



MADDIE'S[®] Pet Assistant

How to Add a Pet to the MPA Website

These instructions provide an overview of how to add a new pet manually, if needed.

MPA Website: <https://www.maddiespetassistant.org/>

1. From the MPA Website **Pets Tab**, click on the blue **+Add Pet** button on the upper right side of the page.

The screenshot shows the Maddie's Pet Assistant interface. At the top, there's a navigation bar with 'Maddie's Fund' logo and 'Maddie's Pet Assistant' title. Below it are tabs for 'PETS', 'PEOPLE', 'SURVEY', 'REPORTS', 'ADMIN', and 'HELP'. A user profile icon is in the top right. Below the navigation bar, there are buttons for '+ Assign Reviewer' and 'Delete Pets'. A search bar contains 'Amber Freiwald'. A '+ Add Pet' button is circled in red. Below this are filter options for County, Organization, Relationship Type, Pet Status, Assigned to Me, From Date, and To Date. A table lists pet entries with columns for Pet Photo, Pet ID, Pet Name, Pet Species, Pet Sex, Pet Age, Litter ID, Relationship Type, Adopted/Fostered By, Adoption/Foster Care Date, Reviewer, and Options. One entry is visible: a kitten with ID 7778, named 'Kitten', species 'Cat', sex 'Female', age 'Kitten', litter ID 'R6DPDU', relationship 'Fostered', adopted by 'Amber Freiwald', date '10/27/2018', and reviewer 'Amber Freiwald (1)'.

2. You should be directed to the following form; these fields are required: **Pet ID, Name, Species, Sex & DOB.**
[Pet Tab>> Add Pet form](#)

The screenshot shows the 'Add Pet' form. It has a header with 'Maddie's Fund' logo and 'Maddie's Pet Assistant' title. Below the header are tabs for 'PETS', 'PEOPLE', 'SURVEY', 'REPORTS', 'ADMIN', and 'HELP'. The form is titled 'Add Pet' and contains the following fields:

- Organization: Your Organization's Name
- County: Test
- Pet ID: (Error: Pet ID cannot be blank)
- Part of a Litter:
- Pet Name: (Error: Pet Name cannot be blank)
- Pet Species: (Error: Pet Species cannot be blank)
- Pet Sex: (Error: Pet Sex cannot be blank)
- Date of Birth: (Error: Date of Birth cannot be blank)

The **Pet ID** (e.g., Shelter ID Number) must be a unique for each pet.



Maddie's
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Pet ID

Pet ID cannot be blank

The **Part of a Litter** checkbox should be checked if the pet is part of a litter taken in by your organization.

County Test

Please check the box if this pet is part of a litter taken in by your organization.

Part of a Litter

If **Part of a Litter** is checked, the following button will display at the bottom of the screen so that you can add additional pets to the same litter.

Save Cancel **+ Add Another Pet to this Litter**

When you click into the **Date of Birth** field a calendar will appear. This field is required and will auto-populate the **Pet Age** field.

If you need to enter an old date, click on the month and year to display other year options.

Date of Birth

Date of Birth

« December 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear

Date of Birth

Date of Birth

« 2018

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Clear

If you do not know **Date of Birth**, but you can estimate age, click **Date of Birth Not Available** to enter years, months or days of age.





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3. Select **Health Status** from the dropdown menu. This field corresponds to the Asilomar Accords health status of this pet and is not required. For definitions, place your cursor over the **Information ? Icon** (shown below). Definitions are also listed here: www.asilomaraccords.org/definitions.





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4. Enter a **Pet Biography**. This is equivalent to the pet information you would share with a potential adopter. **Note: the adopter/foster caregiver will see this information in their mobile app!**

A screenshot of a form field labeled "Pet Biography" with a question mark icon. A tooltip box above the field contains the text: "Please enter this pet's short biography; to be shared on the pet profile with adopters and/or foster caregivers." The "Pet Biography" label and the question mark icon are circled in red.

5. Select **Relationship Type**. Is the pet associated with an Adopter or Foster Caregiver? If the pet is not yet associated with a person, this field can be left blank.

A screenshot of a dropdown menu for "Relationship Type". The menu is open, showing three options: "Select Relationship Type" (with a checkmark), "Adopter", and "Foster Caregiver". Below the dropdown is a "Primary Reviewer" field with a placeholder "-- Select Primary Reviewer --".

If relationship type is selected, then the **Adoption Date/Foster Care Date** and **Adopted By/Fostered By** fields are required.

Adoption Date/Foster Care Date is the date the adopter/foster caregiver takes their new pet home (e.g., start date). When you click into the field a calendar will appear.

Adopted By/Fostered By is a dropdown listed by first name, alphabetically. If the name is not yet listed, click **Add Adopter** or **Add Foster Caregiver**.

