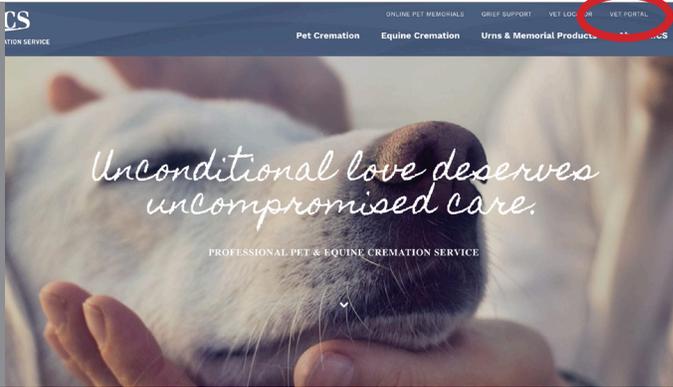


# MCS VET PORTAL INSTRUCTIONS

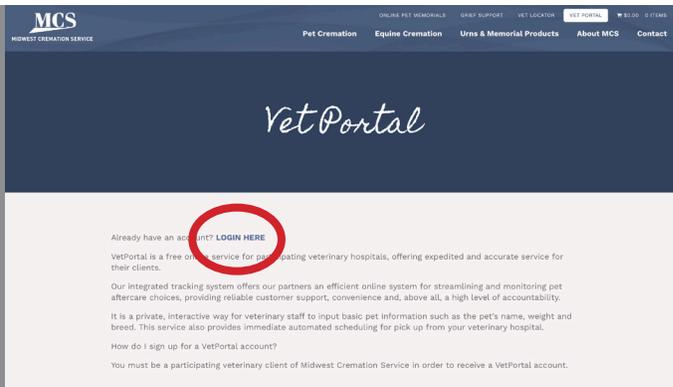
## SCHEDULE A CREMATION AND CREATE A TAG

1



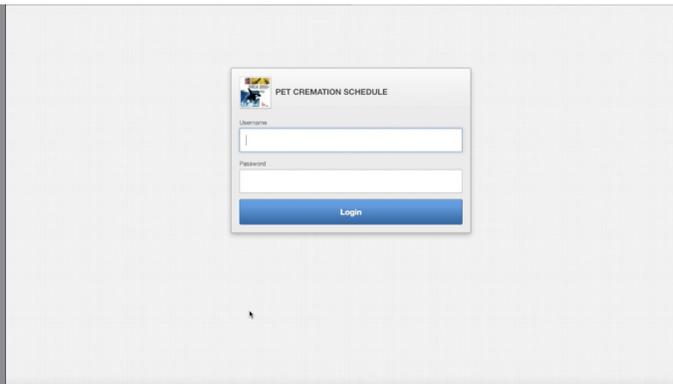
Access PCS application by going to **MCSofWI.com** or **MCSofMN.com** and click on **Vet Portal**. You will also find a shortcut to the portal on your desktop labeled **MCS**.

2



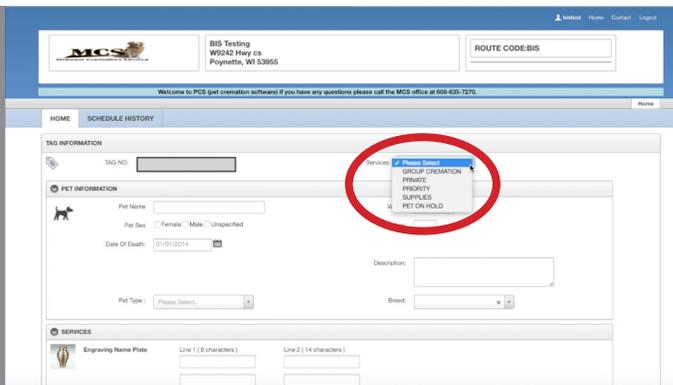
Click the **Log In** link located near the center of the page.

3



Enter your Username and Password. They have been set up as your 7 Digit phone number (no area code).

4



Begin the tagging process by selecting the service to be provided.

# MCS VET PORTAL INSTRUCTIONS

## SCHEDULE A CREMATION AND CREATE A TAG

5

TAG NO: [ ] Services: PRIVATE [v]  
 ROUTE CODE: BIS  
 Welcome to MCS (pet cremation software) if you have any questions please call the MCS office at 608-635-7270.

