An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

NVPS

How to Associate Clients & Vets

For Veterinarians and Veterinary Practice Administrators

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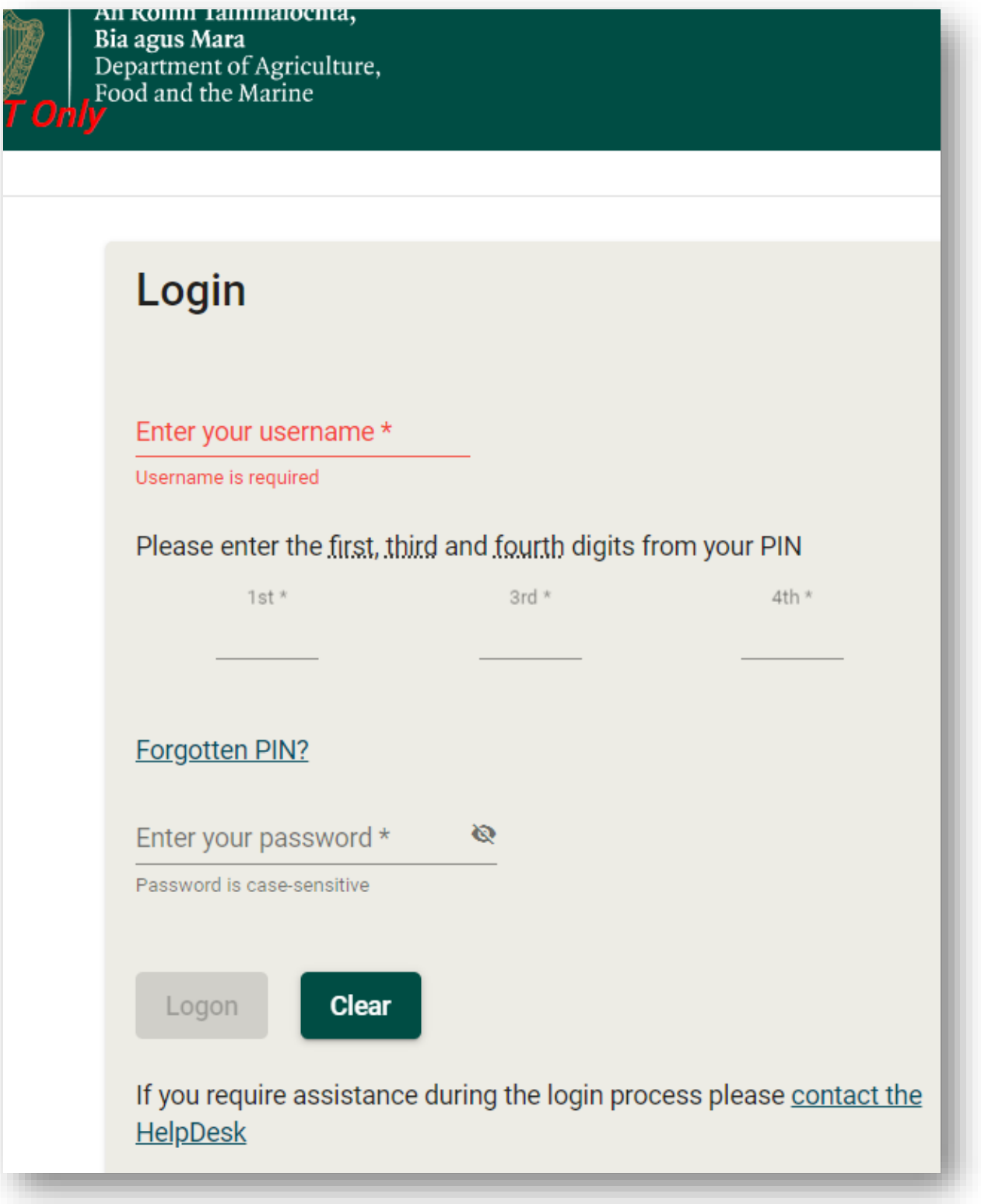
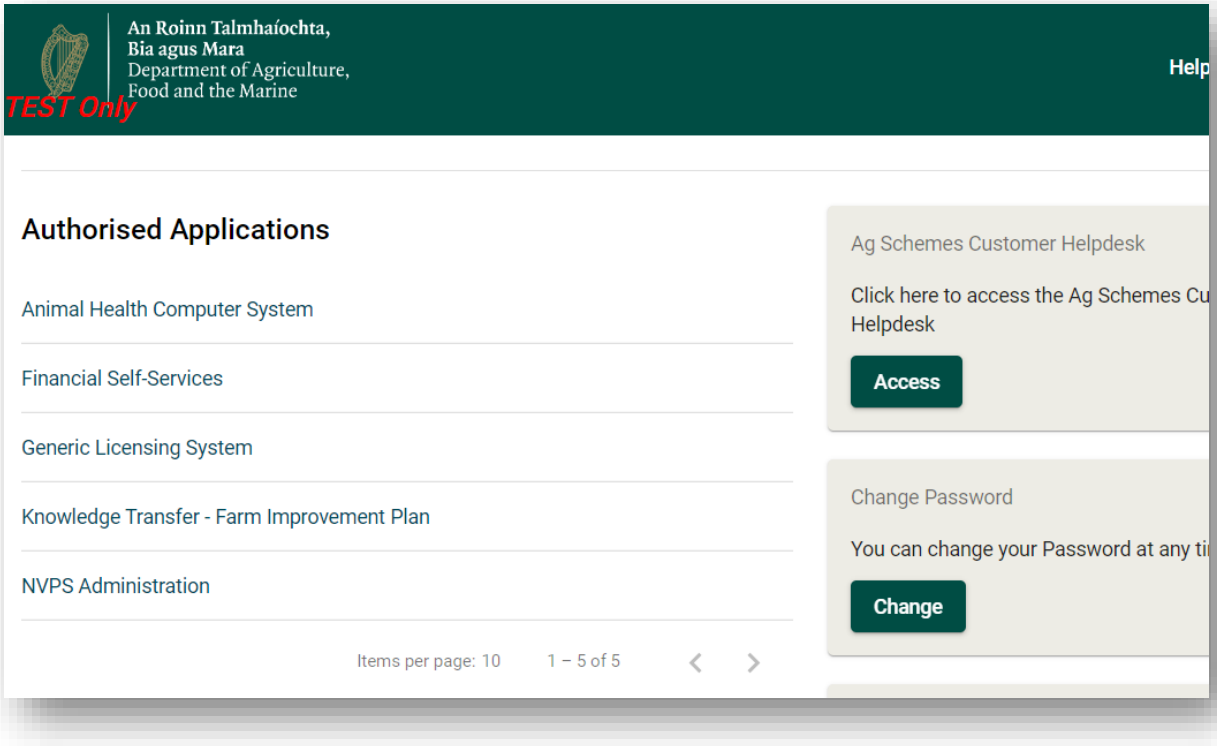
Association of Clients and Vets with your practice

