

# State of Maine Dog Licensing Database User Training: Pre-entering data



# Log in at [www.petpoint.com/sms3](http://www.petpoint.com/sms3)

**PetPoint**  
A 24Pet Company

Login

Shelter ID

USME70

NEXT

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

YES!

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

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

See slide #22 to learn about related people

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

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo, labeled 'A 24Pet Company'. A search bar at the top center contains the text 'Spider Man'. Below the search bar is a navigation menu with options: Edit, PPTN, Licensing, Finance, Reports, Admin, and Support. A home button is visible on the left. The main content area features a search bar with 'Spider Man' entered, a search icon, a folder icon, and a question mark icon. Below this are tabs for 'Animal(0)', 'Person(0)', 'Agency(0)', and 'License(0)'. The 'Person(0)' tab is selected and circled in red. Below the tabs is a table with columns: ID, First Name, Last Name, Phone, Email, Address, Unit, City, and State/Province. The footer contains the PetPoint logo, the Pethealth logo with the text 'BROUGHT TO YOU BY', and a copyright notice: '© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license. Friday, September 27, 2024 9:08:46 AM'.

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

The screenshot shows the PetPoint software interface. At the top left is the PetPoint logo with the tagline 'A 24Pet Company'. To the right is a search bar and navigation icons for notifications, refresh, and user profile. Below the logo is a navigation menu with 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. A green home icon is visible on the left. The main content area has a blue header with a search bar and a green '+' icon circled in red. Below the header is a filter bar with 'Animal(0)', 'Person(0)', 'Agency(0)', and 'License(0)', along with a green edit icon. A table with columns for ID, First Name, Last Name, Phone, Email, Address, Unit, and City is visible. A dropdown menu is open from the '+' icon, listing options: Group, License, Memo, Receipt, Agency, Animal, and Person. The 'Person' option is circled in red. The footer contains the PetPoint logo, the Pethealth logo with the text 'BROUGHT TO YOU BY', and copyright information: '© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license. Friday, September 27, 2024 9:08:46 AM'.

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

## Details - New ✕

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

Email

Phone

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

Address

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

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

## Details - New ✕

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

Save Close

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

### Details - New

home 123 Pretend Street

<b>Zip/Postal Code</b>	<b>City</b>	<b>State/Province</b>	<b>Country</b>
04333	Augusta	Maine	United States
<b>Jurisdiction</b>	<b>City Alias</b>	<b>County</b>	<b>Do Not Mail</b>
Kennebec County	Augusta	KENNEBEC	<input type="checkbox"/>

**Consent** Yes No

USA

With your 24Pet® microchip, Pethealth Services (USA) Inc. ("PSU") may offer you free lost pet services, as well as exclusive offers, promotions and the latest information from 24Pet regarding microchip services. Additionally, PSU's affiliates, including PTZ Insurance Agency, Ltd., PetPartners, Inc. and Independence Pet Group, Inc., and their subsidiaries (collectively, "PTZ") may offer you promotions and the latest information regarding pet insurance services and products. PSU may also have or benefit from contractual arrangements with third parties ("Partners") who may offer you related services, products, offers and/or promotions.

By giving consent, you agree that PSU, its Partners and/or PTZ may contact you for the purposes identified herein via commercial electronic messages at the e-mail address you provided, via mailer at the mailing address you provided and/or via automatic telephone dialing systems, pre-recorded/automated messages and/or text messages at the telephone number(s) you provided. Data and message rates may apply. This consent is not a condition of the purchase of any goods or services. You understand that if you choose not to provide your consent, you will not receive the above-mentioned communications or free lost pet services, which includes being contacted with information in the event that your pet goes missing. You may withdraw your consent at any time.

Yes  No

**Save** Close



Your person is entered!

# P0046392939-Spider Man



Photo

Details



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

**Address:**

**Home:** 123 Pretend Street Augusta Maine 04333 USA ✓

**Phone:**

**Mobile:** (207) 555-1212 ✓

**Email:**

**Consent To Contact:** Yes

Records

Memos/Files

Associations

Agency Membership

Related Persons

Survey

Petango Applications

**Sort**

By Date



**Consent - Opt In Consent**

**Consent:** Yes

**Created:** 09/27/2024

**Created In:** Edit Person

**Created By:** TestUser

**Filter**

All (-)

Consent (1)

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

## Related Person - 46358182 ✕

**Person**

46358182 Abraham Lincoln 🔍 + ✎

**Relationship Type** Include On Mail Labels Active

**By**  
**By**

12:13 PM

**Save** **Close**

Common Law  
Spouse  
Landlord  
Roommate  
Friend  
Neighbor  
Other Family  
Parent

Relationship Type ▼ Active ▼ Inclu



Search



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

>>	Select	Animal ID	Photo	Status	Stage	Species	Primary B...	Name	Age	Sex	Spay/Neu...	Primary C...	On Hold	Microchip	Location	Sublocati...	Reference...
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Can we enter  
people and pet  
information into the  
system before  
October 15?

