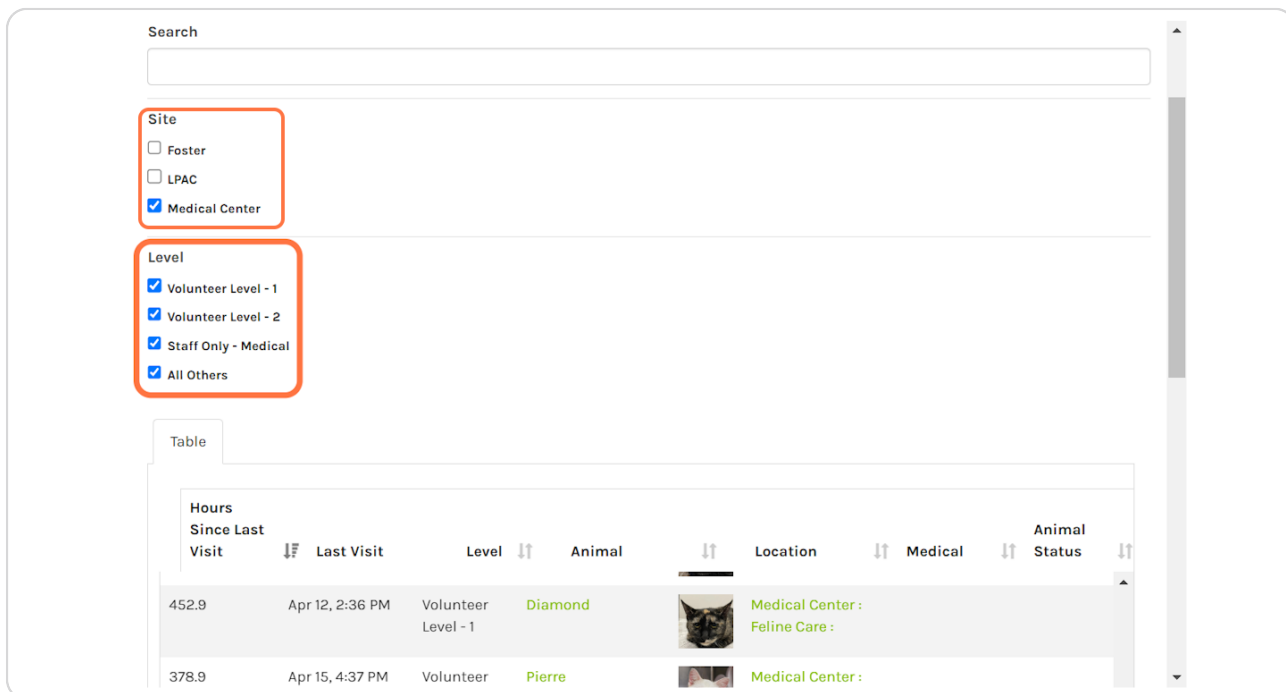


# How to Log a Cat Interaction | PACE Guide 14 Steps

## STEP 1

Select the Site and Level

- Volunteers, please select your volunteer level and any levels below.
- Example: if you're an L2 then select L2, and L1. Or if you're an L1 then only select L1.

