

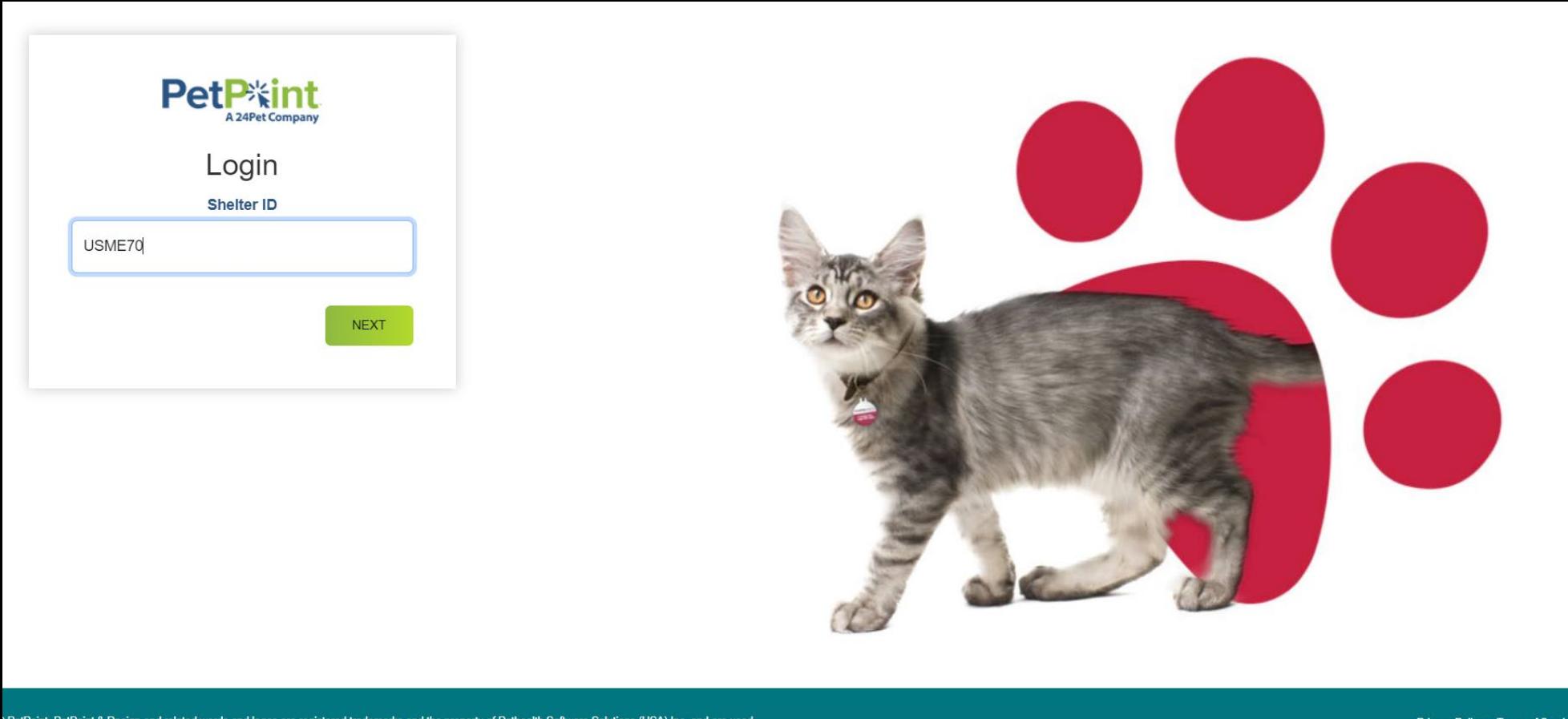
State of Maine

Dog Licensing Database User

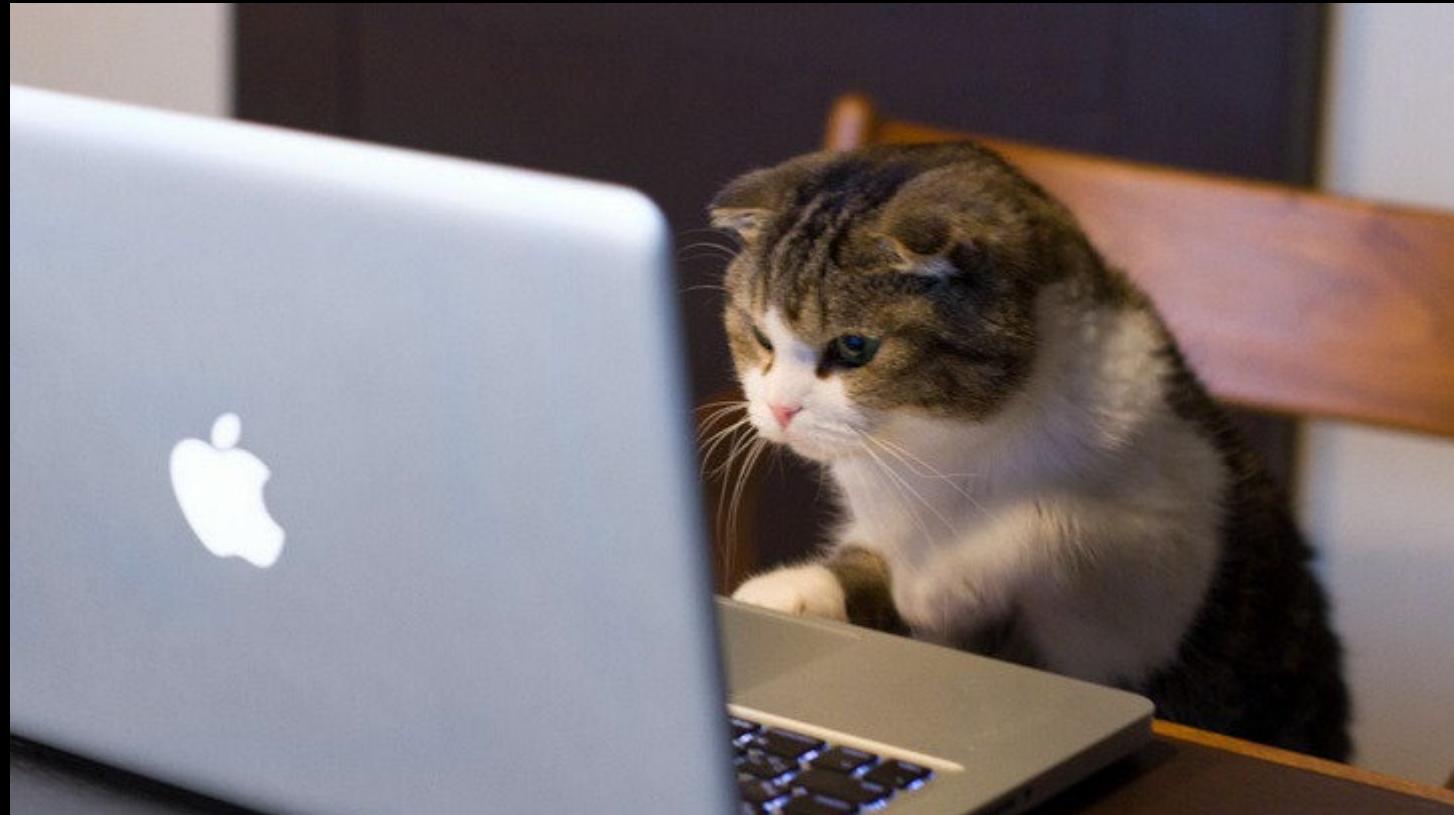
Training: Pre-entering data



Log in at www.petpoint.com/sms3



The image shows a composite of two screenshots. On the left, a PetPoint login interface is displayed. It features the PetPoint logo ('PetPoint A 24Pet Company') at the top, followed by a 'Login' section. Within this section, there is a 'Shelter ID' label above a text input field containing the value 'USME70'. Below the input field is a green 'NEXT' button. On the right side of the image, a gray and white tabby cat is walking towards the left. The cat is positioned over a large red graphic of a paw print, which is surrounded by several smaller red circles of varying sizes. The background of the entire image is black.



Can we enter pet and owner information into the system before October 15?

YES!

If you want to enter people only, proceed to the next slide.

If you want to enter people and pet information together, jump to slide #14

See slide #22 to learn about related people

Always SEARCH FIRST! Person may already be in the system. Enter first, last, or both. Or even address or phone number. Hit enter (or the large looking glass icon). Be sure to check under the PERSON tab for results!

PetPoint
A 24Pet Company

Search

Edit PPTN Licensing Finance Reports Admin Support

Home

Spider Man

Animal(0) Person(0) Agency(0) License(0) 

 ID First Name Last Name Phone Email Address Unit City State/Province  

PetPoint
BROUGHT TO YOU BY
 Pethealth

