

# E-Z KENNEL

# PLUS

Version 5

# User's Manual



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# INTRODUCTION

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## Introduction

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Thank you for purchasing E-Z KENNEL PLUS. In this document you will find instructions for use of the program. E-Z KENNEL PLUS is very easy to use, if you are familiar with other windows programs you will feel right at home. If you don't know much about computers you will be amazed at how easy it really is. I think you will really enjoy the new features in this version. This User's Manual should contain about anything you want to know about what you can do in the program. But please feel free to contact us should you have any questions.

This program was designed for the dog owner/breeder who wants to keep accurate, up to date records. The forms you use in this program contain fields to hold all of the information required by All Registries, USDA, State agencies and more to the best of our knowledge as of the date of this release. I hope you like the program and I always appreciate input from users of the program. Please feel free to call, fax, e-mail or send comments or questions to me at the address in the Technical Support Section.

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## Copyright Notice

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E-Z KENNEL PLUS and this document are copyrighted.

This software is owned by Stacy L. Chapman, dba Chapman Pet Programs and is protected by United States Copyright laws and international treaty provisions. You may not reverse engineer, decompile, disassemble, or create derivative works from the software.

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## License Agreement

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You are permitted to use this program on one computer, to maintain records for one person/kennel. Ownership of this program is not transferable. When using an upgrade the ownership of all previous versions must also be retained. This program may be distributed to others for use as a demo only, as long as it is copied from the original disks, distributed with all files contained on the original disks and used only for the Trial period. The need to call and get a registration code for permanent use is the method we have been forced to use to prevent dishonest people from sharing the software. We apologize for the inconvenience to the honest people. We need for everyone who uses the program to pay for it in order to keep providing updates and support for the software.

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## Disclaimer

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THE SOFTWARE AND MANUAL ARE PROVIDED "AS-IS". I disclaim all warranties relating to this software or manual, whether express or implied, including without limitation any implied warranties of merchantability or fitness for a particular purpose. I will not be liable for any incidental, consequential, indirect or similar damages due to loss of data or any other reason. The user assumes the entire risk as to the accuracy and use of this product. This agreement shall be governed by the laws of the State of Illinois, and any legal action brought in a State or Federal Court of competent jurisdiction located in Adams County, Illinois. The parties hereby consent to jurisdiction of said courts.

I AM NOT RESPONSIBLE FOR LOST DATA. You should make regular back-ups of your data. See the "Making Back-ups" section for details.

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## Limited Warranty

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To the registered User only, Chapman Pet Programs provides the following warranty: For a period of ninety (90) days from the date of purchase, as is evidenced by a copy of your receipt, that:

(1.) The Software, unless modified, will perform substantially the functions described in the User's manual provided as a Pdf file on the Software CD by Chapman Pet Programs.

(2.) The Software media provided will be free from defects in material and workmanship under normal use.

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## Assumptions

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This book assumes that you are familiar with the windows operating system that you are using. We will try to explain the use of features in the program as best we can, but it is your responsibility to know how to use the basic functions of the Windows operating system you are using.

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# SYSTEM REQUIREMENTS & INSTALLATION

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## System Requirements

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This program requires an IBM compatible Pentium PC or higher computer with a minimum of 36MB of RAM, a hard drive with at least 15M of free space, Windows 98 or above, a Mouse and a CDROM drive. More hard drive space will be required if you are adding pictures and logos. The program may be useable on some PCs that don't meet these requirements but it is not recommended or supported.

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## Installation

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1. Start your computer
2. Insert the CD, If installation starts automatically skip to step 6.
3. Click on the START button and select RUN
4. Type X:\Setup in the Command line Box (Replace the X with your CDROM drive letter)
5. Choose the OK button
6. Follow the On Screen instructions
7. Register the software as described below in section 3.
8. Read the "Dates and Y2K Compatability" section... NECESSARY EVEN IN NEW PC's
9. Read the Quick Start Guide before you begin entering records.

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## Product Registration

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It will be necessary for you to register the software in order to continue use after the Trial period. To Register the software you must contact us to receive your Product Registration Code. When you call you will need to have the correct 5 digit system number that is displayed in the E-Z KENNEL PLUS registration form that appears when you open the program. Once the registration code has been entered, you will not be prompted again. Every Computer has a different system number even if the program is installed from the same cd. Be sure you give us the correct system number from your computer when you call to register.

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## Dates and Y2K Compatability

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### THE OK SOLUTION:

When entering dates for the year 2000 or later it is necessary to enter all 4 digits of the year such as 2000 rather than just the 00. Entering 00 will actually store the date as 1900. The easiest way to know that the correct date is being entered is to make sure that you have changed your computer's short date format so that you will be able to see all 4 digits of the year. This is done by going to: Start, Settings, Control Panel, Regional Settings, select the Date tab in the Regional Settings. Change the Short Date Format there to m/d/yyyy.

### THE BEST SOLUTION:

Many people find it annoying to have to enter all 4 digits of the year. If you make the following change in your win.ini file you will be able to enter just the 2 digit years and it will be saved correctly

\*Open the C:\Windows\Win.ini file in any text editor, such as Notepad.

\*Scroll down to the end of the Win.ini file, and then type the following lines at the end of the Win.ini file:

```
[Microsoft Access 2.0]
TwoDigitYearMax=2029
```

IMPORTANT: These lines must be entered exactly as shown. If they are not, E-Z KENNEL PLUS will assume that the two-digit years fall within the 1900s. Save the changes by choosing Save from the File menu and then close the file and Restart your computer.

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## Resizing the Forms

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The size of the forms and reports on your screen will depend on your screen resolution settings.

The program is best viewed on a screen resolution of 1024 x 768.

Lower settings will make forms larger than the screen and you will have to scroll around to see everything on a form.

On the other hand if you set the resolution too high the forms will only use a small area on the screen and the text on the forms may be very small and hard to read. You will need to adjust it to suit you within the ability of your computer.

At 1024 x 768 on a 17 or 19 inch monitor you will be able to see all of a form at once and most forms will use the majority of the screen and be easy to read.

To make changes to your screen resolution you can right click on your computers Desktop and choose Properties. In the Properties you click on the Settings Tab and change the resolution there.

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# PROGRAM BASICS

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## Definitions

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Here are a few common definitions or computer terms you should know. It is important to know a few computer terms so that you can correctly identify things on your screen. This is extremely helpful (and saves you money) if you are going to telephone someone for help with a problem and they are not able to see your computer! Phone time can be reduced drastically. It is also helpful if you can describe exact problems by writing down messages that appear and exactly what happened or what you were doing when you had the problem.

## Computer Terms

The Chart below contains some computer terms that you should know.

<b>Active Window</b>	The window on your screen that has the focus. Usually the one that is on top (covering) anything else on the screen.
<b>Click</b>	To press and release the left button on the mouse 1 time.
<b>Clipboard</b>	The invisible space on your computer that stores things for you until you need them or replace them with something else.
<b>Current Record</b>	The record that is visible on the form, or the record your cursor is in.
<b>Cursor</b>	The little " I " line that blinks to let you know where you are on the screen.
<b>Desktop</b>	The background area of your screen.
<b>Dialog Box</b>	A small form that pops up with available choices for various tasks.
<b>Field</b>	A box or place designed for a particular piece of information.
<b>Field Selector</b>	The gray bar at the top of a column in a datasheet.
<b>Form</b>	A screen or Window where you view or edit information.
<b>Icon, Shortcut</b>	A small square with a picture on it, usually found on your desktop. When you doubleclick an icon it usually opens a program.
<b>Menu</b>	A list of options.
<b>Menubar</b>	The row of words along the top of the window containing words like File, Edit, View... (when you click on one it opens a menu)
<b>Navigation Bar</b>	The small bar at the bottom right corner of a form window, containing 4 buttons and Record x of x.
<b>Re-Boot</b>	Simply means to shut the computer off and turn it back on.
<b>Reformat</b>	This is when you erase all data, programs and settings from the hard drive and usually includes reinstalling them as it was when new.
<b>Record Selector</b>	The gray block on the left side of a record in a form.
<b>Required Data</b>	Means data must be entered in a specified field in order to continue or to save the record.

<b>Right Click</b>	To click with the right mouse button, rather than the left button.
<b>Selection</b>	The highlighted text or records. Can also be the current record.
<b>Subform</b>	A form within a form. Such as a vaccination record on a litter record.
<b>Title Bar</b>	The colored bar across the top of a Form, Report or Program Window that usually contains the objects name or a description.
<b>Unique</b>	One of a kind or only used once.

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## The Menubar

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The Menubar is located at the top of the program screen on the left side just below the programs title bar. The Menubar Contains the names of the Menus that are available. Click on a Menu to display a list of Command choices as described below. Note: Some commands are not always available.

### Menubar, File Menu

Commands on the File Menu.

<b>Close</b>	Closes the form or report you are using.
<b>Save Form</b>	Saves any changes you have made to the forms print setup or datasheet view formatting.
<b>Save Record</b>	Saves any changes you have made to the record you are entering or editing. Note: Changes to Records are automatically saved when a form is closed or when you move to another record.
<b>Output To</b>	Opens a Dialog Box for selecting options to output records in various other file formats.
<b>Export</b>	Opens a dialog box for selecting Export options.
<b>Print Setup</b>	Opens the Print Setup dialog box where you choose various printing options. See "Printing"
<b>Print Preview</b>	Opens the print preview window to show you what the current form or report will look like when printed. See "Printing"
<b>Print</b>	Opens the Print Dialog box to select print options. See "Printing"
<b>Send</b>	Opens the Send Dialog Box to select options for sending your records using other applications
<b>Exit</b>	Exits the E-Z KENNEL PLUS program.

### Menubar, Edit Menu

Commands on the Edit Menu.

<b>Undo</b>	Use this command to undo the last thing you done. You may also press the ESC key 1 time to undo changes in a single field or 2 times to undo changes in an entire record.
<b>Undo Current Record</b>	Use this command to undo changes made to the entire record. You may also press the ESC key 2 times.
<b>Cut</b>	Remove the selected text or record and puts it on the invisible clipboard.

<b>Copy</b>	Makes a copy of the selected text or record (highlighted) and puts it on the clipboard.
<b>Paste</b>	Puts a copy of whatever is on the invisible clipboard into the field where you have your cursor. When pasting an entire record you must first choose Edit, Select record and then Edit, Paste.
<b>Paste Special</b>	Has more detailed choices for how you want to paste.
<b>Paste Append</b>	Use to Paste a complete record to a form.
<b>Delete</b>	Deletes the current field, the selected text or the selected record.
<b>Select Record</b>	Selects the current record so that you may print it, delete it or Paste another record into it. Records can also be selected by clicking on the gray bar to the left of the record if it is available.
<b>Select All Records</b>	Selects all of the records in the current form so you may print, delete them or whatever.
<b>Find</b>	Opens the Find Dialog box used to do a search. You may also open this Dialog box by pressing the " F7" key on the keyboard.
<b>Replace</b>	Opens the Replace Dialog box. You may also open this dialog box by pressing (Shift + "F7")
<b>Insert Object</b>	Opens the Dialog box where you select the object you want to put in the picture frame on the Dogs record. (like a picture file).
<b>Links</b>	Manage or update the link to a picture or whatever you put in the picture frame if you chose to link it.
<b>Object</b>	Manage or update the object in your picture frame from within the program.

## Menubar, View Menu

Commands on the View Menu.

<b>Form</b>	View the current form in Form View.
<b>Datasheet</b>	View the current Form in Datasheet View. (Rows and Columns of data)

## Menubar, Format Menu

Commands on the Format Menu. (Available only in Datasheet Views)

<b>Font</b>	Opens a dialog box to change the Font properties.
<b>Row Height</b>	Opens a dialog box to change the Row Height.
<b>Column Width</b>	Opens a dialog box to change the column width.
<b>Hide Columns</b>	Hides the selected columns.
<b>Show Columns</b>	Opens a list of all available columns for you to select which ones you want to be visible.
<b>Freeze Columns</b>	Freezes Selected columns so that when you scroll across the datasheet these columns will remain in view.
<b>Unfreeze All Columns</b>	Does just that.
<b>Gridlines</b>	Toggles the gridlines of the datasheet Off/On.

## Menubar, Records Menu

Commands on the Records Menu.

<b>Go To</b>	Offers you a choice of going to the First, Last, Next, Previous, or a New record in the current Form.
<b>Refresh</b>	Refreshes the form to show any changes or to do recalculations of any calculated field.
<b>Quick Sort</b>	Allows you to sort the records in the current form in Ascending or Descending order according to the field that your cursor is in when you choose this command.
<b>Show All Records</b>	Use this command to view all of the records after a filter has been applied and some records have been hidden.

## Menubar, Help Menu

Commands on the Help Menu

<b>Help Topics</b>	Displays the Help Topics Menu to choose and view Help information.
<b>About</b>	Opens the About E-Z KENNEL PLUS screen.

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## The Toolbar










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The Toolbar is located at the top of the program screen on the left side just below the programs Menubar. The Toolbar Contains Buttons that perform the Command choices as described below. Note: Some Buttons are not always available.

## Toolbar Buttons

Toolbar Button commands.

	<b>Form View</b>	Displays the form in Form View.
	<b>Datasheet View</b>	Displays the form in Datasheet View.
	<b>Print Setup</b>	Opens the Print Setup dialog box where you choose various printing options. See "Printing"
	<b>Print Preview</b>	Opens the print preview window to show you what the current form or report will look like when printed. See "Printing"
	<b>Print</b>	Opens the Print Dialog box to select print options. See "Printing"
	<b>First Record</b>	Moves to the First Record in the Form.
	<b>Previous Record</b>	Moves to the Previous Record in the Form.
	<b>Next Record</b>	Moves to the Next Record in the Form.
	<b>Last Record</b>	Moves to the Last Record in the Form.
	<b>Save Record</b>	Saves any changes you have made to the record you are entering or editing. Note: Changes to Records are automatically saved when a form is closed or when you move to another record.
	<b>Undo Current Field/Record</b>	Use this command to undo the last thing you done. You may also press the ESC key 1 time to undo changes in a single field or 2 times to undo changes in an entire record.

