

How to Review Applications in ShelterLuv

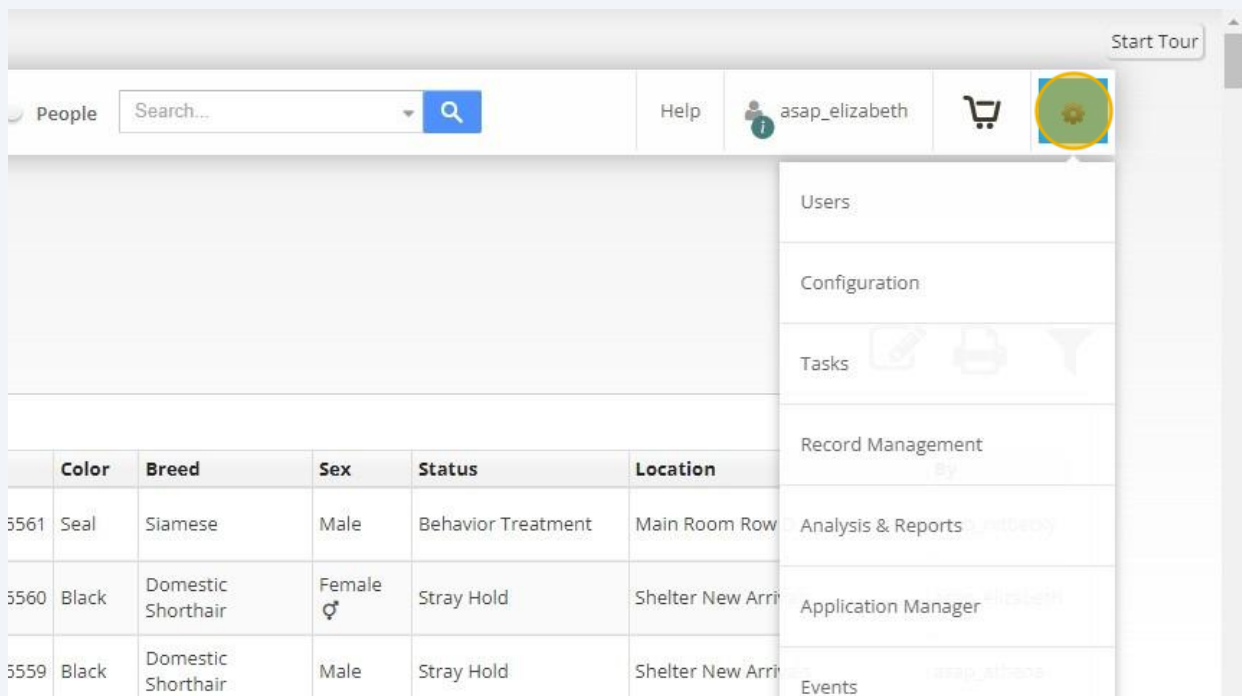
1

Navigate and log in to ShelterLuv.

