My Puppy MORC Creations

2021



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1. MY PUPPY



My Puppy



MORC Creations Software

Welcome to the My Puppy application!

The My Puppy applications is a Microsoft Windows desktop application create by MORC Creations software and runs on Microsoft Windows XP, 8, 10 and above.

The My Puppy application provides the following functionality:

- Store and manage puppy details, including, Name, DOB, Owners, Breed and photos
- Store and manage Weight & Size, Eating Habits, Exercise and Sleeping Habits
- Maintain Vaccination and Medical record information.
- Create multiple photo galleries.
- Store and track Puppy Training and Trick information
- Create multiple graphs and pie chart using assorted information sets.

- Store Financial information and costs
- Keep track puppy's Family and Friends.

1.1. LOGIN SCREEN

Use the My Puppy Login screen to access the My Puppy application.

Enter your Username and Password into the associated User Login fields.

You can use the "**Show Password**" button to toggle between seeing the password you enter either masked by asterisks or as plain text, making it easier to ensure you enter the correct password.

The "My Puppy" drop down list allows you to optionally select an existing Puppy to open when the application starts.

Alternatively, if you leave the "**My Puppy"** drop down list option set to "<None>", which is the default value, then no Puppy will be opened when the application starts.

If this is the first time you are logging into the My Puppy application, then use the following default administrative credentials:

• User Name: Admin

• Password: Admin

You can change the administrative password and add additional users using the <u>User Management</u> option on the <u>Configuration tab</u> once you have logged in.



1.2. GET LICENSE SCREEN

The first time you open the **My Puppy** application the **Get License Key** screen will be displayed.

Use this screen to enter your license key and unlock the full application functionality.



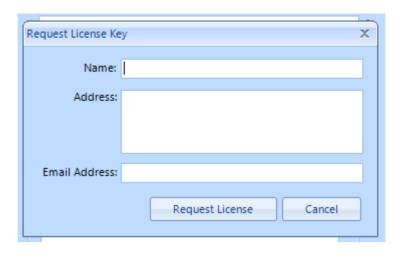
If you do not already have a license key then press the "Request License Key" button and the Request License Key screen will be displayed, as shown below.

Enter your Full Name, Address and Email Address into this screen.

Press the "**Request License**" button and this information will be placed into your default email application with the email address line set to morccrea-tions@gmail.com.

Press the Send button to send this email and information to MORC Creations Software. Within 24 hours you will receive you license key.

Reopen the My Puppy application and come back to this screen. Copy and paste your new license key into the License Key field and press the "**Save**" button to gain full access to the My Puppy application.



On receipt of your License Request email MORC Creations Software will automatically process your information into the our CRM program and will email you your personalized product license key.

On receipt of your License Key reopen the My Puppy application and copy and paste the License Key from the MORC Creations email into the License Key field on the Get License Key screen. When you press the "Save" button the license key will be validated and then saved to the application database. You will not need to enter the License Key again in the future and this screen will not be shown again.

If you do not yet have your license key then you can still run the My Puppy application in Trial Mode buy pressing the "Use Trial Version" button on the Get License Key screen. In this mode you will be able to see all the screens and functionality within the My Puppy application but will not be able to Save new items to the My Puppy database.

1.3. MY PUPPY MAIN SCREEN

After you have successfully logged into the My Puppy application using a valid User Name and Password combination then the **Main Application** screen will be displayed.

All functionality within the **My Puppy** application may be accessed through the Main Application screen, as shown below.

The My Puppy Main application screen consists of a number of tabs with multiple buttons on each of these tabs.

Each of the edges and the center of the main application screen can act as docking points for various screens within the application.

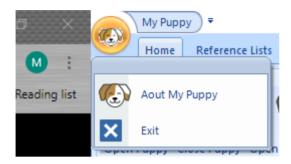
The following screens can be docked to various points around the main screen:

- Puppy Navigator
- Puppy Details
- Eating Habits
- Weight / Size
- Sleeping Habits
- Photo Gallery
- Puppy Exercise
- Puppy Training
- Puppy Tricks
- Vaccine Records
- Medical Records
- Manage Journal Items
- Manage Finance Items
- Manage Family & Friends

<main screen image>

1.3.1. APPLICATION MENU

The My Puppy Application Menu is shown below.



The Application Menu provides access to two menu items:

• **About My Puppy**: The **About My Puppy** menu option opens the applications about screen, as shown below.



• Exit: The Exit menu option closes the My Puppy application. You will first be prompted before the My Puppy application closes.

1.3.2. HOME TAB

The **My Puppy Home** tab provides access to all the main My Puppy functionality, as shown in the image below. From this tab you access and perform all the main functions within the My Puppy application.



1.3.2.1. MY PUPPY GROUP

The **My Puppy** group provides access to all the main puppy related functionality, as shown in the image below.



Functionality available in the My Puppy group includes:

- Open Puppy: Opens a new Puppy.
- Close Puppy: Closes the currently open puppy. When the **Close Puppy** button is pressed the currently open puppy will be closed along with all open screen and a close confirmation screen will be displayed.
- Open Puppy Navigator: Opens the Puppy Navigator.
- Create New Puppy: Creates a new Puppy database
- Manage Puppy: Manages existing puppies.
- <u>Puppy Details</u>: Records general details relating to the currently open puppy including: Name, Age, Colour, DOB, Owners and Notes.
- <u>Eating Habits</u>: Allows for entry, management and graphing of Puppy Eating Habits.
- Weight & Size: Allows for entry, management and graphing of Puppy Weight & Size.

• <u>Sleeping Habits</u>: Allows for entry, management and graphing of Puppy Sleeping Habits.

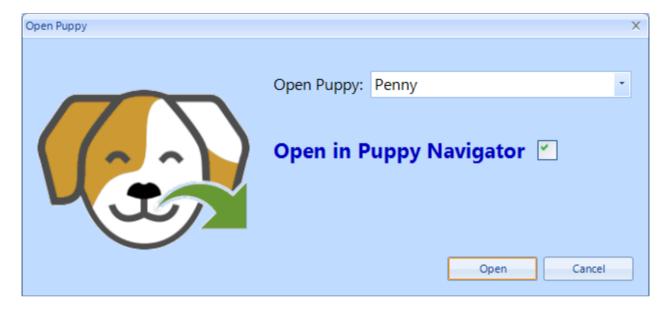
- Photo Gallery: Allows for entry, management and graphing of photo galleries.
- <u>Puppy Exercise</u>: Allows for entry, management, and graphing pf Puppy Exercise.

1.3.2.1.1. OPEN PUPPY

The **Open Puppy** screen allows for the opening of a puppy within the My Puppy application, as shown below.

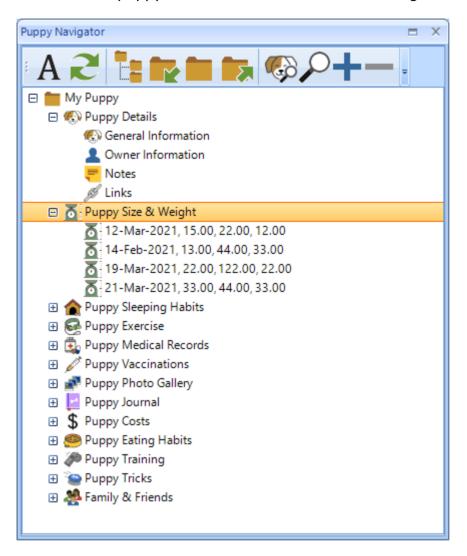
Select a Puppy in the Open Puppy Drop-down List

Optionally, select the **Open in Puppy Navigator Checkbox** to open the Puppy Navigator.

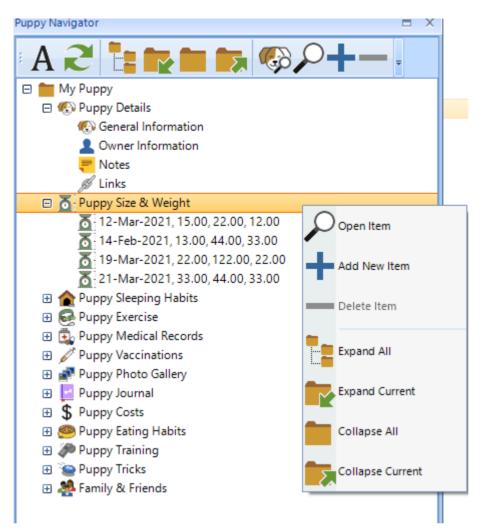


1.3.2.1.2. PUPPY NAVIGATOR

The **Puppy Navigator** provides access to all the puppy data and allows for the addition of new puppy information and acces and editing of existing information.



