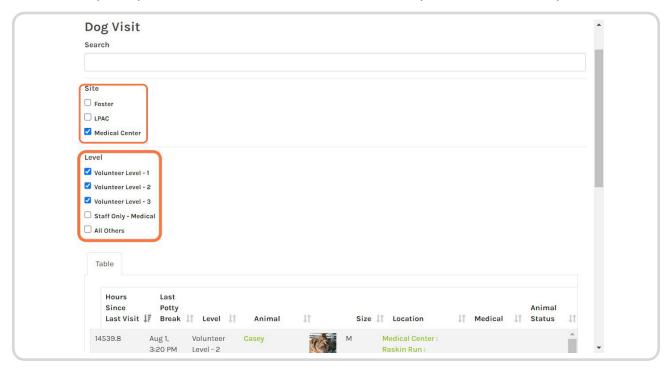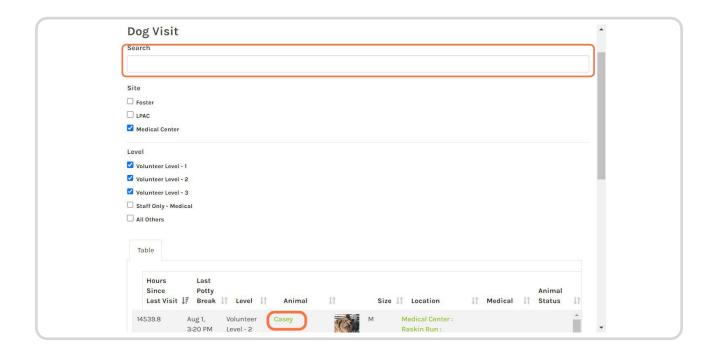# How to Log a Dog Interaction I PACE Guide
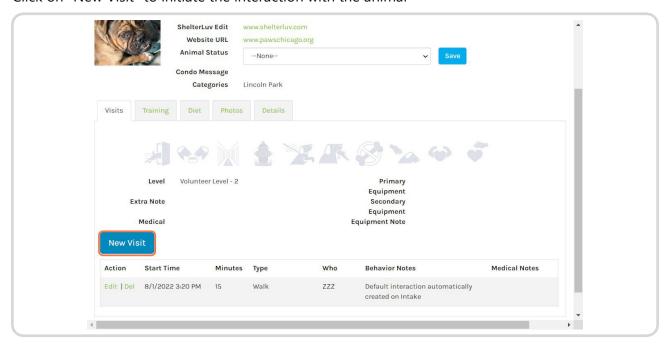
STEP 1

Select the Site and Level

- Volunteers, please select your volunteer level and any levels below.

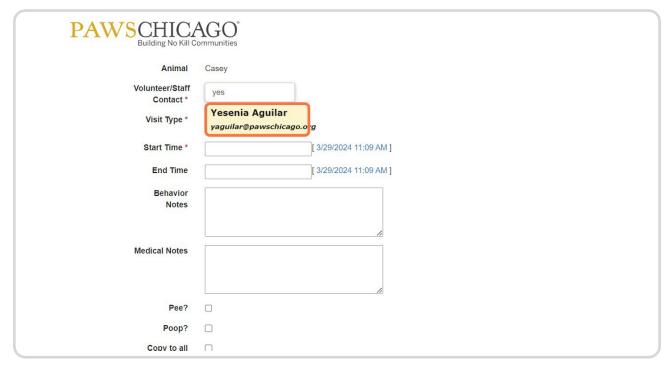- Example: if you're an L3 then select L3, L2, and L1. Or if you're an L1 then only select L1.

STEP 2

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

STEP 3

Click on "New Visit" to initiate the interaction with the animal
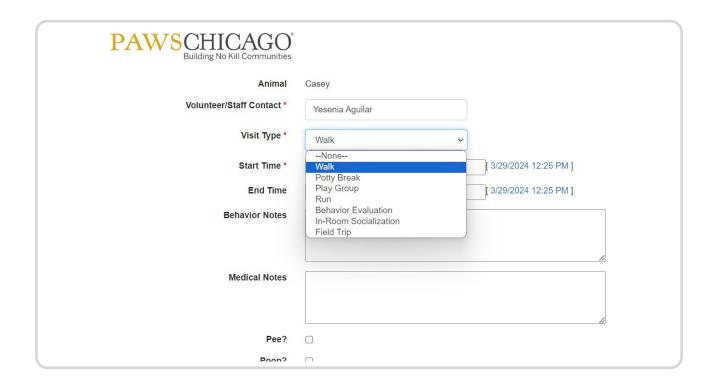
STEP 4