https://www.shelterluv.com/content/asap_cats

2

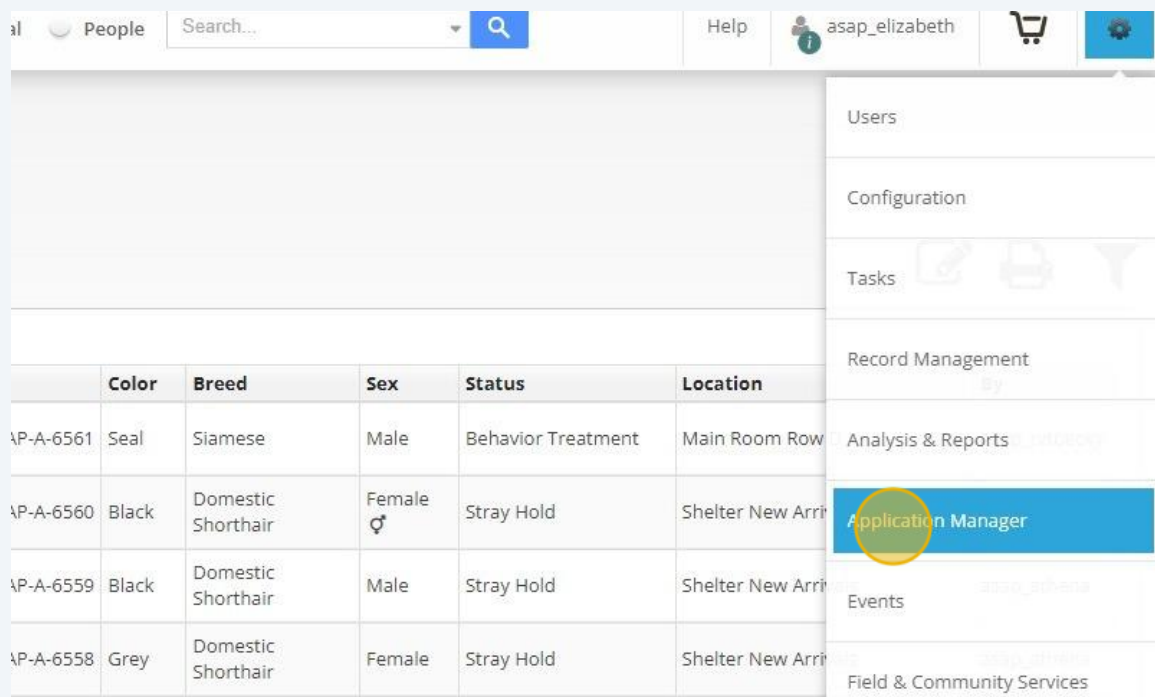
Click the gear icon on the top right.



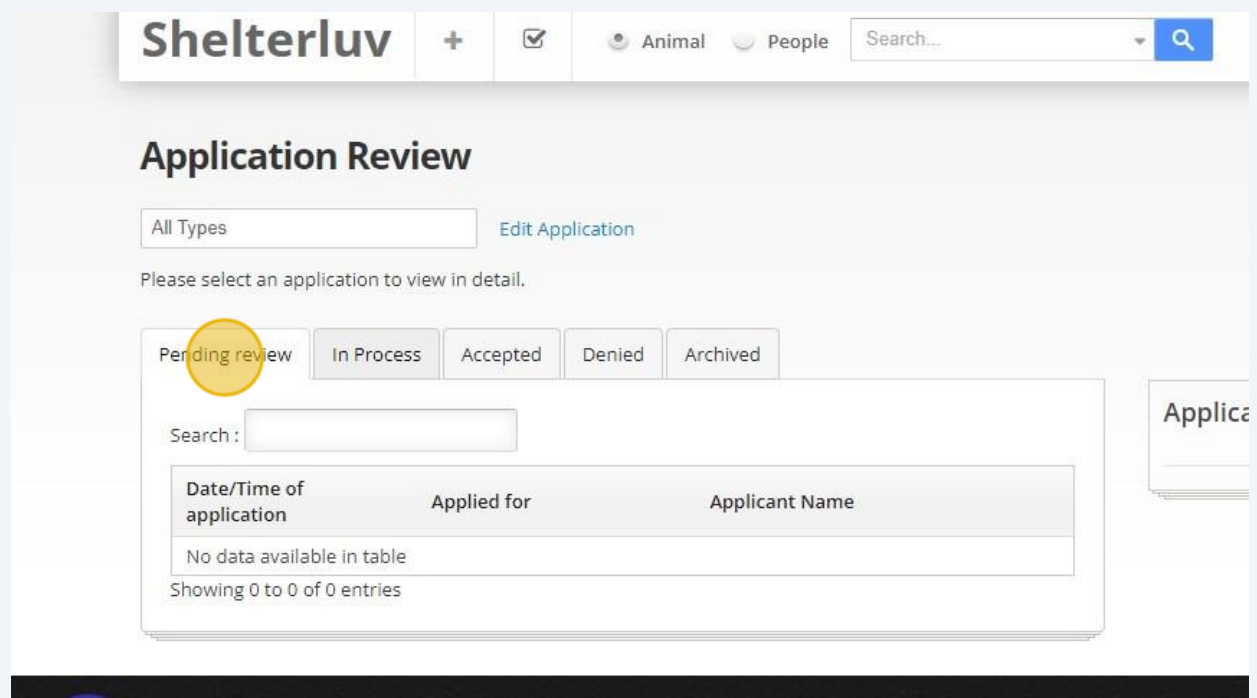
The screenshot shows the ShelterLuv application interface. At the top right, there is a 'Start Tour' button. Below it, the navigation bar includes a 'People' tab, a search bar, a 'Help' button, a user profile for 'asap_elizabeth', a shopping cart icon, and a gear icon. The gear icon is highlighted with a yellow circle. A dropdown menu is open from the gear icon, showing options: 'Users', 'Configuration', 'Tasks' (with icons for a checklist, a printer, and a funnel), 'Record Management', 'Analysis & Reports', 'Application Manager', and 'Events'. Below the navigation bar, there is a table with columns: 'Color', 'Breed', 'Sex', 'Status', and 'Location'. The table contains three rows of data.