**YES!**

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

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo, labeled "A 24Pet Company". A search bar is located at the top center. On the top right, there are icons for a calendar, notifications, a clock, settings, a location pin, and a user profile. Below this is a navigation menu with the following items: Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support. A "Learn More" button is positioned on the far right of this menu. A green home icon is located below the navigation menu. The main content area features a blue header with a search bar containing "#ActiveAnimals" and a green "+" icon circled in red. Below the header is a filter bar with buttons for "Animal(0)", "Person(0)", "Agency(0)", and "License(0)", along with a green pencil icon. A table with various columns is visible below the filter bar. A dropdown menu is open from the red-circled "+" icon, listing several options: Case, Foster, Group, Intake, License, Memo, Outcome, Ownership (circled in red), Receipt, Agency, Animal, and Person. The footer contains the PetPoint logo, the Pethealth logo with the text "BROUGHT TO YOU BY", and a copyright notice: "© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license". The date and time "Tuesday, October 01, 2024 9:10:39 AM" are also displayed in the footer.

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

## Ownership - New

**Completed By**  
Steciuk, Ronda

**Animals** 0

Type here to search

Animal ID	Photo	Stage	Species	Primary Br...	Name	Age
-----------	-------	-------	---------	---------------	------	-----

**Created** 10/01/2024 9:21 AM  
**Last Updated**

**Person**

abraham

**Abraham Lincoln**  
1 Pretend Street Augusta ME 04333 USA  
P0046358182







By


Save Close

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

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

## Details - New

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

 Save

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

## Ownership - New

### Completed By

Steciuk, Ronda

### Animals 0

superdog



### Person

46412344 Super Man



Animal ID	Photo	Stage	Species	Primary Br...	Name	Age	Sex	Spay/Neu...	Primary C...	Sublocation	Microchip		
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### Created

By

Last Updated 10/01/2024 9:36 AM

By

Save

Close



If you are creating the dog, minimum fields for licensing:  
Name, Type (dog), Primary Breed, Estimated Birthday/Age, Age Group, Sex, Spayed/Neutered, Size, Primary Color, Bitten Status, Animal Condition (will default to Unknown). Click SAVE.

### Details - New

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

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

## Ownership - New

### Completed By

Steciuk, Ronda

### Animals 1

superdog



### Person

46412344 Super Man



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

### Created

By

Last Updated 10/01/2024 9:36 AM

By

Save

Close

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

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

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

The screenshot shows a web application interface for a pet's profile. At the top, there is a navigation bar with a home icon and a paw print icon. Below this, the profile title "A0056966039 - Spiderdoggo" is displayed in large black font, with a green plus icon and a print icon to its right. The main content area is divided into sections. The "Details" section is active, showing a grid of information: ID: A0056966039, Name: Spiderdoggo, Sex: F, Animal Status: Inactive; Reference ID, Type: Dog, Spayed/Neutered: Yes, Stage; Microchip ID, Species: Dog, Date of Birth: 06/13/2023, Bitten Status: No Bite History; Pet ID, Breed: Mixed Breed, Large (over 44 lbs fully grown), Age: 1y 3m 14d, Danger; Site, Color: Brown / Black, Age Group: Adult (6mo-8yr), Animal Condition: UNKNOWN; Location/Sublocation, Color Pattern: Bicolor, Size: Large, Asilomar Status; and Emancipation Date. Below the details is a horizontal tab bar with "Records", "Photos/Video", "Memos/Files", "Identifications" (circled in red), "Holds", "Vouchers/Waivers", and "Profile". The "Microchip" section is partially visible below, showing fields for ID, Issuer, Tchip: No, and Issued. To the right, there are sections for "Emergency Contact" (First Name, Last Name, Home Phone, Other Phone) and "Privacy Notice" (Your pet's microchip information will be registered with 24Petwatch pet recovery database:). The URL at the bottom is https://sms.petpoint.com/sms3/enhanced/#identification.

Home Paw Print

## A0056966039 - Spiderdoggo

+ Print

### Details

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

Records Photos/Video Memos/Files **Identifications** Holds Vouchers/Waivers Profile

### Microchip

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

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

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

## Pet ID - New ✕

Type	ID	Issuer	Issuer Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Expires	Licensed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			



#ActiveAnimals



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

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



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

**YES!**


## What is a “Related Person”?

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

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

**P0046392939-Spider Man** + 📄

Photo ✎ Details ✎

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

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

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

Related Persons +


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

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

Home Search Person

## P0046392939-Spider Man + ▾ 🔒

Photo ✎ Details ✎



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

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

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

### Related Persons +

Person ID	Person Name	Relationship Type	Active	Include On Mail Labels	
46358182	Abraham Lincoln	Sibling	true	No	<span>✎</span> <span>🗑️</span>



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



Questions??

Email to [doglicensing.awp@maine.gov](mailto:doglicensing.awp@maine.gov)