1. Login to AgFood using your AGR, PIN number and password

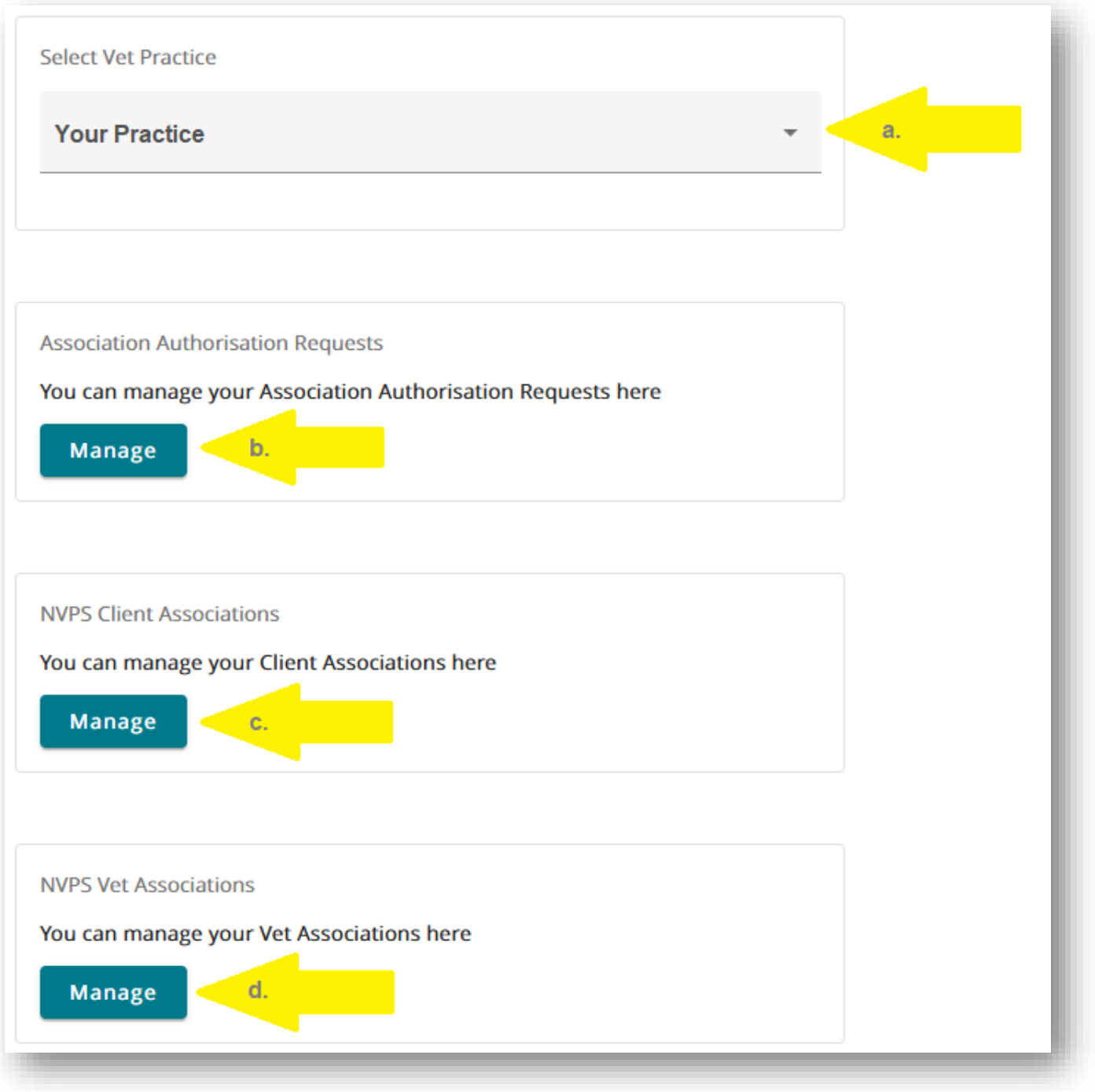


2. Select NVPS Administration from the list of authorised applications.



Client association

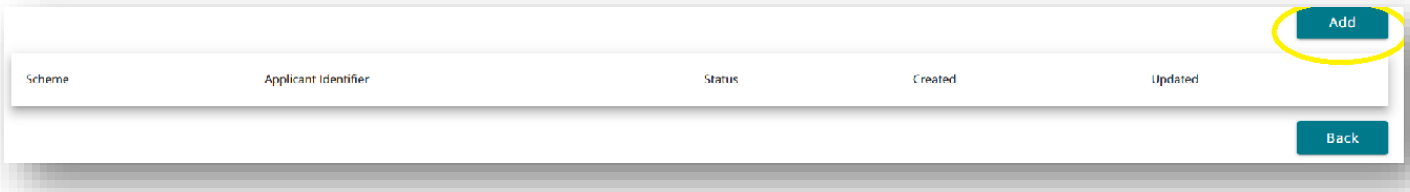
3. You will be presented with manage options for your practice for both clients (keepers) and Vets.