	<b>Cut</b>	Remove the selected text or record and puts it on the invisible clipboard.
	<b>Copy</b>	Makes a copy of the selected text or record (highlighted) and puts it on the clipboard.
	<b>Paste</b>	Puts a copy of whatever is on the invisible clipboard into the field where you have your cursor. When pasting an entire record you must first choose Edit, Select record and then Edit, Paste.
	<b>Find</b>	Opens the Find Dialog box used to do a search. You may also open this Dialog box by pressing the " F7" key on the keyboard.
	<b>Sort Ascending</b>	Allows you to sort the records in the current form in Ascending order according to the field that your cursor is in when you choose this command.
	<b>Sort Descending</b>	Allows you to sort the records in the current form in Descending order according to the field that your cursor is in when you choose this command.
	<b>Font</b>	Opens a dialog box to change the Font properties for a Form's Datasheet View. Note: Fonts can not be changed for the Form View of a Form.
	<b>Show Hidden Columns</b>	Opens a list of all available columns for you to select which ones you want to be visible.
	<b>Help Topics</b>	Displays the Help Topics Menu to choose and view Help information.

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## Navigation

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Moving around in the program.

### Opening Forms and Reports

The Forms are opened by choosing the appropriate button on the Main Menu or another related form or menu. For More information about specific forms refer to the "Forms and Reports" section of the User's Manual.

### Moving from Record to Record in a Form

There are several ways to move through the records on a form. There is a navigation bar available at the bottom of most forms and navigation buttons on the Toolbar and also sometimes at the top of the Form. (See Chart Below)  
 There are navigation commands on the "Records" menu of the menubar. The "Go To" list fields available on some forms take you directly to a selected record.  
 There is a Find button on the Toolbar and a Find Command on the Edit Menu that can be used to locate specific records. See the "Find" section of the Help Topics or the User's Manual for more information about searching for specific records.

	<b>First</b>	Moves you to the First Record in the Form.
	<b>Previous</b>	Moves you to the Previous Record in the Form.
	<b>Next</b>	Moves you to the Next Record in the Form.
	<b>Last</b>	Moves you to the Last Record in the Form.

## Moving from Field to Field in a Record

All of the forms have a preset Tab order. The cursor blinks in the field that you are in. Press enter or Tab to move to the next field, or use your mouse to select the field you wish to move to by clicking on it. In some of the fields with more than one line of text possible, the enter key will move to the next line in the same field. Use the tab key to leave those fields. In some cases you may use the arrow keys to move from field to field. See the Hotkeys section for other usefull navigation tips.

## Moving from Page to Page on a Report

When Reports are displayed they are always in Print Preview. In Print Preview the Navigation Bar at the bottom of the report will show the page you are on and allow you to use the buttons to move to other pages.

BUT... In a Print Preview the navigation bar does not show you the total number of pages. To see how many pages there are in the report you have to click on the button to move to the last page and then look at the page number. You can print all or just selected pages of a report.

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## Entering and Editing Data

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Basic Data Entry for forms in the program.

### Entering New Records

Not all forms allow entering or editing, some forms are for viewing or printing only, in those forms you will not be able to edit or enter any information. Those types of forms take data from other records in the program. Just open a form's Help Topic for details.

To enter a new record in a form you must first go to a new record in one of the following ways.

- 1.) Choose GoTo/New from the Records Menu.
- 2.) Click the "NEW" button on the form (if available).
- 3.) Scroll to the last record and click the next record button on the navigation bar.
- 4.) Move to the record with an( \*) in the record selector bar at the bottom of a datasheet view , or in a subform of a Form.

Once in a new record, simply enter the desired info.

---

#### **Views**

When you open a form you will be in the "Form View" of the form. Many Forms also have a "Datasheet View" Aavailable. You may enter or edit records in either view if the form is designed for entering or editing. The "Form View" is usually easier to use when entering new records but the "Datasheet View" allows you to see multiple records at once.

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<b>Fields with a Dropdown List</b>	In these fields you can begin typing until the desired entry appears, this is called quickfill or click the arrow key at the right end of the field (or press "F4") to display a list of available entries. Click the one you want from the list or hit enter when the quickfill matches the entry you want. In some of the list fields you may type in what you want even if it is not in the list, and some of them require you to choose an entry from the list.
<b>Saving a Record</b>	Records are automatically saved when you move to a different record or close the form. You will receive a message if there is a reason the record can't be saved. For example if you have entered a Dog Id# or Reg. # that has already been used you will see a message telling you so. You may also select "Save Record" from the "File" Menu or the Save Record button on the Toolbar.

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## Editing Records

To edit a record, simply go to the record you would like to modify and make any desired changes.

The changes you have made will automatically be saved when you move to another record or close the form. If you change your mind before the record is saved you may use the Undo Button on the Toolbar or press ESC to back out of the changes in a field or press ESC 2 times to undo all changes made to the record.

Not all forms allow changes to the records. Some Forms are just for printing. Click the Help button on a form to see if the records can be changed on the form and, if not, where to change the records.

## Selecting Records

To Select a record choose Edit, Select Record from the Menubar or in datasheets and in some forms you can click the gray bar (record selector) to the left of the record to select it.

Knowing how to select a record is important if you want to print or delete only a selected record.

Note: Be very careful not to choose "Select All Records" to delete unless you actually intend to delete all of the records in the form you are on and in all related forms. For example if you are in the Dog Records form and you choose Edit, Select All Records and then Delete you will delete ALL of the dogs along with their records from the entire program...

## Deleting Records

Some Forms have a button on the top of the form that you can use to automatically delete the record you are on. Otherwise to delete a record in a form or datasheet select the record or records you want to delete then from the Edit menu, choose Delete (or press the DEL key). If you don't select the record first you will just be deleting data from the visible fields and a blank record will still be there and you could get a message that certain fields are required. Press ESC 2 times to put the record back as it was and then select the record and Delete it. If you are entering a new record that has not been saved yet and change your mind just Press Esc 2 times to back out of it rather than delete it.

Note: Be very careful not to choose "Select All Records" to delete unless you actually intend to delete all of the records in the form you are on and in all related forms. For example if you are in the Dog Records form and you choose Edit, Select All Records and then Delete you will delete ALL of the dogs along with their records from the entire program...

## Copying Records

To copy a record

- 1.) Open the form and record that contains the data you would like to copy.
- 2.) Click on Edit, Select Record from the menubar to select the entire record. Note:It may not become highlighted but it is still selected.
- 3.) Click on Edit, Copy from the menubar. This copies the entire record to the invisible clipboard.

We have added special copy and paste buttons to the Continue Sire and Continue Dam Pedigree sections to simplify this process for you so that you do not have to use the steps above to copy and paste those records.

## Pasting Records

To paste a record

- 1.) Open the empty record that you would like to paste the data into.
- 2.) Click on Edit, Select Record.
- 3.) Click on Edit, Paste.

We have added special copy and paste buttons to the Continue Sire and Continue Dam Pedigree sections to simplify this process for you so that you do not have to use the steps above to copy and paste those records.

## Hot Keys

Hot Keys are keys or key combinations you can use to perform useful tasks when working in forms. Some tasks have more than one key or key combination that will work. In that case use the one that you find easiest to use or remember. If you take the time to get familiar with the Hotkeys you'll find they can save you a great deal of time.

The Chart below shows the Hotkeys that are available in this program.

<b>Tab, Right Arrow or Enter</b>	Moves to the next field. Note: Sometimes the Enter key will just move to the next line in the same field.
<b>Shift &amp; Tab or Left Arrow</b>	Moves to the Previous Field.
<b>Home</b>	Moves to the first field in the Record.

<b>End</b>	Moves to the Last field in a Record.
<b>PgDn</b>	Moves to the Next Record in a Form or to the portion of the form that is hidden if the form expands beyond the size of the form window.
<b>PgUp</b>	Moves to the Previous Record in a Form or to the portion of the form that is hidden if the form expands beyond the size of the form window.
<b>Ctrl &amp; +</b>	Moves to a New Record.
<b>Ctrl &amp; -</b>	Deletes the Current Record.
<b>Shift &amp; Enter</b>	Saves changes to the current Record.
<b>F4 or Alt &amp; Down Arrow</b>	Drops down the list for the current field when available.
	Note: use the Up and down arrow keys to move up or down in a fields list and the tab to close the list and go to the next field.
<b>Ctrl &amp; ;</b>	Inserts the Current Date into the field you are in.
<b>Ctrl &amp; ' or Ctrl &amp; "</b>	Copies the value from the same field in the previous Record.
<b>F7 or Ctrl &amp; F</b>	Opens the Find Dialog Box.
<b>Shift &amp; F7 or Ctrl &amp; H</b>	Opens the Replace Dialog Box.
<b>Shift &amp; F4</b>	Finds the next occurrence of the text specified in the Find or Replace Dialog Box, AFTER THE DIALOG BOX HAS BEEN CLOSED.

## Accelerator Keys

Accelerator keys are used in place of the mouse click. The keys available will vary. You will know what keys you can use by looking for letters that are underlined on the menubar and the commands available from the menu bar. To use an accelerator key you simply hold down the "Alt" Key while pressing the Underlined letter of the command. For example to choose "Print" from the "File" Menu you would press (Alt + F) to display the File Menu and then (Alt+P) to display the Print Dialog box.

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## Filtering and Sorting Records

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Applying Filters and Sorting your records.

## Filtering Records

What is a Filter?

A filter is a method of temporarily removing records from a form so that you may view, edit or print only a certain set of related records. For instance you may Choose the Filter by Breed for the Dog Records and select a Breed so the records in the form will change to include only the records for the breed you selected.

To Apply a filter...

There are built in filters for some of the forms and Filter buttons available to choose from. Just choose the desired filter to apply it.

To Remove a Filter...

When not all of the records are being displayed in a form, you may choose "Show All Records" from the "Records" Menu to cause the form to include all of the records. On some of the forms there are "Filter" Buttons which give you a choice of filters to apply.

See the "Forms and Reports" section of the User's Manual to find out what filters are available for specific forms.

## Sorting Records

What is Sorting?

When you sort records you do not change or remove any of the records displayed, you simply put them in a different order.

You can sort records in Form or Datasheet View into a different order than they are usually displayed by using the Toolbar buttons or the Quick Sort command.

Each form when open will automatically sort the records it contains into an order that is built into that form. You may re-order the records by sorting them.

In a form, you can sort the contents of only one field at a time; in a datasheet, you can sort the contents of one, two or three adjacent datasheet columns in a single operation. If you select more than one column, E-Z KENNEL PLUS sorts records starting with the leftmost column.

You can sort records for display in either ascending or descending order, and you can sort by any field on the main part of a form except one with the Memo or OLE Object (picture) data type.

Ascending means records are sorted from A to Z and 1 to 10 while descending means from Z to A and 10 to 1.

To sort records

1. In a form, select the field you want to sort. (just click in the field)  
In a datasheet click in, or select the column or columns you want to sort.
2. Choose the appropriate Toolbar button or choose Quick Sort from the Records menu, and then choose Ascending or Descending.

For example: if you would like to see your Dog Records in order by Date of birth and see the oldest ones first, you would do this:

- 1.) Open the Dog Records - Entry form.
- 2.) In the first record you see, click anywhere in the Date of Birth field, so that your cursor is blinking in that field.
- 3.) With your mouse, click on the "Sort Ascending" Button on the toolbar or click on the "Records" menu and choose "Quick Sort" and then "Ascending".

Sorting Two or Three Columns in a Datasheet

Suppose you're viewing the Dog Records Form and you want to see the dogs sorted by Breed. Within each Breed you want to sort records by Sex, arrange columns in the datasheet so that the Breed column is directly to the left of the Sex column. (See the appropriate sections for more information on moving and selecting datasheet columns)

Select the Breed and Sex columns, and then click the Sort Ascending button on the toolbar. E-Z KENNEL PLUS sorts records first by Breed then by Sex. Records are sorted by values in the Breed and within each Breed the Sex are sorted.

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## Search, Find and Replace

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Locating specific information.

## Finding Records

To locate a particular record you have several options.

- \* You may use the buttons on the navigation bar or the Toolbar to simply scroll through the records.
- \* You may use the "GO TO" list box at the top of the form when available to pick the record you would like to see.
- \* Or you may want to search for a particular record according to data in a single field.

### Finding Data

When you want to find a specific record or find certain values within fields, you can use the Find command to go directly to a specific record. You can also use the Find command to navigate through records and find one record after another. The Find dialog box always stays on top of your form or datasheet until you choose the Close button.

To make searches faster, E-Z KENNEL PLUS searches only the current field unless you select the All Fields option in the Find dialog box

To find a specific value in a field

1. Move the cursor to the field where you want to search.
  2. Choose the Find button on the Toolbar, choose Find from the Edit menu or click the "F7" key on the keyboard to open the Find Dialog Box.
  3. In the "Find What" box, type the value you want to find.
  4. Choose the Find First button or press the ENTER key.  
Note: In Windows XP you may need to use the "Find Next" button instead of the "Find First" button.
  - E-Z KENNEL PLUS moves to the record (if it exists). You may have to move the Find dialog box out of the way to see the record.
  5. Choose the Find Next button to find the next occurrence of the specified value.
- Or-Choose the Close button to close the dialog box.

Tip: After you close the Find dialog box, you can always find the next occurrence of the value you most recently searched for by pressing SHIFT+F4.

For Example, you get a letter from AKC requesting information concerning a litter and all they provide you with is the litter number. You would do this:

- 1.) Open the Litter Records - Entry form.
  - 2.) In the First record you see, click on the Litter # field so that your cursor is blinking in this field (don't change this record)
  - 3.) Open the "Find" dialog box, by selecting the "Find" button on the Toolbar, pressing the "F7" key or selecting "Find" from the "Edit" menu.
  - 4.) In the "Find" dialog box, enter the litter # you want to go to, (like: wp123456/)
  - 5.) Select the "Find First" button or simply hit the Enter key.
- This will take you immediately to the desired record. You would close the Dialog Box as it will stay on top if left open. If there is more than one record in the form that contains the same information, you may open the "find" Dialog box again, and Select the "Find Next" button or press the Hot Key Combination (Shift + F4) to move to the next record which matches the criteria entered.
- Note: In the "Find" dialog box there are options available that you may select, such as search for "Any Part of Field" this would allow you to for example enter part of a Dogs Registered name and find all records that contain what you have entered.

## Find Options

When you use the Find command, you can choose several options to tell E-Z KENNEL PLUS how to find the data you want.

### Searching in All Fields

E-Z KENNEL PLUS usually searches only the current field, because it's fastest to search in just one field. However, if you want E-Z KENNEL PLUS to find values in any field in a form or datasheet, select the All Fields option in the Search In option list.

