

Kennel Configuration

24/10/2024 2:24 pm BST

Summary

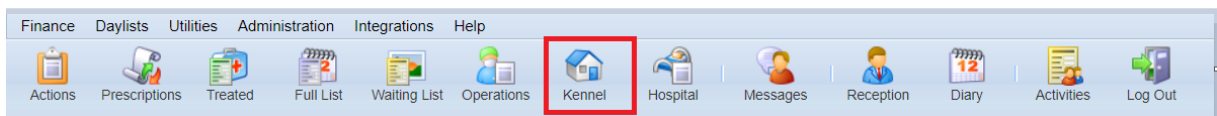
The Kennels screen is used to record and manage kennels within the practice. This page provides information on how to set-up and configure Kennels.

Details

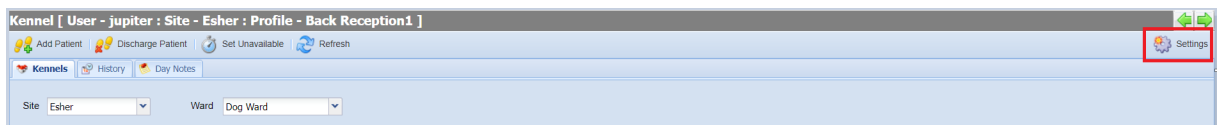
Ward Configuration

Adding a Ward

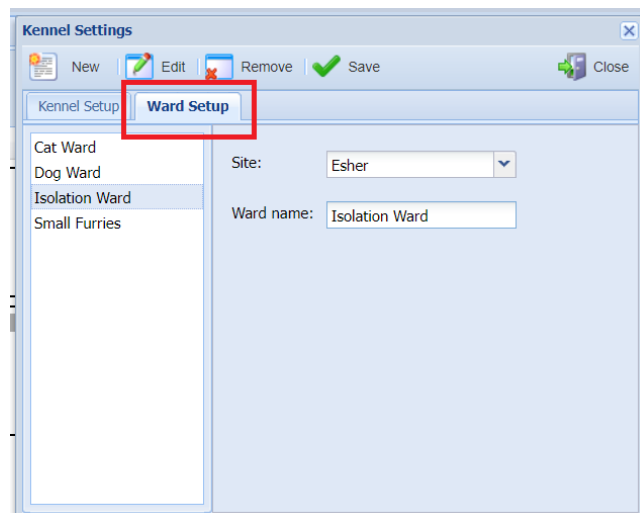
1. Select the '**Kennel**' button from the main toolbar.



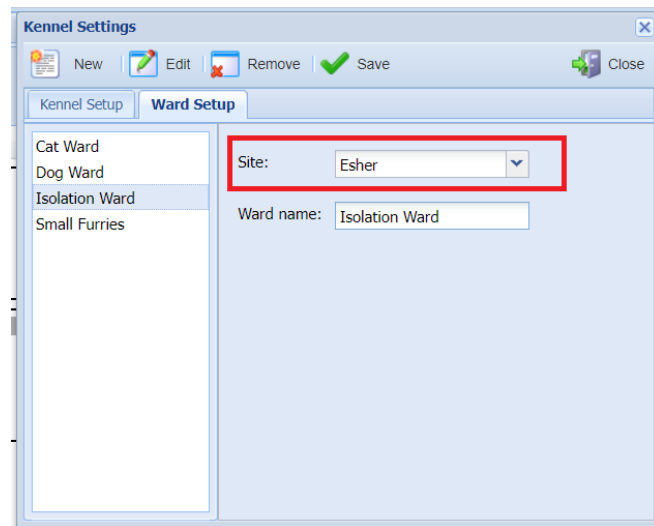
2. Select the '**Settings**' button and the 'Kennel Settings' window will appear.



