



Dear Cardiology Diplomat:

Welcome to the **ACVIM Registry of Cardiac Health (ARCH)**. The ACVIM-C appreciates your support!

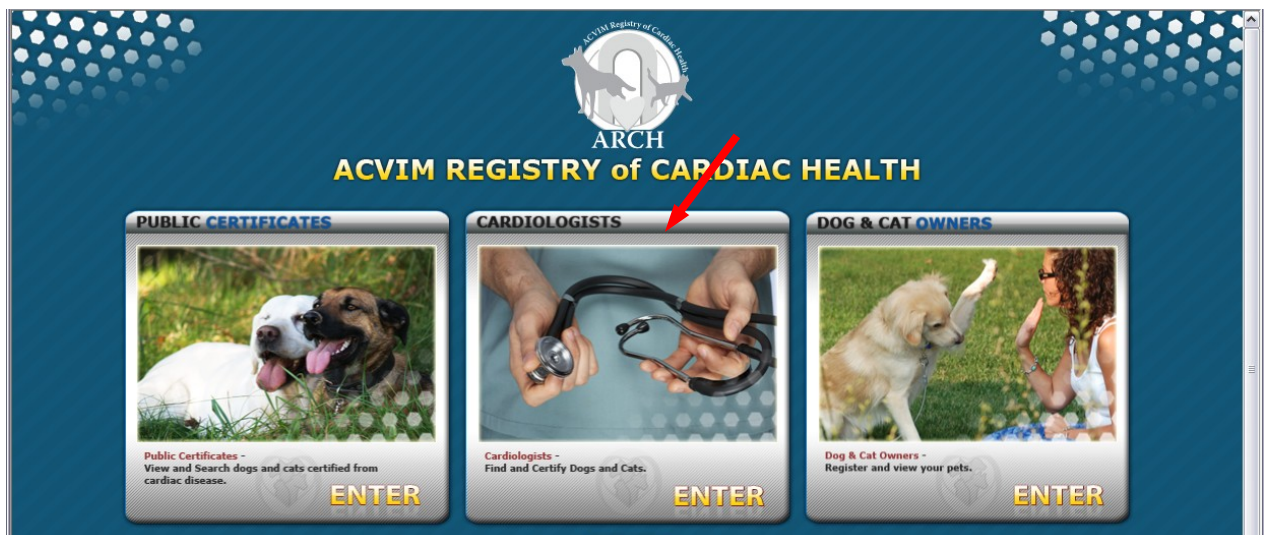
An account for ARCH has been created for you, and you should have already received your username/password in a separate email:

Subject: New VISION Account for ARCH
Date: June 17-18
From: TrialMgmtSystem@PreludeDynamics.com

The following are instructions to help navigate ARCH:

Entering the ARCH registry:

- 1) Access the registry by opening your browser, entering www.archcertify.org, and clicking on the middle button "Cardiologists." Add a bookmark for this web site.



- 2) Enter your USERNAME and PASSWORD.
- 3) CHANGE YOUR PASSWORD to one of your own choosing.

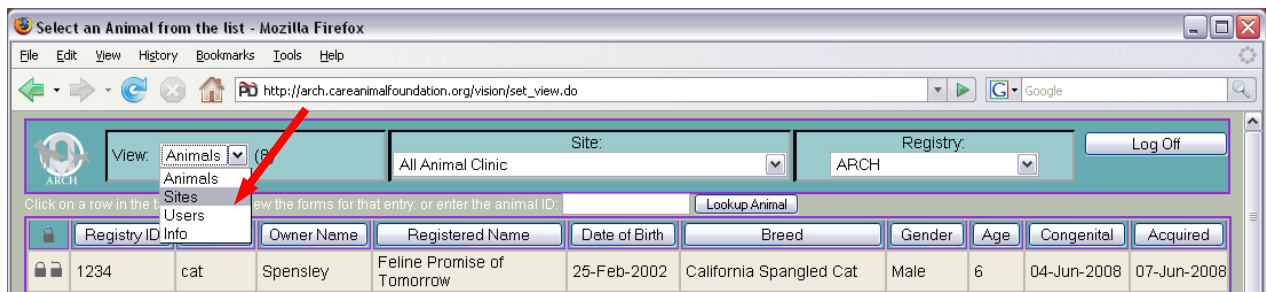
The username/password combination is your electronic signature for entries you make in the database. While changing your password, it is RECOMMENDED you complete all of the information on the page in case you forget your password. You may also change your username, which is required to be unique from other users.