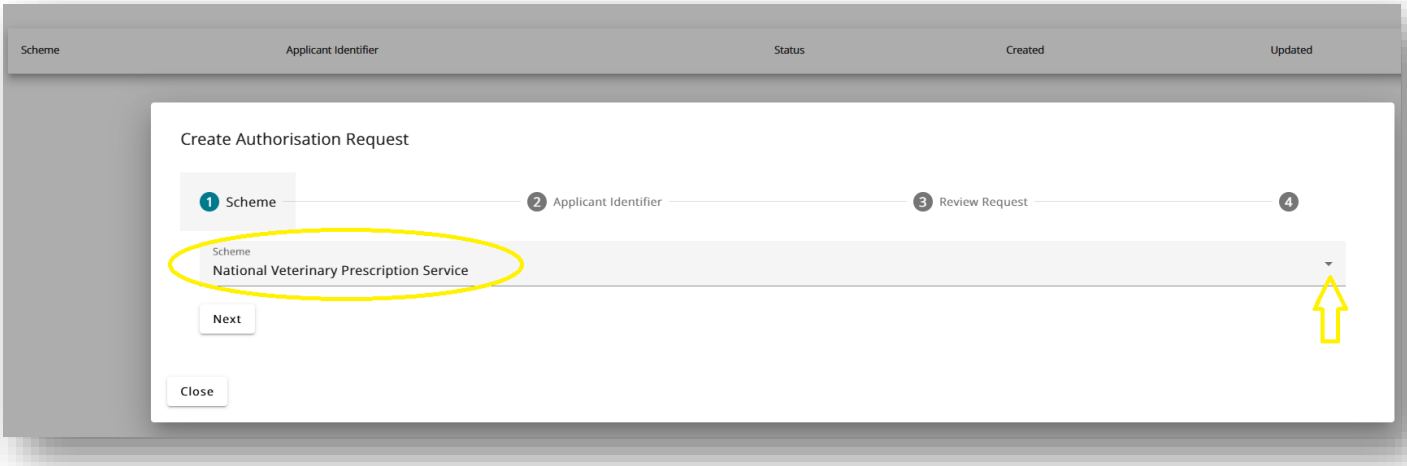
a. Choose your practice from the dropdown list.
b. Create new client and Vet association requests.
c. View/Delete client associations.
d. View/Delete Vet associations.

To create a new client (keeper) association, click on Manage under Association Authorisation Request.

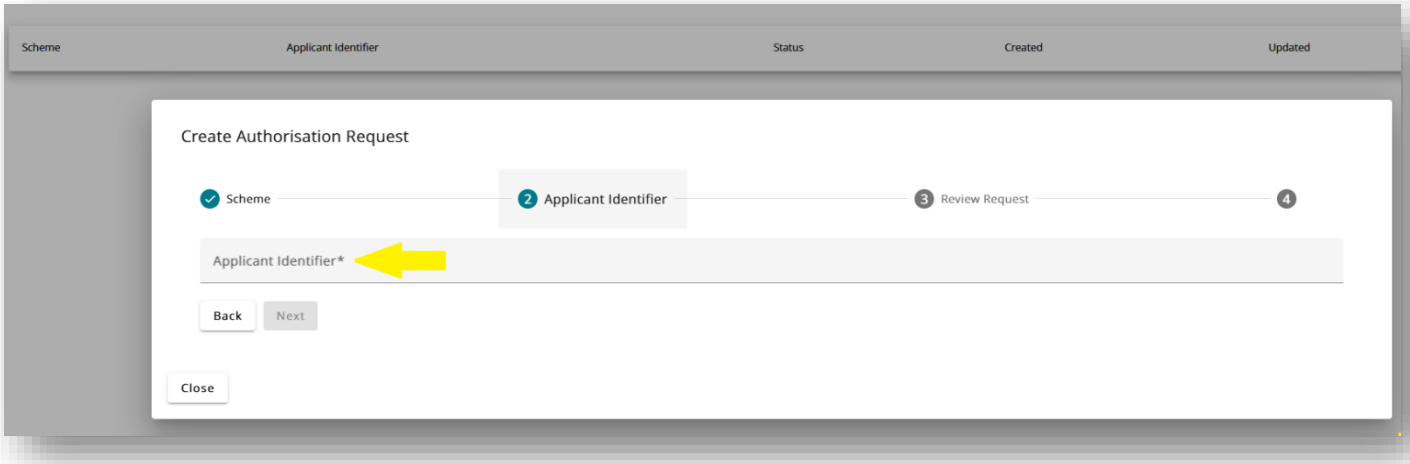
4. On the next screen, click on the ‘Add’ button to the right above the box.



