

Indiana Bulldog Rescue PO Box 1049 Shelbyville, IN 46176 www.indianabulldogrescue.com

# Website and Email Admin Instructions

# A. <u>Purpose</u>

This document provides a step-by-step overview of key administrative tasks which are needed to support IBR's website - <u>http://indianabulldogrescue.com</u> – and email.

# Trackabeast is also included in this document in a separate section.

## B. Key Contacts

IBR's website was designed and was supported by Anderson Creative. Contact person was Arin Anderson. Anderson Creative, LLC. <u>arin@andersoncreative.works</u> 317-813-9597.

It is now hosted and supported with by Sapphire Strategy <u>https://sapphirestrategy.com/</u> They have full administrative access to our site, and we pay a monthly fee for hosting and support. So, if there are any, you can always reach out to Jordan Nommy and she will be happy to help. Her contact information is: <u>jordan@sapphirestrategy.com</u> 317-643-2071.

## C. Website and Email Background

IBR's website was implemented in May 2016 by Anderson Creative and was hosted by a company called Flywheel (<u>https://getflywheel.com/</u>).

It has been moved to Sapphire Strategy.

It is a WordPress based site with several supported WordPress plug-ins are used to drive necessary functionality, the most notable of which is Ninja Forms (<u>https://ninjaforms.com/</u>) which is the back-end for all of the forms (applications, surrender, volunteer, etc.) on the website. The submissions are sent to specific email accounts, but also stored on WordPress. Find Ninja Forms support information later in this document.

The theme is Bridge and it uses Qode to design the site. WPBakery is a plugin page builder (that doesn't support the default WordPress block builder). It is needed as some features the site has (testimonial slider) are only available with the version of WPBakery that is installed. Without it, we would need to purchase Qode pro blocks and rebuild the website with the block editor.

Another plug-in LoginWP (Formerly Peter's Login Redirect) allows certain users to see only certain pages vs the WP Dashboard after they login. This is how volunteers access forms and other instructions. They do not have access to edit pages.

The website is hosted separately from email. IBR's email is hosted by Gmail.

## D. <u>Bookmarks</u>

In order to best support IBR's website, it is suggested that you set-up an IBR folder in your browser of choice and bookmark the following pages:

## Website Admin

https://indianabulldogrescue.com/wp-admin/

# Google Admin console -

https://accounts.google.com/signin/v2/sl/pwd?continue=https%3A%2F%2Fadmin.google.com %2Findianabulldogrescue.com%2FDashboard%3Fpli%3D1%26fral%3D1&service=CPanel&skipvp age=true&passive=3600&authuser=0&flowName=GlifWebSignIn&flowEntry=ServiceLogin

Main site - <u>https://indianabulldogrescue.com/</u> Foster dogs - <u>https://indianabulldogrescue.com/ibr-foster-dogs/</u> Volunteer page - <u>https://indianabulldogrescue.com/volunteer-forms/#</u>

Make sure the volunteer pages and other sensitive pages are set to no-index, so they aren't going to show up in Google searches. The volunteer page is set to public but there aren't any links directing the general public to the page. People can only access it if they type in the full web address into the browser address bar or if they login with the volunteer credentials b/c the LoginWP directs them to that page.

## E. <u>Create a new Foster Dog Bios</u>

Keeping the bios for IBR's (awesome!) foster dogs up-to-date is most critical administrative task associated with supporting the website. Foster dog bios can be seen here - <a href="https://indianabulldogrescue.com/ibr-foster-dogs/">https://indianabulldogrescue.com/ibr-foster-dogs/</a>

When a new intake comes in, the website admin needs to post a bio within 2 to 3 business days of intake. The process for posting a bio is as follows:

- 1) Before you access the website to post the bio, you will want to do the following:
  - a. Download photos of the dog from the IBR Volunteer Page on Facebook.
    - i. I have created a separate folder on my computer for IBR photos so that I can easily save and then access them for uploading to WordPress.
    - ii. I used the foster dog's name as the filename in order to make these easier to search/find on my computer and in WordPress.