Adding new groups or locations, called "Sites"

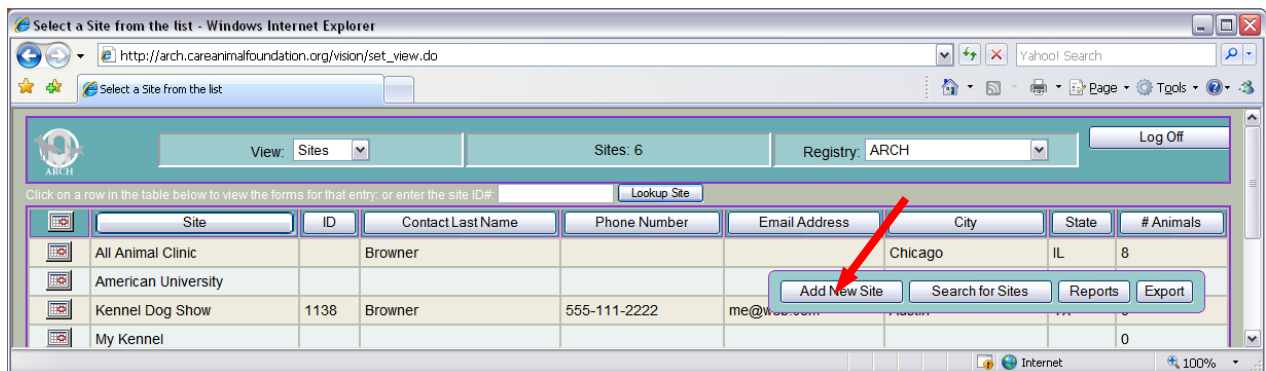
ARCH groups and controls access to animals in the database using collections called "Sites." Each site is analogous to a geographic location where animals are located or seen for examination. *For example, a cardiologist planning an exam clinic can have a site corresponding to that clinic.*

Users are assigned to one or more sites and may add, edit, or view the animals at those sites. To begin, you are currently assigned to the "All Animal Clinic," the ARCH shared test site, as well as your operational site, which you can use (and rename) when the registry goes live.

- 1) Next to "View" at the top left, select "Sites" from the drop-down.



- 2) Click the "Add New Site" button in the lower right portion of the screen. (You can add as many sites as needed.)



- 3) The new site form will be pre-populated with your user information, which you can change. Fill in the other necessary information and click "Save".

Adding new animals to a site

One advantage of ARCH is that owners will be able to pre-register their animals and enter their information themselves, prior to the show/clinic. You can access these animals, or add animals to the registry yourself.

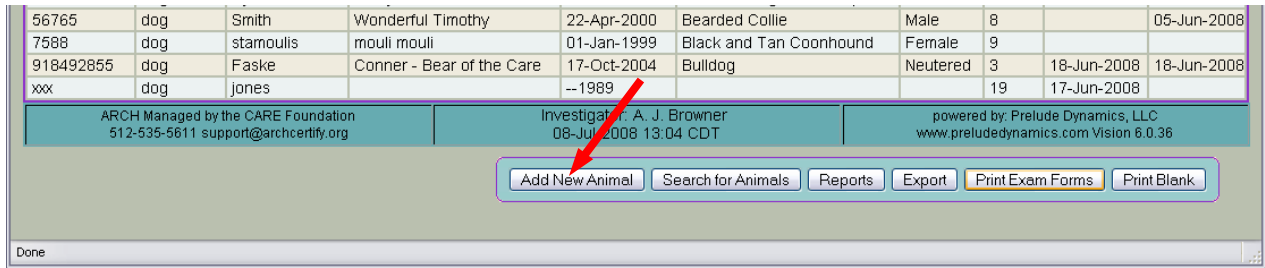
To enter new animals:

- 1) Next to "View" at the top left, select "Animals" from the drop-down. The resulting screen will

allow you to see all of the dogs or cats (“Animals”) at your site.



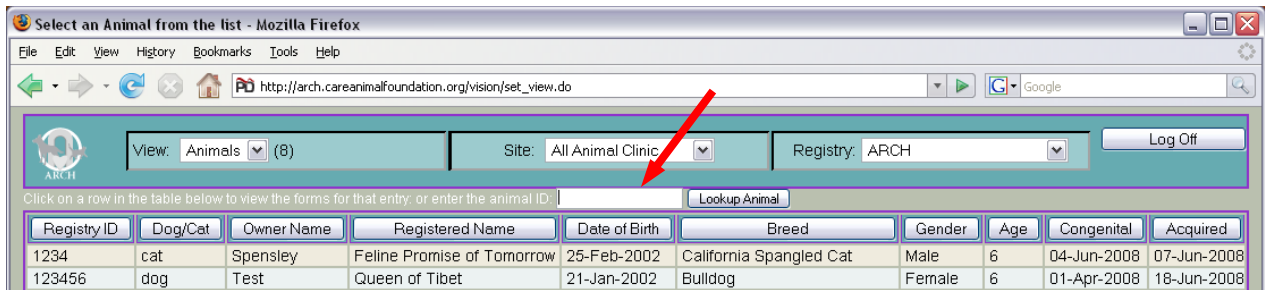
2) Click the "Add New Animal" button in the lower right portion of the screen.



