CONFINED WILDLIFE INFORMATION SYSTEM MANUAL

Missouri Department of Conservation
2901 W Truman Blvd,
Jefferson City, MO 65109
(573) 751-4115
mdc.mo.gov

Table of Contents (left click while pressing the Ctrl button on your keyboard to jump to section):

This manual is current as of Tuesday August 31st, 2021.

New User	**Page 2**
Getting Started	Page 2
Creating a login	Page 2
Logging into the system	Page 4
Additional Permits	Page 7
Welcome to the "Dashboard" page	Page 9
Existing User	**Page 10**
Inventory	Page 10
Editing Animal Information	Page 12
Animal Life Events (Escapes and Deaths)	Page 13
Generating Movement Certificates	Page 14
Accepting Inventory	Page 20
Lab Submissions	Page 22
Manually Upload Test Results	Page 29

Back to Table of Contents

New User

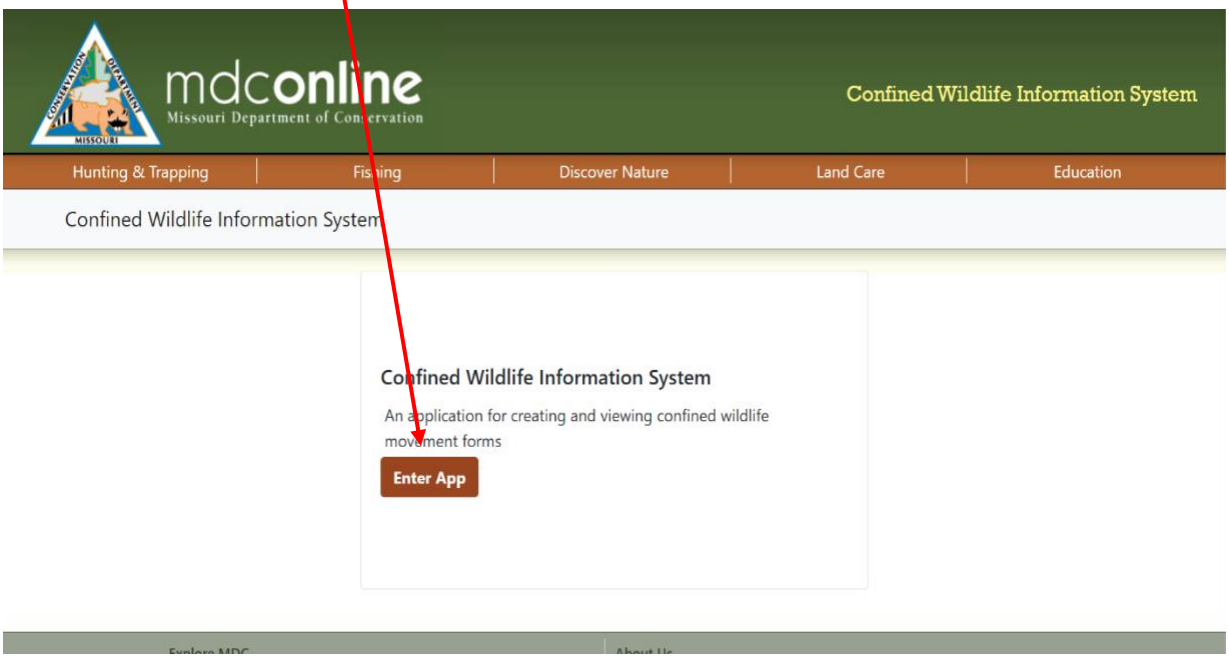
Getting Started

- Make sure you have your Class III Wildlife Breeder permit # or Big Game Hunt Preserve permit number.
- Your permit number is what we will use to tie your inventory and test results to you. **Note: it is normal to experience extended load times when working in the system depending on network speed and bandwidth.**

Creating a login

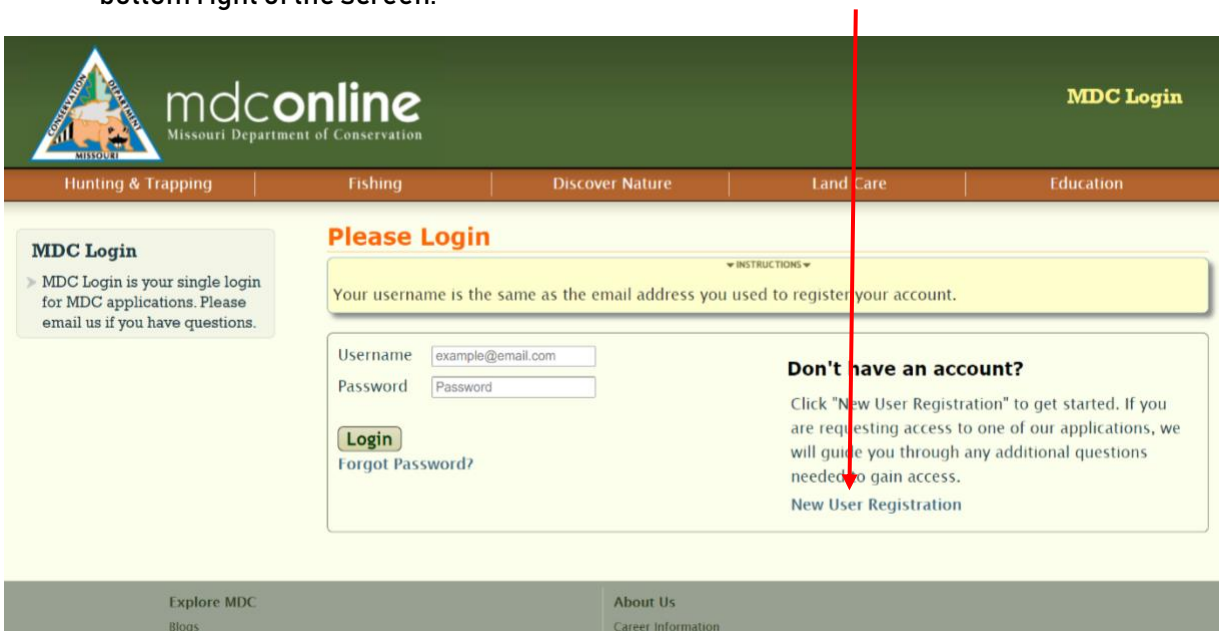
1. Website link to access the Confined Wildlife Information System (CWIS): https://mdc12.mdc.mo.gov/Applications/ConfinedWildlifeMovement/

2. Click the "Enter App" button.

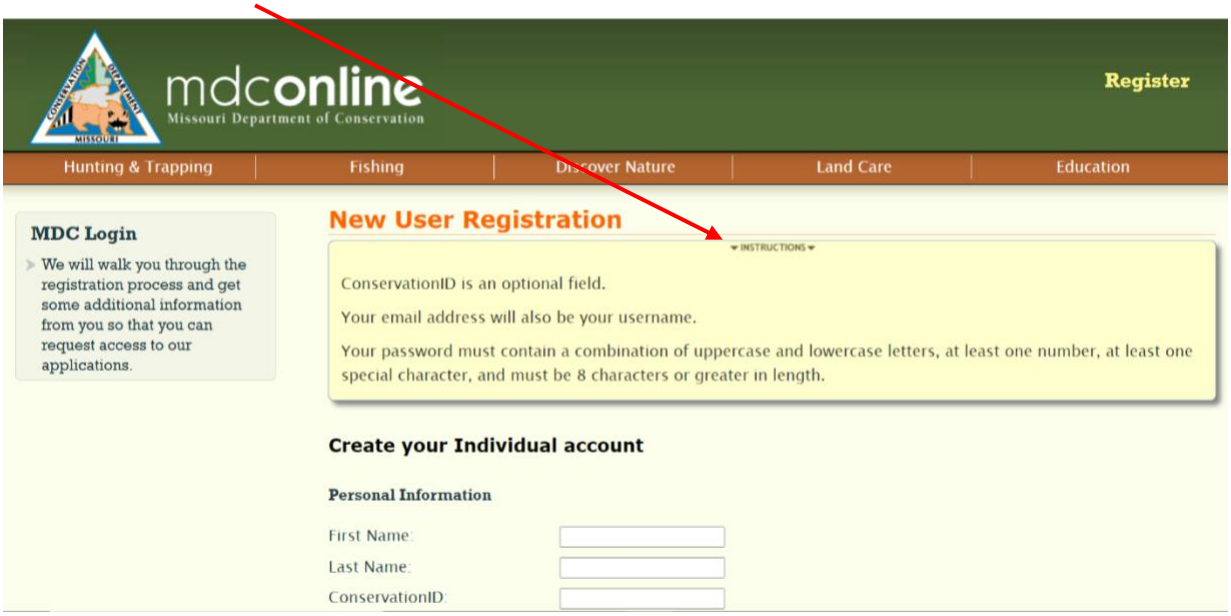


Back to Table of Contents

3. If this is your first time using the application, click "New User Registration" toward the bottom right of the screen.

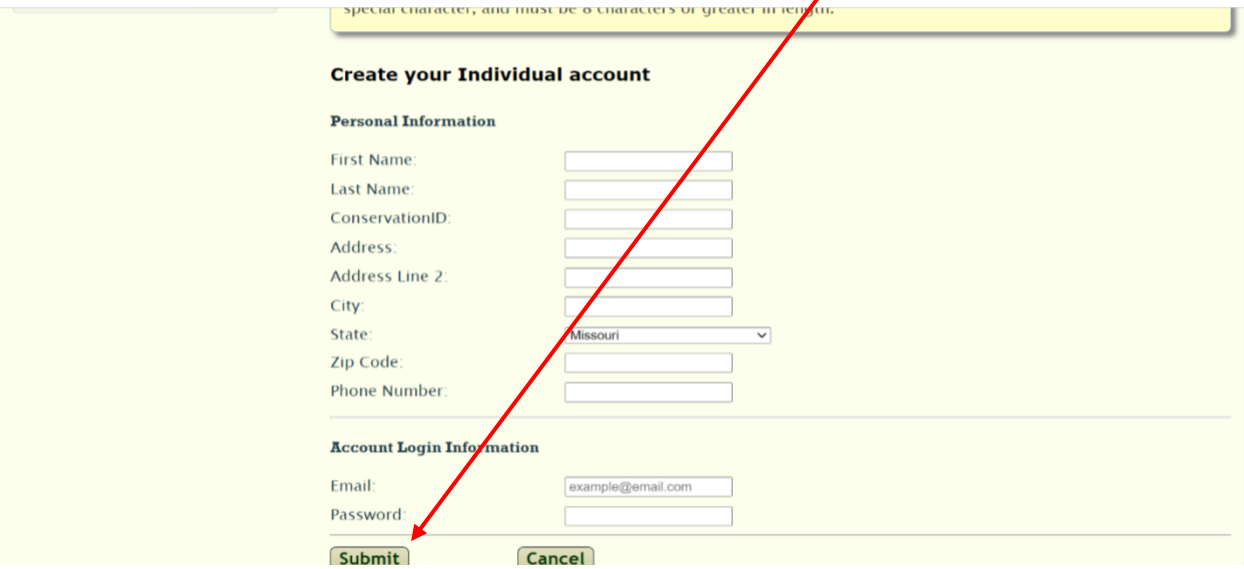


4. Complete the required information to setup an account as a first-time user and follow the instructions.



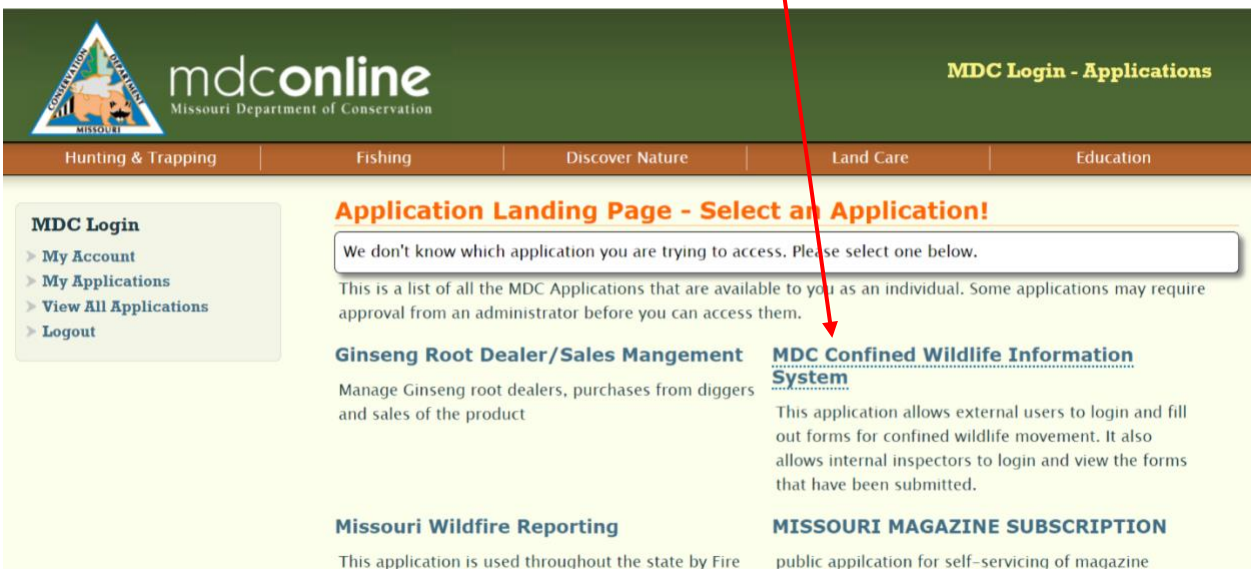
Back to Table of Contents

5. When all the information is accurately entered, click the "Submit" button. Be sure to remember the email and password you entered. It may be helpful to write your email and password down somewhere, so you don't lose track of them.



