J. Mauel & Associates

Pet Licensing Program
User Manual

Updated: 11/1/11

J. Mauel & Associates
Pet Licensing Program
User Manual

	Page(s)
Welcome	1
Technical Assistance	1
System Requirements	1
Program Installation	1
Accessing the Pet Licensing Program	2
Taskbar Options	2
Backup/Restore	3
Municipal Table	4-5
Zip Code Table	5
Veterinarian Table	5-6
Printer	6-7
Tag Numbers	7-8
Delete All Marked for Deletion	7
Delete All Dogs Marked for Year YYYY and Delete All Cats Marked for Year YYYY	7
Sex Types, Fees and Allocations	8
Replacement Tags	9
Database Options	9
Reports	10-16
To License a New Dog or Cat	17-20
Changing Information on a Pet/Reprint Receipts/Inquiry	20
Issuing a Pet License for a Pet that is Already in the Database From Prior Year	20-21
Sample of Dog License	21
Enter Multiple Dog Tag (formerly Kennel) Information	22
End of Licensing Year – Beginning of New Year	23

Welcome

The Pet Licensing Program has been designed to assist municipalities in tracking dogs, cats and multiple tags on a daily basis. It stores the important information which allows the municipality to keep an accurate detail of licensed pets. The program allows the user to collect, track, provide receipts as well as print comprehensive reports.

Technical Assistance

J. Mauel & Associates provides a toll-free telephone number for technical assistance. Please call (800) 561-6823 and should you receive voicemail, please leave your name, phone number and message and we will return your call in the order it was received.

We also offer a Web Site at www.jmauelassociates.com . The site provides information such as updates to the program and future program development.

System Requirements

The following items are required to run the program efficiently:

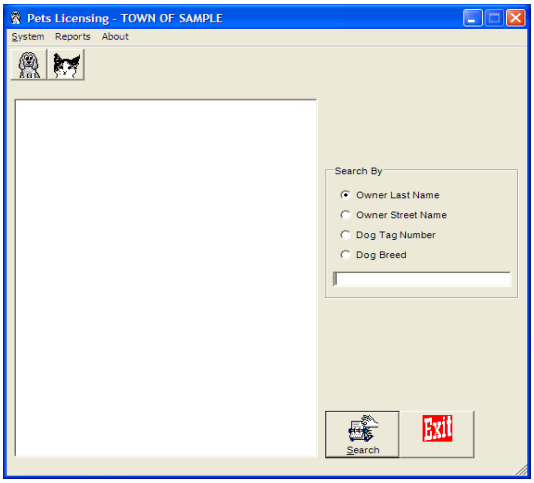
- Pentium 1, 166 Mhz
- Microsoft Windows XP, Vista and Windows 7
- Internet access (not required to run program but desired to efficiently receive updates, program information, etc. from J. Mauel & Associates)

Program Installation

Program Installation is available on a separate information page along with the CD-Rom.

Accessing the Pet Licensing Program

To access the Pet Licensing Program, double-click on the PET LICENSING icon on your desktop. The main menu screen will appear (shown below).

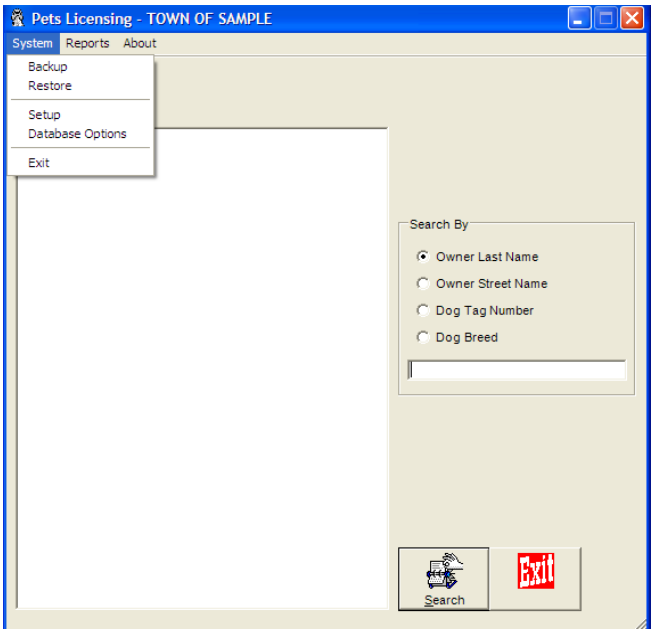


Main Program Screen

Taskbar Options

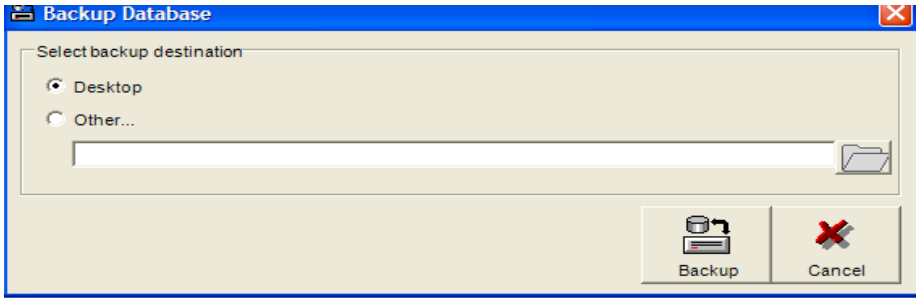
The main Taskbar Options will assist the user in Backup/Restore, System Setup and Database Options. Following are the features available and a summary of how the user can use their functionality. Click on System on the Taskbar to view the features.

System



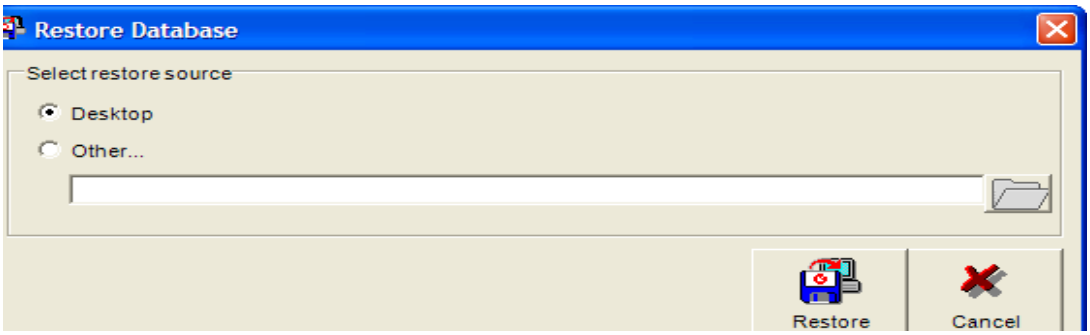
■ Backup

The user will be allowed to backup data at their discretion. We recommend that data backup is done on a daily basis. To backup data, choose System, Backup from the System Task Bar. A message box will appear (example below). Click on the destination in which you would like the backup file (specialassessment.mdb) sent. Click BACKUP button. Backup successful message box will appear. Click OK. The specialassessment.mdb file has been placed on your desktop. Exit out of the program and now you may right-click on the file and choose Send to and send a copy of the file to a CD or a flashdrive (removable).