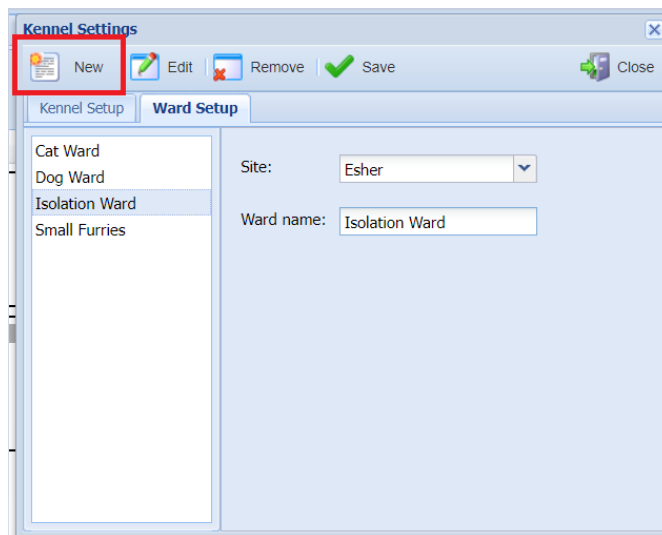
3. Select the '**Ward Setup.**' tab.



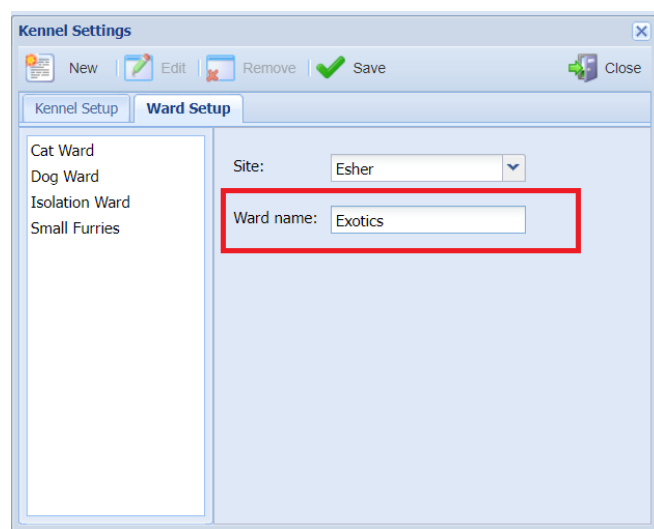
4. Select a **Site** from the drop-down list you wish to add a ward to.



5. Select 'New'



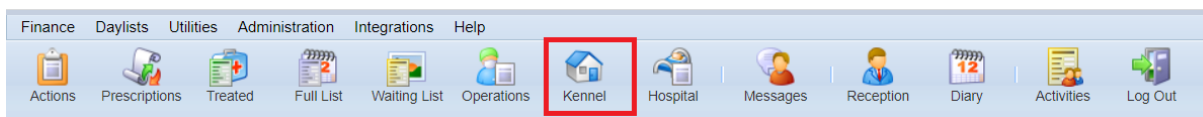
6. Enter a name into the 'Ward name' field (i.e. 'Exotics').



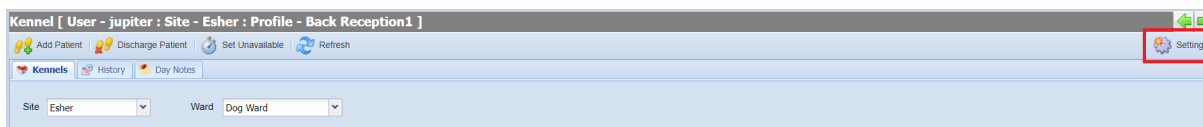
7. Select 'Save' to add the ward. Once saved, the ward will be visible in the Ward drop down in the main kennel screen.

Editing a Ward

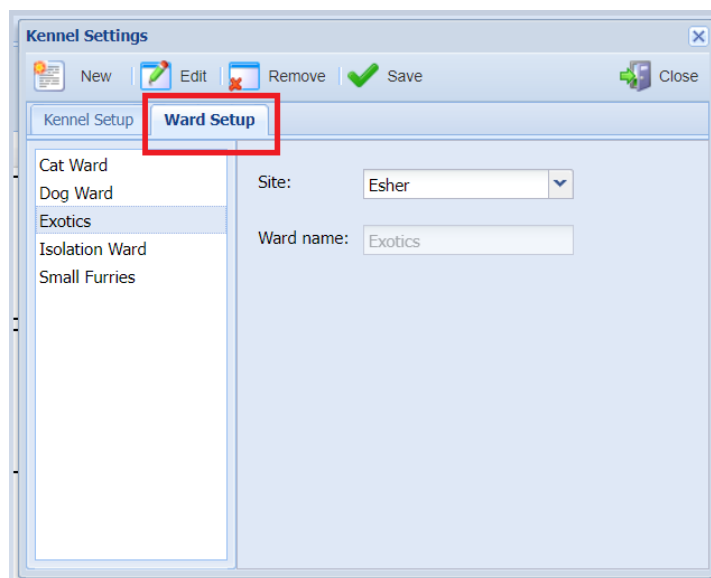
1. Select the '**Kennel**' button from the main toolbar.



