



MADDIE'S[®] Pet Assistant

Animal Shelter Manager (ASM) User

How do I get started with Maddie's Pet Assistant?

In order to integrate Maddie's Pet Assistant with Animal Shelter Manager, you'll need to complete two steps:

1. Provide your ASM Account Number on the Maddie's Pet Assistant Registration Form.
 - o If you have already registered, just email your ASM Account Number to mpa@maddiesfund.org.
2. 'Publish' to Maddie's Pet Assistant from your ASM account.

Account Number

Registration Form: <https://www.maddiespetassistant.org/Account/ExternalRegister>

Animal Management Software ?	Animal Shelter Manager
Animal Shelter Manager Account Number ?	Animal Shelter Manager Account Number

Your Animal Shelter Manager Account Number is a short string made of 2 letters and 4 numbers, like: xy1234.

This can be located at the top of your ASM login screen.

Your organization will decide which groups of animals you would like to use Maddie's Pet Assistant to follow up with, and then provide the contact to whom you'd like Maddie's Pet Assistant to send surveys and alerts.

SM Account: xy1234
Username:
Password:
 Remember me on this computer
[Login](#)
[Need help?](#)

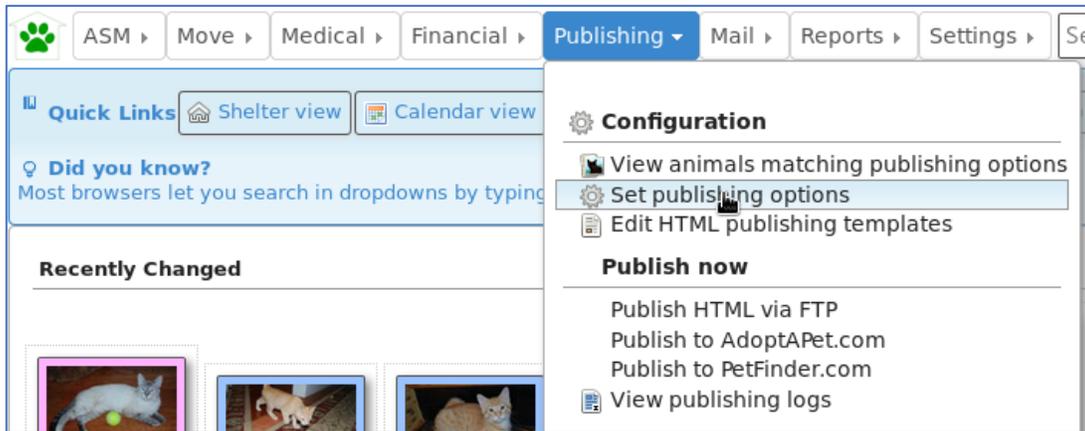
Does your organization want to use Maddie's Pet Assistant to follow up on dogs, cats or both?	We recommend that when you first start using Maddie's Pet Assistant, you begin app usage with just one 'category' of pets (for example, adopted dogs or fostered cats).
Options ?	Adoption Age Group Options <ul style="list-style-type: none"><input checked="" type="checkbox"/> Dogs over 8 weeks of age<input checked="" type="checkbox"/> Cats over 8 weeks of age
	Foster Care Age Group Options <ul style="list-style-type: none"><input checked="" type="checkbox"/> Kittens under 8 weeks of age<input checked="" type="checkbox"/> Cats over 8 weeks of age
	Ruff. We're sorry but MPA is not yet ready for puppies 0-8 weeks old. <ul style="list-style-type: none"><input checked="" type="checkbox"/> Dogs over 8 weeks of age



