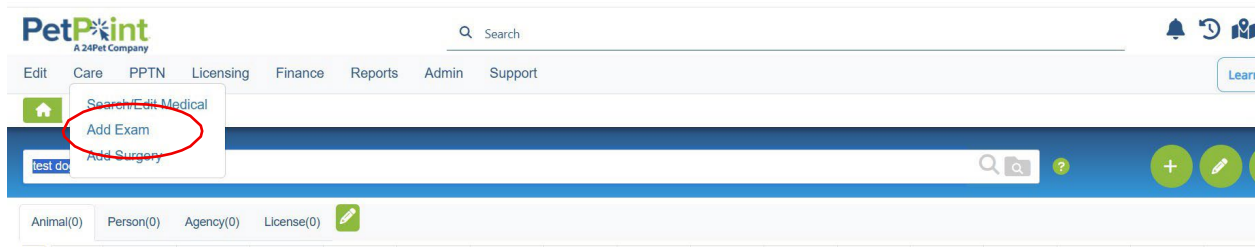


Adding Rabies Vaccines without Licensing

Go to CARE>Add Exam



Search for your dog by choosing your preferred criteria, entering your info and hitting the green FIND button (if you don't find the person or dog in the system, skip to PAGE 6)

The screenshot shows the 'Care - Medical - Exam' form. The 'Medical Search' tab is selected, and the 'Animal' sub-tab is active. The 'Animal Search' section is highlighted with a red oval. It contains the following fields: 'Animal Search Criteria' (Owner Name), 'First Name' (Bat), 'Last Name' (Man), and a 'Fuzzy Search' checkbox. A green 'Find' button is also circled in red. Below the search fields is a 'man' button and a 'Clear Animal Search' button. At the bottom, there is a 'Clear' button and a 'Lock Record' checkbox.

Choose your dog by clicking on the green ID number of the correct dog (if there is only one dog for your criteria, you will not see this step)

The screenshot shows the 'Care - Medical - Exam' form with search results. The 'Animal Search' section is highlighted with a red oval. It contains the following fields: 'Animal Search Criteria' (Owner Name), 'First Name' (Bat), 'Last Name' (Man), and a 'Fuzzy Search' checkbox. A green 'Find' button is also circled in red. Below the search fields is a 'man' button and a 'Clear Animal Search' button. At the bottom, there is a 'Clear' button and a 'Lock Record' checkbox.

Select	ARN	Status	Stage	Species	Primary Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern 1	On Hold	Memo	Location	Sub Location
A0057124697		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Pretend 5 dog	10/21/2022	F	N	Apricot			No	No		
A0059651940		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Bat Dog	10/22/2023	F	Y	Apricot			No	No		

Record Count: 2 10 / Page

You will land on an Animal Tab. You can update any animal info here, just be sure to click “UPDATE ANIMAL” at the bottom right of the page. If no updates click on the green DETAILS TAB

Medical Search Animal **Details**

Animal ID's: A0057124697
Animal Info: Inactive, Pretend 5 dog - Dog, Female - Adult (6mo-8yr)
Location Info: Abruzzese Mastiff - Apricot, 3 y 3 m 15 d, DOB: 10/21/2022, Altered: No, Size: Small, Bitten: No Bite History, Danger: No

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- **Animal View Report**

Jump To: -- Intake -- -- Edit -- -- Care/Services --

Animal Search Express **Details** Photos/Videos Profile Memos Identifications Vouchers/Waivers Holds Stage/Location Files

Animal Details

Animal #	Reference #	Name	Type*	Species*	Primary Breed*	Purebred	Secondary Breed*
A0057124697		Pretend 5 dog	Dog	Dog	Abruzzese Mastiff	☐	Mix

On the Details tab you will enter the date of the Rabies vaccine as the STATUS DATE/TIME.

You will choose Veterinary Clinic as the PROVIDER (there are some listed, some just use “clinic, veterinary”).

You will choose State of Maine Dog Licensing as the SITE.

And then you will choose Rabies 1 year or Rabies 3 year as the Record Subtype. This will prompt the system to fill in the review date/time accordingly.

All other fields will stay in their default settings.