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Friday, September 27, 2024 9:08:46 AM

To Create a new person click on the Green “+” icon and choose “Person”

The screenshot shows the PetPoint software interface. At the top, there is a navigation bar with the PetPoint logo, a search bar, and several icons for notifications, time, and user management. Below the navigation bar is a main menu with links for Edit, PPTN, Licensing, Finance, Reports, Admin, and Support. A green 'Home' button is also present. The main content area features a blue header bar with a 'Search' field, a magnifying glass icon, and a question mark icon. To the right of the search bar are two green circular buttons: one with a white plus sign and another with a white document icon. The plus sign button is circled in red. Below the header is a toolbar with buttons for Animal(0), Person(0), Agency(0), License(0), and a pencil icon. The main data entry area has fields for ID, First Name, Last Name, Phone, Email, Address, Unit, and City. To the right of this area is a sidebar with icons and labels for Group, License, Memo, Receipt, Agency, Animal, and Person. The 'Person' icon is also circled in red. At the bottom left, there is a footer with the PetPoint logo, a Pethealth logo, and the text 'BROUGHT TO YOU BY Pethealth'. The footer also includes the copyright notice '© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license.' and the date 'Friday, September 27, 2024 9:08:46 AM'.

A pop up will open where you will enter the person's information.
For licensing: Name, Address, Phone Number are needed. Email is encouraged.

