How to Use

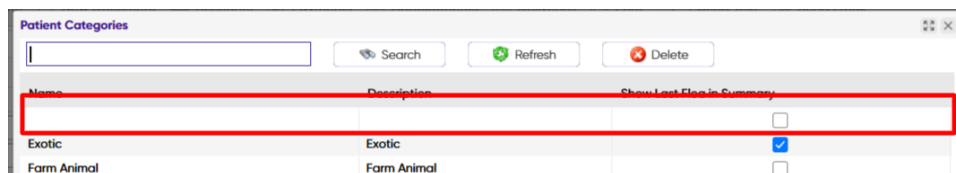## How to use an Administration Library

There are 9 library headings located under the Administration menu, starting from 'Accounting'. You then need to select the relevant library you need to access.
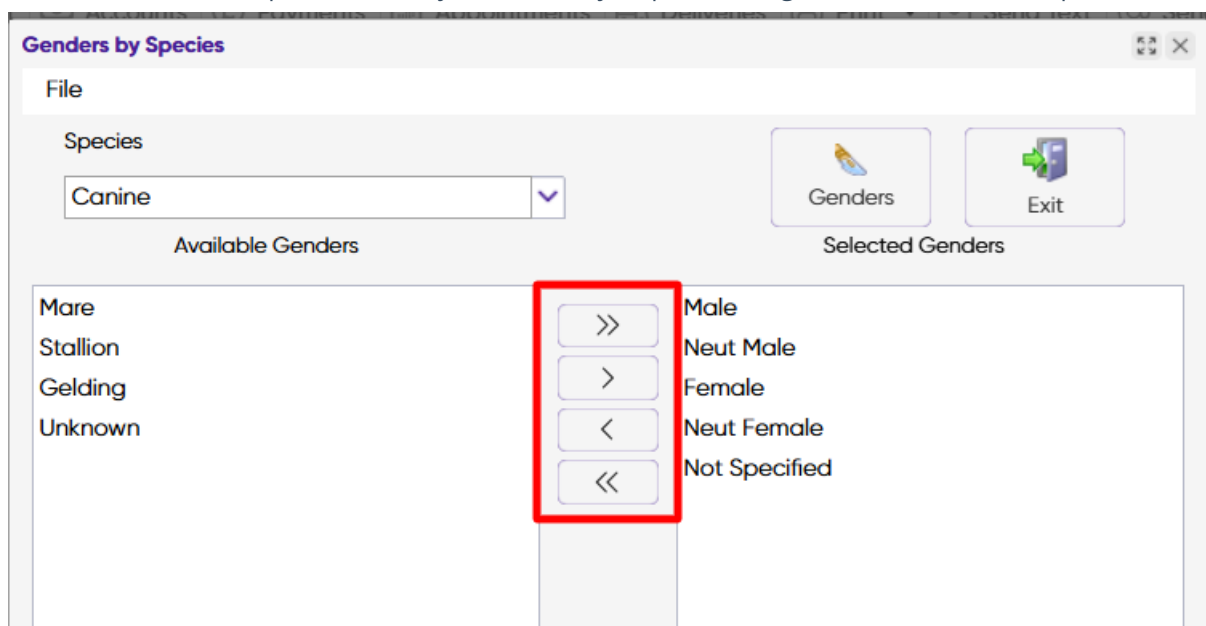
Adding to a Library

After you have opened the library you can add new data by entering the details into the top blank line.

When you have added all the entries, press the 'Save' button.

Some libraries do not require data entry, instead they require sorting as shown in the example below.

Using the arrow buttons, you can sort which are associated with the master record and which are not. In the example above, we are sorting out which species belong in the Small Animal Patient Category.

Move all into selected (right), adding all into the library.

Move selected item from the available (left) into selected (right), this adds the selected to the library.

Move selected item in the selected (right) into the available (left), therefore removing from the library.

Move all into the available (left), removing all from the library.

Note: Removing an item from the library is only possible if the combination is not in use.

Changing data in these selection libraries is instant without any save buttons.

Modifying Library Content

You can modify library content in the same way as adding content, instead of adding a new row, find the record and change the values.

You must then press the save button to commit.

Deleting Library Content

Library content can be deleted as long as it is not currently in use. Select the library record and click the 'Delete' button.

A library item may be in use by a record it is associated with, ie a Patient has a species assigned, or another library is linked, ie the species is assigned to a patient category or a breed.