

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	Number Remaining	Inactive	
Yes ☒	TEST	Expiration Year	☒	☒	09/19/2024	1	100	Yes ☐	100	0	46	46.00%	54	☒

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.