### Finding Text Within Fields

E-Z KENNEL PLUS usually searches whole fields, not the partial contents of fields (Match Whole Field is the fastest type of search). If you want E-Z KENNEL PLUS to look within each field for certain text, select Any Part Of Field from the Where list. For example, you might want to find any field containing a certain word. E-Z KENNEL PLUS finds each occurrence of the text you specify, even if the text occurs more than once in the same field. If you know that the text you are looking for is at the beginning of a field, select Start of Field from the Where list to make the search faster. For example,, you may want to search for a certain first name at the start of a field that contains first and last names.

### Matching Case

Usually, E-Z KENNEL PLUS searches text regardless of whether it's uppercase or lowercase. For example, E-Z KENNEL PLUS finds "Tom" whether you specify "tom" or "TOM." If you want E-Z KENNEL PLUS to find only the exact text you type, select the Match Case option

## Replacing Data with the "Find and Replace" Command

Sometimes you must make the same change to your data in several places. If you want E-Z KENNEL PLUS to find occurrences of specific text and replace them with different text, you can use the Replace command. With the Replace command, you can look at each occurrence of the specified text before you make the change, or you can make global changes. To make searches faster, E-Z KENNEL PLUS searches only the current field unless you select the All Fields option in the Replace dialog box.

To find and replace all occurrences of specified text

1. Move to the field where you want to search and replace.
2. From the Edit menu, choose Replace.
3. In the Find What box, type the text you want to find.
4. In the Replace With box, type the replacement text.
5. Choose the Replace All button.

E-Z KENNEL PLUS prompts you to confirm the changes you made with the Replace command.

6. Choose the Close button to close the dialog box.

To find and replace occurrences of specified text one at a time

1. Move to the field where you want to search and replace.
2. From the Edit menu, choose Replace.
3. In the Find What box, type the text you want to find.
4. In the Replace With box, type the replacement text.
5. Choose the Find Next button.

E-Z KENNEL PLUS moves you to the next occurrence of the text you specified and selects it. You may have to move the Replace dialog box out of the way to see the record.

6. To replace the specified text and move to the next occurrence, choose the Replace button. E-Z KENNEL PLUS doesn't prompt you to verify that you want to change the contents of a single field.

-Or- To leave the selected text as is and find the next occurrence instead, choose the Find Next button again.

7. When you finish replacing, choose the Close button to close the dialog box.

For example: if you have all of your Shelties entered in the program as Sheltie and you realize that they should have been entered as Shetland Sheepdogs, You would change the Name in the Breeds List and then to Change each dogs breed entry, do this:

- 1.) Open the Dog Records - Entry Form.
- 2.) Select "Show All Records" from the "Records" menu.
- 3.) Click on the Breed field in the first Record you see.
- 4.) Select "Replace" from the "Edit" menu. or use the Hot Key Combination (Shift + F7) to open the "Replace" dialog box. Enter the word "Sheltie" as the text to Find and enter the words "Shetland Sheepdog" as the text to Replace it with.
- 5.) Select the "Replace all" button to replace all of the Shelties with Shetland Sheepdog.

## Find, Using wildcard characters

### Using Wildcard Characters

When you use the Find and Replace commands, you may not always know exactly what you are searching for. For flexibility, you can use the question mark (?), the asterisk (\*), and the number sign (#) as wildcard characters in the Find What box in either the Find or Replace dialog box.

A question mark stands for any single character in the same position as the question mark. An asterisk stands for any number of characters in the same position as the asterisk. A number sign stands for a single numeric digit in the same position as that numeric digit (useful when you want to find a number, but not a letter).

You can use characters in square brackets to find one of several characters. For example, to find the letter Q or X' type [QX]in the Find What box. You can indicate ranges of characters with a hyphen. For example, to find any letter between A and Z, type [A-Z]. You can specify characters you don't want to find by including an exclamation point (!) after the first bracket. For example, to find all characters except the letter M, type [!M]. The chart below shows some examples of how to use wildcard characters.

<b>If you search for this...</b>	E-Z KENNEL PLUS finds this...
<b>Sm?th</b>	Smith, Smyth
<b>L*ng</b>	Ling, Leveling, Leka Travel and Trading...
<b>#th</b>	5th, 8th, 128th...
<b>*th</b>	Birth, Path...
<b>Paul[ao]</b>	Paula or Paulo
<b>Paul[!ao]</b>	Pauli (but not Paula or Paulo)
	Note If you want to find one of the wildcard characters itself, enclose it in square brackets. For example, to find the value "#1", type [#]1.

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## Form Buttons







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There are buttons on many of the forms to perform common tasks.





### Form Buttons

#### Form Button Commands.

Note: Not all of the buttons shown here are available on all of the Forms in the program.

	<b>Close</b>	Use this button to close the form.
	<b>Add a Record</b>	Use this Button to add a new record.
	<b>Delete a Record</b>	Use this button to delete the record you are on.
	<b>Print</b>	Use this button to print the record you are on (on some forms like the Income and Expense records that resemble a list it prints all of the records).
	<b>Filters</b>	Use this button to open the built in filters available for a form.
	<b>Show All Records</b>	Use this button to remove any filters or to shows all records.

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	<b>On Hand</b>	Use this button to show the records for all Dogs or Puppies on Hand.
	<b>Previous Record</b>	Use this button to move to the Previous Record.
	<b>Next Record</b>	Use this button to move to the Next Record.
	<b>Help</b>	Use this button to open the Help file for the form.

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# DATASHEET VIEWS

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## Changing to Datasheet View

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Getting to the Datasheet view of a Form.

To change to Datasheet view, you can click on the Datasheet View button on the Toolbar or select View, Datasheet from the menubar.

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## Customizing a Datasheet

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Changing the Layout (Look) of a Datasheet.

E-Z KENNEL PLUS provides several ways for you to change the display of a datasheet. You can change the width of individual columns to fit the field values they display. You can re-order, hide, or freeze columns. And you can change the row height and font.

When you save or close a form, E-Z KENNEL PLUS asks if you would like to save changes to the form. This includes appearance of the datasheet as well as any changes to the Print Setup. If you choose yes, the next time you open the datasheet, it appears just the way you left it. Also any print settings will be as you saved them.

## Resizing Columns in Datasheet View

Column widths do not all have to be the same in a Datasheet.

To manually change the size of a column to the desired width...

- 1.) Position the mouse pointer at the right side of the field selector for the column you want to resize. The field selector is like the heading at the top of the column. The mouse pointer will change to a vertical line with horizontal arrows when you have it positioned correctly in the field selector to resize the column.
- 2.) Hold down the mouse button and drag the column border to the desired size.

There are also 2 ways to resize a column to automatically fit the data it displays.

- 1.) Double-click the right edge of the field selector for the column you want to resize.

-Or-

- 2.) From the Format menu, choose Column Width, and then choose Best Fit.

E-Z KENNEL PLUS sizes the column to fit the column heading and the longest value displayed on the screen in the column (not necessarily the longest value stored in the field).

Tip: To resize multiple columns at once, select the columns you want to resize (or the entire datasheet), then drag or double-click the right edge of any one of the field selectors. E-Z KENNEL PLUS sizes all the selected columns to fit the data displayed.

Also you can make columns narrower to allow more columns on a printed page and make the rows taller so that the text in the fields can use 2 lines rather than be cut off.

## Resizing Rows in Datasheet View

Note: Any changes to Row height or Fonts will affect all Rows in the datasheet.

Sometimes it is much easier to read a datasheet if the lines are not so close together so you may want to make the row height taller just so things don't look so cramped.

Also you can make columns narrower to allow more columns on a printed page and make the rows taller so that the text in the fields can use 2 lines rather than be cut off.

To manually change the size of the rows to the desired height...

1.) Position the pointer between any two of the record selectors at the left side of the datasheet. The record selector is like a gray block on the Left side of the Row. The mouse pointer will change to a Horizontal line with vertical arrows when you have it positioned correctly between the record selectors to resize the rows.

2.) Hold down the mouse button and drag the line to the desired height. All rows in the datasheet change to the new row height.

## Moving Columns in Datasheet View

1. Select the column you want to move by clicking the field selector (column header). To select multiple columns just hold down the SHIFT key on your keyboard and select the column(s) you want.

2. Click on the field selector again, hold the button down and drag the column to its new position and then release the button to drop it there. As you drag the column, its destination is indicated by a solid bar between the other columns.

## Hiding or Showing Columns in Datasheet View

Since you often have more fields in a form's datasheet than can fit across a page, you might want to view or print only certain columns.

For example, In the Datasheet View of the Dog Records form you might want to print a list of the dogs you have including only the Breed, Sex, Dog's Name and Registration numbers without all of the other info.

To hide a column in a datasheet

1. Select the column or columns you want to hide by clicking the field selector(s).
2. From the Format menu, choose Hide Columns.

To show columns that have been hidden in a datasheet

1. From the Format menu, choose Show Columns. You will see a list of the fields and be able to place a check mark next to all fields you want to show on the datasheet.
2. Select the column(s) (fields) you want to show and then choose the Show button.
3. Close the dialog box and the fields you chose will be on the datasheet.

Note: You may also uncheck any fields that you don't want to show and they will be hidden in the Datasheet when you close the Dialog box.

## Freezing or Unfreezing Columns in Datasheet View

### Freezing and Unfreezing Columns

In a Datasheet there are usually too many columns to view them all on the screen at once so you have to scroll over to see some of the columns.

When you freeze a column it remains visible on the left side of the datasheet even when you scroll to see other columns. The columns that are not frozen will just slide behind the frozen columns as you scroll rather than off of the left side of the screen.

So if you want one or more columns to be visible at all times, you can freeze those columns. When you scroll through a datasheet horizontally to view columns to the right, frozen columns remain visible on the left.

For example, you might want the Dog ID# to remain visible even when you scroll across the datasheet to see the many other fields of info for the dogs.

To freeze a column in a datasheet

1. Select the column you want to freeze by clicking its field selector. To select more than one column at a time, hold down the SHIFT key and click the other column(s) you want to select.
2. From the Format menu, choose Freeze Columns.

To unfreeze all columns

From the Format menu, choose Unfreeze All Columns.

## Changing the Fonts in Datasheet View

To change the font in a Datasheet you choose Format, Font from the Menubar or the Font button on the Toolbar.

You can choose any font or font size in a datasheet. If the text entered doesn't fit in the columns of a datasheet, you can change the row height to display more than one line of text in each row.

In other words, you can make columns narrower to allow more columns on a printed page and make the rows taller so that the text in the fields can use 2 lines rather than be cut off.

Changes to font or row height affect the whole datasheet, not individual rows.

Note: Changing the fonts in a Datasheet View does not affect the Form View. Fonts can not be changed for forms in Form View.

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## Working in a Datasheet

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Entering and Editing Records in a Datasheet.

Remember that a Datasheet is just another way to view the records in a Form. When you add, change or delete records in Datasheet View they are added, changed or deleted in the Form View also...

## Entering New Records in Datasheet View

You can add records to a form in it's Datasheet View if the form is designed for entering records. If the form is for printing only then you will not be able to add records in the Datasheet View either. If the form contains one or more subforms the fields on the subform are not included in the datasheet view of the form.

Remember that a Datasheet is just another way to view the records in a Form. When you add, change or delete records in Datasheet View they are added, changed or deleted in the Form View also...

To add a record in the Datasheet View you simply scroll to the bottom of the Datasheet. There will be a blank row with an asterisk in the Record Selector on the right edge of the row indicating it is a new record. This is where you add the new record.

Once you begin adding info to the line the asterisk in the record selector will change to an arrow or pencil and there will be another blank line added below it with an asterisk in the record selector for the next new record.

## Editing Records in Datasheet View

You can make changes to records on a form in it's Datasheet View if the form is designed for editing records. If the form is for printing only then you will not be able to change records in the Datasheet View either. If the form contains one or more subforms the fields on the subform are not included in the datasheet view of the form.

Remember that a Datasheet is just another way to view the records in a Form. When you add, change or delete records in Datasheet View they are added, changed or deleted in the Form View also...

To change a record in the Datasheet View you simply scroll to the desired record in the Datasheet and make the changes.

## Selecting Records in Datasheet View

To Select a record in Datasheet View you just click on the Record Selector on the left edge of the Record (a record is a row or a line).

You will need to Select a record in Datasheet View if you want to Delete it or Print just the specific record.

Also if you select a record in Datasheet View and then switch back to the Form View you will be on the same record that you had selected in the Datasheet View. This is nice if you use the Datasheet View to more quickly locate a record but would rather edit it in the Form View...

## Deleting Records in Datasheet View

You can delete records from a form in its Datasheet View if the form is designed for editing records. If the form is for printing only then you will not be able to delete records in the Datasheet View either. If the form contains one or more subforms the fields on the subform are not included in the datasheet view of the form.

Remember that a Datasheet is just another way to view the records in a Form. When you add, change or delete records in Datasheet View they are added, changed or deleted in the Form View also...

To delete a record in the Datasheet View you simply scroll to the desired record in the Datasheet, Click on the Records Selector and then Choose Edit, Delete or use the Del key on the Keyboard to Delete the Record.

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# PRINTING

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## Print Preview

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Using the Print Preview.

### Print Preview of a Form

You can use Print Preview to see what your form will look like when you print it. You can also get a close-up view of previewed data, seeing selected portions of text at a greater magnification. Using navigation buttons, you can preview page-by-page or move to exactly the page you want.

To preview a Form

Open the Form you want to preview and then choose Print Preview from the File Menu.

The first page to be printed is displayed in the Print Preview window. Although the print preview does not show the total number of pages to be printed you can use the buttons on the navigation bar at the bottom of the preview pane to move to additional pages.

To see a close-up of preview click on the section you would like to enlarge. You can read the text by getting a closeup (zoomed) view of it. Once you've zoomed in, use the scroll bars to move to the top, bottom, or sides of the page.

To move between pages

Using the arrow buttons on the navigation bar at the bottom of the screen in Print Preview, you can view pages sequentially or jump to the first or last page in the document.

### Print Preview of a Datasheet View

You can use Print Preview to see what the Datasheet will look like when you print it. You can also get a close-up view of previewed data, seeing selected portions of text at a greater magnification. Using navigation buttons, you can preview page-by-page or move to exactly the page you want.

To preview a Datasheet

Open the Form or Report you want to preview, switch to Datasheet View and then choose Print Preview from the File Menu.

