AIN Management System User Guide

AIN Tag Managers

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AIN MANAGEMENT SYSTEM USER GUIDE

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INTRODUCTION TO THE AIN MANAGEMENT SYSTEM

The AIN Management System is a Web-based program that administers AINs. The AINs are allocated to companies that manufacture official identification devices or technologies. Other individuals and organizations may perform roles that support the distribution of official identification devices to producers. The complete and accurate recording of the AINs distributed and assigned to each premises is imperative. The AIN Management System allows for many participants in various roles and provides the means to record AIN allocations to manufacturers and distribution to premises.

Key roles in the initial roll-out of the AIN Management System include AIN tag manufacturers, managers, and resellers. Manufacturers have specific roles and responsibilities regarding the manufacturing of AIN tags; managers and resellers have roles that support the distribution of AIN tags to producers' premises.

The manufacturers, managers, and resellers (distributors) are referred to as nonproducer participants. Each nonproducer participant will obtain a nonproducer participant number (NPN) through the premises registration system in the State in which the company's headquarters is located. For example, if the company's corporate office is in Kansas, the company will obtain an NPN through the Kansas premises registration system. All NPNs are unique seven-character numbers similar to PINs.

Manufacturers, managers and resellers must obtain a Level 2 eAuthentication account to have access to the authorized user options of the AIN Management System. eAuthentication is an identity verification system used by USDA to provide a single authorization for multiple USDA accounts. To begin the process, go to the eAuth website at http://www.eauth.egov.usda.gov/eauthWhatIsAccount.html.

AIN Tag Manufacturers

AIN tag manufacturers are companies authorized by APHIS to manufacture approved identification devices and are responsible for the overall production and quality of the official identification devices that contain the AIN. Potential AIN tag manufacturers must submit an AIN tag manufacturer application to USDA. AIN tag manufacturers may only produce AIN tags with the AINs that have been allocated to them by APHIS. AIN tag manufacturers may also be AIN tag managers.

Note: For the purposes of the program, companies that acquire the ID tag from another source and are responsible for imprinting the devices are considered the manufacturers and assume all responsibility for the product. In such cases, the company that imprints the tag submits the AIN tag manufacturer application and is the sole contact for APHIS regarding tag quality issues.

AIN tag manufacturers must:

1. Abide by the terms and conditions set forth in the AIN tag manufacturer agreement;
2. Complete the AIN tag manufacturer training program provided by USDA;
3. Imprint the “840” AINs allocated to them with the U.S. Shield on identification devices approved by APHIS*;
4. Maintain the uniqueness of the AINs allocated to them;
5. Imprint approved tags according to the specifications listed in table 1 of this document;
6. Report the shipment of all AIN tags to the AIN Management System according to established protocols within 24 hours of shipment;
7. Have an operational computerized system that communicates with the AIN Management System and is compatible with program standards to maintain the necessary information, including a database of the manufacturer product codes for all devices that contain an AIN;
8. Furnish official identification devices to AIN tag managers;
9. Have a means to support the distribution of AIN devices through marketing agreements with AIN tag managers or be AIN tag managers themselves;
10. Provide a record (if applicable) to APHIS of all “transitional” AINs produced with a “USA” prefix (this format is referred to as the American ID numbering system) and their ICAR manufacturer number;
11. Agree to discontinue the printing of any identification numbering system as directed to do so by USDA if USDA terminates and phases out an official numbering system;
12. Maintain a record of inventoried AIN tags and have such records available to the USDA upon request; and
13. Enter the names of nonproducer participants that they wish to utilize as AIN managers into the AIN Management System, advising them that such designation requires participation in AIN manager training provided by USDA.

Note: One AIN tag is required to meet the definition/criteria for official identification. A second AIN tag for the same animal with the same AIN may be used when double tagging is preferred. Regarding AIN/RF tags, only one tag with the AIN encoded in the transponder is permissible.

AIN Tag Managers

AIN tag managers are individuals, organizations, or companies that provide AIN tags to another AIN tag manager or reseller, or to a premises. The AIN tag manager must have an AIN tag distribution agreement with an AIN tag manufacturer(s).

In order to be an authorized AIN tag manager, the individual or firm must agree to abide by the following:

1. Complete the AIN tag manager training provided by USDA;
2. Distribute AIN tags only to a premises or entity that has either a PIN or NPN and validate the accuracy of the PIN or NPN;
3. Provide the validated PIN or NPN to the entity that ships the AIN tags when not completing the delivery themselves;
4. Maintain a record of inventoried AIN tags received from an authorized AIN tag manufacturer or another authorized AIN tag manager or returned from a premises, and have such records available to USDA upon request;
5. Submit to the AIN Management System within 24 hours (or close of next business day), in accordance with prescribed protocols, a record of all AINs shipped or delivered; and
6. Educate producers receiving AIN tags on the proper use of official animal identification devices.

The AIN tag manager confirm on-line, using the AIN Management System, that they have a marketing agreement with a specific AIN tag manufacturer(s). USDA will recognize the individual or entity as an AIN tag manager upon confirmation of the marketing agreement(s) and upon the AIN tag manager completing training.

AIN Tag Resellers

The AIN tag reseller has a marketing agreement with an AIN tag manager instead of the manufacturer. He or she assumes the same responsibility as an AIN tag manager, validating PINs and reporting the distribution of the AIN tags he or she ships or delivers to a premises. In order to be an authorized AIN tag reseller, the individual or firm must agree to abide by the following:

1. Complete the AIN tag reseller training provided by USDA;
2. Distribute AIN tags only to a premises or entity that has either a PIN or NPN and validate the accuracy of the PIN or NPN;
3. Provide the validated PIN or NPN to the entity that ships the AIN tags when not completing the delivery themselves;
4. Maintain a dated record of inventoried AIN tags received from an authorized AIN tag manager or another authorized AIN Tag Reseller, or returned from a premises, and have such records available to USDA upon request;
5. Submit to the AIN Management System within 24 hours (or close of next business day), in accordance with prescribed protocols, a record of all AINs shipped or delivered; and
6. Educate producers receiving AIN tags on the proper use of official animal identification devices.

The AIN tag reseller must confirm on-line, using the AIN Management System, that they have a marketing agreement with a specific AIN tag manager(s). USDA will recognize the individual or entity as an AIN tag reseller upon confirmation of the marketing agreement(s) and upon the AIN tag reseller completing training.

PUBLIC TOOLS

List ID Devices

When to Use

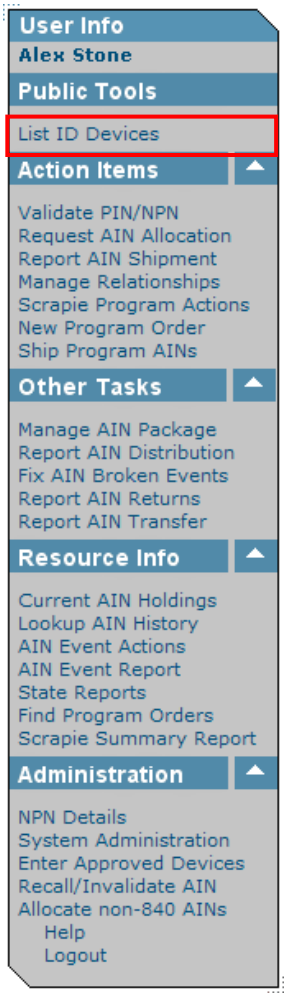
Any user can view which tags are approved for use in the AINM system. Tags can be searched by approval status, manufacturer, and/or species. The search may also include or be limited to tags approved for the Scrapie disease program.

Applicable Roles and Functions

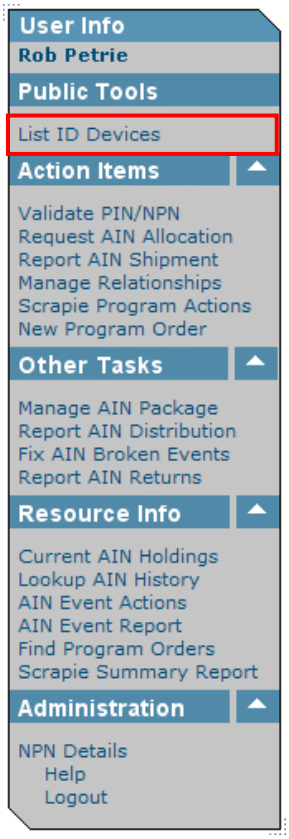
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4	4	4	4	4	4	4

Performing the Action

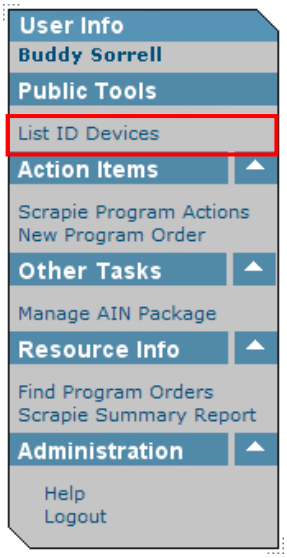
Sys/Pgm Admin



Mfr Admin

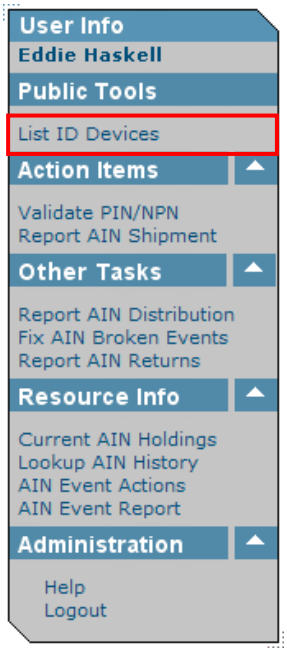


Mfr User

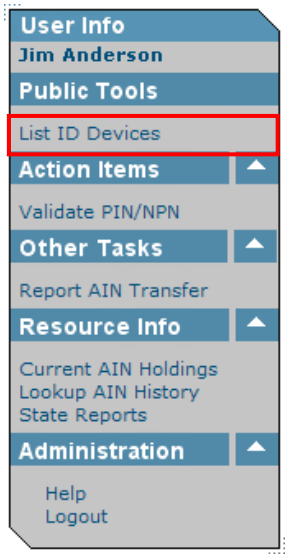


NPN Admin

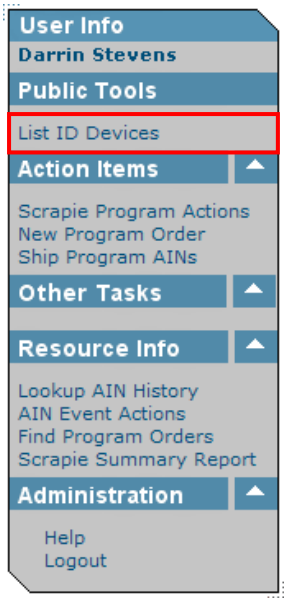
NPN User



Health Official



Scrapie Official



State Report

To display available ID devices, click on List ID Devices.

- **Success! Products Found.**

You are here: AIN Management / List ID Devices

Manufacturer

Approval Status: Full

Manufacturer ID: ALL

Species: ALL

Include Scrapie Program Tags: ☐

Get Approved Devices

Approved Devices

Manufacturer NPN	Mfr Label NAIS Device #	Device Type	Approval Status	Device Information and Characteristics	Species (Recommended by Mfr.)
Texas Tag Company	Beef-Gard NAIS 0004	RFID Tag	Full	ICAR Code #: 982 44444 Technology: HDX Frequency: 134.2 kHz Material: Polyurethane Color: White Diameter: 30 mm Depth: 7 mm Weight: 8 grams	Bison Cattle
Ram Tags	Cattle Tag 7 NAIS0021	RFID Tag	Full	ICAR Code #: 985 0009 Frequency: 134 Material: Plastic Color: White Length: 23 mm Width: 33 mm Weight: 12	Bison Cattle
ACME Tags	ACT-105 NAIS 0017	RFID Tag	Full	ICAR Code #: 985 0003 Technology: FDX -B Frequency: 134.2 kHz Material: Polyurethane Color: White Diameter: 30 mm Depth: 7 mm Weight: 8 grams	Bison Cattle

The List ID Devices screen will be displayed.

By default, all devices which meet the criterion of Approval Status = Full are displayed.

Select the desired criteria from the drop-down menus. If “Scrapie Program Tags” is not selected in the Approval Status field, check the Include Scrapie Program Tags checkbox to include them in the search

results. Otherwise, they are excluded from the search results. Then click on the Get Approved Devices button. All devices which meet the selected criteria will be displayed.

If no devices meet the selected criteria, the following error message will be displayed:

- **No Products Found.**

ACTION ITEMS

Validate PIN/NPN

When to Use

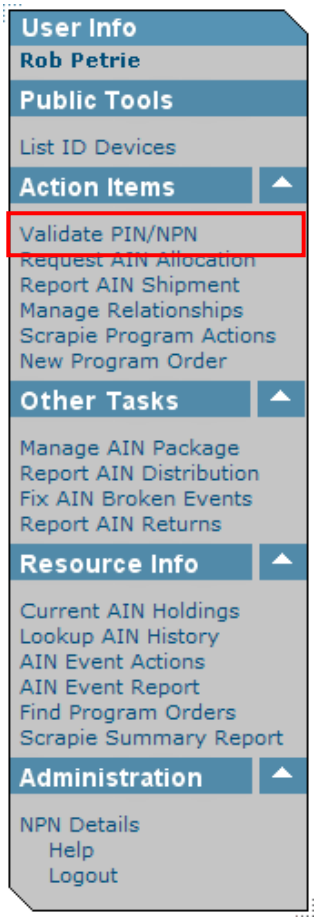
When an AIN tag order or request is received, the AIN manager or reseller is responsible for validating the premises identification number (PIN) or Nonproducer Participant Number (NPN). The PIN or NPN must be validated to ensure that the ID number is valid and that the ID number identifies the appropriate premises or Nonproducer Participant before making the shipment or delivery of the AINs. The PIN or NPN must be reported to the AIN Management System with the shipment report of the AINs.

Applicable Roles and Functions

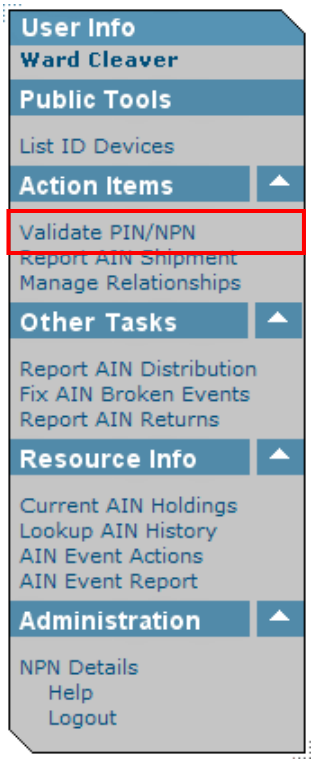
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4	4		

Performing the Action

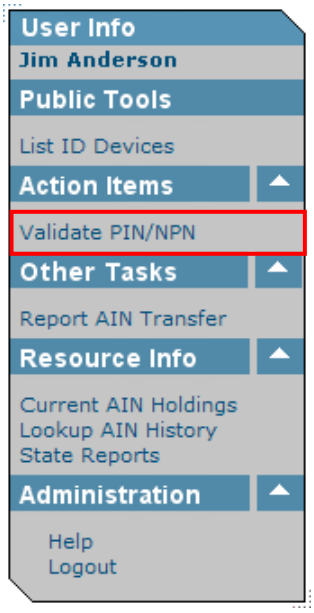
Mfr Admin



NPN Admin

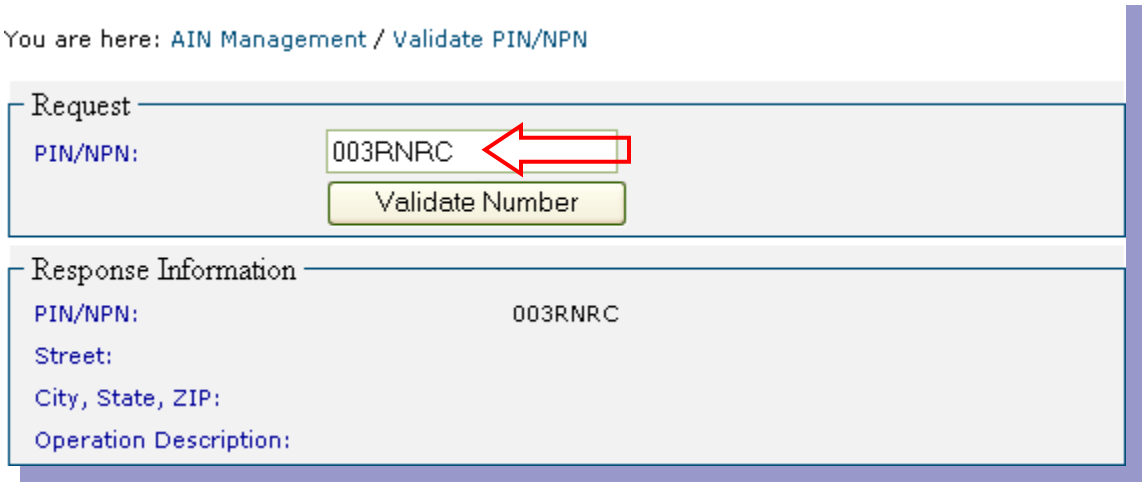


Health Official



Scrapie Official

To validate a PIN or an NPN, click on Validate PIN/NPN.



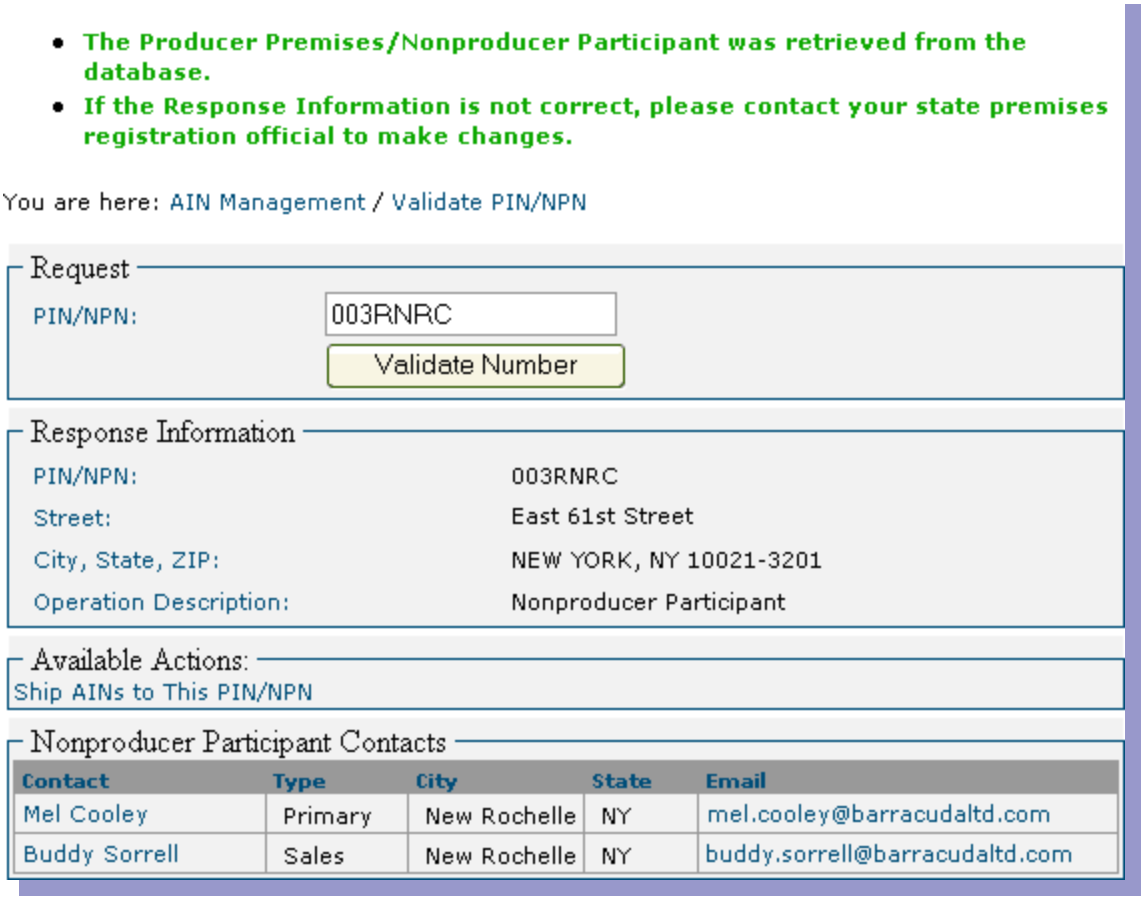
The Validate PIN/NPN screen will be displayed.

The User's NPN will be automatically entered in the PIN/NPN field of the Request section, and will be displayed in the PIN/NPN field of the Response Information section.

Type the PIN of the Producer Premises or the NPN of the Nonproducer Participant you want to validate in the PIN/NPN field. Then click on the Validate Number button.

If the PIN or NPN is valid, the Response Information section will display the premises or Nonproducer Participant information. The information will include the business address of the entity, and the type of operation. This information is retrieved from the National Premises Information Repository (NPIR), and was entered when the entity was registered through its State SPRS or CPRS.

After validating the PIN or NPN, you may choose to ship AINs to the entity by clicking on the Ship AINs to This PIN/NPN link. The Report AIN Shipment will be displayed with the entity's shipping information filled in. *(See the Report AIN Shipment section.)*



If the Nonproducer Participant has set up contacts for one or more of its locations, the contacts will be listed in the Nonproducer Participant Contacts section. You may choose to ship AINs directly to a contact by clicking on the contact's name. The Report AIN Shipment will be displayed with the contact's shipping information filled in. *(See the Report AIN Shipment section.)*

If no PIN/NPN is entered or an invalid PIN/NPN is entered, the following error message will be displayed:

- **No Producer Premises/Nonproducer Participant was found for the specified PIN/NPN.**

Request AIN Allocation

When to Use

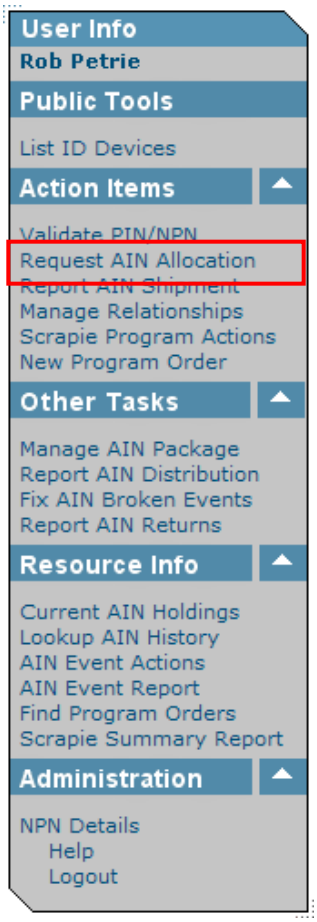
AINs are allocated by USDA to manufacturers authorized to produce official identification devices with the AIN affixed. Only numbers allocated to the manufacturer are to be used on their approved devices. The AINs are requested by the AIN tag manufacturer as needed. The maximum number of AINs that can be requested is determined by USDA.

Applicable Roles and Functions

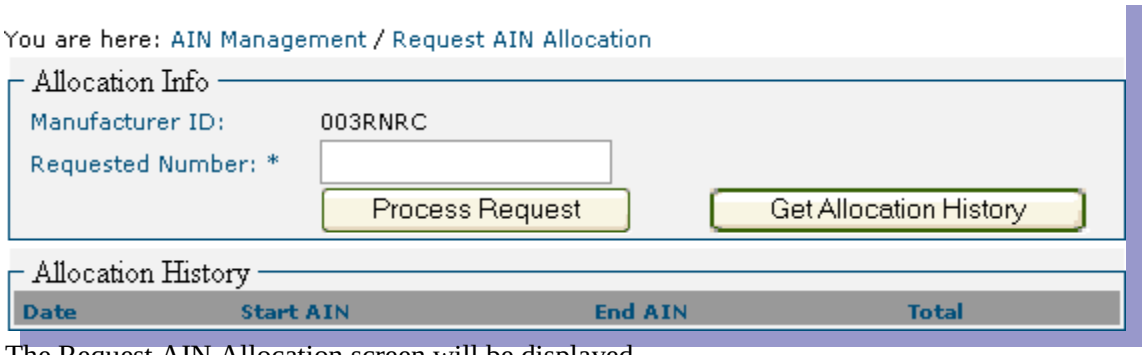
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4						

Performing the Action

Mfr Admin

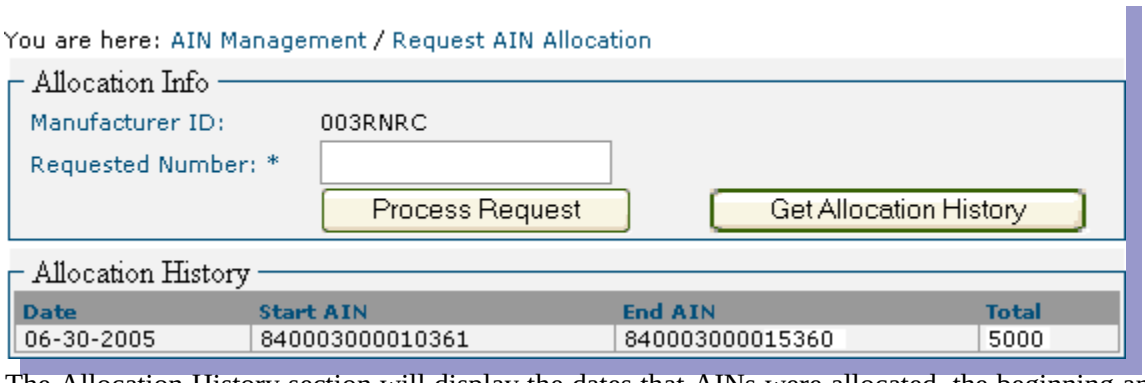


To request an allocation of AINs, click on Request AIN Allocation.

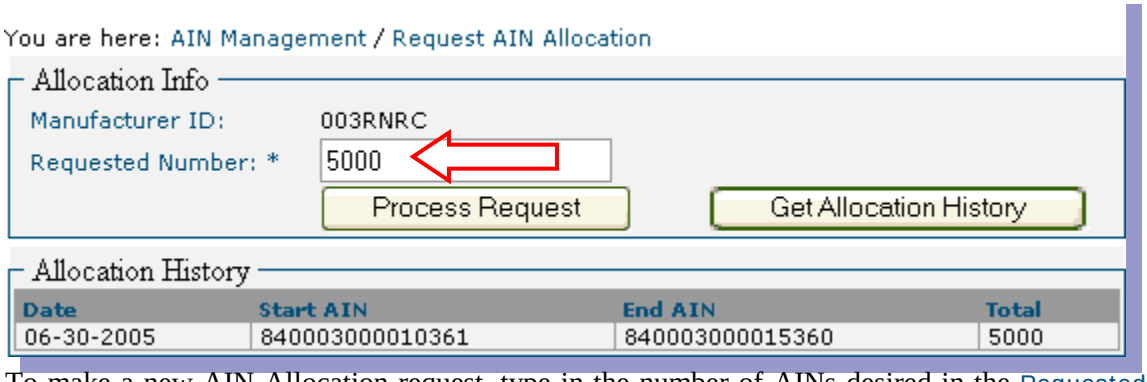


The Request AIN Allocation screen will be displayed.

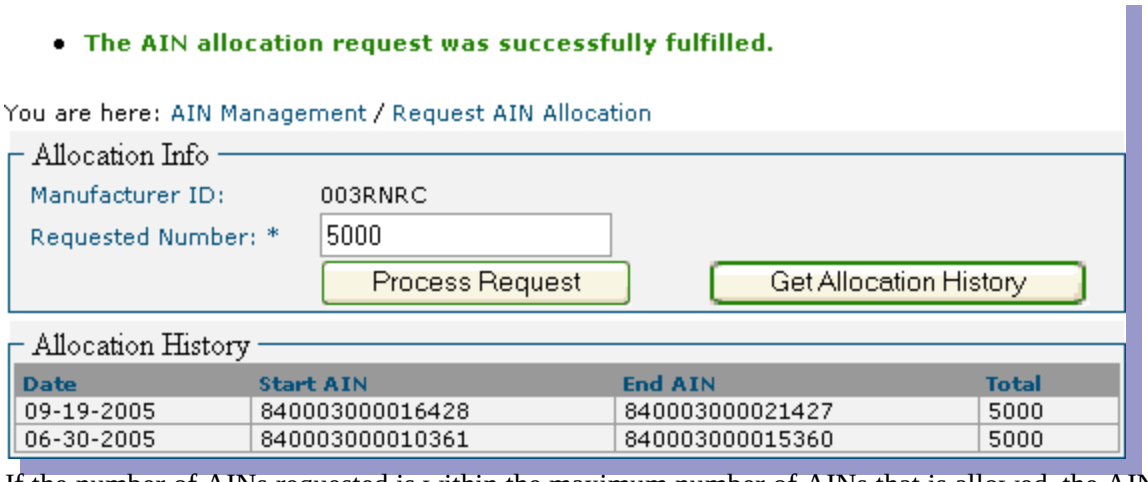
To display how many and which AINs have been previously allocated to the entity, click on the Get Allocation History button.



The Allocation History section will display the dates that AINs were allocated, the beginning and ending AINs of the series that were allocated, and the total number of AINs in the allocations.



To make a new AIN Allocation request, type in the number of AINs desired in the Requested Number field. Then click on the Process Request button.



If the number of AINs requested is within the maximum number of AINs that is allowed, the AIN Allocation request will be processed. The AINs will be added to the Allocation History table, showing the date of the request, the beginning and ending AINs of the series that were allocated, and the total number of AINs in the allocation.

If no number is entered in the Requested Number field, the following error message will be displayed:

- **Requested Number must be greater than 0 and not null.**

Report AIN Shipment

When to Use

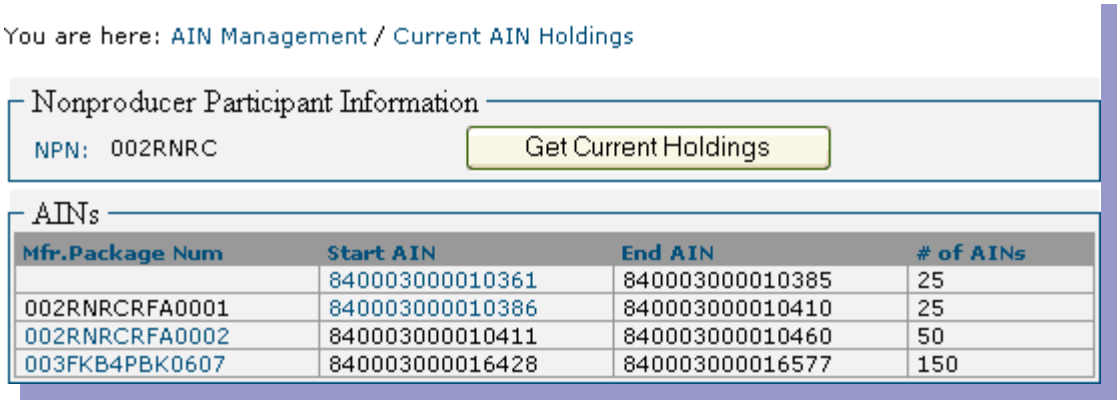
Whenever AINs are shipped from your entity to a Producer Premises or to a Nonproducer Participant, the shipment must be recorded, including the PIN/NPN of the recipient of the AINs, and which AINs have been shipped. Failure to report the shipment violates the agreement with USDA and will result in a broken event. *(See the Fix AIN Broken Events section.)*

Note: It is the responsibility of the NPN that has possession of the AIN tags to report its shipment and/or delivery. It is also the responsibility of the AIN tag manufacturer, when recording the first shipment and AINs, to indicate which type of tag (product name) the AINs have been applied to.

Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4			

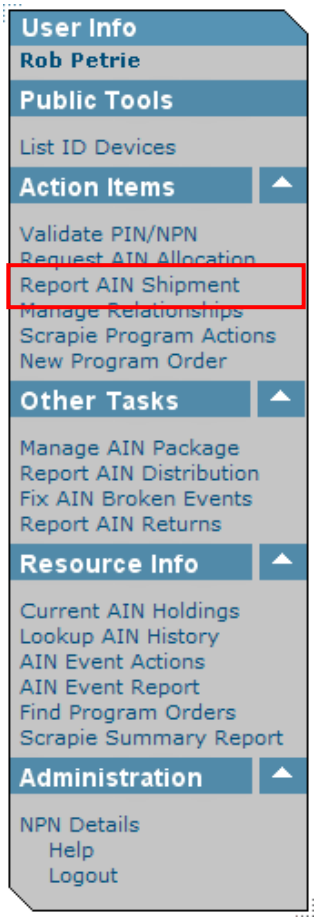
Performing the Action

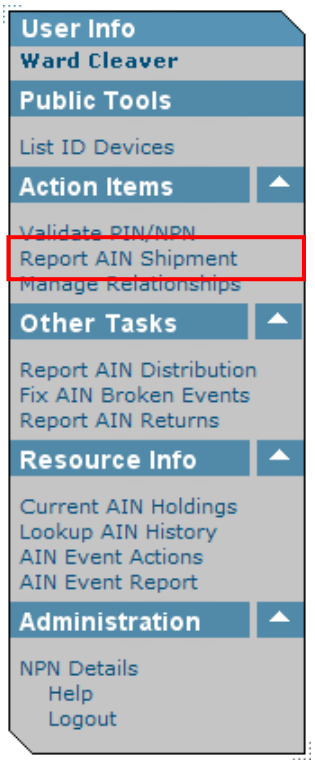


Note: AIN tag manufacturers, managers, and resellers can only ship AINs which are in their possession. You can identify these AINs by viewing the Current AIN Holdings screen. The Current AIN Holdings screen displays which AINs are in your possession and can therefore be shipped by you to a Producer Premises or to a Nonproducer Participant. *(See the Current AIN Holdings section.)*

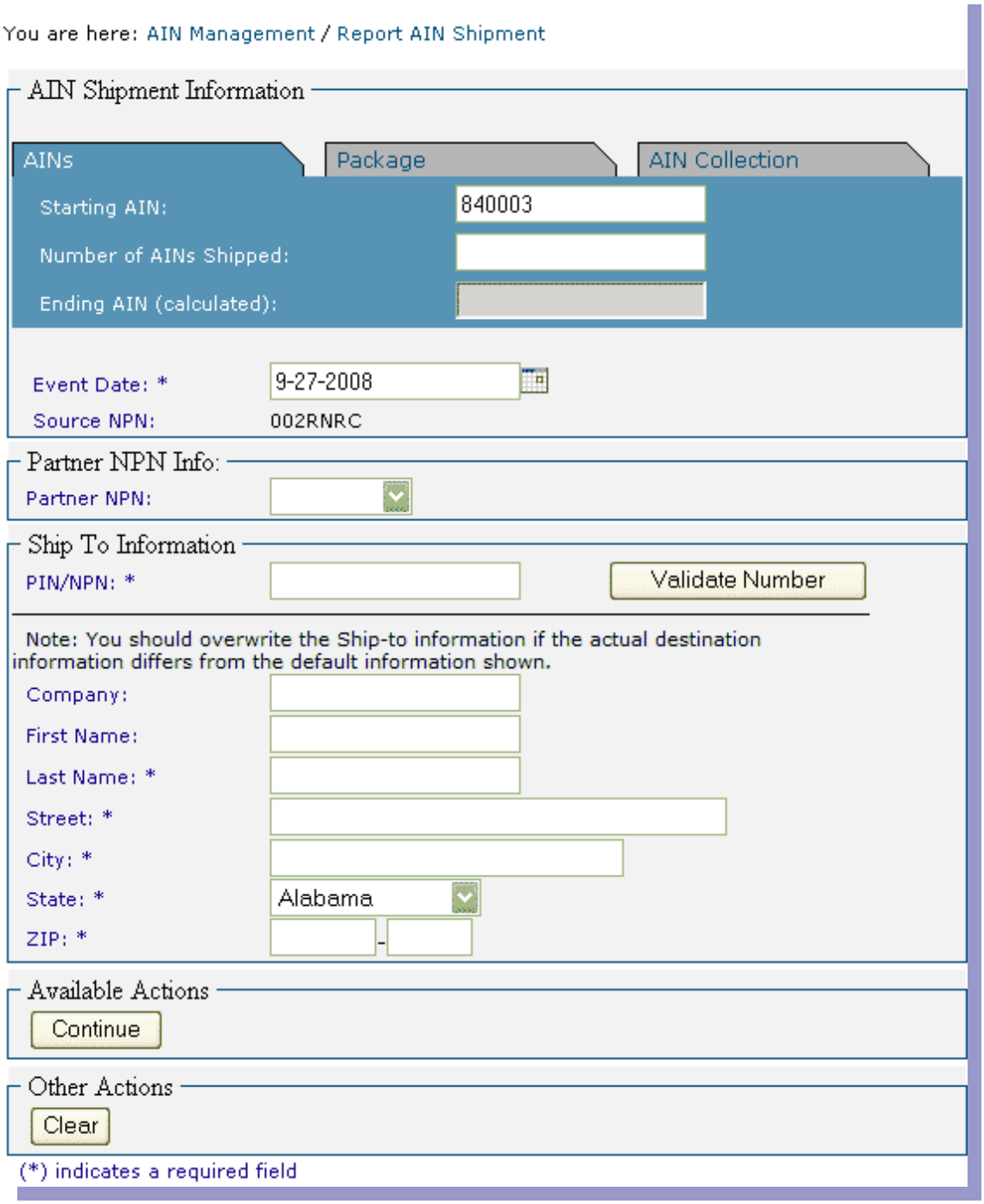
Report AIN Shipment from the Menu

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*





To report a shipment of AINs, click on Report AIN Shipment.



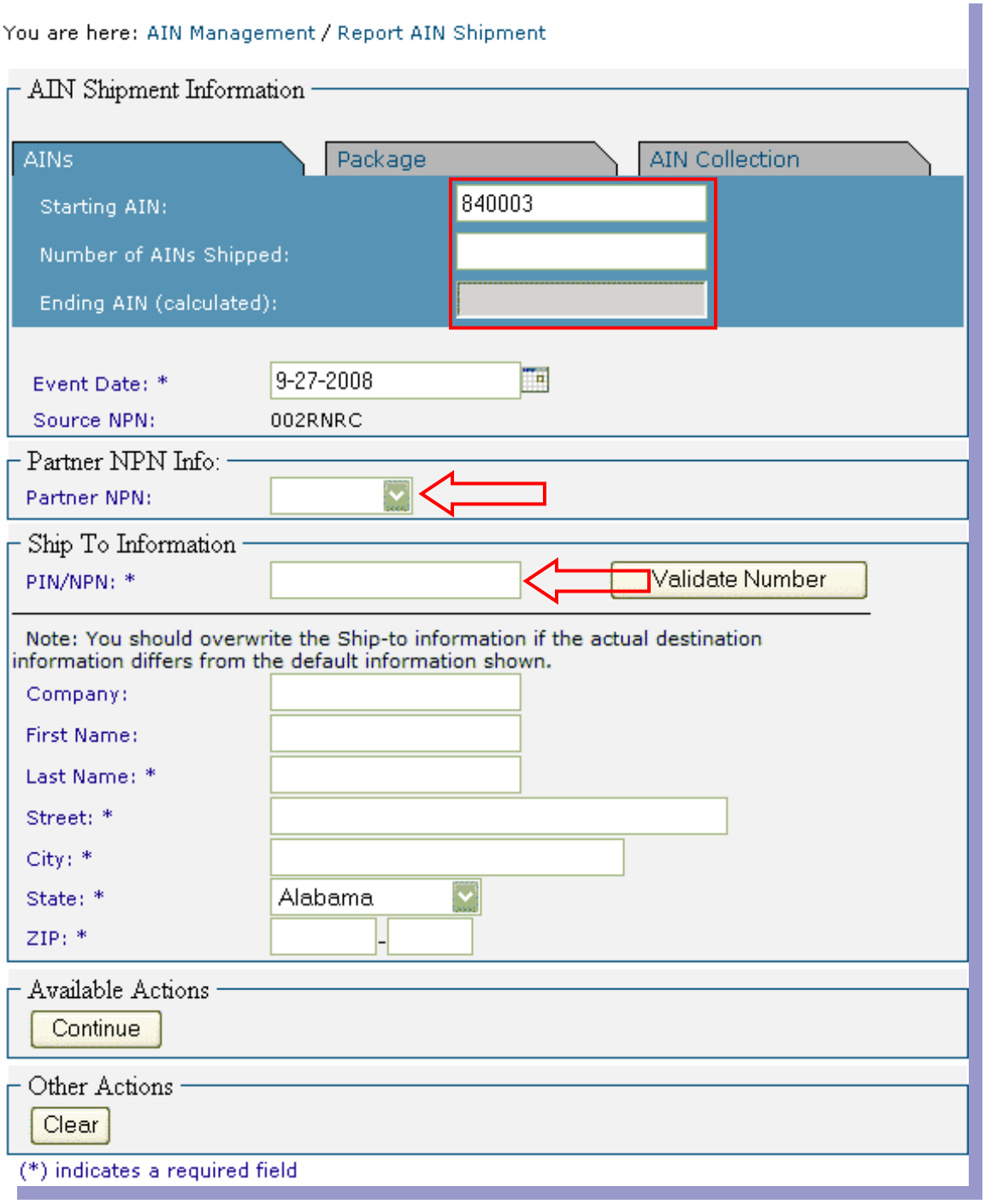
The Report AIN Shipment screen will be displayed.

There are three ways to enter which AINs you are reporting as shipped, indicated by the three tabs at the top of the AIN Shipment Information section: AINs, Package, and AIN Collection.

- "AINs" is for recording shipments of consecutive numbers, and which can be reported with a start and an end number.
- "Package" is for recording shipments of AINs which have been combined in a package at the manufacturer's facility.

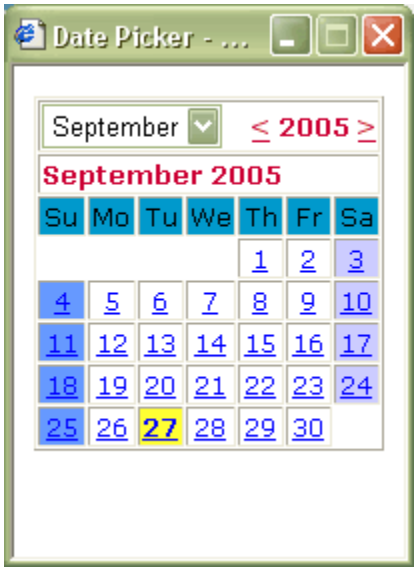
- "AIN Collection" is for recording shipments of non-consecutive numbers. These numbers must be listed individually and/or as ranges of numbers.

Shipping AINs



With the AINs tab selected, you will need to enter the range of AINs you are shipping. To record AINs, type in the first AIN in the Starting AIN field. The AIN will begin with 840003. Type in the number of

AINs being shipped in the Number of AINs Shipped field. The Ending AIN will be automatically calculated.



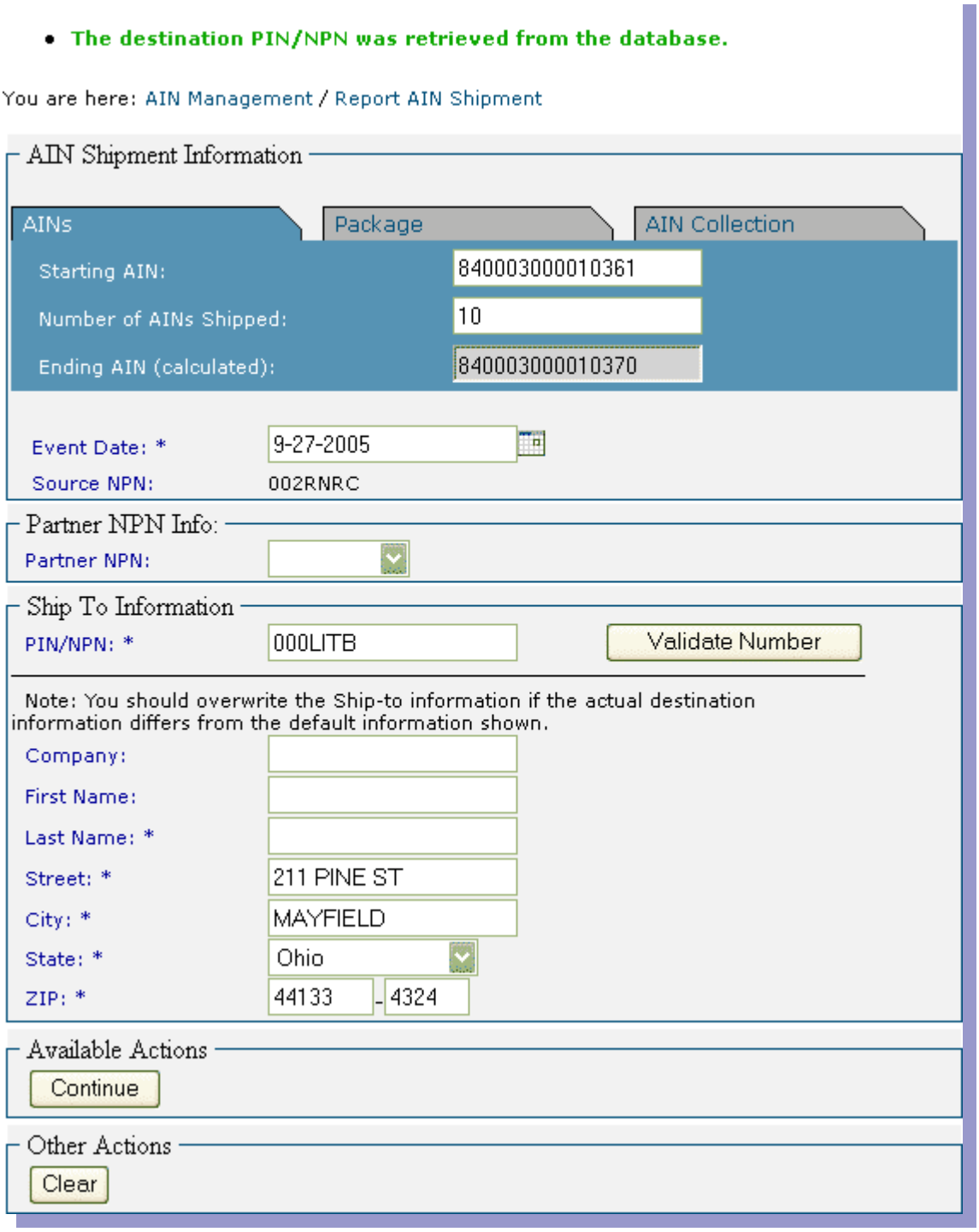
The Event Date will default to today's date. Type in the shipping date in the Event Date field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.