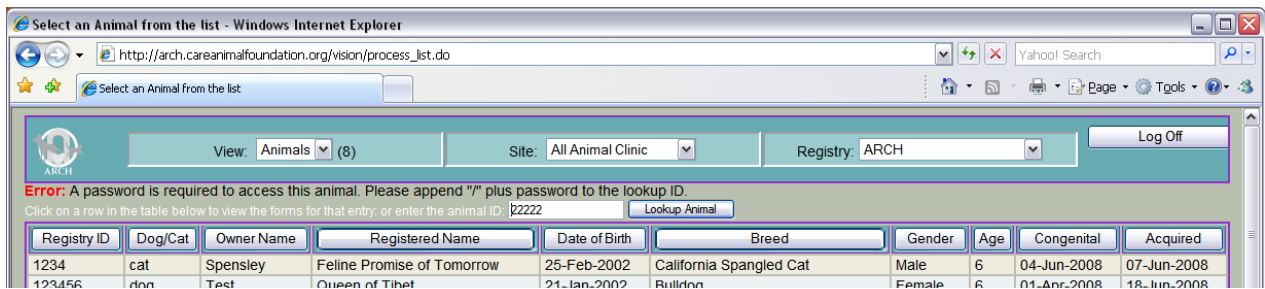
3) Fill in the necessary information and click "Save". The new dog or cat will now appear in the list of animals. Click on the row of that animal to view its medical information.

To access animals already registered:

1) If the dog or cat is already assigned to one of your sites, either click on the row for the animal (if on the current page), or enter the registry ID and click “Lookup Animal.”



2) If the dog or cat is not already assigned to one of your sites, you’ll see a message that a password is required (the owner should have set a password for the dog or cat.):



3) Enter the registry ID, followed by a slash (“/”), followed by the password for the animal, and click “Lookup Animal.” You should now see the medical information for the dog/cat, which is now assigned to the current site.

Entering exam information

To enter information regarding an animal being screened for congenital disease, click on the "Congenital" tab. If screening for acquired/adult onset disease, click on the "Adult MVD/HCM Screening" tab.

The screenshot shows the ARCH software interface. At the top, there is a header bar with the ARCH logo on the left. To the right of the logo, there are fields for Patient ID (9678545), Site (All Animal Clinic), DOB (22-Jan-2000), and Registry (ARCH). There are also buttons for "Log Off" and "Return to List". Below the header, there is a navigation bar with tabs for "Congenital Tests", "Acquired Tests", "Death/Follow Up", "Comments", "Animal Info", "Congenital", "Adult MVD Screening", "Certificates", and "Epidemiologic". Below the navigation bar, there is a section for "Owner Information" with fields for "Contact Name/Address" (First Name: Frank, Middle:) and "Contact Phone/Email" (Primary Phone:). There are buttons for "Save", "Enable Notes", and "Reset".

- 1) For Congenital exams, first enter exam type, "SAS" or "Generic."
- 2) Enter date (click on the calendar icon; click "Today" for today's date). The date will appear on the tab once the form is saved.
- 3) Fill in applicable data.
- 4) Check "Click to Sign" under Certification.
- 5) Click "Save" in lower right when finished.
- 6) If any errors are present, the fields will be highlighted in red, and you will need to correct the errors before signing the exam. (See information below on errors and warnings.)
- 7) For Adult Onset, you can Add Exams if needed by clicking the "Add Exam" button in the lower right.
- 8) For the Congenital exam and each Adult Onset exam there will be a corresponding "Tests" tab created, with the same date. You may enter information into those forms.

NOTE: To unselect a "checked" or "selected" option (radio) button, double click on the button to clear the entry.

Errors and Warnings. ARCH notifies users when additional information needs to be entered or if information is likely to have been entered incorrectly. When clicking "Save" on a form, you may notice yellow and/or red messages appear at the top of a section. These messages will notify you of errors and warnings and will highlight the corresponding field in either yellow or red.

