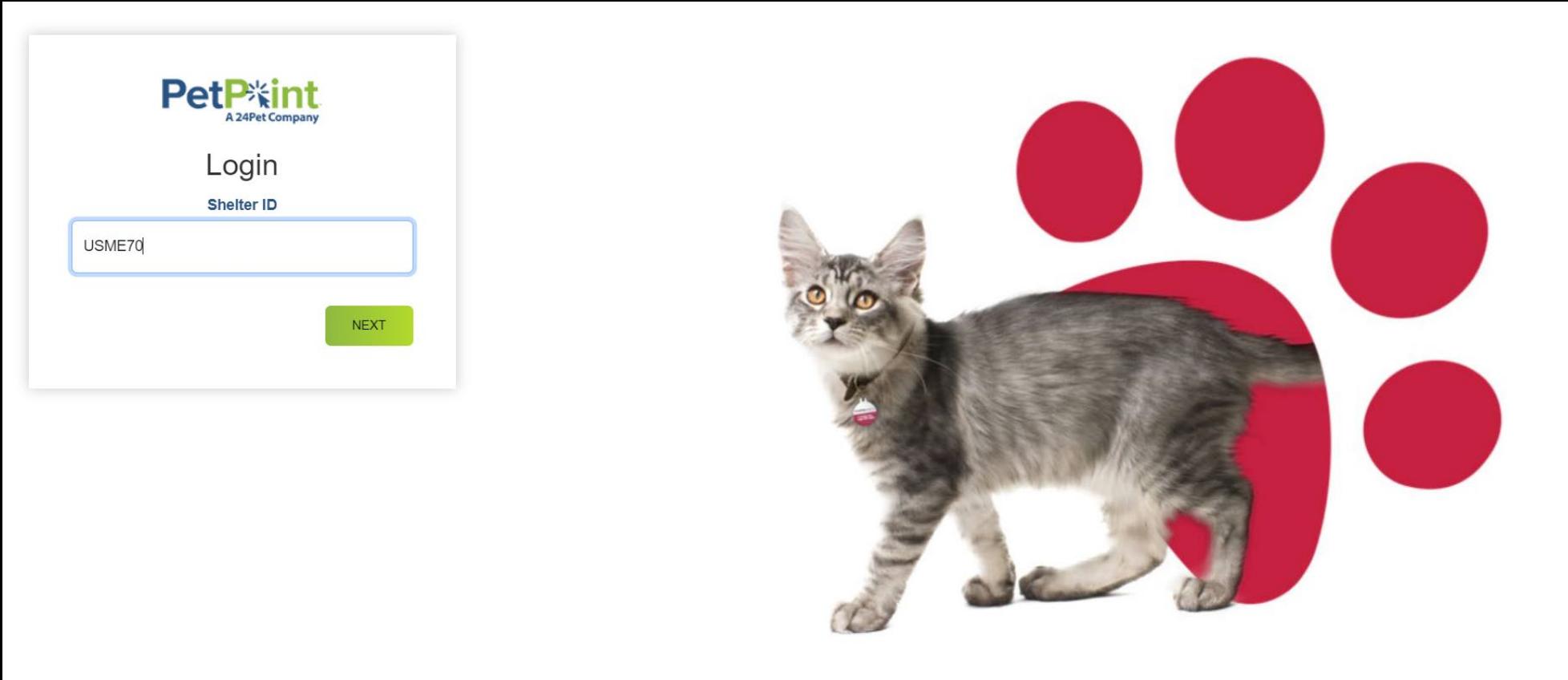
