

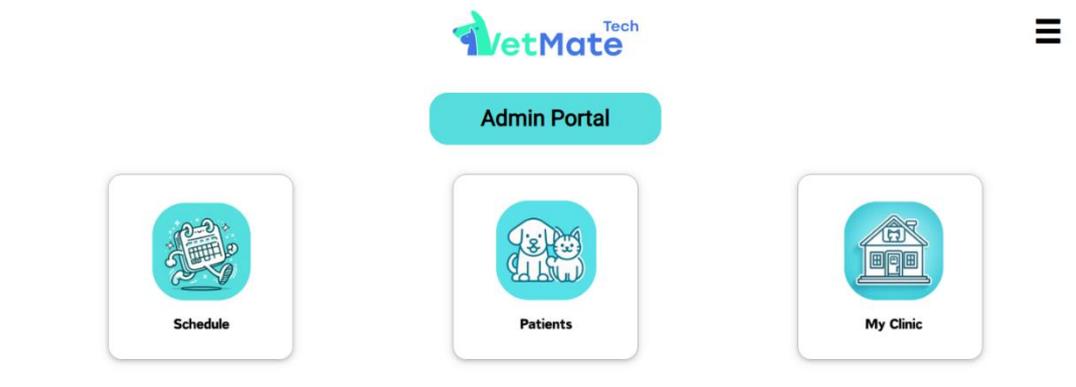
# VetMate User Guide

## 1. Logging In

Once your account is active and a password and login has been set up, please follow the steps below.

Visit [www.vetmate.io](http://www.vetmate.io) and navigate to the portal page, or go directly to the online portal- [www.portal.vetmate.io](http://www.portal.vetmate.io)

## 2. Getting to know your admin panel



### 2.1. Schedule

#### 2.1.1 Adding a patient/admission

The screenshot shows the VetMate Tech Schedule page. At the top left is the "Schedule" icon. At the top center is the VetMate Tech logo. At the top right is a hamburger menu icon. Below the logo is a teal button labeled "+ Add Admission" with a red arrow pointing to it. Below the button is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a table with the following data:

Patient	Owner	Procedure	Admission	Status		
Sooty Samartzis	Dimitrios Samartzis	asd	23-08-2024	Not Started	<a href="#">View</a>	<a href="#">api</a>
Sooty Samartzis	Dimitrios Samartzis	asd	22-08-2024	Not Started	<a href="#">View</a>	<a href="#">api</a>
Bello Ciderhouse	Test Ciderhouse	Dental	22-08-2024	Ended	<a href="#">View</a>	<a href="#">api</a>
Bello Ciderhouse	Test Ciderhouse	test seonc test	20-08-2024	Ended	<a href="#">View</a>	<a href="#">api</a>
ROBIN Wayne	Bruce Wayne	Petbooqz Surgery	20-08-2024	Not Started	<a href="#">View</a>	<a href="#">api</a>

TIP: The admission page basics should be filled out before the patient arrives.

Click "Add patient" for your new file to be saved.

### 2.1.2 Viewing upcoming surgeries that have not been completed

- Once the patient has been saved, navigate back to the Schedule page to see all admission patients.

### 2.1.3 Completing patient admissions and consent forms

- Once the patient arrives for their surgery, open their file from the Schedule screen.
- The remaining information and patient questions can be filled out here, as well as consent forms (if required). You can leave the consent forms blank if you wish to use another format.
- Updating the admission can be performed at any time.
- **When filling out the form, make sure “UPDATE” is clicked at the bottom of each section. If you do not click update for each section, it will not save.**
- When using the consent forms, after the signature is drawn the in the box, click save under each signature box.

The screenshot shows a web-based form for patient admissions, divided into two sections: 'Owner Details' and 'Pet Profile'. Each section has a blue header bar and a white content area with various input fields. At the bottom of each section is a teal 'Update' button with a lock icon, which is circled in red in the image.