The screenshot shows a section of the ARCH software interface titled "Echo". It contains a link for "For diagnostic guidelines: Click here". Below the link, there are error and warning messages. The error messages are: "Error: Field 'lvot velocity' must be filled in." and "Error: Field 'location of measurement' must be filled in." The warning messages are: "Warning: Field 'canine lvpwd value' should be filled in.", "Warning: Field 'echo method obtained' should be filled in.", and "Warning: Field 'lad value' should be a number." Below the messages, there are fields for "Results:" (Abnormal), "Method Obtained:" (), "Provide drug(s) and dosage(s) administered:" (), "LVOT velocity:" (red field), "Location LVOT measure:" (red field), "LVd:" (10), "LVs:" (10), "IVSd:" (15 mm), "LAD:" (kji), "AoD:" (10), and "LVPWd:" ().

Warnings are in **Yellow** and notify users that a value should be entered or is out of range. The warnings are suggestions, but do not need to be resolved to sign an animal's exam.

Errors are in **Red** and **MUST** be corrected in order to sign the exam form.

NOTE: you can edit incorrect information. A change history is recorded, represented by a blue delta symbol. ▲ Click on the blue delta to view the change history for the field.

Viewing Certificates

To view a certificate; click the “Certificates” tab. The certificate is not visible until the corresponding exam has been signed and the certificate has been paid for. Payment information can be collected here, and once processed, the certificate will be viewable.

If at any point you wish to return to your list of animals (THE LIST PAGE), click the “RETURN TO LIST” button in the top right.

Printing Forms

From the list page, to print forms for existing animals at the site, click “Print Exam Forms.” The current information that has been entered into the system will appear on the printable forms and a preview will be displayed. To print blank forms, click the “Print Blank” button.

The screenshot shows the ARCH software interface. At the top, there are dropdown menus for 'View: Animals (9)', 'Site: All Animal Clinic', and 'Registry: ARCH', along with a 'Log Off' button. Below this is a search bar with a 'Lookup Animal' button. The main part of the interface is a table with the following columns: Registry ID, Dog/Cat, Owner Name, Registered Name, Date of Birth, Breed, Gender, Age, Congenital, and Acquired. The table contains several rows of animal data. At the bottom of the interface, there are several buttons: 'Add New Animal', 'Search for Animals', 'Reports', 'Export', 'Print Exam Forms', and 'Print Blank'. A red arrow points to the 'Print Exam Forms' button.

Registry ID	Dog/Cat	Owner Name	Registered Name	Date of Birth	Breed	Gender	Age	Congenital	Acquired
1234	cat	Spensley	Feline Promise of Tomorrow	25-Feb-2002	California Spangled Cat	Male	6	04-Jun-2008	07-Jun-2008
123456	dog	Test	Queen of Tibet	21-Jan-2002	Bulldog	Female	6	01-Apr-2008	18-Jun-2008
2468	dog	Tester	Rosalynd	12-Jan-2002	Alaskan Malamute	Female	6		25-Jun-2008
545646546	dog	Tyrrell	Missy of Oakland Park Drive	16-Jun-2000	Cavalier King Charles Spaniel	Female	8		17-Jun-2008
56765	dog	Smith	Wonderful Timothy	22-Apr-2000	Bearded Collie	Male	8		05-Jun-2008
7588	dog	stamoullis	moull moull	01-Jan-1999	Black and Tan Coonhound	Female	9	08-Jul-2008	
918492855	dog	Faske	Conner - Bear of the Care	17-Oct-2004	Bulldog	Neutered	3	18-Jun-2008	18-Jun-2008
9678545	dog	Smith		22-Jan-2000			8		
xxx	dog	jones		--1989			19	17-Jun-2008	

ARCH Managed by the CARE Foundation
512-535-5611 support@archcertify.org

Investigator: A. J. Browner
08-Jul-2008 14:11 CDT

powered by: Prelude Dynamics, LLC
www.preludedynamics.com Vision 6.0.36

Buttons: Add New Animal, Search for Animals, Reports, Export, Print Exam Forms, Print Blank

Operational Information

ARCH is scheduled to go live July 20, 2008. Between now and then, final instructions and educational materials are being generated for you and owners regarding the cardiac certification process. This will include email, poster, and handout materials explaining ARCH.

To start building the ARCH calendar, please let us know of any upcoming cardiac clinics you plan to conduct and we will make sure we coordinate with your point of contact at that clinic, starting the education process with the owner groups.

Please send comments to tfoosum@CareAnimalFoundation.org. If you encounter any software problems with the web pages, please contact support@archcertify.org.

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