

Adding Tag Ranges into PetPoint

1. Go to Licensing > License Management

The screenshot shows the PetPoint A 24Pet Company interface. The top navigation bar includes links for Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, and Admin. A search bar is located on the right. Below the navigation bar, there is a search input field containing "26 strawberry ridge". A dropdown menu is open, showing options: Search/Edit License, Search License Range, Add License, License Queue, and License Management. The License Management option is circled in red. Below the dropdown, there are tabs for Animal(0), Person(1), Agency(0), License(2), Ownership(2), and Receipt(0). A table with columns ID, First Name, Last Name, Phone, Email, and Address is visible at the bottom.

2. Scroll down and complete the first box titled "Range Detail":

- Check the Add Prefix? Box YES and enter "27-" for 2027 license tags (or 28- for 2028 etc). **You must add the dash after the number!**
- Click the check boxes for Allow Manual Entry? and Allow Preceding Zero(s)?
- Enter your first tag number in the Start Number box and your last tag number in the range in the End Number box. Please note that if you have an interrupted range (i.e. 1-50 and 201-250) you'll have to repeat this process for each sequential range.
- Leave all other field blank.
- Click SAVE in the bottom right corner. DO NOT click Add.

The screenshot shows the "Range Detail" form in the PetPoint interface. The form includes the following fields and options:

- Add prefix?**: Yes ☒ 27-
- Add year prefix?**: --None--
- Allow Manual Entry?**: ☒
- Allow Preceding Zero(s)?**: ☒
- Date***: 09/17/2026
- Start Number***: 1
- End Number***: 500
- Add suffix?**: Yes ☐
- Total Licenses**: 500
- Total Inactive**: 0.00%
- Total Sold**: 500
- % Depleted**: 0.00%
- Number Remaining**: 500
- Inactive**: ☐

Below the "Range Detail" section, there are sections for "License Types", "Update Tags", and "Filter". The "License Types" section includes fields for Issuer, Reseller, and License Type. The "Update Tags" section includes fields for Start Number, End Number, Action, and License Tag Change Reason. The "Filter" section includes fields for From Number and To Number. At the bottom right, there are buttons for Clear, Save, and Add. The Save button is circled in red.

3. Move to the LICENSE TYPES box

- a. In the ISSUER box, choose Maine Animal Welfare Program
- b. In the RESELLER box choose your own Municipality
- c. In the LICENSE TYPE box you will make 5 selections, repeating step a-c for each selection.
 - i. Dog License -State of Maine Dog Licensing- Altered
 - ii. Dog License-State of Maine Dog Licensing- Unaltered
 - iii. \$1 Transfer License
 - iv. Replacement Tag
 - v. Service/K9/S&R License

License Types

Issuer: Reseller: License Type:

Issuer	Reseller	License Type
		1

Update Tags

Start Number: End Number: Action: License Tag Change Reason:

Filter

From Number: To Number:

Dropdown Menu Options:

- Select --
- \$1 Transfer License
- \$2 Transfer License
- Dog License - State of Maine Dog Licensing - Altered
- Dog License - State of Maine Dog Licensing - Unaltered
- Dog License - Online Licensing - Altered
- Dog License - Online Licensing - Unaltered
- Dog License - Dangerous Dog
- Dog License- Nuisance Dog
- FAILURE to LICENSE
- LICENSE DUE AGE
- Replacement Tag
- Service/K9/S&R License

- d. Once you have added all 5 license types click UPDATE in the bottom right corner of the page.

Issuer	Reseller	License Type	Fee	Delete
Maine Animal Welfare Program	Pretend Municipality	\$1 Transfer License	\$1.00	Delete
Maine Animal Welfare Program	Pretend Municipality	Dog License - State of Maine Dog Licensing - Altered	\$6.00	Delete
Maine Animal Welfare Program	Pretend Municipality	Dog License - State of Maine Dog Licensing - Unaltered	\$11.00	Delete
Maine Animal Welfare Program	Pretend Municipality	Replacement Tag	\$1.00	Delete
Maine Animal Welfare Program	Pretend Municipality	Service/K9/S&R License	\$0.00	Delete

Record Count: 5 10 / Page

Update Tags

Start Number: End Number: Action: License Tag Change Reason:

Filter

From Number: To Number:

Tag Number	Action	Reason	Modified Date	By
				1

Record Count: 0 10 / Page

REPEAT for any non-sequential ranges.

The range(s) will then show up in your drop down when you are licensing, but you may have to log off and back on to see them.

Current

09/17/2026 11:09AM

-- Select --

Steciuk, Ronda

License Issuer*

Maine Animal Welfare Program

Reseller*

Pretend Municipality

Site*

State of Maine Dog Licensing

License Type*

Dog License - State of Maine Dog L

Price*

\$6.00

Length

1

years

Auto-Renew*

☐

Lifetime?*

☐

Use Ranges?