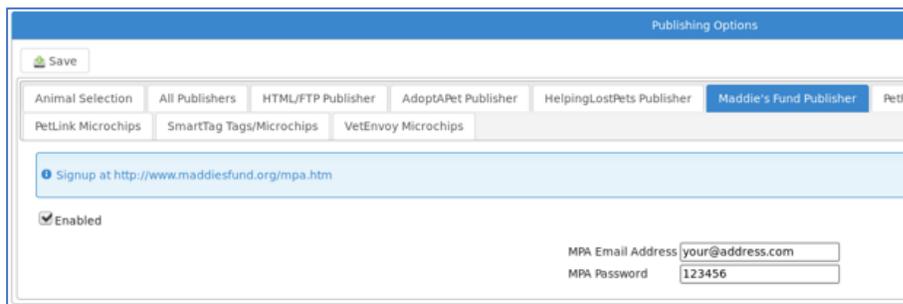
MADDIE'S[®] Pet Assistant

Publish to Maddie's Pet Assistant

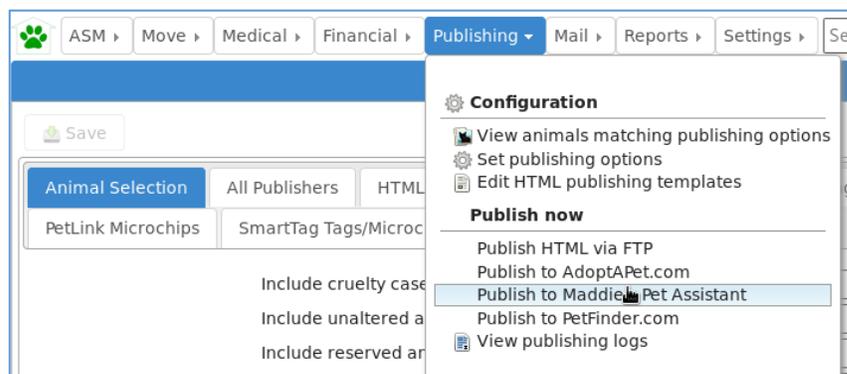
1. In ASM, go to Publishing>>Set Publishing Options.



2. Click on the "Maddie's Fund Publisher" tab.
 - a. Check "Enabled."
 - b. Fill in the MPA User Name and Password.
 - i. You will have received your MPA API User Name and Password in an email from Maddie's Pet Assistant. Email mpa@maddiesfund.org if you did not receive this email.
 - c. Click Save.



- d. ASM will now automatically synchronize data every night.
- e. However, if you would like to manually push data from Animal Shelter Manager into Maddie's Pet Assistant, you can do so by going to Publishing>>Publish to Maddie's Pet Assistant in ASM.





MADDIE'S® Pet Assistant

What data will import?

Data from ASM will be updated automatically if any changes have been made to the pet's record. Import includes basic pet record information, pet status/relationship, vaccination record data and a few fields regarding pet history. Medical records and weight will not be imported.

Basic Pet Record Information

- Pet Name
- Pet Species
- Pet Sex
- Pet DOB
- Pet Age
- Spay/Neuter Status
- Primary Color
- Secondary Color
- Pattern
- Health Status (e.g., Asilomar Status – healthy, treatable, untreatable, etc.)
- Imported Pet Biography
- Pet Status (e.g., active, deceased, return, etc.)
- Microchip Number Microchip Issuer
- Rabies Tag Number Relationship Type
- Adopted By
- Adoption Date
- Fostered By
- Foster Care Date
- Pet Photo

Pet History Information

- Came to Shelter as (e.g., stray, transfer, etc.)
- Brought in By (e.g., ACO, Born in care, Public drop-off)
- Date Brought In
- Pet ID

Vaccination Information

- Vaccination Name
- Vaccination Type
- Date Given
- Vaccine Manufacturer
- Vaccine Lot Number
- Date Due



MADDIE'S® Pet Assistant

Best Practices:

- You must enter your data in ASM's Foster Module in order to use MPA for foster caregivers.
- Your data will import after you publish, so be sure to train your staff and let your caregivers know they will be receiving an app account email.
- Try to have all vaccination records/due dates, microchip info and rabies tag # in your software before the pet's status changes to foster care and is imported if possible.

More information and short videos about Maddie's Pet Assistant can be found here:

<https://www.maddiesfund.org/mpa-learn-more.htm>

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/>.