

Information Cards

Human Information Cards (Mystic View) (this is where Agreements are stored)

- Under Customers section, search for Client or Pet
 - If Customer made reservation you can click on human photo at right under Reservations
- Click on client/human photo to access
- Customer Notes at bottom left DOES NOT show up on customers view,
 - Mystic to add any Notes at the customer level
- View all tabs and be careful what you change as it may show up on customer view
 - Info, Tags, Pets, Records, Credit, Package (not used), Agreements, Cards
- View actions at top right
 - Checkout, payment, profile, send message etc
- Rebecca can block future reservations and messages here, scroll down on (Info) tab

Pet Information Cards (Mystic Only View)

- Click on any pet photo to access
- View information and update anything that we need to keep track of, see all tabs and what is provides
 - Info of Dog, Tags, Scores, Friends/Foes, Vaccines, Notes, Incidents, current weight at Mystic
- You can add pet Notes that only Mystic sees under (Notes) tab
 - Create a Note and choose category (facility, medical, feeding) on dropdown
 - When viewing pet notes from the past, you must look under each category, it does not tell you where the note is located *(Cindy to report to PP)*
- Not sure how detailed we will be on these tabs, after using tool we can determine what we want to keep track of. For now use Notes and Incidents
- Pet Info Card “if” accessed by Assignment Calendar – Under Overview
 - Shows boarding reservation and change kennel location
 - You can modify both here. *Not sure why it does not show up on other views.*

Human Home Page (Customer View)

- Click on most human names to view
- Example: on Reservation Tab, see human name and photo on right of columns

Pet Home Page (Customer View)

- Click on any pet name to access
- You can update pets’ information, this is what Customer sees so be careful