Details - New

| | | | | |
|----------------------|-----------------------|----------------------|-----------|----------------------|
| Salutation | First Name | Middle Name | Last Name | Suffix |
| <input type="text"/> | Spider | | Man | <input type="text"/> |
| Gender | Pronoun | Date of Birth | | |
| <input type="text"/> | | <input type="text"/> | | |
| Identification Type | Identification Number | Issued | ID Issuer | Expiry |
| <input type="text"/> | | | | |

Email +

Phone +

| | | | | | |
|----------------------------------|---------------------------|-------------------------------------|-----------|--------------------------|---|
| Primary | Type | Number | Extension | Do Not Call | Delete |
| <input checked="" type="radio"/> | <input type="text"/> Cell | <input type="text"/> (207) 555-1212 | | <input type="checkbox"/> | Delete |

Address +

| | | | | |
|----------------------------------|---------------------------|---|----------------------|---|
| Primary | Type | Street | Unit | Delete |
| <input checked="" type="radio"/> | <input type="text"/> Home | <input type="text"/> 123 Pretend Street | <input type="text"/> | Delete |
| | Zip/Postal Code | City | State/Province | Country |

Save
Close

Click the green + icons for each field to enter. If you open one mistakenly and don't have info to enter, you need to click the red trash can to get rid of the field.

Details - New

| | | | | |
|---|---|----------------------------------|-----------|--|
| Salutation | First Name | Middle Name | Last Name | Suffix |
| <input type="button" value="▼"/> | Spider | | Man | <input type="button" value="▼"/> |
| Gender | Pronoun | Date of Birth | | |
| <input type="button" value="▼"/> | | <input type="button" value="▼"/> | | |
| Identification Type | Identification Number | Issued | ID Issuer | Expiry |
| <input type="button" value="▼"/> | | | | |
| Email <input type="button" value="+"/> | | | | |
| Phone <input type="button" value="+"/> | | | | |
| Primary | Type | Number | Extension | Do Not Call |
| <input checked="" type="radio"/> | <input type="button" value="▼"/> Cell | (207) 555-1212 | | <input type="checkbox"/> |
| Address <input type="button" value="+"/> | | | | |
| Primary | Type | Street | Unit | <input type="button" value="+"/> |
| <input checked="" type="radio"/> | <input type="button" value="▼"/> Home | 123 Pretend Street | | <input type="button" value="+"/> |
| Zip/Postal Code | City | State/Province | Country | |
| <input type="button" value="Save"/> <input type="button" value="Close"/> | | | | |

Remember to add the Jurisdiction!
The Consent field can be yes or no, but if you choose no, you will not be able to email receipts from within the system. Click the green SAVE Button.

Details - New

| | | | |
|--|--|----------------|--------------------------|
| Home | 123 Pretend Street | | |
| Zip/Postal Code | City | State/Province | Country |
| 04333 | Augusta | Maine | United States |
| Jurisdiction | City Alias | County | Do Not Mail |
| Kennebec County | Augusta | KENNEBEC | <input type="checkbox"/> |
| Consent | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| USA | <p>With your 24Pet® microchip, Pethealth Services (USA) Inc. ("PSU") may offer you free lost pet services, as well as exclusive offers, promotions and the latest information from 24Pet regarding microchip services. Additionally, PSU's affiliates, including PTZ Insurance Agency, Ltd., PetPartners, Inc. and Independence Pet Group, Inc., and their subsidiaries (collectively, "PTZ") may offer you promotions and the latest information regarding pet insurance services and products. PSU may also have or benefit from contractual arrangements with third parties ("Partners") who may offer you related services, products, offers and/or promotions.</p> <p>By giving consent, you agree that PSU, its Partners and/or PTZ may contact you for the purposes identified herein via commercial electronic messages at the e-mail address you provided, via mailer at the mailing address you provided and/or via automatic telephone dialing systems, pre-recorded/automated messages and/or text messages at the telephone number(s) you provided. Data and message rates may apply. This consent is not a condition of the purchase of any goods or services. You understand that if you choose not to provide your consent, you will not receive the above-mentioned communications or free lost pet services, which includes being contacted with information in the event that your pet goes missing. You may withdraw your consent at any time.</p> | | |
| <input type="button" value="Save"/> <input type="button" value="Close"/> | | | |

Your person is entered!

P0046392939-Spider Man



Photo 

Details 



Person ID: P0046392939

Name: Spider Man

Gender: Unknown

Pronoun:

Date of Birth:

Identification:

Address:

 123 Pretend Street Augusta Maine 04333 USA 

Phone:

 (207) 555-1212 

Email:

Consent To Contact: Yes

Records

Memos/Files

Associations

Agency Membership

Related Persons

Survey

Petango Applications

Sort

By Date



Consent - Opt In Consent

Consent: Yes

Created: 09/27/2024

Created In: Edit Person

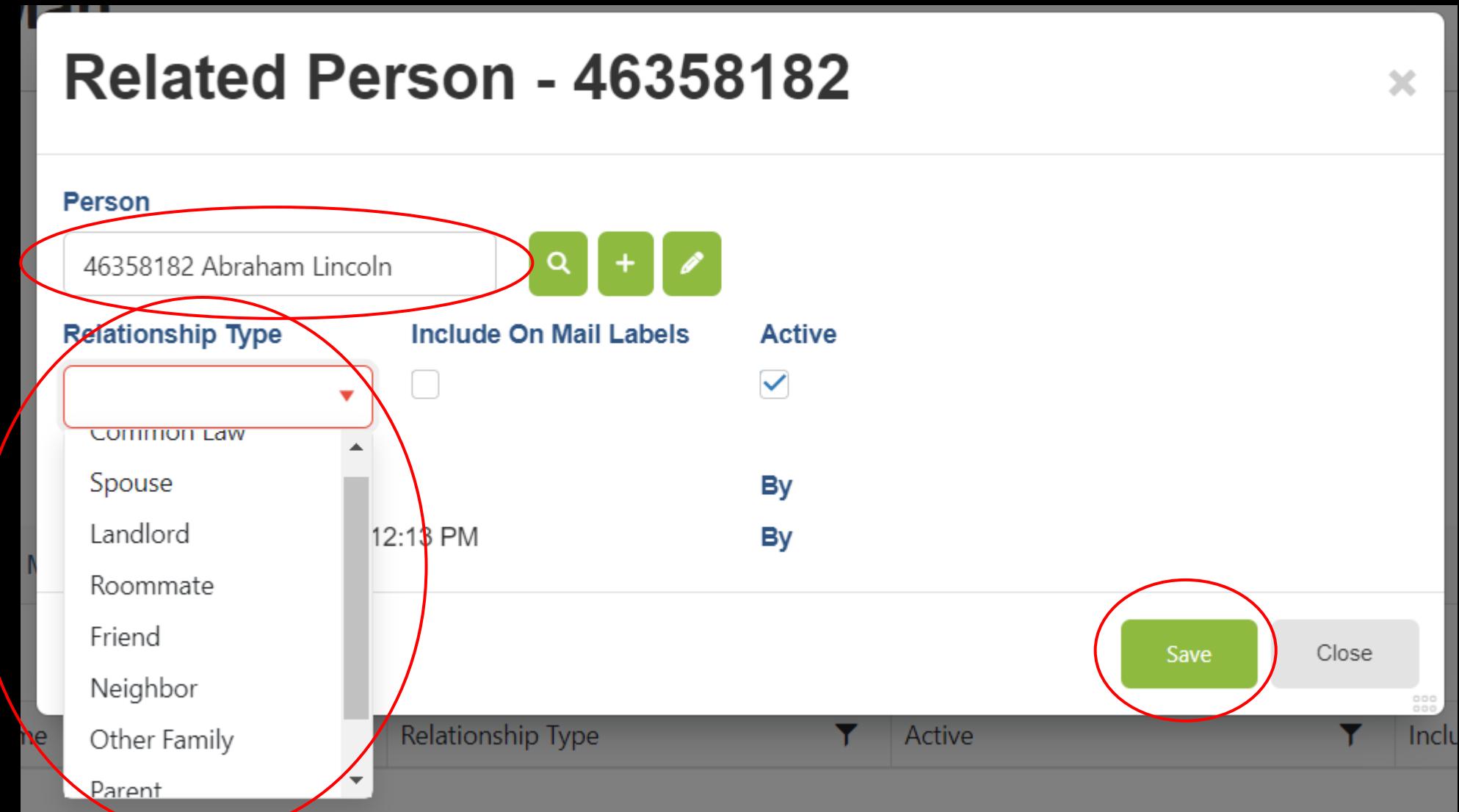
Created By: TestUser

Filter

All (-)

Consent (1)

The pop-up will allow you to choose your 'related person' and the relationship. Then click SAVE.