The first page to be printed is displayed in the Print Preview window. Although the print preview does not show the total number of pages to be printed you can use the buttons on the navigation bar at the bottom of the preview pane to move to additional pages.

To see a close-up of preview click on the section you would like to enlarge. You can read the text by getting a closeup (zoomed) view of it. Once you've zoomed in, use the scroll bars to move to the top, bottom, or sides of the page.

To move between pages

Using the arrow buttons on the navigation bar in Print Preview, you can view pages sequentially or jump to the first or last page in the document.

## Print Preview of a Report

Reports are automatically opened in Print preview. The first page to be printed is displayed in the Print Preview window. Although the print preview does not show the total number of pages to be printed you can use the buttons on the navigation bar at the bottom of the preview pane to move to additional pages. To see a close-up of preview click on the section you would like to enlarge. You can read the text by getting a closeup (zoomed) view of it. Once you've zoomed in, use the scroll bars to move to the top, bottom, or sides of the page.

To move between pages

Using the arrow buttons on the navigation bar in Print Preview, you can view pages sequentially or jump to the first or last page in the document.

---

## Print Setup

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Print Setup options.

### Printing, Selecting a Printer

The printer you have selected as the default in your computer will automatically be used unless you choose another printer. To select a printer, you choose Print Setup from the File menu, and select the desired printer there.

### Printing, Adjusting the Margins etc.

- 1.) Open the form or report to Print.
- 2.) From the File menu, choose Print Setup. The Print Setup dialog box is displayed.
- 3.) Set the appropriate printing options such as margins and spacing. You may need to click on the More button to see additional options for row and column spacing for forms such as address labels and collar slips that can be printed on a variety of label layouts.
- 4.) Choose OK.

Most forms and reports in the program are designed to be printed on 8.5 x 11 inch paper. Some labels, pen cards etc can be printed on various paper types and sizes.

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## Print Options

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Printing options.

### Printing Selected Records in a Form

To print only the selected record(s)

- 1.) Select the records you want to print. In a form the record you are on is always considered the current or selected record or you may select several records to print in some forms or a Datasheet.
- 2.) From the File menu, choose Print, the Print dialog box is displayed.
- 3.) In the Print Range group, choose Selection.
- 4.) Choose OK.

## Printing Selected Pages of a Report

In a Report you can print selected pages rather than the entire report. Open the report and view the pages to determine which ones you want to print. Then choose File, Print from the Menubar. In the Print Dialog Box enter the pages that you want to print and choose OK.

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# QUICKSTART INSTRUCTIONS

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## Understanding Relationships

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This program is a "RELATIONAL DATABASE". The relationships that are built into the program eliminate the need to enter information more than once. Some of the built in relationships for example are: Every Puppy is related to a specific litter, Every Litter is related to a specific Dam and a specific Sire, Every Dog is related to a specific Breed. Some of the relationships are obvious and some are not. Most people just expect them to work! The relationship between each puppy and the litter they are related to is based on a hidden number assigned to the litter and inherited by each of the puppies entered in the litter record. On the other hand, the relationship between litter and the Sire and Dam is completely different. When you enter a Sire and a Dam in the "Litters and Puppies" Form, you are actually copying this information, as it is entered for the Dog, into a litter record with a different look to it and list boxes to pick from. The lists for the Dam and Sire on the "Litters and Puppies" form are a combination of the Dog's name + spacing + the dog's number as it is entered in the dog's record. For this Mating/Litter to be displayed in each dog's mating records, the entry must match exactly. Each Dog's "Mating Records" form sorts through all of the litter records and only displays the mating records that match the Dog's name + the correct spacing + the Dog's numbers for each Dog. So if the registered name or numbers for the dog are changed after a mating has been entered then it is necessary to re-pick the Dog's name on the Litters and Puppies record(s) for the Dog whose name or numbers has been changed.

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## Quickstart Steps

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THE MOST IMPORTANT THING in using this program is that you begin by entering your data in the correct order. This will save you time and work and allow you to get the most out of the program. There are some things you need to do before you begin entering the Dog records. Just follow the steps below and you'll be off to a good start.

IF YOU ARE NOT FAMILIAR WITH BASIC FEATURES (like adding and deleting records) you should review the GENERAL HELP TOPICS before you begin.

### Review the Basics

You will find Help for learning the basics of using the program in the General Help Topics in the program. There are also Help Buttons on most of the forms to provide specific information about using the Form you are on.

### Quickstart Step 1

Add people to the program. Just choose "People" from the main menu.

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<b>Kennel Owner</b>	Add your kennel info. This will be displayed on various
<b>Detail</b>	Form and Report Headings.

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<b>Breeder Rolodex</b>	Add a record for yourself and anyone else that you will be entering into the records for your dogs as owners, people you sell to or have purchased from. The people entered in this Rolodex will be available to choose from the lists on various forms. some forms require the person to be picked from this list and others allow you to type in a name and address or choose it from the list.
<b>Misc. Rolodex</b>	This Rolodex can be used to record info for people such as vets, suppliers, family etc... that you want to keep contact information for but will not be entering on the records.
<b>Show Handlers and Show Judges</b>	If you will be entering show records you may add info here about the Handlers or Judges to be entered on the Show records.

## Quickstart Step 2

Edit the Master lists. Just choose "Master Lists" from the main menu.

<b>Breeds</b>	It is extremely important to get these entered correctly before you add your dogs. Each Breed you have in the list must be singular (ie:Pug, not Pugs) and spelled out correctly as the official name of the Breed (ie:Shetland Sheep Dog, not Sheltie). You will be able to add breeds at any time so you may delete the breeds you won't be using and just start with the ones you need.
<b>Medical Entries List</b>	This is where you add any items you will want available for quick entry on the medical records. You will be able to type in items that are not in this list but if you will enter an item often you should put it here to prevent retyping it over and over. You can always add to or make changes to this list later.
<b>Custom Contract Terms</b>	This is where you edit the actual contract terms that you will want available to insert onto the various contracts in the program. You can design a variety of contracts here for your needs. You can do this later but they must be designed here before they can be inserted into a contract. You can change the samples or delete them and add your own. As many as you need.

## Quickstart Step 3

Add your Adult Dogs. Just Choose "Dogs" from the main menu.

<b>The Samples</b>	There are sample records in the program. You may delete the samples at any time but we recommend that you leave them there for reference until you have added at least one dog.
<b>Adding Dogs</b>	Use the New button on the form to open a blank/new record and add the information for the Dog.
<b>Related Records and Reports</b>	The "Dog Records" form has buttons on the left side to open other forms for entering records, printing your records and viewing or printing related reports. Note: Mating records for the Dogs are automatically displayed from the Matings entered in the "Litters and Puppies" form.

## Quickstart Step 4

Add Matings, Litters and Puppies. Just choose "Litters and Puppies" from the main menu.

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<b>Entering a Mating</b>	On the Litters and Puppies form just fill in the information in the section that says "Enter the Mating Information Here". This will automatically add the mating record to the Dam's record and Sire's record. If you want to enter a mating between 2 different breeds or a mating where one dog is not entered in your dog records you will need to click on the button that says "Enter a Special Mating" and enter the record there.
<b>Adding the Litter information</b>	After the Mating info has been entered on a record in the "Litters and Puppies" form you can complete the Litter information for the record at any time. Just locate the record with the mating information and add the Litter information.
<b>Adding Puppies for a Litter</b>	After the Litter info has been entered on a record in the "Litters and Puppies" form you can add puppies for the litter at any time. Just locate the record with the mating and litter information and add the basic puppy information at the bottom of the form. Click on the arrow button above the puppy lines when you want to add sales information for the puppies you have entered.
<b>Related Records and Reports</b>	The "Litters and Puppies" form has buttons on the left side to open other forms for entering records, printing your records and viewing or printing related reports.

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## Quickstart Step 5

Learn to make a Backup. Nothing is worse than investing the time to enter your records and then lose it all if your computer dies. There is information in the General Help Topics and in the User Manual about how to make backups. If you need additional help in making your first backup you may call us to have someone walk you through it.

## Quickstart Step 6

Have Fun and Explore the many features available in the program. Anytime you have questions and can't find the answers in the built in Help information feel free to contact us for assistance.

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# PICTURES AND LOGOS

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## Pictures the Easy Way

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Getting Pictures into your records.

The simple way to add a picture to a dogs record is:

1.) Get the picture into your computer by whatever means you have available. Such as a scanner, digital camera, or pictures developed on disk.

2.) Open the program that you normally use to view and edit the pictures when you put them into the computer. Open the picture you want to use. Select the entire picture or part of it, NOT the picture's filename, the actual picture and copy it to your invisible clip board. You may need to locate the tool that allows you to draw a square around the picture or a part of the picture. If the program you are using doesn't have a selection tool try using the windows Paint program.

3.) Close or minimize the picture program.

4.) Open E-Z KENNEL PLUS. Open the Dog Records- Entry form and go to the record for the appropriate dog. Click on the Picture Button (camera) and click inside of the area where the picture is to be displayed. From the Edit menu choose Paste.

WHA LA... You have the picture in the dog's record.

Note: Try to make the picture as square as possible and it will utilize the available space better. If it is not square it will be automatically resized and displayed to best fit the area and will not be distorted but may not use the entire area.

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## Pictures in Other Ways

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Using other graphics or logos.

If you do not have actual pictures of your dogs but would like to add class to your printouts you may want to use some good clipart or even design a custom logo to paste into the picture area for each dog. This would be displayed on the forms like pedigrees and contracts rather than leaving a blank area where the picture would be.

Basically you can paste in anything that you are able to copy to your clipboard.

Note: Try to make the picture as square as possible and it will utilize the available space better. If it is not square it will be automatically resized and displayed to best fit the area and will not be distorted but may not use the entire area.

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# MAKING BACKUPS

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## Files that contain your Data

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There are 3 files in this program that contain information and settings that you have entered. Those files are:

- 1.) ezdata4.mdb which contains the bulk of your kennel records.
- 2.) ezkenel3.mdb which contains your mileage records, medical routines and settings you have changed such as print margins and datasheet formatting.
- 3.) usda.mdb which contains records entered in the Misc rolodex that most people don't use.

These are the 3 files that you should always keep backed up.

Backing up the entire C:\ezkenel3 folder is a good idea if you have room on your backup media.

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## Backup Hardware & Software

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There are backup utilities by various companies available on the market or provided with your computer depending on the version of windows you are using and the hardware that is installed.

However you decide to do your backups just be sure you learn how and do it regularly !!!

If you need help the first time you can contact us for assistance. If you are using software and/or hardware that we are not familiar with you may need to contact the vendor of the software or hardware for assistance.

## Using Backup Utilities

Some backup utilities, such as Windows Backup use compression and create a backup file. They can be confusing sometimes because the only way to restore files from those utilities is to use the same utility to extract the data and restore it to a specific location. This can be a problem if the new or rebuilt computer is not capable of using the utility that created the backup. For example: If you used the Windows 98 Backup to make a backup of your data and then your PC crashed and you purchased a PC with Windows XP you would not be able to restore your data because a Windows 98 backup file is not compatible with the Windows XP Backup Utility. (Who knows why they did that???)

## Making Backup Copies

It is generally safer and easier to make copies of the files that contain your records on some form of removable media that will be usable in other computers.

We recommend using media such as CDs, DVDs, USB Thumb Drives or USB portable Hard Drives.

You may want to use the software that came with a device or simply use Windows Explorer to view or copy specific files and/or folders on your computer (using drag and drop) to the other media we suggested above.

PLEASE NOTE: IF YOU SEND A COPY OF THE SHORTCUT THAT OPENS A PROGRAM TO A DISK OR CD IT IS ONLY A SHORTCUT. A SHORTCUT DOES NOT CONTAIN ANY OF YOUR RECORDS, IT ONLY TELLS THE COMPUTER WHAT PROGRAM TO OPEN.

## Testing your Backup

It is a good idea to test the method of backup you are using to ensure you are getting your records copied correctly.

You will not be able to open the copies of your data files on the media to see what is there so it is a good idea to do a real test.

You can test your backup by following these steps.

- 1.) Make the backup copy of the data files in the manner of your choice.
- 2.) Open the E-Z KENNEL PLUS program, add a sample record and then close the Program.
- 3.) Restore the backup copy of the data file that did not contain the sample record.
- 4.) Open the program and see if the sample record you entered is gone.

\*If the sample record is gone that would mean that you had created and restored the backup file successfully.

\*If the sample record is still there you are NOT doing it right so go back to the drawing board or get some help.

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# REPAIR AND COMPACT

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## Using the Repair and Compact Utility

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You can only Repair and Compact one file at a time. You must complete all steps listed here for the file to be Repaired and compacted Properly. You will know you are done with a file because the utility will close automatically.

In this example we will be Repairing and Compacting the file "ezdata4.mdb" This is the file that contains most of your data. You may also repair and Compact the "usda.mdb" which holds only the data you enter in the Misc. Rolodex form and the "ezkenel3.mdb" which contains the programming.

### Steps to Repair and Compact a database

To Repair and Compact a database follow the steps below. If you do not follow the steps exactly and keep the same file name through all steps for repairing and compacting a file you could loose your records. If you feel more comfortable with help just call to have someone walk you through it.

<b>Step 1</b>	Make sure the E-Z KENNEL PLUS program is CLOSED.
<b>Step 2</b>	Open the Repair and Compact utility by choosing the shortcut that was installed in your menus along with the E-Z KENNEL program.
<b>Step 3</b>	When the program opens the Title bar says "Repair Database". Choose the ezdata4.mdb file in the list of files in the left pane of the window so that it is put in the box directly above the left pane of the window and just under the words File Name. Click OK.
<b>Step 4</b>	You will get a message saying the file has been successfully repaired. Click OK.
<b>Step 5</b>	Now the Title bar says "Database to compact from". Again, Choose the ezdata4.mdb file in the list of files in the left pane of the window so that it is put in the box directly above the left pane of the window and just under the words File Name. Click OK.
<b>Step 6</b>	Now the Title bar says "Database to compact into" and the filenames are a lighter shade than before. Again, Choose the ezdata4.mdb file in the list of files in the left pane of the window so that it is put in the box directly above the left pane of the window and just under the words File Name. (Do not use the suggested filename db1...) Click OK.
<b>Step 7</b>	Now a message box will appear telling you the file already exists and asking if you want to replace it. You must Click Yes. This will replace the original file with the one that has been repaired and compacted. The Repair and Compact utility will automatically close when it is finished. If you would like to Repair and Compact another file you just open it again and follow the same steps for the next file.

