

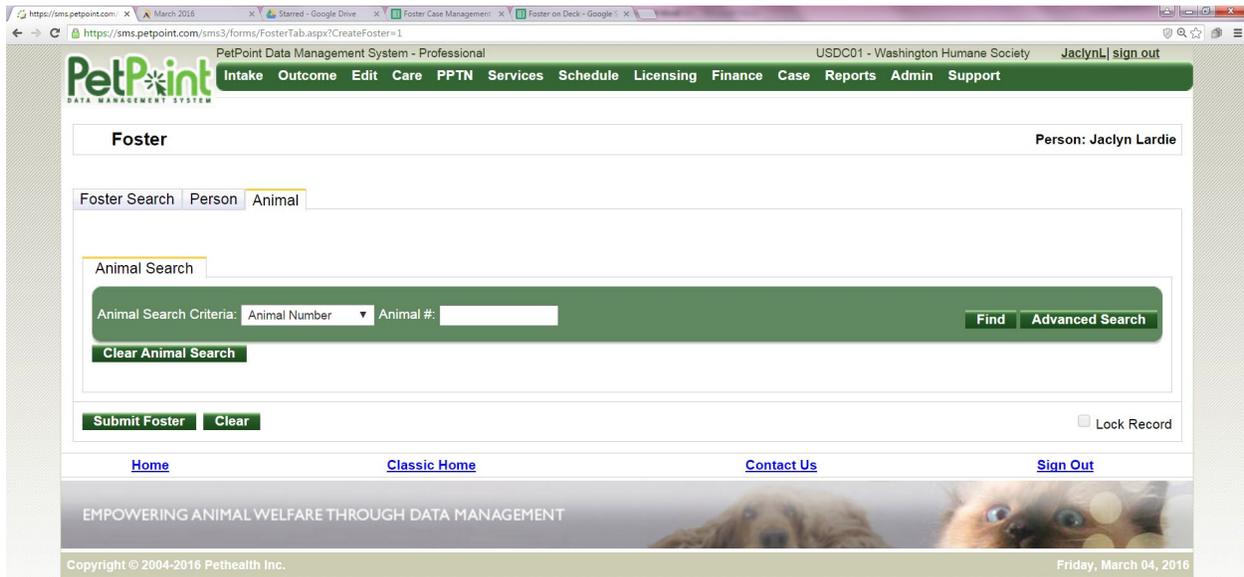
How to match an animal with a foster parent in PetPoint

The screenshot shows the PetPoint Data Management System interface. The top navigation bar includes: Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, Support. The user is logged in as Jaclyn L. The main content area is titled "Edit - Animal" and displays information for animal ID A30632526. A dropdown menu is open over the "Add Foster" option, listing various actions like "Search/Edit Medical", "Add Exam", "Add Surgery", "Search/Edit Foster", "Add Foster", "Search/Edit Behavior Test", "Add Behavior Test", "Search/Edit Care Activity", and "Add Care Activity". Below the menu, there are tabs for "Animal Search", "Express", "Details", "Photos/Videos", "Profile", "Memos", "Identifications", "Vouchers/Waivers", "Holds", and "Stage/Location". The "Animal Details" section shows a table with columns for Animal #, Reference#, Name, Type, Species, Primary Breed, Purebred, and Secondary Breed. The animal's details include: Animal # A30632526, Name Fleece, Type Cat, Species Cat, Primary Breed Domestic Longhair, Purebred checkbox, Secondary Breed Mix, Age 10 months, Est. Birthdate 04/26/2015, Age Group Adult (1 yr +), Gender Female, Spayed/Neutered Yes, Size Small, Weight 6.24 pound, Animal Condition Normal, Asilomar Status Healthy, Primary Color Black, Secondary Color White, Color Pattern -- Select --, and Bitten Status No Bite History. There are also sections for "Animal Photos" with Photo 1, Photo 2, and Photo 3.

