

User Guide

DOGS AND CATS ONLINE

for South Australian **microchippers**

1. Setting up an account

1.1 N/A

[1.2 Microchip implanter registration -
Setting up an account](#) 2 (video)

1.3 N/A

[1.4 Request authorisation of a vet practice -
Setting up an account](#) 7 (video)

1.5 N/A

[1.6 Complete authorisation of a vet practice -
Setting up an account](#) 10 (video)

2. Search for a dog or a cat

[2.1 Search and edit an animal record -
Search and Update](#) 13 (video)

3. Recording procedures in DACO

[3.1 Create a desexing or microchip record](#) 18 (video)

**DOGS AND CATS
ONLINE.COM.AU**

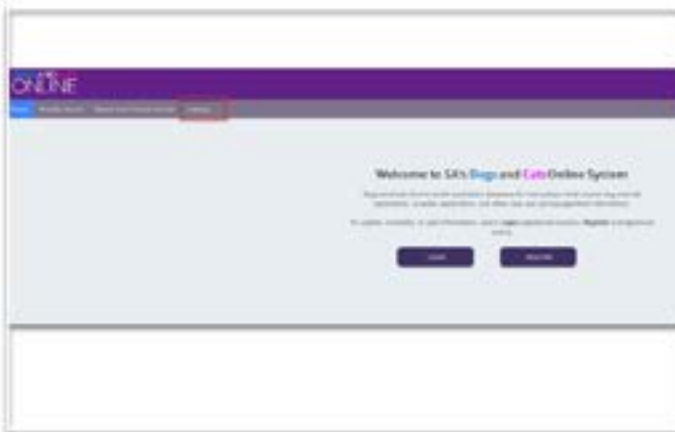
1.2 Microchip Implanter Registration

1. Setting Up Account



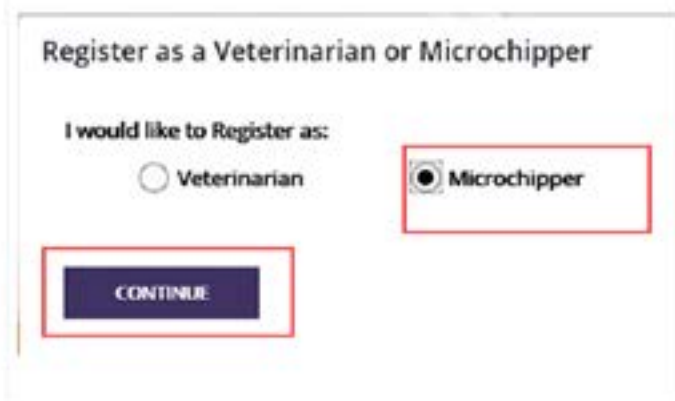
1

This module is to assist a microchip implanter register a profile on Dogs and Cats Online



2

Go to www.dogsandcatsonline.com.au
Click on the **Industry** button on the menu bar (at the top of the page)



3

Select the **Microchipper** option and click on **Continue**

1.2 Microchip Implanter Registration

1. Setting Up Account

Registration form fields:

- First Name *
- Last Name *
- Street Address (Search an exact address)
- Suburb
- Phone Number
- Mobile Number
- Do you have supporting evidence to upload? Yes No
- Upload Evidence
- Email *
- Upload a photo
- VERIFY REQUEST

4

Enter information. Fields with a red asterisk are mandatory. Your registration will not be approved without all evidence uploaded (Statement of Attainment or Academic Transcript and log book. Or a letter from a vet noting you will be completing procedures under their guidance)



5

Example of Statement of Attainment



6

Example of Academic Transcript

1.2 Microchip Implanter Registration

1. Setting Up Account



7

Example of page 1 of the Log Book.

Applicant to put their name and signature on the top of page one. All columns must be filled out and initialed by the supervising vet or microchip implanter.

11					
12					
13					
14					
15					

8

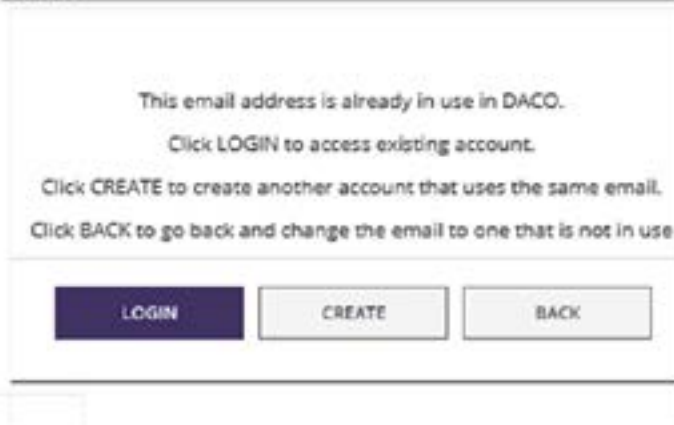
If the applicant has completed more than 10 procedures these can be added to page 2. The Supervisor must complete the information under **Details of Supervisors**.