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# TECHNICAL SUPPORT

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## Contacting Chapman Pet Programs

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We offer Free, Unlimited Technical support to our customers. That means you are never charged for support and you are not limited to the number of times that you can contact us for support.

Office Hours are 9:00AM to 3:00PM CST on Mon., Tues., Thurs. and sometimes on Fri. as of Feb. 2005. (Office Hours are subject to change). For information about our current hours you may visit our website at [www.ezkennel.com](http://www.ezkennel.com) or call us.

### Technical Support By Phone

Call (217) 696-2551

We are only available by phone during Office Hours and by Appointment. If you call after Office Hours you will receive a message about our current Office Hours and other support options.

When calling for help with a problem be sure to be at your computer and ready to walk through the problem when you call.

If you need to speak to us by phone but are not able to call during our regular Office Hours you may contact us by fax or e-mail to schedule a phone appointment. We will do our best to arrange a time when you can call and someone can be in the office to help you.

### Technical Support By Fax

Send Faxes to: (217) 696-2802

We respond to faxes by fax back only. So be sure that you include a fax number that we can fax the response to.

You can send a fax at any time. We check for faxes even on days that the office is not opened if and when we are available.

When sending a fax for help with a problem please be specific. We will need to know what program you are using, what form you need help with, any messages you received (word for word)etc...

Also please include your name and address so that we can locate your customer record to better assist you.

## **Technical Support By E-mail**

Send E-Mail to askme@ezkennel.com (subject to change).

We reply to e-mail by e-mail only. We check for e-mail even on days when the office is not opened if and when we are available.

If you do not receive a response by the first business day following your request then we probably did not receive your e-mail. You may need to go to our website [www.ezkennel.com](http://www.ezkennel.com) to see if we have a new e-mail address as we have had to change it in the past due to overwhelming junk mail and may again at some point in the future.

When sending a fax for help with a problem please be specific. We will need to know what program you are using, what form you need help with, any messages you received (word for word)etc...

Be sure that you enter a subject in the subject line of your e-mail or it may be automatically deleted.

If we receive attachments without an explanation in the message text they are also automatically deleted.

Also please include your name and address so that we can locate your customer record to better assist you.

When corresponding by e-mail about a problem it is also important that you keep all previous message text (related to the problem) included on all e-mails until the problem is resolved so that we don't repeat ourselves.

## **Technical Support By Snail Mail**

Send "Snail Mail" to us at the following address:

Chapman Pet Programs  
1951 Hwy 61  
Lorraine, IL 62349

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# FORMS AND REPORTS

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## The Main Menu

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The Main Menu of the Program is where you begin. From here you may view Legal Information, Quickstart Instructions and other menus which include General Help Topics and the various Forms and Reports available in the program.

### E-Z KENNEL PLUS

Opens the Legal information contained earlier in this User's Manual. We have added this within the program for reference in case you can't find the User's Manual.

### Quickstart Instructions

The Quickstart Instructions provided earlier in this Manual and also in the Program contain very useful information about getting started in the program the right way. If you do not read and follow the Quickstart instructions you will undoubtedly have problems. We don't expect people (especially Men...) to read the entire User's Manual before they begin but it would really be nice if everyone would at least read the Quickstart Instructions before they start using the program.

We have included these instructions within the program and in this online User's Manual rather than in print for this version so they can not be lost or thrown away... You may print any of the Help Topics, Form Help Files or the User's Manual if you like.

### Help & Network Setup

Opens the Help - Menu which displays the General Help Topics which are included earlier in this User's Manual. There are Help Topics to cover all basic features of the Program. If you are new to using this type of program or have questions about the basic features or use of Forms and Reports you should browse through these topics.

The Network setup is available from the Help Menu. This is where you set the location of the data file when using the software on a network. The location of the data files should only be modified by the Network administrator or someone who knows the actual mapped drive letter of the server. The location must be entered as in the example. You must change only the single drive letter. You can not use drive names or descriptions that have been assigned to represent the server.

We have included these Help Topics within the program and in this online User's Manual rather than in print for this version so they can not be lost or thrown away... You may print any of the Help Topics, Form Help Files or the User's Manual if you like.

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## Master Lists

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Opens the Master Lists - Menu that displays buttons to open the forms described in this section which are used to create the lists of information that will be used throughout the program.




### Breeds - Entry

This is where you enter the breeds you will need to use for your records.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal Sort Order</b>	These records are sorted alphabetically by Breed each time the form is opened regardless of the order they were entered. If they don't seem to come up in alphabetical order when you open the form you should check for blank spaces at the beginning of the breed.
<b>Breeds</b>	It is important to get it right the first time! Each Breed must be entered in singular form, ie Pug, not Pugs. Use the official breed spelling rather than abbreviations and make sure you spell it correctly. If you must change the spelling later you will then need to correct the spelling on all dog and litter records to insure that your data is displayed correctly on various Forms and Reports. Even if you change a dash or a space the program sees it as a different breed. You may delete the breeds you don't need. You can always add breeds later as you need them.
<b>Wholesale and Retail Prices</b>	The prices you enter here are for your reference only. These prices are not used on other records.

### Medical Entries List - Entry




This is where you create a list of items or procedues you will want available for quick entry on Medical records for your Dogs or Litters. You will also be able to type in things that are not in this list so just enter things here that will be used repeatedly.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View. There is not really a need to print this list as it is just a list of items you will be choosing on other records.
<b>Normal Sort Order</b>	These records are sorted alphabetically by Type each time the form is opened regardless of the order they were entered.
<b>Changing Lot#s and Exp. Dates</b>	When you purchase new vaccine you can just update the Exp. and Lot# for the vaccine here. These fields can be left blank or used for other information where a Lot# or Exp. Date do not apply.

## Custom Contract Terms - Entry

This is where you build your custom reusable terms and conditions to be inserted on Sales, Stud Service and Lease contracts and on Customer Pet Records. All Contract Terms must be designed here first to be available for specific contracts. To insert the terms on an actual Contract you just use the listbox field in the contract header to choose which set of terms you want to be inserted on the contract.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View. Printing is not really necessary as you will most likely retain hard copies of the actual contracts where the terms are used.
<b>Normal Sort Order</b>	These records are sorted alphabetically by Contract ID each time the form is opened regardless of the order they were entered.
<b>Contract ID</b>	The Contract ID can contain up to 10 characters and must be unique.
<b>Description</b>	The Contract Description can contain up to 50 Characters and should be a very brief description of the Contract Terms.
<b>Contract Text</b>	The Contract Text is the actual terms and conditions to be inserted on the desired Sales, Stud Service or Lease Contracts or Customer Pet Record. The Contract Text will hold up to 64,000 characters. The Various Contracts will expand when printed to show all of the Contract Text.
<b>How Many?</b>	You may design as many sets of terms and conditions as you like. You may delete the samples or just change them and add others as needed.

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## People




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Opens the People - Menu that displays buttons to open the forms and reports described in this section which are used to store and print information about People.

### Kennel Owner Detail - Edit

This is where you enter the Owner information to be displayed in headings on various Form and Report Printouts.

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 <b>Data Entry</b>	Edit the record that is there.
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	No need to print this form. This info will be displayed on other Forms and Reports for Printing.
<b>Only 1 Record</b>	There is only one record available here. If you have multiple owners you will have to combine the names on the Record.
<b>How will it look?</b>	To see how the info will be displayed you can check out some of the Forms that display this information such as Customer Pet Records, Litter Pedigrees, Invoices, On Hand and Sales Reports etc...

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## Breeder Rolodex - Entry

This is where you add yourself and other people you will be entering on various records throughout the program. These people will be available in the lists for Quick entry.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View. You may prefer to print the available Address Book Report or Mailing Labels by selecting the appropriate button at the top of the form. There is an envelope button to open the Mailing Labels and a Notebook button to open the Address Book.
<b>Normal Sort Order</b>	These records are sorted alphabetically by Last Name each time the form is opened regardless of the order they were entered.
<b>Changes to these Records</b>	If you make changes to a record you will need to update the appropriate Dog and Litter Records to include the changes. To update those records you simply locate the records you need to update and re-select the person from the list so the changes are displayed on the record.
<b>APRI Cust.#</b>	This is the Customer ID Number for America's Pet Registry, Inc. It is displayed on the Litter Apps for APRI. If you do not use APRI then you may leave this blank or use this field for something else.

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## Breeder Mailing Labels - Print Only

This form is designed for printing mailing labels for people entered in the Breeder Rolodex with the "Add to Mailing Labels" checkbox selected.

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 <b>Printing</b>	Use the "More" button in the Print Setup to adjust the margins, columns and spacing. You may print the labels on a variety of label layouts simply by adjusting the Print settings. Any labels that are 1"X2.6" or larger will work. Always check the Print Preview and print to plain paper to make sure you have the settings correct before printing to actual labels.
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## Breeder Address Book - Print Only

This report is designed for printing an address book including people entered in the Breeder Rolodex with the "Add to Address Book" checkbox selected.

## Misc. Rolodex - Entry

This is where you add people, businesses, suppliers etc. that you will not be entering on records but wish to keep track of. These people will not be available in the lists for Quick entry.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View. You may want to print the Mailing Labels by selecting the envelope button at the top of the form.

---

<b>Normal Sort Order</b>	These records are sorted alphabetically by Last Name each time the form is opened regardless of the order they were entered.
<b>Code</b>	This field is for entering codes to use for filtering the mailing labels. For example if you enter the code F for all family members then you can filter the mailing labels to print labels just for all family members.
<b>Add to Mail List</b>	When you open the mailing labels it includes only people with a check in this box.
<b>Within Pickup Area</b>	You may use a filter on the mailing labels to include only people with a check in this box.




## Misc. Mailing Labels - Print Only

This form is designed for printing mailing labels for people entered in the Misc. Rolodex with the "Add to Mailing Labels" checkbox selected or by the selected filter.

 <b>Printing</b>	Use the "More" button in the Print Setup to adjust the margins, columns and spacing. You may print the labels on a variety of label layouts simply by adjusting the Print settings. Any labels that are 5/16"X3.5" or larger will work. Always check the Print Preview and print to plain paper to make sure you have the settings correct before printing to actual labels.
 <b>Filters</b>	You may filter the mailing labels by On Mailing List, In Pickup Area, or by a specified Code.




## Show Handlers - Entry, Print

This is where you enter People who are Show Handlers of your dogs to be available on list for the show records.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal Sort Order</b>	These records are sorted alphabetically by Last Name each time the form is opened regardless of the order they were entered.

## Show Judges - Entry, Print

This is where you enter People who are Show Judges to be available on list for the show records.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal Sort Order</b>	These records are sorted alphabetically by Last Name each time the form is opened regardless of the order they were entered.

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## Kennel Stuff

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Opens the Kennel Stuff - Menu that displays buttons to open various forms and reports described in this section which are used to store and print General Kennel Records. You may also open some of the Adult Dog Reports and Litter and Puppy Reports from here.




### Income and Expense Records - Entry

This is where you enter Income and Expense records for your business. There is no need to enter the Puppy sales or the Adult Dog purchase and sales information because there are separate automated financial reports for those.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View. Most likely you will want to use the Report for printing these records.
<b>Normal Sort Order</b>	These records are sorted by date each time the form is opened regardless of the order they were entered.
<b>Adding Categories</b>	The categories are based on what has been entered in the records. If you delete the sample records there will be no categories to begin with. To add a category you just type it in the category field. Once it has been entered on a record it is added to the list for future records so that you can choose it again. You can add as many categories as you like. Some typical categories you may want to add are: Dog Food, Vet Fees, Vaccines and Medications, Building Materials, Travel, Cleaning Supplies... You may also want to add a specific dog as a category if it requires a large amount of Medical care. You may also decide to break down some of the Medical or Vet costs into separate categories for things like C-Sections, Ear Crops or Nails. Just build your categories according to how you like to see your income and expenses broken down.
<b>Viewing or Printing the Report</b>	When you click on the "Open Report" button you will be asked to enter a beginning date and then an ending date. When the report opens it will contain all entries for that date range. The entries are grouped and totaled by category and there is a Grand Total for all entries. You may view or print a report for any date range at any time.

### Mileage Record - Entry, Print

This is where you keep track of tax deductible miles for your kennel business.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet. The Datasheet View will not show you the Total Miles.
 <b>Printing</b>	Records may be printed in Form or Datasheet View. The Datasheet view will not print the Total Miles.
<b>Normal Sort Order</b>	The records are automatically sorted by date each time the form is opened regardless of the order they were entered.




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<b>Trip Miles and Total Miles</b>	The Trip Miles and Total Miles are calculated for you based on the odometer readings you enter. You CAN NOT just enter the trip miles.
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## Kennel Memos - Entry, Print

This is where you enter memos pertaining to the Kennel in General.




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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal Sort Order</b>	These records are sorted by date each time the form is opened regardless of the order they were entered.

## Kennel TO-DOs - Entry, Print

This is where you schedule things to do pertaining to the Kennel in General. These things will show up on the Misc. To Do report and also on the Things To Do Today report.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View or by way of the To Do Reports.
<b>Normal Sort Order</b>	These records are sorted by date each time the form is opened regardless of the order they were entered.
<b>The Kennel (Misc.) To Do Report</b>	This report shows all items entered in this form that are marked To Do. The past due items are not removed from the report until marked Done or Deleted.

## Things To Do Today - Report

This Report opens automatically when you open the program. It can also be opened at any time from the "Kennel Stuff" Menu. This report shows you the items you have scheduled to be done today in black and also includes any past due items in red. The Report includes items entered in the Kennel To Dos, the Adult Dog To Dos, and the Litter To Dos.

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## Dogs

Opens the Dog Records - Entry form (described below) which also contains buttons to open the other forms and reports described in this section which are used to store and print all of your Adult Dog Records.

## Dog Records - Entry (Form)

This is where you add or edit your adult dog records. This form has buttons to open related forms for entering additional information and various forms or reports designed for printing your records.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Use the Datasheet or the related Forms and Reports to print these records.

