# **Date-A-Dog: User Manual (Shelter)**

One of the hardest things about operating an animal shelter is caring for the animals on a daily basis, ensuring that they have clean living space, enough food to eat, and access to adequate health care. In addition to meeting these basic needs, animals also require stimulation and interaction with humans, to ensure their mental well-being and to make sure that they develop the necessary skills to be a human companion. This remains particularly true for dogs, who require daily walks to make sure they stay healthy and happy. Operating as a non-profit means that most of this work has to be performed by volunteers, who may not always be available. Thus, some dogs may rarely get the chance to leave their kennels.

<u>Date-A-Dog</u> is a mobile application for Android that allows daters to schedule a date with dogs housed in animal shelters in their local area. A date can be a walk around the neighborhood or a day of hiking, i.e. short term outings with no pressure of a long term commitment. Daters log into the application and see pictures of dogs along with a short description. If a dater sees a dog that they like, they can request a date with that dog, and their information gets sent to the respective animal shelter. The animal shelter can then log into a website maintained by <u>Date-A-Dog</u> and follow up with the dater to gather any missing information and finalize the date.

Currently, there is no alternative to the web application provided by <u>Date-A-Dog</u> to view and request/approve dog date requests. Potential dog daters can view dog information on Walkzee, or the shelter website, but they still need to come in and sign up as a full time volunteer and agree to an extended time commitment in order to take a dog on a walk. <u>Date-A-Dog</u> takes date requests and application information from users and displays them on one convenient screen on the date request website. The shelter simply needs to log in their Facebook login information in order to view requests and application information. The shelter can then approve or deny the request, or ask for additional information.

<u>Date-A-Dog</u> is a revolutionary way of helping shelter dogs get the daily walks that they need. Volunteers are hard to find and dogs may not always get to spend a lot of time outside. In addition to providing dogs with daily walks, <u>Date-A-Dog</u> also brings dogs into contact with potential permanent homes. The application allows the shelter to reach a wide audience of people, increasing the number of potential daters. <u>Date-A-Dog</u> is like having an easy portal to a pool of volunteers!

# How to Access the Date-A-Dog Request Website:

- 1. Go to: <URL\_UNDER\_CONSTRUCTION>
- 2. Log in using shelter Facebook login information. (**Note**: Shelter must have Facebook account in order to use site)

#### **How to Use the Date-A-Dog Request Website:**

# View Pending Requests

- 1. The home screen displays Date Requests, listed in order of oldest to newest. Click on the "Review" button to review the request.
- 2. Or, click on the "Requests" button at the top of the screen at any time.

## To Approve or Deny a Request

- 1. Click on the "Requests" button at the top of the screen after logging into the website.
- 2. Click on the "Review" button next to the request you would like to review.
- 3. Review the personal information submitted by the user.
- 4. Click on "Approve" or "Deny" and fill out the comment box below.
- 5. Click "Submit".

# To Undo a Date Request Response

- 1. Click on the "Requests" button at the top of the screen after logging into the website.
- 2. Locate the date request for which you would like to undo the response.
- 3. Click on the blue arrow next to the previous decision status.

## To View Date Request History

- 1. Click on the "History" button at the top of the screen after logging into the website.
- 2. Dates are listed in chronological order from the original date of the request.
- 3. Going from left to right, each entry in the history column features, in order:
  - i. Name of person requesting and the dog requested.
  - ii. The status of the request: A green check mark states request was approved, a white cross on a red background states request was denied.
  - iii. The date requested for the appointment.

### To Log Out

1. Click on the "Logout" button at the top of the screen.

#### To Get Help, Read Our FAQ

1. Click on the "Help" link at the bottom of the page.

# How to Report a Bug on the Date-A-Dog Website:

Bug reports can be submitted through email at <a href="mailto:dateadogapp@gmail.com">dateadogapp@gmail.com</a>. Please submit bugs by following the format specified by Mozilla at:

https://developer.mozilla.org/en-US/docs/Mozilla/QA/Bug\_writing\_guidelines