

## Report: Foster Express

1. First click "Report Website" under the Reports tab located on the top right of your PetPoint screen.

**PetPoint Data Management System - Professional** USDC01 - Washington Humane Society [JaelynL](#) sign

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

**Edit - Animal**

Animal ID's	Animal Info		
A30173742 982000402861416	Active Foster - Bio Pending	Glenda - Cat Female - Baby (3 mos or less)	Domestic Medium Hair/Mix - Grey - Solid 0 y 2 m 21 d , DOB: 9/28/2015, Altered: Yes, Size: Small, Weight: 2.31 pound Bitten: Unknown, Danger: No

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- **Animal View Rep**

Jump To: -- Outcome -- -- Edit -- -- Care/Services --

Animal Search Express Details Photos/Videos Profile Memos Identifications Vouchers/Waivers Holds Stage/Location

**Animal Memo Details**

Memo Number	Type	Subtype	Review Date
	NOTE	-- Select --	

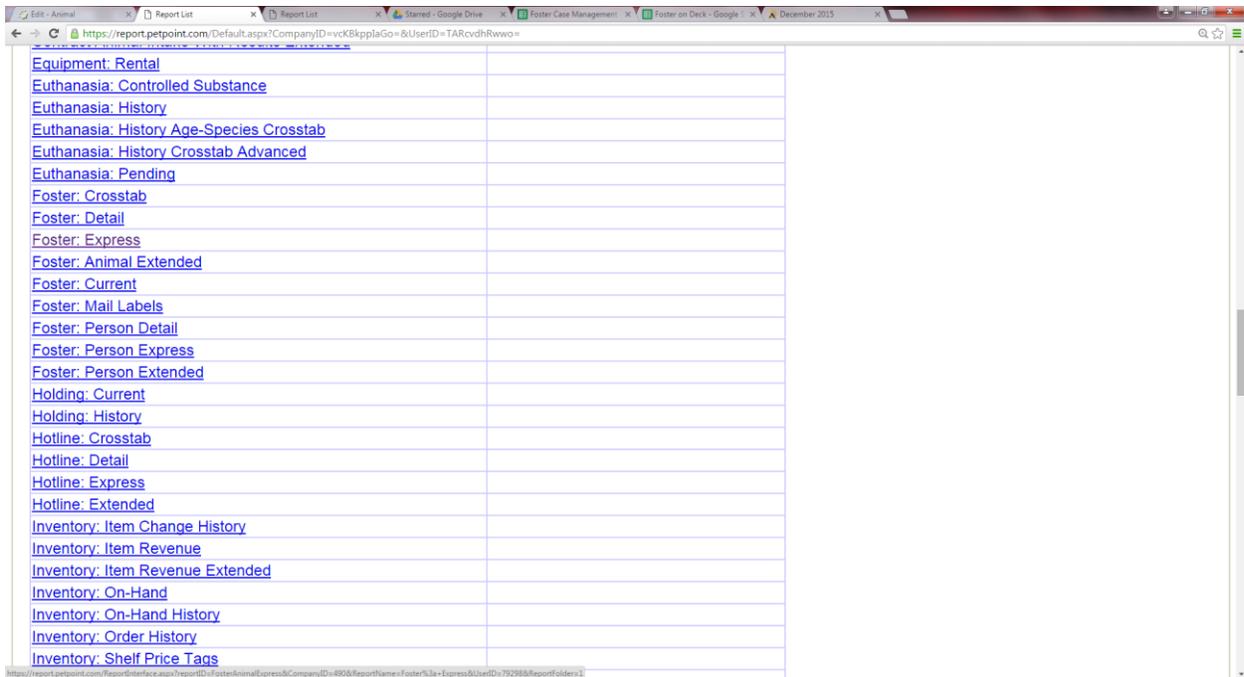
Comments

2. A list of reports will come up in alphabetical order; scroll down until you see "Foster Express" which is the report you will want to run.

