Ana G. Méndez University

Vice Presidency of Telecommunications and Academic Technology

Central Office of Information and Telecommunications (OCIT)



EzyVet Veterinary Platform

Student Use Guide

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OnBase / EzyVet Administrator

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EzyVet Platforms

The **EzyVet** platform is the official application used by Ana G. Méndez University (UAGM) for the School of Veterinary Medicine. It is used to record veterinary activities as part of the clinical practice requirements for the academic program. It operates entirely in the cloud and is compatible with any web browser.

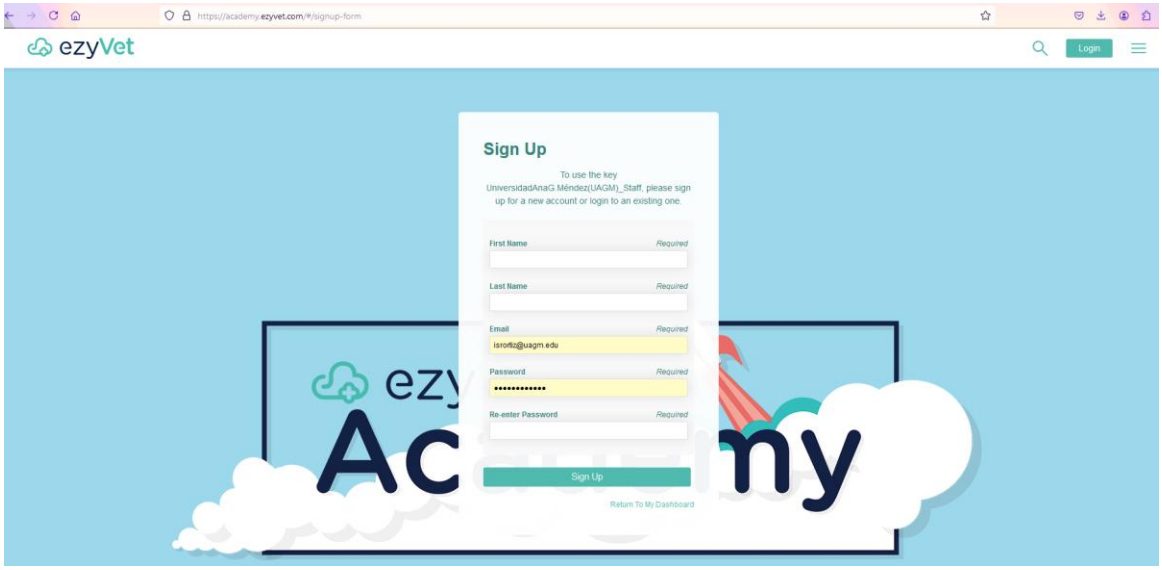
The **EzyVet** solution for UAGM consists of a testing environment, a self-study environment, and the live environment where all official veterinary practice records are stored.

Access to EzyVet Academy

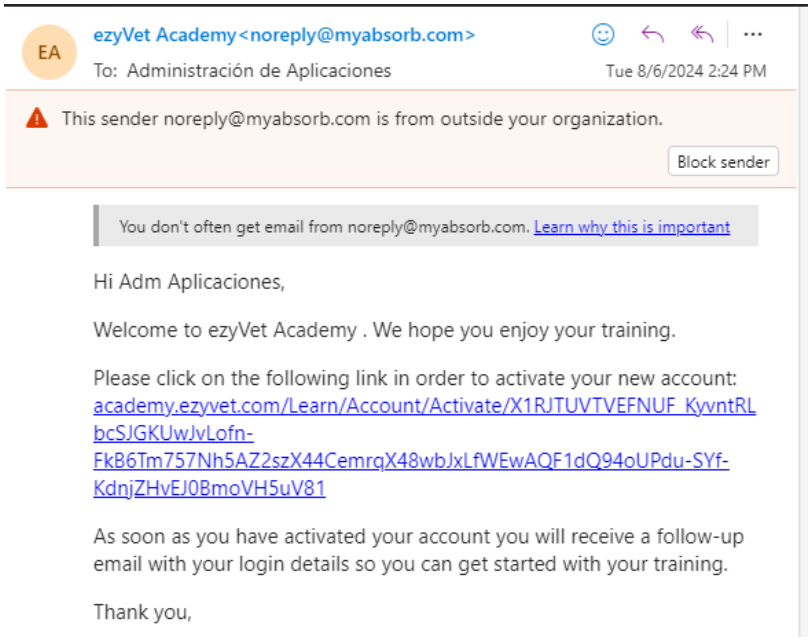
EzyVet Academy is the self-study environment where faculty and students may find free training resources. To access EzyVet Academy:

1. Go to the following link using any web browser: https://academy.ezyvet.com/?KeyName=UniversidadAnaG.Méndez(UAGM)_Staff

2. Complete the information requested to register your account. It is important to use your institutional email. Then click **Sign Up**.



3. Check your email inbox; you will receive a confirmation. Follow the link provided to activate your account.

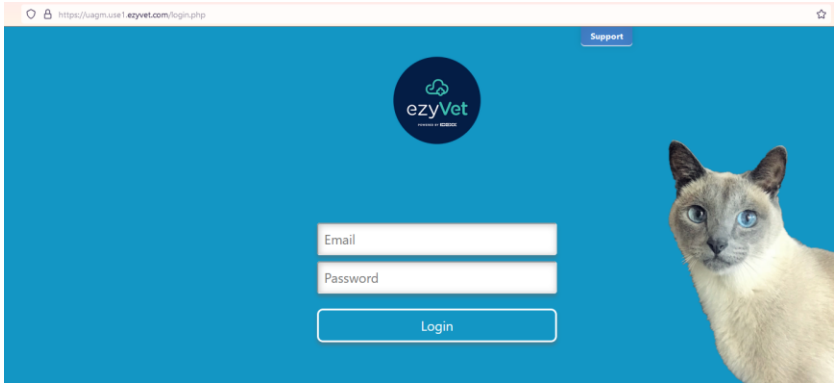


4. Once your Academy account is active, proceed to the **EzyVet 101 Curriculum** course.

Access to the UAGM EzyVet Portal

This is the official platform for UAGM's School of Veterinary Medicine. Here, all activities involving animals as part of study practice are recorded. To access the portal:

1. Go to: https://uagm.ezyvet.com

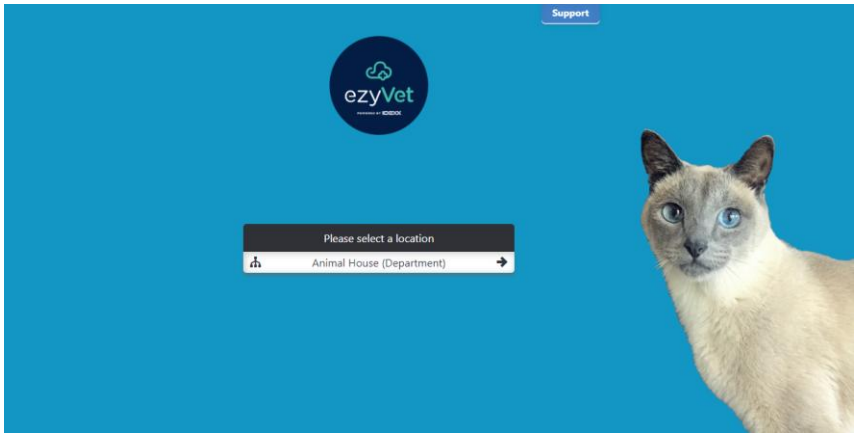


2. Enter your institutional email in the **Email** field.

3. Enter the initial password assigned to you in the **Password** field. This password is provided by the platform administrator through the veterinary school. Click **Login**.

4. The system will require you to change your password upon your first login.

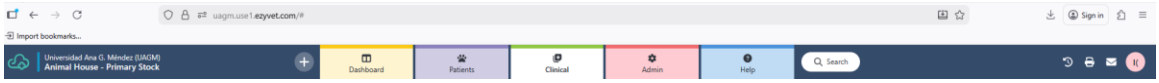
5. On the next screen, select the appropriate department to continue.



NOTE: If you forget your password, contact the veterinary school so they can refer you to the UAGM EzyVet administrator.

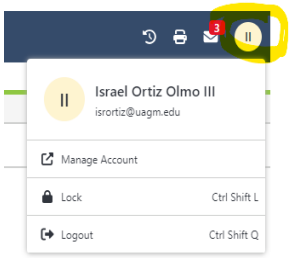
Navigation Through EzyVet (Application Tabs)

Once logged into **EzyVet**, the system displays a panel with various options. This section explains the most relevant functions based on your academic practice.

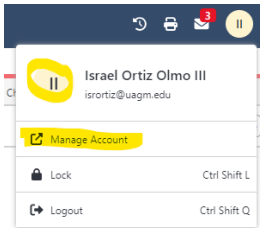


Edit Your EzyVet Profile

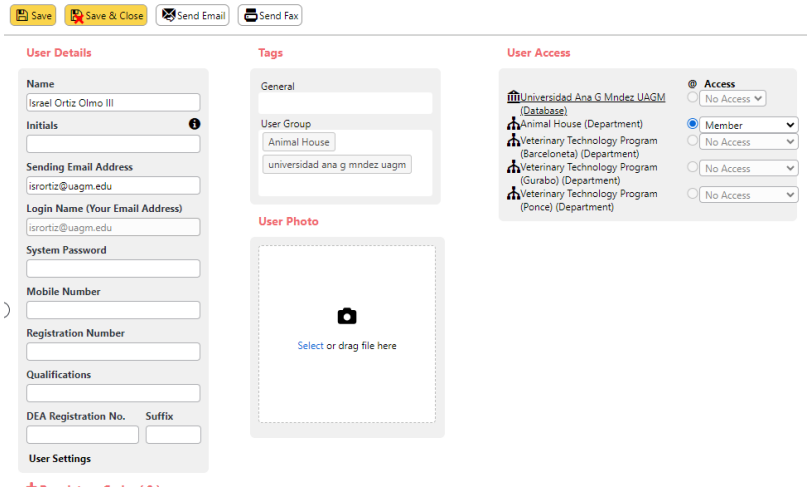
1. Click the button containing your initials in the upper-right corner of the screen.



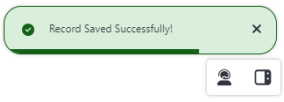
2. Click your initials again or select **Manage Account**.



3. Your profile page will open. Here, you can modify your name, change your password, and enter additional information. You may also upload a personal photo.

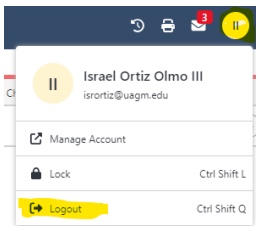


4. To save changes, click **Save** or **Save & Close**. Every change displays a confirmation message.



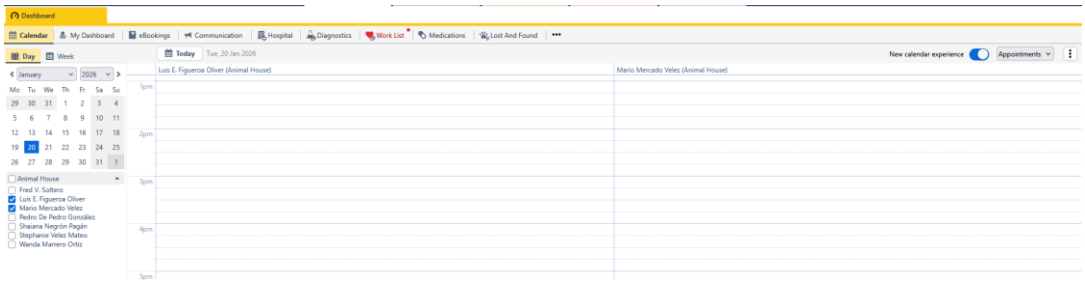
Sign Out of EzyVet

To log out, click the button with your initials in the upper-right corner and then select **Logout**.



Dashboard

This section is used to record appointments for pet owners. You will find a calendar for scheduling and tracking appointments.

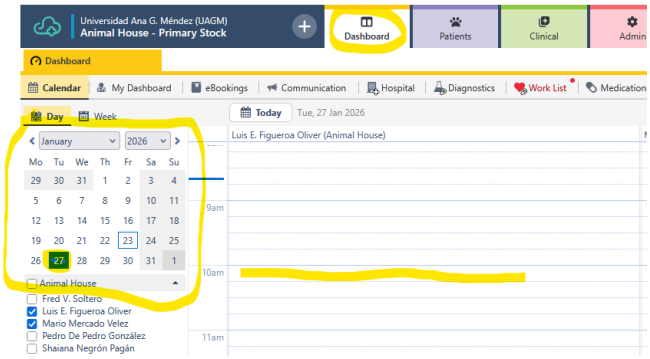


Steps to Schedule an Appointment in EzyVet

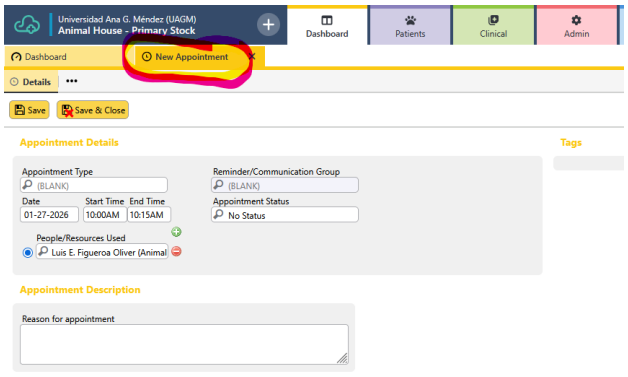
1. Open the **Dashboard** tab.