- b. Collect as much information as you can about the dog to include in the initial bio type of pull (shelter/owner surrender), intake date, age, weight, general temperament, etc. You can also collect this information from the Surrender Form. See Section I.
- 2) When you are ready to post the dog's bio, you will need to access the admin login link https://indianabulldogrescue.com/wp-admin/
- 3) Once in the Admin, access Posts on the left navigation.

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🚳 Dashboard	Posts Add N	lew					
🖈 Posts 🔹	Do you like plug	gin WPS Hide Login?					
All Posts	Thank you for ta	aking a few seconds to note us on Wor	dPress.org				
Add New Categories	Hola! Would you	u like to receive automatic updates and	unlock premium support? Please	activate your copy of WPBakery Page Build	der.		
Tags News Reactions	Hi there! You've ~ <u>@danieliser</u> 8	e been using the User Menus plugin o & <u>@calumallison</u>	n your site for 2 weeks now - We l	nope it's been helpful. If you're enjoying t	the plugin, would you mind r	ating it 5-stars to help spread the word?	
<ul><li>⋆ Portfolio</li><li>⋆ Testimonials</li></ul>	Ok, you deserve Nope, maybe lat	<u>e it</u> ter					
Qode Slider							
Qode Carousel	This theme requ	uires the following plugin: LayerSlider	WP.				
<b>9</b> 3 Media	This theme reco	ommends the following plugin: Qode	Twitter Feed.				
🖈 Masonry Gallery	Begin installing	<u>g plugins   Dismiss this notice</u>					
Pages	All (18)   Mine (7)	Published (17)   Draft (1)   Trash (6)					
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	11980	Duke 2.0			Ibik Volunteer	Weulcal Hold	_

- 4) Pick a bio that you know looks correct from the list, hover over it and select "Duplicate Post"
- 5) Hover over copied post (it might be a Draft) and select "Edit Post"

6) Update dog's name in title and permalink

Begin installing plugins   Dismiss this notice		
Sample Dog		
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WPBakery Page Builder		
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	+ 🖉 ×	
Specification List		Hi IBR Land,
_	+	My name is Pearl and, man, my life has chan
		me to the vet. The people at the shelter wer
		might be there forever! But then this really r mom. She took me to really nice house it is
		But, even with all of the nice stuff in my new
		I'm a 'Stage 5 Clinger'. I'm not exactly sure v to my humans at all times so much so that
		don't want them to forget that I'm there! M
		companion you could ever ask for!
		My foster mom is also working with on this
		family never told me that but I guess that's
		very hard to learn but I do forget sometime:

7) Hover cursor over Specifications List box and a green command strip will appear. Select the pencil in the middle and the Specifications List will pop up. Edit all specifications to match new dog.

Image	2 +				n, t
Meet	Pearl!				
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X	Label: Status, Value: Medical Hold	*	đ	×	
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8	Label: Age, Value: 6 years	*	Ø	×	н
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8	Label: Weight, Value: 38 lbs	*	Ø	×	
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2	Label: Object aggression, Value: None noted	*	đ	×	re f ok
2	Label: Special Needs, Value: Other (more info in bio)		ð	×	h a
2	Label: Medications, Value: Monthly Heartworm and Flea/Tick Prevent	ative ^	Ø	×	ns a nem rou
23	Label: Crate trained, Value: No		đ	$\times$	
	Close Save changes				tolo lear tun

- 8) Remove the photo at top. Select plus sign and follow prompts to upload photo(s) of the new dog. Note: I upload all photos of the dog in this step just to make things quicker.
- 9) Select the best photo to show here as main photo on the dog's bio.
- 10) When done with specification updates, click "Save Changes".