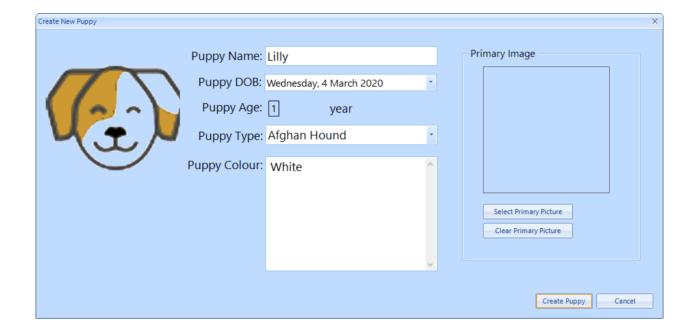
The My Puppy Navigator also has a right mouse click menu which provides access to all the functionality available in the top navigator toolbar.



1.3.2.1.3. CREATE NEW PUPPY

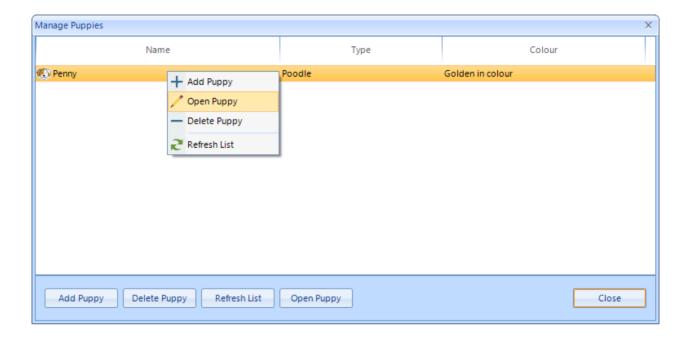
The **Create New Puppy** screen allows for the create of a new puppy within the My Puppy database.

This screen allows for the entry of all the primary puppy information and the selection of the a primary puppy picture.



1.3.2.1.4. MANAGE PUPPYS

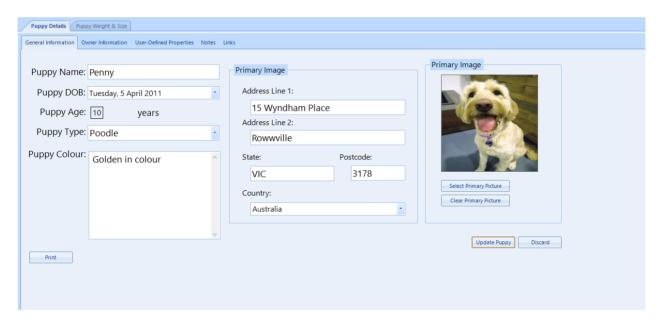
The **Manage Puppys** screen allows for the management of existing Puppies within the My Puppy application and addition of new puppies as shown below.

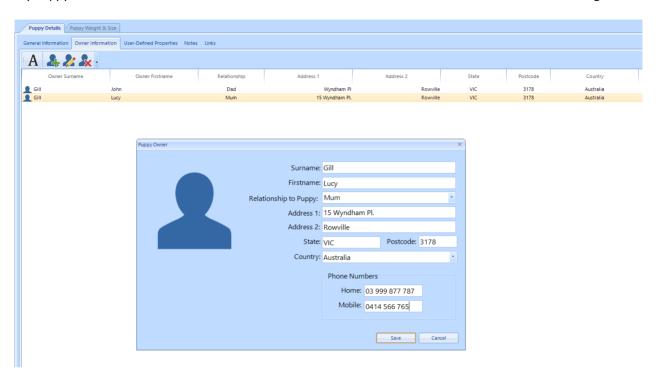


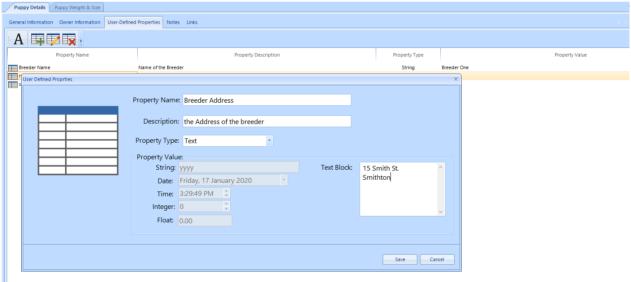
1.3.2.1.5. PUPPY DETAILS

The **Puppy Details** screen allows for entry and management fo all the main Puppy Information. This screen has three tabs, as shown below:

- **General Information**: Allows for the entry of main puppy information.
- **Owner Information**: Allows for entry of one or more owners and their details.
- **User-Defined Properties**: Allows for the entry of any user-defined properties for their puppy.
- **Notes**: Allows for the entry of one or more Puppy notes. Puppy notes can be edited in the full screen puppy note edited.
- **Links**: Allows for entry of one or more links to external items such as documents, pedigree information or photos.



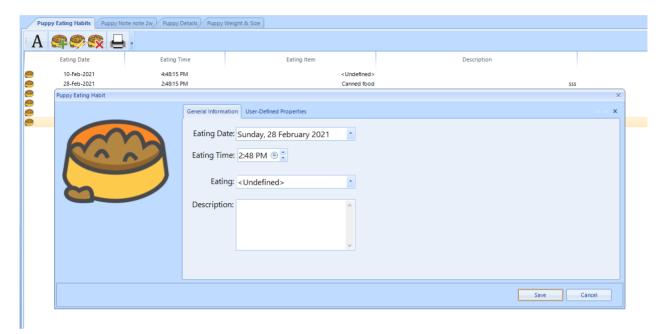




1.3.2.1.6. EATING HABITS

The **Eating Habits** screen allows for the entry of multiple Eating Habit records, as shown below.

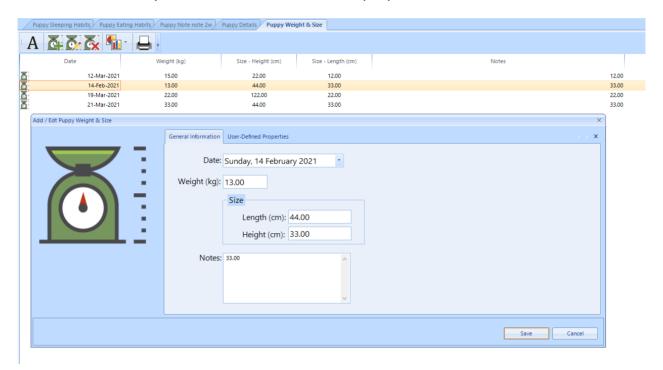
Like all the main data screens in the My Puppy application the Eating Habits screen allows for the entry of additional User-defined properties.



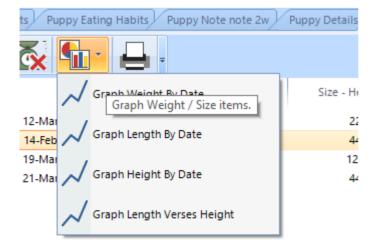
1.3.2.1.7. WEIGHT & SIZE

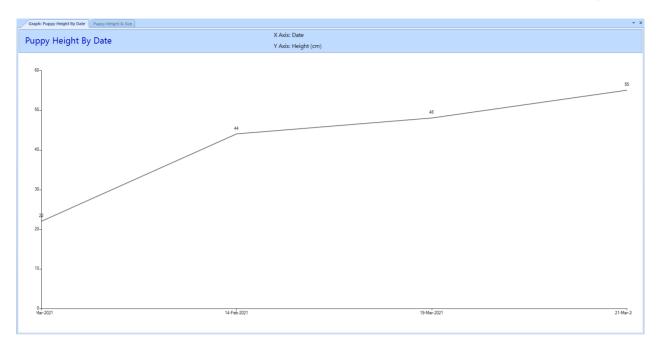
The **Weight & Size** screen allows for the entry of multiple puppy Weight & Size records, as shown below.