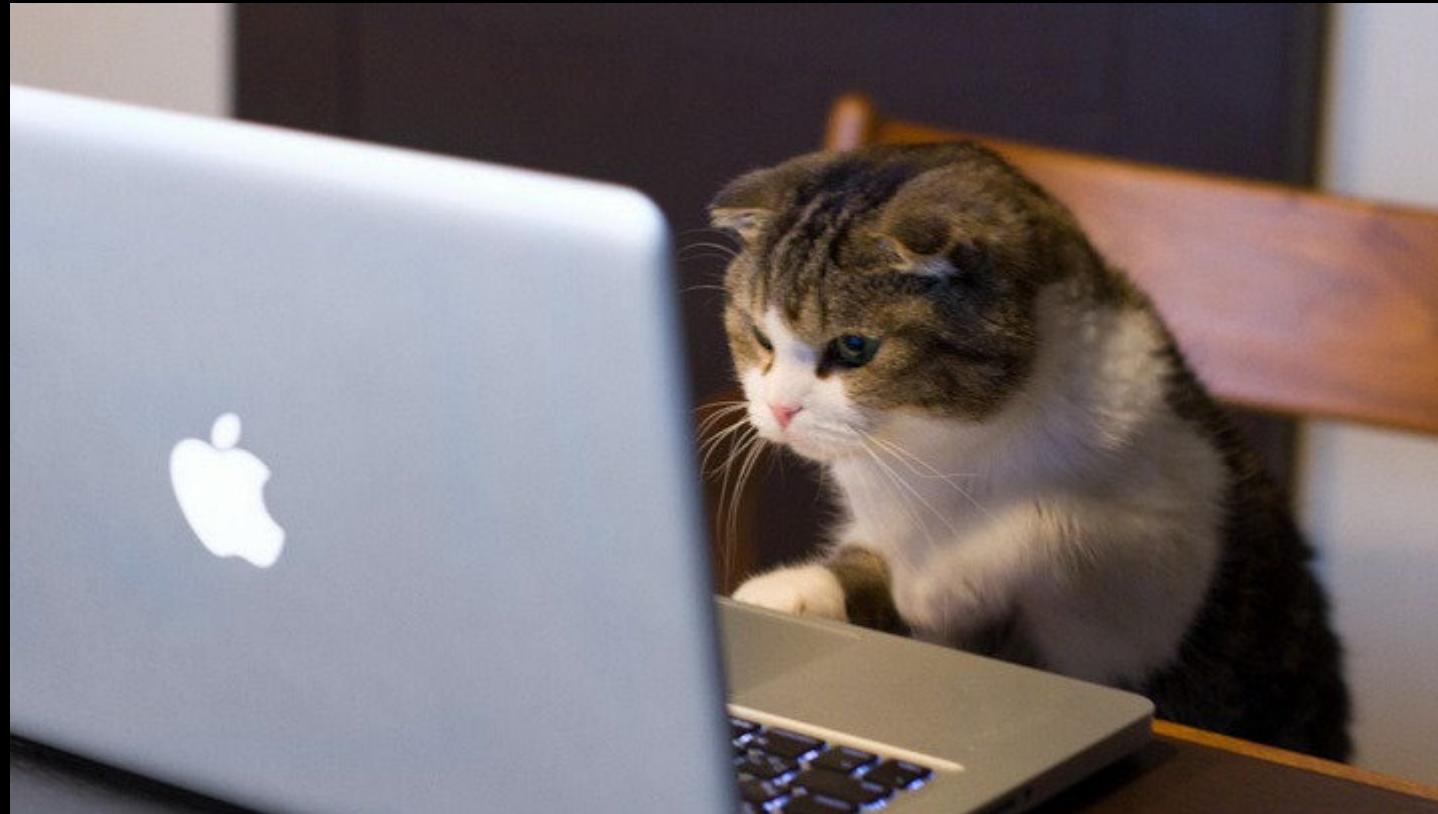


Search



?

Animal(0) Person(0) Agency(0) License(0)  Select Animal ID Photo Status Stage Species Primary B... Name Age Sex Spay/Neu... Primary C... On Hold Microchip Location Sublocati... Reference...



Can we enter
people and pet
information into the
system before
October 15?

YES!

To pre-enter a person and their pet together, click on the Green + icon on the home page, then select “Ownership” from the drop down

The screenshot shows the PetPoint software interface. At the top, there is a navigation bar with links for Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support. A 'Learn More' button is also present. Below the navigation bar is a search bar with the placeholder 'Search'. On the left, there is a sidebar with a 'Home' icon and a '#ActiveAnimals' counter. The main content area shows a table with columns for Animal(0), Person(0), Agency(0), License(0), and a green pencil icon. Below the table are filters for Select, Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, Sex, Spay/Neu..., Primary C..., On Hold, Microchip, and Location. At the bottom, there is a footer with the PetPoint logo, a Pethealth logo, and the text 'BROUGHT TO YOU BY Pethealth'. The footer also shows the date 'Tuesday, October 01, 2024 9:10:39 AM'. A red circle highlights the green '+' icon in the top right corner of the main content area. A dropdown menu is open from this icon, listing various options: Case, Foster, Group, Intake, License, Memo, Outcomes, Ownership (which is highlighted with a red box), and Receipt. Other items in the list include Agency, Animal, and Person.

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Tuesday, October 01, 2024 9:10:39 AM

Intake Outcome Edit Care PPTN Services Schedule Licensing Finance Case Reports Admin Support Learn More

#ActiveAnimals

Animal(0) Person(0) Agency(0) License(0)

Select Animal ID Photo Status Stage Species Primary B... Name Age Sex Spay/Neu... Primary C... On Hold Microchip Location

Case
Foster
Group
Intake
License
Memo
Outcomes
Ownership
Receipt
Reference...

Agency
Animal
Person

Search for the person first, select the drop down if they are listed. If they are not listed, click the green + icon to the right of the Person field to create a new person them.

Ownership - New

Completed By

Steciuk, Ronda

Animals 0

Type here to search

Person

abraham

Abraham Lincoln

1 Pretend Street Augusta ME 04333 USA

P0046358182

By

Save Close

Created 10/01/2024 9:21 AM

Last Updated

If you are creating the person, fill out as many fields as possible at minimum name, address and phone number. You can also add multiple phone numbers, or a mailing address by clicking the green + icon next to the category to open multiple fields.

Choose the correct TYPE for each field if you are entering multiple. If you open too many, click the red trash can to eliminate what you don't need! Click SAVE.

