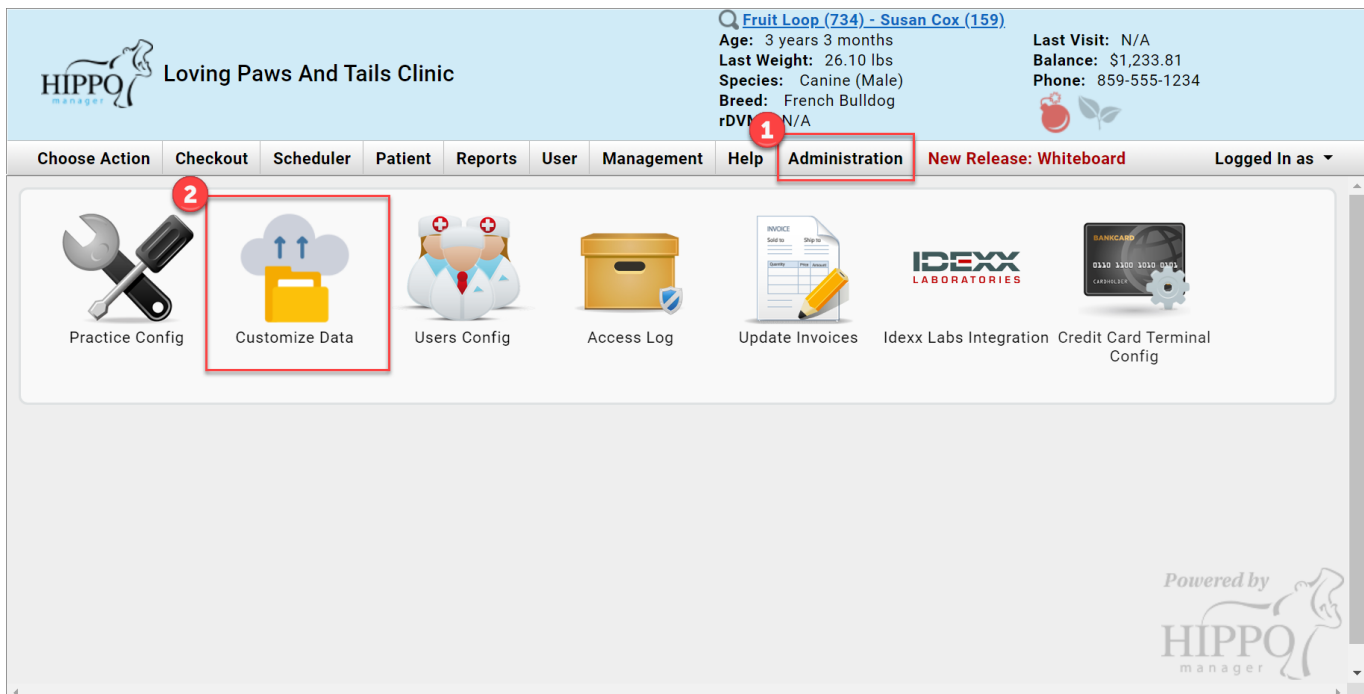# Self Service Suite

Hippo Manager now allows you to customize more of your data, offering you and your team a more personalized experience. With Hippo's new self service suite, you will have the ability to add new species, breeds, colors, markings and genders and customize some of your vital statistics options. You also now have the ability to upload any form your practice uses and customize it so that it will be pre-populated with patient and owner information when you need it.