Like all the main data screens in the My Puppy application the Weight & Size screen allows for the entry of additional User-defined properties.



The Weight & Size screen allows for the creation of a range of graphs, as shown below.

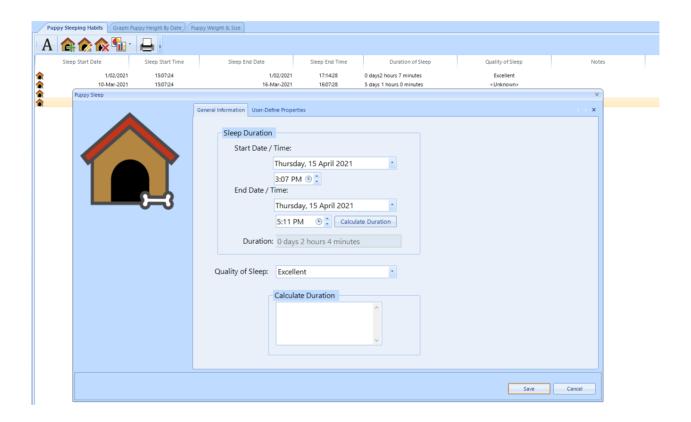




1.3.2.1.8. SLEEPING HABITS

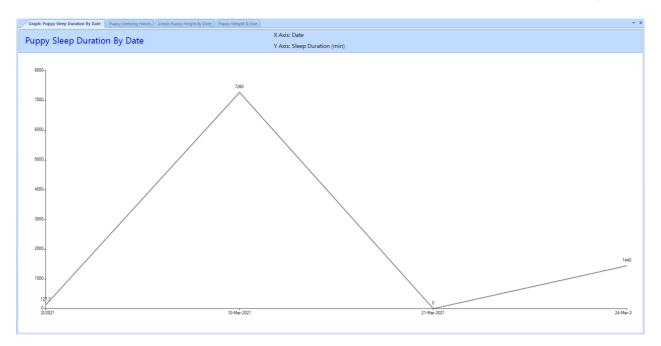
The **Sleeping Habits** screen allows for the entry of multiple puppy Sleep records, as shown below.

Like all the main data screens in the My Puppy application the Sleeping Habits screen allows for the entry of additional User-defined properties.



The Sleeping Habits screen allows for the creation of a Sleep By Duration By date graph, as shown below.

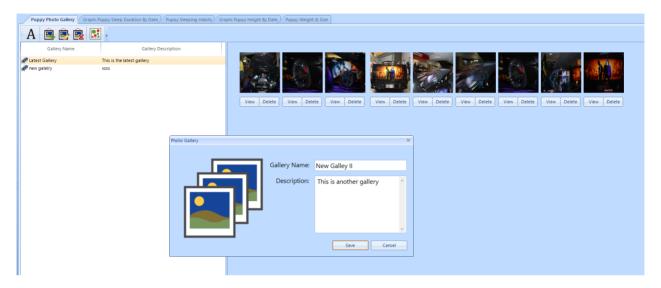




1.3.2.1.9. PHOTO GALLERY

The **Photo Gallery** screen allows for the creation of multiple Photo Galleries, a shown below.

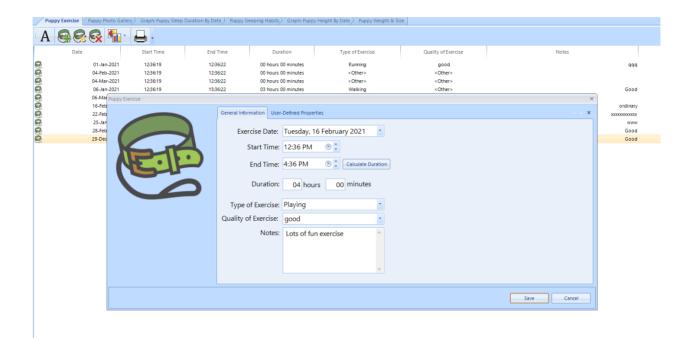
Each Photo Gallery allows for up to 20 photos to be added.



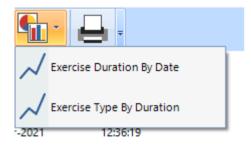
1.3.2.1.10. PUPPY EXERCISE

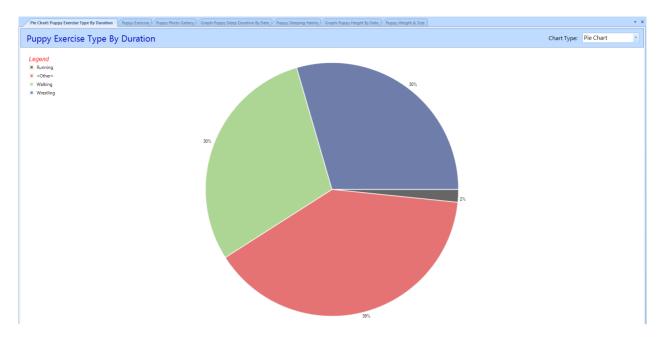
The **Puppy Exercise** screen allows for the entry of multiple puppy Exercise records, as shown below.

Like all the main data screens in the My Puppy application the Exercise screen allows for the entry of additional User-defined properties.



The Exercise screen allows for the creation of multiple graphs, as shown below.





1.3.2.2. PUPPY TRAINING GROUP

The **Puppy Training** group provides access to all the main puppy training related functionality, as shown in the image below.



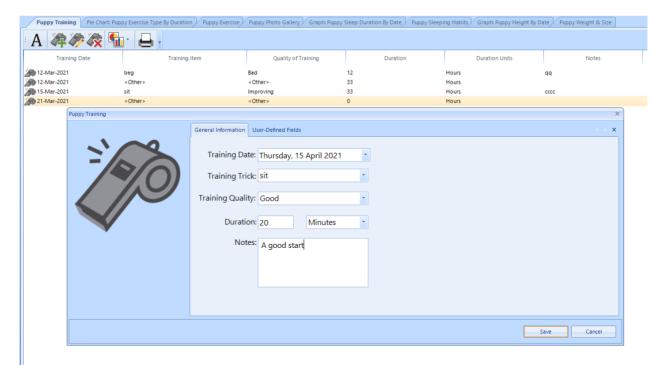
Functionality available in the Puppy Training group includes:

- <u>Puppy Training</u>: Allows for entry, management and graphing of Puppy Training items.
- <u>Puppy Tricks</u>: Allows for entry, management and graphing of Puppy Trick items.

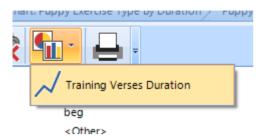
1.3.2.2.1. PUPPY TRAINING

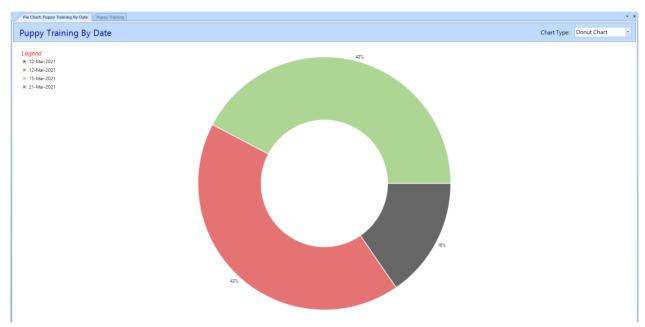
The **Puppy Training** screen allows for the entry of multiple Puppy Training records, as shown below.

Like all the main data screens in the My Puppy application the Puppy Training screen allows for the entry of additional User-defined properties.



The Puppy Training screen allows for the creation of a Training Versed Duration graph, as shown below.

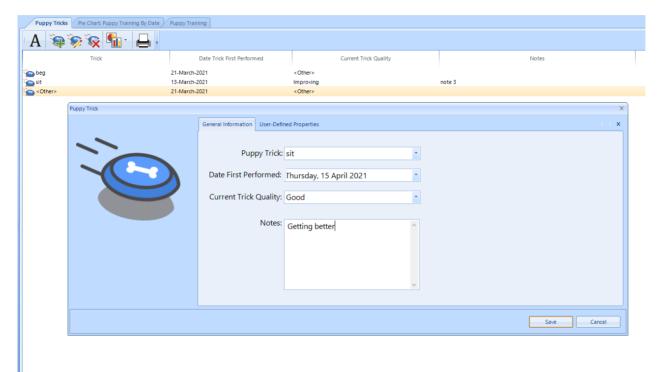




1.3.2.2.2. PUPPY TRICKS

The **Puppy Tricks** screen allows for the entry of multiple Puppy Trick records, as shown below.

