

## 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.

### Dog Visit

Search

**Site**

Foster

LPAC

Medical Center

**Level**

Volunteer Level - 1

Volunteer Level - 2


Volunteer Level - 3

Staff Only - Medical

All Others

Table

Hours Since Last Visit	Last Potty Break	Level	Animal	Size	Location	Medical	Animal Status
14539.8	Aug 1, 3:20 PM	Volunteer Level - 2	Casey 	M	Medical Center : Raskin Run :		

## STEP 2

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

**Dog Visit**

Search

Site

- Foster
- LPAC
- Medical Center

Level

- Volunteer Level - 1
- Volunteer Level - 2
- Volunteer Level - 3
- Staff Only - Medical
- All Others

Table

Hours Since Last Visit	Last Potty Break	Level	Animal	Size	Location	Medical	Animal Status
14539.8	Aug 1, 3:20 PM	Volunteer Level - 2	Casey	M	Medical Center : Raskin Run :		

## STEP 3

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

ShelterLuv Edit [www.shelterluv.com](http://www.shelterluv.com)

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

Animal Status  Save

Condo Message

Categories Lincoln Park

Visits Training Diet Photos Details

Level Volunteer Level - 2

Extra Note

Medical

Primary Equipment  
Secondary Equipment  
Equipment Note

**New Visit**

Action	Start Time	Minutes	Type	Who	Behavior Notes	Medical Notes
<a href="#">Edit</a>   <a href="#">Del</a>	8/1/2022 3:20 PM	15	Walk	ZZZ	Default interaction automatically created on Intake	

## STEP 4

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

**PAWSCHICAGO®**  
Building No Kill Communities

Animal Casey

Volunteer/Staff Contact \*

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

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

## 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

**PAWSCHICAGO**  
Building No Kill Communities

**Animal** Casey

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

**Visit Type \*** Walk

**Start Time \*** [ 3/29/2024 12:25 PM ]

**End Time** [ 3/29/2024 12:25 PM ]

**Behavior Notes**

**Medical Notes**

**Pee?**

**Poop?**

The screenshot shows a web form for PAWSCHICAGO. The form fields are: Animal (Casey), Volunteer/Staff Contact (Yesenia Aguilar), Visit Type (Walk), Start Time (3/29/2024 12:25 PM), End Time (3/29/2024 12:25 PM), Behavior Notes, Medical Notes, Pee?, and Poop?. The Visit Type dropdown menu is open, showing options: Walk, --None--, Walk, Potty Break, Play Group, Run, Behavior Evaluation, In-Room Socialization, and Field Trip. The 'Walk' option is selected and highlighted in blue.

## STEP 6

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

**PAWS CHICAGO**  
Building No Kill Communities

Animal Casey

Volunteer/Staff Contact \* Yesenia Aguilar

Visit Type \* In-Room Socializ

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 Socializ

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

The screenshot shows the 'Details' tab of the PAWS CHICAGO interface. At the top, there are tabs for 'Visits', 'Training', 'Diet', 'Photos', and 'Details'. Below these are various icons representing different activities. The 'Level' is 'Volunteer Level - 2'. There are sections for 'Extra Note', 'Medical', 'Primary Equipment', 'Secondary Equipment', and 'Equipment Note'. A 'New Visit' button is visible. Below is a table of visits:

Action	Start Time	Minutes	Type	Who	Behavior Notes	Medical Notes
<b>Edit</b>   Del	3/29/2024 11:09 AM		In-Room Socialization	Yesenia Ag.		
Edit   Del	8/1/2022 3:20 PM	15	Walk	ZZZ	Default interaction automatically created on Intake	

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## 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\*\*\***

The screenshot shows the 'Edit Visit' form in the PAWS CHICAGO interface. The form includes the following fields:

- Animal: Casey
- Volunteer/Staff Contact \*: Yesenia Aguilar
- Visit Type \*: In-Room Socializ: (dropdown)
- Start Time \*: 3/29/2024 11:09 AM [ 3/29/2024 11:09 AM ]
- End Time: **3/29/2024 11:09 AM** (highlighted in red)
- Behavior Notes: (text area)
- Medical Notes: (text area)
- Pee?:
- Poop?:
- Copy to all animals in the:

## 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.

<b>Visit Type *</b>	In-Room Socializ: <input type="button" value="v"/>
<b>Start Time *</b>	<input type="text" value="3/29/2024 11:09 AM"/> [ 3/29/2024 11:09 AM ]
<b>End Time</b>	<input type="text" value=" "/> [ 3/29/2024 11:09 AM ]
<b>Behavior Notes</b>	<input type="text"/>
<b>Medical Notes</b>	<input type="text"/>
<b>Pee?</b>	<input type="checkbox"/>

## 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.

<b>Start Time *</b>	<input type="text" value="3/29/2024 11:09 AM"/>	[ 3/29/2024 11:09 AM ]
<b>End Time</b>	<input type="text"/>	[ 3/29/2024 11:09 AM ]
<b>Behavior Notes</b>	<input type="text"/>	
<b>Medical Notes</b>	<input type="text"/>	
<b>Pee?</b>	<input type="checkbox"/>	
<b>Poop?</b>	<input type="checkbox"/>	
<b>Copy to all animals in the</b>	<input type="checkbox"/>	

## STEP 12

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

<b>Medical Notes</b>	<input type="text"/>
<b>Pee?</b>	<input type="checkbox"/>
<b>Poop?</b>	<input type="checkbox"/>
<b>Copy to all animals in the same location?</b>	<input type="checkbox"/>



### STEP 13

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

Form fields and options:

- Contact \* [Yesenia Aguilar]
- Visit Type \* [In-Room Socializ]
- Start Time \* [3/29/2024 11:09 AM] [3/29/2024 11:09 AM]
- End Time [3/29/2024 11:09 AM] [3/29/2024 11:09 AM]
- Behavior Notes [ ]
- Medical Notes [ ]
- Pee?
- Poop?
- Copy to all animals in the same location?**  (highlighted with a red box)
- Cancel [ ]
- Save [ ]

### STEP 14

Click "Save"

Form fields and options:

- Animal Casey
- Volunteer/Staff Contact \* [Yesenia Aguilar]
- Visit Type \* [In-Room Socializ]
- Start Time \* [3/29/2024 11:09 AM] [3/29/2024 11:13 AM]
- End Time [3/29/2024 11:13 AM] [3/29/2024 11:13 AM]
- Behavior Notes [ ]
- Medical Notes [ ]
- Pee?
- Poop?
- Cancel [ ]
- Save** [ ] (highlighted with a red box)

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## STEP 15

Finished! Your interaction has been successfully logged

Categories Lincoln Park

Visits Training Diet Photos Details

Level Volunteer Level - 2

Extra Note

Medical

Primary Equipment  
Secondary Equipment  
Equipment Note

New Visit

Action	Start Time	Minutes	Type	Who	Behavior Notes	Medical Notes
<a href="#">Edit</a>   <a href="#">Del</a>	3/29/2024 11:09 AM	4	In-Room Socialization	Yesenia Ag.		
<a href="#">Edit</a>   <a href="#">Del</a>	8/1/2022 3:20 PM	15	Walk	ZZZ	Default interaction automatically created on Intake	

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