



INSTRUCTIONS FOR OWNERS Getting Started

How to Register your Dog or Cat(s)

1) Access the site by going to www.archcertify.org and clicking the button on the right, “Dog and Cat Owners”. Add a bookmark for this site.



- 2) At the logon page, first time users click on "To register, click here".
(Returning users need only to enter their username and password to proceed.)
- 3) Read the agreement and click the “Accept” button
- 4) Add Username, Password, & Contact Information. You are also required to enter the name of your “Site” (Kennel Name/Location). The “Site” is any collection of animals and how you group them accordingly.

You will be able to add additional “Sites” at any point – see further instructions.

- 5) To add a new dog or cat, click on "Add New Animal" button in the lower left.

56765	dog	Smith	Wonderful Timothy	22-Apr-2000	Bearded Collie	Male	8		05-Jun-2008
7588	dog	stamoulis	mouli mouli	01-Jan-1999	Black and Tan Coonhound	Female	9		
918492855	dog	Faske	Conner - Bear of the Care	17-Oct-2004	Bulldog	Neutered	3	18-Jun-2008	18-Jun-2008
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 13:04 CDT

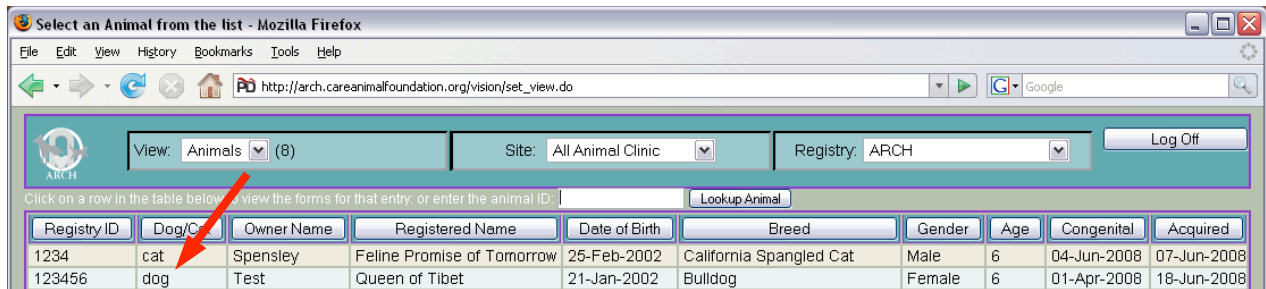
powered by: Prelude Dynamics, LLC
www.preludedynamics.com Vision 6.0.36

Enter the identifying information for that animal.

Note that a password used for sharing purposes is required only if you want an ID and password for each of your animals. This password may or may not be unique (as you choose) for each individual, but will aid in protecting your animals information and identity, and will be needed for cardiologists to access your animal’s records.

***You may also upload an image of your animal on this page.

When complete, click the “Save” button and you will be returned to your list of Animals for your Site. (Kennel Name/Location)



6) Click on the dog/cat that was added. Click on the tabs to move between forms to see the animal’s information, certificate or epidemiologic information.

NOTE: Owners can view certificates, epidemiology, and other information they enter, but not data input by cardiologists.

***Epidemiology information is for owners to complete if they wish.

Information to give your Cardiologist

When going to a cardiologist at show or clinic where your dog or cat will be screened for heart disease, you will need the following information:

Your dog or cats ID number (AKC, CFA, etc.)

The password you created in the ARCH registry for that animal

(If password was not entered, then you can log on and enter one for the animal)

With this information, the cardiologist will access your animal’s online record, perform an examination and enter the results, and sign your certificate online.

***ALL of this information is private until you logon and choose to make it public.

Certificates/Payment Options

Once a cardiologist has signed off that your animal is free of heart disease and you would like to view or pay for the certificate:

- 1). Select an animal of interest from your list of animals at a given site. Access their certificates by clicking the “Certificates” tab.
- 2). On the “Certificate” page, you can pay by credit card online or mail a check to the address listed.

