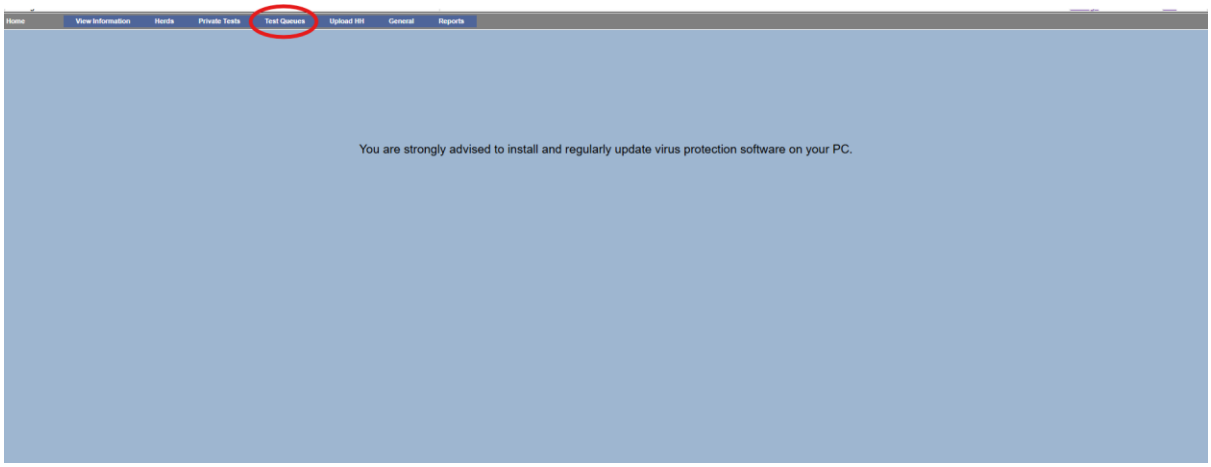
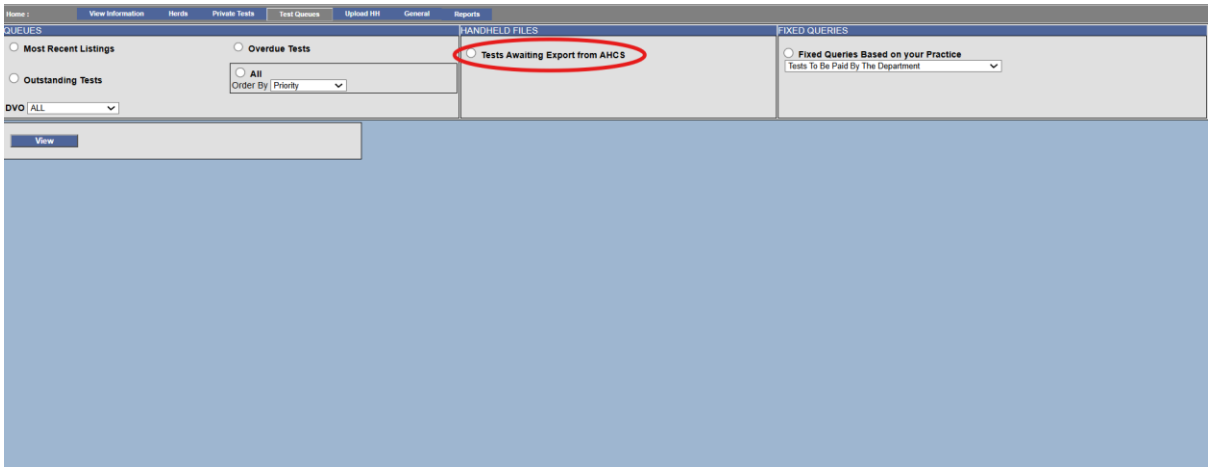
HOW TO UPLOAD A SINGLE TEST FILE FROM AHCS TO THE HANDHELD

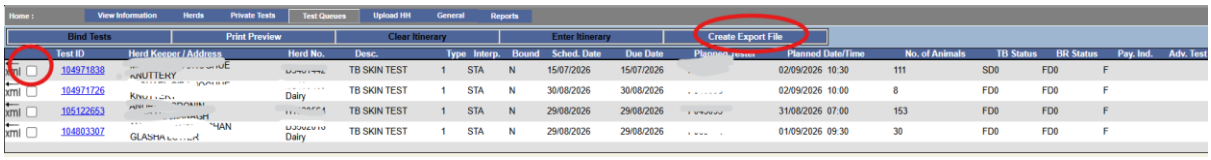
Step 1. Log into AHCS

Step 2. Click on Test Queues and Select Tests Awaiting Export from AHCS



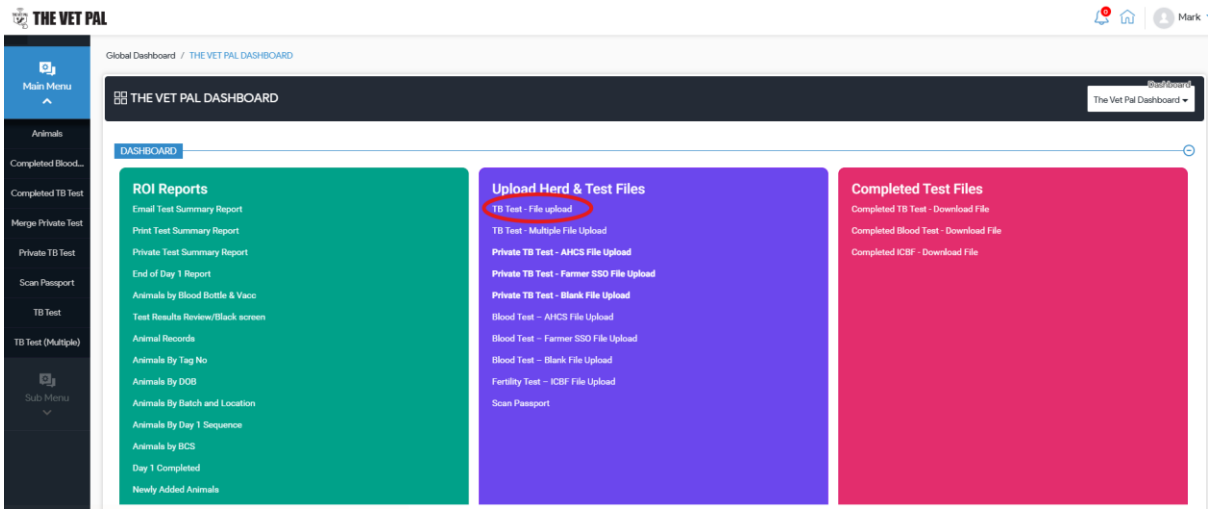


Step 3. Select the test and click Create Export File. This will automatically download a test file to your computer. Typically, you will find this file in your downloads folder.

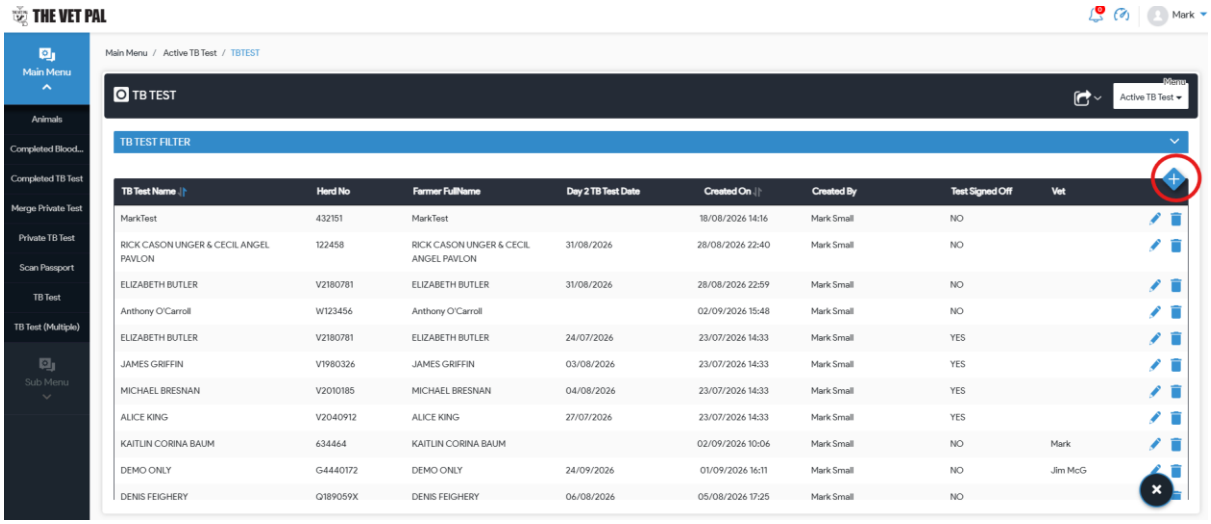


Step 4. Log in to https://thevetpal.teamkonnect.com/

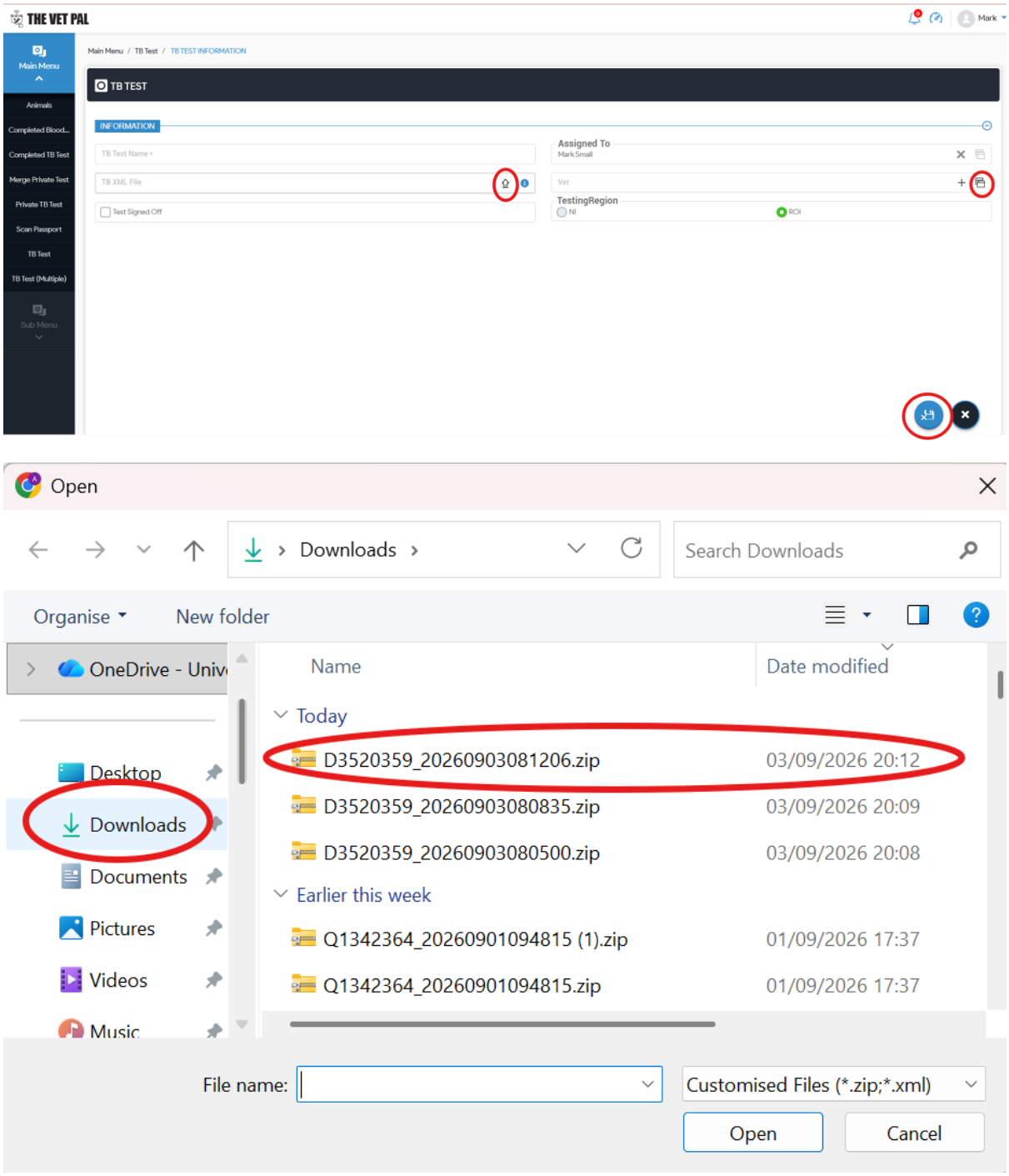
Step 5. Select TB Test – File Upload



Step 6. Click the + to add a new test



Step 7. Click the symbol as circled and select the test file from the downloads folder. Click the symbol to select the vet who is listed to do the TB test. Click Save & Close in the bottom right hand corner.

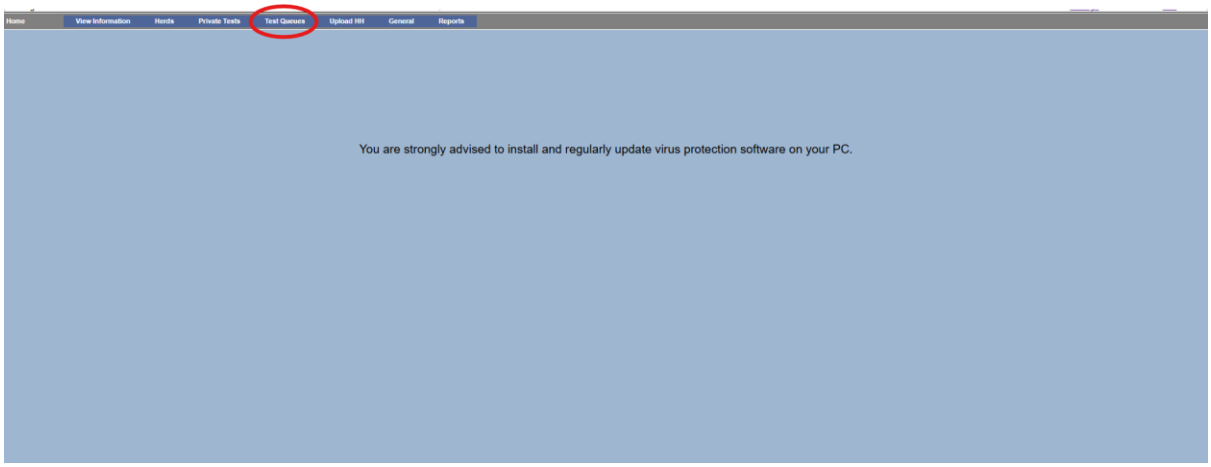


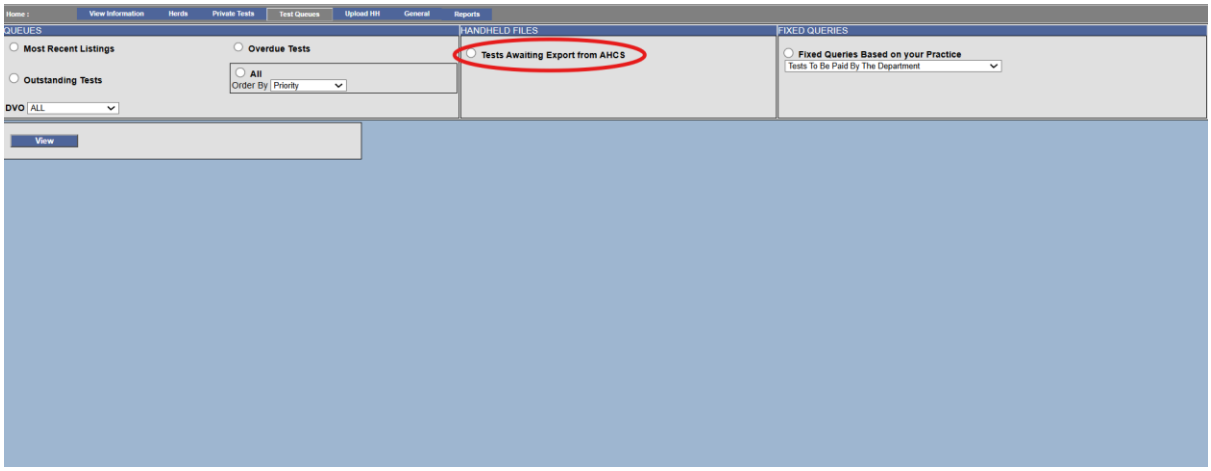
Step 8. Click Sync on the handheld and the test will be imported.

