

Using the Kennel

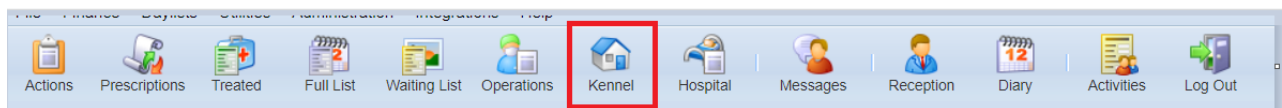
22/01/2025 2:12 pm GMT

Summary

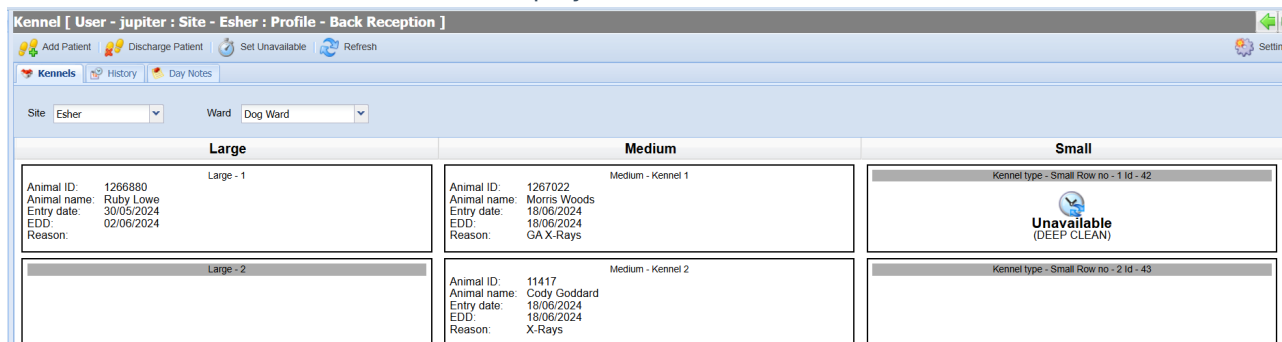
The Kennels screen is used to record and manage kennels within the practice. For configuration of Wards and Kennels see the [Kennels Administration page](#).

Details

The Kennel screen can be accessed using the 'Kennel' button on the main toolbar.

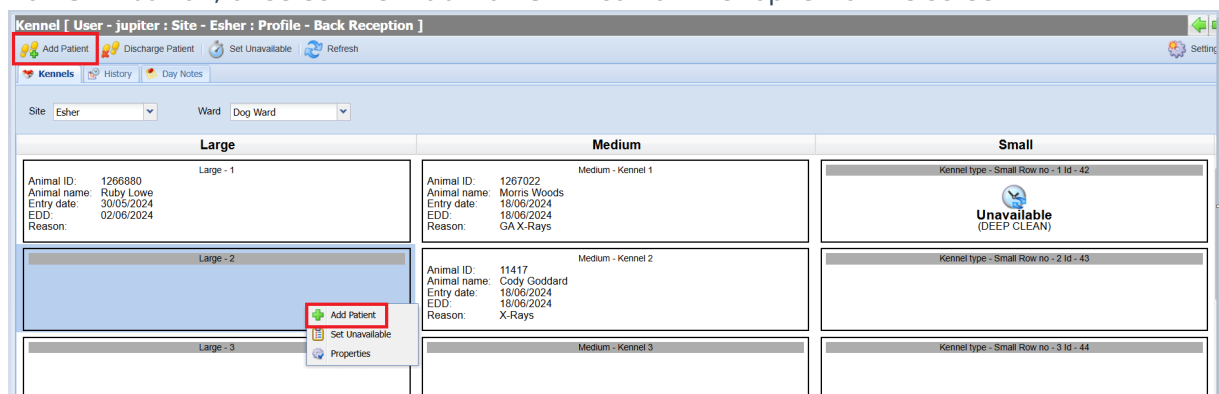


Once selected, the Kennel screen will display:



Adding a Patient to a Kennel

1. Select the **Kennel** you wish to add a patient to and either right click and select the '**Add Patient**' button, or select the '**Add Patient**' icon on the top left of the screen.