Details of supervisor(s):

Name:

Qualification:

Signature:

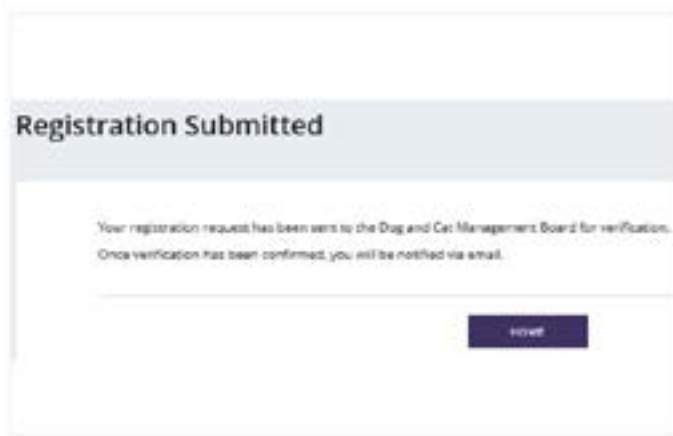


9

If you have an owner profile on DACO and you have used the same email address for this registration a pop up box will ask if you want to continue using the same email address. If you do, click **create**, if you don't, click **back** and change your email address information.

1.2 Microchip Implanter Registration

1. Setting Up Account



10

Once you have provided all the required information you will be informed that your registration has been submitted for verification. This may take up to a week



11

Once you have been approved you will receive an email advising you of this. Note that you do not need to set a new password if you have used the same email address as an owner profile. The password will be the same for both profiles.



12

Once your password is set (if necessary) go to the home page and click on **Login**. Enter your username (which is your email address) and your password

1.2 Microchip Implanter Registration

1. Setting Up Account

PROFILE ID	ROLE	NAME	ORGANISATION	CONTACTS	SOCIAL MEDIA
	<input checked="" type="radio"/> Microchip Implanter	Microchip Implanter			
	<input type="radio"/> Owner	Microchip Implanter	Microchip Implanter		

PASSWORD

[Forgot your password?](#)

13

If you have more than one profile using the same email address you will need to **select the role** in which you want to log into, enter your **password** and click on **Proceed**



14

You are now logged in as a microchip implanter

1.4 Microchip Implanter/Vet Request Authorisation to a Clinic

1. Setting Up An Account



1.4 As a Vet or Microchip Implanter - Request Authorisation (of a Clinic)
1. Setting Up An Account

Dogs and Cats Online Training for Vets and Microchip Implanters

1 This tutorial is to assist a Vet or Microchip Implanter to request authorisation from a clinic so that a clinic can enter procedures on a microchip implanter or vets behalf.

Note: A microchip implanter cannot have desexing procedures assigned to them.

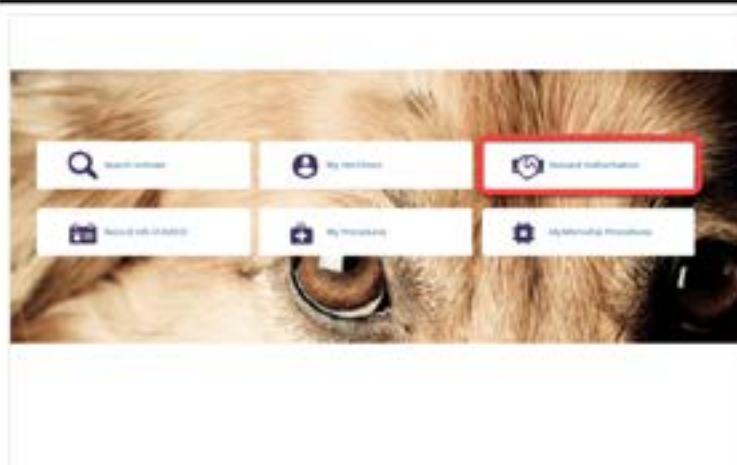


Welcome to SA's **Dogs** and **Cats** Online System

The Dogs and Cats Online system is a database of dogs and cats that reside in South Australia. It is also the South Australian dog and cat breeder registration system. If you are a registered user, click **login**. If you are not a registered user, and have a dog/cat to register (including claiming a microchip/breeding record, completing an ownership transfer or registering as a breeder), click **Register**.

