

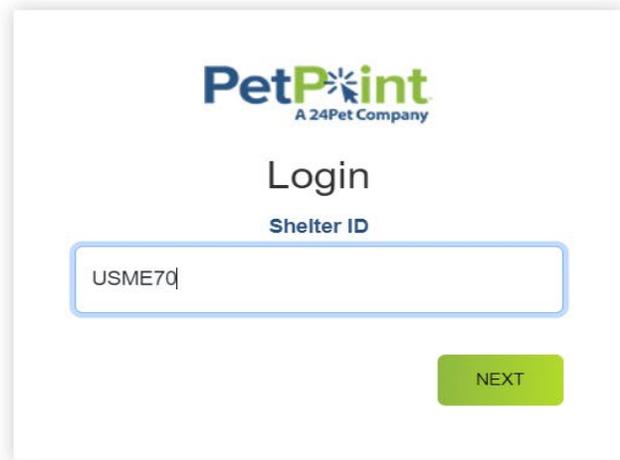
State of Maine Dog Licensing Database: Initial Tasks for Users



Log in at <http://sms.petpoint.com/sms3>

Shelter ID: USME70

Use your assigned username and initial password to log in



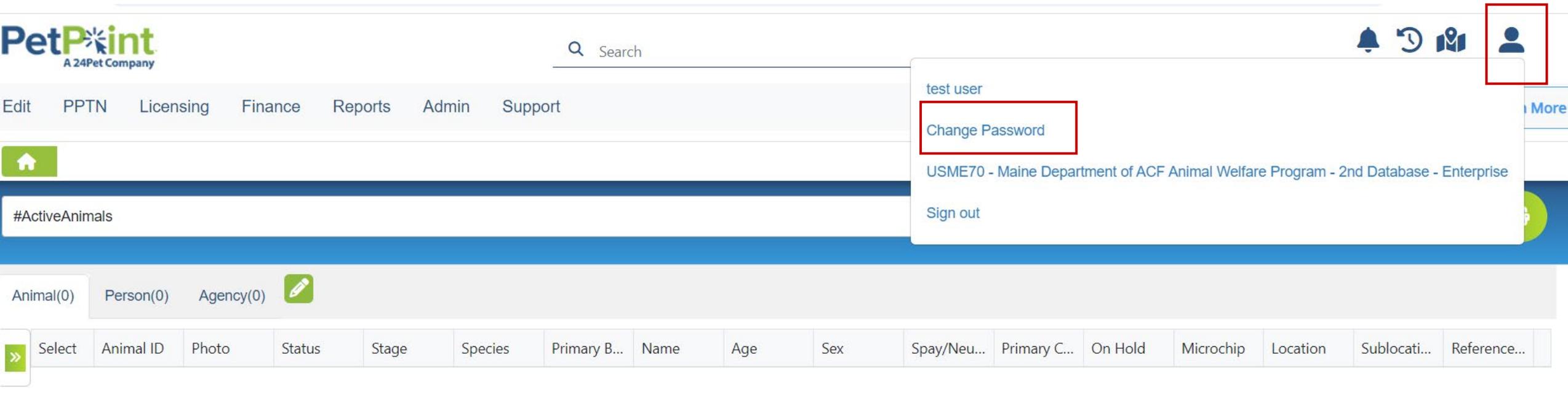
The screenshot shows the PetPoint login interface. At the top is the PetPoint logo with the tagline 'A 24Pet Company'. Below the logo is the word 'Login' and the label 'Shelter ID'. A text input field contains the text 'USME70'. A green button labeled 'NEXT' is positioned below the input field.



Task #1: Change your assigned password to your own

>Click on the Person Icon at the top right of the screen

>Choose “Change Password”



The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo, labeled "A 24Pet Company". A search bar is located in the top center. On the top right, there are icons for notifications, a clock, a location pin, and a person icon. The person icon is highlighted with a red box. A dropdown menu is open from the person icon, showing the user's name "test user" and the "Change Password" option, which is also highlighted with a red box. Other options in the menu include "USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database - Enterprise" and "Sign out". Below the navigation bar, there is a green home button and a "#ActiveAnimals" section. At the bottom, there is a table with columns for "Animal(0)", "Person(0)", "Agency(0)", and a table with columns: "Select", "Animal ID", "Photo", "Status", "Stage", "Species", "Primary B...", "Name", "Age", "Sex", "Spay/Neu...", "Primary C...", "On Hold", "Microchip", "Location", "Sublocati...", and "Reference...".

- >Enter your new password (twice!)
- >Click the green SAVE button
- (>remember it!)

PetPoint
A 24Pet Company

Change Password

New Password

Confirm New Password

SAVE



>Log in again with your new password!

You will land on this screen.

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo, labeled 'A 24Pet Company'. A search bar contains the text '#ActiveAnimals'. Below the search bar is a navigation menu with links for 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. A 'Learn More' button is located on the right side of the navigation bar. The main content area shows a table with columns: 'Select', 'Animal ID', 'Photo', 'Status', 'Stage', 'Species', 'Primary B...', 'Name', 'Age', 'Sex', 'Spay/Neu...', 'Primary C...', 'On Hold', 'Microchip', 'Location', 'Sublocati...', and 'Reference...'. The table is currently empty. The footer contains the PetPoint logo, the text 'BROUGHT TO YOU BY Pethealth', 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. Wednesday, August 28, 2024 2:46:47 PM'.

