

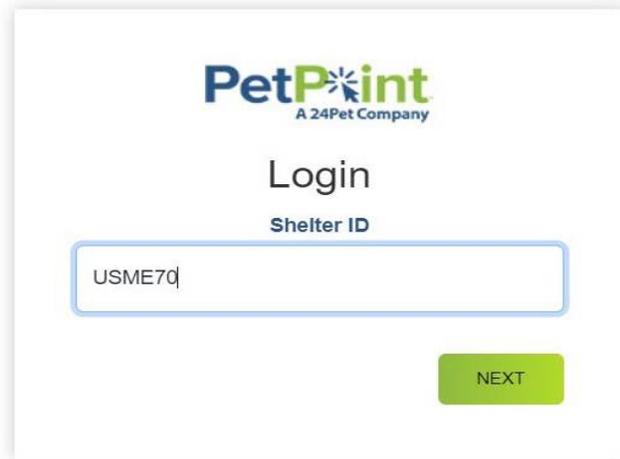
State of Maine Dog Licensing Database: Initial Tasks for ACOs



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

Shelter ID: USME70

Use your assigned username and initial password to log in

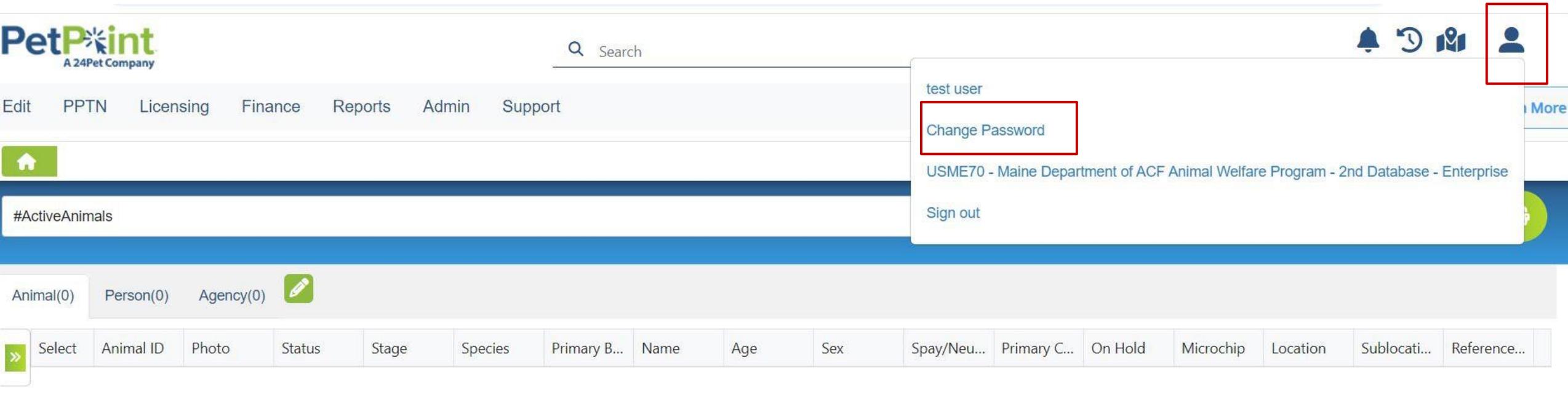


The screenshot shows the PetPoint login interface. At the top is the PetPoint logo with the tagline 'A 24Pet Company'. Below the logo is the word 'Login' and the label 'Shelter ID'. A text input field contains the text 'USME70'. A green button labeled 'NEXT' is positioned below the input field.



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', a 'Change Password' option (highlighted with a red box), the current user's role 'USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database - Enterprise', and a 'Sign out' option. 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



Task #2: 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 the PetPoint software interface. At the top, a navigation bar includes links for 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. Below this, a header section shows '#ActiveAnimals' and a search bar. The main content area features a tab section with 'Animal(0)', 'Person(0)', and 'Agency(0)'. A pencil icon next to 'Agency(0)' is highlighted with a yellow box. Below the tabs, a table with columns 'Select', 'Animal ID', 'Photo', 'Status', 'Stage', 'Species', and 'Primary' is visible. A 'Tabs' configuration pop-up is centered on the screen. The pop-up has a title 'Tabs' and a close button. It contains the instruction: 'Add or remove tabs. To change the tab order, drag and drop a field.' Below this, a list of tabs is shown: 'Animal', 'Person', 'Agency', and 'Select tab'. Each tab has a red 'x' icon to its right. The 'Select tab' dropdown menu is open, showing options: 'Select tab', 'License', 'Memo', and 'Receipt'. The 'License' option is highlighted with a red box. A red box also highlights a green plus sign icon at the bottom left of the pop-up. A red arrow points from this plus sign to a green button at the bottom right of the pop-up, which is labeled 'Save'.

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 visible in the top left corner. A search bar is located in the top center. The top right corner contains navigation icons, including a person icon which is highlighted with a red box. A dropdown menu is open from this icon, showing options: "test user", "Change Password", "USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database - Enterprise", and "Sign out", with the "Sign out" option highlighted by a red box. Below the navigation bar, there are tabs for "Animal(0)", "Person(0)", "Agency(0)", and "License(0)", with the "License(0)" tab highlighted by a red box. A table is visible below the tabs, with columns: "Select", "ID", "Animal ID", "Name", "Type", "Status", "Status Date", "Issued", "Expiry", "Person", and "Group ID".