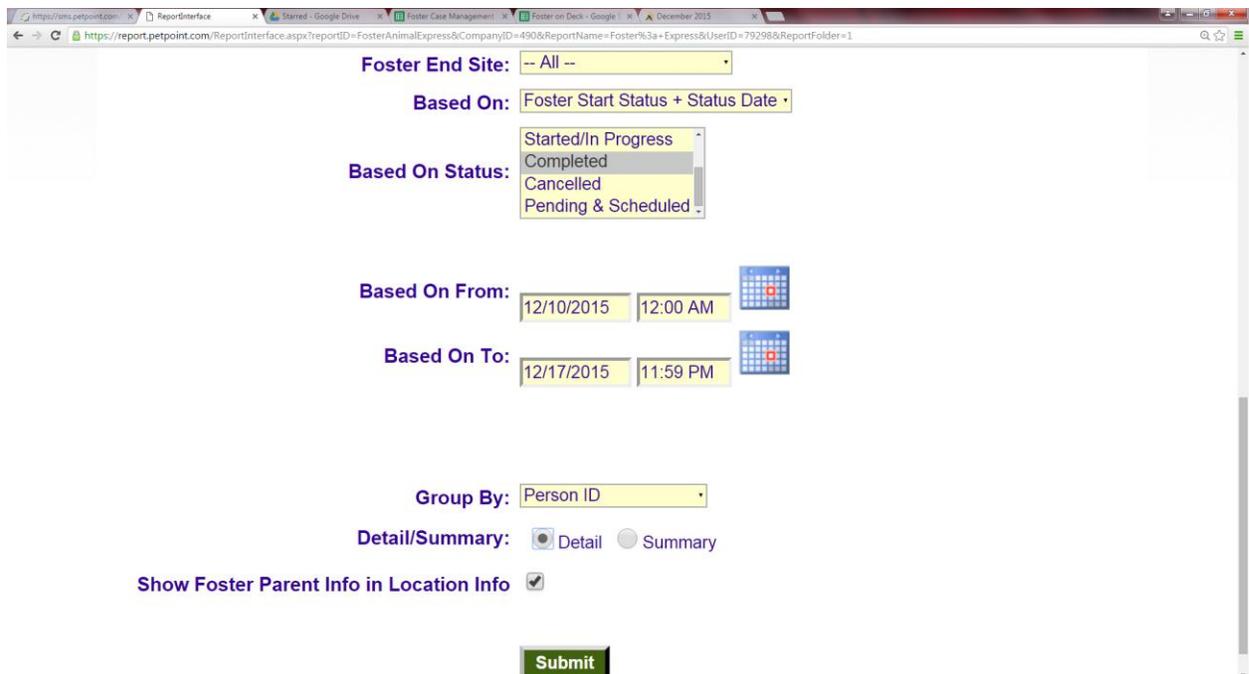
**PetPoint - Reports List**

**Please Note:** When reporting on large amounts of data, reports may need to be run in smaller batches. Date From and Date To parameters must be less than or equal to 2 calendar years.

Name	Description
<a href="#">Adopter Support</a>	Report format is suitable for download only
<a href="#">Agency</a>	
<a href="#">Agency: Activity</a>	
<a href="#">Agency: Activity Intake Age-Species Crosstab</a>	
<a href="#">Agency: Activity Mail Labels</a>	
<a href="#">Agency: Activity Outcome Age-Species Crosstab</a>	
<a href="#">Agency: Mail Labels</a>	
<a href="#">Agency: Member Mail Labels</a>	
<a href="#">Animal: Care Days Age-Species Crosstab</a>	
<a href="#">Animal: Current Count</a>	
<a href="#">Animal: Daily Count</a>	
<a href="#">Animal: Daily Intake Age-Species Crosstab</a>	
<a href="#">Animal: Daily Management Report</a>	
<a href="#">Animal: Daily Outcome Age-Species Crosstab</a>	
<a href="#">Animal: Duplicate Check</a>	
<a href="#">Animal: Group Crosstab</a>	
<a href="#">Animal: Group Details</a>	
<a href="#">Animal: Intake</a>	
<a href="#">Animal: Intake Age-Species CrossTab</a>	
<a href="#">Animal: Intake Crosstab</a>	
<a href="#">Animal: Intake Crosstab Advanced</a>	



3. Once you click on “Foster: Express”, you will be brought to a page with several fields to populate.
  - a. Select the dates for the previous 7 days
  - b. Select *Based on*: Foster Start Status + Status Date
  - c. Select *Based on Status*: Completed
  - d. Select *Group by*: Person ID



4. Once you submit, you will be brought to the screen that details the report and looks like this:

The screenshot shows the 'Foster Animal Express' report interface. It includes a 'Document Map' on the left with a tree view of folders like 'FosterAnimalExpress' and 'P15261890'. The main content area has a 'Print Date' of Saturday, December 19, 2015, and a 'Parameter List' table. Below this is a table of animal records with columns for Animal #, ARN, Animal Name, Type, Species, Breed, Color, Gender, Altered, Current Age, Weight, Start Status, Start Date, Start Reason, Start Site, End Status, End Date, End Reason, End Site, Days, Location, and Sublocation. The table is divided into sections for 'Total Animals 1' and 'Unique Animals 1' for each animal ID.

Animal #	ARN	Animal Name	Type	Species	Breed	Color	Gender	Altered	Current Age	Weight
<b>P15261890</b>										
Total Animals 1										
F837798	A30332629	Gretel	Dog	Dog	Shih Tzu/Terrier, Yorkshire	Brown/Tan/Silver Black	F	No	3y 15d	14.20 pound
Completed	12/11/2015 4:03:00 PM	Special Needs	WHS New York Ave	Pending	1/11/2016 1:38:00 PM		WHS New York Ave	7.8	Mariana Gallo(703) 966-8282	FOSTER HOME
<b>P18972984</b>										
Total Animals 1										
F838810	A25208202	Henry	Cat	Cat	Domestic Shorthair/Mix	Grey	M	Yes	3y 8m 29d	
Completed	12/15/2015 7:00:00 PM	Special Needs	WHS New York Ave	Pending	2/15/2016 2:55:00 PM		WHS New York Ave	3.7	Elizabeth King(202) 258-4706	FOSTER HOME
<b>P19768760</b>										
Total Animals 1										
F837141	A30307764	Girfriend	Dog	Dog	Terrier, American Pit Bull/Mix	White	F	Yes	1y 18d	44.00 pound
Completed	12/11/2015 12:54:00 PM	Special Needs	WHS New York Ave	Pending	2/9/2016 1:08:00 PM		WHS New York Ave	8.0	Sharon Hack(202) 258-4706	FOSTER HOME

5. You are able to “export” the report into other formats, such as a PDF or Microsoft Word document, as show below:

The screenshot shows the same 'Foster Animal Express' report interface as above, but with an export menu open over the 'Parameter List' table. The menu options are: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. The 'Word' option is highlighted. The background report content is partially obscured by the menu.

6. Once you click on the format that you want, it will immediately open the report in the chosen format for you.

7. Report is ready for viewing!