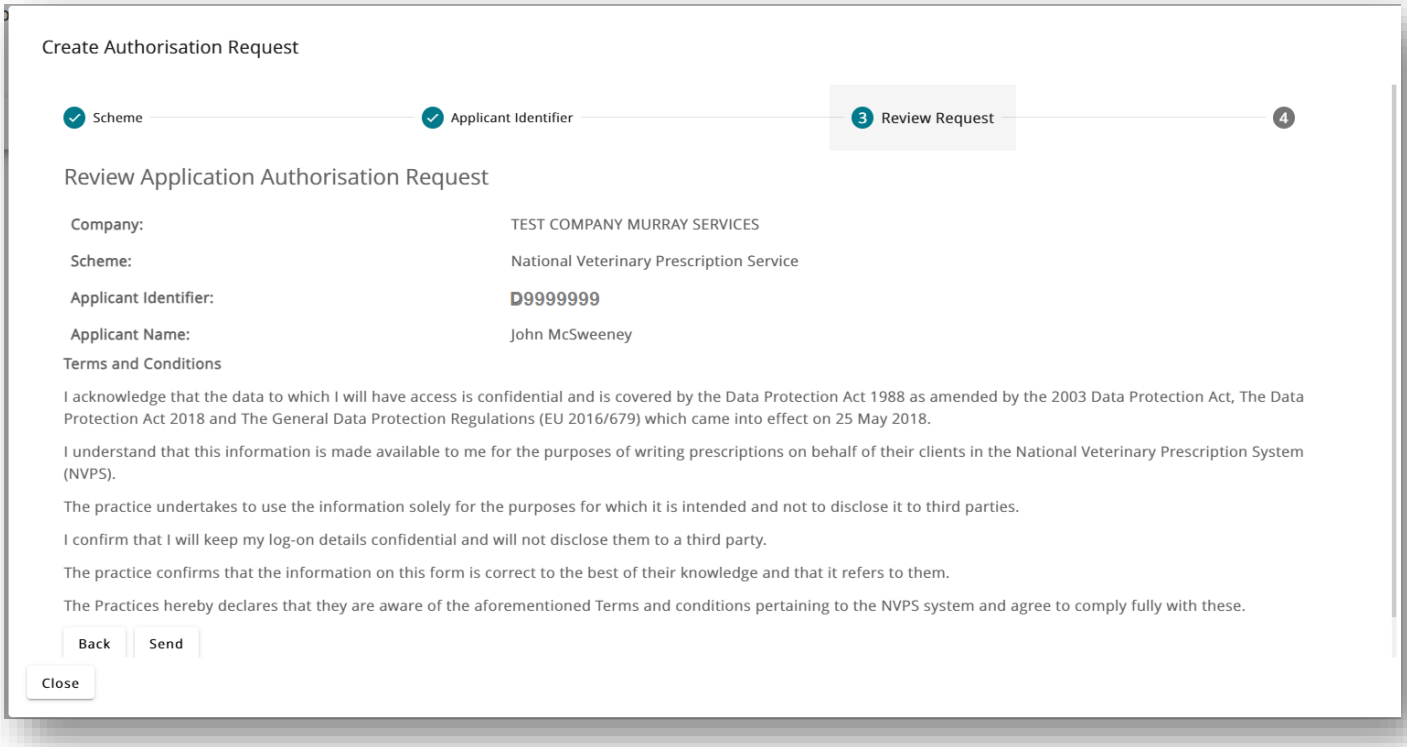
5. A pop-up box will open, make sure ‘National Veterinary Prescription Service’ is selected from the dropdown list (it may already be selected when the pop up opens), then click next.



6. You will then enter the ‘Applicant Identifier’, this is the herd number. Click into the box where it says Applicant Identifier and enter the herd number. Then click Next.



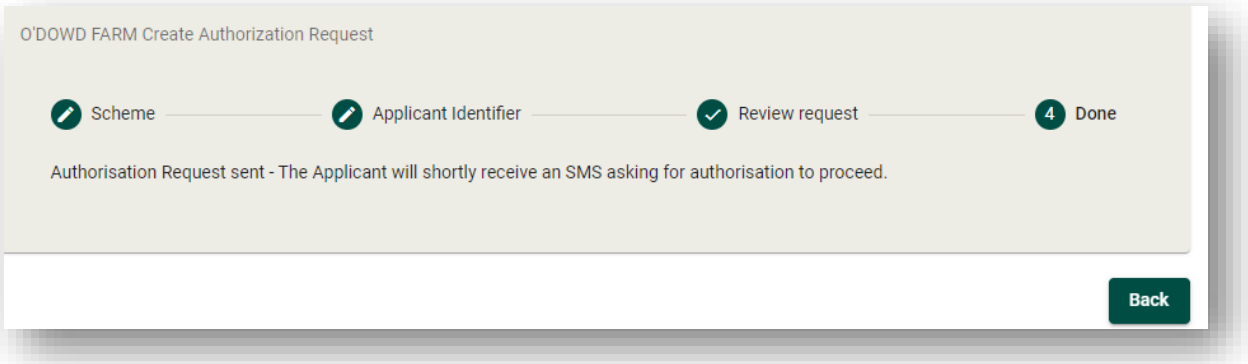
7. Next you will be brought to the ‘Review Application Authorisation Request’ screen, The herd name and information will be displayed. If the correct herd has been selected, click on ‘Send’ at the bottom of the screen.