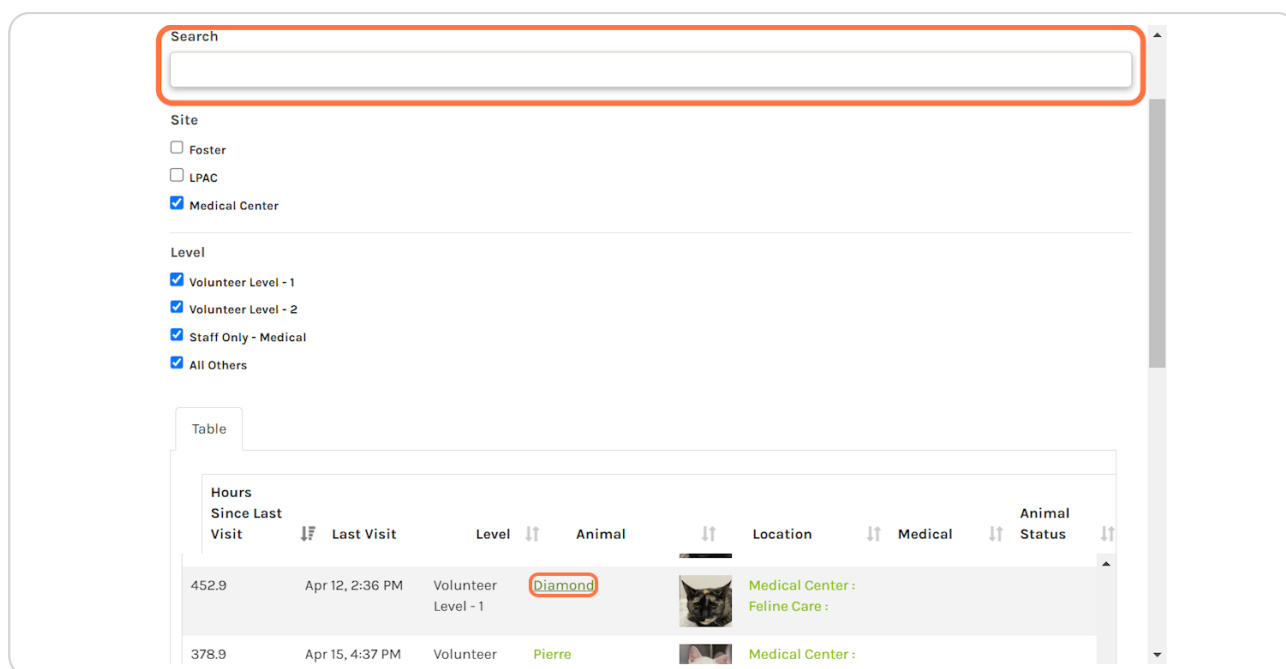


The screenshot shows the PACE interface with the following elements:

- Search:** An empty search bar.
- Site:** A list of checkboxes with "Medical Center" selected.
- Level:** A list of checkboxes with "Volunteer Level - 1", "Volunteer Level - 2", "Staff Only - Medical", and "All Others" selected.
- Table:** A table with columns: Hours Since Last Visit, Last Visit, Level, Animal, Location, Medical, and Animal Status. The first row shows a cat named "Diamond" with a last visit of "Apr 12, 2:36 PM" and a location of "Medical Center : Feline Care". The second row shows a cat named "Pierre" with a last visit of "Apr 15, 4:37 PM" and a location of "Medical Center".

## STEP 2

Search for animal by name or click on animal's name to view profile




The screenshot shows the PACE interface with the following elements:

- Search:** An empty search bar, highlighted with a red box.
- Site:** A list of checkboxes with "Medical Center" selected.
- Level:** A list of checkboxes with "Volunteer Level - 1", "Volunteer Level - 2", "Staff Only - Medical", and "All Others" selected.
- Table:** A table with columns: Hours Since Last Visit, Last Visit, Level, Animal, Location, Medical, and Animal Status. The first row shows a cat named "Diamond" with a last visit of "Apr 12, 2:36 PM" and a location of "Medical Center : Feline Care". The second row shows a cat named "Pierre" with a last visit of "Apr 15, 4:37 PM" and a location of "Medical Center". The name "Diamond" in the first row is highlighted with a red box.