Details - New

| | | | | |
|--|----------------------------------|------------------------------|--------------------------|---------------------------------------|
| Salutation | First Name | Middle Name | Last Name | Suffix |
| <input type="text"/> | Super | <input type="text"/> | Man | <input type="text"/> |
| Gender | Pronoun | Date of Birth | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Identification Type | Identification Number | Issued | ID Issuer | Expiry |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Email | <input type="button" value="+"/> | | | |
| Primary | Type | Email | Do Not Contact | <input type="button" value="Delete"/> |
| <input checked="" type="radio"/> | <input type="text"/> | supermansfakeemail@gmail.com | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| Phone | <input type="button" value="+"/> | | | |
| Primary | Type | Number | Extension | Do Not Call |
| <input checked="" type="radio"/> | <input type="text"/> | (207) 555-1212 | <input type="text"/> | <input type="checkbox"/> |
| Address | <input type="button" value="+"/> | | | |
| Primary | Type | Street | Unit | <input type="button" value="Delete"/> |
| <input checked="" type="radio"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Delete"/> |
| <input type="button" value="Save"/> <input type="button" value="Close"/> | | | | |

Search for the DOG. If they are not in the system, click the green + icon next to the Animal field to create the dog.

Ownership - New

Completed By

Steciuk, Ronda

Animals 0

superdog

Person

46412344 Super Man

Completed By

Created

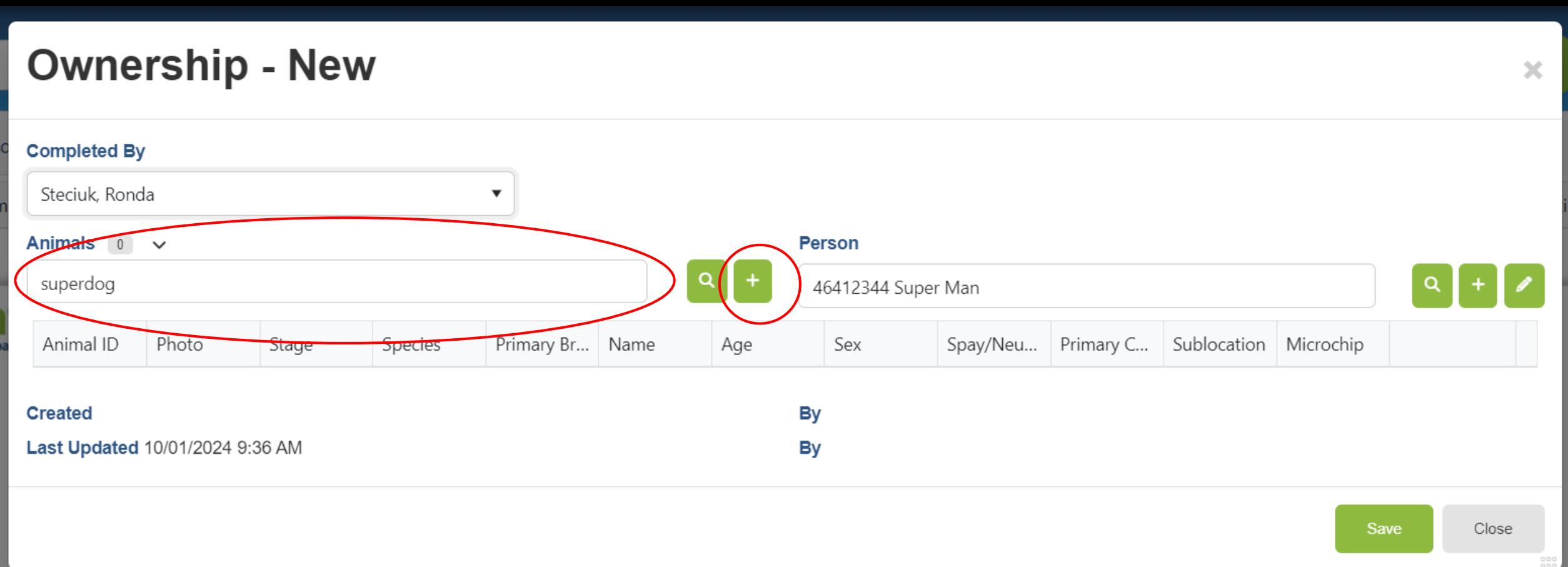
Last Updated 10/01/2024 9:36 AM

By

By

Save

Close



If you are creating the dog, minimum fields for licensing:

Name, Type (dog), Primary Breed, Estimated Birthday/Age, Age Group, Sex, Spayed/Neutered, Size, Primary Color, Bitten Status, Animal Condition (will default to Unknown). Click SAVE.

