

## **How to Quickly Locate a Client or Patient Record**

From the patient locate screen, clients and patients can be located in any of the following ways:

1. Enter all or part of the client last name and press enter, the screen will jump to the list and be located and the closest matching last name.
2. Enter all of the last name then a comma then one or two letters of the first name eg. Smith,ja. The screen would jump to Smith starting with Ja in the first name.
3. Enter the 5 digit client number. The screen will jump to the client record and be positioned on the first patient alphabetically.
4. Enter the 5 digit client number followed by 1-3 alpha characters of the patient name eg. 12345ma and the screen will jump to the client record and the closest matching pet name eg 12345 - Mabel.
5. Enter the full 9 digit client / patient number eg. 123450001 and the screen will jump to that patient record.

