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
  - o For example, the animal age designations chosen for your Petango website listings will apply to Adopt-a-Pet.com as well (see below)
  - o 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
  - o 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:

  - • 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
  o 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
  o 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:

    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
  o 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
  o 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:

- o 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
  o 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
  o 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:

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
        - o 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
        - o Please Note that Adopt-a-Pet.com will only display 'Not Good with Cats' if the 'Do Not Place' Checkbox is checked
    10. GoodWDogs
        - o Please Note that Adopt-a-Pet.com will only display 'Not Good with Dogs' if the 'Do Not Place' Checkbox is checked
    11. GoodWKids
        - o 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
   o 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
   o 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:

☑ 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:

☑ 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:


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

Resources

- ☑ PetPoint Online Help: read dozens of articles on utilizing the Builders module
    - o Access Online Help directly from your database by going to Support>Online Help
    - o Go to 'Before You Start'>'Online Animal Records'>'Adopt-a-Pet.com and Petfinder's Adoptable Animal Listings' for more information on automatic uploads
    - o 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!
    - o Access the Learning Center directly from your database by going to Support>Learning Center
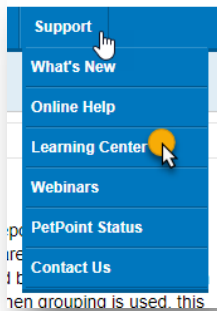
- ☑ Adopt-a-Pet.com: https://www.adoptapet.com
    - o Check out how potential adopters are finding shelters and homeless animals, setup an account, and activate the PetPoint auto-uploads
    - o For questions related to the Adopt-a-Pet.com Website, email helpdesk@adoptapet.com

- ☑ Client Success Team
    - o 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
    - o Unsure how to contact your representative? E-mail us at software.solutions@pethealthinc.com

- ☑ Support
    - o For any PetPoint related inquiries, you can contact our Support team directly from your database by going to Support>Contact Us:
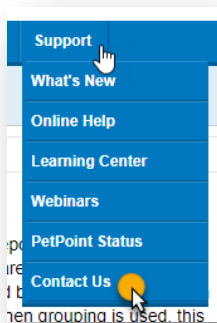
- ☑ Engagement Services
    - o Want more training, or individualized sessions? Contact us at training@petpoint.com for more information