Note: You may choose a date earlier than today's date, but you may not choose a date later than today's date.

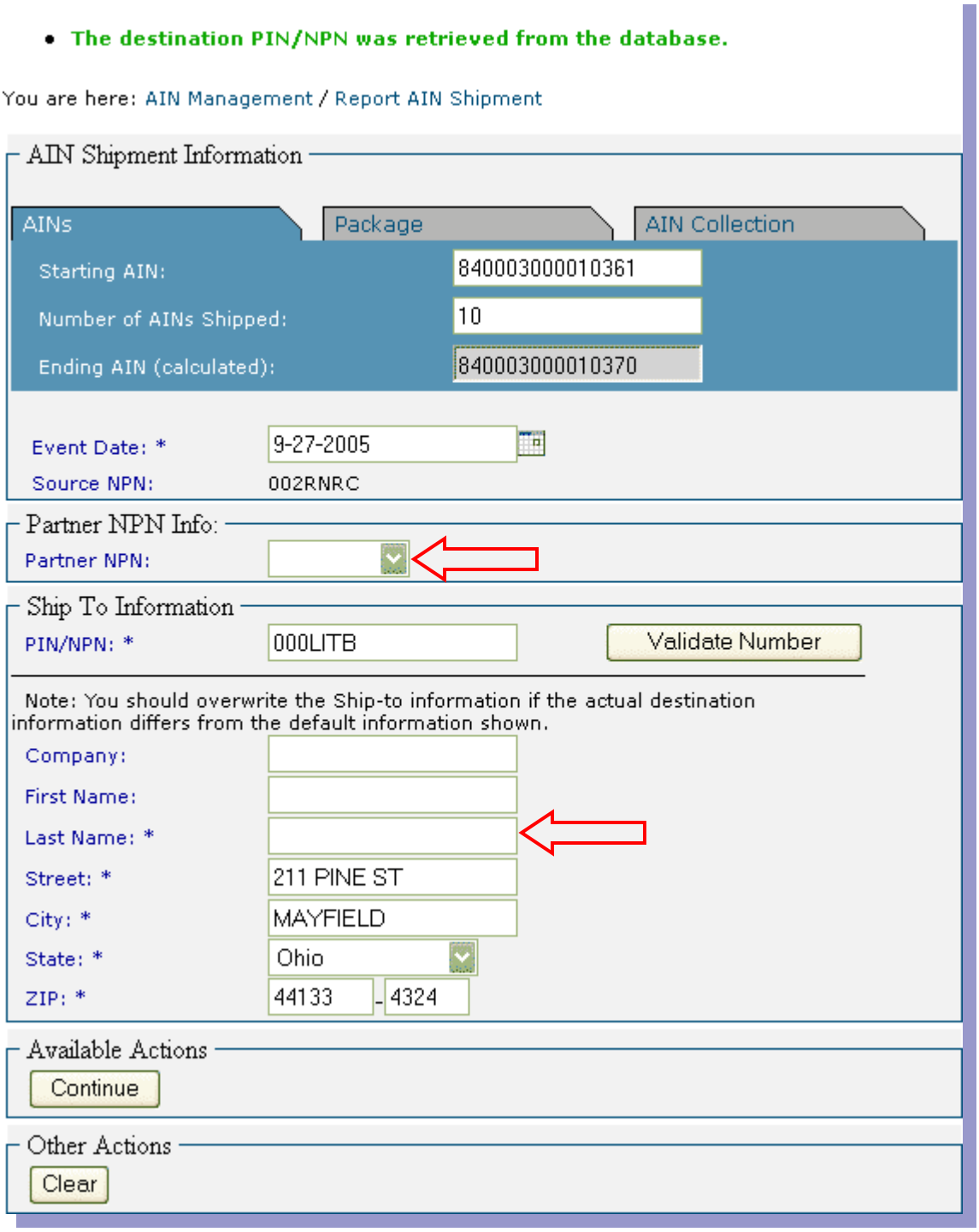
If AINs are being shipped for an order taken by another NPN, select the NPN of the entity which took the order from the Partner NPN dropdown menu. Selecting a Partner NPN indicates that the partner was responsible for validating the ship-to PIN/NPN for the order.

Type in the PIN of the Producer Premises or the NPN of the Nonproducer Participant to which the AINs are being shipped. Then click on the [Validate Number] button to validate the PIN or the NPN.

Note: The NPN that obtains the AIN tag order, or who is the direct contact with the Producer Premises or NPN, is responsible for validating the PIN or NPN (see Validate PIN/NPN section). The validated PIN or NPN is to be provided by this entity (referred to as the Partner) to the NPN that actually makes the shipment of the AINs. In this case, typing in the ship-to PIN/NPN provides a second opportunity to validate the PIN or NPN. The address, city, and state information is automatically filled in the appropriate fields for consideration when completing the shipment report.

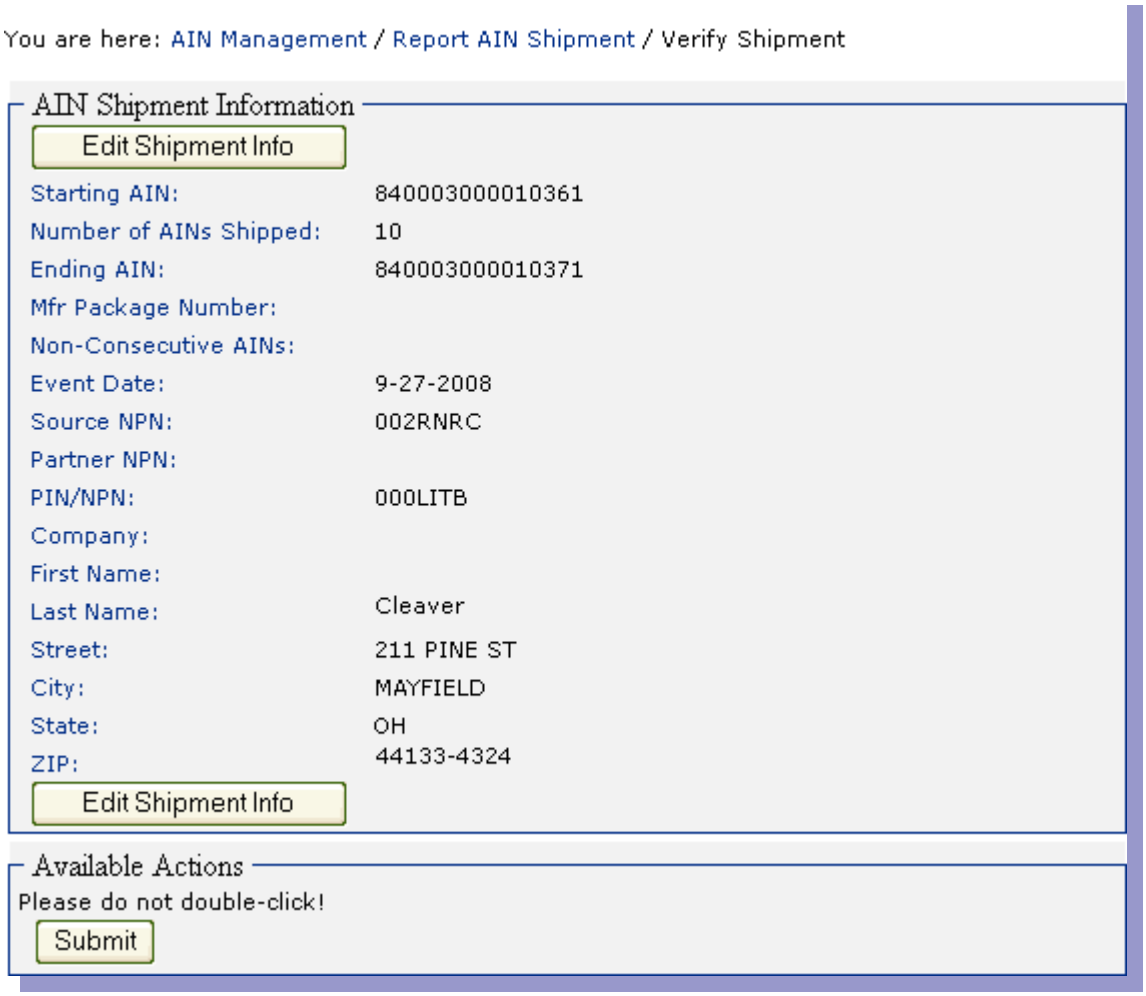


If the PIN or NPN is a valid ID, address information for the Producer Premises or Nonproducer Participant will be entered into the appropriate fields.



If you are shipping AINs on behalf of another entity (an entity with which you have established a relationship – *see Manage Relationships section*), select the entity from the Partner NPN dropdown menu. This will report that the partner is responsible for verifying that the Ship To PIN/NPN is correct.

Type in the contact's Last Name. Then click on the Continue button. The shipment will be recorded in the next step – Verify Shipment.



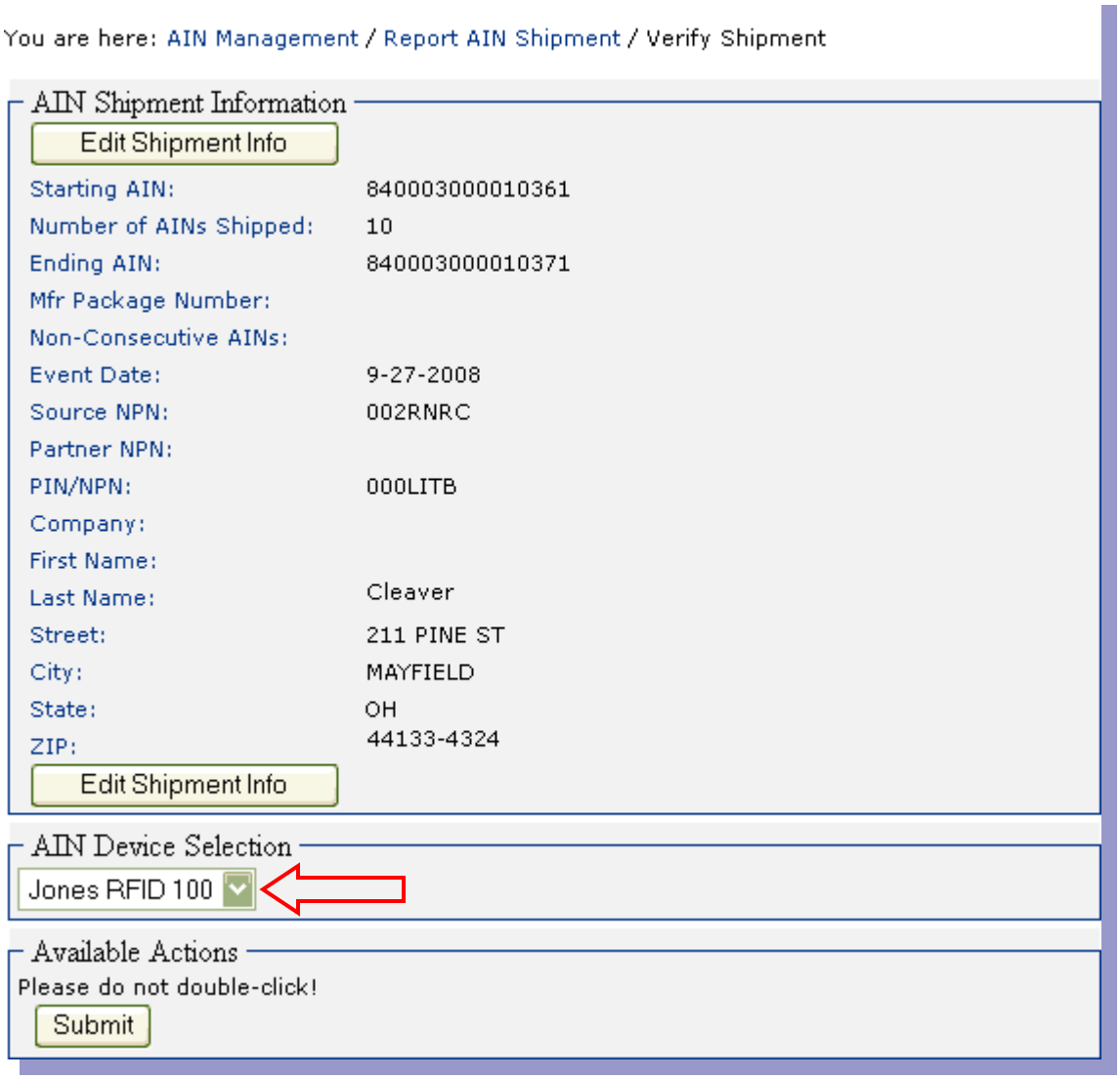
The Verify Shipment screen will be displayed.

If you are a Nonproducer Participant—

If the ship to information is different from the PIN or NPN address (this would be the case, for example, if AINs are shipped to a business office which is located at a different address than the farm or ranch), if the ship-to PIN/NPN is incorrect, or if the wrong AINs were entered, click on the Edit Shipment Info button to make corrections. If the shipment information is correct, click on the Submit button.

If you are an AIN tag manufacturer—

AINs cannot be shipped from an AIN tag manufacturer unless they are applied to AIN ID tags. Since there are no AIN Products to select on this screen, notify the System Administrator in Riverdale, MD, to determine the status of AIN Product Codes and Names.

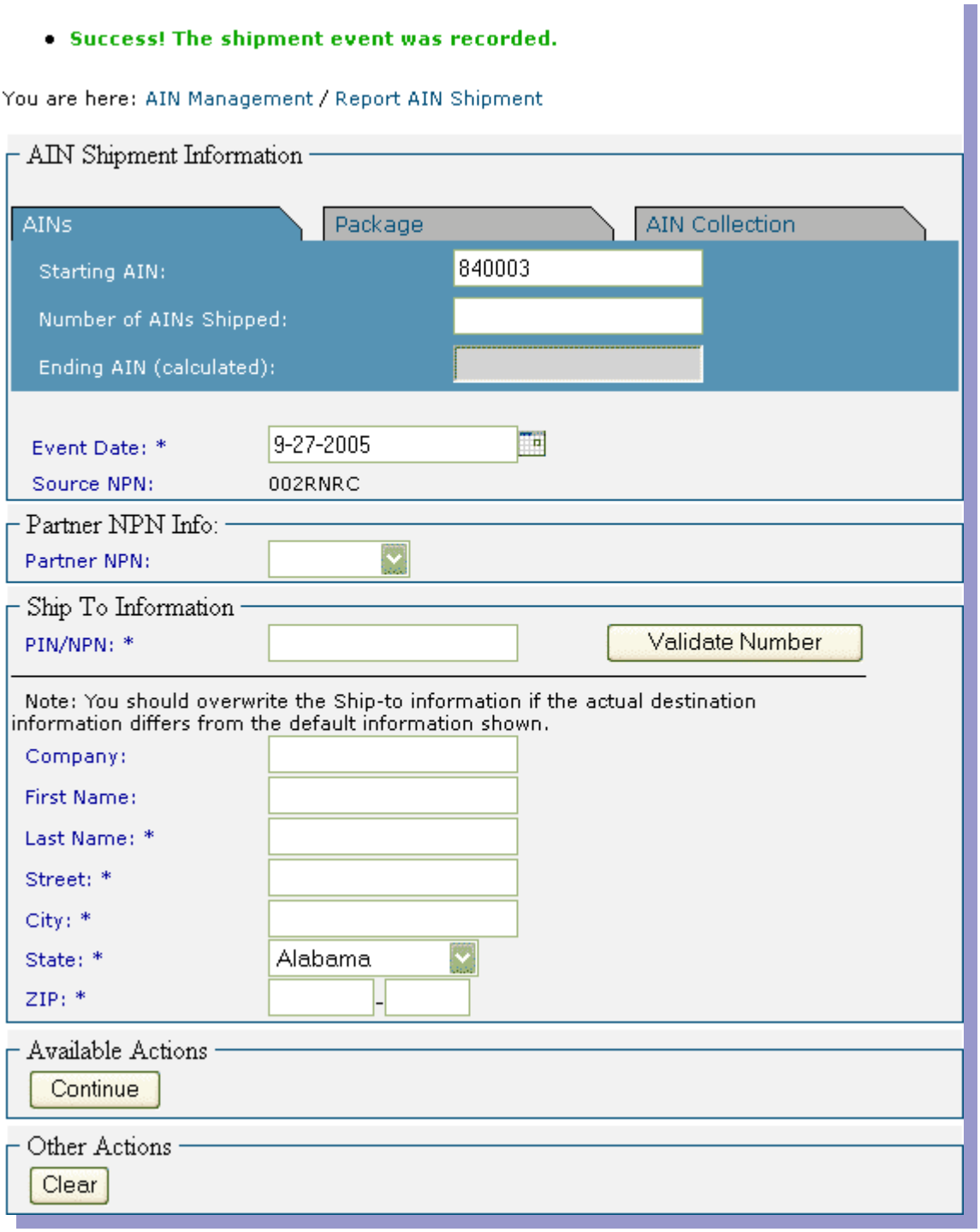


If you are an AIN tag manufacturer—

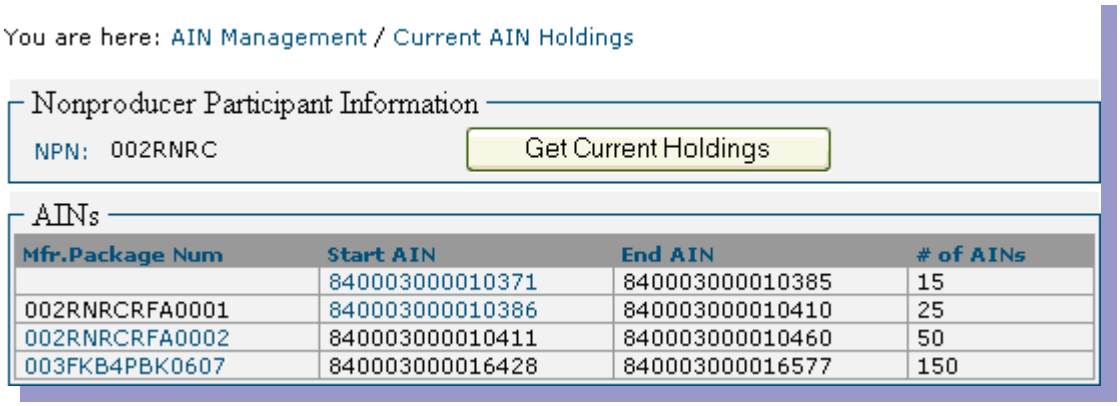
When AIN product names are assigned to your NPN, you will be able to select the product to which you are applying the AINs. Select the appropriate AIN product name from the AIN Device Selection drop-down menu.

If there are errors in the shipment information, click on the Edit Shipment Info button to make corrections. If the shipment information is correct, click on the Submit button.

Note: The AIN Device Selection section will not be displayed unless the source NPN is an active AIN tag manufacturer, and the AINs have been allocated but not previously shipped.



After you submit the AIN Shipment Report, the AIN Shipment will be recorded, and the Report AIN Shipment screen will again be displayed so you can report additional shipments.

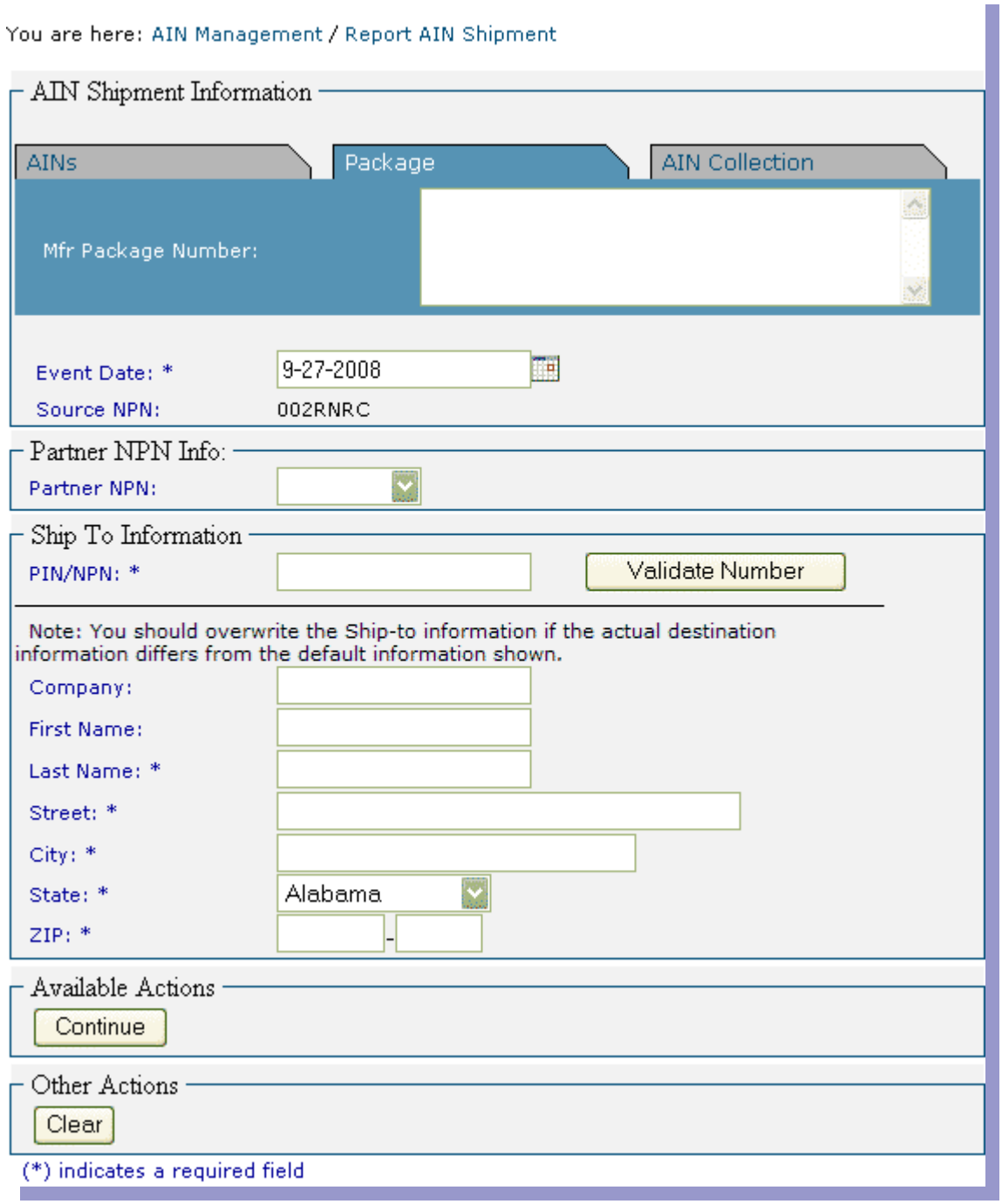


Mfr.Package Num	Start AIN	End AIN	# of AINs
	840003000010371	840003000010385	15
002RNRCRFA0001	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

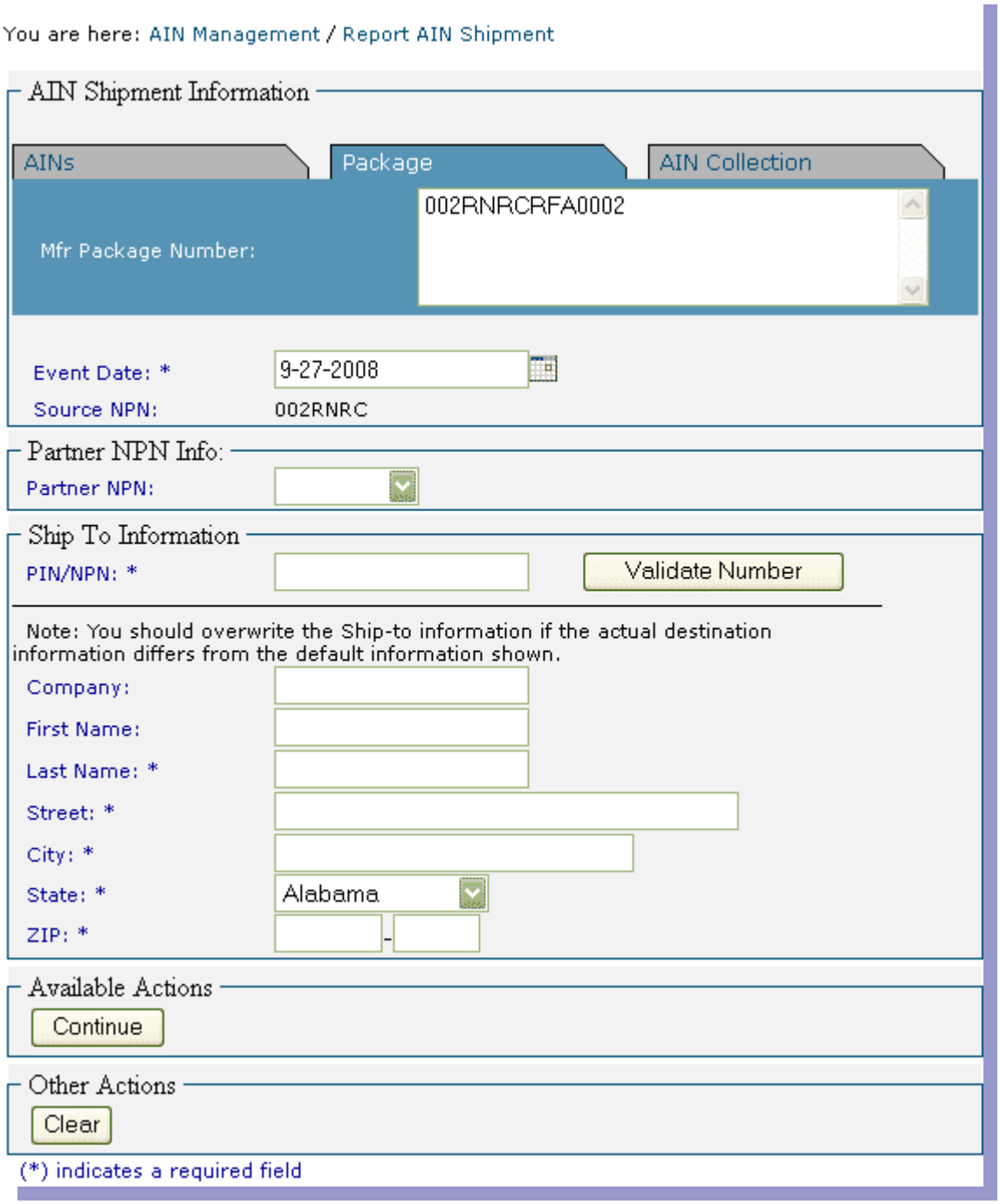
After the shipment is recorded, your Current AIN Holdings screen will show that the shipped AINs are no longer in your possession.

Shipping Packages

Note: Only AIN tag manufacturers can create a package. AIN tag managers and resellers will report the shipment of packages when applicable.



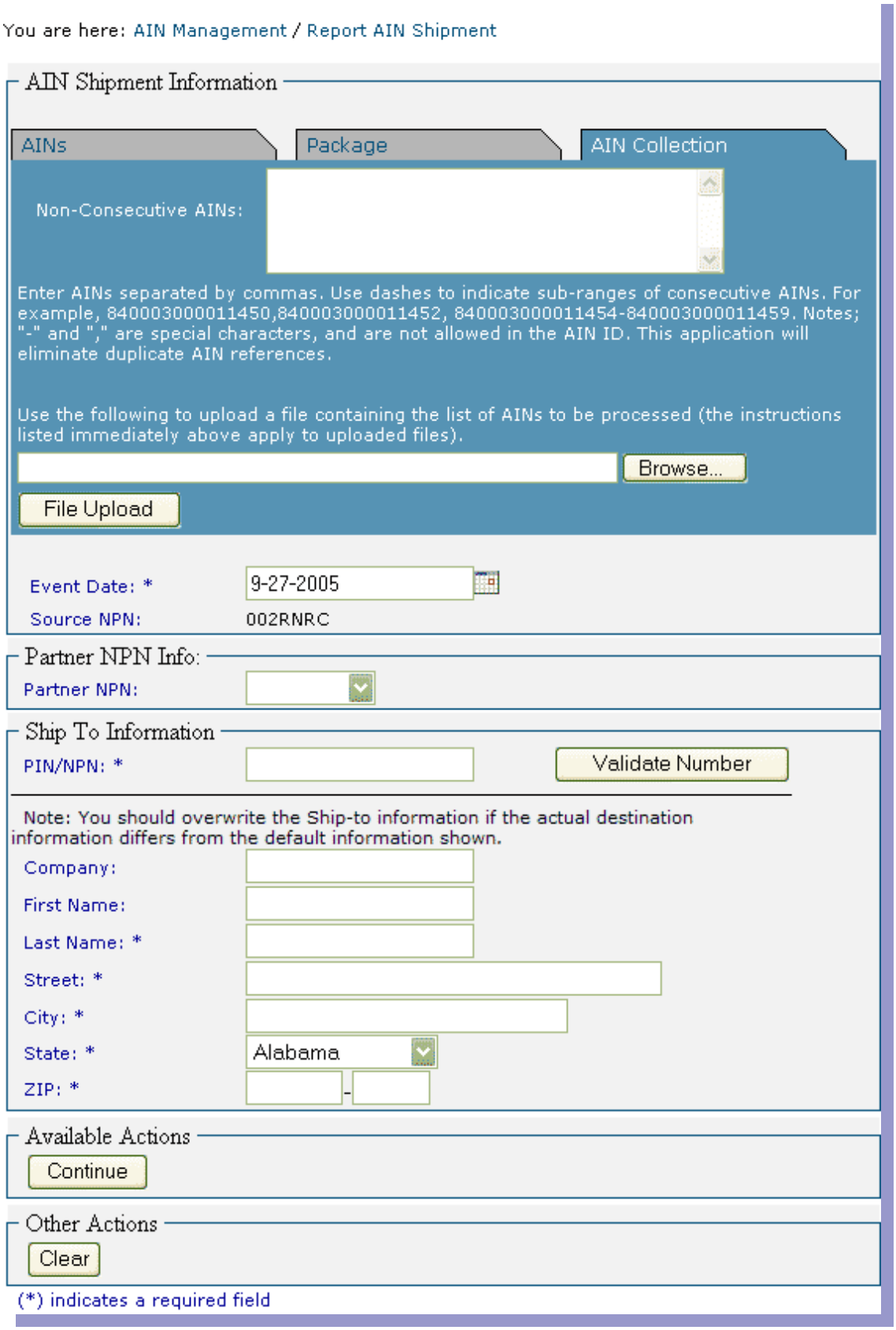
Clicking on the Package tab to report the shipment of a package of AINs will display this screen.



Type the package number in the Mfr Package Number field.

Complete the reporting process by following the steps for shipping AINs above.

Shipping AIN Collections


You are here: AIN Management / Report AIN Shipment
AIN Shipment Information
AINs
Package
AIN Collection
Non-Consecutive AINs:
Enter AINs separated by commas. Use dashes to indicate sub-ranges of consecutive AINs. For example, 840003000011450,840003000011452, 840003000011454-840003000011459. Notes; "-" and "," are special characters, and are not allowed in the AIN ID. This application will eliminate duplicate AIN references.
Use the following to upload a file containing the list of AINs to be processed (the instructions listed immediately above apply to uploaded files).
Browse...
File Upload
Event Date: *
9-27-2005
Source NPN:
002RNRC
Partner NPN Info:
Partner NPN:
Ship To Information
PIN/NPN: *
Validate Number
Note: You should overwrite the Ship-to information if the actual destination information differs from the default information shown.
Company:
First Name:
Last Name: *
Street: *
City: *
State: *
Alabama
ZIP: *
Available Actions
Continue
Other Actions
Clear
(*) indicates a required field

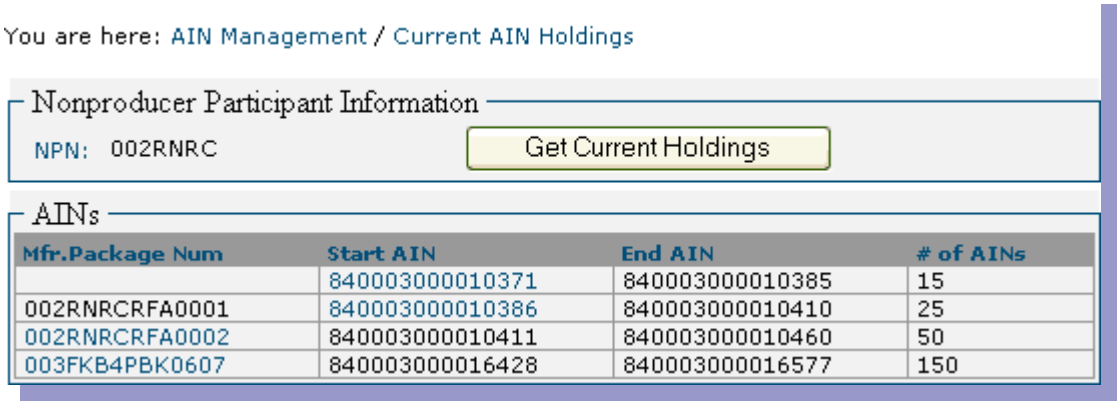
Clicking on the AIN Collection tab to report the shipment of a collection of non-consecutive AINs will display this screen.

Type the AINs being shipped in the Non-Consecutive AINs field. Indicate a series of AINs with a hyphen, and separate AINs and series of AINs with a comma.

Alternately, you can upload a file containing the non-consecutive AINs being shipped. Click on the [Browse...] button, select the file containing the AINs being shipped, then click the [File Upload] button. The file should be a text (.txt) file, and the AINs in the file should follow the same rules as for entering AINs manually.

Complete the reporting process by following the steps for shipping AINs above.

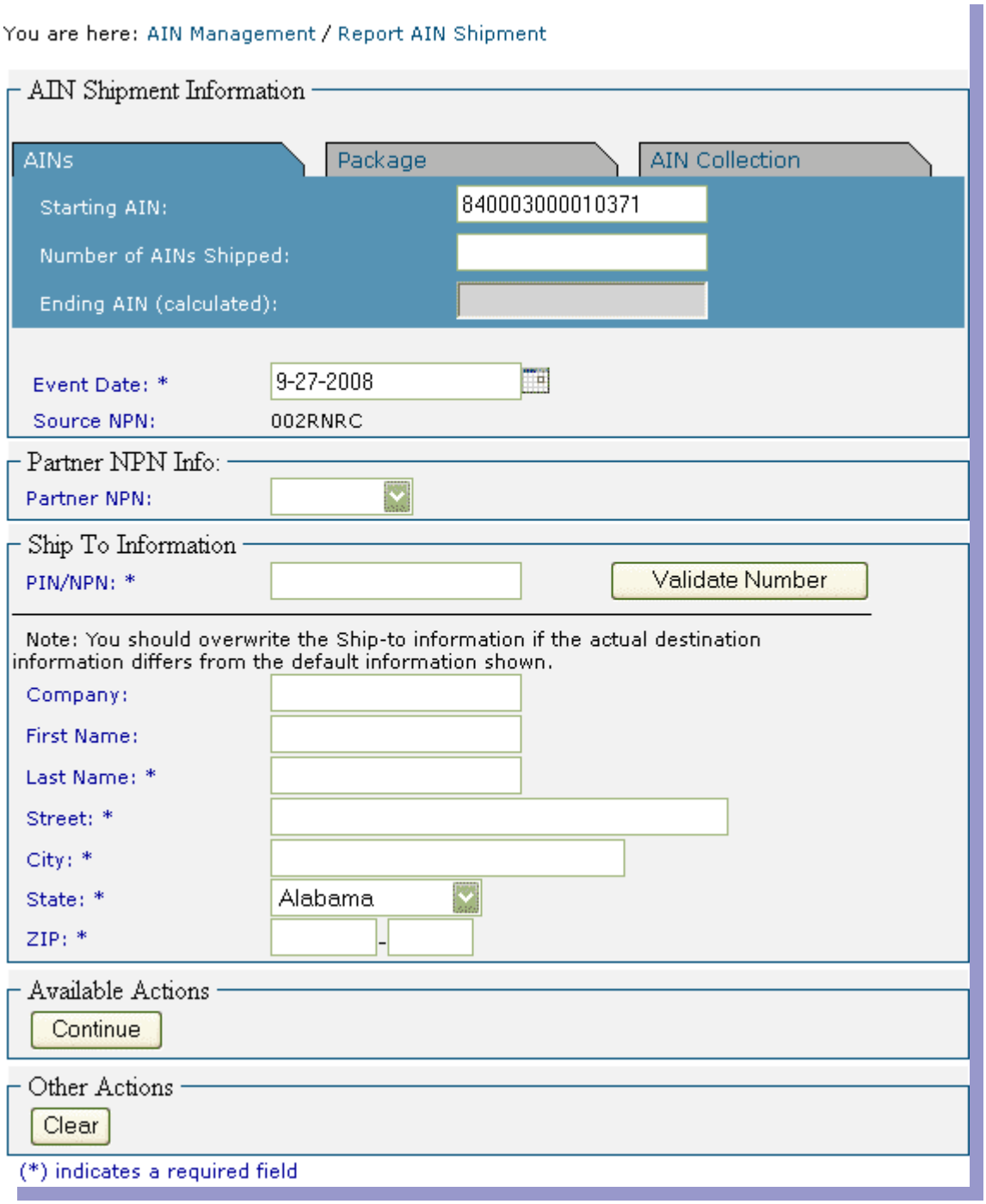
Report AIN Shipment from Current AIN Holdings



Mfr.Package Num	Start AIN	End AIN	# of AINs
	840003000010371	840003000010385	15
002RNRCRFA0001	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

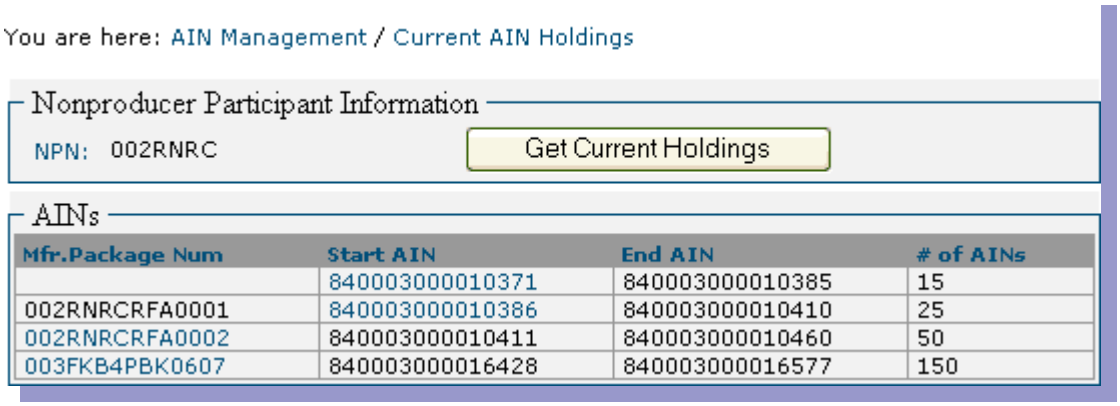
You can report an AIN shipment from the Current AIN Holdings screen.

To report a shipment of AINs, click on the Start AIN link for the AINs you want to ship.



The AINs tab of the Report AIN Shipment screen will be displayed and the Start AIN that you clicked on in the Current AIN Holdings screen will be entered in the Starting AIN field.

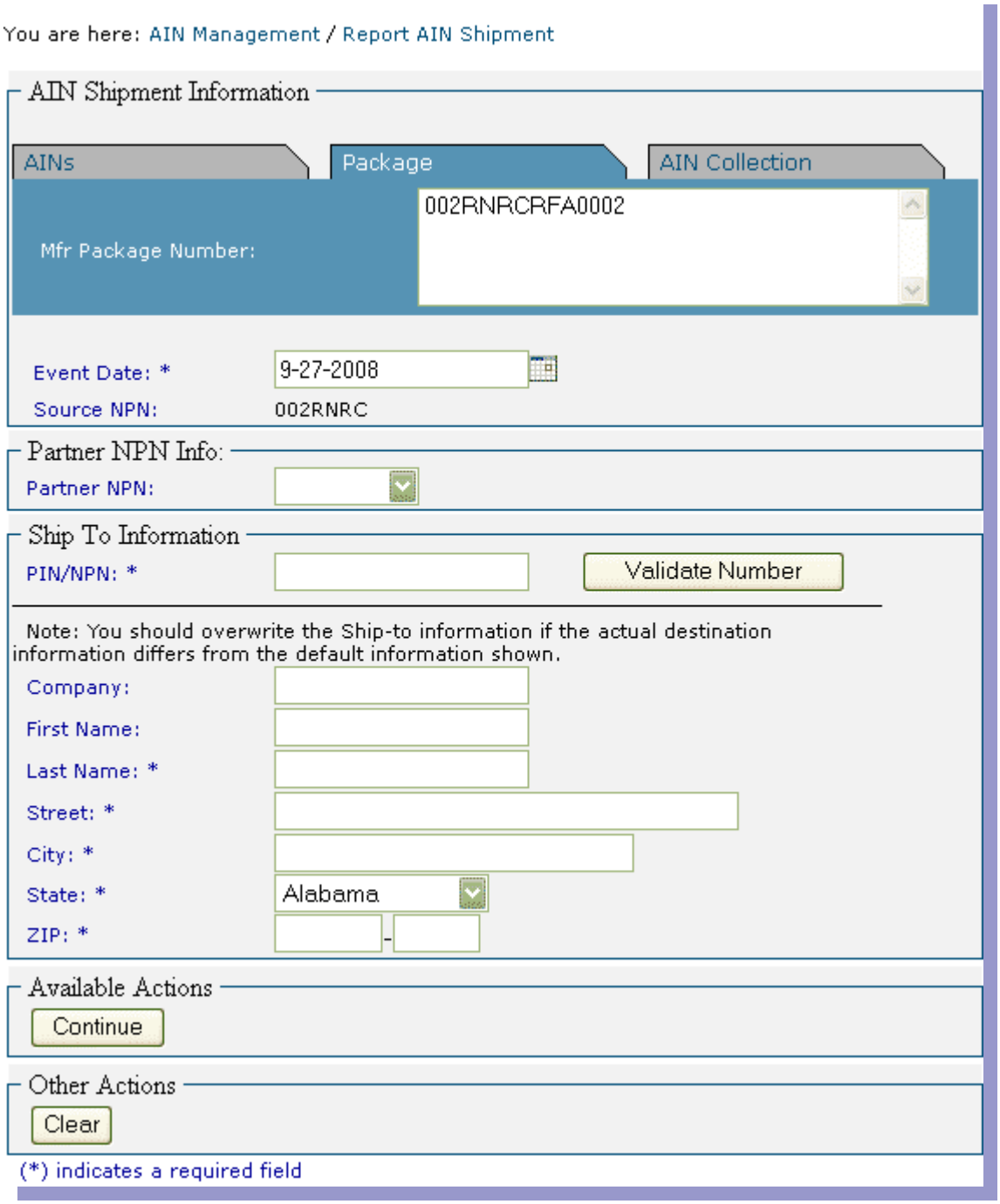
Complete the reporting process by following the steps for shipping AINs above.



Mfr.Package Num	Start AIN	End AIN	# of AINs
	840003000010371	840003000010385	15
002RNRCRFA0001	840003000010386	840003000010410	25
002RNRCRFA0002	840003000010411	840003000010460	50
003FKB4PBK0607	840003000016428	840003000016577	150

You can also report a package shipment from the Current AIN Holdings screen.

