



Independent Cat Society
PO Box 735, Westville, IN 46391
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PetPoint Manual



PetPoint Data Management System Manual for ICS

The directions listed in this Manual are designed for all levels of expertise. Detailed directions including screen shots are included for each section. At the end of the manual is a Shortcuts section that lists the shortcuts for all of the sections listed in this manual.

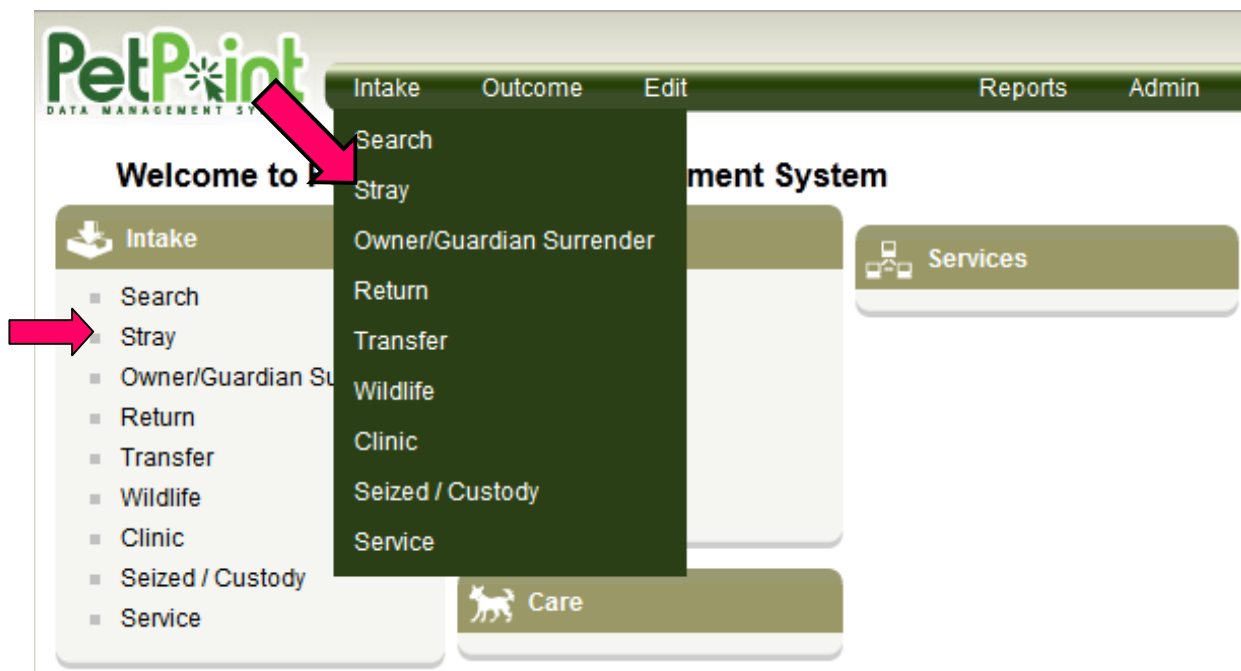
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Entering A New Animal

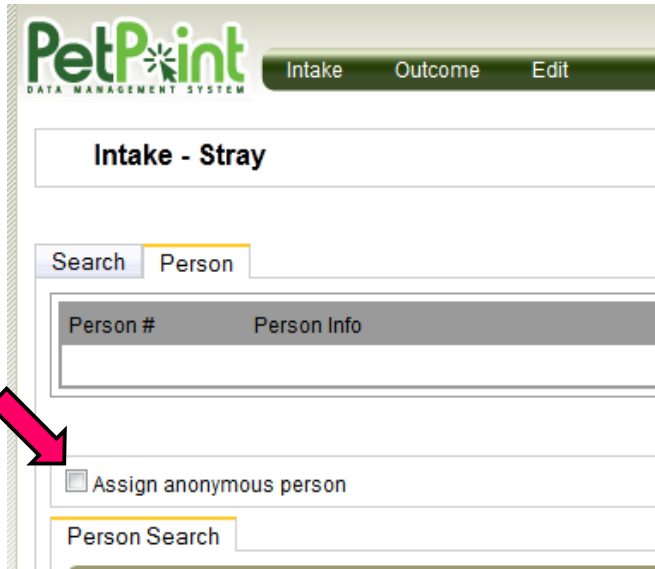
Click on **Intake** – Either at the top Menu Bar or in the left hand column
(see Pink Arrows in Diagram below)



-From the drop down menu, **click on Stray**



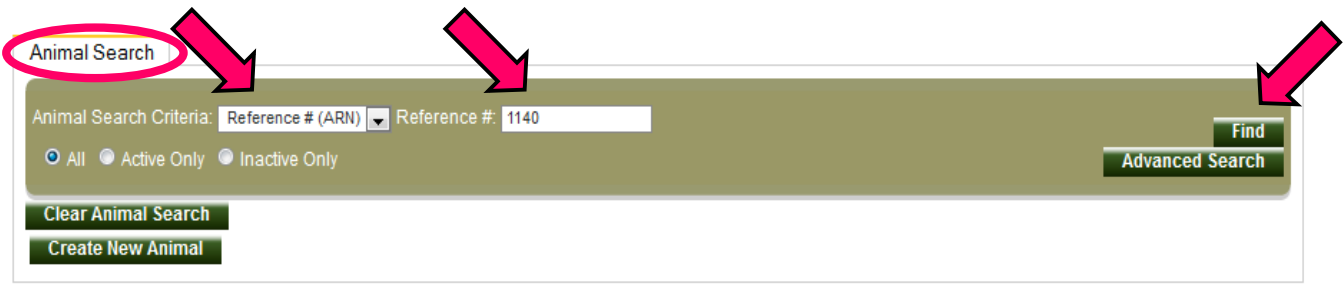
-Check the Assign anonymous person box



-Animal Search Criteria – From the drop down menu, **Click on “Reference # (ARN)”**

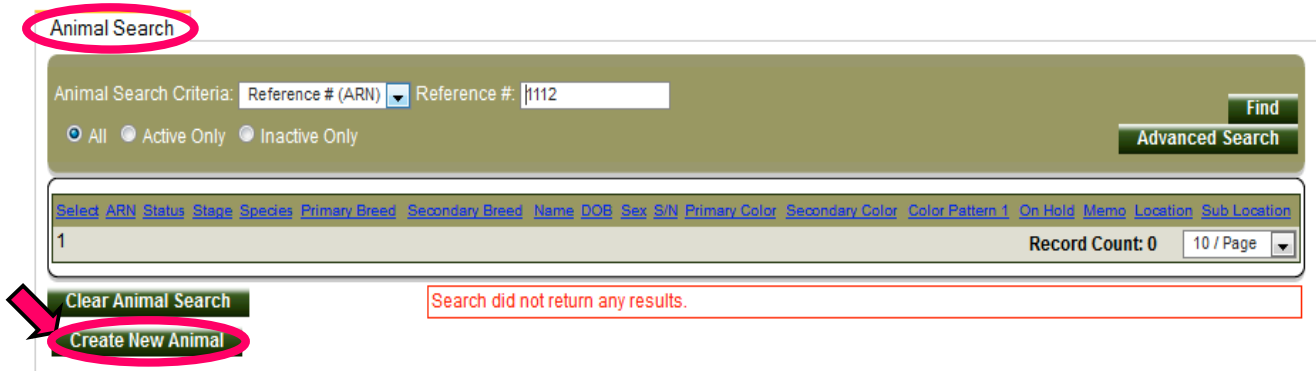
-Reference # = **Enter ICS Cat #**

-Find Button-**Click on the Find Button to search for the cat.**



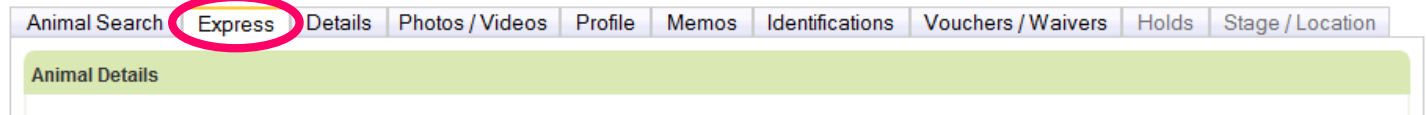
-If Results come up with the cat that you are trying to input, then click on that animal and go directly to the **Edit Animal Section**. You will skip the Create New Animal section.

-If Results = “Search did not return any results.” then, **click on Create New Animal Button**



CREATING NEW ANIMAL

Select the Express Tab.



