PetPoint Data Management	System - Professional		USDC01 - Washington I	Humane Society JaclynL sign ou	<u>it</u>
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How to match an animal with a foster parent in PetPoint

Search for the person in PP in order to "Add Foster"

PetPoint Data N	Anagement System - Professional		USDC01 - Washington H	umane Society JaclvnLl sign out
	tcome Edit Care PPTN Servi	ces Schedule Licensing Finan	ce Case Reports Admin	Support
Foster				
Foster Search Person				
Person # Person Info				
A				
Person Search				
Person Search Criteria: Name	e ▼ First: Jaclyn	Middle: Last name: L	ardie Fuzzy Sea	rch Find
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MPOWERING ANIMAL WELF/	ARE THROUGH DATA MANAGE		E.S.	000

ATA MANAGEMENT SYSTEM									
Foster									Person: Jaclyn Lardie
Foster Search Perso	on Animal								
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Home EMPOWERING ANII	1AL WELFARE TH	IROUGH DA	TA MANAGEMEN	-	THE.	1	1	0	0 1

Click on the "Animal" Tab and enter the Animal's A number

Once you have brought up the animal, next click on the "Details" tab

		PetPoint D	Data Mana	gement Syst	em - Profess	onal			ι	JSDC01 - Was	hington Humane S	iociety Ja	aclynL sign o	ut
e t	Print	Intake	Outcon	ne Edit	Care PP1	N Services	Schedule I	Licensing Finan	ice Case	Reports A	dmin Support	t		
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Select	Animal #	ARN	Name	Species	Breeds		Foster #	Start Status	Status Da	ate/Time	End Status	<u>Status D</u>	Date/Time	
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Next, you will enter the scheduled date of the foster pick up, the reason for the foster start, and you will also need to change the foster end date to an arbituary date in the future.

Foster										
								Perso	n: Jaclyn La	ardie
Select Animal #	ARN Name	<u>Species</u>	Breeds	Foster #	Start Status	Status Date/Time	End Status	Status D	ate/Time	
A30632526	6 Fleece	Cat	Domestic Longhair/Mix	NEW						
1							Record	Count: 1	10 / Page	•
Apply Selected										
Foster Search F	Person Animal [Details								
Foster Start										
Foster #	Status		Status Date/Time	Record Owner	Rea	son	Site			
NEW	Scheduled	•	03/04/2016 01:11 PM	Lardie, Jaclyn	 Med 	dical: Other 🔹 🔻	WHS New York Av	ve	•	
Created Date/Tin	ne	By		La	st Updated Date/	Time	Ву			_
03/04/2016 01:11	PM									
00/04/2010 01:11										
										_
Foster End										
Foster #	Status		Status Date/Time	Record Owner	Reas	son	Site			
NEW	Pending	•	04/04/2016 01:12 PM	Lardie, Jaclyn	▼ S	elect 🔻	WHS New York Av	ve	•	
Created Date/Tin	ne	By		La	st Updated Date/	Time	Ву			
03/04/2016 01:11	PM									
03/04/2016 01:11	PM									

Then click "Submit Foster"

Foster End						
-				_		
Foster #	Status	Status Date/Tim	e Record Owner	Reason	Site	
NEW	Pending	• 04/04/2016 01:12	PM Lardie, Jaclyn	Select	▼ WHS Ne	w York Ave
Created Date/Tim	e	Ву	Last Upda	ated Date/Time	Ву	
03/04/2016 01:11F	M					
Stage & Location	Express					
Stage		Review Date	Site		Location	Sub location
Available		03/04/2016 01:54 PM	WHS New York Ave	•	Cat Adoption Room V	2A 🔻
Template Select ▼ Foster Notes		Override Append	i Speli Check			
Template Select V Foster Notes Save Details Submit Foster	Clear	Override Append	i Spell Check			Lock R
Template Select V Foster Notes Save Details Submit Foster Home	Clear	Override Append	i Spell Check	Contact	<u>ال</u>	Lock R Sign Out

Once submitted, you will click on the "Summary" tab, to which you will be able to click on the foster contract which you can then print.

