"Pets" module

The [Pets] module is where all the useful information on the family's pets is kept.

Invoices can be entered directly in the [Pets] module, or entered and paid in the [Payments] module.

Invoices paid through the [Payments] module are automatically also available in the [Pets] module after validation.
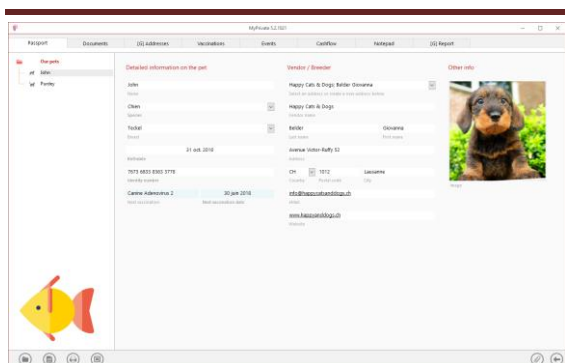
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Summary of the module tabs

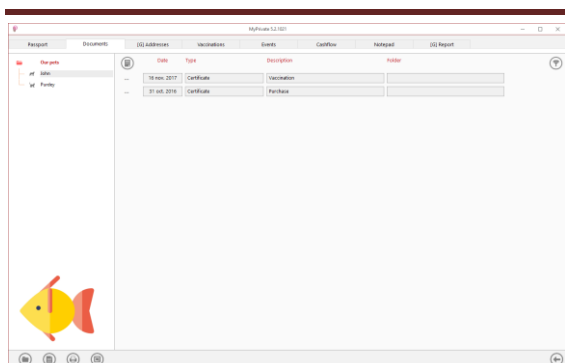|	
[Passport]	Detailed information of the pet
[Documents]	
[Addresses]	Important addresses
[Vaccinations]	List of vaccines and treatments with expiry dates
[Events]	Important events in the pet's life
[Cashflow]	Cashflow related to the pet
[Notepad]	Reserved area for various notes about the current passport
[Rapports]	Printing of the information from the various tabs

[Passport]

Special features of this tab :

The dates shown in the [Next vaccination] and [Next vaccination date] fields come from the [Vaccinations] tab and cannot be modified in this tab.

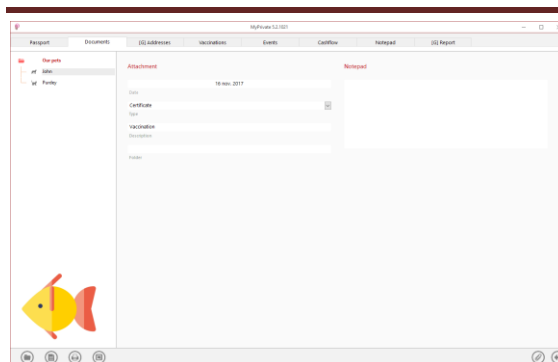These dates appear automatically in the events calendar.

[Documents] - Summary

This tab allows you to scan and preserve all types of documents by assigning them a date, a type and a title. A summary of documents related to the pet is displayed and allows a quick view of the documents available.

To add a new document, click on the icon
The following screen opens:
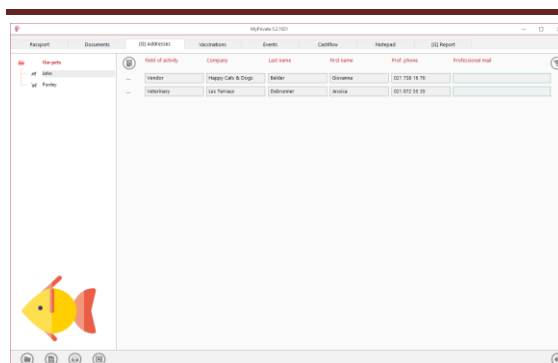
[Documents] - Details

Enter the date of the document, a type (select an existing type from the drop-down menu or enter a new one) and a description. These three items will appear in the [Documents] - Summary. The [Notepad] field is for additional information.

Once these fields are filled, click on the icon to start scanning documents.