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

STEP 5
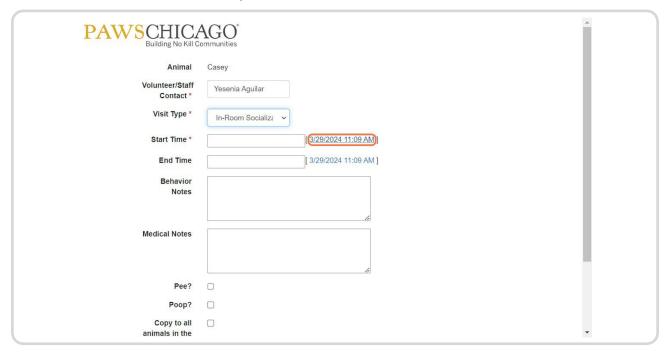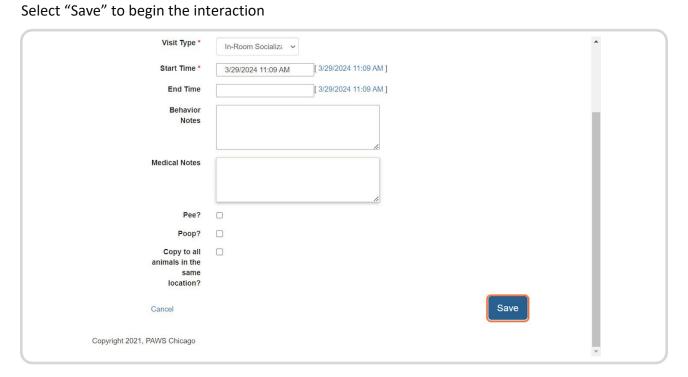
Select "Visit Type" from drop down menu

- The MC will primarily focus on the following types of visits:
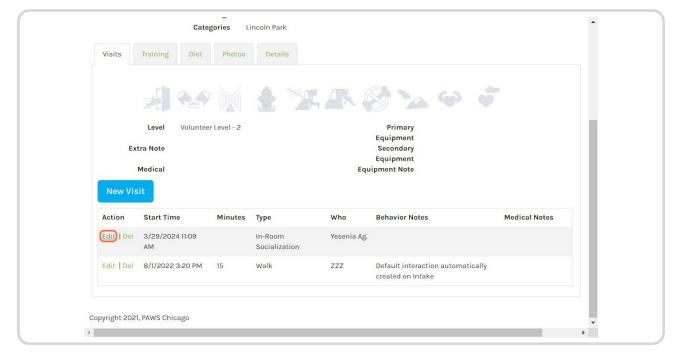   - Walk
    - Potty Break
    - In-Room Socialization

STEP 6

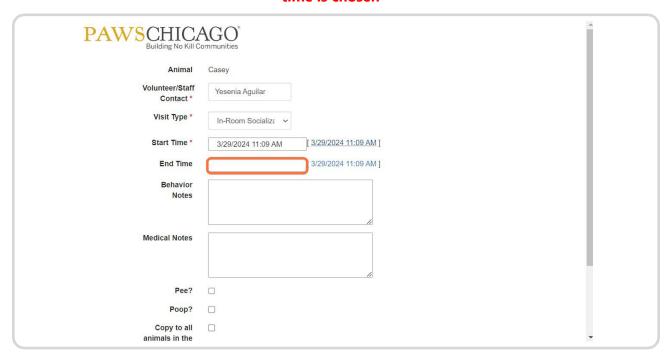Click on the blue-colored timestamp to select the current time.

PAWSCHICAGO®	
Building No Kill Communities	

Animal	Casey
Volunteer/Staff Contact *	Yesenia Aguilar
Visit Type *	In-Room Socializa ⌄
Start Time *	[3/29/2024 11:09 AM]
End Time	[3/29/2024 11:09 AM]
Behavior Notes	
Medical Notes	
Pee?	☐
Poop?	☐
Copy to all animals in the	☐

STEP 7

Select "Save" to begin the interaction

Visit Type *	In-Room Socializa ⌄
Start Time *	3/29/2024 11:09 AM [3/29/2024 11:09 AM]
End Time	[3/29/2024 11:09 AM]
Behavior Notes	
Medical Notes	
Pee?	☐
Poop?	☐
Copy to all animals in the same location?	☐
Cancel	**Save**

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STEP 8

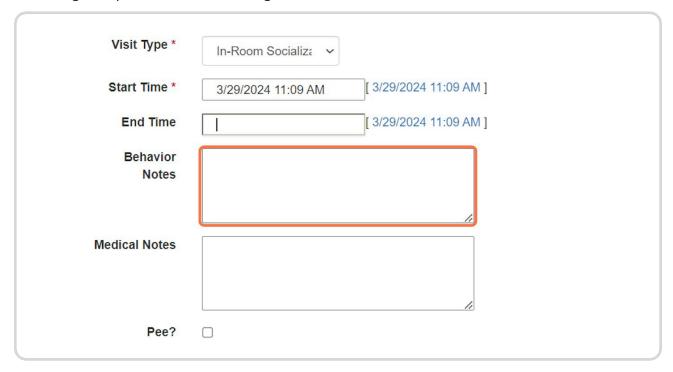Click on "Edit" once you have finished interacting with animal

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

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.

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.
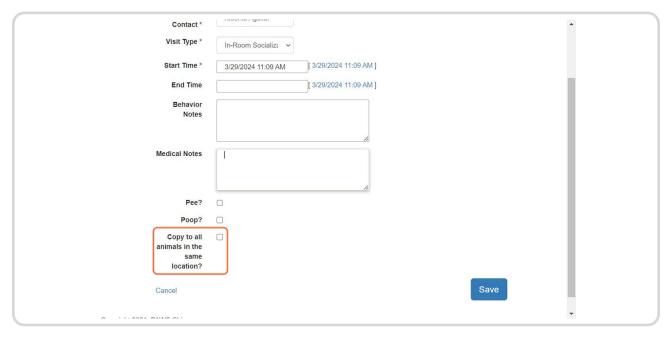

STEP 12

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

STEP 13

If applicable, check off "Copy to all animals in the same location" to log the visit for all animals in the room.

STEP 14

Click "Save"

STEP 15

Finished! Your interaction has been successfully logged