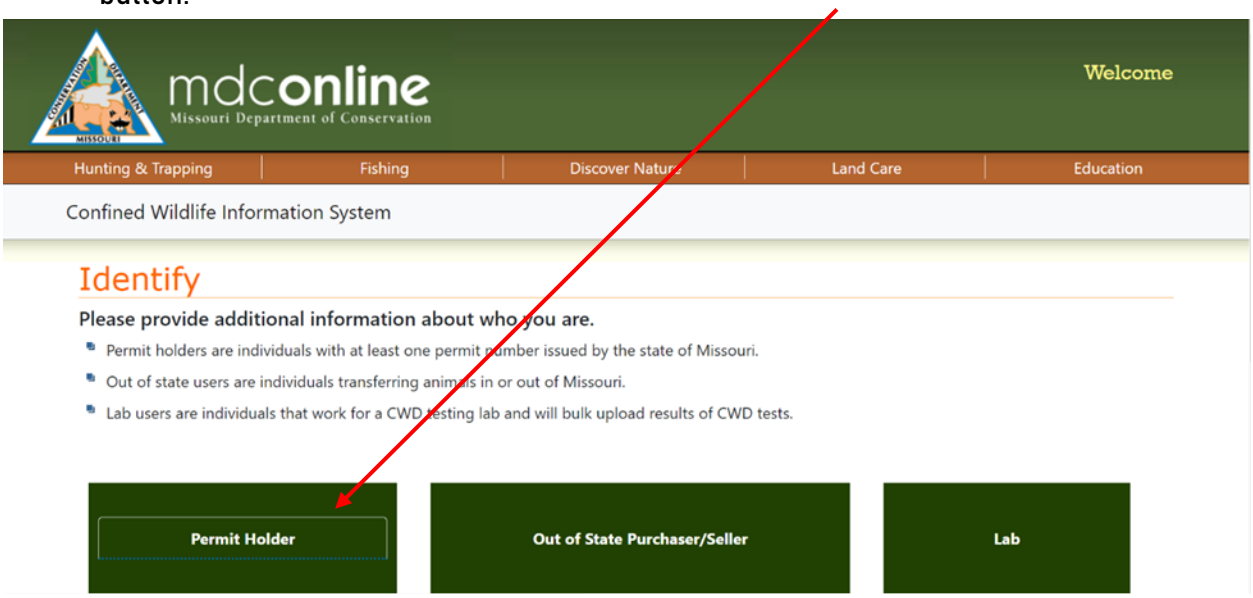
Logging into the system

1. To login click the "MDC Confined Wildlife Information System".

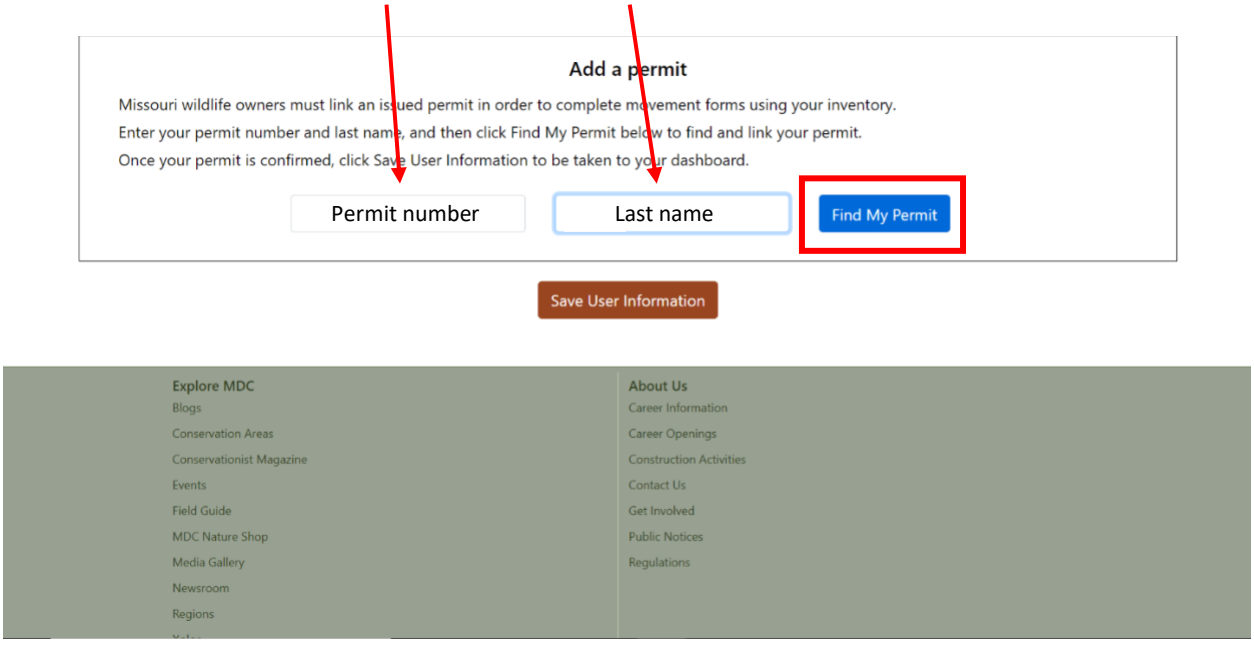


Back to Table of Contents

2. Class III Wildlife Breeders and Big Game Hunt Preserves should click the "Permit Holder" button.

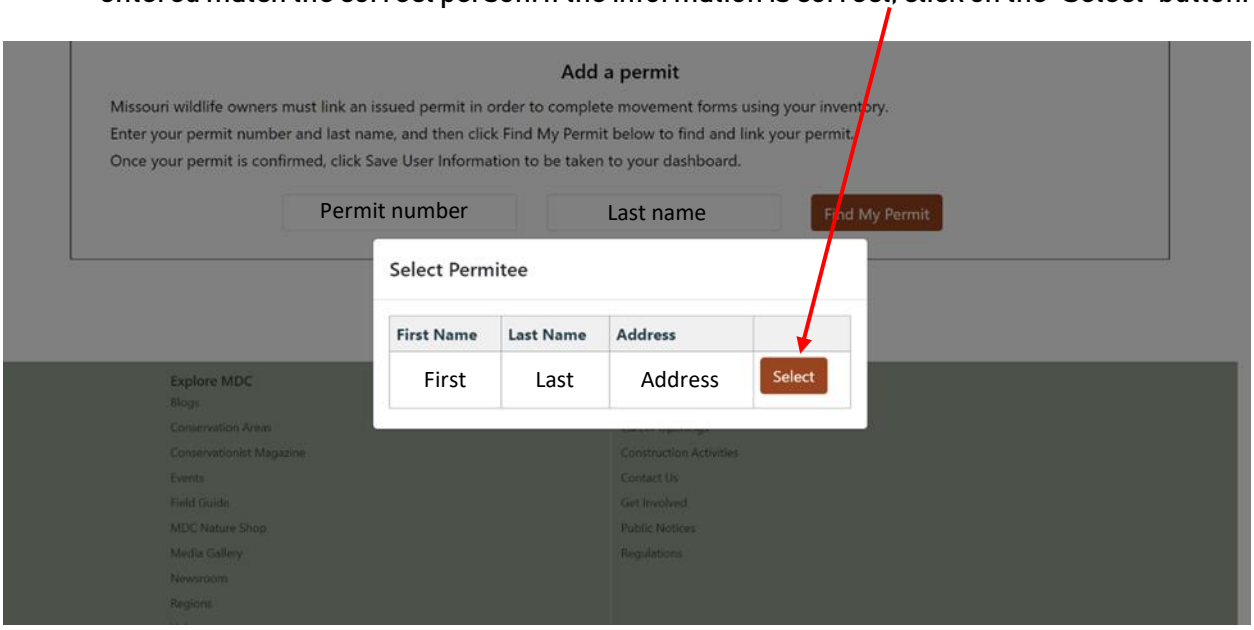


3. Enter the required Permit Number and Last Name of the permittee. Then click "Find My Permit".

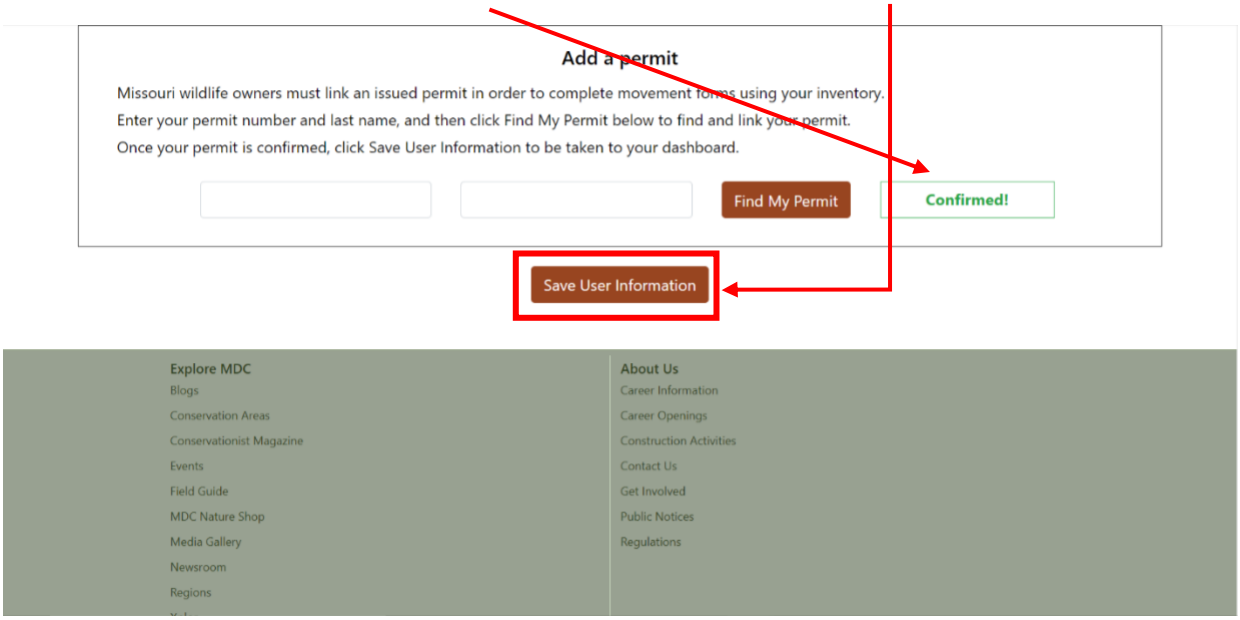


Back to Table of Contents

4. The screen appearing now is for confirmation that the permit number and last name entered match the correct person. If the information is correct, click on the "Select" button.



5. The screen should show "Confirmed!". Click on the "Save User Information" button.

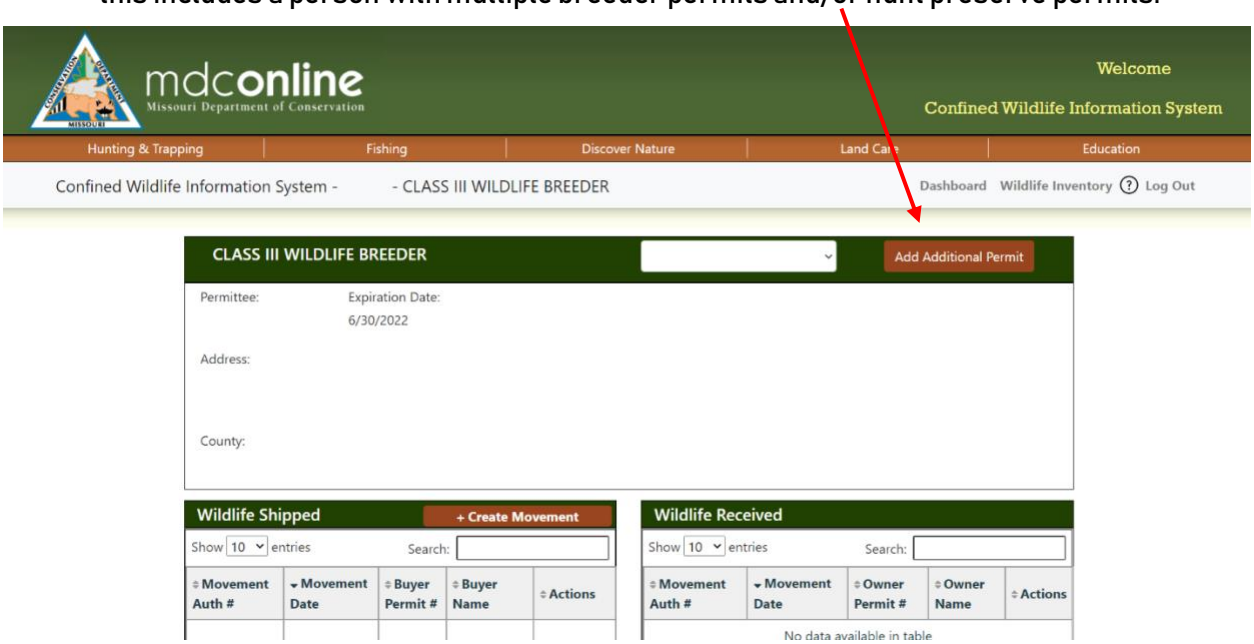


Back to Table of Contents

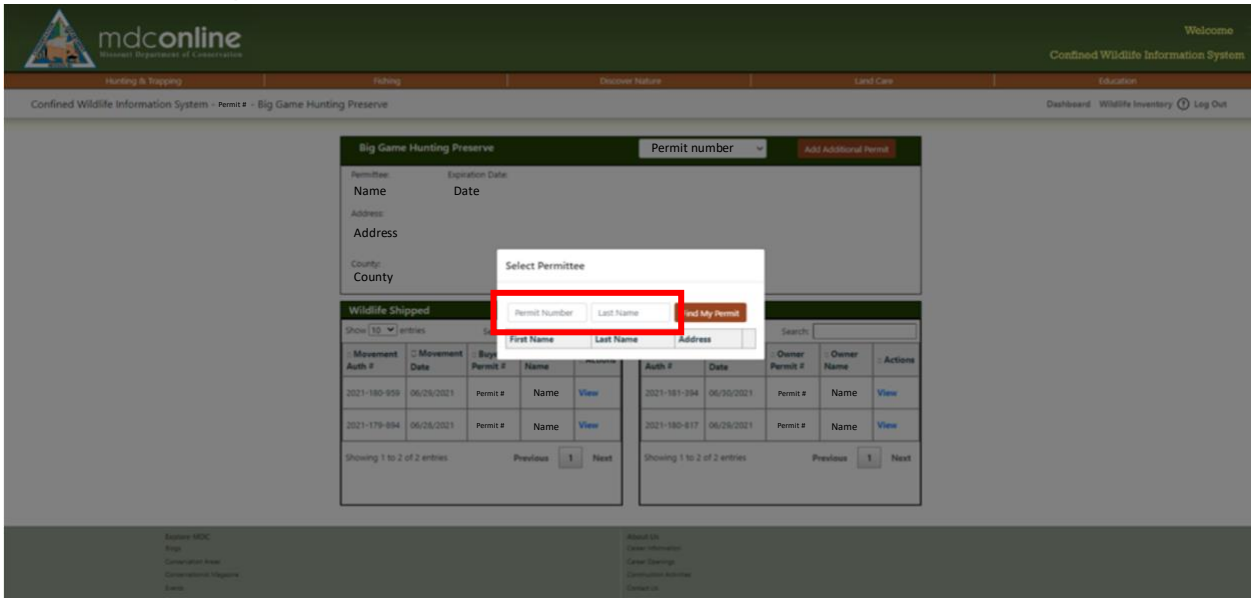
Additional Permits

The Dashboard page will allow for adding additional permits to the same user account in the event you have more than one confined wildlife permit.

1. Additional permits can be linked using the "Add Additional Permit" button to the same login page, which will allow a permit holder to toggle between multiple permits. An example of this includes a person with multiple breeder permits and/or hunt preserve permits.

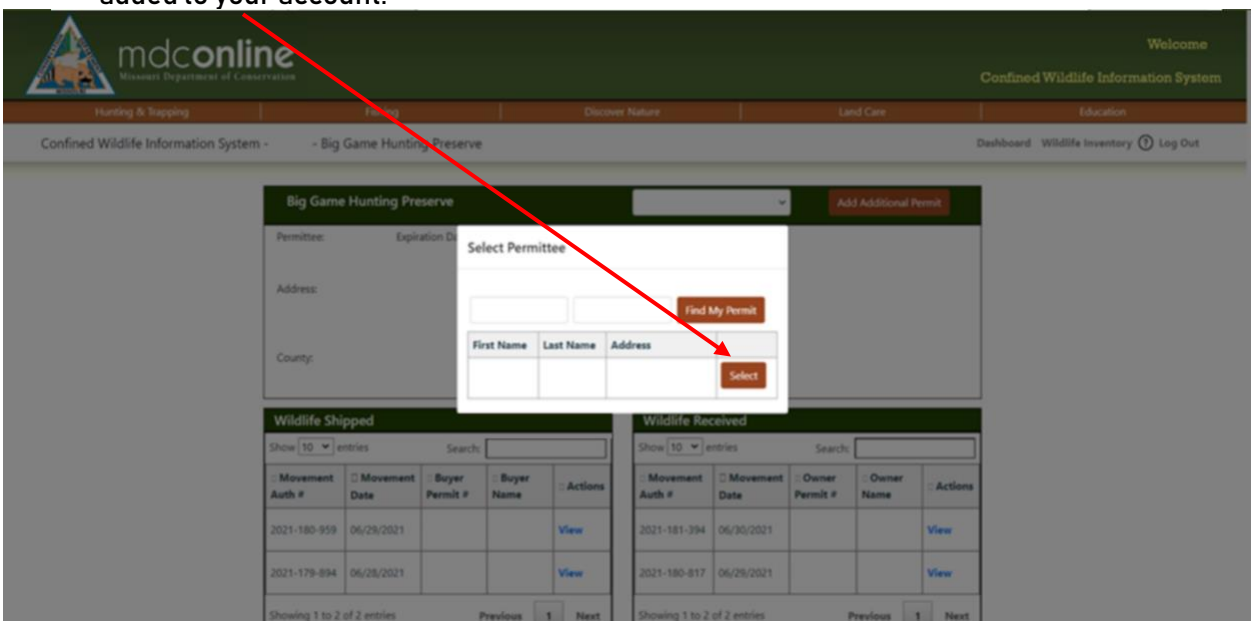


2. From here you can enter the Permit Number and Last Name associated with your additional permit.

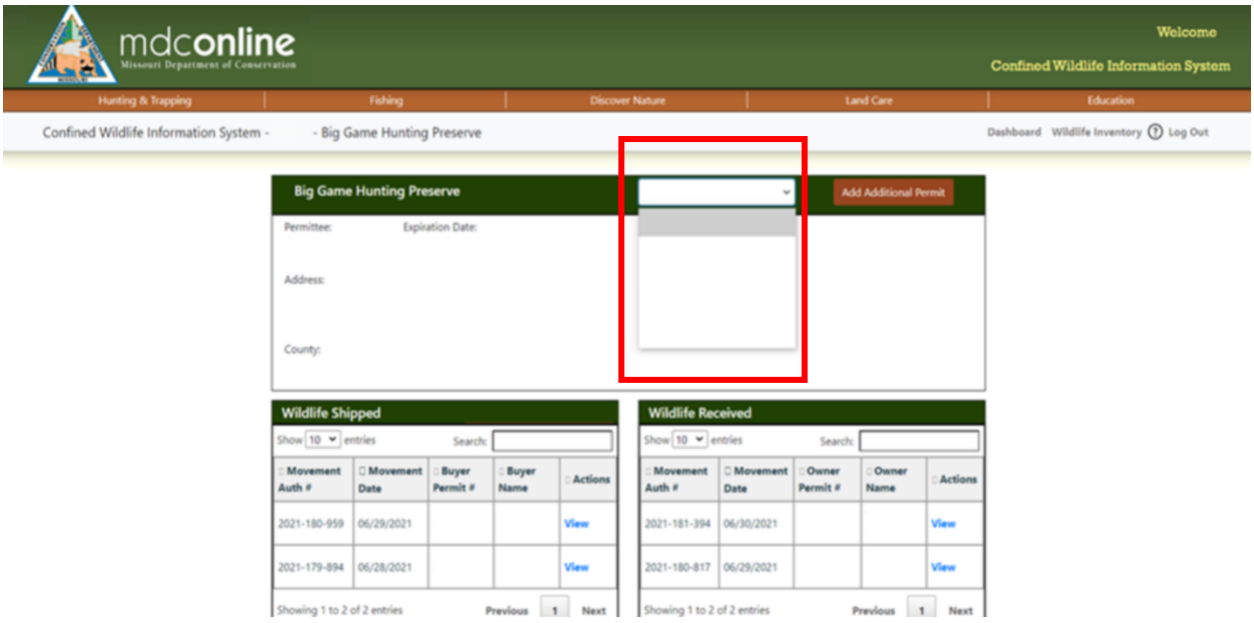


Back to Table of Contents

3. Once you have identified your second permit, you will click select and this permit will be added to your account.



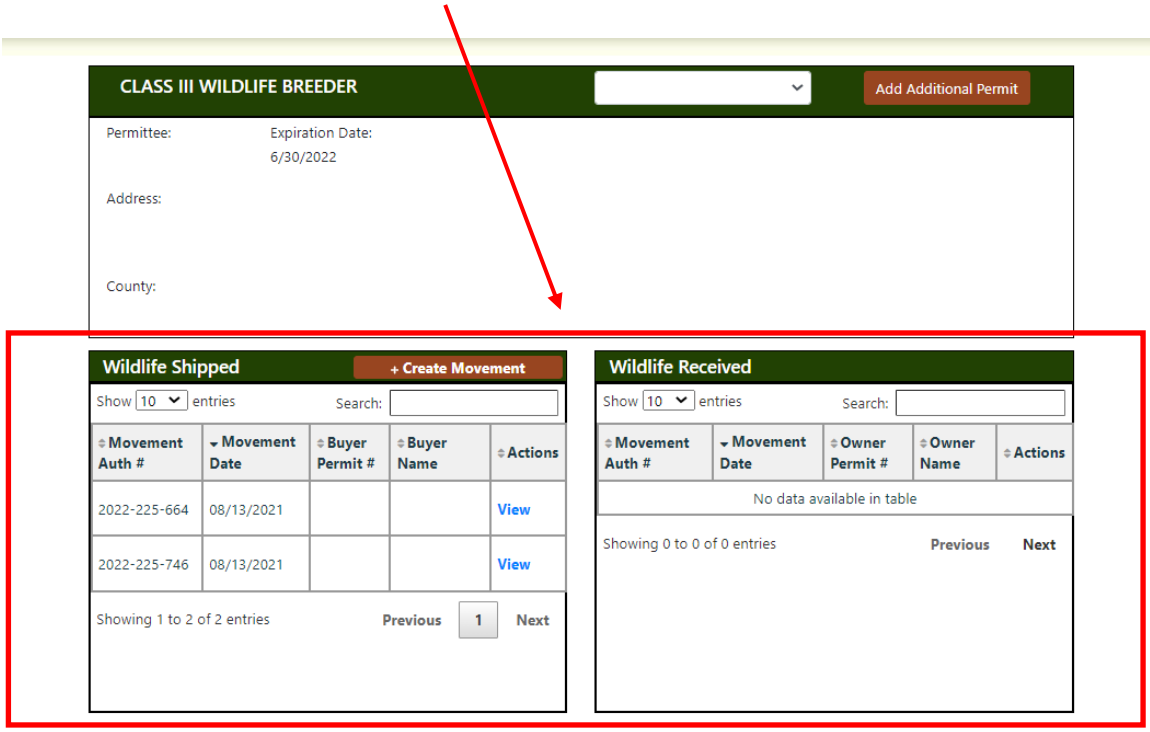
4. After you click select, your permit will be added to your account, and you can toggle between your permits from the drop down.