Like all the main data screens in the My Puppy application the Puppy Tricks screen allows for the entry of additional User-defined properties.



1.3.2.3. PUPPY MEDICAL RECORDS GROUP

The **Puppy Medical Records** group provides access to all the puppy medical details functionality, as shown in the image below.



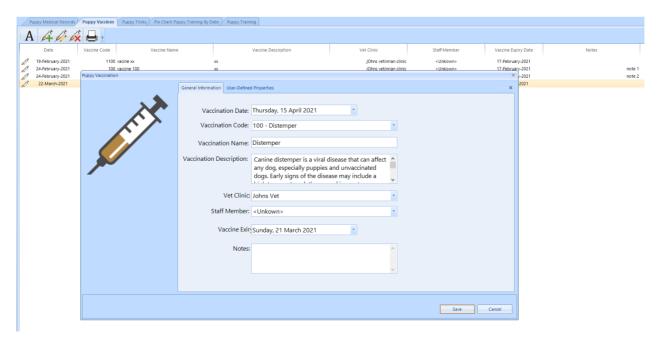
Functionality available in the Puppy Medical Records group includes:

- Vaccine Records: Allows for entry and management of Puppy Vaccine records.
- Medical Records: Allows for entry and management of Puppy Medical Records.

1.3.2.3.1. VACCINE RECORDS

The **Vaccine Records** screen allows for the entry of multiple Puppy Vaccination records, as shown below.

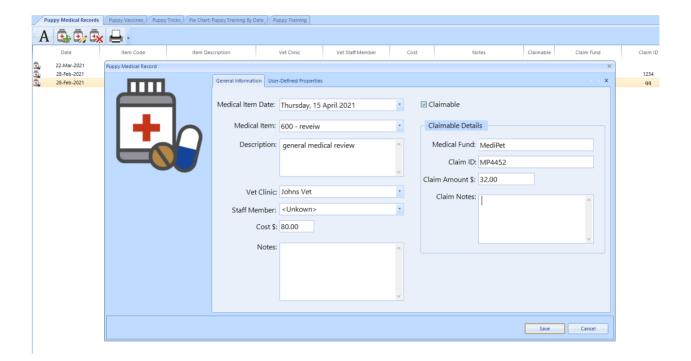
Like all the main data screens in the My Puppy application the Puppy Vaccination screen allows for the entry of additional User-defined properties.



1.3.2.3.2. MEDICAL RECORDS

The **Medical Records** screen allows for the entry of multiple Puppy Medical records, as shown below.

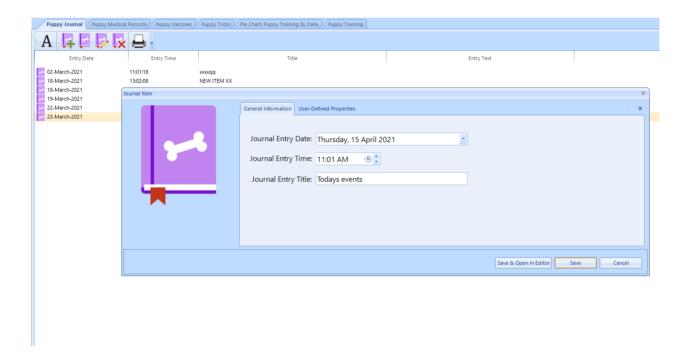
Like all the main data screens in the My Puppy application the Puppy Medical Records screen allows for the entry of additional User-defined properties.



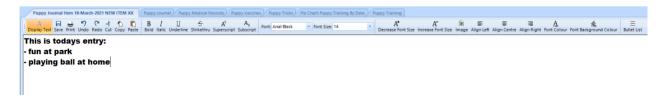
1.3.2.4. PUPPY JOURNAL GROUP

The **Puppy Journals** group provides access to the puppy Journal functionality, as shown in the image below.





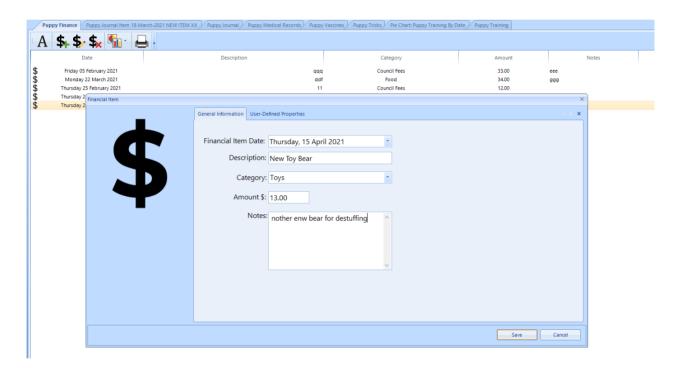
The Edit Journal entry button opens the journal entry in he Journal entry editor, as shown below.



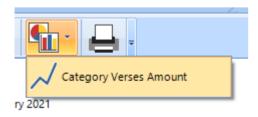
1.3.2.5. PUPPY FINANCES GROUP

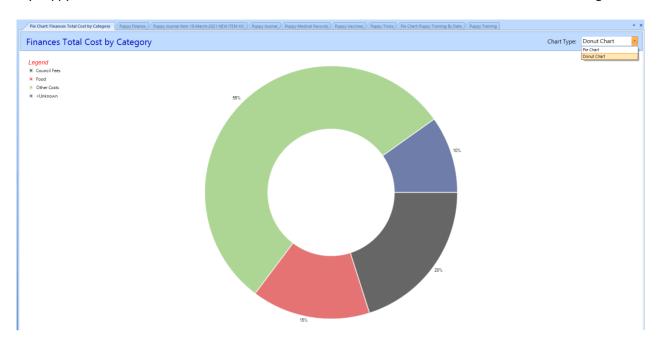
The **Puppy Finances** group provides access to the Financial functionality, as shown in the image below.





The Puppy Financial screen allows for the creation of a Category Verses Amount graphs, as shown below:

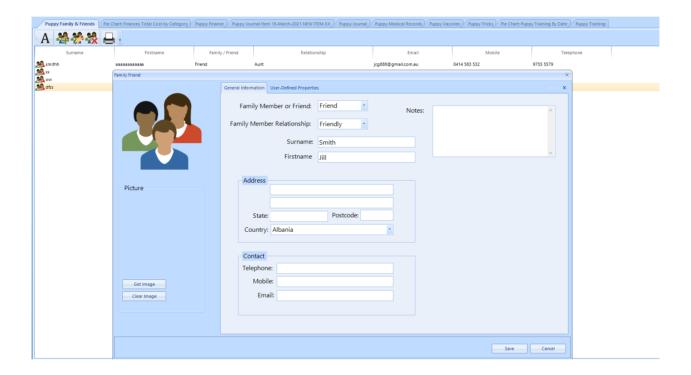




1.3.2.6. PUPPY FAMILY GROUP

The **Puppy Family & Friends** group provides access to the Family & Friends functionality, as shown in the image below.





1.3.3. REFERENCE LISTS TAB

The **My Puppy Reference Lists** tab provides access to all the Reference Lists and option settings within the My Puppy application, as shown in the image below.

From this tab you access and configuration the My Puppy application.

