NVPS

How to Prescribe

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Introduction

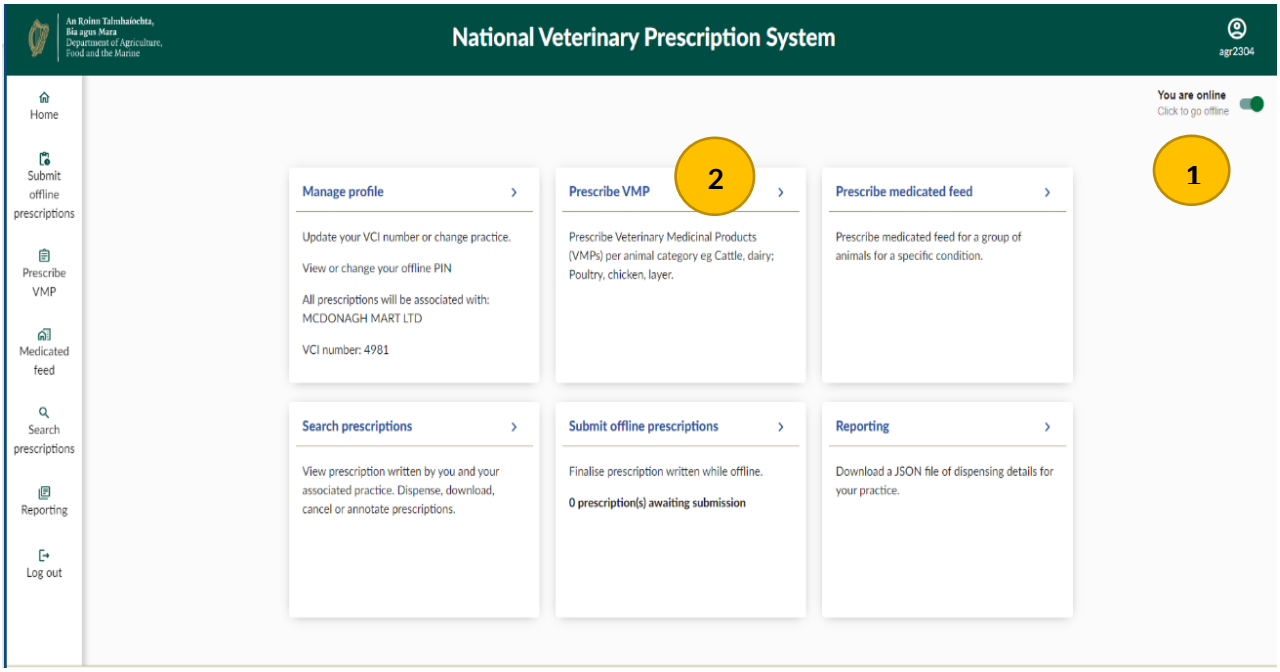
This user guide is your manual to lead you through every aspect of prescribing on the National Veterinary Prescription System (NVPS).

As different species have unique requirements around certain elements included in their prescription, the user guides cover all aspects of prescribing. Please note the prescription formats legally required for Veterinary Medicinal Products (VMP)s and Medicated Feed (MF) prescriptions are different. Please ensure you are viewing the correct guide for your needs.

This is the user guide for prescribing veterinary medicinal products for cattle, sheep, goats, and deer. This user guide will show you how to complete each screen by describing how to fill in the required fields.

Any queries please email NVPS@agriculture.gov.ie .

NVPS Home Screen



This is the home screen you will see when you are logged in on NVPS.

The options for you are.

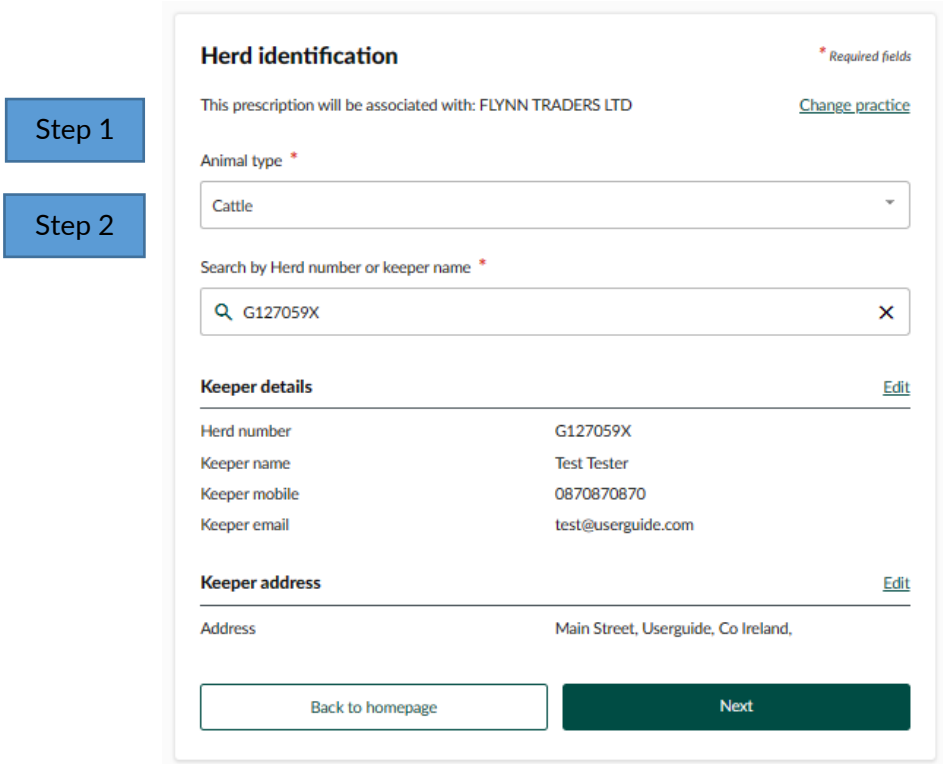
1. Manage profile
2. Prescribe VMP
3. Prescribe Medicated Feed
4. Search Prescriptions
5. Submit offline Prescriptions.
6. Reporting

The NVPS works in online or offline mode, you can also operate the NVPS in offline mode by using the toggle switch 1 at the top right of the screen provided you have agreed to the data protection policy found in the Manage Profile tab.

In this document we are showcasing how a veterinary practitioner generates a veterinary prescription for cattle. Therefore, the vet will select the 'Prescribe VMP' option shown above. 2

Screen 1 -Herd Identification

This is the first screen you are presented with after selecting 'Prescribe VMP' on the home screen.



This screen is where you will record the animal type for which you are prescribing along with the Herd ID, which are mandatory fields.
Each script is written for an individual species or animal type. Scripts cannot be generated across different animal types. If you need to add another script for a different animal type for the same herd ID, you can use the 'Prescribe again for same Herd number' functionality which can be selected on the Prescription Completed page. This will bypass having to reenter the keeper details and bring you straight to the animal identification page.

Step 1 – Select the animal type from the drop-down list.

Step 2 – Enter the herd ID.

You can search for the herd ID by entering the keeper's name or selecting the herd ID from the drop-down list as you begin to type it in (this list will comprise of all herds associated** to your practice). Associated herds are also available in offline mode.

Screen 1 -Herd Identification (cont.)

It is possible to update the keeper's details or address by selecting edit. However, this will only change the details on the current prescription; to make a permanent change, the animal keeper should contact their regional veterinary office or update their details on AgFood. If the keeper is not associated with the practice, there is an option to select "Keeper not associated with a practice" in the drop-down list where you may add all the details manually.

Please note these keeper details will not be saved on your NVPS profile and to add the keeper to the drop-down smart search list, the keeper will need to be associated to the practice via the AgFood application.

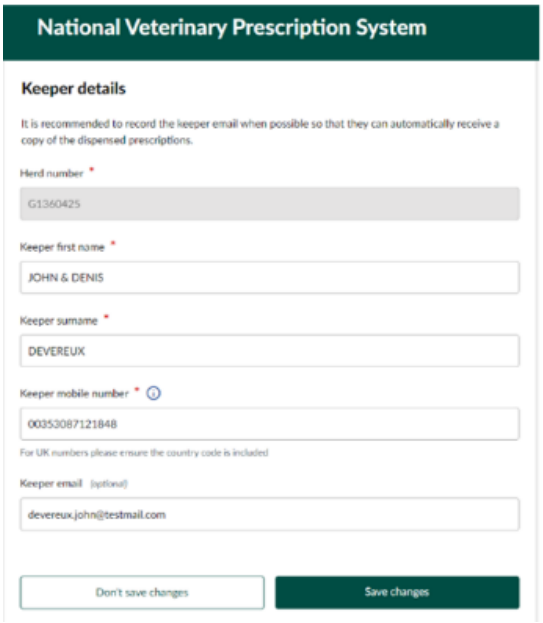
***An association is an automated link from client to veterinary practice. This is a process through which your client has given you access to their personal data held by the department. (Association can be processed via the 'NVPS Administration App' on Agfood or by contacting NVPS)*

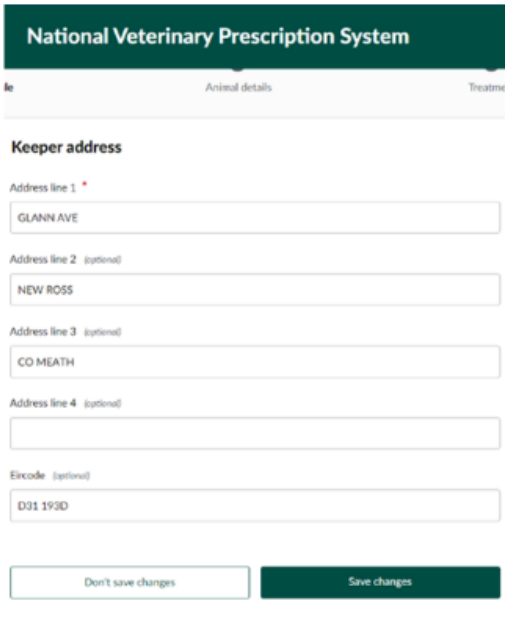
Please see Appendices 1-3 for details on entering identification for Poultry, Pigs and Finfish.

Screen 1 – Keeper Details

This screen will only appear if you click the edit button or if you do not have an association with the keeper and must enter keeper details manually.

The Herd ID selected from the previous screen will generate and pre-populate the details of the animal keeper (once you are associated to your client). The details can be edited on these screens if there is any change to the keeper's information that pre-populated.





All fields with an asterisk (*) are mandatory.

- It is possible to edit keepers name, mobile phone number, email and address. Please note this will only change the details on the current prescription, to make a permanent change, the animal keeper should contact their regional veterinary office.
- It is not possible to edit the herd number.
- A mobile phone number is required so the keeper can receive the "Prescription Summary" SMS text message with the prescription details.
- A valid email address is required so the keeper will receive a copy of all their dispensed scripts (where requested)

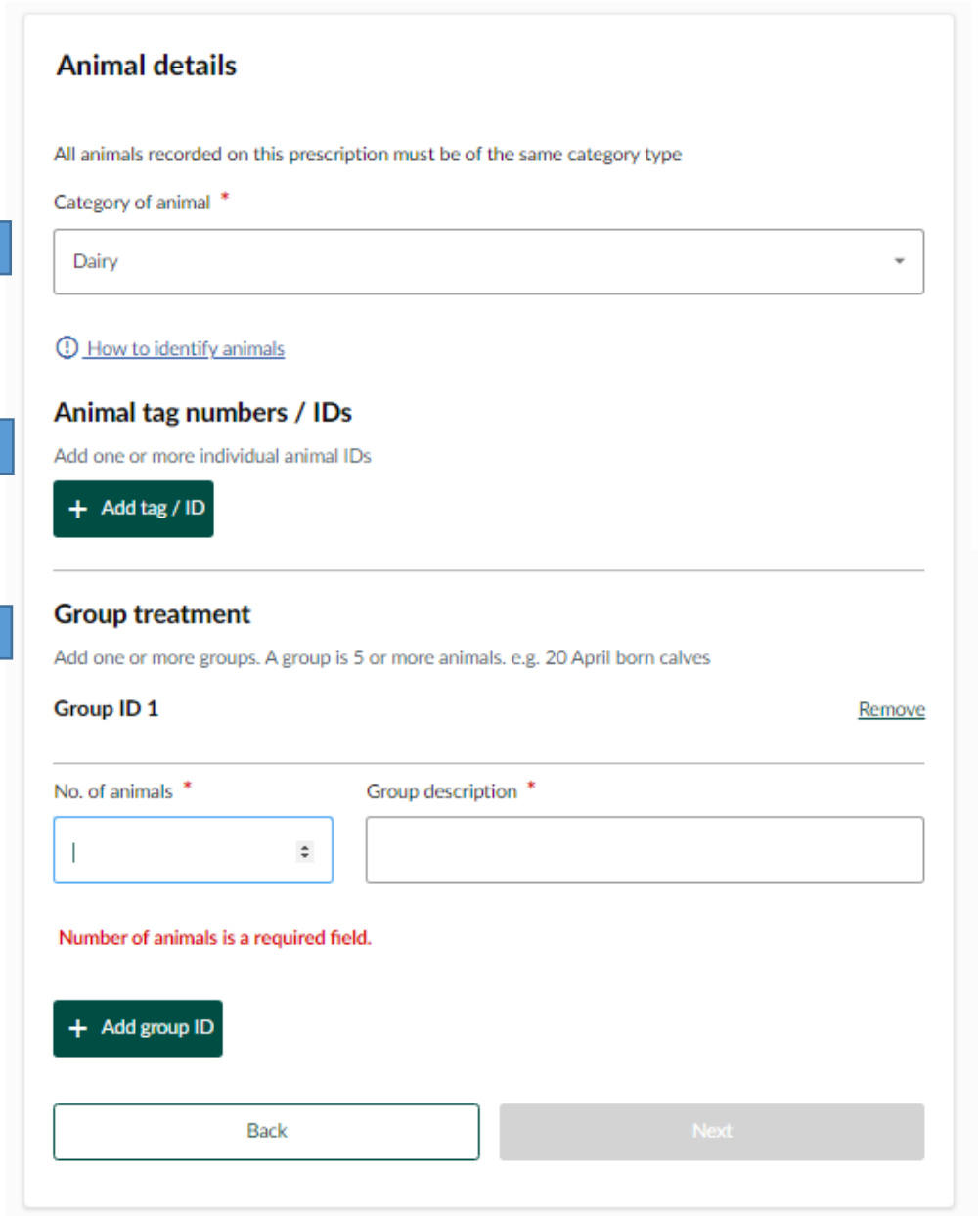
If the details do not populate you must enter the name, mobile phone number and the address.

Screen 2 - Animal Details

Step 1

Step 2A

Step 2B



Step 1 – Here you are required to categorise the animal type, in this case beef or dairy must be selected when animal type **Cattle** is being treated.

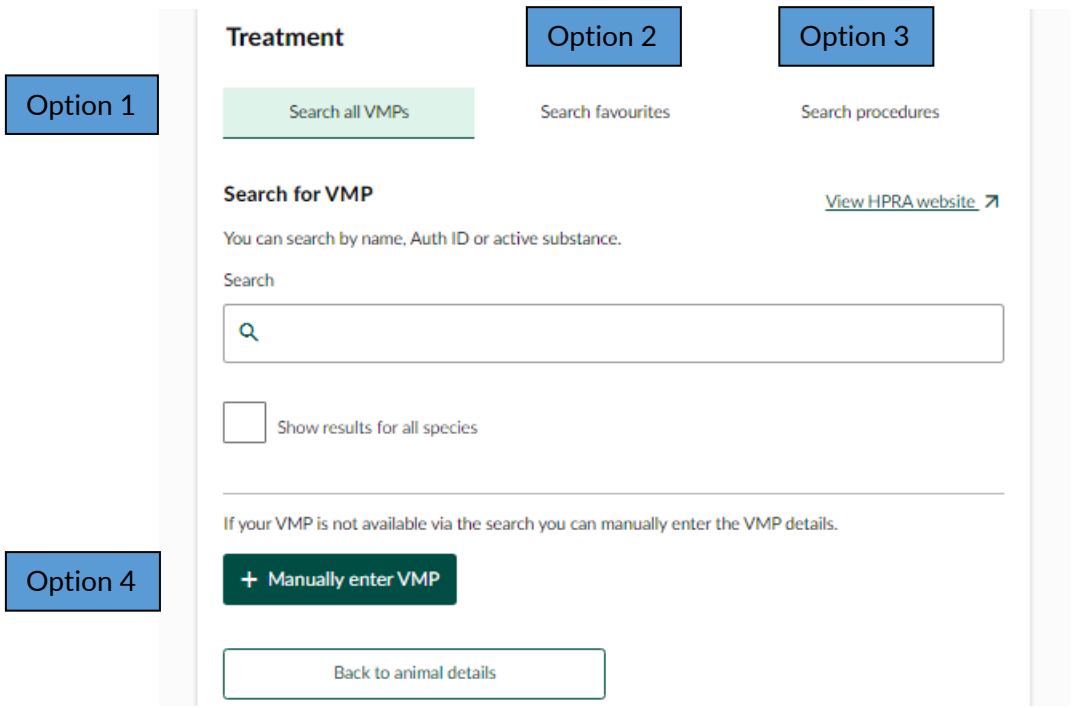
Step 2A – If you are treating less than 5 animals, please enter the first animal by clicking on **+Add tag / ID** you can add more tags and ID's. by clicking **+Add tag / ID** as required. *For cattle only, the tag numbers associated with the selected herd will be available to choose from a drop-down list.*

Screen 2 - Animal Details

Step 2B - If you are treating 5 or more cattle, you can use the **Group Treatment** feature or you can opt to enter each individual tag number/ID there is no limit on the number of animal IDs that may be entered individually When entering a group you must include the total number of cattle being treated and a Group **description**" that can easily identify and trace back to each individual animal in that group if this is not possible it is recommended to enter individual ID's

You can add as many individuals or groups as necessary. You have the option to add either individual animal ID or Group Treatment or both. Once all animals are identified Click Next

Screen 3 – Treatment: Veterinary Medicinal Products (VMP) Search



There are four ways to add a VMP to the prescription.