STEP 3


Click on "New Visit" to initiate the interaction with the animal

**Diamond (82391)**



Campus Location: Medical Center : Feline Care :  
ShelterLuv Edit: www.shelterluv.com  
Website URL: www.pawschicago.org  
Animal Status: --None--   
Condo Message  
Categories

Visits Training Diet Photos Details



Level: Volunteer Level - 1  
Extra Note  
Medical

Action	Start Time	Minutes	Type	Who	Behavior Notes	Medical Notes
--------	------------	---------	------	-----	----------------	---------------

STEP 4

Search and select your name on the "Volunteer/Staff Contact"

Building No Kill Communities

Animal: Diamond

Volunteer/Staff Contact \*:

Visit Type \*: **Yesenia Aguilar**  
*yaguilar@pawschicago.org*

Start Time \*: Yesenia Aguilar [ 5/1/2024 11:37 AM ]  
*yese2349@gmail.com*

End Time: [ 5/1/2024 11:37 AM ]

Behavior Notes:

STEP 5

Select "Visit Type" from drop down menu

The MC will primarily concentrate on the following types of visits:

- Visit - sitting, petting
- Play - enrichment for high energy

The screenshot shows the PAWSCHICAGO form with the following fields: Animal (Diamond), Volunteer/Staff Contact (Yesenia Aguilar), Visit Type (dropdown menu open), Start Time (024 11:37 AM), End Time (024 11:37 AM), Behavior Notes, and Medical Notes. The dropdown menu for Visit Type is open, showing options: --None--, Visit - sitting, petting (highlighted in blue), Play - enrichment for high energy, and Showing. A red box highlights the Visit Type dropdown menu.