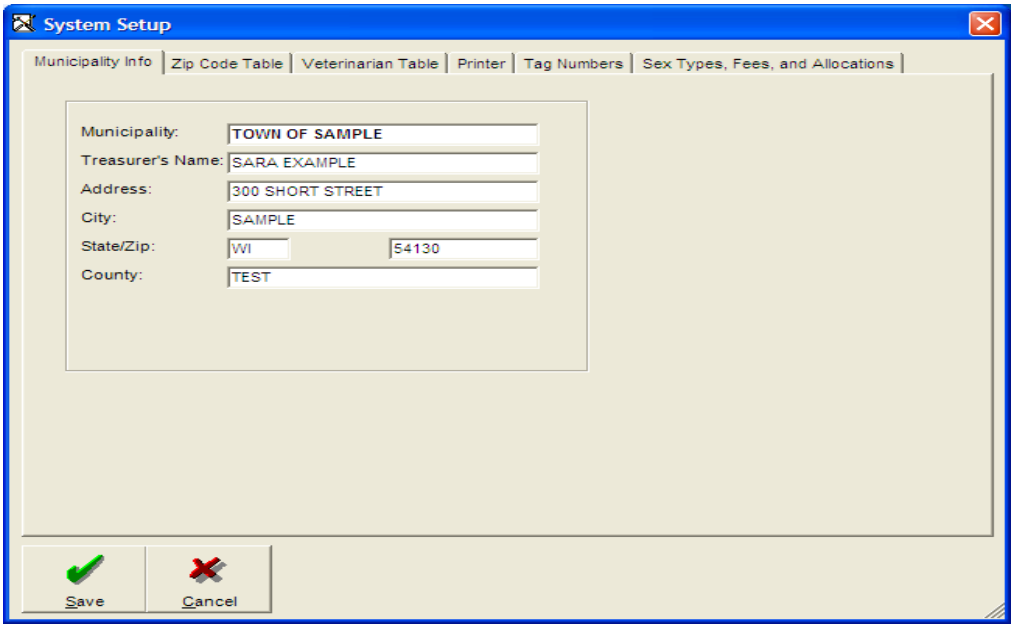
■ Restore

The Restore is needed should your hard drive crash, purchase of a new computer, etc. To Restore, Click on System, Restore and the following screen will appear. If you have copied the specialassessment.mdb to your desktop, bullet desktop or you may insert a CD or flashdrive (removable) and bullet other and click the yellow folder to select your CD drive or flashdrive (removable). Click Restore. After you confirm that you would like to restore, you will receive a message indicating that the restore was successful.



■ Setup

Under the Setup taskbar item, the following folders will be displayed (example below).

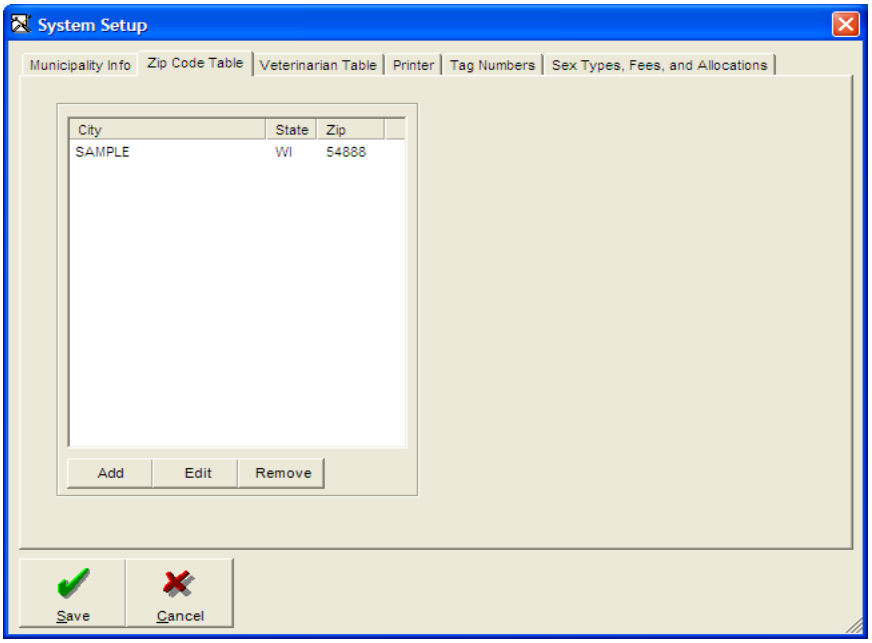


Municipality Table

The Municipality Table must be completed by the user on a one-time basis unless treasurer information should change during the course of the receipting time. After completing the table, click on Save (bottom left) in order to save the changes. This data is printed on the dog licensing so if there is a change in treasurer responsibilities, please be sure to update this data.

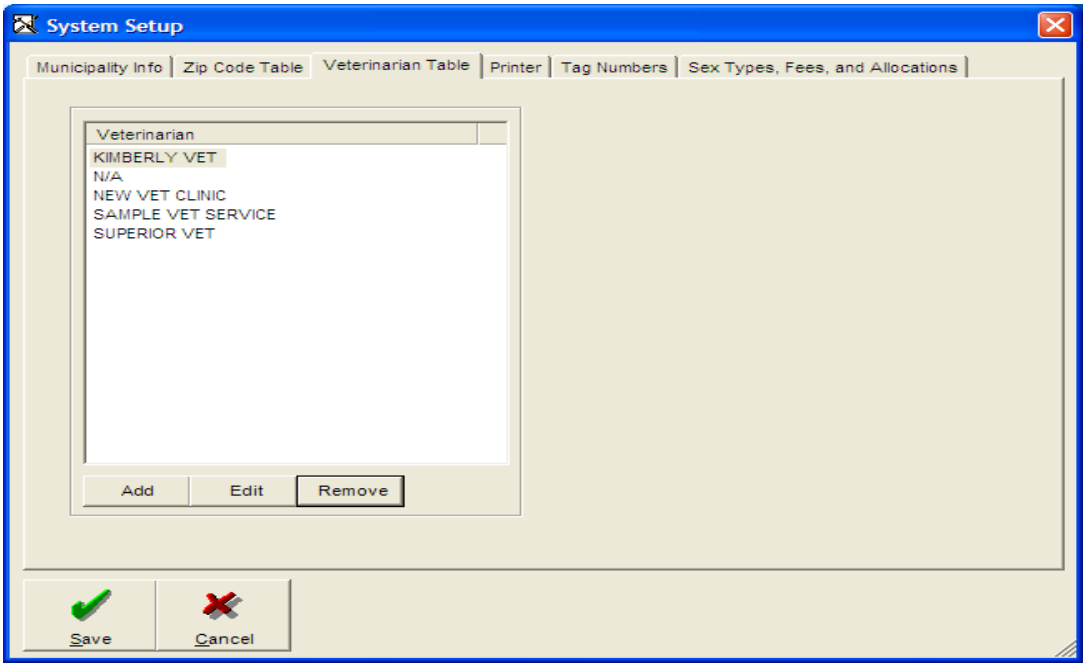
Zip Code Table (example below)

This tab option allows the user to insert default zip codes which will allow the user to save time when entering information in the program. By clicking on the Add button, a screen will appear that prompts the user to enter the city, state and zip. Click Save after inputting the Zip information. After the initial zip codes have been entered, the user has the ability to edit and remove zip codes as needed. When entering a pet to be licensed, a drop down box will appear with the zip codes and the user must click on the zip codes which applies and the program will automatically enter the name in the field.

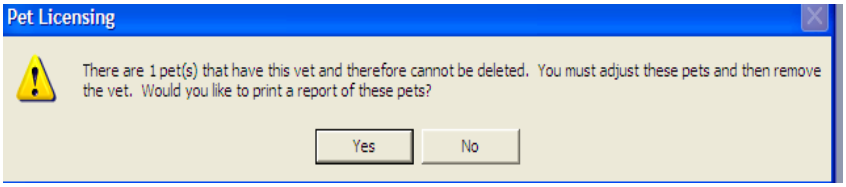


Veterinarian Table (example on next page)

This table allows the user to enter veterinarian names that are frequently used. When entering a pet to be licensed, a drop down box will appear with the frequently used veterinarian names inserted and the user must click on the name which applies and the program will automatically enter the name in the field. As shown, the user also has the ability to edit and remove the veterinarian names. The user must click on Add and enter the veterinarian name in the field and the user should then click OK.



Please note that should you choose to remove a pet a message box will appear (see below) and you will have the ability to print out any pets that are associated with the vet. This is useful when you have a misspelling of a vet because you can print the report and then choose that pet and change the vet name and save information.