Option 1: Use the search function. You can search by product name, species, Auth ID*, or active substance.
Option 2: Search favourites VMP list and select a regularly used VMP
Option 3: Search procedures and select a regularly performed procedure and all associated VMPs
Option 4: Manually enter the VMP details.

***How to search for non-HPRA drugs:**

For Special Import Licence (SIL) products, enter the name or the auth ID as listed on bottle.

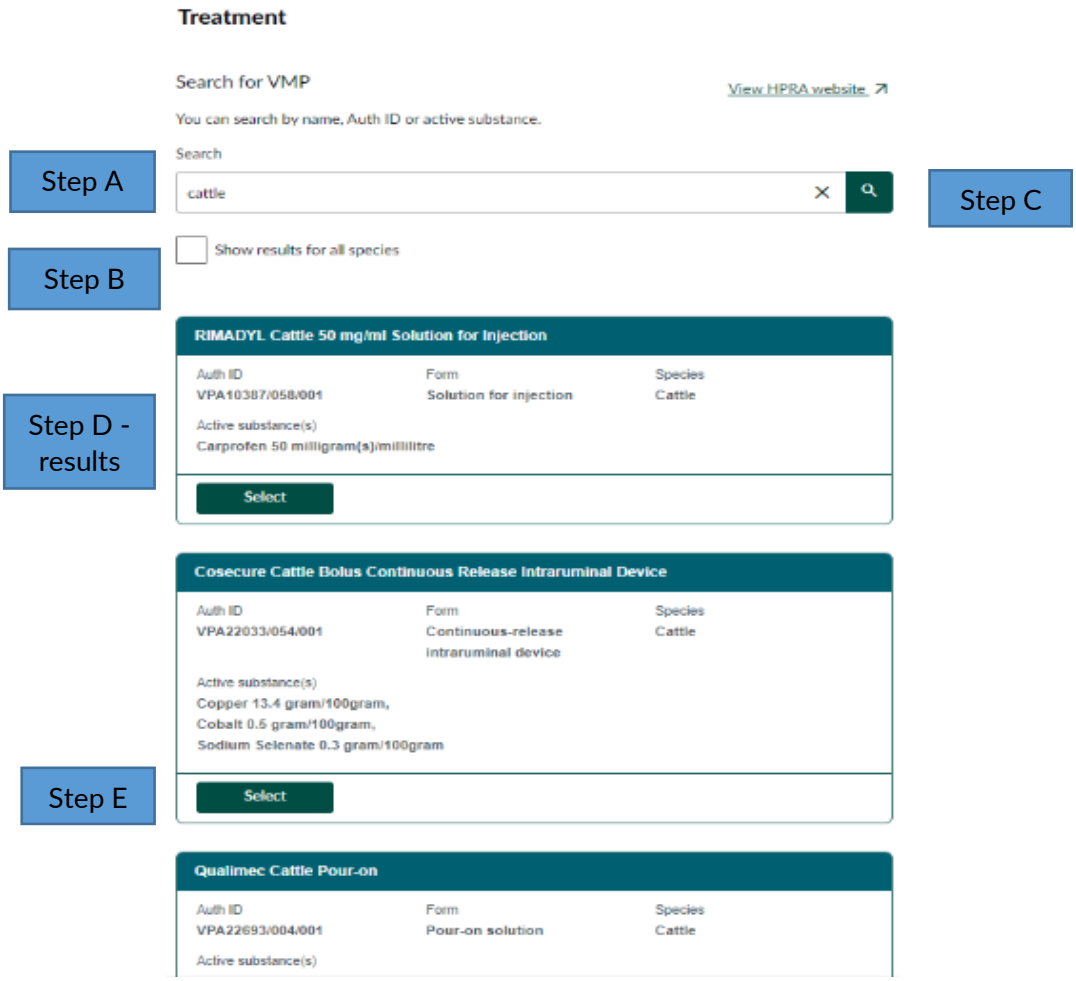
Human products can be searched using product name or auth ID.

Centrally Authorised Products can have multiple pack sizes within the same drug ID. When performing a search for CAP products, try inputting partial drug ID up to and including the last "/" (e.g. EU/2/04/044/001-002,020 would be entered as EU/2/04/044).

All these products can be searched for by entering the active substance.

Screen 4 - Veterinary Medicinal Products (VMP) Search

Option 1: Using the search function.



Step A - Search by the name of the product / authorisation code /active substance/ species to be treated for the product you wish to prescribe. *Please note <u>This search will only return medicines authorised for the species you are treating.</u>*

Step B If you wish to see VMPs for all species, for example, if you wish to treat an animal with a product indicated for another species, tick 'Show results for all species.' If you are using 'deer' in the search this box must be selected as there are no drugs specifically labelled for deer.Screen 4 - Veterinary Medicinal Products (VMP) Search

Step C - Click on the Green Search Icon

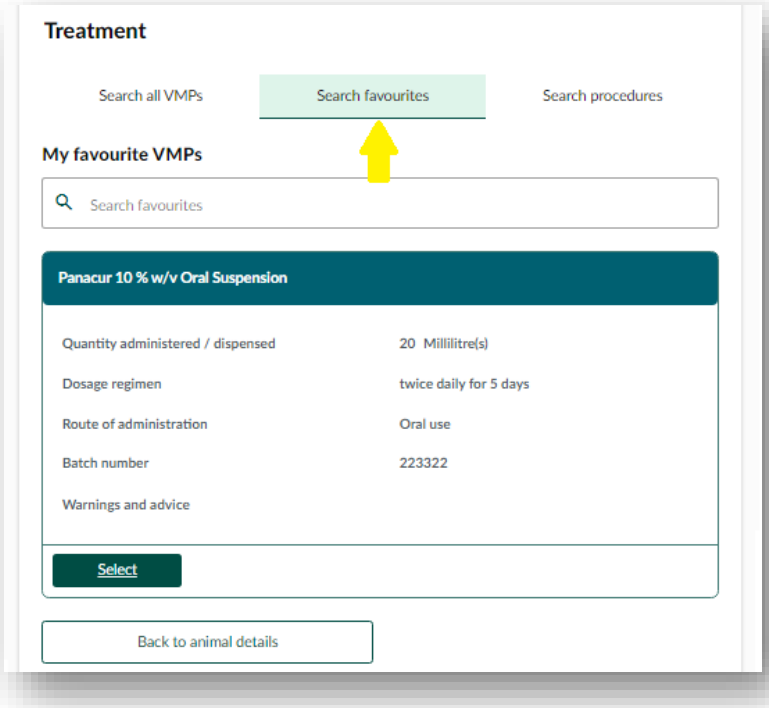
Step D – Results will display VMP cards for each VMP that matches your search criteria.

Step E - Once the medicine you are looking for is presented, click the <u>select</u> button on that item. Once selected, you will be able to click on the star next to Add to favourites on the bottom of the treatment card to add it to your list of favourites VMPs to be

Screen 4 - Veterinary Medicinal Products (VMP) Search

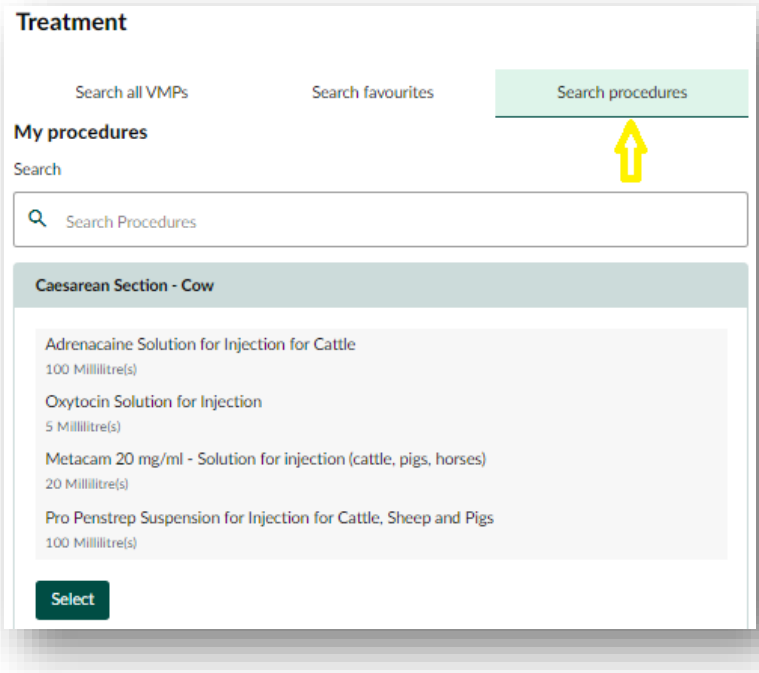
Option 2: Search favourites

To select a VMP from your favourites list when prescribing, click on the 'Search favourites' tab when you get to the Treatment details screen and you can either search for your favourite by typing in the name of it, or select it from the list that is displayed.



Option 3: Search procedures

To select a procedure from your frequent procedures list when prescribing, click on the 'Search procedures' tab when you get to the Treatment details screen and you can either search for your procedure by typing in the name of it, or select it from the list that is displayed.



To view, add or remove VMPs to and from your favourites or procedures, click on the 'Manage my VMPs' option on the Home page.

Screen 4 - Veterinary Medicinal Products (VMP) Search

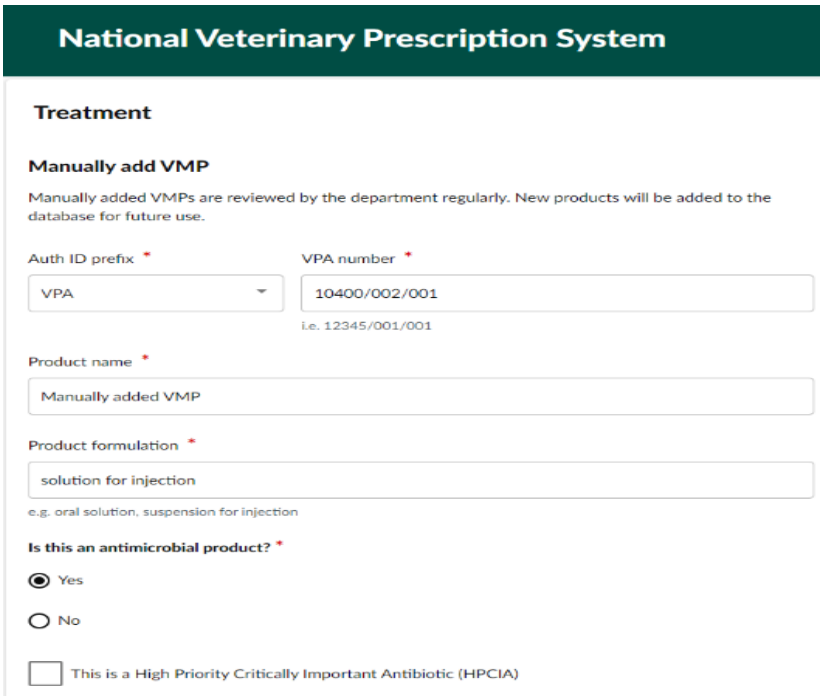
Option 4: Manually add VMP

If the VMP you wish to prescribe is not available via the search you can manually enter the VMP details.

Step A

Step B

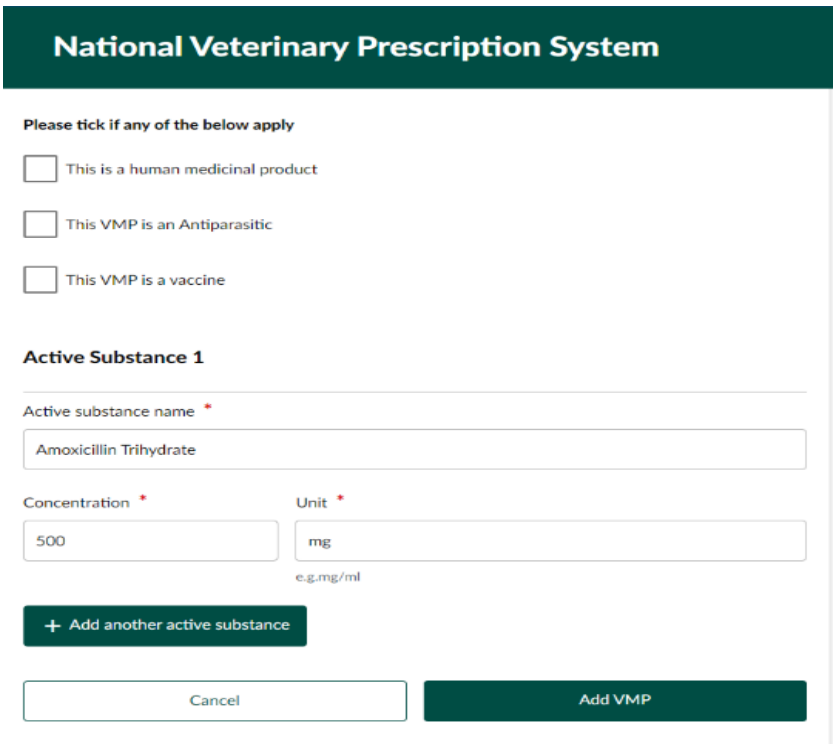
Step C



Step D

Step E

Step F



Screen 4 - Veterinary Medicinal Products (VMP) Search

Step A – Select Auth ID prefix (e.g. VPA or EU etc) and enter authorisation number.

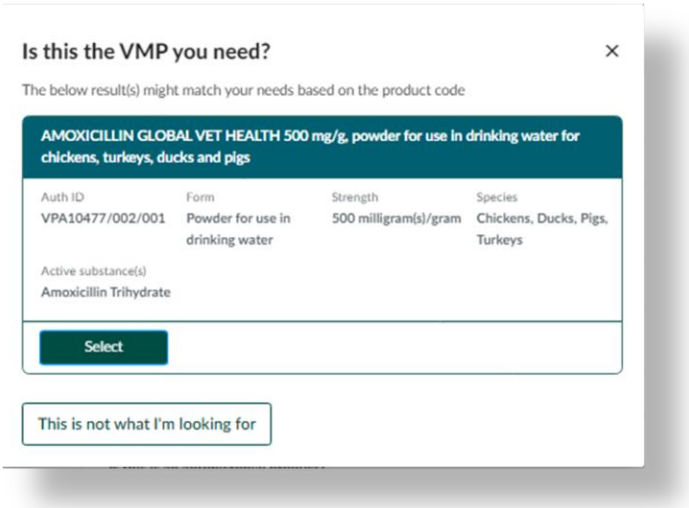
Step B – Enter the product name and formulation eg solution for injection or pour on.

Step C – Select if it is an antimicrobial product or not. Flag if it is a highest priority critically important antimicrobial (HPCIA), these are Cephalosporins, 3rd- and 4th-generation, Polymyxins and Quinolones: fluoroquinolones and other quinolones.

Step D – Tick all options in Step D that apply to the VMP.

Step E – Enter the name of the active substance in the VMP.

Step F – Enter volume and select units of the VMP then click Add VMP button to confirm all details.