Details - New

| | | | | | |
|--|----------------------------|------------------------|-------------------|----------------------------------|------------------------------|
| ID New | Reference Number | Name Superdoggo | Type Dog | Species Dog | |
| Primary Breed Mixed Breed, ... | Breed Type Mix Purebred | Secondary Breed Mix | Age 1 Years | Estimated Birthday 10/1/2023 | Age Group Adult (6mo-8yr) |
| Sex Female | Spayed/Neutered Yes | Size Small | Weight 5 pound | | |
| Primary Color Black | Secondary Color | Third Color | Color Pattern | Color Pattern 2 | Coat |
| Eye Color | Ears | Tail | Declawed | Bitten Status No Bite History | Danger |
| Animal Condition UNKNOWN | Medical Status | Temperament Status | Asilomar Status | | |
| Distinguishing Marks | | | | | |
| Location | Sublocation | | | | |
| <input type="button" value="Save"/> <input type="button" value="Close"/> | | | | | |

You can add a second pet, by clicking the green + icon and following the same steps.
Click SAVE on this screen when done.

Ownership - New

Completed By

Steciuk, Ronda

Animals 1

superdog

Person

46412344 Super Man

| Animal ID | Photo | Stage | Species | Primary Br... | Name | Age | Sex | Spay/Neu... | Primary C... | Sublocation | Microchip | | | |
|-------------|-------|-------|---------|---|-------------|----------|--------|-------------|--------------|-------------|-----------|---|---|---|
| A0056990742 | | | Dog | Mixed Breed, Small (under 24 lbs fully grown) | Superdog... | 1y 0m 1d | Female | Yes | Black | | |  |  |  |

Created

Last Updated 10/01/2024 9:36 AM

By

By

Save

Close

Your dog is entered! You can add IDs (last year's license number, rabies tag number) by clicking the "Identifications" Tab and scrolling down.

You can enter a microchip number under Microchip. (free nationwide registration; owners will receive an email confirming registration)

You can upload a rabies certificate under the Memos/Files Tab; you can upload a Photo under the Photos/Video Tab.

Edit Print Licensing Finance Reports Admin Support

Home Dog

A0056966039 - Spiderdoggo

[+](#) [Print](#)

Details [Edit](#)

| | | | |
|---|---|----------------------------|--------------------------------|
|  ID: A0056966039 | Name: Spiderdoggo | Sex: F | Animal Status: Inactive |
| Reference ID: | Type: Dog | Spayed/Neutered: Yes | Stage: |
| Microchip ID: | Species: Dog | Date of Birth: 06/13/2023 | Bitten Status: No Bite History |
| Pet ID: | Breed: Mixed Breed, Large (over 44 lbs fully grown) | Age: 1y 3m 14d | Danger: |
| Site: | Color: Brown / Black | Age Group: Adult (6mo-8yr) | Animal Condition: UNKNOWN |
| Location/Sublocation: | Color Pattern: Bicolor | Size: Large | Asilomar Status: |
| | | Weight: 55 pound | Emancipation Date: |

[Records](#) [Photos/Video](#) [Memos/Files](#) [Identifications](#) [Holds](#) [Vouchers/Waivers](#) [Profile](#)

Identifications

Microchip [Edit](#)

| | | |
|-----------|-------------------|---|
| ID: | Emergency Contact | Privacy Notice |
| Issuer: | First Name: | Your pet's microchip information will be registered |
| Tchip: No | Last Name: | with 24Petwatch pet recovery database. |
| Issued: | Home Phone: | |
| | Other Phone: | |

<https://sms.petpoint.com/sms3/enhanced/#identification>

After you click the Green + for Pet ID, you will receive the pop-up below. Choose TYPE and enter the ID number. These are the only two required fields for search purposes. Click SAVE.

Pet ID - New

| Type | ID | Issuer | Issuer Phone |
|--|--|---|--|
| <input type="button" value="▼"/> PetPoint Transfer Reference 2024 MAINE License Tag Rabies Tag Owner ID Tag Shelter ID # Tattoo Additional Microchip | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="button" value="▼"/> Lices ires es es es es es es | Licensed <input type="button" value="▼"/> No | |
| | | | <input type="button" value="Save"/> <input type="button" value="Close"/> |