LOGIN **REGISTER**

2 Go to www.dogsandcatsonline.com.au and click **Login**
Enter your **username** (your email address) and **password** and click **Login**
If you have forgotten your password click on the **forgotten password** hyperlink to reset it



Request authorisation

3 Once logged in click on the **Request Authorisation** button

Note: Microchip Implanters only have 5 buttons on their home page

1.4 Microchip Implanter/Vet Request Authorisation to a Clinic

1. Setting Up An Account

Request Authorisation - Veterinary Clinics / Shelters

Microchip Implantation Facility

To send an authorisation request to you can be associated to a veterinary clinic / shelter, perform the following steps:

1. Select the veterinary clinic or shelter from the dropdown list.
2. Enter effective dates.
3. Click REQUEST AUTHORISATION to complete.

My Clinic/Shelter:

Effective From: Effective To Date:

4

From the Request Authorisation page type the name of the Clinic and the date the Authorisation is to commence.

Click on the **Request Authorisation** button.

A request for authorisation has been sent to the selected clinic.

5

Once the request has been sent you will receive a notice at the top of your page

Your request to be associated with DCMB VET PRACTICE has been accepted by the Organisation

Dogs and Cats Management Board
ABN 48 100 971 119

DOGSANDCATSONLINE



This email was automatically generated from a Production environment.

6

Once the clinic has approved the authorisation you will be notified via email

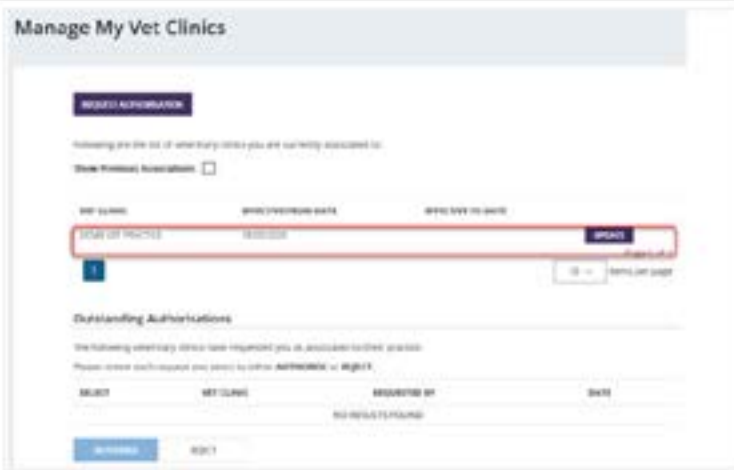
1.4 Microchip Implanter/Vet Request Authorisation to a Clinic

1. Setting Up An Account



7

From the homepage click on the **My Vet Clinics**



8

The vet clinic you have requested association with is now showing. You can end an authorisation with a clinic by clicking on the **Update** button to the right of the clinic and assigning an **Effective To Date**

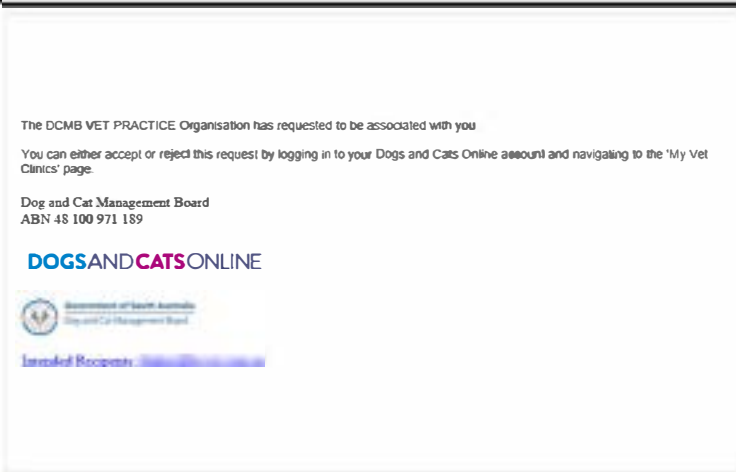
1.6 Microchip Implanter or Vet - Complete Authorisation from a Clinic

1. Setting Up An Account



1

This tutorial is to assist a Microchip Implanter or Vet to complete an authorisation request sent from a Clinic so that they can enter procedures into Dogs and Cats Online on your behalf and assign procedures to your name



2

If a clinic has initiated a request to be authorised with you you will receive an email.

