Multiple Locations Module Setup

Prior to setting up the Multi-Location module using this document, if you haven't already, please read through the Kennel Connection Multi-Location Module document as it explains the setup process and also includes requirements and recommendations.

*If using SQL Replication, it is very important that you determine which location is going to house the main database. This is the database that will manage all of the data from all of the locations. This database at this main location will contain all of the location information so that Kennel Connection and SQL server know how to handle the data that is coming in and going out.

Please note: The Multiple Locations Module code and the resulting site license codes are all based on the business information entered into Kennel Connection. If your code does not work, please verify the business information that you entered into Kennel Connection as it relates to what we have on file for your individual locations.

To enable the module at the main location:

From within Kennel Connection 6.04b or higher, click on Help > Add Additional Module and enter the code that you received with your purchase of the module. (Shown in screen shot below) If the code entered is accepted, you will receive a message box informing you of its acceptance and Kennel Connection will produce a site license code. This code is not required for the main location so click OK to close the message box.
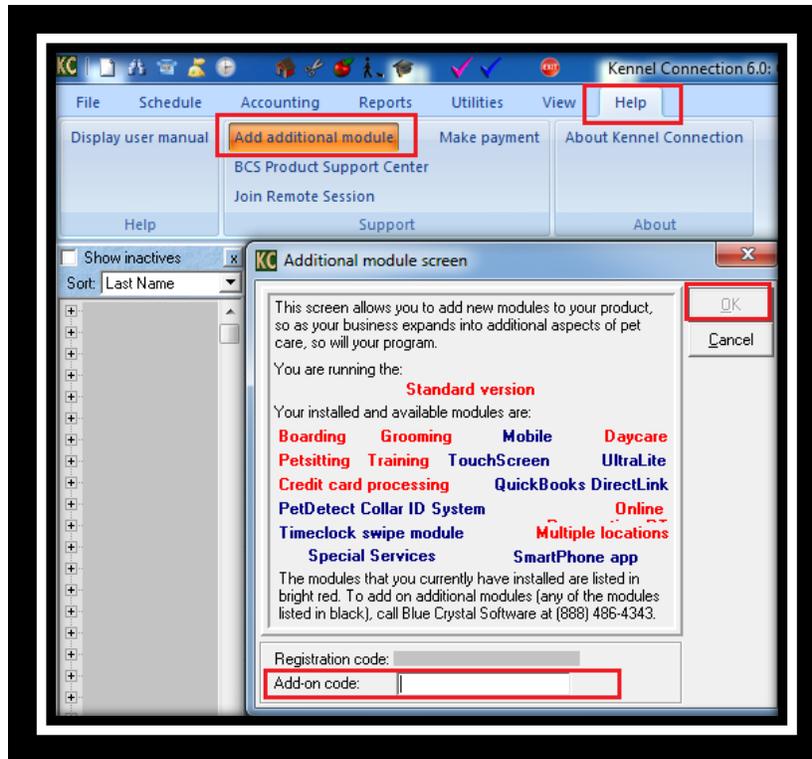
To enable the module at each remote location:

From within Kennel Connection 6.04b or higher, click on Help > Add Additional Module and enter the code that you received with you purchase of a site license for this location. (Same as above screen shot) If the code entered is accepted, you will receive a message box listing your site license code which is to be entered at the main location in the following step. Please make a note of this code. This site license code is also displayed on the Locations tab at the bottom of the locations listing grid under File > Business Information.
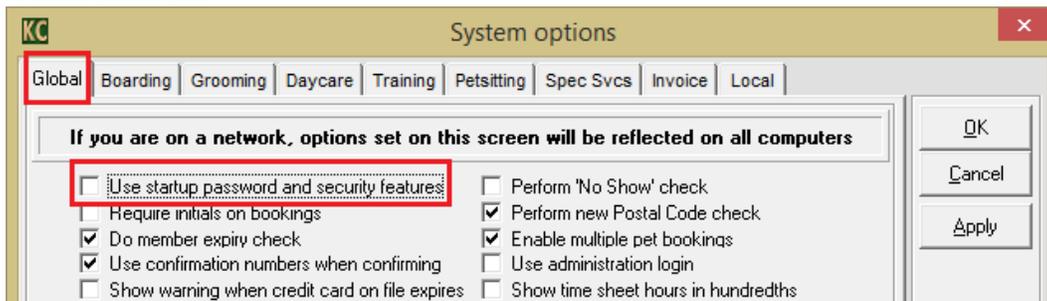
To enable each site at the main location:

IMPORTANT! This step is to be performed ONLY at the main location!

