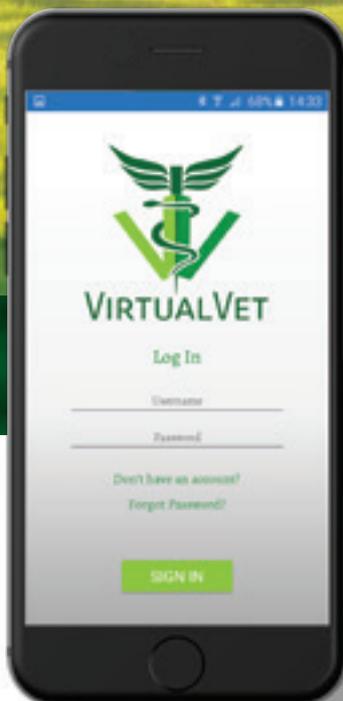




VIRTUALVET

ANTIMICROBIAL RECORDING



USER GUIDE

A detailed guide on how to use our **VirtualVet service** effectively, to benefit you and your livestock.

HOW TO SIGN UP TO VIRTUALVET

1. Sign up to using VirtualVet facility - www.virtualvet.eu

Select Web Portal, Terms of Service can be found in the About section

2. Select 'New to VirtualVet Signup here'

Enter the following details:

Name	Password (<i>see * below</i>)
Email Address	Confirm Password
Phone Number	

We want your permission to communicate with you regularly.
This will help us to serve you.

Have a look at **Terms of Service** and tick to accept.

**Password tip: create a password (password should be at least 6 characters long and must contain an upper case letter, a number and a symbol. For example something with some CAPITALS, some lower case letters, a 1,2,3...and a £,@,#... These passwords are all the rage with services these days!)*

A confirmation email will be sent to you - follow the link in this email to activate the account.

3. Download the VirtualVet App

Follow the instructions detailed to take you through the download step by step

How to - download the app from Play Store

These things always feel like an obstacle course, but just take your time and follow the instructions on the teeny tiny screen and we'll get there!

On your Android smartphone:

Find the PlayStore icon

Open the PlayStore app (by selecting the icon)

In the search area at the top of the screen type in 'VirtualVet'

Then choose the app with our VirtualVet logo



Select **Install** and select **Open when the app is installed**.

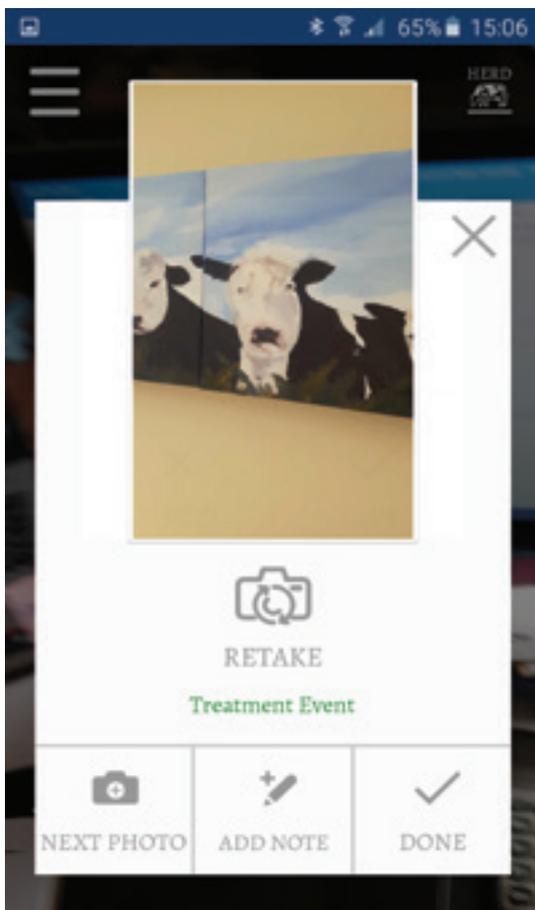
From there you will be invited to sign into the app, see next page.

HOW TO RECORD A TREATMENT

1. Login

using your email address

- **Type in Password** (the password you created)



2. Once logged in the app opens to the camera on your phone.

3. Take 2 pictures:

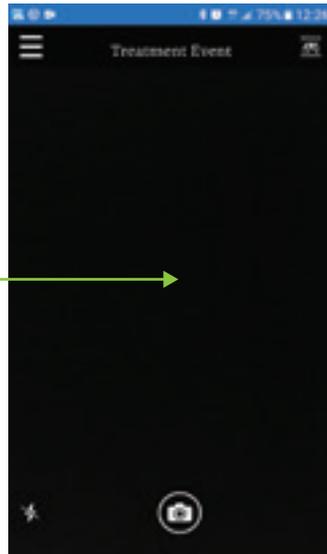
- First picture will be of the name on medicine bottle/box.
- Second is of the batch number and expiry of medicine.