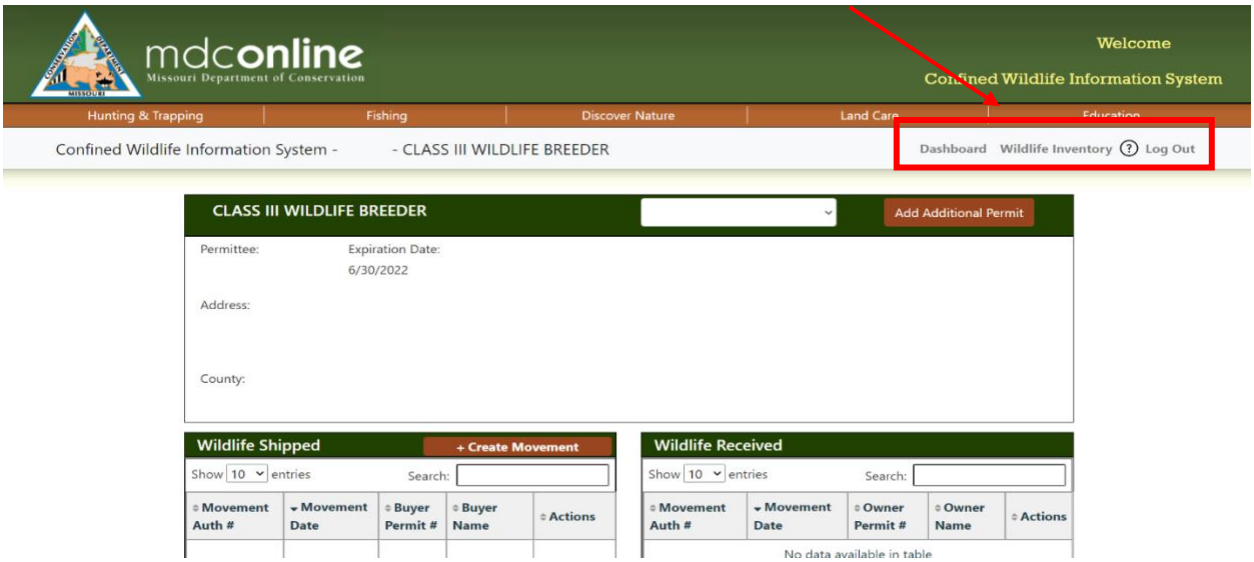
Back to Table of Contents

Welcome to the "Dashboard" page.

Wildlife movements can be created and viewed from the Dashboard for both shipped and received animals.



Links are included on the right side of the title bar for easy navigation between the Dashboard (where you will go to view and create movements) and Wildlife Inventory (where you will go to edit your inventory and view/submit lab submissions and results). The other link is to Log Out when you are finished working within the app.

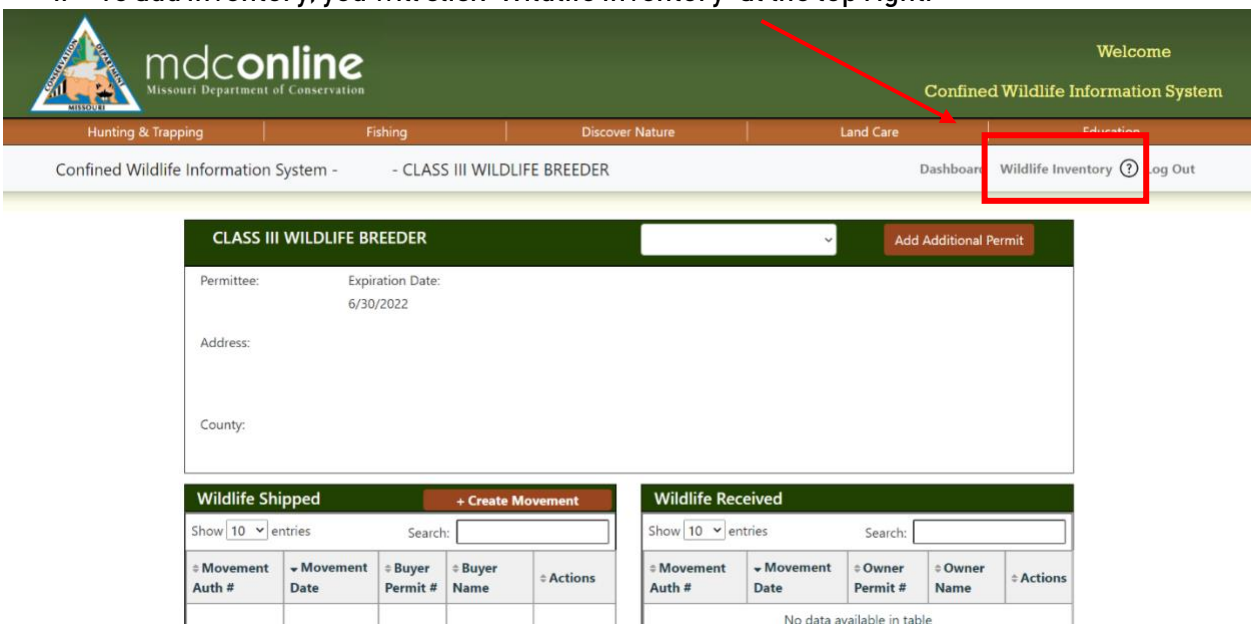


Back to Table of Contents

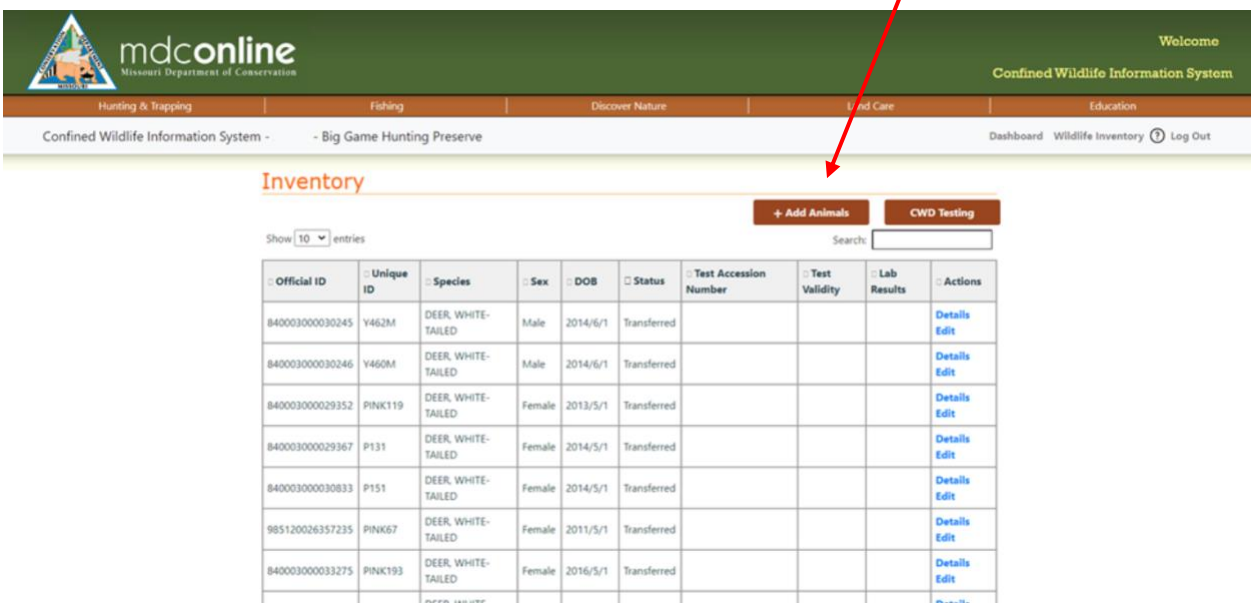
Existing User

Inventory

1. To add inventory, you will click "Wildlife Inventory" at the top right.

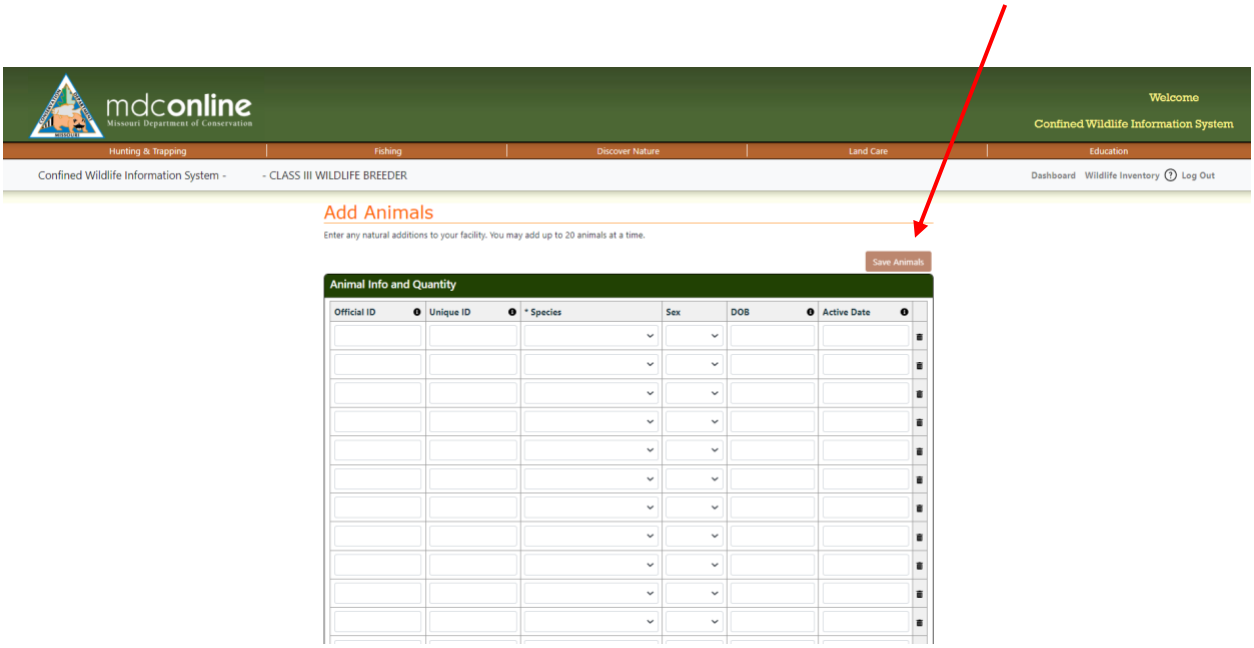


2. When adding a new animal, you will click the "+ Add Animals" button.



Back to Table of Contents

3. From here you will enter the animals Official ID, Unique ID (which will be the animals Dangle tag – your Herd Certification #), Species, Sex, DOB (if known – if not known, enter estimated birth date), and Active Date. You will then click the "Save Animals" button which will bring you back to your inventory.
   Note: Must have one form of ID to submit lab results.



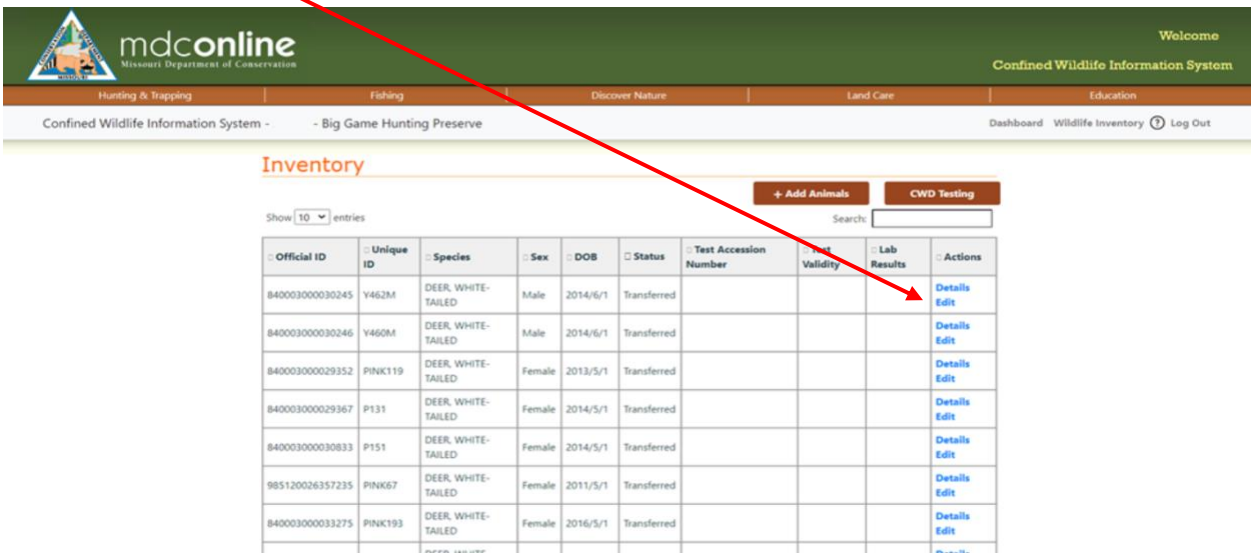
If No Exact Birthday is Known:

- If no birth date is known, then you will need to estimate date of birth to the best of your abilities.
- If, for any reason, you need to change an animal's birthday, you will need to call MDC.
  - You can call MDC 10AM – 12PM; 1PM – 2PM Monday - Friday for software assistance from the Veterinary Administrative Assistant at (573) 522 – 4115 ext. 3272.

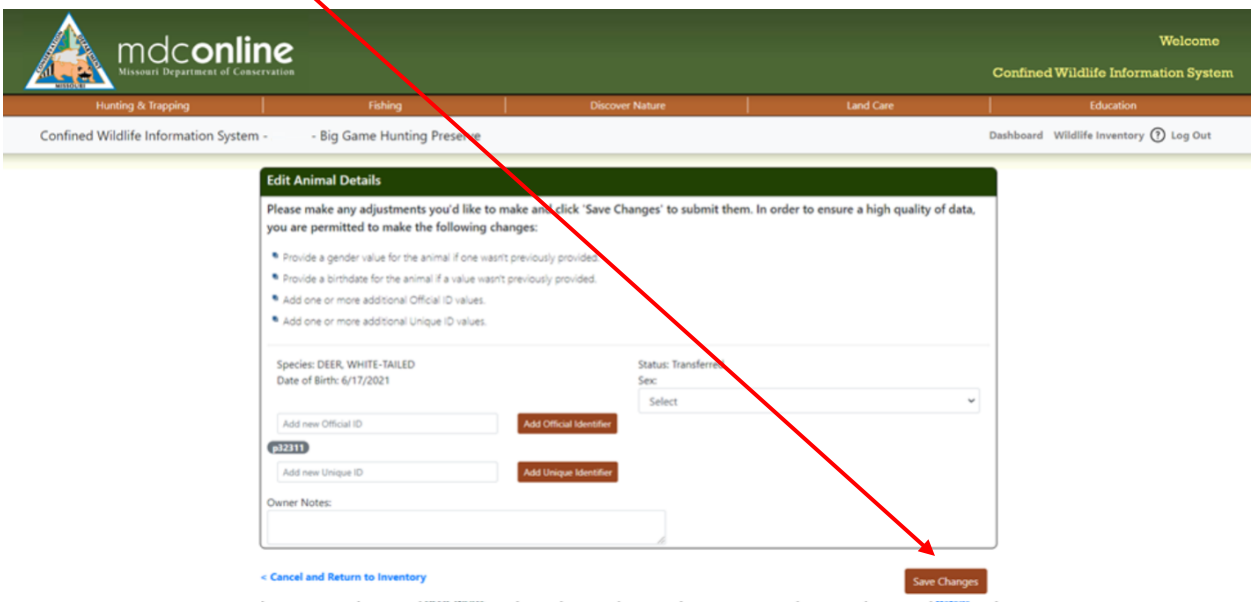
Back to Table of Contents

Editing Animal Information

1. You can make changes to your inventory by going back to the "Wildlife Inventory" at the top right.
2. Once on your inventory main page you will click edit for the animal whose information you want to edit.



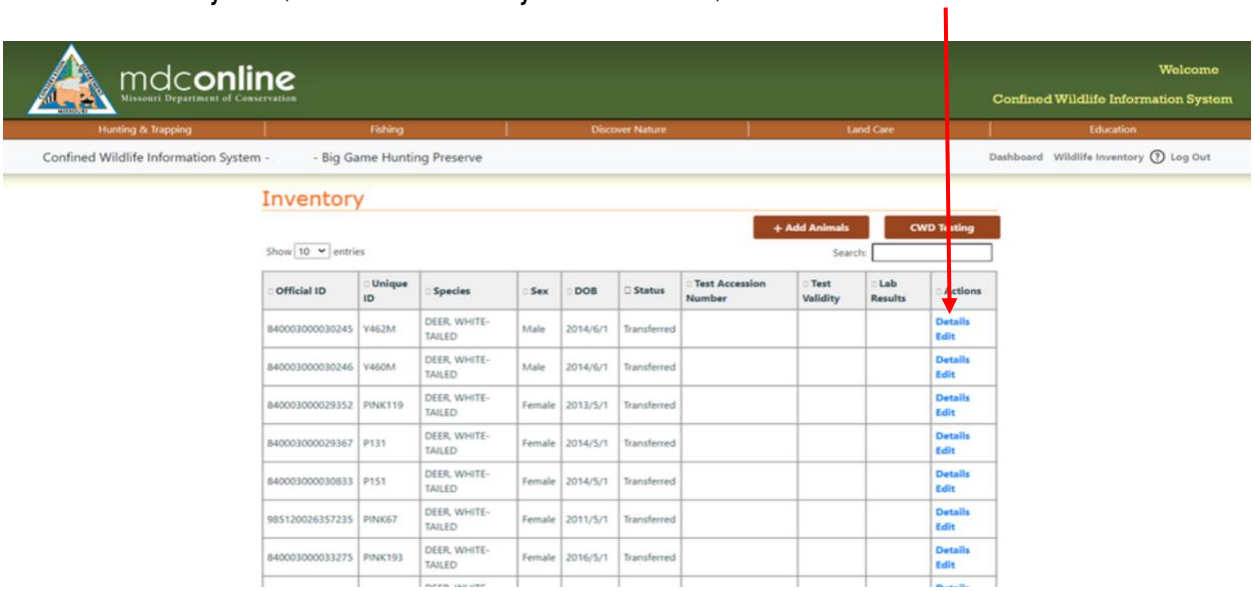
From here you will be able to edit ID's (both Official and Unique). You can also add the sex, date of birth, and notes on an animal on this page. When you are done editing you will click the "Save Changes" button.