	Color	Breed	Sex	Status	Location
5561	Seal	Siamese	Male	Behavior Treatment	Main Room Row
5560	Black	Domestic Shorthair	Female ♀	Stray Hold	Shelter New Arr
5559	Black	Domestic Shorthair	Male	Stray Hold	Shelter New Arr

3 Click "Application Manager"



4 This will open all submitted applications starting with those most recently submitted and not reviewed under "Pending Review"



5

Applicants that have been contacted but either we have not been able to reach them or they need additional follow up prior to approving or denying will be under "In Process"

Shelterluv + Animal People Search...

Application Review

All Types [Edit Application](#)

Please select an application to view in detail.

Pending review **In Process** Accepted Denied Archived

Search:

Date/Time of application	Applied for	Initial review by	Applicant Name
01-26-2024 01:58 PM	Working Cats Application	Mary Scott	Addie Crawford
01-21-2024 07:06 PM	Cat Adoption	Crystal Godwin	Susan Dennell
01-20-2024 03:58 PM	Cat Adoption	Crystal Godwin	Yinfei (Tina) Liang
01-20-2024 02:10 PM	Cat Adoption	Crystal Godwin	Wayne Heusinkveld



If you place an application into "In Process" please make sure you leave a memo in the memo section and that it includes what has been done, the date, and your initials.

[Export](#)

Archived

Initial review by	Applicant Name
Mary Scott	Addie Crawford
Crystal Godwin	Yinfei (Tina) Liang
Crystal Godwin	Wayne Heusinkveld
Mica Wiebe	Taylor Muncaster
Mica Wiebe	Peter Latta
Fanny Blinn	Zachary Eichert

Application Review

[Accept](#) [Update](#) [Reject](#) [Archive](#)

Received	01-20-2024 03:58 PM
Reviewed	01-26-2024 11:45 AM

[Print](#) [Forward This Application](#)

First name:	Yinfei (Tina)
Last name:	Liang

7 Applications that have been approved are under "Accepted"

The screenshot shows the Shelterluv Application Review interface. At the top, there's a header with the Shelterluv logo, a plus icon, a checkmark icon, and filters for 'Animal' and 'People'. A search bar is on the right. Below the header, the title 'Application Review' is displayed. Underneath, there's a dropdown menu set to 'All Types' and a link 'Edit Application'. A message says 'Please select an application to view in detail.' Below this, there are five tabs: 'Pending review', 'In Process', 'Accepted', 'Denied', and 'Archived'. The 'Accepted' tab is highlighted with a yellow circle. Below the tabs is a search bar and a table of applications.