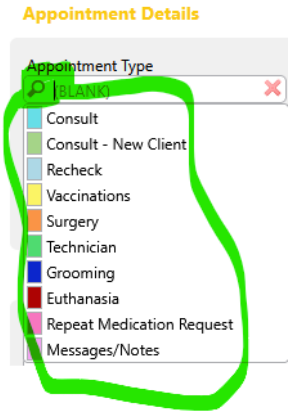
2. Select the desired appointment date on the left calendar, then click the preferred time slot.



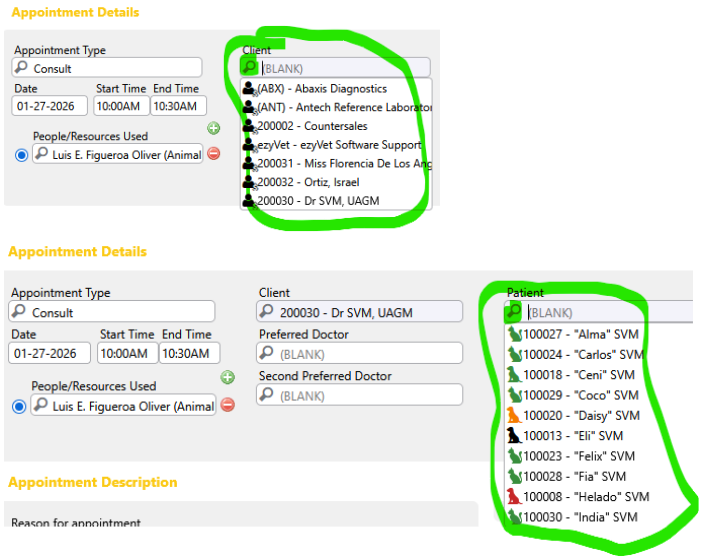
3. A new window will open to document the appointment.



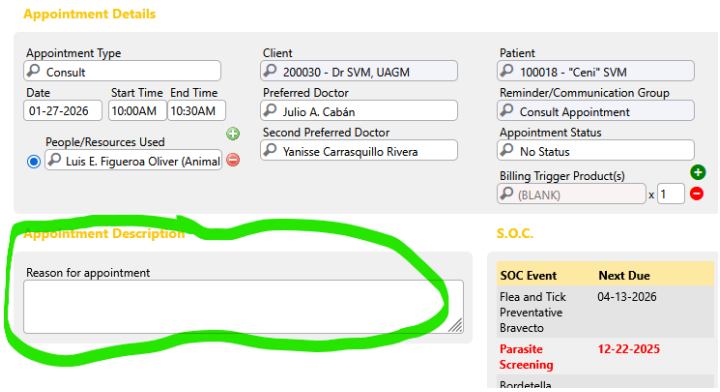
4. Choose the appointment type under **Appointment Type**.



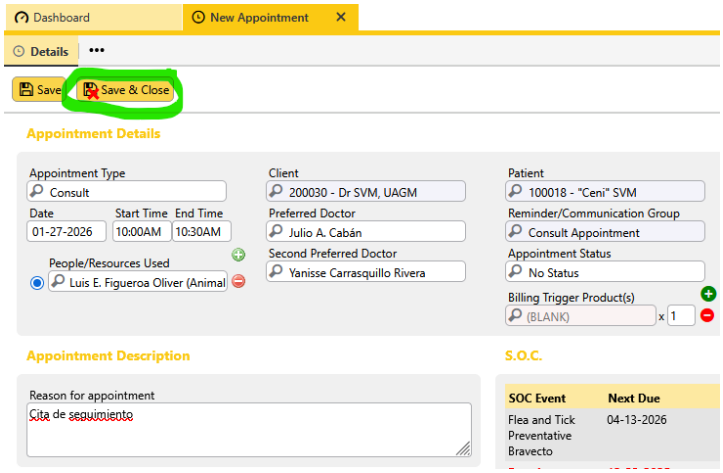
5. Select the client (owner) and the patient (pet).



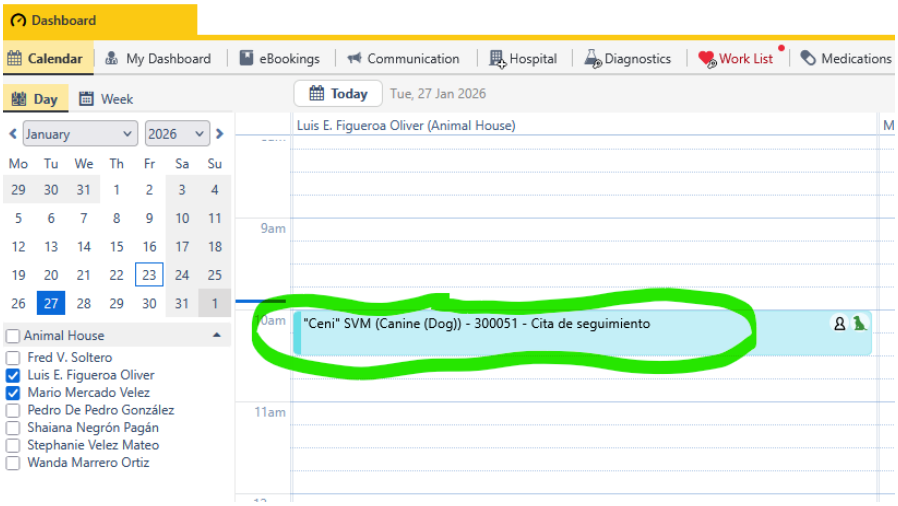
6. Enter the reason for the visit in the **Reason for appointment** field.



