

Kennel Configuration

15/07/2025 9:27 am BST

Summary

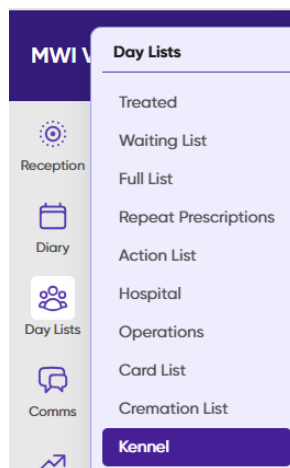
The Kennels screen is used to record and manage kennels within the practice. This page provides information on how to set-up and configure Kennels.

Details

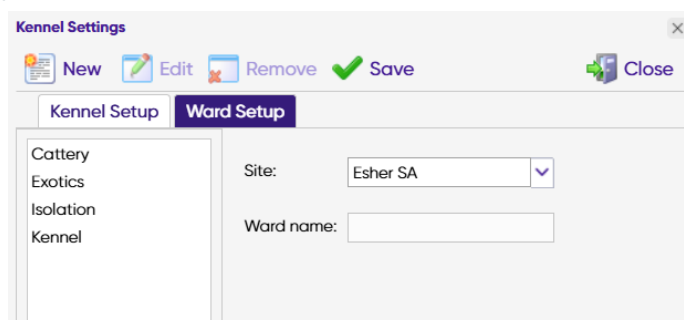
Ward Configuration

Adding a Ward

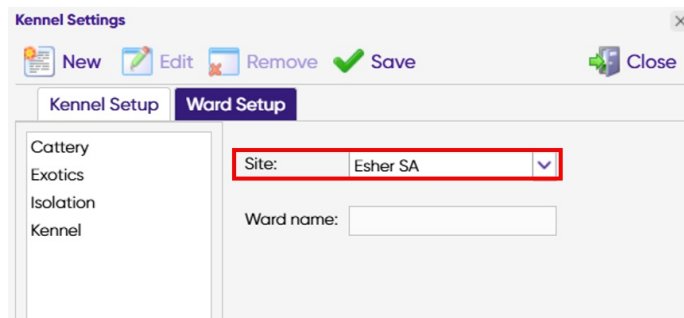
1. Select the 'Kennel' button via the 'Day Lists' button from Primary Navigation on the left-hand side



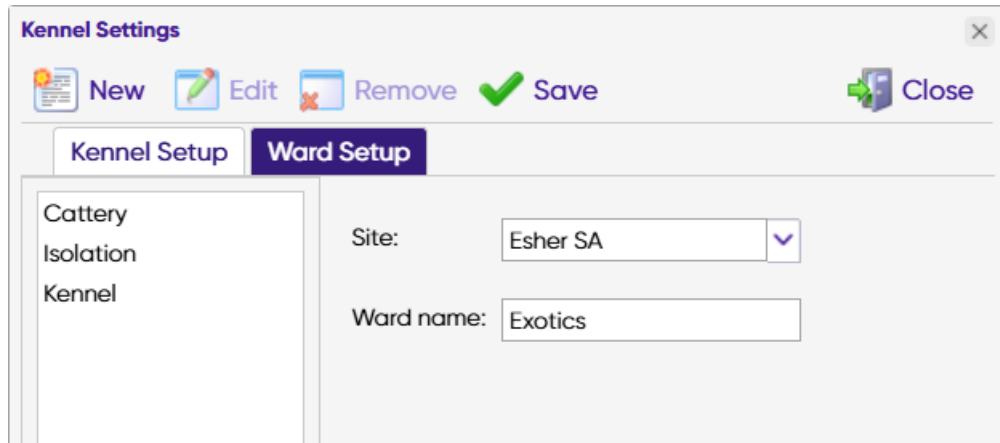
2. Select the 'Settings' button and the 'Kennel Settings' window will appear.
3. Select the 'Ward Setup' tab.



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



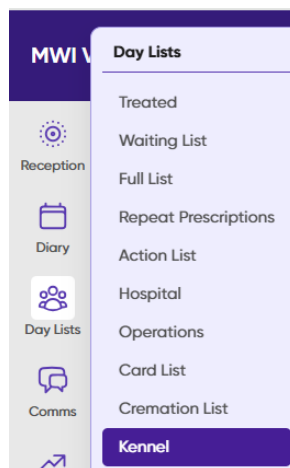
5. Select 'New'
6. Enter a name into the 'Ward name' field (i.e. 'Exotics').