Medical Search Animal **Details**

Details

Record #	Status*	Status Date/Time*	Provider*	Assistant	Site*
NEW	Completed	02/05/2026 05:39PM	Clinic, Veterinary	-- Select --	State of Maine Dog Licensing

Record Type* Exam

Record Subtype*

- Select --
- Select --
- Rabies Vaccine- 1 year**
- Rabies Vaccine-3 year

Created Date/Time By Last Updated Date/Time By

Animal Vitals

Weight	Body Temp	Pulse	Respiration	Body Condition Score
--------	-----------	-------	-------------	----------------------

You will then scroll down to the bottom of the page and click SUBMIT EXAM

The screenshot shows a 'Notes' form with a green header. Below the header is a 'Template' dropdown menu with '-- Select --' and three buttons: 'Override', 'Append', and 'Spell Check'. Below these is a large text area for 'Note'. At the bottom of the form, there are three buttons: 'Submit Exam' (circled in red), 'Save Details', and 'Clear'. Below these buttons is a link that says 'Duplicate Selected Record'.

When you submit exam, it will add additional tabs to the top of the page. You will choose the MEDICAL CARE TAB to enter the vaccine information.

The screenshot shows the 'Care - Medical - Exam' page. At the top is a green header with the title 'Care - Medical - Exam'. Below the header is a table with columns: Select, Animal #, ARN, Status, Name, Species, Breeds, Record #, Record Subtype, Status, and Status Date/Time. The table contains one row with a checked checkbox, Animal # A0057124697, Status Inactive, Name Pretend 5 dog, Species Dog, Breeds Abruzzese Mastiff / Mix, Record # M0086078053, Record Subtype Rabies Vaccine- 1 year, Status Completed, and Status Date/Time 02/03/2026 05:39PM. Below the table is an 'Apply Selection' button and a 'Record Count: 1' indicator. A green box on the right says 'Medical record saved.' Below this is a tabbed interface with tabs: Medical Search, Animal, Details, Medical Care (circled in red), Summary, and Files. Below the tabs is an 'Actions' section with 'Jump To' dropdowns for Intake, Edit, and Care/Services. There are also 'Print' buttons for 'A0057124697 - Pretend 5 dog - Dog', 'Kennel Card', 'Documents', and 'Medical Documents'. At the bottom is an 'Animal Info' section.

On the MEDICAL CARE tab, you will see a screen similar but not identical to the rabies information screen on the licensing module.

STATUS= History

Status Date/Time= date vaccine given

Provider will auto fill from prior screen/Site will auto fill from prior screen

Medical Care Type= Vaccine

Medical Care Item= Choose Rabies 1 year or Rabies 3 year. Re-Vac date will auto fill based on the Status Date/Time and your choice of 1 year or 3 year.

Leave Manufacturer at default "Generic" setting, Product can remain blank (even though it says required)

Complete Pet ID with rabies tag # (if listed on certificate) and vet info. Expires date is same as re-vac date. These are optional fields, but we recommend them for ACO use.

Scroll down and click ADD MEDICAL CARE ITEM

The screenshot shows the 'Medical Care Details' form. Red boxes highlight the following fields and sections:

- Status***: History
- Status Date/Time***: 02/03/2026 05:39PM
- Medical Care Type***: Vaccine
- Medical Care Item***: Rabies Vaccine- 1 ye
- Re-Vac Date**: 02/03/2027 05:39PM
- Manufacturer***: Generic
- Product***: Rabies (R)
- Pet ID Number**: ABC123
- Pet ID Type**: Rabies Tag
- Pet ID Issuer**: ABC Veterinarian
- Issuer Phone**: 207-555-1212
- Issued**: 2/3/2026
- Expires**: 2/3/2027
- Is License?**: ☐
- Medical Care Notes**: A large text area for notes.
- Buttons**: Spell Check, Clear, Save, and Add Medical Care Item.

The form also includes a 'Linked to Record:' dropdown menu with the value 'M0086078053' and a footer section labeled 'Exam Medical Care'.

Once you have clicked Add Medical Care Item, your vaccine should appear in the box below on the Medical Care tab.

Exam Medical Care

Medical Care Type/Medical Care Item:

Record#:

Status:

-- All --

-- All --

-- All --

-- All --

Apply

Medical Care Item	Type	Condition	Status	Status Date/Time	Dose	Recurrence	Method	Result	Result Date/Time	Review Date/Time	Provider	Record #
Rabies Vaccine- 1 year	Vaccine		History	02/03/2026 05:39PM	1 unit					02/03/2027 05:39PM	Veterinary Clinic	M0086078053

You can upload the certificate (optional) in the Files TAB if you choose (not required). Be sure to click add. We recommend adding the dates of validity to the file display name (example: Bandit Rabies 26_29). No commas, apostrophes or weird characters in file names or they won't upload.

