

# Pet Types

Allows users to define and manage standardized categories of animals within the system. This ensures consistency and accuracy across pet-related records such as registration, medical history, and reporting.

When adding or editing a Pet Types, you are required to complete the following fields:

- **Name** – Enter a clear and descriptive title for the pet type (e.g., Dog, Cat, Bird).
- **Description** – Provide a concise overview of the pet type, highlighting key traits or context (e.g., “Domesticated canine species commonly kept for companionship and security”).
- **Comments** – Include any additional notes, care instructions, or special considerations to guide users on proper use.
- **Save Pet Type** – Click this button to confirm and store the pet type details in the system. Once saved, the new or updated pet type will be available across relevant modules.

**Please find attached the video for the Pet Types.**

**Follow these Steps to navigate and use Pet Types:**

- 1. Click "Administrative Task"**
- 2. Click "Pet Types"**
- 3. Click "New Pet Type"**
- 4. Enter the desired “Pet Type Name”**
- 5. Add a Description if desired**
- 6. Click "Save Pet Type"**

**Please find the link to the Step-By-Step reference guide for Pet Types. [Pet Types.pdf](#)**

□ **Tips for Pet Types:**

- Use **clear and consistent names** for each pet type to make searching and categorization easier (e.g., *Dog - Small Breed, Dog - Large Breed*).
- Provide **concise and informative descriptions** that clearly explain the pet type’s characteristics or purpose.

- Include **helpful notes in the Comments field**, such as care instructions, medical reminders, or documentation guidance.
  - **Review and update regularly** to ensure pet type information remains accurate and relevant.
  - **Avoid duplicates** by checking existing entries before creating a new pet type.
  - Ensure all new or updated pet types are **saved properly** using the **Save Pet Type** button so they are available in all relevant modules.
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