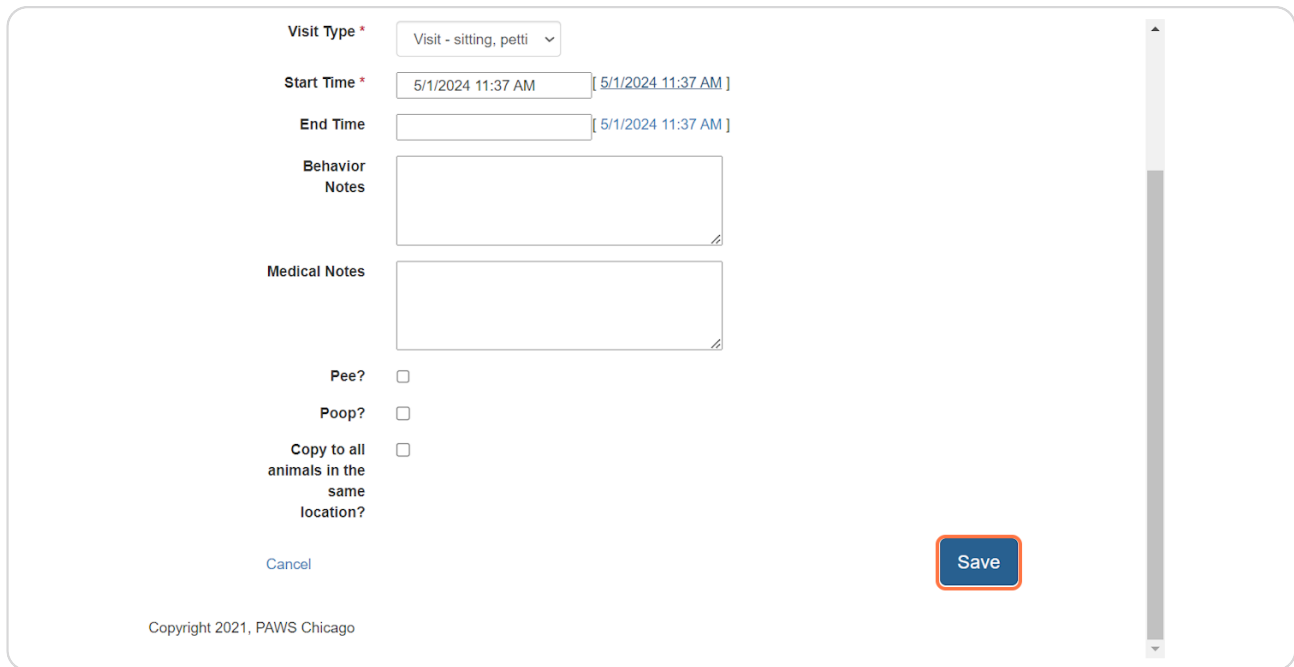
STEP 6

Click on the blue-colored timestamp to select the current time

The screenshot shows the WSCHICAGO form with the following fields: Animal (Diamond), Volunteer/Staff Contact (Yesenia Aguilar), Visit Type (Visit - sitting, petti), Start Time (5/1/2024 11:37 AM), End Time (5/1/2024 11:37 AM), Behavior Notes, and Medical Notes. The Start Time field contains a blue timestamp "5/1/2024 11:37 AM" which is highlighted with a red box.

## STEP 7

Select "Save" to begin the interaction



Visit Type \*

Start Time \*  [ 5/1/2024 11:37 AM ]

End Time  [ 5/1/2024 11:37 AM ]

Behavior Notes

Medical Notes

Pee?

Poop?

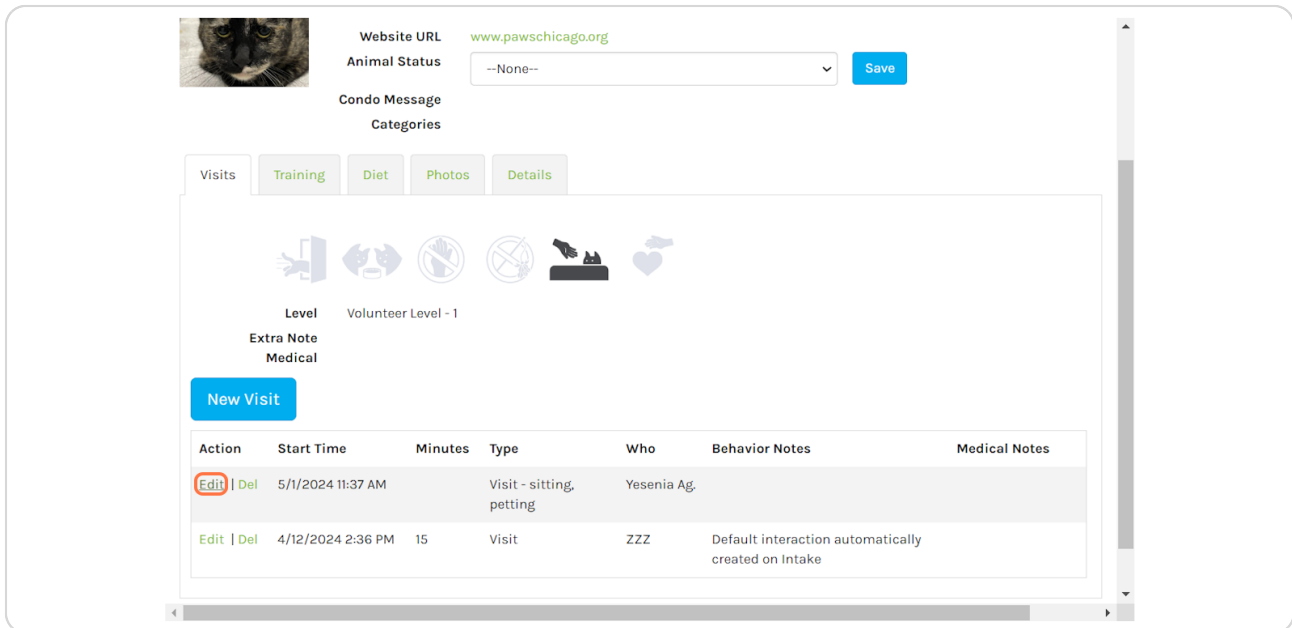
Copy to all animals in the same location?