To report a shipment of a package of AINs, click on the Mfr. Package Num link for the package of AINs you want to ship.

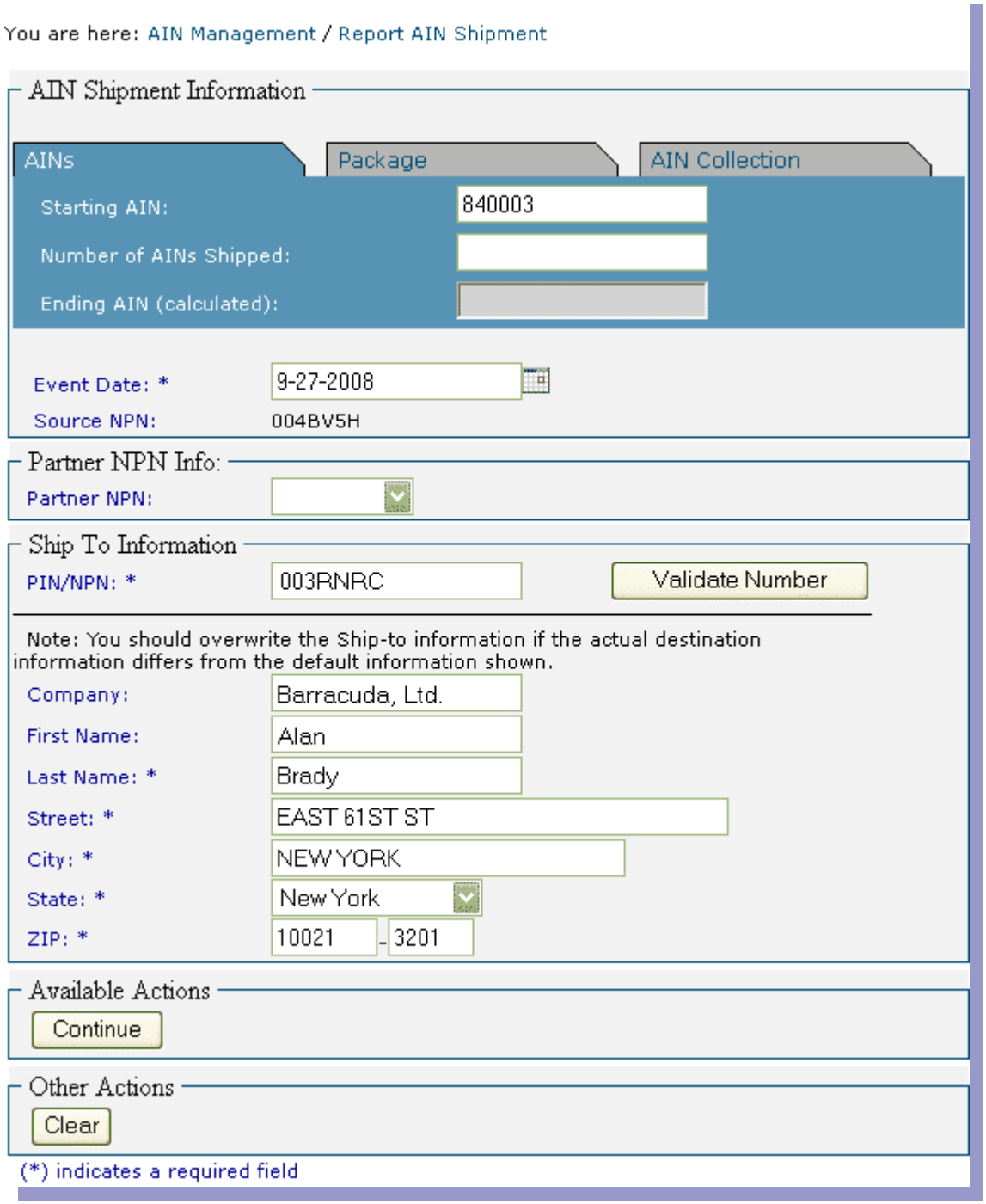


The Package tab of the Report AIN Shipment screen will be displayed and the Mfr. Package Num that you clicked on in the Current AIN Holdings screen will be entered in the Mfr. Package Number field. Complete the reporting process by following the steps for shipping AINs above.

Report AIN Shipment from Validate PIN/NPN

You can report an AIN shipment from the Validate PIN/NPN screen.

To report a shipment of AINs, click on the Ship AINs to This PIN/NPN link.



The AINs tab of the Report AIN Shipment screen will be displayed and the Ship To Information for the Producer Premises or Nonproducer Participant that was displayed in the Validate PIN/NPN screen will be entered in the appropriate fields.

Complete the reporting process by following the steps for shipping AINs above.

Report AIN Shipment from Nonproducer Participant Contact

- **The Producer Premises/Nonproducer Participant was retrieved from the database.**
- **If the Response Information is not correct, please contact your state premises registration official to make changes.**

You are here: AIN Management / Validate PIN/NPN

Request

PIN/NPN: 003RNRC

Validate Number

Response Information

PIN/NPN:	003RNRC
Street:	East 61st Street
City, State, ZIP:	NEW YORK, NY 10021-3201
Operation Description:	Nonproducer Participant

Available Actions:

Ship AINs to This PIN/NPN

Nonproducer Participant Contacts

Contact	Type	City	State	Email
Mel Cooley	Primary	New Rochelle	NY	mel.cooley@barracudaltd.com
Buddy Sorrell	Sales	New Rochelle	NY	buddy.sorrell@barracudaltd.com

You can report an AIN shipment to a Nonproducer Participant Contact, if displayed on the Validate PIN/NPN screen.

Click on the Contact link.

You are here: AIN Management / Validate PIN/NPN / Mel Cooley

Contact Information

Type:	Primary
Full Name:	Mel Cooley
Street:	148 Bonny Meadow Road
City, State, ZIP:	New Rochelle, NY 10805
Email Address:	mel.cooley@barracudaltd.com

Contact Phones

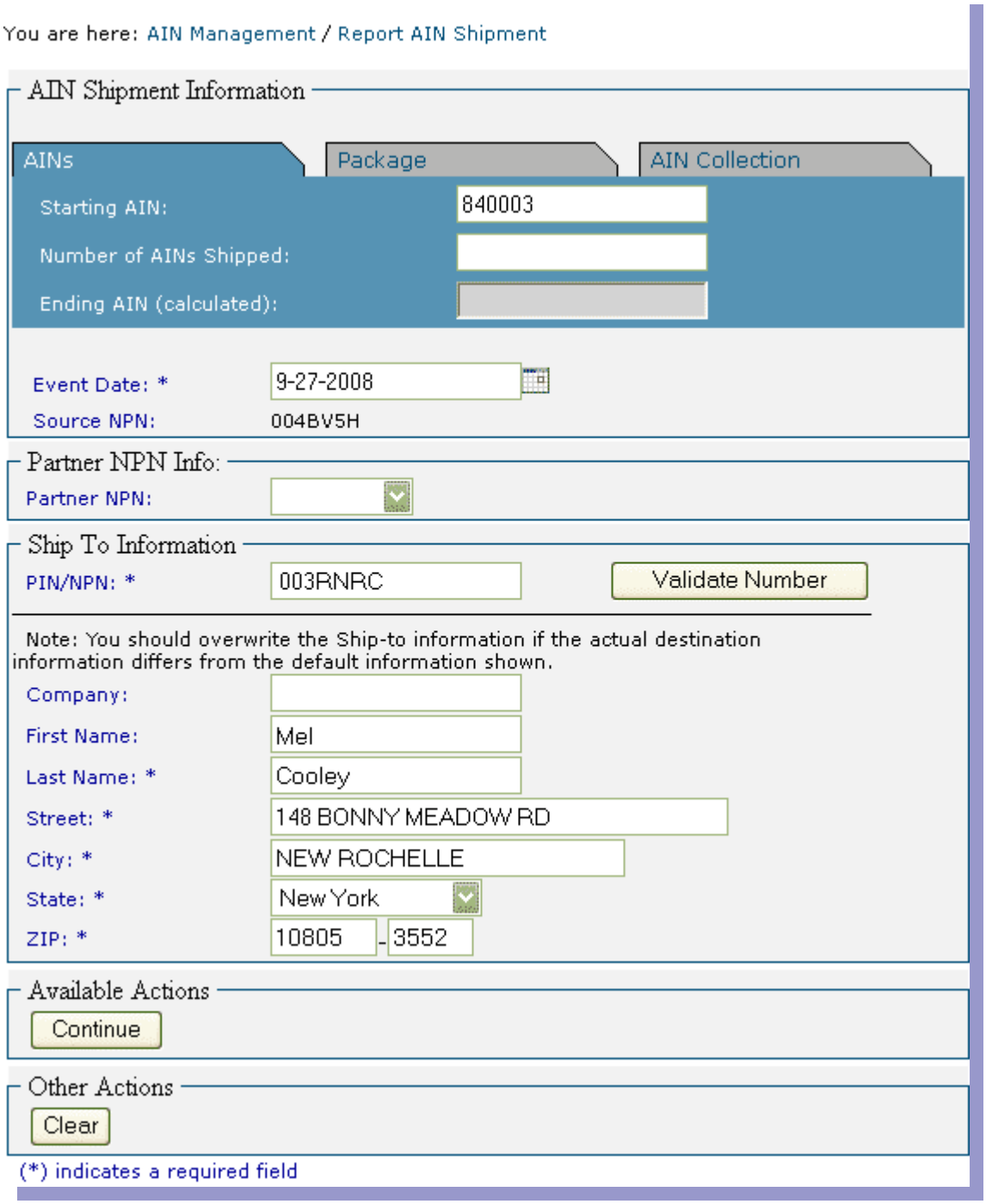
Type	Number

Available Actions:

Ship AINs to This Contact

The Contact screen will be displayed.

To report a shipment of AINs, click on the Ship AINs to This Contact link.



The AINs tab of the Report AIN Shipment screen will be displayed and the Ship To Information for the Producer Premises or Nonproducer Participant that was displayed in the Contact screen will be entered in the appropriate fields.

Complete the reporting process by following the steps for shipping AINs above.

Manage Relationships — Manager

When to Use

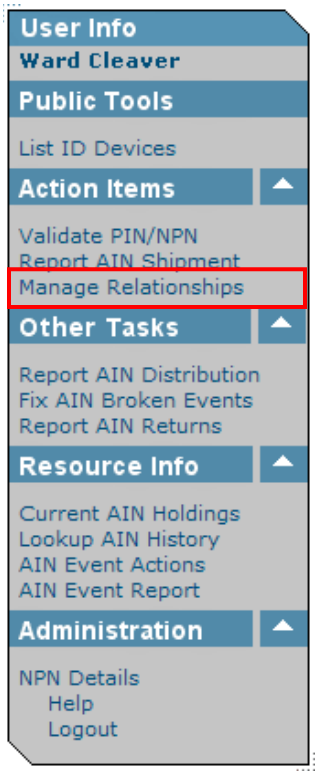
Manage Relationships is used by Managers to accept the role of AIN tag manager when they have been nominated by an AIN tag manufacturer, and to initiate a relationship with another entity as AIN tag reseller.

Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4			4				

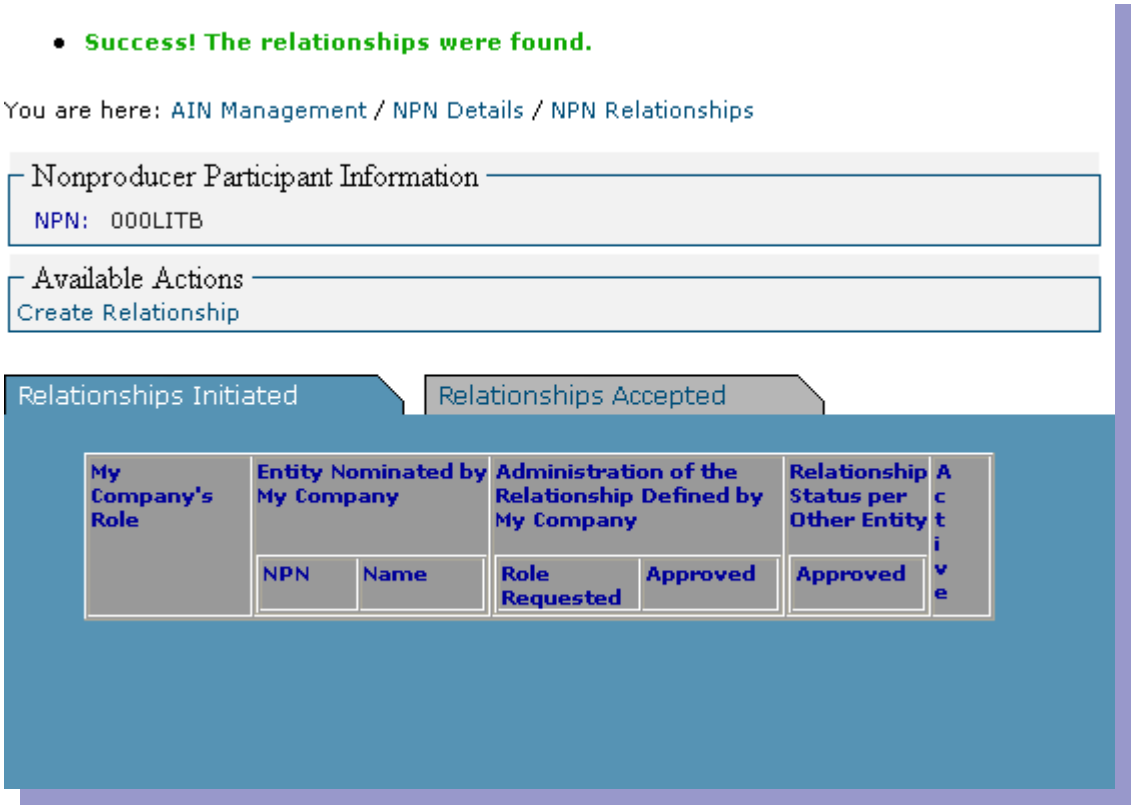
Performing the Action

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*

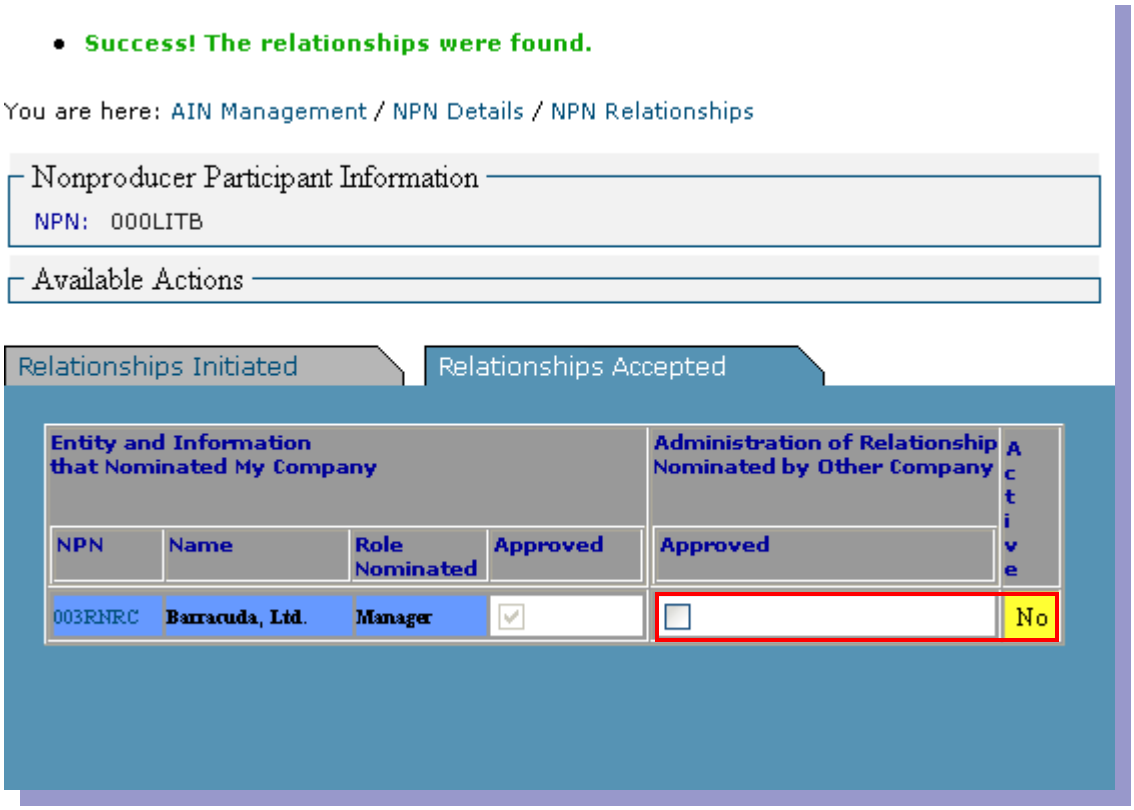


To manage relationships with other NPNs, click on Manage Relationships.

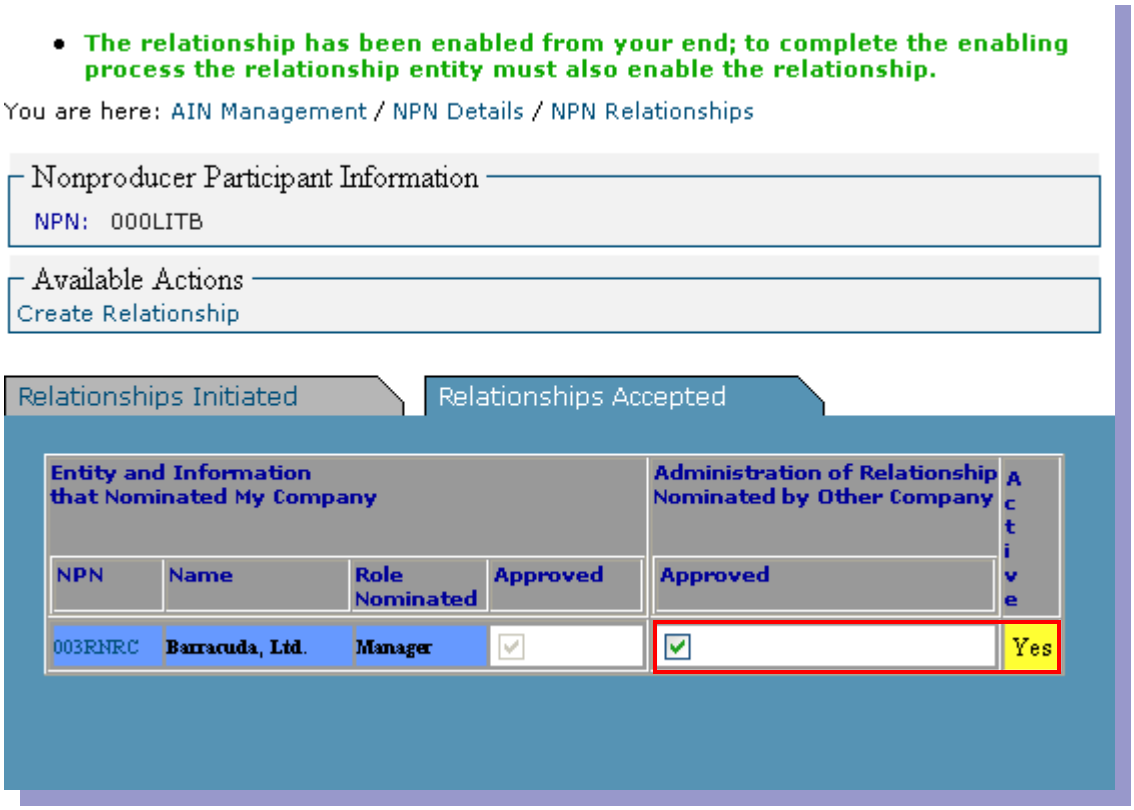
Accepting a Relationship from a Manufacturer



The NPN Relationships screen will be displayed. To accept a relationship, click on the Relationships Accepted tab.



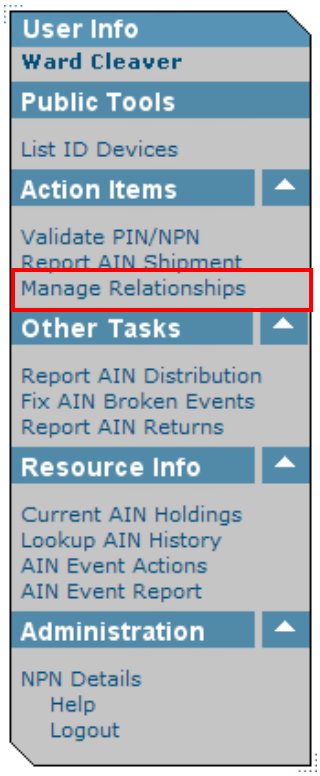
The screen shows that you have been nominated for the role of AIN tag manager. The nominating entity's NPN and Name are displayed. However, the relationship is not active until you approve the relationship.



To approve the relationship, click the Approved check box. The relationship will then be shown to be active.

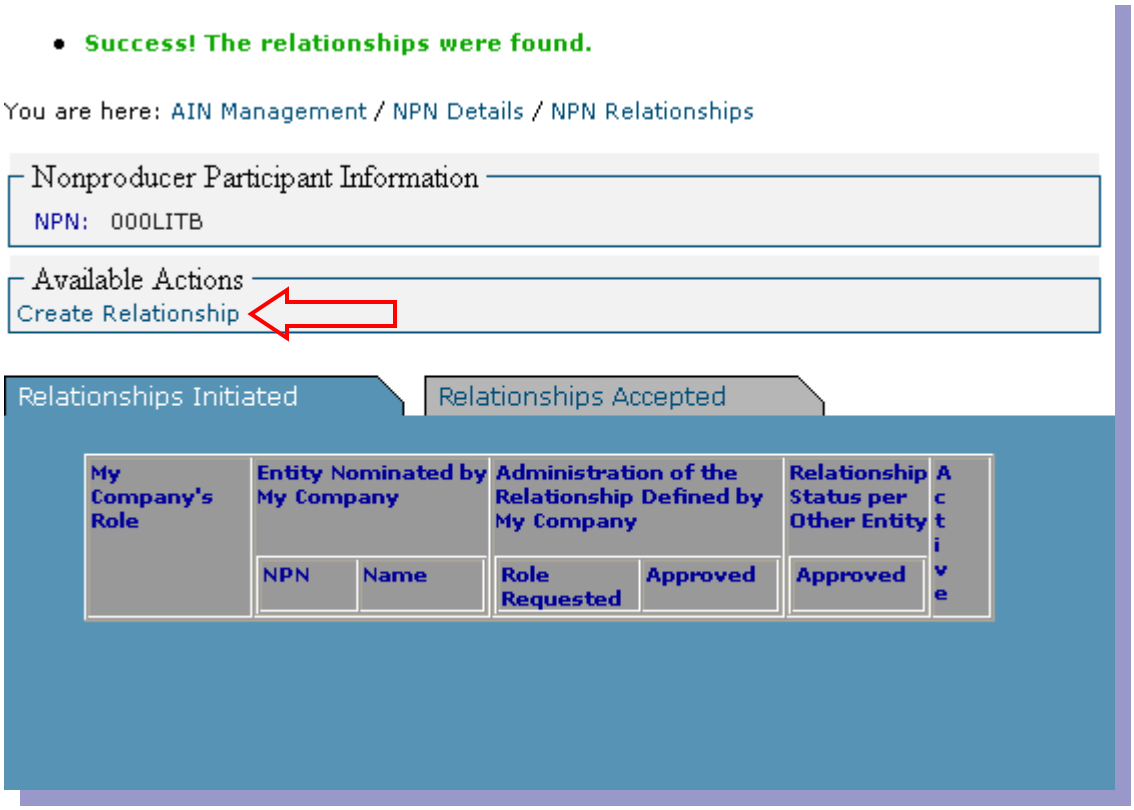
Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.

Creating a Manager-Reseller Relationship



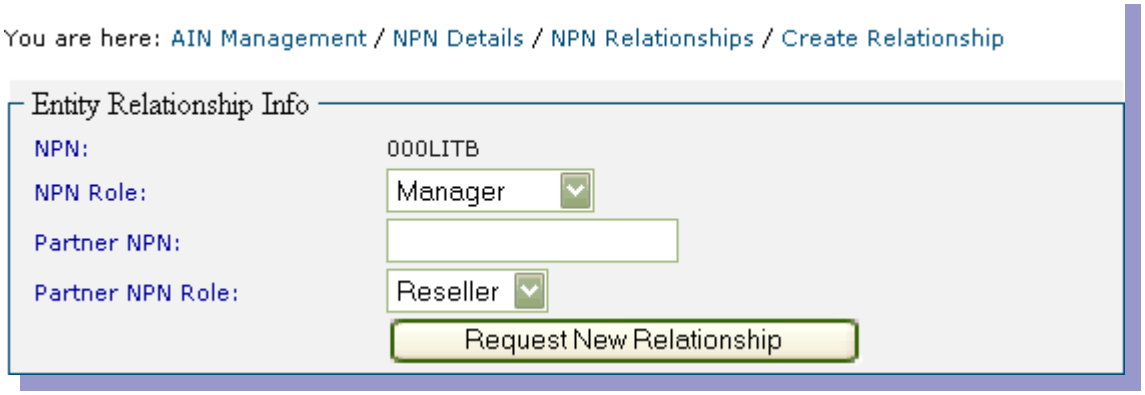
To create a manager-reseller relationship with another NPN, click on Manage Relationships.

Note: AIN tag resellers are NPN entities that have marketing agreements with AIN tag managers. They will need to provide the AIN tag manager with their NPN.



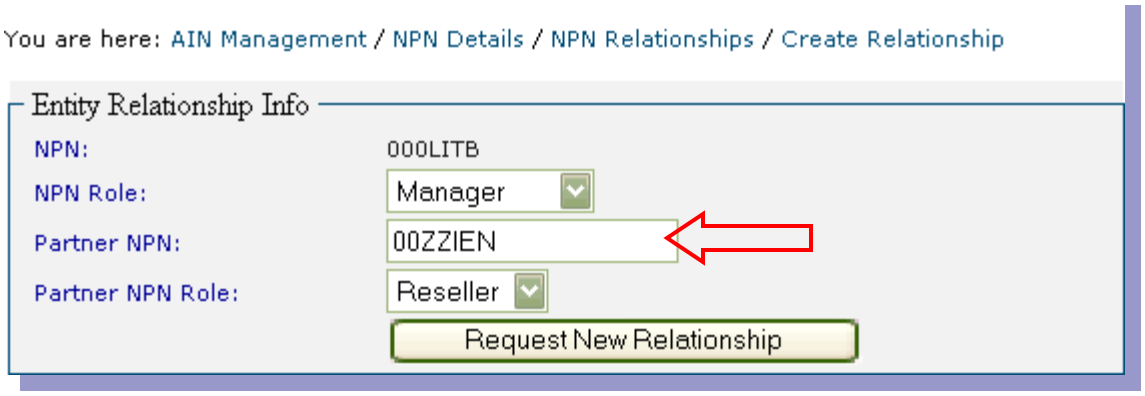
The NPN Relationships screen will be displayed. Once you have accepted a manager role from an AIN tag manufacturer, you will be able to create relationships with AIN tag resellers. To create a new relationship, click on Create Relationship.

Note: Create Relationship *will not be available until a relationship with an AIN tag manufacturer has been accepted.*

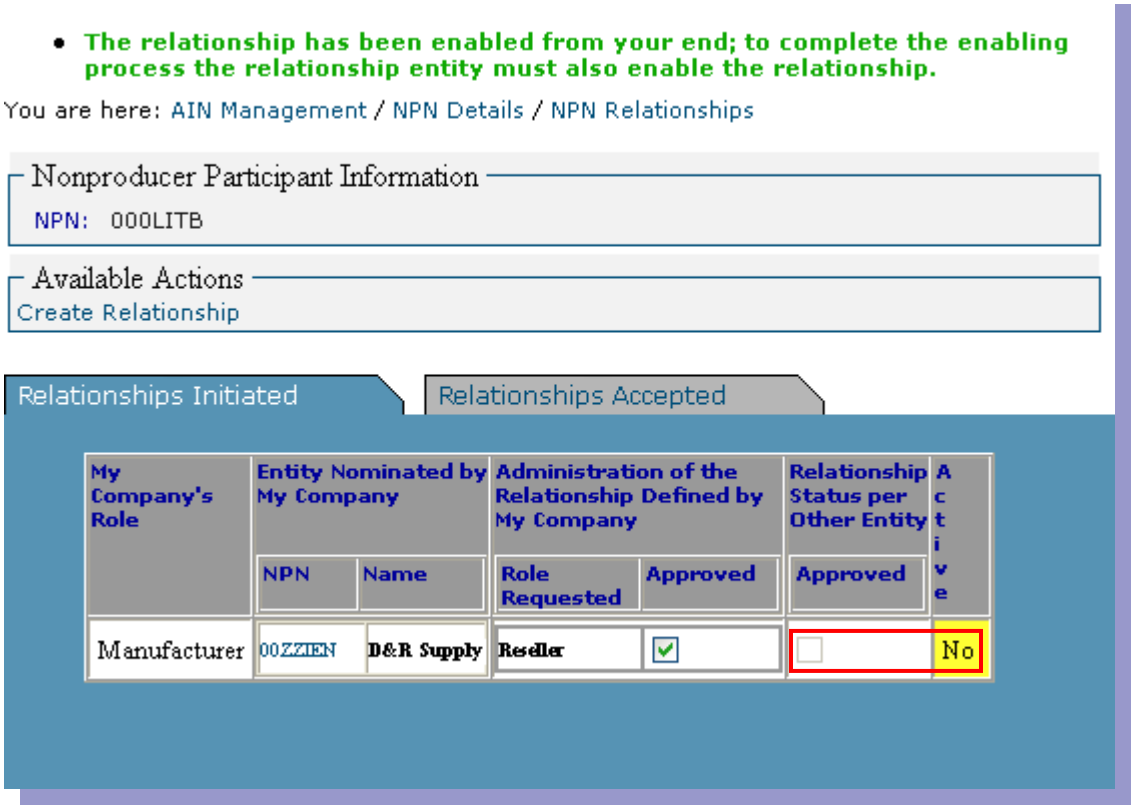


The Create Relationship screen will be displayed.

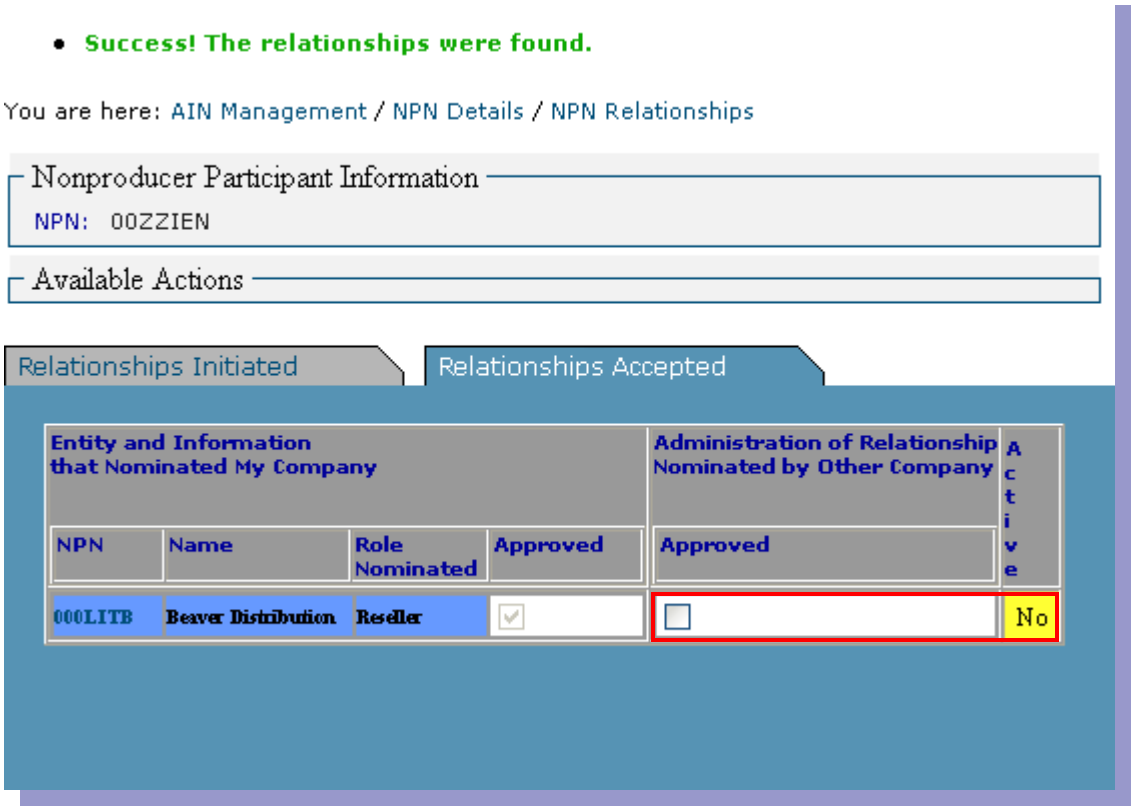
As an AIN tag manager, you will only be able to select Manager from the NPN Role drop-down menu. And, since managers can only create relationships with AIN tag resellers, your will only be able to select Reseller from the Partner NPN Role drop-down menu.



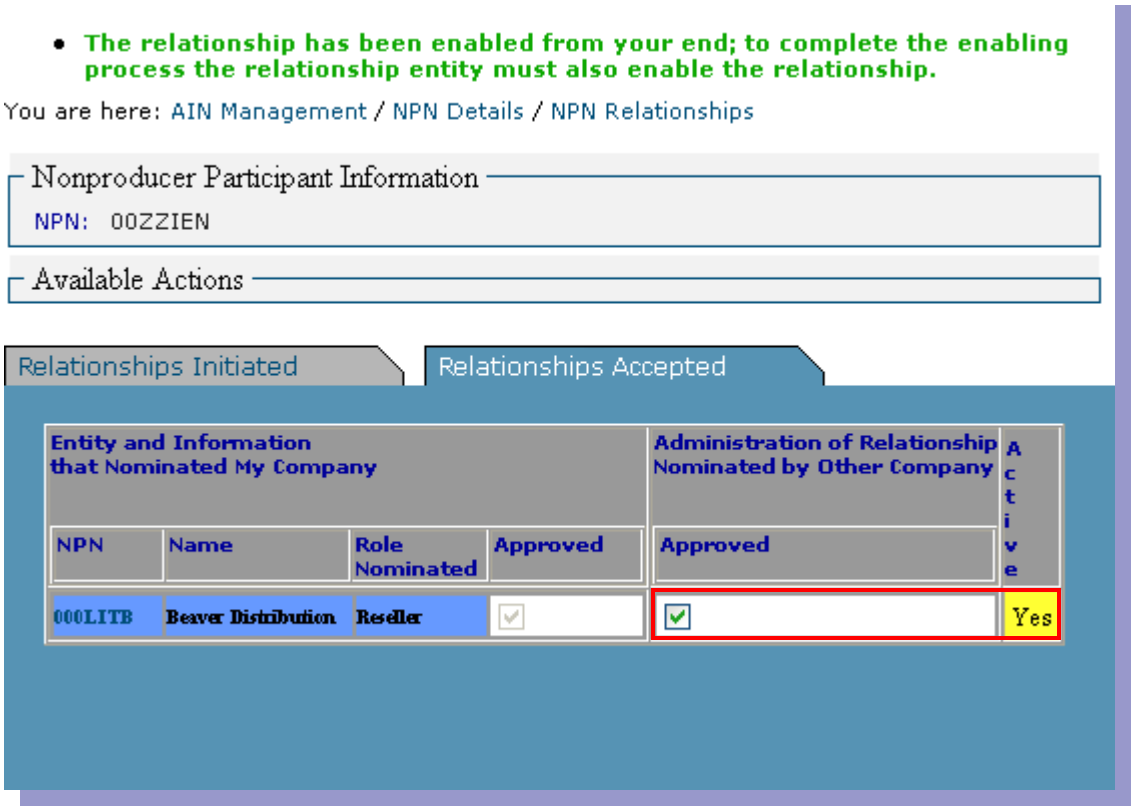
Type in the NPN of the entity you are nominating for the role of AIN tag reseller in the Partner NPN field. Then click on the Request New Relationship button to create the relationship.



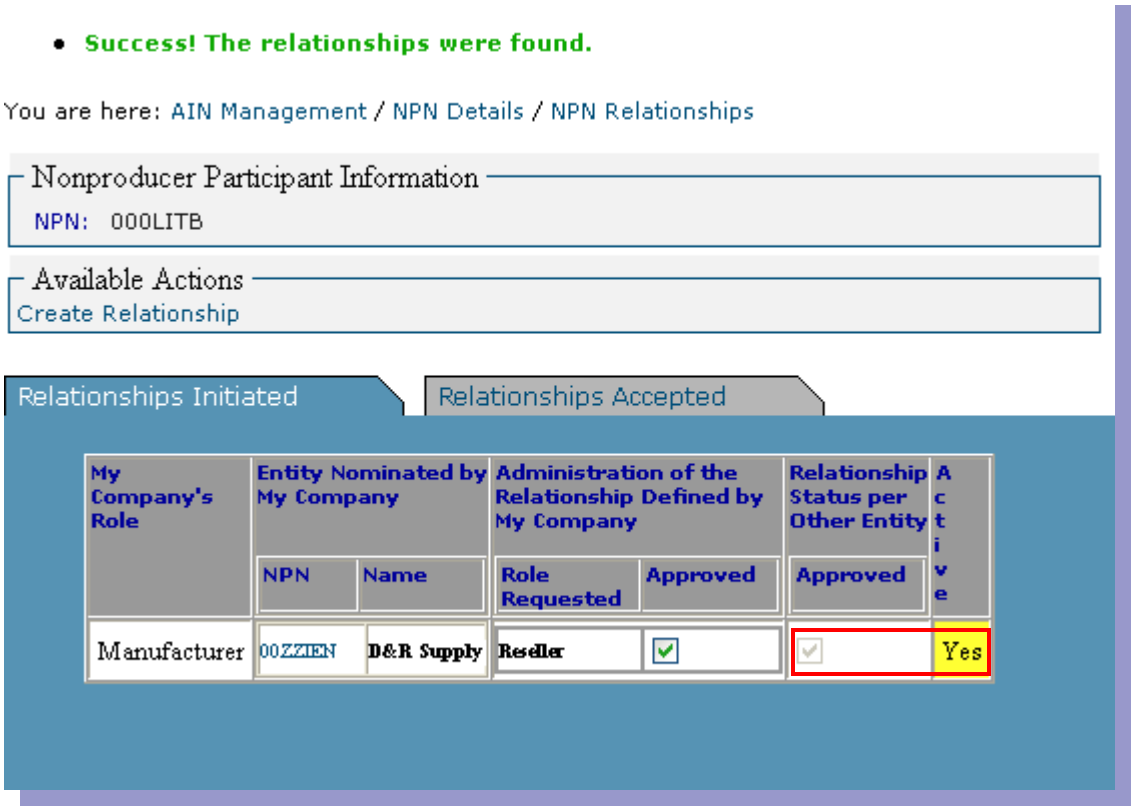
The NPN Relationships screen will be displayed. The new relationship has been created, but it must be approved (accepted) by the nominated entity before it is active.



The nominated entity's NPN Relationships screen (which is shown here for explanation—you will not see this screen) shows that you have nominated them for the role of AIN tag reseller, but that the relationship is not active until they approve (accept) the relationship.



The nominated entity's NPN Relationships screen (which is shown here for explanation—you will not see this screen) shows that they have approved (accepted) the relationship, which is now active.



Your NPN Relationships screen now shows that the relationship has been accepted by the nominated entity, and is active.

Note: Any relationship can be discontinued at any time by either the nominating or nominated entity by unchecking the Approved check box for the relationship.

OTHER TASKS

Report AIN Distribution

When to Use

Whenever you, as a third party, are reporting a shipment of AINs from a Nonproducer Participant to another Nonproducer Participant or a Producer Premises, where the AINs have not been in your possession, but you have processed the AIN order.

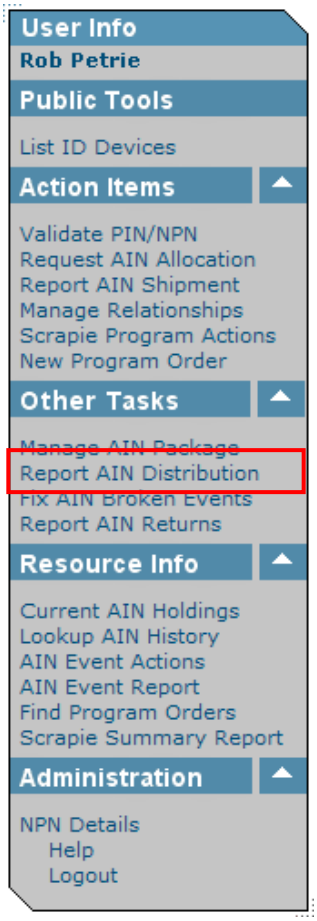
Note: This is an optional reporting procedure. The responsibility of reporting the shipping records remains with the entity that has possession of the AIN tag. This option is provided if the third party desires to submit a distribution record. It does NOT fulfill the requirements of the shipping NPN.