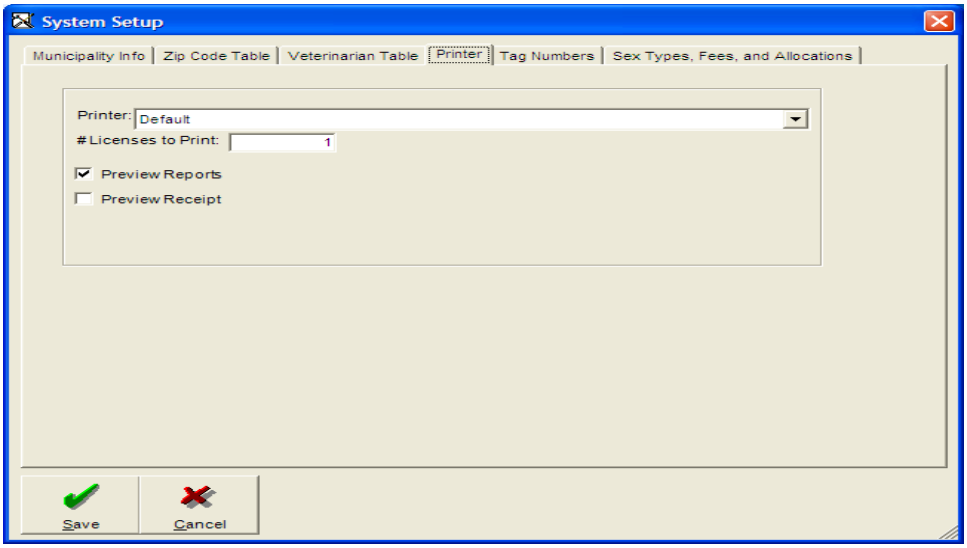


<u>Printer (example on next page)</u>

The Printer tab allows you to choose the following options:

- ► Default Printer. This is the printer that you will be using to print the licenses. To change the default printer, click on the down arrow on the right and choose your printer.
- ► Number of licenses to print.
- ► Preview Reports.
- ► Preview Receipts.

By choosing Preview Reports or Preview Receipts, the program will display the reports and receipts and then the user can choose to print off of the taskbar options. After completing the table, click Save (bottom left) in order to save the changes.



<u>Tag Numbers (example on next page)</u>

At the beginning of each pet collection period (one year cycle) the user must input specific information regarding their pets in the municipality. This screen allows the user to enter the Starting Dog Tag Numbers as well as Starting Cat Tag Numbers. These numbers are obtained when the user receives the tags for the municipality at the beginning of licensing period.

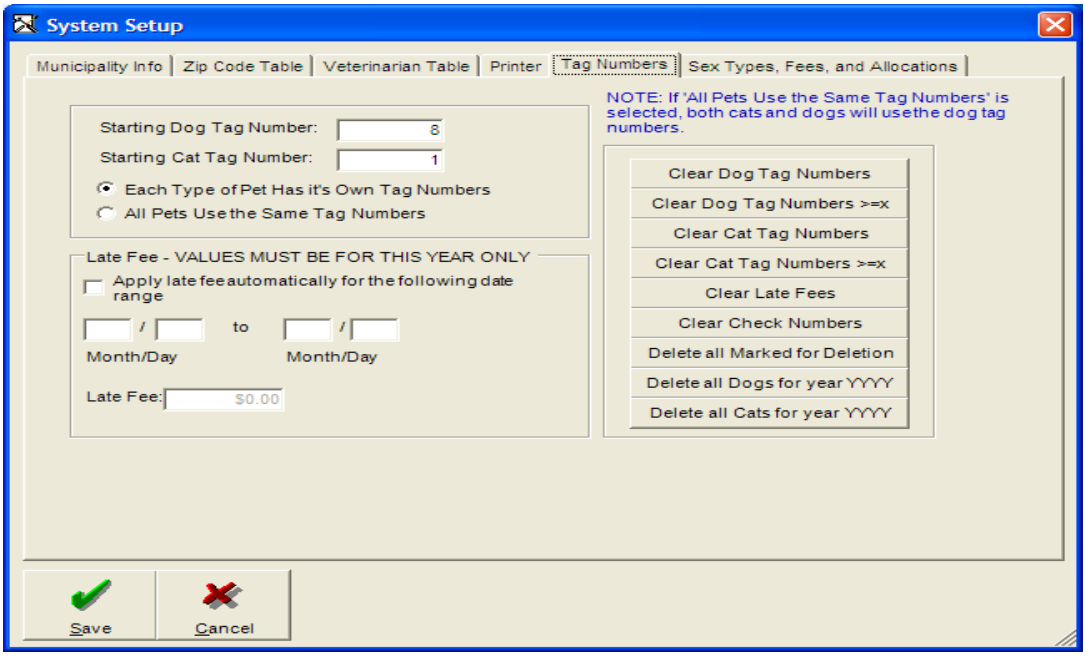
Note: Should you run out of tags during the year and you obtain more tags from the county, you may enter the new starting tag number but do not clear the tag numbers.

The user must clear the tag numbers from the prior year before starting the new year collection period. The user should choose Clear Dog Tag Numbers, Clear Cat Tag Numbers, Clear Late Fees and Clear Check Numbers prior to starting the new year collection period.

I forgot to clear my tag numbers. What should I do?
Notice the button titled Clear Dog Tag Numbers > = X, by clicking on this button, the program will clear all the tag numbers going forward. The user also has the option to Clear Cat Tag Numbers > = X and this will clear cat tag numbers going forward.

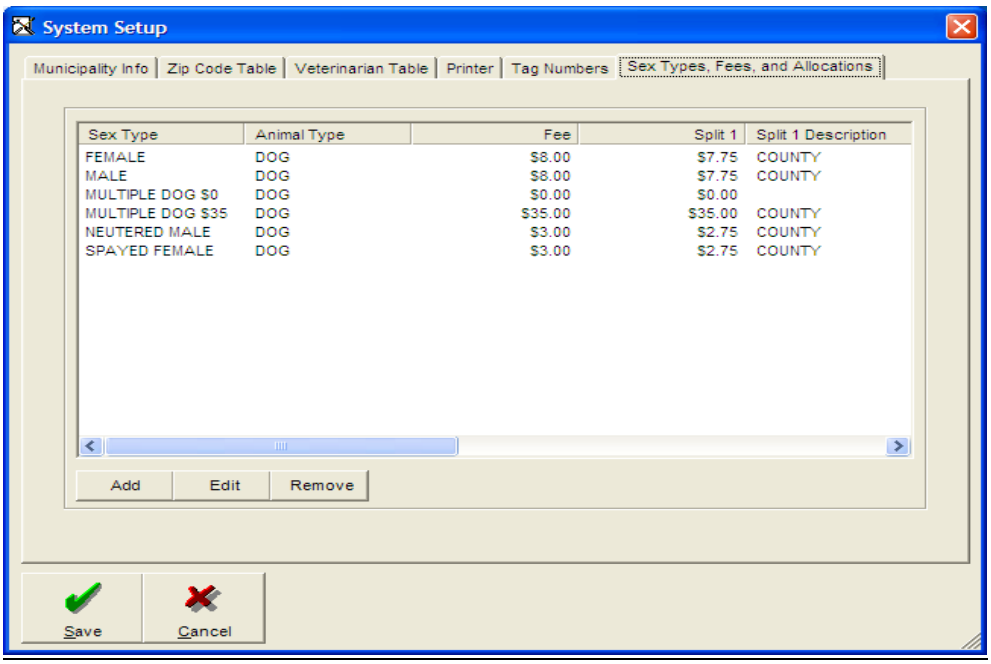
Delete All Marked for Deletion:
In order to use this option, while licensing a tag the user must check the Marked for Deletion box. For example, if the user knows the dog has died and will need to be deleted after their settlement the county the user would check the Marked for Deletion box while licensing the pet. After the settlement with the county has taken place, the user may go into the Delete All Marked for Deletion option and the program will delete all of the pets that have been marked.

Delete all Dogs marked for year YYYY and Delete all Cats marked for year YYYY:
The program gives the user the option to delete dogs and cats that haven't been licensed recently. By choosing this feature and entering the year, the user can delete all dogs in that year. For example, if there are 10 dogs that haven't been licensed in two years the user may choose that year and all of the dogs that weren't licensed in that year will be deleted.

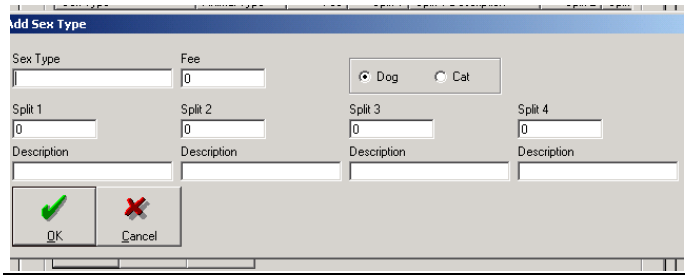


Sex Types, Fees and Allocations (example below)

This screen allows the user to enter the amount to be charged for Females, Males, Neutered Males and Spayed Females.



The user must click add in order to complete the fields. Note that the Split 1and Split 2 should equal the total of the dog license. For example, a Female license costs $8.00. The County receives $7.00 which would be inserted in the Split 1 field and the municipality receives $1.00 which should be inserted in the Split 2 field. Click Save when the information has been inputted.