Complete the following information for the cat:

Animal Details

- Reference # - **ICS Cat #**
- Name – **Name of Cat**
- Type – **Cat**
- Species – **Cat will automatically be selected when selecting cat for the above Type section.**
- Primary Breed – **Most will be domestic short, medium or long hair but there are options such as Siamese or Maine Coon.**
- Purebred – **Only check this box if the cat is a purebred.**
- Secondary Breed – **If mix such as Siamese with something else.**
- Age – **Skip this section and go to Est. Birthdate.**
- Estimated Birthdate – **Enter estimated birthdate. The age of the cat will automatically be calculated and will appear in the Age section.**
- Age Group – **Click on one of the following from the drop down menu**
 - Unweaning
 - Juvenile – Under 1 year
 - Young Adult – 1-4 years
 - Adult – 5-9 years
 - Senior – 10 and above
- Gender – **Select Male or Female**
- Spayed/Neutered – **Select Yes or No**
- Size – **Select “Medium” unless otherwise known.**
- Weight – **Can enter initial weight when cat was taken in for now. If 2 lbs 5 ounces select pounds since primary weight is noted as pounds.**
- Animal Condition – **Select “Appears Normal” unless otherwise known.**
- Asilomar Status – **Select “Healthy” unless otherwise stated differently.**
- Primary Color – **If black and white select black here and Secondary Color as White.**
- Secondary Color – **If the cat has a secondary color, select here from the drop down menu.**
- Color Pattern – **Select the color pattern. (ex. tabby, calico, tortie, etc.)**
- Bitten Status – **Leave as No Bite History unless otherwise known.**

Animal Photos

- Caption – **Type the caption in the box. (optional)**
- Do Not Show on Website – **Do not check this box unless you do not want the photo to be seen on the website.**
- Browse – **Click on Browse to search for a photo. Select photo from computer.**
- If more than one photo is to be included, continue the above steps for Photo 2 and Photo 3.
- Add Photos – After all photos are selected, **click on the Add Photos Button.**

Identification Express (Optional)

- Microchip Number – **Enter number with no spaces.** If you are encountering a problem getting the number accepted, try changing letter O for number 0 or vice versa.
 - Issuer – **Select the issuer of the Microchip Number from the drop down menu.**
 - Issue Date – **Enter date that the Microchip was issued. (ex. 07/01/2012)**
- We will not be using Collar Type 1 or Collar Color 1 as well as Pet ID #, Pet ID Type, Issue Date, Expiry Date, Collar Type 2, Collar Color 2 at this time.

Stage & Location Express

- Stage, Review Date, Location, and Sub Location are all inactive at this point.
- Click on Add Animal**

Stage & Location Express

Stage Review Date Location Sub location

Clear Save **Add Animal**

Clear Lock Record

YOU ARE NOT FINISHED ADDING INFO FOR THIS CAT YET!
Continue on Next Page

INTAKE –STRAY-NEW

-This tab should be available next so you can enter in when cat came to us as well as where the cat is located. Notice that at this time the status of the cat is Inactive. You must continue entering the information to make the cat Active in the system!

-Click on Details Tab.

PetPoint DATA MANAGEMENT SYSTEM Independent Cat Society MonicaK | [sign out](#)

Intake Outcome Edit Reports Admin Help Community

Intake - Stray - New Person: Anonymous

Select	Animal #	ARN	Status	Name	Species	Breeds	Intake Subtype	Status	Status Date/Time
<input checked="" type="checkbox"/>	A17344912	9999	Inactive	David	Cat	Domestic Shorthair/Mix		New	10/01/2012 01:18:48AM

1 Record Count: 1 10 / Page

Apply Selection

Search Person Animal **Details**

Details Tab

- Status Date – **ICS Date**
- Record Owner – **Right now selecting Paulette Gonzales.**
- Intake Type – **Stray**
- Intake Sub – **Select Abandoned, unless otherwise stated.**
- Born in Care – **Check this box only if the cat was born in care of ICS**
- DOA – **Check this box only if the cat was dead on arrival to ICS**
- Asilomar Status – **Healthy, unless known otherwise.**
- Jurisdiction – **LaPorte County**
- Zip Code – **46391**
- State – **Indiana**
- City – **Westville**
- City Alias– **Westville**
- Location Found – **Stray, Admiss Comm, etc.**

Search Person Animal **Details**

Intake Details

Record # NEW **Status** Completed **Status Date/Time** 09/18/2012 12:47:33 **Record Owner** Gonzalez, Paulette

Intake Type Stray **Intake SubType** Abandoned **Born in Care** **DOA** **Asilomar Status** Healthy **Emancipation Date** **Case ID** >>

Jurisdiction LaPorte County **Zip Code** 46391 **State** Indiana **City** WESTVILLE / WESTVILLE **City Alias** WESTVILLE

Location Found Stray

Created Date/Time	By	Last Updated Date/Time	By
09/18/2012 12:47AM	MonicaK	09/18/2012 12:47AM	MonicaK

Stage & Location Express

- Stage– **from the drop down menu select Available unless other options apply**
- Location – **from the drop down menu select Shelter or Foster**
- Sub Location – **from the drop down menu select Shelter, Boppers, Bowers, Church, Disco, Freckles, Gift Shop, Hall, Kiki, Kitty Korner, Nook, Nursery, Playpen, Scruffy or SingSing**

Stage & Location Express

Stage Available **Review Date** **Location** Shelter **Sub location** Gift Shop

Search criteria: Case Number Case #: Include Related Cases **Find**

Clear Search

Animal Hold (optional)

- Hold Reason – **Shelter** (This should only be done if the cat has an issue that would place him or her on hold.)

Animal Hold (optional)

Hold #	Hold Reason	Review Date	Hold Start Date	Hold Placed By	Hold For
NEW	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find

Comments

Released	Release Reason	End Date	Released By
<input type="checkbox"/>	Stray	<input type="text"/>	<input type="text"/>

Created Date/Time	By	Last Updated Date/Time	By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Spell Check **Clear** **Save** **Add Hold**

SUBMIT INTAKE BUTTON

-Select this button to make this cat Available and where located that later shows up as Stage/Location when Editing this cat's information.

Submit Intake **Save Details** Lock Record

Clear

After clicking on the Submit Intake button, the following screen will appear to show that the cat was entered. The status should be Active.



Intake - Stray - 11736093

Person: Anonymous

Select	Animal #	ARN	Status	Name	Species	Breeds	Intake Subtype	Status	Status Date/Time
<input checked="" type="checkbox"/>	A17344912	9999	Active	David	Cat	Domestic Shorthair/Mix	Abandoned	Completed	10/01/2012 01:18:48AM
1									Record Count: 1 10 / Page

Search Person Animal Details **Summary**

Person Info

Anonymous

[Person View Report](#)

Actions

Jump To: -- Outcome -- -- Edit --

[Search Lost Report](#)

Print: A17344912 - 9999 - David - Cat

[Found Flyer](#)

[Contract](#)

Print: -- Kennel Card -- -- Documents -- -- Medical Documents --

[Animal View Report](#)

Animal Info

[A17344912](#)
9999
David
Cat
Male
Adult
Domestic Shorthair/Mix, Colors: Grey/Solid
5 y 11 m 0 d , DOB: 11/1/2006, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No
Declawed: None

Date Source	Size BCS	Animal Condition Asilomar	Medical Status Age Group	Temp. Status Weight	Bitten Danger	S/N Pulse	Temp Resp.
10/01/2012 01:18AM Stray Abandoned	Medium	Healthy Healthy	Adult	9.00 pound	No Bite History N	Y	

11736093 Intake Status Date/Time: 10/01/2012 01:18:48AM Intake Status:Completed
Record Owner: Paulette Gonzalez **Emancipation Date:**
Created Date/Time: 10/01/2012 01:33AM By: MonicaK
Abandoned Last Updated Date/Time: 10/01/2012 01:32AM By: MonicaK
Jurisdiction: LaPorte County, City/State: WESTVILLE,IN 46391
Location found: Stray found in Tanner Trace Subdivision

[Clear](#)

Lock Record



YOU ARE NOW FINISHED ADDING THIS CAT!

Edit Animal

-Click on **Edit** – Either at the top Menu Bar as seen in the diagram below

-From the Drop Down Menu, **click on Animal**

The screenshot shows the PetPoint interface with the 'Edit' menu open. The 'Animal' option is highlighted with a red arrow. The main content area displays an intake record for a stray cat with ARN 11736093 and name David. The table below shows the intake details:

Select	Animal #	ARN	Status	Name	Species	Intake Subtype	Status	Status Date/Time
<input checked="" type="checkbox"/>	A17344912	9999	Active	David	Domestic Shorthair/Mix	Abandoned	Completed	10/01/2012 01:18:48AM

Record Count: 1 | 10 / Page

Or from the original PetPoint page seen below

The screenshot shows the PetPoint homepage with the 'Edit' menu open. The 'Animal' option is highlighted with a red arrow. The main content area displays a welcome message and several menu items:

- Intake**
 - Search
 - Stray
 - Owner/Guardian Surrender
 - Return
 - Transfer
 - Wildlife
 - Clinic
 - Seized / Custody
 - Service
- Edit**
 - Animal
 - Person
 - Receipt
 - Contact
 - Agency
 - Animal Group
- Care**
- Services**
- Admin**
 - Edit My Account
 - Search Gift Policy /Offer
 - Feedback
 - View Unattached Animals
 - Purchasing Partners
 - Referral Program
 - Location Manager
- Reports**

-Animal Search Criteria – **From the drop down menu, select “Reference # ARN”**

-Animal #- **Enter ICS Cat #**

-Find Button-**Click Find button.**

PetPoint DATA MANAGEMENT SYSTEM
Intake Outcome Edit Reports Admin Help Community
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Edit - Animal

Animal Search

Animal Search Criteria: Animal #:

- Animal Number
- Reference # (ARN)
- Microchip ID
- Pet ID
- Location
- Stage
- Name
- Owner Name
- Owner Address
- Case #
- Case Reference #
- Group #
- Last 10

-The animal should show up with numerous tabs to choose from – Animal Search, Express, Details, Photos/Videos, Profile, Memos, Identifications, Vouchers/Waivers, Holds, Stage/Location.



