of the certificate will be automatically sent to the veterinarian and the WSDA State Veterinarian's office.
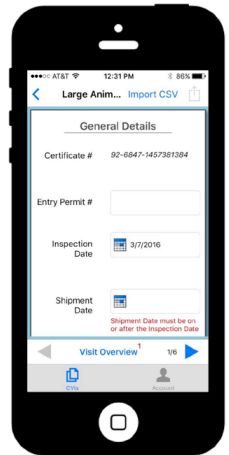
Figure 4

Step 7 – Consignor Information

Consignor (or seller) information is required on all certificates. The mCVI app allows for consignor information to be imported/exported from/to a device's address book using the "Address Book" link under the page heading (Fig. 5).

- A first and last name or business name is required.

- The physical address where the animals are inspected should be provided as the primary address. If a physical address is not available for the location, GPS coordinates or a Premise ID may be used to provide the exact location. To use the device's internal GPS tap the "GPS Locate" link to populate a latitude and longitude of where the animals are located.

- If the consignor's mailing address is different from the physical address of the animals, it should be provided separately.

- Premise ID for the location is entered in the Location ID box – (Optional).

- The consignor's phone number and county is required.

Figure 5

Step 8 – Consignee Information

Consignee (or buyer) information is required on all certificates. The mCVI app allows for consignee information to be imported/exported from/to a device's address book using the "Address Book" link under the page heading (Fig. 6).

- A first and last name or business name is required including city, state, and zip code.
- The physical address where the animals are destined should be provided as the primary address.
- If the consignor's mailing address is different from the physical address of the animals, it should be provided separately.
- The Premise ID for the location is entered in the Location ID box – (Optional).
- The consignee phone number – (Optional).

Figure 6

Step 9 – Carrier Information

While carrier information is not required, it should be provided if the animals will be transported by a third party. The mCVI app allows for carrier information to be imported/exported from/to a device's address book using the "Address Book" link under the Carrier Information page heading (Fig. 7).

- If a carrier's information is included, please complete all fields.
- A transportation method should be selected if known.
- A purpose for movement is a required field.
- In most cases, the Interstate Transport option should be set to "Yes".

Figure 7

Step 10 – Disease/Weather Statements

Depending on the CVI type (Large Animal/Small Animal), you will be able to include a free-text disease certification statement or weather acclimation statement if required by the receiving state (Fig. 8).

Large Animal Certificates

- One or more disease certification statements may be included as required by the receiving states. Frequently used statements may be saved to the device and added to certificates using the "Custom Statements" link.
- Herd/Flock disease accreditation information may be included as necessary.
- The Current State/Area Status section should be filled out as applicable for the species included on the certificate.

Small Animal Certificates

- A weather acclimation statement may be provided if required by the receiving state or transporting airline.

Figure 8

Step 11 – Animal Information

- Official individual animal identification should be provided whenever required by USDA Animal Disease Traceability rules. Contact the state of destination for state-specific identification and testing requirements.

- The animal information page lists each animal or group, separated by species (Fig. 9).
- To remove an animal or group from the certificate, tap the "Edit" link next to the desired species, select the records to be deleted, and click "Delete".
- The mCVI app provides two methods to create multiple animal records quickly (see detailed directions on next page).
    - Individual records may be copied to create multiple identical animal records.
    - Multiple records may be imported from a Comma Separated Values (CSV) file.
- To add a new animal or group, tap the "Add" link next to the desired species.
- Fill in the animal information as completely as possible.
- Number of Head may be used to list animal groups when allowed by ADT rules (i.e. underage calves, brand assurance, etc.).
    - A group should only contain animals of similar sex and age. (i.e. 6-9 month old steers).
- Breed, sex, and age (with age units) should be provided for every animal/group.
- Official identification should be listed any time it is required by ADT rules or the receiving state.
    - If cattle are being shipped to a participating state on brand assurance, the brand inspection certificate number should be listed in the Official ID box for each group of animals.
- Other ID may be listed or correlated with Official ID.
- Test and vaccination information should be completed as required by the destination state.
- For animals that are allowed to be identified by photos, you may add a picture from device storage or using the device's camera. A picture name (i.e. right side, front, etc.) and date the picture was taken should be provided for each picture (Fig. 10).
- After data entry is complete, tap the "〈 Animals" link in the top left corner of the screen to return to the main Animal Information Page (Note: on an iPad the link text is "〈 Large/Small Animal CVI").
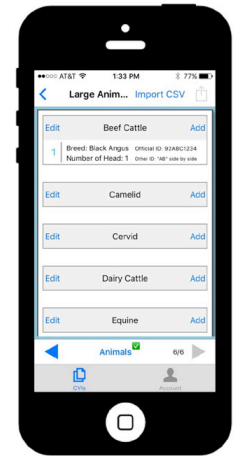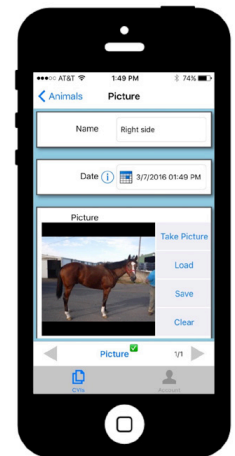