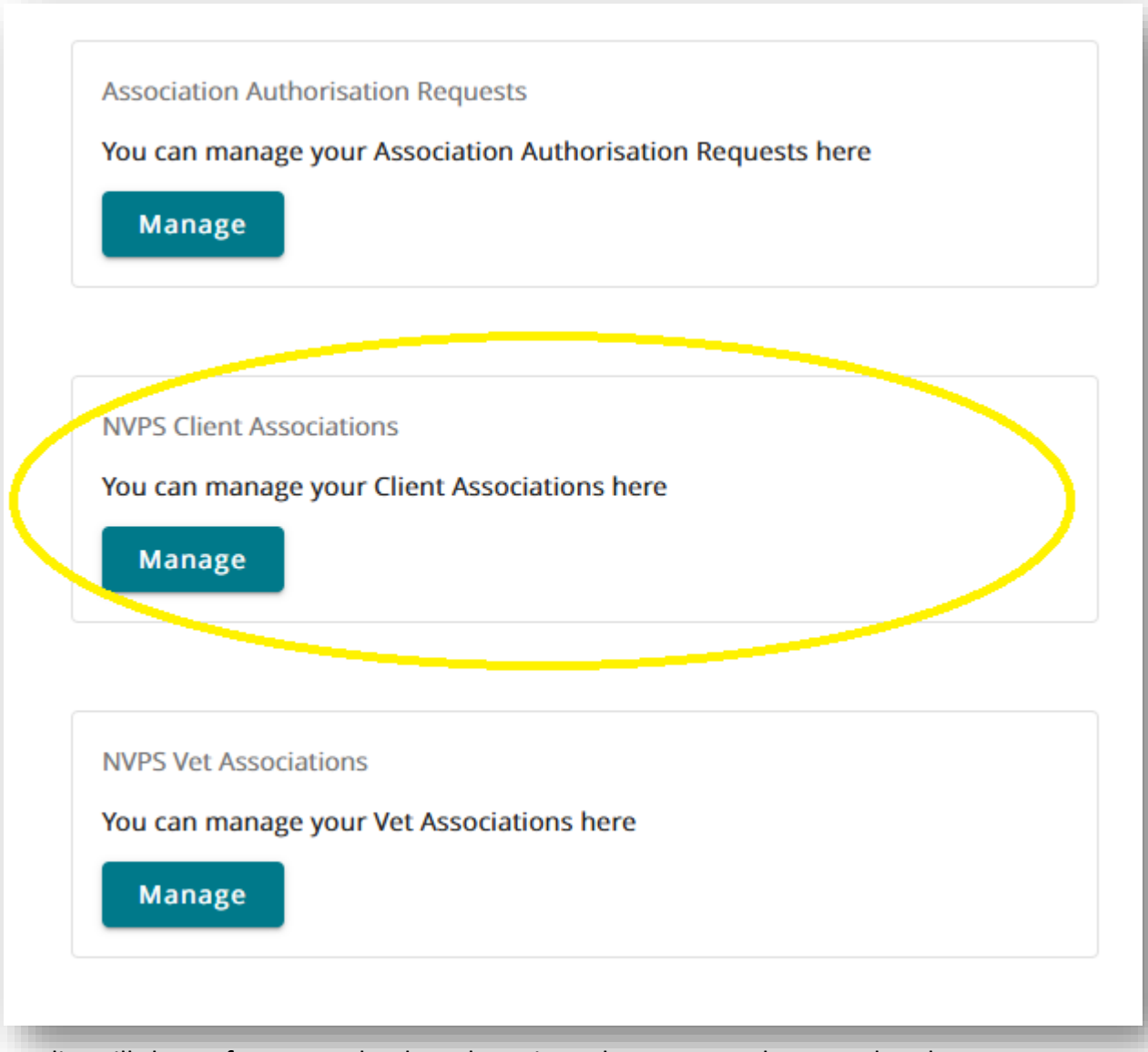
8. Your association request will be sent to the herd keeper by text message, which they must reply **DAFM Y** to within 72 hours. (This is very important that it is all capital letters and a space between DAFM and Y). Please advise clients that you have submitted a request, as some may be wary of an unexpected text and may exercise caution by not responding.

9. Once the keeper replies DAFM Y to allow the Vet to use their details on the NVPS, the herd details will automatically prepopulate on the app when the Vet is prescribing. It is a 'smart search' so when the Vet starts typing a name all the herds associated with the practice with that name will drop down and the Vet will select the correct herd.

10. To view the authorisations you have requested, click on the 'Manage' below the 'NVPS Client Associations'



11. To check the status of an association approval, return to the NVPS Administration page, Select the **Manage** in the NVPS Client Associations box.



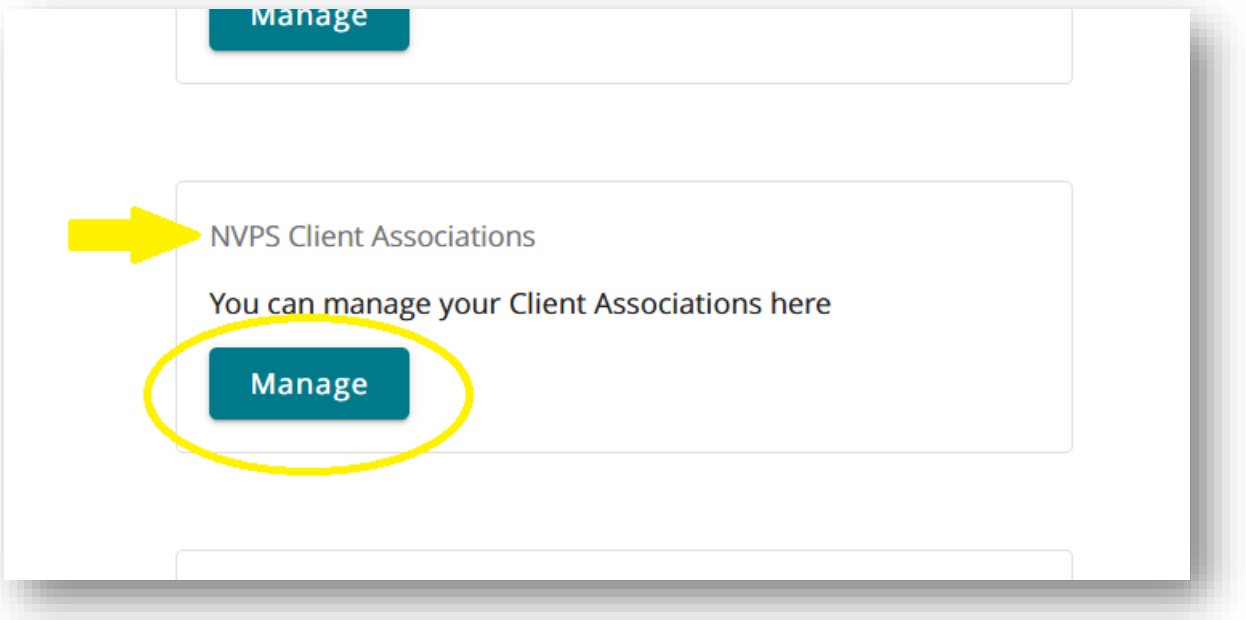
- A list will show of requests that have been issued, unanswered or completed.