Edit - Animal

Animal ID's	Animal Info	Location Info
A17344912 9999	Active Available David - Cat Male - Adult Domestic Shorthair/Mix - Grey - Solid 5 y 11 m 1 d , DOB: 11/1/2006, Altered: Yes , Size: Medium , Weight: 9.00 Bitten: No Bite History , Danger: No	Shelter - Gift Shop

Print: -- Kennel Card -- -- Documents -- -- Medical Documents --

Animal View Report

Jump To: -- Outcome -- -- Edit --

Animal Search Express **Details** Photos / Video Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

Animal Details

Animal #	Reference#	Name	Type	Species	Primary Breed	Purebred	Secondary Breed
A17344912	9999	David	Cat	Cat	Domestic Shorthair	<input type="checkbox"/>	Mix
Age: 5 y 11 m 1 d	Est. Birthdate	Age Group	Gender	Spayed/ Neutered	Size	Weight	
5 years	11/01/2006	Adult	Male	Yes	Medium	0 -- Select --	
Animal Condition	Asilomar Status	Primary Color	Secondary Color		Color Pattern	Bitten Status	
Healthy	Healthy	Grey	-- Select --		Solid	No Bite History	

Animal Photos

Photo 1	Photo 2	Photo 3
Caption:	Caption:	Caption:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete	<input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete	<input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete
<input type="text"/> Browse...	<input type="text"/> Browse...	<input type="text"/> Browse...

Delete Photos **Add Photos**

Identification Express (Optional)

Microchip Number	Issuer	Issue Date	Collar Type 1	Collar Color 1
<input type="text"/>	-- Select --	<input type="text"/>	-- Select --	-- Select --
Pet ID Number	Pet ID Type	Issue Date	Expiry Date	Collar Type 2
<input type="text"/>	-- Select --	<input type="text"/>	<input type="text"/>	-- Select --

Stage & Location Express

Stage	Review Date	Location	Sub location
Available	<input type="text"/>	Shelter	Gift Shop

Clear **Save** **Update Animal** Animal A17344912 is saved.

-This tab can be selected to update the basic cat information such as breed, color, estimated birthdate, pictures and microchip.

(This Express Tab is the same tab when the cat is originally entered so for further detailed information about this section, refer to Entering New Cat section above.)

Animal Search **Express** Details Photos / Video Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

DETAILS TAB

-Offers more details such as 3rd colors, color pattern 2, coat texture, eye color, ear or tail characteristics, declawed, distinguishing marks.

-Primary items to check on this tab are Declawed and Distinguishing Marks.

Animal Search Express **Details** Photos / Video Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

Animal Details

Animal #	Reference#	Name	Type	Species	Primary Breed	Purebred	Secondary Breed
A17344912	9999	David	Cat	Cat	Domestic Shorthair	<input type="checkbox"/>	Mix
Age: 5 y 11 m 1 d	Est. Birthdate	Age Group	Gender	Spayed/ Neutered	Size	Weight	
5 years	11/01/2006	Adult	Male	Yes	Medium	0 -- Select	
Animal Condition	Asilomar Status	Primary Color	Secondary Color	Color Pattern	Bitten Status		
Healthy	Healthy	Grey	-- Select --	Solid	No Bite History		
Medical Status	Temperament Status	Third Color	Color Pattern 2	Danger			
Healthy	Calm	-- Select --	-- Select --	-- Select --			
Coat	Eye Color	Ears	Tail	Declawed			
Short Smooth	Gold	Erect	Long	Front			
Distinguishing Marks							
David is solid grey with a small patch of white on his chest.							
Created Date/Time	By	Last Updated Date/Time	By				
10/1/2012 1:19:00 AM	MonicaK	10/1/2012 1:18:48 AM	MonicaK				

PHOTOS/VIDEOS TAB

-Can make updates to these items here as well as Express Tab.

Animal Search Express Details **Photos / Video** Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

Animal Photos

Photo 1	Photo 2	Photo 3
Caption:	Caption:	Caption:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete	<input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete	<input type="checkbox"/> Do Not Show on Website <input type="checkbox"/> Delete
<input type="text"/> Browse...	<input type="text"/> Browse...	<input type="text"/> Browse...
Delete Photos		Add Photos

Animal Video

Add Video

Clear Save Update Animal

After clicking on the Add video button, this screen will pop up.

-Click on **Browse** and search for the video that you want from your computer and then **click on Upload File**

-or check the **Include Link to Petango Page** and **type in or paste the link to YouTube video.**

The screenshot shows a form titled "Animal Video" with a light green header. Below the header is an "Add Video" section containing a text input field, a "Browse..." button, an "Upload File" button, and a "Cancel" button. Below this is a checkbox labeled "Include Link To Petango Page" with a red arrow pointing to it. Underneath is a text input field labeled "Link to an existing YouTube video" with a red arrow pointing to it. At the bottom of the form are three buttons: "Clear", "Save", and "Update Animal". The "Update Animal" button is circled in red, and a red arrow points to it. Below the form is a banner with the text "EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT" and images of a dog and a cat.

PROFILE TAB -helpful in adding further details about the cat

General

-Featured Pet-**click on this box to make a featured pet**

-Adoption Price-**type in the adoption price**

-Housetrained?-**from the drop down menu, select Yes, No, Unknown or Partially**

-Housetraining Comments(optional)-**type in any comments about housetraining here**

-Special Needs-**click on this box if the cat has any behavioral or medical special needs**

-Special Needs Behavior-**if the cat has any behavioral special needs, select one of the behaviors from the drop down menu**

-Special Needs Medical-**if the cat has any medical special needs, select one of the issues from the drop down menu**

-Historical Environment- **from the drop down menu, select Indoor, Indoor/Outdoor, Outdoor or Unknown**

-Recomended Environment- this will automatically change to whatever was selected for the Historical Environment

-Special Needs Comments- **type in comments about the special needs of the cat. If no special needs, leave blank**

-Veterinarian- **type in name of Veterinarian, if known**

-Allergies- **type in any known allergies, if not known, you can leave this box blank, type NKA or double click and NKA will appear**

-Medications- **type in any medications, if the cat is not on any medications, you can leave this box blank, type none or double click and none will appear**

Animal Search Express Details Photos / Video **Profile** Memos Identifications Vouchers / Waiver Holds Stage / Location

General

Featured Pet Adoption Price \$75.00 Housetrained? Yes Housetraining Comments:

Special Needs Special Needs-Behavioral Separation Anxiety Special Needs-Medical Prescription Diet Historical Environment Indoor/Outdoor Recommended Environment Indoor/Outdoor

Special Needs Comments: David has separation anxiety when left for more than 4 hours at a time. He will continue to cry until you return home.

Veterinarian Allergies NKA Medications none

Animals-Dogs and Cats will appear with the following criteria. If the cat lived with, interacted with or was tested with either dogs or other cats, enter the information below

- Quantity-**type in the number of dogs and/or cats in the appropriate rows if applicable**
- Lived With-**from the drop down menu select one of the behaviors if applicable**
- Interacted With-**from the drop down menu select one of the behaviors if applicable**
- Tested With-**from the drop down menu select one of the behaviors if applicable**
- Do Not Place-**click on this box if the cat is not to be placed with an animal with this type of behavior if applicable**
- Other Animals Button-**click on this button if you would like to select other animals**

Continue adding the same information for all of the other animals that apply

Animals

Qty	Animal Type	Lived With	Interacted With	Tested With	Do Not Place
3	Dogs	Aggressive w/Food	Rambunctious/Plays Rough	-- Select --	<input type="checkbox"/>
2	Cats	Friendly	Playful	-- Select --	<input type="checkbox"/>
	Rabbit	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
1	Horse	Easygoing	Friendly	-- Select --	<input type="checkbox"/>
	Small & Furry	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
	Pig	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
	Reptile	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
	Bird	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
	Barnyard	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
	Wildlife	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>

Lived with Pets: No Pet Types: Attitude towards Pets:

Other Animals

People

Add the information for all of the different age groups of people that apply by selecting from the drop down menu just as you did in the previous Animals section.

- Quantity-**type in the number of people in the Age Groups in the appropriate rows**
- Lived With-**from the drop down menu select one of the behaviors if applicable**
- Interacted With-**from the drop down menu select one of the behaviors if applicable**
- Tested With-**from the drop down menu select one of the behaviors if applicable**

-Do Not Place-**click on this box if the cat is not to be placed with an animal with this type of behavior if applicable**

People					
Qty	Age Groups	Lived With	Interacted With	Tested With	Do Not Place
1	Under 5 years	-- Select --	Friendly	Friendly	<input type="checkbox"/>
	6-12	-- Select --	-- Select --	-- Select --	<input type="checkbox"/>
1	13-17	Friendly	-- Select --	-- Select --	<input type="checkbox"/>
3	Adult(s)	Friendly	-- Select --	-- Select --	<input type="checkbox"/>
1	Senior(s)	-- Select --	Friendly	-- Select --	<input type="checkbox"/>

Activity-Describe the activities of the cat.