This process can be initiated by either the clinic, a microchip implanter or vet and must be approved by both parties

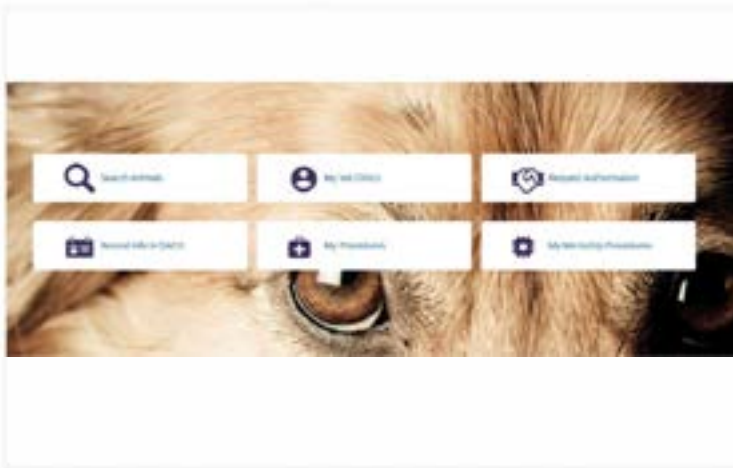


3

Go to www.dogsandcatsonline.com.au
Click **Login**
Enter your **username** (email address) and **password**
Click **Login**
If you have forgotten your password click on the '**Forgotten My Password**' hyperlink to reset it

1.6 Microchip Implanter or Vet - Complete Authorisation from a Clinic

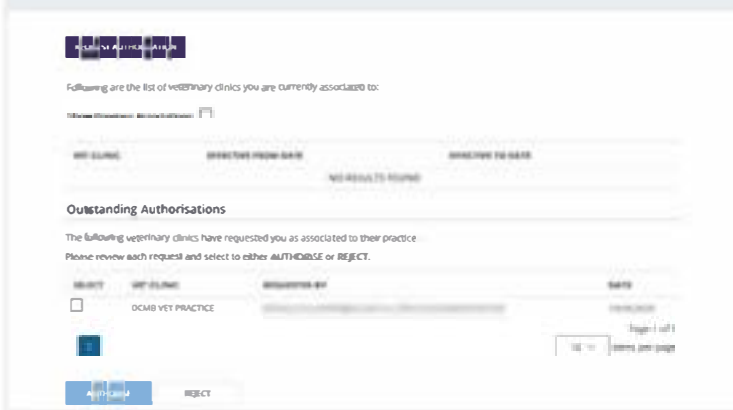
1. Setting Up An Account



4

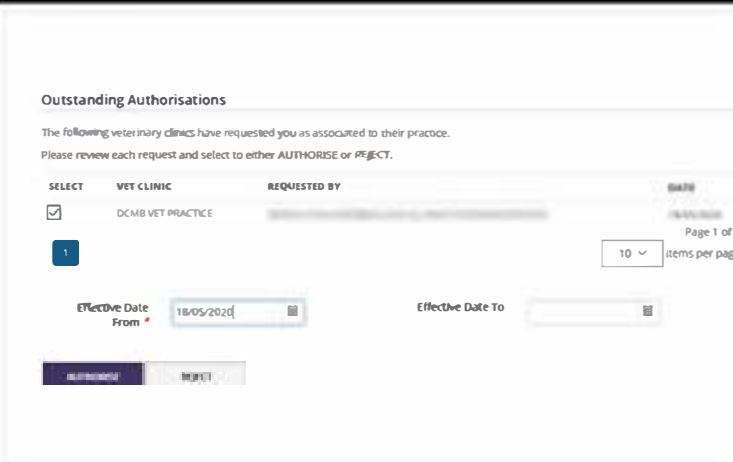
From your home page click on **My Vet Clinics**

Manage My Vet Clinics



5

On the Manage My Vet Clinics Page you can view the clinics you are currently assigned to and the pending (outstanding) authorisations