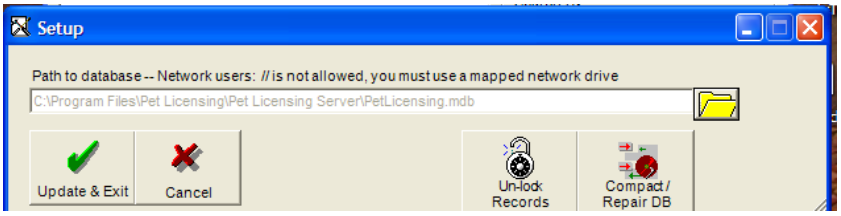
Should the license fee change from year to year, the user should click on Edit and then change the amounts. By clicking on Remove, the user has the option to remove sex types.

The dog lost the tag. What should I do?
First click on Add in Sex Types, Fees and Allocations. Next under Sex Type, type Replacement and in the Fee Text Box type in 0.00 (or the charge amount if applicable). You may leave the splits if there is no charge. Click OK. Click Save. Now click on Add Dog in the Main Program Screen and add all the information that was in the initial dog license. The only change here is that you must choose Replacement in the Sex Type field. Click Save and Print New License and confirm the new license number. Note that you should not delete the first dog license that was lost.

■ Database Options (example below)

This option is used to unlock records and repair databases. Please contact J. Mauel & Associates personnel prior to using these functions.

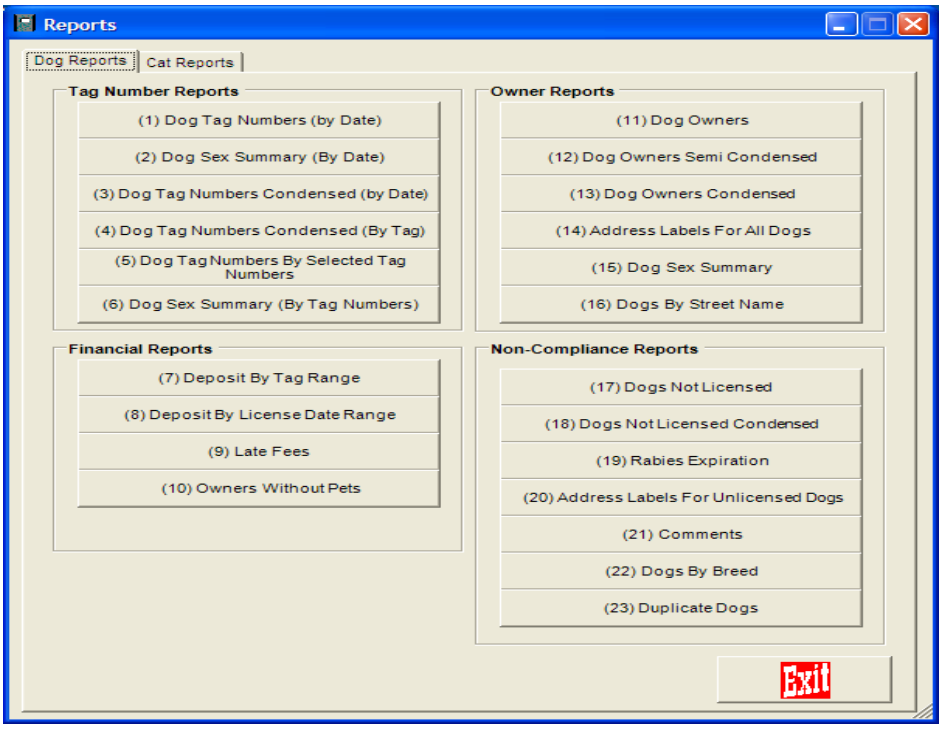
Note: If you should receive a message while in the Pet Program indicating that another user is in this record. Please try again later. Click on Unlock Records. You will then receive a message indicating that recording unlocking is complete. Click OK and now you will have the ability to license that pet.



■ Exit

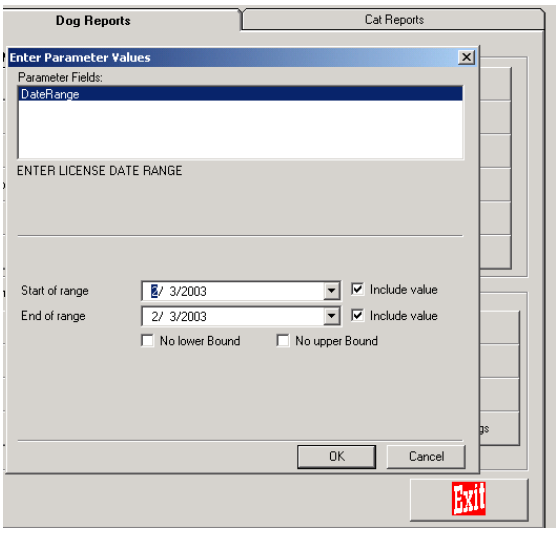
By clicking on File > Exit, the user is able to exit the system. Please note, the user has the option to minimize the Pet Licensing Program screen (upper right corner of screen).

Reports



By clicking on the Reports taskbar item on the main user screen, the user can access the report options.

Please note that most of the reports will request the user to enter the Start of Range and End of Range. Include value means to include the date of range that the user has entered. See example below.



► (1) Dog Tag Numbers (by Date)

1 of 1+ 100% Total:8 100% 8 of 8

DOG TAG NUMBERS 2/5/2007

TOWN OF SAMPLE TEST

License Date Range: 1/5/2007 To 2/5/2007

Tag #	Owner Name Address City State Zip Phone	Pet Name Sex Type Breed Color	License Date License Fee Late Fee Check Number	Rabies Vaccination Rabies Vaccination Exp Vet Name Vaccine Manufacturer Vaccine Serial Number
1	WEIGEL, JAMES 421 PATRICIA AVE EXAMPLETON, WI 54777 (920) 555-5555	SHORTY MALE LAB BLACK	2/5/2007 $8.00 $0.00 CASH	1/5/2007 1/5/2008 APPLE VIEW DOG CENTER MERIAL 42342
2	CASALOMA, JAMES 933 SANDYWOOD LANE EXAMPLETON, WI 54777 (___) ___-____	WILMA FEMALE MIXED BROWN	2/5/2007 $8.00 $0.00 CASH	1/5/2007 1/5/2008 APPLE VIEW DOG CENTER
3	ANDREWS, KATE 889 WESTERN AVE. EXAMPLETON, WI 54777 (___) ___-____	COWBOY MALE SPRINGER BROWN	2/5/2007 $8.00 $0.00 CASH	1/13/2007 1/13/2008 NEW VET CLINIC MERIAL 23482394
4	PETERSON, LIZA 23423 PATRICIA LANE SAMPLE, WI 54888 (___) ___-____	MORNING GLORY NEUTERED MALE LAB YELLOW	1/25/2007 $3.00 $0.00 CASH	1/12/2007 1/12/2008 NEW VET CLINIC MERIAL 4287087
5	BARTON, WENDY 8338 SIDEWINDER ST. EXAMPLETON, WI 54777 (___) ___-____	SAMMY FEMALE MIXED BLACK/WHITE	2/5/2007 $8.00 $0.00 34897	1/2/2007 1/2/2007 SUPERIOR VET MERIAL

► (2) Dog Sex Summary (by Date)

1 of 1 100% Total:8 100% 8 of 8

DOG SEX SUMMARY BY TABLE SPLITS 2/5/2007

TOWN OF SAMPLE TEST

License Date Range: 1/5/2007 To 2/5/2007

Sex Type	Dog Count	Total Fee	Split 1 Desc Split 1	Split 2 Desc Split 2	Split 3 Desc Split 3	Split 4 Desc Split 4
FEMALE	2	$16.00	COUNTY	LOCAL		
			$15.50	$0.50	$0.00	$0.00
MALE	2	$16.00	COUNTY	LOCAL		
			$15.50	$0.50	$0.00	$0.00
MULTIPLE DOG $0	2	$0.00				
			$0.00	$0.00	$0.00	$0.00
MULTIPLE DOG $35	1	$35.00	COUNTY	LOCAL		
			$35.00	$0.00	$0.00	$0.00
NEUTERED MALE	1	$3.00	COUNTY	LOCAL		
			$2.75	$0.25	$0.00	$0.00
Totals:	**8**	**$70.00**	**$68.75**	**$1.25**	**$0.00**	**$0.00**