At the main location click on File and choose Business Information. Click the "Locations" tab. If you do not see the Locations tab, then the Multiple Locations Module has not been enabled properly. Please enable the Multiple Locations Module. Click the "Add" button and enter the location information. You will need to enter the code received in the previous step. (Shown in the screen shot below)
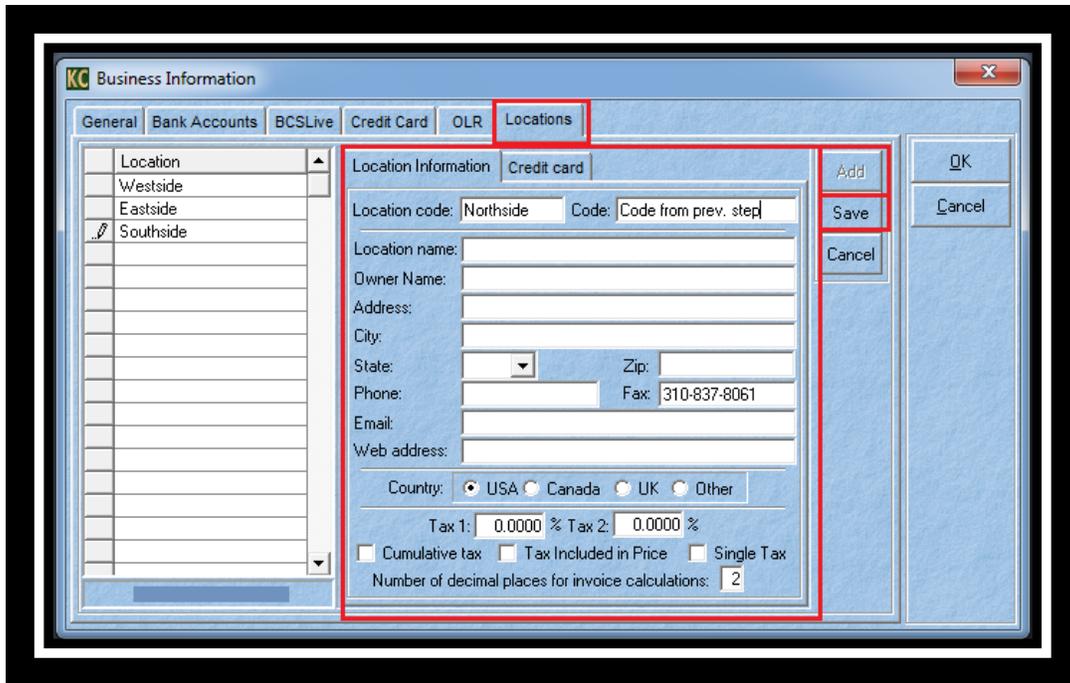
Employee setup

Employee logins and security must be enabled for the **Multiple Locations** module to function. To manually enable login security, click on **File > System Options** and put a checkmark in the first box, **Use Startup Password and Security Features**. **Note:** The security option checkboxes will be checked automatically by Kennel Connection when the multiple locations module is enabled, and you will be unable to uncheck them.
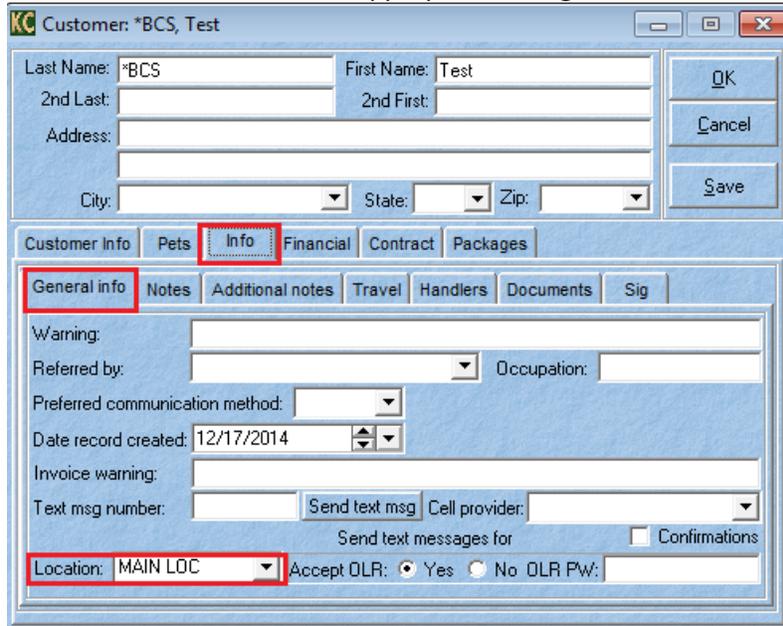
Each employee login ID is assigned a location as the default, as chosen in the drop-down on the **General** tab of the Employees screen. When the employee logs in, the multiple locations drop-down above the **Client Explorer** window will default to the logged in employee's assigned location.

The locations drop-down above the **Client Explorer** window will only be populated with the list of locations that the logged in employee us authorized to have access to, as defined on their employee card. To assign location access permissions to an employee, click on **File > Employees** and click the **Multiple Locations** tab. Locations defined in the **Business Information** setup screen will appear listed on this screen. Place a checkmark in the location(s) that each employee can access.