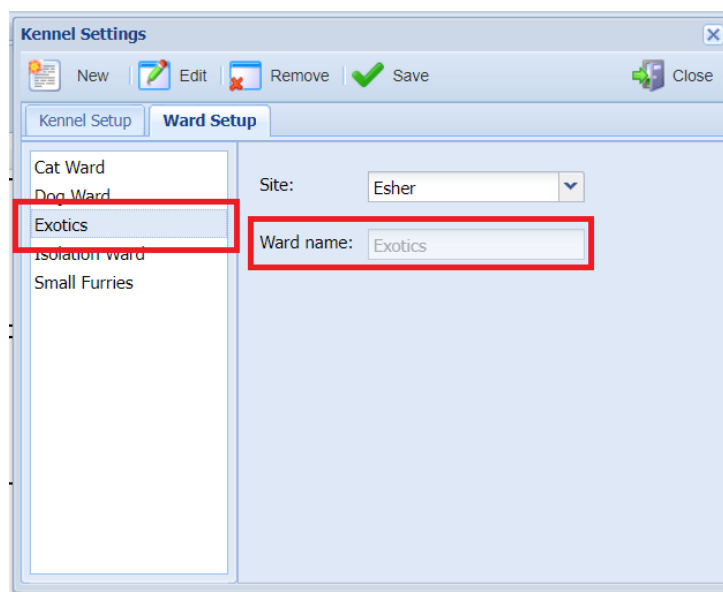
2. Select the '**Settings**' button and the 'Kennel Settings' window will appear.



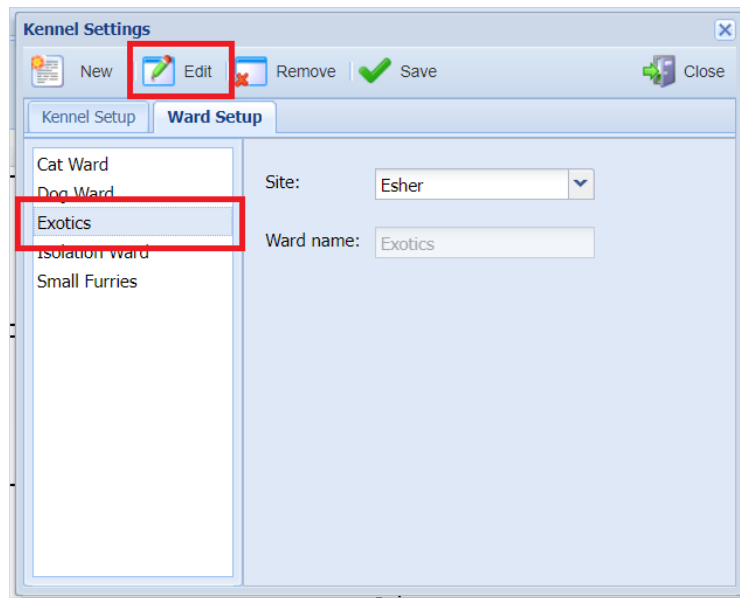
3. Select the '**Ward Setup**' tab.