4. Add a note to let us know individual tag or group of animals, the condition being treated and the dosage amount and number of doses given to the animal.
e.g. "Tag 5637, 20cc for 3 days, for infection in leg"

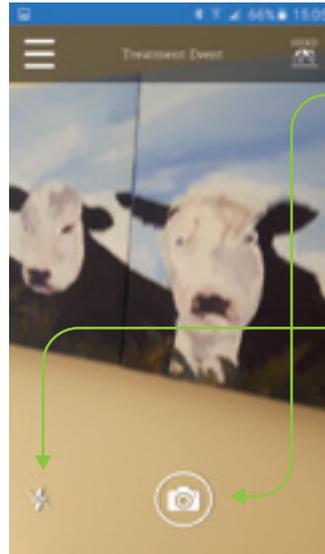
5. Once you are happy with the information recorded select 'Done'.

GUIDE TO OUR APP SCREENS AND WHAT THEY MEAN

Once logged in the app opens to the camera screen

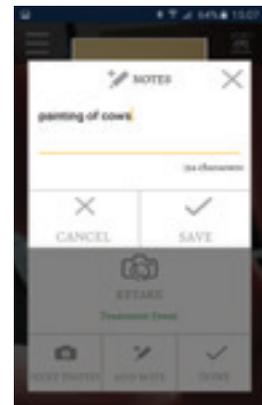


Use the camera icon to take picture with or without a flash.



After taking the first picture the next screen lets you choose any of these options:

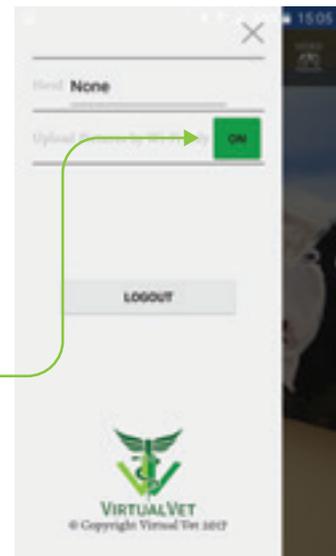
- 1. RETAKE the picture**
(allowing you to recapture the same image if it was unclear)
- 2. NEXT PHOTO**
lets you take more photographs for the same treatment (3 or 4 recommended)
- 3. Add NOTE**
by typing in details of individual tag or choose a group of animals, briefly name the condition being treated, the dosage amount and number of doses given to the animal (see example) and select **'Save'** or **'Cancel'** once note is complete.
- 4.** Once you have completed the details of the treatment and you are ready to upload the treatment select 'Done'.



The app is set to use your home Wi-Fi network, if you have one (e.g. Eir, Imagine, Vodafone etc...). We did this because some farms may not have good mobile coverage. However, if it suits better you can use your mobile data plan when sending us a treatment.

This is how:

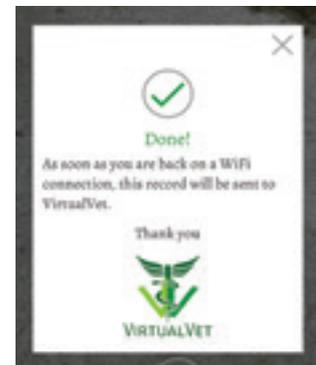
1. Open the app as usual and tap the top left menu icon  you will then see **'Upload by Wi-Fi only'**, change it to **'OFF'** by touching it.
2. If you want to use mobile data to send us more treatments you need to change this for every treatment otherwise it will use wifi.
3. When wifi is used it is important to remember to login to app when you are in a wifi area to allow data to be transferred from your phone to us.



When 'DONE' is selected one of the following messages will pop up on your screen:

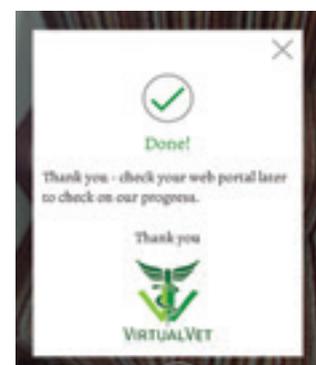
If you are using wifi to send us information and the treatment is recorded outside the wifi area the message, "As soon as you are back on a WIFI connection this record will be sent to VirtualVet" is displayed on the screen when 'DONE' is selected.

(note: it is important to make sure you are logged into app when you enter the wifi area to allow the app to send the treatment information. You will receive a message "Thank you - check your web portal later" confirming it was successfully sent.