Medical Search

Animal

Details

Medical Care

Summary

Files

File Details

File #

File Display Name*

Category

View On

File Type*

File Subtype*

Expiration Date

NEW

Bandit rabies 26_29

Medical

--Select--

Licensing Document

Rabies Certificate

Choose File

No file chosen

Download

Clear

Add

Created Date/Time

Bv

Last Updated Date/Time

Bv

When you go to next license the dog, the vaccine IF IT HAS NOT EXPIRED will be in the record for you. It disappears on expiration and will require a new vaccine to be entered for a license to be issued.

Clear

Save

Add Vaccination

Vaccine History

Vaccinations	Type	Vaccination Date	Re-Vacc Date	Pet ID	Pet ID Type	Record #
Rabies Vaccine- 1 year		02/03/2026	2/3/2027 5:39:00 PM	ABC123	Rabies Tag	M0086078053

Exemptions

Rabies Vaccination

☒ None
☐ Lifetime
☐ Temporary - Review Date:

Exemption Reason:

-- Select --

Follow-Up

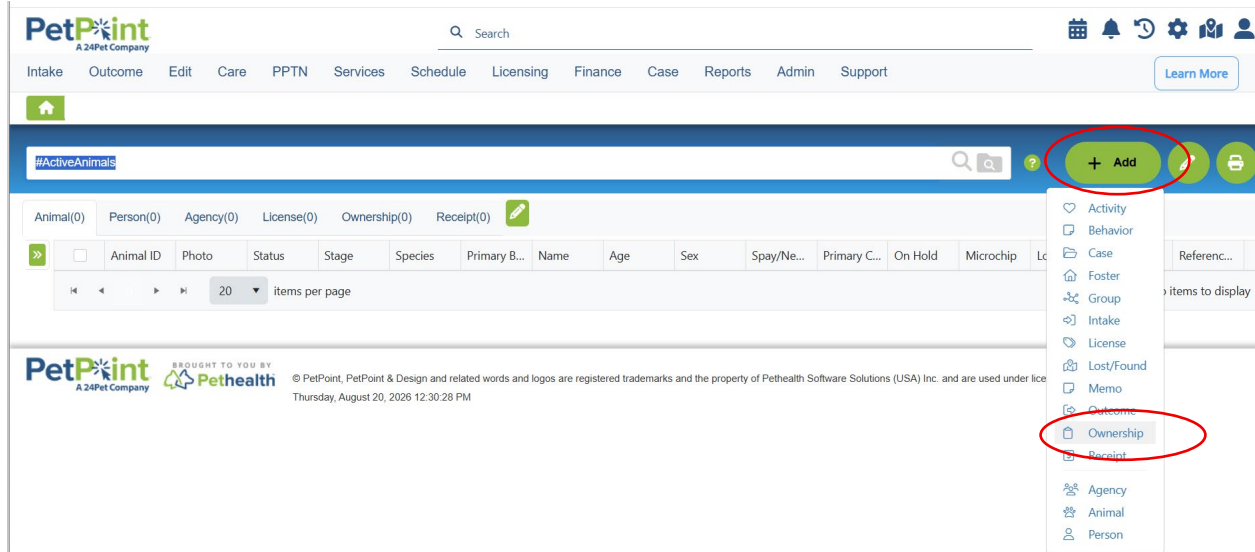
Renewal Notice #1

Renewal Notice #2

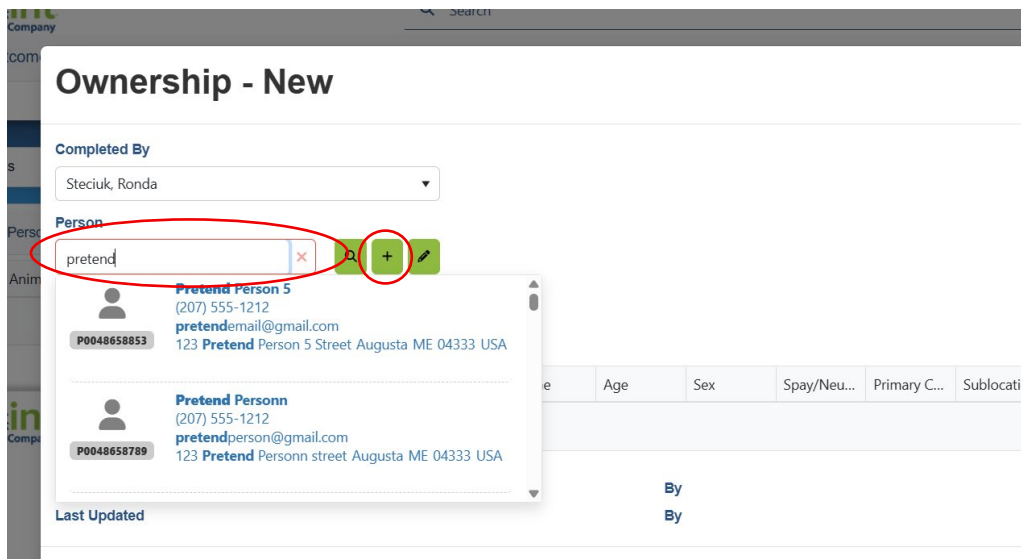
Renewal Notice #3

Adding Persons and Dogs through the Ownership Module

Start on the main search page and click the GREEN “+” button in the top right corner, then choose “Ownership” from the drop down options. You’ll get an Ownership pop up.



You can search for your person in the ownership module (if you are adding a new dog, but the person is already in there) OR you can click the GREEN “+” button to the right of the Person field to add a new person. If you find the person, choose them from the drop down and move to the next step to add the dog.



When you click the green “+” icon you’ll get the person popup to complete. Be sure to click SAVE at the bottom right when you are done.

The screenshot shows a 'Details - New' form with the following fields: Salutation, First Name (superman), Middle Name, Last Name (hero), Suffix, Gender, Pronoun, Date of Birth, Identification Type, Identification Number, Issued, ID Issuer, Expiry, Email (+), Phone (+), Address (+), Consent, and a USA checkbox. A red box highlights the 'Last Name' field containing 'hero'. At the bottom right, a green 'Save' button and a grey 'Close' button are circled in red.