Applied for	Applicant Name	We've contacted?	Visit is Scheduled?
Cat Adoption	Yibing Jiang	No	No
Poppy	Lindsay Miller	No	No
Cat Adoption	Cruz Phillips	No	No
Cat Adoption	Wynter Halimaton	No	No

8 Applications that have been denied are under "Denied"

The screenshot shows the Shelterluv Application Review interface, similar to the previous one. The 'Denied' tab is highlighted with a yellow circle. The table below shows applications that have been denied.

Applied for	Applicant Name	If contacted ?
Cat Adoption	Dan Peterson	No
Working Cats Application	Tristan Schoenewald	No
Oro	Josie Salas	No
Cat Adoption	Eric Garcia	No

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Applications that are older and have not been accepted or denied are moved periodically by a staff member to "Archived". That way they do not overwhelm us when we are trying to review new/current applications.

Shelterluv



Animal

People

Search...



Application Review

All Types

[Edit Application](#)

Please select an application to view in detail.

Pending review

In Process

Accepted

Denied

Archived

Search :

Date/Time of application	Applied for	Applicant Name
11-20-2023 06:48 PM	Cat Adoption	Zack Eichert
11-01-2023 07:06 AM	Working Cats Application	Cynthia Garcia
12-11-2023 05:53 PM	Working Cats Application	richard hogue
12-17-2023 09:44 PM	Pepsi	Heather Trahan
05-29-2023 01:37 PM	Working Cats Application	Keely Gregorio

Application Re

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To view an application, click the **black** text anywhere on the line of the desired application. (If you click anything blue it will take you to the person's profile and not directly to their application.)

Application Review

All Types

[Edit Application](#)

Please select an application to view in detail.

Pending review

In Process

Accepted

Denied

Archived

Search :

Date/Time of application	Applied for	Initial review by	Applicant Name
01-26-2024 01:58 PM	Working Cats Application	Mary Scott	Addie Crawford
01-21-2024 07:06 PM	Cat Adoption	Crystal Godwin	Susan Dennell
01-20-2024 03:58 PM	Cat Adoption	Crystal Godwin	Yinfei (Tina) Liang
01-20-2024 02:10 PM	Cat Adoption	Crystal Godwin	Wayne Heusinkveld
01-19-2024 01:51 PM	Working Cats Application	Jessica Wiebe	Taylor Muncaster
01-23-2024 11:22 AM	Cat Adoption	Jessica Wiebe	Peter Latta

Applica

11 Here you view the application which will include:

*Name and contact information

plc	Mary Scott	Addie Crawford
	Crystal Godwin	Susan Dennell
	Crystal Godwin	Yinfei (Tina) Liang
	Crystal Godwin	Wayne Heusinkveld
plc	Jessica Wiebe	Taylor Muncaster
	Jessica Wiebe	Peter Latta
	Stefany Blinn	Zachary Eichert
	Crystal Godwin	Melissa Topete
	Stacey Matson	Rayleen Pallan
plc	Jessica Wiebe	Garrett Speirs
	Crystal Godwin	Daisy Tinoco
	Mary Scott	Jinghan Gong
	Mary Scott	Billy Taylor
	Stacey Matson	Briar Hood
plc	Kate Zitnik	Shayleene MacReynolds

✓ Accept Update ✕ Reject Archive

Received01-21-2024 07:06 PM

Reviewed01-26-2024 11:55 AM

PrintForward This Application

First name: Susan

Last name: Dennell

Associated People:

Address: 242 Valhalla Dr

County: CA

City: Solvang

State: CA

Zip: 93463

Primary Phone (Home): (805) 688-9432

Second Phone (Home): (805) 680-5511

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Housing information**What type of cat they are looking for*****How they will house the cat*****If they have any other cats and/or dogs**