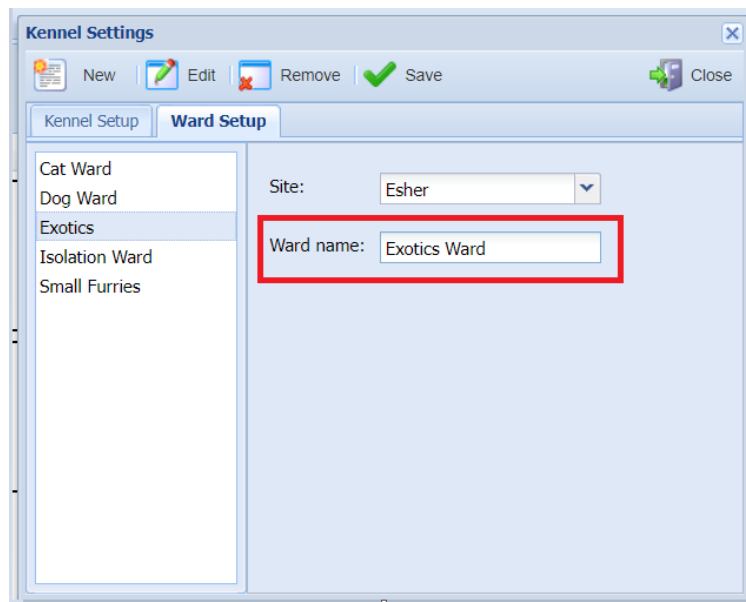
4. Any existing wards will display on the left-hand menu. **Select the ward** you wish to modify.



5. Select '**Edit**'



6. **Make any changes** to the site or name field.

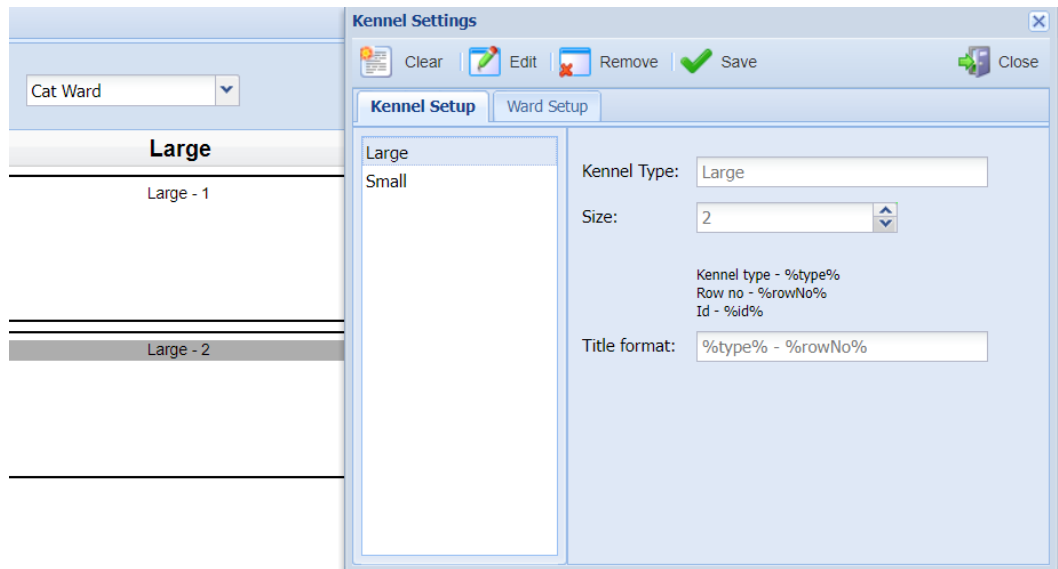


7. Select '**Save**'.

Deleting a Ward

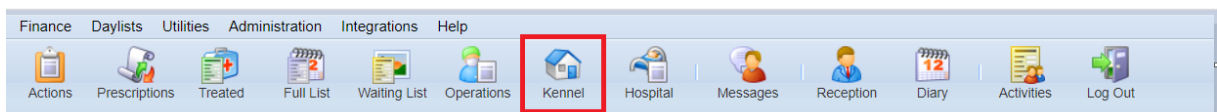
1. Select the '**Kennel**' button from the main toolbar.
2. Select the '**Settings**' button and the 'Kennel Settings' window will appear.
3. Select the '**Ward Setup**' tab.
4. Any existing wards will display on the left-hand menu. **Select the ward** you wish to delete.