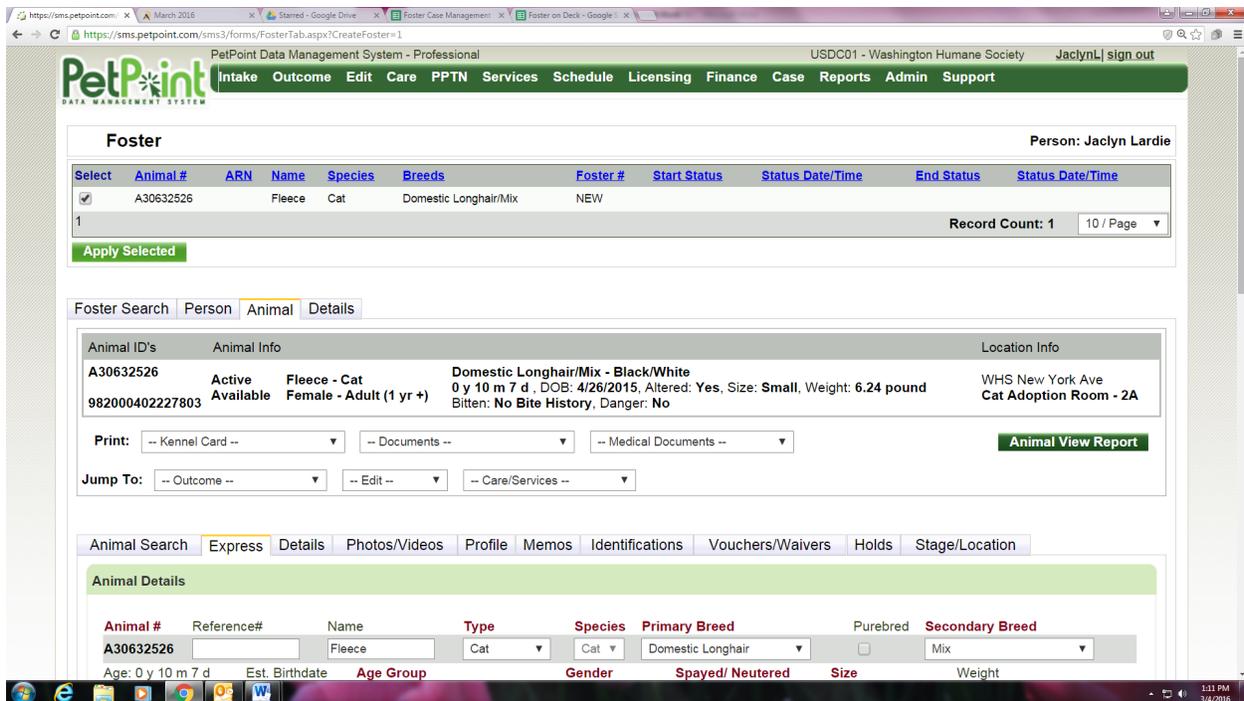
Search for the person in PP in order to "Add Foster"

The screenshot shows the PetPoint Data Management System interface for the "Foster" page. The top navigation bar is the same as in the previous screenshot. The page title is "Foster". Below the title, there is a "Foster Search" section with a "Person" tab selected. A table with columns "Person #" and "Person Info" is visible but empty. There is a checkbox for "Assign anonymous person". Below that is a "Person Search" section with a search criteria dropdown set to "Name". The search criteria are: Name, First: Jaclyn, Middle: , Last name: Lardie, and a "Fuzzy Search" checkbox. A "Find" button is next to the search criteria. Below the search criteria are buttons for "Clear Person Search" and "Create New Person". At the bottom of the search section are "Submit Foster" and "Clear" buttons, and a "Lock Record" checkbox. The footer of the page includes links for "Home", "Classic Home", "Contact Us", and "Sign Out", and the slogan "EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT".

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



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 arbitrary date in the future.