HOW TO UPLOAD MULTIPLE TEST FILES FROM AHCS TO THE HANDHELD

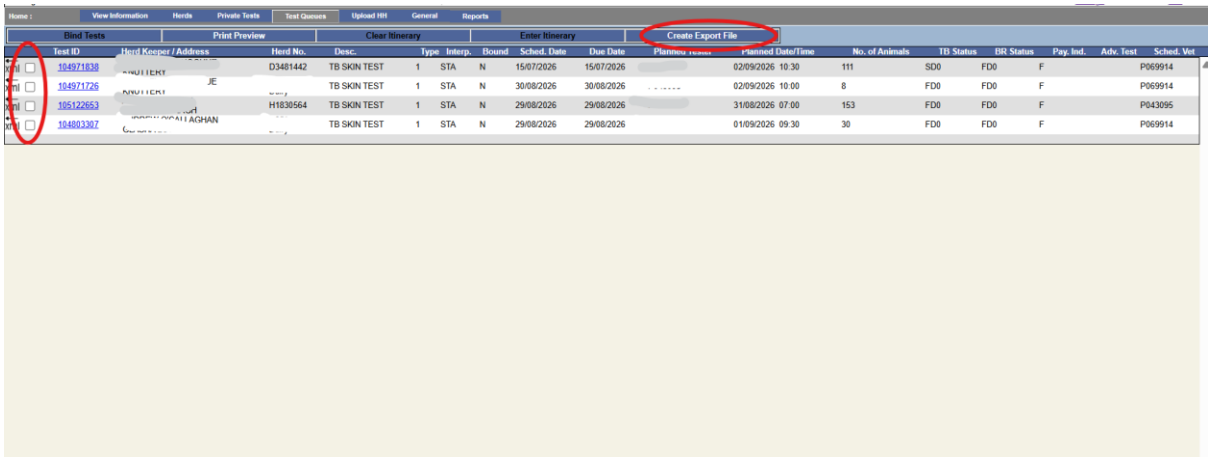
Step 1. Log into AHCS

Step 2. Click on Test Queues and Select Tests Awaiting Export from AHCS



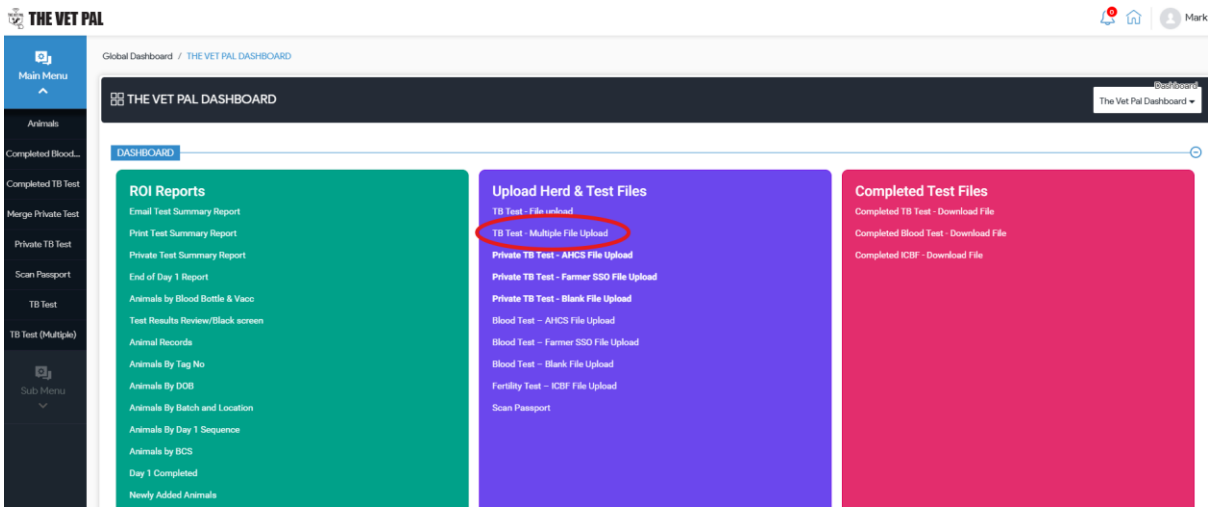


Step 3. Select the tests and click Create Export File. This will automatically download the test files to your computer. Typically, you will find this file in your downloads folder.

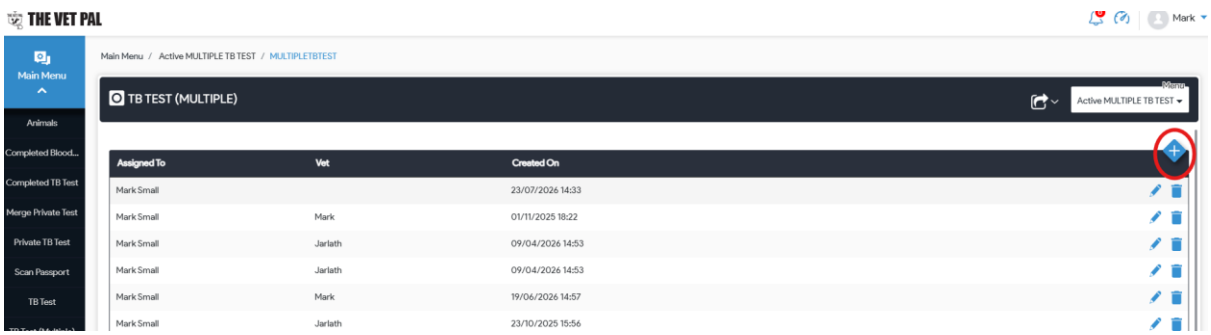


Step 4. Log in to https://thevetpal.teamkonnect.com/

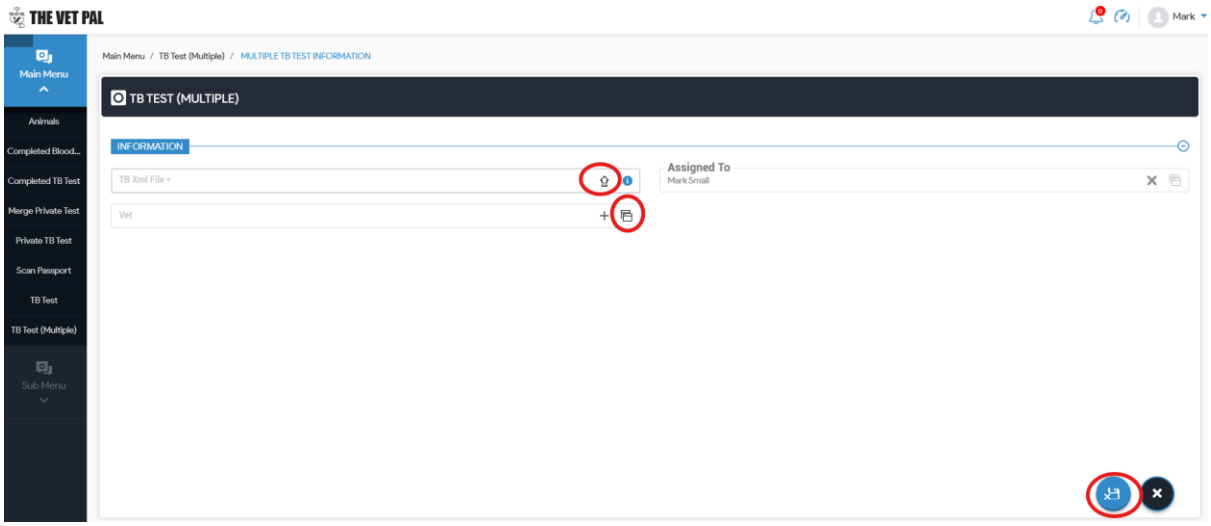
Step 5. Select TB Test – Multiple File Upload

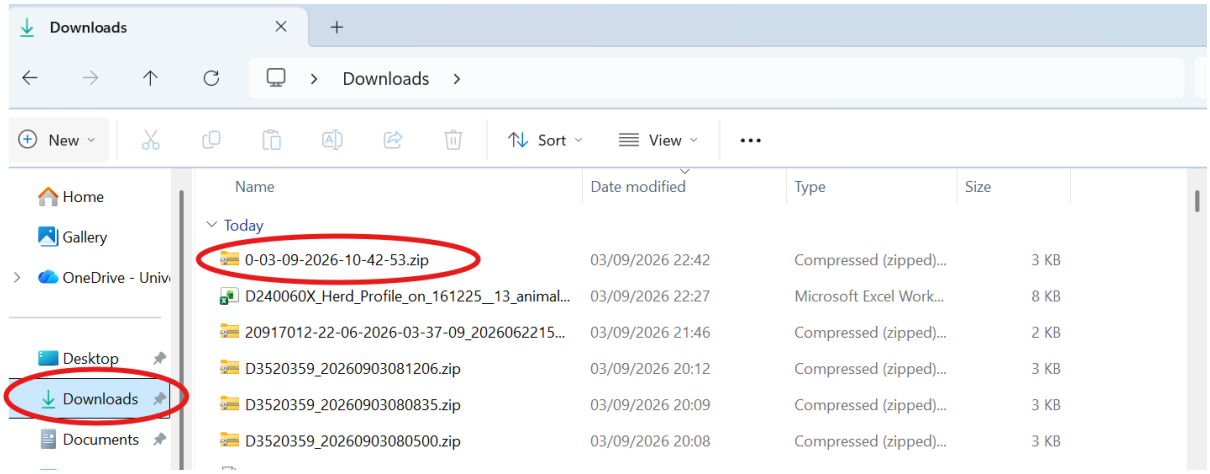


Step 6. Click the + to add a new test



Step 7. Click the symbol as circled and select the test file from the downloads folder as shown. Click the symbol to select the vet who is listed to do the TB test. Click Save & Close in the bottom right hand corner.



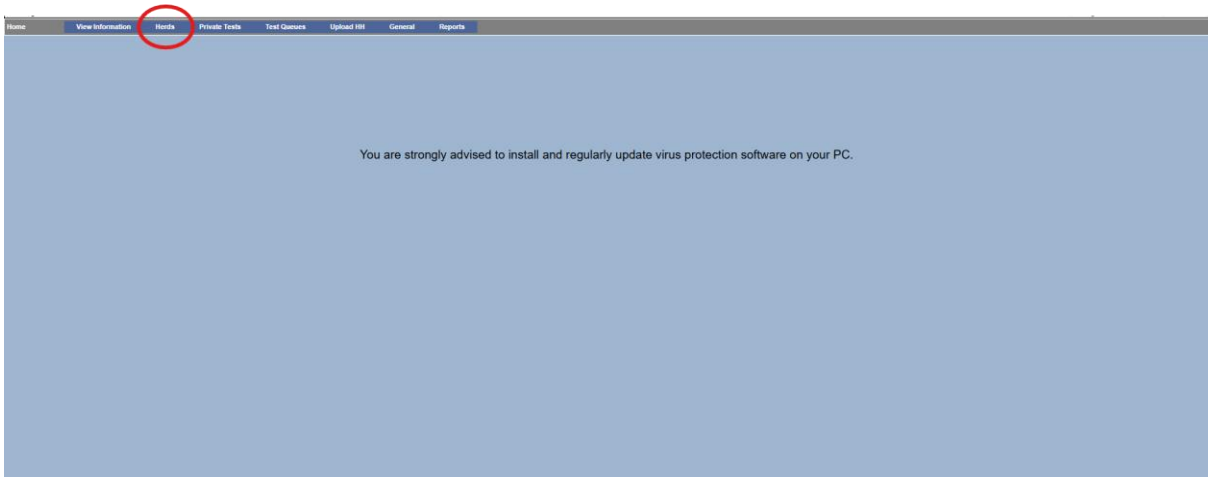


Step 8. Click Sync on the handheld and the test will be imported.

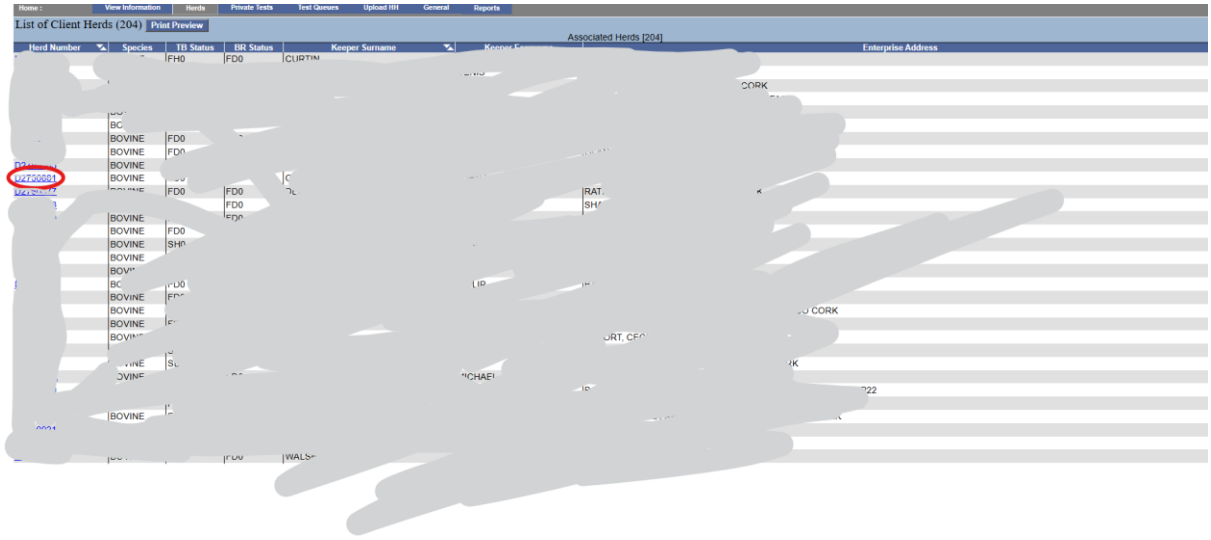
HOW TO UPLOAD AHCS HERD PROFILES FOR PRIVATE TB TESTS TO THE HANDHELD

Step 1. Log into AHCS

Step 2. Click on Herds



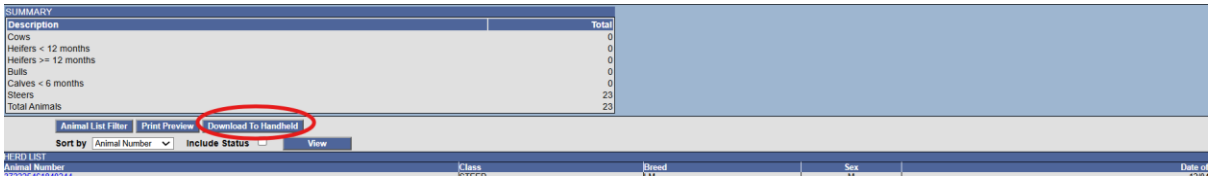
Step 3. Click on the relevant herd number.