For scanning and document integration, refer to the "Document Management" user's guide.
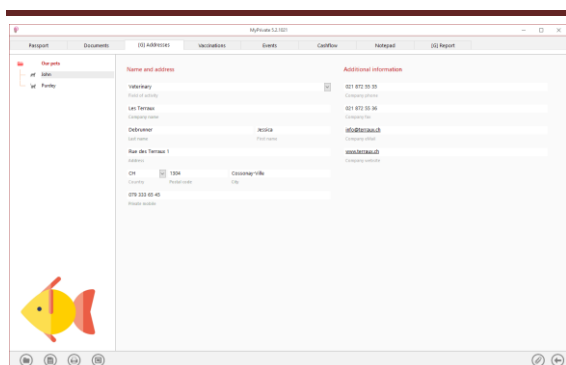
[Addresses] - Summary

Summary of useful addresses related to the pets.

To view and / or edit the detail of a record, click on the […] field on its left.
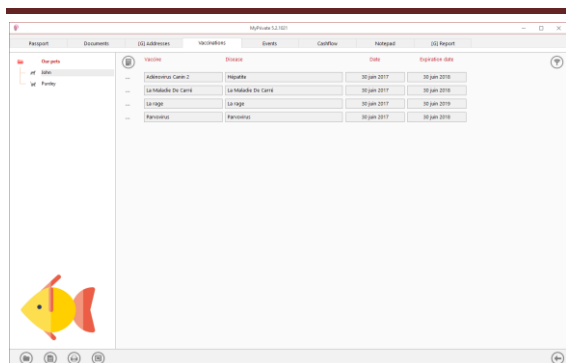
[Addresses] - Detail

Special features of this tab :

This tab allows you to add the addresses and telephone numbers of persons related to the pets (vet, dog sitter, etc.).

This tab is [Global]. It's identical for all the pets and therefore shows the same information for every passport.

The addresses created in this tab are also automatically visible in the [Addresses] module, where additional fields can be completed if necessary.
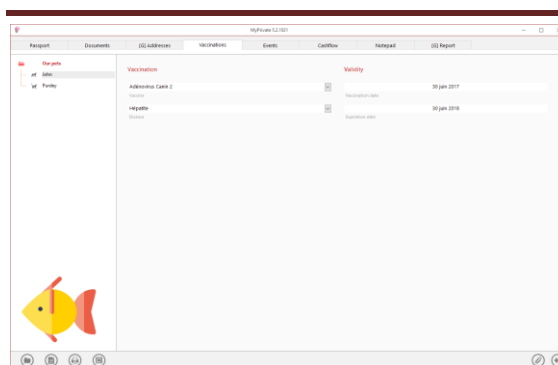
[Vaccinations] - Summary

This view displays a summary of vaccinations with expiry dates.

To view and / or edit the detail of a record, click on the […] field on its left.
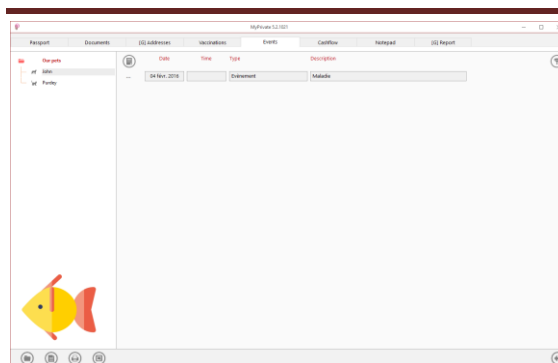
[Vaccinations] - Detail

Special features of this tab :

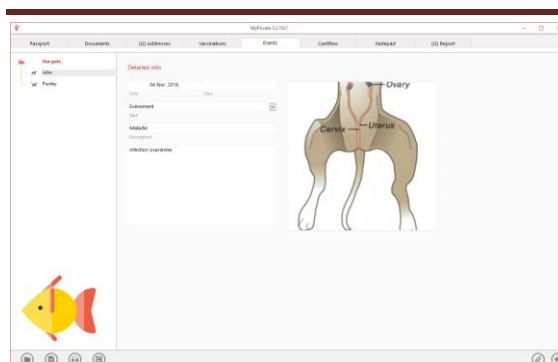The [Expiry Date] of the vaccine automatically appears in the calendar.

