



MADDIE'S[®] Pet Assistant

All About My Favorites in Maddie's Pet Assistant

This document will show you how 'My Favorites' display in the mobile app; tell you more about the default favorites for each pet category; how to manually add a document as a "My Favorite" to the MPA website; and more.

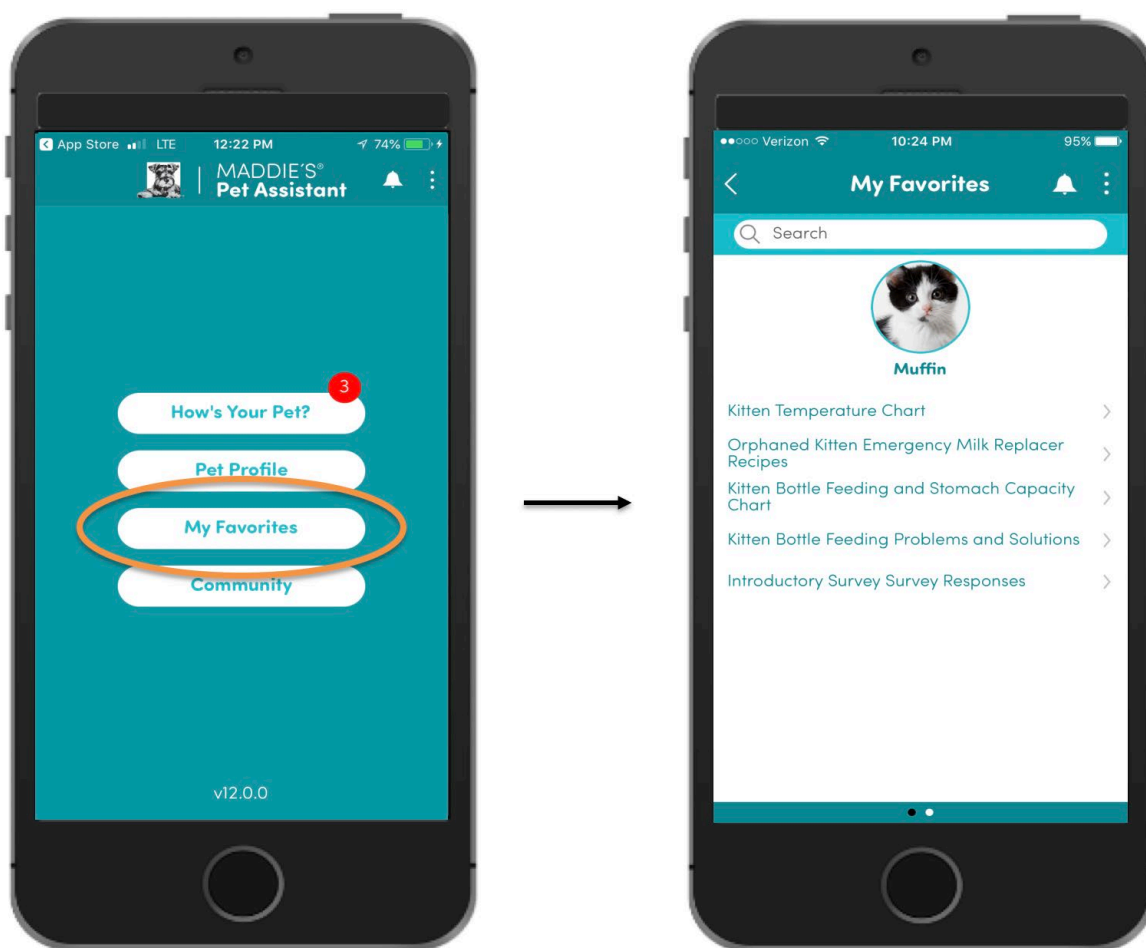
My Favorites in the Mobile App

By clicking on the My Favorites button in the mobile app, foster caregivers/adopters can view:

1. Useful documents about bringing a pet into their home, or
2. Advice they received from the app that they have tagged as a favorite.