7. Click **Save & Close** to finalize the appointment.



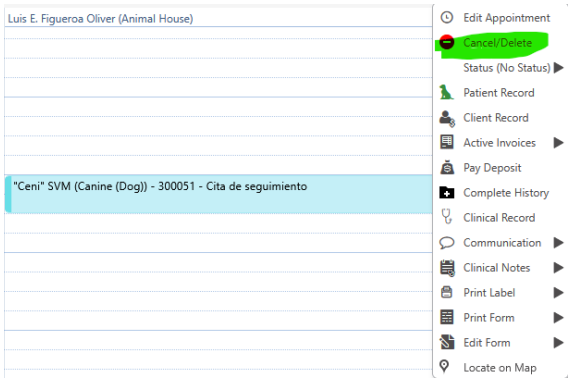
The appointment will immediately appear in **EzyVet**.



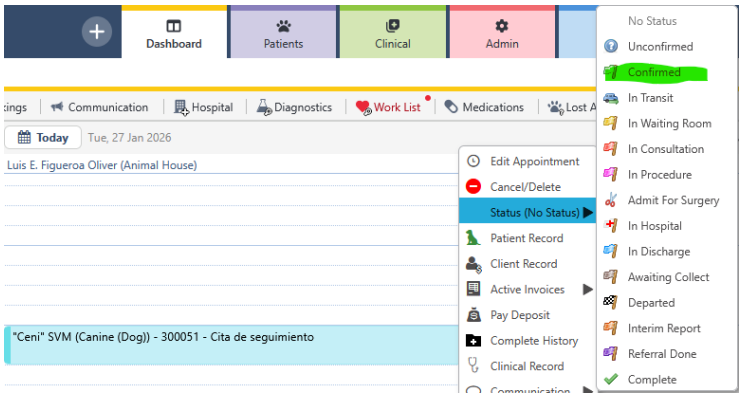
Change Appointment Status

Right-click the appointment and choose from:

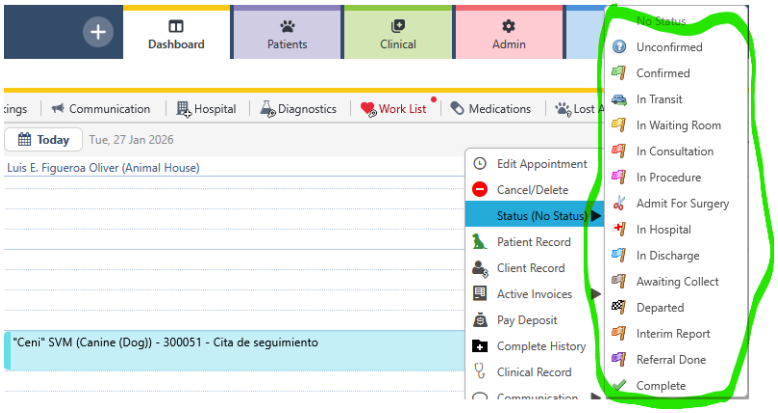
- **Cancel/Delete** — to cancel or remove the appointment (requires special permissions).



- **Status → Confirmed** — to mark the appointment as confirmed.

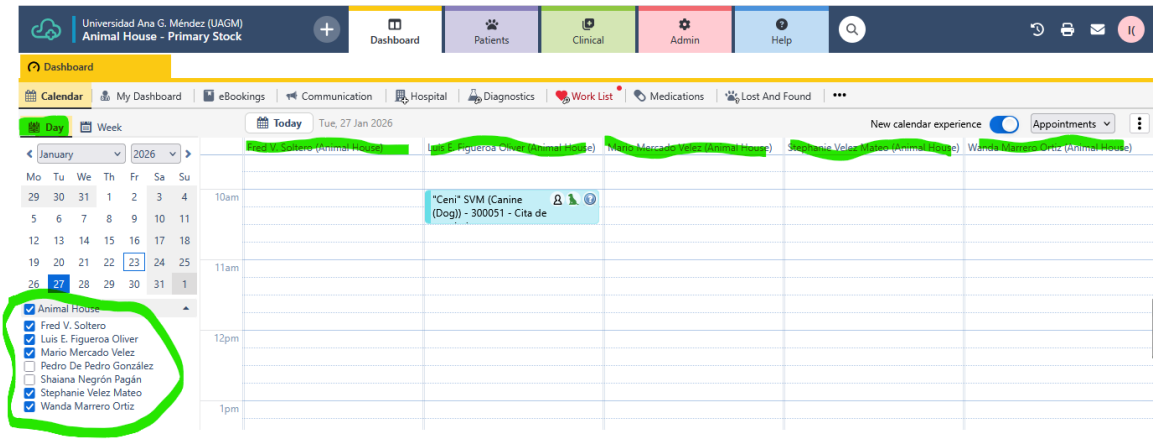


Additional statuses may be selected depending on the menu options.

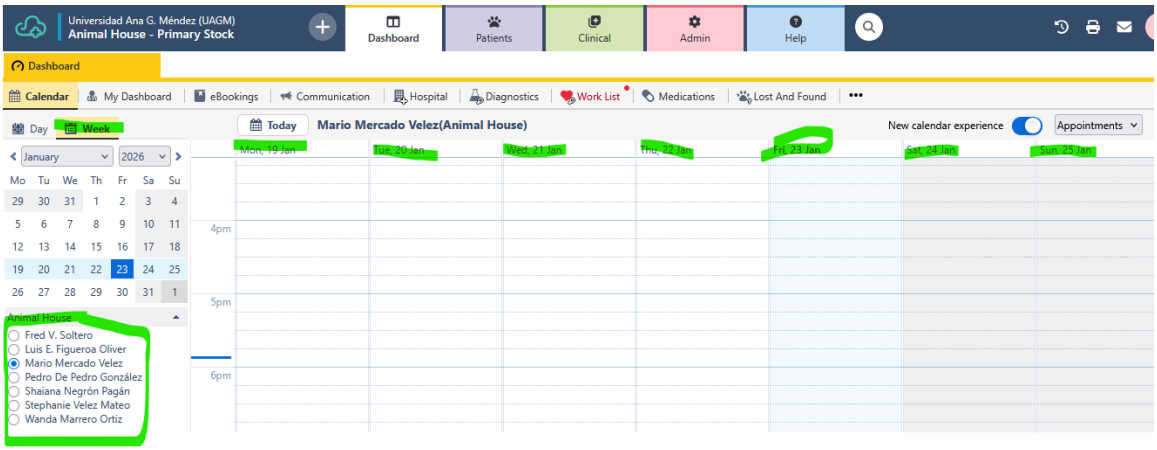


View Multiple Schedules on the Calendar

Select one or several contacts listed under the calendar to view each doctor's schedule. You may view schedules by day or week.



Weekly view allows only one doctor's schedule at a time.

