



Todd Burgess &lt;toddburgess@torontocatrescue.ca&gt;

**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:

The screenshot shows a web form titled "Intake - Transfer In - New" for "Agency: Toronto Animal Services - West" with "Agency Member: Esther Attard". The form has tabs for "Search", "Agency", and "Animal", with "Animal" selected. Under "Animal", there are "Animal Search" and "Express" tabs. The "Animal Details" section contains the following fields:

Animal # *NEW*	Reference # [Redacted]	Name [Redacted]	Type* Cat	Species* Cat	Primary Breed* [Redacted]	Purebred <input type="checkbox"/>	Secondary Breed* [Redacted]
Age: [ ] years	Est. Birthdate [Redacted]	Age Group* [Redacted]	Gender Unknown	Spayed/ Neutered No	Size* [Redacted]	Weight 0	
Animal Condition* Appears Normal	Asilomar Status [Redacted]	Primary Color* [Redacted]	Secondary Color [Redacted]	Color Pattern [Redacted]	Bitten Status* No Bite History		

Above, Reference# = Shelter#

Name = Foster Cat Name

Primary breed &amp; 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

Identification Express (Optional)					
Microchip Number <input type="text"/>	Issuer -- Select --	T-Chip <input type="checkbox"/>	Issue Date <input type="text"/>	Collar Type 1 -- Select --	Collar Color 1 -- Select --
Pet ID Number <input type="text"/>	Pet ID Type -- Select --	Issue Date <input type="text"/>	Expiry Date <input type="text"/>	Collar Type 2 -- Select --	Collar Color 2 -- Select --

  

Stage & Location Express			
Stage -- Select --	Review Date <input type="text"/>	Location -- Select --	Sublocation -- Select --

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

Intake Details							
Record # NEW	Status* Completed	Status Date/Time* 11/08/2018 07:40:31 PM	Record Owner* -- Select --				
Intake Type* Transfer In	Intake Subtype* -- Select --	Born in Care <input type="checkbox"/>	DOA <input type="checkbox"/>	Asilomar Status -- Select --	Emancipation Date <input type="text"/>		
Jurisdiction -- Select --	Postal Code M3K 1Y7	Province Ontario	City TORONTO	City Alias <input type="text"/>			
Transfer Reason* -- Select --	Original Source* Unknown		Length Owned 0 -- Select --				
Created Date/Time 11/08/2018 07:40PM	By echang	Last Updated Date/Time 11/08/2018 07:40PM	By echang				

  

Stage & Location Express			
Stage* Evaluate	Review Date 11/22/2018 07:40 PM	Location* -- Select --	Sublocation* -- Select --

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.

Animal Hold (optional)					
Hold # *NEW*	Hold Reason -- Select --	Review Date <input type="text"/>	Hold Start Date <input type="text"/>	Hold Placed By <input type="text"/>	Hold For <input type="text"/>
<input type="button" value="Find"/>					
Comments <input type="text"/>					
Released <input type="checkbox"/>	Release Reason -- Select --	End Date <input type="text"/>	Released By <input type="text"/>		
Created Date/Time <input type="text"/>	By <input type="text"/>	Last Updated Date/Time <input type="text"/>	By <input type="text"/>		
<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Add Hold"/>					
<input type="button" value="Submit Intake"/> <input type="button" value="Save Details"/> <input type="button" value="Clear"/> <input type="checkbox"/> Lock Record					

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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](mailto: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  
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