11) Under the Specification List, make sure there is an Empty Space element. This prevents the list and the bio from touching on mobile screens.

Betty
Permalink: https://indianabulldogrescue.com/betty/ Edit
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WPBakery Page Builder
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Specification List
Empty Space Height: 32px
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12) Update Bio, Image Gallery and Category. For Bio and Image Gallery, hover over section, select pencil, make edits and then select Save. For Categories, select the checkbox to match the appropriate status for the dog.

- 0 X	Format
$+ \mathscr{O} \times$	
Hi IBR Land,	Standard
My name is Pearl and, man, my life has changed a lot recently! And it's all good! My previous family took me to a pretty scary place called a 'shelter' because they said I was coughing and they couldn't afford to take	
me to the vet. The people at the shelter were really nice to me but it was load and scary and it thought i might be there forever! But then this really nice lady came to pick me up and told me that she is my foster mom. She took me to really nice house it is quiet and has dog beds, toys and even another dog!	Video
But, even with all of the nice stuff in my new foster stuff, I really prefer the people. My foster mom says that I'm a 'Stage 5 Clinger'. I'm not exactly sure what they means but I can tell you that I like to be "really" close	O J Audio
to my humans at all times so much so that I sometimes run into their feet when they're walking. I just don't want them to forget that I'm there! My foster mom says I am the best cuddler ever and the best companion you could ever ask for!	Categories 🔺
My foster mom is also working with on this thing called "house breaking". No, I'm not breaking out of the house! I like the house! But, apparently, I'm supposed to go outside when I have relieve myself. My previous family never told me that but I guess that's what I'm supposed to do. Since I really like my people, I'm trying very hard to learn but I do forget sometimes. I'm going to need to be let out frequently to go potty for the forseeable future and I'm going to need someone who is patient with me when I have accidents. The other day foster mom and I went to see a really nice man called the vet. He told her that I have worms in my heart (how in the world did "those" get there?) and my teethers needs some surgery on my teethers. I also need surgeries to correct her entropian and distichiasis in my eyes. Foster mom says that these things will not be fun and I'll feel crummy for a bit. But, she promises me that she'll give me lots of extra love and treats to make up for it (isn't she the best?!?) and, when it's all over, I'll feel like a brand new woman. I can't	All Categories Most Used   Medical Hold  Adoption Ready Bio Testing IBR Foster Stories Pending Adoption Perma Foster Then & Now Success Stories  Add New Category
Well, I've been typing too long and now I think my people might have moved so I have to go find them. Please wish me luck with all of the crazy stuff that vet is going to do to me soon! I'll keep you posted on how it all goes.	Tags 🔺
Love, Pearl	Add
Image Gallery	Separate tags with commas
	Choose from the most used tags

13) Update Excerpt and Featured Image. For Excerpt, just click in box and update all content. For Featured Image, just click on the image and you will be taken to the gallery where you can pick the best image (same image as you picked in specifications header).

Except		Tags 🔺
Meet Pearll < <u>br/</u> <u>Pearl is on Medical Hold</u> Excerpts are optional hand-crafted summaries of your content that can be used in your theme. <u>Learn more about manual excerpts</u>	•	Add Separate tags with commas Choose from the most used tags
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Author Revolution Silder Options	v v	(
Code Post Layout       Hide Feature image       Do you want to hide feature image for this       Yest       No	*	
Dimensions of image for Blog Masony Choose post image dimensions for Blog Masony and Blog Masony - Date in image templote		Click the image to edit or update Remove featured image
Dimensions for Masonry Gallery Choose image layout when it appears in Default •		Append A Ninja Form

14) In Post Layout selection, review the following:

- a. Hide Feature Image should always be set to Yes
- Posts on live site are ordered first be Featured Post and then by Public date. So, you can set the Featured Post to Yes if you want that post at the top of the list or no if you want it farther down. I typically set it to No for Medical Hold dogs and Yes for Adoption Ready.