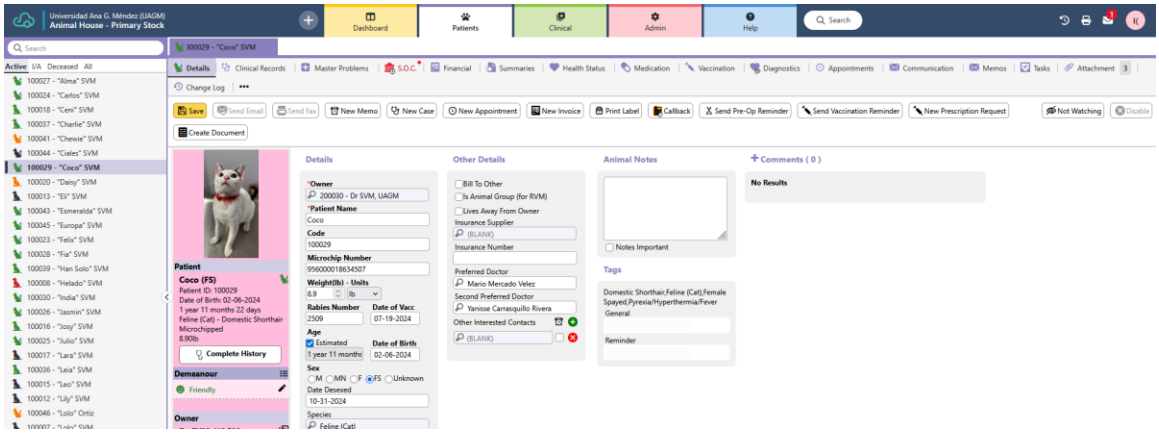


Steps to Schedule an Appointment for a New Client

Before scheduling, confirm that the new owner/patient exists in **EzyVet**. Consult your instructor for any record requirements. Once the new client data is available, follow the same steps listed under *Steps to Schedule an Appointment in EzyVet*.

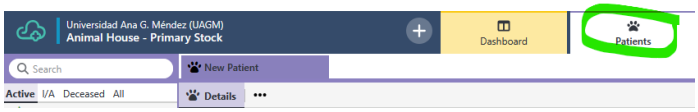
Patients

In this tab you will find all patient information. The left panel displays all records with their ID, patient name, and owner. Selecting a record shows all related information.

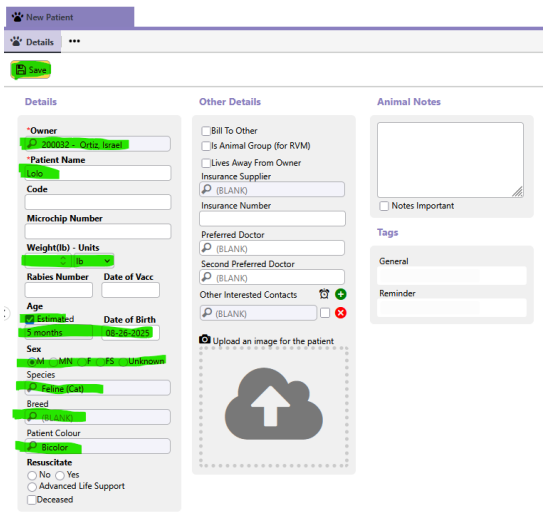


Create a Patient Record

1. Open the **Patients** tab (click it again to refresh the form).



2. Complete the patient and owner information:

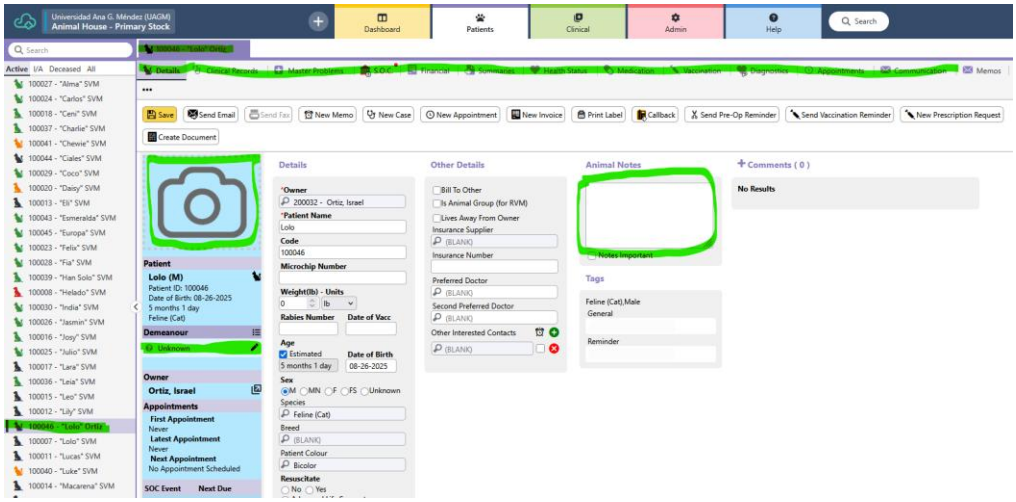


   - **Owner** – select an existing owner
   - **Patient Name** – name of the pet
   - **Weight** – enter if known

- **Age** – estimated age (Date of Birth auto-calculates)
- **Sex** – gender of the pet
- **Species** – species
- **Breed** – breed (if applicable)
- **Patient Colour** – color of the pet

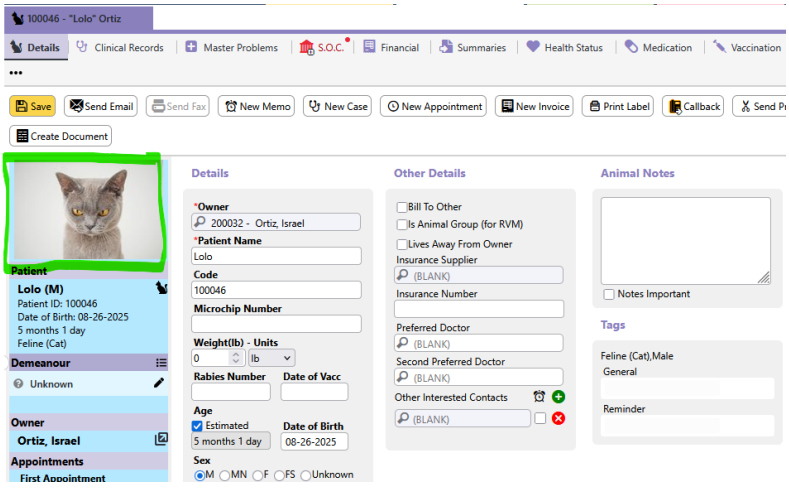
3. Click **Save** to store the new patient record.