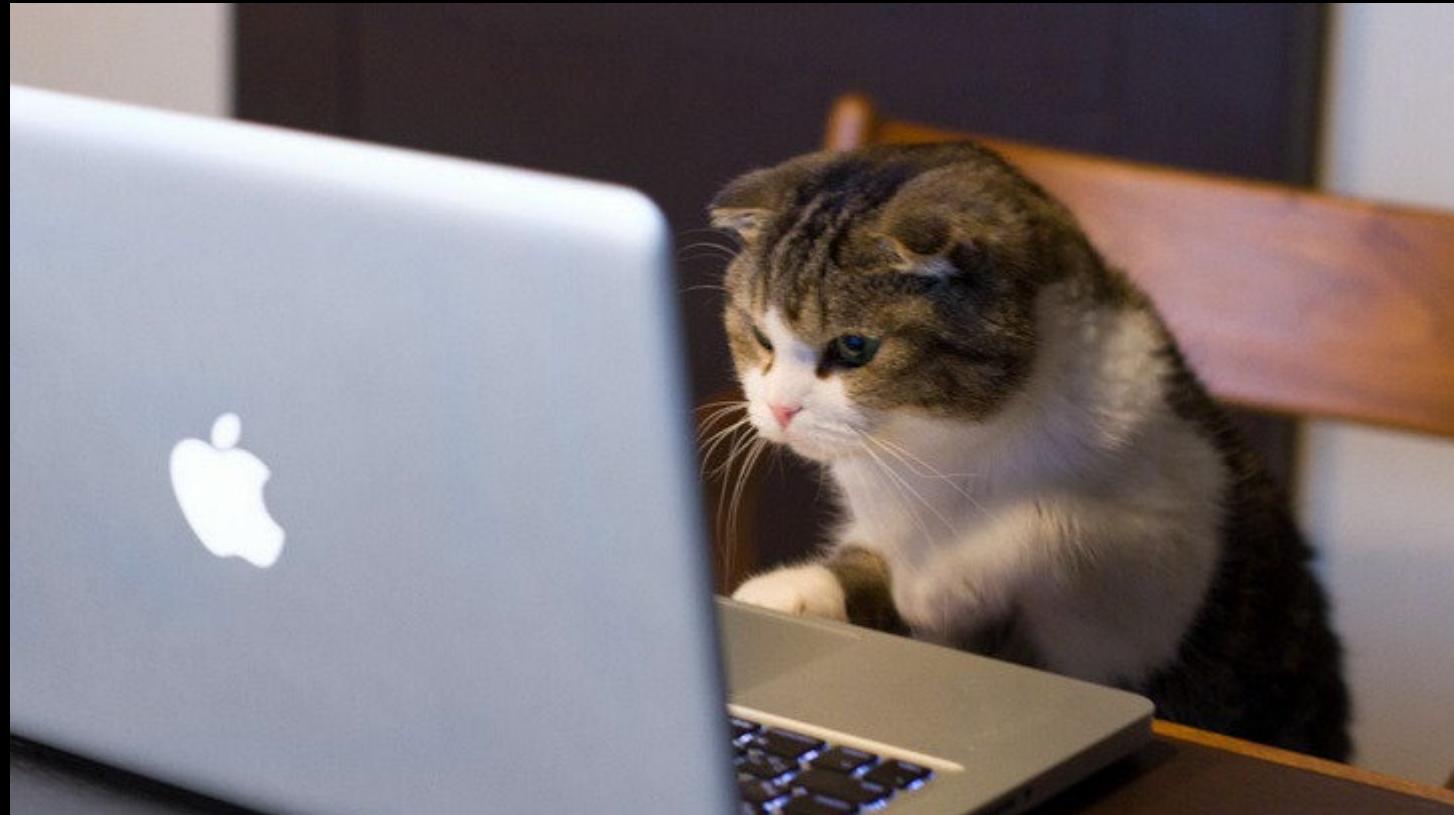