►(3) Dog Tag Numbers Condensed (by Date)

1 of 1 | 100% | Total:8 | 100% | 8 of 8

DOG TAG NUMBERS FOR COUNTY BY DATE RANGE 2/5/2007

TOWN OF SAMPLE TEST

License Date Range: 1/5/2007 To 2/5/2

Tag #	Owner Name	Address	County Fee	SexType	Breed	Color	Rabies Vaccination I
1	WEIGEL, JAMES	421 PATRICIA AVE	$7.75	MALE	LAB	BLACK	1/5/2008
2	CASALOMA, JAMES	933 SANDYWOOD LANE	$7.75	FEMALE	MIXED	BROWN	1/5/2008
3	ANDREWS, KATE	889 WESTERN AVE.	$7.75	MALE	SPRINGER	BROWN	1/13/2008
4	PETERSON, LIZA	23423 PATRICIA LANE	$2.75	NEUTERED MALE	LAB	YELLOW	1/12/2008
5	BARTON, WENDY	8338 SIDEWINDER ST.	$7.75	FEMALE	MIXED	BLACK/WHITE	1/2/2007
2600	WAYLEN, CARRIE	432 SPRING STREET	$35.00	MULTIPLE DOG $35	LAB	BLACK/BROWN	1/17/2008
2601	WAYLEN, CARRIE	432 SPRING STREET	$0.00	MULTIPLE DOG $0	POODLE	WHITE	1/17/2008
2602	WAYLEN, CARRIE	432 SPRING STREET	$0.00	MULTIPLE DOG $0	GOLDEN RETRI	GOLDEN	1/17/2008

Dog Count: 8 **Total County Fee** **$68.75**

► (4) Dog Tag Number Condensed (by Tag)

1 of 1 | 100% | Total:8 | 100% | 8 of 8

DOG TAG NUMBERS FOR COUNTY BY TAG NUMBER 2/5/20

TOWN OF SAMPLE TEST

Tag Range: 1

Tag #	Owner Name	Address	County Fee	SexType	Breed	Color	Rabies Vaccinat
1	WEIGEL, JAMES	421 PATRICIA AVE	$7.75	MALE	LAB	BLACK	1/5/2008
2	CASALOMA, JAMES	933 SANDYWOOD LANE	$7.75	FEMALE	MIXED	BROWN	1/5/2008
3	ANDREWS, KATE	889 WESTERN AVE.	$7.75	MALE	SPRINGER	BROWN	1/13/2008
4	PETERSON, LIZA	23423 PATRICIA LANE	$2.75	NEUTERED MALE	LAB	YELLOW	1/12/2008
5	BARTON, WENDY	8338 SIDEWINDER ST.	$7.75	FEMALE	MIXED	BLACK/WHITE	1/2/2007
2600	WAYLEN, CARRIE	432 SPRING STREET	$35.00	MULTIPLE DOG $35	LAB	BLACK/BROWN	1/17/2008
2601	WAYLEN, CARRIE	432 SPRING STREET	$0.00	MULTIPLE DOG $0	POODLE	WHITE	1/17/2008
2602	WAYLEN, CARRIE	432 SPRING STREET	$0.00	MULTIPLE DOG $0	GOLDEN RETRI	GOLDEN	1/17/2008

Dog Count: 8 **Total County Fee** **$68.75**

► (5) Dog Tag Numbers by Selected Tag Numbers

1 of 1+ | 100% | Total:8 | 100% | 8 of 8

DOG TAG NUMBERS SELECTED BY TAG NUMBERS 2/5/2007

TOWN OF SAMPLE TEST

Tag Range: 1 to 3,000

Tag #	Owner Name Address City State Zip Phone	Name Sex Type Breed Color	License Date License Fee Late Fee Check Number	Rabies Vaccination Rabies Vaccination Exp Vet Name Vaccine Manufacturer Vaccine SerialNum
1	WEIGEL, JAMES 421 PATRICIA AVE EXAMPLETON, WI 54777 (920) 555-5555	SHORTY MALE LAB BLACK	2/5/2007 $8.00 $0.00 CASH	1/5/2007 1/5/2008 APPLE VIEW DOG CENTER MERIAL 42342
2	CASALOMA, JAMES 933 SANDYWOOD LANE EXAMPLETON, WI 54777 (___) ___-____	WILMA FEMALE MIXED BROWN	2/5/2007 $8.00 $0.00 CASH	1/5/2007 1/5/2008 APPLE VIEW DOG CENTER
3	ANDREWS, KATE 889 WESTERN AVE. EXAMPLETON, WI 54777 (___) ___-____	COWBOY MALE SPRINGER BROWN	2/5/2007 $8.00 $0.00 CASH	1/13/2007 1/13/2008 NEW VET CLINIC MERIAL 23482394
4	PETERSON, LIZA 23423 PATRICIA LANE SAMPLE, WI 54888 (___) ___-____	MORNING GL NEUTERED MA LAB YELLOW	1/25/2007 $3.00 $0.00 CASH	1/12/2007 1/12/2008 NEW VET CLINIC MERIAL 4287087
5	BARTON, WENDY 8338 SIDEWINDER ST. EXAMPLETON, WI 54777 (___) ___-____	SAMMY FEMALE MIXED BLACK/WHITE	2/5/2007 $8.00 $0.00 34897	1/2/2007 1/2/2007 SUPERIOR VET MERIAL 24328988
2600	WAYLEN, CARRIE	MULT DOG 1	1/25/2007	1/17/2007

► (6) Dog Sex Summary by (Tag Numbers)

1 of 1 | 100% | Total:8 | 100% | 8 of 8

DOG SEX SUMMARY BY TABLE SPLITS

TOWN OF SAMPLE TEST

2/5/2007

Tag Range: 1 to 3,000

Sex Type	Dog Count	Total Fee	Split 1 Desc / Split 1	Split 2 Desc / Split 2	Split 3 Desc / Split 3	Split 4 Desc / Split 4
FEMALE	2	$16.00	COUNTY	LOCAL		
			$15.50	$0.50	$0.00	$0.00
MALE	2	$16.00	COUNTY	LOCAL		
			$15.50	$0.50	$0.00	$0.00
MULTIPLE DOG $0	2	$0.00				
			$0.00	$0.00	$0.00	$0.00
MULTIPLE DOG $35	1	$35.00	COUNTY	LOCAL		
			$35.00	$0.00	$0.00	$0.00
NEUTERED MALE	1	$3.00	COUNTY	LOCAL		
			$2.75	$0.25	$0.00	$0.00
Totals:	**8**	**$70.00**	**$68.75**	**$1.25**	**$0.00**	**$0.00**

►(7) Deposit by Tag Range

DEPOSIT REPORT FOR DOGS

7/6/2005

TOWN OF SAMPLE BROWN

Tag Range: 1 to 100

Owner Name	Check Number	Tag Number	License Fee
ADAMS, SHIRLEY	433234	3	$8.00
SMITH, KATE	23423	2	$3.00

Total Cash:	**$0.00**
Total Check:	**$11.00**
Total Fee:	**$11.00**
Total Late Fee:	**$0.00**
Grand Total:	**$11.00**

►(8) Deposit by Date Range

DEPOSIT

7/6/2005

TOWN OF SAMPLE BROWN

1/6/2005 to 7/6/2005

Owner Name	Check Number	Tag Number	License Fee
ADAMS, SHIRLEY	433234	3	$8.00
SMITH, KATE	23423	2	$3.00

Total Cash:	**$0.00**
Total Check:	**$11.00**
Total Fee:	**$11.00**
Total Late Fee:	**$0.00**
Grand Total:	**$11.00**

►(9) Late Fees

100% Total:1 100% 1 of 5

DOG LATE FEES
EXAMPLEVILLE GREEN

2/3/2003

License Date Range: 2/3/2003 To 2/3/2003

Owner Name	Pet Name Color	License Date Breed	Tag Number	Late Fee
LONG, KRISTY	PINKY WHITE	2/3/2003 POODLE	5	$4.00

Grand Total: **$4.00**

►(10) Owners Without Pets

100% Total:2 100% 2 of 2

OWNERS WITHOUT PETS

2/3/2003

Last Name	First Name	Address
ANDERSON	DAVE	8793 MAIN STREET
WHITE	SANDY	9787 SHORT ROAD