Step 4. Click **List**

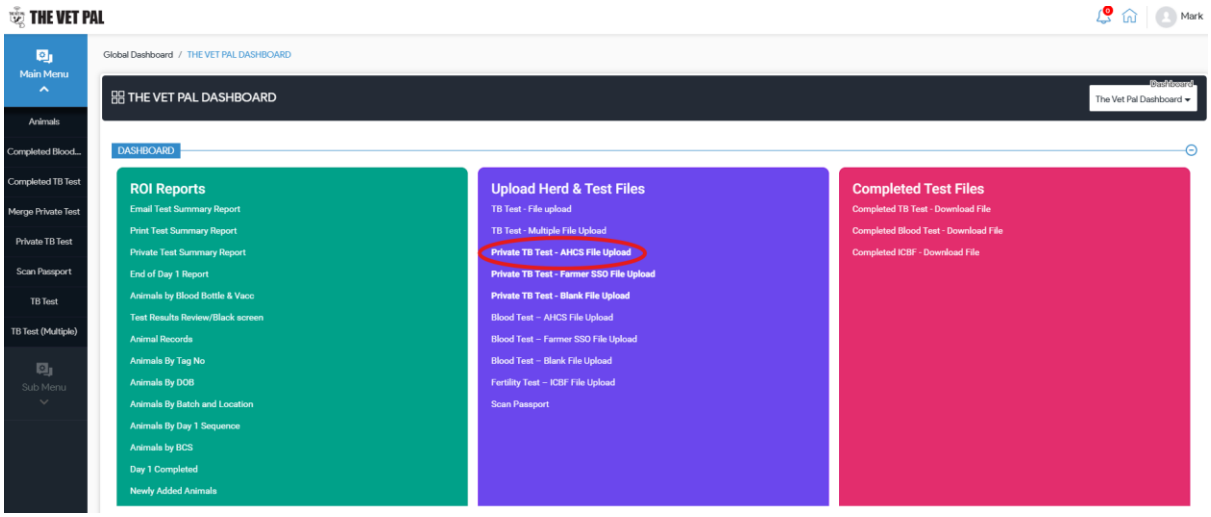


Step 5. Click **Download to Handheld** which will download a herd profile to your computer.

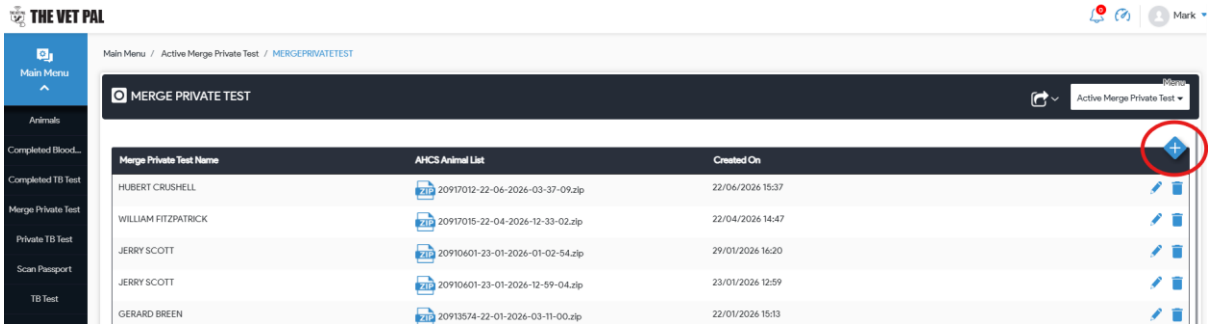


Step 6. Log in to https://thevetpal.teamkonnect.com/

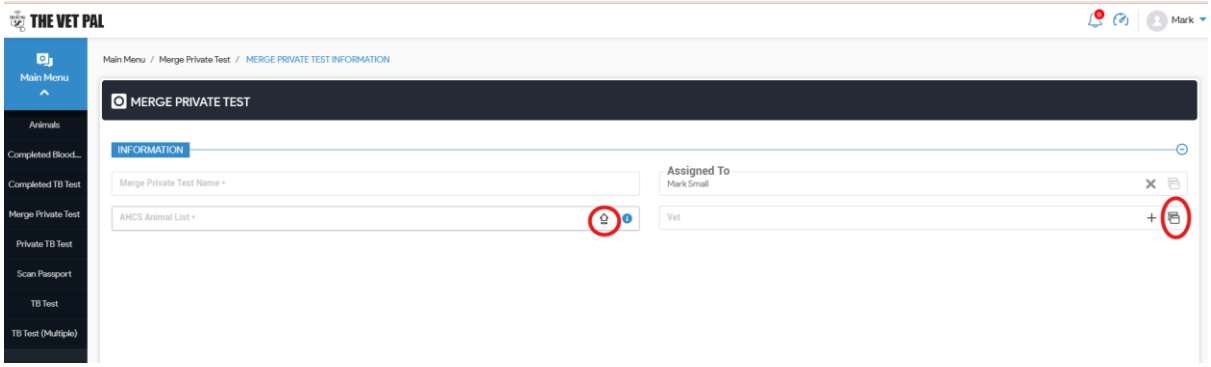
Step 7. Select Private TB Test – AHCS File Upload



Step 8. Press the **+** symbol



Step 9. Click the symbol as circled and select the herd file from the downloads folder. Click the symbol to select the vet who is listed to do the TB test. Click Save & Close in the bottom right hand corner.



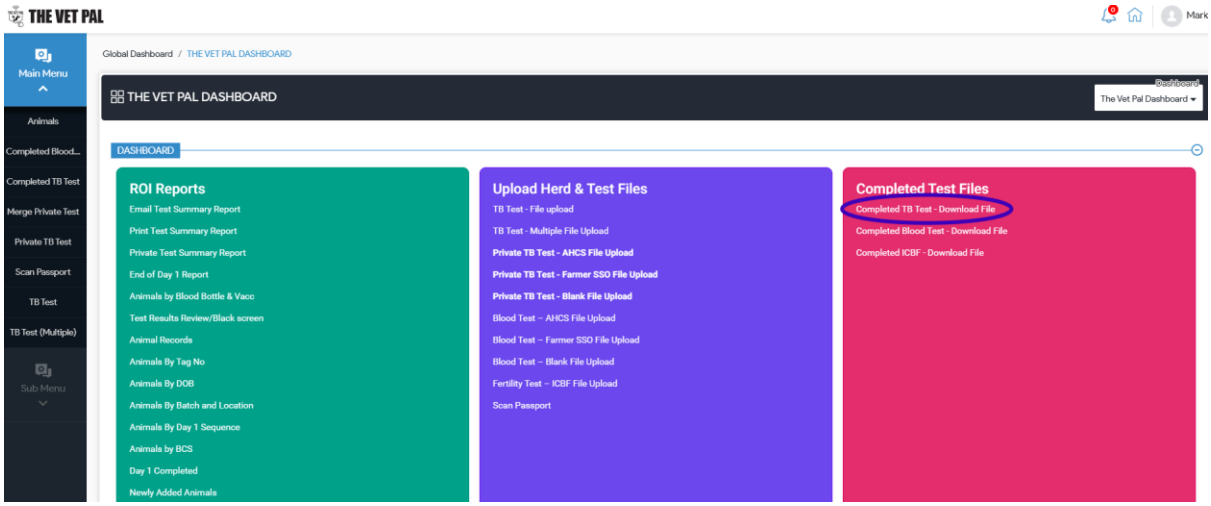
Step 10. Click Sync on the handheld and the test will be imported.

HOW TO UPLOAD COMPLETED PRIVATE TESTS FROM THE HANDHELD TO AHCS

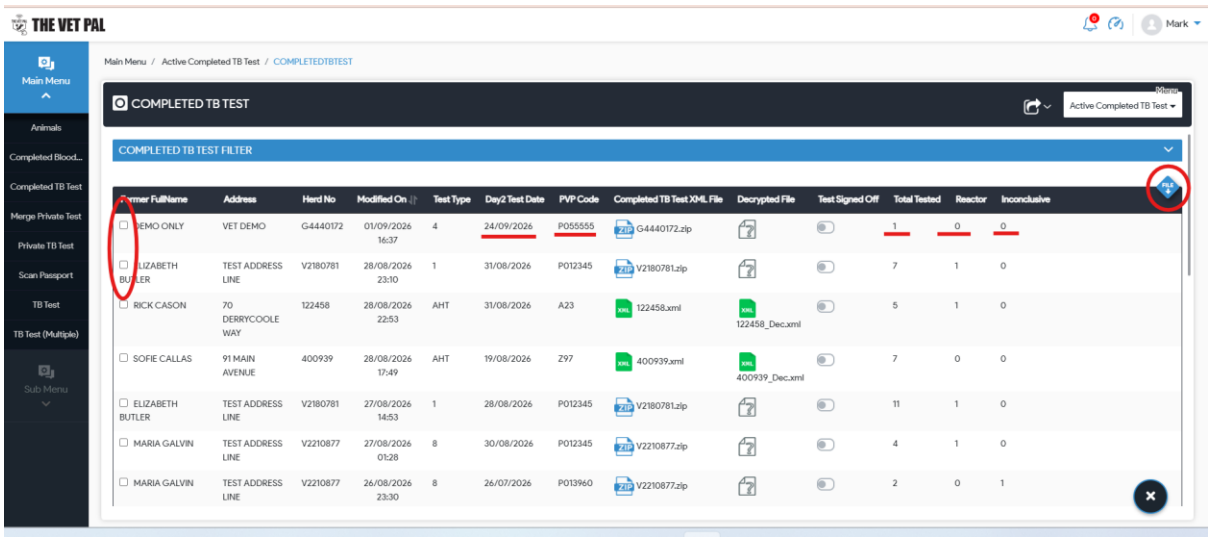
Step 1. On your handheld, press TB TEST EXPORT on the main menu. The handheld will start to sync. Once synced successfully, a list of all the farmers will appear. Please press on each farm that you wish to export a completed TB test. A summary pop-up will appear once a farmer is selected. It will ask you to confirm that you wish to export the completed test. If the test is not complete, please do not export the test!

Step 2. https://thevetpal.teamkonnect.com/

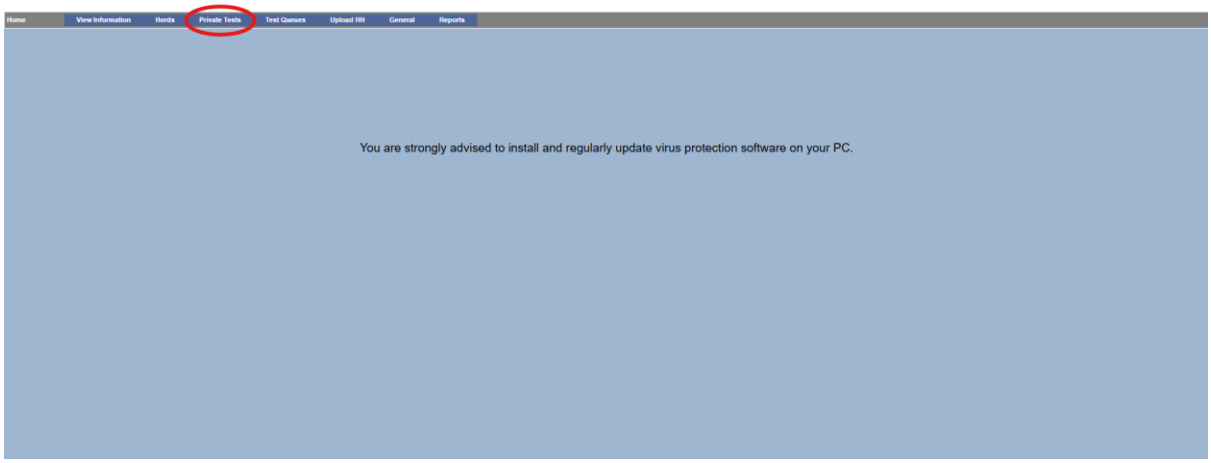
Step 3. Please select COMPLETED TB TEST – DOWNLOAD FILE in the pink box on the main dashboard as shown below.



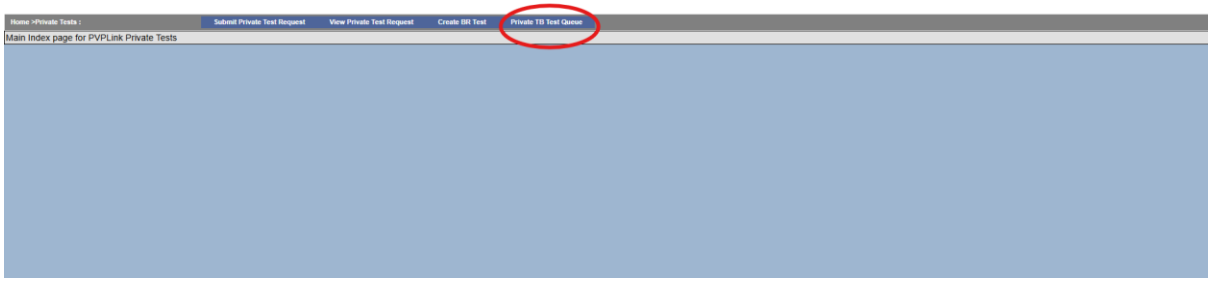
Step 4. Please tick the boxes alongside the tests you wish to upload to AHCS. Once selected, press the File button over on the right hand side as circled. These files will now be in the download folder on your computer. You may be prompted to save them depending on your computer's settings. Please double-check the 5 underlined fields – Day 2 Test, PVP code, Total Tested, Reactor and Inconclusive before uploading tests to AHCS!!!



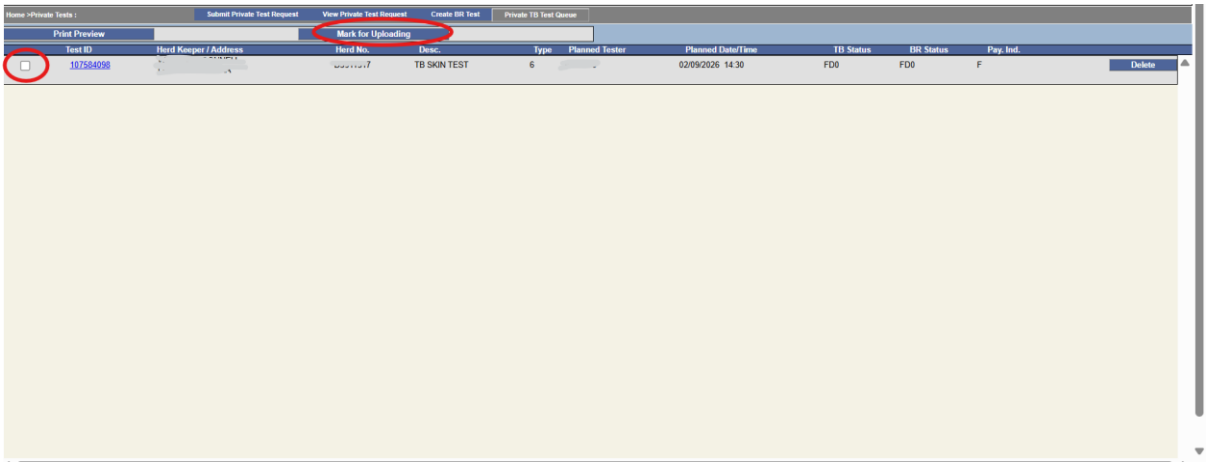
Step 5. Login into AHCS and press Private Tests as outlined below.