# State of Maine Dog Licensing Database User Training: Pre-entering data



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





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!

**PetPoint**  
A 24Pet Company

Search

Edit PPTN Licensing Finance Reports Admin Support

Home

Spider Man

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

ID	First Name	Last Name	Phone	Email	Address	Unit	City	State/Province
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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, there is a navigation bar with the PetPoint logo, a search bar, and several icons for notifications, time, and user management. Below the navigation bar is a blue header bar with a search input, a magnifying glass icon, and a question mark icon. On the right side of this bar is a green circular button with a white plus sign, which is circled in red to indicate it should be clicked. To the right of this button are two more green circular icons: one with a person icon and another with a document icon. The main content area has tabs for Animal(0), Person(0), Agency(0), and License(0), with the Person tab selected. Below the tabs is a search bar and a table with columns for ID, First Name, Last Name, Phone, Email, Address, Unit, and City. At the bottom of the screen, there is a footer with the PetPoint logo, a Pethealth logo, and a copyright notice. To the right of the footer is a sidebar with icons and labels for Group, License, Memo, Receipt, Agency, Animal, and Person, with the Person icon also circled in red.

PetPoint  
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Search

Edit PPTN Licensing Finance Reports Admin Support

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

ID First Name Last Name Phone Email Address Unit City

Group License Memo Receipt

Agency Animal Person

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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="button" value="▼"/>	Spider		Man	<input type="button" value="▼"/>
Gender	Pronoun	Date of Birth		
<input type="button" value="▼"/>		<input type="button" value="▼"/>		
Identification Type	Identification Number	Issued	ID Issuer	Expiry
<input type="button" value="▼"/>				
<b>Email</b> <input type="button" value="+"/>				
<b>Phone</b> <input type="button" value="+"/>				
Primary	Type	Number	Extension	Do Not Call
<input checked="" type="radio"/>	<input type="button" value="Cell"/>	(207) 555-1212		<input type="checkbox"/>
<b>Address</b> <input type="button" value="+"/>				
Primary	Type	Street	Unit	
<input checked="" type="radio"/>	<input type="button" value="Home"/>	123 Pretend Street	<input type="button" value="▼"/>	<input type="button" value="▼"/>
Zip/Postal Code		City	State/Province	Country
<input type="button" value="Save"/> <input type="button" value="Close"/>				

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="button" value="▼"/>	Spider		Man	<input type="button" value="▼"/>
Gender	Pronoun	Date of Birth		
<input type="button" value="▼"/>		<input type="button" value="▼"/>		
Identification Type	Identification Number	Issued	ID Issuer	Expiry
<input type="button" value="▼"/>				
<b>Email</b> <input type="button" value="+"/>				
<b>Phone</b> <input type="button" value="+"/> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>			
Primary	Type	Number	Extension	Do Not Call
<input checked="" type="radio"/>	<input type="button" value="▼"/> Cell	(207) 555-1212		<input type="checkbox"/>
<b>Address</b> <input type="button" value="+"/>				
Primary	Type	Street	Unit	<input type="button" value="+"/> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>
<input checked="" type="radio"/>	<input type="button" value="▼"/> Home	123 Pretend Street		<input type="button" value="+"/> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>
Zip/Postal Code	City	State/Province	Country	
<input type="button" value="Save"/> <input type="button" value="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		
Zip/Postal Code	City	State/Province	Country
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"/>
<b>Consent</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
USA	<p>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.</p> <p>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.</p>		
<input type="button" value="Save"/> <input type="button" value="Close"/>			

Your person is entered!