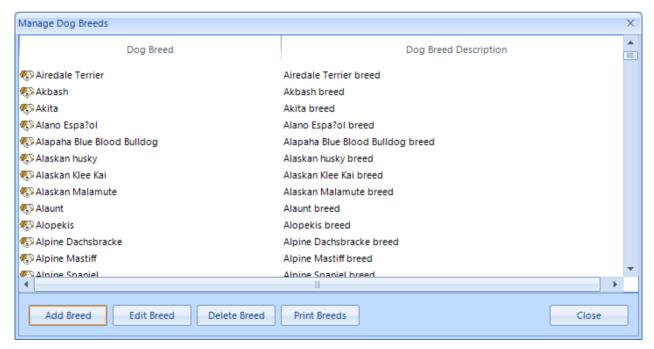


1.3.3.1. DOG BREEDS GROUP

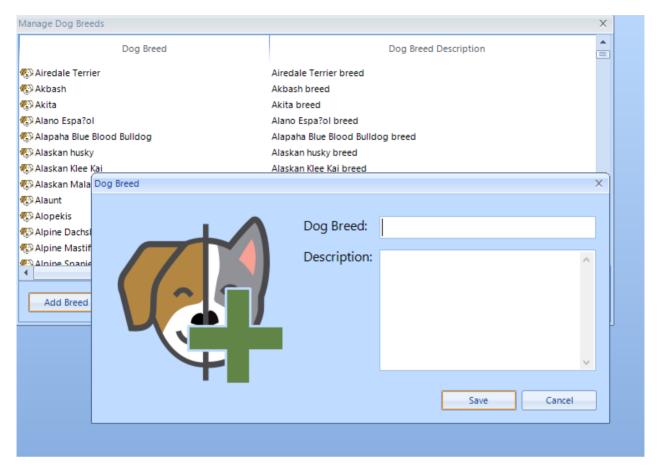
The **Dog Breeds** group provides the functionality to manage all the dog breeds contained within the My Puppy application, as shown in the image below.

An extensive list of dog breeds is already available within the my Puppy application.





• Add Breed: The Add Breed button allows for a new dog breed to be added to the breeds list.



- **Edit Breed**: The **Edit Breed** button allows for the editing of the selected dog breed.
- **Delete Breed**: The **Delete Breed** button allows for a selected breed to be deleted.

1.3.3.2. EXERCISE TYPES GROUP

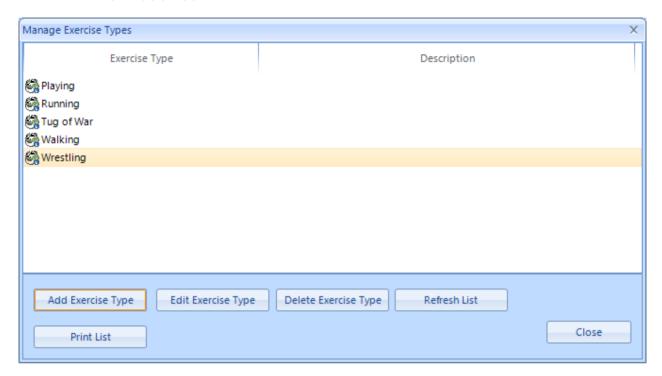
The **Exercise Type** group provides access to the Exercise Type and Exercise Quality functionality within the My Puppy application, as shown in the image below.



- Exercise Types: The Exercise Type function allows for manage of Exercise Types within the My Puppy application.
- Exercise Quality: The Exercise Quality function allows for manage of Exercise Types within the My Puppy application.

1.3.3.2.1. EXERCISE TYPES

The **Exercise Types** screen allows for the management of exercise types values within the My Puppy application.



• Add Exercise Type: The Add Exercise Type button allows for a new Exercise Type to be added to the My Puppy application.

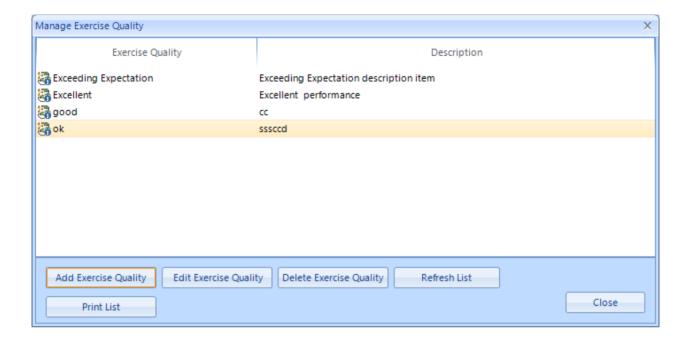


• Edit Exercise Type: The Edit Exercise Type button allows for the editing of the selected exercise type.

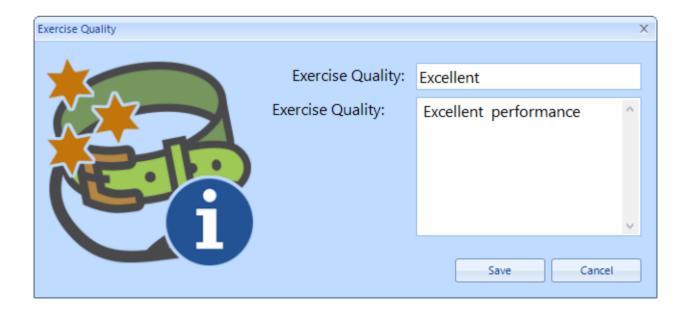
• **Delete Exercise Type**: The **Delete Exercise Type** button allows for a selected exercise type to be deleted.

1.3.3.2.2. EXERCISE QUALITY

The **Exercise Quality** screen allows for the management of exercise quality values within the My Puppy application.



• Add Exercise Quality: The Add Exercise Quality button allows for a new Exercise Quality to be added to the My Puppy application.



• Edit Exercise Quality: The Edit Exercise Quality button allows for the editing of the selected exercise quality.

• **Delete Exercise Quality**: The **Delete Exercise Quality** button allows for a selected exercise quality to be deleted.

1.3.3.3. MANAGE PUPPY TRICKS GROUP

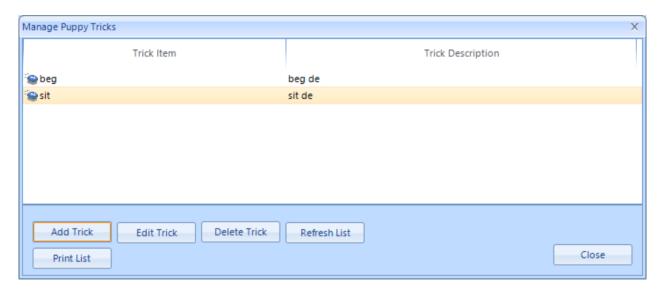
The **Manage Puppy Tricks** group provides access to the Trick Types and Quality of Tricks functionality within the My Puppy application, as shown in the image below.



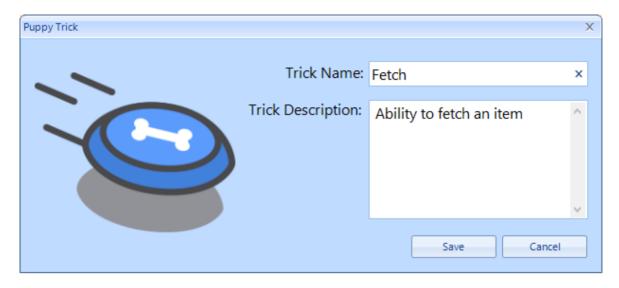
- <u>Trick Types</u>: The Trick Types function allows for manage of Trick Types within the My Puppy application.
- Quality of Tricks: The Quality of Tricks function allows for manage of Quality of Types within the My Puppy application.

1.3.3.3.1. TRICK TYPES

The **Trick Types** screen allows for the management of trick types within the My Puppy application.



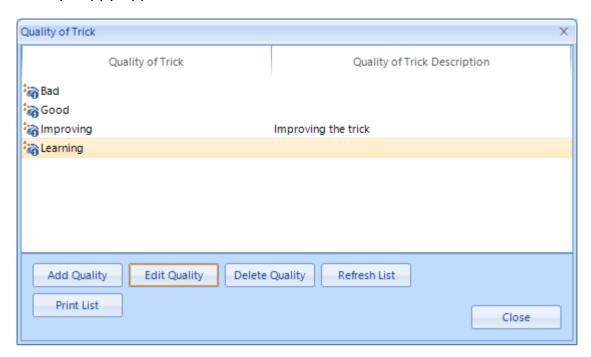
• Add Trick: The Add Trick button allows for a new Trick to be added to the My Puppy application.