Hide Feature image De you want to hide feature image for this past? Dimensions of image for Blog Masonry Choose pot image admensions for Blog Masonry and Blog Mesonry - Date in Image Emplote Dimensions for Masonry Gallery Choose image layout when it appears in Masonry Gallery list Single Post Type Choose have for Gallery Choose and the for Choose Admense for Gallery List	Hide Feature image Do you want to hide feature image for this post?     Yes     No       Dimensions of image for Blog Masonry Choose post image dimensions for Blog Masonry and Blog Masonry - Date in Image Emplate     Default     •       Dimensions for Masonry Gallery Choose image loguet when it appears in Masonry Gallery list     Default     •       Single Post Type Choose type for Single Post pages     •     •	Onde Part Laurat		
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Post Layout <ul> <li>Choose post layout for Blog Compound list</li> <li>Featured Post</li> <li>Choose whether post is featured or not</li> <li>Yes No</li> <li>Trending Post</li> <li>Choose whether post is trending or not</li> <li>Yes No</li> <li>Yes No</li></ul>	Yes     No       Choose whether post is featured or not     Yes       Trending Post     Choose whether post is trending or not	Hot Post		
Post Layout <ul> <li>Choose post layout for Blog Compound list</li> <li>Featured Post</li> <li>Choose whether post is featured or not</li> <li>Yes No</li> <li>Hot Post</li> <li>Yes No</li> <li>Hot Post</li> <li>Yes No</li> </ul>	Featured Post     Yes     Ho       Choose whether post is featured or not     Yes     No       Trending Post     Yes     No       Hot Post     Yes     Yes	Choose whether post is hot or not	Yes No	

15) Once done, scroll to the top and click on the blue Publish button. You can also edit the Publish date manually here if needed to reorder posts on the live site.



# F. Performing Admin Updates to Bios

Foster parents will often forget to update bios when their foster dogs go on trials and/or are adopted. So, you will need to keep your eye out on the Volunteer FB page for these updates and then ensure they are posted on the website. Some examples:

- When a foster dog goes on a trial, the Category and adoption status in the Specification List, Bio Text Box and Excerpt sections change to Pending Adoption.
- When a foster dog is adopted, you can change the Post Status from Published to Draft and this will remove the bio from the website.

## G. View Form Submissions

As noted in Section C, Ninja Forms drive a lot of the interactive content on IBR's website. This includes surrender forms, adoption applications, volunteer applications and volunteer forms. Occasionally, volunteers will report that forms were submitted but emails were not received.

1) Select "Forms" from the left-hand navigation.



2) Then click on Submissions and select the type of Form for which you want to view submissions and the list of submitted items will appear. You can scroll over any item and select "edit" to view the contents.

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m Events	Bulk Actions	Apply	Individual Surrender Form V Begin Date	End Date Filter
93 Media	D ID	#	Bulldog Name	Your Name
📕 Pages	7069	58	Chopper	John Gilbert
Comments				
👗 Team	7052	57	axle	stacey king
📥 Testimonials	7018	56	Ollie	Rachael Shepherd
📰 Forms 🔸				
All Forms	6999	55	Zena	Keith Smith
Add New		54	Mariaeld	colling change of the descent of
Submissions	0953	54	Mangolo	Collin Sisson & Lindsey Rutr
Settings	6936	53	Chester	Mandy Vineyard
File Uploads				
💄 Users	6928	52	Merle	Ryan Krohn
₽ Tools	6915	51	Charlie	Flizabeth Hite

- 3) If the issue reported is a submitted form without an email receipt and you can't find any viable reason why the email didn't go through, you can do the following:
  - a. Print the submission to PDF from the back-end and send it to the volunteer so that they have it.
  - b. Submit a test form from the website to see if the email issue persists.
- If you ever need to contact Ninja Forms for support, you can do so by logging in at <u>https://ninjaforms.com/your-account/</u> Login is morroje / !IBR2017

## H. Edit Forms

If you need to edit a form, then access Forms via left navigation (same as pervious item), then select All Forms. Find the necessary form, hover over it and select edit. The "Build your Form" tab contains all of the form field. The "Email & Actions" tab contains all of the details of what occurs after the form is submitted.

