

IDEXX Animana cheatsheet

Searching in Animana

What searches what?

Search Type	Fields Searched	Includes inactive?	Notes
Client	First name, Last name, Email, Visible notes, Client code, Personal tax number, CPH/UBN number	✗	only if type client
Supplier	First name, Last name, Email, Visible notes, Client code, Personal tax number	✓	only if type supplier
Veterinarian	First name, Last name, Email, Visible notes, Client code, Personal tax number	✓	only if type veterinarian
All contacts	First name, Last name, Email, Visible notes, Client code, Personal tax number	✓	any type
Client inactive	First name, Last name, Email, Visible notes, Client code, Personal tax number	✓	
Patient	Patient name, Patient Number, Breed, Descent	✗	
Patient inactive	Patient name, Patient Number, Breed, Descent	✓	
Address	House Number, Street, City, County, Postcode, Country	✓	
Phone and fax	All phone and fax numbers	✓	
Identification	All patient identification numbers	✓	
Invoice	Internal sequence number, Invoice number, Date *	n/a	* DD or MM or YYYY or YYYYMMDD
Payment	Payment description, Document ID, Date *	n/a	* DD or MM or YYYY or YYYYMMDD
Client card	Card Type, Barcode, Card Number	✓	
Product	Product name, Sales unit, Sales price (ex VAT), Cost price, List price, Invoice text, Product Code, Package unit, Order unit, Dosage, Supplier, Supplier code, Barcode	✓	
** Protocol	All custom protocol fields	✓	** click to enter search page
** Colleague Login	Practice, Postcode, House Number	n/a	** click to enter search page

Search tips & shortcuts

Search faster



Client

Address

Patient

matches:
Last name
Email address
Visible notes
Client code
CPH

matches:
Street
City
County
Postcode
Country

matches:
Species
Breed
Descent

- Search button must be set to "client"
- Terms can be empty, e.g: **john,,fido** or just **,,fido**
- Search results will always show animals

Windows Shortcuts

Work in (almost) any application

- CTRL + A** **Select All** - highlight everything in the current folder, document, or page
- CTRL + C** **Copy** the selected text, image, or item to the clipboard
- CTRL + X** **Cut** (remove) the selected text, image, or item and move it to the clipboard
- CTRL + V** **Paste** the contents of the clipboard into the active program or window
- CTRL + SHIFT + V** **Paste** the contents of the clipboard without any formatting into the current program or window
- CTRL + F** **Find** text on a page. In Microsoft Outlook, this forwards a message
- CTRL + S** **Save** an open document, file, or web-page
- CTRL + Z** **Undo** the last action performed
- CTRL + SHIFT + Z** **Redo** the last action performed
- CTRL + P** **Print** the current document or page
- CTRL + N** Open a **new** browser window, document, or email - depending on the active application
- CTRL + T** Open a new browser **tab**.

Animana Shortcuts

Work from any Animana page.

For Firefox on Windows use ALT+SHIFT

For Chrome, Firefox, or Safari on a Mac use CTRL + OPT

- ALT + Z** Go to the Animana search box
- ALT + N** Create a new contact
- ALT + A** Go to the Agenda
- ALT + H** Get help!
- ALT + S** Go to the Animana Start Page

More coming soon! - Check software.idexx.co.uk/animana-tips-and-tricks later for updates.

IDEXX Animana™