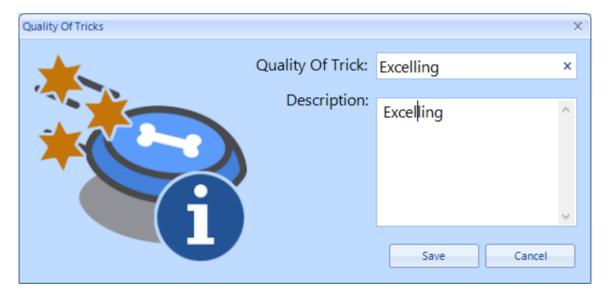
- Edit Trick: The Edit Trick button allows for the editing of the selected Trick.
- **Delete Trick**: The **Delete Trick** button allows for a selected exercise trick to be deleted.

1.3.3.3.2. QUALITY OF TRICKS

The **Quality of Tricks** screen allows for the management of trick qualities within the My Puppy application.



• Add Quality: The Add Quality button allows for a new Trick Quality to be added to the My Puppy application.



- **Edit Quality**: The **Edit Quality** button allows for the editing of the selected Trick Quality.
- **Delete Quality**: The **Delete Quality** button allows for a selected trick quality to be deleted.

1.3.3.4. VETERINARIANS GROUP

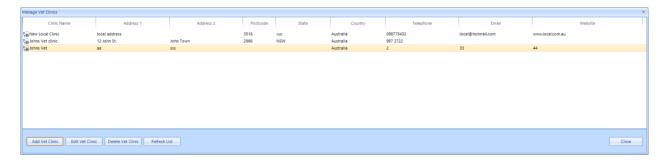
The **Veterinarians** group provides access to the Vet and Vet Clinic Roles functionality within the My Puppy application, as shown in the image below.



- Manage Vets: The Manage Vets functionality allows for new veterinarian clinics and their associated staff member details to be added and managed within the My Puppy application and.
- <u>Manage Clinic Roles</u>: The **Manage Clinic Roles** functionality allows for new veterinarian clinic roles to be added and managed within the My Puppy application.

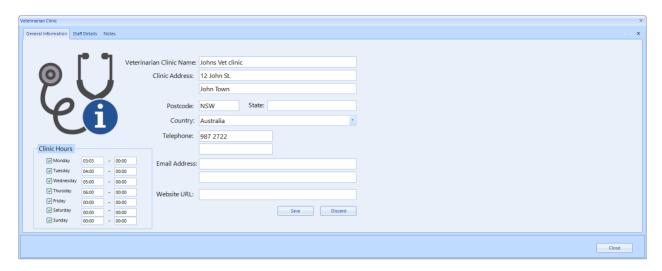
1.3.3.4.1. MANAGE VETS

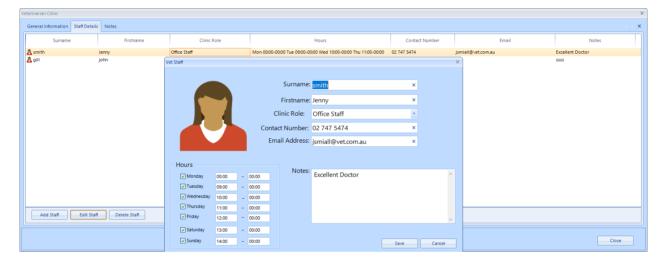
The **Manage Vets** screen allows for the management of Vet Clinics within the My Puppy application.

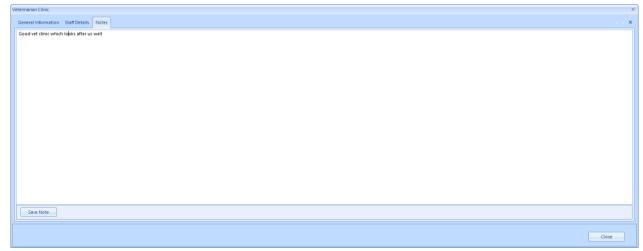


• Add Vet Clinic: The Add Vet Clinic button allows for a new Vet Clinic to be added to the My Puppy application.

Note that the vet clinic screen has three tabs: General Information, Staff Details and Notes, as shown below.





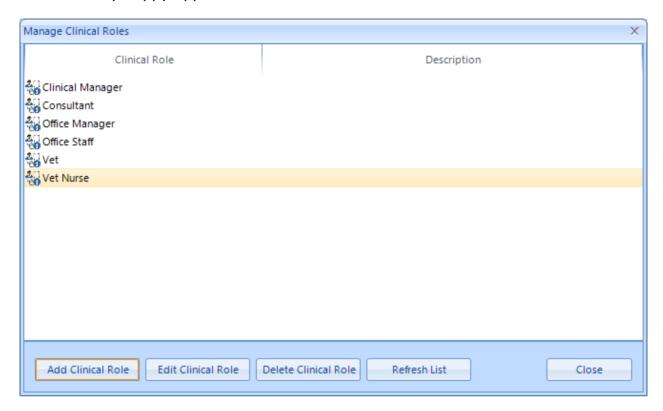


• Edit Vet Clinic: The Edit Vet Clinic button allows for the editing of the selected vet clinic.

• **Delete Vet Clinic**: The **Delete Vet Clinic** button allows for a selected vet clinic to be deleted.

1.3.3.4.2. MANAGE CLINIC ROLES

The **Manage Clinic Roles** screen allows for the management of Clinical Roles within the My Puppy application.



• Add Clinical Role: The Add Vet Clinic button allows for a new Clinical Role to be added to the My Puppy application.



• Edit Clinical Role: The Edit Clinical Role button allows for the editing of the selected clinical role.

• **Delete Clinical**: The **Delete Clinical Role** button allows for a selected clinical role to be deleted.

1.3.3.5. MEDICAL ITEMS & VACCINES GROUP

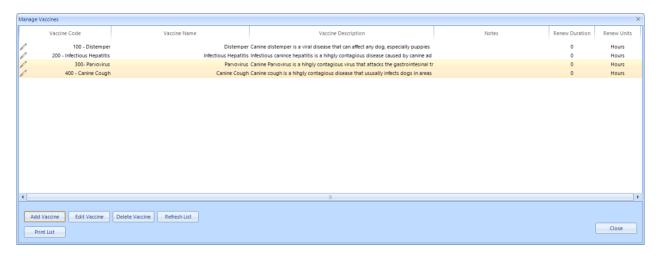
The **Medial Items and Vaccines** group provides access to the puppy's medical and vaccination records within the My Puppy application, as shown in the image below.



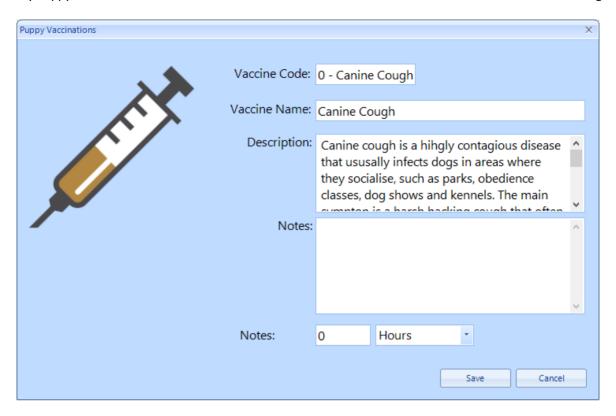
- <u>Add Vaccine</u>: The Add Vaccine function allows for the addition of new Vaccination items within the My Puppy application.
- <u>Manage Vaccines</u>: The Manage Vaccines function allows for the management of existing Vaccination items within the My Puppy application.
- <u>Add Medical Item</u>: The Add Medical Item function allows for the addition of new Medical items within the My Puppy application.
- <u>Manage Medial Items</u>: The Manage Medical Items function allows for the management of existing Medical items within the My Puppy application.

1.3.3.5.1. MANAGE VACCINES

The **Manage Vaccines** screen allows for the management of vaccines within the My Puppy application.



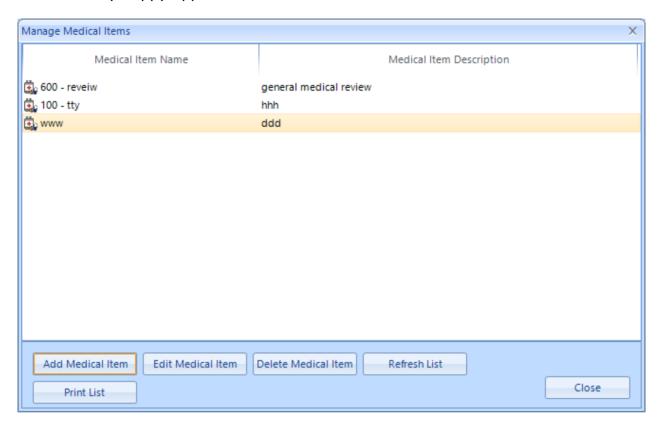
 Add Vaccine: The Add Vaccine button allows for a new Vaccine to be added to the My Puppy application.