Step 5. Select Private TB Test Queue as shown below

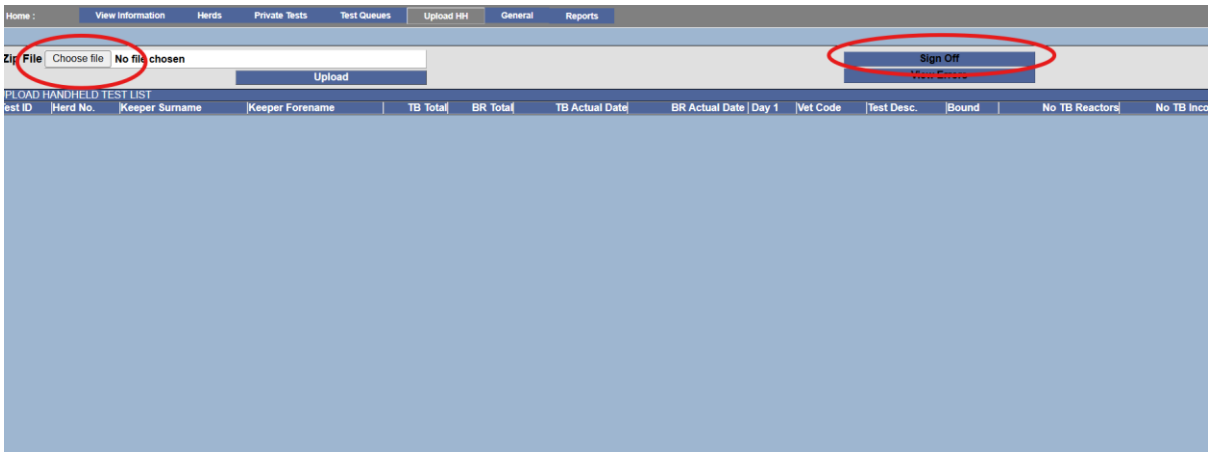


Step 6. Select the box alongside the farmer and press Mark For Uploading button

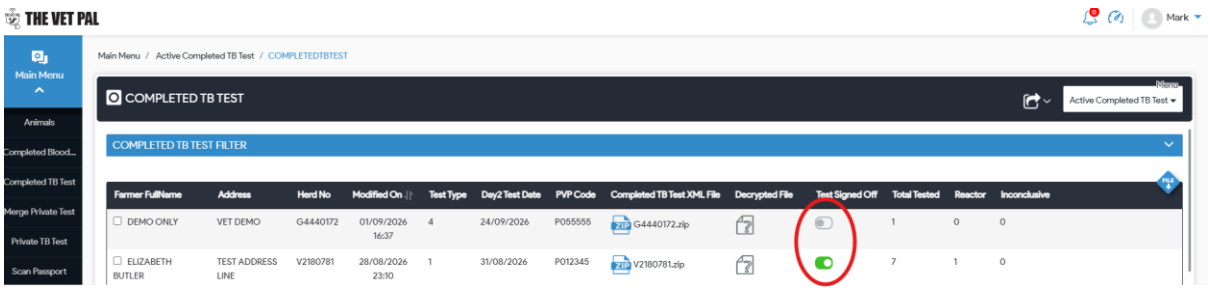


Step 6. Go to Upload HH, Choose File, and select the file in your downloads folder on your computer. Once uploaded, proceed to Sign Off as circled.





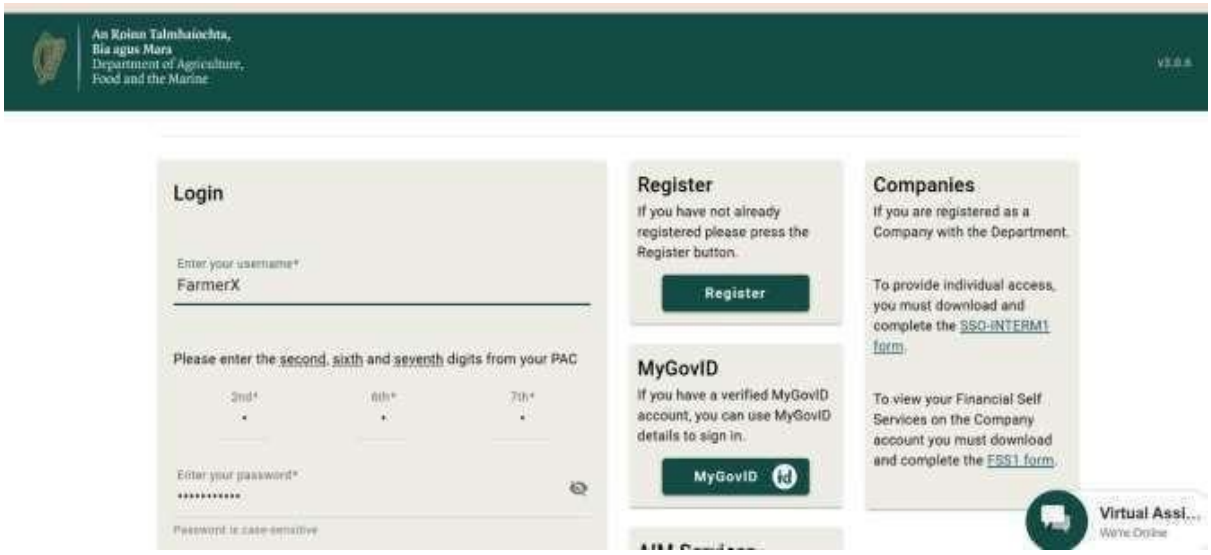
Step 7. Once the test has been uploaded successfully to AHCS, the Test Signed Off, green toggle button on the Complete TB Test Page on TheVetPal portal should be pressed so as to remove the file from the handheld as shown below.



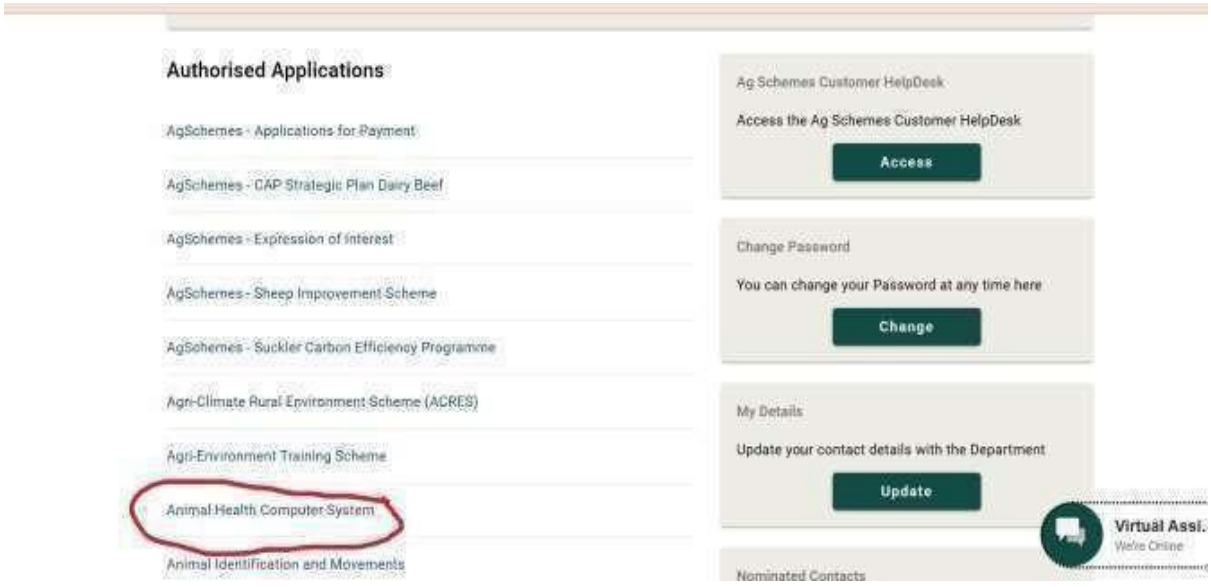
HOW TO UPLOAD A SSO FARMER HERD PROFILE FOR PRIVATE TB TESTS, BLOODS or FERTILITY TO THE HANDHELD

Step 1. Log into farmer SSO login - https://myagfood-client.apps.services.agriculture.gov.ie/

Step 2. Enter the Username, PAC code and Password



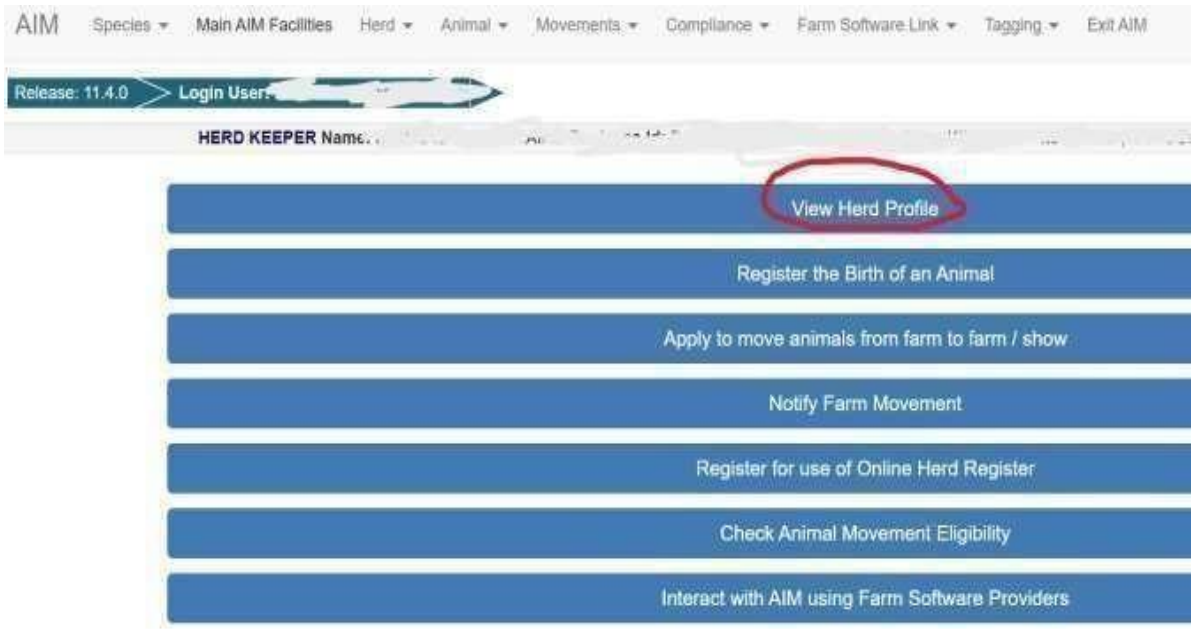
Step 3. Click on Animal Health Computer System



Step 4. Click **Cattle**



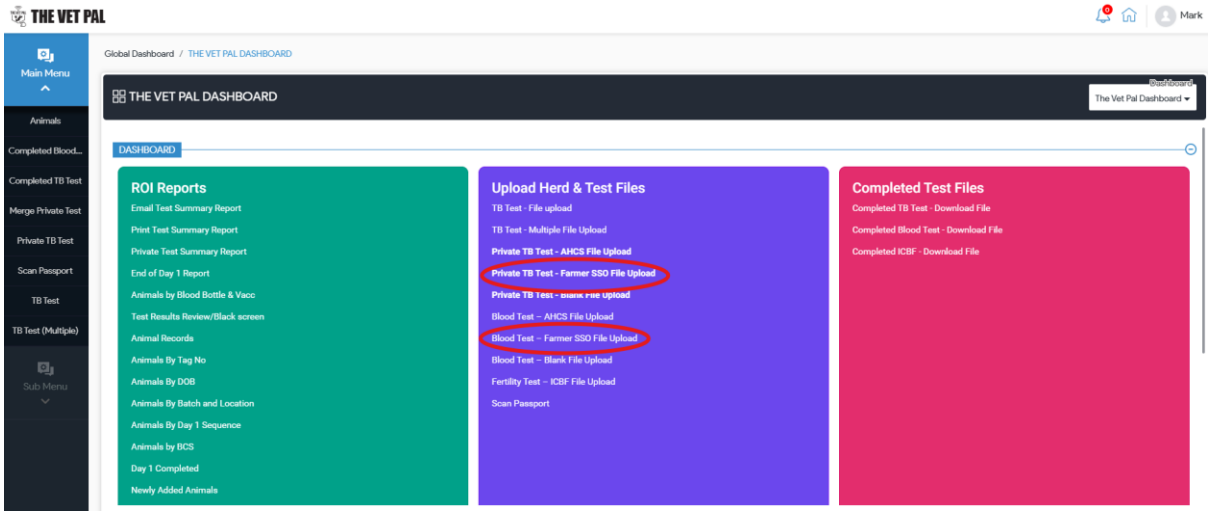
Step 5. Click View Herd Profile



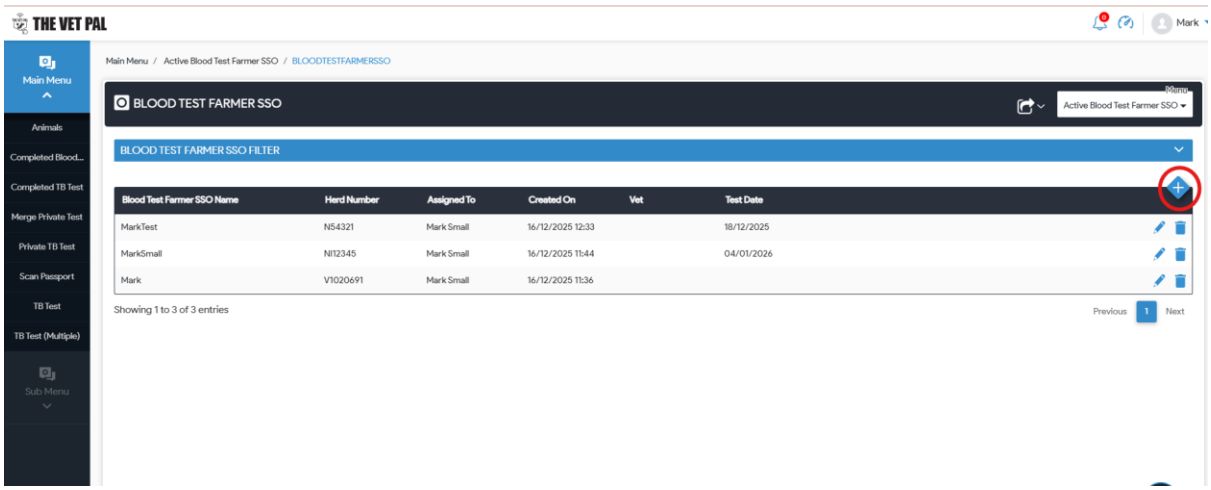
Step 6. Scroll to the bottom the page and click Excel to generate an excel file that will automatically download to your computer



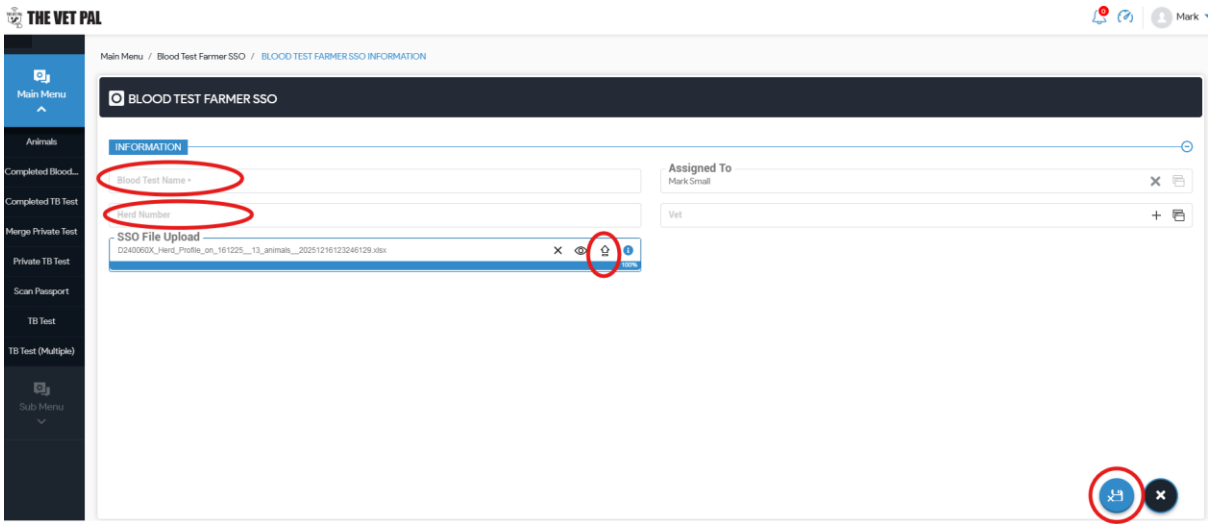
Step 7. Log onto the portal and select either **Private TB Test – Farmer SSO File Upload** OR **Blood Test – Farmer SSO File Upload**



Step 8. Click the **+** to add a new test



Step 9. Click the symbol as circled and select the herd file from the downloads folder. Enter the Test Name and Herd Number as circled. Click Save & Close in the bottom right hand corner.