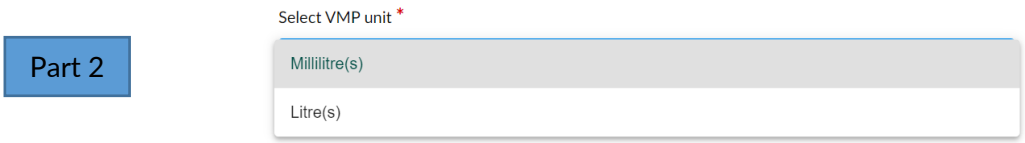
If the VMP that you are manually adding is already available to prescribe on the system, a window will pop-up showing the drug card asking you if it is the VMP you are trying to prescribe. If it is the VMP you want to prescribe, click on 'Select' to proceed. If it is not the VMP you want to prescribe, click on 'This is not what I'm looking for' and continue entering all the required information.[1]

Note a manually added medicinal product will not be automatically saved on the system for prescribing again, however the system will be alerted, and the product will be added in due course to the database.

[1] Disclaimer
Whilst every effort has been made to ensure the accuracy of the information/material contained on the drug database, the NVPS, assumes no responsibility for and give no guarantees, undertakings or warranties concerning the accuracy, completeness or up to date nature of the information provided and does not accept any liability whatsoever arising from any errors or omissions.

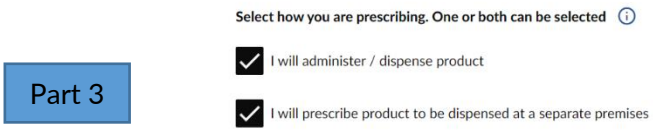
Screen 5 – Treatment: step 1 of 3 (Quantity prescribed)

Part 1 - Select the animal or group ID to receive the treatment you have selected.



Part 2 - Select the VMP unit, if required.

If the VMP is available in more than one quantity unit type, such as milliliter(s) and litre(s), a drop-down menu will appear. Select the appropriate unit type and proceed to Part 3. If there is only one quantity unit available this will prepopulate.



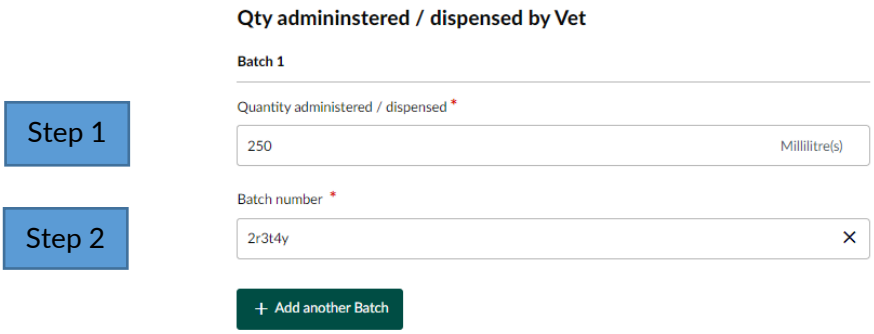
Part 3 – Select the method of prescribing: There are 2 Options: (you may select one or both)

Option 1: - "I will administer/dispense product".

This is the total amount of product either administered or dispensed (left behind) by the vet, for all animals selected who are receiving this VMP.

Example: Vet injects 30mls of a 100ml bottle of VMP and leaves the rest of the bottle to be administered by the farmer over the course of 2 days. Vet fills 100mls into the administered/dispensed quantity i.e., the entire quantity prescribed.

Screen 5 - Treatment step 1 of 3 (Quantity prescribed)



Step 1

Step 2

Step 1 - Enter the full quantity.
Step 2 - Enter the batch number of medicines being used, (optional). The system will remember the last three batch numbers used; these will prepopulate in the drop-down list.

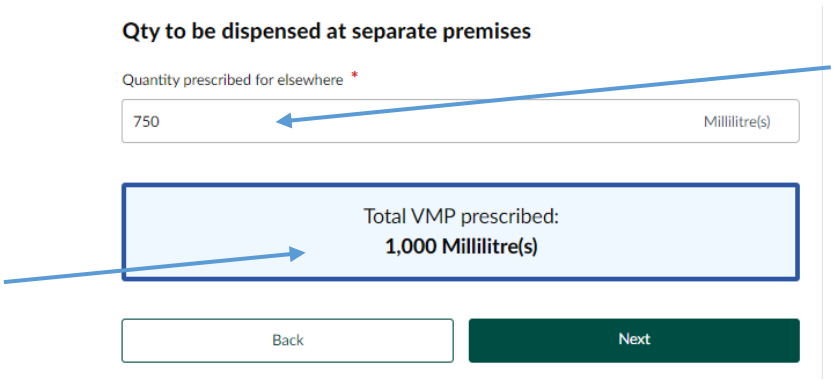
Option 2: - "I will prescribe product to be dispensed at a separate premises."

This is where the vet writes a prescription where some or all the medication is to be dispensed at a separate premises other than the Vets Practice. The prescription can be presented to any authorised dispensing retailer.

Example 1: The keeper wants a prescription for a medicine e.g., antiparasitic, which they would like to have dispensed from an authorised retailer of their choice.

Example 2: Vet has administered/dispensed some product but does not have enough to meet the keeper's requirements. In this case both boxes would be ticked, and the corresponding quantities filled in. The quantities will be totalled, and a prescription will be generated with the amount given already recorded as dispensed. The keeper will be sent a notification of the balance, via a SMS Prescription Summary text message, which can then be dispensed at an authorised retailer.

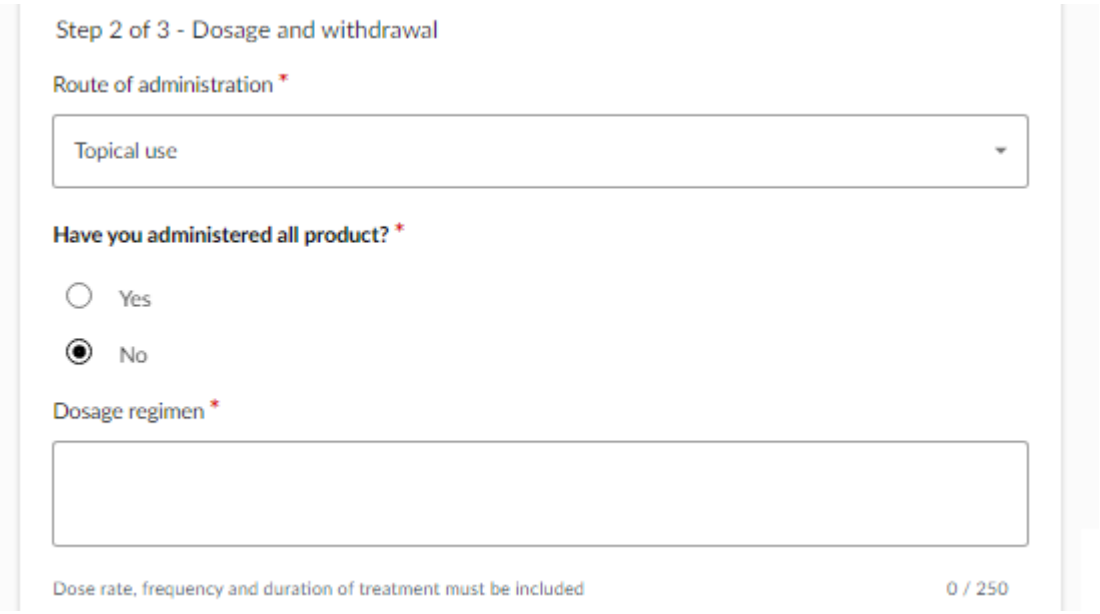
If you are prescribing for dispensing at a later stage or from another dispenser, please use this option and enter the total amount to be dispensed later.



Enter amount to be dispensed elsewhere

The total prescribed will include what the Vet has administered/dispensed and what is to be dispensed elsewhere.
In this Example
250 dispensed by vet plus 750 for dispensing elsewhere
TOTAL: 1000 mls

Screen 6 - Treatment step 2 of 3 (Dosage and withdrawal)

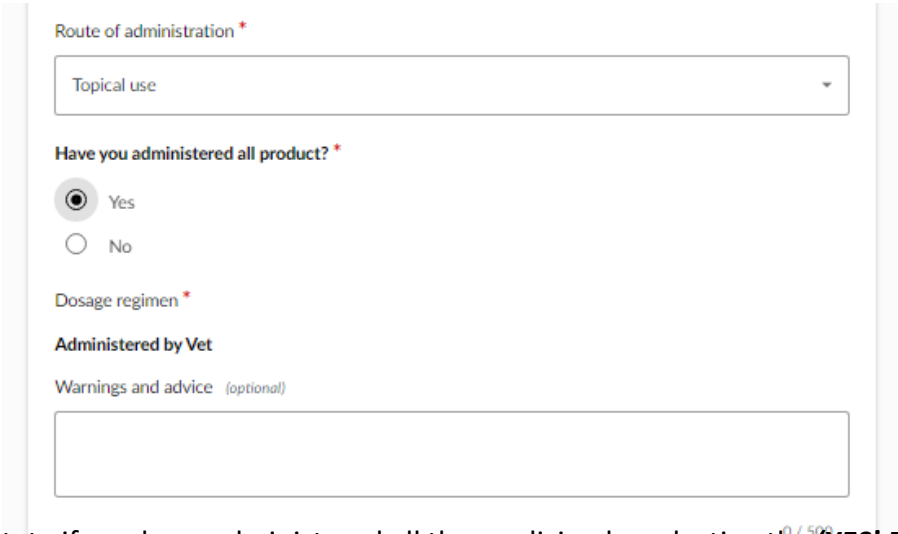


Step 1

Step 2

Step 1 - Here you are required to complete the route of administration. The recommended route should autofill but if there is more than one route of administration these will be on a drop-down list which will include an option for 'other'. Choosing 'other' as the route of administration will require manual input of withdrawal periods.

Step 2 - If you have not administered all the product, then you select the **'NO'** Button and you must write in the dosage regimen details. This must include amount, frequency and duration.



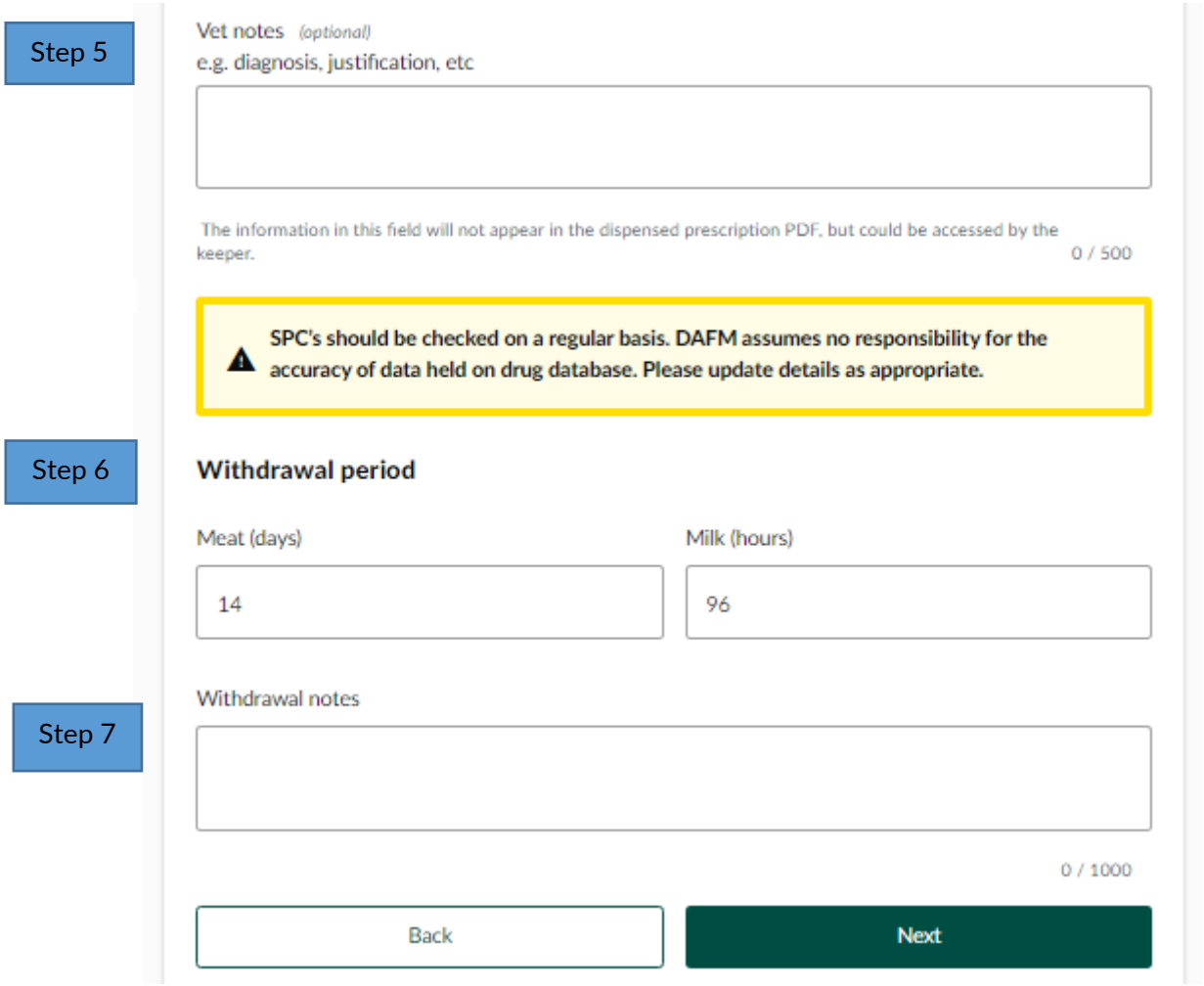
Step 3

Step 4

Step 3 - You can state if you have administered all the medicine by selecting the **'YES'** Radio Button - this will auto fill the "Dosage regimen" Field. The below screen shows the auto filled directions if you have administered all the product and are not leaving any behind.

Step 4 - Warnings and advice are optional. Be aware that the regulations now require any warnings necessary for the prudent use of antimicrobials to be included where relevant.

Screen 6 – Treatment: step 2 of 3 contd. (Dosage and withdrawal)

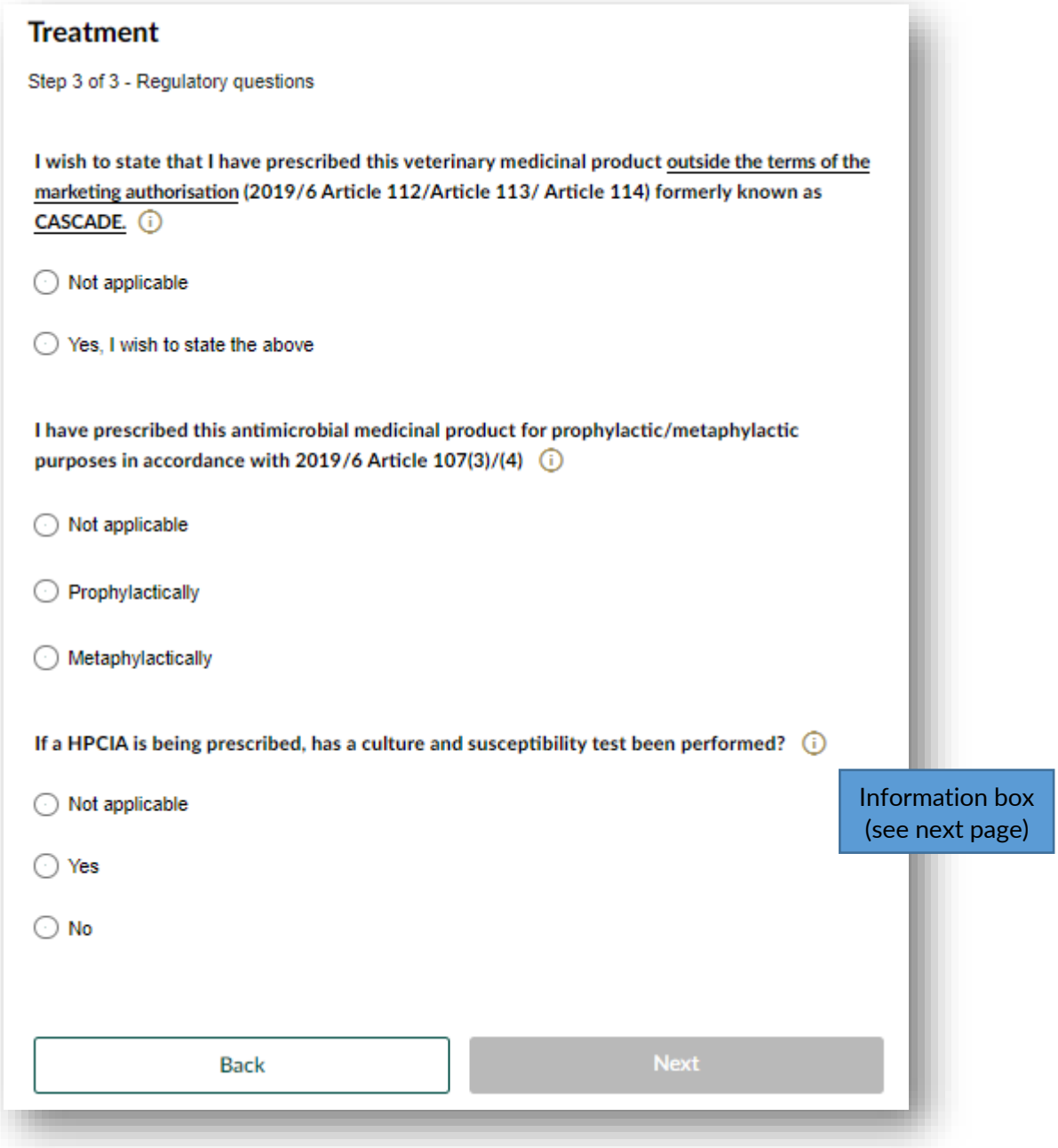


Step 5 - Vets' notes is an optional field and this is for the vet's own notes. You may wish to use it to for example record visit details clinical signs, diagnosis or justifications for antimicrobial use. Vets' notes will not be visible on the dispensed prescription but will be visible to all vets in the same practice.

