

VET-CVI USER GUIDE

for Excel Template Uploads

[Click here for Link to Excel Spreadsheet Template](#)

To create an Excel template upload, open an Excel spreadsheet or the Excel template.

	A	B	C	D	E	F	G	H	I	J
1	Backtag	OfficialID *	Secondary ID	Breed *	Sex *	Age *	Age In *	Description	DOB	
2										
3										
4										

By default, VET-CVI accepts spreadsheets with the columns in order being:

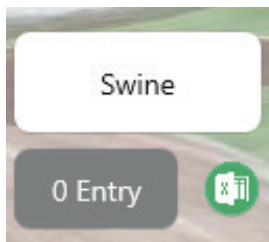
1. Backtag
2. Official ID
3. Secondary ID
4. Breed
5. Sex
6. Age
7. Age In
8. Description
9. Date of Birth

Only Official ID, Breed, Sex, Age, and Age In are required fields.

	A	B	C	D	E	F	G	H	I	J
1	Backtag	OfficialID *	Secondary ID	Breed *	Sex *	Age *	Age In *	Description	DOB	
2	48AB1234	840003123456780		AN	F	2	Y			
3	48AB1235	840003123456781		Angus	M	10	Months			
4	48AB1236	48ABC1234		X	N	1	Day			
5	48AB1237	48ABC1235		Cross	S	12	Weeks			
6										

Once you have entered the information, save the Excel spreadsheet to your device and open Vet-CVI.

On the Species Class page, click the green Excel button to upload animal information.



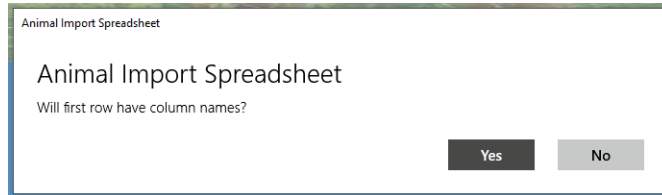
VET-CVI tip:

To switch the column order or exclude columns you do not need, go to **My Account > Customize Import**. Then drag and drop what you need to include and exclude.



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When prompted with “Will the first row have column names?” select **Yes**.



Animal Import Spreadsheet

Animal Import Spreadsheet

Will first row have column names?

Yes No

In the upload window, select the Excel file that you created.

Name	Date modified	Type	Size
VET-CVI Animal File Upload Guidance	6/22/2023 12:26 PM	File folder	
Excel upload template v1 TEST UPLOAD	6/28/2023 11:33 AM	Microsoft Excel W...	15 KB
test	6/22/2023 12:21 PM	Microsoft Excel W...	9 KB
USAHERDS MEETING FILE UPLOAD	4/20/2023 12:42 PM	Microsoft Excel W...	15 KB
VET CVI TEST UPLOAD V2.1	5/3/2023 9:30 AM	Microsoft Excel W...	9 KB
VETCVI TEST 5 FOR Secondary ID	4/14/2023 11:01 AM	Microsoft Excel C...	2 KB
VETCVI TEST 5 FOR Secondary ID	4/10/2023 11:21 AM	Microsoft Excel W...	10 KB
VET-CVI TEST UPLOAD 1	4/14/2023 11:32 AM	Microsoft Excel W...	10 KB
VET-CVI TEST UPLOAD 2	4/7/2023 8:31 AM	Microsoft Excel W...	12 KB
VET-CVI TEST UPLOAD 3 OFFICIAL IN BT	4/7/2023 8:23 AM	Microsoft Excel W...	10 KB
VETCVI TEST UPLOAD 4	4/14/2023 11:10 AM	Microsoft Excel W...	31 KB

The animals from your spreadsheet will appear. Press **Done** in the bottom right corner of the screen.



☐	Breed : an	Tags : BT-4BAB0001; AIN940003123456789; NUJES9-4BABC1234	Sex : Female
	Age : 4 Years		Add Test
	Animal Count : 1		BT ID
☐	Breed : ANGUS	Tags : BT-4BAB0002; AIN940003123456790; NUJES9-4BABC1235	Sex : Female
	Age : 1 Years		Add Test
	Animal Count : 1		BT ID
☐	Breed : BLK	Tags : BT-4BAB0003; AIN940003123456791; NUJES9-4BABC1236	Sex : Female
	Age : 2 Years		Add Test
	Animal Count : 1		BT ID
☐	Breed : RED	Tags : BT-4BAB0004; AIN940003123456792; NUJES9-4BABC1237	Sex : Female
	Age : 6 Months		Add Test
	Animal Count : 1		BT ID
☐	Breed : an	Tags : BT-4BAB0005; AIN940003123456793; NUJES9-4BABC1238	Sex : Female
	Age : 1 Months		Add Test
	Animal Count : 1		BT ID

Template Guide

Possible “Age In” values:

- Days , Day, or D
- Weeks, Week, or W
- Months, Month, or M
- Years, Year, or Y

Possible “Sex” values:

- Female or F
- Male or M
- Spayed Female or S
- Neutered Male or N
- True Hermaphrodite or H

For additional questions or more help, reach out to:
Utah Department of Agriculture and Food - Animal Health at
VetCVI@utah.gov