How It Looks

Mobile App Homepage >> My Favorites Button >> My Favorites Screen



Maddie's
Fund

6150 Stoneridge Mall Rd, Suite 125 Pleasanton, CA 94588
925.310.5450 | info@maddiesfund.org | MaddiesFund.org

Last Updated 12.17.2018



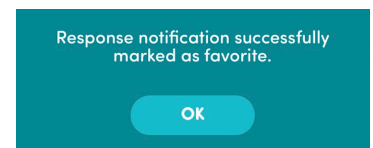
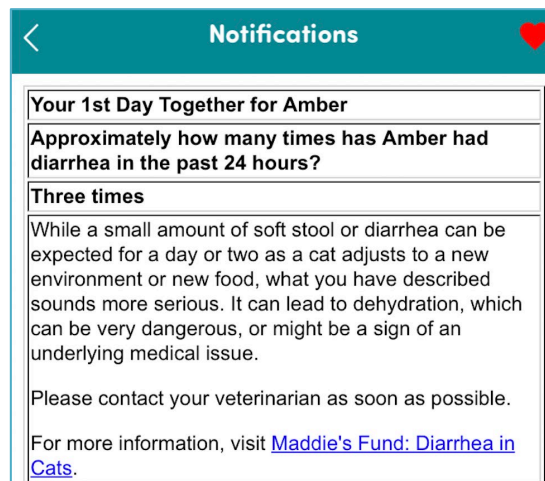
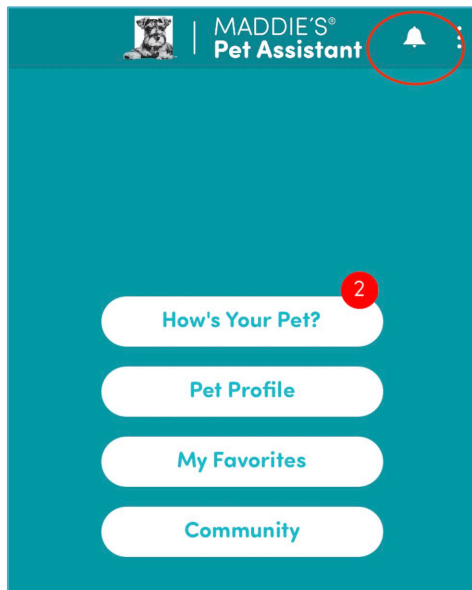
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'Favoriting' Automatic Advice

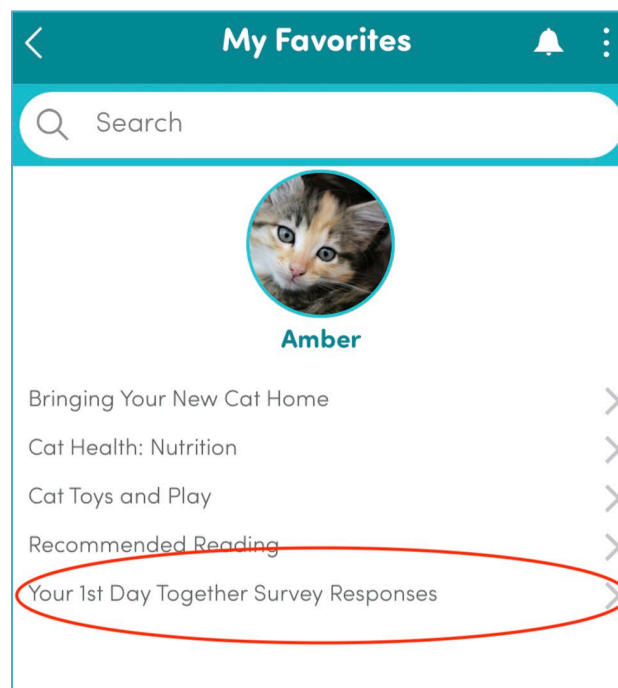
End Users (e.g., foster caregivers or adopters) can 'favorite' any automatic advice the app sends them.

[Submit Survey](#) >> [Notifications Bell](#) >> [Favorite Icon](#) >> [My Favorites Screen](#)

When a survey is submitted, advice is available via the **Notifications Bell** Icon. A person can 'Favorite' a Notification by touching the **Heart Icon** at the top right hand corner of the mobile app screen.



When selected, the Notification will be viewable in the end user's list of **My Favorites**.



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Default Documents

The app comes with preloaded, best-practice, starter documents selected by Maddie's Fund, but your organization can add to or disable the use of any of those documents, as you see fit.