Modify a Patient Profile

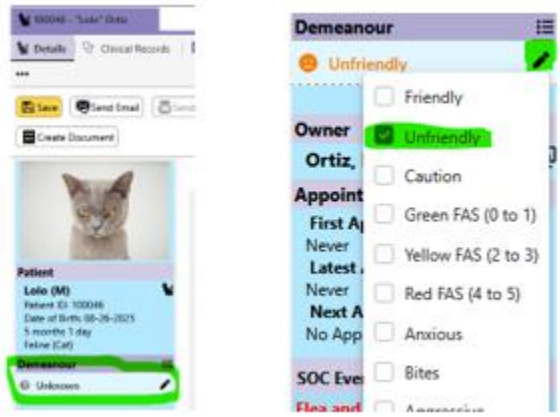


You may:

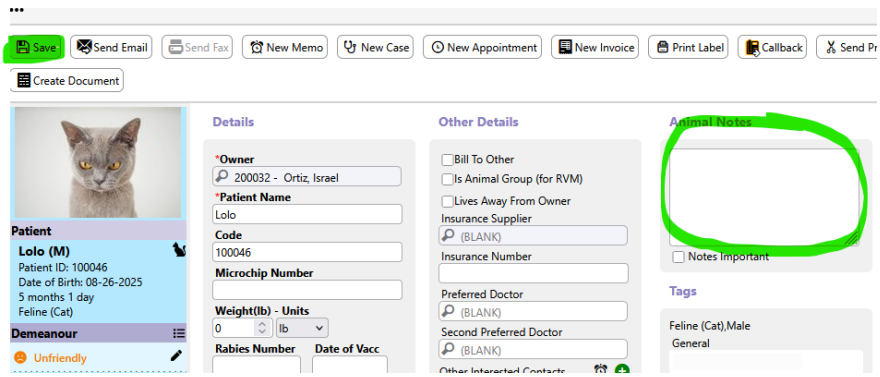
- Upload a patient photo



- Update behavior notes under **Demeanour**

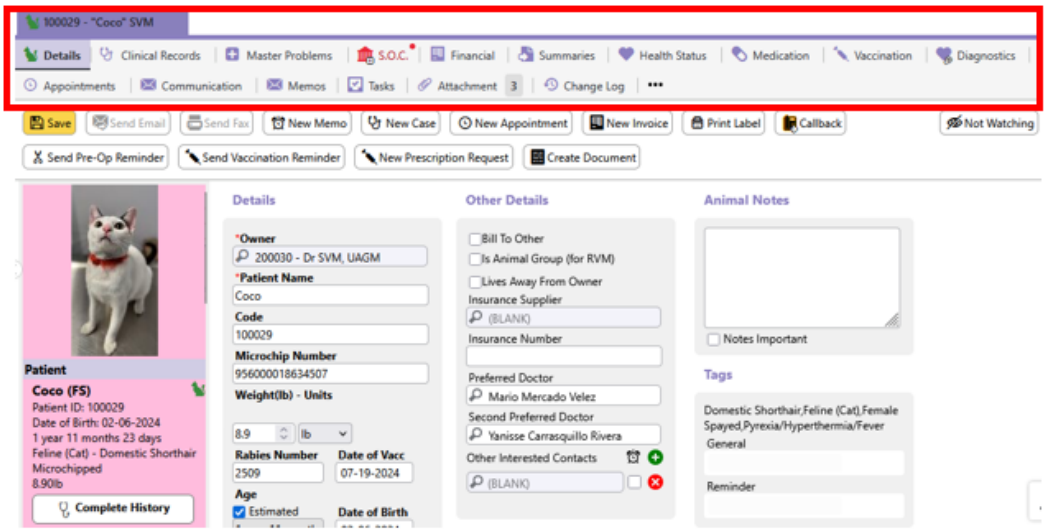


- Add or edit additional details. Then click **Save** to apply any changes.



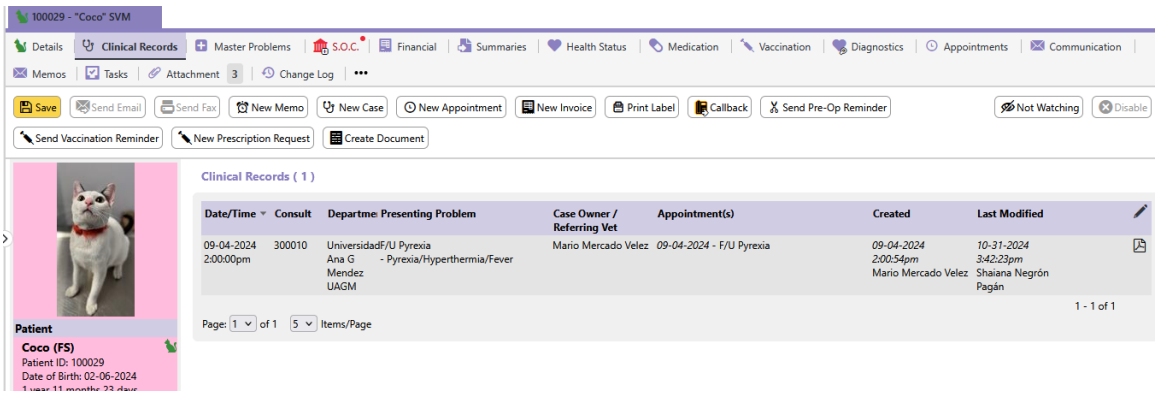
Key Areas of the Patient Record

These sections store essential information about the animal's health and physical condition. You may access them via **Patients** or **Clinical**.