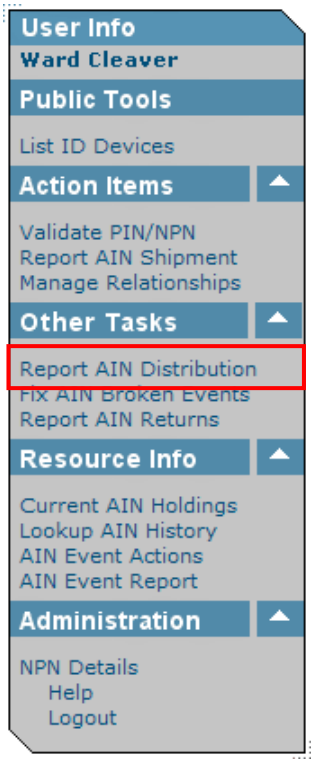
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4			

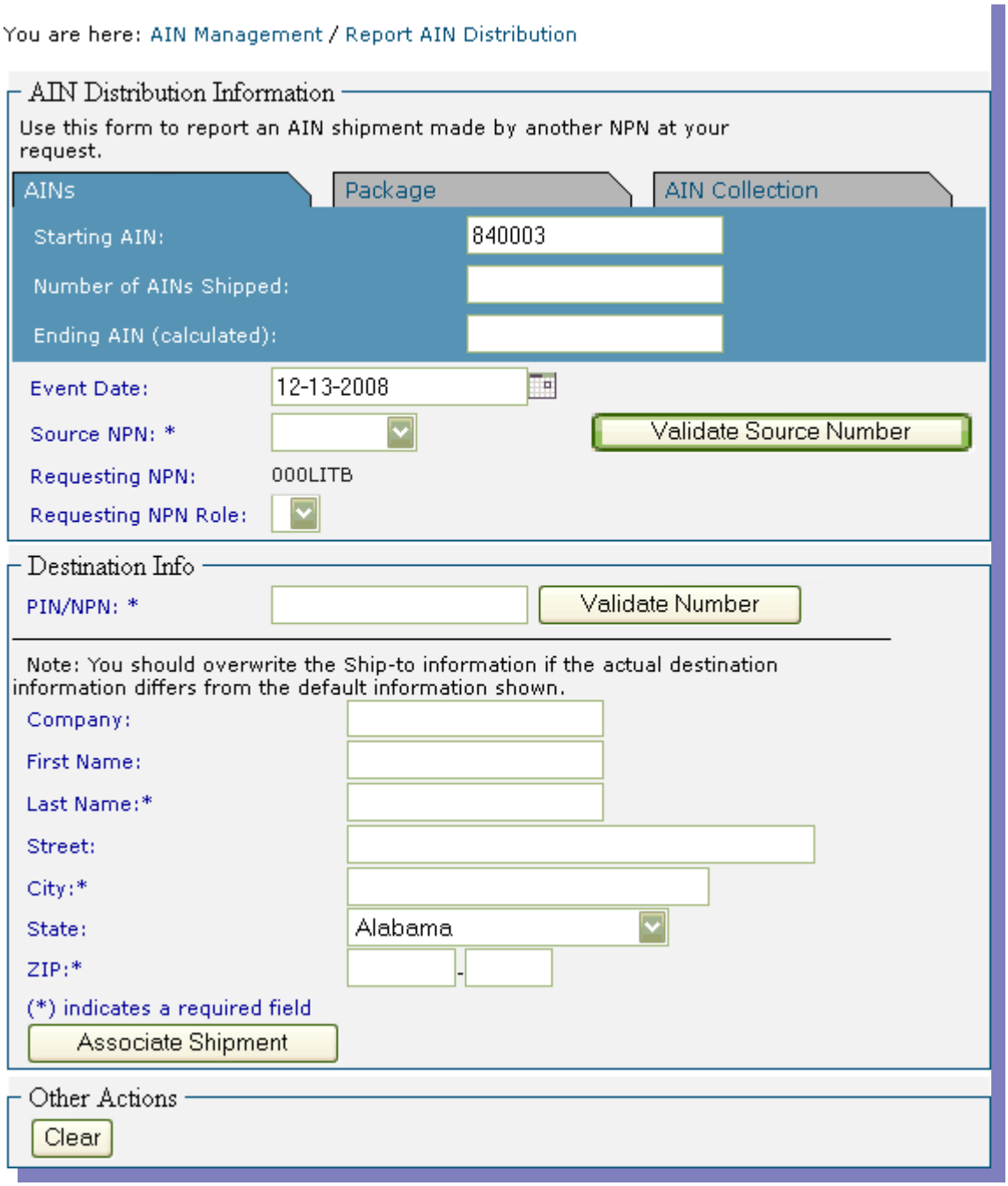
Performing the Action

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*

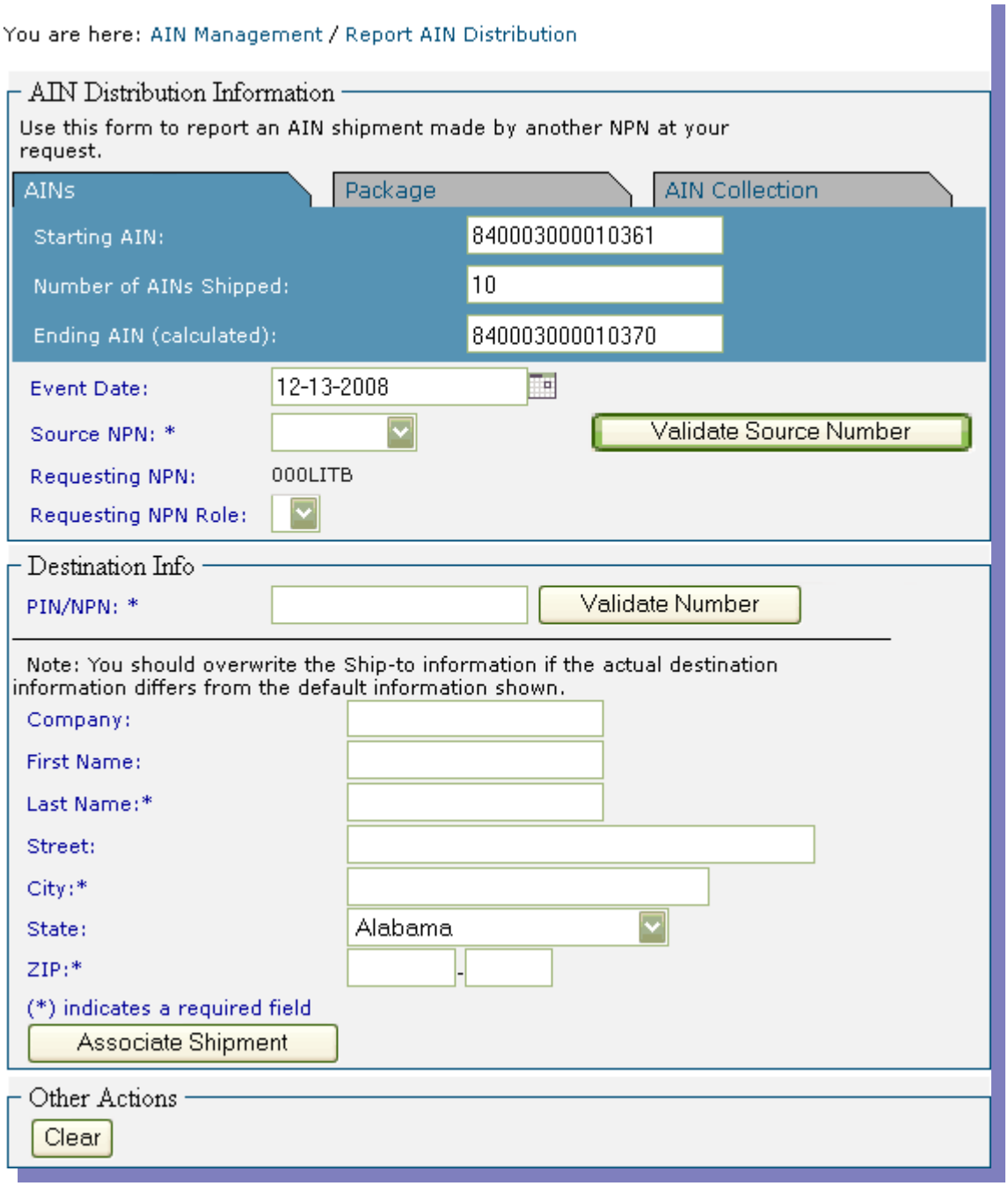




To report the distribution of AINs (a shipment of AINs that were not in your possession), click on Report AIN Distribution.



The Report AIN Distribution screen will be displayed.

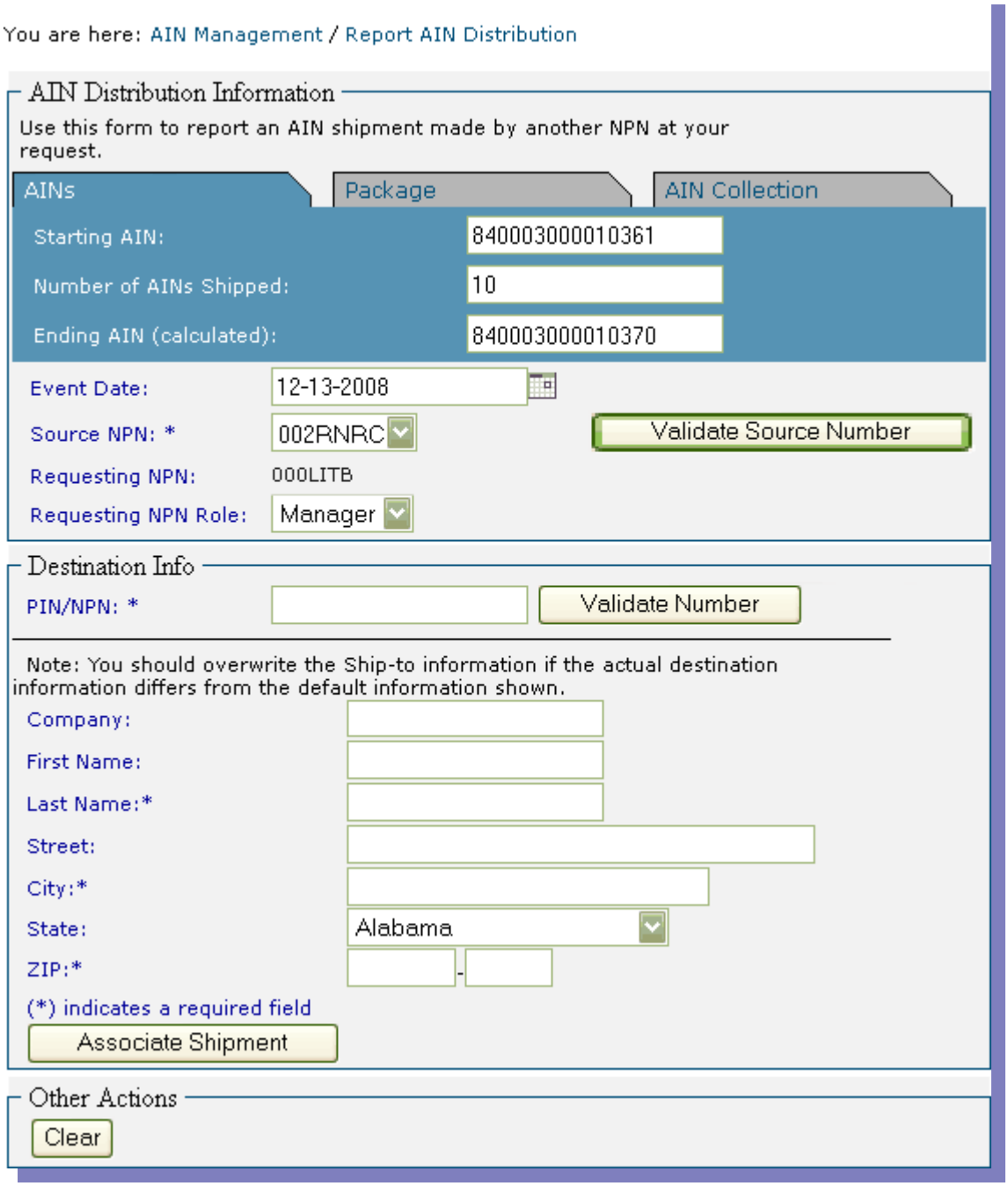


There are three ways to enter which AINs you are reporting as shipped, indicated by the three tabs at the top of the AIN Distribution Information section: AINs, Package, and AIN Collection.

With the AINs tab selected, you will need to enter the range of AINs you are reporting as shipped. To record AINs, type in the first AIN in the Starting AIN field. The AIN will begin with 840003. Type in the number of AINs being shipped in the Number of AINs Shipped field. The Ending AIN will be automatically calculated.

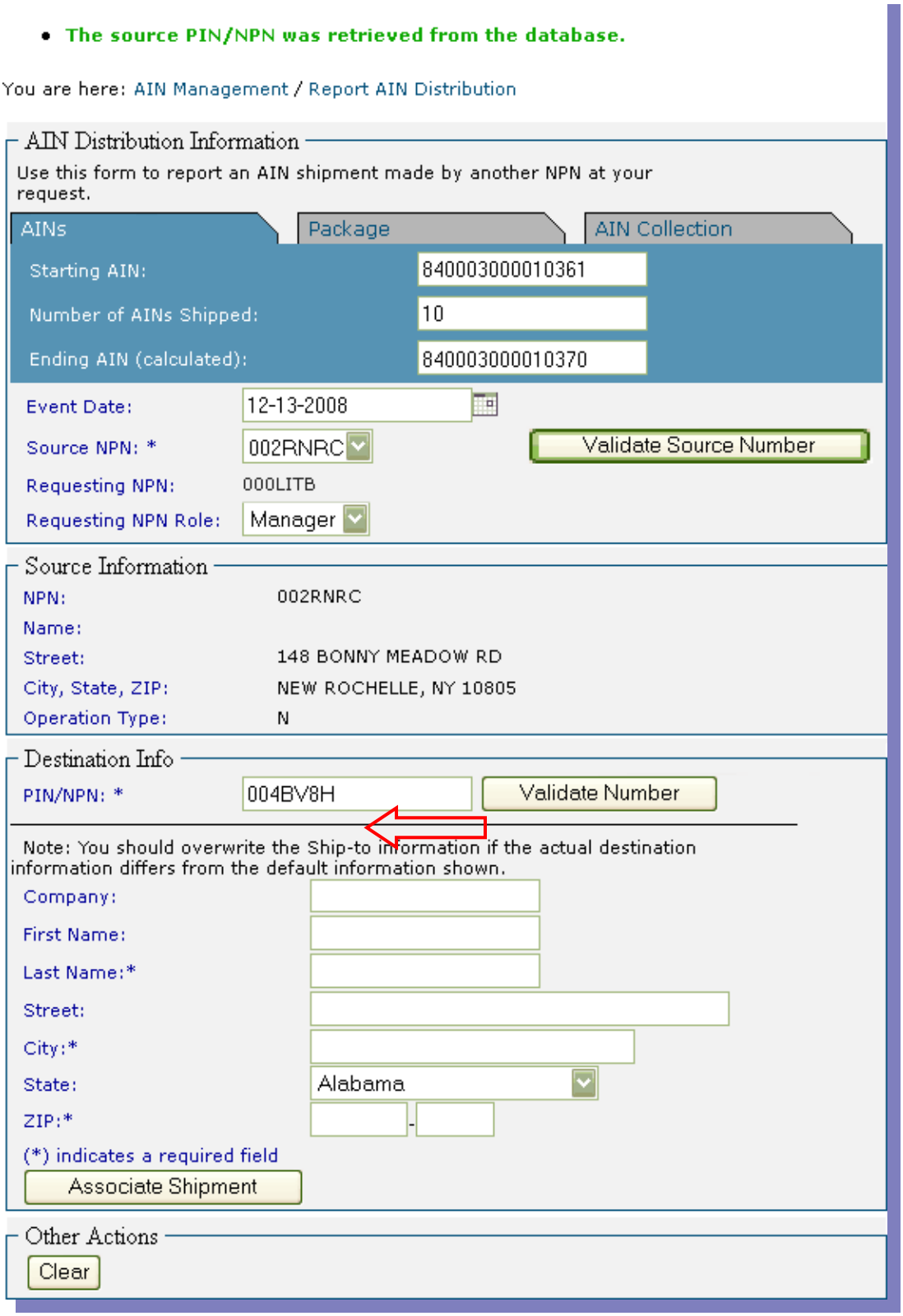
The Event Date will default to today's date. Type in the shipping date in the Event Date field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.

Note: You may choose a date earlier than today's date, but you may not choose a date later than today's date.

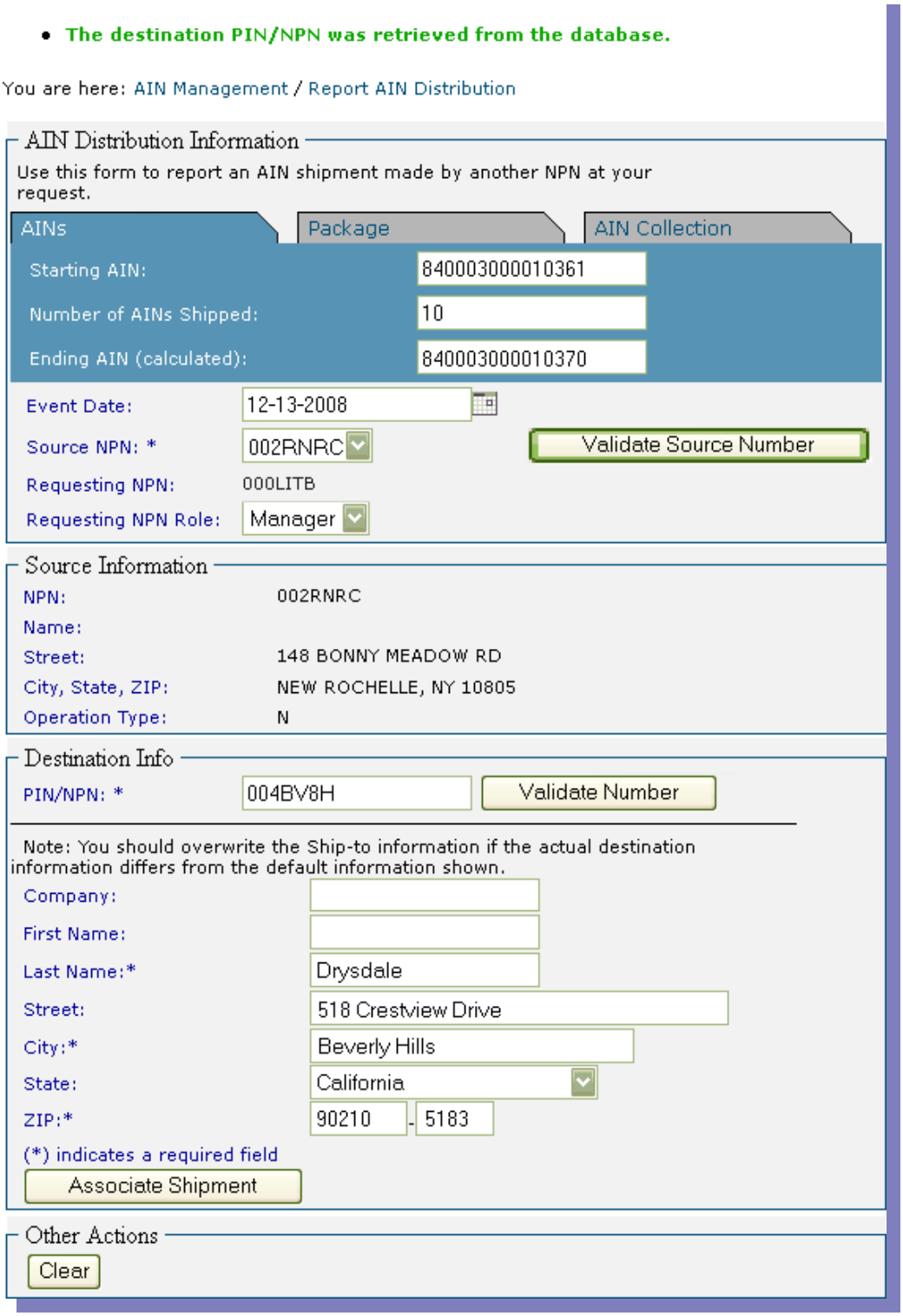


Type in the NPN of the Nonproducer Participant which is shipping the AINs. Then click on the Validate Source Number button to validate the NPN.

If the NPN is valid, it will be retrieved from the database.



Type in the PIN of the Producer Premises or the NPN of the Nonproducer Participant to which the AINs are being shipped. Then click on the Validate Number button to validate the PIN or the NPN.



If the PIN or NPN is a valid ID, address information for the Producer Premises of Nonproducer Participant will be entered into the appropriate fields.

Type in the contact's Last Name. Then click on the [Associate Shipment] button to report the shipment.

Fix AIN Broken Events

When to Use

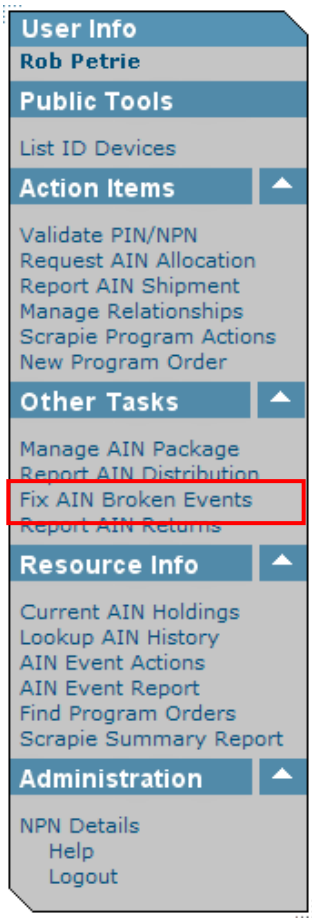
When an entity, whether an AIN tag manufacturer, AIN tag manager, or AIN tag reseller, fails to report a shipment of AINs, and those AINs are later reported as shipped by another entity, a broken event record is created. Notification by e-mail is sent to the last entity in the AIN History prior to the broken event. It is necessary to fix the broken events to ensure that the correct entity is reported as being in possession of the AINs.

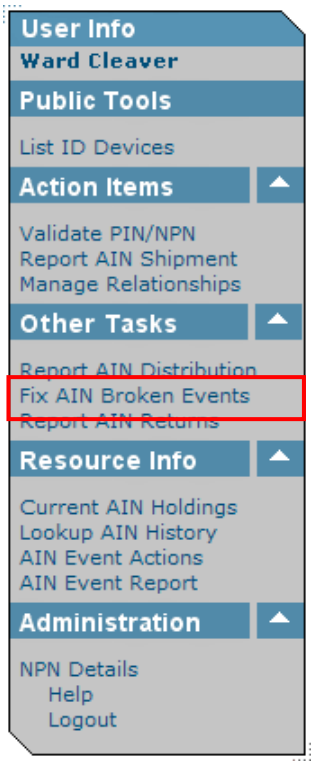
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4			

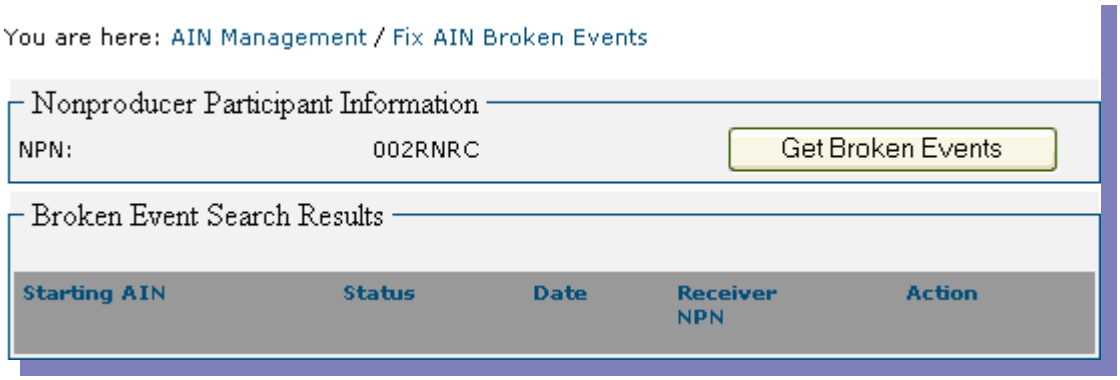
Performing the Action

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*





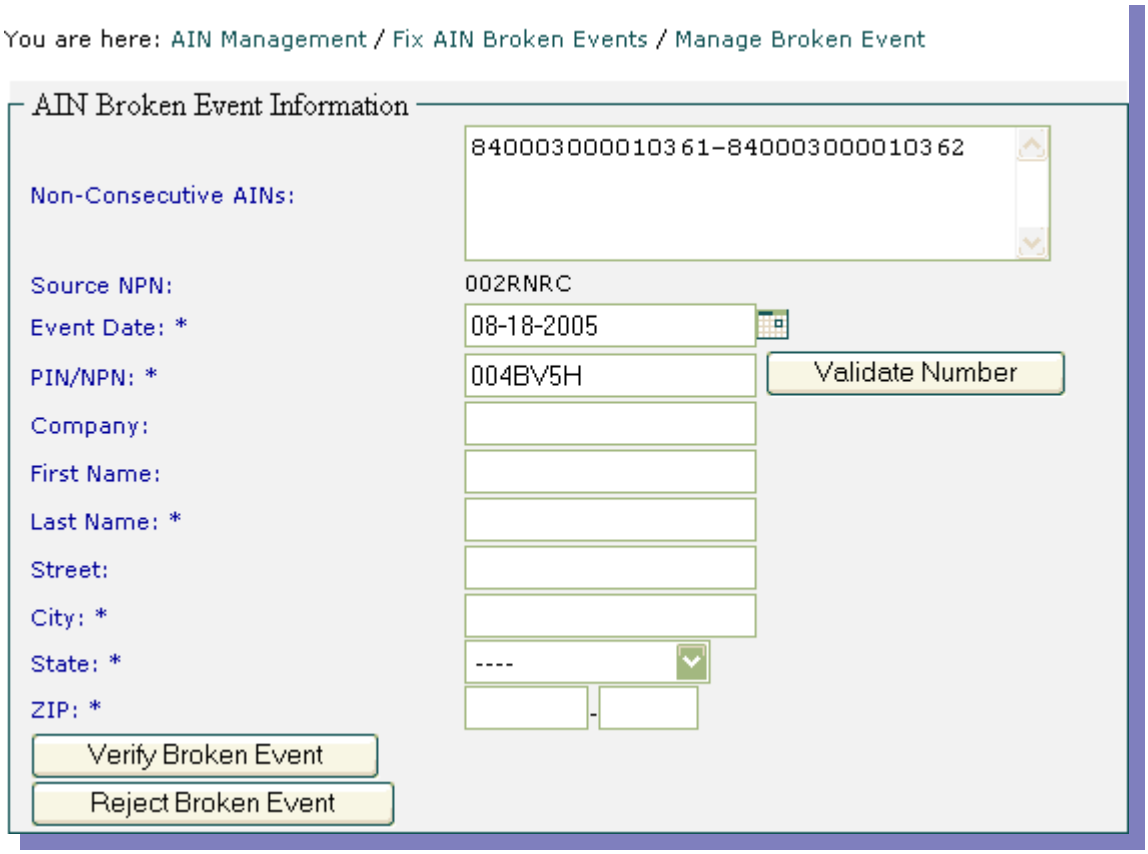
To fix a broken event, click on Fix AIN Broken Events.



The Fix AIN Broken Events screen will be displayed.

Click on the Get Broken Events button to list which AINs have broken event records.

All AINs with broken event records indicating that your entity may not have reported a shipment will be listed. Only broken events with AINs which are or have been in your possession will be listed. To correct the broken event record, click on verify/reject for the AIN you want to correct.

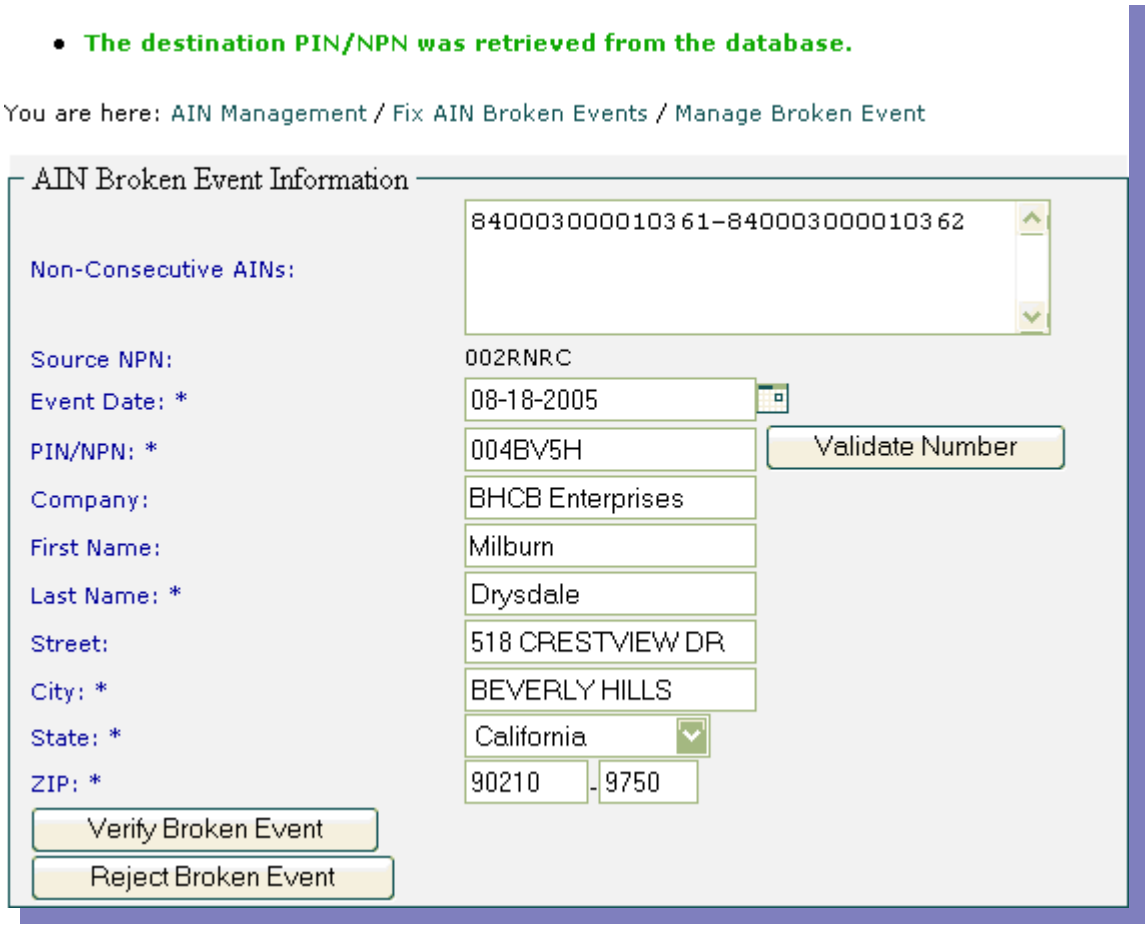


The Manage Broken Event screen will be displayed.

The screen will indicate the PIN or NPN for the next entity recorded in the AIN History, along with the date the AIN was shipped from that entity.

To process more than one AIN broken event record, type in the AINs in the Non-Consecutive AINs field. Use hyphens to indicate a consecutive series of AINs, and use commas to separate non-consecutive AINs.

Click on the [Validate Number] button to display information about the shipped-to entity.



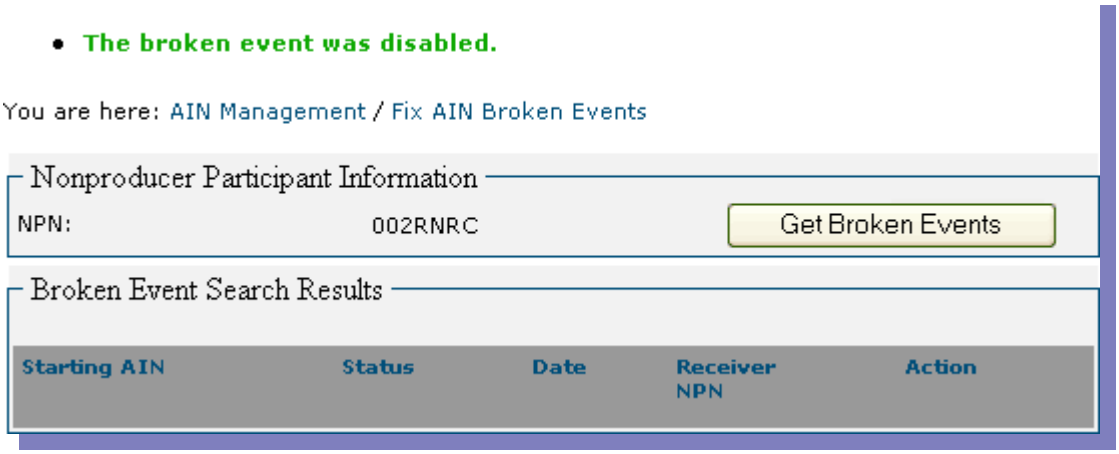
Entity information for the reported PIN/NPN will be displayed.

If the AIN was shipped by you to the next reported PIN/NPN in the AIN History, click on the Verify Broken Event button to report the AIN as shipped.

If the AIN was shipped by you, but to an entity other than the next one reported in the AIN History, enter the correct PIN/NPN in the PIN/NPN field. Click on the Validate Number button to display information about the newly entered shipped-to entity. Then click on the Verify Broken Event button to report the AIN as shipped.

If the AIN was not shipped by you, and remains in your possession, click on the Reject Broken Event button to indicate that the next shipment in the AIN History was reported in error.

A verified or corrected broken event will be recorded as Resolved, and will be removed from the broken event list.

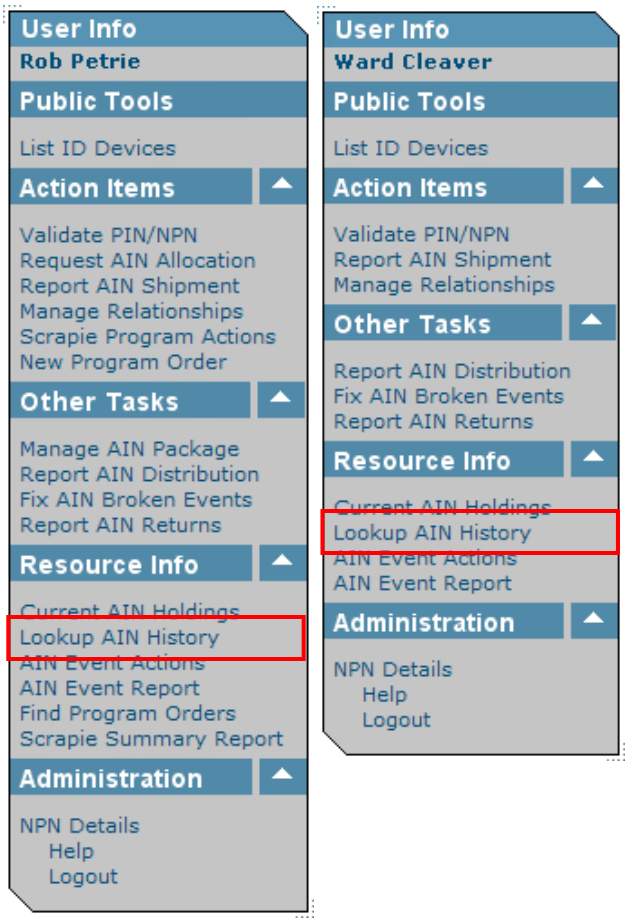


A rejected broken event will be recorded as Disabled, and will be removed from the broken event list.

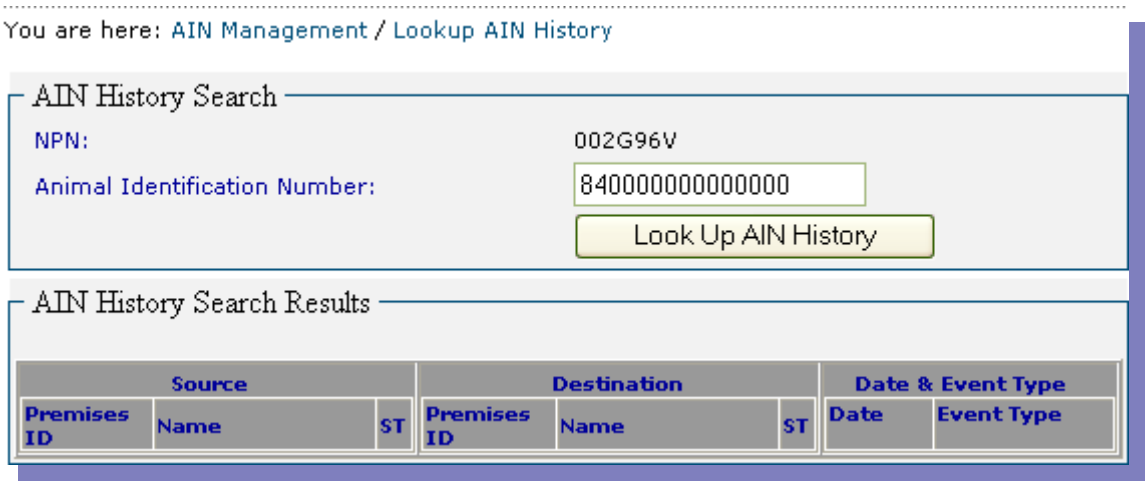
Understanding Broken Events

The AIN History screen displays every time an AIN was reported as shipped. If an AIN was shipped, but the shipment was not reported, a corresponding gap will appear in the AIN History. This gap is a broken event.

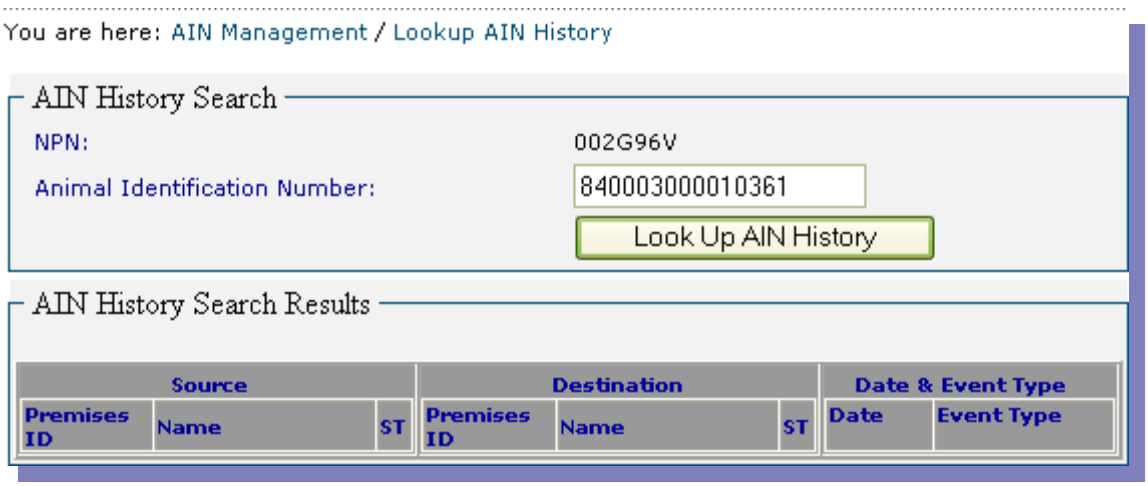
Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*



Click on Lookup AIN History in the Menu Bar.



The Lookup AIN History screen will be displayed.



Type in the AIN you want to track in the Animal Identification Number field. Be sure to accurately enter the entire 15-digit AIN. Then click on the Look Up AIN History button.

You are here: AIN Management / Lookup AIN History

AIN History Search

Animal Identification Number: 840003000010361

Look Up AIN History

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

1

2

The shipping history of the entered AIN will be displayed. We will examine each event in turn, and identify gaps (broken events) in the AIN History.

❶ The AIN was allocated by USDA to Brown, the AIN tag manufacturer (001TAGW).

❷ Brown (001TAGW) shipped the AIN to Orwell (002NML6).

You are here: AIN Management / Lookup AIN History

AIN History Search

Animal Identification Number: 840003000010361

Look Up AIN History

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

3

❸ Since Orwell was previously shown to be in possession of the AIN, the next event should show Orwell as the Source. However, Brown is shown again as the Source of the shipment. This time, Brown (001TAGW) shipped the AIN to O'Derry (00DELL3). Obviously, Brown could not have shipped the same AIN simultaneously to two different destinations. This indicates a broken event.

When a broken event occurs, an e-mail is sent, notifying the responsible entity that the broken event needs to be fixed. But who is the responsible entity – Brown, Orwell, or O'Derry?

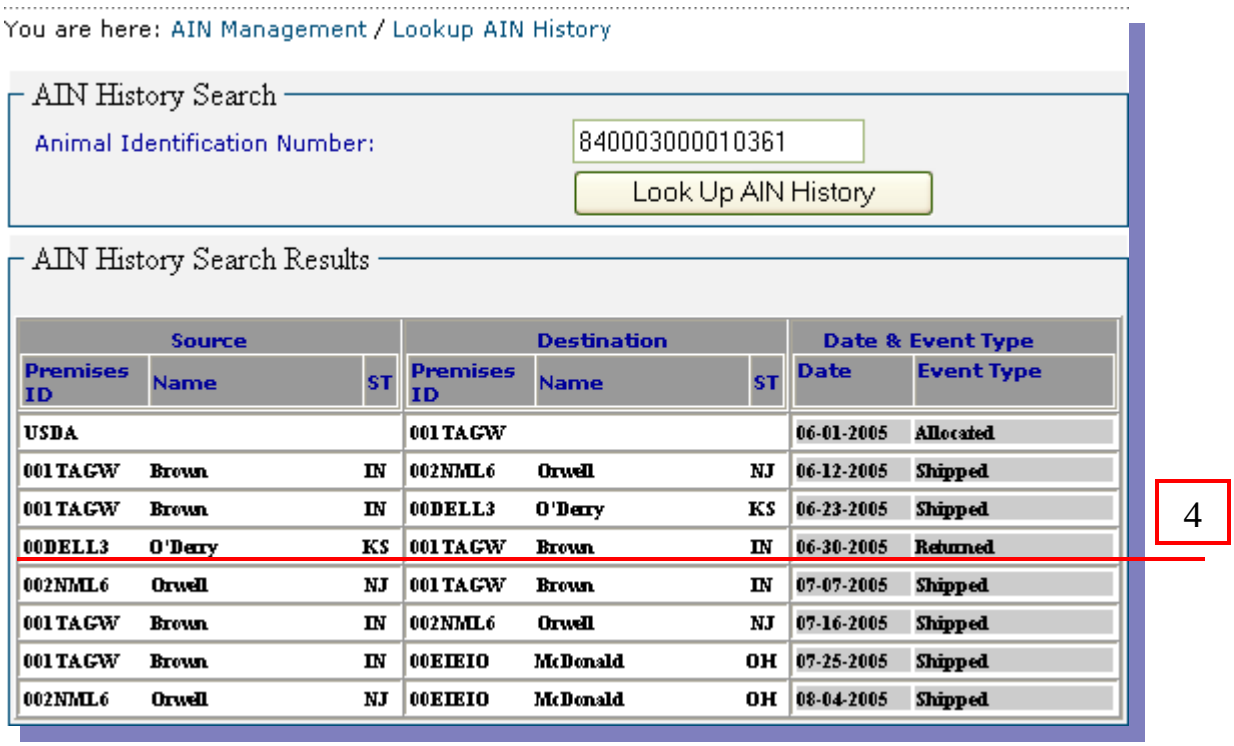
The responsible entity is assumed to be the last entity which had the AIN just prior to the broken event. Therefore, the e-mail would be sent to Orwell. The AIN Management System assumes, in this case, that both shipments reported by Brown are valid, but that Orwell did not report a shipment back to Brown.

It is now Orwell's responsibility to fix the broken event *(see the Fix AIN Broken Events section*). Orwell will have two options:

1 – Report that the AIN was shipped back to Brown and *verify* the broken event. This would indicate that the AIN was again in Brown's possession, and would close the gap in the AIN History.

2 – Deny that Brown shipped the AIN to O'Derry and *reject* the broken event. This would indicate that Brown reported the shipment in error and that the gap in the AIN History was a mistake. *Note: The rejection of a broken event does not appear in the AIN History.*

Even though there is an unresolved broken event, the AIN History shows that the AIN is in O'Derry's possession at this point.



Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

❹ O'Derry (00DELL3) submitted a return to Brown (001TAGW). Because O'Derry was the last entity shown to be in possession of the AIN, this event is valid, even though there is still an unresolved prior broken event. No new e-mail is sent.

You are here: AIN Management / Lookup AIN History

AIN History Search

Animal Identification Number: 840003000010361

Look Up AIN History

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

5

❺ Orwell has responded to the e-mail received about the broken event (❸ above) by reporting that the AIN was shipped back to Brown and verifying the broken event. This closes the gap in the AIN History. The AIN Management System still shows that Brown is in possession of the AIN.

You are here: AIN Management / Lookup AIN History

AIN History Search

Animal Identification Number: 840003000010361

Look Up AIN History

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

6

❻ Brown (001TAGW) has again shipped the AIN to Orwell (002NML6). Since Brown was the last entity shown to be in possession of the AIN, this is a valid event. Due to this shipment, Orwell is now shown to be in possession of the AIN.

You are here: AIN Management / Lookup AIN History

AIN History Search

Animal Identification Number: 840003000010361

Look Up AIN History

AIN History Search Results

Source			Destination			Date & Event Type	
Premises ID	Name	ST	Premises ID	Name	ST	Date	Event Type
USDA			001TAGW			06-01-2005	Allocated
001TAGW	Brown	IN	002NML6	Orwell	NJ	06-12-2005	Shipped
001TAGW	Brown	IN	00DELL3	O'Derry	KS	06-23-2005	Shipped
00DELL3	O'Derry	KS	001TAGW	Brown	IN	06-30-2005	Returned
002NML6	Orwell	NJ	001TAGW	Brown	IN	07-07-2005	Shipped
001TAGW	Brown	IN	002NML6	Orwell	NJ	07-16-2005	Shipped
001TAGW	Brown	IN	00EIEIO	McDonald	OH	07-25-2005	Shipped
002NML6	Orwell	NJ	00EIEIO	McDonald	OH	08-04-2005	Shipped

7

8

This next two events show that the AIN was shipped to McDonald. But who shipped the AIN – Brown or Orwell?

❼ When Brown reported the shipment to McDonald, Orwell was the last entity shown to be in possession of the AIN. Therefore, Orwell will be sent an e-mail about the broken event.

❽ When Orwell reported the shipment to McDonald, McDonald was already shown to be in possession of the AIN. Therefore, McDonald will be sent an e-mail about the second broken event.

The AIN Management System shows that McDonald is in possession of the AIN. But who shipped the AIN to McDonald – Brown or Orwell? Either event ❼ or event ❽ is in error. If Brown shipped the AIN to McDonald, then event ❽ is in error. But if Orwell shipped the AIN to McDonald, then event ❼ is in error.

Remember, both Brown and McDonald have received broken event e-mails.

> Scenario 1 – Brown shipped the AIN to McDonald.
>
> Orwell would have shipped the AIN back to Brown before Brown could ship the AIN the McDonald. So Orwell would report that the AIN was shipped back to Brown and *verify* the broken event (event ❼). This would indicate that the AIN was again in Brown's possession, and would close the gap in the AIN History.
>
> McDonald would *reject* Orwell's shipment of the AIN (event ❽).
>
> Scenario 2 – Orwell shipped the AIN to McDonald.
>
> Since Orwell was still in possession of the AIN, Brown could not have shipped it to McDonald. So Orwell would *reject* the event (event ❼).

McDonald would *verify* Orwell's shipment of the AIN (event ❽).

In order to fully resolve this conflict, both broken events must be addressed. Only one of the two can be valid, so one of them must be verified, and one must be rejected.

Report AIN Returns

When to Use

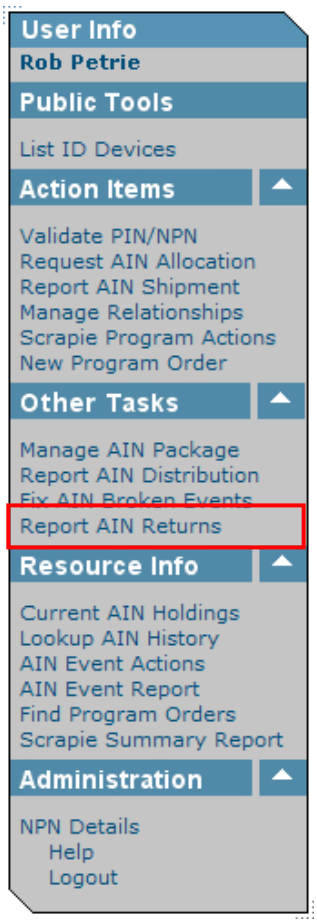
If AINs are returned to you from a producer premises, it is reported as an AIN Return. If AINs are returned to you from a Nonproducer Participant to which you have previously shipped AINs, the Nonproducer Participant must report that shipment. (Refer to the Report AIN Shipment section.)