[Events] - Summary

This tab lets you record important events in the pet's life.

[Events] - Detail

Special features of this tab :

The [Date] appears automatically in the calendar.

[Cashflow] - Summary

This view displays a summary of the cash flows related to the animal.

To view and / or edit the detail of a record, click on the […] field on its left.

[Cashflow] - Detail

[Notepad]

This tab allows you to enter general notes related to the pet.

Reports

This tab allows you to choose which passports and tabs to print.
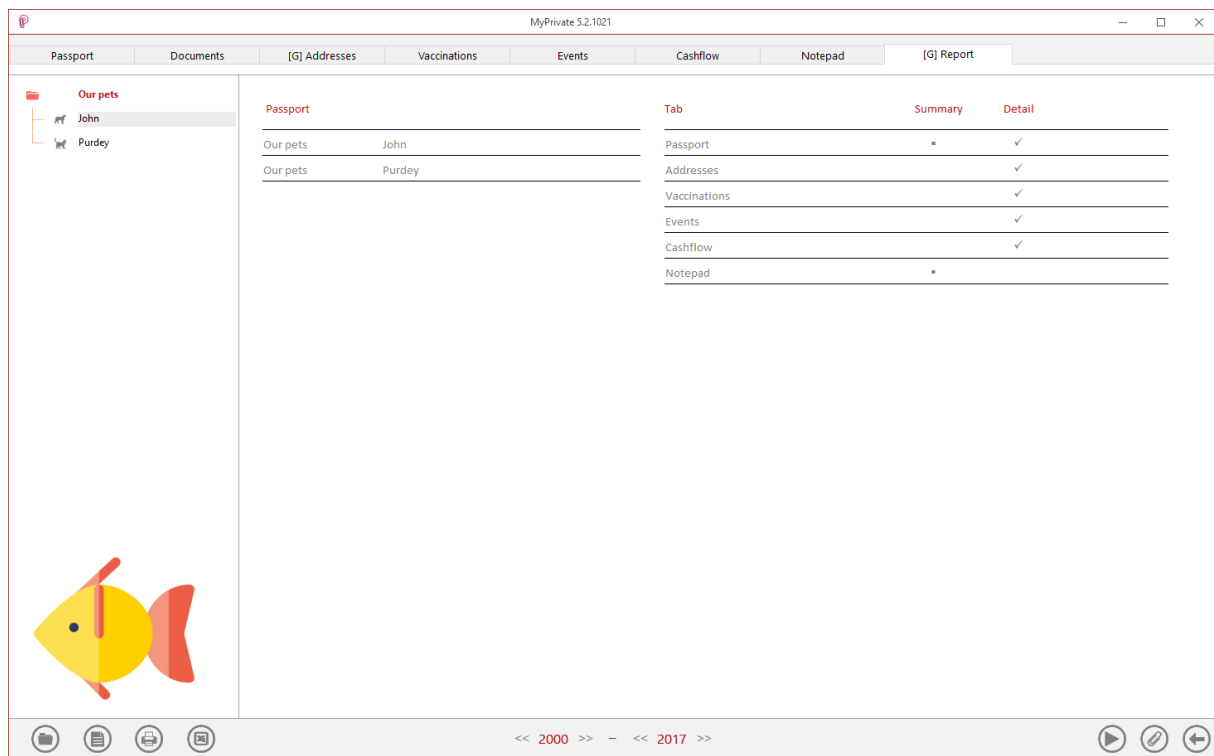
Select / deselect the data to be printed by clicking on the corresponding line(s) and column(s).

The choices are

- Passports
- Tabs – Summary and detail

The selected passports and tabs are marked with the sign [✓].

For some tabs, it is possible to print the summary and / or the detail.

When an option is not available, it is marked with the sign [▪].

Once the information to be printed has been chosen, click on the button and select the [Generate report] option.

MyPrivate prepares a PDF file that will be ready for printing.