Changing Locations

To see clients from another location, change the location selection at the top of the **Client Explorer**. Clients from the chosen location will be displayed.
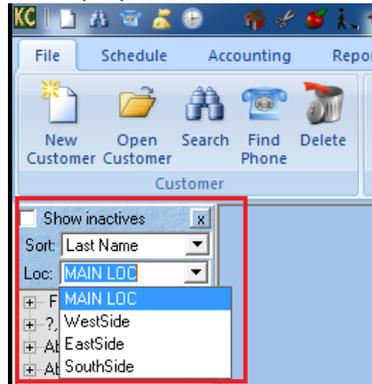

To change the location for the displayed client, change the Location drop-down on the Info tab of the client's card. When you save the record either by clicking Save or by click OK to save and close the record, that client's record will be moved to the appropriate listing for the selected location.
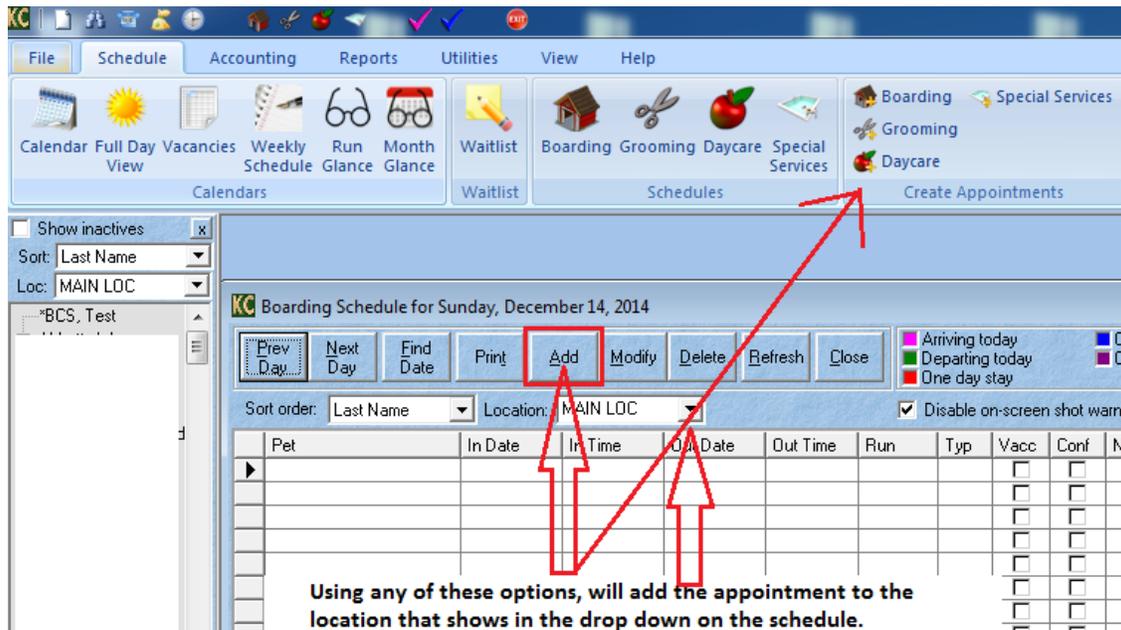
Making Appointments

To make an appointment for a pet at a specific location, open the schedule screen and set the location drop-down on that screen to the appropriate location.
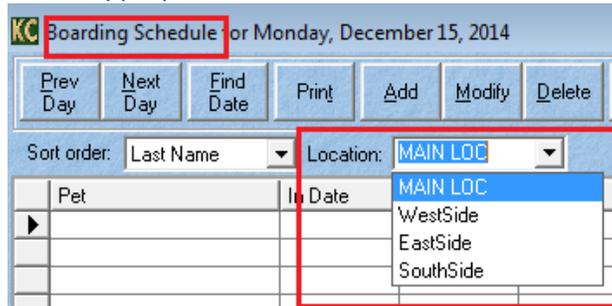

Drag and drop a pet from the **Client Explorer** to the appointment screen to begin the scheduling process. The appointment will be made for that pet for the location displayed in the dropdown list on the schedule. If you click the **Add Appointment** icon from the menu bar at the top of the schedule screen or the **Quick Add** icons from the top menu bar in KC, the appointment will also be created for the location displayed in the **dropdown** list on the schedule.

Reports
Schedule reports will be run for the location displayed on the schedule screen. All other reports will be run for the location set on the **Client Explorer**. To run reports for other locations, simply change the location at the top of the **Client Explorer** and then run the report.
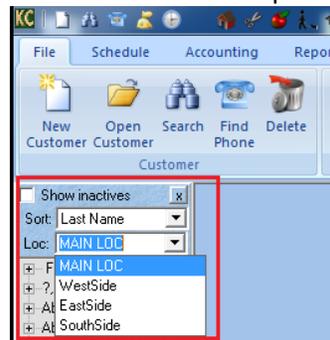
This concludes the setup of the Multi-Locations module. If you have any questions, don't hesitate to call us at (888) 486-4343.