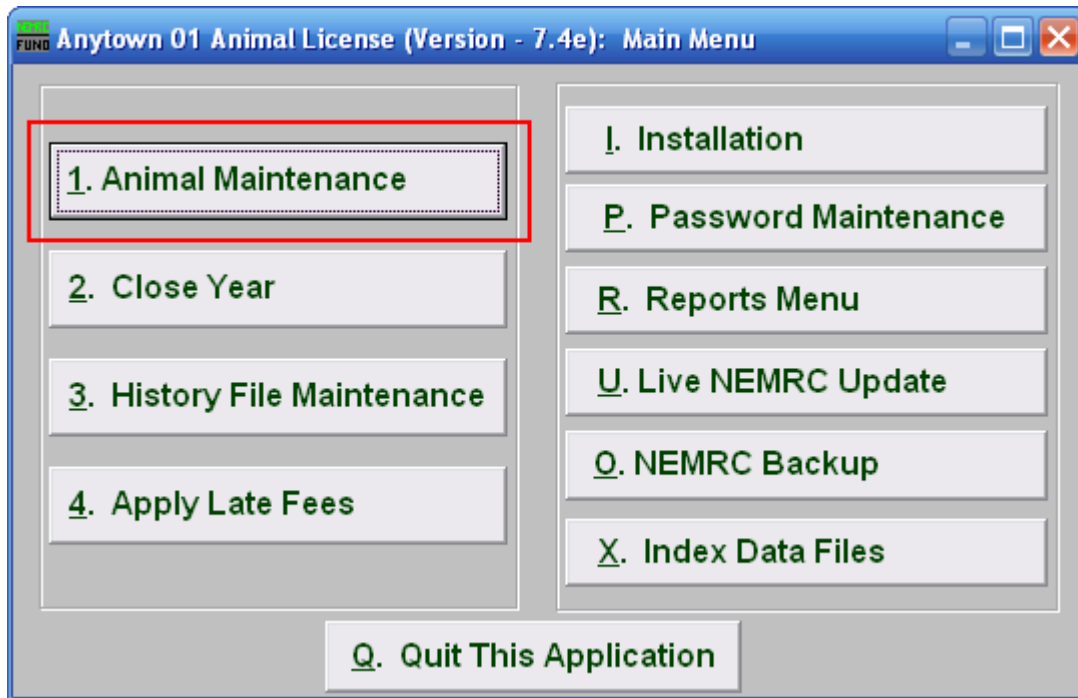# 1. Animal Maintenance

Click on "1. Animal Maintenance" from the Main Menu and the following window will appear:

Animal License

Animal Maintenance

1. **Tag OR Last Year Tag OR Name:** Enter the Tag number or click on the "Find" button and select from there. You may also choose by the Owner's Name.

2. **Add:** Click on "Add" to add a new Tag number and the following will become available to you.

3. **Cancel:** Click "Cancel" to cancel and return to the previous screen.
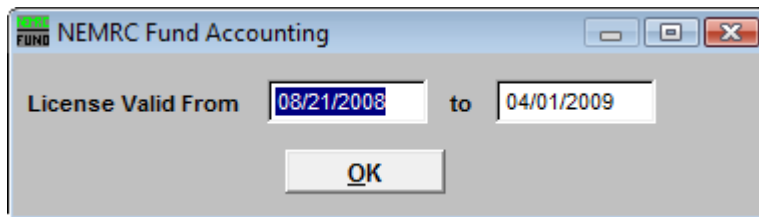
Animal License

1. **Tag:** Enter the new Tag number.

2. **Last Year Tag:** Last Year's Tag number will appear here.

3. **Issue Date:** Enter the Issue Date of the new Tag number.

4. **Rabies Date:** Enter the date of when the Rabies shot was administered.

5. **Rabies Expires:** Enter the date the Rabies shot expires.

6. **Rabies No.:** Enter the Rabies shot Number.

7. **Fee:** Enter the total of the license Fee.

8. **Fee-State:** Enter the total of the license Fee for the State.

9. **Fee-Late:** Enter the total of any Late Fees.

10. **Kennel:** Enter the amount that is charged for a kennel license. The Kennel may have multiple dogs. Therefore you enter the **1st animal** with the **total** kennel fee. Then **do not** enter a kennel fee for the other animals being registered for that kennel license.

Animal License

11. Owner Last: Enter in the Owners Last name.

12. Owner First: Enter in the Owners First name.

13. Breeder: Click to check the box if the Owner is a Breeder.

14. Address: Enter the Owner's Address. If you have turned on "Use street Address Codes" in "I. Installation," then there will be a drop down arrow where you may select a 911 address.

15. City St Zip: Enter the Owner's City, State (abbreviation), and Zip.

16. Phone: Enter the Owner's Phone number.

17. Animal name: Enter the Animal's name.

18. Location: Enter the physical Location where the Animal resides.

19. Age Years: Enter the Age of the Animal in Years.

20. Age Months: Enter the Age of the Animal in Months, if appropriate.

21. Size: Click on the circle next to the appropriate Size of the Animal.

22. Sex: Click on the circle next to the appropriate Sex of the Animal or NA if the Animal has been neutered.

23. Neutered: Click on the appropriate circle as to whether the Animal has been Neutered.

24. Date Altered: Enter the Date the Animal was altered. (Optional)

25. Color: Enter the color of the Animal or click on the arrow and select from there.

26. Breed: Enter the Breed of the Animal or click on the arrow and select from there.

27. Species: Enter the type of Animal that is being registered.

28. Misc A: Enter in any Miscellaneous information that might be necessary.

29. Misc B: Enter in any Miscellaneous information that might be necessary.

30. Misc C: Enter in any Miscellaneous information that might be necessary.

31. Misc D: Enter in any Miscellaneous information that might be necessary.

Animal License

32. OK: Click "OK" to save changes and return to the previous screen.

33. Back: Click "Back" to go to the Tag number that came before this animal. If you made changes, you will be asked if you wish to save. Click "Yes" to save, "No" to cancel without saving changes, or "Cancel" to return to the animal screen.

34. Next: Click "Next" to save and continue to the Next Tag number. If you made changes, you will be asked if you wish to save. Click "Yes" to save, "No" to cancel without saving changes, or "Cancel" to return to the animal screen.

35. Print License: Once the Tag number field is filled in, this button will become available. Click this button to print this Animal's License. Make sure all of the appropriate information is filled in.

Enter the date range that this license is good for, then click "OK."

36. Move to History: Click this button to Move this information into the History. This is done if the Animal no longer lives in town or has not been registered currently.

37. Cancel: Click "Cancel" to cancel and return to the previous screen. If you made changes, you will be asked if you wish to save. Click "Yes" to save, "No" to cancel without saving changes, or "Cancel" to return to the animal screen.