Scheme	Applicant Identifier	Status	Created	Updated
National Veterinary Prescription Service	G1380906	COMPLETE_UNANSWERED	2022-07-25	2022-07-28
National Veterinary Prescription Service	G136182X	COMPLETE_PERMIT	2022-07-25	2022-07-27
National Veterinary Prescription Service	G136182X	COMPLETE_UNANSWERED	2022-07-22	2022-07-25
National Veterinary Prescription Service	G1361693	COMPLETE_PERMIT	2022-07-22	2022-07-22
National Veterinary Prescription Service	G1360620	COMPLETE_PERMIT	2022-06-30	2022-06-30

Please note *that any Northern Ireland registered phone numbers are unable to receive the SMS or reply. In this scenario, please contact the nvps@agriculture.gov.ie mailbox.*

Remove Client Association

1. Once you have logged into the NVPS Administration app, click on 'manage' in the NVPS Client Associations box.

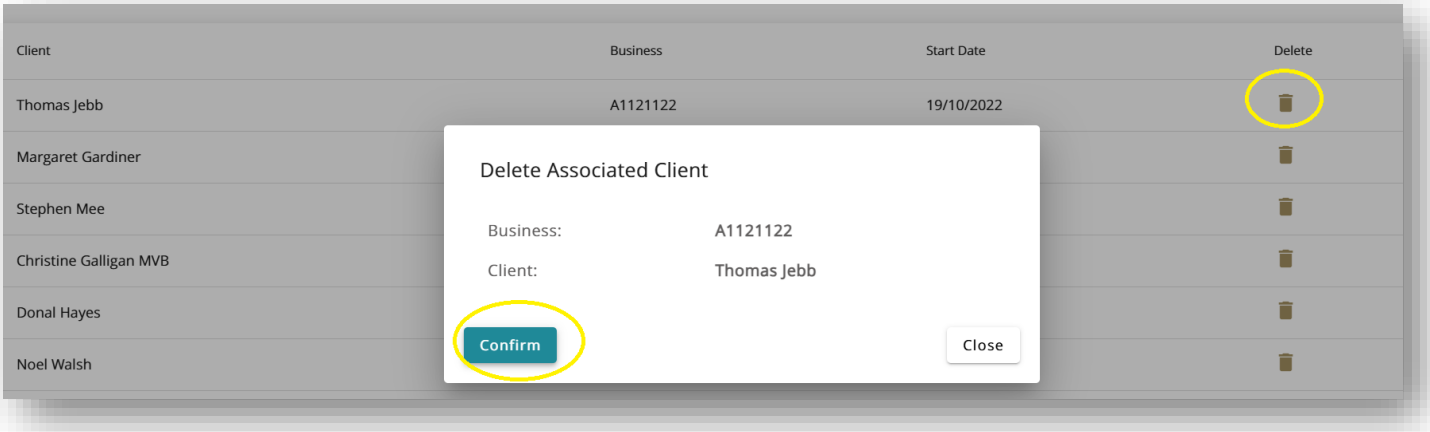


2. You will be presented with a list of all clients (herd keepers) associated with the practice. (If you are a Vet and are associated with more than one practice, you can choose the correct Vet Practice from the drop-down menu at the top of the page).

3. To the right of each of the clients that are currently associated with your practice is a little bin icon

4. To remove an association, click on the bin icon to the right of the client you wish to disassociate/remove.

5. A pop-up box will open with the name and ID of the herd, click on Confirm once you have checked the details are correct. The herd will then be disassociated from the practice.

