



# FurEverHome

A PET ADOPTION RECORD SYSTEM

# USER MANUAL

BSIS - 3B  
DANILA | SIATON | TEOPE



# INTRODUCTION

FurEverHome is a web-based premium SaaS-style platform.

It manages every stage of the animal shelter lifecycle.

This system replaces manual lists with real-time analytics and clinical logs.



# Table of Contents

## **THE COMMAND CENTER (DASHBOARD)**

The Dashboard provides a bird's-eye view of the whole facility

## **COMMUNICATION & MAINTENANCE**

An inbox feature that centralizes all conversations.

## **ANIMAL CARE & THE 360 PROFILE**

Register new arrivals with only three-step guided form and access every detail about an animal in one tabbed interface

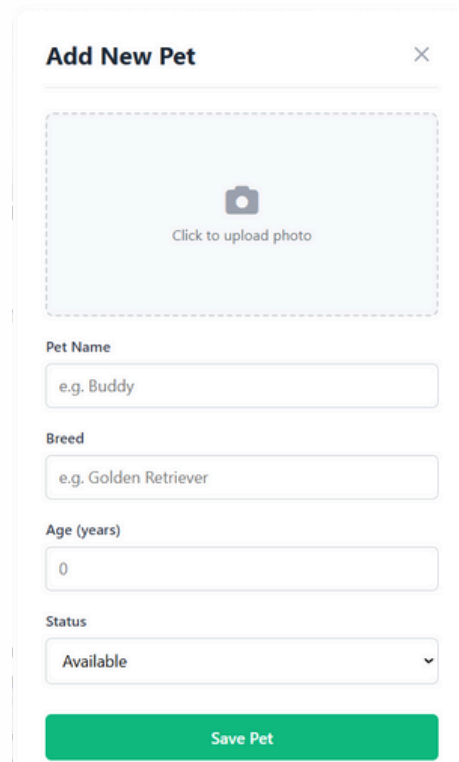
## **ADOPTIONS & FOSTERS OPERATION**

Manage applications with drag-and-drop Kanban board.

# Manage Pet Profiles

## CREATE

Easily **create pet profiles** with essential information, including name, age, breed, and health records, ensuring comprehensive details for potential adopters.

A screenshot of a web form titled "Add New Pet" with a close button (X) in the top right corner. The form contains a large dashed rectangular box for a photo, with a camera icon and the text "Click to upload photo" in the center. Below this are four input fields: "Pet Name" with the placeholder "e.g. Buddy", "Breed" with the placeholder "e.g. Golden Retriever", "Age (years)" with the value "0", and "Status" with a dropdown menu showing "Available". At the bottom is a green button labeled "Save Pet".

**Add New Pet** ✕

Click to upload photo

Pet Name  
e.g. Buddy

Breed  
e.g. Golden Retriever

Age (years)  
0

Status  
Available ▼

Save Pet

## EDIT

Update profiles seamlessly as pets change status, adapt to new information and ensure that all details remain accurate and current.

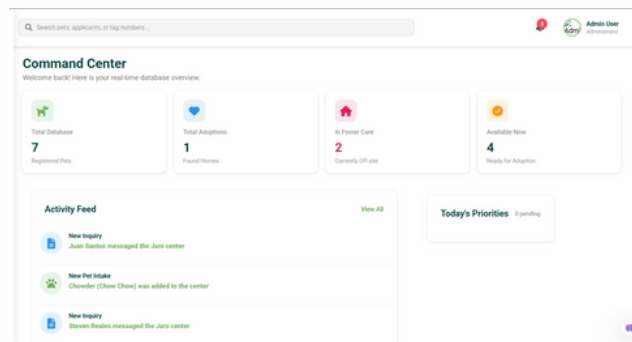
## DELETE

Remove profiles of pets that have been adopted or are no longer available, keeping the system organized and user-friendly for staff.

# Command Center (Dashboard)

## TRACK METRICS

View real-time cards that shows the current occupancy, adoption rates, and pending applications



## MONITOR OCCUPANCY

Use the integrated progress bar to see how much space remains in the facility.

