

PetPoint Setup for Adopt-a-Pet.com Integration

An Accompanying Guide to our 'Adapting PetPoint for Adopt-a-Pet.com' Lunch N Learn Course

Introduction

- ☑ This document is designed to provide information on setting up your PetPoint database for Automated uploads of your available animal information to Adopt-a-Pet.com. To register with Adopt-a-Pet.com, or for questions related to the Adopt-a-Pet.com website, please visit www.adoptapet.com for more information.

PetPoint Setup

- ☑ Please Note that setup for Adopt-a-Pet.com is similar to setup needed for your Adoptable Search Iframe, and Petango. For setup that overlaps, the same setup options will apply to all three sites
 - For example, the animal age designations chosen for your Petango website listings will apply to Adopt-a-Pet.com as well (see below)
 - If you are utilizing Webservices for your Available Animal Iframe, be sure to contact your website developer before making updates to your online animal setup options
- ☑ Identifying Animal Records for Adopt-a-Pet.com
 - The Automated Uploads will send animal record information to Adopt-a-Pet.com based on the stages you have entered from your Online Animal Listings Setup
 1. Every animal record with a stage assigned from the list in this setup step will automatically go to Adopt-a-Pet.com, depending on your Species and Breed setup
 2. To check your Stages, a user with Administrative access to PetPoint can go to Admin>Admin Options>Online Animal Listing Options>Adoptable Search:

Online Animal Listing Options

Authentication Key

Display Fields

Adoptable Search | Lost and Found Search | Happy Tails | Petango Editor | Twitter

Field	Search Page	Details Page
Animal ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allowed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Age	<input checked="" type="checkbox"/>	
Size		<input type="checkbox"/>
Color		<input type="checkbox"/>
Declawed		<input type="checkbox"/>
Housetrained		<input checked="" type="checkbox"/>
Price		<input checked="" type="checkbox"/>
Intake Date		<input checked="" type="checkbox"/>
Description		<input checked="" type="checkbox"/>
Location		<input checked="" type="checkbox"/>
On Hold		<input checked="" type="checkbox"/>
Special Needs		<input checked="" type="checkbox"/>
No Dogs		<input checked="" type="checkbox"/>
No Cats		<input checked="" type="checkbox"/>
No Kids		<input checked="" type="checkbox"/>
Sex		<input checked="" type="checkbox"/>
Animal Reference Number		<input checked="" type="checkbox"/>
Animal Stage		<input checked="" type="checkbox"/>

Stages Included in Adoptable Search Listings

Stage:

Stage ID	Stage
2	Available

Home | Create Home | Contact Us | Sign Out

- Please note that the field values listed here do not relate to Adopt-a-Pet.com Auto-uploads, and you need only setup applicable animal stages from this screen

☑ Identifying Species and Breeds for Adopt-a-Pet.com

- Dog and Cat Species do not require setup for Adopt-a-Pet.com automated uploads. If the animal record has an applicable stage from the previous bullet, then the information for that animal record will automatically go to Adopt-a-Pet.com
- For all other species, a user with Administrative Access to PetPoint will need to go to Admin>Admin Options>Add/Edit Field Value, and then follow these two steps:
 1. Select 'Species' in the Custom Field Value drop down, choose the applicable species you would like to list on Adopt-a-Pet.com, and ensure that the 'Publish to IFrame/Webservices' checkbox is checked:

Administration - Add/Edit Field Value

Please note, sublocations are now added and edited via Admin-Location Manager. Click here to open Location Manager.

Customer Fields: Species Group: Mammal

Select	Field Value	Order Number	Is Default?
Select	Ferret	0	False
Select	Rabbit	0	False
Select	Raccoon	1	False
Select	Skunk	2	False
Select	Feral Cat	3	False

Field Value* Order Number* Default Deleted

Petango Associated Value: -- Select --

Publish to Petango: ☒ Publish to IFrame/Webservices: ☒

Update Add Clear

2. Once you have selected the appropriate checkbox for all of your species, select 'Breed' from the Custom Fields dropdown and ensure that the 'Publish to IFrame/Webservices' checkbox is checked as well for all animal breeds you would like listed on Adopt-a-Pet.com

☑ Identifying Ages for Adopt-a-Pet.com

- Petango utilizes unique age designations from PetPoint. Because Age Group information is a custom field value, be sure that you have told PetPoint what age range each of your created Age Groups represent
- To choose the mapping for the ages assigned on Adopt-a-Pet.com for your applicable animal records, a user with Administrative Access to PetPoint will need to go to Admin>Admin Options>Add/Edit Field Value, and then select 'Animal Age Group' from the Custom Fields Dropdown
 1. For each age group, select the Petango Associated Value which you would like associated with the custom value:

Administration - Add/Edit Field Value

Please note, sublocations are now added and edited via Admin-Location Manager. Click here to open Location Manager.