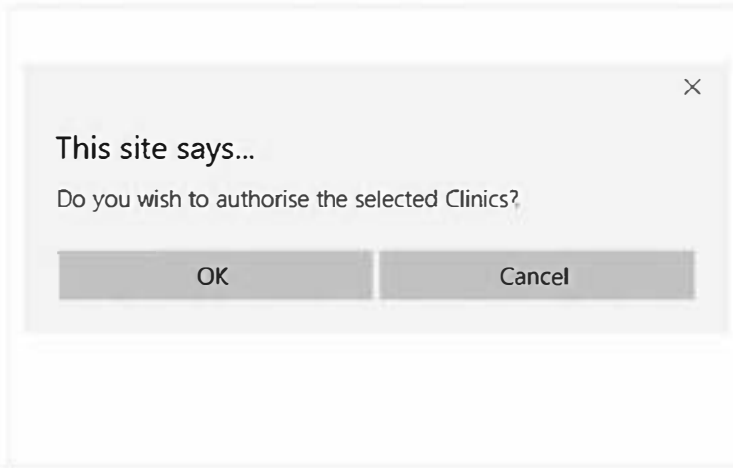


6

Tick the box by the clinic name, enter the **Effective From Date** and Click **Accept**

1.6 Microchip Implanter or Vet - Complete Authorisation from a Clinic

1. Setting Up An Account



7

Click **OK** to proceed



8

the clinic will now be able to enter records into DACO and assign procedures to your name

2.1 Search and Edit Animal Records

2. Search and Update



1

This user guide is to assist a practice, vet or microchip implanter search for a dog or cat on Dogs and Cats Online and update their record



2

Go to www.dogsandcatsonline.com.au
Click **Login**
Enter your **username** (email address) and **password**
Click **Login**
If you have forgotten your password click on the **forgotten password** hyperlink



3

From your home page click on **Search Animals** button

2.1 Search and Edit Animal Records

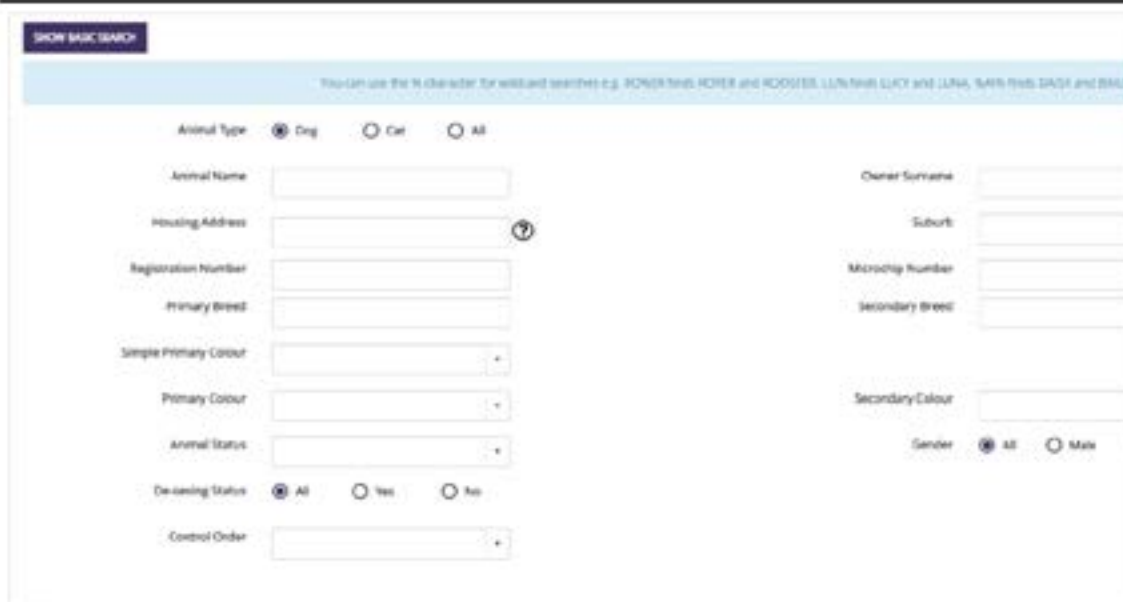
2. Search and Update



4

From the **Search Animals** page you are presented with basic search fields. If the animal is already microchipped search by the microchip number.