Select Animal # ARN Name Species Breeds Foster # Start Status Status Date/Time End Status A30632526 Fleece Cat Domestic Longhair/Mix 857530 Scheduled 03/04/2016 01:11PM Pending Record C Apply Selected Foster Search Person Animal Details Summary Summary Pl9446836 Mrs. Jaclyn Lardie 202-576-6664 (Work) 1201 New York Avenue NE 20002, DISTRICT OF COLUMBIA, DC, United States (Work)	Status Date/Time 04/04/2016 01:12PM Count: 1 10 / P	/ Page ▼
A30632526 Fleece Cat Domestic Longhalir/Mix 857530 Scheduled 03/04/2016 01:11PM Pending 1 Record C Apply Selected Foster Search Person Animal Details Summary Person Info P19446836 Mrs. Jaclyn Lardie 202-576-6664 (Work) 1201 New York Avenue NE 20002, DISTRICT OF COLUMBIA, DC, United States (Work)	04/04/2016 01:12PM Count: 1 10 / P	⁄l >age ▼
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Apply Selected Foster Search Person Animal Details Summary Person Info P19446836 Mrs. Jaclyn Lardie 202-576-6664 (Work) 1201 New York Avenue NE 20002, DISTRICT OF COLUMBIA, DC, United States (Work)		
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P19446836 Mrs. Jaciyn Lardie 202-576-6664 (Work) 1201 New York Avenue NE 20002, DISTRICT OF COLUMBIA, DC, United States (Work)		
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Actions		
Jump To: Outcome V Edit V Care/Services V		
Print: A30632526 - Fleece - Cat V	Cont	ract
		nort
Print: Kennel Card V Documents V Medical Documents V	Animal View Rep	port
Print: Kennel Card • • Medical Documents •	Animal View Rep	port
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Print: Kennel Card • • Medical Documents • Animal Info A30632526 Fleece Domestic Longhair/Mix, Black/White, Small, 6.24 pound	Animal View Rep	
Print: Kennel Card V Documents V Medical Documents V Animal Info	Animal View Rep	
Print: Kennel Card • Documents • Medical Documents • Animal Info A30632526 Fleece Cat Female Domestic Longhair/Mix, Black/White, Small, 6.24 pound 0 y 10 m 7 d., DOB: 4/26/2015, Currently Altered: Yes Declaved: None	Animal View Rep	
Print: - Kennel Card - Documents - Medical Documents - M	Animal View Rej	

This is what a sample foster contract looks like:

Contract - Google Chrome	a mark that the	the local days in the	The International Contractor	and the local division of the local division	the state of the local division in which the local division in the		
https://sms.petpoint.com/s	ms3/embeddedreports/Cor	.tract.aspx?popupmode=ye	es&ReportID=25&AnimalID=3	0632526&PersonID=194468	i36&InOutPrimaryKey=1129149		
Foster Care Prog	ram Release - Mai	r 4 2016	Т	el.: 202-576-6664			
			100	WHS New York Ave			
			Washington, District	of Columbia 20002 USA			
			a	dopt@washhumane.org			
				www.wasnnumane.org			
Jaclyn Lardie				Person ID: P19446836			
1201 New York Avenue I District of Columbia 200			ilaro	Tel:202-576-6664 Ext.			
, District of Columbia 200	102 03A		jiaro	le@washhumane.org			
Animal Information							
Animal ID: A30632526	Name:	Fleece Types	: Cat	Gender: Female			
ARN:	DOB:	4/26/2015 Breed	Is: Domestic Longhair/Mix	Altered: Yes			
Chip #: 98200040	222/803 Current Age	: 0y 10m 7 d Colors Adult (1 vr +) Patter	s: Black/White	Size: Small Weight: 6.24 pound			
Type: 24 erruit	Age Group.	/ dan (1 yr 1) 1 atter		Weight: 0.24 pound			
Foster Reason	Foster Pickup D	ate/Time Ex	pected Return Date	Release By			
Medical: Other	03/04/2016 01:11PM	04/	/04/2016 ·12PM	JaclynL			
Thank you for fosteri	ng for the Washington	1 Humane Society (W	VHS). Each foster home	enables WHS to			
save another animal.	we appreciate the lov	e, time and commiti	nent you make to the a	nmals you foster.			
As a WHS foster pare	nt, vou have signed th	ne foster agreement v	upon joining the foster	orogram, please sign			
below to signify that y	ou have received the	animal(s) listed abov	ve.	0 /1 0			
Fostering is a fun ext	perience. We hope vo	u eniov watching an	animal that was scared	, hurt or abandoned			
thrive under your car	re. Please feel free to	call us with any que	estions. We are glad to	help with tips about			
helping the animal ad	ljust, introducing to o	ther animals in the h	nome and training of for	ter animals.			
a: .		.					
Signature:		Date:					
Printed Name:							
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