►(11) Dog Owners

100% Total:5 100% 5 of 5

DOG OWNERS
EXAMPLEVILLE GREEN

2/3/2003

License Date Range: 2/3/2003 To 2/3/2003

Owner Name Address City State Zip Phone	Pet Name Breed Sex Type Color	Tag # License Date License Fee Late Fee	Rabies Vaccination Rabies Vaccination Exp Vet Name Vaccine Manufacturer Vaccine SerialNum
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	FLUFFY POODLE Female WHITE	1 2/3/2003 $8.00 $0.00	1/1/2003 1/1/2005 N/A
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	BRADY LAB Male TAN	2 2/3/2003 $8.00 $0.00	11/11/2002 11/11/2004 N/A KJL 2349872
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	RINGO SPRINGER Male BLACK	4 2/3/2003 $8.00 $0.00	1/1/2003 1/1/2005 HAPPY PETS VET. CLINIC JHKHJ 234124312421
LONG, KRISTY 879 HWY D EXAMPLEVILLE, WI 55555 (920) 469-2733	CINDERELLA LAB Female BLACK	3 2/3/2003 $8.00 $0.00	11/11/2003 11/11/2005 RUFF RUFF VET. CLINIC JSSDF 23432
LONG, KRISTY 879 HWY D EXAMPLEVILLE, WI 55555 (920) 469-2733	PINKY POODLE Female WHITE	5 2/3/2003 $8.00 $4.00	1/1/2003 1/1/2005 COLE VET. CLINIC

Dog Count:	5
Total Fee:	$40.00
Total Late Fee:	$4.00
Grand Total:	$44.00

► (12) Dog Owners Semi-Condensed

100% Total:5 100% 5 of 5

DOG OWNERS SEMI CONDENSED
EXAMPLEVILLE GREEN 2/3/2003

License Date Range: 2/3/2003 To 2/3/2003

Owner Name Address City State Zip Phone	Dog Name Sex Type	Color Breed	Tag # License Date
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	FLUFFY Female	WHITE POODLE	1 2/3/2003
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	BRADY Male	TAN LAB	2 2/3/2003
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	RINGO Male	BLACK SPRINGER	4 2/3/2003
LONG, KRISTY 879 HWY D EXAMPLEVILLE, WI 55555 (920) 469-2733	CINDERELLA Female	BLACK LAB	3 2/3/2003
LONG, KRISTY 879 HWY D EXAMPLEVILLE, WI 55555 (920) 469-2733	PINKY Female	WHITE POODLE	5 2/3/2003

Total Dog Count: 5

► (13) Dog Owners Condensed

100% Total:5 100% 5 of 5

DOG OWNERS CONDENSED
EXAMPLEVILLE GREEN 2/3/2003

License Date Range: 2/3/2003 To 2/3/2003

Owner Name	Tag #	License Fee	License Date
FARMINGTON, KAREN	1	$8.00	2/3/2003
FARMINGTON, KAREN	2	$8.00	2/3/2003
LONG, KRISTY	3	$8.00	2/3/2003
FARMINGTON, KAREN	4	$8.00	2/3/2003
LONG, KRISTY	5	$8.00	2/3/2003
Total Dog Count:		5	
Total License Fee:		**$40.00**	

► (14) Address Labels For All Dogs

Please note that the labels are defaulted to print on Avery 5160 labels.

► (15)Dog Sex Summary

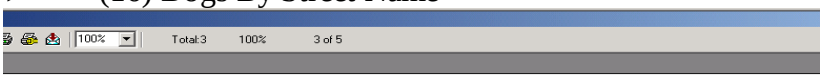
100% Total:5 100% 5 of 5

DOG SEX SUMMARY
EXAMPLEVILLE GREEN 2/3/2003

License Date Range: 2/3/2003 To 2/3/2003

Sex Type	Count	License Fees Paid	Late Fees Paid
Female	3	$24.00	$4.00
Male	2	$16.00	$0.00
Grand Total:	**5**	**$40.00**	**$4.00**

► (16) Dogs By Street Name



DOG BY STREET NAME
EXAMPLEVILLE GREEN

2/3/2003

Street: 2

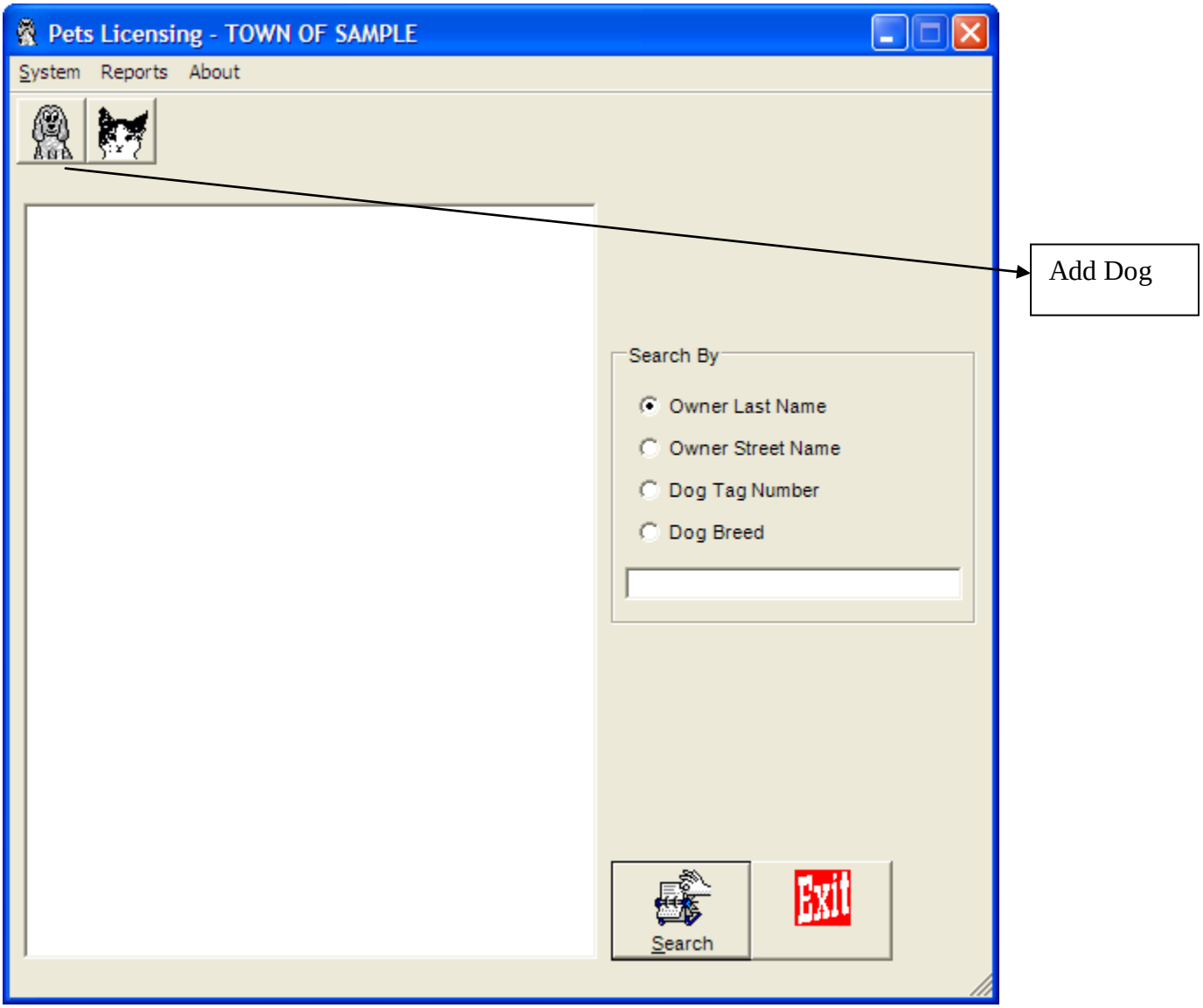
Owner Name Address City State Zip Phone	Pet Name Breed Sex Type Color	Tag # License Date License Fee Late Fee	Rabies Vaccination Rabies Vaccination Exp Vet Name Vaccine Manufacturer Vaccine SerialNum
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	FLUFFY POODLE Female WHITE	1 2/3/2003 $8.00 $0.00	1/1/2003 1/1/2005 N/A
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	BRADY LAB Male TAN	2 2/3/2003 $8.00 $0.00	11/11/2002 11/11/2004 N/A KJL 2349872
FARMINGTON, KAREN 23432 SHORT STREET EXAMPLEVILLE, WI 55555 (___) ___-____	RINGO SPRINGER Male BLACK	4 2/3/2003 $8.00 $0.00	1/1/2003 1/1/2005 HAPPY PETS VET. CLINIC JHKHJ 234124312421