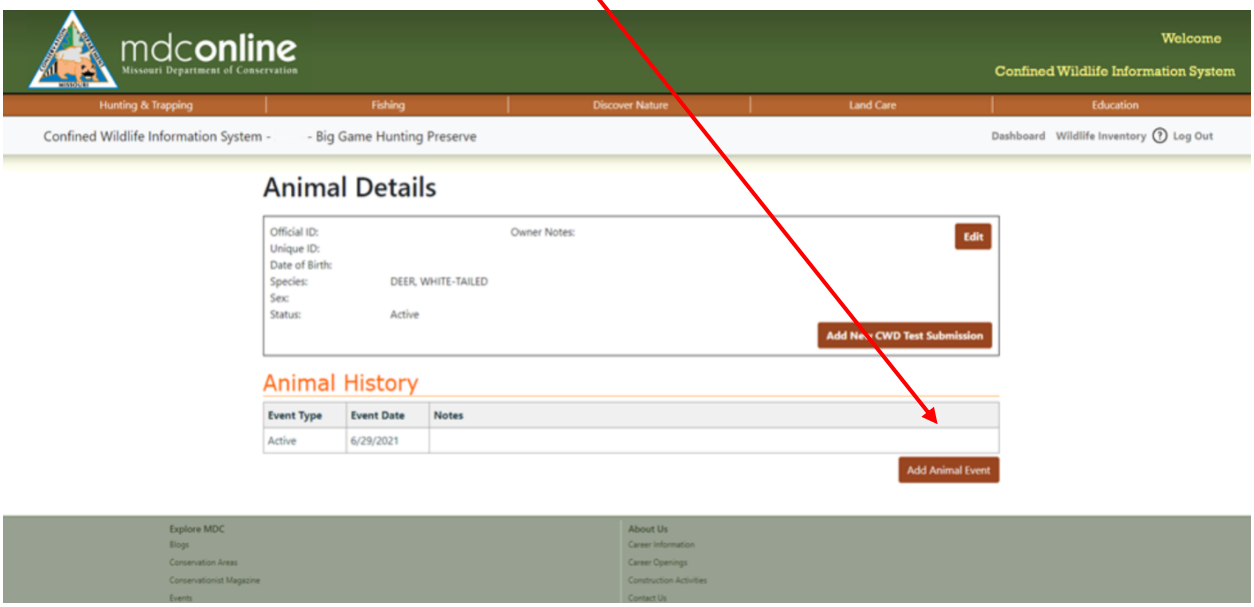
Back to Table of Contents

Animal Life Events (Escapes and Deaths)

1. If you want to add an event such as an escape or death you will go back to the "Wildlife Inventory" and, under the animal you wish to edit, click on "Details".

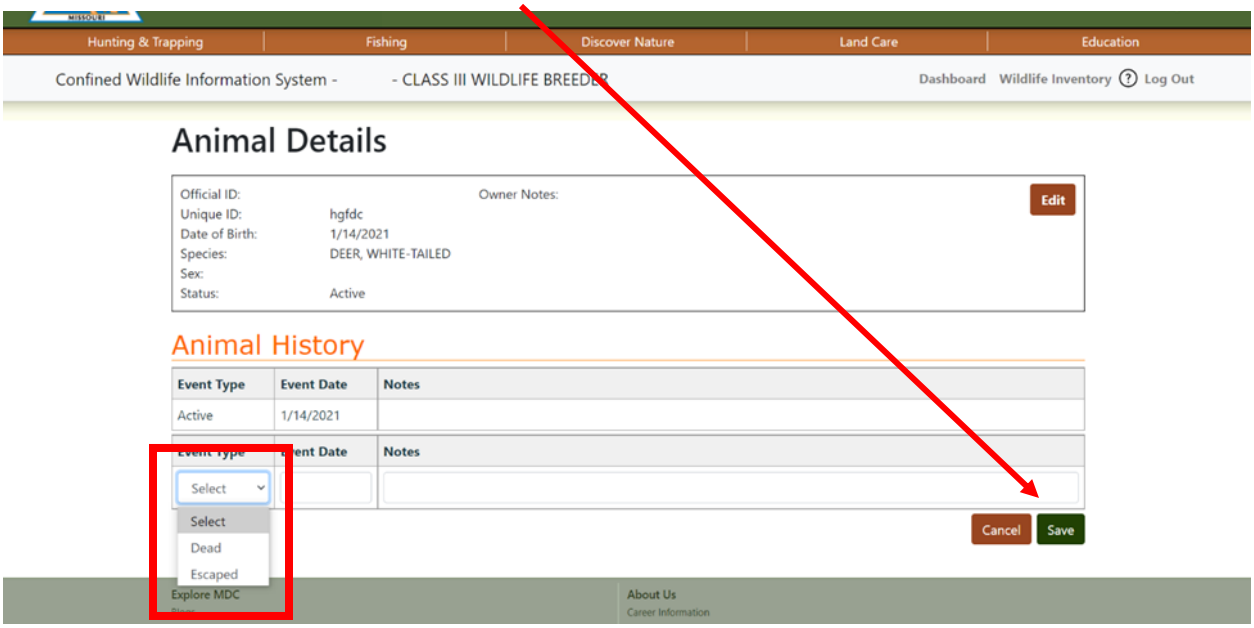


2. From here you will be able to add events under the animal history section. To add an event, click the "Add Animal Event" button.



Back to Table of Contents

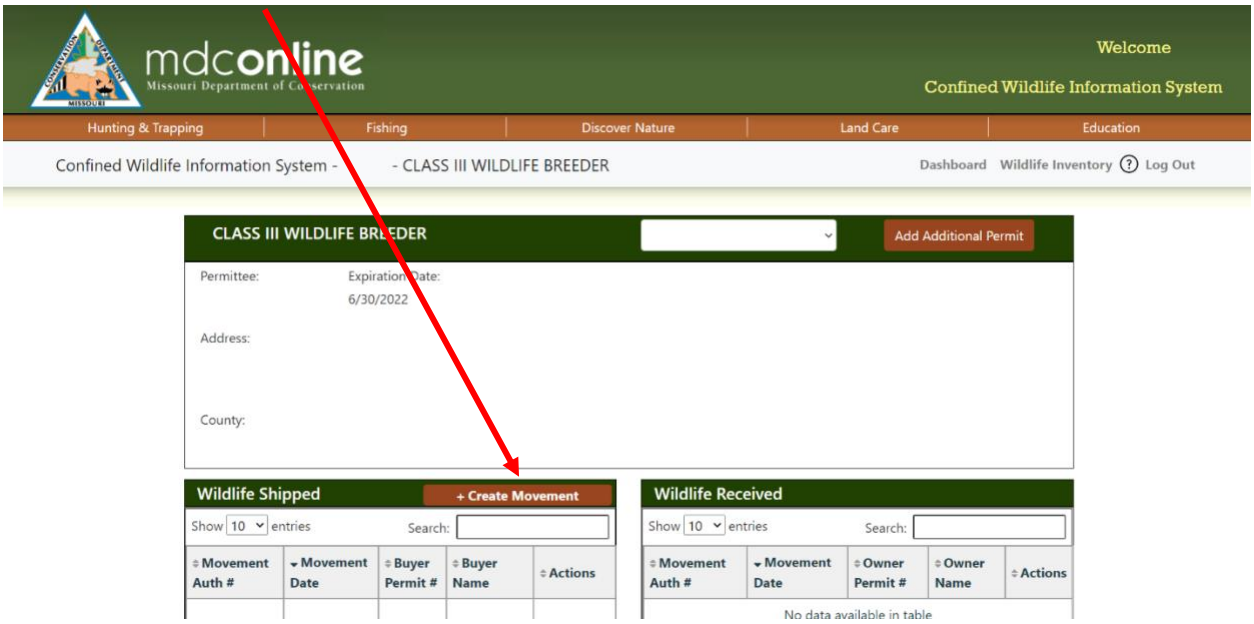
3. Select the event type from the drop-down and add the event date. When you are finished, press the "Save" button.



4. If an animal is marked as escaped, you will need to call MDC.

Generating Movement Certificates

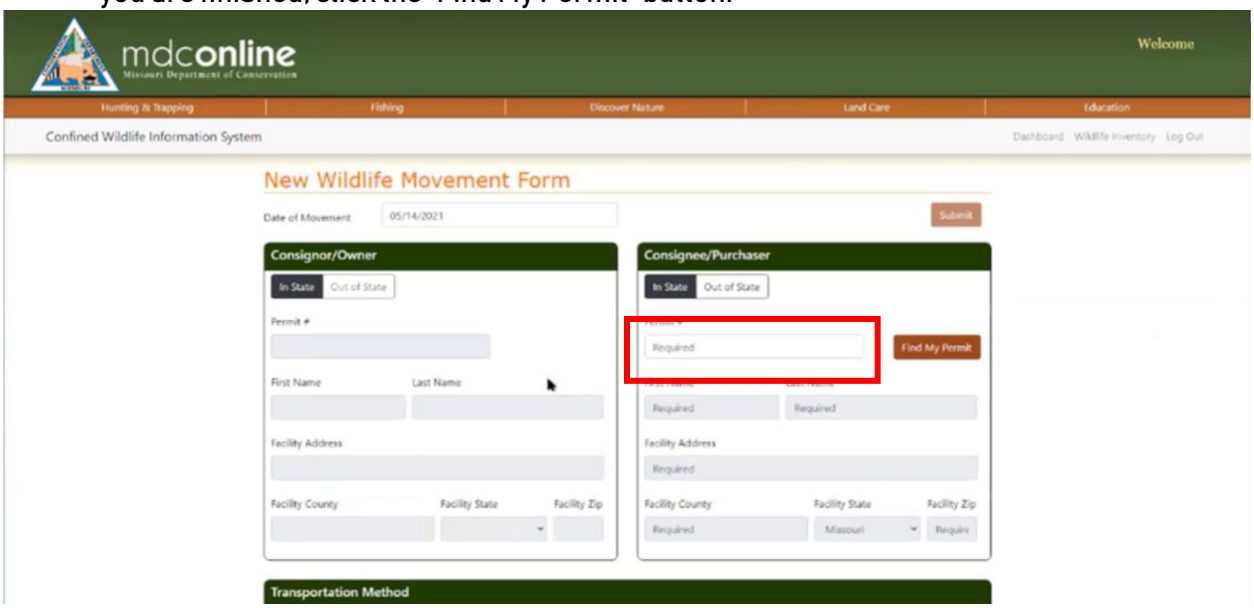
1. From the Dashboard you will click "+ Create Movement" in the Wildlife Shipped section.



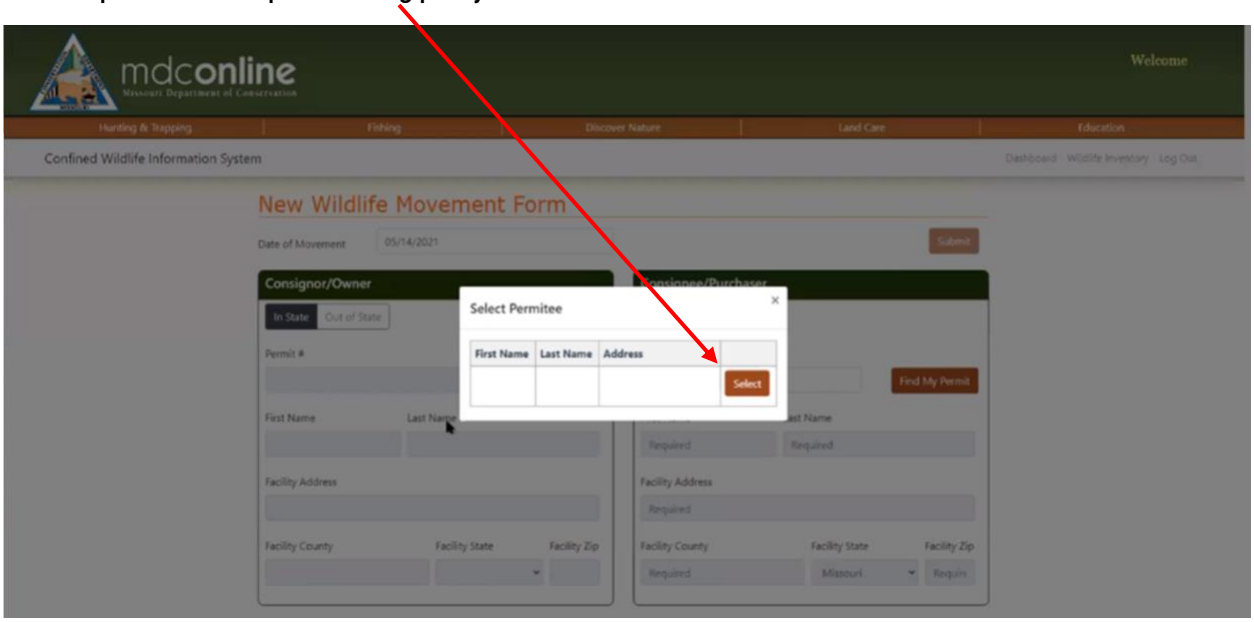
From here you will find the New Wildlife Movement Form page.

Back to Table of Contents

2. If you are moving an animal to a permit holder within the state, under "Consignee/Purchaser" you will enter their permit number in the "Permit #" field. When you are finished, click the "Find My Permit" button.

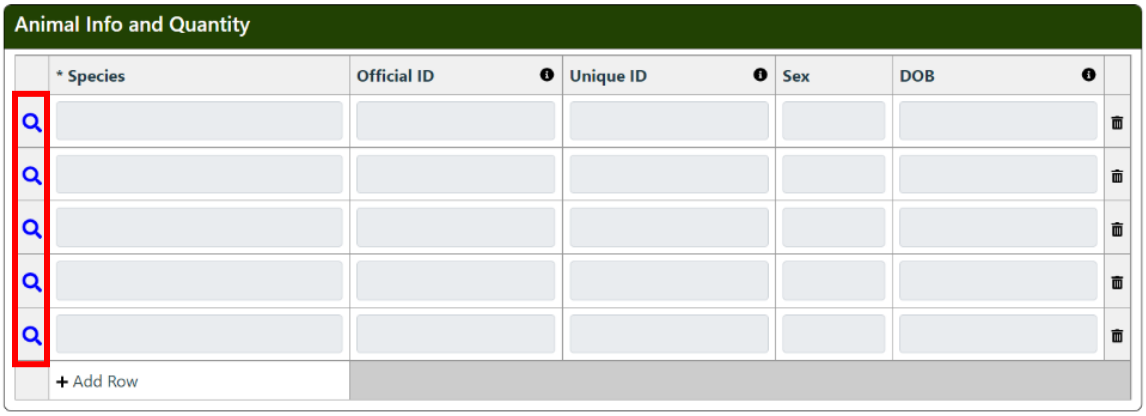


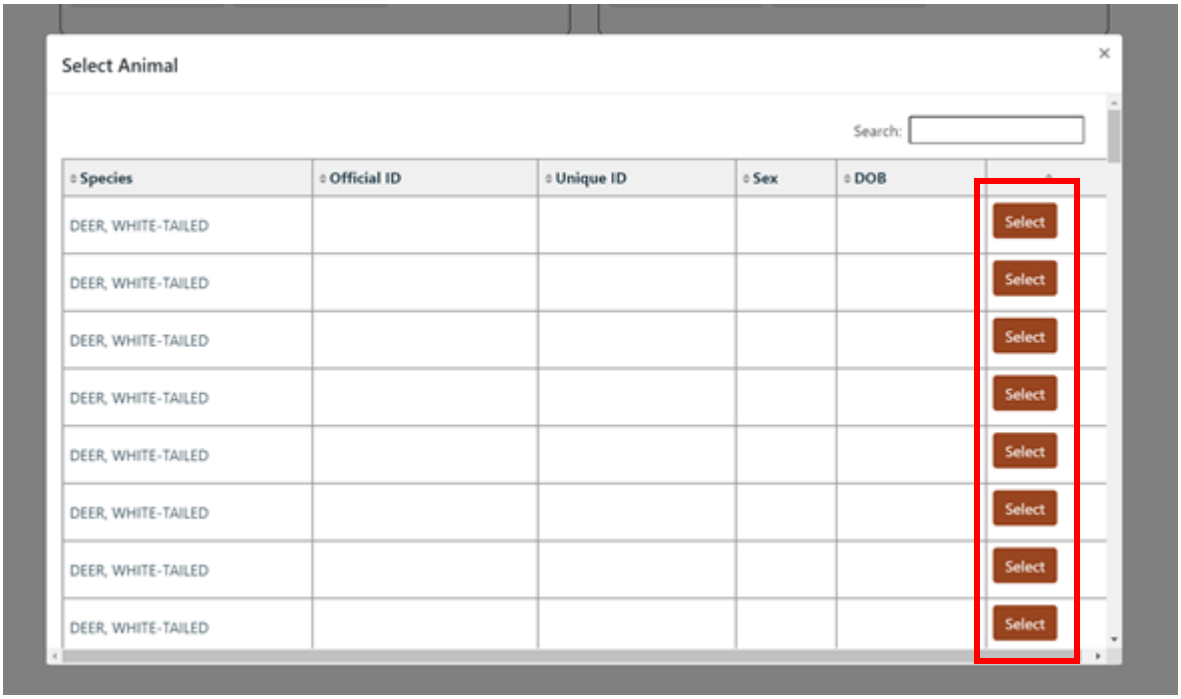
3. You will be met with a prompt screen where you will click "Select" next to the correct permit of the purchasing party.



Back to Table of Contents

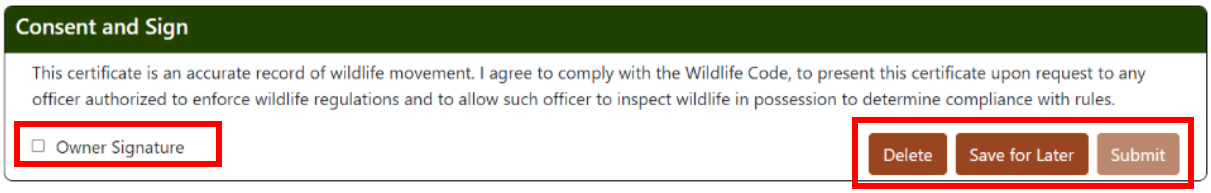
4. From here you will be able to add individuals from your inventory to be shipped. You will go under "Animal Info and Quantity" and click the magnifying glass 🔍. You will then be able to select which animal to ship.

