IDEXX Animana cheatsheet
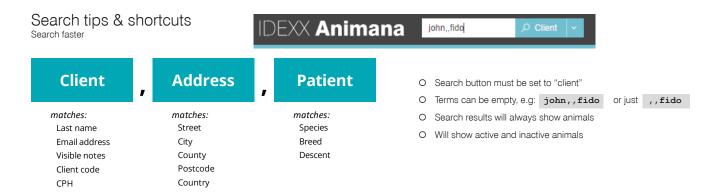
Searching in Animana
What searches what?

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

IDEXX **Animana** | john,,fido | 🔍 Client ▾ |

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
○ Will show active and inactive animals

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

Windows Shortcuts
Work in (almost) any application

Shortcut	Description
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

Shortcut	Description
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
CTRL+ALT + L	Log out of Animana

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