-I enjoy-**from the drop down menu select the appropriate activity**

-I'm afraid of-**from the drop down menu select the appropriate item**

-People describe me as-**from the drop down menu select the appropriate description**

-Activity Level-**from the drop down menu select Low, Moderate or High**

-Vocalization Level-**from the drop down menu select Low, Moderate or High**

-Off Leash-**from the drop down menu select Unknown, Completely Reliable, Somewhat Reliable, Not at all Reliable or Not Applicable**

-Training History-**from the drop down menu select Unknown, None, Minimal, Some, Fully or Extensive**

-Specific known commands-**type in any commands here**

-Animal Profile Comments-**type in any comments here**

-Spell Check -**click on this button to check the spelling in each of these sections**

-Save Button-**click on this button to save the information that was added in the Profiles section. If you do not click this Save Button, the information will not be saved.**

Activity

I enjoy: Digging, Fetch, Hiding, Quiet Time, ...

I'm afraid of: -- Select --, Being left alone, Cars on the street, Children, ...

People describe me as: -- Select --, Lap Loving, Social Butterfly, Mellow, ...

Activity Level: Low, Off Leash, Somewhat Reliable, ...

Vocalization Level: Moderate, Training History, Minimal, ...

Specific known commands
Type any known commands here. **Spell Check**

Animal Profile Comments:
Type any other comments about the cat here. **Spell Check**

Created Date/Time By Last Updated Date/Time By

Save **Reset**

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

MEMOS TAB

Type-**Select the type of memo from the drop down menu. Choose from Happy Tails, Lost & Found, Petango Adoption Description, Transfer Network, Behavior, General Animal Note, Grooming, Intake, Media, Medical or Outcome.**

-Happy Tails – **Happy notes go here**

-Lost & Found – **Type a special Note about the animal being either lost or found**

-Pentango Adoption Descriptions – **Use this to note if the cat MUST be adopted with another cat. Also, after adoption, type in the following information: application date, review date, their finalization date, cat they took home, and the person who finalized the adoption.**

-Behavior- **list any positive or negative behaviors here.**

-General Animal Note – **Putting other notes on Cat Card.**

-Grooming – **list any special grooming needs here.**

-Medical – **list any medical needs here.**

Subtype – This section will only allow you to choose a subtype if Behavior is selected in the Type section. **Select only one from the following; Owner Notes, Staff Notes or Volunteer Notes.**

-Spell Check –**click on this button to check the spelling in each of these sections**

-Add Memo Button-**click on this button to save the information that was added in the Memos section.**

Animal Search Express Details Photos / Video Profile **Memos** Identifications Vouchers / Waiver Holds Stage / Location

Animal Memo Details

Memo Number → **Type** → **Subtype** → **Review Date**

Behavior Staff Notes 10/10/2012 09:17 F

→ **Comments**

David tried to steal the other cats food and toys while at the shelter.

Created Date/Time **By** **Last Updated Date/Time** **By**

Spell Check **Clear** **Save** **Add Memo**

Memo History

IDENTIFICATIONS TAB

- Microchip Number – **Enter number with no spaces.** If you are encountering a problem getting the number accepted, try changing letter O for number 0 or vice versa.
- Issuer – **Select the issuer of the Microchip Number from the drop down menu.**
- Issue Date – **Enter date that the Microchip was issued. (ex. 07/01/2012)**
- Your pet's microchip information will be registered with 24PetWatch pet recovery database.
- **Select Yes, I consent to the release of my name and telephone number to anyone that finds my pet.**
- Save Button – **Click on the Save button to save the information.**

Animal Search Express Details Photos / Video Profile Memos **Identifications** Vouchers / Waiver Holds Stage / Location

Microchip (optional)

→ **ID Number** → **Issuer** → **Issue Date**

111111MB1111 Home Again 10/05/2012

Emergency contact

→ **First Name** → **Last Name** → **Home Phone** → **Other Phone**

Michael Angelo 555-555-5555 333-333-3333 ext.

→ Your pet's microchip information will be registered with 24PetWatch pet recovery database.

Yes, I consent to the release of my name and telephone number to anyone that finds my pet.

Reset **Save** **Delete Microchip**

Microchip Scans-

Scan Date/Time-**the current date and time automatically appears. You can change the date time by highlighting and deleting it and typing in correct date and time.**

Scan By-**from the drop down menu, select the name of the person who scanned the cat.**

Results-**from the drop down menu, select No Chips Found, Single Chip Found or Multiple Chips Found.**

Comments-**Comments could be added here.**

Add Scan Button-**Click on this button to add the scan information**

Microchip Scans

→ **Scan Date/Time** → **Scan By** → **Results** → **Comments**

10/05/2012 10:54 F **Now** Trekles, Staci No Chips Found

Created Date/Time **By** **Last Updated Date/Time** **By**

Clear Save **Add Scan**

Pet ID (optional)

- Pet ID Number-Enter the ID #
- Pet ID Type-Select from the type of ID from the drop down menu.
- Pet ID Issuer-Type the name of the issuer of the Pet ID Issuer.
- Issuer Phone-Type the phone number of the issuer here.
- Issued-Enter the date that the ID was issued
- Expires-Enter the date that the ID expires.
- Add Pet ID Button-Click on this button to add the information about the Pet ID.

Pet ID (optional)

→ **Pet ID Number** → **Pet ID Type** → **Pet ID Issuer** → **Issuer Phone** → **Issued** → **Expires** Is License?

1111 Rabies Tag Renaissance Anii 111-111-1111 03/06/1475 00/21/8156

Created Date/Time **By** **Last Updated Date/Time** **By**

Clear Save **Add Pet ID**

Collars

-Currently not being used.

Collars

Collar Type 1 Collar Color 1 Comments Collar Type 2 Collar Color 2 Comments

-- Select -- -- Select -- -- Select -- -- Select --

Reset Save

VOUCHERS WAIVERS TAB

-Currently not being used.

Animal Search | Express | Details | Photos / Video | Profile | Memos | Identifications | **Vouchers / Waiver** | Holds | Stage / Location

Vouchers

Voucher Number	Type	Subtype	Issue Date	Expiry Date	Issued By	Redeemed Date
<input type="text"/>	-- Select --	-- Select --	<input type="text"/> Today	<input type="text"/>	-- Select --	<input type="text"/>

Voucher Notes

Created Date/Time	By	Last Updated Date/Time	By

[Spell Check](#) | [Voucher](#) | [Clear](#) | [Save](#) | [Add Voucher](#)

Select	Type	Subtype	Issue Date	Expiry Date	Issued By	Redeemed Date	Print Voucher	Delete
1								

Record Count: 0 | 10 / Page

Waivers

Waiver Number	Type	Reason	Issue Date	Waiver By	Expiry Date
Automatic	-- Select --	-- Select --	<input type="text"/> Today	-- Select --	<input type="text"/>

Waiver Notes

Created Date/Time	By	Last Updated Date/Time	By

[Spell Check](#) | [Waiver](#) | [Clear](#) | [Save](#) | [Add Waiver](#)

Select	Type	Reason	Issue Date	Waiver By	Expiry Date	Print Waiver	Delete
1							

Record Count: 0 | 10 / Page

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

HOLDS TAB-(Note: only use the Hold Information if the cat has an issue that would place him or her on hold.)

Animal Hold (optional)

-Hold Reason- **Select one of the following reasons from the drop down menu; Adoption Pending, Bite Quarantine, Court Mandate, Law Enforcement, Medical Quarantine, Medical Treatment, Owner Reclaiming, Possible Owner, Potential Adopter, Protective Custody, Supervisor Hold or Transfer Pending**

-Comments- **Type in a comment about the cat being on hold.**

Spell Check Button- **Click on this button to check the spelling of the comment.**

Add Hold Button- **Click on this button to add the hold information about this cat.**

Animal Search Express Details Photos / Video Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

Animal Hold (optional)

Hold Reason Review Date Hold Start Date Hold Placed By Hold For

NEW Possible Owner

Comments

The owner had passed away, however the vet said that his daughter might want to take the cat.

Released Release Reason End Date Released By

-- Select --

Created Date/Time By Last Updated Date/Time By

STAGE/LOCATION TAB-Use this to change Stage of cat if goes into Foster or if the cat is moved to a different room.

Stage

-Stage- **Select one of the following from the drop down menu; Available, Evaluate, New Arrival, On Hold, Pending Medical Assessment, Pending Behavioral Assessment, Behavioral Treatment, Bite Quarantine, Medical Quarantine, Medical Treatment, Pending Hearing, Protective Custody, Foster Program or Waiting for Pick Up.**

-Add Stage Button- **Click on this button to add these staging changes.**

Animal Search Express Details Photos / Video Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

Stage INFO: Latest Intake is 'Stray' at 10/1/2012 1:18:48 AM

Stage Date/Time By Review Date Stage change reason

Available 10/1/2012 1:18:48 AM MonicaK

Stage	Start (Date/Time)	By	Review Date	Stage Change Reason
Available	10/1/2012 1:18:48 AM	Monica Korzenecki		

1 Record Count: 1 10 / Page

Location

-Location-**Select either Shelter or Foster from the drop down menu.**

-Sub Location-**Select the room that the cat is in from the drop down menu.**

-Add Location Button-**Click on this button to add the changes to the location of the cat.**

Location

Location Sub location Date/Time By

Shelter Gift Shop 10/1/2012 1:18:48 AM MonicaK

Create A New Person

This section is to add the information of a potential adopter, adopter, volunteer or employee.