**PET INFORMATION**  
 Pet Name: [ ] Weight: 30  
 Date Of Death: 01/01/2014  
 Description: [ ]  
 Pet Type: [ ] Breed: [ ]

**SERVICES**  
 Engraving Name Plate: Line 1 (8 characters) [ ] Line 2 (14 characters) [ ]  
 Paw Print Plaque: Line 1 (8 characters) [ ] Line 2 (14 characters) [ ]  
 Cremation Certificate:  (Note: Pet's name will be used automatically for the urn. Please enter here how the client wishes the urn to be read.)  
 Delivery Options: Driver to Home/Deliver back to Hospital [v]  
 Pet Type: Friendship Collection (Standard) [v] [LINKED WITH IMAGES](#)  
 Special Instructions: [ ]

**SPECIAL SERVICES**  
 DESCRIPTION QUANTITY  
 CLAY PAW PRINT 0

All fields labeled in **RED** are needed to complete the process.

6

Description: [ ]  
 Pet Type: DOG [v] Breed: AKITA [v]

**SERVICES**  
 Engraving Name Plate: Line 1 (8 characters) [ ] Line 2 (14 characters) [ ]  
 Paw Print Plaque: Line 1 (8 characters) [ ] Line 2 (14 characters) [ ]  
 Cremation Certificate:  (Note: Pet's name will be used automatically for the urn. Please enter here how the client wishes the urn to be read.)  
 Delivery Options: Driver to Home/Deliver back to Hospital [v]  
 Pet Type: Friendship Collection (Standard) [v] [LINKED WITH IMAGES](#)  
 Special Instructions: [ ]

**SPECIAL SERVICES**  
 DESCRIPTION QUANTITY  
 CLAY PAW PRINT 0

Continue down, filling out any necessary fields. Additional paw prints, jewelry, and urn upgrades are available below if requested by the customer.

7

**OWNER'S INFORMATION**  
 First Name: [ ] Last Name: [ ]  
 Address 1: [ ] Address 2: [ ]  
 City: [ ] State: WISCONSIN [v]  
 Zip Code: [ ] Phone: 111-234-9999 [v]  
 Email: [ ] Call Phone: 111-234-9999 [v]

[Save/Schedule Pickup](#) [New Schedule](#) [Reprint / Edit / Delete Tags](#)

Once all information has been entered, click the **Save/Schedule Pickup** button at the bottom of the page.

8

**Midwest Cremation Service**  
 Receipt #: 00000339  
 Pickup Date: 02/06/2015  
 Service Option: PRIVATE  
 Route: BIS  
 Day: FRIDAY  
 Account #: 193  
 Clinic Name: BIS Testing  
 Address: W9242 Hwy G Poynton, WI 53055  
 Clinic Phone: 608-635-7270  
 Owner Name: TEST, TEST  
 Address: [ ]  
 Phone Number: [ ]  
 Bill To Vet: YES  
 Delivery Options: HAND DEL  
 URA Model #: FC-STAN  
 Special Services: Friendship Collection (Standard) Qty: [ ]

Pet Name: TEST  
 ID Tag #: WEB  
 Pet Breed: AKITA  
 Pet Weight: 30  
 Pet Age: [ ]  
 Date of Death: [ ]  
 Sex Of Pet: Male  
 Description: [ ]  
 Special Instructions: [ ]

Signature: [ ]  
 Date: [ ]  
 I, the above signed do hereby certify that I am the owner's authorized agent for the owner of the pet described. That the said pet has not bitten any person or animal in the last 10 days, and to the best of my knowledge has not been exposed to rabies. I have read and understand the description of the different available cremation processes described.

ENGRAVED NAME PLATE  
 P  
 0 0 0 0 0 4 2 3 5 9 8 1

You will be prompted to print the tag. Please print, and affix to the pet.