01-07-2024 08:34 AM	Cat Adoption	Jessica Wiebe	Noah Galvan
01-04-2024 10:52 PM	Working Cats Application	Mary Scott	Beth Travis
01-04-2024 10:37 PM	Cat Adoption	Crystal Godwin	Lydia Daniel
12-31-2023 02:02 PM	Cat Adoption	Crystal Godwin	Deanna Wipf
01-02-2024 09:40 PM	Cat Adoption	Jessica Wiebe	Neil Levinson
12-31-2023 09:01 AM	Cat Adoption	Jessica Wiebe	Camila Uriegas
01-01-2024 03:15 PM	Bubba	Jessica Wiebe	Lucy Ratliffe
12-25-2023 05:27 PM	Working Cats Application	Mary Scott	Jenna Burkey
12-20-2023 03:14 PM	Nami	Stacey Matson	Angela Cameron
12-18-2023 12:03 PM	Zorba	Stacey Matson	Alexa Miller
12-20-2023 05:26 AM	Pepsi	Stacey Matson	Josie Salas
12-08-2023 09:17 AM	Maxine	Crystal Godwin	Alissa Gtreenwalt
12-07-2023 06:53 PM	Cat Adoption	Crystal Godwin	Brianna Craviotto
12-06-2023 01:24 PM	Cat Adoption	Crystal Godwin	Kacie Guista
12-06-2023 12:50 PM	Nami	Crystal Godwin	Destiny Ramirez Rosas
11-22-2023 10:27 PM	Working Cats Application	Jessica Wiebe	Jill Vaccaro
11-24-2023 02:34 PM	Working Cats Application	Jessica Wiebe	Kelly Salas-Ernst
11-06-2023 01:24 PM	Jumper	Stacey Matson	Jenysis Bojorquez
11-05-2023 10:32 AM	Working Cats Application	Mary Scott	Taylor von Wiesenberge

Email 1 :	sdennell@verizon.net
Email 2 :	sdennell@verizon.net
Animals interested in:	Cat
Animal applied for:	Generic Application
Driver's License Number	M0018095
Housing	Own
Housing Type	House
Household Members	John Dennell
What is your household's general noise and activity level?	Low
Describe your ideal cat(s).	Friendly, interested in people.
Are you hoping for an indoor only cat or indoor/outdoor?	Indoor
Please list the name, age, and gender of any other cats in the household.	Emma, female, 4 yrs.
Please list the name, age, breed, and gender of any dogs	None

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*If they are willing to consider a special needs cat or a hospice foster

ing Cats Applic	Jessica Wiebe	Kelly Salas-Ernst	age, and gender of any other cats in the household.	Emma, female, 4 yrs.
er	Stacey Matson	Jenysis Bojorquez	Please list the name, age, breed, and gender of any dogs in the household.	None
ing Cats Applic	Mary Scott	Taylor von Wiesenberger	Are there any particular topics you would like to discuss with your adoption counselor?	Scratching/Nail Trimming/Declawing,Introducing to Cat(s)
doption	Crystal Godwin	Christine LaBossiere	Are you willing to consider a cat with special medical or behavioral needs?	No
doption	Crystal Godwin	Aiya Wellman	Would you be willing to consider a hospice foster? (ASAP Cats covers medical care and you provide the loving home)	No
	Stacey Matson	Breana Scorso		
doption	Stacey Matson	sarah smith		
doption	Stacey Matson	Gina Chambers		
doption	Crystal Godwin	Soren Berman		
doption	Crystal Godwin	Michelle Scoggins		
doption	Stacey Matson	Violet Coto		
alaya	Stacey Matson	Alexandria Wilde		
doption	Stacey Matson	Lauri Kriva		
doption	Stacey Matson	Terri Hung		
Swamp	Crystal Godwin	Yulissa Aguirre		
doption	Crystal Godwin	Emily Demoster		

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To approve the application, click the "Accept" dropdown.