☒

Expiration Date*

12/31/2026

Range*

-- Select --

-- Select --

26-TEST 201-300

27- 600001-600050

License #*

By	Last Updated Date/Time	By
rsteciuk	09/17/2026 11:09 AM	rsteciuk

INACTIVATING PRIOR YEAR's RANGE(s) If you would like to remove prior year(s)' range(s) from your dropdown at the end of the year, you can do this through the LICENSING MANAGEMENT MODULE as well.

1. Licensing>License Management

PetPoint
A 24Pet Company

Search

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

Home Search

26 strawberry ridge

- Search/Edit License
- Search License Range
- Add License
- License Queue
- License Management**

Animal(0) Person(1) Agency(0) License(2) Ownership(2) Receipt(0)

ID	First Name	Last Name	Phone	Email	Address
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2. You will need to know the range you used the prior year to find it in the listings, search through the pages for the correct range numbers. Click the three dots at the right end of the page numbers to scroll to the next group of pages.

Existing Ranges											
Date	Prefix	Year	Start Number	End Number	Suffix	Total Licenses	Total Sold	Total Inactive	% Depleted	Remaining	Active?
10/06/2025	26-		1	100		100	39	0	39.00%	61	Yes
08/15/2024		Exp	1	100		100	43	0	43.00%	57	No
09/19/2024	TEST	Exp	1	100		100	46	0	46.00%	54	No
09/20/2024	KK	Exp	1	10000		10000	0	0	0.00%	10000	No
09/11/2024	DD	Exp	1	10		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	11	20		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	21	30		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	31	40		10	0	0	0.00%	10	Yes
09/11/2024	DD	Exp	41	50		10	0	0	0.00%	10	Yes
09/11/2024	DD	Exp	51	60		10	0	0	0.00%	10	Yes
1	2	3	4	5	6	7	8	9	10	...	
						Total Remaining: 184715		Record Count: 1573		10 / Page ▼	

- Once you have found your range that you wish to deactivate, click on the green DATE button to the left of that range.

Existing Ranges											
Date	Prefix	Year	Start Number	End Number	Suffix	Total Licenses	Total Sold	Total Inactive	% Depleted	Remaining	Active?
10/06/2025	26-		1	100		100	39	0	39.00%	61	Yes
08/15/2024		Exp	1	100		100	43	0	43.00%	57	No
09/19/2024	TEST	Exp	1	100		100	46	0	46.00%	54	No
09/20/2024	KK	Exp	1	10000		10000	0	0	0.00%	10000	No
09/11/2024	DD	Exp	1	10		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	11	20		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	21	30		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	31	40		10	0	0	0.00%	10	Yes
09/11/2024	DD	Exp	41	50		10	0	0	0.00%	10	Yes
09/11/2024	DD	Exp	51	60		10	0	0	0.00%	10	Yes

1 2 3 4 5 6 7 8 9 10 ...

Total Remaining: 184715 Record Count: 1573 10 / Page

- Once you have clicked on the DATE button, that range is highlighted in green. Double check to be sure it is the correct range you wish to deactivate! Then

Existing Ranges											
Date	Prefix	Year	Start Number	End Number	Suffix	Total Licenses	Total Sold	Total Inactive	% Depleted	Remaining	Active?
10/06/2025	26-		1	100		100	39	0	39.00%	61	Yes
08/15/2024		Exp	1	100		100	43	0	43.00%	57	No
09/19/2024	TEST	Exp	1	100		100	46	0	46.00%	54	No
09/20/2024	KK	Exp	1	10000		10000	0	0	0.00%	10000	No
09/11/2024	DD	Exp	1	10		10	0	0	0.00%	10	No
09/11/2024	DD	Exp	11	20		10	0	0	0.00%	10	No

- Once you have confirmed that you have selected the correct range to deactivate, scroll down to the RANGE DETAIL BOX and click the INACTIVE button on the far right side of the box.

1 2 3 4 5 6 7 8 9 10 ...

Total Remaining: 184715 Record Count: 1573 10 / Page

Range Detail												
Add prefix?	Add year prefix?	Allow Manual Entry?	Allow Preceding Zero(s)	Date*	Start Number*	End Number*	Add suffix?	Total Licenses	Total Inactive	Total Sold	% Depleted	
Yes ☒	TEST	Expiration Year	☒	☒	09/19/2024	1	100	Yes ☐	100	0	46	46.00%
											Number Remaining	Inactive ☒

License Types

6. Scroll to the bottom of the page and click UPDATE on the bottom right.

Update Tags

Start Number: End Number: Action: -- Select -- License Tag Change Reason:

Filter

From Number: To Number:

Tag Number	Action	Reason	Modified Date	By
1				

Record Count: 0 10 / Page

Once you have completed this process, the inactive range will disappear from your dropdown in the licensing module.