# MCS VET PORTAL INSTRUCTIONS

## REPRINT, EDIT, AND DELETE TAGS

1

CLAY PAW PRINT 1-1

11377 PRINTER CROSS 0  
1160R BRASS CROSS 0  
1165R SMALL BRASS URN 0  
1165S SMALL URN-STERLING SILVER 0  
1165S LARGE ROUND-STERLING SILVER 0  
1178R BRASS CYLINDER 0  
1178S STERLING SILVER CYLINDER 0  
1347T TITANIUM CYLINDER W/ CRYSTAL CHIP 0

OWNER'S INFORMATION

First Name: [Text Field] Last Name: [Text Field]  
Address 1: [Text Field] Address 2: [Text Field]  
City: [Text Field] State / Province: [Dropdown]  
Postal Code: [Text Field] Phone: [Text Field]  
Email: [Text Field] Cell Phone: [Text Field]

Buttons: Save/Schedule Pickup, New Schedule, Reprint / Edit / Delete Tags

Scroll to the bottom of the page and select the **Reprint/Edit/Delete** button. This will take you to a running log of all previous and current orders.

2

MCS BIS Testing 19242 Hwy 66 Poynette, WI 53955 ROUTE CODE: BIS

Welcome to PCS (pet cremation software) if you have any questions please call the MCS office at 608-655-7270.

HOME SCHEDULE HISTORY

Print Tag	Tag No	Owner Name	Pet Name	Pickup Date	Services Type	Status	Actions
000040339	TEST TEST	TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED	Print Tag Edit Pickup
000040337	TEST TEST	TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED	Print Tag Edit Pickup
000040290	TESTER	Not Entered	TESTY	01-29-2015	GROUP CREMATION	CREMATED	Delete Pickup Edit Pickup
000038600	Not Entered	Not Entered	TEST	01-20-2015	SUPPLIES	SCHEDULED	Delete Pickup Edit Pickup
000042134	NO BILL	TEST	TEST	01-20-2015	GROUP CREMATION	PICKED UP	Delete Pickup Edit Pickup
000042133	NO BILL	TEST	TEST	01-20-2015	PRIVATE	PACKAGING	Delete Pickup Edit Pickup
000040986	TEST TEST	TEST	TEST	01-18-2015	PRIORITY	PET SCHEDULED	Delete Pickup Edit Pickup
000040288	TEST TEST	TEST	TEST	01-18-2015	PRIORITY	PET SCHEDULED	Delete Pickup Edit Pickup
000040284	TEST TEST	TEST	TEST	01-18-2015	PRIORITY	PET SCHEDULED	Delete Pickup Edit Pickup
000038723	Not Entered	Not Entered	TEST	11-07-2014	SUPPLIES	SCHEDULED	Delete Pickup Edit Pickup
000041454	BILL TEST	TEST	TEST	11-07-2014	PRIVATE	PICKED UP	Delete Pickup Edit Pickup

If the owners decided to add additional products or services, click on **Edit Pickup** to make changes to the tag. You can also find the **Print** and **Delete** Tag options here.

3

CLAY PAW PRINT 1-1

1010G LARGE CROSS-GOLD VERMEL 0  
1015S LARGE CROSS-STERLING SILVER 0  
1020G SMALL CROSS-GOLD VERMEL 0  
1025S SMALL CROSS-STERLING SILVER 0  
1030G LARGE HEART-GOLD VERMEL 0  
1065S LARGE HEART-STERLING SILVER 0  
1070G SMALL HEART-GOLD VERMEL 0  
1075S SMALL HEART-STERLING SILVER 0

OWNER'S INFORMATION

\*First Name: TEST \*Last Name: TEST  
\*Address 1: [Text Field] Address 2: [Text Field]  
\*City: [Text Field] \*State: WISCONSIN  
\*Zip Code: [Text Field] Phone: 111-234-9999  
Email: john@biscan.com Cell Phone: 111-234-9999

Buttons: Save/Schedule Pickup, New Schedule, Reprint / Edit / Delete Tags

Once all info has been added/updated, click the **Save/Schedule Pickup** button to reprint the updated tag and affix to the pet.

4

MCS BIS Testing 19242 Hwy 66 Poynette, WI 53955 ROUTE CODE: BIS

Welcome to PCS (pet cremation software) if you have any questions please call the MCS office at 608-655-7270.