Application
Export

Pending

Archived

Initial review by	Applicant Name	
Mary Scott	Addie Crawford	
Crystal Godwin	Susan Dennell	
Crystal Godwin	Yinfei (Tina) Liang	
Crystal Godwin	Wayne Heusinkveld	
Jessica Wiebe	Taylor Muncaster	
Jessica Wiebe	Peter Latta	
Stefany Blinn	Zachary Eichert	
Crystal Godwin	Melissa Topete	
Stacey Matson	Rayleen Pallan	

Application Review

1/26 Left message. cg

Accept

Update

Reject

Archive

Received	01-21-2024 07:06 PM
Reviewed	01-26-2024 11:55 AM

[Print](#)
[Forward This Application](#)

First name:	Susan
Last name:	Dennell
Associated People:	
Address:	242 Valhalla Dr

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Click "Create Record and Email Applicant" to approve and inform the applicant they are approved.

Archived

Initial review by	Applicant Name
Mary Scott	Addie Crawford
Crystal Godwin	Susan Dennell
Crystal Godwin	Yinfei (Tina) Liang
Crystal Godwin	Wayne Heusinkveld
Jessica Wiebe	Taylor Muncaster
Jessica Wiebe	Peter Latta
Stefany Blinn	Zachary Eichert
Crystal Godwin	Melissa Topete
Stacey Matson	Rayleen Pallan
Jessica Wiebe	Garrett Speirs
Crystal Godwin	Daisy Tinoco

Application Review

1/26 Left message. cg

07:06 PM
11:55 AM

[Print](#)
[Forward This Application](#)

First name:	Susan
Last name:	Dennell
Associated People:	
Address:	242 Valhalla Dr
County:	CA
City:	Solvang
State:	CA

16

Click "Send Email"

Accepted Denied

Applied for

Working Cats Application

Cat Adoption

Cat Adoption

Working Cats Application

Cat Adoption

Cat Adoption

Cat Adoption

Cat Adoption

Working Cats Application

Amos

Cat Adoption

Mary Scott

Jinghan Gong

From: Adoptions@asapcats.org

To: sdennell@verizon.net

Subject: Your Adoption Application

Message: Thank you for applying for cat (s) at ASAP Cats. Your adoption application has been reviewed and accepted. Please come visit our shelter during our open hours, M-F 1-4pm and Sat 11-3pm. Please also visit our website as we have many cats in

17 To deny an application, click the "Reject" dropdown.

The screenshot shows the 'Application Review' interface. On the left is a table with columns 'review by' and 'Applicant Name'. The main panel on the right contains a text input field with '1/26 Left message. cg', four buttons ('Accept', 'Update', 'Reject', 'Archive'), a table with 'Received' and 'Reviewed' dates, and a form with applicant details. The 'Reject' button is highlighted with a yellow circle, and its dropdown menu is open, showing two options: 'Reject but Create Person Record' and 'Reject and Do Not Create Person Record'.

review by	Applicant Name
tt	Addie Crawford
odwin	Yinfei (Tina) Liang
odwin	Wayne Heusinkveld
iebe	Taylor Muncaster
iebe	Peter Latta
ilinn	Zachary Eichert
odwin	Melissa Topete
atson	Rayleen Pallan
iebe	Garrett Speirs

Application Review

1/26 Left message. cg

✓ Accept Update ✕ Reject Archive

Received	01-20-2024 03:58 PM
Reviewed	01-26-2024 11:45 AM

Print Forward This Application

First name:	Yinfei (Tina)
Last name:	Liang
Associated People:	Yinganqi Li
Address:	6689 El Colegio Rd, Apt #242
County:	Santa Barbara
City:	Goleta