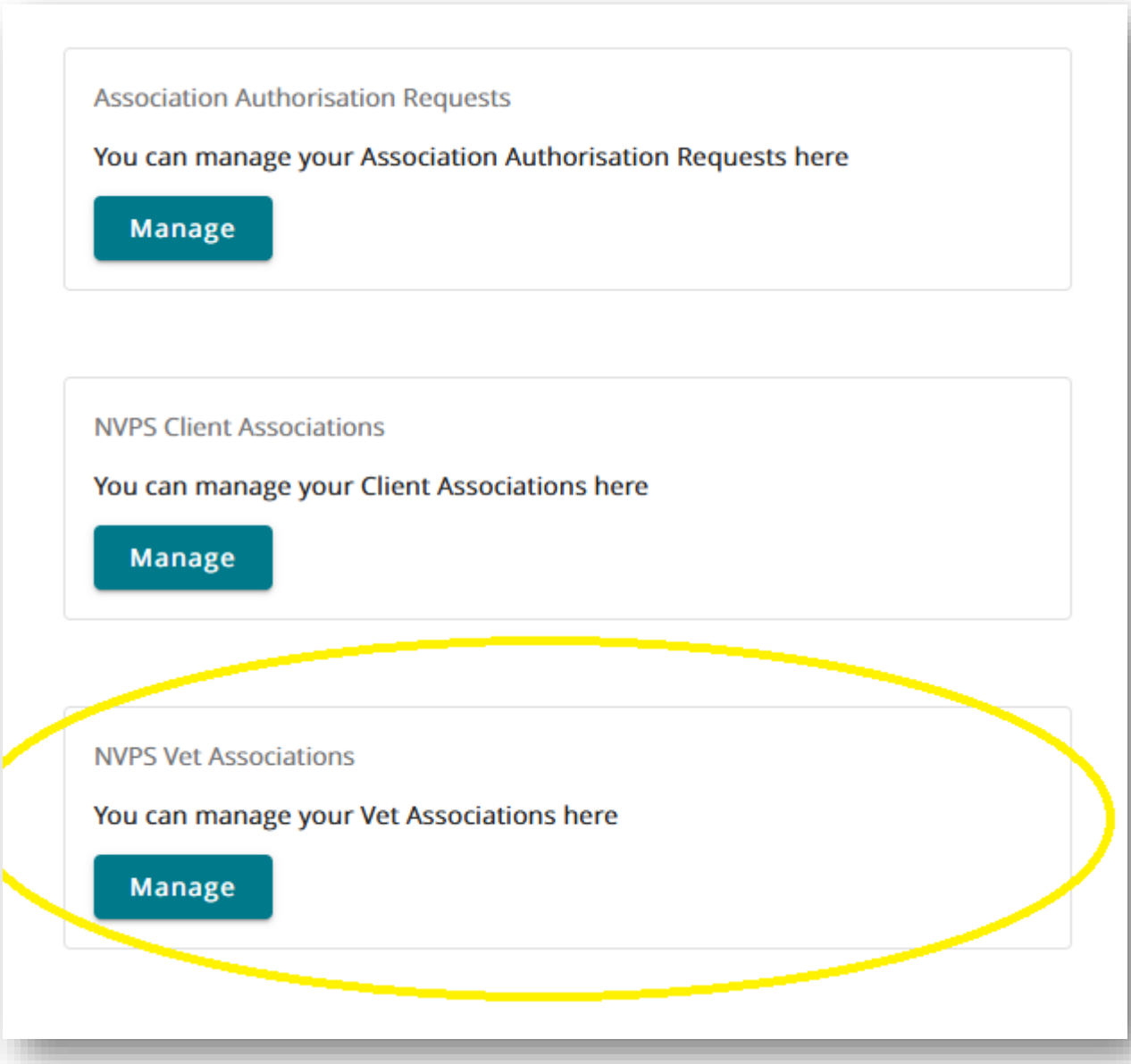


6. The herd details will no longer be associated with the practice.

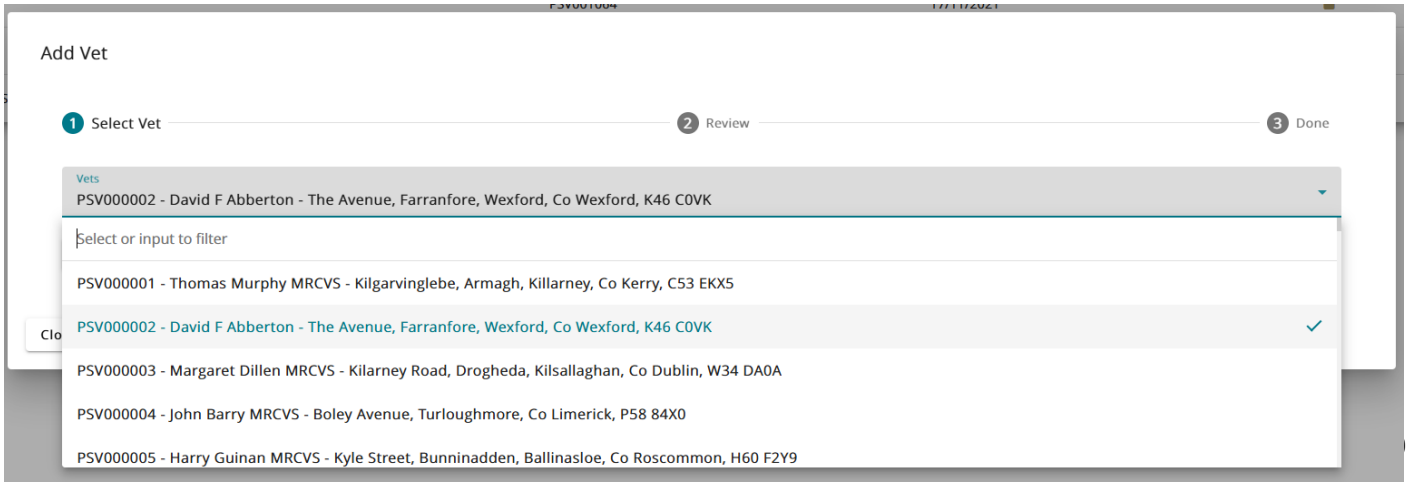
7. Repeat as required.

New/Locum Vet Association

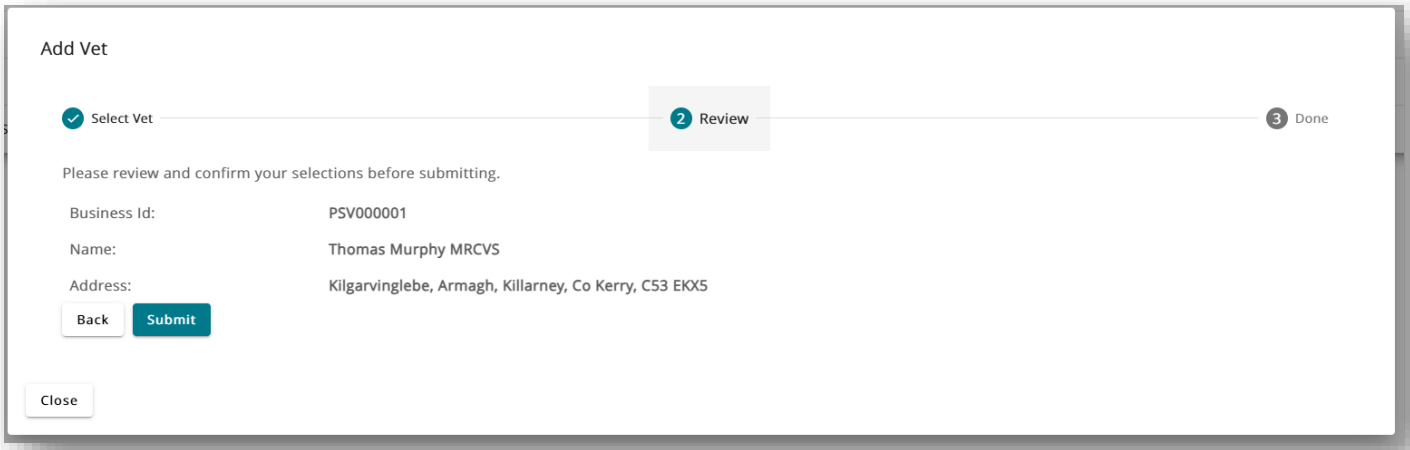
1. Click on **Manage** in the 'NVPS Vet Associations' box.