You can open more fields by clicking on the **Show Detailed Search** button



5

When Searching for a record the '%' can be used as a wild card. This is helpful when searching for an address or name. Do not use the address suffix (Road, Street). For example, 1 Main% will show results for 1 Main Street, as well as 1 Main Road. It is essential that owners keep their details up to date so that when you search (using their current information) you are successful and finding their record. Do not be too prescriptive with your search as it is likely you will not find the record. Click search to bring up the results

2.1 Search and Edit Animal Records

2. Search and Update

NAME	OWNER NAME	PRIMARY BREED	PRIMARY COLOUR	GENDER	SUBURB	COUNCIL
Thea	XXXXXXXXXXXXXXXXXXXX	Shiba Inu	Black	Female	CO-LUNGA	MOUNT BARKER DISTRICT COUNCIL

6

Click on the **Animal Name** to open the record

Animal Type	Dog	Registration Status	REGISTERED
Tag Number	XXXXXX	Animal Status	AT HOME
Owner Summary		In Transfer	False
Full Name: XXXXXXXXXXXXXXX		Owner Council:	MOUNT BARKER DISTRICT COUNCIL
Mobile Phone No:	XXXXXXXXXX	Animal Council:	MOUNT BARKER DISTRICT COUNCIL
Animal Details		Date Of Birth	XXXXXXXXXX
Name of Animal *	THEA	Secondary Breed	
Primary Breed	Shiba Inu	Secondary Colour	Tan
Primary Colour	Black	Gender	Female
Distinguishing Features	XXXXXX		

7

From the update Update Animal Details page you can view the animals **Owner Summary** and **Animal Details**.

Scroll down to the **Procedure** section to update the details

2.1 Search and Edit Animal Records

2. Search and Update

Procedures

Is the animal de-sexed? Yes No

Animal is exempt from de-sexing?

Is the animal microchipped? Yes No Actioned By * Unknown ? i

Microchip No * ?

Does your animal have a secondary microchip? * Yes No

Secondary Microchip No * ?

Animal Status At Home ↓ ×

UPDATE DETAILS

8

From here a vet or practice staff can update the desexing information. If the animal was not desexed by you you can select either LOCM or Certificate Provided and enter the Vet that completed the procedure or unknown.

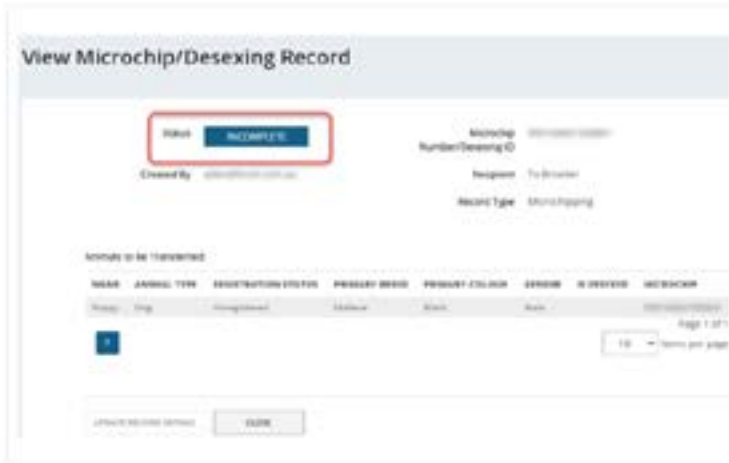
A vet can exempt an animal from desexing for growth reasons (for a period of 18 months) and, if in the opinion of the vet, the procedure would pose undue risk to the animal.

A Practice Staff, Vet or Microchip Implanter can update the Microchip information. For a Microchip Implanter, you can only update this information and assigned it to yourself. All three users can also add a secondary microchip number if implanted.

Both Vets and Practice Staff can update an animal status from At Home to Deceased. By providing this service you are alleviating the emotional trauma this has on some owners. Click Update Details once the updates are completed.

2.1 Search and Edit Animal Records

2. Search and Update



9

If you search for an animal and its status shows as 'Incomplete' you will not be able to update the record, unless the record was created by yourself/clinic. This means if another clinic created the microchip record you cannot update the desexing status as the owner has not completed the record to their owner profile.

How to complete a microchip record as a new owner

Go to dogsandcatsonline.com.au

- 1 Select Register*
- 2 I would like to Register my new animal
- 3 Enter Microchip number and your Surname
- 4 Ensure your details are correct
- 5 Ensure animal details are correct
- 6 Complete registration

All dogs and cats born after 1 July 2018 must be microchipped by 3 months of age or before sale and desexed by six months of age, unless exempt.

South Australian law requires all dog and cat microchip details to be kept updated on dogsandcatsonline.com.au.

*If you don't have internet access or an email address, contact your council for assistance.

*Select **Forgotten your password** to set a new one.

