

**DARDNI
VETERINARY
SERVICE**

**PVP EXTRANET
APHIS
INTERFACE**

**OPERATOR
GUIDELINES**

Issue 2

And

**QUICK
REFERENCE
To
FUNCTIONS**

SIGNING ON TO APHIS

1. Open the Internet BROWSER.
2. Type in the address line

<http://xnet02.dardni.gov.uk>

3. Press "ENTER"

Change Password

1. Select Option from Main Menu
2. Type new password the same in each box
3. Press the "Save" button.

SELECT A TB TEST

1. Select "Test information" button
2. Pick Option required from the list
3. E.G. Select "Overdue Tests"
4. Press "OPEN" button for test required.
5. Or Select "View Tests by Herd"
6. Press "OPEN" button for test required
7. Same for other options required.

ARRANGE/REARRANGE a TB TEST

1. Select a test list: e.g. "Overdue Tests".

Press "OPEN" button for test to arrange

2. Press "Enter Arrange Date" button
3. Enter arrange date, time & user code
4. i.e. the code for the testing Vet
5. Press the "Save" button
6. Repeat from "2" for each test required
7. Rearrange from "Test Information" page
8. Press "Re-Arrange test" button
9. Fill in the boxes & press "Save".

PRINT THE TEST SHEETS

1. At the "Home Page"
2. Press "View itinerary"
3. Enter test date & Vet user code.
4. Press "Search" button.
5. If user code blank All arranged return
6. Press "Print Test Sheets" button.
7. Test must have "RESULTS-PVP" status
8. Individual tests may be printed via the "Test Information Page"

ENTERING TB TEST RESULTS

1. GOTO "Test Information" Page.
2. Press "TB Results" button.
3. Populate the boxes from Vets test sheets
4. Large tests may be paginated
5. Press "Save" button often while working

Test may be left uncompleted and returned to so long as the "Save" has been done.

5. Press "Complete" button.
6. "Sign-off" is only available to Principal

Claim Details "Sign Off" codes only.

1. Select "Paid" or "UnPaid"
2. List may be Printed.
3. Press "Print" Button

TB Test "Sign-Off" by Practice Principal

1. Practice Principal Signs onto APHIS.
2. GOTO "Test Information Page" via "Tests for Sign-off"
3. Press "OPEN" button for test.
4. Press "Enter Test Results" button.
5. Check *all entries & All Pages* carefully
6. When Satisfied Press "Sign-off"
7. Check Stats. Sheet & Press "OK"
8. If any errors Press "Cancel"
9. Check claim form entries
10. Press "Save" button to complete

Write personal reminders/notes here.

ENTER TB TEST RESULTS

- 1 Select option from Menu area to open up test information page.
- 2 Enter date test completed in 'date finished' field.
- 3 Enter testing officer code for vet who carried out TB test.
- 4 Record result status code for testing and non-testing of animals.
- 5 Enter Avian and Bovine measurements for day 1 and day 4, **only** if there is a difference in the value of day 1 and the day 4 entries.
- 6 Enter any Avian/Bovine related swellings.
- 7 Record PVP's interpretation of results.
- 8 Insert any remarks into remarks column if indicated on vets test sheets.
- 9 Record any I&R data using the 'change animal button'.
- 10 Press 'save' button to save any changes/remarks made.
- 11 Hit cancel to close the page and return to the result entry page. **"Cancel" loses changes!**
- 12 ***N.B Press 'save' button to save any work completed in result entry process on a regular basis to avoid any loss of data.***
- 13 Click on 'Purchased Animals' or 'Record birth' button to add any animals to the test.
- 14 Enter ear-tag numbers of animals to be added and press "search".
- 15 Press 'save' button to add animals listed to the test and return to the result entry page.
- 16 Use 'delete' button to remove any animals incorrectly added through 'Add Animals' function only.
- 17 Enter Avian/Bovine measurements and swellings for each animal as required.
- 18 Record PVP's interpretation of results.
- 19 Select save to save results entered.
- 20 Press 'TB Batch' button to display Tuberculin batch page.

- 21 Insert valid Avian and Bovine Tuberculin batch numbers into the field and press 'Add' button.
- 22 Click on 'remove' button to remove any batches if need be.
- 23 Select "Save" to return to results entry process for test.
- 24 Press "complete" for completion of result entry process for test.
- 25 Click on "OK/ Cancel" in message box displayed to confirm test statistics are correct.

E-Mail the DVO

1. Record e-mail address with HELP desk.
2. Open e-mail button on home page.
3. Write message in area provided.
4. Select the destination DVO and 'Send'.

N.B SENIOR MEMBERS OF PRACTICE STAFF

1. Select 'sign-off' button on TB Test Result Entry Form.
2. Scrutinise all test entries carefully!
3. Click on "OK" or "Cancel" in message box displayed to confirm test statistics are correct.

PROBLEMS PROBLEMS

Before you contact the **DARDNI HELP** desk at **02890 525048/9** please check:

1. Printer is "ON" has paper, ink and connections are secure.
2. Practice, personal ID and passwords are correct and current.
3. Check for "Caps Lock" on the PC.
4. The test you are looking for is still allocated to your practice.
5. All numbers are correctly entered.
6. Correct and current batch numbers.
7. Test status is correct.

Murphy's law applies throughout.

Please be aware that some internet functions are slow, maybe slower than you are expecting. Do not press the button for the next function until the previous function has completed.

Errors and or problems must be recorded in writing and faxed ASAP to 028 9052 4317