Click on Edit – Either at the top Menu Bar or in the second column
(see Pink Arrows in Diagram below)

-Person Search – Always do a name search first to see if the person already exists. (It is best to try the last name so no restricted in search results.)

-Person Search Criteria-**From the drop down menu, select the search criteria; Name, Person Number, Identification, Phone Number, Address, Case Number, Case Reference Number, Last 10, Email Address or Association.**

Find Button-**Click the Find Button to search for the person.**

-If Results = “**Search did not return any results.**” then, **click on Create New Person Button.**

Person Search

Search did not return any results.

Person Search Criteria: Name [v] First: Michael Middle: Last name: Angelo [x] Fuzzy [x] Find

Select	First Name	Last Name	Phone	Phone Type	Address	Address Type	ID Number	ID Type	Person Memo	Case Memo
1										

Record Count: 0 10 / Page [v]

Clear Person Search

Create New Person

After clicking on the Create New Person Button, the Edit Person screen will appear to let you add the information about the person in the Express Tab.

EXPRESS TAB-Complete all data available.

Person Express

-Salutation-**From the drop down menu select Mr., Mrs., Ms., Dr., Mr. & Mrs., Dr. & Mrs., Dr. & Mr. or Officer.**

-First Name-**Type in First Name**

-Middle Name (optional)-**Type in Middle Name**

-Last Name-**Type in Last Name**

-Suffix-**From the drop down menu, select Jr., Sr., II or III.**

-Date of Birth-**Type in date of birth. (ex. 01/01/1990)**

-Gender-**From the drop down menu, select Male or Female.**

-ID Number-**Type in the ID number.**

-ID Type-(Typically drivers license)**From the drop down menu, select type of ID; Driver's License, DVM License, Government ID, Military ID, Other, Passport or Permit #.**

-ID Issuer-**Type in the name of the Issuer of the ID.**

-ID Issue Date-**Type in the date that the ID was issued.**

-ID Expiry- **Type in the date that the ID will expire.**

-Language-**From the drop down menu, select English or French.**

-No Addresses, No Phone Numbers, No Email Addresses Boxes-**Click on these boxes if the information is not available.** If the information is available, enter it in the following sections.

-Primary Country-**From the drop down menu, select Canada or United States.**

-Address Number, Direction, Street Number, Street Name, Street Type, Direction, Apt?Unit, Zip Code, State, City, City Alias and Address Type-**Type in the appropriate information in the box or select from the drop down menu.**

-Phone Number 1 & 2, Ext.-**Type in the information requested.**

-Do Not Call Box-**Click on this box if they do not want you to call them.**

-Association-**From the drop down menu, select the typical type of relation this person has to the shelter such as Potential Adopter, Adopter, Volunteer, Foster, Adoption Reviewer, etc.**

-Primary Email Address-**Type in the email address.**

-Type-**From the drop down menu, select Professional, Personal or Other.**

- Do Not Contact Box-Click on this box if they do not want to be contacted by email.
- Add Person Button-Click on this button to update the information about the person.

The screenshot shows the 'Edit - Person' interface in the PetPoint system. At the top, there is a navigation bar with 'Intake', 'Outcome', 'Edit', 'Reports', 'Admin', 'Help', and 'Community'. The user is logged in as 'MonicaK' and can 'sign out'. The main form is titled 'Edit - Person' and contains several sections:

- Person Search Express:** A search bar with the word 'Express' circled in red.
- Person Express:** A form with fields for Person ID, Salutation, First Name, Middle, Last Name, Suffix, Date of Birth, Gender, ID Number, ID Type, ID Issuer, ID Issue Date, and ID Expiry. Red arrows point to each of these fields.
- Address Section:** Includes checkboxes for 'No Addresses', 'No Phone Numbers', and 'No Email Addresses'. Below are fields for Country, Address Number, Direction, Street Name, Street Type, Direction, Apt./Unit, Zip Code, State, City, City Alias, Address Type, and Do Not Mail. Red arrows point to these fields.
- Phone and Association Section:** Includes fields for Primary Phone Number 1 and 2, Ext., Type, Do Not Call, Association, and Association Subtype. Red arrows point to these fields.
- Email Section:** Includes Primary Email Address 1, Type, and Do Not Contact. Red arrows point to these fields.
- Buttons:** 'Clear', 'Save', and 'Add Person' buttons are at the bottom. The 'Add Person' button is circled in red.

At the bottom of the page, there is a banner with the text 'EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT' and images of a dog and a cat.

After adding the person, this screen will appear.

PetPoint DATA MANAGEMENT SYSTEM

Independent Cat Society MonicaK | [sign out](#)

Intake Outcome **Edit** Reports Admin Help Community

Edit - Person

Person #	Person Info
1	

Person Search Criteria: Name First: Middle: Last name: Fuzzy

Select [First Name](#) [Last Name](#) [Phone](#) [Phone Type](#) [Address](#) [Address Type](#) [ID Number](#) [ID Type](#) [Person Memo](#) [Case Memo](#)

Record Count: 0 10 / Page

Person P13966070 is created.

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

From here you can go to the top menu bar to Edit and then **click on Person from the drop down menu.**

PetPoint DATA MANAGEMENT SYSTEM

Independent Cat Society MonicaK | [sign out](#)

Intake Outcome **Edit** Reports Admin Help Community

Edit - Person

Person #	Person Info

- Animal
- Person
- Receipt
- Contact
- Agency
- Animal Group

DETAILS TAB-Allows you to edit the information previously entered.

-Salutation-**From the drop down menu select Mr., Mrs., Ms., Dr., Mr. & Mrs., Dr. & Mrs., Dr. & Mr. or Officer.**

-First Name-**Type in First Name**

-Middle Name (optional)-**Type in Middle Name**

-Last Name-**Type in Last Name**

-Suffix-**From the drop down menu, select Jr., Sr., II or III.**

-Date of Birth-**Type in date of birth. (ex. 01/01/1990)**

-Gender-**From the drop down menu, select Male or Female.**

- ID Number-**Type in the ID number.**
- ID Type-(Typically drivers license)**From the drop down menu, select type of ID; Driver’s License, DVM License, Government ID, Military ID, Other, Passport or Permit #.**
- ID Issuer-**Type in the name of the Issuer of the ID.**
- ID Issue Date-**Type in the date that the ID was issued.**
- ID Expiry- **Type in the date that the ID will expire.**
- Association- **From the drop down menu, choose from all of the association types.**
- From- **Today’s date automatically appears. To change the date, highlight and delete it and type in the correct date.**
- Add Association Button- **Click on Add Association Button.**
- Browse Button (optional) **Click on the Browse button to search for a photo on your computer.**
- Add Photo Button- **Click on Add Photo Button to add photo of the person.**
- Update Person Button- **Click on Update Person Button.**

Edit - Person

Person #	Person Info		
P13966070	Mr. Michael Angelo	1111 Renaissance Avenue RENSSELAER, 46111, IN, United States (Home)	555-555-5555 (Home)

[Person View Report](#)

Person Search | Express | **Details** | Contacts | Memos | Profiles | Petango Application | Related Persons

Person Details

Person ID: P13966070

Salutation: Mr. | **First Name**: Michael | Middle: | **Last Name**: Angelo | Suffix: -- Select -- | Date of Birth: 01/01/1975 | Gender: Male

ID Number: 12345678 | **ID Type**: Driver License | ID Issuer: Indiana BMV | ID Issue Date: 09/09/2012 | ID Expiry: 09/09/2015

Person Description

Created Date/Time	By	Last Updated Date/Time	By
10/06/2012 01:59PM	MonicaK	10/06/2012 01:59PM	MonicaK

Associations

Association: Adopter, Association Subtype: -- Select --, From: 10/06/2012, To:

Created Date/Time	By	Last Updated Date/Time	By

Buttons: Clear, Save, Add Association

Association	Association Subtype	From	To	By	Date/Time	Delete
Adopter		10/06/2012		MonicaK	10/06/2012 06:07PM	Delete

Record Count: 1 | 10 / Page

Buttons: Clear, Save, Update Person

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

CONTACTS TAB-These tabs can be used to track additional information.

-No Addresses, No Phone Numbers, No Email Addresses Boxes-**Click on these boxes if the information is not available.** If the information is available, enter it in the following sections.