PetPoint DATA MANAGEMENT SYSTEM

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

USDC01 - Washington Humane Society JaclynLJ sign out

Foster Person: Jaclyn Lardie

Select	Animal #	ARN	Name	Species	Breeds	Foster #	Start Status	Status Date/Time	End Status	Status Date/Time
<input checked="" type="checkbox"/>	A30632526		Fleece	Cat	Domestic Longhair/Mix	NEW				

Record Count: 1 10 / Page

Apply Selected

Foster Search Person Animal Details

Foster Start

Foster #	Status	Status Date/Time	Record Owner	Reason	Site
NEW	Scheduled	03/04/2016 01:11 PM	Lardie, Jaclyn	Medical: Other	WHS New York Ave

Created Date/Time By Last Updated Date/Time By

03/04/2016 01:11PM

Foster End

Foster #	Status	Status Date/Time	Record Owner	Reason	Site
NEW	Pending	04/04/2016 01:12 PM	Lardie, Jaclyn	-- Select --	WHS New York Ave

Created Date/Time By Last Updated Date/Time By

03/04/2016 01:11PM

Stage & Location Express

Stage	Review Date	Site	Location	Sub location
Available	03/04/2016 01:54 PM	WHS New York Ave	Cat Adoption Room	2A

Then click "Submit Foster"

Foster End

Foster #	Status	Status Date/Time	Record Owner	Reason	Site
NEW	Pending	04/04/2016 01:12 PM	Lardie, Jaclyn	-- Select --	WHS New York Ave

Created Date/Time By Last Updated Date/Time By

03/04/2016 01:11PM

Stage & Location Express

Stage	Review Date	Site	Location	Sub location
Available	03/04/2016 01:54 PM	WHS New York Ave	Cat Adoption Room	2A

Foster Notes

Template

-- Select -- **Override** **Append** **Spell Check**

Foster Notes

Save Details

Submit Foster Clear Lock Record

Home Classic Home Contact Us Sign Out

EMPOWERING ANIMAL WELFARE THROUGH DATA MANAGEMENT

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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.

Foster Person: Jaclyn Lardie

Select	Animal #	ARN	Name	Species	Breeds	Foster #	Start Status	Status Date/Time	End Status	Status Date/Time
<input checked="" type="checkbox"/>	A30632526		Fleece	Cat	Domestic Longhair/Mix	857530	Scheduled	03/04/2016 01:11PM	Pending	04/04/2016 01:12PM

Record Count: 1 | 10 / Page

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) **Person View Report**

Actions

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

Print: A30632526 - Fleece - Cat **Contract**

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

Animal Info

A30632526 Fleece Domestic Longhair/Mix, Black/White, Small, 6.24 pound
 Cat 0 y 10 m 7 d, DOB: 4/26/2015, Currently Altered: Yes
 Female Declawed: None
 Adult (1 yr +) Bitten: No Bite History

Date Source	Size	Animal Condition	Medical Status	Temp. Status	Bitten	S/N	Temp
02/29/2016 09:55PM	Small	Asilomar Normal	Age Group	Weight	Danger No Bite History	Fulse Y	Resp.

This is what a sample foster contract looks like:

Foster Care Program Release - Mar 4 2016 Tel.: 202-576-6664

WHS New York Ave
 1201 New York Avenue NE
 Washington, District of Columbia 20002 USA
 adopt@washhumane.org
 www.washhumane.org

Jaclyn Lardie
 1201 New York Avenue NE
 District of Columbia 20002 USA

Person ID: P19446836
 Tel: 202-576-6664 Ext.
 jlardie@washhumane.org

Animal Information

Animal ID: A30632526	Name: Fleece	Types: Cat	Gender: Female
ARN:	DOB: 4/26/2015	Breeds: Domestic Longhair/Mix	Altered: Yes
Chip #: 98200402227803	Current Age: 0 y 10 m 7 d	Colors: Black/White	Size: Small
Type: 24PetWatch	Age Group: Adult (1 yr +)	Pattern:	Weight: 6.24 pound

Foster Reason **Foster Pickup Date/Time** **Expected Return Date** **Release By**

Medical: Other	03/04/2016 01:11PM	04/04/2016 01:12PM	JaclynL
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Thank you for fostering for the Washington Humane Society (WHS). Each foster home enables WHS to save another animal. We appreciate the love, time and commitment you make to the animals you foster.

As a WHS foster parent, you have signed the foster agreement upon joining the foster program, please sign below to signify that you have received the animal(s) listed above.

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Fostering is a fun experience. We hope you enjoy watching an animal that was scared, hurt or abandoned thrive under your care. Please feel free to call us with any questions. We are glad to help with tips about helping the animal adjust, introducing to other animals in the home and training of foster animals.

Signature: _____ **Date:** _____

Printed Name: _____