## I. Edit Website Pages

If you need to edit a page on the website, just select Pages from the left navigation. Find the page you want to edit, hover over it and select edit. Once in the page, find the section to edit, hover and click pencil. Make changes, save and then select publish.

# Trackabeast Admin Details

## A. Key Contacts

Carrie Gerendasy created and supports Trackabeast. She can be reached at carriedasy@comcast.net.

#### B. Maintaining Dogs in Trackabeast

Details on maintaining dogs in Trackabeast are contained in the IBR Foster Procedures document. This document focuses solely on admin updates.

#### C. Adding New Foster Family or Vet to Trackabeast

When a new foster family or vet is approved, you will need to add them to Trackabeast. To do this, you will need to:

- 1. Login to TB with your admin credentials
- 2. Select People Tab and then Add New Person

Start Page   Admin	Downloads   Use	r's Manual   Q	uick Tips   Signout						
	Animals		People		Organizati	ions	Place	ments	Matches
							`		
		Add Ne	w Person Print	able Report Full	Download Ma	iling List Email +	Names Email	Dnly	
<b></b>									
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					Role:	Any 🔻	J		
Show Inactive	From (acti	ve date:)		Last N	ame Starts With:				
Volunteers On	ly To (acti	ve date):			Foster Type:	Any	•		
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Edit Dr. Dw	ayne Allen		w -	(812) 923-8825				Hillside	Animal Clinic
Edit Cor	nnie Allen		h -	812-275-7510		jall12@ymail.cor	n	1447	E. Oolitic Rd
Edit Jen	nifer Allman		h -	574-343-4262	j	allman21@yahoo.	com	305 S.	Indiana Ave
Edit Dr.	Jo Allrich		W -	(317) 856-4000				Decatur V	eterinary Clinic
left	frev & .						-		

3. Fill out pop up box. For a foster, select Foster **and** System User boxes. For Vet, only select Veterinarian box. Select submit.



4. Fill key contact information. For a foster, you can obtain the PDF foster app from the Foster team and upload it via Manage Files at the top. Click Submit.

rofile Volunteer	Info Foster Info P	lacements Matches Vo	lunteer History Do	onation History << P	rev <u>Next &gt;&gt;</u> previou: and filte	s and next people correspond to irs currently set in the person bro	he specific wser
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First Name: Last Name: Street Address: Address2: Address3: City: State: County:	Test Test (Also use field above f	or 2nd Name or Company N	ame)	Partner: Home Phone: Work Phone: Cell Phone: Fax: Email: Email2:			
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Foster (foster dropdown)	Adopter (adopter, match drop	downs) (user dropdown)	Veterinarian (medical dropdown) Board Member	Match (match dropdown)	Volunteer I	Donor Do Not A	ldopt

- 5. For Foster, you will now need to go to Admin via the top navigation and add them as a user by selecting them from the first drop down box.
  - a. User name is First.Last and password is IBRbulldogs2017.
  - b. Access for fosters is "Read-Write (Current Fosters Only)"



#### D. Adding New Foster Dog to Trackabeast

When adding a new Foster Dog to TB, you will want to ensure that their foster family is entered first. Once this is confirmed, then:

1. Go to Animals tab and select Add Dog

		Animals			People		Organiz	ations		Pla	cements		М	atches	$\mathbf{V}$
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dit	Major	dog dog	05/02/19	F M	985113000209211 956000004845007	HomeAgain AKC/Car		English Bulldog English Bulldog	Black and White Fawn	05/10/13	6 yrs 4 yrs	82 lbs	Fostered Fostered Fostered	Casey Scott Natalie Miller Casey Scott	05/14 05/02 04/20
ldit ldit	Major Chewy	dog dog dog	05/02/19 04/20/19 04/13/19	F M F	985113000209211 956000004845007 985112010904489	HomeAgain AKC/Car HomeAgain	√	English Bulldog English Bulldog English Bulldog	Black and White Fawn Brindle and White	05/10/13 06/30/14 04/17/13	6 yrs 4 yrs 6 yrs	82 lbs 46 lbs	Fostered Fostered Fostered Fostered	Casev Scott Natalie Miller Casev Scott Jennifer Allman	05/14, 05/02, 04/20, 04/13,
ldit ldit ldit	Major Chewy Meg	dog dog dog dog	05/02/19 04/20/19 04/13/19 04/11/19	F M F F	985113000209211 956000004845007 985112010904489 *602*329*883	HomeAgain AKC/Car HomeAgain Avid	✓	English Bulldog English Bulldog English Bulldog English Bulldog	Black and White Fawn Brindle and White Fawn and White	05/10/13 06/30/14 04/17/13 04/12/18	6 yrs 4 yrs 6 yrs 1 yr	82 lbs 46 lbs 56 lbs	Fostered Fostered Fostered Fostered Fostered	Casev. Scott <u>Miller</u> <u>Casev. Scott</u> <u>Jennifer</u> <u>Allman</u> James Brave	05/14 05/02 04/20 04/13 04/11
ldit ldit ldit	Major Chewy Meg Chevy	dog dog dog dog dog	05/02/19 04/20/19 04/13/19 04/11/19 04/09/19	F M F F	985113000209211 955000004845007 985112010904489 *602*329*883 982126052806728	HomeAgain AKC/Car HomeAgain Avid Mchip	~	English Bulldog English Bulldog English Bulldog English Bulldog	Black and White Fawn Brindle and White Fawn and White Fawn and White	05/10/13 06/30/14 04/17/13 04/12/18 12/01/12	6 yrs 4 yrs 6 yrs 1 yr 6 yrs	82 lbs 46 lbs 56 lbs 80 lbs	Fostered Fostered Fostered Fostered Fostered Fostered	Casev Scott Natalie Miller Casev Scott Jennifer Allman James Brave Jeff & Cynthia Duca	05/14 05/02 04/20 04/13 04/11 04/09
dit dit dit dit	Major Chewy Meg Chevy Dottle	dog dog dog dog dog dog	05/02/19 04/20/19 04/13/19 04/11/19 04/09/19 04/06/19	F M F M	985113000209211 956000004845007 985112010904489 *602*329*883 982126052806728 TR 0006AE0407	HomeAgain AKC/Car HomeAgain Avid Mchip unknown	×	English Bulldog English Bulldog English Bulldog English Bulldog English Bulldog	Black and White Fawn Brindle and White Fawn and White White	05/10/13 06/30/14 04/17/13 04/12/18 12/01/12 04/12/13	6 yrs 4 yrs 6 yrs 1 yr 6 yrs 6 yrs	82 lbs 46 lbs 56 lbs 80 lbs 53 lbs	Fostered Fostered Fostered Fostered Fostered Fostered	Casev Scott Natalie Miller Casev Scott Jennifer Allman James Brave Jeff & Cynthia Duca Casev Scott	05/14 05/02 04/20 04/13 04/11 04/09 04/20
Edit Edit Edit Edit	Major Chewy Meg Chevy Dottie JoJo	dog dog dog dog dog dog dog	05/02/19 04/20/19 04/13/19 04/11/19 04/09/19 04/06/19 04/05/19	F F F M F	985113000209211 95600004845007 985112010904489 *602*329*883 982126052806728 TR 0006AE0407 985112003633065	HomeAgain AKC/Car HomeAgain Avid Mchip unknown	✓ ✓	English Bulldog English Bulldog English Bulldog English Bulldog English Bulldog English Bulldog	Black and White Fawn Brindle and White Fawn and White Fawn and White Fawn and White	05/10/13 06/30/14 04/17/13 04/12/18 12/01/12 04/12/13 04/12/12	6 yrs 4 yrs 6 yrs 1 yr 6 yrs 6 yrs 6 yrs 7 yrs	82 lbs 46 lbs 56 lbs 80 lbs 53 lbs 50 lbs	Fostered Fostered Fostered Fostered Fostered Fostered Fostered	Casev Scott Natalie Miller Casev Scott Jennifer Allman James Brave Jeff & Synthia Duca Casev Scott Johnathan Stevens	05/14 05/02 04/20 04/13 04/11 04/09 04/09