2. Under their business ID you can begin typing their name



3. Select the correct Person you wish to associate with your practice. Click Next

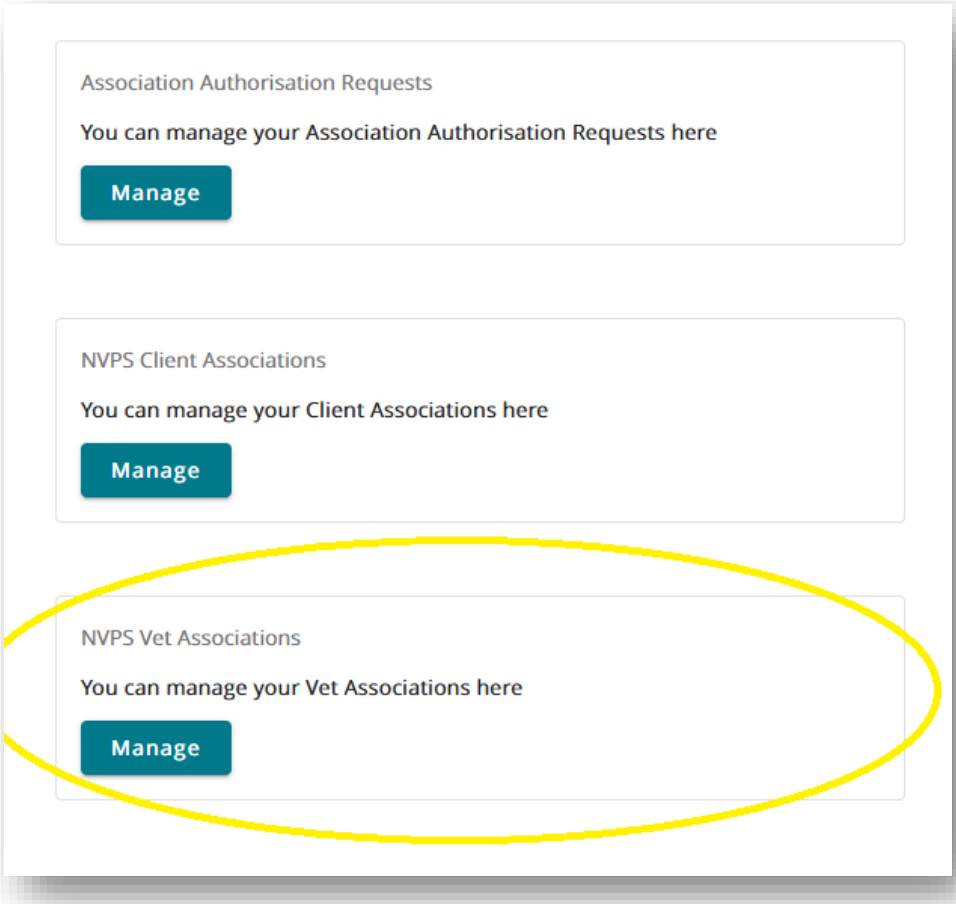


4. Review and confirm the correct name & address of the person you are associating. Click Submit.

5. The association is now complete.

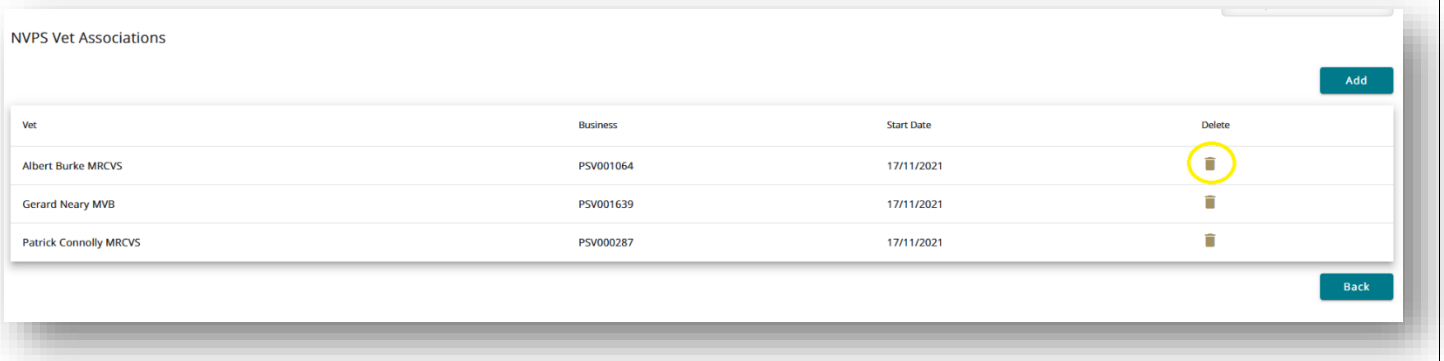
Remove Vet Association

1. To remove a Vet who is no longer employed or doing locum work from your practice. Click **Manage** on the 'NVPS Vet Associations' box.



2. The list will populate showing all the Vets currently associated with your practice.

3. Click on the **bin icon (Delete column)** to the right of the Customer/Vet you wish to have un-associated with your practice.



4. Review the Vet details in the pop-up box. Click Confirm.

5. You are returned to the list of Customers/Vets, less the one that has been removed.