

TCS™-Animal Licensing System©-ALS™

Version 4.2

Table of Contents

File Menu

i) Animal Licensing Configuration	2
ii. Editing Letter Text	4
iii) Display EULA	6
iv) Default Printer Setup	7
v) Changing a Database	8
vi) Checking for Latest Version	9

Maintenance Menu

i) Animal Type Maintenance (add, edit, delete)	11
ii) Breed Maintenance (add, edit, delete)	20
iii) Color Maintenance (add, edit, delete)	30
iv) License Exemption Maintenance (add, edit, delete)	38
v) License Type Maintenance (add, edit, delete)	46
vi) Status Type Maintenance (add, edit, delete)	56
vii) Veterinarian Maintenance (add, edit, delete)	64

Processing Menu

i) Owners Animals and Processing	76
a) Owner Maintenance (add, edit, delete)	80
b) Animal Maintenance (add, edit, delete)	89
c) Changing an animal tag number (#)	99
d) Entering an alternate email address	103
e) License Generation and Payments	105
f) Remove / Modify a Payment	114
g) Issuing Replacement tag	120
h) Bouncing a Check	124
i) Deactivating an Un-Paid Transaction	131
ii) Un-Printed License Options	135
iii) Printing a Blank License	139
iv) Re-Print Licenses by Tag # Range	140
v) Expired Rabies Letter	145
vi) Billing Reminder Letter	146
vii) Delinquent License Letter	147
viii) Final Delinquent License Letter	148

Reporting Menu

i) Listings (Complete)	
a) Owners and Animals Listing	151
b) Owners with Alternate Mailing Info	152
c) Animal Types Listing	153
d) Breeds Listing	154

TCS™-Animal Licensing System©-ALS™

Version 4.2

e) Vets Listing	155
f) Colors Listing	156
g) License Exemption Listing	157
h) License Type Listing	158
i) Status Types	159
j) Review All Listings	160
k) Window menu	161
ii) Reports (Selected Criteria)	
a) Animals by Breed	165
b) Export Animals by Breed to Excel	171
c) Animals by Owner	173
d) Export Animals by Breed to Excel	175
e) Animals by Owner (Date Deceased)	177
f) Export Animals by Owner (DD) to Excel	180
g) Animals by Owner (Date Moved)	182
h) Export Animals by Owner (DM) to Excel	185
i) Animals by Street	187
j) Export Animals by Street to Excel	191
k) Expired Rabies (Expiration Date Range)	193
l) Export Rabies (Expiration Date Range) to Excel	196
m) Licensing (Current Tag # Range)	198
n) Export Licensing (Current Tag # Range) to Excel	206
o) Licensing (Display Old Tag # Range)	208
p) Export Licensing (Display Old Tag # Range) to Excel	216
q) Licensing Revenue (Paid Date Range)	218
r) Export Licensing Revenue (Paid Date Range) to Excel	221
s) Licensing Revenue (Not Paid)	223
t) Export Licensing Revenue (Not Paid) to Excel	226
u) Status by Owner/Animal (Status Date Range)	228
v) Export Status by Owner/Animal (Status Date Range) to Excel	231
w) Monthly Animal Status	233
x) Replacement License Revenue	236
y) CT Year End Revenue Report	239
iii) Year-End Processing	
a) Total Active Animals	243
b) Total Active Animals by License Type	244
c) Total Active Owners with Animals	245
d) Total Animals by Sex	246
e) Total Inactive Animals	247
f) Total Inactive Owners with Animals	248
g) Review All	249

TCS™-Animal Licensing System©-ALS™

Version 4.2

Inquiry Menu

- i) Owner Search 260
- ii) Animal Search 263

System Director

- i) Maintenance
 - a) Prefix Maintenance (add, edit, delete) 268
 - b) Street Maintenance (add, edit, delete) 278
 - c) Suffix Maintenance (add, edit, delete) 286
- ii) Reporting
 - a) Prefix Listing 294
 - b) Street Listing 295
 - c) Suffix Listing 296
- iii) Municipality Configuration 297
- iv) User Security (add, edit, delete user) 300

License Generation and Year-End Processing

- i) Year-End Balancing 311
- ii) Year-End Processing 314
- iii) Printing Generated Licenses 324
- iv) Printing Renewal Notices 326

Animal Control Officer (Add-On)

- i. Offense Maintenance (add, edit, De-activate) 328
- ii. Entering a Violation 338
- iii. Print Violation 344
- iv. Violation payments 346