2. **Search and select the patient** you wish to add.

Kennel Allocation

Clear Previous Next Close

Client Patient Kennel

Client

Surname:

First Name:

Address Details

Name/No:

Address:

Town:

Postcode:

T...	Surname	First Name	Na...	Add...	Add...	Town	Cou...	P...	Bu...	H...	Site...	La...

Page

- Once selected, insert the **duration (days)** for how long the animal will be in the kennel for along with a **reason**

Kennel Allocation

Clear Previous Next Close

Client Patient **Kennel**

Set Kennel Allocation Details

Duration (days): 1

Reason: IDENTICHIP
SECOND OPINION
OBSERVATION
DEMATT 40 MINS
castrate

+ Add to Kennel

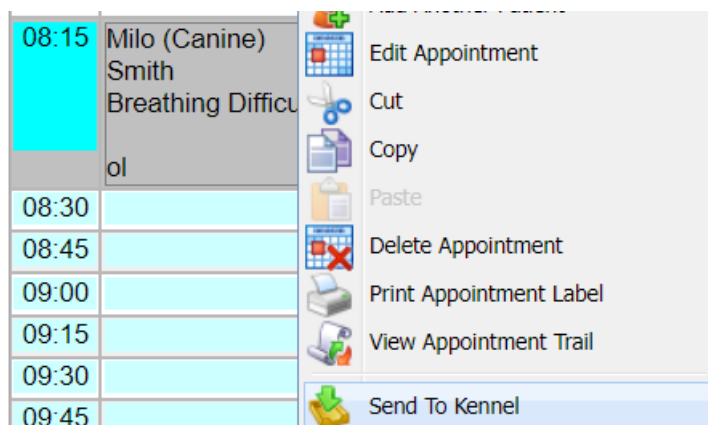
- To add the patient to the kennel, select '**Add to Kennel**'.
- The patient will be added to the kennel and displayed as below:

Large - 2

Animal ID:	1266510
Animal name:	Finn Jupiter
Entry date:	22/01/2025
EDD:	22/01/2025
Reason:	OBSERVATION

Adding a patient to a Kennel from the Diary screen

1. Navigate to the Diary.
2. **Select the appointment**, right click and select 'Send To Kennel'.



3. The Kennel Allocation window will display. Insert the **duration (days)** for how long the animal will be in the kennel for along with a **reason**. Now select the Site, Ward, Kennel Type and select from the Available Kennels.

The screenshot shows the Kennel Allocation window. It has a title bar with 'Kennel Allocation' and buttons for 'Add To Kennel', 'Refresh', and 'Close'. The window is divided into two main sections: 'Allocation Details' and 'Kennel Selection'.

Allocation Details:

- Duration (days): 1
- Reason: OBSERVATION

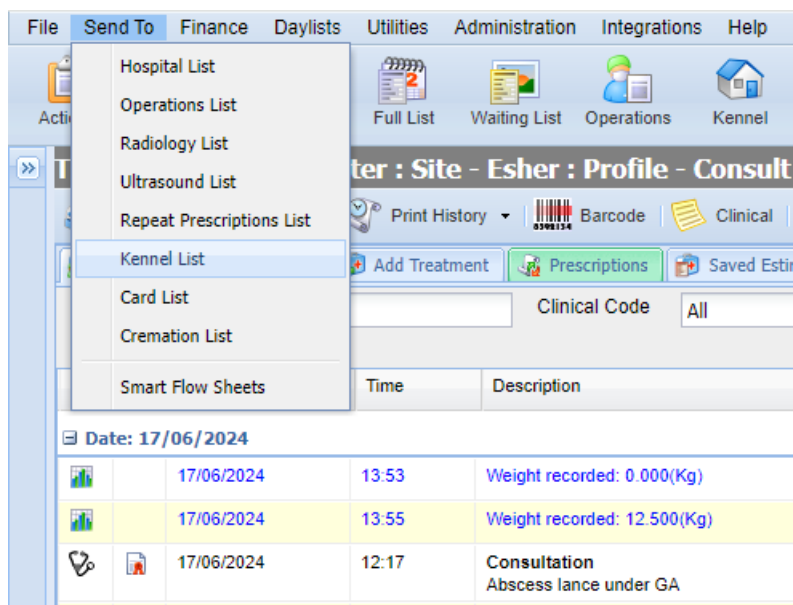
Kennel Selection:

- Site: Esher
- Ward: Cat Ward
- Kennel Type: Small
- Available Kennels:
 - Kennel type - Small Row no - 1 Id - 7
 - Kennel type - Small Row no - 2 Id - 8
 - Kennel type - Small Row no - 3 Id - 9
 - Kennel type - Small Row no - 4 Id - 10
 - Kennel type - Small Row no - 5 Id - 11

4. Select 'Add To Kennel'

Adding a patient to a Kennel from the Send To option

1. Navigate to the **patient History** screen.
2. Select the '**Send To**' option in the top left hand corner.

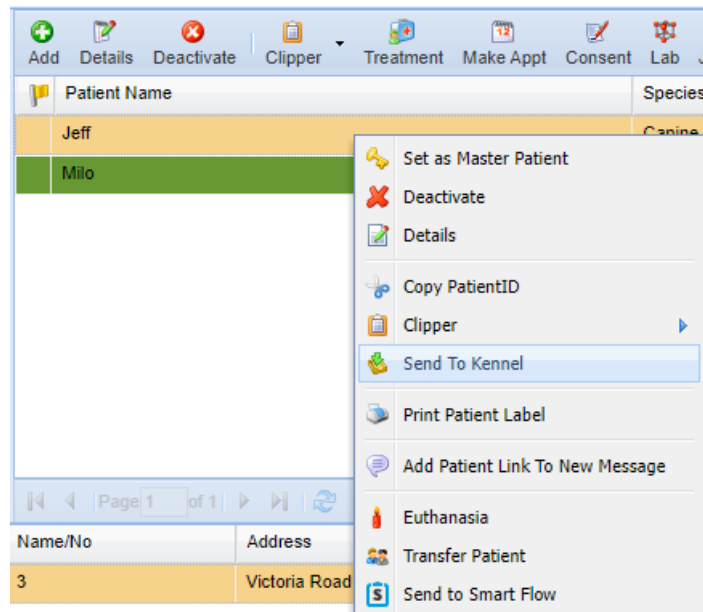


3. Select 'Kennel List'
4. The Kennel Allocation window will display. Insert the **duration (days)** for how long the animal will be in the kennel for along with a **reason**. Now select the Site, Ward, Kennel Type and select from the Available Kennels.
5. Select 'Add To Kennel'

Adding a patient to a Kennel from the Reception screen

1. Navigate to the Reception screen and load a client
2. Click once on the relevant patient

3. Right click and select 'Send To Kennel'

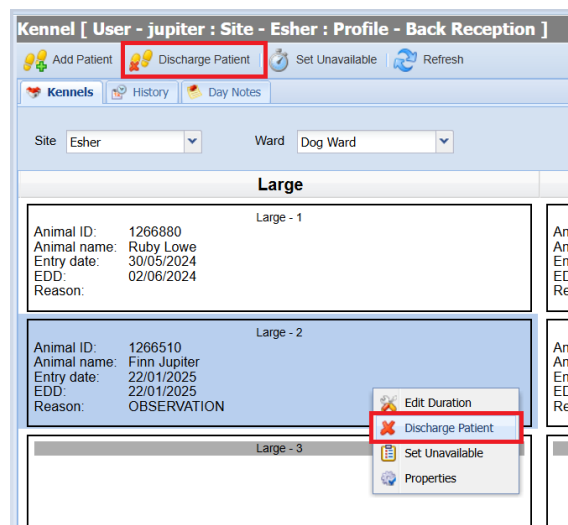


4. The Kennel Allocation window will display. Insert the **duration (days)** for how long the animal will be in the kennel for along with a **reason**. Now select the Site, Ward, Kennel Type and select from the Available Kennels.