Step 6 - Withdrawals will prepopulate for you, but you should always ensure you are up to date with the latest summary of product characteristics SPC. You can edit these prepopulated details.

Step 7- Withdrawal notes should include any additional notes from the SPC that are relevant to the treatment.

Screen 7 – Treatment: step 3 of 3 (Regulatory questions)



Regulatory questions are required as per the new veterinary medicines regulations. The relevant questions will only appear if they apply to the drug you are prescribing. See details on the information box on next page.

Select the answer that applies to each question that appears.

Information box – details on regulations

Article 112/ Article 113/ Article 114 of Regulation (EU) 2019/6X

These articles refer to the use of medicinal products outside the terms of the marketing authorisation. Such use was previously covered under the 'CASCADE'.

Article 112 relates to non-food-producing animal species.
Article 113 relates to food-producing terrestrial animal species.
Article 114 relates to food-producing aquatic species.

Article 107 (3)/ (4) of Regulation (EU) 2019/6X

3) Antimicrobial medicinal products shall not be used for prophylaxis[1] other than in exceptional cases, for the administration to an individual animal or a restricted number of animals when the risk of an infection or of an infectious disease is very high and the consequences are likely to be severe. In such cases, the use of antibiotic medicinal products for prophylaxis shall be limited to the administration to an individual animal only, under the conditions laid down in the first subparagraph[3]

(4) Antimicrobial medicinal products shall be used for metaphylaxis[2] only when the risk of spread of an infection or of an infectious disease in the group of animals is high and where no other appropriate alternatives are available.

[1]'**Prophylaxis**' means the administration of a medicinal product to an animal or group of animals before clinical signs of a disease, to prevent the occurrence of disease or infection.

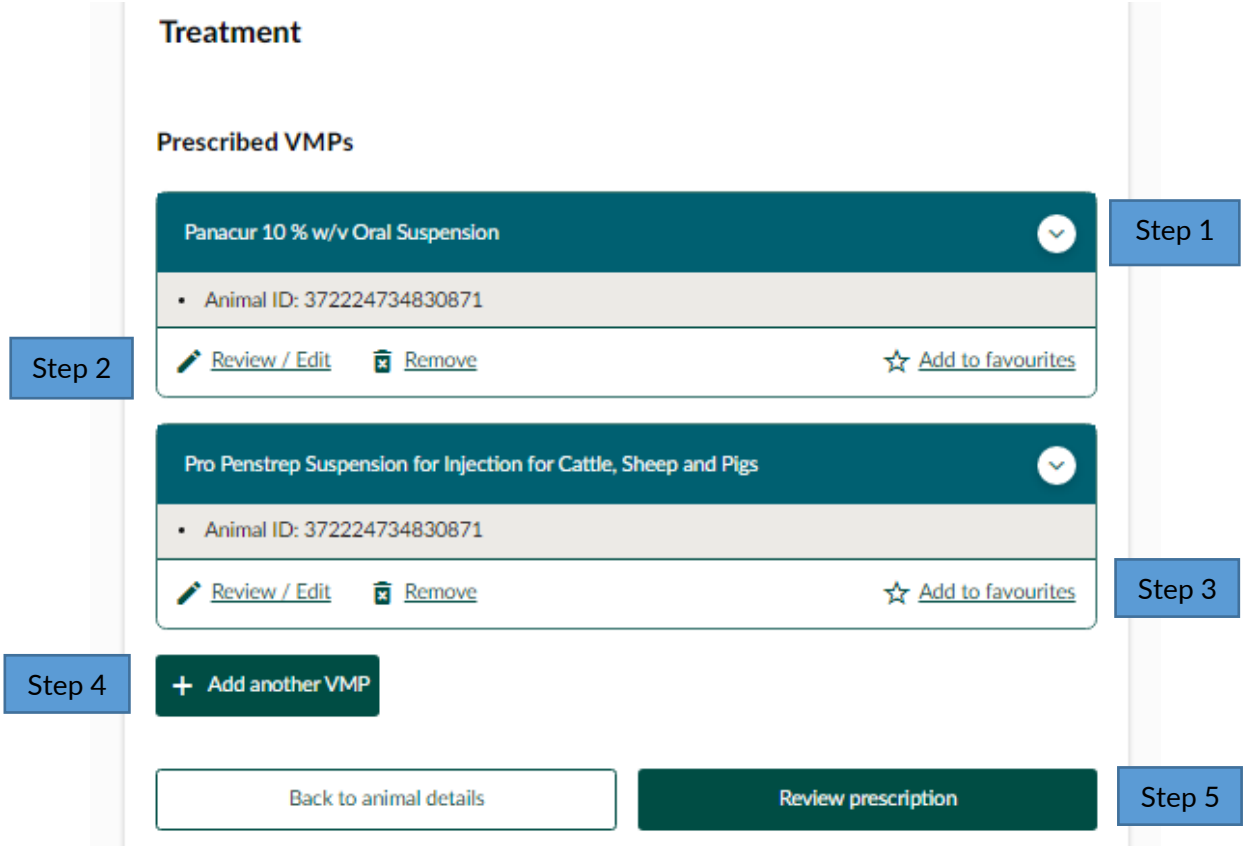
[2]'**Metaphylaxis**' means the administration of a medicinal product to a group of animals after a diagnosis of clinical disease in part of the group has been established, with the aim of treating the clinically sick animals and controlling the spread of the disease to animals in close contact and at risk and which may already be sub clinically infected.

Highest Priority Critically Important Antimicrobials (HPCIA)X

For the purposes of recording, HPCIAs for veterinary use have been identified as those drug classes in Category B (Restrict) of the EMA 'Categorisation of antibiotics for use in animals for prudent and responsible use.' This category includes **fluoroquinolones, 3rd and 4th generation cephalosporins and polymixins**.

Given the importance of HPCIAs in human health, these antimicrobials should NOT be used prophylactically or as first line of treatment in animals. They should only be used when there are no effective alternative antimicrobials available for the treatment of respective target species and indication.

Screen 8 - Additional Treatment



Step 1 - Clicking the dropdown in the treatment card allows you see what is included in the Treatment.

Step 2 - You may view, edit or remove any remedy if required.

Step 3 - You have the option here again to add your chosen VMP to your favourites. If you click on the star, the VMP will be added to your list of favourites, available via the favourites tab in the treatment search section.

Step 4 - Once you have selected your veterinary medicine, you have an option to add an additional medicine simply select the **"+ Add Another VMP**" button.

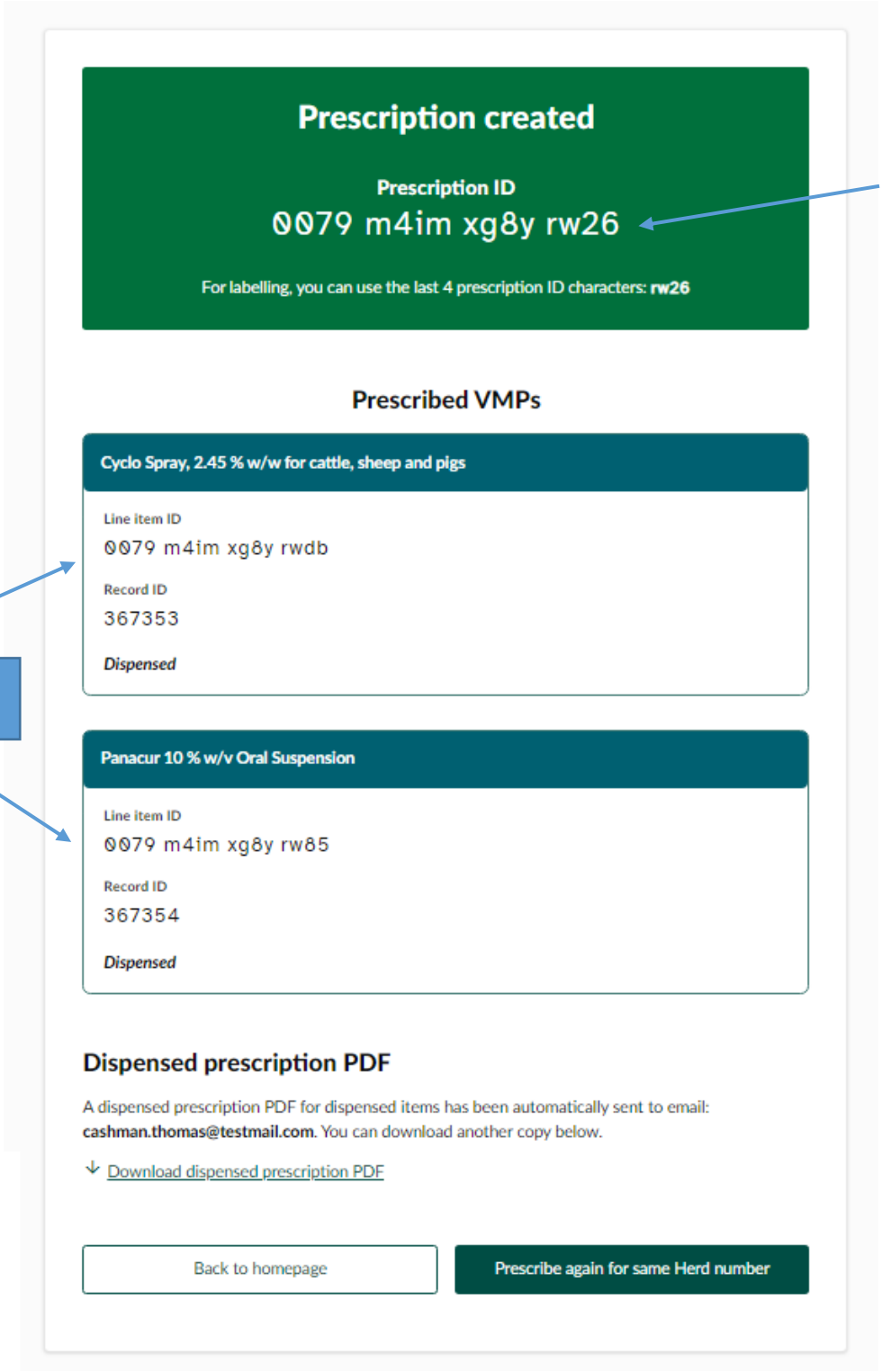
Step 5 - If there are no changes to be made, click review prescription.

Screen 9 - Prescribing Review

Step 1 - While reviewing the script you may click "edit" on any of the sections to update the information. Once you are satisfied all the prescription details are correct Click Submit

Note: once you submit the script no additions or deletions can be made, however you can annotate it or cancel the full script once it is undispensed.

Screen 10 - Prescription Confirmation



This is the full prescription ID

These are the line item IDs

The Prescription Confirmation screen provides a lot of information:

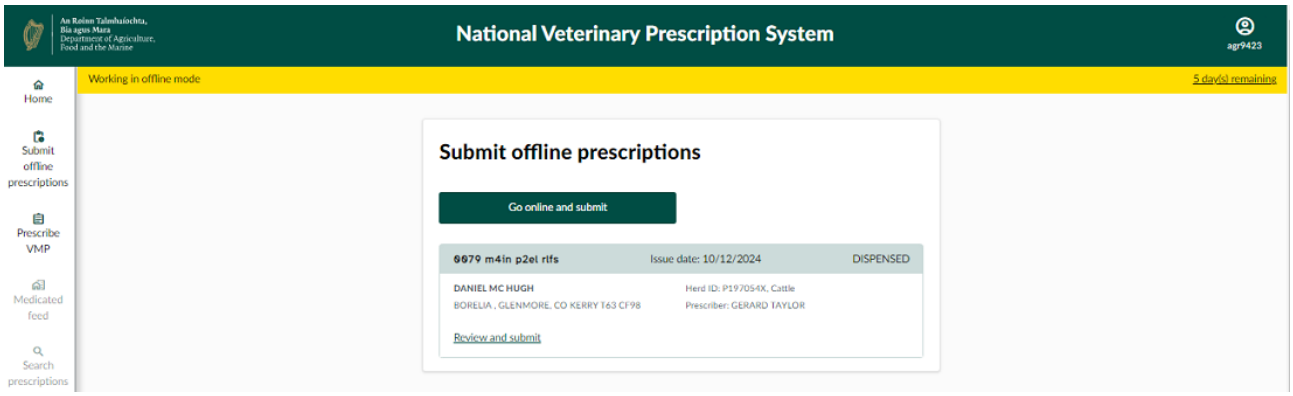
- If you (the vet) are writing a prescription to be dispensed elsewhere, the keeper will receive a Prescription Summary SMS based on the information just entered to allow them to present the Prescription or Line ID to their chosen dispenser(s) to have the script fulfilled.
- If the prescription ID is presented to a dispenser, it will enable the dispenser to see all products listed on the prescription.
- A Keeper can choose to present only the line-item ID to the dispenser. Only the medicine prescribed under that Line-item ID will be made available to the dispenser. This is to give the Keeper flexibility on who can view their prescriptions or line items.
- If you have administered and/or dispensed some or all parts of the prescription, then you may download a dispensed prescription summary PDF document to your device.
- If the keeper's email was included in his details correctly; the dispensed pdf will also be emailed to the keeper for their own records.

Should the keeper have no email, you can download and print a copy for their records.

Once submitted you can find the script in the 'search prescriptions' tab, see screenshot page 4 to find it at any time.