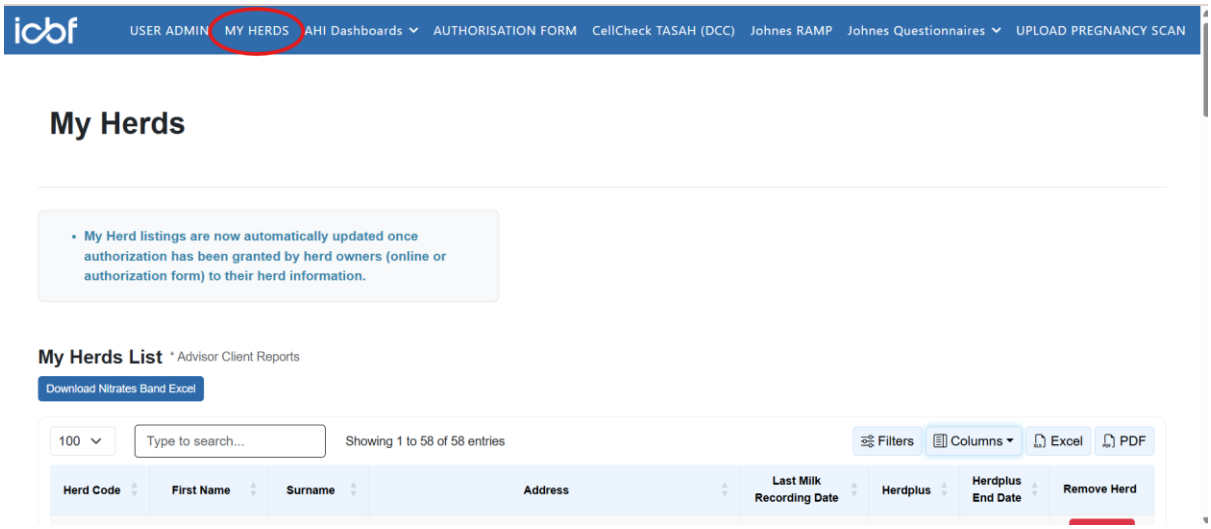
Step 10. Click Sync on the handheld and the test will be imported.

HOW TO UPLOAD ICBF PROFILES TO THE HANDHELD FOR FERTILITY WORK

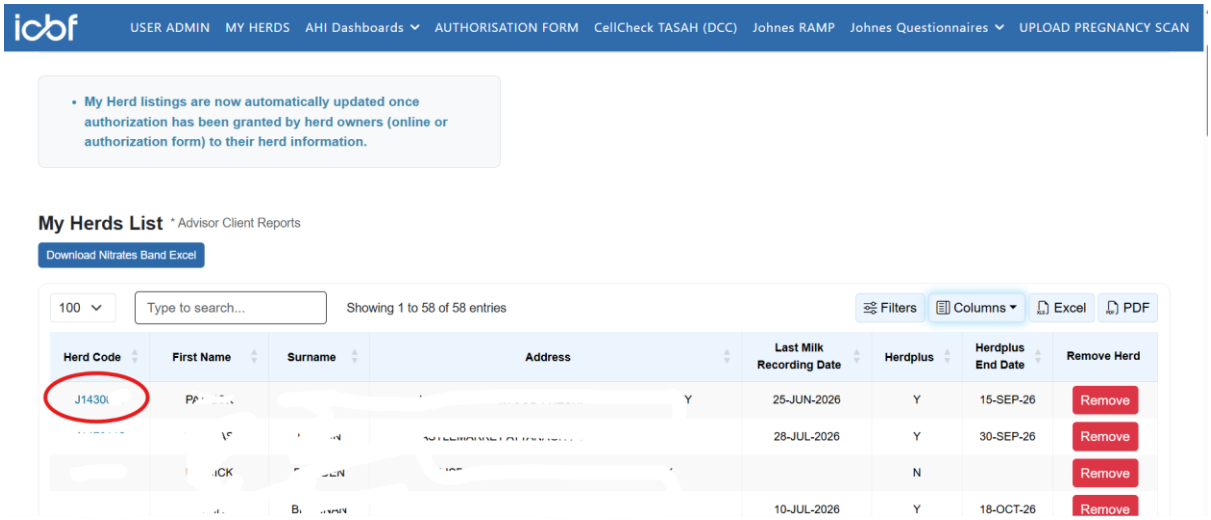
Step 1. Log into ICBF - https://www.icbf.com/log-in/

Step 2. Enter Username and Password

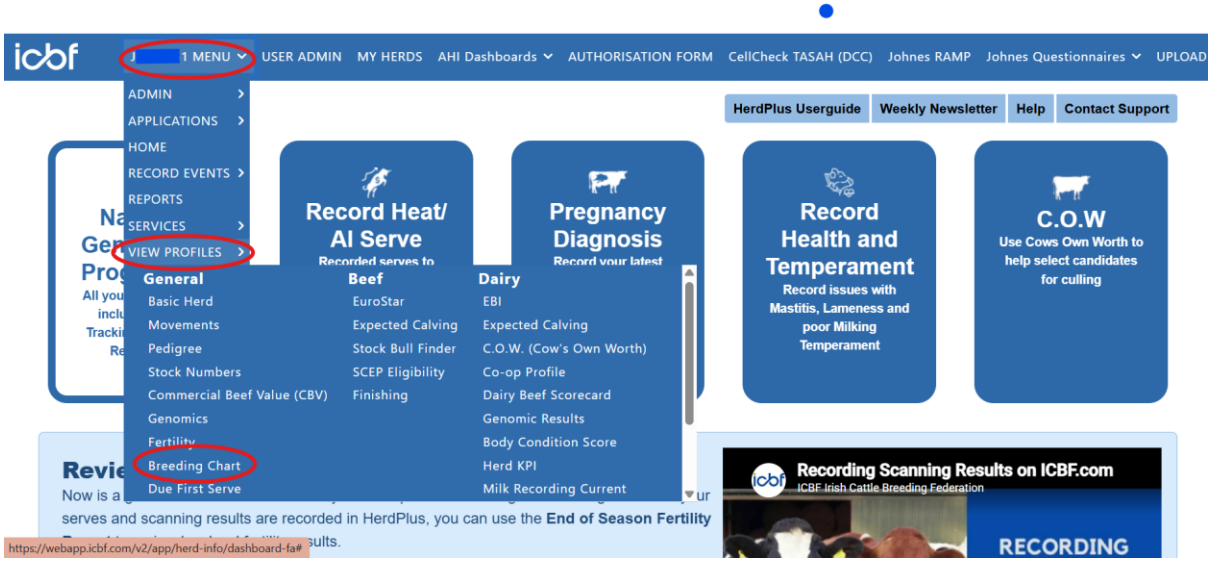
Step 3. Select MY HERDS



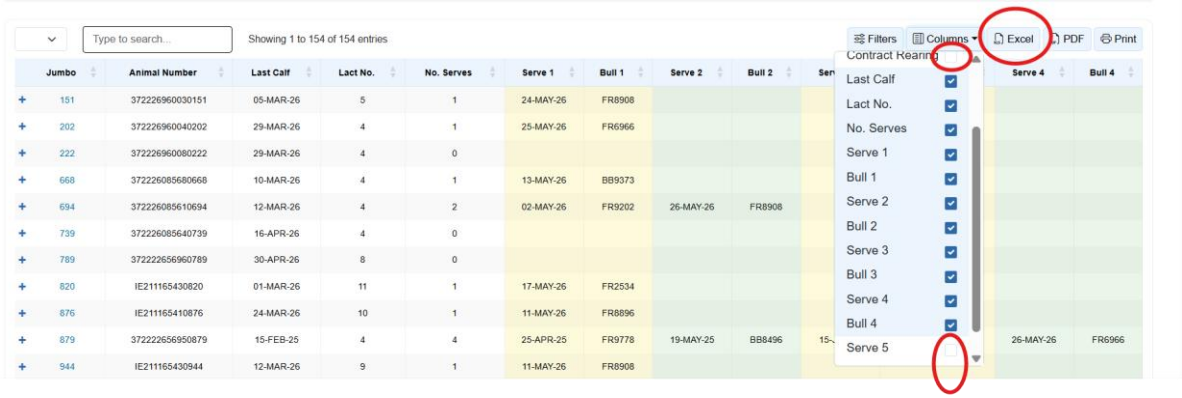
Step 4. Click on the Herd Number you wish to Export



Step 5. Select Menu dropdown, Select View Profiles, Select Breeding Chart.

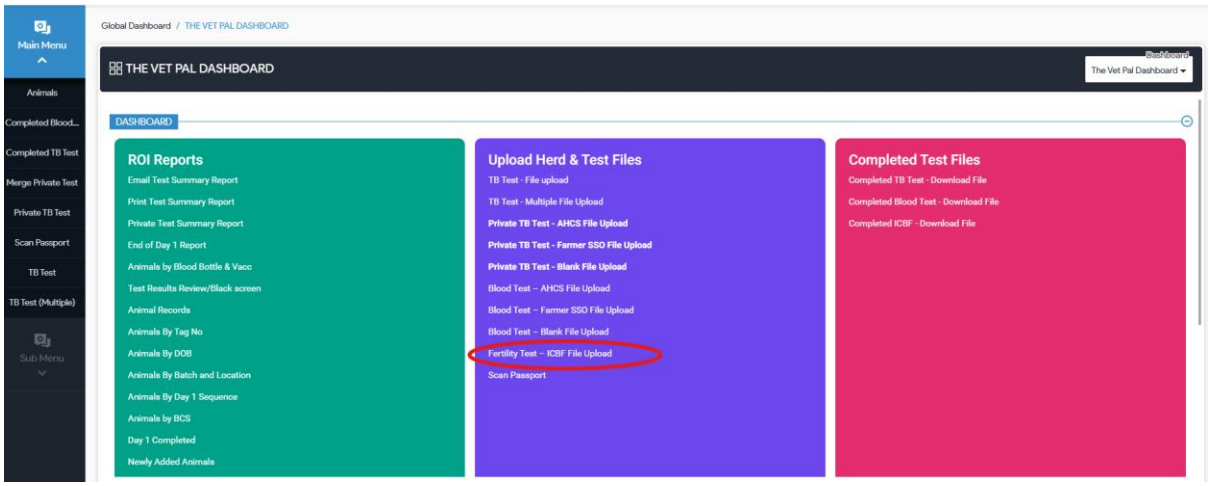


Step 6. Select Columns dropdown and ensure all columns are selected including Contract Rearing, Serve 5 and Bull 5. Press Excel and and a profile will automatically download to your computer.

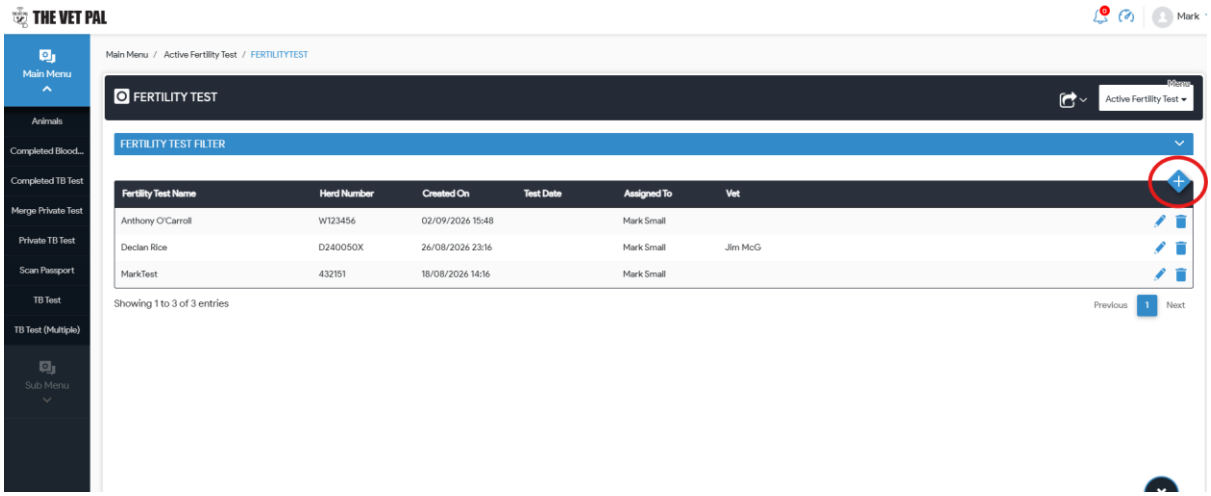


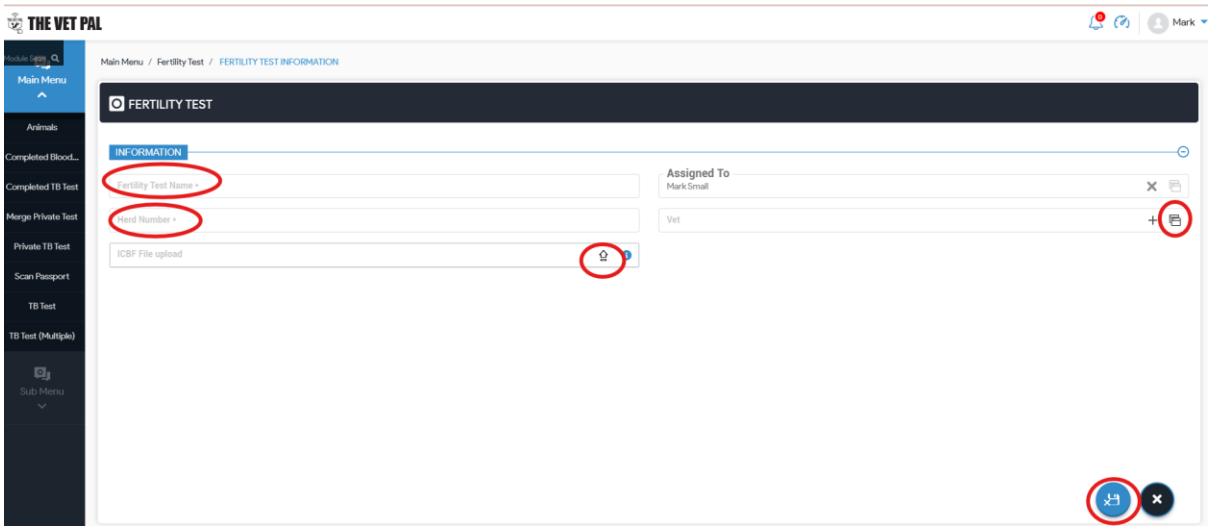
Step 7. Login- https://thevetpal.teamkonnect.com/

Step 8. Select Fertility Test – ICBF File Upload



Step 9. Click the + key.





Step 10. Select File key and upload the ICBF profile. Please enter the Fertility Test Name and the Herd Number and select the Vet and press Save & Close as circled.