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 via the 'Day Lists' button from Primary Navigation on the left-hand side



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



3. Select the 'Ward Setup' tab.

Kennel Settings

New Edit Remove Save Close

Kennel Setup Ward Setup

Cattery
Exotics
Isolation
Kennel

Site: Esher SA

Ward name:

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

Kennel Settings

New Edit Remove Save Close

Kennel Setup Ward Setup

Cattery
Isolation
Kennel

Site: Esher SA

Ward name: Isolation

5. Select 'Edit'

Kennel Settings

New **Edit** Remove Save Close

Kennel Setup Ward Setup

Cattery
Isolation
Kennel

Site: Esher SA

Ward name: Isolation

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

Kennel Settings

New Edit Remove Save Close

Kennel Setup Ward Setup

Cattery
Isolation
Kennel

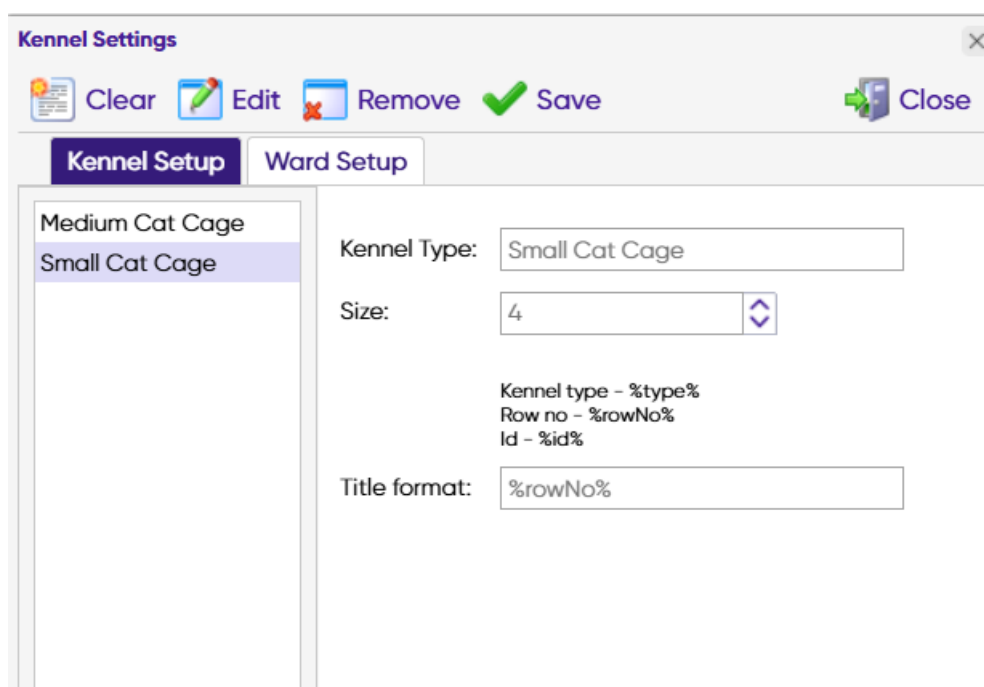
Site: Esher SA

Ward name: Isolation Ward

7. Select 'Save'.

Deleting a Ward

1. Select the 'Kennel' button via the 'Day Lists' button from Primary Navigation on the left-hand side
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'.



The screenshot shows the 'Kennel Settings' window with the 'Ward Setup' tab selected. On the left, a list of wards includes 'Medium Cat Cage' and 'Small Cat Cage'. The main area contains the following fields:

- Kennel Type:** Small Cat Cage
- Size:** 4
- Title format:** %rowNo%

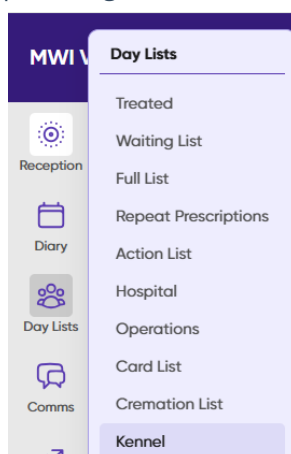
Below the size field, there is a legend:

- Kennel type - %type%
- Row no - %rowNo%
- Id - %id%

At the top of the window, there are buttons for 'Clear', 'Edit', 'Remove', 'Save', and 'Close'.

Adding a Kennel

1. Select the 'Kennel' button via the 'Day Lists' button from Primary Navigation on the left-hand side
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 added for the cat ward.



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

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. 'Extra 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 via the 'Day Lists' button from Primary Navigation on the left-hand side.
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 via the 'Day Lists' button from Primary Navigation on the left-hand side.
 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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