10

The Dog and Cat Management Board has created flyers for clinics to give to clients informing them how to do this process. If a clinic enters an owner's email address when recording information in Dogs and Cats Online the owner will also receive an email with instructions. This email sometimes goes to the owners 'junk folder' so please advise them to look there if they have not received the email.

3.1 Creating a Microchip or Desexing Record

3. Recording Procedures in DACO



3.1 Creating a Microchip or Desexing Record
3. Recording Procedures In DACO

Dogs and Cats Online Training for Vet Clinics, Vets and Microchip Implanters

1

This user guide is to assist a Clinic User, Vet or Microchip Implanter record information on Dogs and Cats Online



Welcome to SA's **Dogs** and **Cats** Online System

The Dogs and Cats Online system is a database of dogs and cats that reside in South Australia. It is also the South Australian dog and cat breeder registration system. If you are a registered user, click **Toggle**. If you are not a registered user, and have a dog/cat to register (including claiming a microchipping record, completing an ownership transfer or registering as a breeder), click **Register**.

LOGIN **REGISTER**

2

Go to www.dogsandcatsonline.com.au
Click **Login**
Enter your **username** (email address) and **password**
Click **Login**
If you have forgotten your password click on **Forgotten Password** to reset it



Search Animals | My Authorized Vets & Microchip Implanters

Request Authorisation | **Record Info in DACO**

3

Click on the **Record Info in DACO** button

3.1 Creating a Microchip or Desexing Record

3. Recording Procedures in DACO

Record Info in DACO

This function is to be used to register animal information into dogs and cats online (DACO) under the delegation of The Dog and Cat Management Act.

If you **KNOW OR SUSPECT** that the information relates to an animal already in DACO, please use the function and search for the animal and update the existing record. This will be for the site concerning.

Please ensure all details are correct **BEFORE** the **SAVE** button.

ⓘ You must fill in all fields marked with an asterisk.*

Are you recording microchip details, desexing, or both? * Microchip Desexing Both

What type of animal is this but? * Dog Cat

Is this for a litter? * Yes No

Do you know the council tag number? * Yes No

4

Enter the type of procedure you are entering, the type of animal it is for, if it for a litter (or not) and, if the council registration number is known. If the dog has a council registration disc it will have a record in DACO. By selecting 'litter' some fields will be pre-populated over multiple records

Do you know the council tag number? * Yes No

200000

Animal in system - FROZZ. Is this the right animal?

5

Enter the council registration disc number if it is known and click Search. If a record is found and the name (of the dogs) is correct click **Yes**. If the information is different click **No**. The dog may be wearing the wrong disc. Cat's are not issued council registration discs

Animal Specifics

Name of Animal *

Date of Birth * ⓘ ⓘ

Primary Breed * ⓘ

Secondary Breed

Primary Colour *

Secondary Colour

Distinguishing Features

Gender * Male Female

6

Enter the information about the animal you are recording in Dogs and Cats Online

3.1 Creating a Microchip or Desexing Record

3. Recording Procedures in DACO

This screenshot shows the DACO form for recording a procedure. It includes the following fields and options:

- Is Desexed:** Radio buttons for Yes (selected) and No, with a help icon.
- Is the animal microchipped?:** Radio buttons for Yes (selected) and No.
- Microchip Number:** An empty text input field with a help icon.
- Actioned By:** A dropdown menu with options: Unknown, LOCM, Certificate Provided, and Jo Clizen.
- Re-enter Microchip Number:** An empty text input field.

7

Clinic administrators can allocate procedures to any vet who is authorised to the clinic (see tutorials 1.4-1.6 for more information) or select LOCM or Certificate Provided and enter the name of the Vet/Microchip Implanter who completed the procedure

This screenshot shows the DACO form with the following details:

- Is the animal microchipped?:** Radio buttons for Yes (selected) and No.
- Microchip Number:** The number 900112233445566 is entered in the text field.
- Re-enter Microchip Number:** An empty text input field.
- Actioned By:** A dropdown menu with options: LOCM, UNKNOWN, and Monica Caulker.

8

A microchip number must be entered into DACO twice to ensure the right number is entered. It cannot be copied and pasted. It is recommended that when entering the number you copy it from the microchip's barcode sticker. A user can use a barcode scanner to enter this information if you have one.

This screenshot shows the DACO form with a warning message:

- Microchip Number:** The number 900112233445566 is entered.
- Re-enter Microchip Number:** The number 900112233445567 is entered.
- Warning:** A red message below the re-enter field states: "Microchip numbers entered do not match".