To add a dog, you’ll click the GREEN “+” icon to the right of the ANIMAL field

The screenshot shows an 'Ownership - New' form. The 'Completed By' field is set to 'Steciuk, Ronda'. The 'Person' field contains '50111085 superman hero' with search, add, and edit icons. The 'Animals' section is highlighted with a red circle around the search and add icons. Below is a table with columns: Animal ID, Photo, Stage, Species, Primary Br..., Name, Age, and Sex. The table shows 20 items per page. At the bottom, there are fields for 'Created' and 'Last Updated' (08/20/2026 2:43 PM) and 'By'.

You’ll then get the animal field popup to add the animal. Be sure to click SAVE at the end. (if the rabies certificate doesn’t specify color, which is a required field, use GREEN or PINK)

so that the next person knows it needs to be updated to a real dog color). The system only requires the red field, but we require the Spayed/Neutered field as well. This information is on the rabies certificate.

Details - New

ID	Microchip ID	Reference Number	Name	Type	Species
New					
Primary Breed	Breed Type	Secondary Breed	Age	Estimated Birthday	Age Group
	Mix Purebred		Years		
Sex	Spayed/Neutered	Size	Weight		
Primary Color	Secondary Color	Third Color	Color Pattern	Color Pattern 2	Coat
Eye Color	Ears	Tail	Declawed	Bitten Status	Danger
					☐
Animal Condition	Medical Status	Temperament Status	Asilomar Status		
Distinguishing Marks					
					Save Close

Once you click SAVE on the animal information popup, you will go back to the ownership popup and will see that both the person and the animal now appear in the ownership module. CLICK SAVE in the bottom right corner.

Ownership - New

Completed By:

Person:

Animals:

Animal ID	Photo	Stage	Species	Primary Br...	Name	Age	Sex	Spay/Neu...	Primary C...	Sublocation	Microchip	
A0061590764			Dog	Aidi	Superman Hero's Doggo		Female	Yes	Pink		+	Edit Delete

20 items per page 1 - 1 of 1 iter

Created: By:

Last Updated: 08/20/2026 2:43 PM By:

You'll now go back to PAGE 1 to enter the rabies information.