Two screenshots of dropdown menus. The first is labeled "Adopted By" and shows a dropdown with "-- Select Adopted By --" and a blue link "Add Adopter" below it. The second is labeled "Fostered By" and shows a dropdown with "-- Select Fostered By --" and a blue link "Add Foster Caregiver" below it.





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The following screen will appear for adopters; a similar screen appears for foster caregivers. Only **First Name**, **Last Name** and **Email Address** are required.

Add Adopter

First Name First Name cannot be blank

Last Name Last Name cannot be blank

Email Address Email Address cannot be blank

County Test

Organization Your Organization's Name

Street Street

Apartment Apartment

City City

State State

Zip code Zip code

Country USA

Contact Number Contact Number

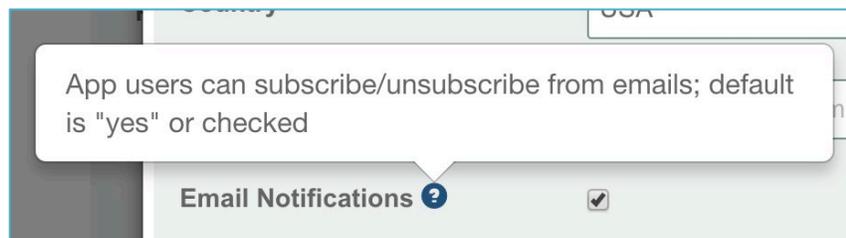
Email Notifications

Push Notifications

Share My Photos/Videos

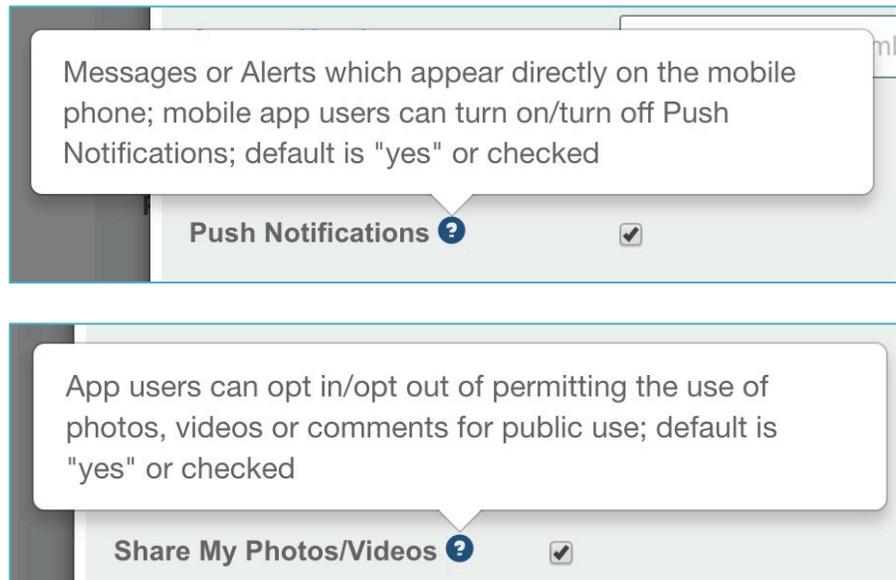
Register **Cancel**

Regarding **Email Notifications**, **Push Notifications**, and **Share My Photos/Videos** - Each of the following are default “yes” and do not need to be changed unless the end user (e.g., caregiver has requested so).





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Please complete and click the red **Register** button at the bottom of the screen.

When you return to the “Add Pet” Screen, the **Adopted By/Fostered By** field should be populated with the new person’s name.

6. **Survey Reviewer** fields can be completed before an adopter or foster caregiver is linked to this pet; however, “primary survey reviewer” is required once relationship type is selected.

Primary Survey Reviewer: the staff person or volunteer who is primarily responsible for monitoring surveys submitted on behalf of this pet and/or direct contact with the adopter/foster caregiver.

Secondary Survey Reviewer: (optional) a staff person or volunteer who is charged with monitoring the surveys submitted on behalf of this pet when the primary survey reviewer is unavailable (ex: weekends, sick days, vacation, upon request, etc.). The primary and secondary survey reviewer cannot be the same person.

To add a primary or secondary reviewer, select **Reviewer** from the dropdown list. This draws from your organization’s list of **MPA Website Users**.

If the user profile is missing from the dropdown menu, see the **Adding a New User to the MPA Website** instructions.

(Admin Tab>> Manage Users option>> +Add User button)





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7. Finally, upload the **Pet Photo** by clicking the **Choose File** button.

Only jpg, jpeg & png file types are supported. This is field is optional.

When you click on **Choose File**, your folders will pop-up. Select a file and click **Open**.

Pet Photo

 No Image

Only jpg, jpeg & png file types are supported.

8. Make sure the form is complete and click the red **Save** button.
The new pet profile will be created!