## 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

Sort

By Date



**Consent** - Opt In Consent

**Consent:** Yes

**Created:** 09/27/2024

**Created In:** Edit Person

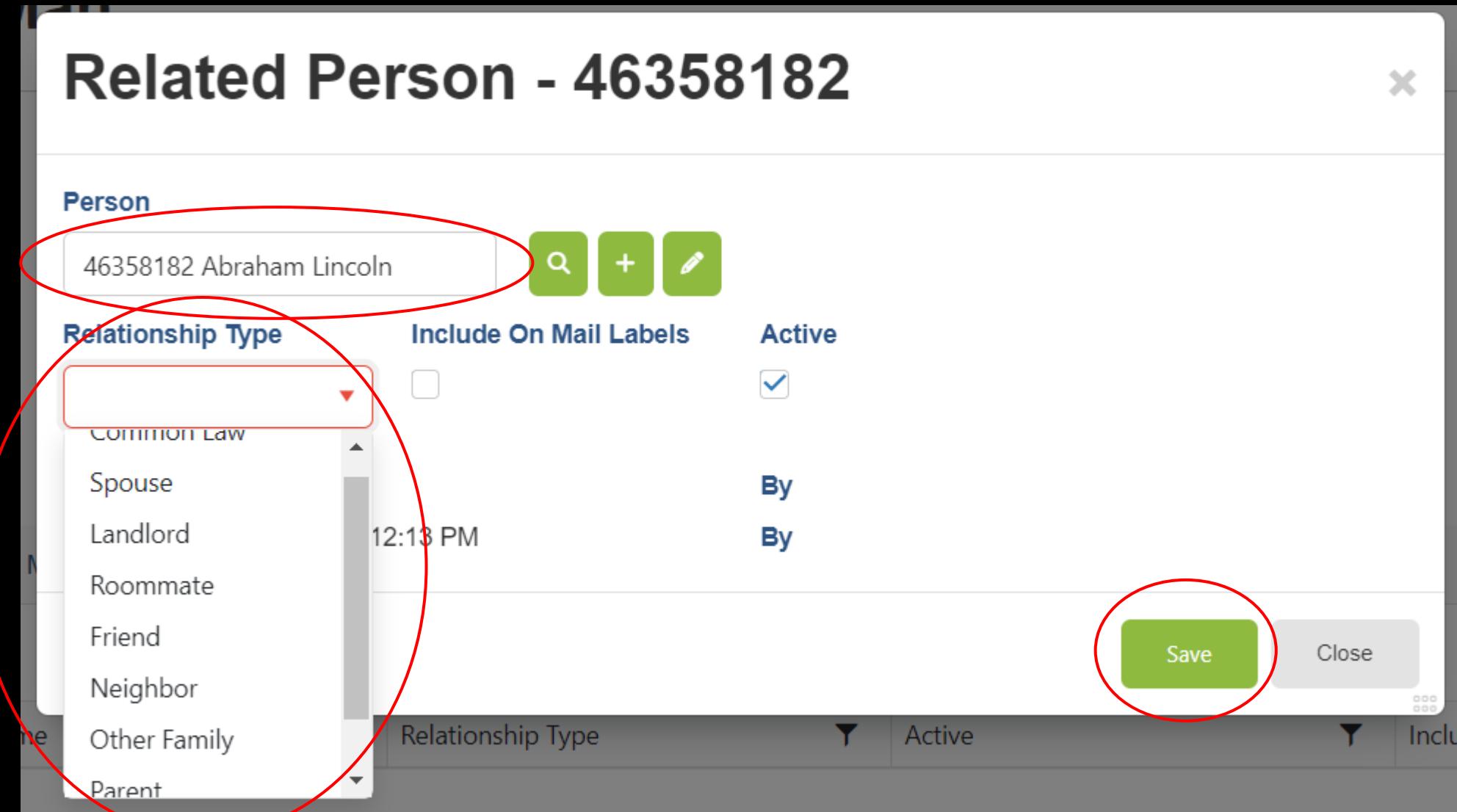
**Created By:** TestUser

Filter

All (-)

Consent (1)