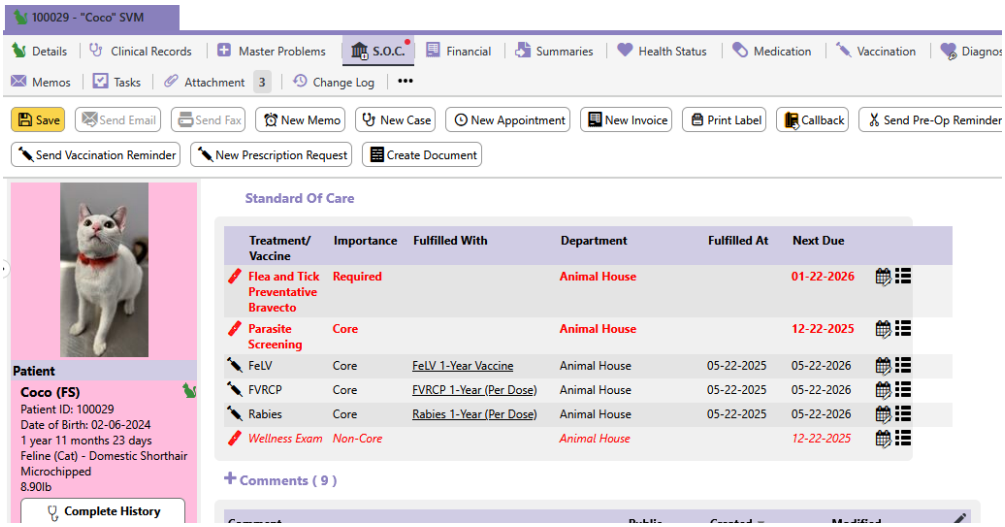


Key areas:

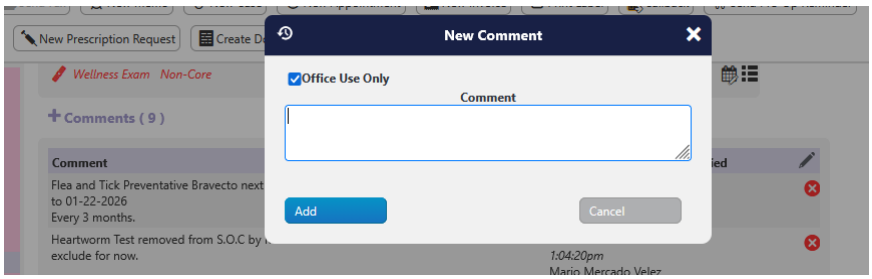
- **Details** – basic patient data
- **Clinical Records** – health conditions and follow-up notes



- **Standard of Care (SOC)** – historical treatments and instructor/student comments

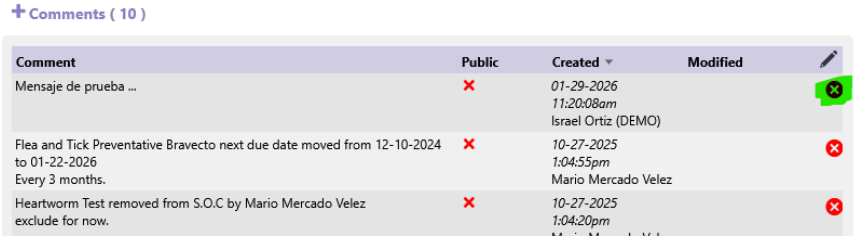


To add a comment, click the + sign beneath ***Comments*** title; after you add your comment, click ***Add***.

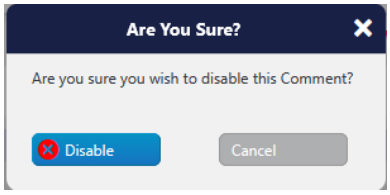


If, after adding your comment, you need to remove it, click the X at the end of the

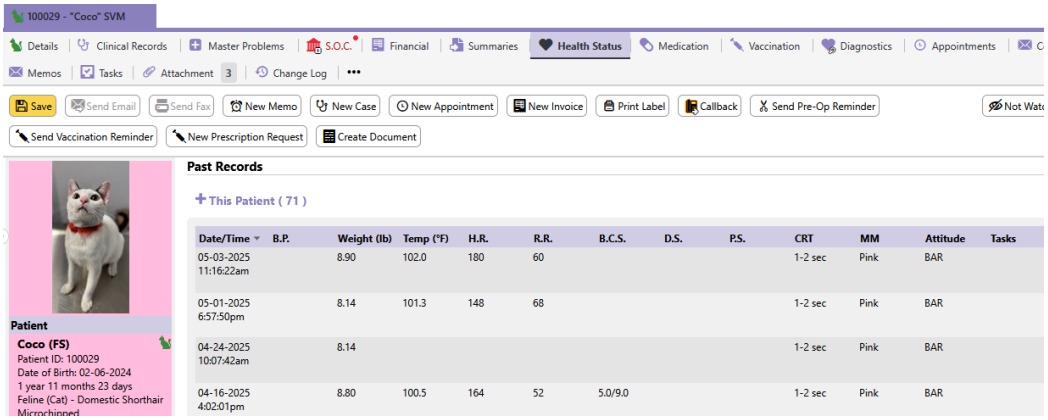
comment.



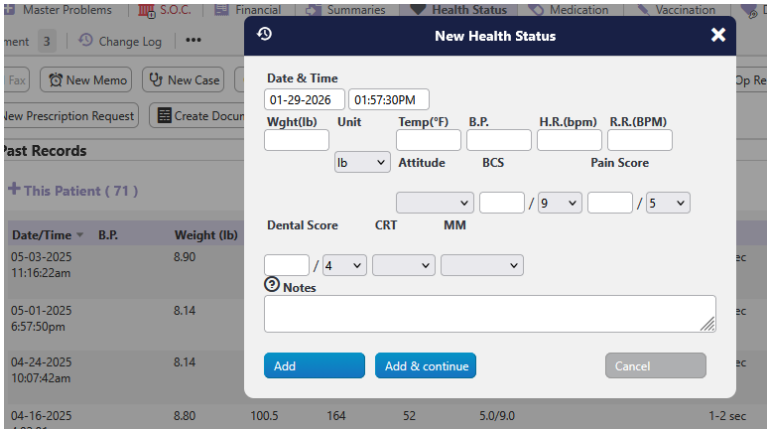
Then, confirm your deletion by clicking ***Disable***.



- **Health Status** – vitals and weight logs

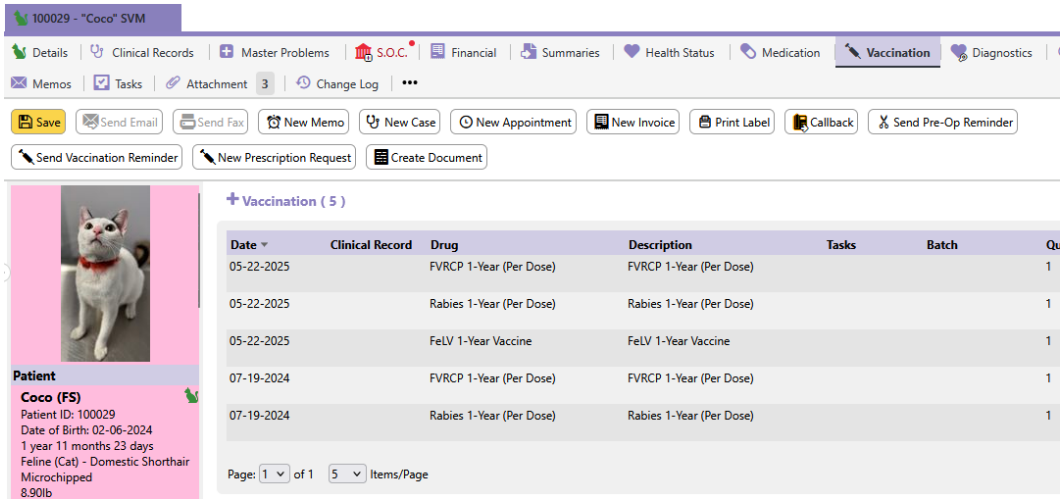


To add vitals to a patient, click the + sign beneath ***This Patient***, then complete the patient's vitals information and complete the task by clicking **Add**.