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<b>Normal Sort Order</b>	These records are sorted alphabetically by Breed, Sex and Name each time the form is opened regardless of the order they were entered.
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<b>Filters</b>	On Hand, By Status, By Breed, By Sire, By Dam
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<b>The "Go To" Field at the top of the form.</b>	Is used to select the record you want to see or edit. This list is created from the records that are available when the form is opened. The list shows the Call Name, Dog ID#, Name and Registration #s but is actually sorted by Breed, Sex and then the Name. You can not edit the list for this field manually but when you Add records, Delete records or Change records this list will be automatically updated to show the changes you have made the next time you open the form.
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<b>Duplicate Values</b>	You can not use the same ID # or Registration # for 2 dogs even if they are different breeds. If you get a message that the record can not be saved because of a duplicate value it is because one of those numbers has already been used for another dog.
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<b>Changing Names or Registration #s</b>	When you change the Name or either Reg.# or add a Reg.# for a dog with mating records already entered, you will need to update the Dog's Name and Reg.#s on all mating records that have been entered for that dog. If you don't update the mating records with the changes you made then those mating/litter records will still be in the program but they will no longer match the dog's record so they will no longer be linked to the dog. This will affect the dog's mating and production records, the heats due and dogs due to whelp reports etc. To update the mating records just open the Litter and Puppy records form and scroll through the records to locate the ones that need updated, backspace the old name & number that is there out of the field and re-pick the dog from the list with the changes. Also if you have entered any Stud Service Contracts for the dog you will need to update the name and number on those records.
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<b>To locate a dog quickly</b>	The "Go To" list at the top of the form is designed to locate a dog's record quickly but if you would like to find a dog based on a particular field it may be faster for you to use the "Find" feature (binoculars button) on the Toolbar. For example: To use the "Find" feature to locate a dog by his ID# you simply put your cursor in the Dog ID# field of any dog's record then click on the binoculars, enter the Dog ID# you are looking for in the "Find What" field and click "Find First" or "Find Next" to go directly to the record you are looking for. See the General Help Topics for more info about using the "Find" feature.
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<b>Opening the related Forms and Reports</b>	There are buttons on the left edge of this form that open related Forms and Reports. When you open the related forms or reports most of them will display only the record for the dog you are on in this form. Many of them have a "Show All Records" button that allows you to view the records for other dogs without having to close the related form to come back to this form to locate another dog and then reopen the related form...
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<b>The Breed List</b>	The list of Breeds you have to choose from is made up of the Breeds you entered in the Breeds Form that can be opened from the Master Lists Menu.
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<b>People Lists</b>	The list in the fields where you enter various people on this form include all people that were entered in the Breeder Rolodex that can be opened from the People Menu.
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## Dog Medical Records - Entry, Print

This is where you add the Medical Records for the Dogs. They can be scheduled ahead of time so they appear on the "To Do" report or entered as they are completed.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form View Only
 <b>Printing</b>	May be printed in Form View. Includes the identification information for the Dog when printed.
<b>Normal Sort Order</b>	These Records are sorted by date each time the form is opened regardless of the order they were entered.
 <b>Filters</b>	When you first open this form it will show only the record for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Medical Records for all of your dogs just click on the "Show All" button. After you click on the "Show All" button there will be a "Go To" list displayed at the top of the form where you can select a specific Dog to view his Medical Record. There will also be Identification fields added at the top so you will not be confused about which dog's record you are on.
<b>Status field</b>	Must be Done or To Do. All To Do items will be displayed on the Adult Dogs To Do Report. Current and past Due To Do items will also be displayed on the Things To Do Today Report.
<b>Administered field</b>	You may select entries from the list or type whatever you want in this field. The list shows items entered in the Medical Entries List Form which can be opened from the Master Lists Menu.

## Adult Dogs TO-DO Report - Print Only


This report includes all Adult Dog Medical Record entries with a To Do Status.

## Dog Records, Landscape or Portrait - Print Only

This form is designed just for printing the permanent records for your dogs.

The records can not be edited in this form. Each record contains the information that was entered for the dog in the Dog Records - Entry form. There is also info on the heading from the Kennel Owner Detail form.





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 <b>Filters</b>	When you first open this form it will show only the record for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button. If you want to see just the records for all of the dogs that are On Hand just click on the "On Hand" button.
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## Pictures - Edit, Print

This is where you add the Dog's Picture.

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 <b>Data Entry</b>	Partial, you may only add or delete the picture. You may only add one picture for each dog. The other information displayed is from the information that was entered for the dog in the Dog Records - Entry form.
 <b>Views Allowed</b>	Form View Only
 <b>Printing</b>	This form may be printed in Form View or you may want to print other records for the Dog that display the picture or the Photo Album which contains all of the pictures you have entered for your dogs in the program.
 <b>Filters</b>	When you first open this form it will contain only the picture for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button.
<b>Adding a Picture</b>	The easiest way to add pictures is to open the picture using whatever program you usually use to view your pictures. Use the selection tool to draw a square around the entire picture or just the desired area of the picture you want to use. Copy the selected area to the clipboard and then close that program and open the E-Z KENNEL PLUS program and open this form for the dog. Just click in the picture area and then choose Edit, Paste from the Menubar to insert the picture. See the General Help Topics for more information about putting pictures in the program.
<b>Size and Shape</b>	The picture will be resized to best fit the picture area of the form. It will not be distorted but if it is not relatively square it may not use the entire space allowed for the picture.
<b>Picture Quality</b>	The quality of the printed picture will depend on the quality of the original photo. Higher resolution pictures are better quality but also consume more space and will slow down the use of the program if you are adding a large number of pictures or using a computer that does not have the best graphics hardware.


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## Dog Pen Cards - Print Only

This form was designed to print 3x5 or 4x6 index cards to place on your dog pens.


These records can not be edited in this form. Each record contains the information that was entered for the dog in the Dog Records - Entry form.

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 <b>Printing</b>	Use the "More" button in the Print Setup to adjust the margins, columns and spacing. You may print the cards on a variety of card or paper sizes simply by adjusting the Print settings. The printed area of the pen card is 3" x 5". Some printers must allow 1/2" space on all sides so you may need to use 4" X 6" cards or larger. Always check the Print Preview and print to plain paper to make sure you have the settings correct before printing to actual cards.
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 <b>Filters</b>	When you first open this form it will contain only the card for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button. If you want to see just the records for all of the dogs that are On Hand just click on the "On Hand" button.
<b>Tip</b>	If your printer does not like printing on the cards or you have trouble getting the margins adjusted correctly you can purchase 8.5"X11" cardstock to print multiple records on and cut them to the size you want.
<b>Tip</b>	If you would like to see more or different info on your dog pens you may want to purchase shop ticket holders which come in a variety of sizes that will hold even full size pages. They are made of tough transparent plastic and some have ziplock closures to keep out moisture. You can purchase them at most office supply stores and keep any printouts or records you like on your pens.



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### Folder Labels - Print Only

This form was designed to print folder labels for your Hardcopy (Papertrail) Records for each dog.

The records can not be edited in this form. Each record contains the information that was entered for the dog in the Dog Records - Entry form.

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 <b>Printing</b>	Use the "More" button in the Print Setup to adjust the margins, columns and spacing. You may print the labels on a variety of label layouts simply by adjusting the Print settings. Any labels that are 3/4" X 3.5" or larger will work. Always check the Print Preview and print to plain paper to make sure you have the settings correct before printing to actual labels.
 <b>Filters</b>	When you first open this form it will contain only the label for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button. If you want to see just the records for all of the dogs that are On Hand just click on the "On Hand" button.


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### Mating Records - Print Only

This form was designed to print the mating record for each dog.

The records can not be edited in this form. Each record contains the information that was entered on the Litters and Puppies - Entry Form.

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 <b>Filters</b>	When you first open this form it will contain only the mating record for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dams just click on the "For All Dams" button. If you want to see the Records for all of the sires just click on the "For All Sires" button.
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<b>Missing Records for a dog..</b>	If you have entered matings for a dog and they are not showing up here then the dog's name and numbers on the mating record don't match this dog's name and numbers exactly. You will need to locate the Litter record and reselect this dog's name to correct it so the record will be linked to this dog again.
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## Dog Pedigrees - Print Only

The Pedigree forms were designed for Printing Only.

The records can not be edited here. Each record contains information that was entered on the Dog Records - Entry. You must have information entered in the Continue Sire Pedigree and the Continue Dam Pedigree forms. If this pedigree does not display the correct information you will need to go back and correct those records. The Owner Information that is displayed in the top left corner is what you have entered in the Kennel Owner Detail form which you open from the People Menu. If it does not display here as you like you will need to open and edit that record.



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 <b>Filters</b>	When you first open this form it will contain only the Pedigree for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button.
<b>Custom Borders and Watermarks</b>	We have designed 3, 4 & 5 Generation Pedigree choices that you may print with or without a border. The reason we gave you the option of printing them without the border is so that you could design your own if you like. To use custom borders or watermarks you may purchase or design and print the borders and backgrounds of your choice and then simply print these pedigrees without the border onto your custom designed sheets.
<b>E-mailing a Pedigree</b>	This program does not have the ability to e-mail directly from the program but there is a way to do it. We use a utility called ScreenPrint which is a screen capture utility that runs in the background and allows you to capture anything on your screen at any time. Once you capture something you can e-mail it, save it, Print it, Edit it like a picture or whatever you want to do with it. You can download ScreenPrint from <a href="http://www.softwarelabs.com">www.softwarelabs.com</a> or choose from a variety of other screen capture utilities on the market.
<b>Saving Changes to the Form</b>	If you change the print settings for the form you will be asked if you want to save the change when you close the form. Sometimes if you choose yes you will get an error stating "Cannot Destroy Active Form Instance" If you get that error you can use the X button on the top right corner of the form to close it instead of the arrow (close) button to close the form and you won't get an error... We don't know why it does that but it sometimes does...



## Show Records - Entry, Print

This is where you add show records for your dogs.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet View

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 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal sort Order</b>	These records are sorted by date each time the form is opened regardless of the order they were entered.
 <b>Filters</b>	When you first open this form it will contain only the records for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button. If you want to add or edit Handlers, Judges or Location information you can open those records using the buttons on the top of the form.
<b>Show Names and Classes</b>	These fields have self building lists, that means that the list of available entries contains previous entries so that anything you have entered may be reused.
<b>Handlers and Judges</b>	The lists of available entries for these comes from the entries in the Show Handlers and Show Judges forms that can be opened using the buttons on the top of the form or from the People - Menu.
<b>Locations</b>	The lists of available entries for these comes from the entries in the Show Locations form that can be opened using the button on the top of the form.

## Show Locations - Entry, Print

This is where you enter information about the Locations where shows are to be held.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal Sort Order</b>	These records are not sorted. They stay in the order they are entered.

## Sales Contract - Edit, Print





This is where you add or edit the sales info and add the desired Contract terms for the Sale of a Dog.

 <b>Data Entry</b>	Partial, You will only be able to edit a few fields on this contract. The rest of the information comes from the record entered on the Dog Records - Entry form and the Kennel Owner Detail form.
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	Records may be printed in Form View only.
<b>Normal Sort Order</b>	These Records are sorted by Breed, Sex and Name each time the form is opened to show all records regardless of the order they were entered.
 <b>Filters</b>	When you first open this form it will contain only the record for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button.
<b>One for each Dog</b>	There is automatically one Sales Contract record added for each dog in the program.





<b>Adding the Guarantee</b>	To insert the Contract terms you want to show on the contract you just select the Contract Terms ID in the list field at the top of the form.
<b>Additional Terms</b>	This is where you would add any variations to the reusable Contract Terms that you have inserted.
<b>Hard Copies</b>	Be sure to print 2 copies of the contract. Both should be signed, one for the purchaser and one for you.

## Lease Contract - Edit, Print

This is where you enter a lease contract for a dog.

 <b>Data Entry</b>	Partial, You will only be able to edit a few fields on this contract. The rest of the information comes from the record entered on the Dog Records - Entry form.
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	May be printed in Form View only
<b>Normal Sort Order</b>	These Records are sorted by Date with the most recent ones first each time the form is opened to show all records regardless of the order they were entered.
 <b>Filters</b>	When you first open this form it will contain only the records for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button.
<b>One for each Dog</b>	There is automatically one Lease Contract record added for each dog in the program.
<b>Adding the Guarantee</b>	To insert the Contract terms you want to show on the contract you just select the Contract Terms ID in the list field at the top of the form.
<b>Additional Terms</b>	This is where you would add any variations to the reusable Contract Terms that you have inserted.
<b>Hard Copies</b>	Be sure to print 2 copies of the contract. Both should be signed, one for the leasee and one for you.





## Stud Service Contract - Entry, Print

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	May be printed in Form View only.
<b>Normal Sort Order</b>	These records are sorted by date each time the form is opened regardless of the order they are entered.
 <b>Filters</b>	When you first open this form it will contain only the records for the dog whose record you were on in the Dog Records - Entry form. If you want to browse through the Records for all of your dogs just click on the "Show All" button.
<b>Adding the Guarantee</b>	To insert the Contract terms you want to show on the contract you just select the Contract Terms ID in the list field at the top of the form.
<b>Additional Terms</b>	This is where you would add any variations to the reusable Contract Terms that you have inserted.

<b>Hard Copies</b>	Be sure to print 2 copies of the contract. Both should be signed, one for the owner of each dog.
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## Dogs On Hand Report - Print Only

This is the report you use in place of the Dogs on Hand form required by USDA if you are USDA licensed. Everyone is supposed to submit copies of all computer forms they are using to the main office for individual approval. Just be sure that you send this report with your data entered. Last I heard, they don't approve blank forms. Also the inspectors will vary in what they want the form to contain. Some inspectors want to see the form including only the dogs currently On Hand. Other inspectors want to see all dog records with the dispersal information on the form. You can print this report either way so just ask your inspector how he would like to see it.

 <b>Data Entry</b>	None, This is for printing only. These records are from the information entered in the Dog Records - Entry form. The printed form also includes info in the heading from the Kennel Owner Detail form.
 <b>Views Allowed</b>	Form or Datasheet View
 <b>Printing</b>	Should be printed in Form View if submitting to USDA for Approval.
<b>Normal Sort Order</b>	These records are sorted by Breed, Sex and Name each time the form is opened regardless of the order they are entered.
 <b>Filters</b>	When you first open this Report it will contain only the records for the Dog's with the status of "On Hand". If you need to see all dog records just choose Records, Show All Records from the Menubar.

## Dog Purchase and Sales Report - Print Only

This Report will ask you for a beginning date and an ending date when you open it. Once it opens it will show you all Purchases and Sales of Adult Dogs that occurred during that time frame with separate totals and a Balance. The report includes a section which lists all dogs that died during the time frame as well.