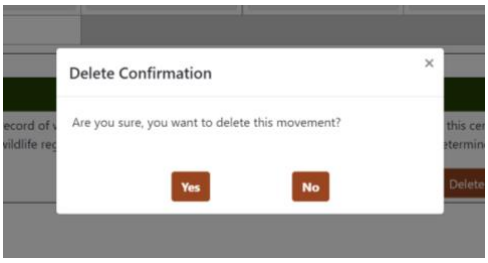




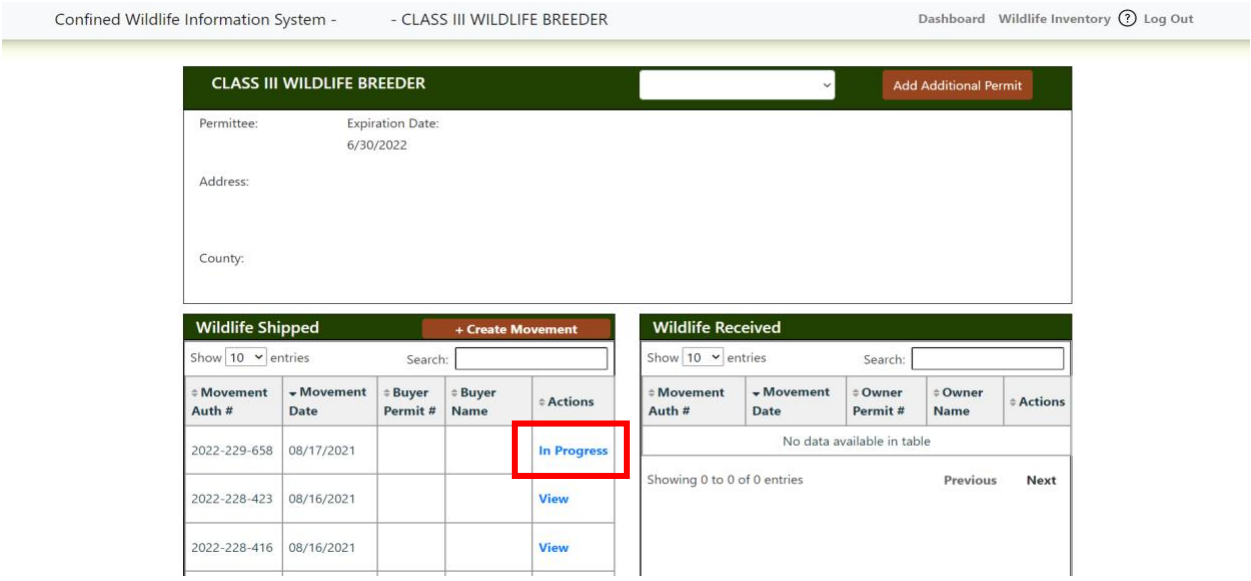
Back to Table of Contents

5. Proceed to the "Consent and Sign" section where you will click the box next to owner signature and then click submit. You can also click "Save for Later" if you would like to save your progress and come back to it later. If you would like to delete the movement certificate, you can click "Delete". Upon clicking delete you will be met with a pop-up verifying that you would like to delete the movement certificate.





If you decide to save for later, you can access the movement certificate later by going back to the dashboard. From here you will see the movement certificate in the Wildlife Shipped table. Click "In Progress" to access the movement certificate you want to continue working on.



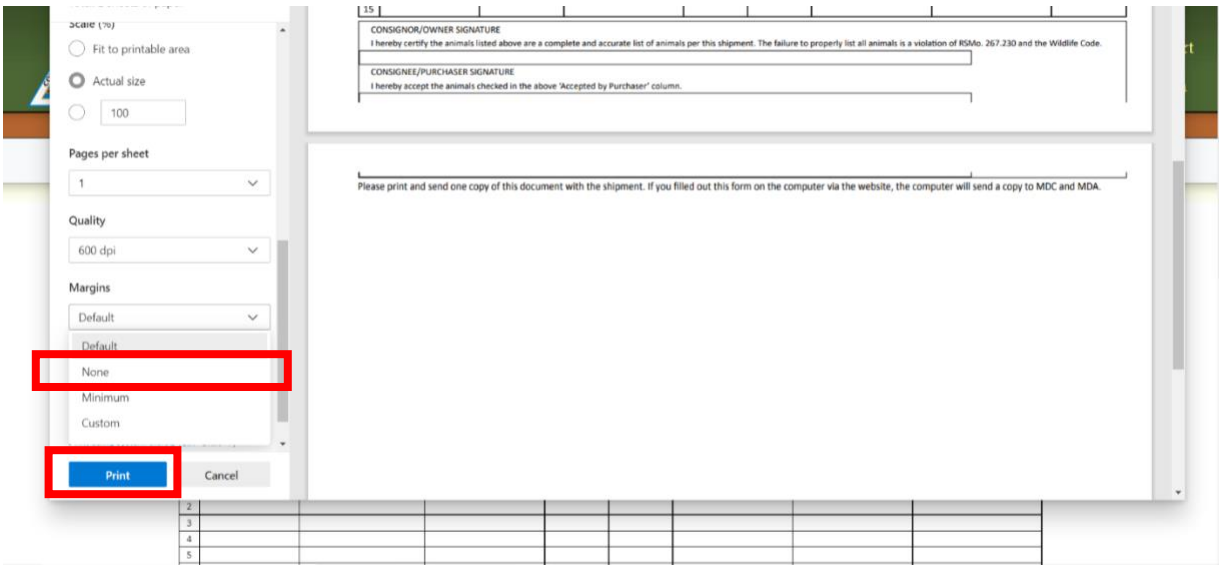
From here you will be able to see your movement certificate. At this point, the animal will remain in your inventory until the purchaser receives and accepts the animal.

Back to Table of Contents

6. You can decide to either print or save the Movement Certificate on your computer as a PDF. To Start, click the "Print Form" button on the top left side of the screen.

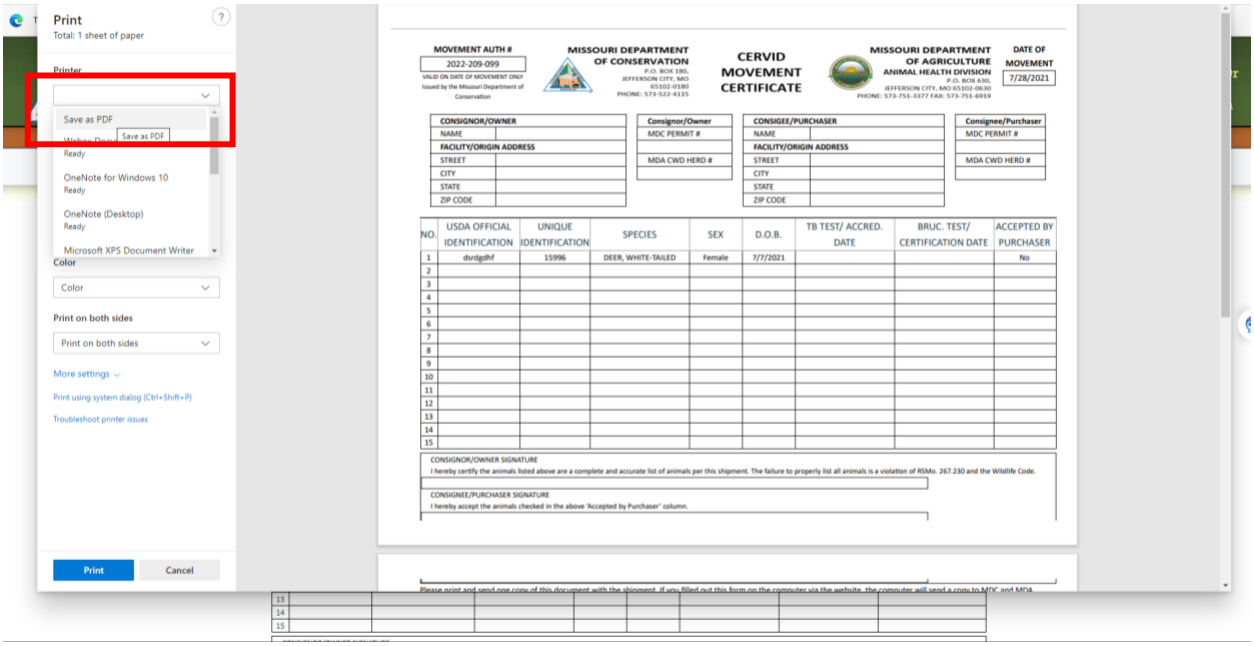
7. If you would like to print the movement certificate on one page you would go to "More Settings".

8. Under Margins select "None". Then click "Print" when you are ready to print.

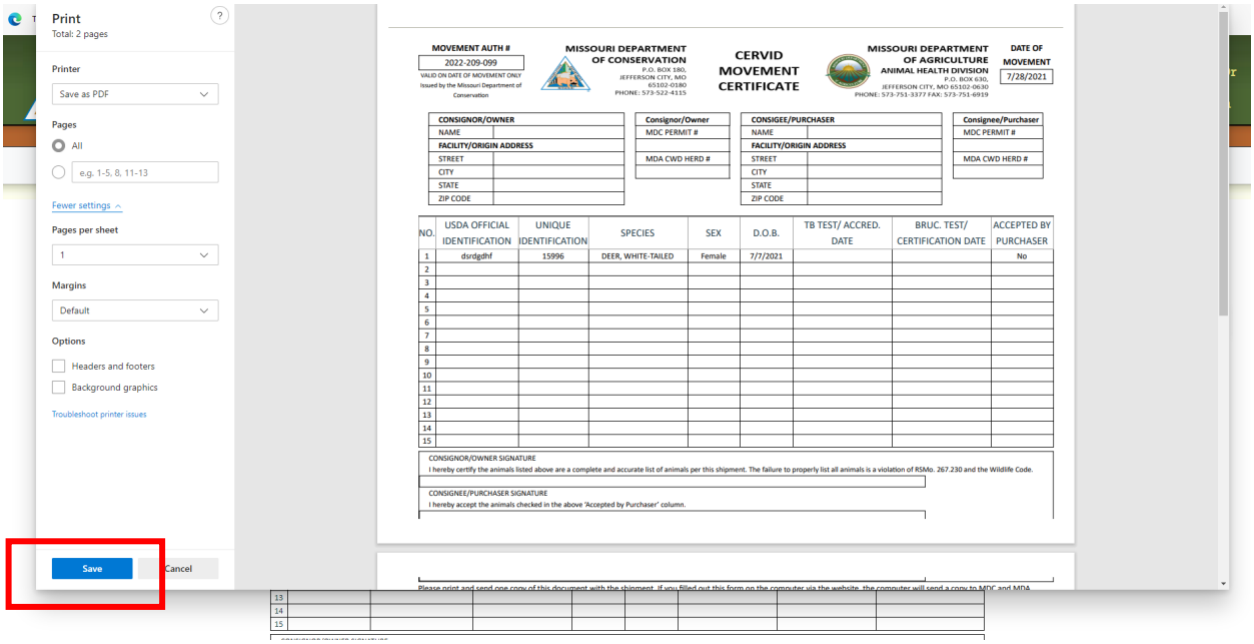


Back to Table of Contents

9. If instead you would like to save the document as a PDF on your computer, you can choose from the printer drop-down “Save as PDF”.

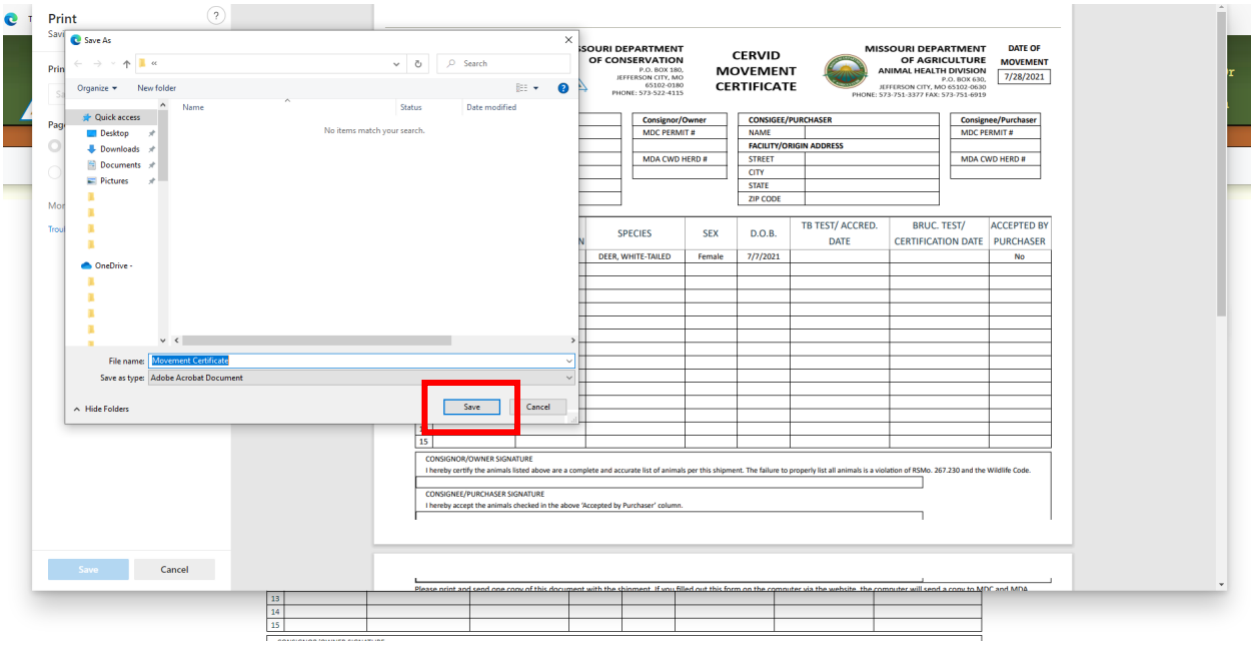


10. When you have chosen your desired specifications, you will click the “Save” button at the bottom left.



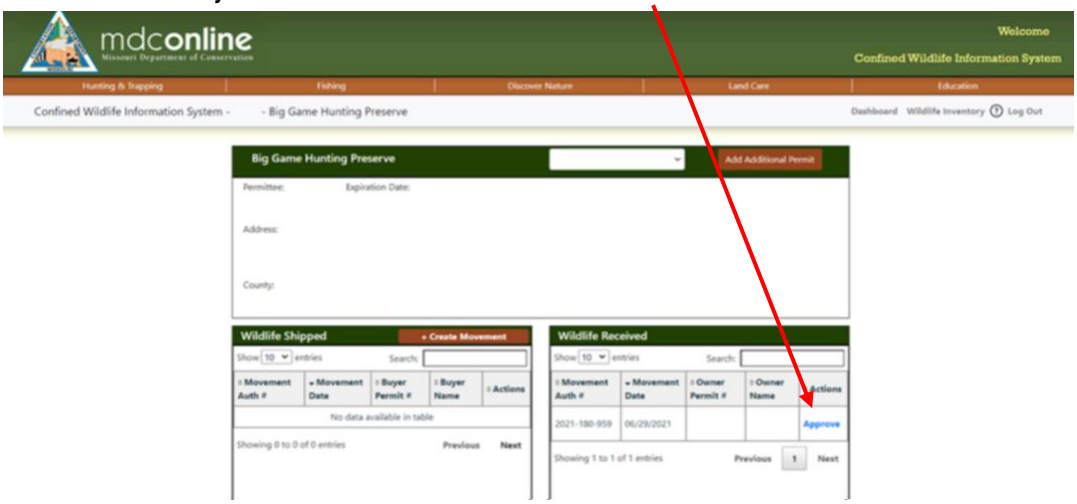
Back to Table of Contents

11. When you click save you will decide where you would like to save it on your computer (we recommend creating a movement certificate folder). You will also decide how to name your movement certificate so you can easily find it. We recommend including the date and buyer name in the PDF name. When you are finished, click "Save".
    a. Example: MovementCertificate_07_28_2021_BuyerName



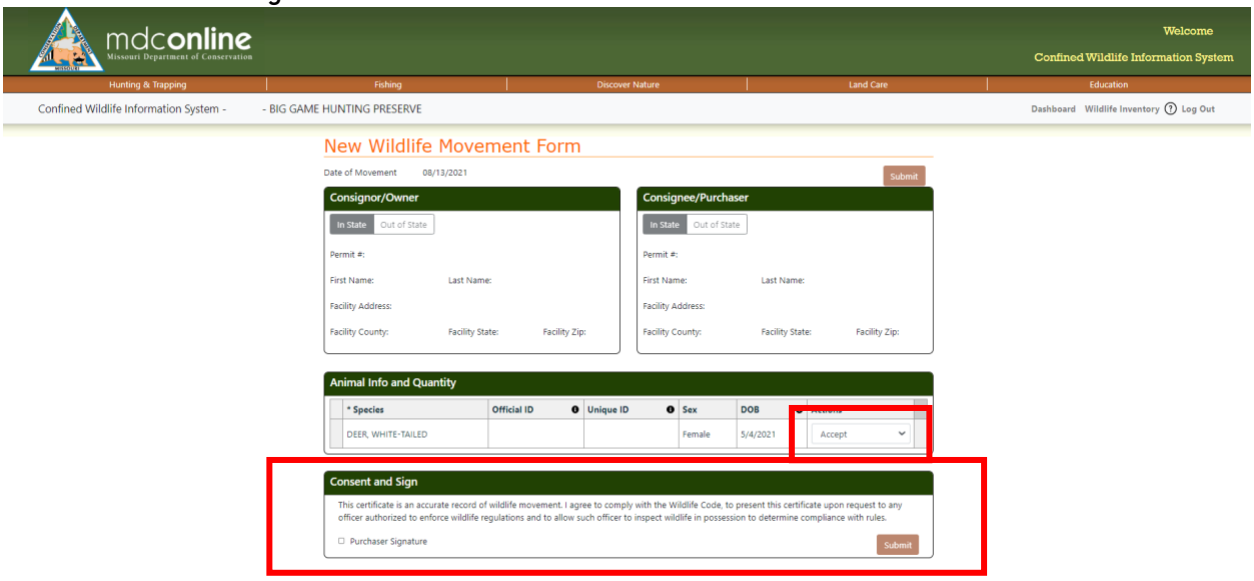
Accepting Inventory

1. Go to your Dashboard.
2. From here you will be able to see your wildlife received which will have pending movements (will display as "Approve" in your Wildlife Received table). Click "Approve" this will take you to the New Wildlife Movement Form.