Figure 9

Figure 10

Creating Multiple Records by Copying

- Create a single animal record to be used as a template for additional animal records.
- If animals share a common official ID prefix (i.e. 91ABC), enter only the prefix into the Official ID box of the template animal.
- On the main animal page, tap "Edit" and select the template animal entry.
- Tap the "Copy" link and enter the desired number of duplicate records in the pop-up (Fig. 11).
- After the records have been duplicated, tap done. Select each individual record to complete the Official ID entry.

Creating Multiple Records by CSV Import

In order to import animal information into the mCVI App, the data must be in a comma separated values (CSV) format spreadsheet file. Most desktop spreadsheet software (i.e. Microsoft Excel, Apple Numbers) will allow files to be saved as a CSV formatted data file. Refer to individual software manuals for instructions on saving a spreadsheet as a CSV file.

- Data import is possible from several cloud-based file storage services including iCloud Drive, Microsoft OneDrive, and DropBox.
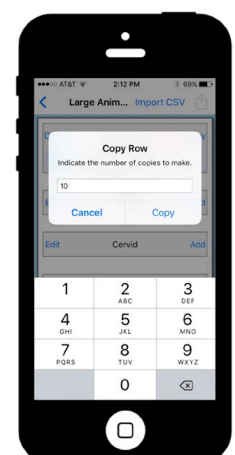

Figure 11

- On the main animal page tap "Import CSV" and select the cloud storage service where your file is located.
- Navigate to your file and select it to begin the data import process.
- Tap each field and select the corresponding column to complete the Field Mapping section (Fig. 12).
- When finished matching each field in your data file, tap "Done" to finish importing.
- A pop-up will notify you if any rows could not be imported.
  - The most common reason for import failure is an incorrect value in the species, sex, or age unit columns. These entries must match exactly the options available in mCVI.
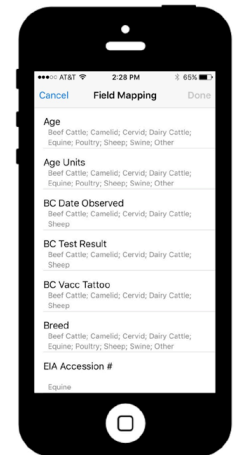
Attach Separate Animal List

Figure 12

USDA regulations allow veterinarians to attach a separate list of individual animal IDs to a CVI. If attaching an official form (i.e. vaccination or test records) the name and serial number of the document must be recorded in the official ID column of an animal group within the mCVI app. If an unofficial document is used (i.e. chute-side record, computer print-out, etc.) the name of the person who prepared the document and the date the document was signed must be recorded in the ID column of an animal group within the mCVI app.

The mCVI app does not provide a means to attach documents to records at this time from within the app. To include a document, users must email a scanned copy or clear photograph (preferably using a PDF scanner app) including each page of the document to WAExportCVI@agr.wa.gov immediately after submitting the CVI. In the subject line of the email include the CVI number.

Step 12 – Certificate Completion

By accepting the Veterinary Certification, the certificate will be electronically signed with the veterinarian's account, and is treated the same as a physical signature. For this reason, if the certificate is filled-out by anyone other than the signing veterinarian, ==the veterinarian== must still be the one to accept the certification, and in doing so, ==accept responsibility for the accuracy of any information included in the certificate==.

- Once all required fields are filled in (indicated by red text), tap the 📤 icon on the top right.
- Review the certificate preview to ensure that all information is correct.
- To submit the certificate, tap "Submit" and then review and accept the Veterinary Certification (Fig. 13).
- Once the CVI has been submitted, it can be reviewed, printed, or exported by selecting the CVI from the main screen.
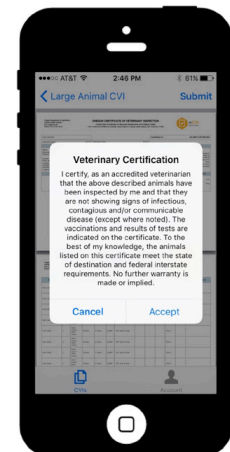

Resubmitting a CVI – A CVI may be resubmitted to correct or add information. To resubmit, open the original CVI, tap the "Edit" button in the upper right corner, then select confirm in the confirm edit window. The original CVI number will not change but a new CVI, with the same certificate number, will be generated with an "r1" added to the end of the certificate number. The veterinarian will make the changes and follow the certification completion process above. The parties listed in the original CVI will receive the updated "r1" CVI.

Figure 13

Online Support Videos

Online support videos are located at: http://icvi.tamu.edu/saho