5. Select 'Add To Kennel'

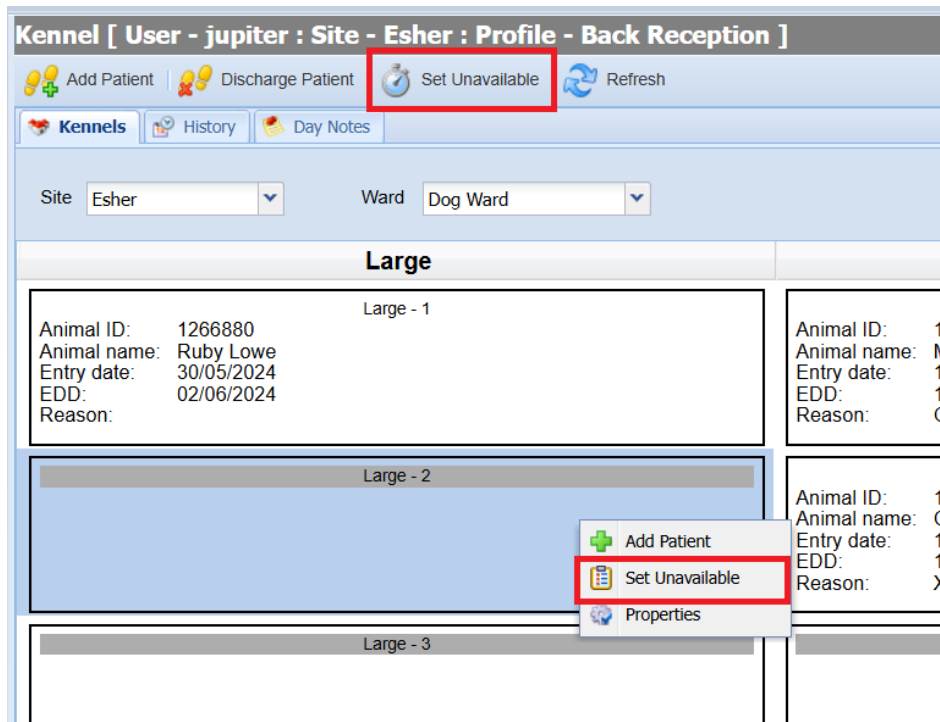
Discharging a Patient

1. **Select the patient/kennel** you wish to discharge
2. Select the '**Discharge Patient**' button, or right click and select '**Discharge Patient**'