Foster Kittens Under 8 Weeks of Age:

- [Temperature Chart for Kittens](#)
- [Stomach Capacity Chart for Kitten Bottle Feeding](#)
- [Emergency Milk Replacer Recipes for Orphaned Kittens](#)
- [Physical Exam Sheet for Orphaned Kittens](#)
- [Problems and Solutions Chart for Kitten Bottle Feeding](#)

Fostered or Adopted Cats Over 8 weeks of Age (Juvenile, Adult, Senior):

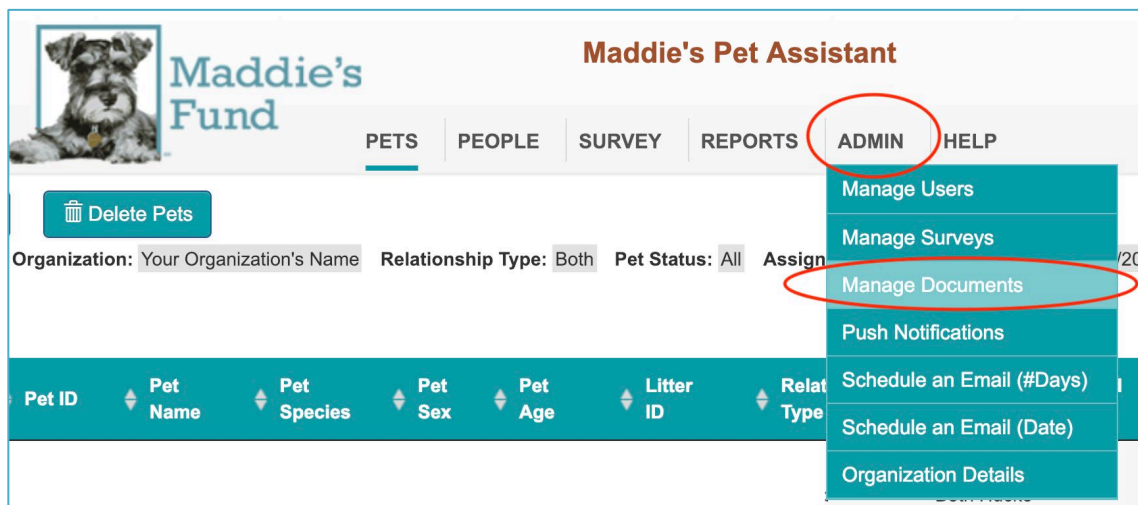
- [Scratching Posts](#)
- [Bringing Your New Cat Home](#)
- [Cat Health: Nutrition](#)
- [Cat Toys and Play](#)
- [Recommended Reading](#)

Fostered or Adopted Dogs Over 8 weeks of Age (Juvenile, Adult, Senior):

- [Feeding Your New Dog](#)
- [Housetraining: Building Healthy Habits](#)
- And, more coming soon

How to Manually Add or Disable a 'My Favorite' Document in the MPA Website

If you have **Admin** access, click on the **Manage Documents** dropdown option in the MPA Website.



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This will take you to the [Admin>> Manage Documents Screen](#).

**Maddie's Pet Assistant**

PETS | PEOPLE | SURVEY | REPORTS | **ADMIN** | HELP

Admin >> Manage Documents

+ Add Document

▼ Filter

Filters: County: Organization: Pet Age Category :

Show entries

Search:

Document Title	Relationship Type	Pet Species	Pet Age	Is Active	Options
Temperature Chart for Kittens	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Stomach Capacity Chart for Kitten Bottle Feeding	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Emergency Milk Replacer Recipes for Orphaned Kittens	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Physical Exam Sheet for Orphaned Kittens	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Problems and Solutions Chart for Kitten Bottle Feeding	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

Previous Next

If you click on the **Filter Button**, you can specify which documents you'd like to see listed, by **Pet Age Category** (e.g., kitten, juvenile, adult, etc.).