<b>Note</b>	You must enter the date purchased, purchase price, date of sale and sale price or the date died (where appropriate) and make sure the status field is correct for all dogs in the Dog Records - Entry form for this report to be accurate. The report also includes info from the Kennel Owner Detail form.
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## Heats Due Reports by Due Date or Breed - Print Only




There are 2 Heats Due Reports available. One is by Due Date and the other one is by Breed. These Reports include all dams with at least one Mating/Litter entered in the program.

<b>How the next Heat is Calculated</b>	The next Heat Due for each dog is calculated by adding 6 months to the last date mated in the Mating/Litter records.
<b>Skipped Heats</b>	If you have skipped a dog's heat and want to keep this report accurate you need to enter a Special Mating for the Dog but rather than enter the sire's name you just add something like "Skipped this Heat" in the Sire field. The record will show up on the dog's mating record and the Next Heat Due will be accurate in this report.

<b>Missing Dogs on this Report...</b>	If you have entered matings for a dog and they are not showing up on this report then this dog's name and numbers on the mating record don't match this dog's name and numbers exactly. You will need to locate the Litter record and reselect this dog's name to correct it so the record will be linked to this dog again.
<b>Wrong date showing..</b>	If it looks like a dog's next heat due is not being calculated from the last mating or heat entered you need to check the mating dates, you may have accidentally entered the last one as 1905 if you have not entered the 4 digit year or used the Y2K fix as suggested.




## Dogs Due to Whelp Report - Print Only

This Form shows you a list of Dogs that are Due to Whelp

 <b>Data Entry</b>	None, the records include dogs with a mating entered in the Litters and Puppies - Entry form but where no Whelp date has been entered. If a Dog becomes over 30 days past Due she is automatically taken off of this report.
 <b>Views Allowed</b>	Form or Datasheet View
 <b>Printing</b>	Records may be printed in Form or Datasheet View.
<b>Normal Sort Order</b>	These records are sorted by Due Date each time the form is opened regardless of the order they were entered.

## Dam or Sire Production Records - Print Only

The Dam and Sire production Records are based on the information that has been entered in the Litters and Puppies - Entry form. These records show you each Mating/Litter, the # of puppies whelped and weaned, the # of puppies rated as A, B and C quality and the Sire of each litter. These reports are very valuable for determining what sire you want to mate a dam to for top quality pups, what dams are producing the best quality and which ones are good mothers. This knowledge plays a vital role in having a productive kennel and raising top quality puppies.

 <b>Data Entry</b>	None, the records include dogs and their related records that are entered in the Litters and Puppies - Entry form.
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	Records may be printed in Form View only.
<b>Normal Sort Order</b>	These records are sorted by Breed each time the form is opened regardless of the order they were entered.
<b>Missing Records for a dog...</b>	If you have entered matings for a dog and they are not showing up on this report then this dog's name and numbers on the mating record don't match this dog's name and numbers exactly. You will need to locate the Litter record and reselect this dog's name to correct it so the record will be linked to this dog again.




## Photo Album - Print Only

This report includes any dog's who you have entered pictures for. If you have a lot of pictures in the program it may take some time for this Report to open and print. The Report will display up to 6 records per page In order by Breed, Sex and Name.

## Continue Sire or Dam Pedigrees - Edit

This is where you enter most of the Pedigree information for a Dog. You must add records to continue both the Sire and the Dam pedigrees in order for all of the complete printable Pedigrees in the program to display properly.

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 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	Records may be printed in Form View but you will most likely want to print the full pedigrees rather than these sections.
<b>Who goes here?</b>	Remember, you are not adding your Dog or it's Dam and Sire in this form as those dogs have already been entered. You are starting here with your Dog's Grandparents (the parents of your Dog's Sire or the parents of your Dog's Dam depending on which button you chose to open this form).
<b>Where to start?</b>	When you open this form your cursor will be in the first line for the Sire. The Sire is always above and the Dam below the dog in the previous generation. There are 2 lines for each dog in the first three generations shown here and only 1 line for each dog in the 4th generation. Normally people use the first line for the name and number of a dog and the second line for color and other info they want to enter. You can enter it however you like. When you use the Tab or Enter key on your keyboard you will move from the top to the bottom of the first generation and then from the top to the bottom of the second generation and so on. If you are not sure you are entering it the way you should you can enter a little and then go open the full pedigree for the Dog and see how it looks.
<b>View the Samples</b>	If you have not deleted our sample dogs you can look at these records for them and the way this works will be obvious.
<b>Copying this record to another Dog</b>	We have added special Copy and Paste buttons to these forms that will copy and paste the entire section from one dog to another. When you are in a completed record (section) you use the copy button on the form to copy the entire record. Then you move to the blank record (section) where you want to insert the record and use the paste button to paste the entire record there.
<b>Note</b>	You only copy and paste these records to other dogs with either the same sire or the same dam or both. The Pedigree would NOT be accurate if you pasted a record from one generation dog to another, like from one dog's record to it's offspring.





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## Litters and Puppies

Opens the Litters and Puppies - Entry form (described below) which also contains buttons to open the other forms and reports described in this section which are used to store and print all of your Mating, Litter and Puppy Records.

## Litters and Puppies - Entry




This is where you add and edit all Mating, Litter and Puppy records. This form has buttons to open related forms for entering additional information and various forms and reports designed for viewing and printing your records.

	<b>Data Entry</b>	Full
	<b>Views Allowed</b>	Form or Datasheet View
	<b>Printing</b>	Use the Datasheet or the related forms and reports to print these records.
	<b>Normal Sort Order</b>	These Records are sorted by Date Bred in Descending order (last bred is shown first) each time the form is opened regardless of the order they were entered.
	<b>Filters</b>	By Breed, By Sire, By Dam or View only records that are not marked as completed.
	<b>The "Go To" field at the top of the form</b>	Is used to select the record you want to see or edit. This list is created from the records that are available when the form is opened. The list displays Date Bred, Date Whelped (if entered), and the Dam. The entries are in order by Date Bred, Descending. You can not edit the list for this field manually but when you Add records, Delete records or Change records this list will be automatically updated to show the changes you have made the next time you open the form.
	<b>Adding the Mating Info</b>	Just complete the section that says "Enter the Mating Information Here" Pick the Breed, Dam, Sire, Owners and the person who handled the mating from the lists. The list of Breeds includes all Breeds you entered in the Breeds Form on the Master Lists - Menu. The list of Dams includes all Dams of the Breed you selected with the Status "On Hand", The list of Sires includes all Sires of the Breed you selected with the Status "On Hand", The People in all lists include the people you have entered in the Breeder Rolodex on the People - Menu.
	<b>The dog I need to enter is not in the list.</b>	If the dog is not in the list you will need to check the dogs record in the Dog Records - Entry form to make sure the Breed is correct (repick from the list to make sure), the dog's status is "On Hand" and the dog's sex is M or F.
	<b>Enter a Special Mating</b>	If you would like to enter a mating to a dog that is not in your records, a mating between 2 different breeds or enter a skipped heat so that the Next Heat due is correctly calculated then you will need to use the Special Matings form. In the Special Matings form the lists for the dam and sire show all dogs in the program. You will be allowed to pick dogs from the list or type in the names for dog's not in the program or just type in text such as "Skipped this Heat". The record will still be displayed on the Mating records of any dog who was chosen from the dam or sire lists even if they were not the same breed and there will be a litter record added to the Litters and Puppies form that you will be able to complete as usual.

<b>Adding the Litter Info</b>	Just complete the section that says "Enter the Litter Information Here" as you have the information available. When you enter the Registration Numbers you only enter the part of the number that is the same for all puppies. The last digits of the registration numbers that are different for each Puppy should be entered in the Puppy information under Reg.1 ID or Reg.2 ID. (See the Sample records if you have not deleted them)
<b>Entering the Puppies for the Litter</b>	You add the basic information for each puppy in the litter at the bottom of the screen where it says "Enter the Puppies Here". To add the sales information for the puppies you open the Puppies form.
<b>To Locate a Litter Quickly</b>	The "Go To" list at the top of the form is designed to locate a record quickly but if you would like to find a record based on a particular field it may be faster for you to use the "Find" feature (binoculars button) on the Toolbar. For example: To use the "Find" feature to locate a record by the Registration Number you simply put your cursor in the Registration Number field on any record then click on the binoculars, enter the Registration Number you are looking for in the "Find What" field and click "Find First" or "Find Next" to go directly to the record you are looking for. See the General Help Topics for more info about using the "Find" feature.
<b>To Locate a Puppy Quickly</b>	If you search for a puppy on this form you will only be able to find puppies in this litter. To search for a puppy when you don't know what litter it is from you need to open the Puppies form and select the "Show All Records" Button and then do the search there.
<b>Opening the Related Forms and Reports</b>	There are buttons on the left edge of this form that open related Forms and Reports. When you open the related forms or reports most of them will display only the record for the litter you are on in this form. Some of them have a "Show All Records" button that allows you to view the records for other Litters without having to close the related form to come back to this form to locate another Litter and then reopen the related form...

## Special Matings - Entry





This is where you enter Mating Records that are somewhat out of the ordinary. In this form the entries don't have to match the lists. You use this form to enter Matings between dogs of different breeds, Matings between one of your dogs and one that is not in the program or to record a heat when the dog was not bred so that the Heats Due report will be updated correctly etc.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	No need to print this form.
<b>Normal Sort Order</b>	This form always opens to a new record but it also contains all of the regular matings that were entered. These Records are sorted by Date Bred in Descending order (last bred is shown first) each time the form is opened regardless of the order they were entered.

<b>Matings between 2 different breeds</b>	When you are entering matings between 2 different breeds that you have in the program you will still want to choose the names from the lists so that the mating record will be recorded on their records. When you choose the breed for this type of mating it doesn't have to be the same as either dog. For example if you are mating a male Poodle to a F Cocker Spaniel you would probably want to enter the mating for the breed Cock A Poo. If so you will need to add the breed Cock A Poo in the Breeds form prior to entering the mating record.
<b>Mating to a dog not in the program</b>	When entering a mating to a dog that is not in the program you would want to choose your dog from the list and then just type in the other dog's name. However you will not be able to print pedigrees or Litter applications for this mating since both dogs are not in the program. If you want those options you would need to add the dog that you don't own to your records. After you have entered the mating you could go back and mark his status as "Other".
<b>Skipping a Heat</b>	You can add a mating record for a dog who was not actually bred. You just select the dam from the list and then enter a message in the sire field like "skipped this heat". This will add the record to the dog's mating record and keep her next heat due updated. You would want to enter a note on the related litter record and mark it as completed.

## Puppies - Entry





This is where you complete the puppy sales information and do searches for puppies.

 <b>Data Entry</b>	Edit, The puppies must be added to the bottom section of the Litters and Puppies form before they will show up here. You just complete the records in this form.
 <b>Views Allowed</b>	Form or Datasheet View
 <b>Printing</b>	Records may be printed in Form or Datasheet View but you will most likely want to print the entire Litter Record or Medical Record. When you use the Print button on the form it will print all of the records.
<b>Normal Sort Order</b>	These Records are sorted by Date Bred, Breed and in the order they were entered on the Litters and Puppies form each time the form is opened regardless of the order they were entered.
 <b>Filters</b>	When you open the form it contains only the puppies for the litter you were on in the Litters and Puppies form. You may use the Buttons on the form to Show All Records or to Show only the Puppies On Hand. You may like to use this form rather than the regular Puppies On Hand form. This one has larger print but uses more paper.
<b>The View Litter Record Button</b>	This form has a "View Litter Record" Button on each record. This button will take you back to the Litters and Puppies form and move to the record for the puppy you were on in this form. This is handy if you have opened this form to do a search for a puppy and then you want to see the related Litter Record.

<b>Searching for a Puppy</b>	To search for a puppy when you don't know what litter it is from you just click on the "Show All Records" button so that all puppies in the program are added, click in the field you want to search by (like the Pet ID#), click on the binoculars on the Toolbar and enter the number you are looking for. It will find the puppy for you and then if you want to come back to the Litters and Puppies form to see that litter you can click on the "View Litter Record" button for that puppy. Otherwise you can just click the close (arrow) button to come back to the litter you were on before you opened the Puppies form.
<b>When you keep a puppy</b>	When you keep a puppy you should still enter the date of sale and a \$0 sale amount and then put a note in the sold to field like "Kept this pup" so the pup is taken off of the Puppies On Hand form. You will then need to enter a record in the Dog Records form for the puppy to maintain it's permanent record.

## Litter Medical Records - Entry, Print




This is where you enter the Medical Records for the Litter. They can be scheduled ahead of time so they appear on the "To Do" Report or entered as they are completed.

 <b>Data Entry</b>	Full Entry of the Medical lines in the subform. The Main form section containing the Litter info can not be edited here, it displays the info as entered on the Litters and Puppies Form.
 <b>Views Allowed</b>	Form View Only.
 <b>Printing</b>	May be printed in Form view. The Print button on the form prints just the Medical Record you are viewing when you click on it.
<b>Normal Sort Order</b>	The Medical Records are sorted by date each time the form is opened regardless of the order they were entered.
 <b>Filters</b>	When you first open this form it will show only the record for the Litter whose record you were on in the Litters and Puppies - Entry form. If you want to browse through the Medical Records for all of your Litters just click on the "Show All" button.
<b>Status Field</b>	You have to choose either Done or To Do in this field. All records entered as To Do will appear on the To Do Reports until they are changed to Done.
<b>Administered</b>	You may select entries from the list or type whatever you want in this field. The list shows items entered in the Medical Entries List Form which can be opened from the Master Lists Menu. This can be Vaccines, Medications, Vet Exams, Procedures like docking tails or removing dew claws, supplements given or whatever you need a record of.
<b>The Routines</b>	If you use a basic routine (Vaccination Schedule) for your litters you may use the Routine buttons to build 1 or 2 basic medical routines that can be inserted for any litter. Once a routine has been inserted you may still add other entries or edit the records as needed.
<b>The Age/Date chart</b>	There is a chart on the form that shows you the date that your puppies will be various ages. This is just a reference chart that is calculated from the date of birth that you entered.