Dog Count:	3
Total Fee:	$24.00
Total Late Fee:	$0.00
Grand Total:	$24.00

► Non-Compliance Reports also available:

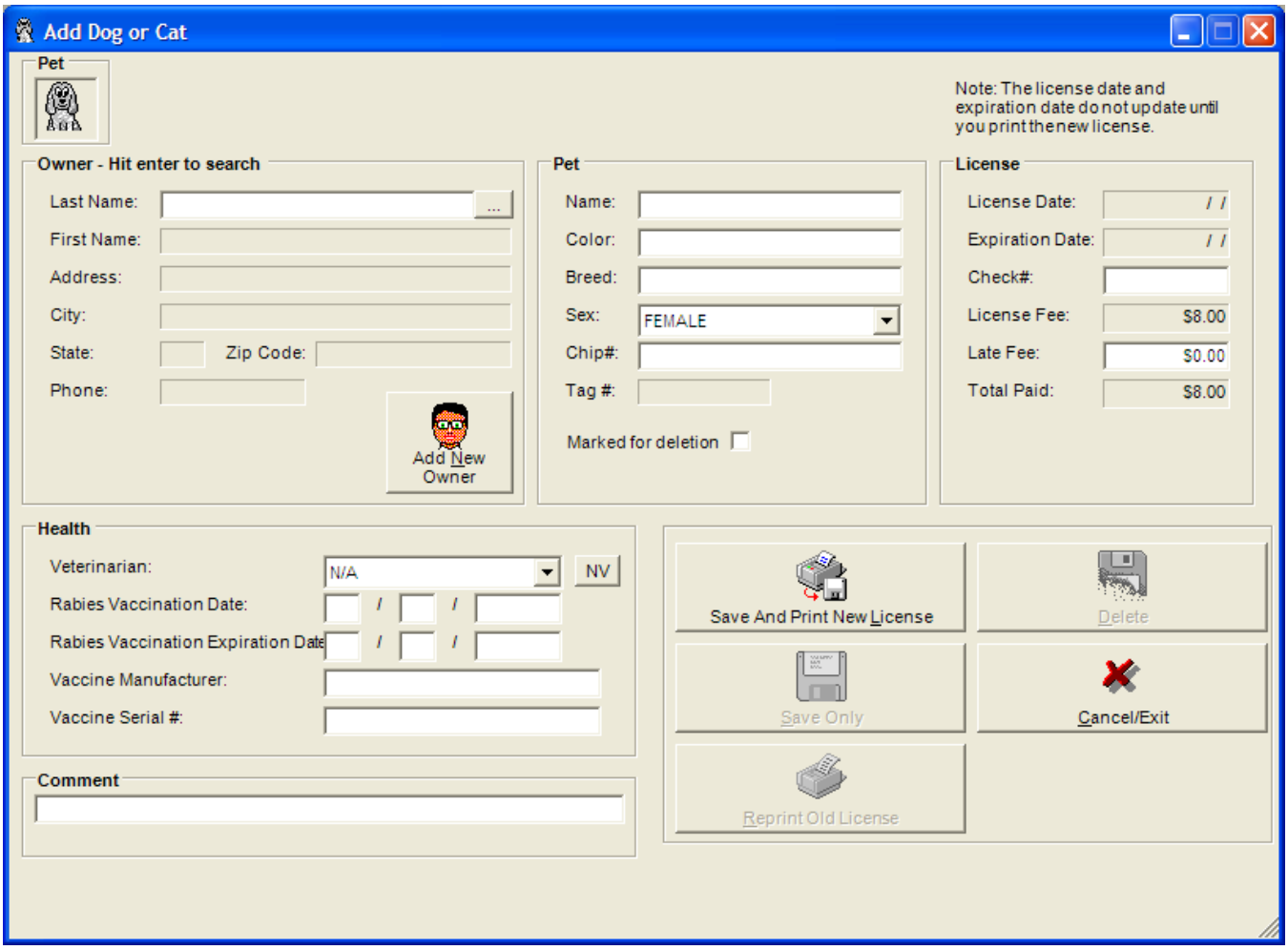
- (17) Dogs Not Licensed
- (18) Dogs Not Licensed Condensed
- (19) Rabies Expiration
- (20) Address Labels For Unlicensed Dogs
- (21) Comments
- (22) Dogs by Breed
- (23) Duplicate Dogs

Licensing a New Dog or Cat

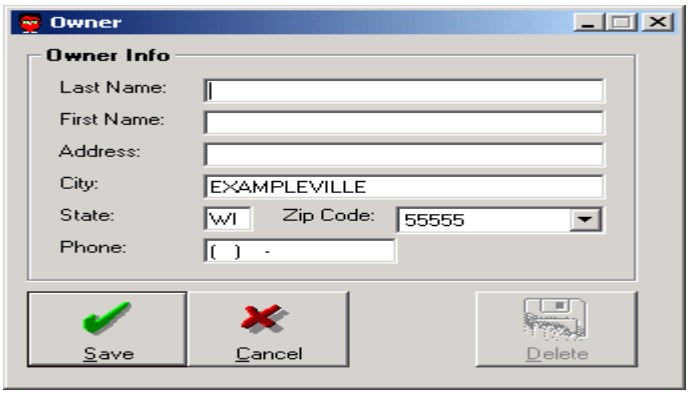


Please note: The procedures for adding a new cat are the same as the instructions for adding a new dog.

By clicking on the "Dog Button" on the main program screen, the user is able to start the process of adding a new dog. After clicking on the "Dog Button" on the main screen, the following screen will appear.



The first step for a new user is to input the Owner Information. Click on the "Add New Owner" button and the user can input this information (see example below). Please note that the Owner Information only needs to be entered on a one-time basis. After the information is entered, the user simply has to type in the last name or first letter(s) of the last name and the user can choose the owner for the new dog that must be entered.



After inserting the owner information, click the Save button and the program will bring the user back to the Add Dog or Cat Screen.

Deleting an Owner:
Search for the owner's name in the Main Program Screen. Double-Click on the owner name. A message box will appear. Click delete. A delete owner confirmation screen will appear. Click "Yes" to confirm deletion.

Next the user must input the following information:

Pet Heading….

Name
Color
Breed
Sex (use drop-down arrow to choose)

Chip # - if applicable (some animals have computer chip numbers embedded)

License Heading….

Check #
Late Fee – if applicable

License Date and Expiration dates are automatically compiled by the program. These dates do not show up until you click "Save and Print New License" and then the confirmation box will appear with the Tag Number and the License Date.

Please note that the License Fee and Total Paid amounts will calculate automatically after you choose the Sex of the Dog. Reminder: These amounts are filled in during the setup process.

Health Heading….

Veterinarian (By clicking on the arrow to the right, the user can choose a veterinarian that is currently in their table. By clicking on NV, the user will have the ability to add a new veterinarian if desired).

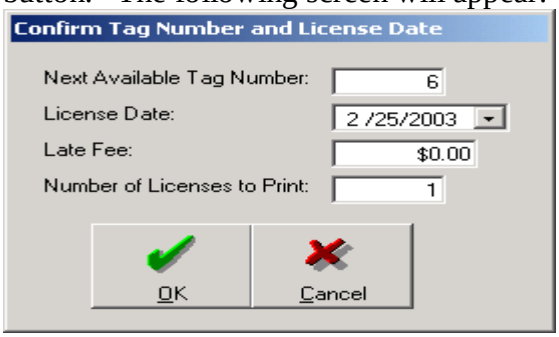
Rabies Vaccination Date

Rabies Vaccination Expiration Date

Vaccine Manufacturer

Vaccine Serial #

After the above information has been entered, the user must click on the Save and Print New License button. The following screen will appear:



The screen is a confirmation screen. After reviewing the information, the user's next step is to click the OK button. The license will then print at the printer chosen by the user.