If you wish to begin another script for the same Herd, click on Prescribe again for same Herd number. This will bring you back to the animal details section. *Cattle, Poultry, Goats, Deer, Horses and Sheep scripts can be 'cloned'; however Finfish and Pig scripts do not allow cloning with different species.*

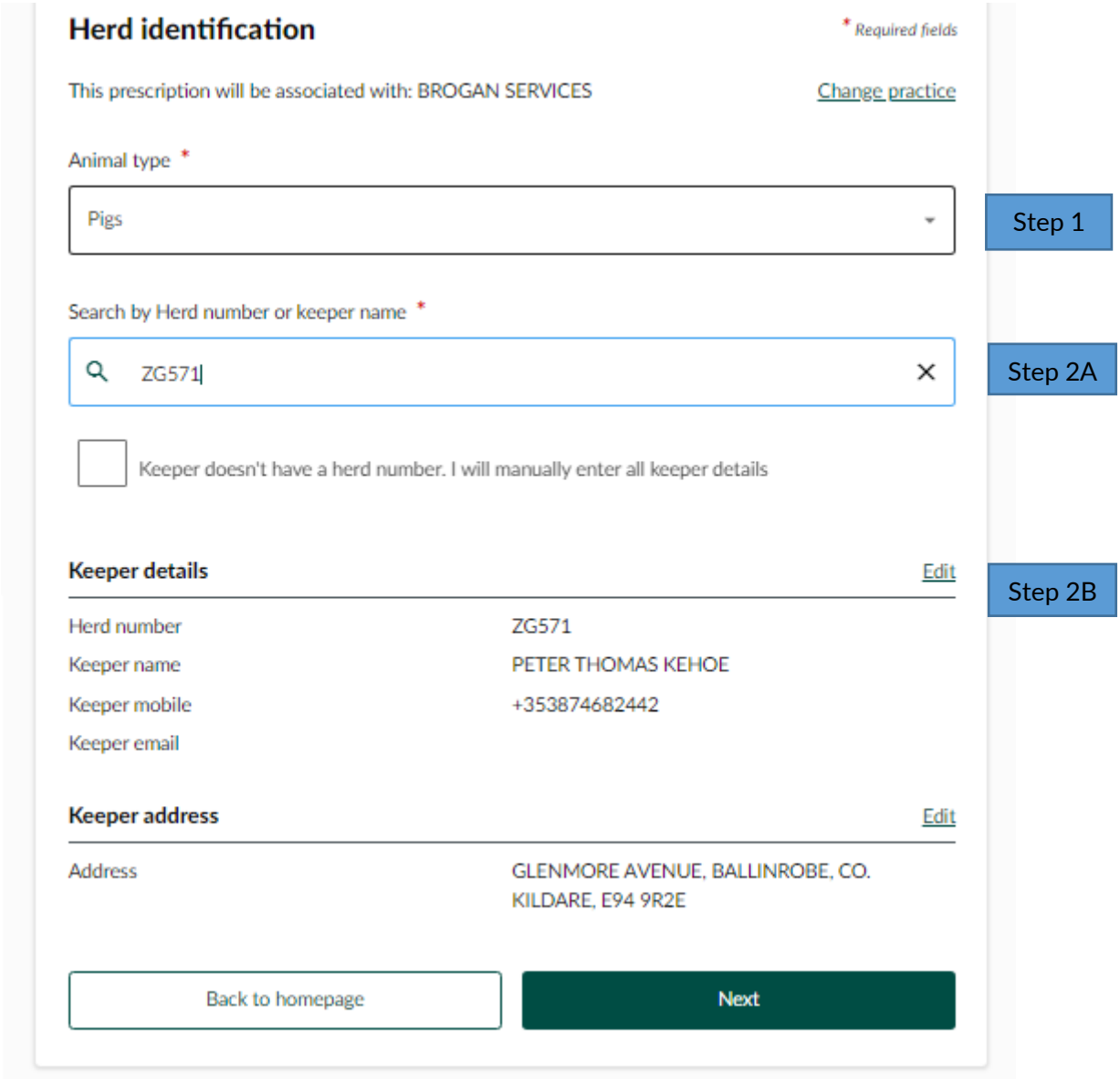
If you are working in offline mode, the script will show as submitted offline and will not upload to the NVPS until you go online. It will either upload automatically if you have chosen this option when logging in and setting up your profile or unsubmitted scripts will show in the Submit offline prescriptions list. We recommend you go online and upload your scripts daily if you have not chosen to automatically upload them when you go online.



Please note - If you are visiting a farm and treating both dairy and beef cattle, you need to choose "prescribe again for the same herd number" as you are required to create a script for each type of cattle.

Appendix 1 – Pigs Identification: Herd details

This is the first screen you are presented with after selecting 'Prescribe VMP' on the home screen.



This screen is where you will record the animal type for which you are prescribing along with the Herd ID, which are mandatory fields.

Each script is written for an individual species or animal type. Scripts cannot be generated across different animal types. If you need to add another script for a different animal type for the same herd ID, you can use the 'Prescribe again for same Herd number' functionality which can be selected on the Prescription Completed page. This will bypass having to reenter the keeper details and bring you straight to the animal identification page.

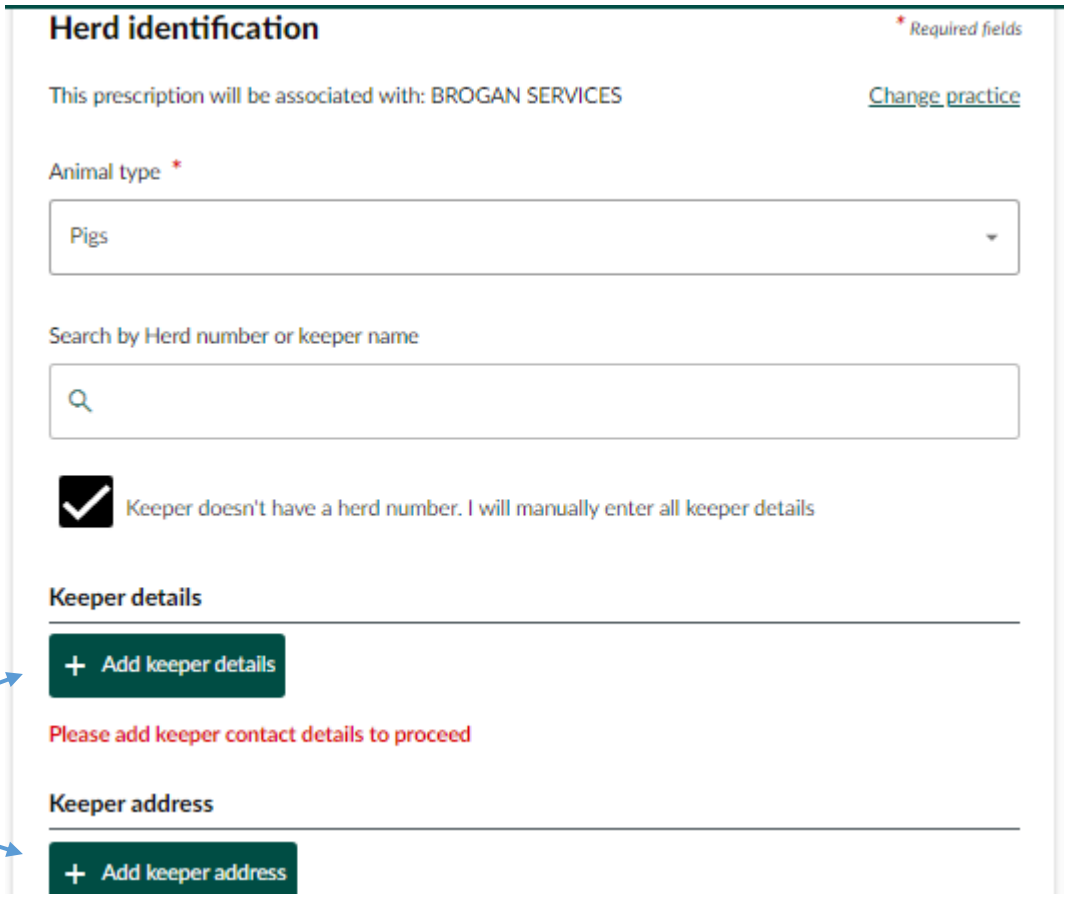
Appendix 1 – Pig identification: herd details cont'd

Step 1 – Select the animal type from the drop-down list

Step 2 – Enter the herd number or keeper name. You can search for the herd ID by entering the keeper's name or selecting the herd ID from the drop-down list as you begin to type it in (this list will comprise of all herds associated** to your practice). Your associated herds are also available in offline mode. It is possible to update the keeper's details or address by selecting edit.
If the keeper is not associated with the practice, there is an option to select "Keeper not associated with a practice" in the drop-down list where you may add all the details manually.

Please note any changes made to keeper details will not be saved on your NVPS profile, to add the keeper to the drop-down smart search list, the keeper will need to be associated to the practice via the AgFood application. The keeper will have to contact their Regional Veterinary Office to update their contact details or change them by going online to their AgFood account.

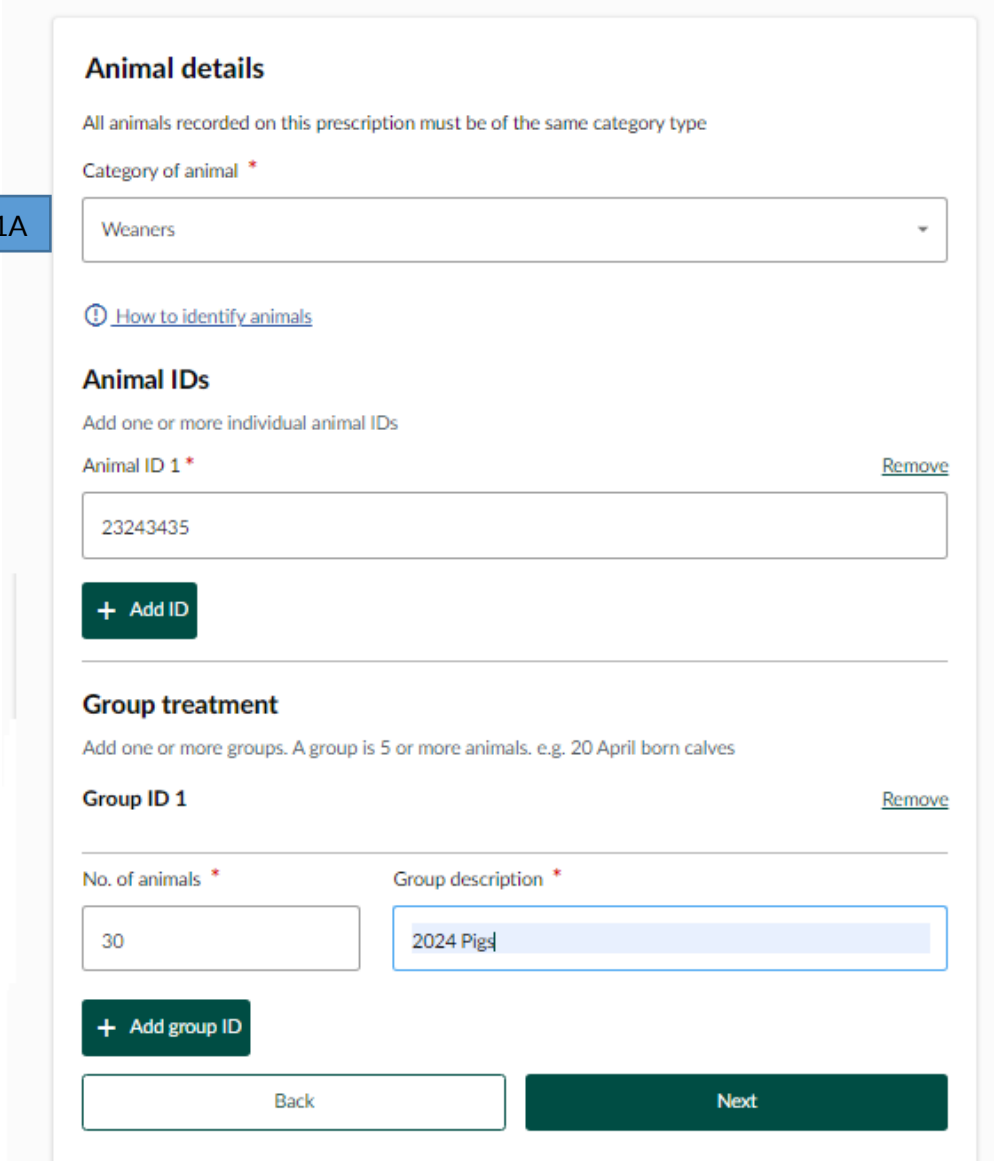
Step 2B – In the event the Keeper doesn't have a herd number select option 2B then manually enter the keepers' details and address.



Select these buttons and include relevant information

Appendix 1 – Pig identification: animal details

Step 1A



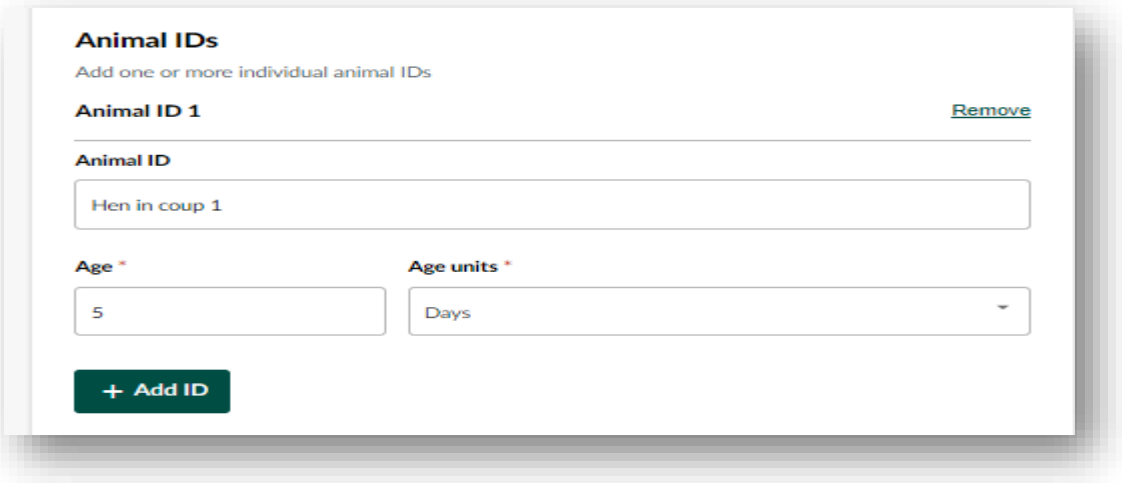
Step 1A - Here you are required to categorise the subspecies.

Subspecies include

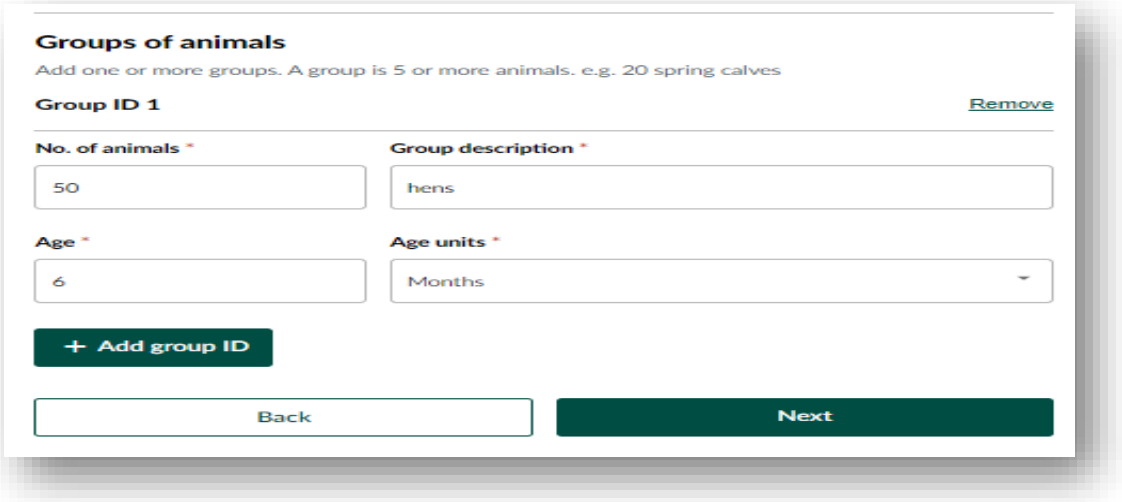
- Piglets
- Weaners
- Fatteners/Finishers
- Breeding Pigs
- Pigs – Other
- For pigs other, you are required to manually enter a description of the animal.

Appendix 1 – Pig identification: animal details cont'd.

Step 2A



Step 2B



Step 2A – If you are treating less than 5 animals, please enter the first animal and then click on **+Add tag / ID** to enter the details of the other pigs being treated.

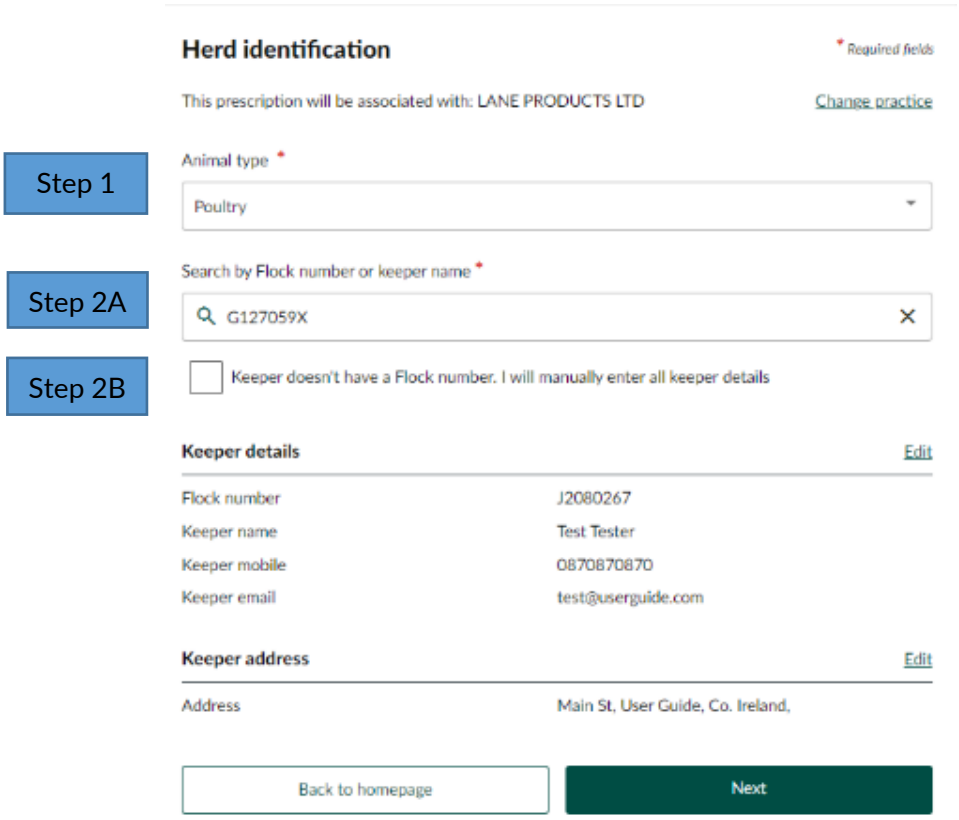
Step 2B - If you are treating 5 or more pigs, please use the **Group Treatment** feature. In the group of pigs, you must include the total number of pigs being treated and a "**description**" that can easily identify them.

