Gmail
by Google

Todd Burgess <toddburgess@torontocatrescue.ca>

Fwd: Petpoint Intake info needed
1 message

Nalini Ramroop <nalini1068@gmail.com>   Thu, Nov 8, 2018 at 8:00 PM
To: toddburgess@torontocatrescue.ca, azraa@torontocatrescue.ca

This should complete resources :)

Sent from my iPhone
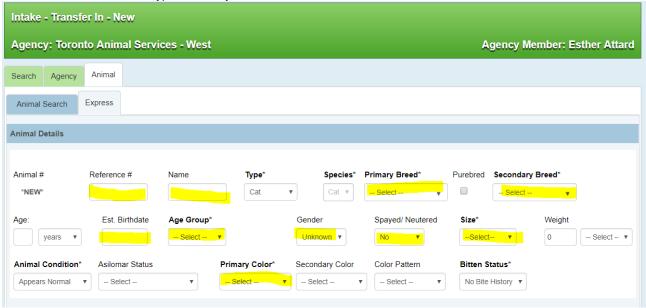
Begin forwarded message:

> **From:** Elaine Chang <elainechang@torontocatrescue.ca>
> **Date:** November 8, 2018 at 7:56:27 PM EST
> **To:** Nalini Ramroop <nalini1068@gmail.com>
> **Subject: Re: Petpoint Intake info needed**

Hi Nalini,

Here's some screenshots of a typical cat entry:

Above, Reference# = Shelter#
Name = Foster Cat Name
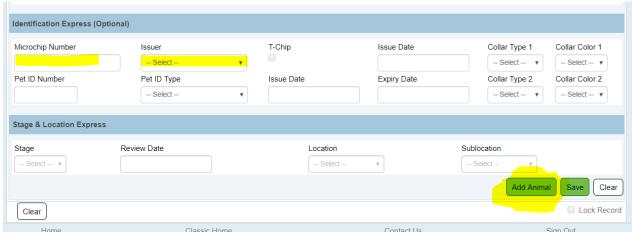Primary breed & Secondary Breed = DSH / DMH / DLH etc.
Est. Birthdate = DOB
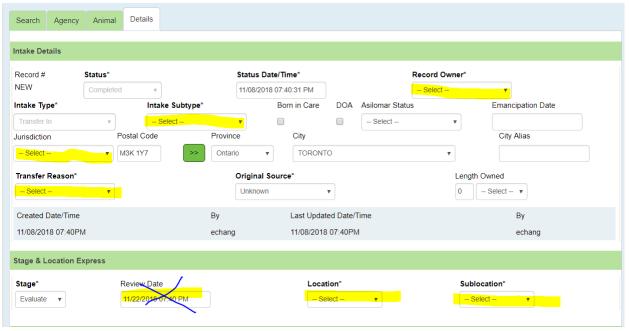Age Group = choose unweaned / juvenile / young adult / adult / senior
Gender = F/M/unknown
Spayed/Neutered = Y/N
Size = Small / Medium
Primary Color / Secondary Color / Color Pattern = color

If there is microchip#, I enter here and find the issuer company name from drop down menu, then click Add Animal.
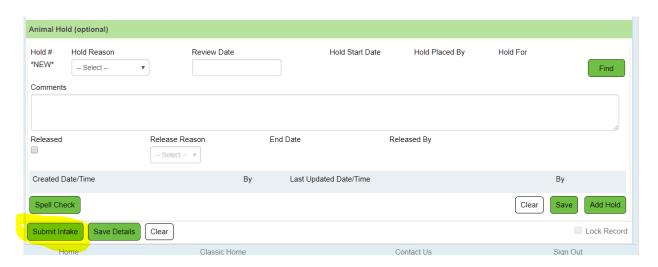

Record Owner = I put your name
Intake Subtype = Choose Born in Care / DOA / Coalition Partner / Emergency Response / Help for Cats / KWCC / Non-coalition partner
Jurisdiction = Only choose KW / Toronto / Others when Intake is Stray / Owner & Guardian. Other Intake I left it blank.
Transfer Reason = here I choose the most appropriate intake reason, and for TAS I read the entries found in Asana to look for the reason.
Review Date = I always have to delete the date that PP automatically generates
Location & Sublocation = Always choose Foster / Foster.

Nothing to enter here and just submit intake.

That's it. I copy the PP# back to the TCR List.

Let me know if you have any questions.

Regards,
Elaine

On Thu, Nov 8, 2018 at 1:03 PM Nalini Ramroop <nalini1068@gmail.com> wrote:
> Hi Elaine:
>
>
> This is a project we are working on for Gift The Code. I'm hoping you can help!
>
> This is my second and last question.
>
> Could you send me screenshots of what a PP intake entry looks like? or even a list of information required for
> each cat entry?
> IE what fields do we fill out when we do PP intake.
>
> --
> Nalini Ramroop
> Operations Manager
> www.torontocatrescue.ca
> 647-210-3127