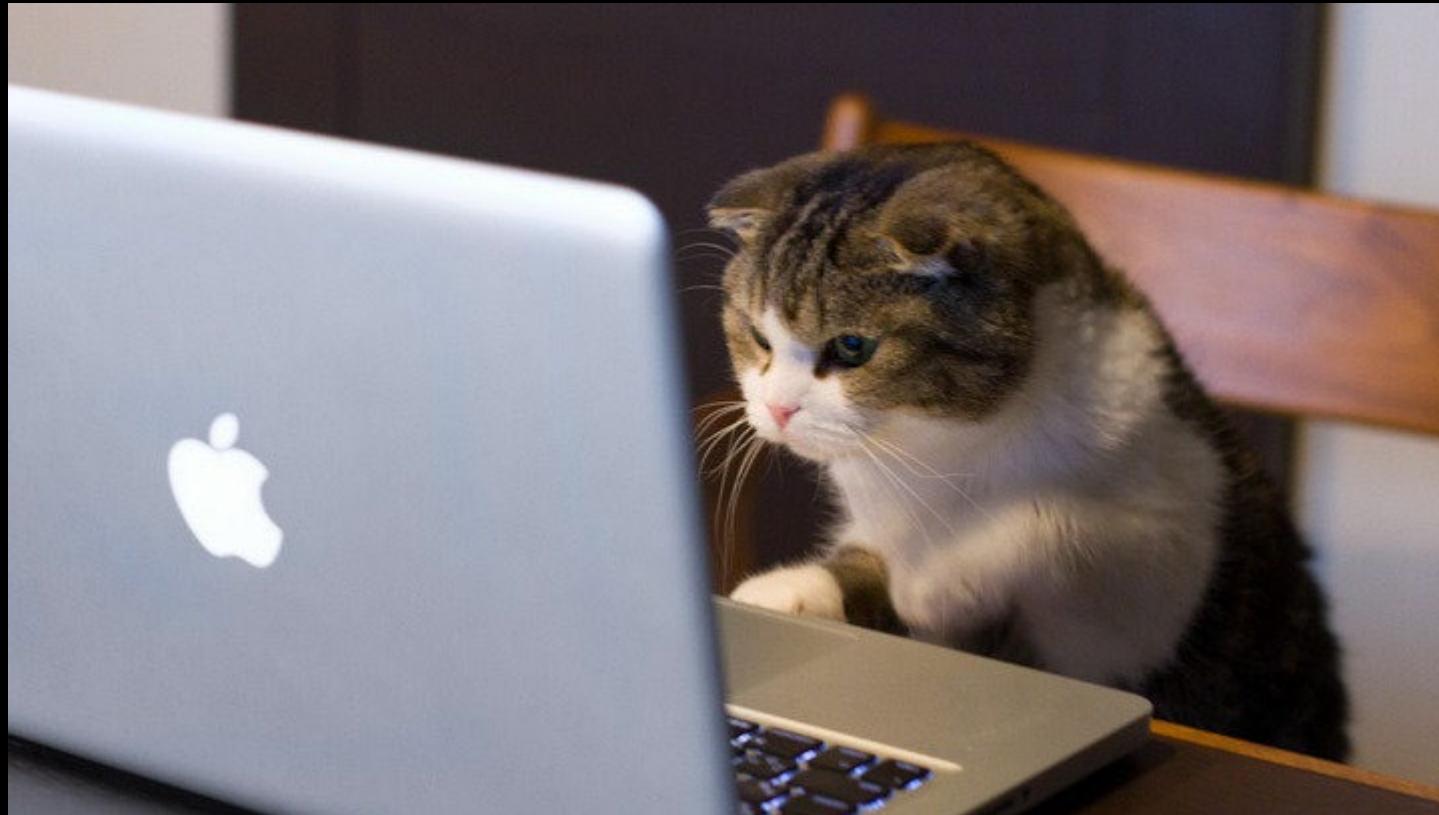
#ActiveAnimals



Animal(0) Person(0) Agency(0) License(0)

| » | Select | Animal ID | Photo | Status | Stage | Species | Primary B... | Name | Age | Sex | Spay/Neu... | Primary C... | On Hold | Microchip | Location | Sublocati... | Reference... |
|---|--------|-----------|-------|--------|-------|---------|--------------|------|-----|-----|-------------|--------------|---------|-----------|----------|--------------|--------------|
|---|--------|-----------|-------|--------|-------|---------|--------------|------|-----|-----|-------------|--------------|---------|-----------|----------|--------------|--------------|





Can we enter an
emergency contact
or a spouse/family
member?

YES!

What is a “Related Person”?

It's exactly what you'd expect. You can connect a spouse, family member, neighbor, friend. Both people need to be in the system before you can connect them. These are often used as emergency contacts for animal control or shelters.

To connect people in the database, click on the ‘Related Persons’ tab and then the green + icon.

P0046392939-Spider Man

[Photo](#)  [Details](#) 

| | |
|------------------------|---|
| Person ID: P0046392939 | Address: |
| Name: Spider Man | House: 123 Pretend Street Augusta Maine 04333 USA ✓ |
| Gender: Unknown | Phone: |
| Pronoun: | Phone: (207) 555-1212 ✓ |
| Date of Birth: | Email: |
| Identification: | Consent To Contact: Yes |

[Records](#) [Memos/Files](#) [Associations](#) [Agency Membership](#) [Related Persons](#) [Survey](#) [Petango Applications](#)

Related Persons 

| Person ID | Person Name | Relationship Type | Active | Include On Mail Labels |
|-----------|-------------|-------------------|--------|------------------------|
|-----------|-------------|-------------------|--------|------------------------|

The related person will then show up in each person's record under the related persons tab.

Home Search Person

P0046392939-Spider Man

Photo  Details 

Person ID: P0046392939
Name: Spider Man
Gender: Unknown
Pronoun:
Date of Birth:
Identification:

Address:
123 Pretend Street Augusta Maine 04333 USA ✓
Phone:
(207) 555-1212 ✓
Email:
Consent To Contact: Yes

Records Memos/Files Associations Agency Membership Related Persons Survey Petango Applications

Related Persons

| Person ID | Person Name | Relationship Type | Active | Include On Mail Labels | |
|-----------|-----------------|-------------------|--------|------------------------|---|
| 46358182 | Abraham Lincoln | Sibling | true | No |   |

When you go to license the dogs, you will need to add the rabies vaccine and licensing information, print the license 'contract', and create your receipt.



Questions??

Email to doglicensing.awp@maine.gov