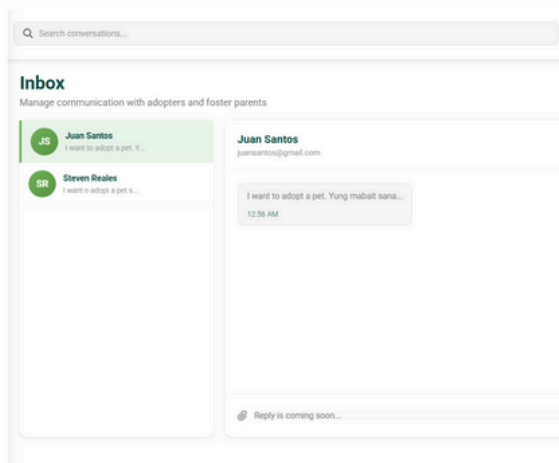
## MANAGE TASKS

Check the activity feed and task manager to prioritize the daily goals and view recent system activity.

## CRITICAL ALERTS

Identify immediate medical needs through a dedicated "Medical Alerts" section for critical cases.

# Communication Hub



## UNIFIED INBOX

Use the two-column layout to manage conversations. The left side lists threads, while the right displays the active chat with attachment and send tools.

## NOTIFICATION CENTER

Click the bell icon to open a dropdown panel with categorized alerts. Red indicates urgent medical issues, while light green signals new applications.

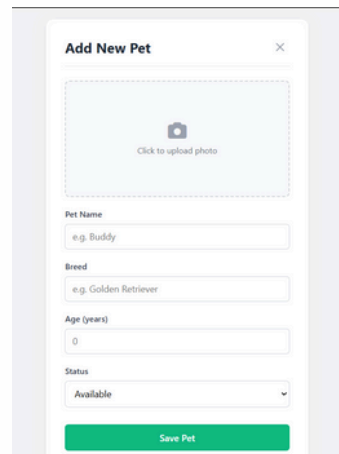
## CONTACT TAGS

Quickly identify the person you are chatting with through color-coded tags: Blue for Adopters, Purple for Foster Parents, and Orange for Volunteers.

# Animal Care & Clinical Management

## ADD PET WIZARD

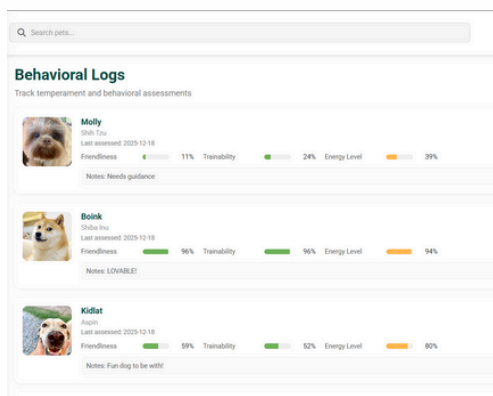
Register new animals using a multi-step form that guides you through Basics, Medical, and Photos.






A screenshot of the 'Add New Pet' form. It features a close button (X) in the top right corner. Below the title is a large dashed box for a photo with a camera icon and the text 'Click to upload photo'. The form includes input fields for 'Pet Name' (with example 'e.g. Buddy'), 'Breed' (with example 'e.g. Golden Retriever'), and 'Age (years)' (with example '0'). There is a 'Status' dropdown menu currently set to 'Available'. At the bottom is a green 'Save Pet' button.

## BEHAVIORAL LOGS

Record and track social progress using personality tags and score sliders for friendliness, trainability, and energy.



A screenshot of the 'Behavioral Logs' section. It has a search bar at the top. The title 'Behavioral Logs' is followed by the subtitle 'Track temperament and behavioral assessments'. The table lists three pets: Molly, Boink, and Kidlat. Each row shows a pet photo, name, and 'Last assessed' date. Below each name are three horizontal progress bars for Friendliness, Trainability, and Energy Level, each with a percentage. Notes are provided for each pet.

Behavioral Logs			
Track temperament and behavioral assessments			
	<b>Molly</b> Shih Tzu Last assessed: 2025-12-18	Friendliness: 11% Trainability: 24% Energy Level: 39%	Notes: Needs guidance
	<b>Boink</b> Shiba Inu Last assessed: 2025-12-18	Friendliness: 96% Trainability: 96% Energy Level: 94%	Notes: LOVABLE!
	<b>Kidlat</b> Pug Last assessed: 2025-12-18	Friendliness: 59% Trainability: 52% Energy Level: 80%	Notes: Fun dog to be with!