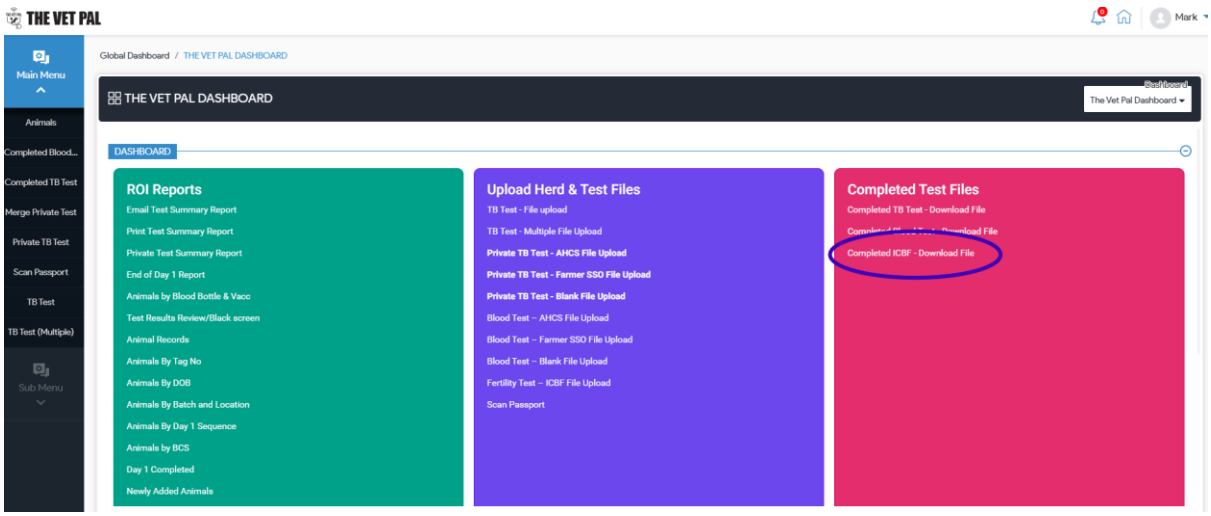
Step 11. Click Sync on the handheld and the test will be imported.

HOW TO UPLOAD COMPLETED FERTILITY TESTS FROM THE HANDHELD TO ICBF

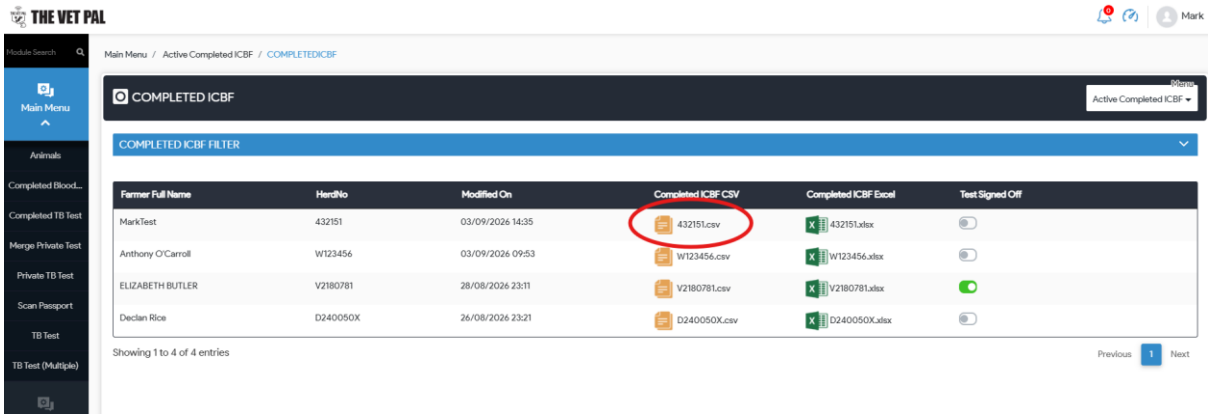
Step 1. On the handheld, press Fertility Test Export in the Main Menu and wait for the handheld to sync. Once synced successfully, select the file you wish to export. A pop-up summary page will appear confirming the total number of animals fertility tested and the option to proceed.

Step 2. Log in to https://thevetpal.teamkonnect.com/

Step 3. Press Completed ICBF – Download File

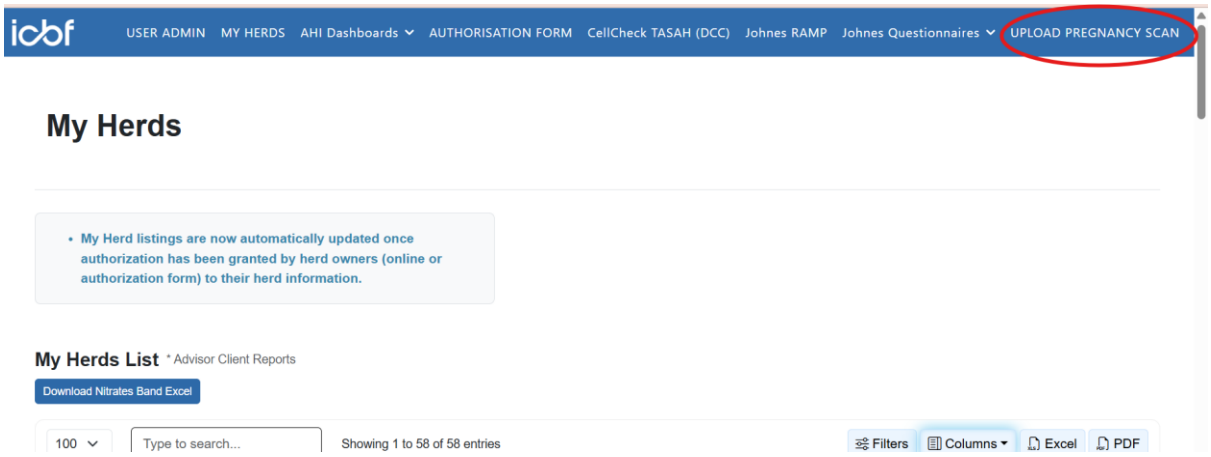


Step 4. Select the CSV file you require and it will download to your computer.

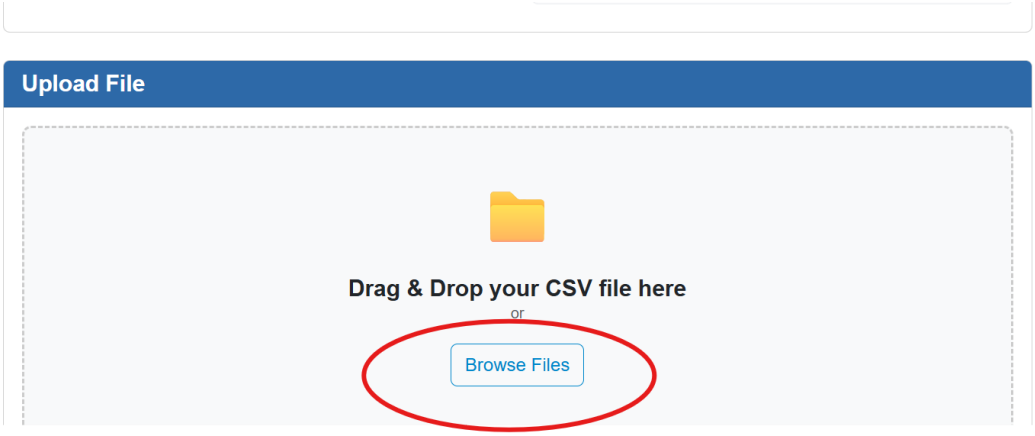


Step 5. Log into ICBF - https://www.icbf.com/log-in/

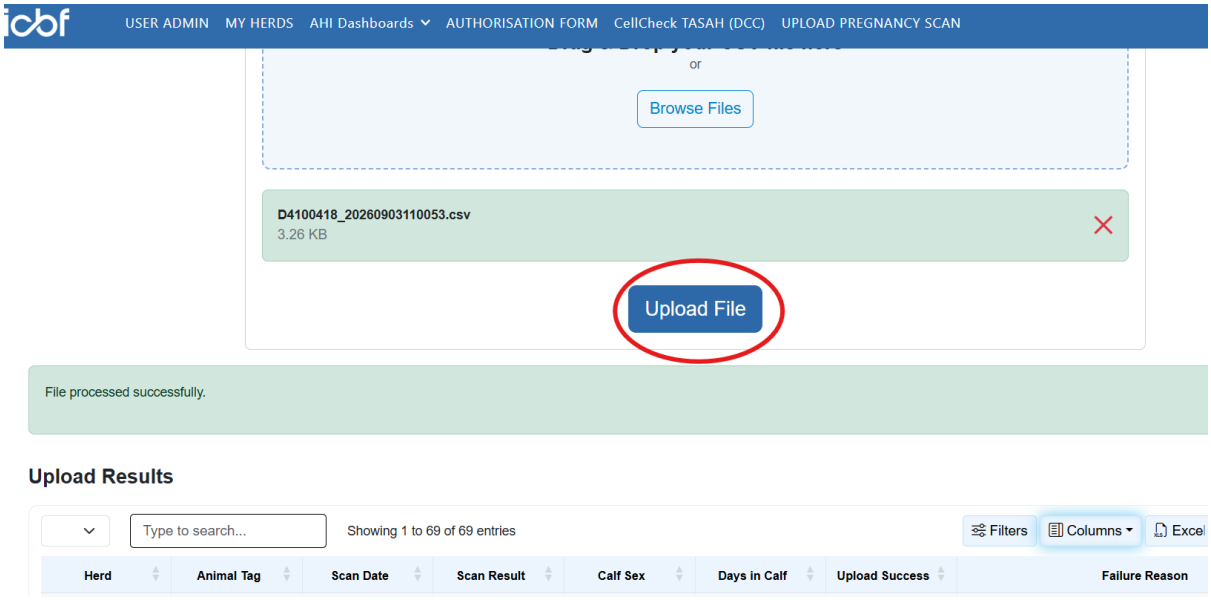
Step 6. Select Upload Pregnancy Scan



Step 7. Press Browse Files and select the completed ICBF test file in your downloads.



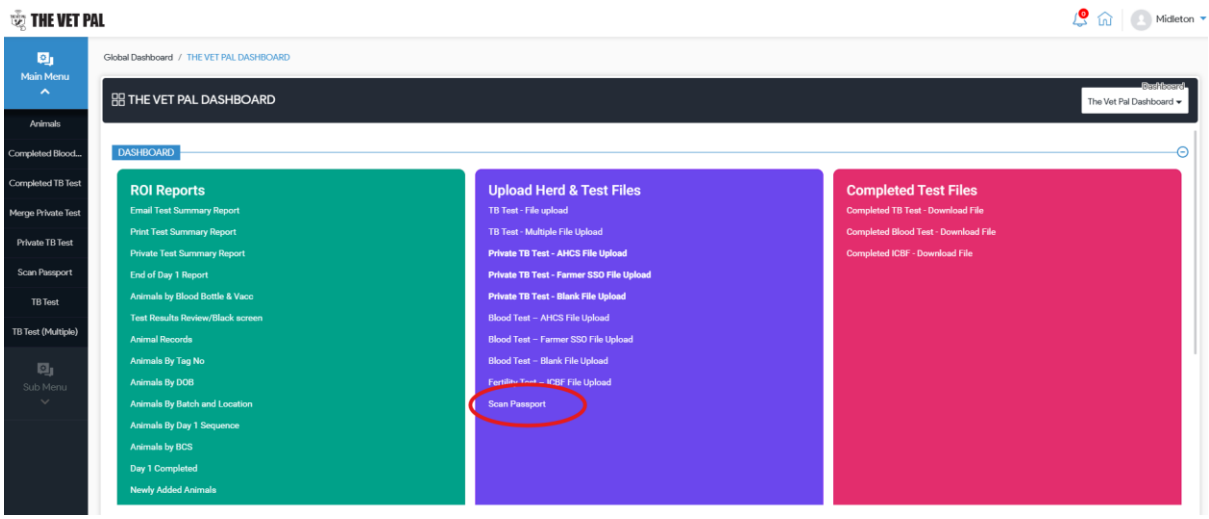
Step 8. Clip Upload File and File Processed Successfully will appear. All the uploaded results can be reviewed.



HOW TO SCAN PASSPORTS/BLUE CARDS

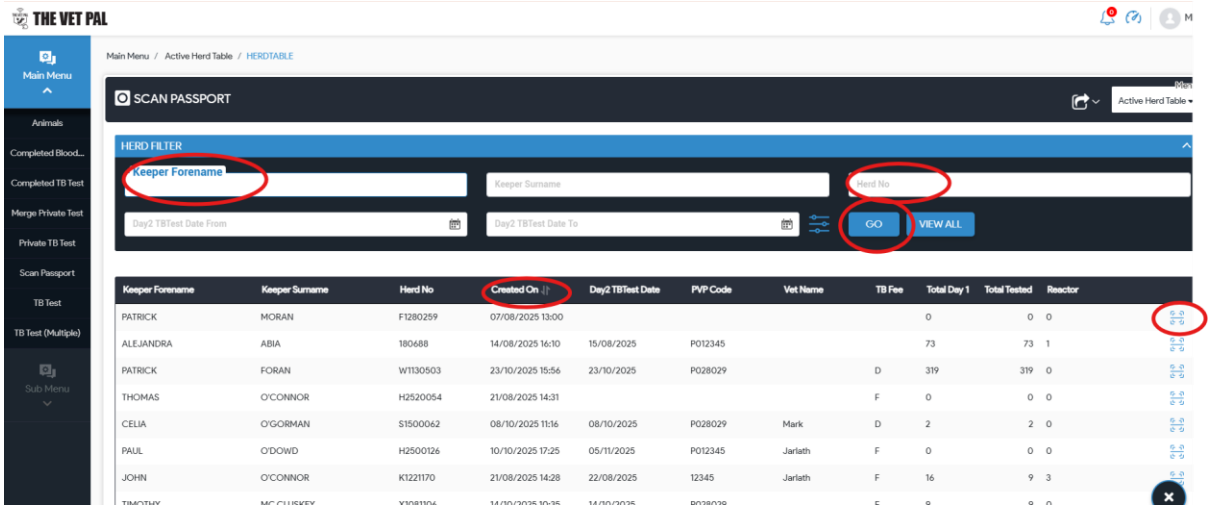
Step 1. Log into https://thevetpal.teamkonnect.com/

Step 2. Click Scan Passport

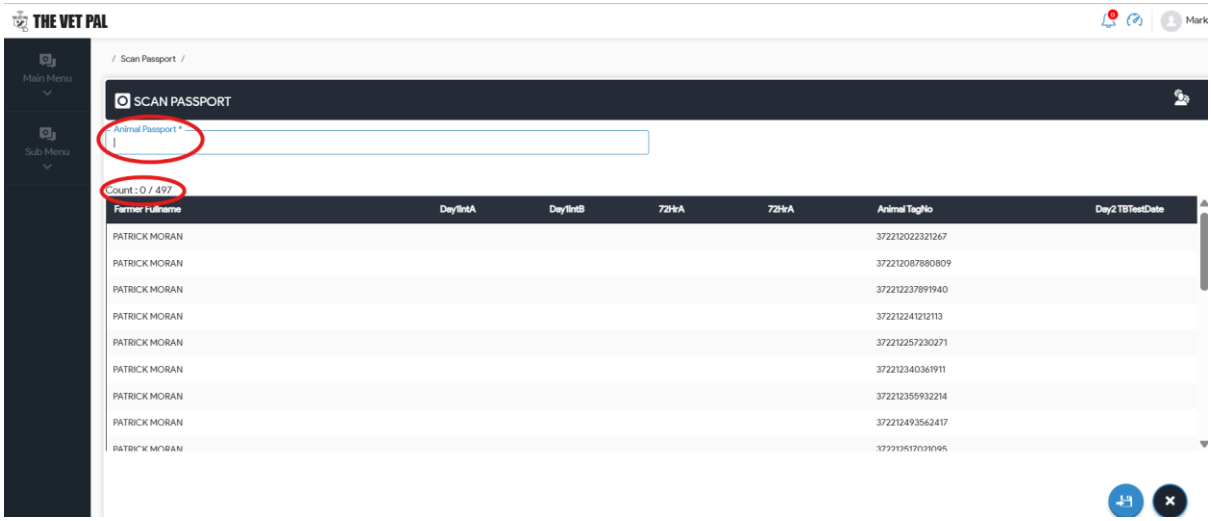


Step 3. You can search for the farmer in the Test Filter bar using (Forename or Surname, or Herd Number or Day 2 Test Range) and click Go OR double click the ‘Created On’ column header to order the tests chronologically.

