



PetPoint User

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

To start automatically importing your organization's data into the MPA Website, we need your unique PetPoint Organization ID.

If you have Registered and are using Maddie's Pet Assistant already, email your PetPoint Organization ID to mpa@maddiesfund.org.

If you have not yet registered, you can add your ID when you fill out the online Registration Form: <https://www.maddiespetassistant.org/Account/ExternalRegister>

Register Organization

Organization Name ?	<input type="text" value="Organization Name"/>
Organization Nickname ?	<input type="text" value="Organization Nickname"/>
Organization County	<input type="text" value="-- Select County --"/> ▼ <small>If your county is not listed Please Add County.</small>
Organization URL	<input type="text" value="Organization URL"/>
Animal Management Software ?	<input type="text" value="PetPoint"/> ▼
PetPoint Organization ID ?	<input type="text" value="PetPoint Organization ID"/>

Please select which Animal Management Software your organization uses.

The ID is part of your organization's log in for PetPoint. It is a short string made up of the country abbreviation, state abbreviation, and a number, like: USCA01.

On the back-end, we will work with PetPoint directly to get your data importing as soon as possible.

Please anticipate this taking 3-5 business days. Once your data is imported, your organization's MPA account is live and communications will be sent to end users (e.g., adopters and/or foster caregivers) automatically.



MADDIE'S[®] Pet Assistant

During registration your organization can decide which types of pets you want to use MPA on behalf of. We recommend that when you first start using the app, select just one 'category' listed below.

If you are a current user and would like to change preferences, just email mpa@maddiesfund.org.

Does your organization want to use Maddie's Pet Assistant to follow up on dogs, cats or both?

Options ?

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).

Adoption Age Group Options

- Dogs over 8 weeks of age
- Cats over 8 weeks of age

Foster Care Age Group Options

- Kittens under 8 weeks of age
- Cats over 8 weeks of age

Ruff. We're sorry but MPA is not yet ready for puppies 0-8 weeks old.

- Dogs over 8 weeks of age

You'll also need to provide the contact to whom you'd like Maddie's Pet Assistant to send survey submissions and alerts (e.g., the primary foster care program contact or primary adoptions counselor).

Foster Care Contact Name: Amber Freiwald

Foster Care Contact Email ? : mpa@maddiesfund.org

Foster Care Contact Phone: (123) 456-7890 - Extension

Contact info is required at registration, but it can be updated at any time on the **Edit Organization Screen**.

Maddie's Fund Maddie's Pet Assistant

PETS PEOPLE SURVEY REPORTS ADMIN SUPER USER HELP

Admin >> Organization Details

County: Alameda Organization: Maddie's Fund

Organization Name: Maddie's Fund

Organization Nickname: Maddie's

- Manage Users
- Manage Surveys
- Manage Documents
- Push Notifications
- Schedule an Email (#Days)
- Schedule an Email (Date)
- Organization Details



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What data will import?

Pet and person data from the Adoption Module or Foster Module of PetPoint will be sent to the Maddie's Pet Assistant Website, www.maddiespetassistant.org, twice daily. It 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.

Data will import into the MPA Website, but anything added or changed there will NOT import back into PetPoint. We want to keep your animal shelter management data pristine!

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



Foster Records in PetPoint

Foster pet records must be entered into the PetPoint Foster Module for them to appear in the Maddie's Pet Assistant (MPA) data upload. If you are a PetPoint Lite user, your organization does not have access to the Foster Module. Please contact PetPoint directly to discuss your plan.

The following video shows how your data should be entered into the foster module:

<https://www.youtube.com/watch?v=kRS3TctJ24&feature=youtu.be>

If you have additional questions, please reach out to PetPoint directly.

Foster Start Status

Foster Pet and Foster Caregiver data will import into MPA, when "Foster Start Status" = "Completed." This lets us know that the pet has been successfully placed into a foster home and starts the communication process.

Further clarification on Foster Date logic:

1. Foster Start Status
 - If Foster Start Status = 'Completed,' the animal is currently in foster care.
 - If Foster Start Status = 'Pending,' 'Scheduled,' or 'Started/In Progress' then the animal is not yet in foster care.
2. Foster End Status is the reverse.
 - If Foster End Status = 'Completed,' is no longer in foster care as of the Foster End Date.
 - If Foster End Status = 'Pending,' 'Scheduled,' or 'Started/In Progress' then the animal is still in foster care, and the end of foster care is tentatively set for the Foster End Date.

Details Tab

The details tab contains sections for entering the **Foster Start**, **Foster End**, Stage & Location Express, and **Foster Notes**.

Select	Animal #	ARN	Name	Species	Breeds	Foster #	Start Status	Status Date/Time	End Status	Status Date/Time
<input checked="" type="checkbox"/>	A23054161		Frosty	Dog	American Eskimo	NEW				

Apply Selection 1 Record Count: 1 10 / Page

When a pet is placed into foster care this should be marked as complete

Foster Search Person Animal **Details**

Foster Start

Foster #*	Status*	Status Date/Time*	Record Owner*	Reason*	Site*
NEW	Started/In Progress	04/10/2017 09:12 PM	Thompson, Melissa	Out of Space	Wellness Clinic

Created Date/Time By Last Updated Date/Time By

04/10/2017 09:11PM



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Best Practices:

- **Remember: Once your data is imported, your organization's MPA account is live and communications will be sent to end users (e.g., adopters and/or foster caregivers) automatically.**
- You must enter your data in PetPoint's Foster Module in order to use MPA for foster caregivers.
- Your data will import within 3-5 days of registration, 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 about Maddie's Pet Assistant check out our FAQs: <https://www.maddiesfund.org/mpa-faq.htm>

For direct 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/>.