Changing Information on a Pet/Reprinting Receipts/Inquiry

If information is changed on a pet and you would like to reprint a receipt, simply go to the main program screen and search for the pet using the following options:

- Owner Name
- Street Name
- Tag Number
- Breed

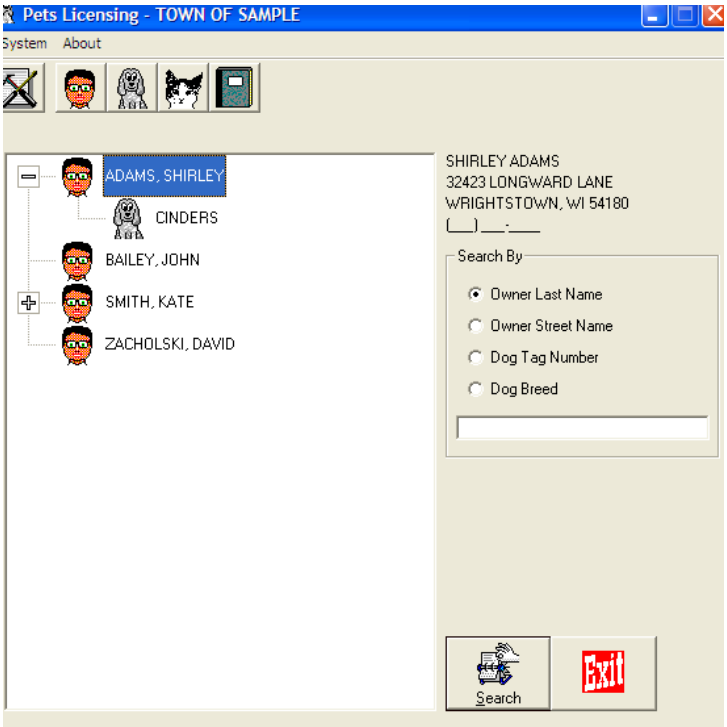
After finding the pet using the search options above, the user must double-click on the pet name and the pet information screen will appear and changes can be made as necessary. (See example of search below).

Reprinting Receipts is accomplished using the steps above. You will notice once in the pet information screen that there is a button located on the bottom left which is titled "Reprint Old License". By clicking on this button a license will be reprinted.

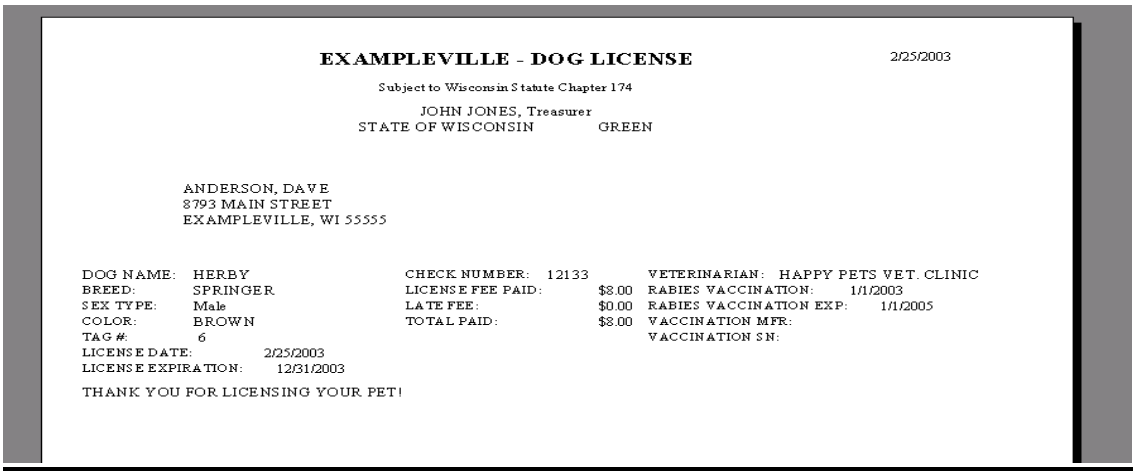
New Year -
Issuing a Pet License for a Pet that is Already in the Database from prior year.

Prior to starting a new Pet Licensing year, you must follow the Beginning of New Year steps (see Table of Contents).

After using the Pet Program for a year, you have established a database of your pet information. When beginning the New Year for collecting pet licensing, you will follow different steps for the pets that you have licensing in the past. After following the Beginning of New Year setup procedures you are ready to start licensing for the current year. To do this, you will type in the Owner Last Name in the Search By Option and then click on Search (or enter key) at the bottom of the screen. Note that you can search by street name, tag number and breed as well. On the left side of the screen you will notice that the Owner Last Name will be displayed. Click on the "+" to the left of the name and the dogs that have been licensed in the past will appear. Double-Click on the Dog Name and the dog information from last year will be displayed. Now you can simply update the fields that apply for the current year. Usually only the Check Number field and perhaps the Health Information need to be updated. Note that the License Date and Expiration Date will show last year's information. This information will update when printing the receipt and completing the license update information. After updating the information, click on Save & Print. The Confirm Dog & Tag Number box will appear. Click on OK to confirm the information and the license will print.



Sample of Dog License



EXAMPLEVILLE - DOG LICENSE 2/25/2003

Subject to Wisconsin Statute Chapter 174

JOHN JONES, Treasurer
STATE OF WISCONSIN GREEN

ANDERSON, DAVE
8793 MAIN STREET
EXAMPLEVILLE, WI 55555

DOG NAME:	HERBY	CHECK NUMBER:	12133	VETERINARIAN:	HAPPY PETS VET. CLINIC
BREED:	SPRINGER	LICENSE FEE PAID:	$8.00	RABIES VACCINATION:	1/1/2003
SEX TYPE:	Male	LATE FEE:	$0.00	RABIES VACCINATION EXP:	1/1/2005
COLOR:	BROWN	TOTAL PAID:	$8.00	VACCINATION MFR:	
TAG #:	6			VACCINATION SN:	
LICENSE DATE:	2/25/2003				
LICENSE EXPIRATION:	12/31/2003				

THANK YOU FOR LICENSING YOUR PET!

Entering Multiple Tag (formerly Kennel) Information

The Pet Program will be used for entering the kennel information going forward. Please follow the instructions below for kennel setup. After you have set the kennel basic information, instructions on how to enter will follow.

1. Click on Pet Licensing Icon (on your desktop)

2. Click on System (on the taskbar)

3. Click on System Setup

4. Click on Sex Types, Fees and Allocations

5. Click on Add

6. In the Sex Type text box, type in Multiple Dog $35.00

7. In the Fee text box, type in $35.00

8. In the Split 1 text box, type in the amount that the County will receive and type in County for Description under it.

9. In the Split 2 text box, type in the amount that the Municipality will receive and type in Municipality for Description under it.

10. Click OK

11. Click Save

Follow Steps 1-11 again only for Step 6, type in Multiple Dog $0.00 and Step 7, type in $0.00

Now you are ready to enter your kennels. You will enter each dog individually. For the first dog, choose Multiple Dog $35.00 in the Sex: text box, remaining dogs you will choose Multiple Dog $0.00 in the Sex: text box. All other information should be filled in accordingly. If the are not furnished with dog names, simply name them Dog #1, Dog #2, etc.

End of Licensing Year - Beginning of New Year

End of Year Procedures:

1. Print reports for County.
2. Print reports for your municipal files. Recommendation – Report #1, Report #2 and Report #13. This way, if there is inquiry from a previous year tag number, you will be able to identify the owner of the dog for the year.

Beginning New Licensing Year:

1. Complete End of Year tasks (above).
2. When you receive your new tags from the County, before beginning to license, select Setup from the Main Program Screen, Tag Numbers.
3. Change the starting dog tag number (and cat, if applicable).
4. Select the options to Clear Dog Tag Numbers (and clear cat tag number , if applicable).
5. Clear Late Fees and Clear Check Numbers. Click Save (bottom left of your screen). Your dog file will remain, but all the tag numbers issued prior to selecting this option will be cleared from the records along with the check number information and the note from the previous year.

NOTE: After you have completed the "Beginning New Licensing Year" procedures above, you are ready to start licensing for the new year. YOU DO NOT HAVE TO ENTER A YEAR NUMBER. Please remember that the expiration date and license date does not update until you have entered the new check number and have clicked on "Save and Print". The message confirmation box will appear indicating the new license number and the new license date. After clicking "OK" the license will print and the license expiration date and tag number will be updated.

November 20 is the date that the program automatically will advance to the next year expiration date. If you would like to start licensing for the next year prior to November 20, please contact us for instructions.