- **Edit Vaccine**: The **Edit Vaccine** button allows for the editing of the selected Vaccine.
- **Delete Vaccine**: The **Delete Vaccine** button allows for a selected vaccine to be deleted.
- **Refresh List**: The **Refresh List** button, when pressed, refreshes the Vaccine list.
- **Print List**: The **Print List** button, when pressed prints the vaccine list to a user nominated PDF file.

1.3.3.5.2. MANAGE MEDICAL ITEMS

The **Manage Medical Items** screen allows for the management of medical items within the My Puppy application.



• Add Medical Item: The Add Medical Item button allows for a new Medical Item to be added to the My Puppy application.



• Edit Medical Item: The Edit Medical Item button allows for the editing of the selected Medical Item.

- **Delete Medical Item**: The **Delete Medical Item** button allows for a selected Medical Item to be deleted.
- **Refresh List**: The **Refresh List** button, when pressed, refreshes the Medical Item list.
- **Print List**: The **Print List** button, when pressed prints the Medical Item list to a user nominated PDF file.

1.3.3.6. MANAGE CONFIGURATION GROUP

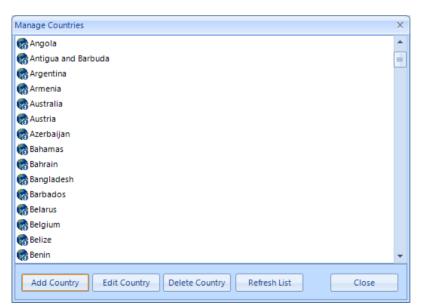
The **Manage Configuration** group provides the functionality to manage the following reference lists:

- **Countries**: Manages all the Countries in the My Puppy application. This list is already preloaded with most of the countries of the world.
- **Relationships**: Manages the Relationships within the My Puppy application. This list is already preloaded with many of the most common relationship types.
- **Sleep Quality**: Manages the Sleep Quality values within the My Puppy application. This list is already preloaded with many of the most common used sleep quality values.
- **Financial Categories**: Manages the Financial Category values within the My Puppy application. This list is already preloaded with a range of financial categories.

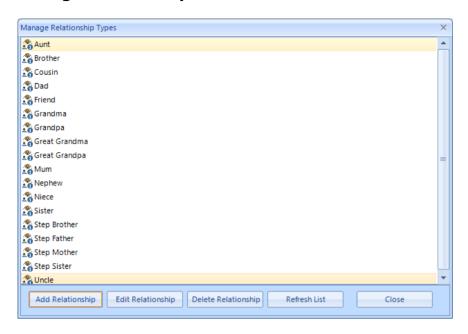
The **Manage Configuration** group is shown in the image below.



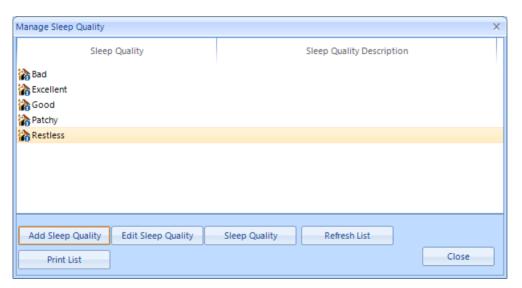
Manage Countries:



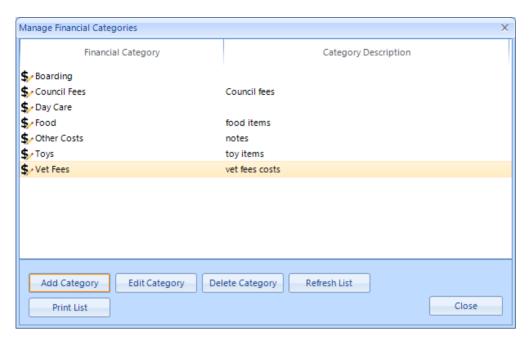
Manage Relationships:



Manage Sleep Quality:



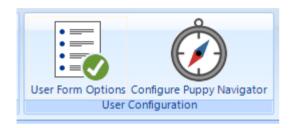
Manage Financial Categories:



1.3.3.7. USER CONFIGURATION GROUP

The **User Configuration** group, as shown in the image below, provides the following functionality:

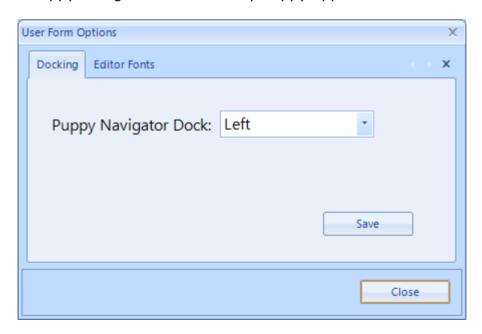
- <u>User Form Options</u>: The **User Form Options** screen allows for the setting of form options including Docking and Editor Fonts.
- <u>Configure Puppy Navigator</u>: The **Configure Puppy Navigator** screen allows for the setting of display options for the Puppy Navigator.



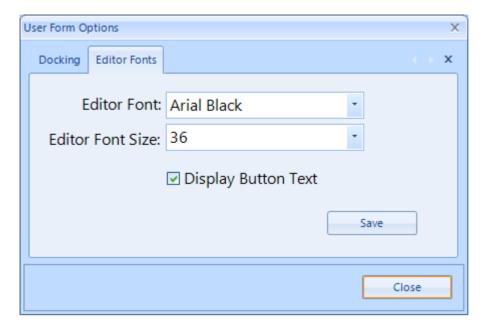
1.3.3.7.1. USER FORM OPTIONS

The **User** Form Options screen, as shown in the image below, consist of two tabs:

• **Docking Tab** - The Docking tab allows the user to set the dock position of the Puppy Navigator within the My Puppy application.



• **Editor Fonts Tab** - The Editor Fonts tab allows the user to set the font styel an size to be used in the ntoes and journal ietm editors.

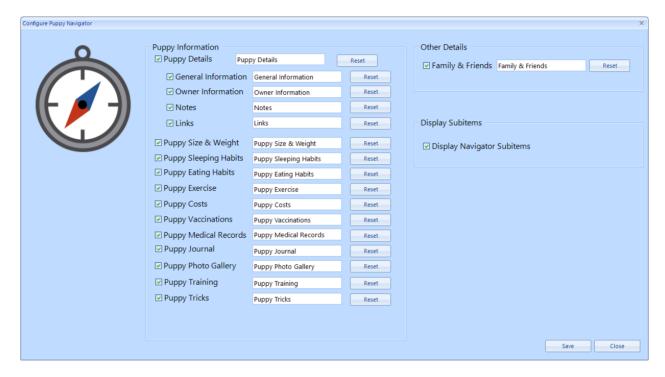


1.3.3.7.2. CONFIGURE PUPPY NAVIGATOR

The **Configure Puppy Navigator** screen is shown in the image below.

This screen allows for the selection of which information nodes will be displayed in the Puppy Navigator and, optionally, provides the user with the ability to change the name of the node.

Users may also nominate to display the associated data items under each of the information nodes in the Puppy Navigator by setting the "Display Navigator Subitems" checkbox to checked, as shown in the image below.

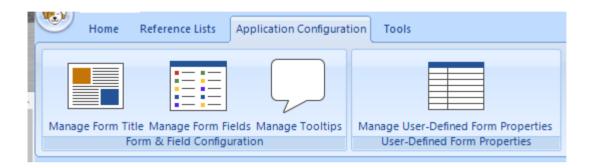


1.3.4. APPLICATION CONFIGURATION TAB

The My Puppy Application Configuration tab is shown below.