[Cancel](#) [Save](#)

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## STEP 8

Click on "Edit" once you have finished interacting with animal



Website URL [www.pawschicago.org](http://www.pawschicago.org)

Animal Status  [Save](#)

Condo Message

Categories

Visits Training Diet Photos Details

Level Volunteer Level - 1

Extra Note

Medical

[New Visit](#)

Action	Start Time	Minutes	Type	Who	Behavior Notes	Medical Notes
<a href="#">Edit</a>   <a href="#">Del</a>	5/1/2024 11:37 AM		Visit - sitting, petting	Yesenia Ag.		
<a href="#">Edit</a>   <a href="#">Del</a>	4/12/2024 2:36 PM	15	Visit	ZZZ	Default interaction automatically created on Intake	

## STEP 9

Select the blue-colored timestamp to set the current "End Time".

**\*\*\*You must choose an end time, otherwise the visit will continue indefinitely until an end time is chosen\*\*\***

Animal	Diamond
Volunteer/Staff Contact *	<input type="text" value="Yesenia Aguilar"/>
Visit Type *	<input type="text" value="Visit - sitting, petti"/>
Start Time *	<input type="text" value="5/1/2024 11:37 AM"/> [ 5/1/2024 11:38 AM ]
End Time	<input type="text" value="5/1/2024 11:38 AM"/> [ 5/1/2024 11:38 AM ]
Behavior Notes	<input type="text"/>
Medical Notes	<input type="text"/>

## STEP 10

### Behavior Notes

- Provide any observations on the animal's behavior that may be beneficial for others interacting with animal. This could include areas that the animal excels on or areas that might require additional training.

Animal	Diamond
Volunteer/Staff Contact *	<input type="text" value="Yesenia Aguilar"/>
Visit Type *	<input type="text" value="Visit - sitting, petti"/>
Start Time *	<input type="text" value="5/1/2024 11:37 AM"/> [ 5/1/2024 11:38 AM ]
End Time	<input type="text" value="5/1/2024 11:38 AM"/> [ 5/1/2024 11:38 AM ]
Behavior Notes	<input type="text"/>
Medical Notes	<input type="text"/>
Pee?	<input type="checkbox"/>
Poop?	<input type="checkbox"/>

[Cancel](#)

## STEP 11

### Medical Notes

- Provide any medical observations from your interaction with the animal. For instance, note if the animal has diarrhea, difficulty defecating, abnormal stool coloring, eye discharge, sneezing, vomiting, coughing etc.

**Animal** Diamond

**Volunteer/Staff Contact \***

**Visit Type \***

**Start Time \***  [ 5/1/2024 11:38 AM ]

**End Time**  [ 5/1/2024 11:38 AM ]

**Behavior Notes**

**Medical Notes**

**Pee?**

**Poop?**

[Cancel](#) [Save](#)

## STEP 12

Document Elimination- Check off "Pee" or "Poop" if observed during interaction

**Medical Notes**

**Pee?**

**Poop?**

[Cancel](#)

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### STEP 13

Click "Save"

**Animal** Diamond

**Volunteer/Staff Contact \*** Yesenia Aguilar

**Visit Type \*** Visit - sitting, petti

**Start Time \*** 5/1/2024 11:37 AM [ 5/1/2024 11:38 AM ]

**End Time** 5/1/2024 11:38 AM [ 5/1/2024 11:38 AM ]

**Behavior Notes**

**Medical Notes**

**Pee?**

**Poop?**

Cancel **Save**

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### STEP 14

Finished! Your interaction has been successfully logged

**Condo Message**  
Categories

Visits **Training** Diet Photos Details

**Level** Volunteer Level - 1

**Extra Note**

**Medical**

**New Visit**

Action	Start Time	Minutes	Type	Who	Behavior Notes	Medical Notes
<a href="#">Edit</a>   <a href="#">Del</a>	5/1/2024 11:37 AM	1	Visit - sitting, petting	Yesenia Ag.		
<a href="#">Edit</a>   <a href="#">Del</a>	4/12/2024 2:36 PM	15	Visit	ZZZ	Default interaction automatically created on Intake	

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