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



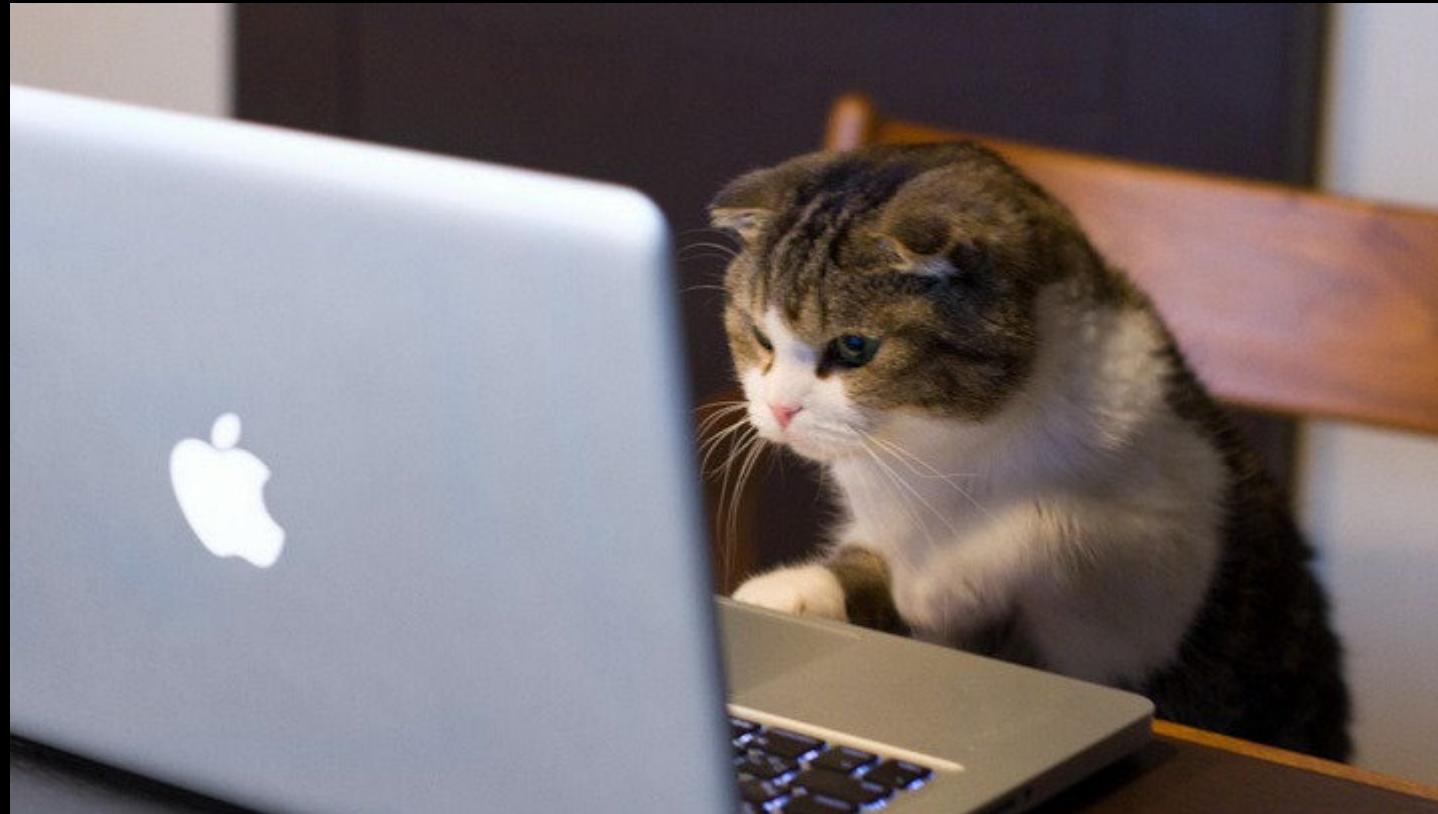


Search



?

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...



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 shows the PetPoint software interface. At the top, there is a navigation bar with links for Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support. A 'Learn More' button is also present. Below the navigation bar is a search bar with the placeholder 'Search'. On the left, there is a sidebar with a 'Home' icon and a '#ActiveAnimals' counter. The main content area shows a table with columns for Animal(0), Person(0), Agency(0), License(0), and a green pencil icon. Below the table are filters for Select, Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, Sex, Spay/Neu..., Primary C..., On Hold, Microchip, and Location. At the bottom, there is a footer with the PetPoint logo, a Pethealth logo, and the text 'BROUGHT TO YOU BY Pethealth'. The footer also shows the date 'Tuesday, October 01, 2024 9:10:39 AM'. A red circle highlights the green '+' icon in the top right corner of the main content area. A dropdown menu is open from this icon, listing various options: Case, Foster, Group, Intake, License, Memo, Outcomes, Ownership (which is highlighted with a red box), and Receipt. Other items in the list include Agency, Animal, and Person.

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Tuesday, October 01, 2024 9:10:39 AM

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

#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

Case  
Foster  
Group  
Intake  
License  
Memo  
Outcomes  
**Ownership**  
Receipt  
Reference...

Agency  
Animal  
Person

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

Person

abraham

Abraham Lincoln

1 Pretend Street Augusta ME 04333 USA

P0046358182

By

Save Close

Created 10/01/2024 9:21 AM

Last Updated

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"/>	Super	<input type="text"/>	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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="button" value="+"/>			
Primary	Type	Email	Do Not Contact	<input type="button" value="Delete"/>
<input checked="" type="radio"/>	<input type="text"/>	supermansfakeemail@gmail.com	<input type="checkbox"/>	<input type="button" value="Delete"/>
Phone	<input type="button" value="+"/>			
Primary	Type	Number	Extension	Do Not Call
<input checked="" type="radio"/>	<input type="text"/>	(207) 555-1212	<input type="text"/>	<input type="checkbox"/>
Address	<input type="button" value="+"/>			
Primary	Type	Street	Unit	<input type="button" value="Delete"/>
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>				