+ Add Document

▼ Filter

County Organization

Pet Age Category

✓ All

Kitten

Kitten/Juvenile

Adult Cat

Puppy

Puppy/Juvenile

Adult Dog

Senior Dog

Select

Close

Cat	Kitten/Juvenile, Senior Cat	Yes	<input type="checkbox"/>
Cat	Kitten/Juvenile, Senior Cat	Yes	<input checked="" type="checkbox"/>
Cat	Kitten/Juvenile, Senior Cat	Yes	<input checked="" type="checkbox"/>

How to Disable a Default Document

If you would like to **Disable** the use of a Defaulted (Maddie's Fund) document uncheck the **Options Checkbox**.

Admin >> Manage Documents

+ Add Document

▼ Filter

Filters: County: Organization: Pet Age Category :

Show entries

Search:

Document Title	Relationship Type	Pet Species	Pet Age	Is Active	Options
Scratching Posts	Both	Cat	Adult Cat, Kitten/Juvenile, Senior Cat	Yes	<input type="checkbox"/>
Bringing Your New Cat Home	Both	Cat	Adult Cat, Kitten/Juvenile, Senior Cat	Yes	<input checked="" type="checkbox"/>
Cat Health: Nutrition	Both	Cat	Adult Cat, Kitten/Juvenile, Senior Cat	Yes	<input checked="" type="checkbox"/>



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How to Add a Document

If you'd like to add a document, click on the **Add Document** button.

[Admin](#)>> [Manage Documents](#)>> [Add Document](#)

The screenshot shows the 'Maddie's Pet Assistant' Admin interface. The top navigation bar includes 'PETS', 'PEOPLE', 'SURVEY', 'REPORTS', 'ADMIN' (selected), and 'HELP'. The user is logged in as 'afreiwal@gmail.com'. The breadcrumb trail is 'Admin >> Manage Documents'. The 'Add Document' button is circled in red. Below the breadcrumb, there are filters for 'County: Test', 'Organization: Your Organization's Name', and 'Pet Age Category: Kitten'. A search bar is also present. The main content area displays a table of documents:

Document Title	Relationship Type	Pet Species	Pet Age	Is Active	Options
Temperature Chart for Kittens	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Stomach Capacity Chart for Kitten Bottle Feeding	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Emergency Milk Replacer Recipes for Orphaned Kittens	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Physical Exam Sheet for Orphaned Kittens	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>
Problems and Solutions Chart for Kitten Bottle Feeding	Both	Cat	Kitten	Yes	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

The following screen will pop up.

The screenshot shows the 'Add Document' form. The breadcrumb trail is 'Admin >> Manage Documents >> Add Document'. The form fields are:

- County: Test
- Organization(s): Your Organization's Name
- Relationship Type: Both
- Pet Species: ☐ Cat, ☐ Dog
- Document Title: (empty text box)
- Document Description: (empty text box)
- Is Active: ☐
- Upload Document: Choose File | No file chosen

Designate the document for either foster caregivers, adopters or both, by selecting **Relationship Type**.



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Relationship Type

- ✓ Both
- Adopter
- Foster Caregiver

Designate which **Pet Species** the document is for – either cats or dogs only. When you select a species, a list of **Pet Age Categories** will appear. At least one selection is required; you can select multiple age groups.

Kitten: 0 - 8 weeks
Kitten/Juvenile: 9 weeks - 5 months
Adult Cat: 6 months - 8 years
Senior Cat: 9 years

Cat Age Category ? ☐ Kitten ☐ Kitten/Juvenile ☐ Adult Cat ☐ Senior Cat ☐ All

Pet Species ☒ Cat ☐ Dog

Cat Age Category ? ☐ Kitten ☐ Kitten/Juvenile ☐ Adult Cat ☐ Senior Cat ☐ All

Puppy: 0 - 8 weeks
Puppy/Juvenile: 9 weeks - 11 months
Adult Dog: 1 year - 7 years
Senior Dog: 8 years

Dog Age Category ? ☐ Puppy ☐ Puppy/Juvenile ☐ Adult Dog ☐ Senior Dog ☐ All

Pet Species ☐ Cat ☒ Dog

Dog Age Category ? ☐ Puppy ☐ Puppy/Juvenile ☐ Adult Dog ☐ Senior Dog ☐ All

A **Document Title** and **Document Description** are required.

*The **Title** will appear in the mobile app for end users to see, but the description will not (that is for your organization's viewing only).