You can add as many animals as necessary. You have the option to add either individual animal ID or Group Treatment or both. Click Next

Appendix 2 – Poultry Identification: Flock details

This is the first screen you are presented with after selecting 'Prescribe VMP' on the home screen.

Each script is written for an individual species or animal type. Scripts cannot be generated across different animal types. If you need to add another script for a different animal type for the same herd ID, you can use the 'Prescribe again for same Herd number' functionality which can be selected on the Prescription Completed page. This will bypass having to reenter the keeper details and bring you straight to the animal identification page.



This screen is where you will record the animal type for which you are prescribing along with the Herd ID, which are mandatory fields.

Step 1 – Select the animal type from the drop-down list

Step 2A – Enter or search for the flock/herd ID

Step 2B – Manually enter the keeper details if they are not associated to your practice

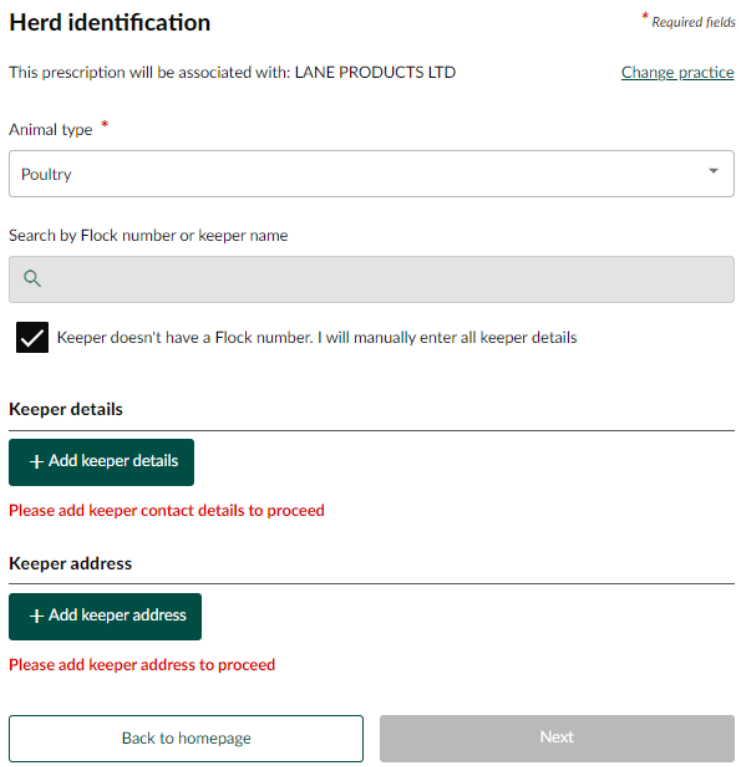
Step 2A - You can search for the flock/herd ID by entering the keeper's name or selecting the herd ID from the drop-down list as you begin to type it in (this list will comprise of all herds associated to your

Appendix 2 – Poultry identification: animal details cont'd

practice). Your associated herds are also available in offline mode. It is possible to update the keeper's details and address by selecting 'Edit' but it will only change the details on the current prescription; to make a permanent change, the animal keeper should contact their regional veterinary office or log onto their AgFood account.

Step 2B - If the keeper is not associated with the practice, there is an option to select "Keeper not associated with a practice" in the drop-down list where you may add all the details manually.
Please note these keeper details will not be saved on your NVPS profile and to add the keeper to the drop-down smart search list, the keeper will need to be associated to the practice via the AgFood 'NVPS Administration Application'.

Step 2B



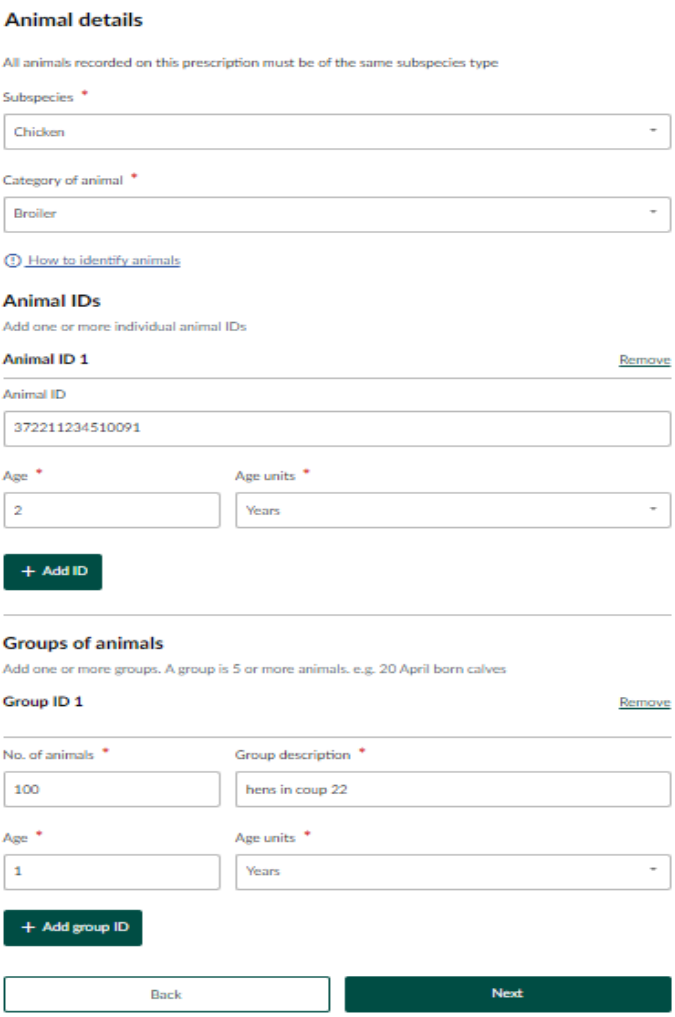
Select these buttons and include relevant information

An association is an automated link from client to veterinary practice. This is a process through which your client has given you access to their personal data held by the department. (This is processed via Agfood or by contacting NVPS).

Appendix 2 – Poultry identification: animal details

Step 1A

Step 1B



Step 1A - Here you are required to categorise the subspecies.

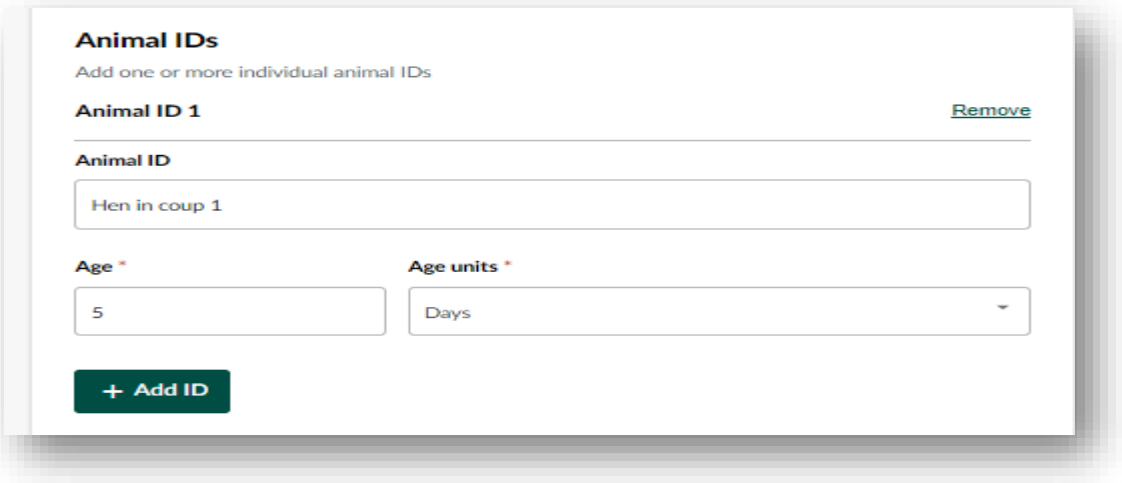
Step 1B – Here you are required to categorise the animal type.

Subspecies and animal types include

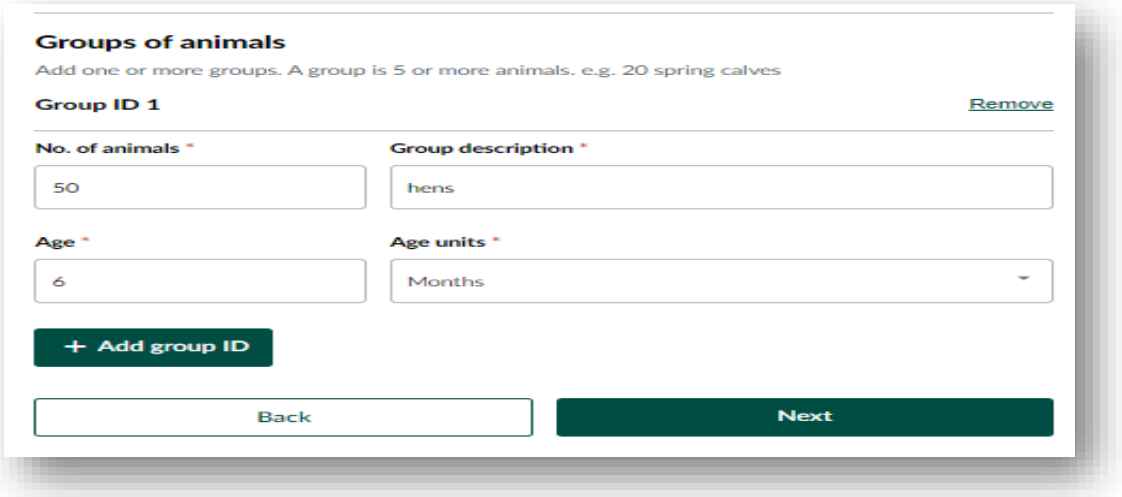
- For turkeys, the animal types are Fattening or Other
- For chickens, the animal types are Broiler, Laying hens or Other.
- For ducks and geese, you do not need to select an animal type.
- For poultry other, you are required to manually enter a description of the animal, for example, Emu, Ostrich.

Appendix 2 – Poultry identification: animal details cont'd

Step 2A



Step 2B



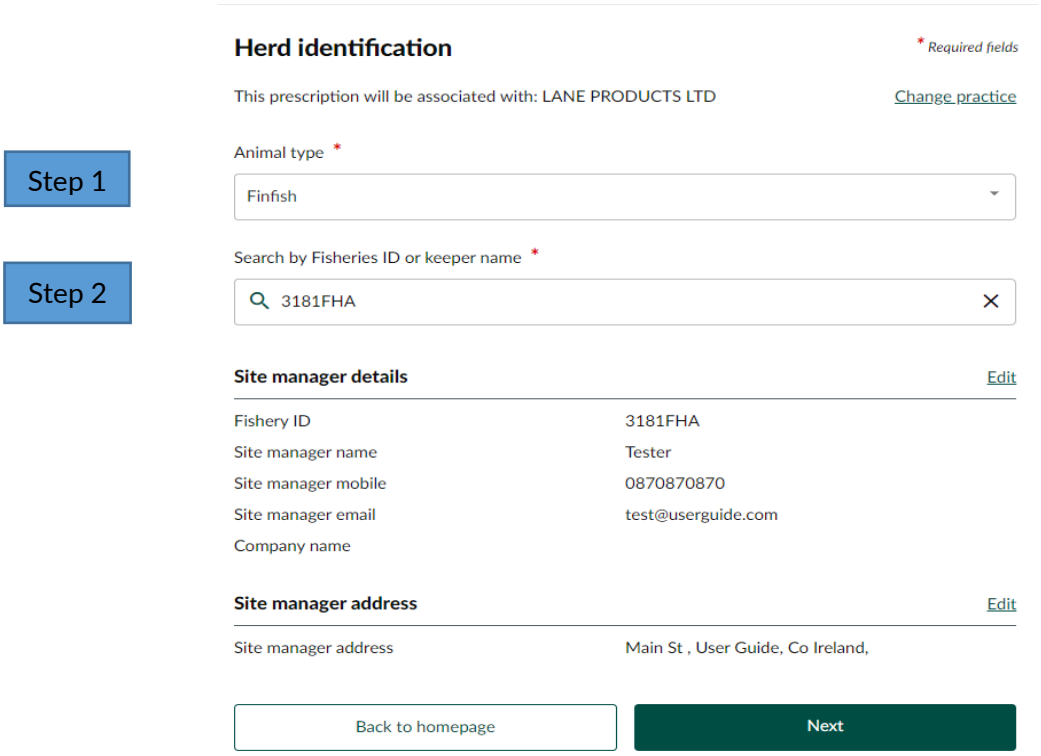
Step 2A – If you are treating less than 5 animals, please enter the first animal and then click on **+Add tag / ID** to enter the details of the other poultry being treated. Enter the age and age units from the drop-down options of day, week, month or year.

Step 2B - If you are treating 5 or more poultry, please use the **Group Treatment** feature. In the group of poultry, you must include the total number of poultry being treated and a "**description**" that can easily identify them including the age and age units from the drop-down options of day, week, month or year.

You can add as many animals as necessary. You have the option to add either individual animal ID or Group Treatment or both. Click Next

Appendix 3- Fisheries Identification

This is the first screen you are presented with after selecting 'Prescribe VMP' on the home screen.



This screen is where you will record the animal type for the prescription along with recording the known fisheries ID, which are mandatory fields.

Each script is written for an individual species or animal type. Scripts cannot be generated across different fish types. If you need to add another script for a different fish type for the same fisheries ID, you can use the 'Prescribe again for same fisheries ID' option on the prescription created screen at the end of the prescribing flow.

Step 1 – Select the fish type from the drop-down list.

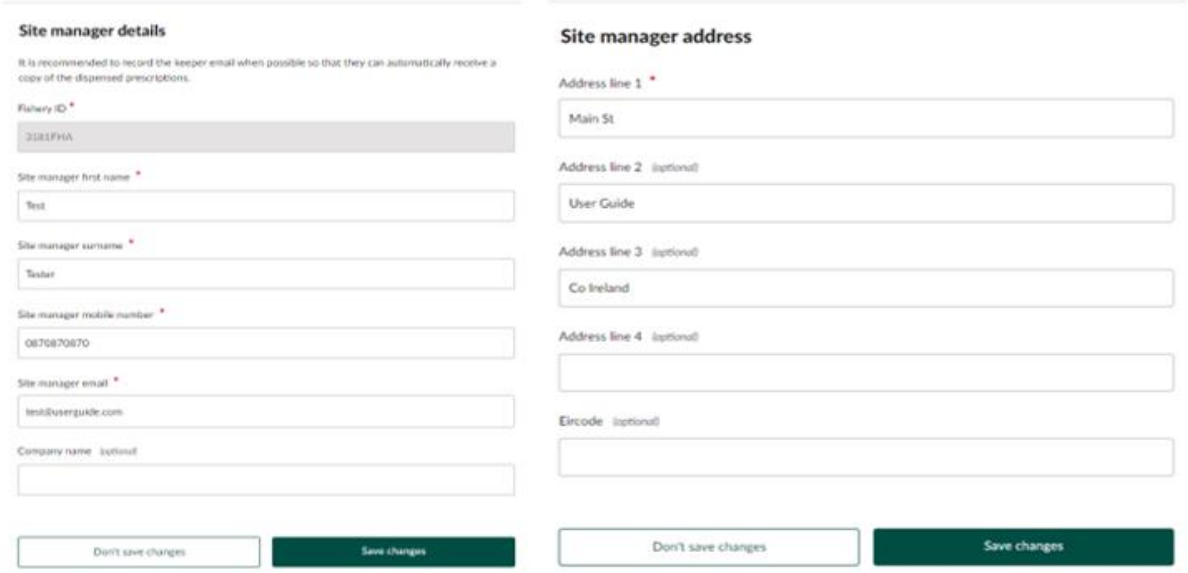
Step 2 – Here you can search for the fisheries ID by site managers' name or select the fisheries ID from the drop-down list as you begin to type it in (this list will comprise of all fisheries associated to your practice).