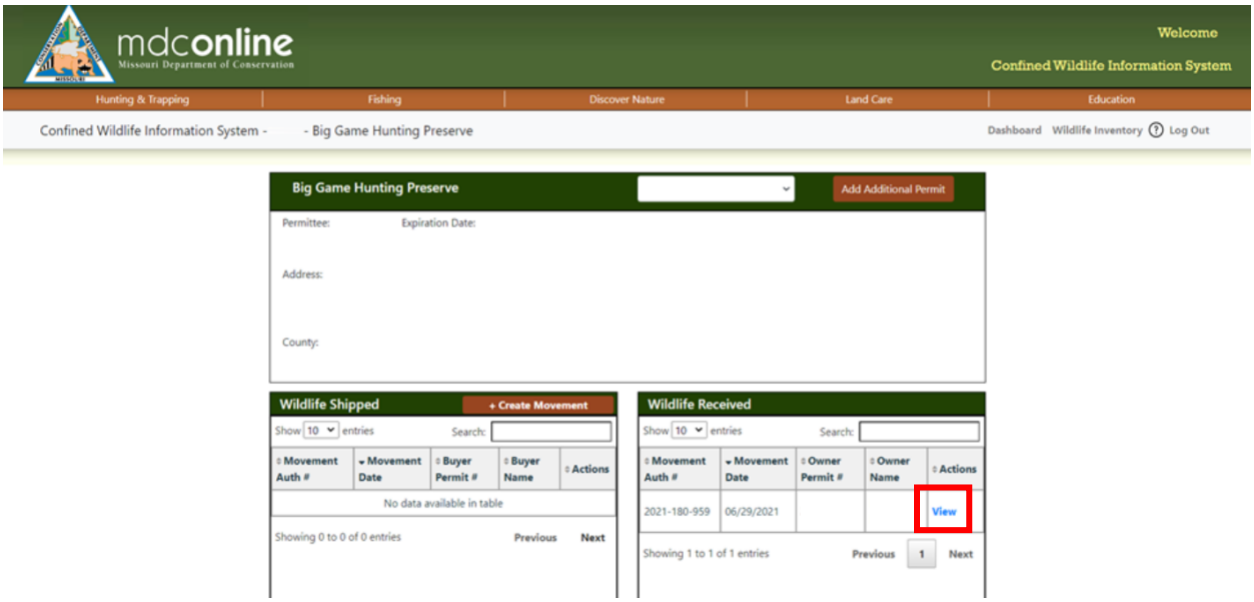


Back to Table of Contents

3. Next you will need to either accept or reject each animal and then click the box next to Purchaser Signature and click the Submit button.



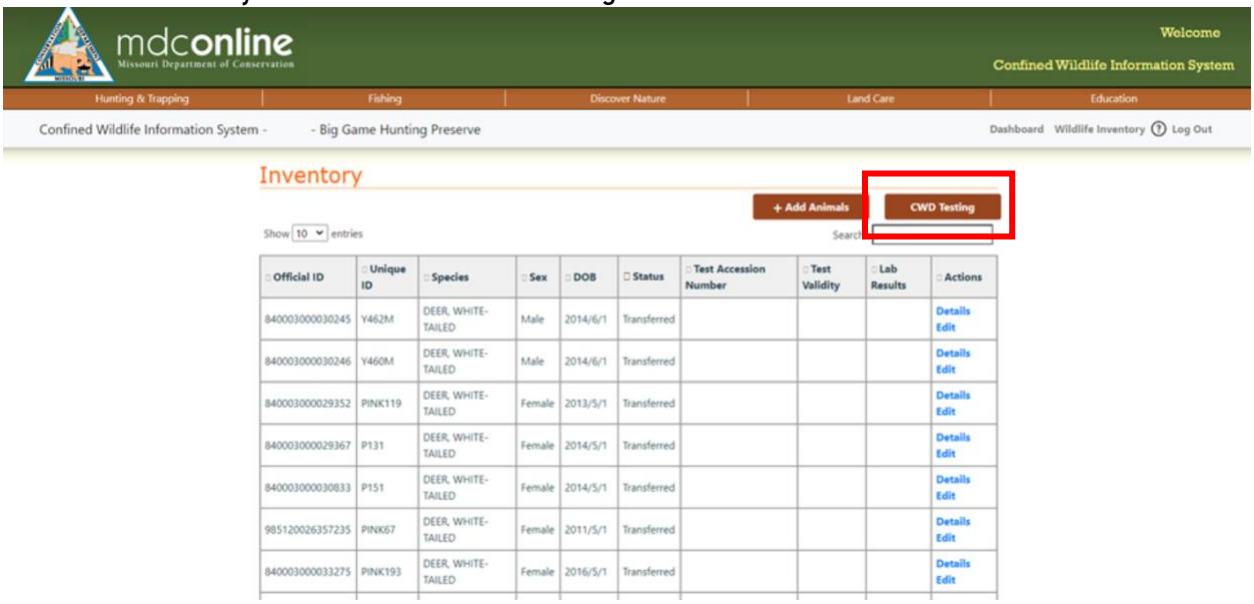
4. Once you submit you will be able to see the movement certificate is completed when you are on the Dashboard.



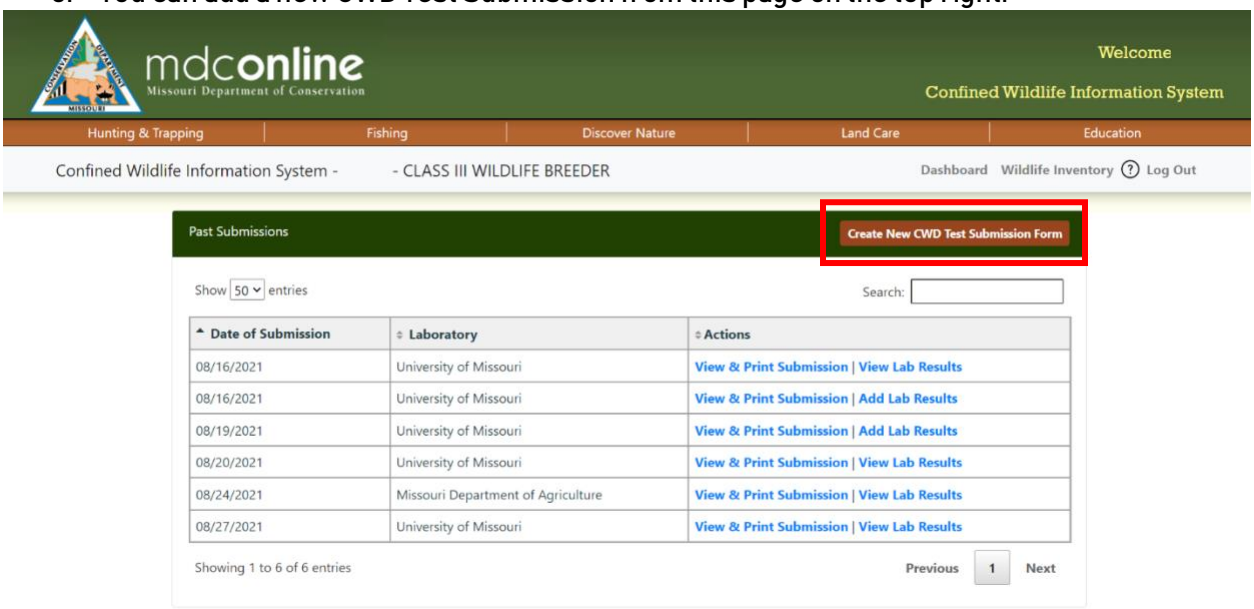
Back to Table of Contents

Lab submissions

1. Go back to the "Wildlife Inventory"
2. From here you will click on "CWD Testing".

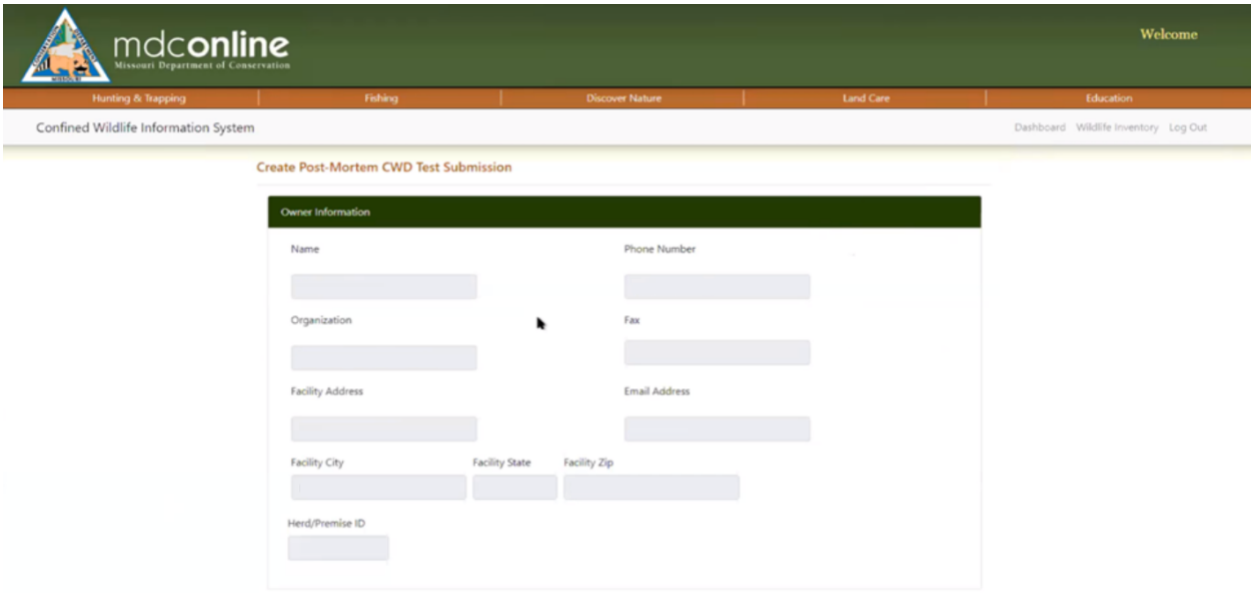


3. You can add a new CWD Test Submission from this page on the top right.

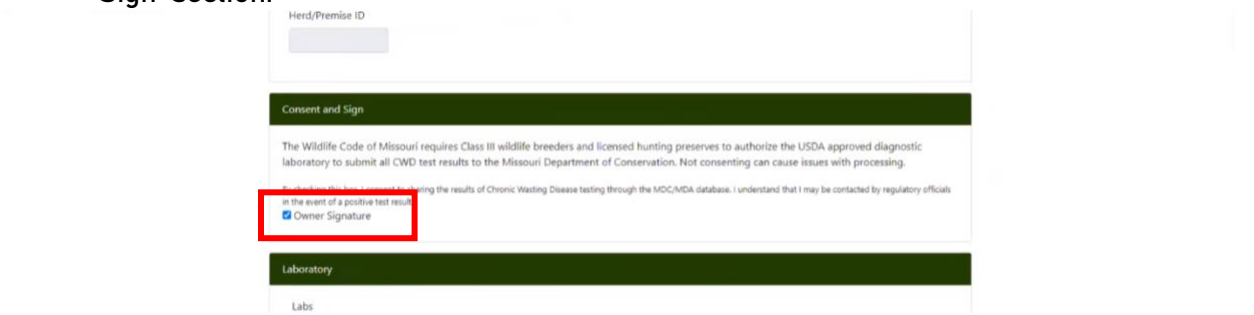


Back to Table of Contents

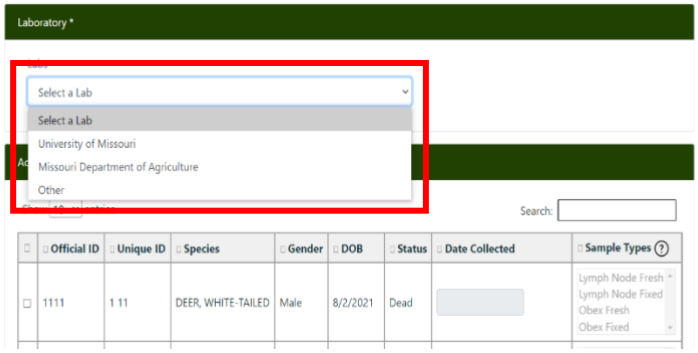
4. When creating a Test Submission, your information will be automatically generated in the Owner Information fields.



5. You will scroll down and click the box next to "Owner Signature" under the "Consent and Sign" section.

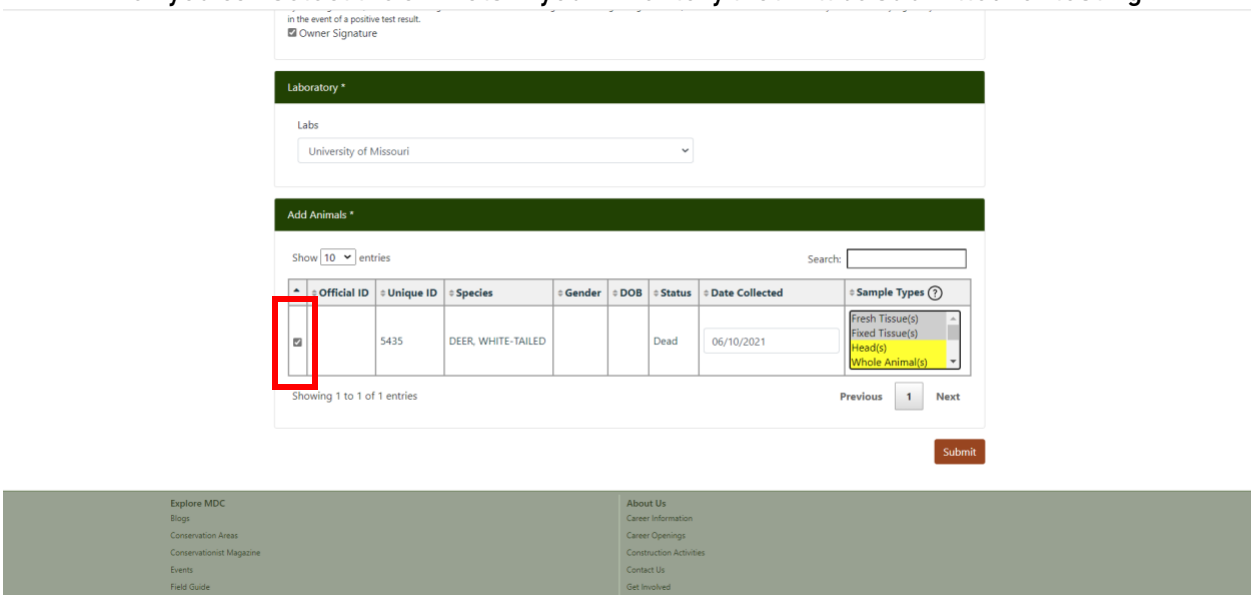


6. Scrolling down to the Laboratory section, you can choose which Laboratory you would like to send your samples to from the drop-down menu.

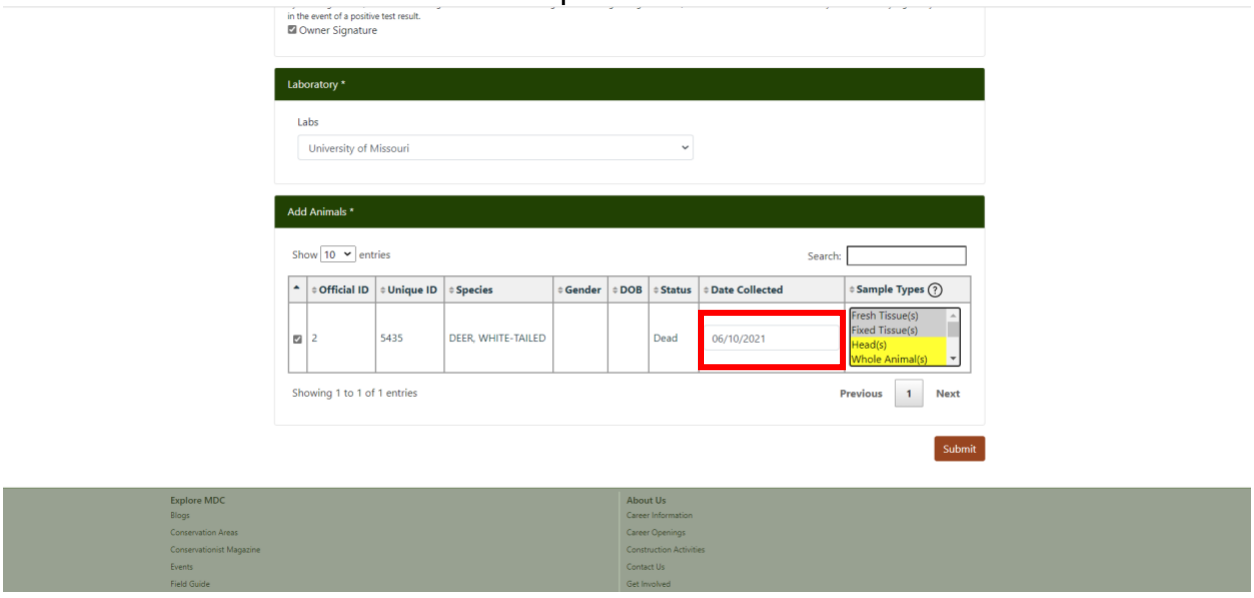


Back to Table of Contents

7. Then you can select the animals in your inventory that will be submitted for testing.

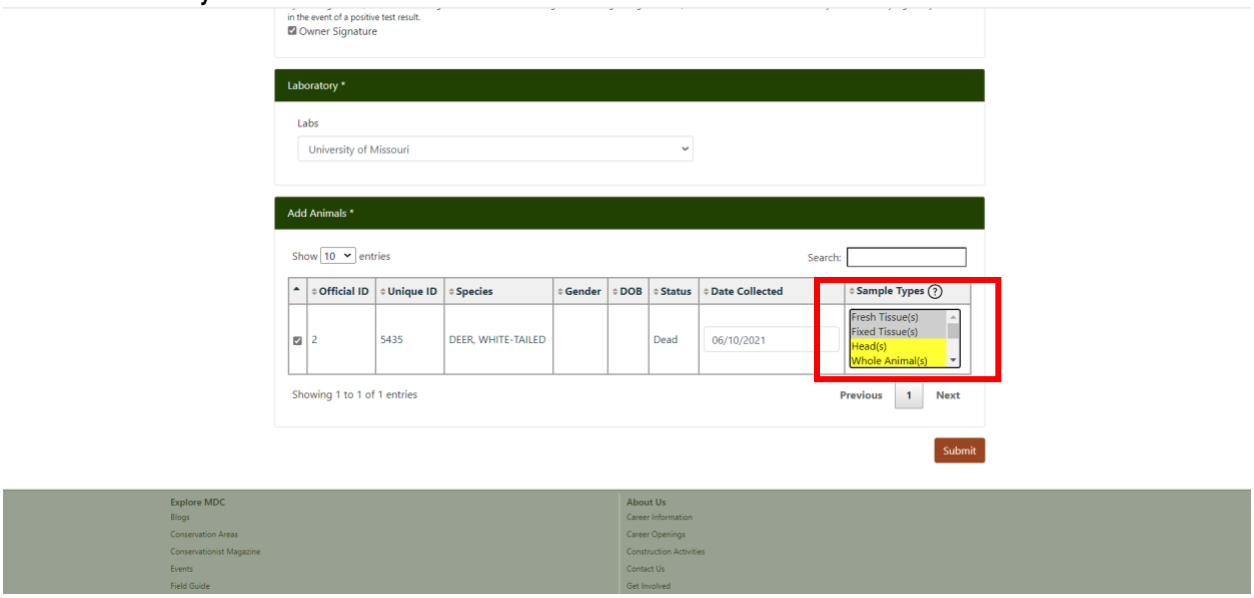


8. You will also fill out the date the samples were collected.

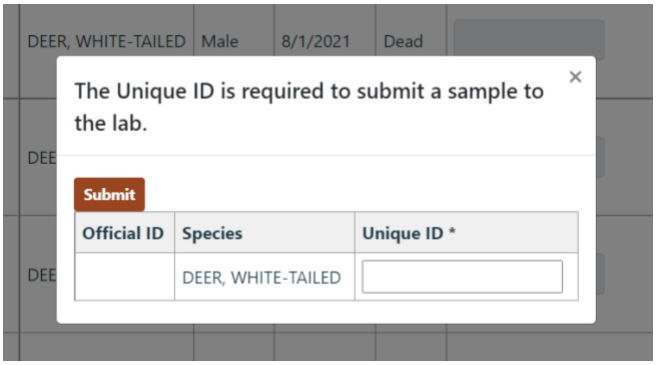


Back to Table of Contents

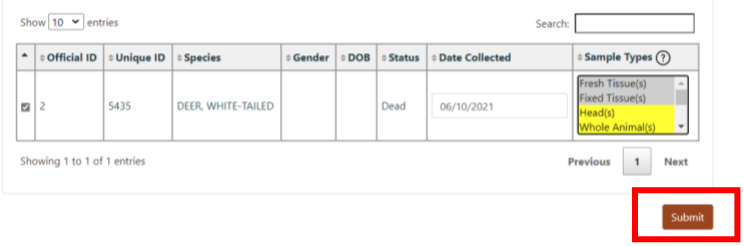
9. Finally, you will select which tissues you are submitting to the lab. You can select multiple tissues by holding down right click and scrolling to which tissues you would like to submit. You can also select multiple tissues by holding shift or control and clicking which sample tissues you will submit.