5. Select '**Remove**'.

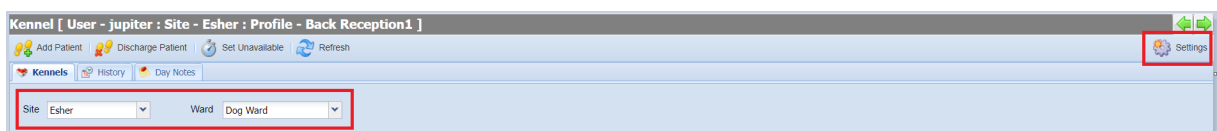


Adding a Kennel

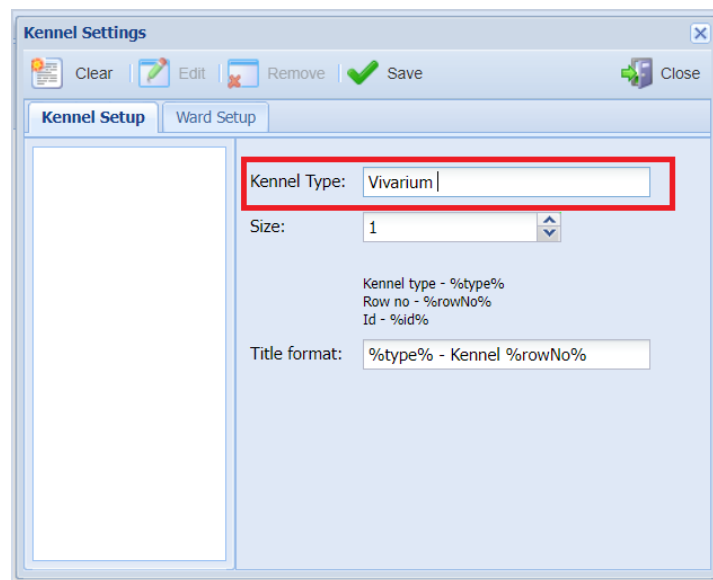
1. Select the '**Kennel**' button from the main toolbar. Whichever ward is selected on the main kennel screen is the one you are doing the kennel setup for. In the above example, the kennel setup is being done for the cat ward.



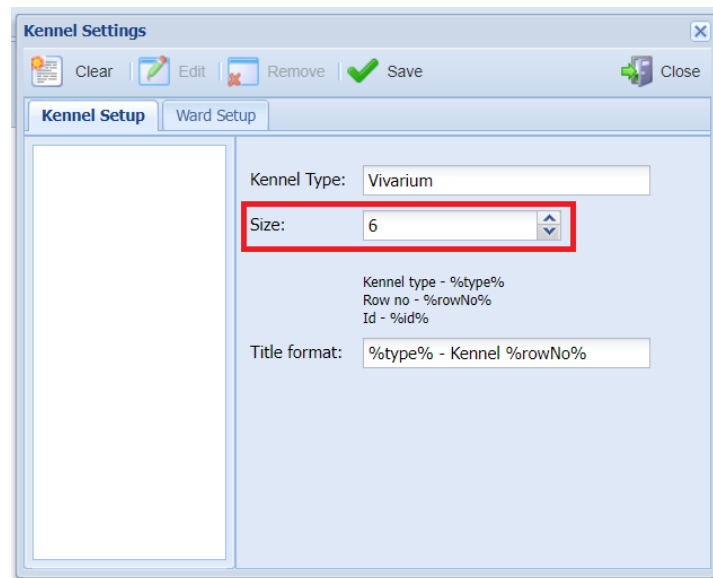
2. Select the '**Site**' and '**Ward**' when select '**Settings**' button in the top right and the 'Kennel Settings' window will appear.



3. Enter a name into the '**Kennel Type**' field (i.e. 'Large').



4. Enter how many kennels you wish to add into the '**Size**' field.



5. Select '**Save**' to add the kennel/s.

Editing a Kennel

1. Select the '**Kennel**' button from the main toolbar.
2. Select the '**Settings**' button and the 'Kennel Settings' window will appear.
3. Any existing kennels will display on the left-hand menu. **Select the kennel** you wish to modify.
4. **Make any changes** to the name or size fields.

5. Select '**Save**'.

Deleting a Kennel

1. Select the '**Kennel**' button from the main toolbar.
 2. Select the '**Settings**' button and the 'Kennel Settings' window will appear.
 3. Any existing kennels will display on the left-hand menu. **Select the kennel** you wish to delete.
 4. Select '**Remove**'.
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