Addresses

-Primary Box-**Click on this box if this is the primary email address.**

- Country-**From the drop down menu, select Canada or United States.**

-Address Number, Direction, Street Number, Street Name, Street Type, Direction, Apt?Unit, Zip Code, State, City, City Alias and Address Type-**Type in the appropriate information in the box or select from the drop down menu.**

-Add Address Button-**Click on this button to add this information.**

Person Search | Express | Details | **Contacts** | Memos | Profiles | Petango Application | Related Persons

No Addresses No Phone Numbers No Email Addresses

Addresses

Primary: Country: United States, Address Number: , Direction: --, Street Name: , Street Type: -- Select --, Direction: --, Apt./Unit:

Zip Code: , State: Indiana, City: -- Select --, City Alias: , Address Type: -- Select --, Do Not Mail:

Created Date/Time: , By: , Last Updated Date/Time: , By:

Buttons: Clear, Save, Add Address

Address Type	Address	Primary	Do Not Mail	Delete
Home	1111 Renaissance Avenue , RENSSELAER (), Indiana 46111, USA	No		Delete

Record Count: 1 | 10 / Page

Phone Numbers

- Primary Box-**Click on this box if this is the primary email address.**
- Phone Number , Ext.-,**Type in the information requested.**
- Do Not Call Box-**Click on this box if they do not want you to call them.**
- Add Phone Button-**Click on the Add Phone Button to update the phone information.**

The screenshot shows the 'Phone Numbers' form. At the top, there are fields for 'Primary' (checkbox), 'Phone Number' (text input), 'Ext.' (text input), 'Type' (dropdown menu), and 'Do Not Call' (checkbox). Below these fields is a table with columns: 'Created Date/Time', 'By', 'Last Updated Date/Time', and 'By'. At the bottom right of the form are buttons for 'Clear', 'Save', and 'Add Phone'. The 'Add Phone' button is circled in red. Below the form is a table with columns: 'Type', 'Phone Number', 'Ext.', 'Primary', 'Do Not Call', and 'Delete'. The table contains two rows: 'Home' with phone number '555-555-5555' and 'Cell' with phone number '555-555-5556'. At the bottom right of the table is 'Record Count: 2' and a '10 / Page' dropdown.

Email Addresses

- Primary Box-**Click on this box if this is the primary email address.**
- Email Address-**Type in the email address.**
- Email Type-**From the drop down menu, select Professional, Personal or Other.**
- Do Not Contact Box-**Click on this box if they do not want to be contacted by email.**
- Add Email Button-**Click on the Add Email Button to update the Email information.**
- Update Person Button-**Click on the Update Person Button to update the information.**

The screenshot shows the 'Email Addresses' form. At the top, there are fields for 'Primary' (checkbox), 'Email Address' (text input), 'Email Type' (dropdown menu), and 'Do Not Contact' (checkbox). Below these fields is a table with columns: 'Created Date/Time', 'By', 'Last Updated Date/Time', and 'By'. At the bottom right of the form are buttons for 'Clear', 'Save', and 'Add Email'. The 'Add Email' button is circled in red. Below the form is a table with columns: 'Email Type', 'Email Address', 'Primary', 'Do Not Contact', and 'Delete'. The table contains one row: 'Professional' with email address 'renaissanceman@medici.edu'. At the bottom right of the table is 'Record Count: 1' and a '10 / Page' dropdown. Below the table are buttons for 'Clear', 'Save', and 'Update Person'. The 'Update Person' button is circled in red.

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

MEMOS TAB

Person Memo Details

Type-**From the drop down menu select Adoption, Donor, Financial, Foster, General Person Note or Volunteer.**

Comment-**Type in your comment here.**

Spell Check Button-**Click on this button to check the spelling of your comment.**

Add Memo Button-**Click on this button to add the memo to this person.**

Person Search Express Details Contacts **Memos** Profiles Petango Application Related Persons

Person Memo Details

Memo Number *NEW* **Type** Adoption **Subtype** -- Select -- **Review Date**

Comments

Michael Angelo wants to adopt David!

Created Date/Time **By** **Last Updated Date/Time** **By**

Spell Check **Clear** **Save** **Add Memo**

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

PROFILES & PETANGO APPLICATION TABS-These tabs are inoperable at this time.

RELATED PERSONS TAB

-Person Search Criteria-**From the drop down menu, select the search criteria; Name, Person Number, Identification, Phone Number, Address, Case Number, Case Reference Number, Last 10, Email Address or Association.**

First, Middle & Last Name-**Type in the names of the person in the appropriate boxes.**

Find Button-**Click the Find Button to search for the person.**

Relationship Details

-Relationship Type-**From the drop down menu select one of the following relationship types; Common Law, Spouse, Boyfriend, Fiancé, Girlfriend, Landlord, Roommate, Friend, Neighbor, Other Family, Parent or Sibling.**

-Add Relationship Button-**Click on this button to add this person as a relation.**

Person Search Express Details Contacts Memos Profiles Petango Application **Related Persons**

Person # Person Info

Person Search Criteria: Name First: Francesca Middle: Last name: Angelo Fuzzy **Find**

Clear Person Search
Create New Person

Relationship Details

Relationship Type Active Include on Mail Labels

Parent

Created Date/Time By **Last Updated Date/Time** By

Clear **Save** **Add Relationship**

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

Process An Adoption

It is best to conduct this while the adopter is there at the shelter to give them the 24PetWatch Registration Document and \$5 Coupon for The Pentango Store. The microchip information must be entered in Pet Point for this to generate.

For ease of processing an adoption having the Person already entered into Pet Point is helpful but can be done as you go but the Animal must already be in Pet Point.

OUTCOME – In dark green bar at the top or in the lower section of the first column
 -Select Adoption

The screenshot shows the PetPoint web application interface. At the top, there is a navigation bar with the following items: Intake, Outcome, Edit, Reports, Admin, Help, and Community. Below this, there is a main content area with several sidebar menus. The 'Outcome' sidebar menu is highlighted, and a red arrow points to the 'Adoption' option. Another red arrow points to the 'Adoption' option in the 'Outcome' dropdown menu. The 'Intake' sidebar menu also has a red arrow pointing to the 'Adoption' option. The main content area includes sections for 'Intake', 'Admin', 'Reports', and 'Help', each with a list of sub-options.

PERSON SEARCH - Always do a name search first to see if the person already exists. (It is best to try the last name so no restricted in search results.)

-Gift/Offer of Insurance-**From the drop down menu select Yes.**

-Enter name and select person to search for the person adopting the cat.

-Person Search Criteria-**From the drop down menu, select the search criteria; First, Middle & Last Name.**

Find Button-**Click the Find Button to search for the person.**

Outcome - Adoption

Search **Person**

Person #	Person Info

Gift/Offer of Insurance Yes ▾

Person Search

Person Search Criteria: Name ▾ First: Middle: Last name: **Find**

Fuzzy Search

Clear Person Search

Create New Person

Clear Lock Record

-If the results = **“Search did not return any results.”** then click on Create New Person button and enter the person’s information as previously discussed in the CREATE A NEW PERSON section on page 22.

Person Search

Search did not return any results.

Person Search Criteria: Name ▾ First: Middle: Last name: **Find**

Fuzzy Search

Select	First Name	Last Name	Phone	Phone Type	Address	Address Type	ID Number	ID Type	Person Memo	Case Memo
1										

Record Count: 0 10 / Page ▾

Clear Person Search

Create New Person

Clear Lock Record

Once the person is pulled up scrolling down the screen will show all Person tabs. If that person’s information needs to be updated, on any tabs, it can be done at this time. For detailed information see EDIT PERSON section on page 24.

MEMOS TAB

Type-**From the drop down menu, select Adoption.**

Comments-**Type in the following information: application date, review date, their finalization date, cat they took home, and the person who finalized the adoption.**

Spell Check-**Click on the Spell Check Button to check the spelling in the comment section.**

Add Memo Button-Click on Add Memo button.

Person Search Express Details Contacts **Memos** Profiles Petango Application Related Persons

Person Memo Details

Memo Number *NEW* **Type** Adoption **Subtype** -- Select -- **Review Date**

Comments

Application date: October 1, 2012
 Review date: October 5, 2012
 Adoption finalization date: October 9, 2012
 Adopted: David #9999
 Finalized by: Monica K.

Created Date/Time **By** **Last Updated Date/Time** **By**

Spell Check **Clear** **Save** **Add Memo**

Clear Lock Record

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

ANIMAL TAB

Gift/Offer of Insurance-From the drop down menu select Yes.

-Animal Search Criteria – From the drop down menu, select “Reference # ARN”

-Animal #- Enter ICS Cat #

-Find Button-Click Find button.

Outcome - Adoption - New *Person: Michael Angelo*

Search | Person | **Animal**

Gift/Offer of Insurance Yes ▾

Animal Search

Animal Search Criteria: Reference # (ARN) ▾ Reference #: 9999

All Active Only Inactive Only

Find **Advanced Search**

Clear Animal Search

Clear Lock Record



-If the results = **“Search did not return any results.”** you will need to enter the information for that cat first. See the ENTERING A NEW CAT section on page 3.

Outcome - Adoption - New *Person: Michael Angelo*

Search | Person | **Animal**

Gift/Offer of Insurance Yes ▾

Animal Search

Animal Search Criteria: Reference # (ARN) ▾ Reference #: 7777

All Active Only Inactive Only

Find **Advanced Search**

Select	ARN	Status	Stage	Species	Primary Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern 1	On Hold	Memo	Location	Sub Location
1																	

Record Count: 0 10 / Page ▾

Clear Animal Search **Search did not return any results.**

Clear Lock Record



Once the animal is pulled up, scrolling down the screen will show all Animal tabs. If that animal's information needs to be updated on any tabs, it can be at this time. For more information on editing the information on the cat, see EDIT ANIMAL section on page 10. Make sure that there is a MICROCHIP #. If there isn't a microchip # listed, the Gift Policy will not be available and the adopter will only receive the Offer of insurance.