9

If the user re-enters the microchip number differently a warning message advises the user and you will not be able to save the record. Please make sure great care is taken in entering this information.

3.1 Creating a Microchip or Desexing Record

3. Recording Procedures in DACO

Are you recording this for the breeder? * Yes No

Is the Breeder a Registered Breeder? * Yes No

10

By adding the breeder details to a record enables the breeder to easily transfer the animal to the new owner without being charged registration fees. If you select no to recording to the breeder a red warning message will appear. This is just information and will not prevent the record from being saved

Is the Breeder a Registered Breeder? * Yes No

Name of Breeder *

11

If you select **No** to the question of is the breeder registered (with the Dog and Cat Management Board) a warning message will appear. This is just information and will not prevent you from saving the record. Please enter the name of the breeder for the Dog and Cat Managements Board reference

Is the Breeder a Registered Breeder? * Yes No

Membership Number *

12

If the breeder is registered and the details are known click **Yes** to this question and then click **Search**

3.1 Creating a Microchip or Desexing Record

3. Recording Procedures in DACO

Search Breeder

Owner Name

Business Name

Suburb

Authorized Assoc

Owner Surname

Breeder Registration Number

Valid To Date

Dogs SA
 Feline Association of South
 Australia
 Governing Council of the Cat
 Fancy SA

13

Enter the information provided by the breeder. If searching by name just enter the surname. All breeders have a Breeder Registration Number (BRN) starting with DACO. Do not be too perscriptive when entering information. Click **Search** to find the breeder

OWNER NAME	BUSINESS NAME	BREEDER NUM	AUTHORISED ASSOC. ?	EXPIRY DATE
<input checked="" type="checkbox"/> Fred Jones		DAC025000	Dogs SA	30/06/2023
<input type="checkbox"/> Andrew Smith		DAC025000	Dogs SA	30/06/2023
<input type="checkbox"/> Tony Smith		DAC025000	Dogs SA	30/06/2019
<input type="checkbox"/> Sarah Thompson		DAC025000	Dogs SA	30/06/2019
<input type="checkbox"/> David Brown		DAC025000	Dogs SA	30/06/2021
<input type="checkbox"/> Andrew Smith		DAC025000	Dogs SA	30/06/2019
<input type="checkbox"/> Sarah Thompson		DAC025000	Dogs SA	30/06/2019
<input type="checkbox"/> Tony Smith		DAC025000	Dogs SA	30/06/2020
<input type="checkbox"/> David Brown		DAC025000	Dogs SA	30/06/2020
<input type="checkbox"/> Andrew Smith		DAC025000	Dogs SA	30/06/2020

Page 1 of 173

10 items per page

14

Click on the **tick box** to select the breeder information and click the **Accept** button

Owner Details

Given Names * Surname *

Contact Number

15

By searching and selecting a breeder the owner details will be pre populated. If you are recording this for an owner (not a breeder) these fields will need to be entered manually. Fields with an asterisk are mandatory.

3.1 Creating a Microchip or Desexing Record

3. Recording Procedures in DACO

Owner Details

Title * [sa]

Given Names * [Fred]

Email Address * [fred@sa.gov.au] ⓘ

Phone Number * [012 345 6789]

Residential Address * [81 05 HAYMAUTH STREET, ADELAIDE, SA 5000]

Postal Code * [5000] Postal Same As Residential?

Sex Of Birth []

Surname * [jones]

Mobile Phone [0800 000 000]

Alternate Numbers []

Alternate Contact Phone []

16

IMPORTANT: Whilst it is not a mandatory field, when entering owner details please enter an email as this will prompt DACO to send an email to the owner advising them to complete the microchip record to their name.

Click **Save**

Warning

Australian microchip numbers are typically 15 digits, you may wish to re-check the microchip number to ensure you have entered it correctly.

17

All Australian microchips should be 15 digits. If the microchip number you have entered is not 15 digits you will receive a warning advising you of this. You can fix the number you have entered by clicking on **Fix** or if the microchip is not 15 digits click **Non-Standard Microchip Number** to proceed

How to complete a microchip record as a new owner

Go to dogsandcatsonline.com.au

- 1 Select **Register**
- 2 I would like to **Register my new animal**
- 3 Enter **Microchip number** and your **Surname**
- 4 Ensure your details are correct
- 5 Ensure animal details are correct
- 6 Complete registration

18

The Dog and Cat Management Board has created flyers for clinics to give clients informing them how to complete a microchip record (into their name). You can order flyers by emailing dcmb@sa.gov.au