## Woofware - Rabies Export Cook County - how to run it

Add Cl	ient		_				Library +
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Search		Daily Cash Balancing					\$0.00
Add Client		Daily Register Totals		First name	Title v Cli	ient alerts	
Abd Client		Daily Sales Summary		First name	Title *		
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Lab		Missing Client Contact Info		C: - Extn O Primary	*	Charts Assign Now	
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CarePlanner		Referral Letter					
Treatment template		Referral Trend					
Wellness		Referred Clients Patients					
		Register transaction					
WOOFware Help	•	Reminder					
Settings		Summary of Open Accounts					
		Top Clients					
Exit WOOFware		Wellness Memberships					

Within WOOFware, Click Menu, then Reports, then Rabies Export-Cook County

It SHOULD take you to this screen (if it doesn't, click on the blue WOOFware Reports link in the top left and click on the Rabies Export or Rabies Export-Cook County option):

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Adjust the dates for the desired report. Note, do not enter the county/account # value.

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Click View Report and it will load the appropriate report:

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04/01/21	FERAL	Watson	Lorraine	8159538914		1568 W. 5000 S. Road		Chebanse	60922	Noname	Cat	FS	DSH		AAA	S	Kankakee			
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## Log into your Shelter Pro Portal account and click Import Data

Specify the system to be VCA/Cook.

Click Select File and select the export file from your system (see page 4 in this document).

Click Import File and make sure the import completes without any errors.

CASES COUNTRY COUNTRY COUNTRY COUNTRY COUNTRY	FREE PET ADOPTION EVENT MAAM MARLINS PARK 1 <sup>st</sup> EVER MIAMI MA	
	Logoff Home Ny Account View View Donate Adoptable Pets Found Pets Fostered Pets	
	HON Weld Step 1 - What is your system? VCA/Cook Step 2 - Upload your file Step 3 - Import your file Click Cancel	
	Pending license records Date Owner Pet Status Action	
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Get in the game and help them win		
Simple steps make a		
BIG difference		
Donate Visit our donation page for		*

If successful you will see this message. Click OK.



You will notice that the records from Woofware have been loaded and staged to be imported to your city/county. Be sure to logoff. Good job!