HOME SCHEDULE HISTORY

Print Tag	Tag No	Owner Name	Pet Name	Pickup Date	Services Type	Status	Delete Pickup
000040339	TEST TEST	TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED	Delete Pickup
000040337	TEST TEST	TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED	Delete Pickup
000040290	TESTER	Not Entered	TESTY	01-29-2015	GROUP CREMATION	CREMATED	Delete Pickup
000038600	Not Entered	Not Entered	TEST	01-20-2015	SUPPLIES	SCHEDULED	Delete Pickup
000042134	NO BILL	TEST	TEST	01-20-2015	GROUP CREMATION	PICKED UP	Delete Pickup
000042133	NO BILL	TEST	TEST	01-20-2015	PRIVATE	PACKAGING	Delete Pickup
000040986	TEST TEST	TEST	TEST	01-18-2015	PRIORITY	PET SCHEDULED	Delete Pickup
000040288	TEST TEST	TEST	TEST	01-18-2015	PRIORITY	PET SCHEDULED	Delete Pickup
000040284	TEST TEST	TEST	TEST	01-18-2015	PRIORITY	PET SCHEDULED	Delete Pickup
000038723	Not Entered	Not Entered	TEST	11-07-2014	SUPPLIES	SCHEDULED	Delete Pickup
000041454	BILL TEST	TEST	TEST	11-07-2014	PRIVATE	PICKED UP	Delete Pickup
000041321	TEST/TJ ANKERSON	TEST	TEST	10-24-2014	PRIVATE	PICKED UP	Delete Pickup

**STATUS CHECKPOINTS**

- Pet Scheduled
- Picked Up
- Arrived at MCS
- Cremated
- Packaging
- Out For Delivery
- Delivered To Clinic

You can view the **status column** for real-time updates as the pet moves through our chain of custody.

# MCS VET PORTAL INSTRUCTIONS

## ORDERING SUPPLIES

1

The screenshot shows the MCS VET PORTAL interface. At the top, there is a header with the MCS logo, contact information (BIS Testing, W9242 Hwy cs, Poynette, WI 53955), and a 'ROUTE CODE: BIS' field. Below the header, there is a navigation bar with 'HOME' and 'SCHEDULE HISTORY' links. The main content area is titled 'TAG INFORMATION' and contains a 'TAG NO.' field. Below this, there is a 'PET INFORMATION' section with fields for 'Pet Name', 'Pet Sex' (Female/Male/Unspecified), 'Date Of Death' (01/01/2014), 'Description', 'Pet Type', and 'Breed'. A 'SERVICES' section is visible at the bottom, with 'Engraving Name Plate' and two input fields. A red circle highlights the 'SUPPLIES' option in the 'SERVICES' dropdown menu.

Select **Supplies** in the **Services** drop down menu.

2

The screenshot shows the MCS VET PORTAL interface. The 'TAG INFORMATION' section is visible at the top. Below it, the 'SUPPLIES' section is active, displaying a table with columns for 'DESCRIPTION' and 'QUANTITY'. The table contains the following items: 'ELTH FORM BAGS' (0), 'EXTRA LARGE CARCASS BAGS' (1), 'FREEZER CHECKLIST' (0), 'HOLD TAGS' (0), 'LARGE CARCASS BAGS' (0), and 'PAW PRINT TAGS' (0). A red circle highlights the quantity field for 'EXTRA LARGE CARCASS BAGS'. At the bottom of the page, there are three buttons: 'Save/Schedule Pickup', 'New Schedule', and 'Reprint / Edit / Delete Tags'.

Enter the quantities in the corresponding fields of the supplies you would like to order.

3

The screenshot shows the MCS VET PORTAL interface. The 'TAG INFORMATION' section is visible at the top. Below it, the 'SUPPLIES' section is active, displaying a table with columns for 'DESCRIPTION' and 'QUANTITY'. The table contains the following items: 'ELTH FORM BAGS' (0), 'EXTRA LARGE CARCASS BAGS' (1), 'FREEZER CHECKLIST' (0), 'HOLD TAGS' (0), 'LARGE CARCASS BAGS' (0), and 'PAW PRINT TAGS' (0). A red circle highlights the 'Save/Schedule Pickup' button at the bottom left of the page.

Once you have filled out quantities, click on **Save/Schedule Pickup** and the order will be sent directly to MCS.