<b>Blank Lines</b>	If you have blank lines in the medical records or the Routines it is because you have removed information from lines but you did not actually delete the entire line. Blank lines are removed completely if you delete the line correctly. To Delete them just click on the record selector (the gray box on the left edge of the line) so that it is darkened (selected) and then press the DEL key on the keyboard and it will delete the line.
<b>Tip</b>	You may want to schedule things to be done so that when you provide a Customer Pet Record with a puppy the new owner will not only have a record of what has been done but also know what they need to do for the puppy. You may even want to require that the scheduled items be carried out for the contract to remain in effect.

## Medical Routine - Entry


This is where you set up a Routine (Vaccination/Medical Schedule) to be reused for your litters. You may design 2 Different Routines to be used. You may insert one or both for any litter at any time. They may be inserted before or even after other Medical records have been entered for the litter. They will just be added and arranged by date (when you reopen the form) with what is already there.

 <b>Data Entry</b>	Full, on the Medical Lines
 <b>Views Allowed</b>	Form View Only
 <b>Printing</b>	No need to print this form.
<b>Normal Sort Order</b>	The Medical Records are sorted by # of Days each time the form is opened regardless of the order they were entered.
<b>Administer</b>	You may select entries from the list or type whatever you want in this field. The list shows items entered in the Medical Entries List Form which can be opened from the Master Lists Menu. This can be Vaccines, Medications, Vet Exams, Procedures like docking tails or removing dew claws, supplements given or whatever you need a record of.

## Litter Records, Landscape or Portrait - Print Only

This form is designed just for printing the permanent records for your Litters and Puppies.

The records can not be edited in this form. Each record contains the information that was entered in the Litters and Puppies - Entry form.



 <b>Filters</b>	When you first open this form from the Litters and Puppies - Entry form it will show only the record for the Litter Record you were on in the Litters and Puppies - Entry form. If you open this form from the Dog Records - Entry Form it will contain all litters related to the Dog whose record you were on in the Dog Records - Entry Form and you may scroll through them. If you want to browse through the Records for all of your Litters just click on the "Show All" button.
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## Litter Pen Cards - Print Only

This form was designed to print 3x5 or 4x6 index cards to place on your dog pens.

These records can not be edited in this form. Each record contains the information that was entered for the Litter in the Litters and Puppies - Entry form.

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 <b>Printing</b>	Use the "More" button in the Print Setup to adjust the margins, columns and spacing. You may print the cards on a variety of card or paper sizes simply by adjusting the Print settings. The printed area of the pen card is 3" x 5". Some printers must allow 1/2" space on all sides so you may need to use 4" X 6" cards or larger. Always check the Print Preview and print to plain paper to make sure you have the settings correct before printing to actual cards.
 <b>Filters</b>	When you first open this form it will contain only the card for the Litter Record you were on in the Litters and Puppies - Entry form. If you want to browse through the Records for all of your Litters just click on the "Show All" button.
<b>Tip</b>	If your printer does not like printing on the cards or you have trouble getting the margins adjusted correctly you can purchase 8.5"X11" cardstock to print multiple records on and cut them to the size you want.
<b>Tip</b>	If you would like to see more or different info on your pens you may want to purchase shop ticket holders which come in a variety of sizes that will hold even full size pages. They are made of tough transparent plastic and some have ziplock closures to keep out moisture. You can purchase them at most office supply stores and keep any printouts or records you like on your pens.

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## Collar Slips - Print Only

This form was designed to print collar inserts for your puppies. There are 2 of these forms that are identical except for the Litter Registration Number that prints on the collars. One is for collars displaying the Reg.#1 entered for the puppies and the other one displays the Reg.#2 entered for the puppies. All other info on the collars are the same.

These are for inserting into the Animal ID bands that can be purchased from Precision Dynamics Corp. 1-800-255-1865, [www.visaband.com](http://www.visaband.com) or through various vaccine suppliers.


These records can not be edited in this form. Each record contains the information that was entered for the Puppies in the Litters and Puppies - Entry form.

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 <b>Printing</b>	Use the "More" button in the Print Setup to adjust the margins, columns and spacing. You may print the collars on the slips that come with the collars or a variety of card or paper sizes simply by adjusting the Print settings. Some printers are not capable of printing to narrow sheets such as the inserts sheets that come with the collars so you may need to print on regular paper or cardstock and then cut to insert.
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 <b>Filters</b>	When you open this form from the Litters and Puppies - Entry form it will contain only the collars for the Litter Record you were on in the Litters and Puppies - Entry form. If you open this form from the Puppy Sales Invoice it will contain the records for all Puppies sold on the date of the invoice.
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## Litter Pedigrees - Print Only

The Pedigree forms were designed for Printing Only.

The records can not be edited here. Each record contains information that was entered on the Dog Records - Entry, the Continue Sire Pedigree and the Continue Dam Pedigree forms for the Dam and Sire of the Litter. If this pedigree does not display the correct information you will need to go back and correct those records. The Owner Information that is displayed in the top left corner is what you have entered in the Kennel Owner Detail form which you open from the People Menu. If it does not display here as you like you will need to open and edit that record.

The Litter Pedigrees are designed to print for the litter. There are areas on the Pedigree that may be filled in by hand with individual puppy information like Sex, Color and Registration ID but these areas can not be edited in the program.





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 <b>Filters</b>	When you first open this form it will contain only the Pedigree for the Litter you were on in the Litters and Puppies - Entry form. If you want to browse through the Records for all of your Litters just click on the "Show All" button.
<b>Custom Borders and Watermarks</b>	We have designed 4 & 5 Generation Pedigree choices for the Litters that you may print with or without a border. The reason we gave you the option of printing them without the border is so that you could design your own if you like. To use custom borders or watermarks you may purchase or design and print the borders and backgrounds of your choice and then simply print these pedigrees without the border onto your custom designed sheets.
<b>E-Mailing a Pedigree</b>	This program does not have the ability to e-mail directly from the program but there is a way to do it. We use a utility called ScreenPrint which is a screen capture utility that runs in the background and allows you to capture anything on your screen at any time. Once you capture something you can e-mail it, save it, Print it, Edit it like a picture or whatever you want to do with it. You can download ScreenPrint from <a href="http://www.softwarelabs.com">www.softwarelabs.com</a> or choose from a variety of other screen capture utilities on the market.
<b>Saving Changes to the Form</b>	If you change the print settings for the form you will be asked if you want to save the change when you close the form. Sometimes if you choose yes you will get an error stating "Cannot Destroy Active Form Instance" If you get that error you can use the X button on the top right corner of the form to close it instead of the arrow (close) button to close the form and you won't get an error... We don't know why it does that but it sometimes does...

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## Customer Pet Record and Contract - Edit, Print

This is the form you will use to print records to be given to your customer when you sell puppies privately. These records include the Customer Information, Pet Identification, the Contract Terms and the Medical Records for the Sale of a Puppy.

 <b>Data Entry</b>	Edit, This form displays information entered for each Puppy in the Litters and Puppies form, the Puppies form and the Litter Medical Records form.
 <b>Views Allowed</b>	Form View Only
 <b>Printing</b>	May be printed in Form View Only. The Medical record area and the Guarantee area of the form will expand when printed to include all information contained in those sections. The Print button on the form prints only the current record. You should print 2 copies of this record and both should be signed by all, one for you and one for the customer
<b>Normal Sort Order</b>	These records are in the order they were entered on the Litters and Puppies form each time the form is opened.
 <b>Filters</b>	When you open this form from the Litters and Puppies form it will contain a record for each puppy that is entered in the Litter you were on in the Litters and Puppies form. If you want to see the records for all of your puppies you can choose Records, Show All Records from the Menubar.
<b>Inserting the Contract Terms</b>	At the top of the form there is a List field where you select the Contract ID for the Contract Terms that you want to be inserted into the Guarantee area.
<b>Additional Terms</b>	You may enter additions or amendments to the standard contract terms in this area.

## Puppy Sales Invoice / USDA 7006 - Entry, Print

Use this invoice for Sales of Multiple puppies. This invoice is accepted by USDA in place of their form 7006. Just complete one and send it to the main office for approval.

 <b>Data Entry</b>	In this form to add a record you simply go to a new record and enter the date of sale, the invoice # and then select the appropriate purchaser in the sold to List. The appropriate puppies will be added automatically based on matching sales info you have entered in the Puppies form for the puppies. All Puppies (even from multiple litters) with a matching date of Sale and Sold to the same person will be added to the invoice.
<b>The Invoice #</b>	You may enter your invoice numbers however you like. If you don't have a particular number or sequence you want to use we suggest you use the assigned number at the top of the form as the invoice number. The assigned number will never be duplicated. It is actually the number assigned to the record by the program.
<b>Additional Charges</b>	You may also enter other fees on the lines below the puppies. Each line has a description field and \$ amount field. These amounts will be added to the Total on the invoice.

<b>Transported By and Truck Driver Fields</b>	These fields were added to make the form compatible with the USDA 7006 form as they require this information to be entered.
<b>Missing Puppies</b>	If you have entered an invoice and there are puppies missing that should be showing up on the invoice you need to check the following things. First make sure the date of sale and the person sold to on the puppy's record is correct. If it appears to be the same but the puppy does not show up then go back to the puppy record and remove the name and address of the person you sold the puppy to and then select it from the list. Tip: When you are selecting the name of the purchaser on the Invoice, if their name is in the list more than one time it means the entries are not an identical match. The computer sees them as different people if the entry is not exactly the same. To prevent or correct this problem you need to always choose the name of the person you are selling multiple puppies to from the list for the Puppy Sales records. Then it will only be listed on the invoice "Sold to" list one time and when you select it all puppies will show up correctly.
<b>Can't save or print, I get a message that says Duplicate Value...</b>	If you get a message that the record can't be saved or that it is a duplicate value it means that you have already entered an invoice for the same date to the same purchaser. Just press your Esc key on the keyboard 2 times to undo the record you can't save and then scroll through and find the one that is already there.
<b>Records entered on the USDA 7006 form in previous versions</b>	In previous versions we had this form and a form designed for printing the records right on the usda 7006 forms that USDA provided. Both forms use the same records so any records you had entered on that form are still in this form. We removed the other one because it was hard to get it set up to print correctly and since USDA approves this one which is much simpler there was no need to have both.

## Litter Registration Options - Menu




This is where you print Litter Registrtion Applications for the 4 Registries we have made available. There are Litterally hundreds of Registries out there and we can not include the litter apps for all of them so we have decided to limit this option to just the Top 4 regsitries used by our customers.

<b>Why 2 choices for each Registry</b>	When printing a litter app for a registry you will choose button 1 or 2 for the app based on the way your dog registration numbers have been entered. For example if you have entered APRI as registration 1 for your adult dogs and UABR as Registration number 2 then when you want to print a litter app for APRI you would select APRI 1 and when you want to print a litter app for UABR you would select UABR 2 to print the correct registration numbers for the dogs on the litter app.
<b>Optional Fields</b>	There is a button at the top of the screen to open a form which allows you to enter information that will display on the litter apps like Phone numbers, e-mail, credit card info etc.. You need to remove the sample info and add your own or leave things blank if you don't want it printed on the litter apps.

<b>The Litter App is blank</b>	If the litter app for the record you want comes up blank then you need to go back to where the mating info was entered on the Litters and Puppies form and repick the information in the mating section from the lists. There will not be a litter app available if both dogs are not picked from the list or where the owners don't match the list. If you picked the entries from the list when you entered the mating and the litter app is blank now then something in the Dog or people records entered has been changed since then so you need to repick the entries to show the changes. If everything matches the lists then the litter app will show up.
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## Puppy Requests - Entry, Print

This is where you keep track of potential buyers and who is looking for what.

 <b>Data Entry</b>	Full
 <b>Views Allowed</b>	Form Only
 <b>Printing</b>	May be printed in Form View.
<b>Normal Sort Order</b>	These records are in the order they are entered when the form is opened.
<b>Prices displayed</b>	The Current Retail and Wholesale prices shown are the prices you have entered for the selected breed in the Breeds Form. They are shown here for reference only.

## Puppies On Hand Report - Edit, Print

This Report/Form is designed to print a list of your Puppies on Hand.

 <b>Data Entry</b>	Edit, not all fields can be edited in this form.
 <b>Views Allowed</b>	Form or Datasheet
 <b>Printing</b>	May be printed in Form or Datasheet View. The font is really small on the Form View to fit everything in it. You may want to use the Datasheet View to enlarge the fonts if you don't need to see all of the fields.
<b>Normal Sort Order</b>	These records are sorted by Pet ID# when the form is opened regardless of the order they were entered.
 <b>Filters</b>	There are button on the form to Show All Records or to view just the Puppies On Hand.

## Litters TO-DO Report - Print Only

This report includes all Litter Medical Record entries with a To Do Status.

## Puppy Sales Report - Print Only

This Report will ask you for a beginning date and an ending date when you open it. Once it opens it will show you all Puppy Sales that occurred during that time frame and a Balance.

<b>Note</b>	You must enter the Date Sold or Died, and Sale price for all puppies in the Puppies form in order for this report to be accurate. The report also includes info from the Kennel Owner Detail form.
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## 8 Week Old Report - Print Only

This Report lists all puppies under 8 weeks old and shows the date that they will be 8 weeks old, the breed, dam, sex, color, the date of birth and the type of registration for each.

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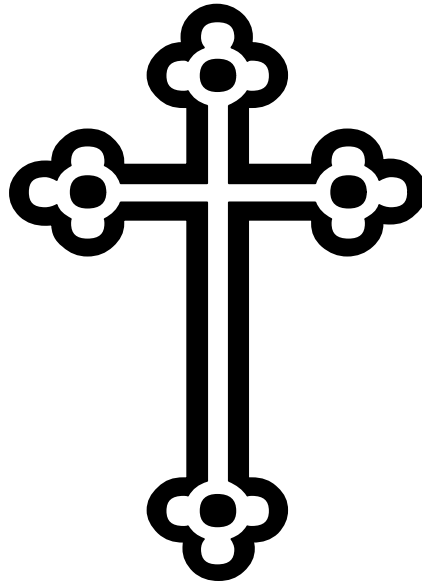
**Note** You must enter the Date Sold or Died, and Sale price for all puppies in the Puppies form in order for this report to be accurate. The report also includes info from the Kennel Owner Detail form.

## Puppy Loss Report - Print Only

This Report will ask you for a beginning date and an ending date when you open it. Once it opens it will show you all Puppy Lost during that time frame.

Our Motto is:

# **JESUS and a Puppy can Lick Anything!!!**



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