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

Completed By

Created

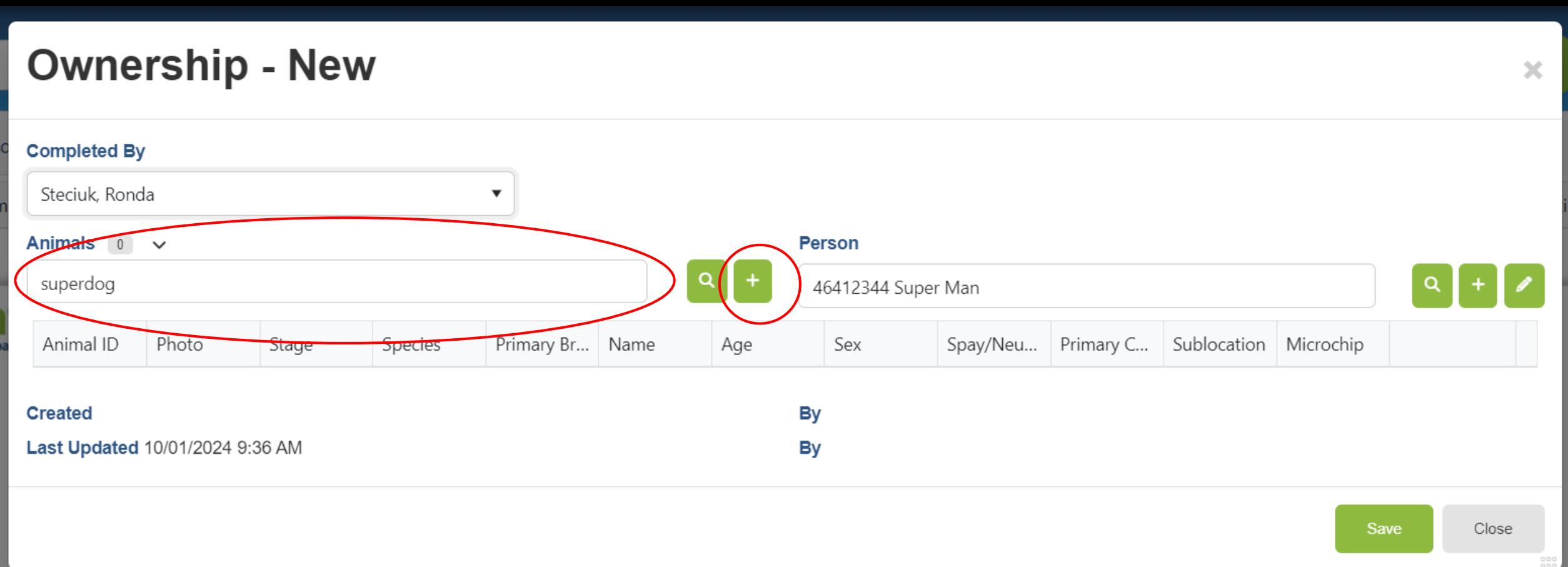
Last Updated 10/01/2024 9:36 AM

By

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

Last Updated 10/01/2024 9:36 AM

By

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.

Edit    Print    Licensing    Finance    Reports    Admin    Support

Home    Dog

## A0056966039 - Spiderdoggo

[+](#) [Print](#)

**Details** [Edit](#)

 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:
		Weight: 55 pound	Emancipation Date:

[Records](#) [Photos/Video](#) [Memos/Files](#) [Identifications](#) [Holds](#) [Vouchers/Waivers](#) [Profile](#)

**Identifications**

**Microchip** [Edit](#)

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

<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="button" value="▼"/> PetPoint Transfer Reference 2024 MAINE License Tag Rabies Tag Owner ID Tag Shelter ID # Tattoo Additional Microchip	<input type="text"/>	<input type="text"/> Licensed <input type="button" value="▼"/> No	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>			