To access the new self service suite, navigate to the Administration tab, and then click on the Customize Data icon. *Note: Only Super Users have access to the Administration tab*.
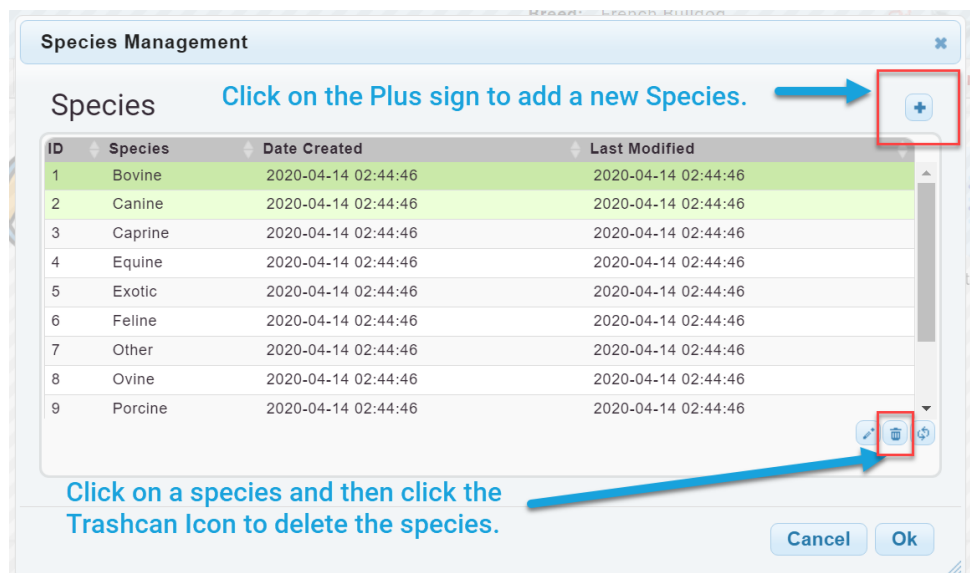
To Customize Species Options:

Click on the Species icon:

Then:

Self Service Suite

To Customize Breeds Options:

Click on the Breeds Icon:

Breeds

Then:

Breeds Management

Breeds   **Click on the Plus sign to add a new Breed.** ➡️   +

ID	Species	Name	Date Created	Last Modified
1	Bovine	Africander	2020-04-14 02:44:46	2020-04-14 02:44:46
2	Bovine	Alberes	2020-04-14 02:44:46	2020-04-14 02:44:46
3	Bovine	Alentejana	2020-04-14 02:44:46	2020-04-14 02:44:46
4	Bovine	Allmogekor	2020-04-14 02:44:46	2020-04-14 02:44:46
5	Bovine	American	2020-04-14 02:44:46	2020-04-14 02:44:46
6	Bovine	American White Park	2020-04-14 02:44:46	2020-04-14 02:44:46
7	Bovine	Amerifax	2020-04-14 02:44:46	2020-04-14 02:44:46
8	Bovine	Amrit Mahal	2020-04-14 02:44:46	2020-04-14 02:44:46
9	Bovine	Anatolian Black	2020-04-14 02:44:46	2020-04-14 02:44:46

Click on a breed and then click the Trashcan Icon to delete the breed.

Cancel   Ok

**When adding a breed, first select the species from the dropdown, then type in the Breed.**

Add Breed

Species Canine

ⓘ Breed Name
Goldendoodle

Cancel   Ok

Colors, Markings and Genders work the *same way* as the breeds widget.

To add new, first select the species, then type in the Color, Marking or Gender. To delete, select and then click the Trashcan icon.
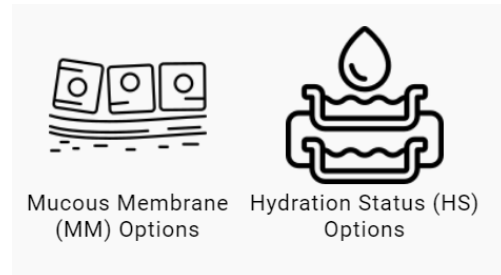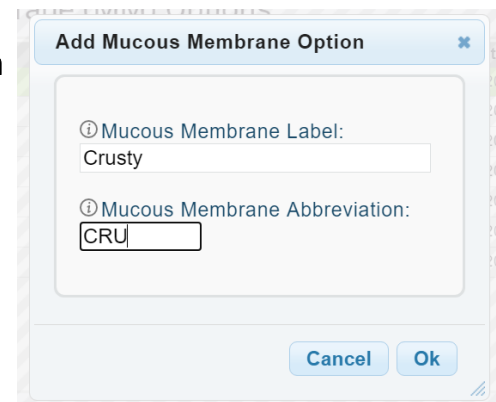
Colors   Markings   Genders

Self Service Suite
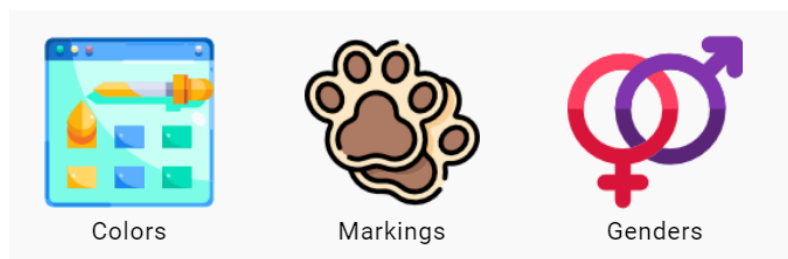
To Customize Vital Statistics Conditions:

First, click on the Vital Statistics Icon: **Then, choose either:**

Vital Statistics Conditions

Mucous Membrane (MM) Options   Hydration Status (HS) Options
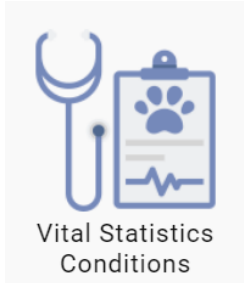
Each of these options work the same way. First, you will type in the new MM or HS option you would like to appear in the dropdown on your chart notes, then you will type in an abbreviation that will appear on the printed version of your notes:

Add Mucous Membrane Option ✖

ⓘ Mucous Membrane Label:

Crusty

ⓘ Mucous Membrane Abbreviation:

CRU

Cancel   Ok

To Reset Negative Inventory:

Hippo now allows you to "start over" if inventory tracking has become messy! You can reset all negative inventory quantities to zero and start over adding your current quantity on hand.

Just click on the icon: **And then type CONFIRM to reset:**

Reset Negative Inventory to Zero

Negative Inventory Reset Management ✖

Reset Negative Inventory

⚠ Are you sure you want to reset the negative inventory quantities to zero? This will erase any negative receiving and item quantities in the system.

ⓘ Type CONFIRM to reset negative inventory:

Cancel   Ok

NOTE: Deleting negative quantities will delete ALL receiving history for the item. Only use this option if you truly need to start over!

Self Service Suite

HIPPO manager

To Create Custom Forms:

First, click on the Custom Forms Icon:
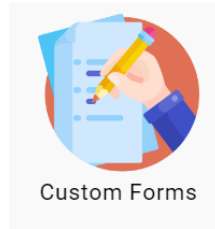
Custom Forms

Then:

Custom Forms

Click the plus sign to add a new form: ➝ +

ID	Name	Date Created	Last Modified
3		2020-10-08 19:43:28	2020-10-08 19:43:28

ⓘ Form Name:
Surgery Consent

Form Template File

+Add PDF

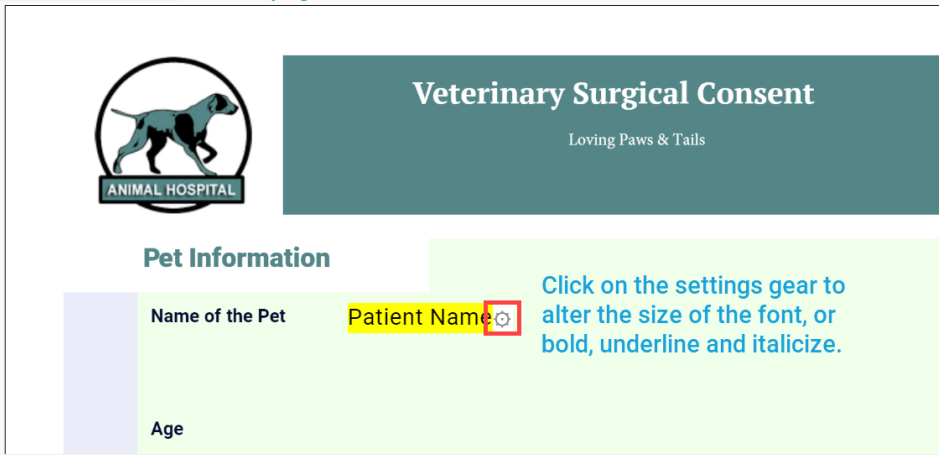Then name the form, and click "Add PDF" to upload a PDF version of your BLANK FORM to Hippo and begin customizing.

The form designer will appear below and you will be able to drag and drop the Available Fields on the right into the proper position on the form:

Drag and position the available fields on the right to the report template on the left. Fields will be printed from the left to right, remember to leave enough room on the right for longer text.

Previous Next
Click "Previous" or "Next" to navigate through each page in multi-page forms.