Outcome - Adoption - New										Person: Michael Angelo	
Select	Animal #	ARN	Status	Name	Species	Breeds	Outcome Subtype	Status	Status Date/Time	Release Date	Gift/Offer
<input checked="" type="checkbox"/>	A17344912	9999	Active	David	Cat	Domestic Shorthair/Mix		New	10/09/2012 07:37:39AM		Offer
1										Record Count: 1	25 / Page

Apply Selection

Search Person **Animal** Details

Animal ID's	Animal Info	Location Info
A17344912 9999	Active Available David - Cat Male - Adult Domestic Shorthair/Mix - Grey - Solid 5 y 11 m 8 d , DOB: 11/1/2006, Altered: Yes, Size: Medium, Weight: 9.00 pound Bitten: No Bite History, Danger: No	Shelter - Gift Shop

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- **Animal View Report**

Jump To: -- Outcome -- -- Edit --

Gift/Offer of Insurance Yes

Animal must have a microchip to issue a Gift Policy. If no microchip is added, the adopter will only receive the Offer of Insurance.

Animal Search Express Details Photos / Video Profile Memos Identifications Vouchers / Waiver Holds Stage / Location

DETAILS TAB

Outcome Details

-Gift/Offer of Insurance – **You must select Yes or No.** If that animal's microchip number is not in Pet Point the message above will display and you will need to select No as to offering insurance, but all of our cats are supposed to be microchipped from here on out so be sure to update Pet Point with that information before processing the adoption.

-Status- Automatically comes up Adoption and does not allow you to change it at this point.

-Date/Time – **Enter date of adoption.** Automatically comes up with today's date and time. You can change the date; however, it will only let you enter it up to 3 days prior current date, so it is best to enter adoptions in a timely manner to keep as close to current date of actual adoption.

-Record Owner – **From the drop down menu select the person that admitted the animal.** (Currently only a few select individuals are available to select so select "Connie" for now until updated. In future would probably be person that admitted animal.)

-Outcome SubType – **From the drop down menu, select "Onsite" unless the animal was adopted from some other event.**

-Asilomar Status – **Leave as Healthy unless other applicable.**

- Happy Tails Expiry Date – Automatically calculating one month later.
- Jurisdiction – **From the drop down menu, select LaPorte County.**
- State and City – Automatically comes up as the Adopter's city and state.
- Release Status – **From the drop down menu select Immediate.**
- Release Scheduled Date/Time-Automatically comes up with today's date. It does not allow you to change this at this time.
- Scheduled With- Automatically comes up with the person that you selected as the "Record Owner". It does not allow you to change this at this time.
- Release Date/Time – Automatically comes up with today's date. It does not allow you to change this at this time.
- Release By-**From the drop down menu, select the Adoption Counselor that completed the adoption.**

Outcome - Adoption - New *Person: Michael Angelo*

Select	Animal #	ARN	Status	Name	Species	Breeds	Outcome Subtype	Status	Status Date/Time	Release Date	Gift/Offer
<input checked="" type="checkbox"/>	A17344912	9999	Active	David	Cat	Domestic Shorthair/Mix		New	10/10/2012 06:16:06AM		Offer
											Record Count: 1
<input type="button" value="Apply Selection"/>											

Search Person Animal **Details**

Gift/Offer of Insurance Yes

Outcome Details

Record #	Status	Status Date/Time	Record Owner
NEW	Completed	10/10/2012 06:16:06	Szawara, Connie
Outcome Type	Outcome SubType	Asilomar Status	Happy Tails Expiry Date
Adoption	Onsite	Healthy	11/09/2012
Jurisdiction	Zip Code	State	City
LaPorte County	46111	Indiana	RENSELAE
Release Status	Release Scheduled Date/Time	Scheduled With	Release Date/Time
Immediate	10/10/2012 06:16:06	Szawara, Connie	10/10/2012 06:16:06
Created Date/Time	By	Last Updated Date/Time	By
10/10/2012 6:16:06 AM	MonicaK	10/10/2012 06:16:06AM	MonicaK

Adopter Checklist

-Click on the boxes before the items that were given to the adopter. You may click all that apply. If you check the "Other" box, type in the items in the box next to it/

Adopter Checklist

Please check off any free products that you have provided the adopter today:

<input type="checkbox"/> No free products provided	<input type="checkbox"/> Hill's Science Diet	<input type="checkbox"/> Purina pet food	<input type="checkbox"/> Frontline Flea & Tick
<input type="checkbox"/> Heartgard	<input type="checkbox"/> Interceptor	<input type="checkbox"/> Advantage	<input checked="" type="checkbox"/> Other Cat tpy

Stage & Location Express-All items come up automatically and it does not allow you to change anything at this time.

Submit Outcome Button-**Click on this button to process the adoption of the cat.**

Stage & Location Express

Stage	Review Date	Location	Sub location
Available <input type="text"/>	<input type="text"/>	Shelter <input type="text"/>	Gift Shop <input type="text"/>

Lock Record

Submit Outcome

After clicking on the Submit Outcome button, you will see the following screen.

PetPoint DATA MANAGEMENT SYSTEM Independent Cat Society MonicaK | [sign out](#)

Intake Outcome Edit Reports Admin Help Community

Outcome - Adoption - 14043896 **Person: Michael Angelo**

Select	Animal #	ARN	Status	Name	Species	Breeds	Outcome Subtype	Status	Status Date/Time	Release Date	Gift/Offer
<input checked="" type="checkbox"/>	A17344912	9999	Inactive	David	Cat	Domestic Shorthair/Mix	Onsite	Completed	10/10/2012 06:16:06AM	10/10/2012	Offer

Record Count: 1 25 / Page

Search Person Animal Details **Summary**

Person Info

P13966070 Michael Angelo 555-555-5555 (Home) 1111 Renaissance Avenue RENSSELAER, IN, United States (Home)

Adopter Downloads

Attn: Adoption Staff
 Please read the Messaging Checklist found on the first page of the Adopter Downloads PDF with your adopter for each animal. Thank You!

A17344912

Download & print the Adobe PDF file(s) for your adopters by clicking on the button(s) above.

Actions

Jump To: -- Intake -- -- Edit --

Print: A17344912 - 9999 - David - Cat

Print: -- Kennel Card -- -- Documents -- -- Medical Documents --

Animal Info

[A17344912](#)
 9999 David Cat Male Adult Domestic Shorthair/Mix, Grey/Solid, Medium, 9.00 pound
 5 y 11 m 9 d , DOB: 11/1/2006, Spayed/Neutered: Yes
 Short Smooth Coat, Gold Eyes, Erect Ears, Long Tail, Declawed:Front
 Dist.Marks: David is solid grey with a small patch of white on his chest., Bitten: No Bite History

Date Source	Size	Animal Condition	Medical Status	Temp. Status	Bitten Danger	S/N Pulse	Temp Resp.
10/10/2012 06:16AM Adoption Onsite	BCS Medium	Asilomar Healthy Healthy	Age Group Healthy Adult	Weight Calm	No Bite History N	Y	

14043896 Outcome Status Date/Time: 10/10/2012 06:16:06AM Outcome Status:Completed, Jurisdiction: LaPorte County City/State: RENSSELAER,IN 46111
 Record Owner: Connie Szawara Release Date/Time: 10/10/2012 By: Connie Szawara
 Created Date/Time: 10/10/2012 06:52:00AM By: MonicaK Offer, Happy Tails Expiry: 11/09/2012
 Onsite Last Updated Date/Time: 10/10/2012 06:51:48AM By: MonicaK

Lock Record

-If the cat has a microchip you will get a 24PetWatch Registration Document and a \$5 coupon for The Pentango Store to print for the Adopter. **You will need to click on the Adoption number (ex. A17344912) for these pages to print.** (See examples of the pages that will print on the following 3 pages)



**Offer of Insurance
Messaging Checklist**

Attention: Adoption Staff Please read this list to your new adopters!

- Congratulations! Your new pet is eligible to receive a ShelterCare 30 Day Gift of Insurance from us. You must call ShelterCare at 1-866-375-7387 to accept this Offer and activate your Gift within 5 days of your adoption.
- To activate your Gift, please call 1-866-375-7387 and provide the ShelterCare Representative with the ACTIVATION code found on your printed Welcome Letter or in the Welcome Email sent to you by ShelterCare.
- Upon activation, please check your email inbox for a confirmation email from ShelterCare.com. There will be a link in the email that you need to click on to confirm your coverage and download your insurance documents. You must confirm your ShelterCare 30 Day Gift of Insurance within 72 hours of adopting your pet. If you do not confirm your Gift within 72 hours of your adoption, the Gift of insurance will be voided and you will not be able to submit any veterinary claims.
- The insurance documents will explain in detail what the ShelterCare insurance will cover, along with a claim form that you can use to submit for reimbursement. Please read these documents carefully and keep them for future reference.
- If you have not received this email from ShelterCare within 48 hours you may need to check your junk email box and add infosheltercare@sheltercare.com to your email safe sender list.
- Once you have confirmed your ShelterCare 30 Day Gift of Insurance, coverage will begin on the second midnight following activation. For example: If adopted anytime on Saturday, coverage begins on Monday at 12:01AM.
- We want you to make sure you don't get caught with expensive veterinarian bills, so please make sure you activate your Gift before 10/14/2012 and confirm it before 10/16/2012.