Once you can see the farmer’s test below, click the symbol as circled 



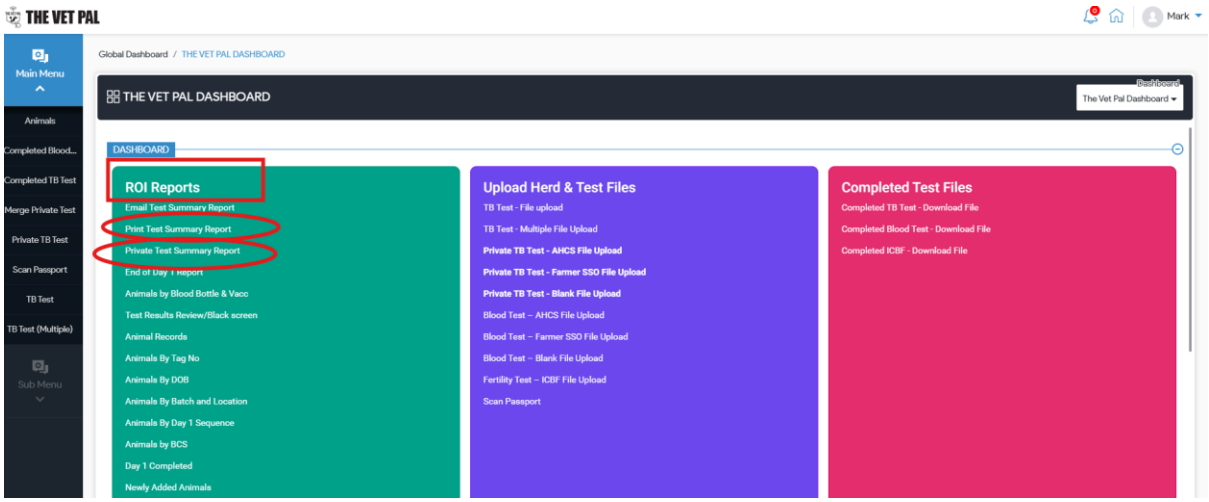
Step 4. Start scanning the cards and you will see the tag number appearing in the Animal Passport input field. As you scan the cards the Count which is circled below will increase. Once all the cards are scanned, only animals without passports will remain on the list below.



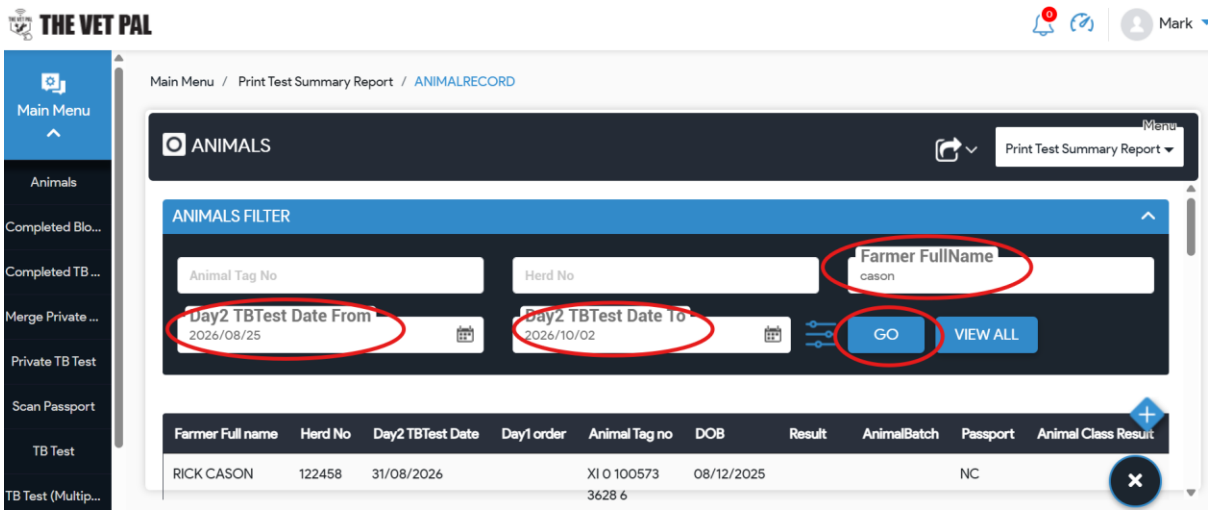
How to print Farmer Reports

Step 1. Log into https://thevetpal.teamkonnect.com/

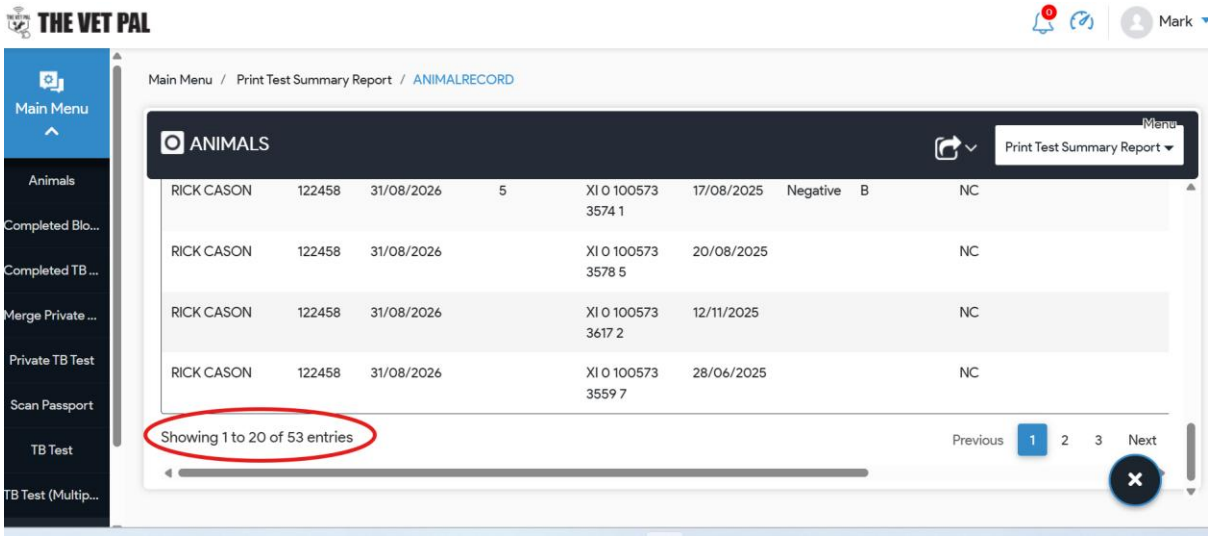
Step 2. Select one of the reports in the green box. I have circled the typical reports that most practices select. Please select the Private Test Summary Report for **private tests**. Please select Print Test Summary Report for standard **annual herd tests** reports



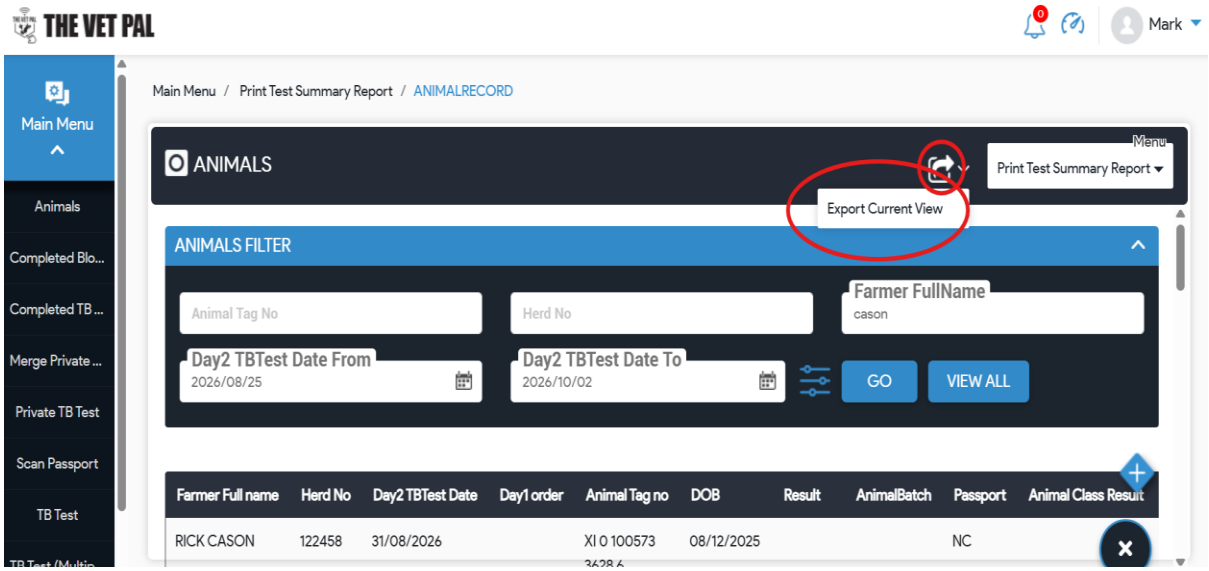
Step 3. To select a specific test, please enter the Herd Number OR Farmer name OR Day 2 Test Range. For example if you wish to print a test report for Rick Cason who had a TB test completed on 31/08/26, you could enter CASON(FARMER FULL NAME) and enter 25/08/2026 (DAY 2 TB TEST DATE FROM) and enter 02/10/2026 (DAY 2 TB TEST DATE TO).



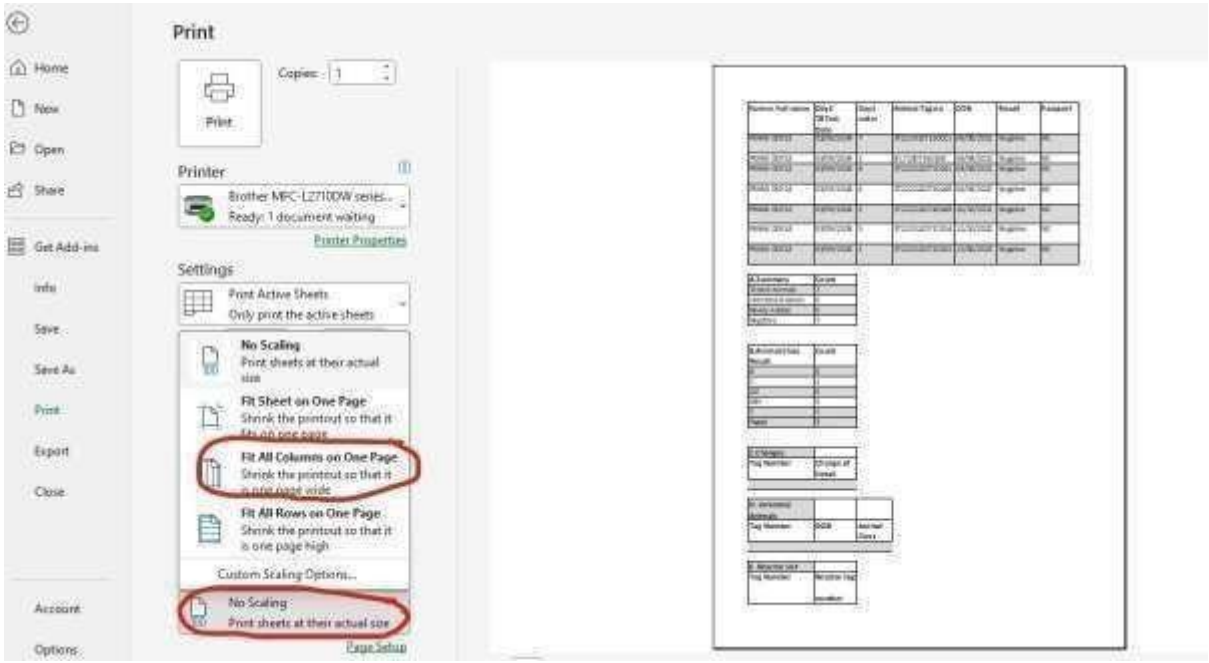
Step 4. Scroll to the bottom the page and confirm the number selected/filtered



Step 5. Press the arrow as circled below and press Export Current View. The file will be downloaded as an excel file to your computer. Please also note that Print Summary Reports can be emailed to the farmers directly from the handhelds on day 1 or day of the TB tests



Step 6. Please open the excel sheet that has downloaded to your computer. To print sheets with all columns on one page, please press NO SCALING in the print pop-up window and select FIT ALL COLUMNS ON ONE PAGE.

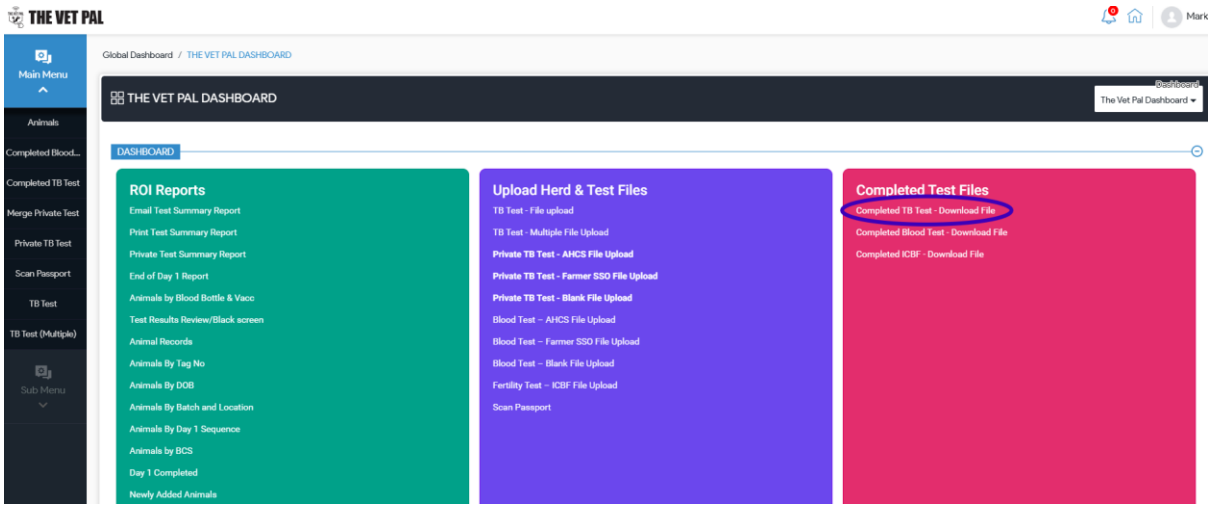


HOW TO UPLOAD COMPLETED TESTS FROM THE HANDHELD TO AHCS

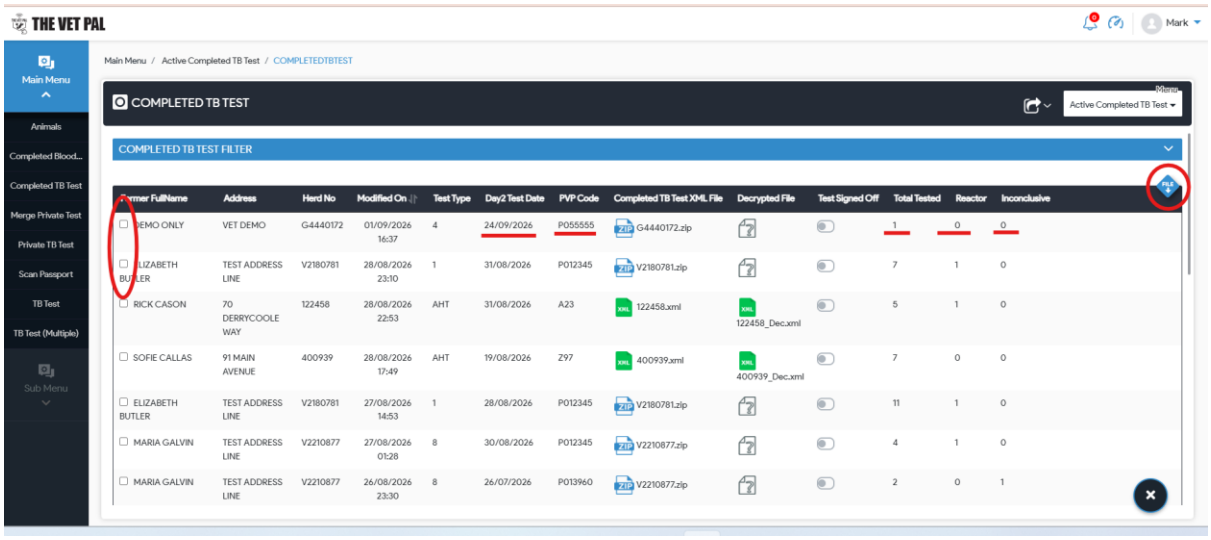
Step 1. On your handheld, press TB TEST EXPORT on the main menu. The handheld will start to sync. Once synced successfully, a list of all the farmers will appear. Please press on each farm that you wish to export a completed TB test. A summary pop-up will appear once a farmer is selected. It will ask you to confirm that you wish to export the completed test. If the test is not complete, please do not export the test!

