NaVetor Boarding Module

You will access the module by opening the NaVetor Menu. By navigating to Scheduling, you will have 2 options to choose from. The top option is "Scheduler," and the bottom option is "Boarding."

Here is an example of the main boarding screen:

In order to set up the rooms/cages for the boarding module, navigate to Settings > Admin >> My Practice >>> Practice. From there, you'll click on the location tied to your practice. Within the Update Location screen, you'll go to the Manage/Associate Resources section at the bottom half of the screen, and click on "Add Resource." The following screen will come up:

If you have 1 unique cage that you would like to schedule boarding reservations under, choose Single Copy. Input the name as you would like it to display within the Resource Prefix box. Next, choose a Resource Category. If no resource categories are listed, choose the plus sign to the right and create one for Boarding. From there, enter in the appropriate booking limit. As a final step, check the Boarding/Daycare/Grooming checkbox and save.

**NOTE: Be sure to check the box to indicate that this is a Boarding/Daycare/Grooming resource during your Boarding setup. If you don't select this and save the resource, it will NOT show up on the Boarding calendar.

If you have several cages that are all similarly used, the Multiple Copies option is very useful. By choosing Multiple Copies, you're creating duplicated cages/kennels with the same name labels.

Using the below as an example, if you have more than one Large Cat Condo, you would pick Multiple Copies. From there, type in the Resource Name as you would have it appear on the Boarding Calendar, then the number of copies needed on the calendar. Here, we have 5 Large Cat Condos that we will be booking under. The name labels will be automatically numbered for you upon saving. In the below example, we are creating 5 "condos" that will be labeled "Large Cat Condo 1, Large Cat Condo 2, etc."

After saving the above setup, you will be brought back to the resource list, which will be updated with a listing of your 5 "Large Cat Condos."

The left is an example of how the 5 Condos will display in NaVetor Boarding, when choosing 5 Multiple Copies of Large Cat Condo.

Appointment Types can also be set up specifically for Boarding. To set these up for Boarding, you will go to Settings > Scheduling >> Appointment Type.

When creating new or editing an existing appointment type, you will now have a check box to select if you want the appointment type to be available when you schedule a Boarding Appointment.

If you want the appointment type to show for boarding, be sure to check the box to allow for that.

Now that your setup has been completed, you can begin booking your boarding reservations.

When on the Boarding screen, to create a boarding reservation, you can click "Add Reservation" in the top right of the screen, or just double-click on an appropriate day & resource.

The screen will look like this:

Once you have completed the reservation & saved, it will appear on the Boarding Calendar. This calendar will have the same hover-over feature that the Appointment Scheduler does.

The same Appointment Status Icon that is on appointments in the regular Scheduler, is available in Boarding. However, the options in Boarding are different. Below is an image of options you'll see when clicking on the icon from within a boarding reservation.
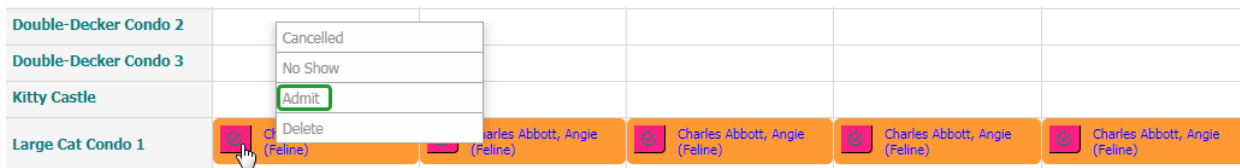
Once a patient has been admitted, options tied to the icon change. Below is an image of options you'll see when clicking on an admitted boarding reservation.
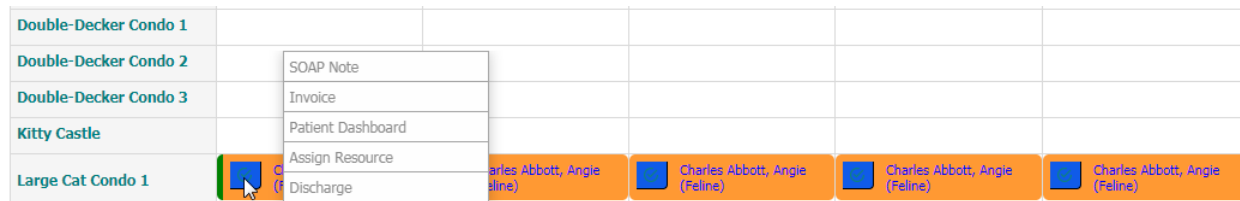
The colors will be next to the reservation to easily identify what the status is. For reference, there is a legend in the top right corner of the Boarding screen.