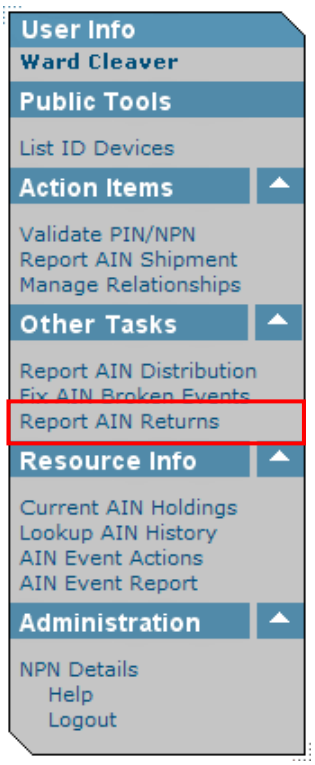
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4			

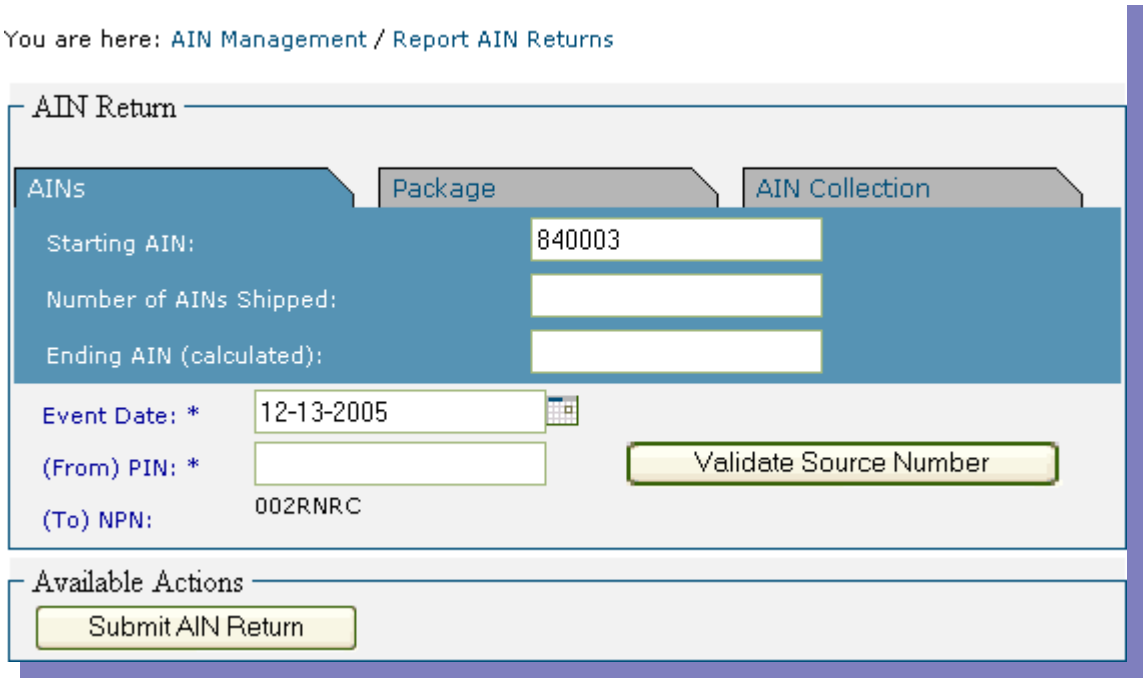
Performing the Action

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*

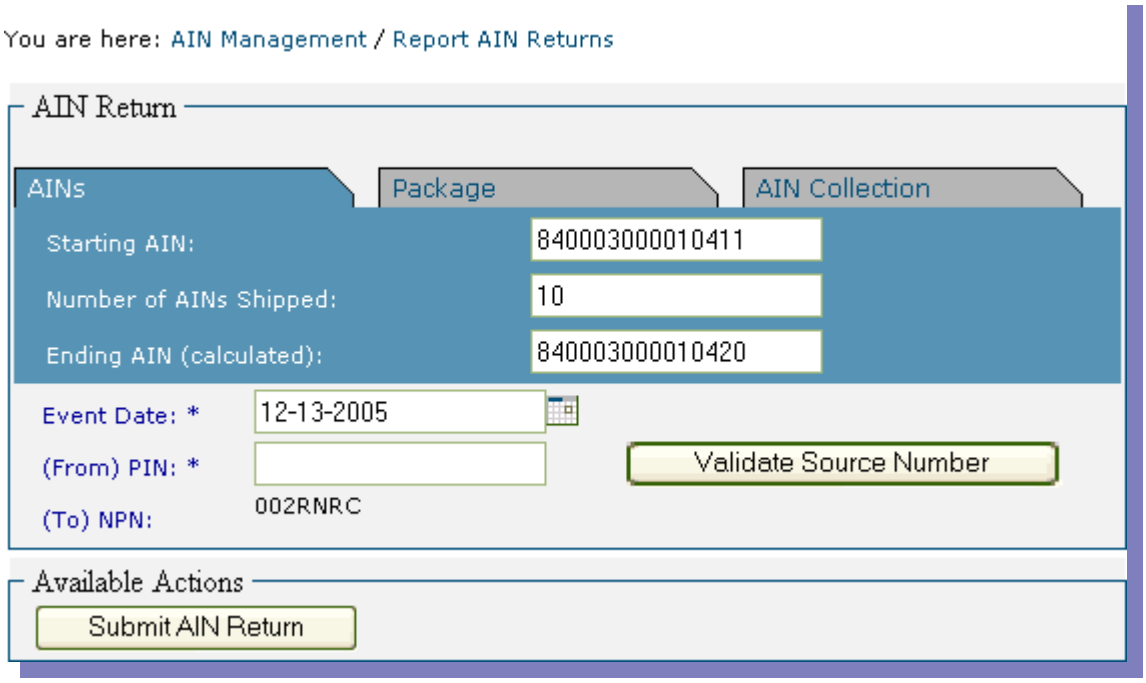




To report an AIN return, click on Report AIN Returns.



The Report AIN Returns screen will be displayed.



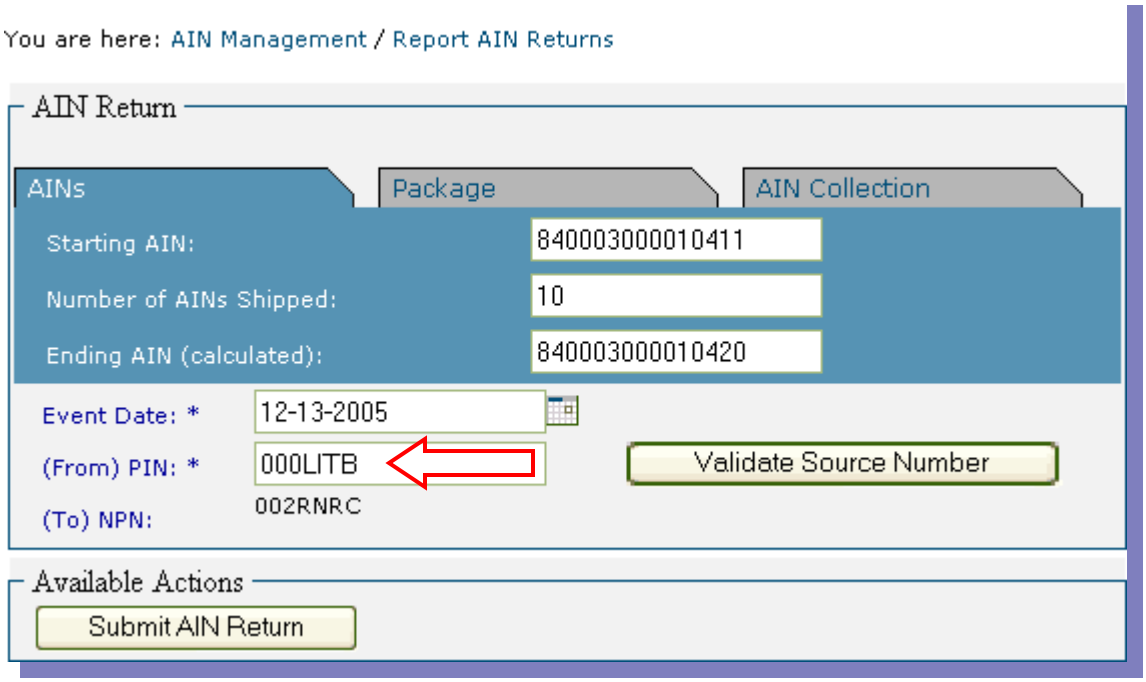
There are three ways to enter which AINs you are reporting as returned to you, indicated by the three tabs at the top of the AIN Shipment Information section: AINs, Package, and AIN Collection.

With the AINs tab selected, you will need to enter the range of AINs you are reporting as returned. To record AINs, type in the first AIN in the Starting AIN field. The AIN will begin with 840003. Type in the

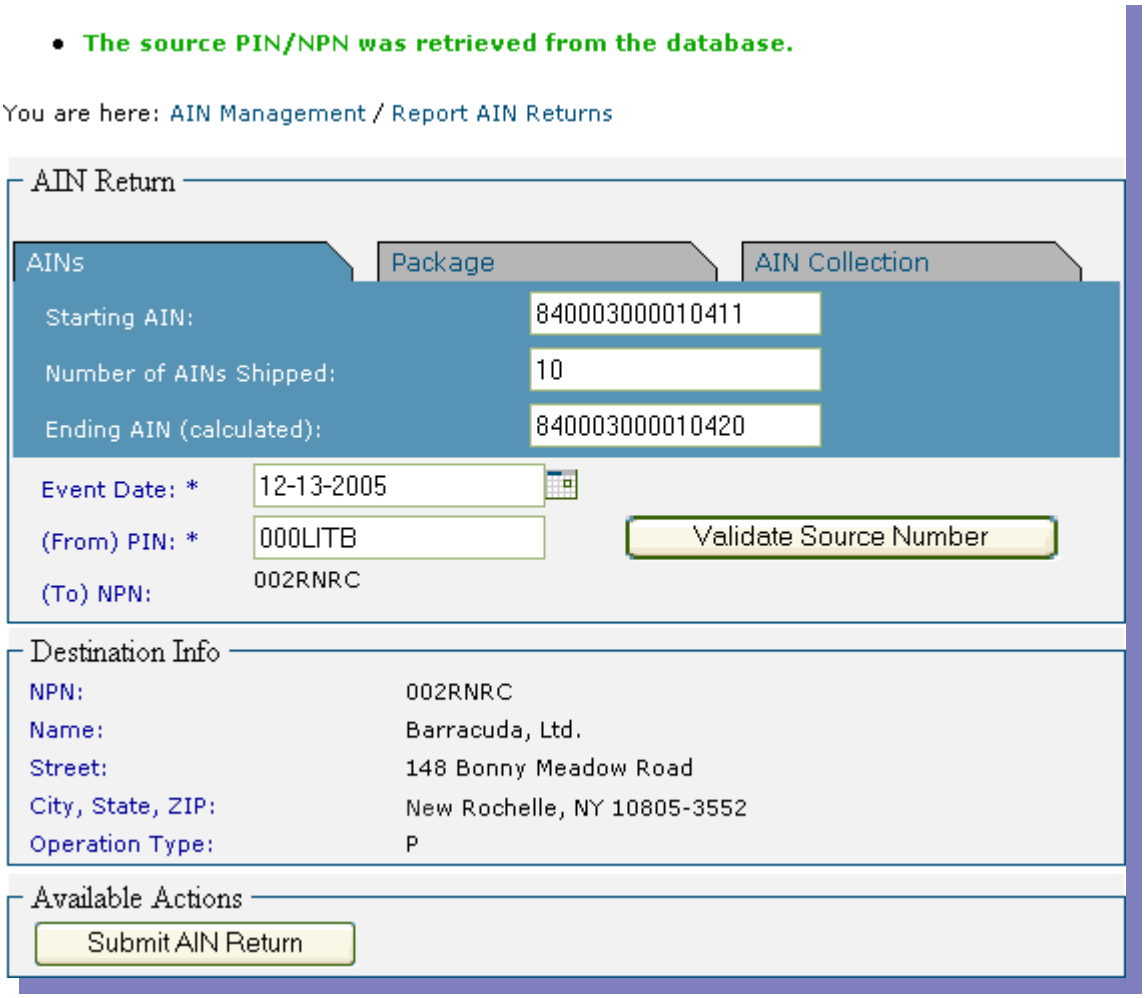
number of AINs being returned in the Number of AINs Shipped field. The Ending AIN will be automatically calculated.

The Event Date will default to today's date. Type in the shipping date in the Event Date field, if different from today's date. Alternately, click on the calendar icon to select the shipping date from the Date Picker.

Note: You may choose a date earlier than today's date, but you may not choose a date later than today's date.



Type in the PIN of the producer premises which is returning the AINs in the (From) PIN field. Then click on the Validate Source Number button to validate the PIN.



If the PIN is valid, the information will be displayed.

Click on the [Submit AIN Return] button to report the AIN return.

- **The AIN(s) was/were successfully returned.**

The AIN Return will be recorded.

RESOURCE INFO

Current AIN Holdings

When to Use

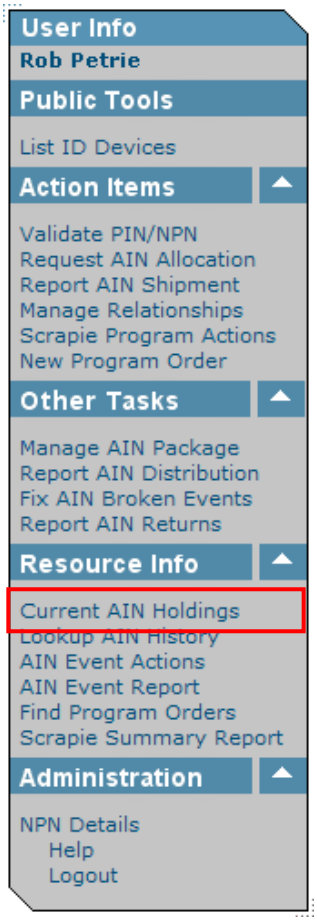
Before you can apply AINs to ID tags, create packages of AINs, or ship AINs to a Producer Premises or Nonproducer Participant, you need to know what AINs are in your possession. Current AIN Holdings gives you this information. This includes all AINs which have been allocated to you, whether or not they have been applied to AIN tags, which have not been shipped to another entity.

Applicable Roles and Functions

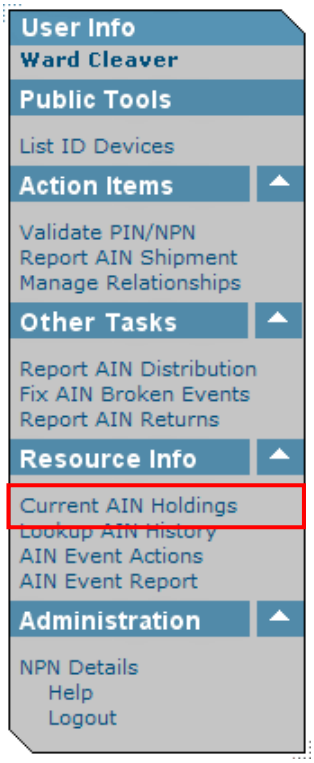
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4	4		

Performing the Action

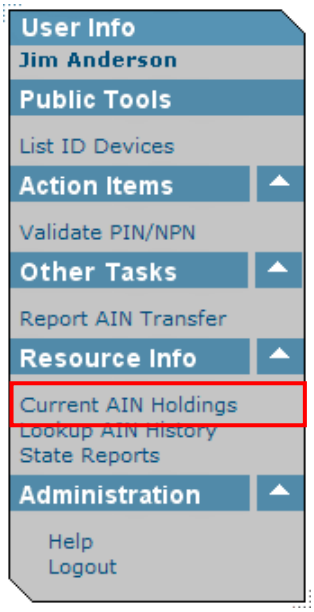
Mfr Admin



NPN Admin

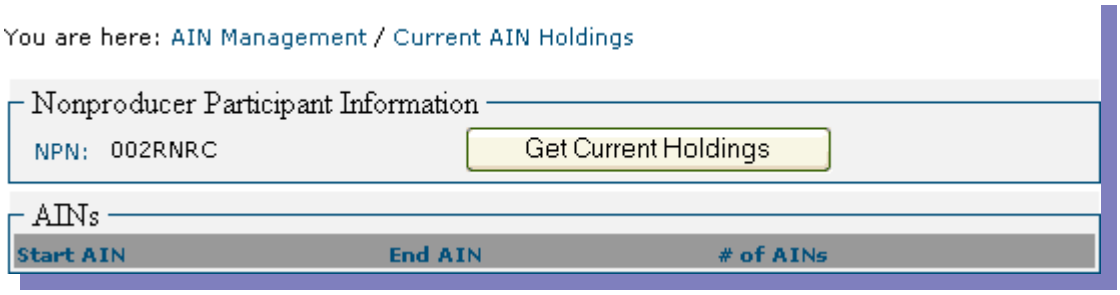


Health Official

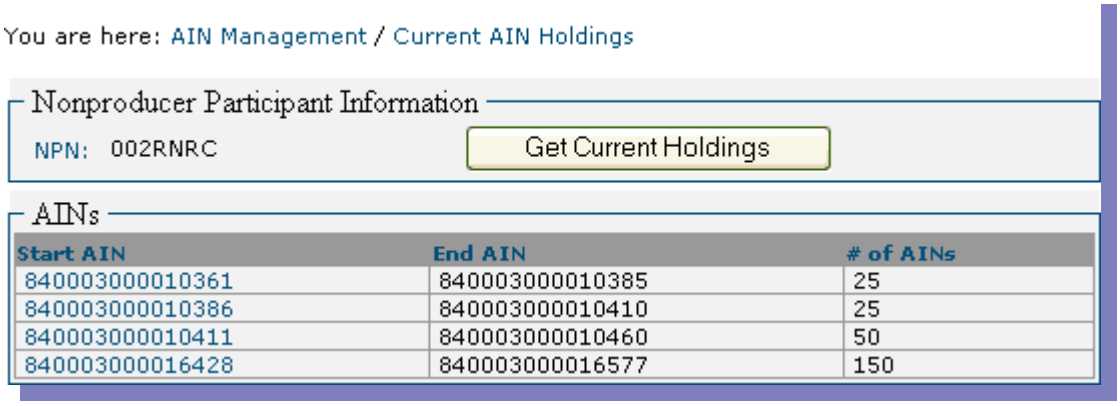


Scrapie Official

To view which AINs are in your possession, click on Current AIN Holdings.



The Current AIN Holdings screen will be displayed. Click on the Get Current Holdings button to display a list of AINs currently in your possession.



A list of all AINs in your possession will be displayed.

Look Up AIN History

When to Use

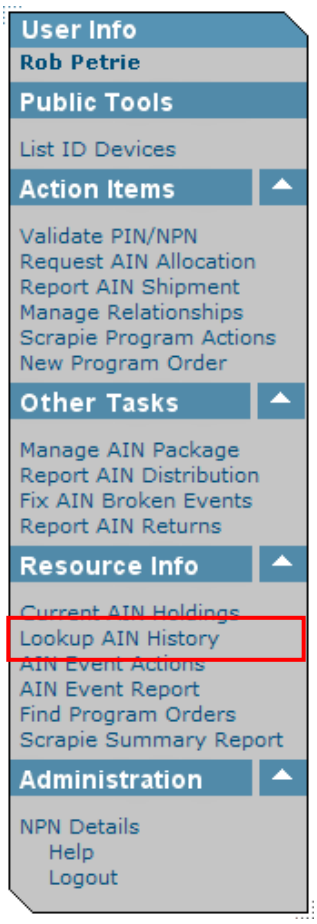
Use Look Up AIN History to determine what entity is currently or ever has been in possession of a specific AIN.

Applicable Roles and Functions

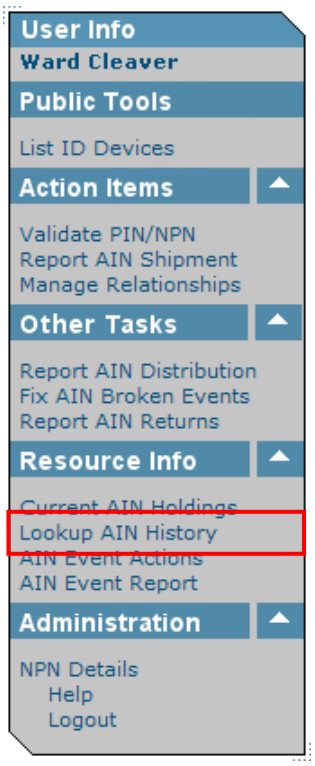
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4	4	4	

Performing the Action

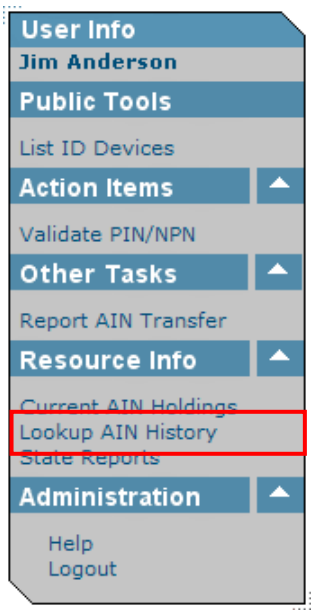
Mfr Admin



NPN Admin

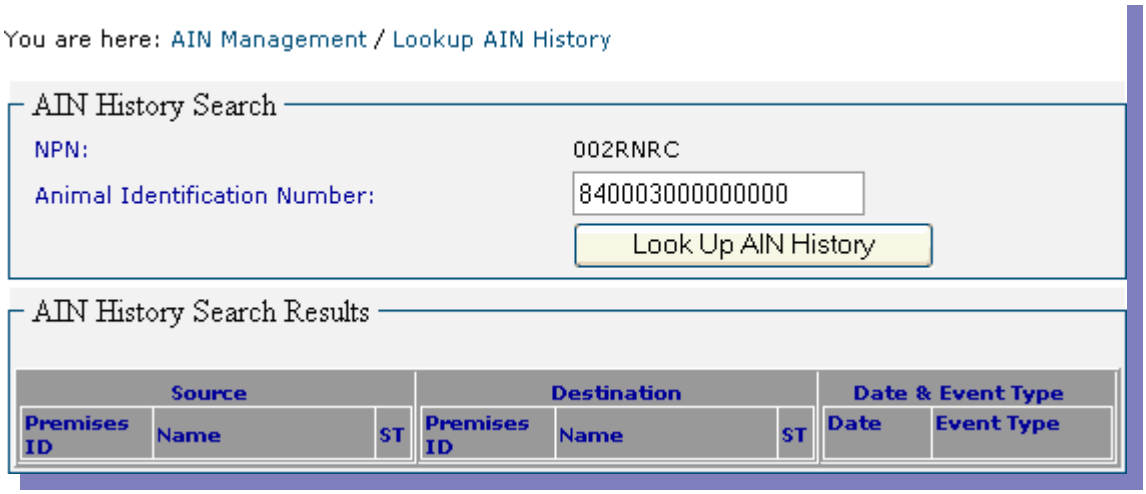


Health Official

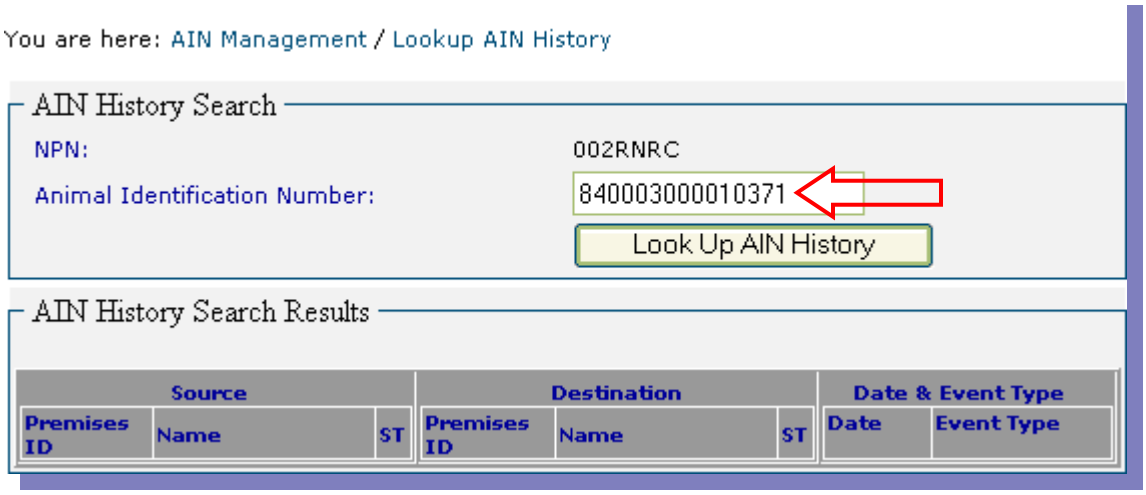


Scrapie Official

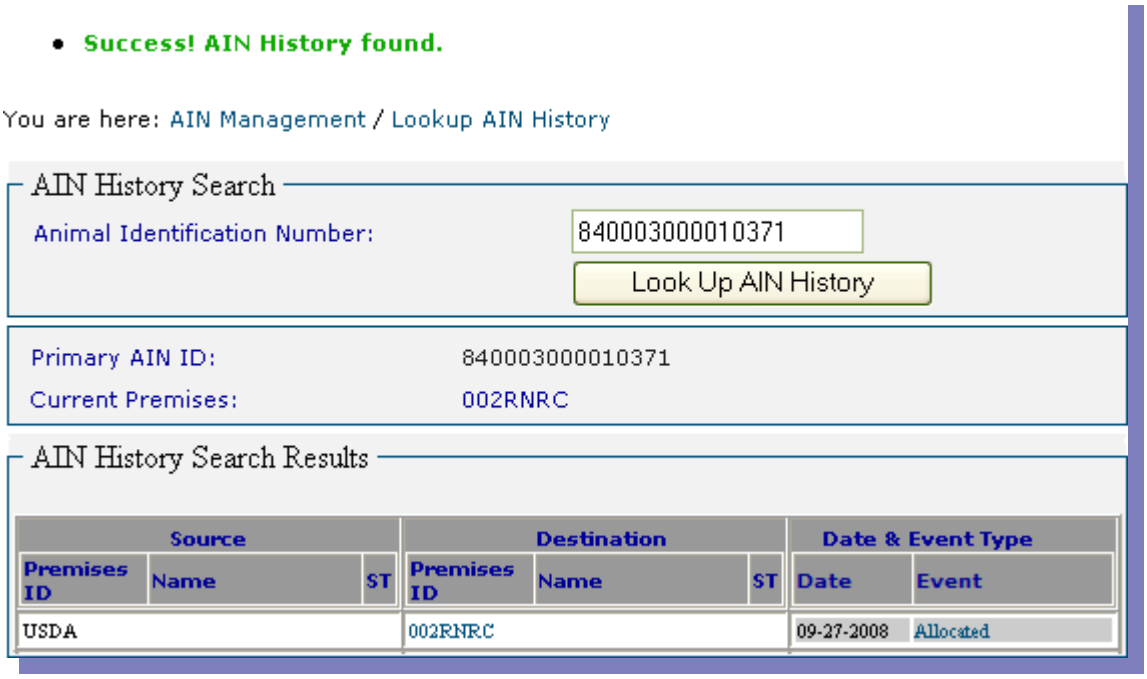
To view the history of an AIN, click on Lookup AIN History.



The Lookup AIN History screen will be displayed.

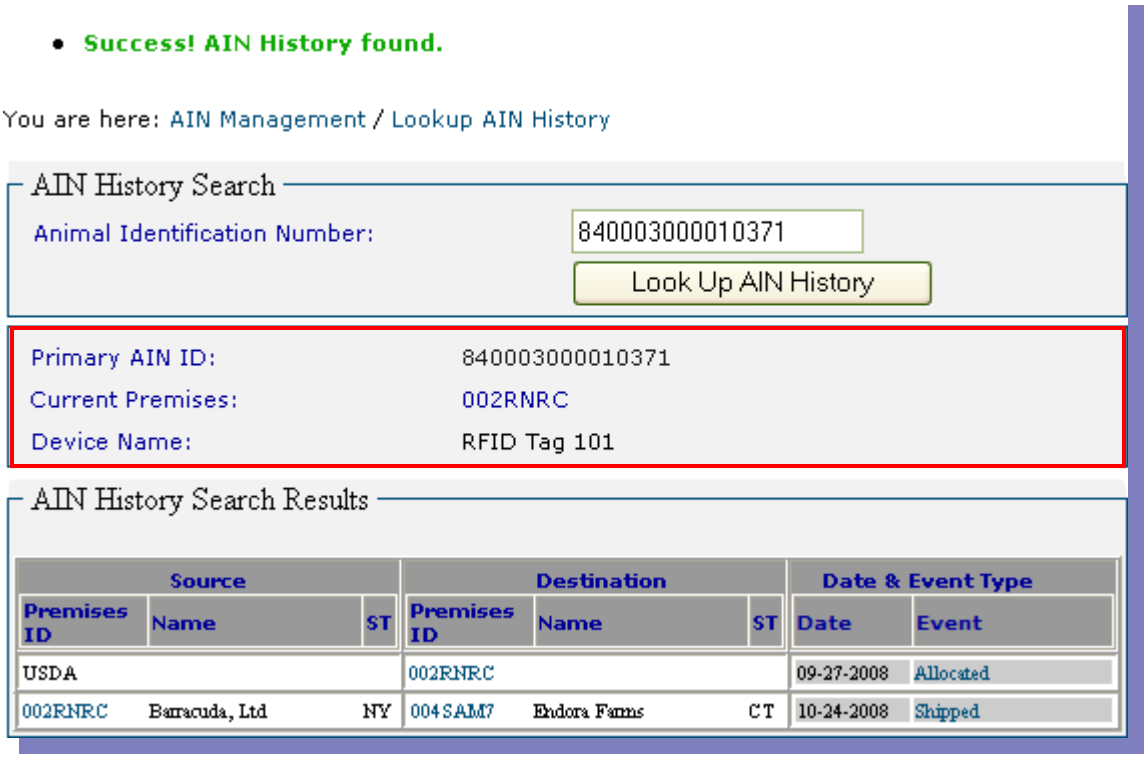


Type the AIN you want to track in the Animal Identification Number field. Be sure to accurately enter the entire 15-digit AIN. Then click on the Look Up AIN History button.

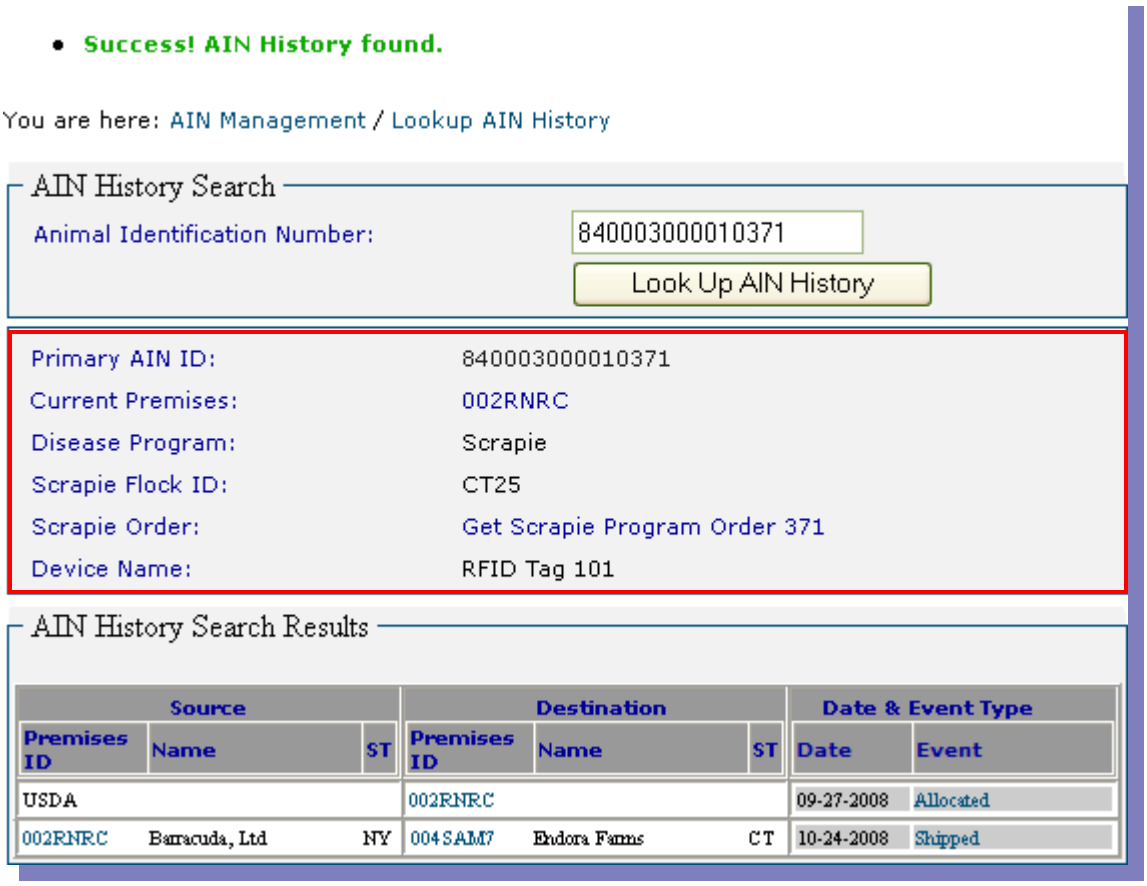


The shipping history of the entered AIN will be displayed. In this example, the record shows only that the AIN was allocated to the manufacturer. It has not yet been shipped to another entity.

Note: If you are an AIN tag manufacturer, manager, or reseller, you will only be able to view the history of AINs which have been in your possession at some time. If you are a State Health Official, you will only be able to view the history of AINs which have been shipped to a producer premises in your state.



If the AIN has been applied to an AIN tag by a manufacturer, the name of the device to which the AIN has been applied will be displayed.



In cases where there are one or more secondary AIN IDs assigned to an AIN, such as with various disease programs, the Primary AIN ID will be displayed along with all secondary AIN IDs associated with it.

AIN Event Actions

When to Use

Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4		4	

Performing the Action

You are here: AIN Management / AIN Event Actions

AIN Event Action

Source NPN:* 003RNRC Dest PIN/NPN:*

Begin Date:* 09-29-2008 End Date:* 09-29-2008

Event Type: Shipped

Get Event Report

(*) either a Source or Destination NPN is required

Report

- **4 Results Found.**

You are here: AIN Management / AIN Event Actions

AIN Event Action

Source NPN:* 003RNRC Dest PIN/NPN:*

Begin Date:* 02-29-2008 End Date:* 09-29-2008

Event Type: Shipped

Get Event Report

(*) either a Source or Destination NPN is required

Report

Date	Event Type	Source	Destination	Details
03-14-2008	Shipped	003RNRC	000LITB	details
04-25-2008	Shipped	003RNRC	000LITB	details
06-07-2008	Shipped	003RNRC	004SAM7	details
08-08-2008	Shipped	003RNRC	000LITB	details

AIN Event Action Detail

When to Use

Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4		4	

Performing the Action

- **Success! Event Action Detail Found.**

You are here: AIN Management / AIN Event Actions / AIN Event Action Detail

User Action Information

Action ID:	155145
User Name:	Ward Cleaver
Service:	createAinShipmentEvent
Action Description:	Create an AIN shipment event
Date:	08-17-2008 10:12:15 CDT
Result:	SUCCESS

AIN Collection

Number of AINs:	25
AIN IDs:	840003000013579- 840003000013603

User Action Parameter Values

Parameter Name	Value
Source PIN/NPN	000LITB
Destination PIN/NPN	004BV5H
Destination State	CA
Ain Id	840003000013579
Ain Range	25
Manufacturer Device Id	RFID-7

- **Success! Event Action Detail Found.**

You are here: AIN Management / AIN Event Actions / AIN Event Action Detail

User Action Information

Action ID:	155145
User Name:	Ward Cleaver
Service:	createAinShipmentEvent
Action Description:	Create an AIN shipment event
Date:	08-17-2008 10:12:15 CDT
Result:	SUCCESS

AIN Collection

Number of AINs:	1
AIN IDs:	840003000013579 840003000013603

User Action Parameter Values

Parameter Name	Value
Source PIN/NPN	000LITB
Destination PIN/NPN	004BV5H
Destination State	CA
Ain Id	840003000013579
Manufacturer Device Id	RFID-7

- **Success! Event Action Detail Found.**

You are here: AIN Management / AIN Event Actions / AIN Event Action Detail

User Action Information

Action ID:	163049
User Name:	Darrin Stevens
Service:	createAinProgramShipmentEvent
Action Description:	Create Discease Program Shipment
Date:	06-03-2008 11:22:33 EDT
Result:	WARNING

AIN Collection

Number of AINs:	25
AIN IDs:	CT25 203000101- CT25 203000125

User Action Parameter Values

Parameter Name	Value
Source PIN/NPN	003FKB4
Destination PIN/NPN	004SAM7
WARNING	BROKEN_EVENT
WARNING	NOT_ACTIVE_MANAGER_OR_RESELLER
WARNING	RELATIONSHIP
Disease Program Code	SCRAPIE
Scrapie Customer Id	CT25
Source PIN/NPN	003FKB4
Destination State	CT

AIN Event Report

When to Use

Whenever you want to determine which AINs have been shipped, allocated, or returned, according to specific criteria, including source or destination entities, date ranges, device types, and AIN range.

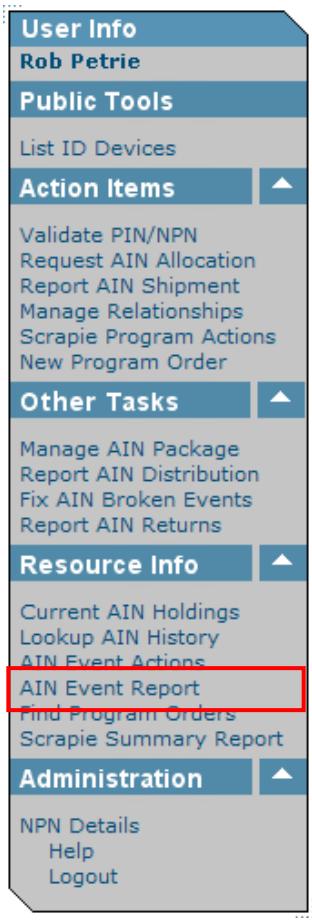
Note: You will only be able to obtain a report for AINs which have been in your possession at some time.

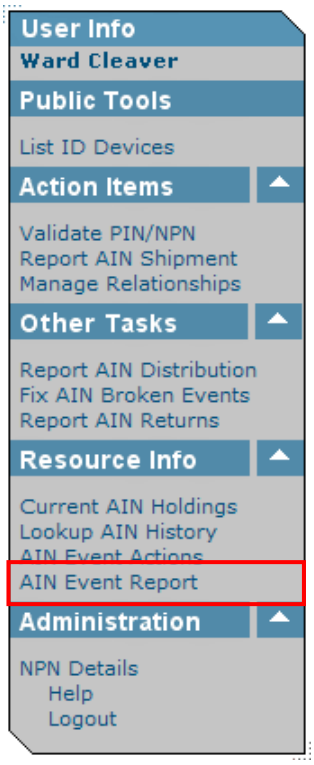
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4	4			

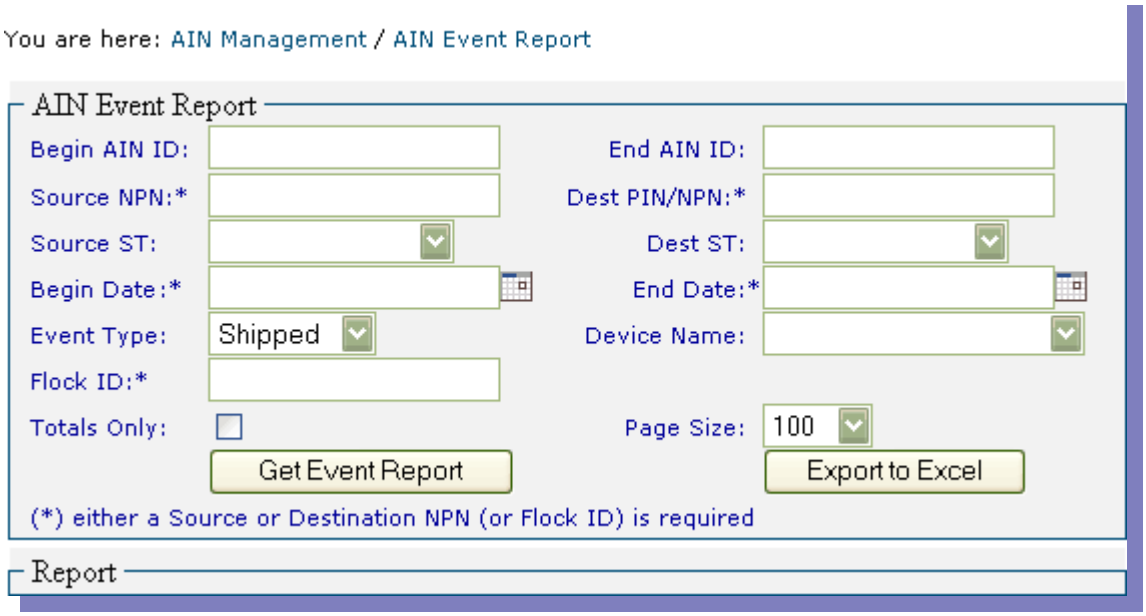
Performing the Action

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*

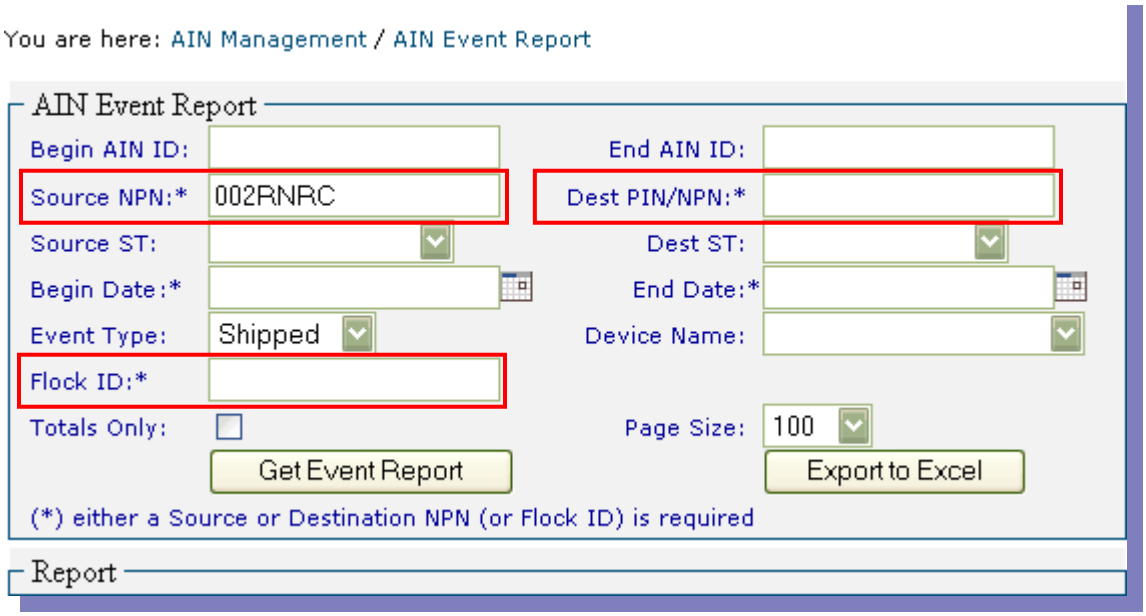




To create an AIN Event Report, click on AIN Event Report.