Step 2. https://thevetpal.teamkonnect.com/

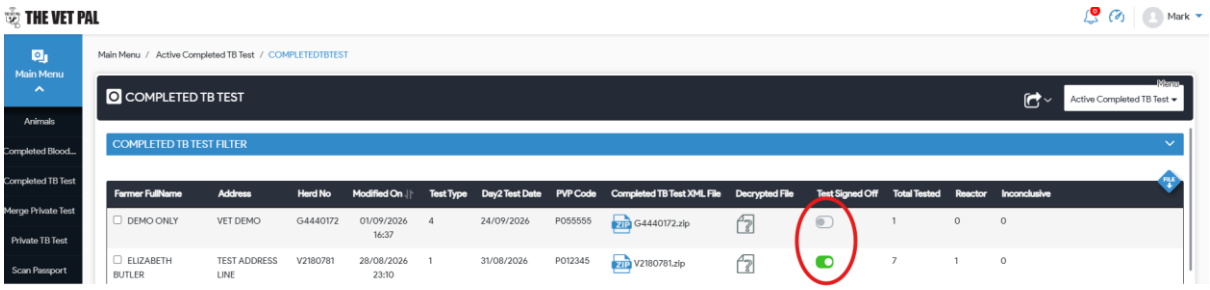
Please select COMPLETED TB TEST – DOWNLOAD FILE in the pink box on the main dashboard as shown below.



Step 3. Please tick the boxes alongside the tests you wish to upload to AHCS. Once selected, press the File button over on the right hand side as circled. These files will now be in the download folder on your computer. You may be prompted to save them depending on your computer's settings. Please double-check the 4 underlined fields – Day 2 Test, PVP code, Total Tested, Reactor and Inconclusive before uploading tests to AHCS!!!



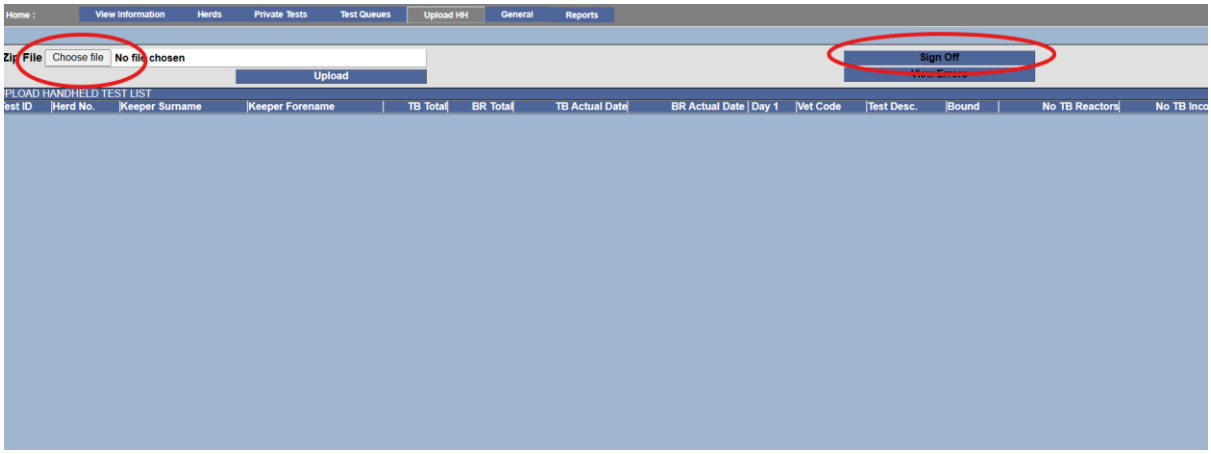
Step 4. Once the test has been uploaded successfully to AHCS, the Test Signed Off green toggle button should be pressed so as to remove the file from the handheld as shown below.



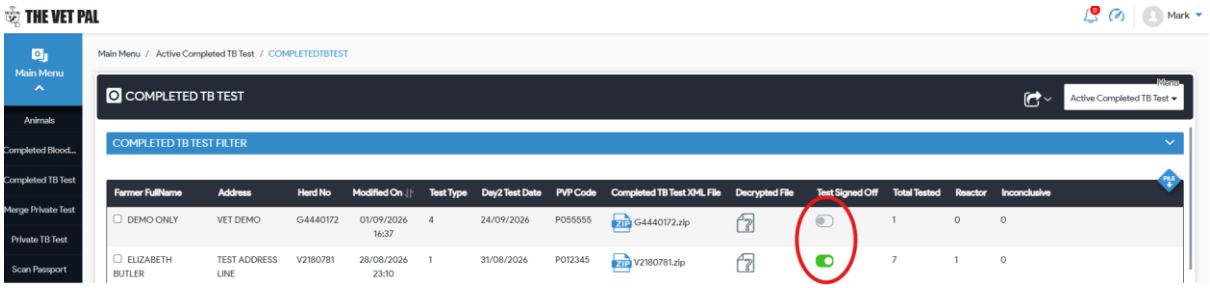
Step 5. Log into AHCS. Click UPLOAD HH.



Step 6. Select CHOOSE FILE and select the test file in your download folder. Once uploaded, proceed to Sign Off as circled.

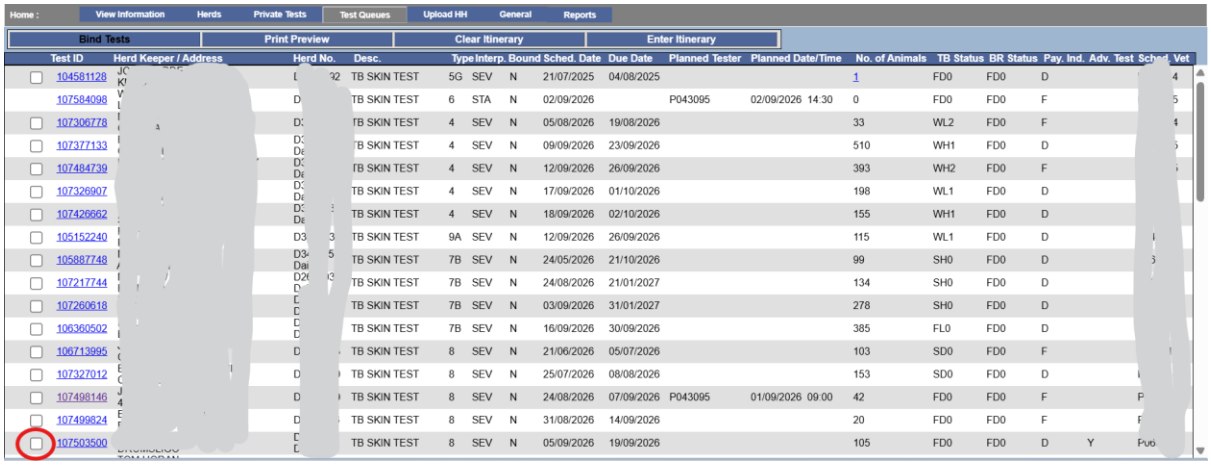


Step 7. Once the test has been uploaded successfully to AHCS, the Test Signed Off, green toggle button on the Complete TB Test Page on TheVetPal portal should be pressed so as to remove the file from the handheld as shown below.



HOW TO UPLOAD GAMMA INTERFERON BLOOD TESTS FROM AHCS TO HANDHELD

Step 1. Select the test on Test Queues on AHCS and enter an itinerary to schedule the test.



Step 2. Enter itinerary



Step 3. Click on the Test ID

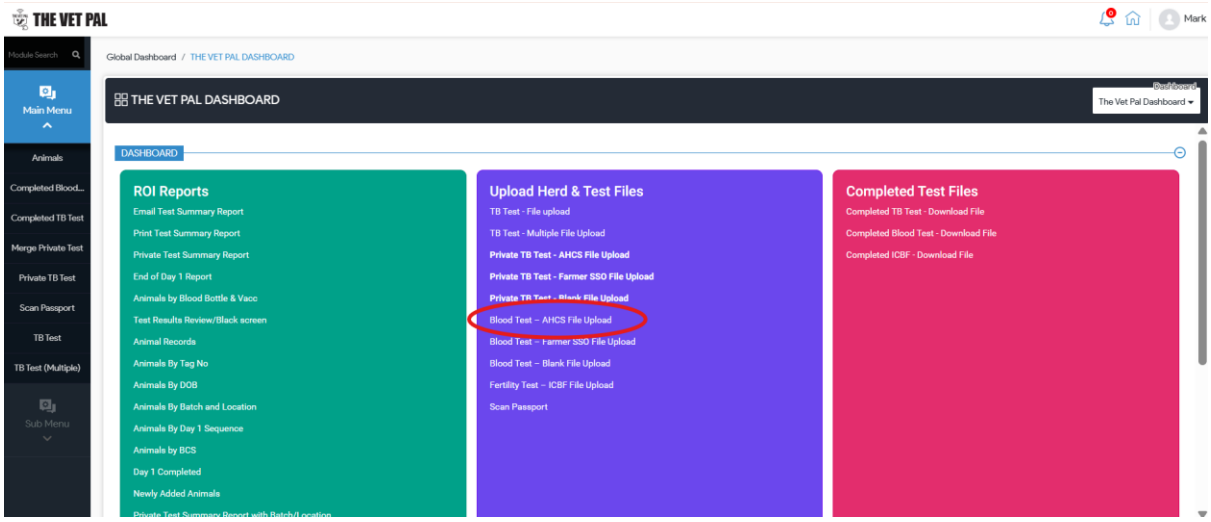


Step 4. Select Export HH file and click Go.



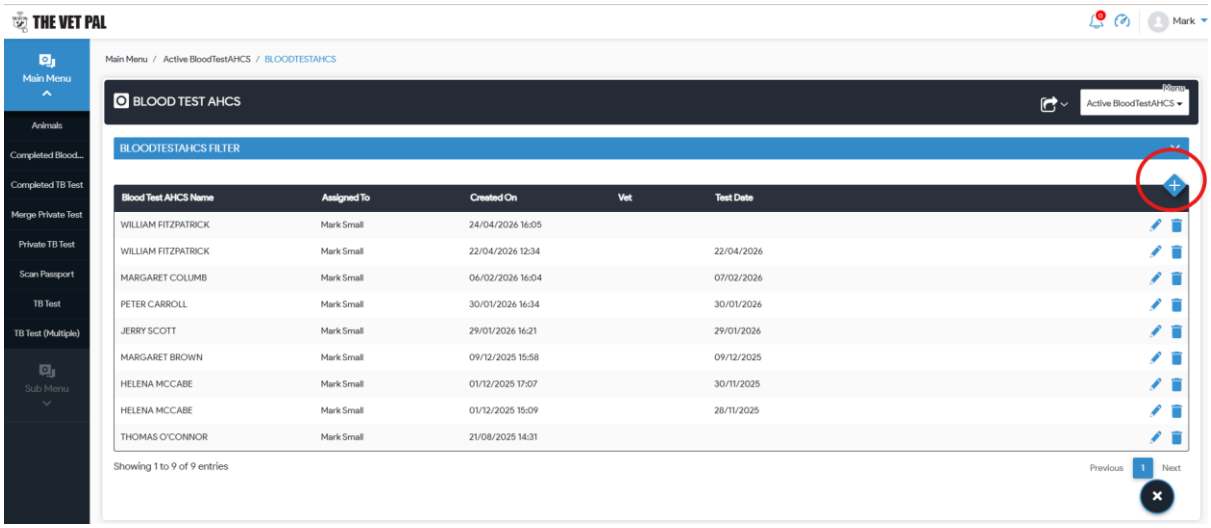
Step 5. Log into https://thevetpal.teamkonnect.com/

Step 6. Select Blood Test – AHCS file upload

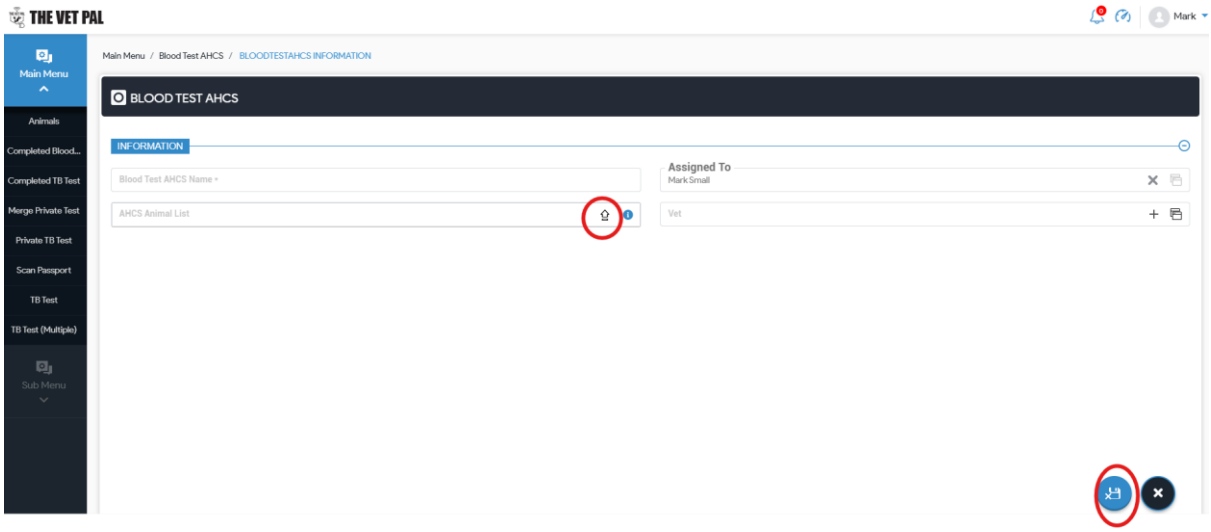


Step 7. Click the + to add upload the test file to portal

S



Step 8. Click the arrow key and select the file in downloads and select the vet field.



Step 9. Press Save & Close and Click Sync on the handheld and the test will be imported.