



## CENTRAL ANIMAL RECORDS ON-LINE DATA ENTRY

### Instructions For Use By Authorised Implanters

1. Go to the CAR website ([www.car.com.au](http://www.car.com.au)) and click on the **Vet Clinic/Authorised Implanter** button on the left of the screen.
2. Click on the **Log in** tab at the top of the next screen and log in using your authorised email address and password. If you do not already have an authorised log-in, simply click on the **Create an Account** tab, fill out the required fields and submit by clicking **Create Account**.
3. Once logged in you will see our Welcome page where you can perform tasks such as:
  - a. Enter a microchip number to search for an animal to reunite a lost pet with the owner by clicking on the **Microchip/Tag Search** tab
  - b. Edit your profile by clicking on the **Vet Clinic Profile** tab where you can also view the Reunions that you have done previously and the CAR Subscriptions that you have previously entered
  - c. Enter a new CAR subscription by clicking the **New Subscription** tab
4. The process of entering a new subscription begins by entering the microchip number of the animal. You then fill in all of the fields for that particular animal using the drop-down lists where applicable or starting to type the word and then use the drop-down list.
5. If there is only one animal to be entered, click the **Click here to enter Owner Details** button.
6. If you are adding another animal, click the **Add more animals to same owner** button. For the next animal some fields will be pre-filled such as Species, Breed, Implant Date and Birth Date. This is a time-saving measure if you are entering animals in a litter. If the animal is not a littermate you can simply type the required information in all fields including the pre-filled fields. Once you have added all the animals for that particular owner then click the **Click here to enter Owner Details** button.
7. Then enter all the owner detail fields for the owner of those animals. As you begin typing the address you will see that some addresses will appear and if correct you can simply click on that address and the fields will auto-fill to save time.
8. **It is VERY important to add and email address if at all possible as this will enable fast and efficient communication between CAR and the owner, emailing of the Certificate of Identification and the ability for CAR to send the owner an email on**

**each anniversary of that animal being entered on the CAR database to allow them to view and, if needed, update their details each year! It is also important to obtain a mobile phone number for similar communication reasons. All of these measures help ensure efficient reunions of lost pets with their owners.**

9. Once all fields have been completed click the **Proceed to summary** button.
10. On this page it is important to read the Agreement at the top of the page. This is a legal requirement: *By clicking the Agree & Submit button below, you are acknowledging that you have advised the listed owner who agrees & understands that the information provided in this subscription is strictly confidential and only provided to authorised scanning centres to enable the return of their pet, to assist Council pet registrations, or where Central Animal Records is required by law to produce any of the information. You also agree that you believe the details below to be true and correct, and the person named as the owner, is in fact the legal owner of the animal outlined in the subscription.*
11. View all of the animal and owner details you have entered and if all data is correct then click the **Agree & Submit** button. **Although the CAR software has many validation features, it is still extremely important that you spend the time to check that the data, particularly the microchip number, is accurate!!** Once you click the Agree & Submit button you can no longer edit that CAR subscription as, once entered on the CAR database, the owner is the only one that can authorise any changes to that entry.
12. Once submitted you will automatically return to the Welcome page. To view the Subscriptions that you have entered, click on the **Vet Clinic Profile** tab, then the **Subscriptions** button and the latest subscriptions will appear on the top of the page.
13. The owner will receive a link to print their own Certificate of Identification via email but you can immediately print that Certificate of Identification for the owner yourself by clicking on the PDF button next to that particular CAR subscription and then printing that document.
14. IMPORTANT: If you have purchased a CAR on-line data entry product and you print and fax, post or send that subscription form to CAR for CAR staff to enter the subscription form for you, you will be contacted and told that you will be charged a fee of \$9.95 for each subscription entered. You will then have the option of authorising that or logging in to the website and entering that subscription yourself at no charge.

***You can also view an instructional video for the new CENTRAL ANIMAL RECORDS ON-LINE DATA ENTRY feature at***

***[https://www.youtube.com/watch?v=ytpLvcTv\\_1Q&feature=youtu.be](https://www.youtube.com/watch?v=ytpLvcTv_1Q&feature=youtu.be)***

If you have any other need of help or information please contact us at:

**Central Animal Records  
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