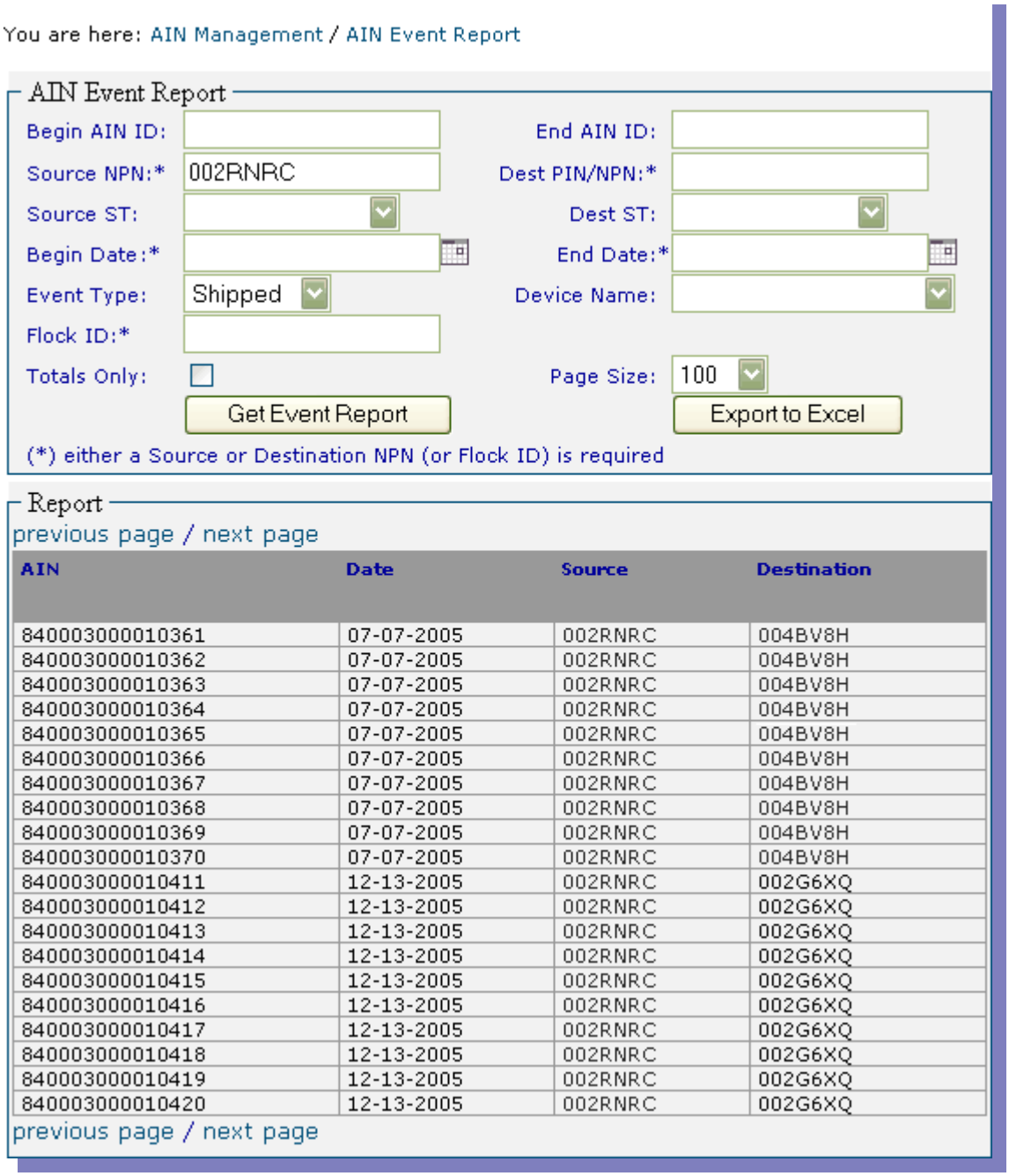
The AIN Event Report screen will be displayed.



Enter the search criteria for the report you want to generate. As a minimum, either the NPN for the entity which shipped the AIN(s) (Source NPN), or the PIN or NPN for the entity which received the AIN(s) (Dest PIN/NPN), or the Scrapie Flock ID must be entered.

If entering *either* a source *or* destination NPN, it must be your entity's NPN. If entering *both* a source *and* a destination NPN, one of the two must be your entity's NPN.

Click on the Get Event Report button.



The list of AINs which meet the report criteria will be displayed.

To export the report data to a spreadsheet, click on the Export to Excel button.

ADMINISTRATION

NPN Details

When to Use

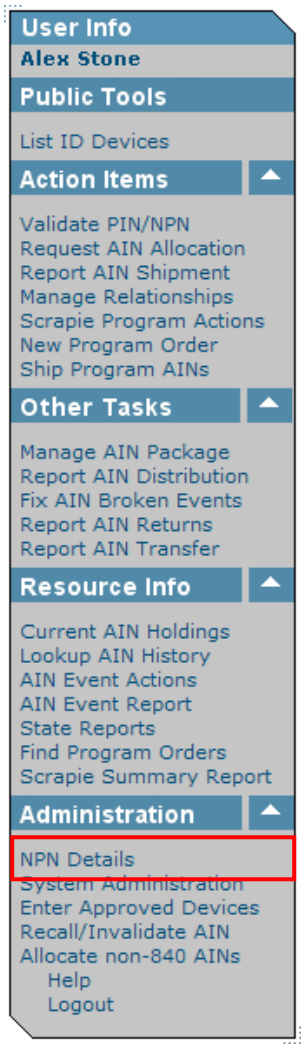
System/Program Admin users may view the NPN Details for any NPN through this screen.

Applicable Roles and Functions

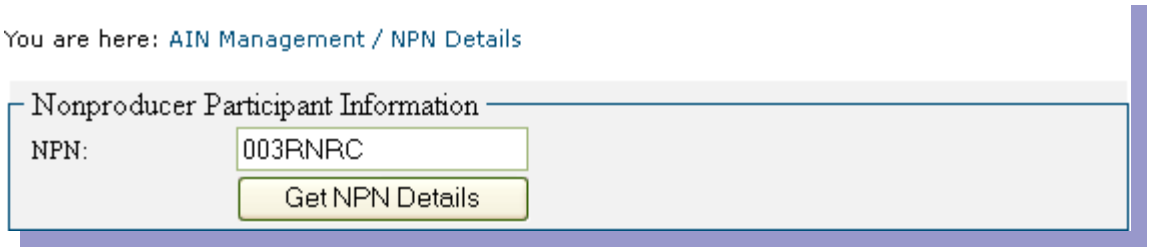
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4							

Performing the Action

Sys/Pgm Admin



To access NPN information, click on NPN Details.



This NPN Details screen will be displayed to Administrators. The user's NPN will populate the NPN field. To view the NPN Details for another NPN, enter the NPN in the NPN field, then click on the Get NPN Details button. The appropriate NPN Details screen (Entity Details – section 6.2) will then be displayed.

NPN Details (Entity Details)

When to Use

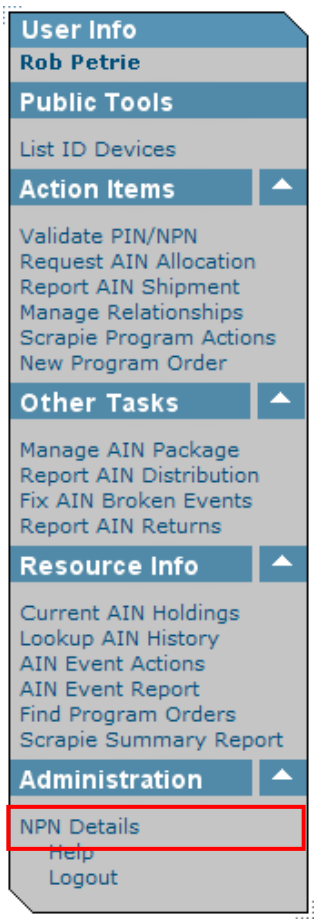
To view, add, and edit your NPN locations, contacts, and users, to select which states are serviced by your organization, and to create relationships with other NPNs.

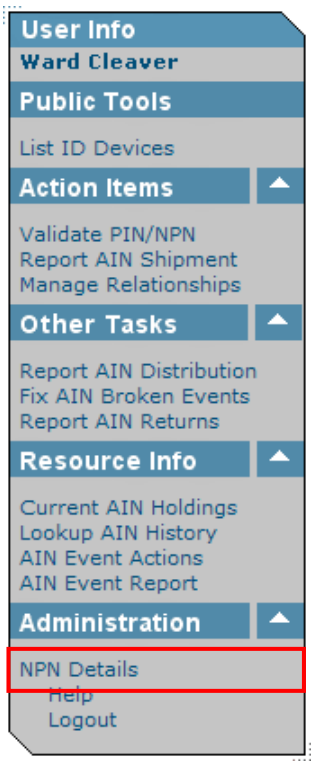
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

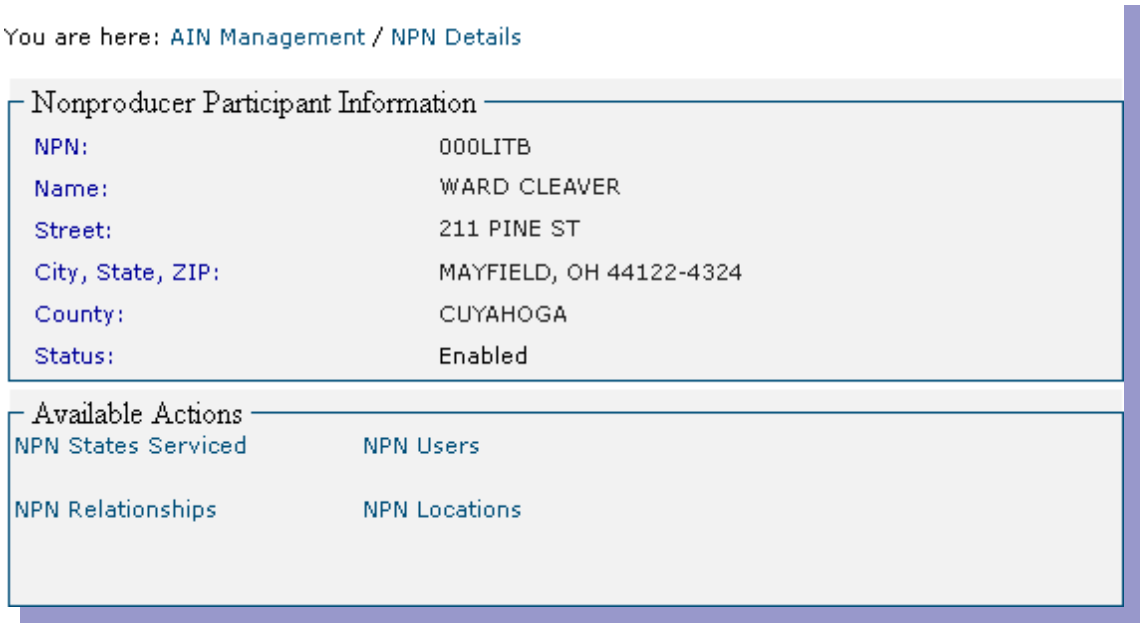
Performing the Action

Mfr Admin *NPN Admin* *Health Official* *Scrapie Official*

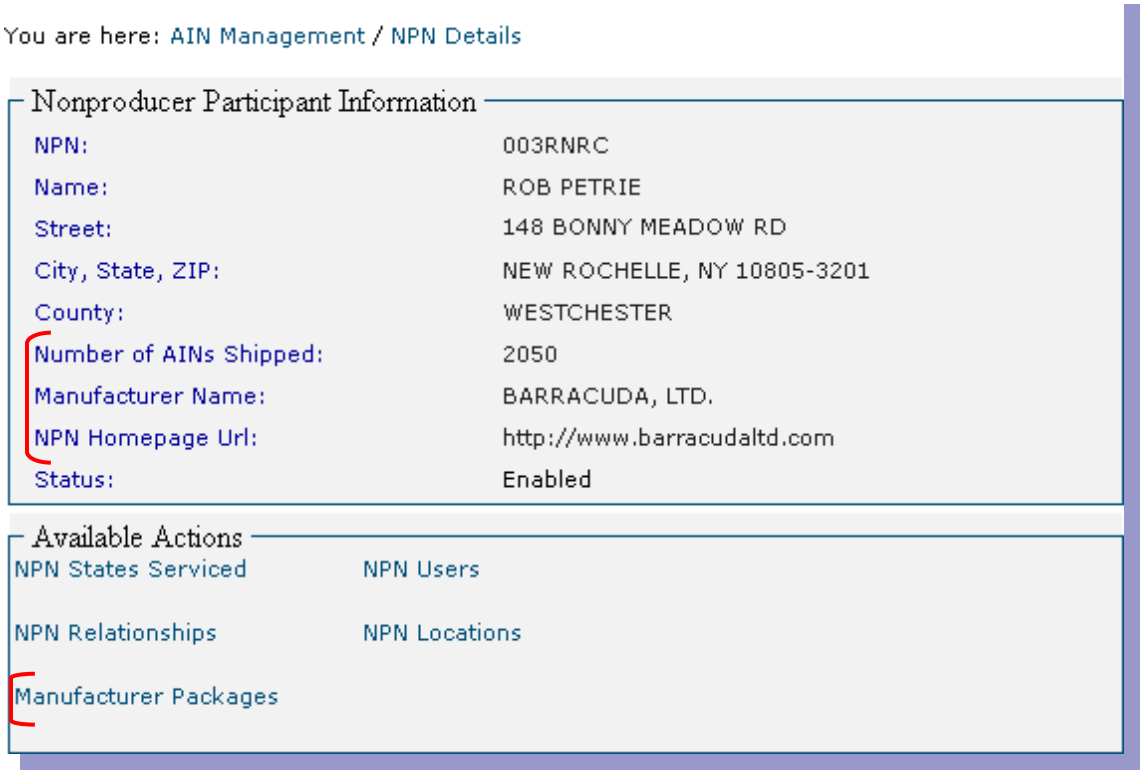




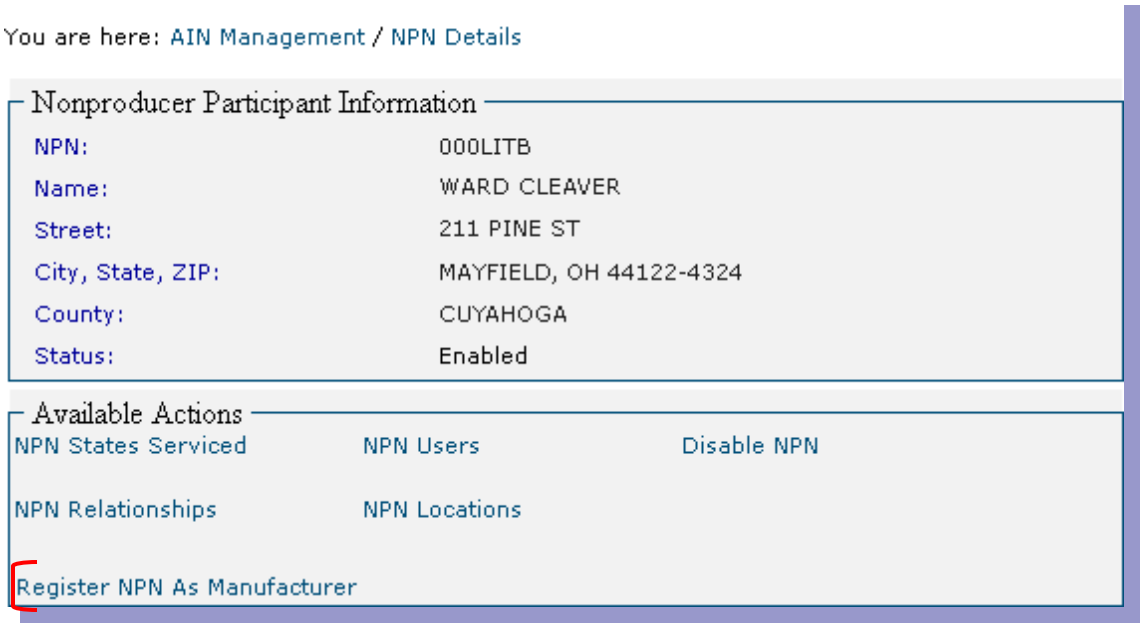
To access NPN information, click on NPN Details.



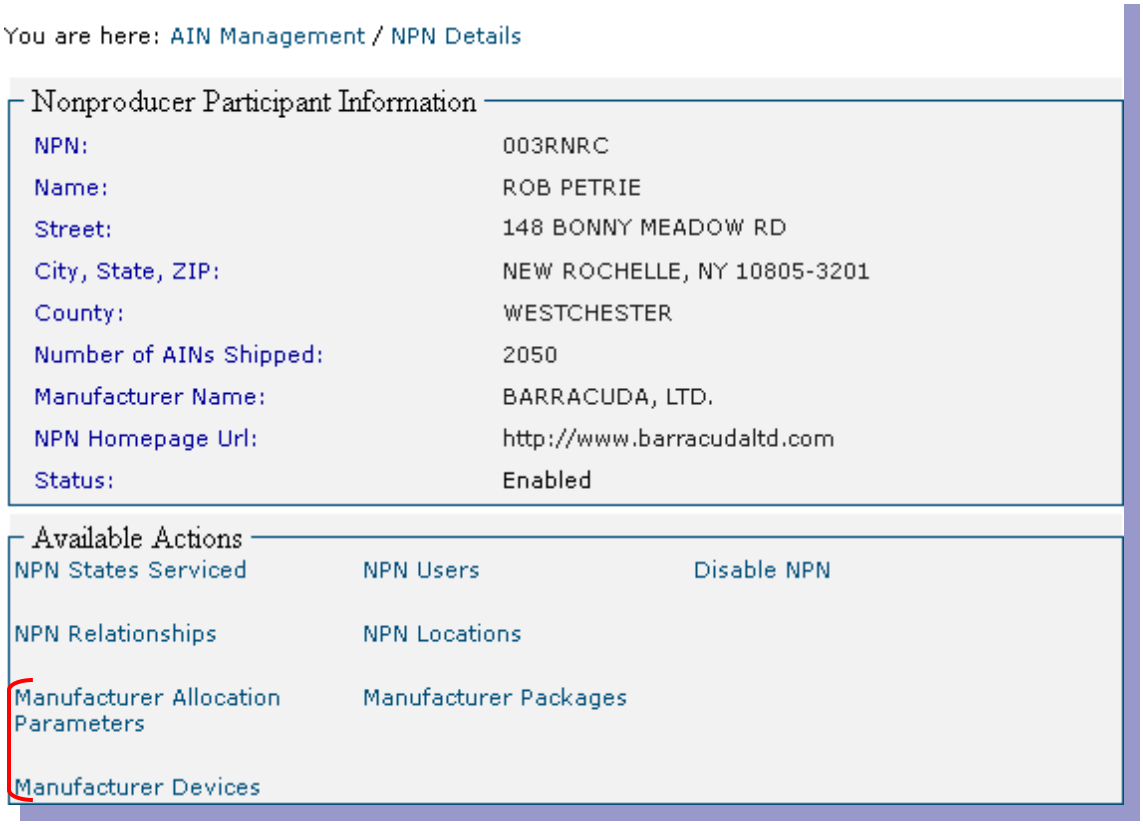
This NPN Details screen will be displayed to AIN tag managers.



This NPN Details screen will be displayed to AIN tag manufacturers. Note the additional information and actions.



This NPN Details screen will be displayed to Sys/Pgm Administrators for AIN tag managers.



This NPN Details screen will be displayed to Sys/Pgm Administrators for AIN tag manufacturers.

From the NPN Details screen, you can manage the states serviced by your NPN, the relationships established with other NPNs, and the users and locations for your NPN. Administrators can also register an NPN as a manufacturer and set allocation parameters for a manufacturer.

NPN States Serviced

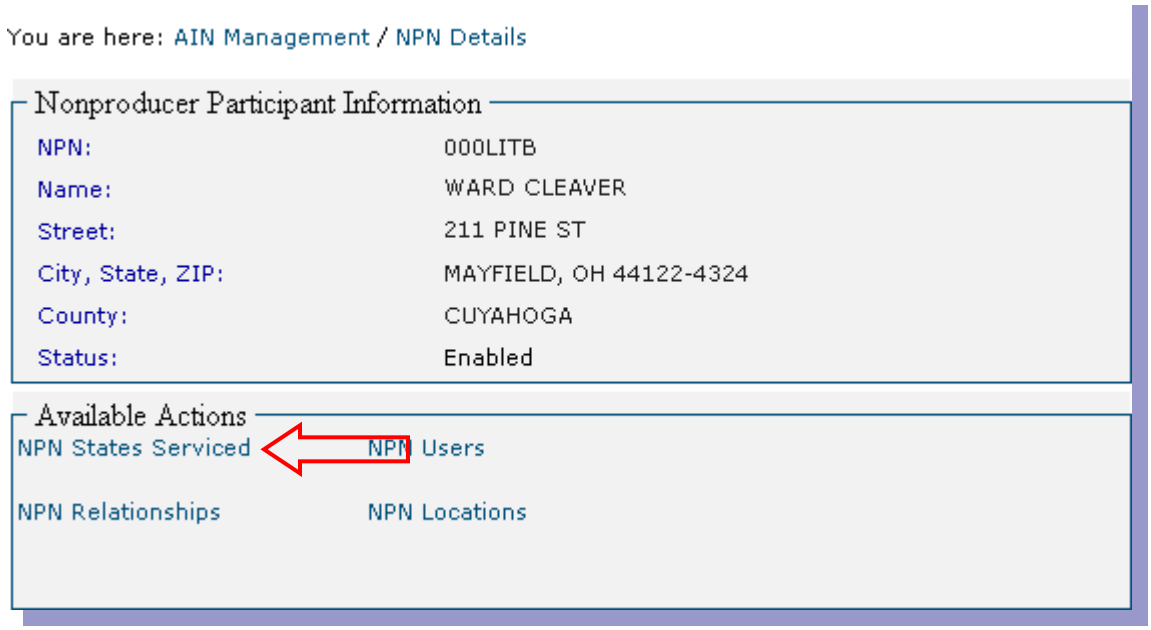
When to Use

To select which states are serviced by your organization.

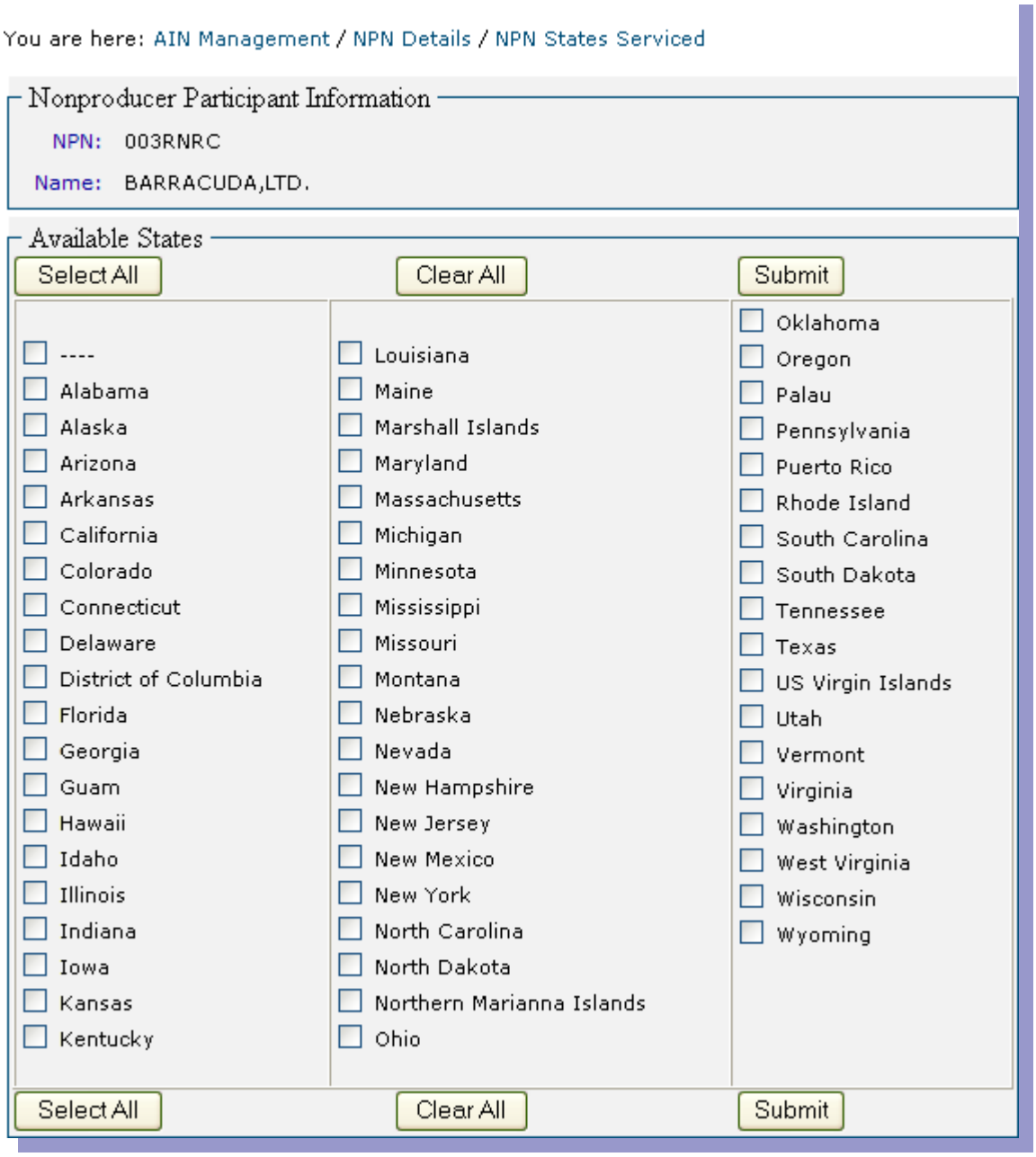
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

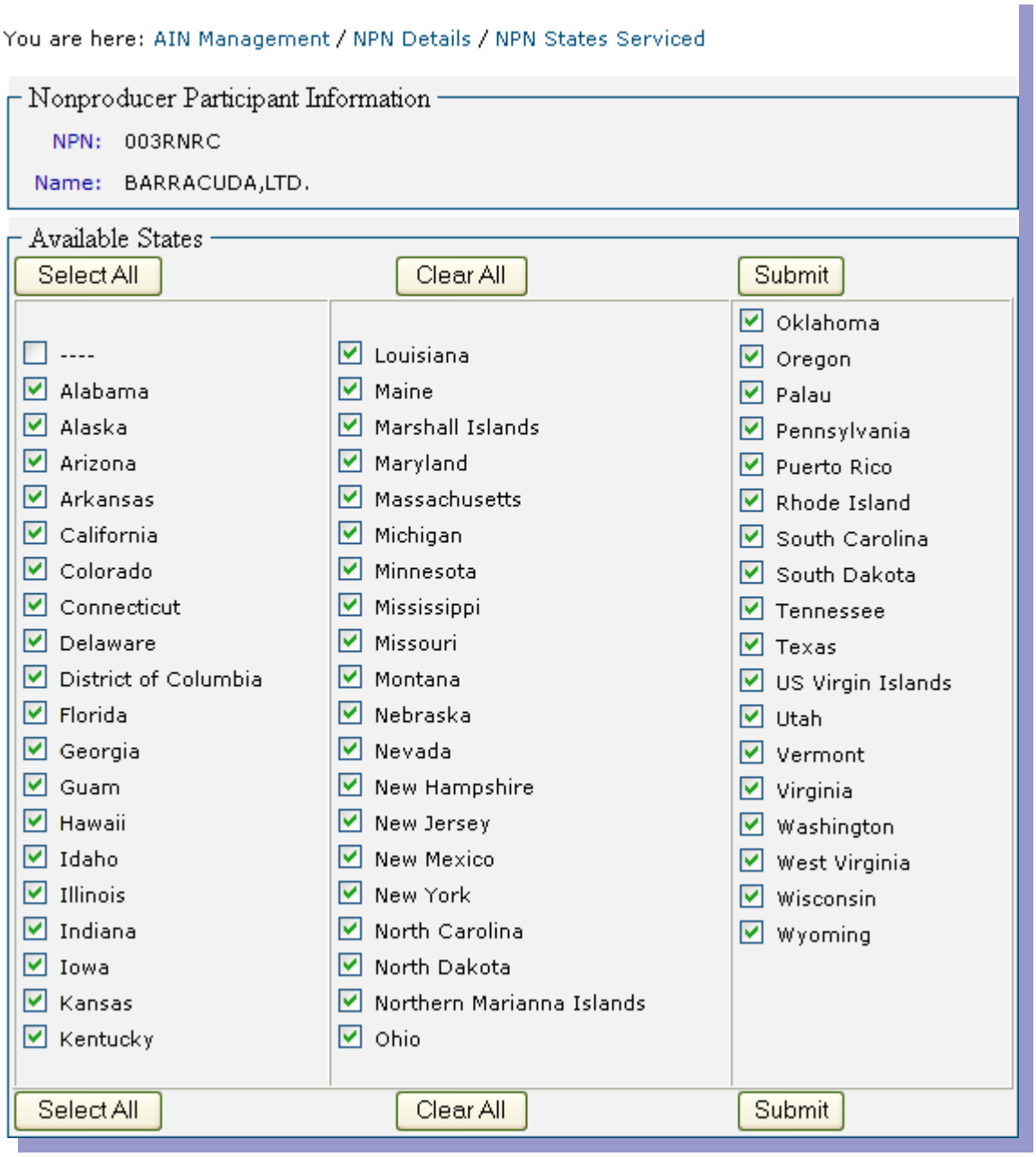
Performing the Action



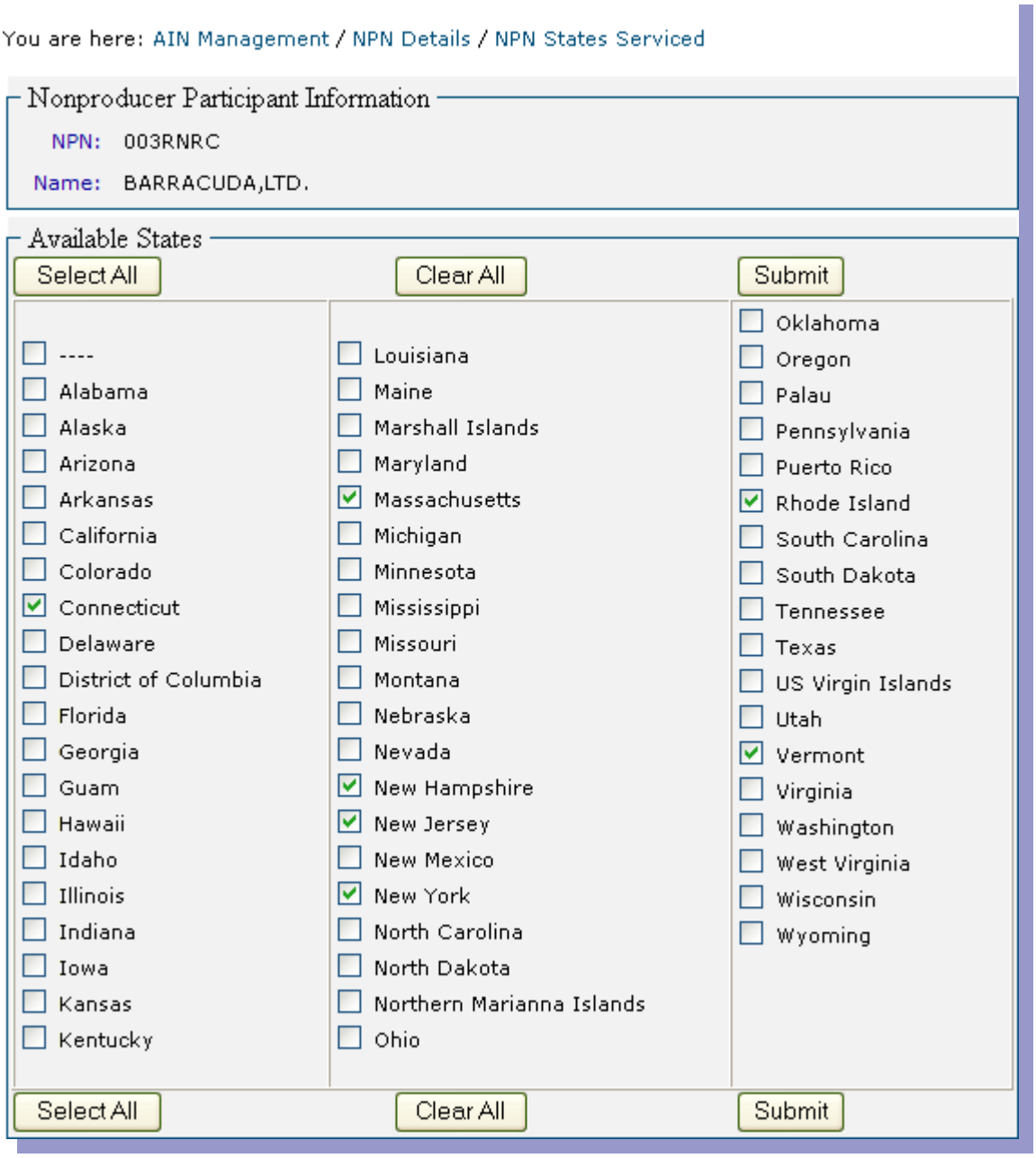
On the NPN Details screen, click on NPN States Serviced.



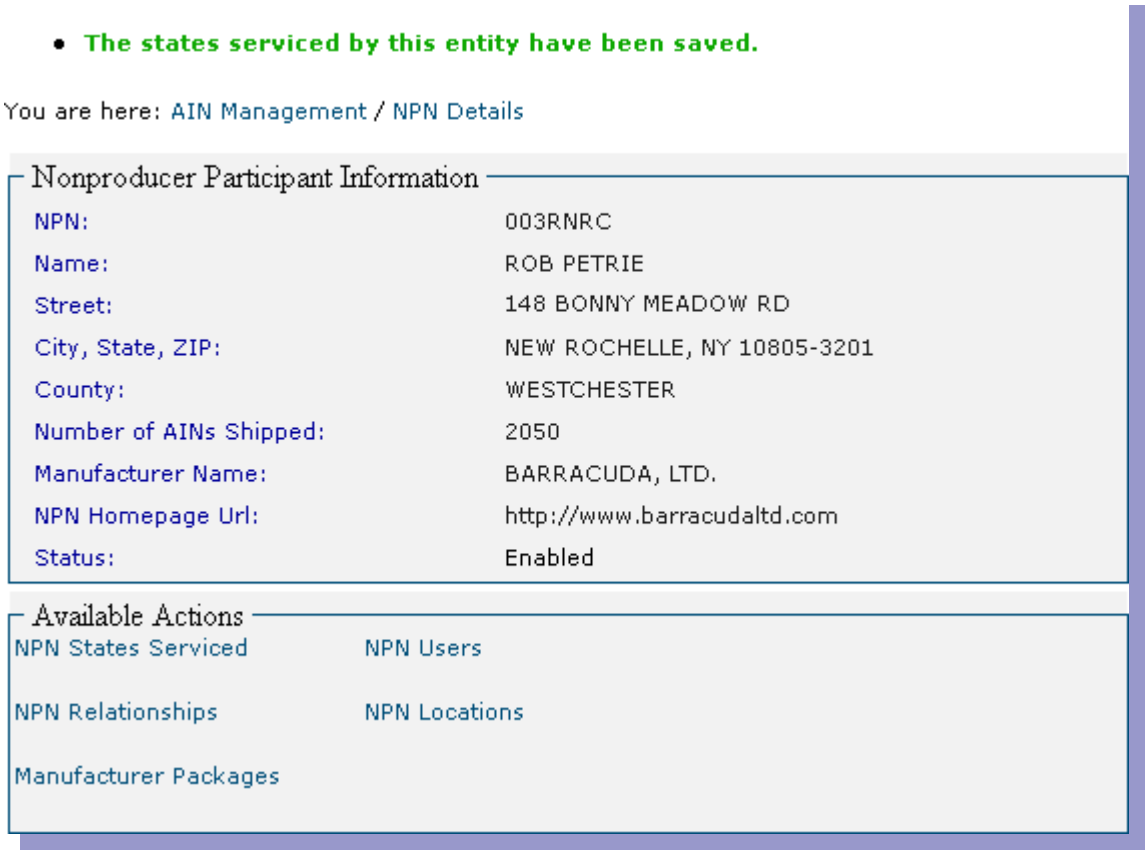
The NPN States Service screen will be displayed. Selecting the states serviced by your NPN will enable producers in a particular to find an AIN tag supplier.



To select all states, click on the Select All button.



Check the boxes for the states in which you conduct business. Then click on the Submit button.



The selected states serviced by your NPN will be saved.

NPN Users

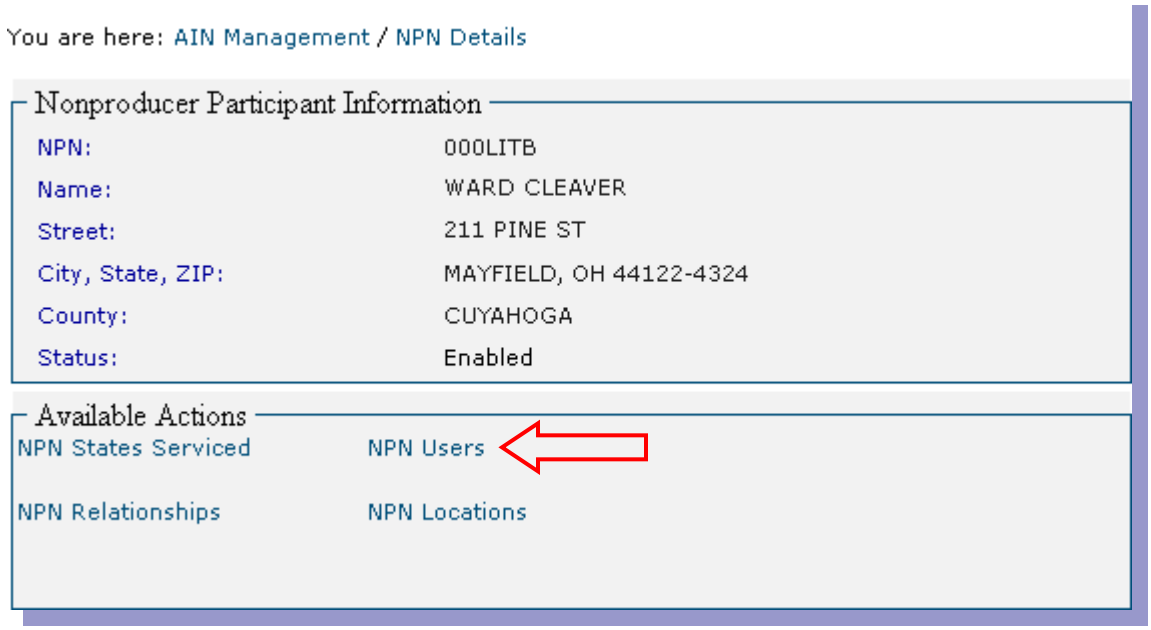
When to Use

To view users assigned to your NPN.

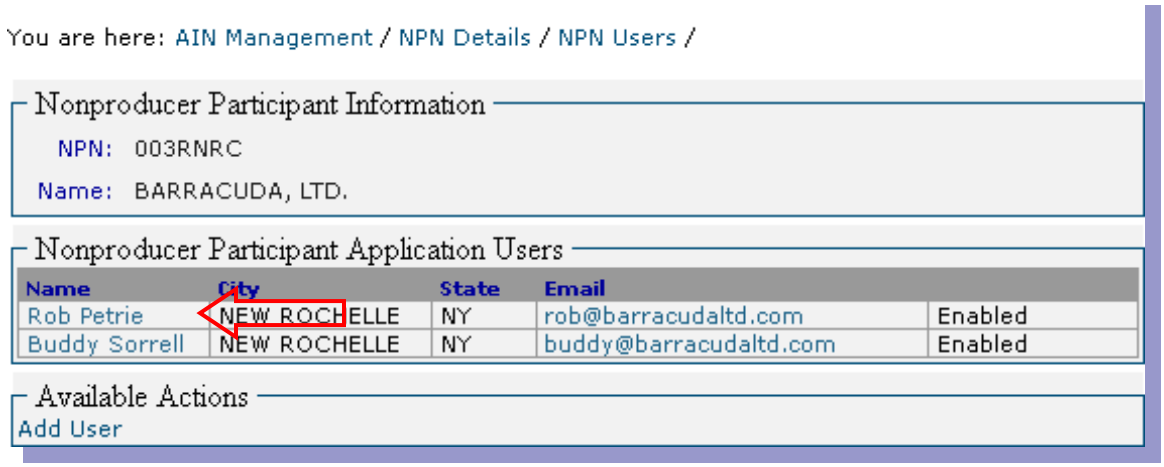
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

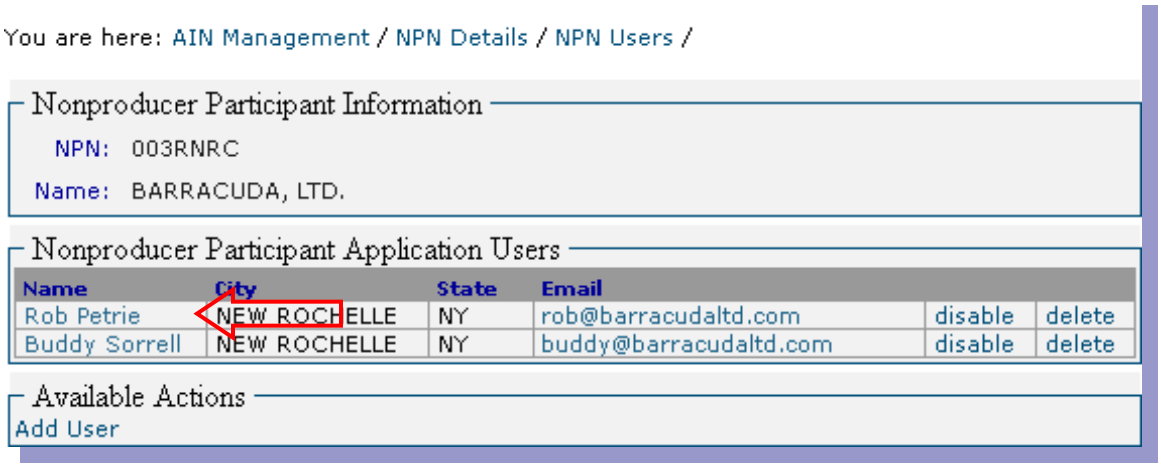
Performing the Action



On the NPN Details screen, click NPN Users.



This NPN Users screen will be displayed to NPN Administrators.



This NPN Users screen will be displayed to System Administrators.
To view and/or edit user information, click on the user name.

User

When to Use

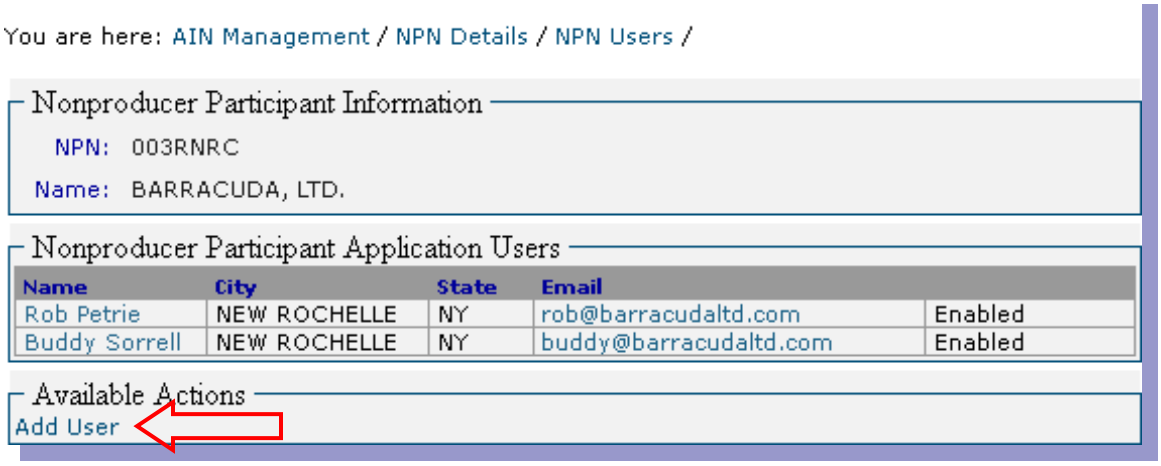
To add and edit users assigned to your NPN.