18 Click "Reject but Create Person Record"

This screenshot is similar to the previous one, but the 'Reject' dropdown menu is open, and the 'Reject but Create Person Record' option is highlighted with a yellow circle. The 'Reject and Do Not Create Person Record' option is also visible below it.

review by	Applicant Name
icott	Addie Crawford
l Godwin	Yinfei (Tina) Liang
l Godwin	Wayne Heusinkveld
Wiebe	Taylor Muncaster
Wiebe	Peter Latta
y Blinn	Zachary Eichert
l Godwin	Melissa Topete
Matson	Rayleen Pallan
Wiebe	Garrett Speirs
l Godwin	Daisv Tinoco

Application Review

1/26 Left message. cg

✓ Accept Update ✕ Reject Archive

Reject but Create Person Record
Reject and Do Not Create Person Record

Received	01-20-2024 03:58 PM
Reviewed	01-26-2024 11:45 AM

Print Forward This Application

First name:	Yinfei (Tina)
Last name:	Liang
Associated People:	Yinganqi Li
Address:	6689 El Colegio Rd, Apt #242
County:	Santa Barbara
City:	Goleta



If you deny an application, you must go into the person's profile and leave an "Internal (Private)" memo as to why the application was denied, the date, and your initials.

Date	Type	Mer
------	------	-----

19

You can also view and application on a person's profile by clicking "Person History" on their profile.

Person [Susan Dennell](#) has been created

Wayne Heusinkveld ASAP-P-2414

Profile Attributes Animals Purchases Memos **Person History** Edit Record

Profile Edits Applications

Loading..

Shelterluv

20 Click "Applications"


✓ Person [Susan Dennell](#) has been created

Wayne Heusinkveld ASAP-P-2414

Profile Attributes Animals Purchases Memos Person History [Edit Record](#)

Profile Edits **Applications**

Date	Notification	Related Animal
11/24/2017 02:35 pm	Adoption	Slim

 **Shelterluv**

21 Click on the line of the application you want to view.


✓ Person [Susan Dennell](#) has been created

Wayne Heusinkveld ASAP-P-2414

Profile Attributes Animals Purchases Memos Person History [Edit Record](#)

Profile Edits **Applications**

Application	Date Submitted	Date Reviewed	Animal Applied for	Reviewed By
Adoption Request	01/20/2024	01/26/2024	--	asap_ckgodwin

 **Shelterluv**

22 Now you will see the application.

Animals interested in:	Oro first, also Ginger, Zeus, Chance, Sage, Layla, Aslan, Bubba, Catnip,
Driver's License Number:	N0340479
Housing:	Own
Housing Type:	House
Household Members:	Dana (wife, 64), Isaiah (22), Malec (19)
What is your household's general noise and activity level?:	Low
Describe your ideal cat(s):	FIV+ cat as a family cat and companion to our FIV+ cat Coal (adopted from ASAP years ago as "Slim"), whos a few weeks ago. Affectionate and easy-going like our FIV+ cat Coal. Age: adult age is ideal, other ages prot easy-going and affectionate, gets along well with cats and people.
Are you hoping for an indoor only cat or indoor/outdoor?:	Indoor only- all our cats are indoor-only.
Please list the name, age, and gender of any other cats in the household.:	Coal ~10yrs (M/N), would be the upstairs-only companion of the new cat. Georgia Peach ~9yrs (F/Sp) down (F/Sp) downstairs Katrina ~14yrs (F/Sp) downstairs
Please list the name, age, breed, and gender of any dogs in the household.:	ChiChi ~16yrs (F/Sp) Chihuahua, downstairs Sadie ~5yrs (F/Sp) Australian Cattle Dog mix, downstairs
Are there any particular topics you would like to discuss with your adoption counselor?:	Toys/Enrichment,Introducing to Cat(s)
Are you willing to consider a cat with special medical or behavioral needs?:	Yes, medical
Would you be willing to consider a hospice foster? (ASAP Cats covers medical care and you provide the loving home):	Yes