How to Add Veterinary Entity

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

ntity Veterinary General Messages Activ	itles Create New Enti	ty			×		
Name:	Add Find Duplic	ates Close				No:	
Contact Name	Details				-	e:	
ntity Type: Veterinary ×		This screen can be used to add a n	ew Entity i	f no duplicate entity exists or			
Location Name		it can be used to check for Duplica	te Entities	and merge them.	- 1		
earch Address: Enter address to search	Name:						
Address:	Contact:						
	Phone:						
ity:	Email:						
/ip/Postal:	Search Address:	Enter address to search					
lime Zone:	Address:						
Document Delivery:					- 11		
Drigination Date: 12/22/2016	City:		State:		-1		
Line of Business	Zip/Postal:		Country:	United States	~		
ine of Business:	Time Zone:				~		
	_						
	? 🔘 🖓 R	eady					

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.

Create New Entit	te New Entity				
Add Find Duplica	ites Close				
Details					
	This screen can be used to add a it can be used to check for Duplic	new Entity ate Entities	if no duplicate entity exists or and merge them.		
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 Tir	me		~	
Y QD V Re	ady				

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

Duplicate Entities							□ ×
Add Merge Close							
Details							
🗙 Remove 🔍 Open 🔠 View 🔍	Filter Records (F3)						К.Я. 2 Ч
Entity No. Name	Contact Email	Phone	Address	Zip/Postal	Primary	Entity Type	
1005246 Vet-Ent-1	Contact Vet-Ent Vet-Ent-1@irely.com	123444555777	1230 U.S. 1	02888		Veterinary	
? 🗘 🍚 Ready							

5. If there are no duplicate entity:

ntity Veterinary	General Messages Activities (0)	Attachments (0) Audit Log	(0) Custom			
Name:	Vet-Ent-1		Phon	e: 123444555777	J Entity No:	
Contact Name 🛛 🔹	Contact Vet-Ent-1	Suffix:	Email: Vet-Ent-1@irely.c	tom	Mobile:	
Entity Type:	Veterinary ×	Class:	~	Contact Information		
Location Name 🛛 🔹				+ Insert X Remove	🖉 Types	
earch Address:	Enter address to search			Туре	Details	
ddress:	1230 U.S. 1		0			
ity:	Warwick	State: RI				
ip/Postal:	02888	Country: United States	~			
ime Zone:	(UTC-05:00) Eastern Standard Time		~			
ocument Delivery:						
rigination Date:	12/22/2016					
ine of Business						
ine of Business:						
				Internal Notes		

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



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