Customer Fields: Animal Age Group Group:

Select	Field Value	Order Number	Is Default?
Select	Adult	1	True
Select	Adolescent	2	False
Select	Senior	3	False

Field Value* Order Number* Default Deleted

Petango Associated Value: -- Select --
Baby
Young
Adult
Senior

Update Add Clear

- Below is the chart for PetPoint/Petango Associated Value to Adopt-a-Pet.com Age Value Mapping:

PetPoint	Adopt-a-Pet.com	breed
baby	baby	bird
young	young	bird
adult	adult	bird
senior	senior	bird
kitten	kitten	cat
baby	baby	cat
young	young	cat
adult	adult	cat
senior	senior	cat
puppy	puppy	dog
baby	baby	dog
young	young	dog
adult	adult	dog
senior	senior	dog
baby	baby	farm_animal
young	young	farm_animal
adult	adult	farm_animal
senior	senior	farm_animal
baby	baby	horse
young	young	horse
adult	adult	horse
senior	senior	horse
young	young	rabbit
adult	adult	rabbit
senior	senior	rabbit
Baby	young	rabbit
baby	baby	reptile
young	young	reptile
adult	adult	reptile
senior	senior	reptile
baby	baby	small_animal
young	young	small_animal
adult	adult	small_animal
senior	senior	small_animal

☑ Animal Size Designations in Adopt-a-Pet.com

- Though no setup is required, below is a chart for how PetPoint and Adopt-a-Pet.com sizes are mapped in the Auto-Upload process:

PetPoint	Adopt-a-Pet.com	Breed
s	small	bird
m	medium	bird
l	large	bird
xl	large	bird
s	small	dog
m	medium	dog
l	large	dog
xl	x-large	dog
s	small	farm_animal
m	medium	farm_animal
l	large	farm_animal
xl	large	farm_animal
s	small	horse
m	medium	horse
l	large	horse
xl	large	horse
s	dwarf	rabbit
m	standard	rabbit
l	giant	rabbit
xl	giant	rabbit
s	small	reptile
m	medium	reptile
l	large	reptile
xl	large	reptile

☑ Optional: Site Compatibility with Adopt-a-Pet.com

- If you would like to set up your different PetPoint Sites as locations with Adopt-a-Pet.com, you will need to have your different Site ID's handy for Adopt-a-Pet.com Setup. To locate your Site ID's, any user with administrative access to PetPoint can go to Adopt>Admin Options>Add/Edit Site Info:

PetPoint
DATA MANAGEMENT SYSTEM

PetPoint Data Management System - Enterprise
USAC116 - Aoki Place

Intake Outcome Edit Care PITM Services Schedule Licensing Finance Case Reports Admin Support

Administrative - Edit Site Info

Site ID	Name	
S00002704	Canine Wing	Delete
S00002705	Feline Wing	Delete
S00002706	Foster Care	Delete
S00002707	Off Site License Vendors	Delete
S00002708	Online Licensing	Delete
S00002709	Spay/Neuter Care	Delete
S00002710	Timothy Wing	Delete
S00002711	Veterinary Clinic	Delete

Add Site

Name*
Canine Wing

Website URL

PetPoint ID
S00002704

Addresses (at least one required)

Adopt-a-Pet.com Setup Steps and Requirements

1. Your PetPoint Administrator must have, or create, an account with Adopt-a-Pet.com
2. Request to link PetPoint and Adopt-a-Pet.com:
 - Your PetPoint Administrator will need to contact Adopt-a-Pet.com at helpdesk@adoptapet.com to request this link, and provide your shelter name and PetPoint ID
 - Your Shelter ID is the ID you use to login to your database:



3. Adopt-a-Pet.com and PetPoint will handle the rest, and Adopt-Pet.com will contact you when the feature is activated!

Animal Data Automatically Sent to Adopt-a-Pet.com

- ☒ Animal field values automatically listed on Adopt-a-Pet.com for eligible records:
1. Age
 2. Animal Type
 3. Primary Breed
 4. Secondary Breed
 5. Coat
 6. Color
 7. Declawed
 8. Petango Adoption Description Memo
 - Please Note that we recommend writing in memos directly from PetPoint. Memos that contain formatting may prevent animal records from displaying on Adopt-a-Pet.com
 9. GoodWCats
 - Please Note that Adopt-a-Pet.com will only display 'Not Good with Cats' if the 'Do Not Place' Checkbox is checked
 10. GoodWDogs
 - Please Note that Adopt-a-Pet.com will only display 'Not Good with Dogs' if the 'Do Not Place' Checkbox is checked
 11. GoodWKids
 - Please Note that Adopt-a-Pet.com will only display 'Not Good with Kids' if the 'Do Not Place' Checkbox is checked
 12. Housetrained
 13. Animal #
 14. Name
- ...Continued on Next Page

15. Photo 1
16. Photo 2
17. Photo 3
 - Please Note that Photos with the 'Do Not Show on Website' checked will not display on Adopt-a-Pet.com
18. Purebred
19. Sex
20. Size
21. Spayed/Neutered
22. Special Needs
23. Animal Status will Always Equal Available
24. Animal Video
25. Weight
 - Please note that weight is transmitted in pounds (lbs)

