

### Using Search in Sam

Unsure of the Customer's name?

When you Search use a wildcard

e.g. Type '*Green%*' Sam will

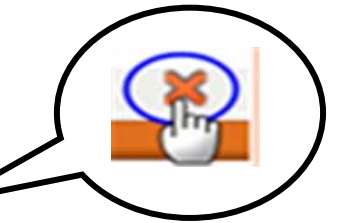
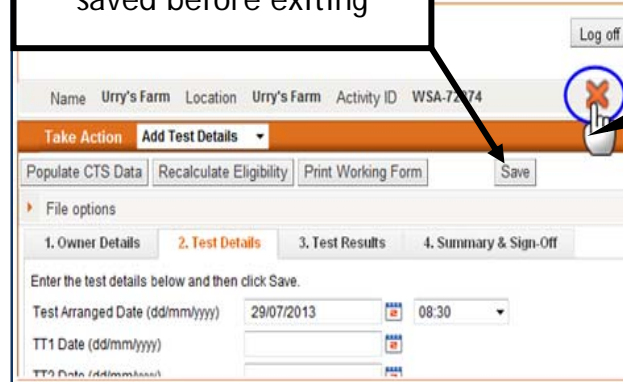
return '*Greens*', '*Greenwood*'

*'Green Farm', etc*

Click [here](#) to be taken to the

Official Veterinarian Practice Guide

Ensure all data entered is saved before exiting

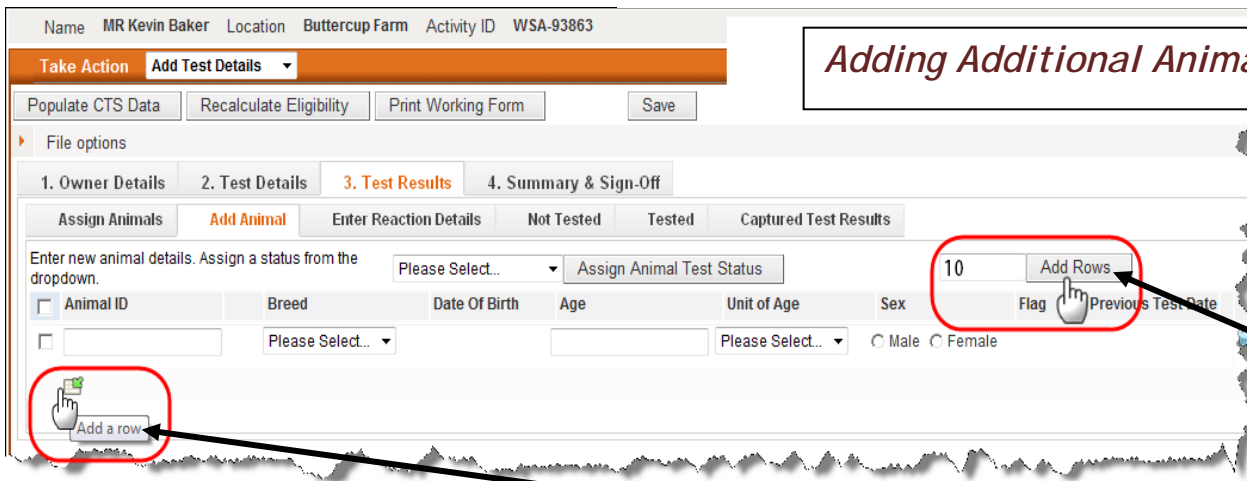


In a Test Chart and want to move back to **Practice Work?**

Click the **X**

## HINTS & TIPS

### Adding Additional Animals to a Test Chart



Multiple Animals:

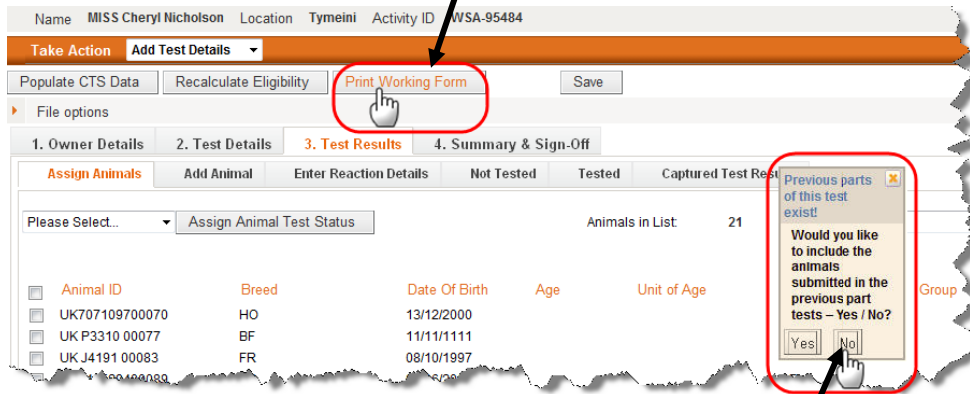
Enter the number of additional Animals and click...

Add Rows

Small number of animals: add individual rows by clicking the 'Add a row' icon

**Part Test - Print Working Form:** to print only the list of

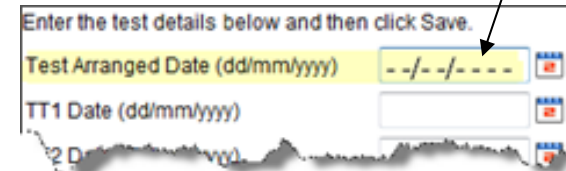
animals for this later Part Test...



...click No

## Hints & Tips

The date the first part will commence



### Sorting Practice work

Name	Location Name	CPHH	Earliest Start	Due by	Test Arranged	Test Type	Special Instructions	Herd Type	Animals	WSA	Issue Date
<input type="checkbox"/> Franks, Linda	Organic Farming	21/387/0349/01	30 Sep 2013	30 Nov 2013		6M		Dairy	52	WSA-95209	24 Oct 2013
<input type="checkbox"/> Nicholson, Cheryl	Tymeini	55/468/0003/01	24 Sep 2013	24 Nov 2013		WHT		Beef	7	WSA-95228	25 Oct 2013

Click on **Issue Date**: the oldest date will head the list.

Click again and the most recent date will head the list

WSA	Issue Date
WSA-95484	6 Nov 2013
WSA-95228	24 Oct 2013

Note: all columns can be sorted by clicking on any of the *orange headings*