This tab contains two button groups:

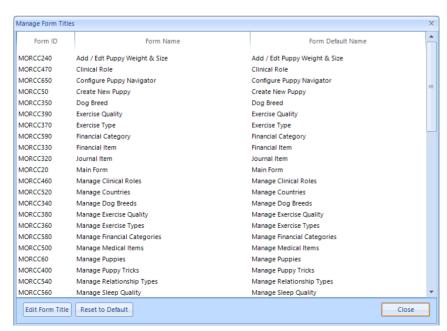
- Form & Field Configuration: This button group provides access to configure all the Form Names, Form Field Labels and Tooltips within the My Puppy application
- Manage User-Defined Properties: Allows for the creation of sets of default properties which will be used in the selected main data forms.



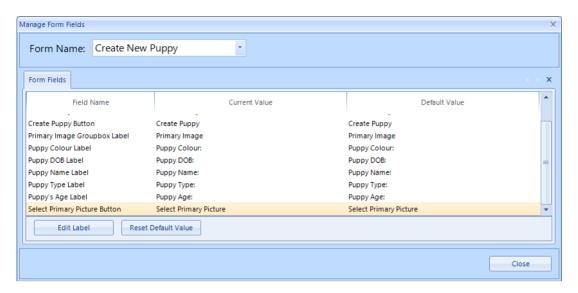
1.3.4.1. FORM & FIELD CONFIGURATIONS GROUP

The **Form & Field Configuration** button group allows for the configuration of all Form Names, Form Field Labels and Tooltips within the My Puppy application, as shown in the images below.

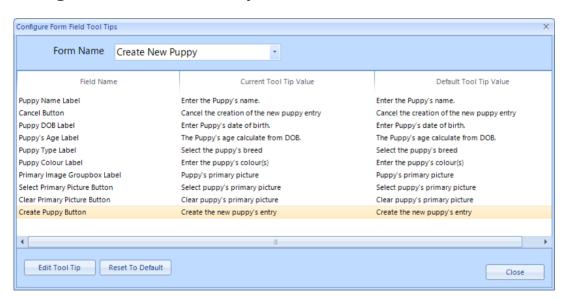
Manage Form Titles:



Manage Form Fields:

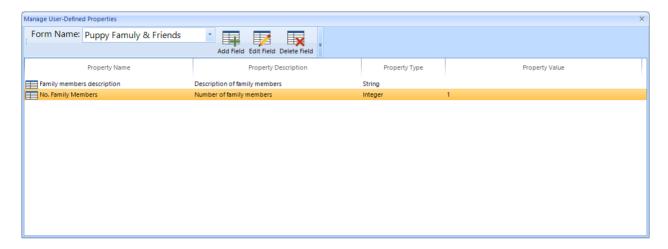


Configure Form Field Tool Tips:



1.3.4.2. MANAGE USER-DEFINED PROPERTIES

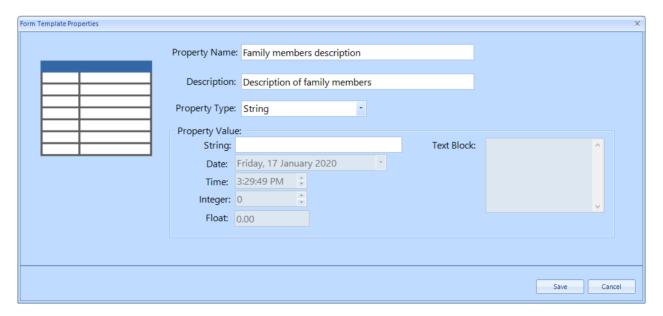
The **Manage User-Defined Properties** screen allows for the entry and management of default user fields which will be available in each of the main My Puppy information screens.



Follow these steps to add or edit default use-defined fields to one of the My Puppy main information screens.

- 1. Select the Information screen from the **Form Name** drop down. Any existing default user-defined properties will be automatically displayed to the screen.
- 2. To add a new field select the **Add** button from the top toolbar or from the right mouse click popup menu. The Form Template Properties screen is shown below.

Enter the details of the User-Defined Property including selecting the property type from the Property Type drop down list and an optional default value.



1.3.5. TOOLS TAB

The Tools tab contains the following button groups:

 <u>External User-Defined Tools</u>: Provides functionality to configure and access external tools directly fromt he the My Puppy main toolbar

 Manage Users: Allows for he management of existing users and the addition of new users.

1.3.5.1. EXTERNAL USER-DEFINED TOOLS GROUP

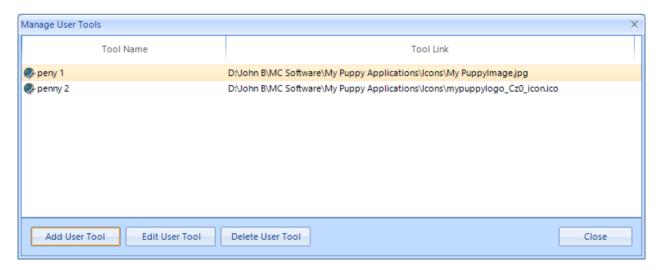
The External User-Defined Tools group contains the <u>Manage User-Defined Tools</u> button along with buttons for each of the user-defined external tools.



1.3.5.1.1. MANAGE USER-DEFINED TOOLS

The Manage User-Defined Tools functionality allows for the addition of external items which may be accessed from the Tools tab of the My Puppy application.

The Manage User-Defined Tools screen is shown bellow.

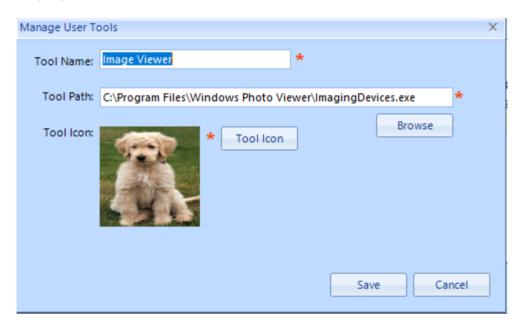


This screen contains the following buttons:

• **Add User Tool**: Allows for a new external user tool to be added to the My Puppy application.

- **Edit User Tool**: Allows for an existing external user tool to be editing within the My Puppy application.
- **Delete User Tool**: Allows for an existing external user tool to be deleted from the My Puppy application.

When the **Add User Tool** button is pressed the **Manage External Tool** screen is display, as shown below.



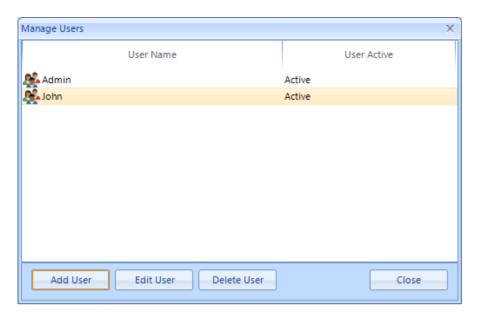
Follow these steps to create an external tool entry:

- 1. Enter the name of the External Tool in the **Tool Name** field.
- 2. Press the **Browse** an locate the file to run. Valid tool files include:
 - .exe files
 - image files
 - document files
- 3. Press the **Tool Icon** button and select and icon to display on the My Puppy toolbar.
- 4. Press the **Save** button to save the user-defined tool item.

When you close the **Manage User Tools** screen the User-defined tools section on the toolbar will automatically be updated.

1.3.5.2. MANAGE USERS GROUP

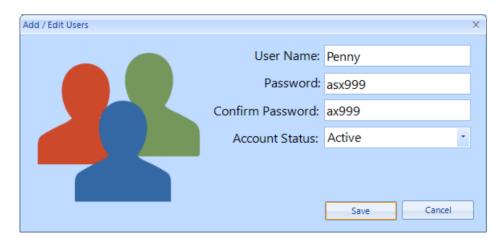
The **Manage User** group allows for the management of users within the My Puppy Application, as shown below.



From the Manage Users screen contains the following buttons:

- **Add User**: The Add User button allows for new users to be added to the My Puppy application.
- **Edit User**: The Edit User button allows for existing users within the My Puppy application to be edited.
- **Delete User**: The Add User button allows for existing users within the My Puppy application to be deleted.

The **Add User** / **Edit User** screen is shown below and allows for the addition of new users and the editing of existing users within th My Puppy application.



Using the **Add / Edit Users** form users can:

- Enter the User Name
- Enter the Password and Confirmation Password
- Set the **Account Status** to "**Active**" or "**Inactive**" using the **Account Status** drop-down list.

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