☒ View most of the Animal Information shared with Adopt-a-Pet.com from the Details tab of an animal record:

The screenshot shows the 'Animal Details' form with the following fields and callouts:

- 13: Animal #
- 14: Name (Miss Piggy)
- 2: Type* (Small Mammal)
- 3: Primary Breed* (Rex)
- 18: Purebred checkbox
- 4: Secondary Breed* (Mix)
- 1: Age Group* (Unweaned > 8 weeks)
- 19: Gender (Female)
- 21: Spayed/ Neutered (Yes)
- 20: Size* (Small)
- 25: Weight (0)
- 6: Primary Color* (Black)
- 5: Coat (dropdown)
- 7: Declawed (None)

Other fields include Reference #, Age (0 y 3 m 30 d), Est. Birthdate (04/18/2017), Animal Condition* (Appears Normal), Asilomar Status, Medical Status, Temperament Status, Third Color, Color Pattern 2, Danger, Eye Color, Ears, Tail, and Bitten Status* (No Bite History).

☒ Photos are shared from the Express, or Photos/Videos tab of an animal record. Videos listed in the Photos/Videos tab of an animal record will display on Adopt-a-Pet.com for eligible records as well:

The screenshot shows the 'Photos/Videos' tab with the following fields and callouts:

- 15: Do Not Show on Website checkbox
- 16: Do Not Show on Website checkbox
- 17: Do Not Show on Website checkbox
- 24: Add Video button

Other elements include Photo 1, Photo 2, Photo 3 upload areas, Caption fields, Choose File buttons, and Delete Photos/Add Photos buttons.

- ☑ For Animal Behavior information that will display in the 'For More Information' section of Adopt-a-Pet.com, look to the Animal Profile tab to make applicable animal record updates:

The screenshot shows the 'Profile' tab of the Adopt-a-Pet.com interface. It contains several sections: 'General', 'Animals', and 'People'. Callouts are placed on the following elements:

- Callout 22:** Points to the 'Special Needs' checkbox in the General section.
- Callout 12:** Points to the 'Housetrained?' dropdown menu in the General section.
- Callout 10:** Points to the 'Do Not Place' checkbox in the Animals section.
- Callout 9:** Points to the 'Other Animals' button in the Animals section.
- Callout 11:** Points to the 'Do Not Place' checkbox in the People section.

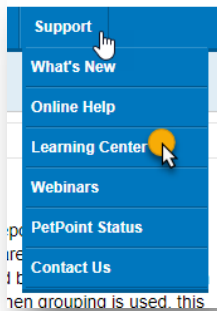
- ☑ Finally, Petango Adoption Description memos will display on Adopt-a-Pet.com for eligible Animal records as well:

The screenshot shows the 'Memos' tab of the Adopt-a-Pet.com interface. It displays the 'Animal Memo Details' form. Callout 8 points to the 'Type*' dropdown menu, which has a list of options including 'Petango/Adoption Description'.

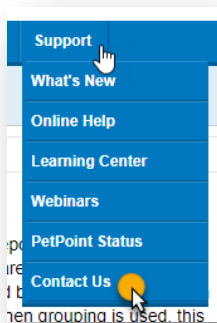
The form includes fields for 'Memo Number', 'Type*', 'Subtype', 'Review Date', and 'Comments*'. At the bottom, there are buttons for 'Spell Check', 'Clear', 'Save', and 'Add Memo'.

Resources

- ☑ **PetPoint Online Help:** read dozens of articles on utilizing the Builders module
 - Access Online Help directly from your database by going to Support>Online Help
 - Go to 'Before You Start'>'Online Animal Records'>'Adopt-a-Pet.com and Petfinder's Adoptable Animal Listings' for more information on automatic uploads
 - Navigate back to the Online Animal Records for information about Online Animal Listings setup, and how Adopt-a-Pet.com Auto-upload setup can impact other website setup
- ☑ **Pethealth Learning Center:** Learn more about setup, entry, and reporting for every module available in PetPoint!
 - Access the Learning Center directly from your database by going to Support>Learning Center



- ☑ **Adopt-a-Pet.com:** <https://www.adoptapet.com>
 - Check out how potential adopters are finding shelters and homeless animals, setup an account, and activate the PetPoint auto-uploads
 - For questions related to the Adopt-a-Pet.com Website, email helpdesk@adoptapet.com
- ☑ **Client Success Team**
 - If you would like to speak with someone about historical fees associated with Adopt-a-Pet.com, or setting up Petfinder.com automated uploads, we recommend reaching out to your Account Executive or Client Services Director
 - Unsure how to contact your representative? E-mail us at software.solutions@pethealthinc.com
- ☑ **Support**
 - For any PetPoint related inquiries, you can contact our Support team directly from your database by going to Support>Contact Us:



- ☑ **Engagement Services**
 - Want more training, or individualized sessions? Contact us at training@petpoint.com for more information