Owner Details			
Name	<input type="text"/>	Owner ID	<input type="text"/>
Primary Contact	<input type="text"/>	Email	<input type="text"/>
Admission Date	<input type="text" value="19-07-2024"/>	Admission Completed	<input type="text" value="No"/>
Admission Type Only	<input type="text" value="No"/>		
<input type="button" value="Update"/>			

Pet Profile			
Full Name	<input type="text" value="Bonnie Arnald"/>	Pet Id	<input type="text" value="6024"/>
Age	<input type="text" value="2024y, 7m, 19d"/>	Sex	<input type="text"/>
Species	<input type="text" value="Dog (Canine - Domestic)"/>	Colour	<input type="text" value="Blue"/>
Breed	<input type="text"/>	Breed Alert	<input type="text"/>
Weight	<input type="text"/>	Surgical Procedure	<input type="text" value="Desexing"/>
Date of Surgery	<input type="text" value="19-07-2024"/>	Surgery Nurse	<input type="text"/>
Admission Case	<input type="text"/>	Vet	<input type="text"/>
<input type="button" value="Update"/>			

### 2.1.4 Printing a cage card

- Select “Download” from the patient’s file on the schedule on the top right of the page. By selecting “print” the patient’s full admission form will be printed. We suggest selecting only the pages you wish to print to save paper and highlight the important information.

### 2.1.5 Admission form only

- If a patient requires a consent form only, once the patient's stay is concluded, select this drop down. Remember to click "Update"!

**Owner Details**

Name	<input type="text"/>	Owner ID	<input type="text"/>
Primary Contact	<input type="text"/>	Email	<input type="text"/>
Admission Date	<input type="text" value="19-07-2024"/>	Admission Completed	<input type="text" value="No"/>
Admission Form Only	<input type="text" value="No"/>		

**Pet Profile**

Full Name	<input type="text" value="Bonnie Arnald"/>	Pet Id	<input type="text" value="6024"/>
Age	<input type="text" value="2024y, 7m, 19d"/>	Sex	<input type="text"/>
Species	<input type="text" value="Dog (Canine - Domestic)"/>	Colour	<input type="text" value="Blue"/>
Breed	<input type="text"/>	Breed Alert	<input type="text"/>
Weight	<input type="text"/>	Surgical Procedure	<input type="text" value="Desexing"/>
Date of Surgery	<input type="text" value="19-07-2024"/>	Surgery Nurse	<input type="text"/>
Admission Nurse	<input type="text"/>	Vet	<input type="text"/>

### 2.1.6 Admission form complete

- Once the surgery or procedure is completed, select this drop down and then click "Update". This will move the patient from "Schedule" to the "Patients" section on the portal. You will not be able to edit any fields after this.

**Owner Details**

Name	<input type="text"/>	Owner ID	<input type="text"/>
Primary Contact	<input type="text"/>	Email	<input type="text"/>
Admission Date	<input type="text" value="19-07-2024"/>	Admission Completed	<input type="text" value="No"/>
Admission Form Only	<input type="text" value="No"/>		

**Pet Profile**

Full Name	<input type="text" value="Bonnie Arnald"/>	Pet Id	<input type="text" value="6024"/>
Age	<input type="text" value="2024y, 7m, 19d"/>	Sex	<input type="text"/>
Species	<input type="text" value="Dog (Canine - Domestic)"/>	Colour	<input type="text" value="Blue"/>
Breed	<input type="text"/>	Breed Alert	<input type="text"/>
Weight	<input type="text"/>	Surgical Procedure	<input type="text" value="Desexing"/>
Date of Surgery	<input type="text" value="19-07-2024"/>	Surgery Nurse	<input type="text"/>
Admission Nurse	<input type="text"/>	Vet	<input type="text"/>

## 2.2 Recording your Patient's procedure

- In your patient's VetMate file, click "Surgery".
- Here you can see the admission summary, procedures required etc. If you wish to alter any of these fields, this can be done back on the admission screen. Remember to click update!
- On the right of the screen is the surgery panel.