If your animal is missing a Unique ID, you will need to add a Unique ID (which will be the animals Dangle tag – you Herd Certification #).

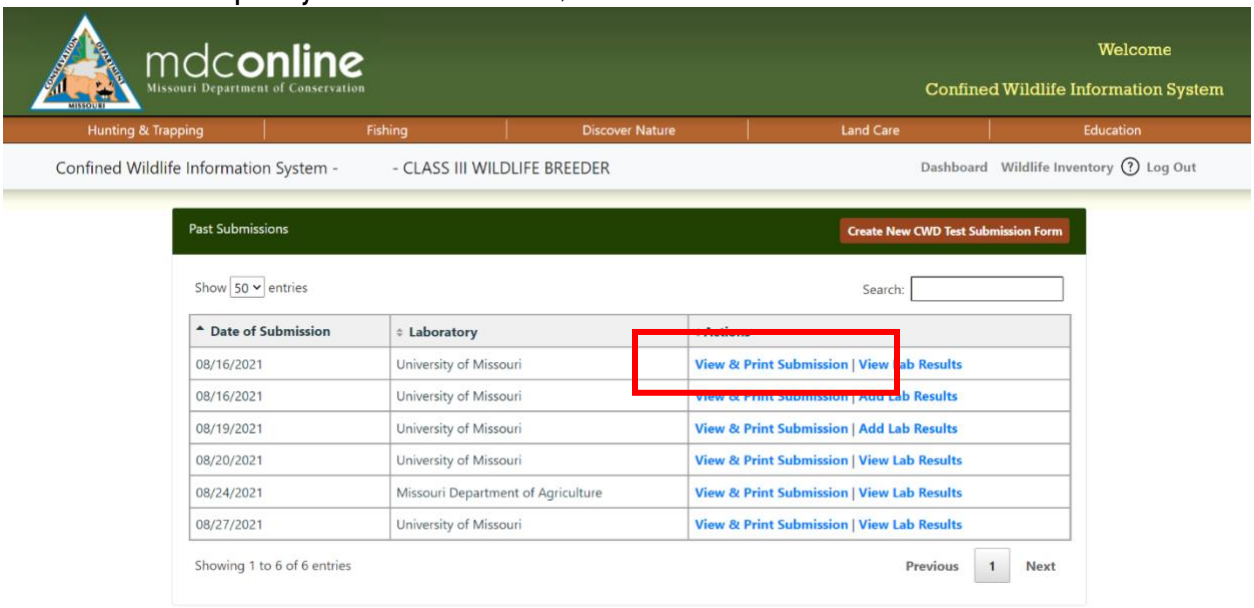


10. Once you are finished entering the information you will click submit.

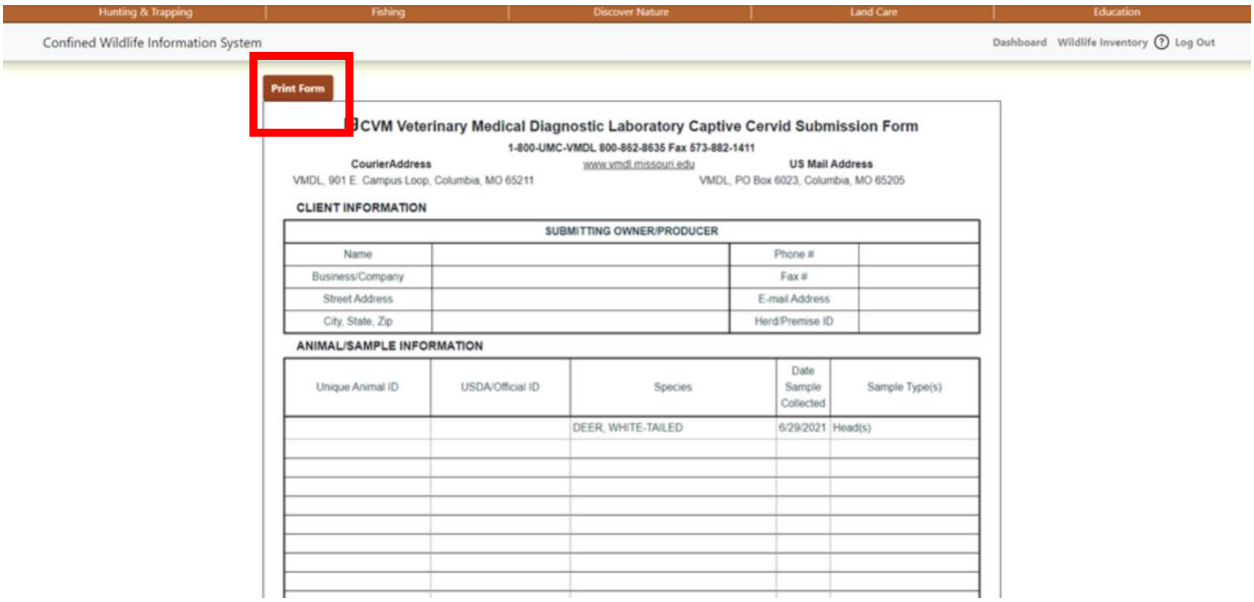


Back to Table of Contents

11. From here you will be brought back to the CWD Testing landing page.
12. To view or print your lab submission, click "View & Print Submission".

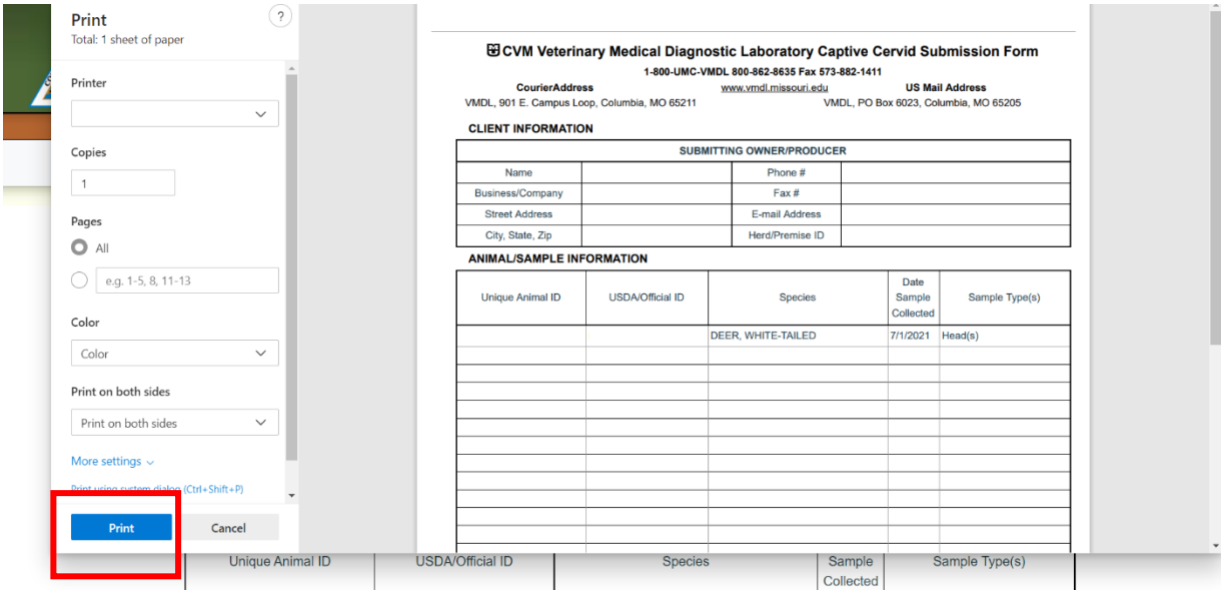


13. You can decide to either print or save the lab submission on your computer as a PDF. To Start, click the "Print Form" button on the top left side of the screen.

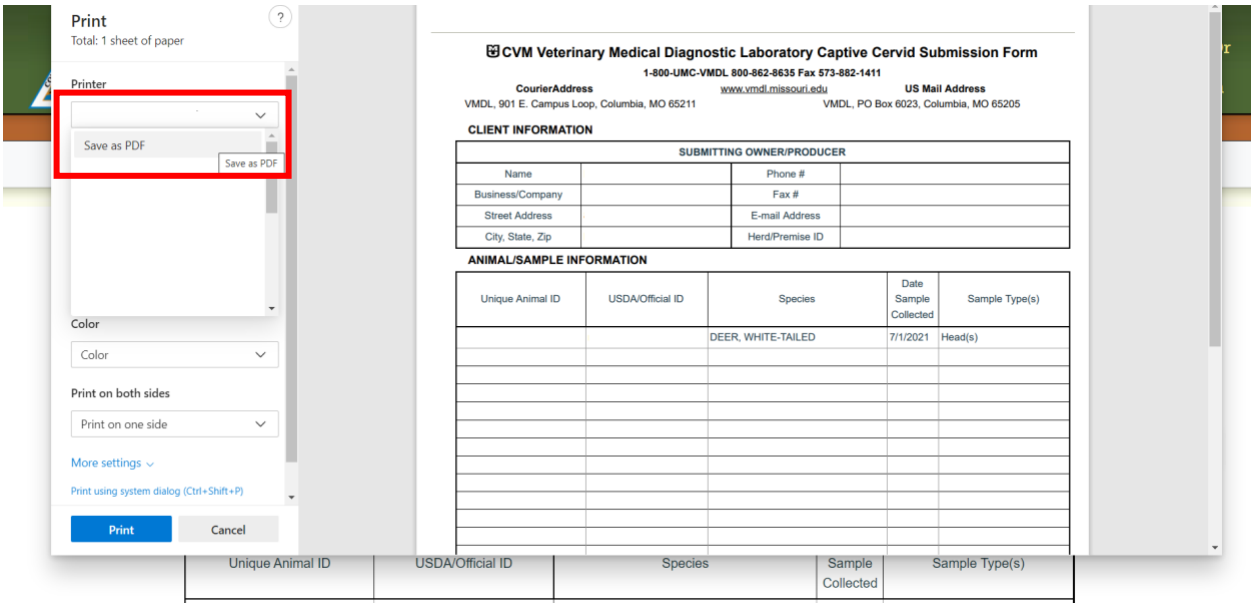


Back to Table of Contents

14. When you are ready to print you will click the "Print" button at the bottom left.

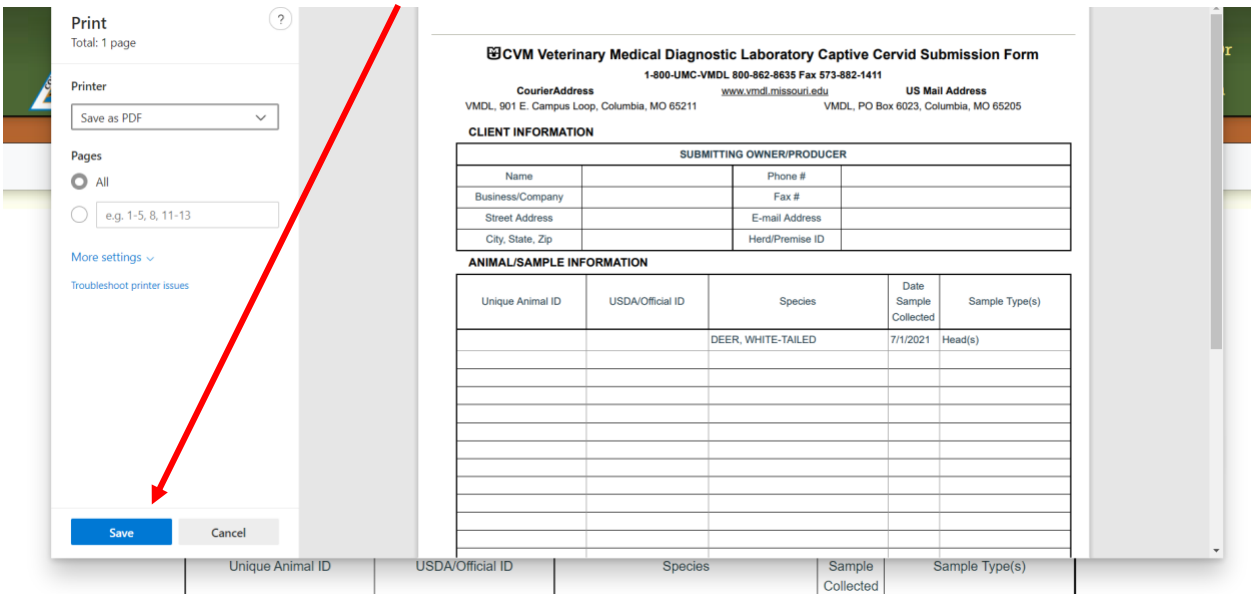


15. If instead you would like to save the document as a PDF on your computer, you can choose from the printer drop-down "Save as PDF".

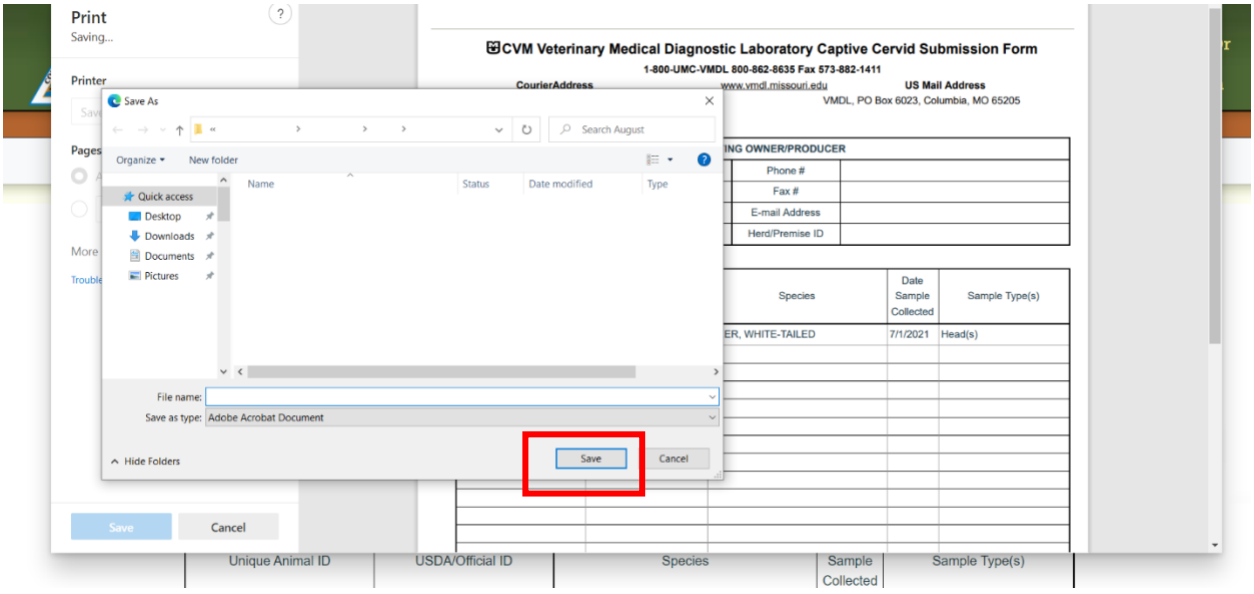


Back to Table of Contents

16. When you have chosen your desired specifications, you will click the "Save" button at the bottom left.



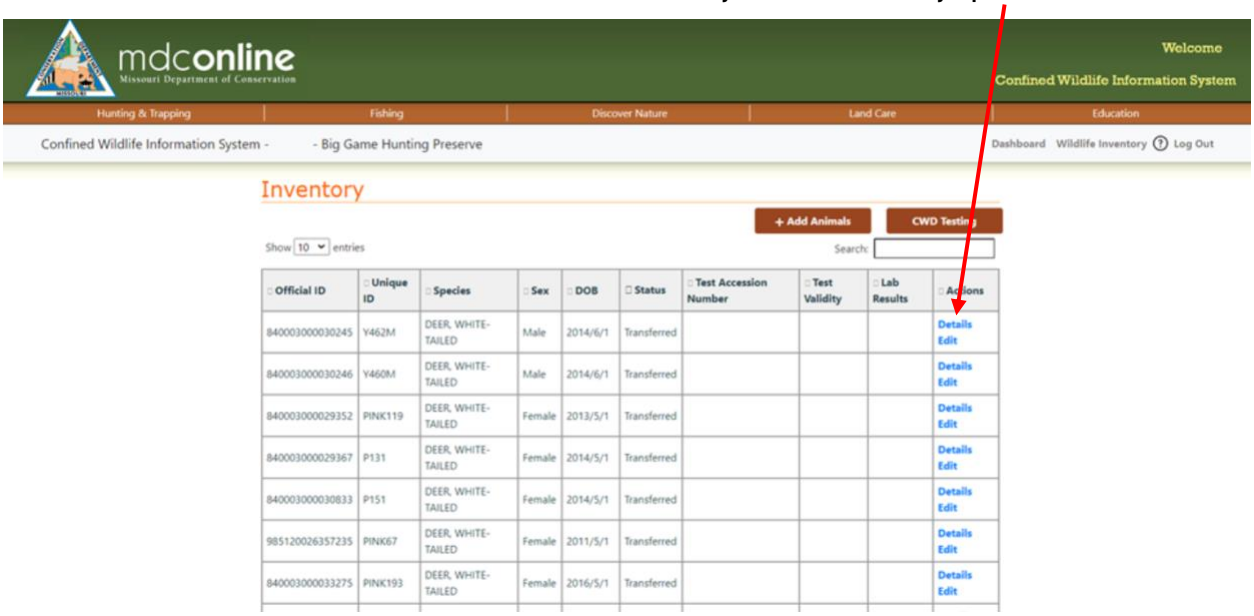
17. When you click save you will decide where you would like to save it on your computer (we recommend creating a lab submission folder). You will also decide how to name your lab submission so you can easily find it. We recommend including the date and lab name in the PDF name. When you are finished, click "Save".
    a. Example: LabSubmission_08_18_2021_LabName