When 'DONE' is selected in a wifi area or if you have chosen to use mobile data the message "Thank you - check your web portal later" will be displayed.

This confirms the treatment has been sent to us and your job is done!



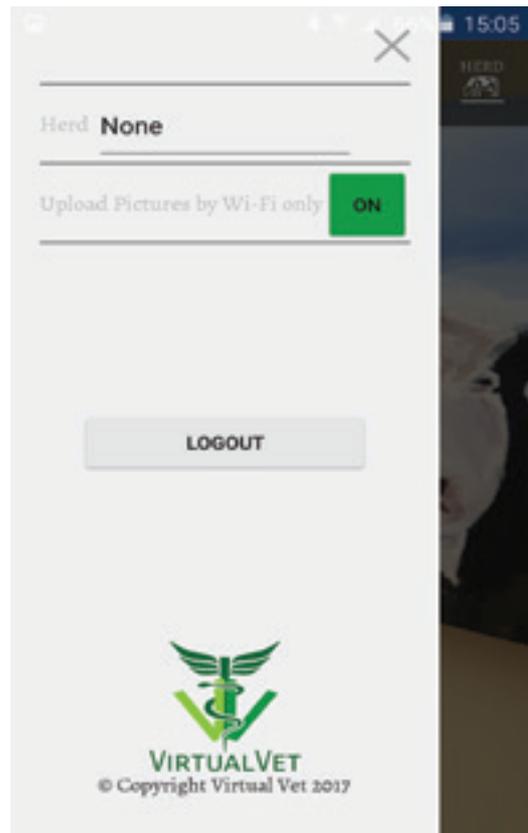
LOGOUT

Additional Notes:

VirtualVet App remains logged in unless you specifically logout therefore it remains active as long as you are logged in.

From time to time you may need to log back in so it is **important to remember your password.**

You may need to remain logged in if there is a delay in the network uploading the data from your phone and until you receive the message 'Check your portal later' it has not connected with VirtualVet to upload your new records.



Note: Forgotten Password or login failure requires you to follow instructions as directed. If you don't have an account or are unsure of username or password please contact support agent.

HOW TO:

ACCESS YOUR ACCOUNT

To access your account please go directly to www.animaldiseasetracking.com to login or access it via www.virtualvet.eu and access your account by selecting the **Web Portal**. Sign in here with the email address and password.



Once you've signed in, select FARMS on the top of the screen and enter some details of the farms or holdings you want to add to the service.

HOW TO:

DOWNLOAD YOUR HERD PROFILE FROM AGFOOD.IE

We have a quick way to get all of your animals on to our service to make recording treatments easier and more accurate. The first step is to download your herd profile from the department's agfood.ie site. This will create an Excel file which you can email to mail@virtualvet.eu. This will be uploaded to the service and comes under our terms of service in how we treat your information.

To download the herdprofile from agfood.ie:

1. Log in here with your AIMS login details. **Be careful - after 3 failed attempts it locks you out - we learned the hard way!!**
The login page is found here:
<https://agfood.agriculture.gov.ie/ssoauthagfood/individual.jsp>
2. After a successful login, you get a list of “agfood services”. Select the second on the list “**Animal Identification & Movements**”
3. You'll get a message “initialising AIM” and then you are presented with more options, and the top option there is “**View Herd Profile**”. Select this option and you will see the screen attached *(my picture cuts off the very top as we wanted to show you the bottom of the screen)*
4. Scroll to the bottom of the screen and you will see the options I highlighted on the picture above - **EXCEL**.
5. Once you click **EXCEL** it will automatically download the file and depending on your computer, you may need to close the screen you are in and go to your computer, as in this picture attached showing the .xl file agfood sends.
6. The file will usually automatically save to your computer's **Downloads folder**. Open your email and attach the file. Email the file to **mail@virtualvet.eu** please.
7. From there, we'll upload it to your farm and have a chat with you about the groups you would like to keep a track of together - for example, Calves, Heifers, Bulls....etc.

HOW TO:

USE THE SERVICE IF YOU DON'T WANT TO USE THE APP

We are happy to be of service to farmers that don't wish to use our smartphone app. We offer a range of options, so just talk to us on **087 1495963** and we'll arrange something that suits.

For example, some farmers are just comfortable taking a photo and emailing it directly to us with some additional information as a note. We're happy with that if you are!

For others, they like to maintain their own notes in a diary. That's ok too. You can just photograph the page of the diary and send it to us. We'll call and ask for the batch number and expiry date from the bottle if you forget to include it.

All farms and farmers are different; so we're flexible.





WWW.VIRTUALVET.EU