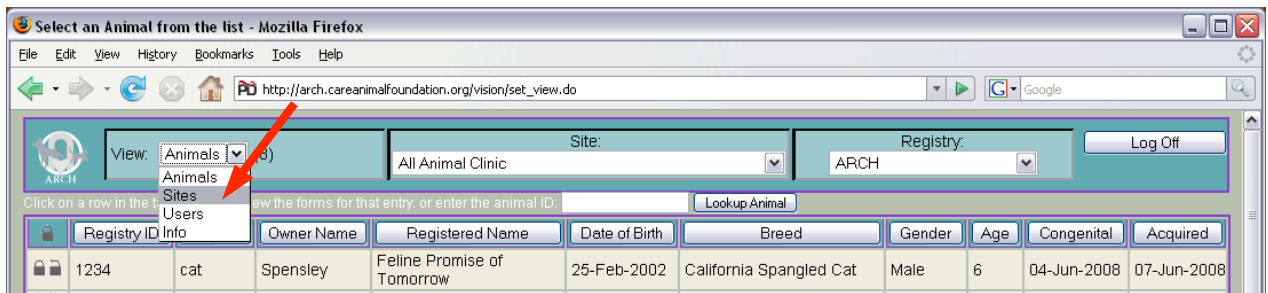
***NOTE: The complete certificate is NOT visible until it has been paid for. Payment information can be collected here, and once processed; the certificate will be viewable online and can be printed anytime.

Adding new groups or locations, called "Sites"

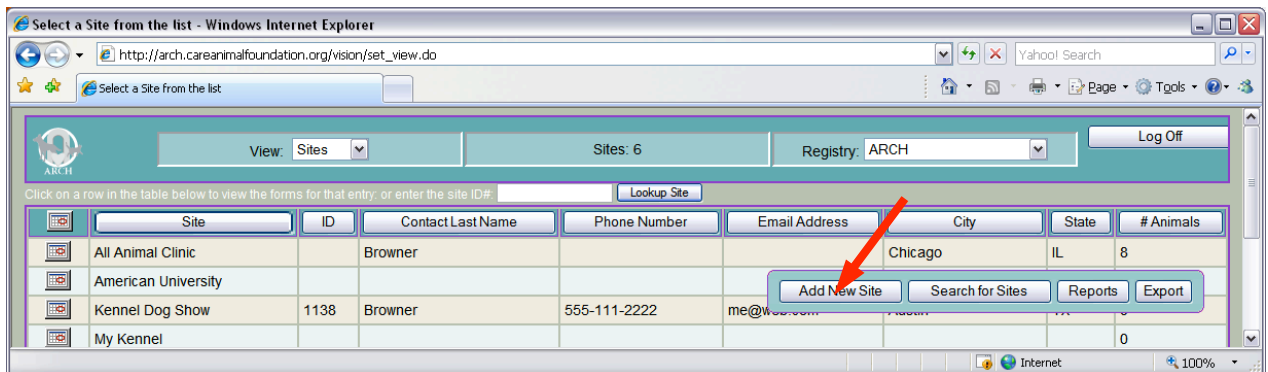
ARCH groups and controls access to animals in the database using collections called "Sites." Each site is analogous to a geographic location where the animals are located, are seen for examination, or how they are grouped by (breed, kennel, litter, etc.). For example, a breeder can use different "sites" to group their different breeds (i.e. "French Bulldog" and "English Bulldog" Site). Users are assigned to one site in the beginning and may add, edit, or view additional sites.

Users can be assigned to one or more sites and may add, edit, or view the animals at those sites. To begin, you are assigned to the Site that you entered in the registration process as your Kennel Name/Location.

- 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".

To add animals to your new site

- 1) Go to "View" and select "Animals"
- 2) Then go to "Site" and select the new site you created
- 3) Here you will be in your new site and can click the "Add New Animal" button to enter as many animals as needed to that site. (If you need instructions on how to add animals to sites--see above)

Warnings and Errors

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.

Echo [For diagnostic guidelines: Click here](#)

Error: Field 'lvot velocity' must be filled in.
Error: Field 'location of measurement' must be filled in.

Warning: Field 'canine lvpwd value' should be filled in.
Warning: Field 'echo method obtained' should be filled in.
Warning: Field 'lad value' should be a number.

Results: ▲ Method Obtained:

Provide drug(s) and dosage(s) administered:

LVOT velocity: <input type="text" value=""/>	m/s	Location LVOT measure: <input type="text" value=""/>
LVd: <input type="text" value="10"/>		LAD: <input type="text" value="kji"/>
LVs: <input type="text" value="10"/>		AoD: <input type="text" value="10"/>
IVSd: <input type="text" value="15"/>	mm	LVPWd: <input type="text" value=""/>

Warnings are in **Yellow** and notify users that a value should be entered or is entered incorrectly. The warnings are suggestions, but do not need to be completed to proceed.

Errors are in **Red** and **MUST** be entered or corrected in order to proceed with the animal’s 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. ▲