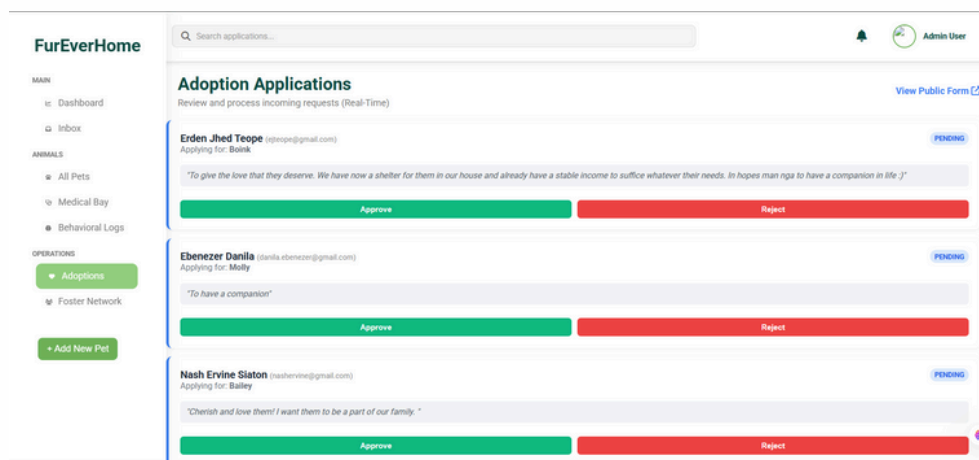
## MEDICAL BAY

Use this specialized view to track vaccination statuses and overdue tasks. It includes a critical alerts section for health priorities.

## PET PROFILE 360

Access a comprehensive single-view record with tabs for full Medical History, Behavioral Analysis, and Bios.

# Adoption & Fosters Operation



## ADOPTION PIPELINE

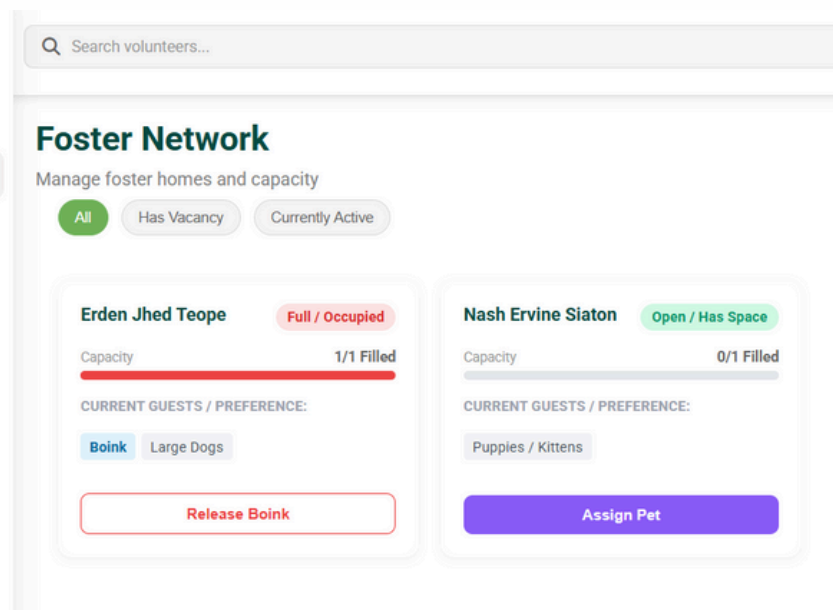
Manage applicants using a Kanban board. Drag and drop cards through five stages: New Inquiry, Interviewing, Home Visit, Trial Period, and Finalized.

## SCHEDULE INTERVIEWS

Within the "Interviewing" column, use the "Schedule Interview" button to open a modal with a calendar grid and time-slot selection.



# Adoption & Fosters Operation



## CAPACITY METER

Check each foster's progress bar and specialty tags to ensure they aren't overwhelmed.

## FOSTER NETWORK

View the foster parents in a card grid. Filter by vacancy, active status, or "Special Needs Experienced" to find the best temporary home.

## NEW APPLICATION DRAWER

Use the slide-out panel on the right to manually enter new applicant details, including contact info and pet selection.