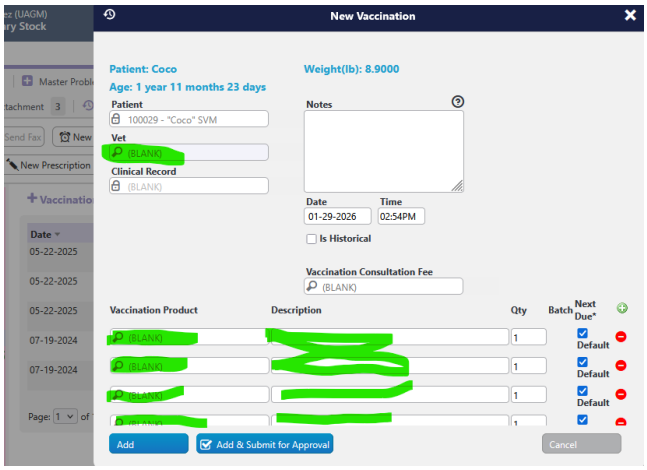


Important Note: *Vital signs cannot be deleted once entered. Contact a faculty member if deletion is required.*

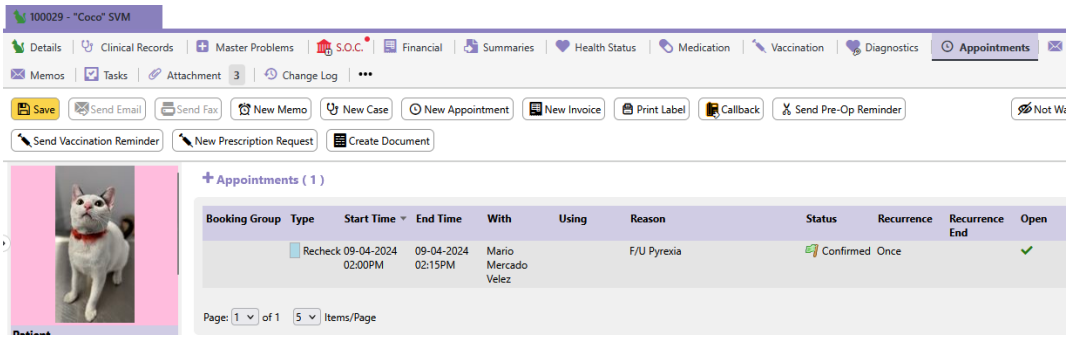
- **Vaccination** – *vaccination history and next due dates*



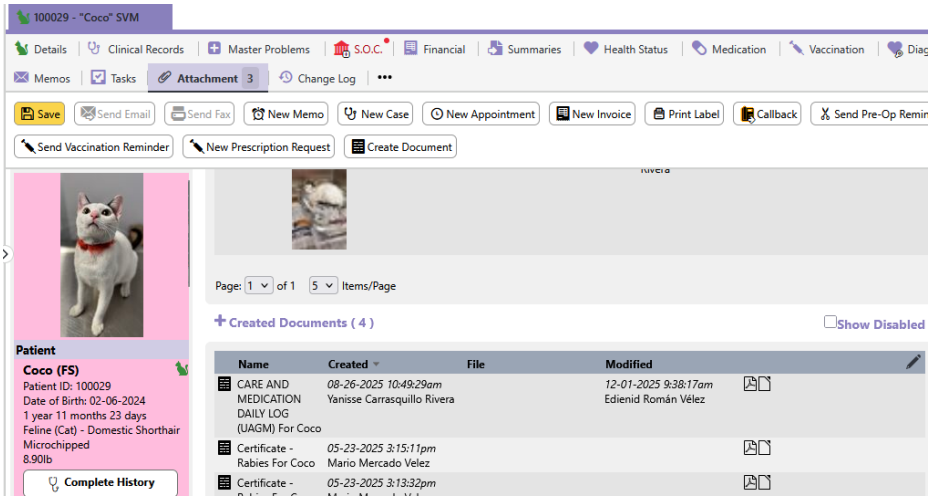
*As explained previously, to update vaccine log, click + sign and record the vaccine data. Then click **Add** to complete the task.*



- **Appointments** – appointment history



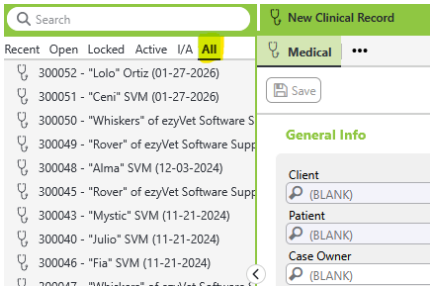
- **Attachments** – associated documents and files



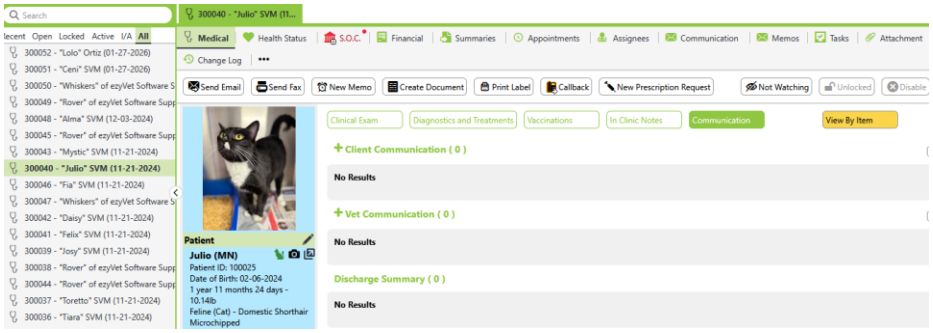
Clinical

This tab is used to record or review clinical information.

- The left panel lists all patients (use **All** to show the full list).



- Selecting a record displays all related clinical information.



Refer to *Key Areas of the Patient Record* for details.