#ActiveAnimals

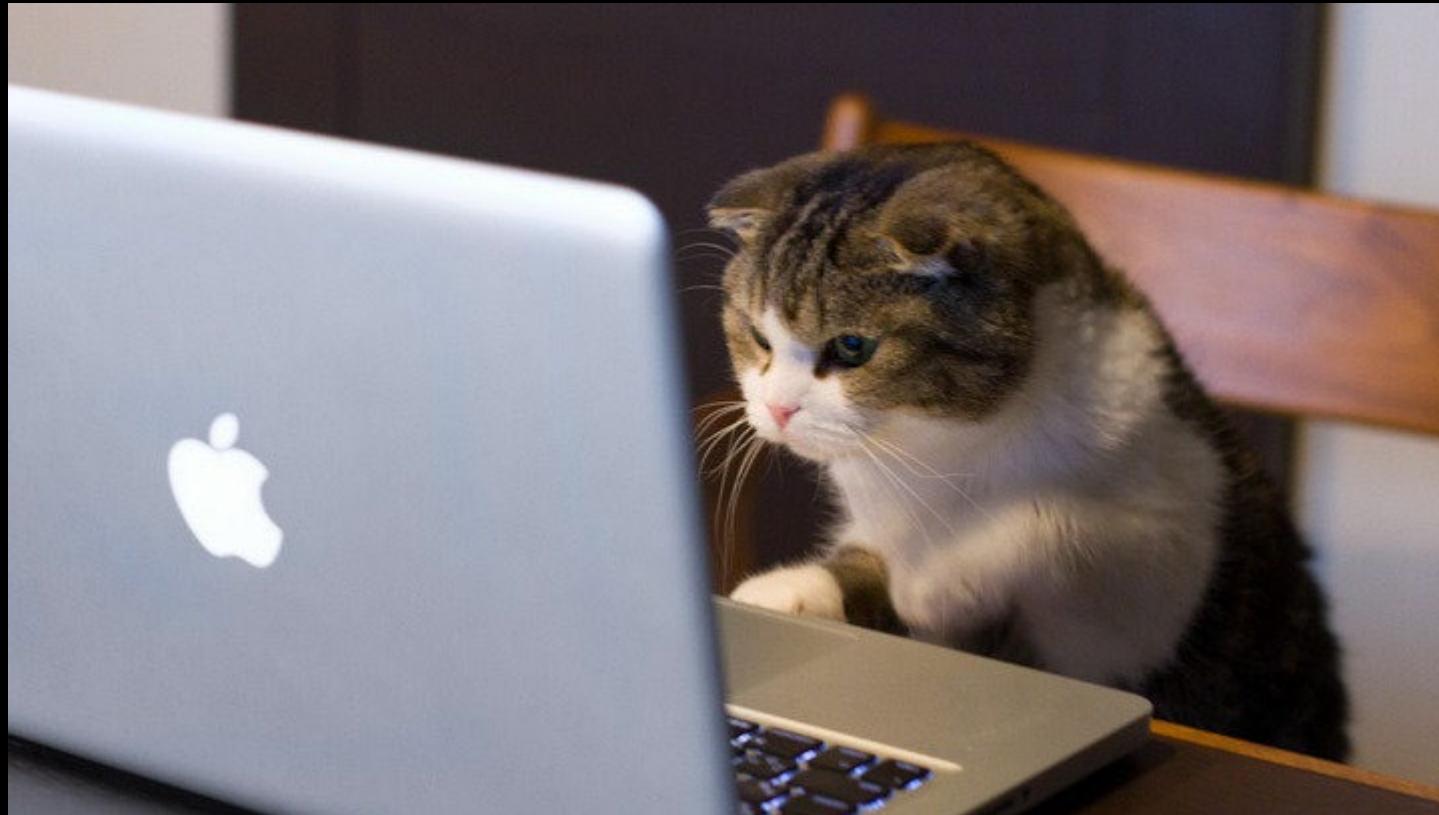


?

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	Address:
Name: Spider Man	House: 123 Pretend Street Augusta Maine 04333 USA ✓
Gender: Unknown	Phone:
Pronoun:	Phone: (207) 555-1212 ✓
Date of Birth:	Email:
Identification:	Consent To Contact: Yes

[Records](#) [Memos/Files](#) [Associations](#) [Agency Membership](#) [Related Persons](#) [Survey](#) [Petango Applications](#)

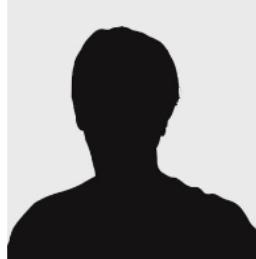
Related Persons 

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	 

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)