Please confirm the following information is accurate

During adoption today, you received:

- Cat toy

Reviewed with adopter by:

Adoption Staff

Date

ShelterCare Pet Insurance advocates for responsible pet ownership through financial risk management. Every purchase of a ShelterCare Pet Insurance program results in a charitable donation, thus helping more homeless pets find a forever home!



P.O. BOX 2158
BUFFALO, NY 14240-2150

TEL: 1-877-707-7297
FAX: 1-866-369-7387

www.sheltercare.com

**ShelterCare Offer Welcome Letter
30 Day Gift of Insurance *
Call To Activate Your Gift**

1-866-375-7387

Dear Michael Angelo:

Congratulations! You've adopted David and made a happy pet even happier!

Adopting a pet is a big change for you and your pet, and we are here to help. We want to provide you with peace of mind when it comes to protecting you and your new best friend, which is why Independent Cat Society is offering you a ShelterCare 30 Day Gift of Insurance - **but you must call 1-866-375-7387 to activate your Gift within the next 5 days.**

Activate your 30-Day Gift within 5 days – ACTIVATION CODE: 6374110503408292

All you need to do is call us at 1-866-375-7387 and mention your activation code - 6374110503408292 - to begin your coverage right away. Once you've activated your Gift, you will receive an email within 48 hours from ShelterCare.com, which will direct you to your personal web page where you will need to confirm your coverage.

You must confirm your ShelterCare 30 Day Gift of Insurance within 72 hours – If you do not confirm, YOU WILL NOT have any insurance coverage for your newly adopted pet.

When you open your email from ShelterCare.com, be sure to click on the link which will direct you to your personal web page. You can confirm your coverage as well as find your policy documents, terms and conditions, and claim forms.

Don't get caught with unexpected costs if you have to see a vet for accidents or certain named diseases that David may be exposed to.

If you do have to take your pet to your veterinarian, please bring your policy documents with you and show them to your veterinarian to ensure you have the necessary coverage BEFORE you commit to any treatments.

Protect yourself and David. Don't delay in **activating and confirming** your ShelterCare 30 Day Gift of Insurance!

Enjoy your new best friend! :-)

Sincerely,

A handwritten signature in black ink, appearing to read "J. Swanson", is written over a light gray rectangular background.

Your ShelterCare Pet Insurance Team

The Petango Store

www.thepetangostore.com

Congratulations Michael Angelo!

You've chosen your new best friend!

Now choose what's best for David at The Petango Store.

SAVE \$5 INSTANTLY

When You Use This Petango Bucks Coupon!



Use this COUPON CODE

Pick Up a Pet Necessities Kit

Everything you need for your new pet!

Choose a Petango Pet Lover Gift Bundle

The most popular, pet-preferred products, one discounted value pack!

As Seen On:



Plus...FREE BASIC SHIPPING! *on orders \$35 or more

Shop at ThePetangoStore.com OR call 1-877-975-7387 for low prices on pet meds and supplies from popular trusted brands like Frontline, Heartgard, Advantage, Bully Sticks, Greenies and much more!



GIVE BACK TO HOMELESS PETS

We ♥ pets too... The Petango Store will make a donation to the Animal shelter that you adopted your pet from for every purchase you make! Give the gift of hope to homeless animals in shelters across America.

See you soon at ThePetangoStore.com!

After the adoption you can view the following reports to see the information about the adoption process on the Person or Animal.

Person Info

Person View Report Button-**Click on the Person View Report button to access the report.** This report will show the cat(s) adopted from ICS by this person.

Search | Person | Animal | Details | Summary

Person Info

P13966070 Michael Angelo 555-555-5555 (Home) 1111 Renaissance Avenue RENNELAER, IN, United States (Home) **Person View Report**

Adopter Downloads

Attn: Adoption Staff
Please read the Messaging Checklist found on the first page of the Adopter Downloads PDF with your adopter for each animal. Thank You!

A17344912

Download & print the Adobe PDF file(s) for your adopters by clicking on the button(s) above.

A new window will pop up with the report that you can print.

Print Report Button-**Click on this button to print the report.** This report should be printed and placed in the animal's file.

Close Window Button-**Click on this button to close the window.**

The following is an example of a Person Review Report.

[Print Report](#)

[Close Window](#)

Person View Report

Person Number: [Submit](#)

Person



Printed: 10/10/2012 07:08AM

Person Details

P13966070	Name Michael Angelo	Date of Birth 1/1/1975	ID Type: Number Driver License : 12345678	Gender M
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Addresses

<u>Type</u>	<u>Address</u>	<u>PostalCode</u>
Home	1111 Renaissance Avenue # RENNELAER Indiana USA	46111

Phone Numbers

<u>Type</u>	<u>Number</u>	<u>Extension</u>
Home	555-555-5555	
Cell	555-555-5556	

Email

<u>Type</u>	<u>E-Mail Address</u>
Professional	renaissanceman@medici.edu

Animal

<u>AnimalID</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Species</u>	<u>Primary Breed</u>	<u>Primary Color</u>	<u>DOB</u>	<u>Sex</u>
A17344912	Adoption	10/10/2012	David	Cat	Domestic Shorthair	Grey	11/1/2006	M

Ownership / Guardianship

<u>AnimalID</u>	<u>Date From</u>	<u>Name</u>	<u>Species</u>	<u>Primary Breed</u>	<u>Primary Color</u>	<u>DOB</u>	<u>Sex</u>
A17344912	10/10/2012	David	Cat	Domestic Shorthair	Grey	11/1/2006	M

Memos

<u>Type</u>	<u>SubType</u>	<u>Last Update</u>	<u>Memo</u>	<u>Review Date</u>
Adoption		10/9/2012 7:15:03 AM	Application date: October 1, 2012 Review date: October 5, 2012 Adoption finalization date: October 9, 2012 Adopted: David #9999 Finalized by: Monica K.	

Associations

Association
Adopter

Photo

[Print Report](#)

[Close Window](#)

Actions

-Animal View Report – This will show animal details and the history of the cat.

-Animal View Report Button-**Click on the Animal View Report button** to access the report.

Actions

Jump To: -- Intake -- -- Edit -- **Issue Refund** **Create Receipt**

Print: A17344912 - 9999 - David - Cat **Contract**

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- **Animal View Report**

A new window will pop up with the report that you can print.

Print Report Button-**Click on this button to print the report.** This report should be printed and placed in the animal's file.

Close Window Button-**Click on this button to close the window.**

The following is an example of an Animal Review Report.

Print Report **Close Window**

Animal View Report

Animal Number: **Submit** **Medical View Report**

Animal

Animal: A17344912



Printed: 10/10/2012 07:15AM

Animal Details

A17344912 9999	David Cat Male Adult	Domestic Shorthair/Mix, Grey/Solid, Medium, 9.00 pound 5 y 11 m 9 d , DOB: 11/1/2006, Spayed/Neutered: Yes Short Smooth Coat, Gold Eyes, Erect Ears, Long Tail, Declawed: Front Dist.Marks: David is solid grey with a small patch of white on his chest., Bitten: No Bite History
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Animal Point In Time

Date Source	Size BCS	Animal Condition Asilomar	Medical Status Age Group	Temp. Status Weight	Bitten Danger	S/N Pulse	Temp Resp.
10/10/2012 06:16AM Adoption	Medium	Healthy Healthy	Healthy Adult	Calm	No Bite History N	Y	
10/02/2012 11:24PM EDIT	Medium	Healthy Healthy	Healthy Adult	Calm	No Bite History N	Y	
10/01/2012 01:18AM Stray	Medium	Healthy Healthy	Adult	9.00 pound	No Bite History N	Y	

Shortcuts

ENTERING A NEW CAT

Shortcut⇒ **Intake>Stray>Assign Anonymous Person Check Box>Animal Search>Reference # ARN Number>Enter ICS Cat Number>Click Find Button>Results – “Search did not return any results.”>Create New Animal Button> Express Tab>Animal Details>Animal Photos>Identification Express>Stage & Location Express>Intake-Stray-New>Details Tab>Stage & Location Express>Animal Hold>Submit Intake Button**

EDIT ANIMAL

Shortcut⇒ **Edit>Animal>Animal Search>Criteria>Reference# ARN>Find>Express Tab>Animal Details>Animal Photos>Identification Express>Stage & Location>Details Tab>Animal Details>Photos/Videos Tab>Animal Photos>Animal Videos>Profile Tab>General>Animals>People>Activity>Memos Tab>Animal Memo Details>Identifications Tab>Microchip (optional)>Microchip Scans>Pet ID (optional)>Holds Tab>Animal Hold (Optional)>Stage Location Tab>Stage>Location**

ADD A PERSON

Shortcut⇒ **Edit>Select Person>Person Search>Create New Person>Express Tab>Add Person**

EDIT A PERSON

Shortcut⇒ **Edit>Person>Details Tab>Person Details>Associations>Contacts Tab>Addresses>Phone Numbers>Email Addresses>Memos Tab>Person Memo Details>Related Persons Tabs**

PROCESS AN ADOPTION

Shortcut⇒ **Outcome>Adoption>Person Search>Memos Tab>Person Memo Details>Animal Tab>Animal Search>Details Tab>Outcome Details>Adopter Checklist>Stage & Location Express>Submit Outcome>Summary Tab>Adopter Downloads>Print PDF**

Files>Summary>Person Info>Person View Report Button>Print Report Button>Actions>Animal View Report Button>Print Report Button