Appendix 3 - Fisheries Identification (cont'd)

Your associated fisheries are also available in offline mode. An association is an automated link from keeper/site manager to veterinary practice. This is a process through which your client has given you access to their personal data held by the department. (This is processed via the 'NVPS Administration App' on Agfood).

It is possible to update the client's details or address by selecting edit. Please note this will only change the details on the current prescription, to make a permanent change, the client should contact their regional veterinary office.

If the site manager is not associated with the practice, there is an option to select "Keeper not associated with a practice" in the drop-down list where you may add all the details manually.



All fields with an asterisk (*) are mandatory.

Please note these details will not be saved on your NVPS profile and to add the site manager to the drop-down smart search list, the site manager will need to be associated to the practice via the AgFood application.
This screen will only appear if you click the edit button or if you do not have an association with the keeper and must enter site manager details manually. The fisheries ID selected from the previous screen will generate and pre-populate the details of the site manager (once you are associated to your client). The details can be edited on these screens if there is any change to the information that pre-populated.

Appendix 3 - Fisheries Identification (cont'd)

- It is possible to edit site managers name, mobile phone number, email and address. Please note this will only change the details on the current prescription; to make a permanent change, the site manager should contact their regional veterinary office.

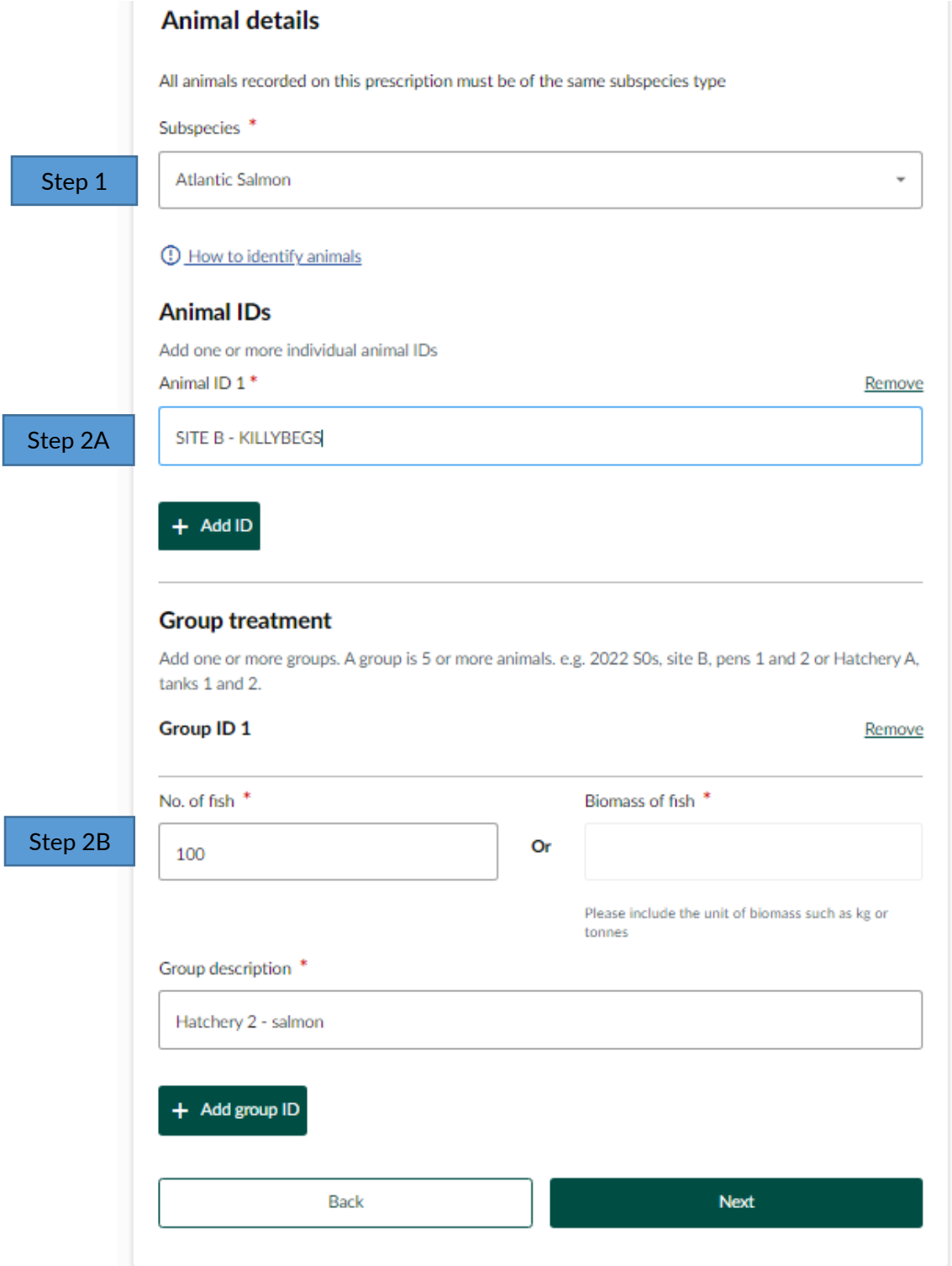
- It is not possible to edit the Fishery ID.

- A mobile phone number is required so the site manager can receive the "Prescription Summary" SMS text message with the prescription details.

- A valid email address is required so the site manager will receive a copy of all their dispensed scripts (where requested).

If the details do not populate you must manually enter the Fishery ID, Name, Mobile Phone Number and the Address.

Appendix 3 - Fisheries Identification: Fish Details



Step 1 - Here you are required to categorize the fish type from the following: Atlantic Salmon, Rainbow Trout, Common Carp or Finfish – Other, from the dropdown menu.

Step 2A – If you are treating less than 5 fish, please enter the first by clicking on **+Add tag / ID** you can add more tags and ID's by clicking **+Add tag / ID** as required.

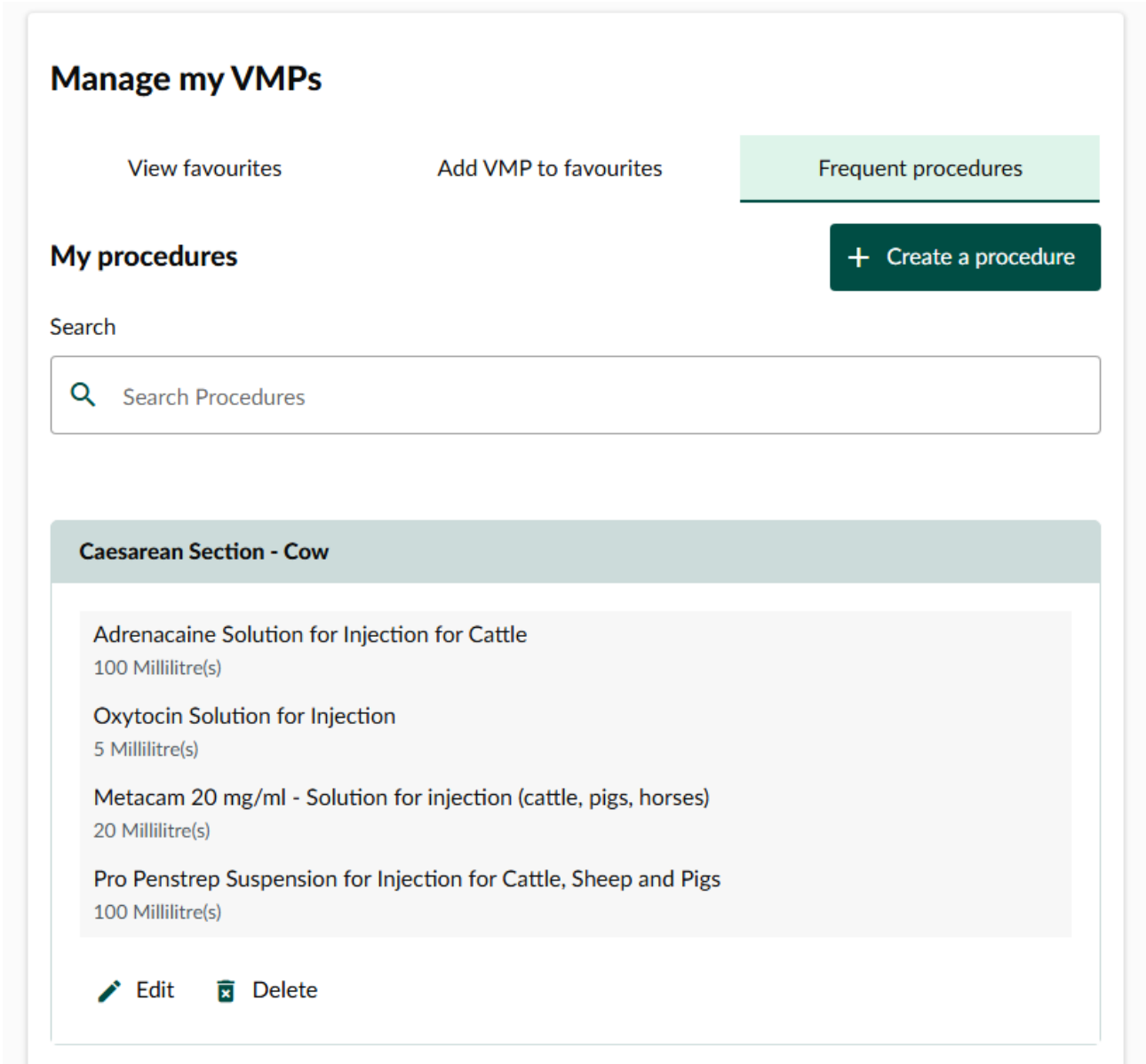
Step 2B - If you are treating 5 or more fish, you can use the **Group Treatment** feature or you can opt to enter each individual tag number/ID there is no limit on the number of fish IDs that may be entered individually When entering a group you must include the total number of fish being treated and a Group **description**" that can easily identify and trace back to each individual fish in that group if this is not possible it is recommended to enter individual ID's

You can add as many individual fish or groups as necessary. You have the option to add either individual fish ID or fish groups or both. Once all fish are identified click Next

Appendix 4 – Create a procedure

It is now possible to create a procedure to use when prescribing VMPs for a frequent procedure, for example, a Caesarean Section on a cow.

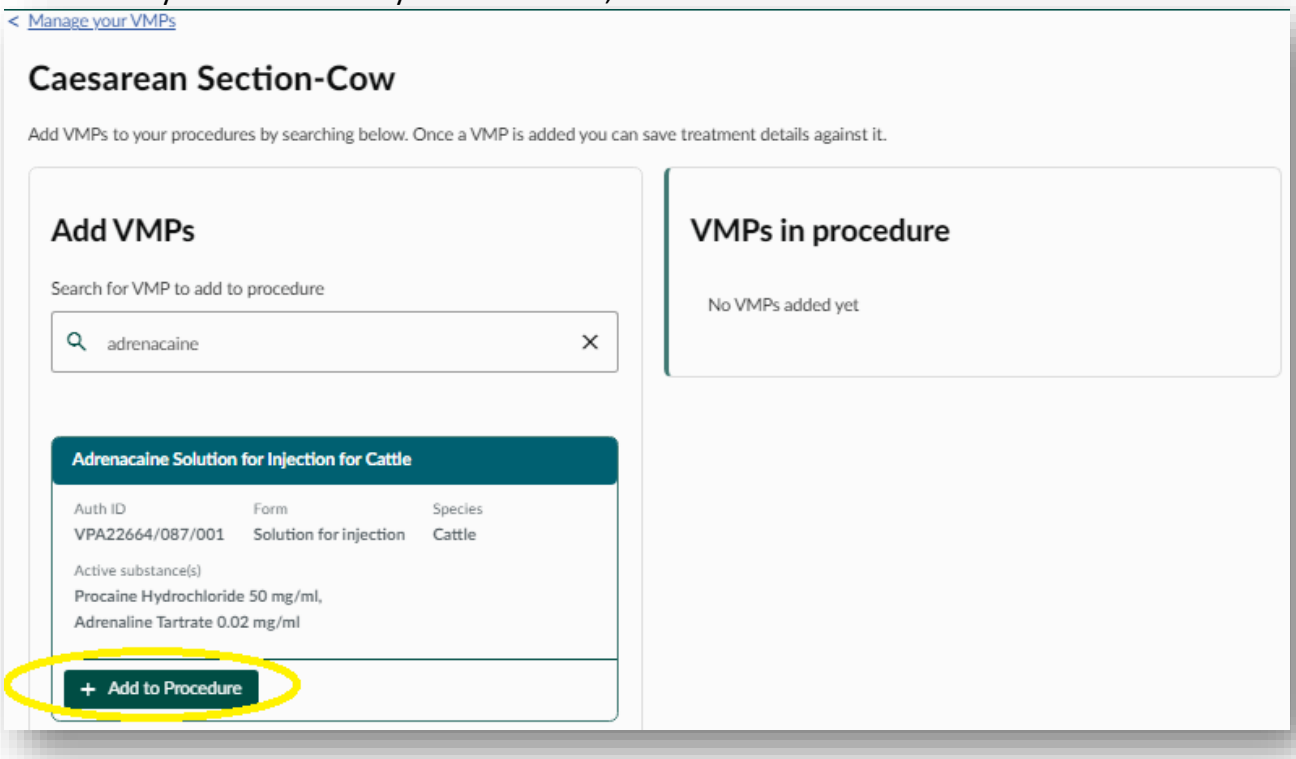
Click on 'Manage my VMPs' from the menu along the left-hand side of the Homepage. Next, click on the 'Frequent procedures' tab along the top. In here, you will have the option to view a listing of all procedures you have added, search for a procedure and create a procedure. You can edit the prescribing details on each of the procedures, such as changing one or more of the VMPs selected, quantity etc. You can delete any of your saved procedures from this page too.



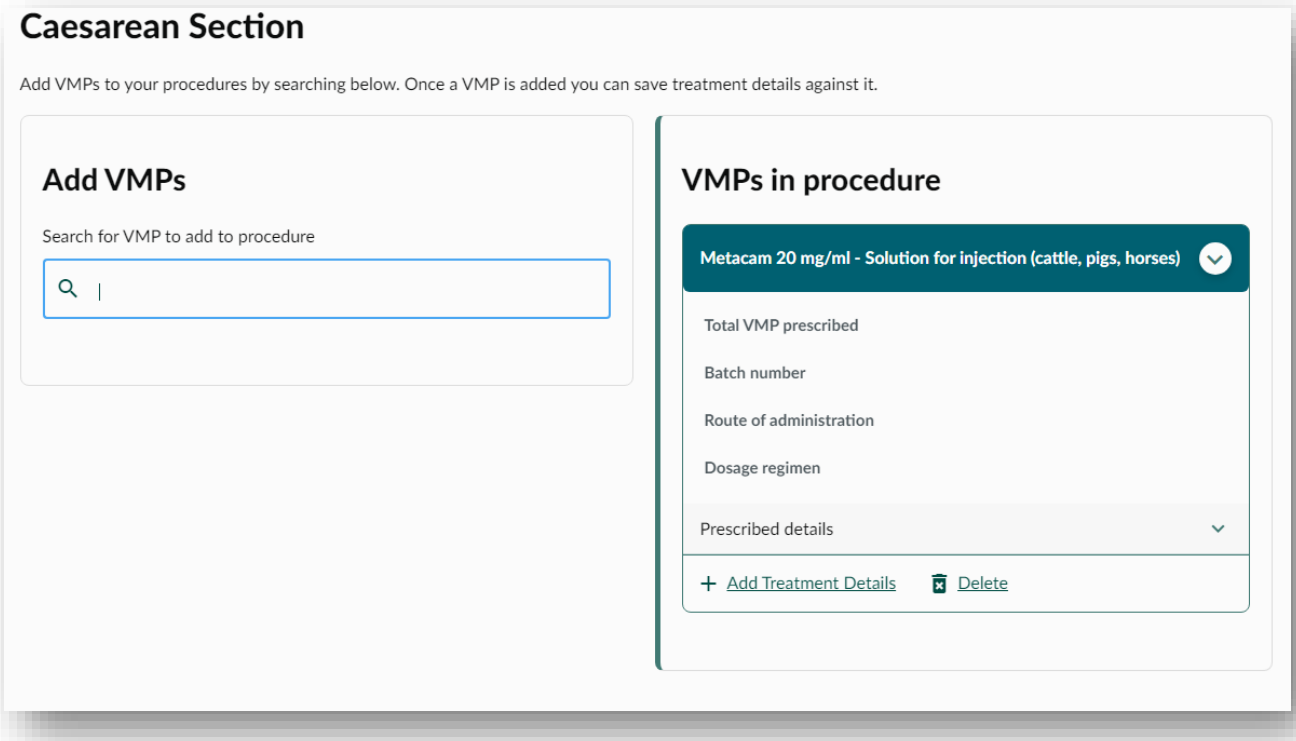
Appendix 4 – Create a procedure – Adding VMP(s)

To add a procedure to your list of Frequent procedures:

1. Click on Create a procedure.
2. Enter a Procedure Name for the procedure you are creating
3. Choose an animal type from the dropdown list
4. Next you will add the VMP(s) to your procedure. To do this, type in the name of the VMP to search.
5. When you find the VMP you want to add, click on '+Add to Procedure' at the bottom of the card.