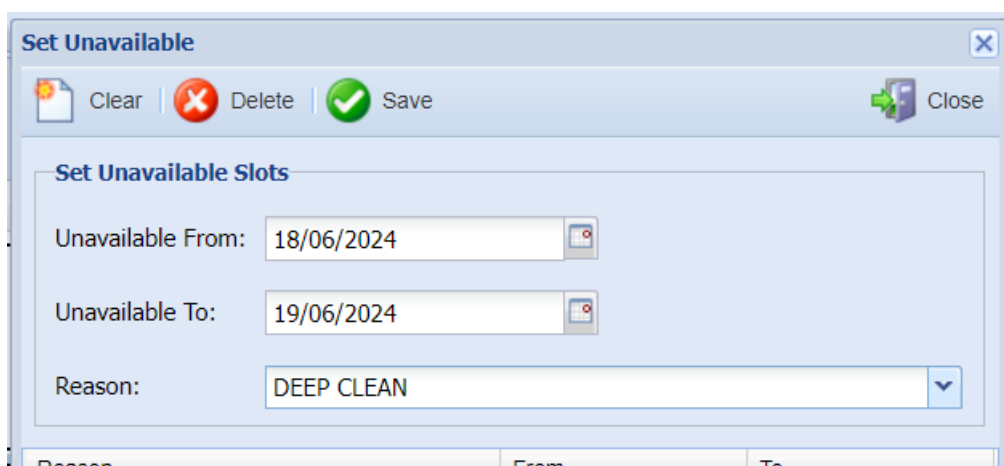


Set a Kennel as Unavailable

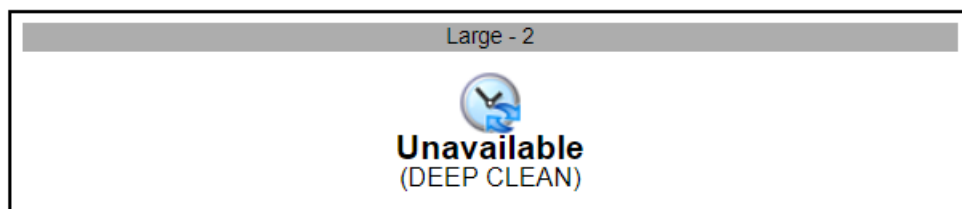
1. **Select the kennel** you wish to set as unavailable
2. Select the '**Set Unavailable**' button, or right click and select '**Set Unavailable**'.



3. A window will appear requesting information on when the kennel is **unavailable from and to** along with a **reason**.



4. Select '**Save**' and the kennel will be marked as unavailable (as below) and you will be unable to add any patients to the kennel until it is available.



Modifying/Deleting Availability

1. Select an unavailable kennel and **right click**.
2. Select '**Modify Availability**' and the below window will appear:

Reason	From	To
Disinfection Period	15/08/2024	17/08/2024

3. To modify the unavailable period select the correct unavailability from the list at the bottom, **update the dates** and select '**Save**'. To delete the unavailable period, select '**Delete**'.

Kennel History

An audit log of the Kennel can be accessed via the History Tab from the Kennels screen. This screen displays a history of any changes to Kennels for the dates specified.

Kennels

History

Day Notes

Date Range

From:

17/06/2024

To:

27/08/2024

Filter By

Kennel ID:

Action Date	Action	User	Kennel ID	Type	Animal	Reason	Added Date	EDO
27/08/2024 08:25	Created unavailable slot Disinfection Period	jupiter	7	Small				
15/08/2024 13:25	Created unavailable slot Disinfection Period	jupiter	7	Small				
10/07/2024 16:17	Created unavailable slot KJJJ	jupiter	34	Large				
10/07/2024 14:38	Added Animal	jupiter	53	Large	Milo	castration	10/07/2024	10/07/2024
18/06/2024 16:30	Created unavailable slot Disinfection Period	jupiter	43	Small				
18/06/2024 16:25	Added Animal	jupiter	37	Medium	Cody	X-Rays	18/06/2024	18/06/2024
18/06/2024 16:25	Removed Animal	jupiter	37	Medium	Jack		18/06/2024	18/06/2024
18/06/2024 16:24	Added Animal	jupiter	37	Medium	Jack		18/06/2024	18/06/2024
18/06/2024 16:20	Added Animal	jupiter	36	Medium	Morris	GA X-Rays	18/06/2024	18/06/2024
18/06/2024 16:19	Created unavailable slot staff pet	jupiter	33	Large				

Kennel Day Notes

The Kennels Day Notes tab is used to log notes in relation to kennels. This note will remain within the Kennel and does not display in any clinical history for the patients.

Adding a Kennel Day Note

1. **Select the date** and use the '**Day Notes**' box to compose your message.
2. Once Composed, select '**Save**' to add the note to the system.

KennelsHistoryDay Notes

Date18/06/2024

Notes

Day RVN: EL
Night RVN: OL

Save

Delete

Date	Note
18/06/2024	Day RVN: EL Night RVN: OL
30/11/2023	2 labs in for neutering NEED LARGE KENNELS
22/08/2023	Milo ready to go from 12pm
25/05/2023	2 labs in Wed

Deleting a Day Note

1. Select a **Note** from the listed Day Notes.
 2. Select the '**Delete**' button.
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