



These are the things you **MUST** complete **BEFORE** your Training

Failure to complete ALL the steps in this guide will result in your trainer having to complete the setup for you. That means that the valuable training time you purchased will be lost. If you need to reschedule your training to give yourself more time to complete the setup, please try to contact customer service at (813) 987-2070 at least one day in advance.

If you want your setup to be correct, we strongly recommend you follow the following suggestions:

1.  In each set up screen you will see this icon. Click on it to open our 'Online Help Center' and read about the configuration step you are on.
2. Complete the steps in this guide in order without skipping any step.
3. All these steps are **VERY** important. Completing all steps as instructed and following the guidelines in  will ensure your experience with the software will be optimal.
4. **Remember: The K9 Koordinator software can do A LOT for you, but it needs to be configured properly!!!**

1. Employees (not groomers)

Where: 'Set Up,' 'Employees,' 'Staff.'

How long will this take? Approx. 2 min per employee.

What do I need before I start this step? Names and home phone numbers for ALL employees.

Important Notes: do NOT add any groomers at this step, those will be added later on.

2. Boarding

Runs and Pet Sizes

Where: 'Set Up,' 'Settings,' 'Runs & Pet Sizes.'

How long will this take? About 20-30 minutes.

Layout

Where: 'Set Up,' 'Settings,' 'Layout.'

How long will this take? About 1 hour.

Med and Diets Charges

Where: 'Set Up,' 'Settings,' 'Charges for Meds and Diets.'

How long will this take? About 1 minute.

Med and Diets Types and Doses

Where: 'Set Up,' 'Basic Services,' 'Diets and Medications.'



Questions? Please Call
Technical Support
1-813-987-2070

Important Notes: in this step you are going to add any types and doses that you typically use or would like to use in your business.

3. Daycare

Groups and Prices

Where: 'Set Up,' 'Basic Services,' 'Daycare,' 'Groups and Charges.'
How long will this take? About 20-30 minutes.

Daycare Packages

Where: 'Set Up,' 'Retail,' 'Packages,' 'Daycare.'
How long will this take? About 5-10 minutes.

4. Training

Where: 'Set Up,' 'Retail,' 'Packages,' 'Training.'
How long will this take? About 5-10 minutes.

5. Services

Where: 'Set Up,' 'Basic Services,' 'Services,' 'All Services.'
How long will this take? About 10-20 minutes.

6. Grooming

Groomers

Where: 'Set Up,' 'Employees,' 'Groomers.'
Approx. 2 min per groomer.
What do I need before I start this step? Names and home phone numbers for ALL groomers.

Grooming Services

Where: 'Set Up,' 'Basic Services,' 'Grooming,' 'Services.'
How long will this take? About 10-20 minutes.

7. Retail

Classes

Where: 'Set Up,' 'Retail,' 'Classes.'
How long will this take? About 1-5 minutes.

Inventory with Rates

Where: 'Set Up,' 'Retail,' 'Inventory.'
How long will this take? About 2 minutes per product.