Applicable Roles and Functions

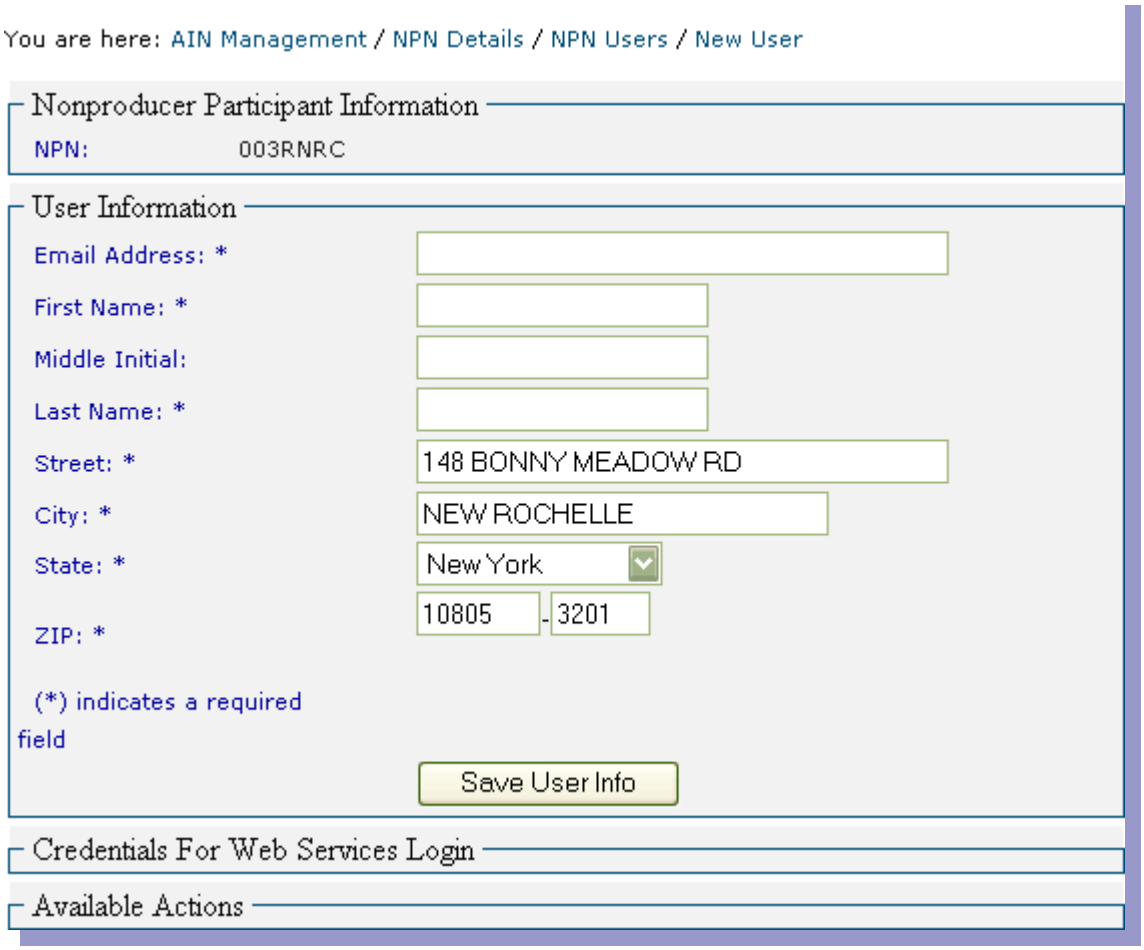
Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

Performing the Action

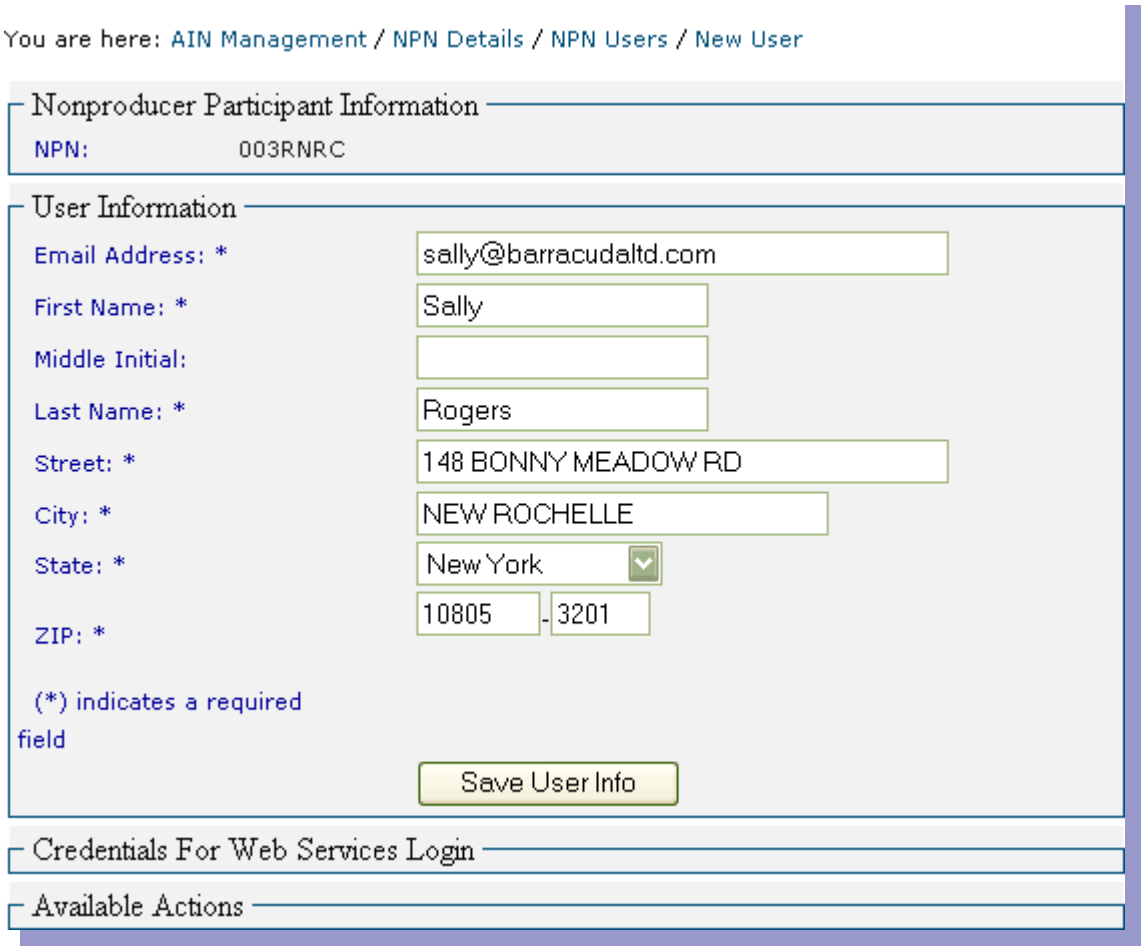
Add User



To add a new user to the NPN, on the NPN Users screen, click Add User.



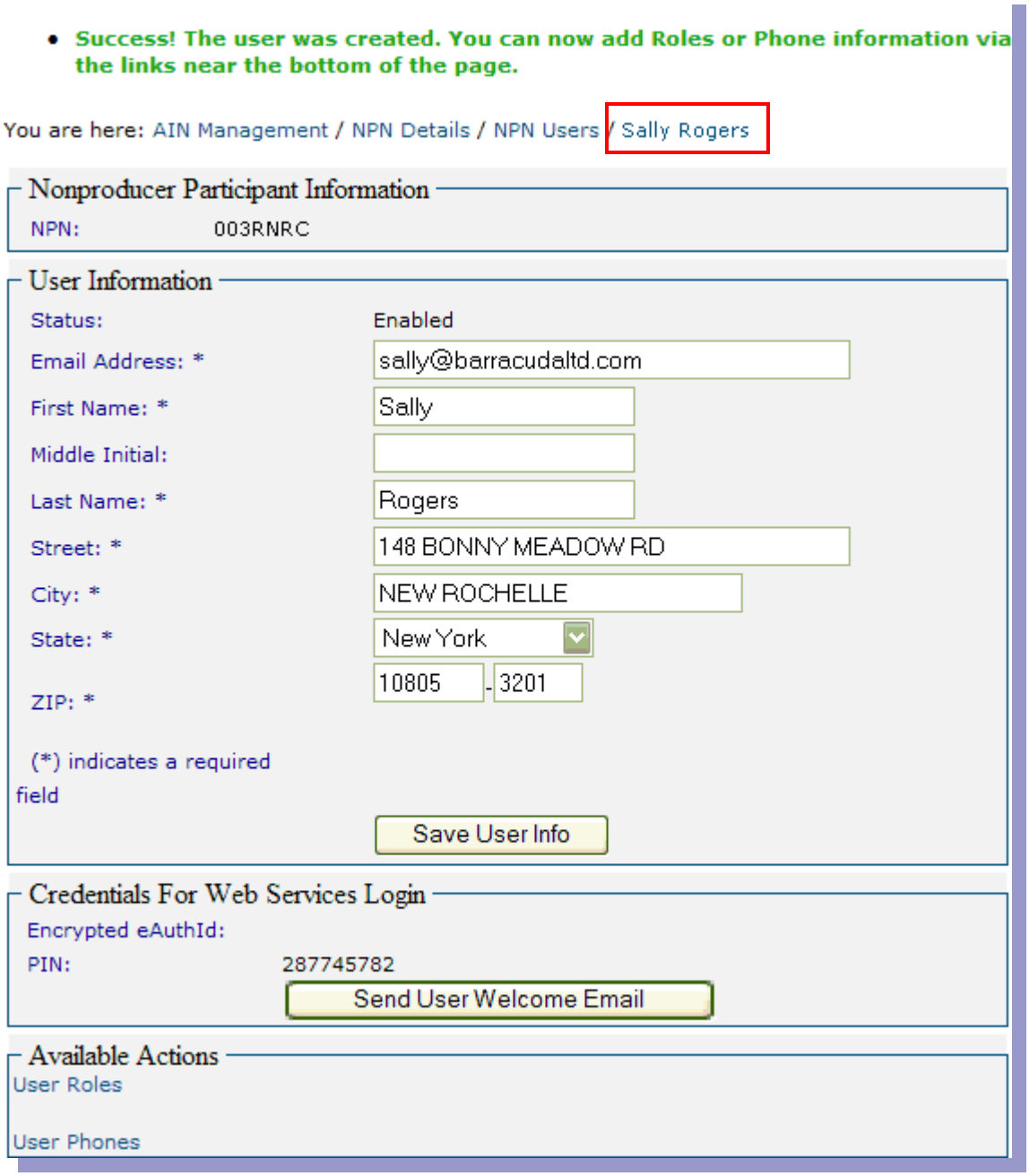
The New User screen will be displayed.



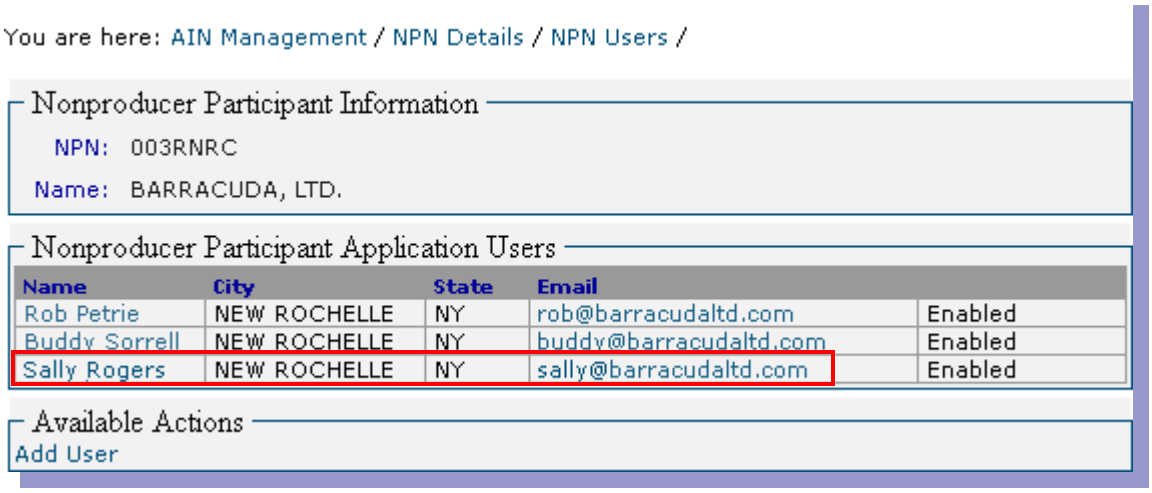
Type the information for the user you wish to add in the appropriate fields. Select the state from the State drop-down menu. Be sure that all required fields are entered.

Make sure that the Email Address is entered correctly and is a valid address. When the new user is added, an email will be sent to the user giving instructions for logging into the application and supplying a PIN for the initial login.

When you have entered all the necessary information, click on the Save User Info button to create the new user and add him/her to the user list.

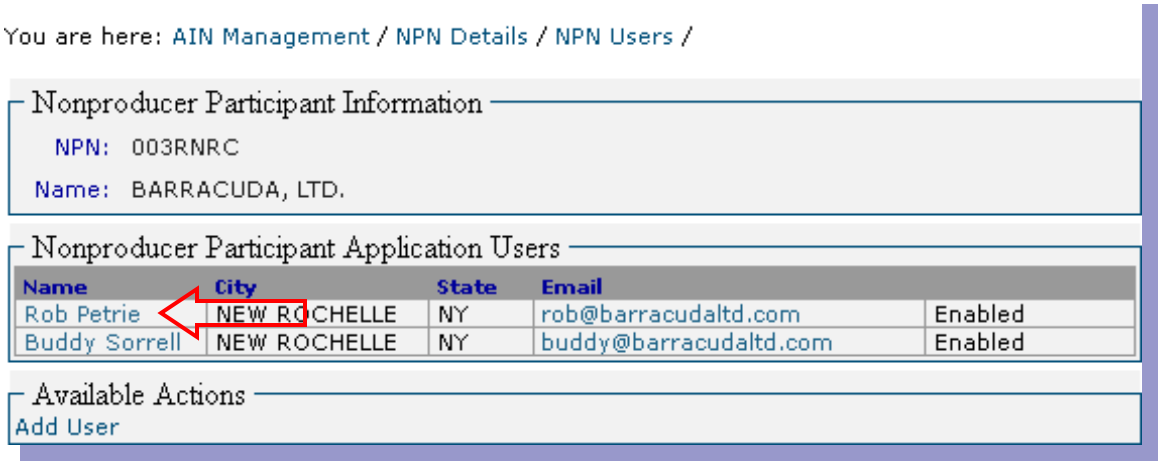


If all the required information was entered, the user will be added to the user list. A message will be displayed, showing that the user was successfully added, and the user's name appears in the `You are here:` line.



Click on NPN Users to return to the user list. The new user's name now appears in the list.

Select User



To edit a user assigned to the NPN, on the NPN Users screen, click the Name link.

The User Information screen will be displayed. To edit any of the information, type the corrections in the appropriate fields. Then click on the Save User Info button.

User Roles

When to Use

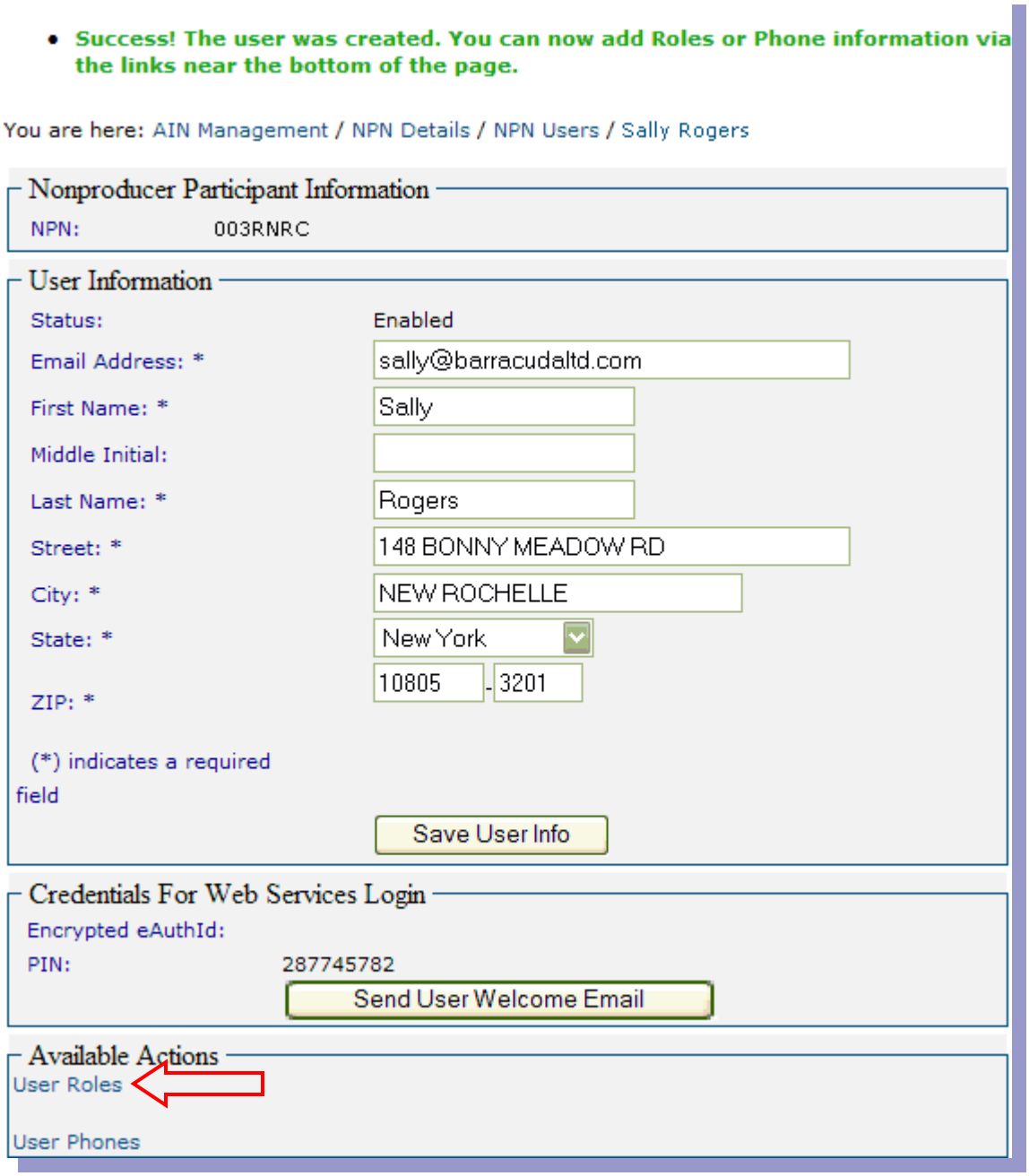
To view and assign roles and permissions for users assigned to your NPN.

Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

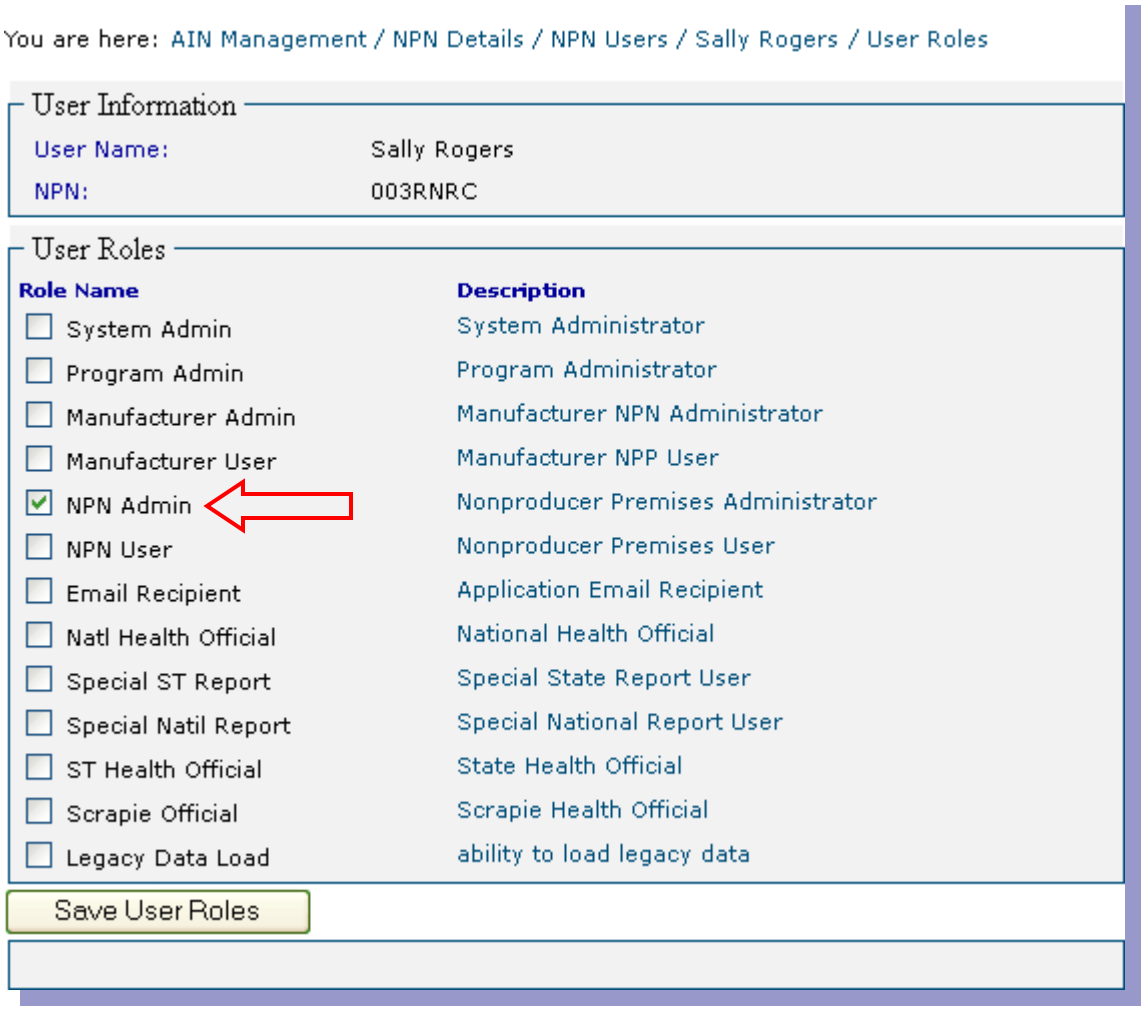
Performing the Action

New User Roles



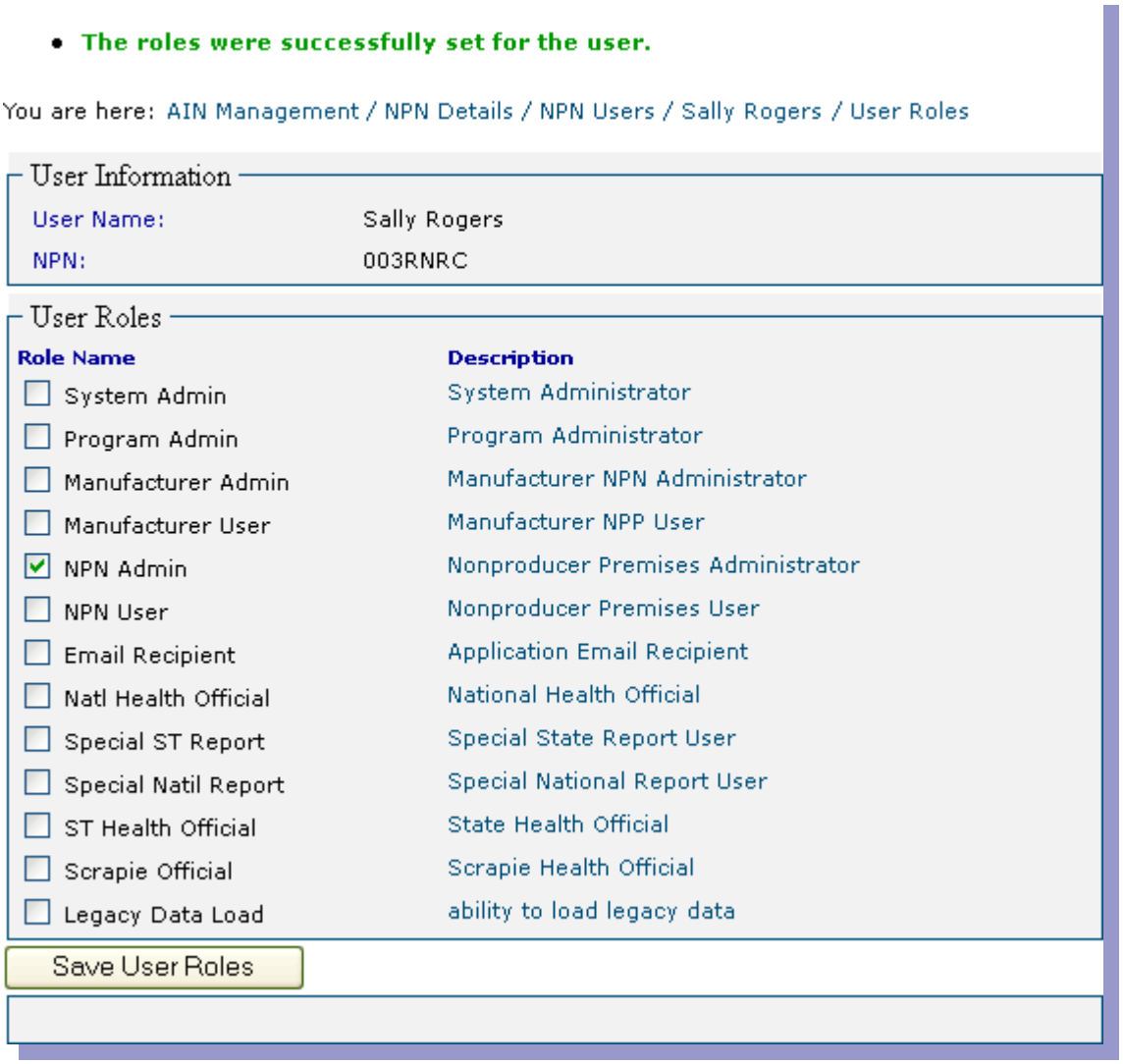
After a new user has been created (section 6.5), click on User Roles to set the permissions for the user.

The User Roles screen will be displayed.



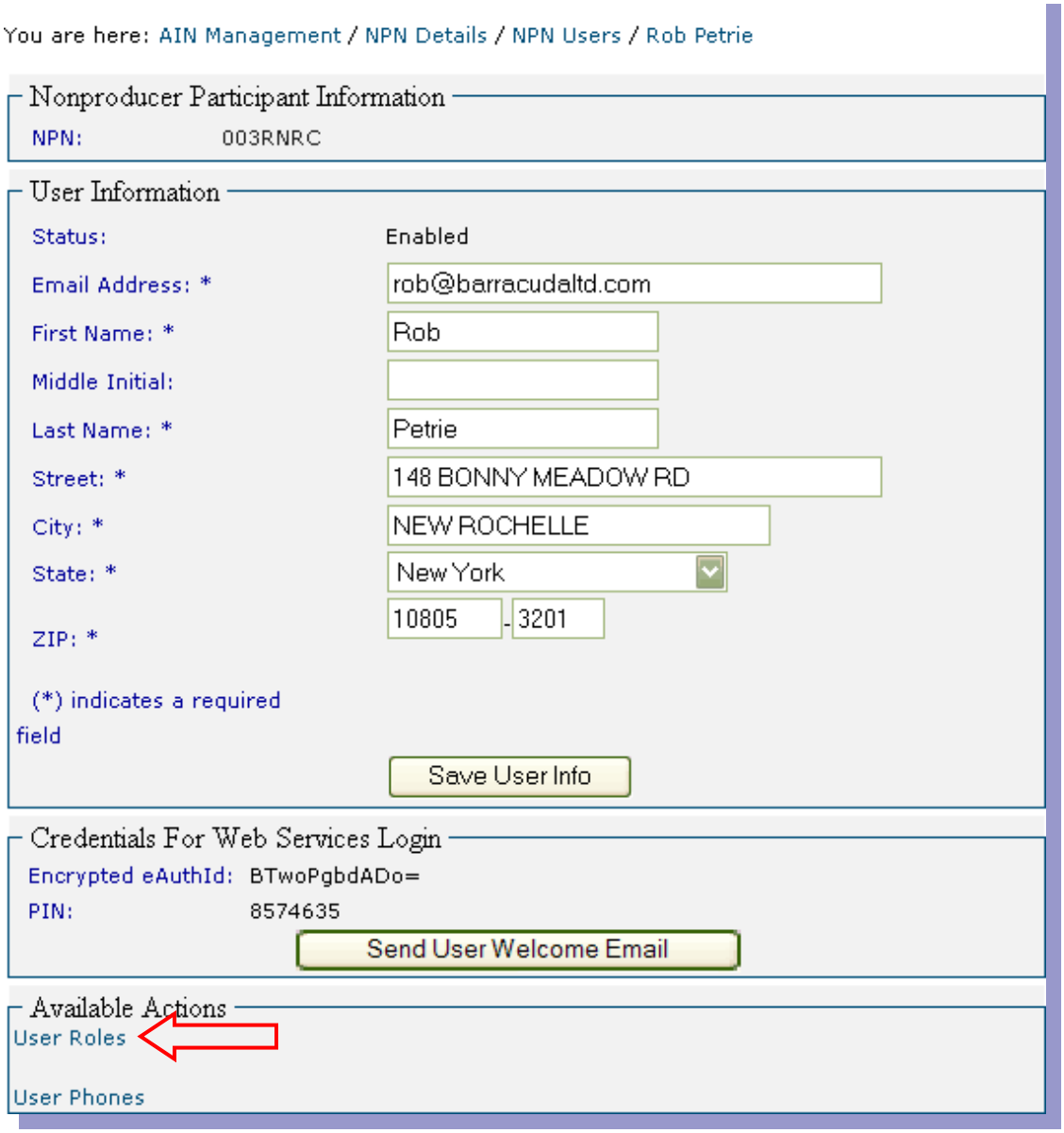
Check the User Role boxes to assign permissions. You will only be able to select User Roles from your own level down. You cannot select User Roles higher than your own. (For example, an NPN Administrator is only able to assign NPN Admin and lower as User Roles.)

When you have made your selections, click on the Save User Roles button to save the assigned roles.



A message will be displayed indicating that the User Roles have been assigned to the user.

Existing User Roles



To view and/or edit the roles and permissions assigned to a user, click on User Roles on the User Information screen.

The User Roles screen will be displayed, indicating which roles are assigned to the selected user. Check or uncheck the User Role boxes to change permissions.

The logged-in user will be able to assign roles up to and including his own level. In this example, the logged-in user is a System Admin. If the logged-in user is assigned a different role, the available user roles will be fewer.

Note: If you are editing your own permissions, and you select and save a User Role lower than what is currently assigned to you, you will not be able to return to your previously assigned User Role. It will have to be reset by a user with a higher User Role. Therefore, it is strongly advised that you ***do not*** *edit your own User Roles.*

User Phones

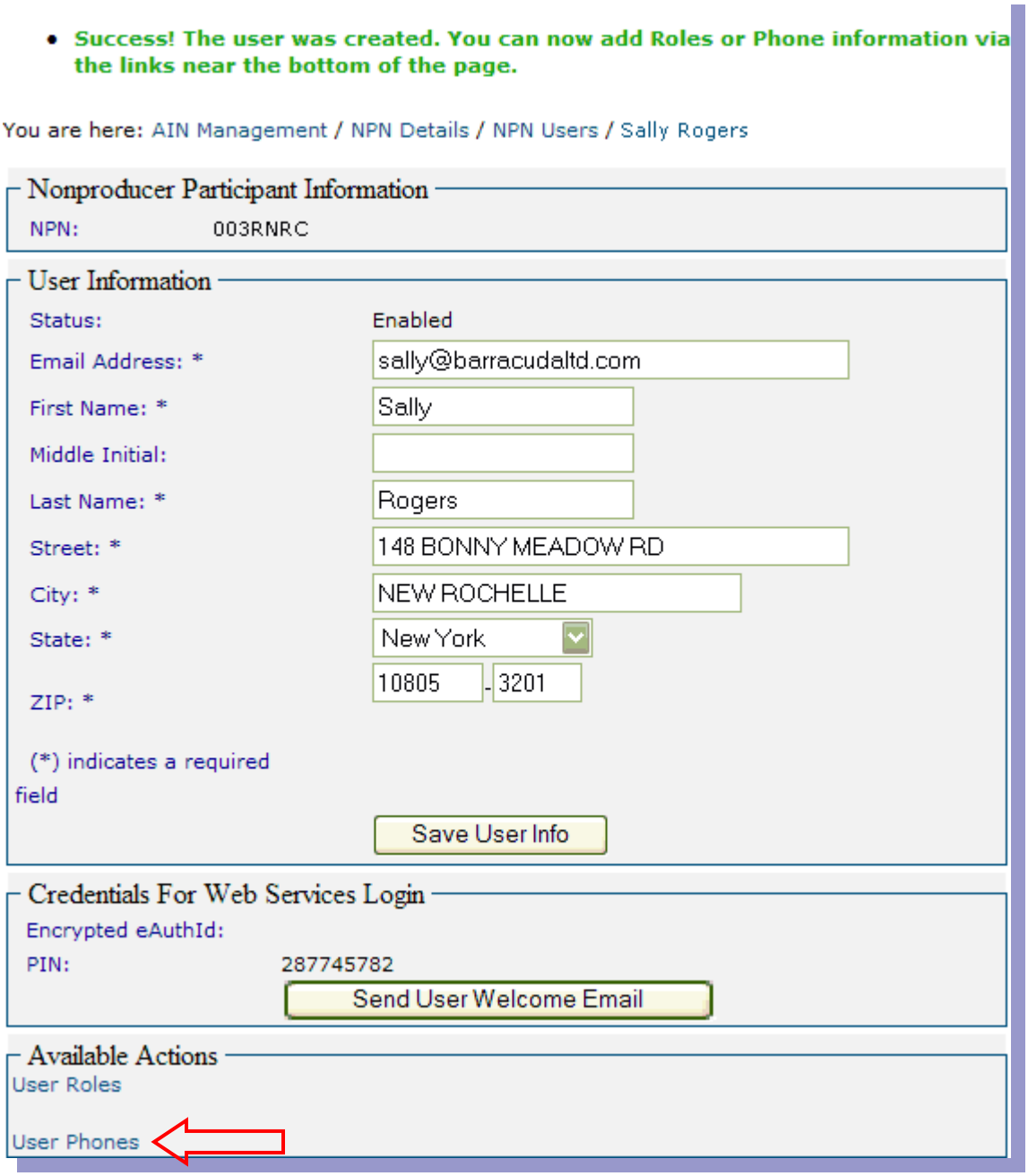
When to Use

To view and enter phone numbers for users assigned to your NPN.

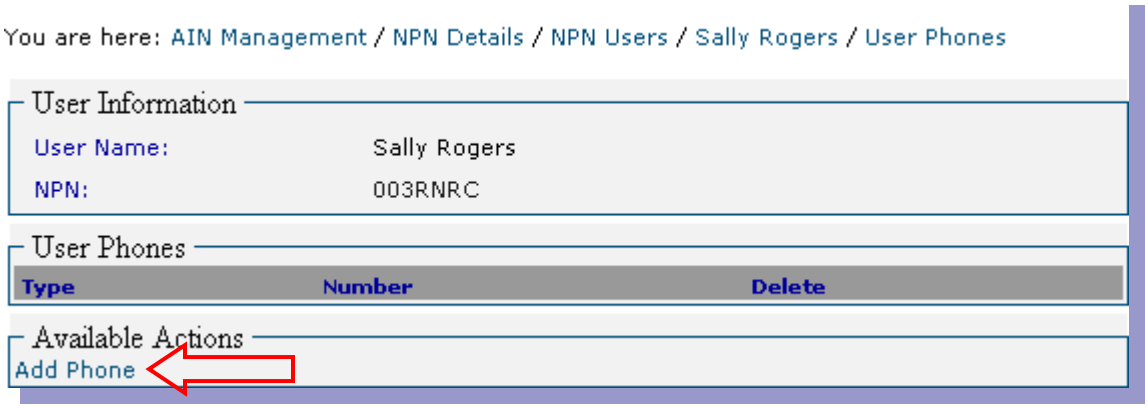
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

Performing the Action



To view and/or edit the phone numbers assigned to the user, click on User Phones on the User Information screen. The User Phones screen will be displayed. When a user is set up, by default there are no phone numbers associated with the User Information.



Click on Add Phone to add a phone number to the User Phones list.

Phone

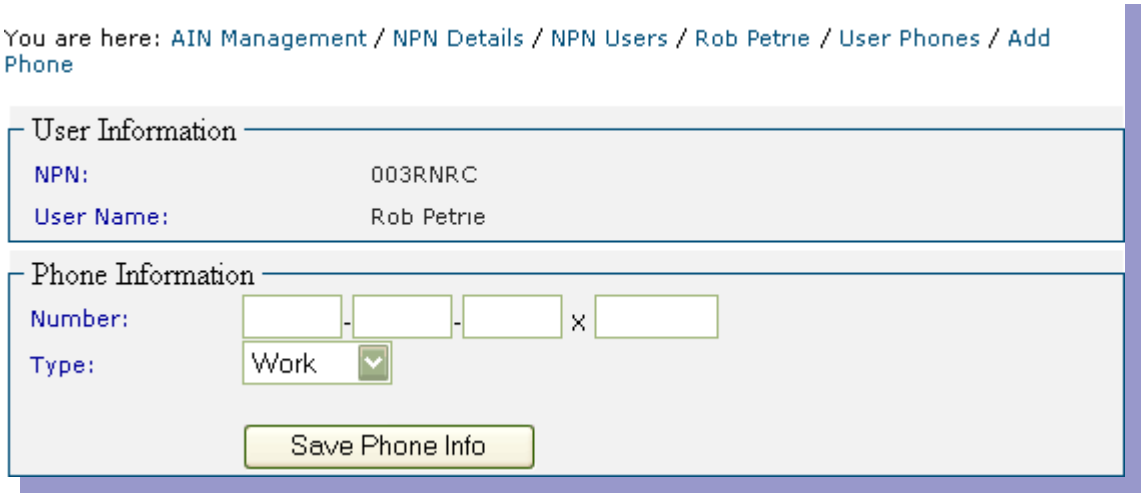
When to Use

To add, edit, and delete phone numbers for users assigned to your NPN.

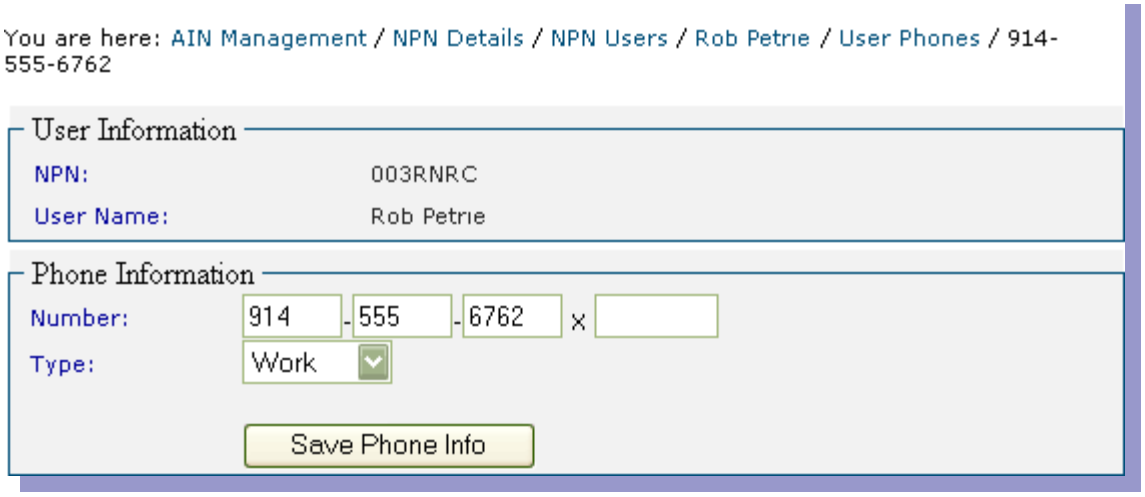
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

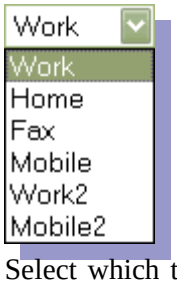
Performing the Action



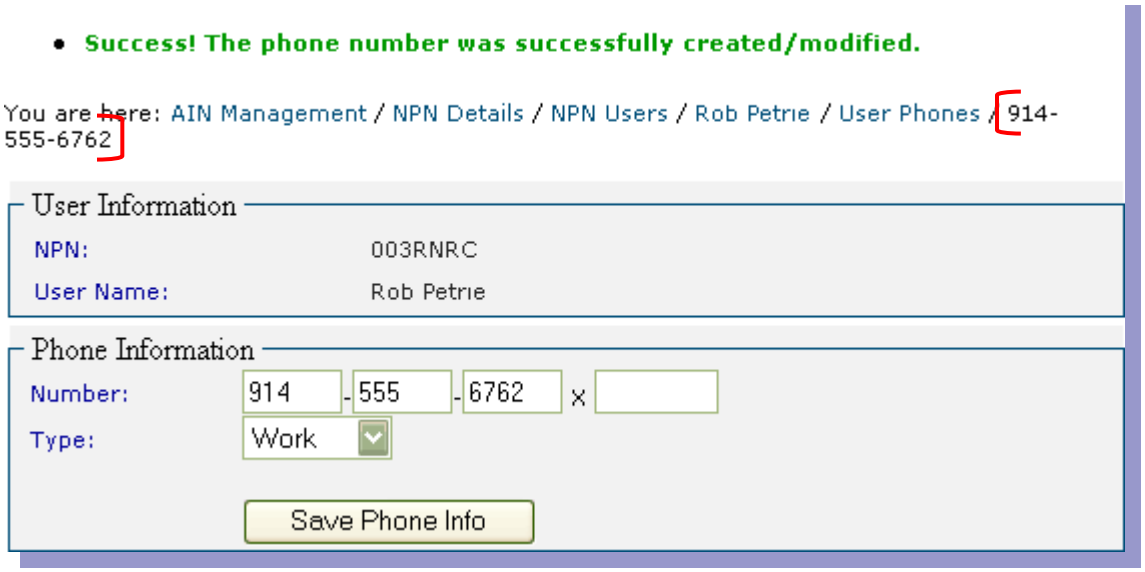
After you click on the Add Phone link on the User Phones screen, the Add Phone screen will be displayed.



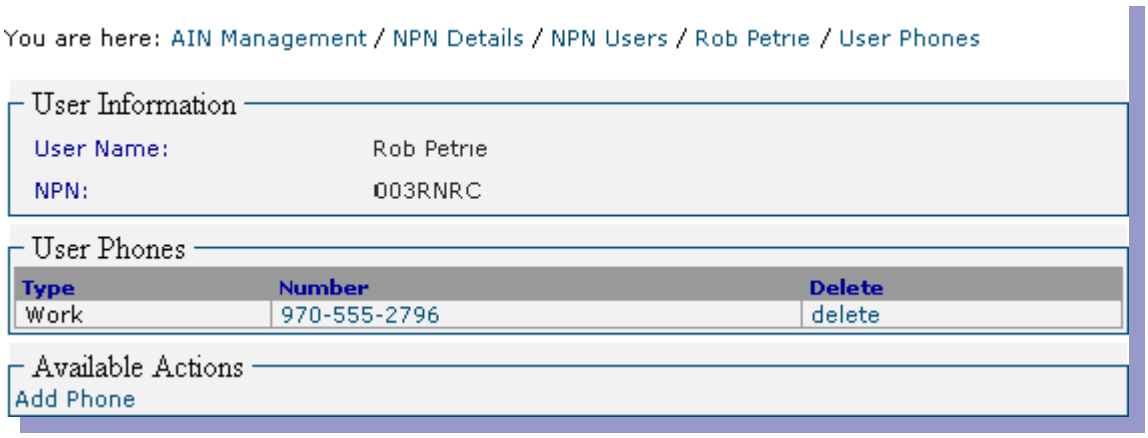
Type in the phone number (and extension, if applicable) in the Number fields.



Select which type of phone number is being entered from the Type drop-down menu. When you have completed entering the phone information, click on the Save Phone Info button.

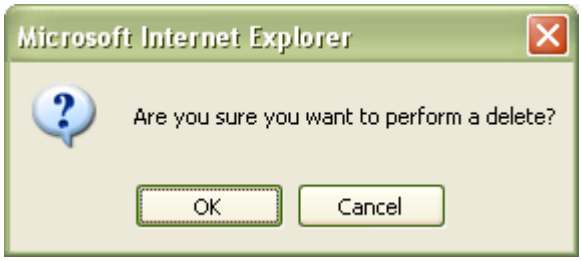


The Add Phone screen will be updated to show that the new phone number has been added.



Click on User Phones to return to the User Phones screen. The phone number has been added to the User Phones list. Additional phone numbers can also be added to the list.

To edit the phone information, click on the phone number link. To remove the phone number from the list, click on delete.



You will be asked to confirm that you want to delete the number. Click on OK to delete the phone number.