Document Title
Document Title cannot be blank

Document Description
Document Description cannot be blank

In order for a document to become “live” for end users in the **My Favorites** section of the mobile app, you must check the **Active Checkbox** (e.g., Checked = Visible to End Users, Unchecked = Not Visible to End Users).

When this is checked [active], the document will appear in the My Favorites section of the MPA app for end users to see.

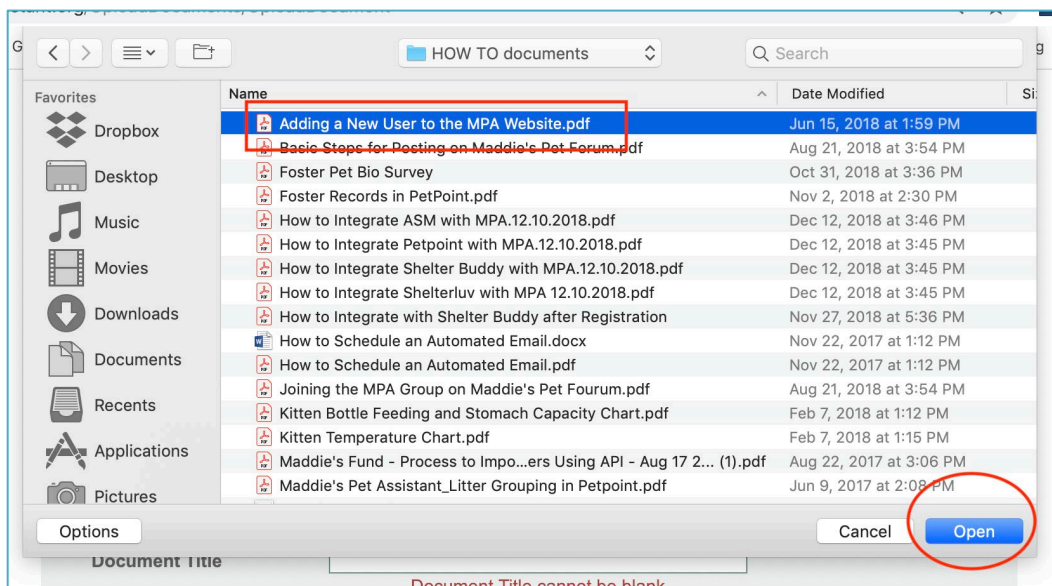
Is Active ? ☒



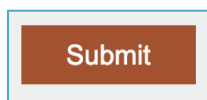


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Upload the Document, by clicking on the **Choose File** button. Click on the document you'd like to share and then select **Open**.



The file should upload quickly. Once the form is completed, click on the **Submit Button** to save.



How to Disable or Delete an Added Document


This process will be slightly different than how you may have disabled a default, Maddie's Fund Document (as you don't have the ability to delete it from the Website completely; you can only disable the use of it).

If you would like to **Disable** the use of a document your organization had previously added, click on the **Gear Icon**. You can choose to **Delete** the file, by clicking the **Trash Icon**, or you can **Edit/Disable** the file, by clicking on the **Pencil Icon**.

Filters: County: Organization: Pet Age Category:

Show entries

Search:

Document Title	Relationship Type	Pet Species	Pet Age	Is Active	Options
Test Document	Both	Cat	Senior Cat	Yes	

Showing 1 to 1 of 1 entries (filtered from 13 total entries)

Previous Next



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The **Pencil (or Edit) Icon** will bring you back to the document's form where you can elect to make changes, upload a new document to a previous title, or make the document **Inactive**.

[Admin](#)>> [Manage Documents](#)>> [Edit Document](#)



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PETS | PEOPLE | SURVEY | REPORTS | ADMIN | HELP

[Admin](#) >> [Manage Documents](#) >> [Edit Document](#)

Edit Document

County

Test

Organization(s)

Your Organization's Name x
Click here to search

Relationship Type

Both

Pet Species

☒ Cat
☐ Dog

Cat Age Category ?

☐ Kitten ☐ Kitten/Juvenile ☐ Adult Cat ☒ Senior Cat ☐ All

Document Title

Test Document

Document Description

Test Document

Is Active ?

☒

For support, you can email mpa@maddiesfund.org and/or join our MPA group within the Maddie's Pet Forum: <https://maddiespetforum.org/group/maddie-s-pet-assistant/>.



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