

# How to Add Veterinary Entity

1. On user's menu panel, go to **Common Info** folder then click **Veterinary**
2. Click the **New** button on search screen to open the **Create New Entity** screen

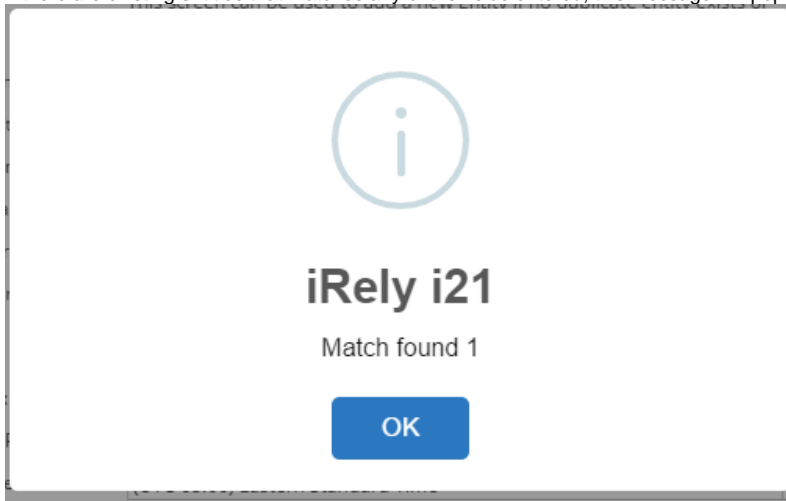
The screenshot shows the 'Entity' application window with the 'Create New Entity' dialog box open. The dialog box has a title bar with 'Add', 'Find Duplicates', and 'Close' buttons. The 'Details' tab is selected, displaying a form with the following fields: Name, Contact, Phone, Email, Search Address (with a placeholder 'Enter address to search...'), Address, City, State, Zip/Postal, Country (set to 'United States'), and Time Zone. The background application window shows the 'Entity' menu with 'Veterinary' selected.

3. Enter user details (**Name, Contact, Phone, Email, Address**). When **Search Address** is used, Address, City, State, Zip/Postal, Country and Time Zone fields will be automatically filled with data related to the searched address.

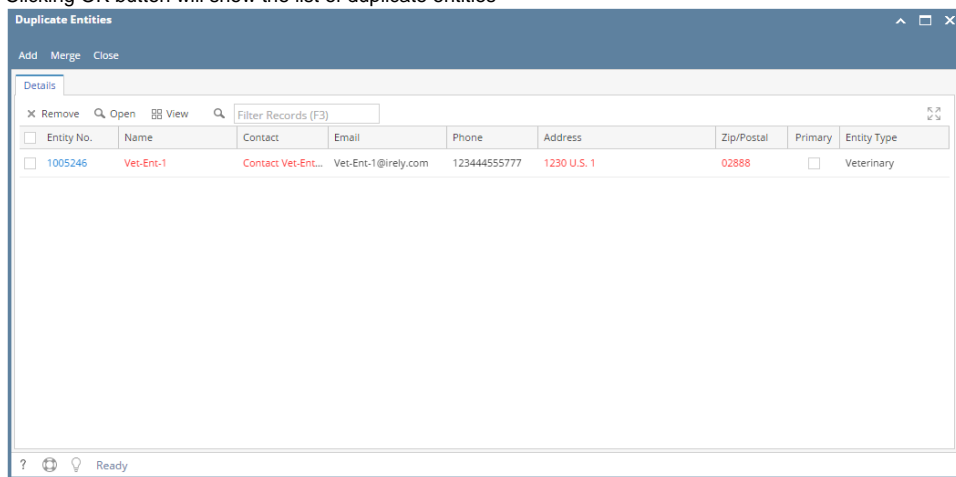
The screenshot shows the 'Create New Entity' dialog box with the 'Details' tab active. The form fields are filled with example data: Name: Vet-Ent-1, Contact: Contact Vet-Ent-1, Phone: 123444555777, Email: Vet-Ent-1@irely.com, Search Address: Enter address to search..., Address: 1230 U.S. 1, City: Warwick, State: RI, Zip/Postal: 02888, Country: United States, Time Zone: (UTC-05:00) Eastern Standard Time.

4. Click the **Add** button.

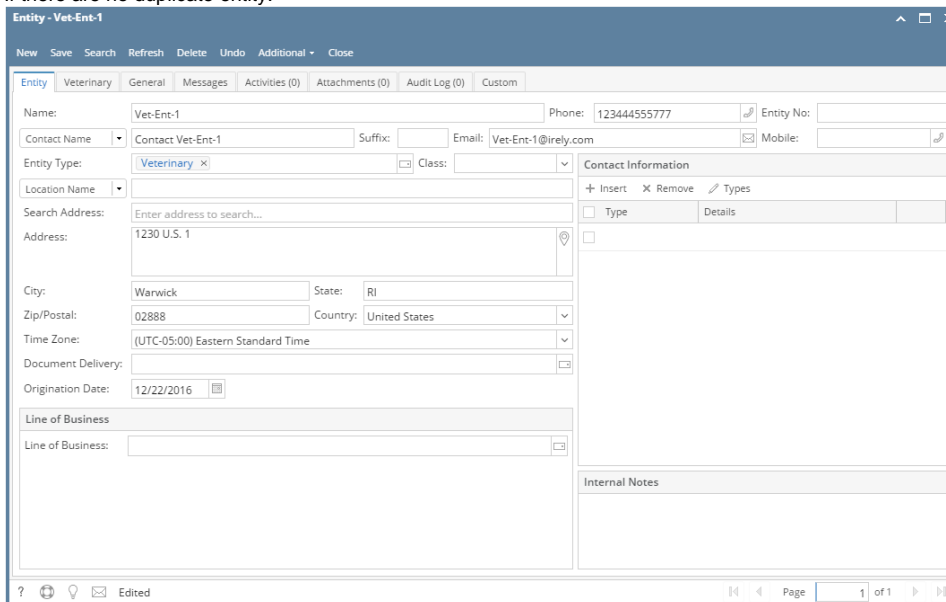
- a. If there are existing entities that matches any of the fields entered, this message will pop up



- b. Clicking OK button will show the list of duplicate entities



5. If there are no duplicate entity:



6. Complete the entity details, then click the **Veterinary** tab and enter the **License No**, **Licensing State**, and **License Expiration**

The screenshot shows a web application window titled "Entity - Vet-Ent-1". At the top is a menu bar with options: New, Save, Search, Refresh, Delete, Undo, Additional, and Close. Below the menu is a tabbed interface with tabs: Entity, Veterinary (selected), General, Messages, Activities (0), Attachments (0), Audit Log (1), and Custom. The "Veterinary" tab is active and contains the following fields:

- License No: 110011101
- Licensing State: US
- License Expiration: 12/22/2016
- Active: ☒

7. Click the **Save** button. New Veterinary entity will be created.