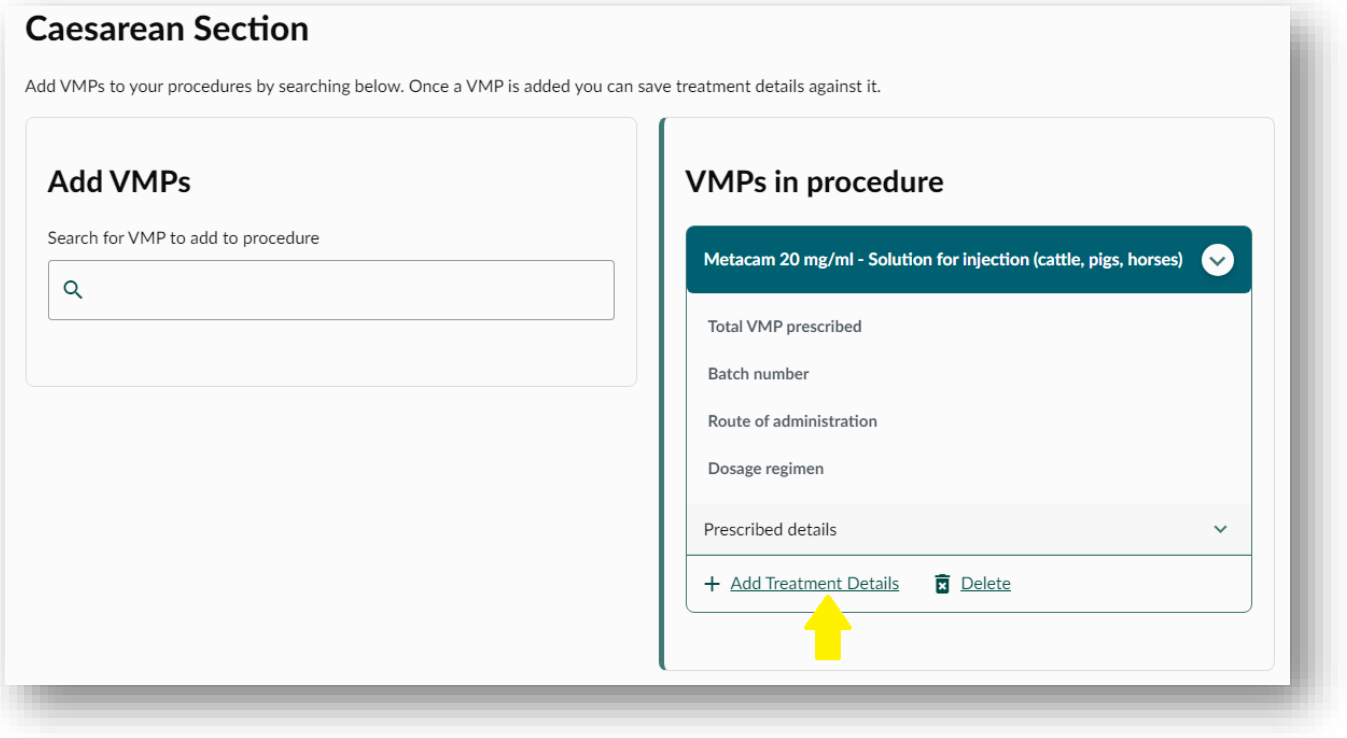


6. As you add VMPs to your procedure, they will populate the box on the other side of the page.



Appendix 4 – Create a procedure – Adding treatment details

7. When the VMP has been added to procedure, click on the '+ Add Treatment Details' link on the bottom of the VMP card to choose the quantity to be prescribed, batch number (if applicable), the route of administration, dosage regime, warnings and advice etc.

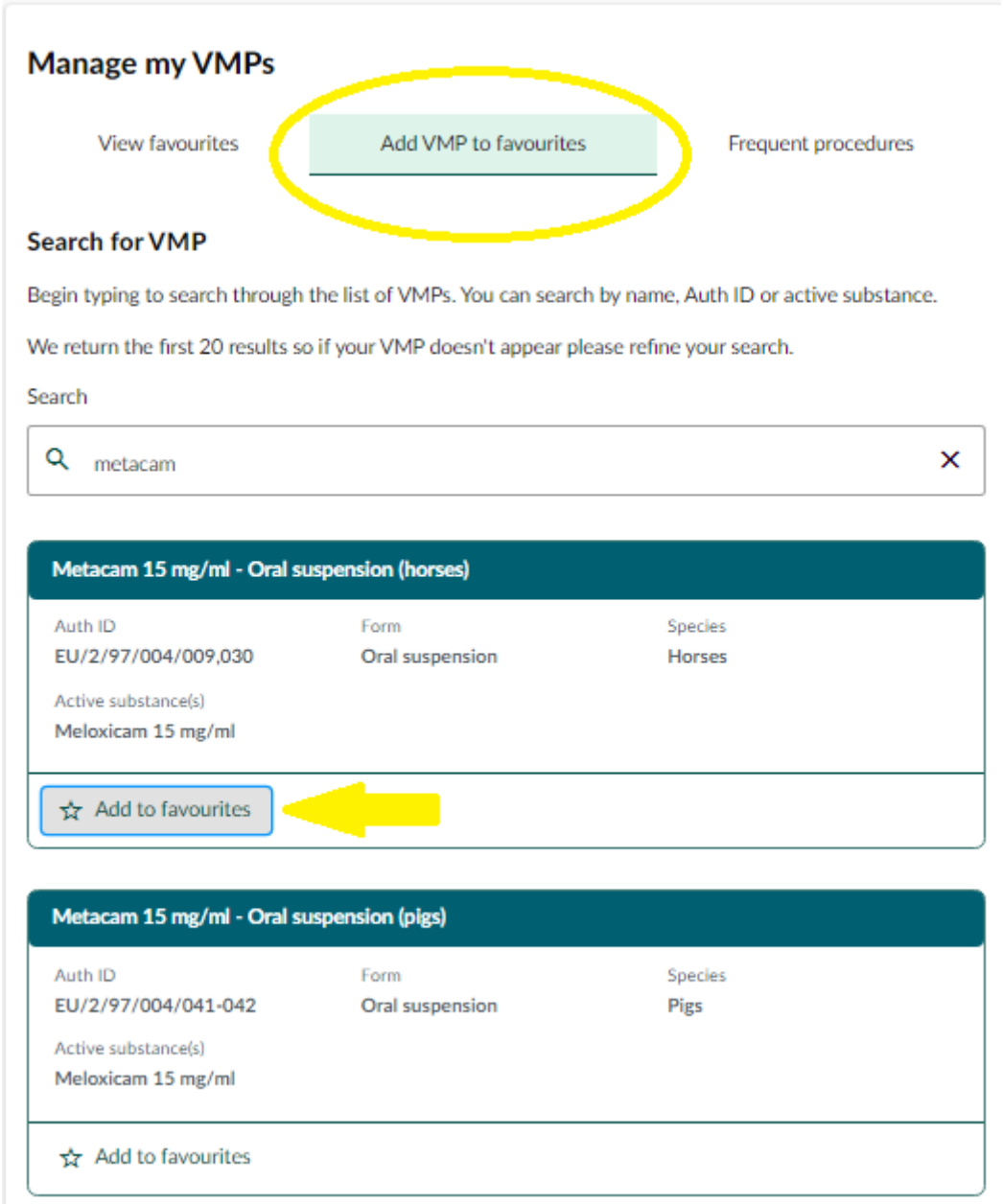


8. Repeat these steps to add more VMPs to the procedure.
9. When you have added all the necessary VMPs to your procedure, click on the back arrow 'Manage your VMPs' link and you will be able to view your new procedure.
10. Procedures can be added, edited and reviewed from the Manage my VMPs menu on homepage.

Appendix 5 – Add VMP to favourite list

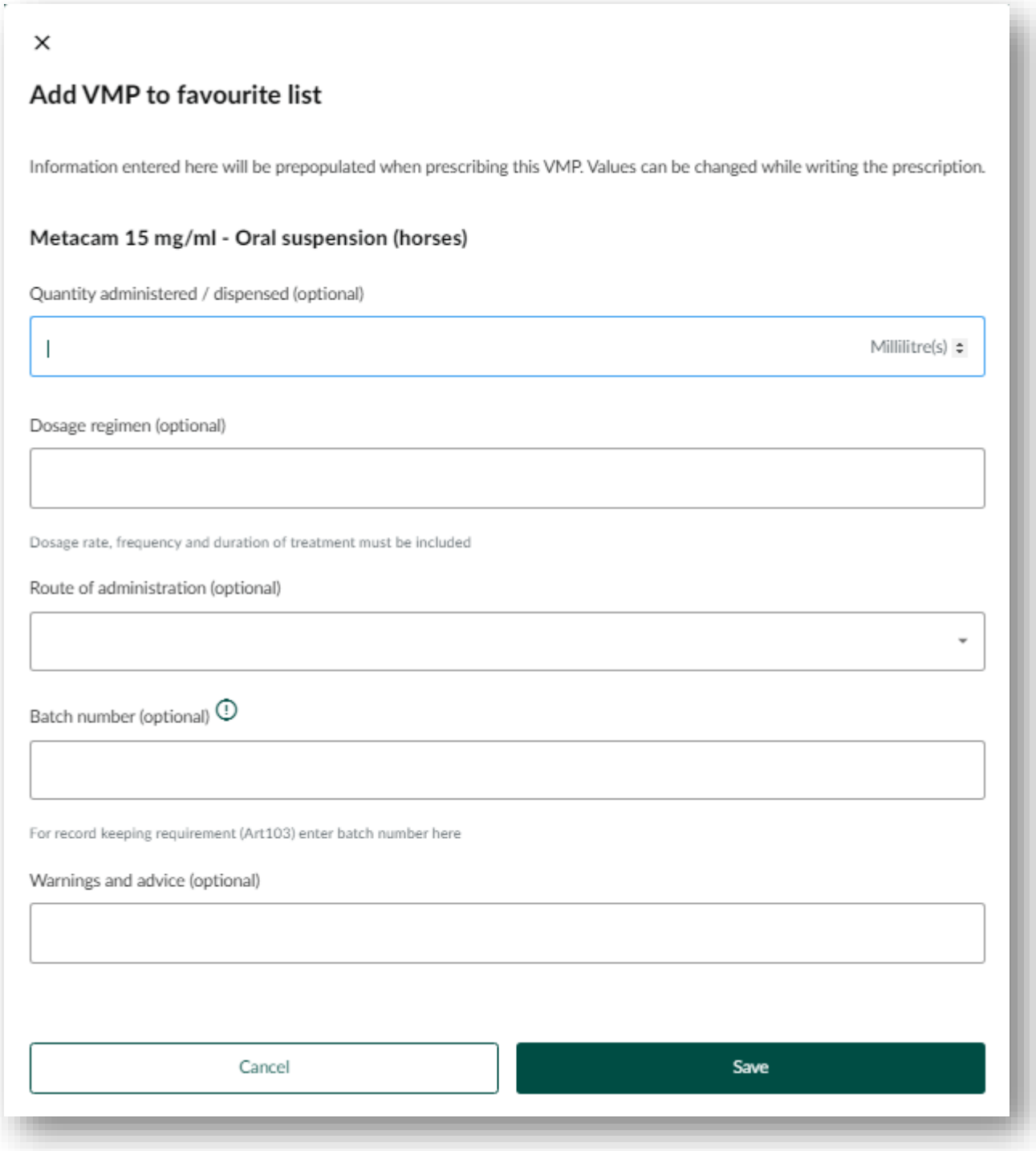
To add a VMP to your favourite list:

1. Click on Manage my VMPs from the Homepage.
2. Then click on the 'Add VMP to favourites' tab at the top of the page.
3. Enter the name of the VMP you want to add and a list of VMPs containing the letters typed will populate the page, for example, see search for Metacam below.
4. Click on the star next to 'Add to favourites' at the bottom of the VMP card you wish to add.



Appendix 5 – Add VMP to favourite list

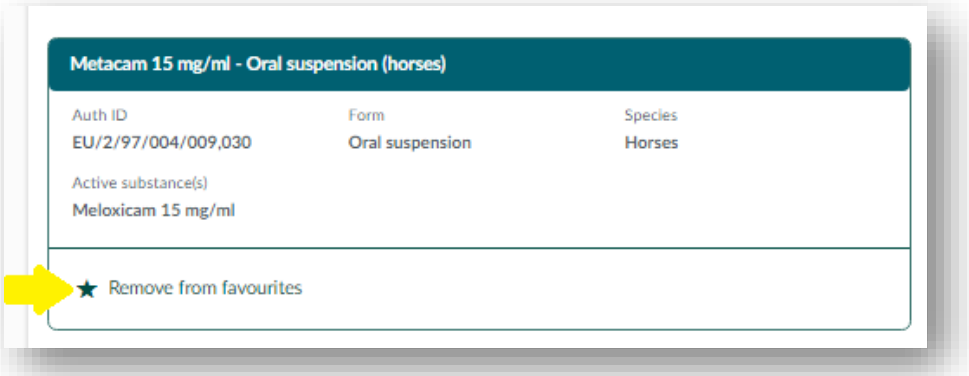
5. When you click on the 'Add to favourites', a box will pop up where you will enter the quantity to be prescribed, the dosage regime, route of administration, batch number (it is optional to enter the batch number on this screen), and the warnings and advice (optional). Then click 'Save'.



6. The VMP is now added to your favourites list.

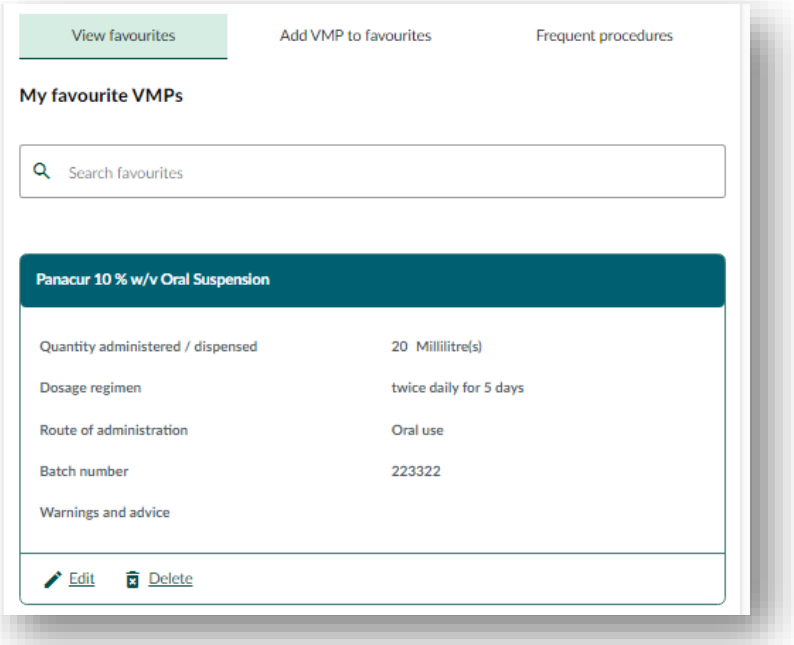
Appendix 5 – Favourites list – view, edit and delete

7. You can also add VMPs to your favourite list when you are prescribing, the star and 'Add to favourites' option will be on the bottom of the VMP card when you search and select VMPs. Click on the star to add. Click on the star again to remove it from your favourites.



8. If you choose one of your favourite VMPs when prescribing, you will be brought to the treatment screens as usual but the values you entered when adding the VMP to your favourite list will prepopulate. If you wish to change any of these values, they can be edited at the time of prescribing.

9. To view all your favourite VMPs and remove them, go to 'Manage my VMPs' from the homepage and you will be brought to the 'View favourites' tab.



10. To edit a VMP from your favourites list, click on 'Edit' and you will be brought to the treatment details screen previously entered. Edit as many of the fields as required and click 'Save'. The details will be updated in your favourites list.
11. To delete a VMP from your favourites list, click on 'Delete' and you will be prompted to confirm 'Are you sure you want to delete this VMP from your favourite list'. Click 'Yes, delete' to remove it from your list.