2. Fill out all information and add photo/

Anim		Pec	opie		Organizations		Placements	$\sim$
Name: Piper			0					
mal Profile Check List	Medical Records	Placements	Matches	Photo Gallery	<< Prev Next >> pre	vious and next animal Elters surrently set in	s correspond to the specific	c sort
				1	and	inters currently sec in	r die animal browser	
						TabID: 61	027600	
Me	dical Overview	Drinto	r-friendly			Tabib. 01	037003	
Submit Ful	Medical Report	Ove	erview	<ul> <li>Manage</li> </ul>	Files	Add to Website		
Name: Piper		Alias:			Rescue Group Animal i	d:		
1icrochip #: 985113000209	9211	Rabies Tag #:	108711		Other i	d:		
Chip Mfg: HomeAgain		hip Registered?	Ves		Date Registere	d:		
Impound #:		Tattoo #:			Registration a	ž:		
Dates & Vital Statistics —								
Intake Date:	05/02/2019				14	T		
Where Did Animal Come Fro	m? Owner Surre	ender	۲					
Initial Rescue Activity	Select an	ltem	•			7		
Sex.	Female •					6		
Birthdate:	05/10/2013	Verif	ied					
(Changing birthdate or age v	vill result in the oth	ier being recalcu	llated.)		1	X		
Current Age:	Vrs Mns	Wks						
				Upload Phot	to Choose File No file	chosen		
Breed	English Bull	log 🔻		Mix 🔲				
Secondary Breed	Select an	ltem 🔻						
Size	Large 🔹							
Weight	82 lbs			Color:	Black and White 🔻			
							1	
option Ready?	'es If not, w	nen?						
Special Needs or Behavior I	issues					1		
Jain Special Needs								
scription/Tomporomont					//			
Schpoon/ reinperament She	was original	Ly confiscat	ed trom	a drug house	and was almost			

- 3. Upload PDF surrender form from Surrender Request email via Manage Files.
- 4. Then click Submit to save all information on the dog.
- 5. Next click Placements at the top and select Add New Placement. Select intake date. Placement Status (Fostered) and foster name from drop downs. Click submit to save changes.

Name: Piper	Placements	? Matches Ph	oto Gallery	<< Prev	<u>Next &gt;&gt;</u>	previous and and filters cur	next animals co rently set in the	rrespond to animal bro
Boarding:       \$0.00       Total Adoption Fees:         Supplies:       \$0.00         Irraining:       \$0.00         Fotal Costs:       \$0.00	\$0.00	Add Ne	w Placement					
Location Contains:  From (Date in): (Placement Date) To (Date in): Search Reset	Comments Cor	tain:		Plac A Orig A place Cour	ement Statu ny in Equals: ny ment nty:	vs Equals:		•
ort By: Placement Date ▼ Total Date in Location Count	Entries: 1 ty Country	Placement Status	Comments	Ad Fee	Supplies	Boarding	Training	
Edit 0 <mark>5/02/201</mark> 9 <u>Natalie Miller</u>		Fost <mark>ered</mark>		0.0	0.0	0.0	0.0 Animals   Peo	ple   Orga