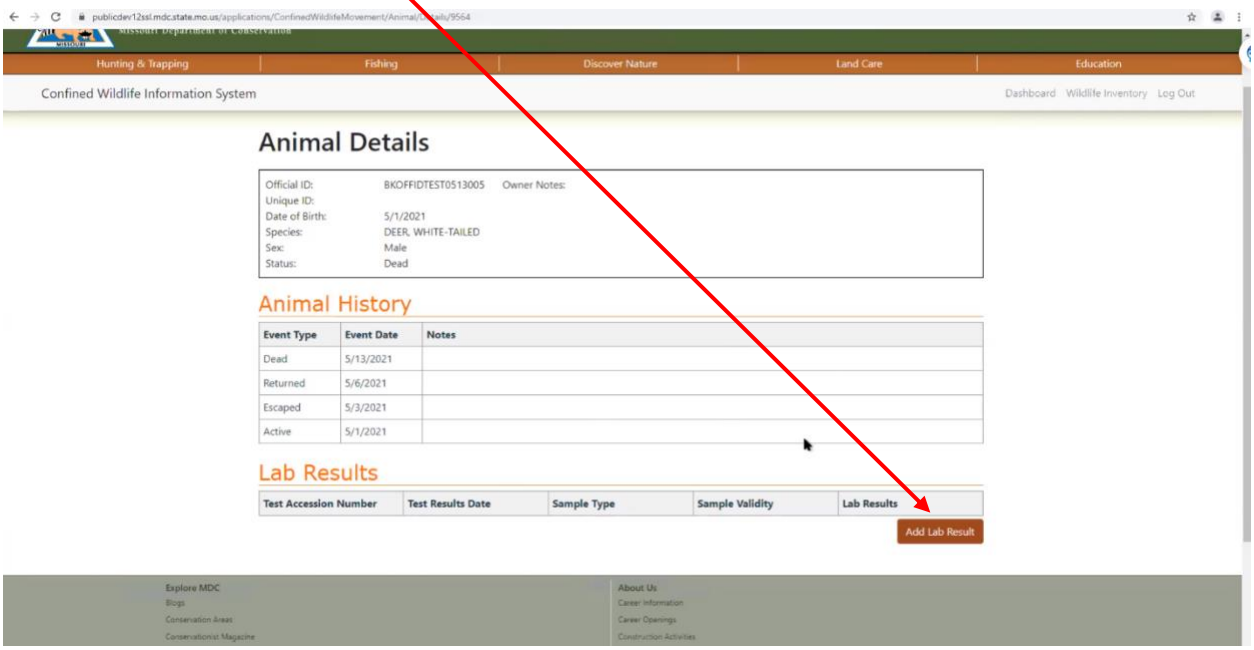
Back to Table of Contents

Manually Upload Test Results

1. In Wildlife Inventory you will choose which animal you wish to add lab results for. Click "Details" to see the Animal Details, Animal History, and to manually upload lab results.

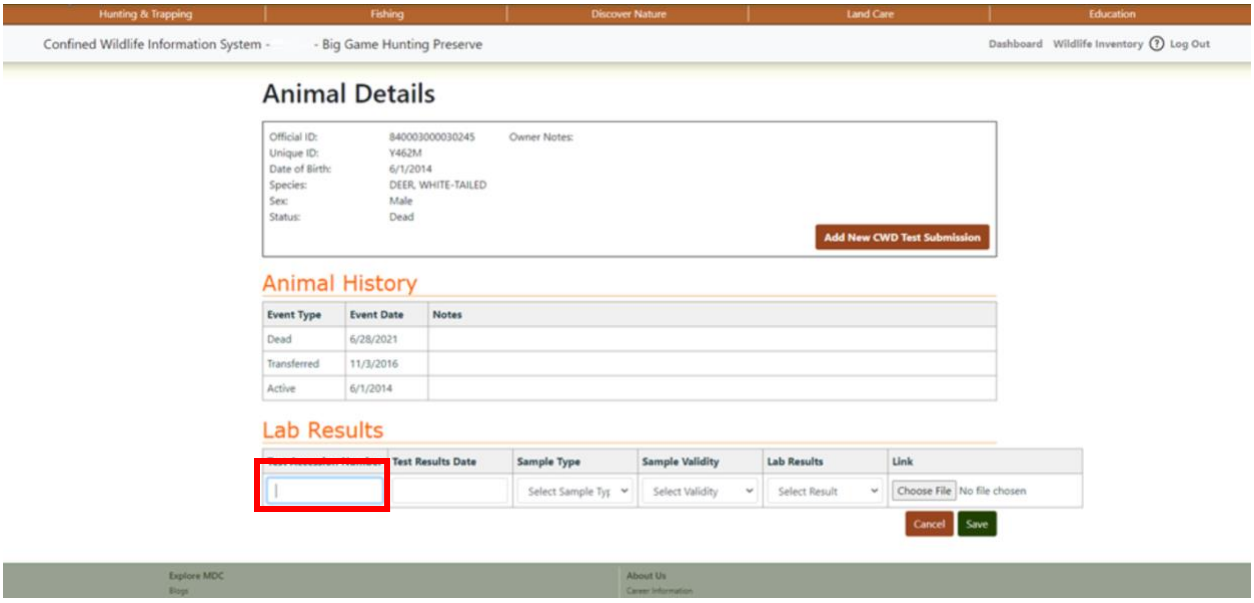


2. Click "Add Lab Result".

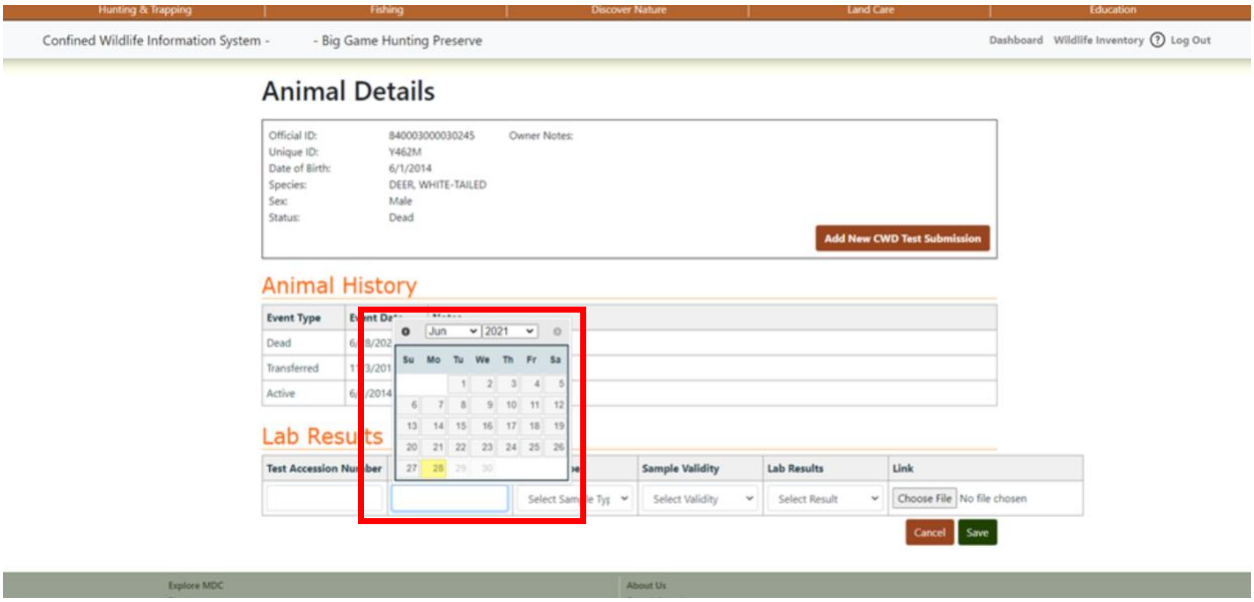


Back to Table of Contents

3. Add the "Test Accession Number".

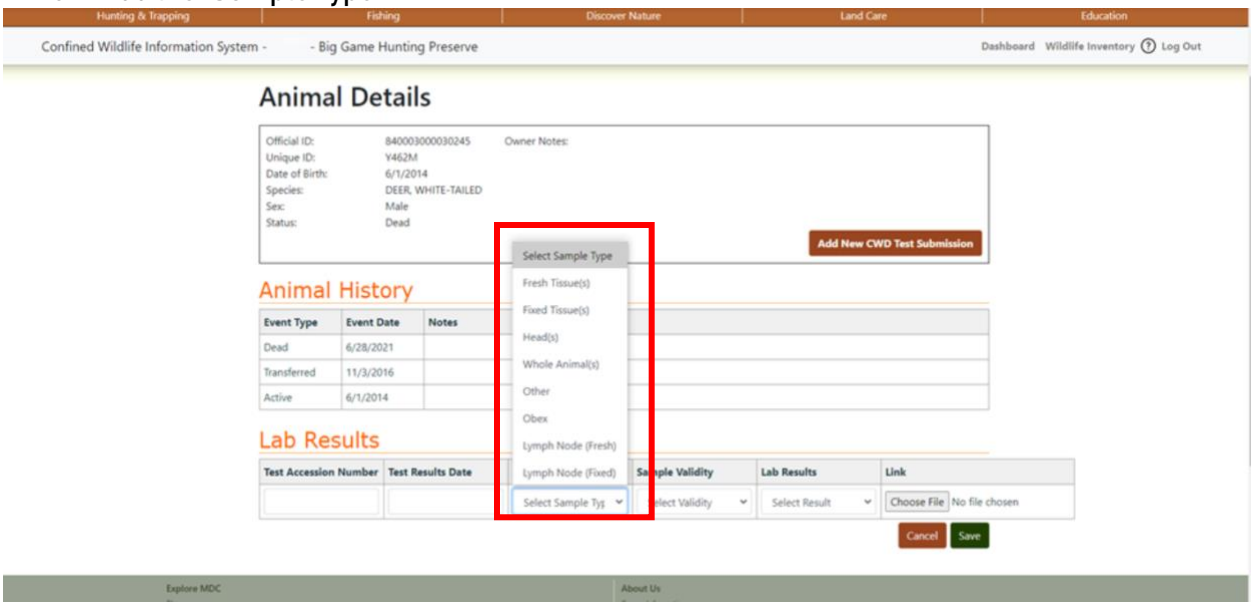


4. Add the "Test Results Date".

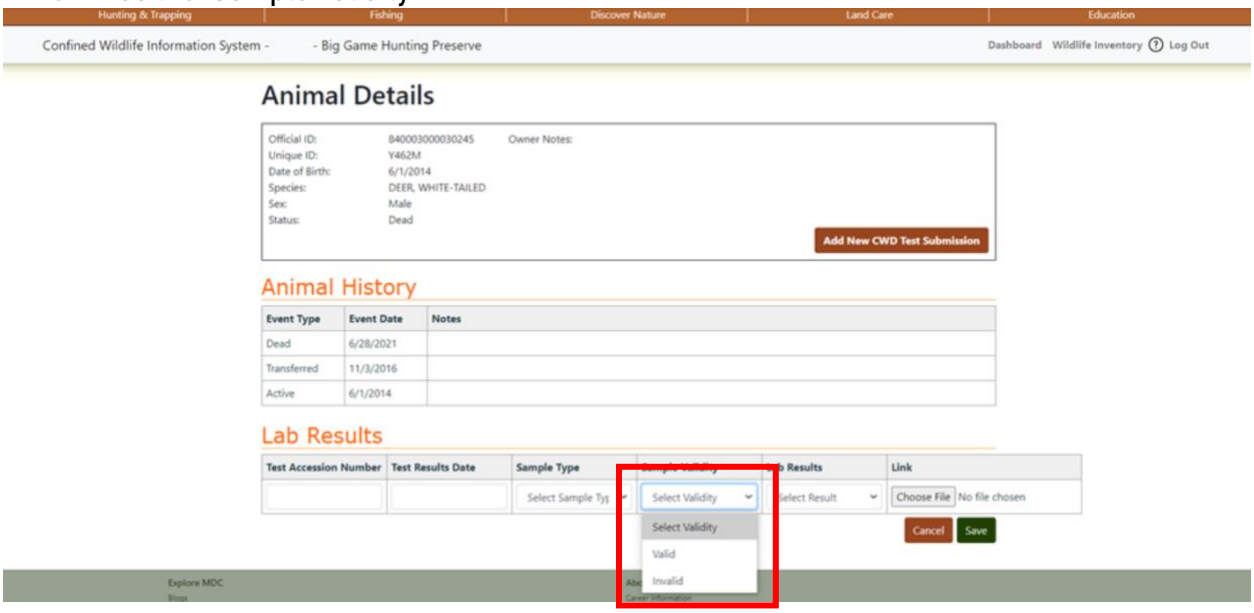


Back to Table of Contents

5. Add the "Sample Type".

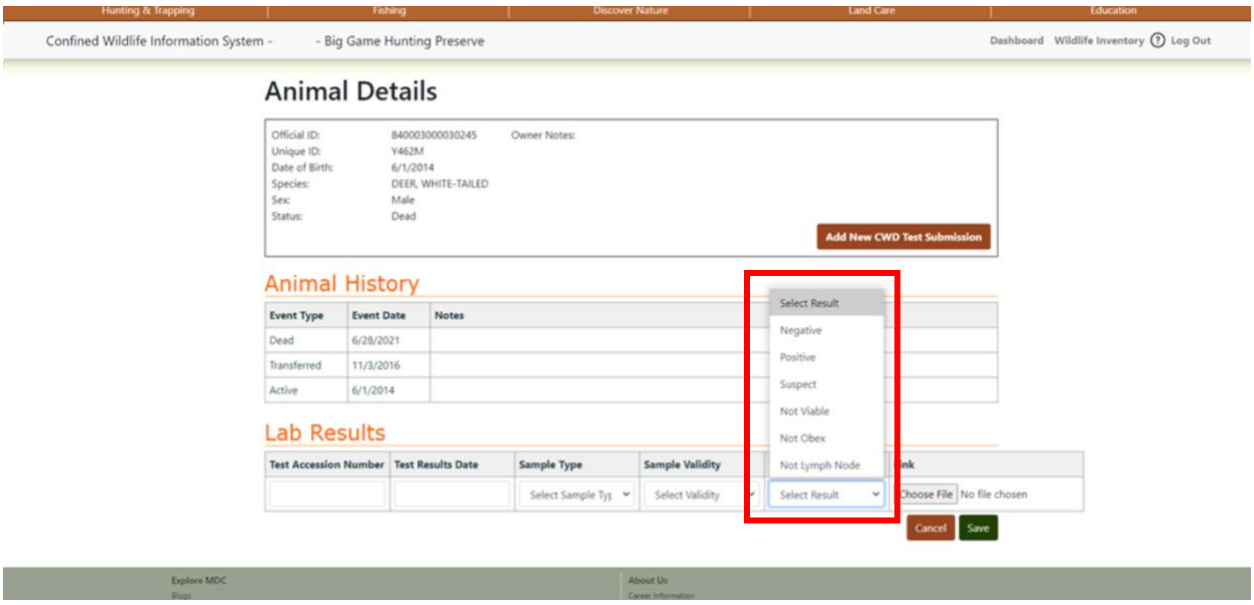


6. Add the "Sample Validity".

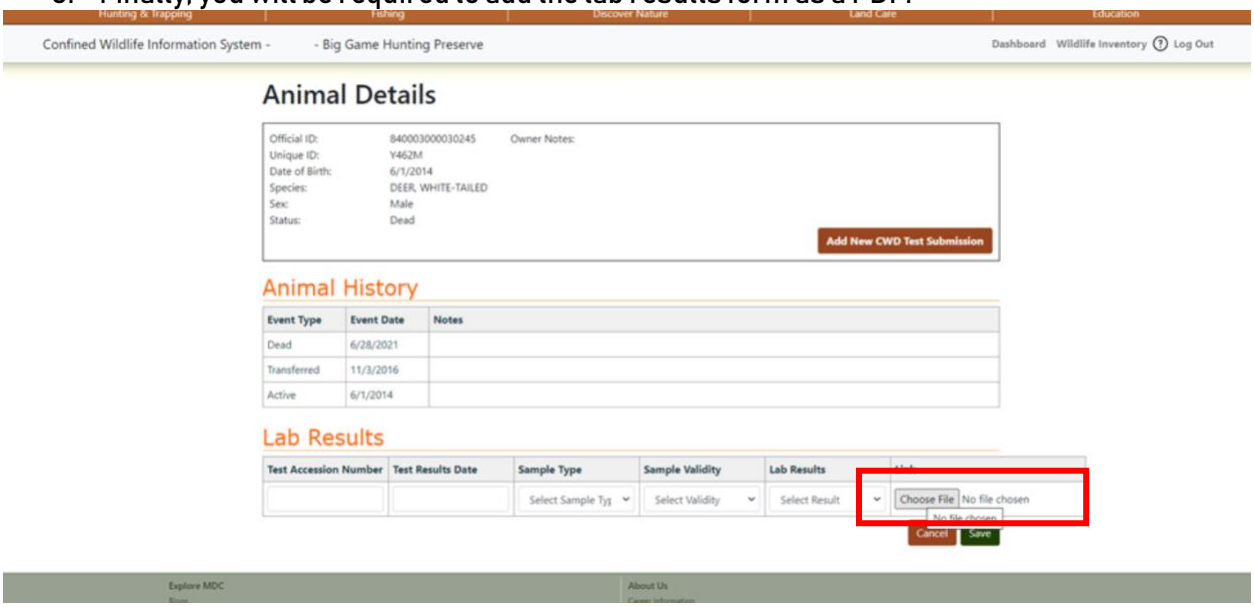


Back to Table of Contents

7. Add the "Lab Results".



8. Finally, you will be required to add the lab results form as a PDF.



Back to Table of Contents