>delete #activeanimals

Type your name in the search bar.

The screenshot shows the PetPoint software interface. At the top left is the PetPoint logo, "A 24Pet Company". To the right is a search bar with a magnifying glass icon and the text "Search". Further right are icons for a bell, a clock, a location pin, and a user profile. Below the search bar is a navigation menu with links: Edit, PPTN, Licensing, Finance, Reports, Admin, Support, and a "Learn More" button. A green home button is located below the navigation menu. The main content area has a blue header with a search bar containing "#ActiveAnimals", a magnifying glass icon, a folder icon, a question mark icon, and two circular buttons with a plus sign and a printer icon. Below the search bar is a filter bar with "Animal(0)", "Person(0)", "Agency(0)", and a pencil icon. Below the filter bar is a table with the following columns: Select, Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, Sex, Spay/Neu..., Primary C..., On Hold, Microchip, Location, Sublocati..., and Reference... The bottom of the page features 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. Wednesday, August 28, 2024 2:46:47 PM".

>Choose the correct person and click on the person ID

A 24Pet Company

Search

Edit PPTN Licensing Finance Reports Admin Support

test

Animal(1) Person(2) Agency(0)

ID	First Name	Last Name	Phone	Email	Address	Unit	City	State/Province
P0046063646	TEST	PERSON						ME
P0046112259	test	user		ronda.steciuk@maine...				

>Click on the pencil icon next to 'Details' to edit your information
A pop up will appear where you can add and edit your information.

Edit PPTN Licensing Finance Reports Admin Support

Home Search Search Search Search Person

P0046112259 - test user

+ Print

Photo  **Details** 

 **Person ID:** P0046112259 **Address:**
Name: test user **Phone:**
Gender: Unknown **Email:**  ronda.steciuk@maine.gov ✓
Pronoun: **Consent To Contact:** No
Date of Birth:
Identification:

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

Sort
By Date   

 **Consent - Opt In Consent** **Consent:** No **Created In:** Edit Person
Created: 08/12/2024 **Created By:** rsteciuk

Filter
All (-)
Consent (1)

Tip: use the scroll bar on the right when needed

If you wish to list a preferred email:

- > Click the 'Do Not Contact' box to the right of the Professional (user) email address listed
- > Click the green + sign next to the email to add another one that you prefer
- > Use the drop-down to choose "Other" as type, and click on PRIMARY to change this to your primary address

Details - P0046112259 ✕

Salutation	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	test	<input type="text"/>	user	<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	Type	Email	Do Not Contact	
<input type="radio"/>	Professional	ronda.steciuk@maine.gov	<input checked="" type="checkbox"/>	
Primary	Type	Email	Do Not Contact	
<input checked="" type="radio"/>	Other	<input type="text"/>	<input type="checkbox"/>	

Phone +

Save Close

Add/edit other items as needed.

Clicked the plus sign by mistake? Use the trash can to delete the field. You can't save and close the pop-up with empty fields.

Click SAVE when done. Click on the house icon above the search bar to return to home screen.

Details - P0046112259 ✕

Primary	Type	Number	Extension	Do Not Call	
<input checked="" type="radio"/>	Other	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Phone +

Primary	Type	Number	Extension	Do Not Call	
<input checked="" type="radio"/>	Cell	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Address +

Primary	Type	Street	Unit	
<input checked="" type="radio"/>	Work	<input type="text"/>	<input type="text"/>	
	Home	City	State/Province	Country
	Mailing	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Work	City Alias	County	Do Not Mail
	Other	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	Temporary			
	Previous			

Save Close

Task #3: Add the license tab to your home page

Click on the pencil icon next in the tab section.

A pop-up will appear

Click the plus sign

Select “license” from the drop down

Click save.

The screenshot displays a software interface for managing tabs. At the top, a navigation menu includes 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. Below this, a section titled '#ActiveAnimals' contains tabs for 'Animal(0)', 'Person(0)', and 'Agency(0)'. A pencil icon next to the 'Agency(0)' tab is highlighted with a yellow box. A 'Tabs' pop-up window is open, showing a list of existing tabs: 'Animal', 'Person', and 'Agency', each with a red 'x' icon for removal. A dropdown menu is open, showing 'Select tab' (highlighted in blue), 'License' (highlighted in red), 'Memo', and 'Receipt'. A red box highlights a plus sign icon in the pop-up, and a red arrow points to a green button at the bottom right of the pop-up.

You did it!

Click on the person icon at the top right of the screen and choose “Sign Out”

Got stuck? Email us at animal.welfare@maine.gov, and we’ll schedule an appointment to walk you through it.

The screenshot shows the PetPoint web application interface. The browser address bar displays `sms.petpoint.com/sms3/enhanced/search/home`. The PetPoint logo is in the top left, and a search bar is in the top center. A navigation menu includes 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. A user profile icon in the top right is highlighted with a red box, and its dropdown menu is open, showing options: 'test user', 'Change Password', 'USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database - Enterprise', and 'Sign out' (highlighted with a red box). Below the navigation is a home button and a filter bar with '#ActiveAnimals'. A table header is visible with columns: Select, ID, Animal ID, Name, Type, Status, Status Date, Issued, Expiry, Person, and Group ID. The 'License(0)' filter is highlighted with a red box.