NPN Locations

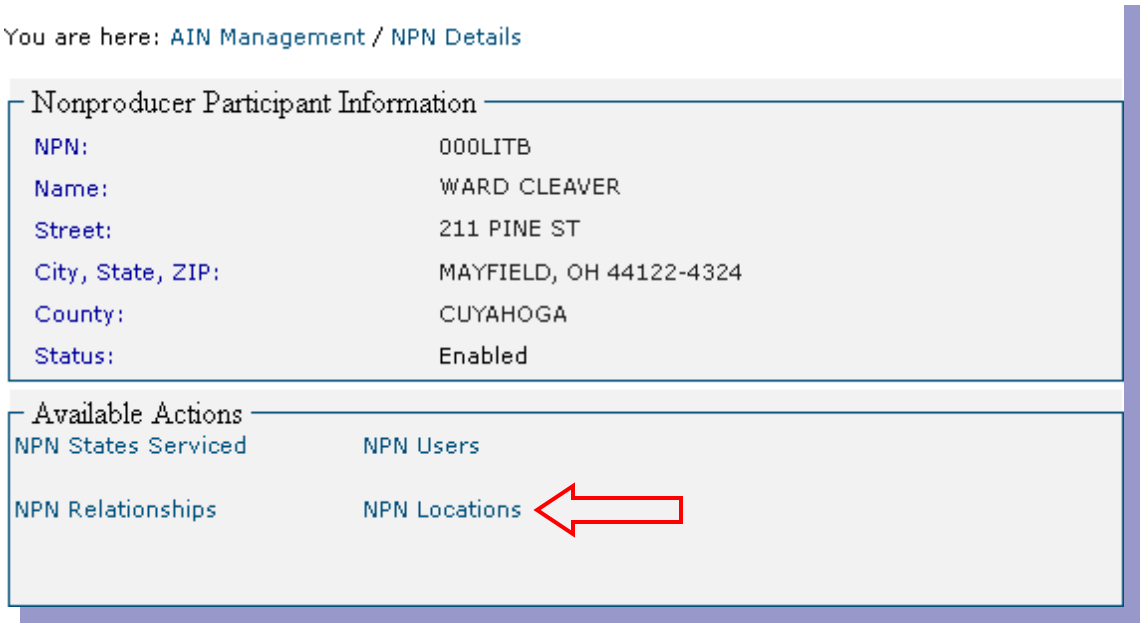
When to Use

To view and edit locations for your NPN.

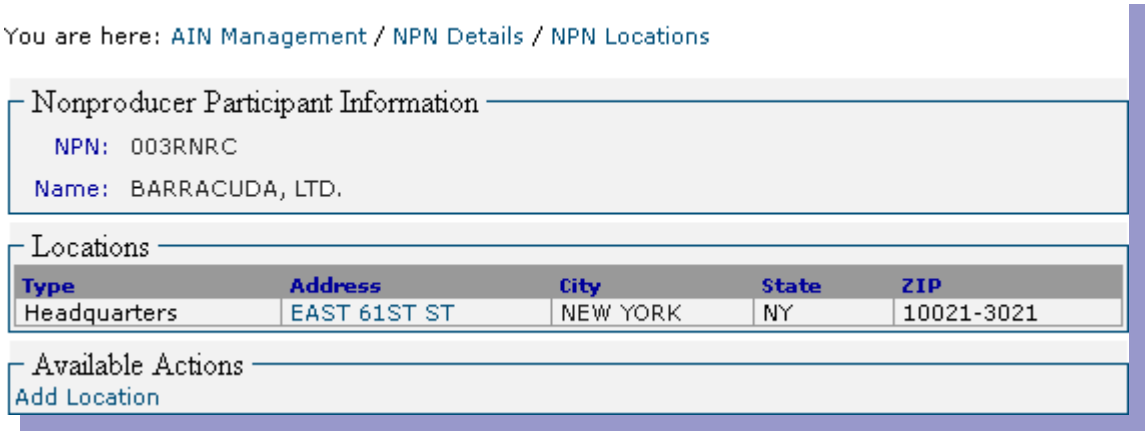
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

Performing the Action



To manage NPN Locations, on the NPN Details screen, click on NPN Locations.



The NPN Locations screen will be displayed. All locations which have been entered for the NPN will be displayed in the Locations list.

Location

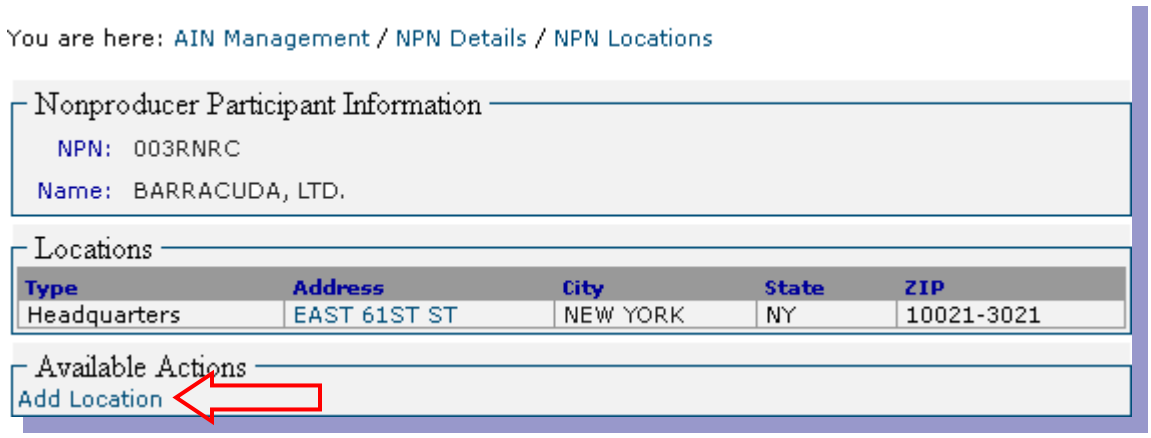
When to Use

To add locations for your NPN.

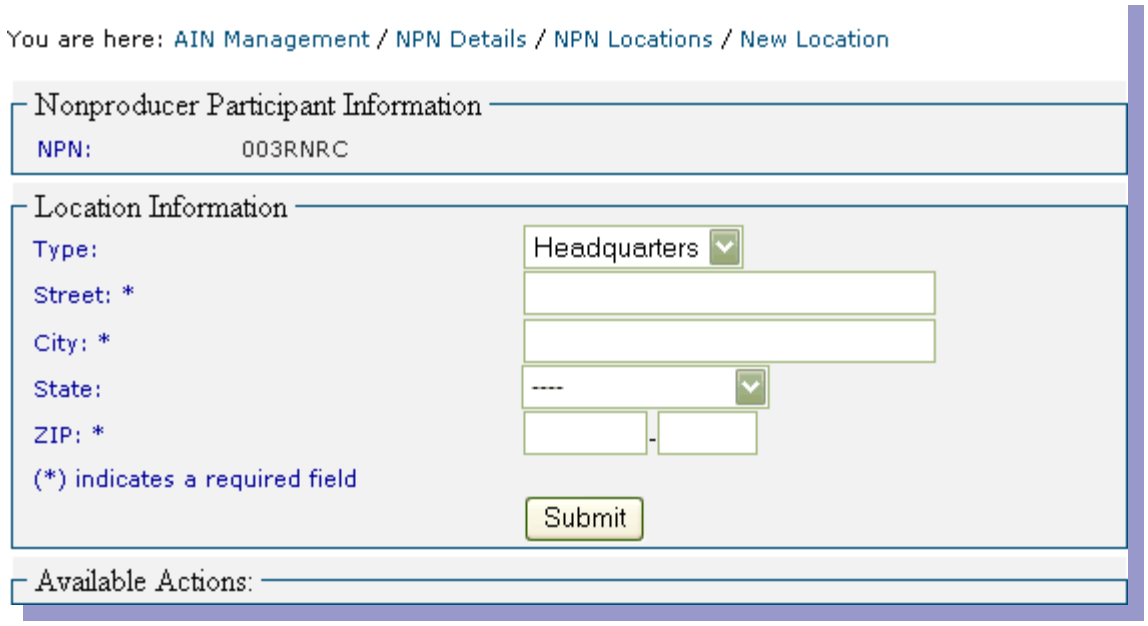
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

Performing the Action

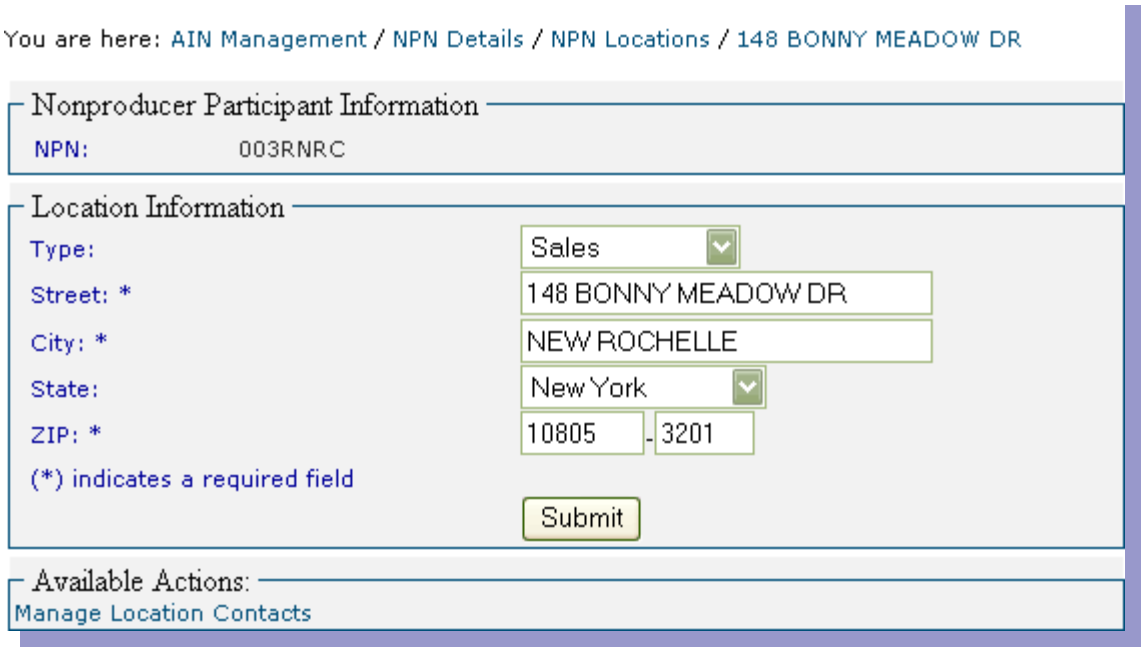


To add a new location to the Locations list, click on Add Location.

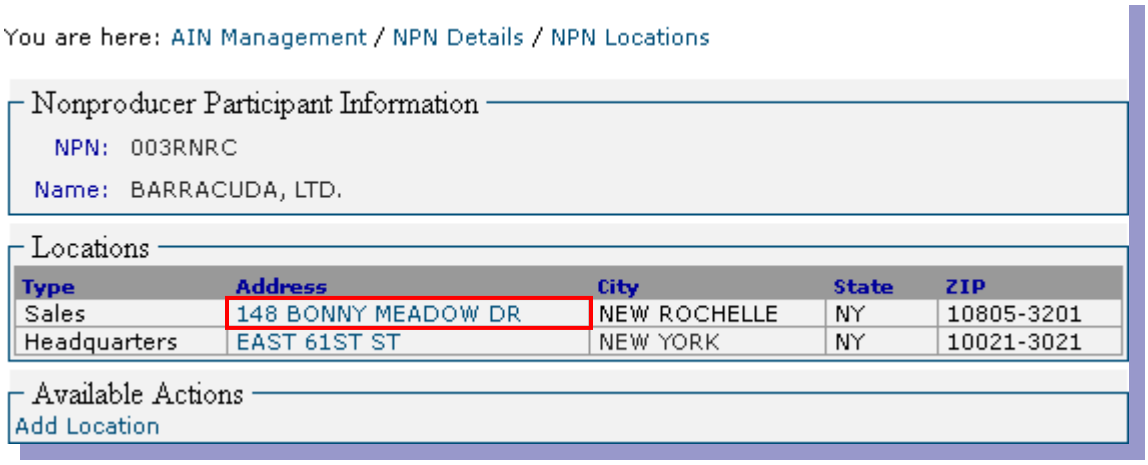


The New Location screen will be displayed.

Select the location type from the Type drop-down menu.



Type in the location information in the appropriate fields. Select the State from the drop-down menu. Make sure that all required fields are filled in. Then click on the Submit button to save the location information.



The new location will be added to the Locations list.

To edit the location information, or to add Contact Information, click on the Address link for the location you want to modify.

Manage Location Contacts

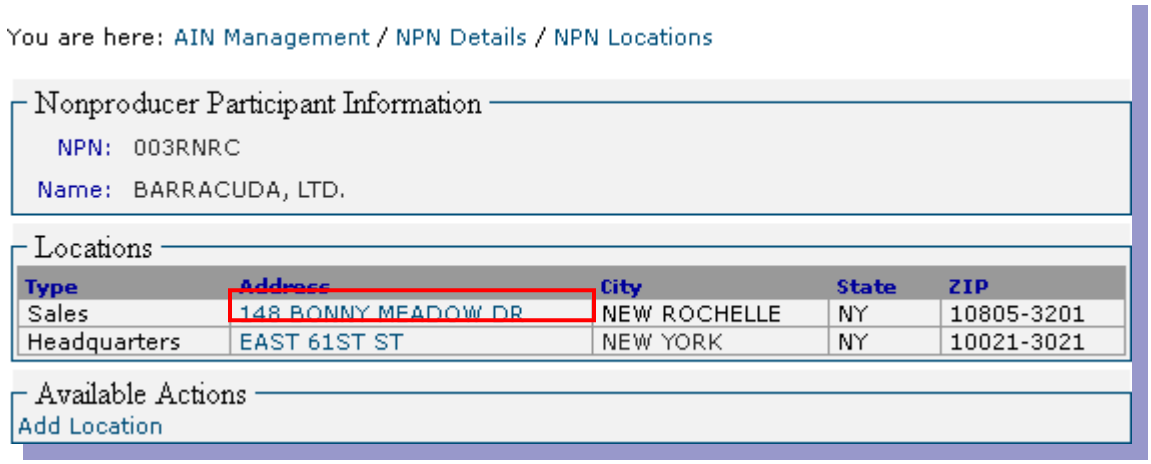
When to Use

To view and edit contacts for a location for your NPN.

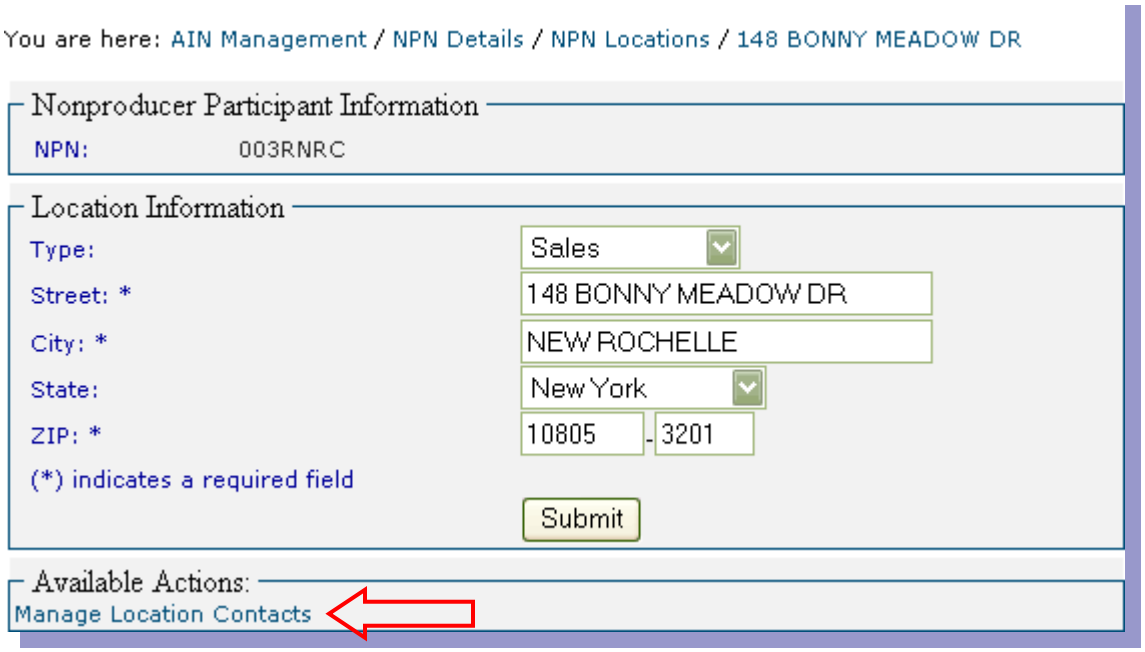
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

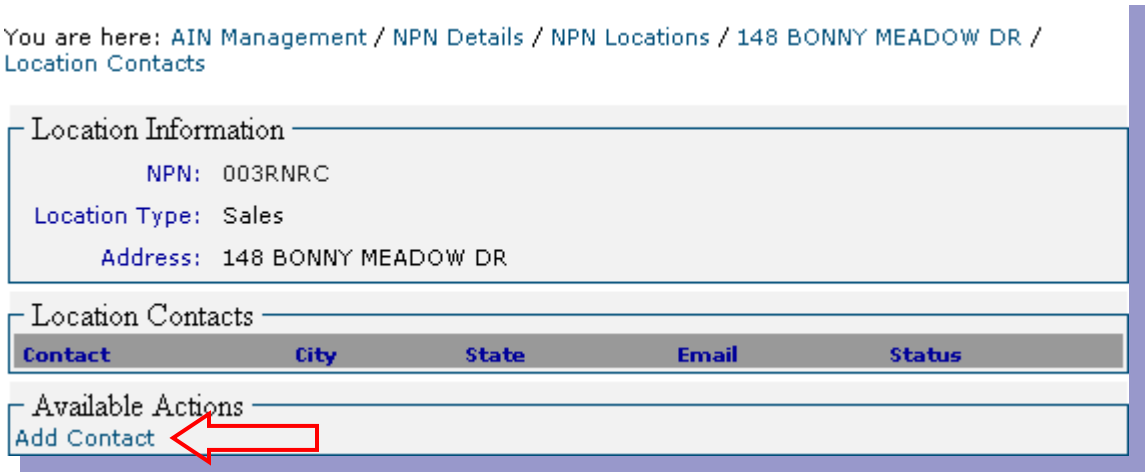
Performing the Action



On the NPN Locations screen, click on the Address for the location for which you want to manage contacts.



The Location Information screen will be displayed. Click on Manage Location Contacts to view or add contacts for the location.



The Location Contacts screen will be displayed, listing all contacts associated with this location. To add a contact, click on Add Contact.

Contact

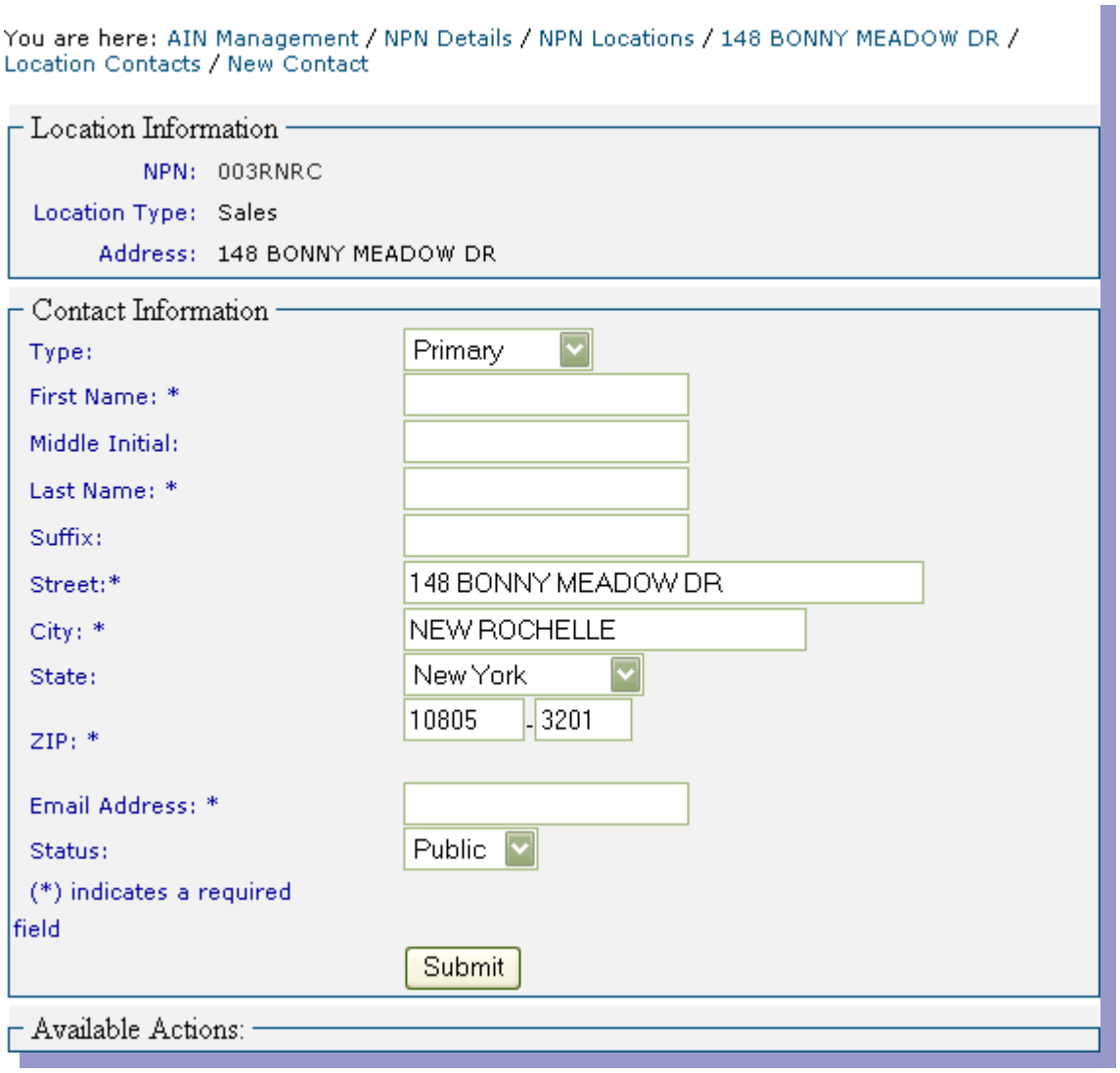
When to Use

To add and edit contacts for a location for your NPN.

Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

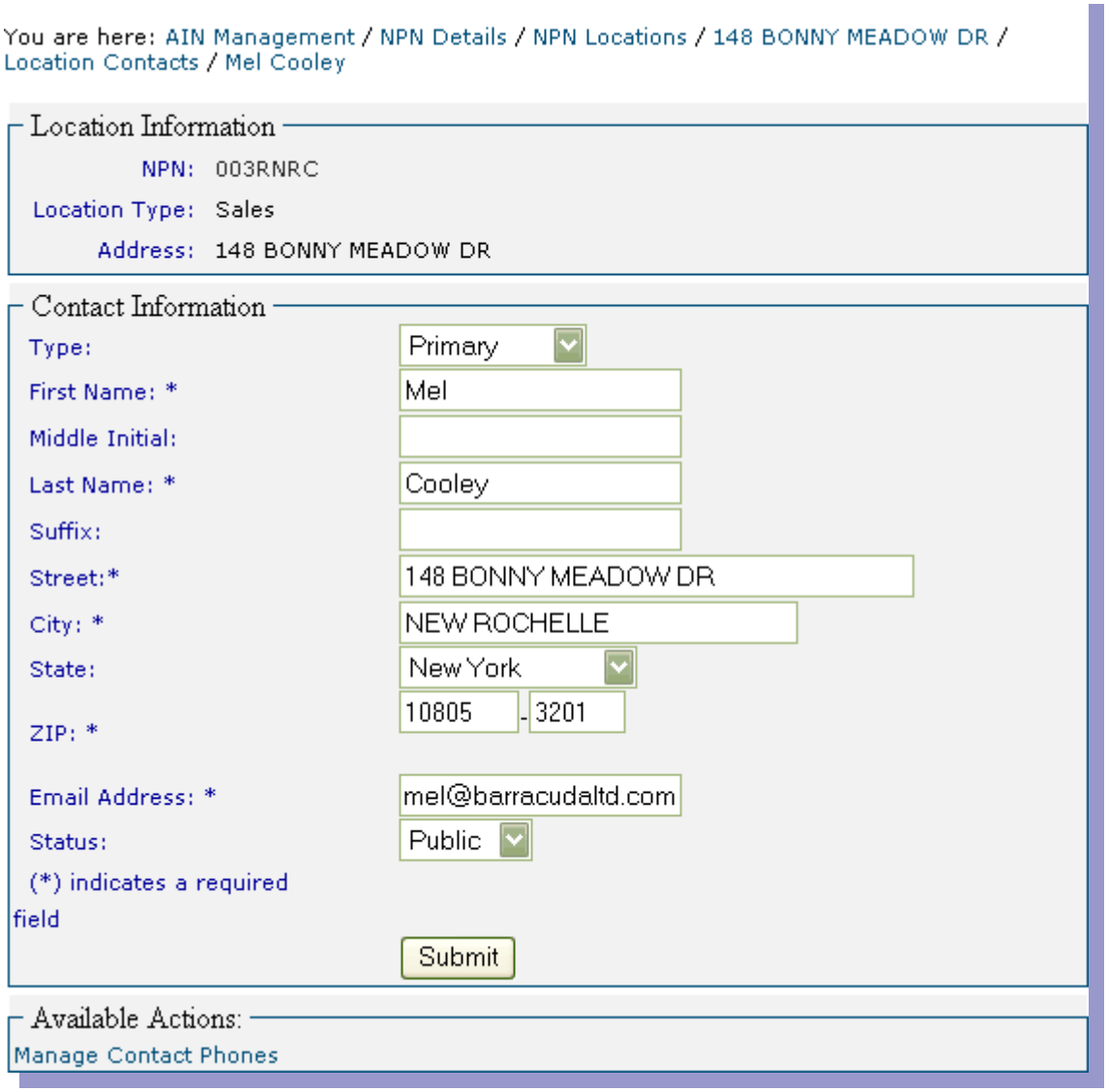
Performing the Action



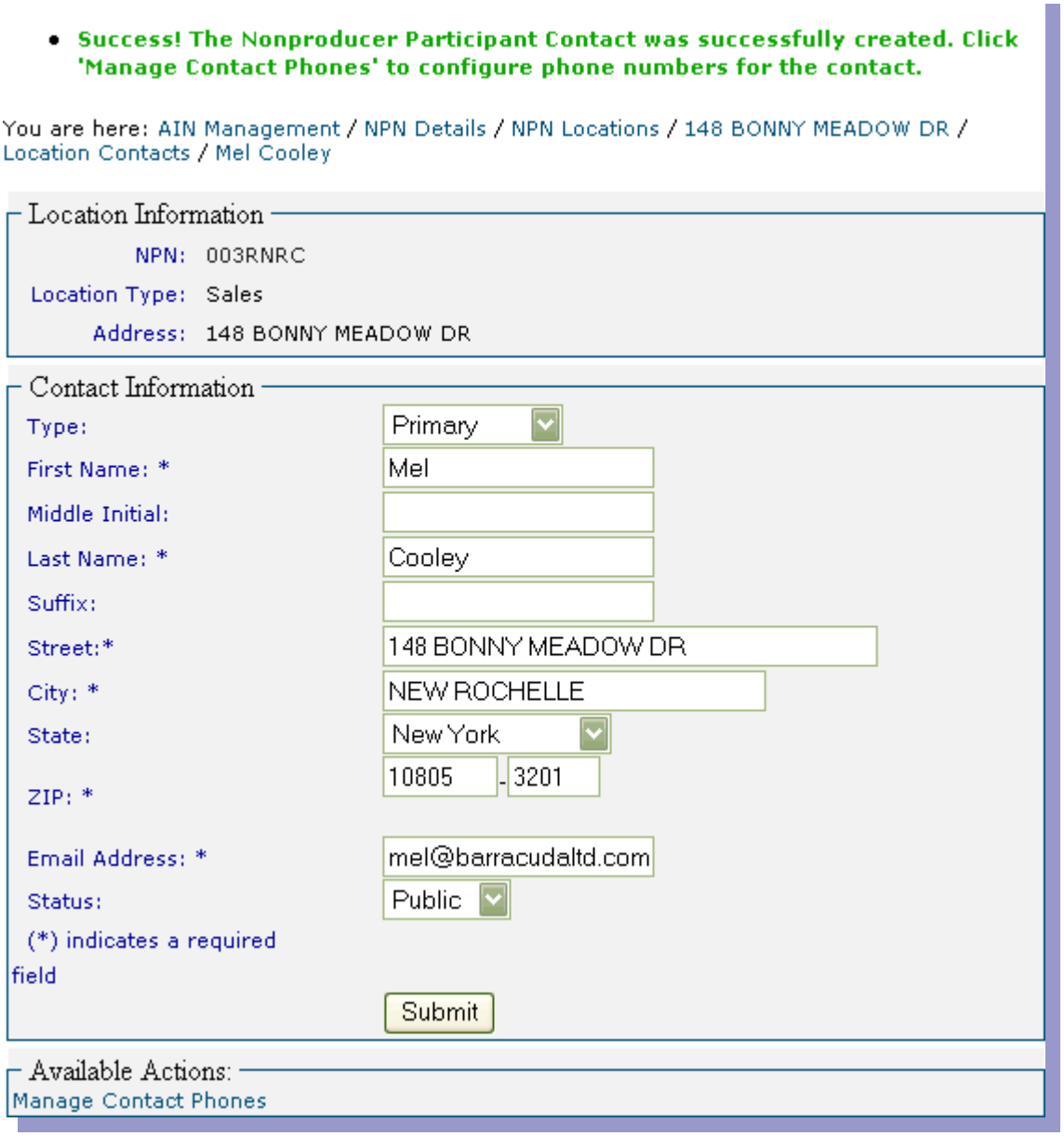
Type in the contact information in the appropriate fields. Make sure all required fields are entered.

Select the contact type from the Type drop-down menu.

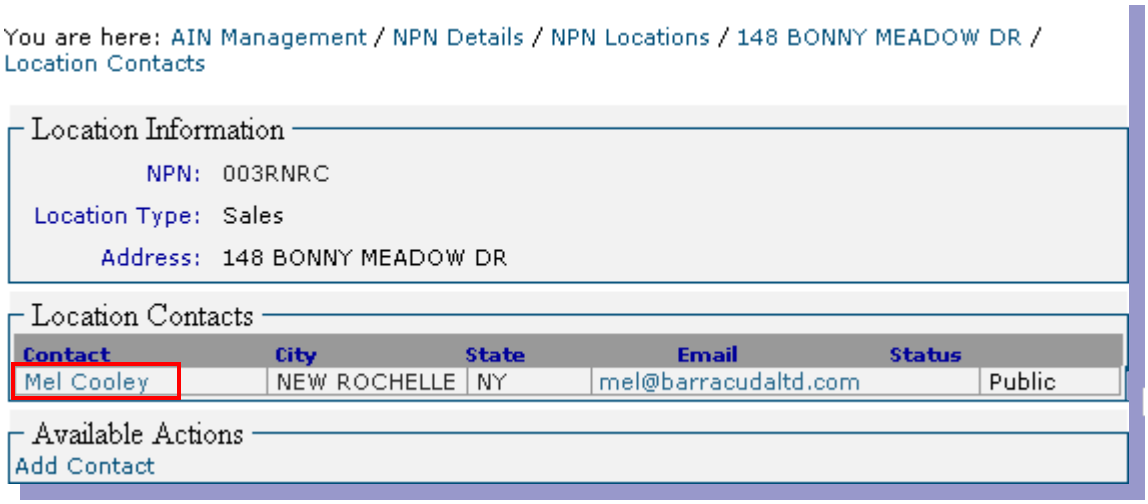
Select whether the contact is public or private from the Status drop-down menu. A Public contact is able to be viewed by other NPNs. A Private contact can only be viewed by a user for this NPN.



When all contact information has been entered, click on the Submit button to save the information.



A message will be displayed, indicating that the contact has been added.



The added contact will now appear in the list on the Location Contacts screen.

To edit the contact information, click on the Contact Name link in the list.

Contact Phones

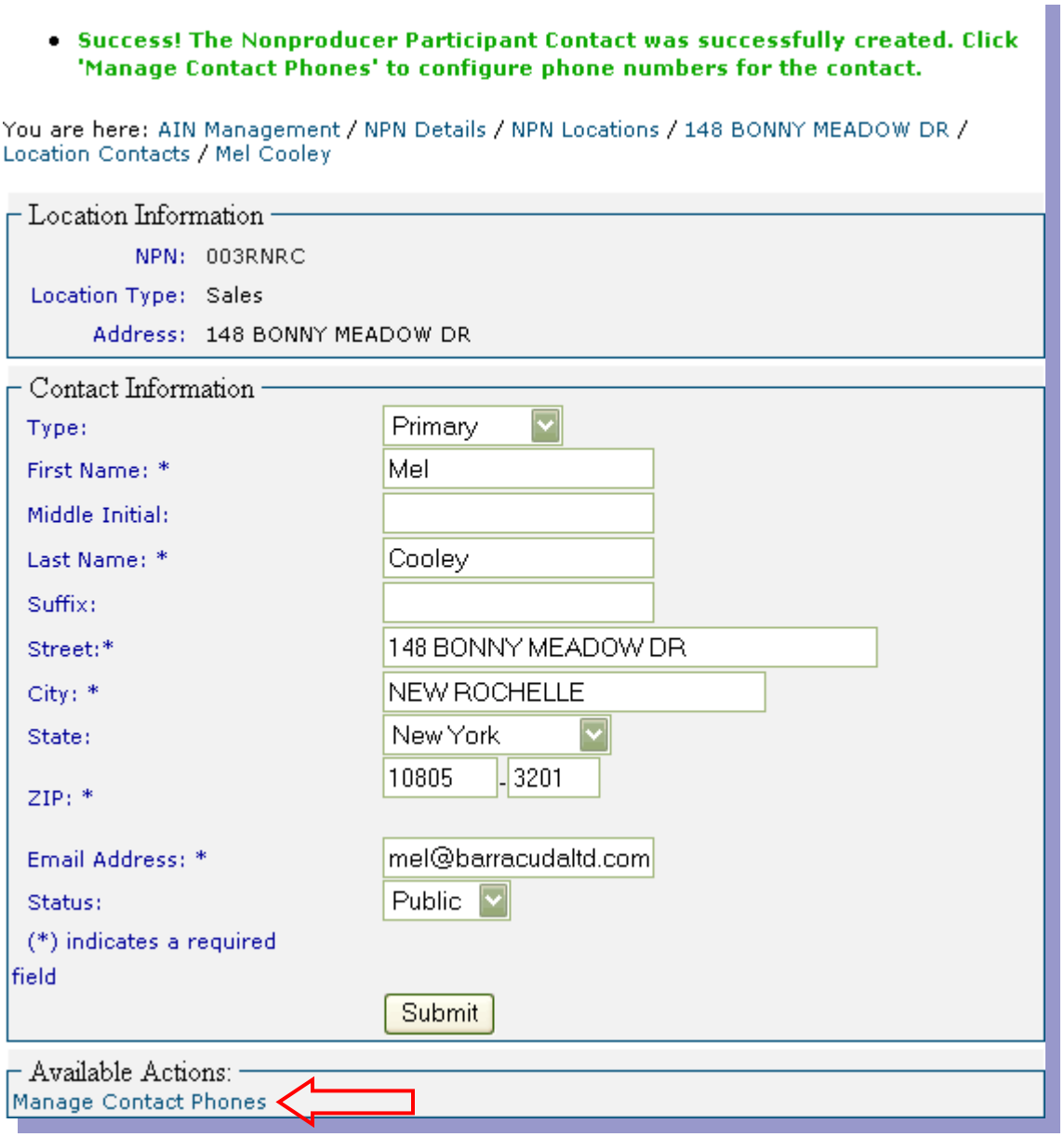
When to Use

To view, edit, and add phone numbers for contacts for a location for your NPN.

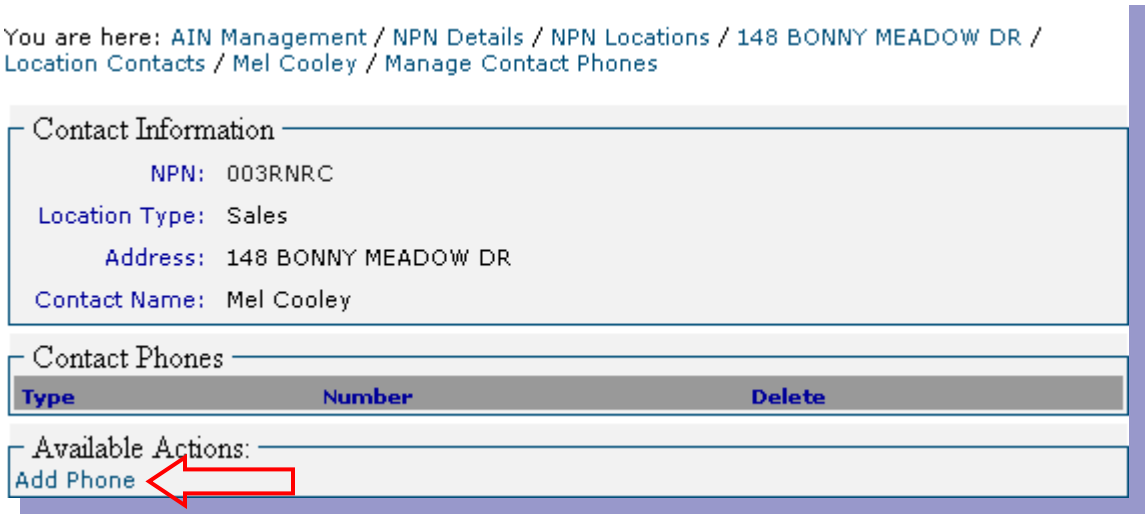
Applicable Roles and Functions

Sys/Pgm Admin	Mfr Admin	Mfr User	NPN Admin	NPN User	Health Official	Scrapie Official	State Report
4	4		4				

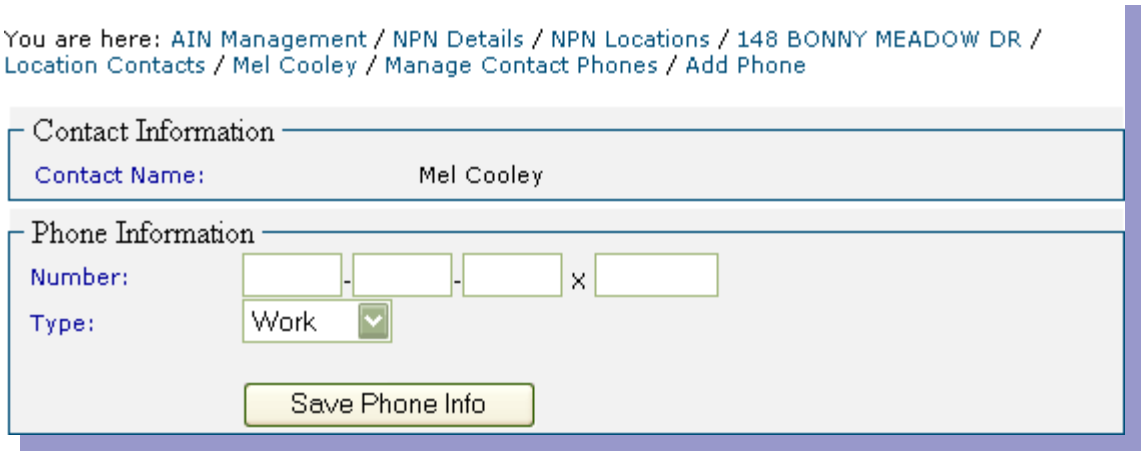
Performing the Action



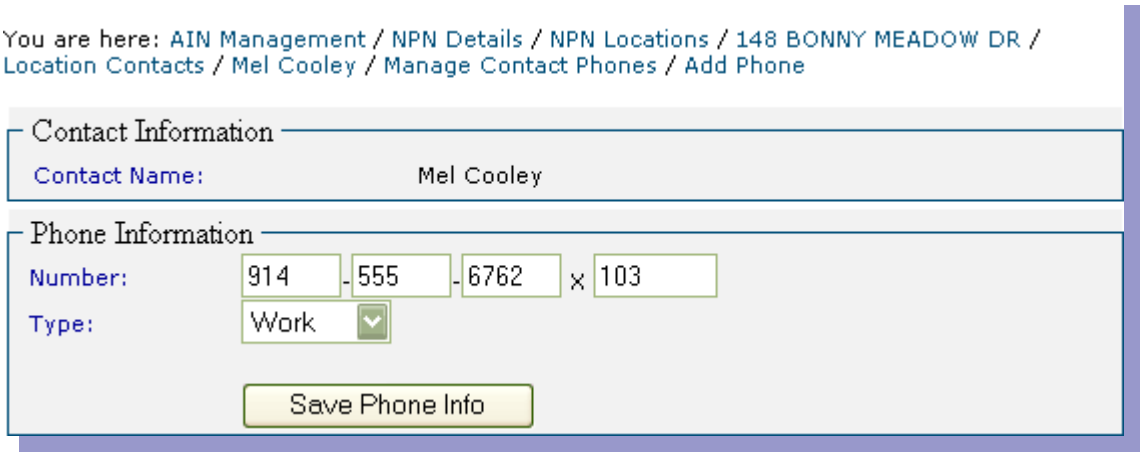
To view, add, or edit phone numbers for the contact, click on Manage Contact Phones.



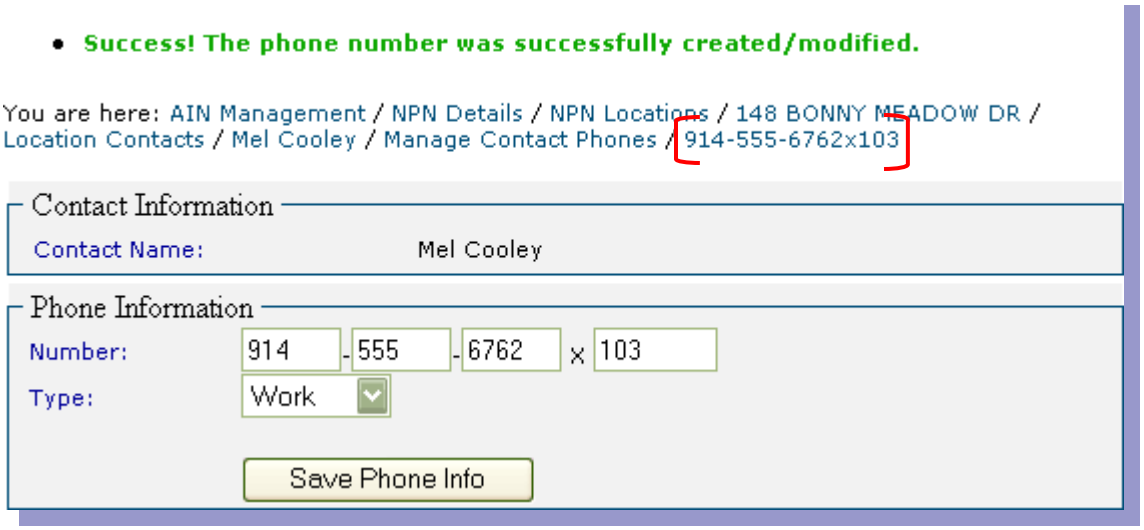
The Manage Contact Phones screen will be displayed, listing all phone numbers entered for the contact. To add a phone number for the contact, click on Add Phone.



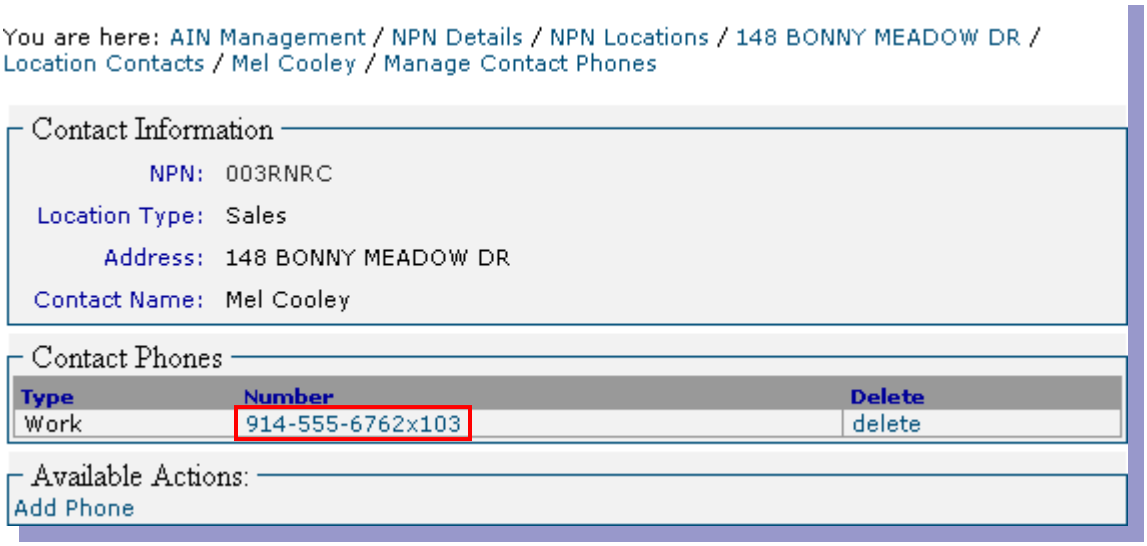
The Add Phone screen will be displayed.



Select the phone type from the Type drop-down menu, and enter the phone number in the Number field. When all the necessary information has been entered, click on the Save Phone Info button to save the phone number for this contact.



The Add Phone screen will be updated to show that the phone number has been added.



The contact phone number will now be displayed in the Contact Phones list. To edit the phone number information, click on the phone number link in the Contact Phones list.