Page 1 of 3 **Available Fields**

Veterinary Surgical Consent
Loving Paws & Tails

ANIMAL HOSPITAL

Pet Information

Name of the Pet   Patient Name ⚙

Click on the settings gear to alter the size of the font, or bold, underline and italicize.
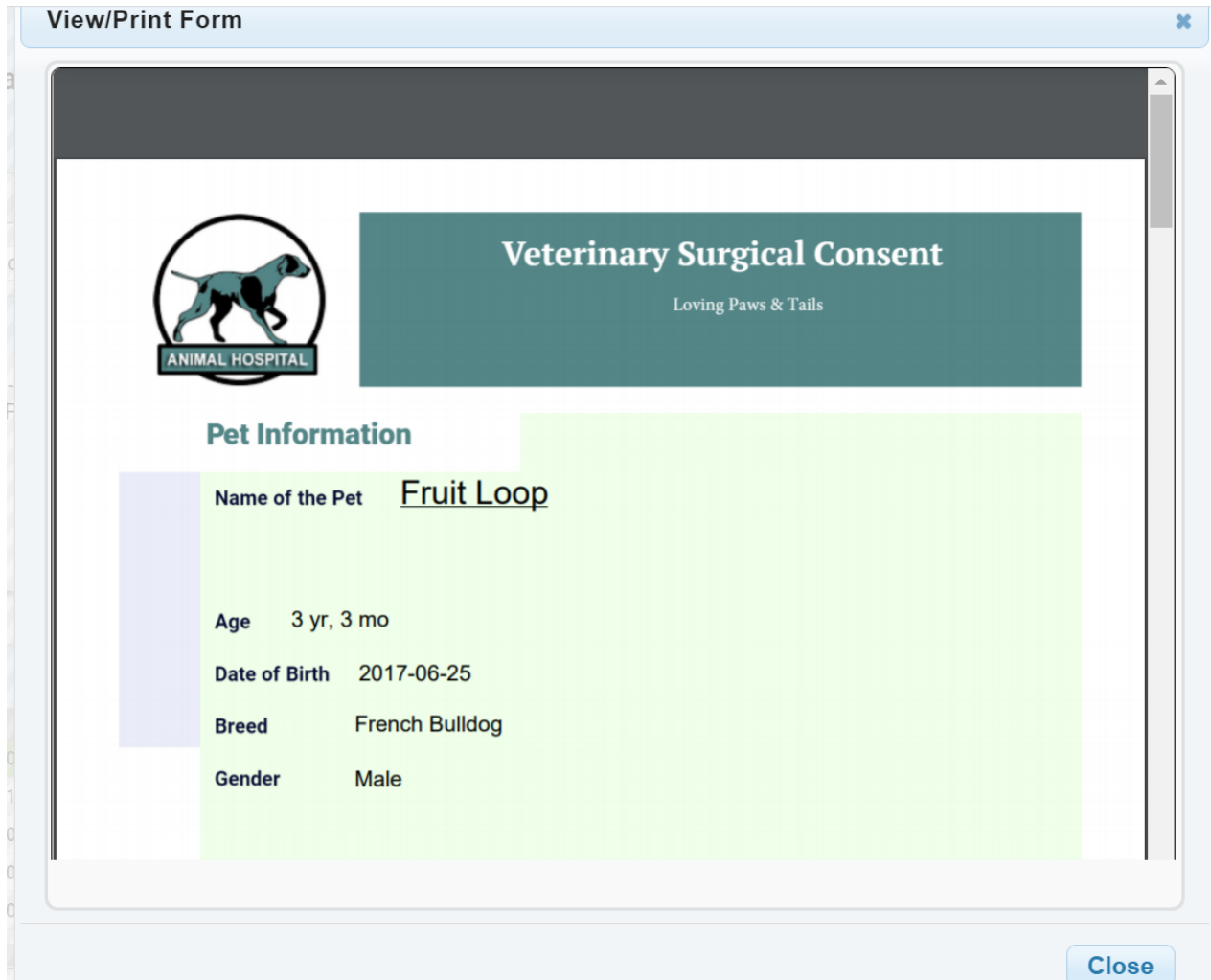
Age

Available Fields
Patient Gender
Patient Id
Patient License #
Patient Markings
Patient Microchip #
Patient Name
Patient Species
rDVM Apt./Suite Address

Be sure to click "Save Form" at the bottom when finished!

Save Form

To Use Custom Forms:

Once a custom form has been created and saved, you'll find it in the Patient tab. Simply click on the name of the form you wish to generate and Hippo will open a PDF form with all the fields you added to the form pre-populated.

At this point, you can print the form, get it signed, and then add a photocopy or picture back to Hippo in the "Documents" widget.

For more information on the Documents widget please see the QSG.