The image shows a vertical sidebar menu for recording a patient's procedure. At the top is a cyan button with a printer icon and the text "Print Form". Below it is the section header "Pre-Surgery Prep" in blue. The menu items are: "ASA" (yellow), "Pre-Surgery Vitals" (yellow), "General Impressions" (yellow), "Pre-Meds" (yellow), "Anaesthetic Safety CheckList" (yellow), "Anaesthetic Induction" (yellow), "Surgery" (cyan), "Recovery Vitals" (yellow), "Create Event" (green), "Create Note" (green), and "CPR" (red). Three callout boxes with red arrows point to specific elements: the first points to the "Print Form" button, the second is a bracket pointing to the "Pre-Surgery Vitals" through "Anaesthetic Induction" items, and the third points to the "Surgery" button.

You can also print a cage card here

Work through these steps to produce a fully comprehensive anaesthetic or sedation monitoring report.

Once your patient is induced and ready, click here and a new tab will open.

## 2.2.1 Surgery Portal

- Click “Start surgery”

**VetMate Tech**

Start Surgery Add Vitals Create Event Create Note Event/Notes

**Surgery Details**

Patients Name	Bello Ciderhouse	Surgery Status	<b>NOT STARTED!</b>
Procedure	dental	Admission Date	31-08-2024
Surgery Start		Surgery End	
Breed	Brittany (unspecified) Spaniel - Brittany (unspecified)	Weight	13.5
Owners Name	Test Ciderhouse	Primary Contact	0449995980

**Surgery Vitals**

	Minutes
Heart Rate	
Respiratory	
Temperature	
SPO2	
ETCO2	
Systolic BP	

**Set Monitoring Time**

Set the time interval between recording vital signs throughout the surgery.

5 Mins

10 Mins

15 Mins

Close

You will be prompted to record the patient’s vital signs according to the interval you select. VetMate strongly recommends selecting “5 Mins”.

## 2.2.2 Vital recording

- Once a vital is graphed, you can edit the reading in the table by selecting the cell you wish to edit

**VetMate Tech**

Stop Surgery Add Vitals Create Event Create Note Timer: 0:10 Event/Notes

**Surgery Details**

Patients Name	Bello Ciderhouse	Surgery Status	Running
Procedure	dental	Admission Date	31-08-2024
Surgery Start	12:42 PM	Surgery End	
Ethnic	Brittany (unspecified) Spaniel - Brittany (unspecified)	Weight	13.5
Owners Name	Test Ciderhouse	Primary Contact	0449995980

**Surgery Vitals**

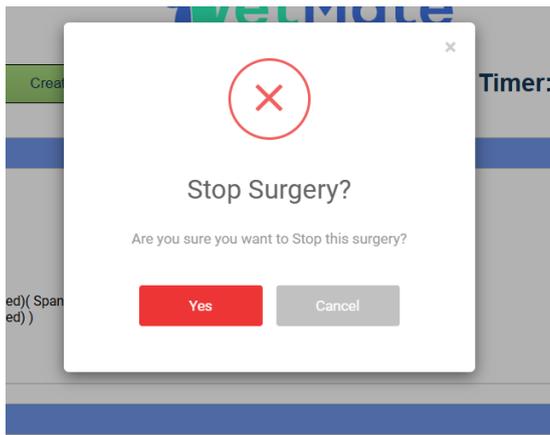
	Minutes
Heart Rate	
Respiratory	
Temperature	
SPO2	
ETCO2	
Systolic BP	

Adding a vital at any time is easy. Just select “Add Vitals”

Here you can select from a pre determined list of “events”

Here you can write any note, medication used etc.

### 2.2.3 Stop Surgery



- After selecting this, you can fill out the Recovery Vitals and edit these at any point. You don't need to have the surgery remaining open.
- Once the surgery is complete and the patient is fully recovered, select "Admission complete" back on the patient's admission summary page.