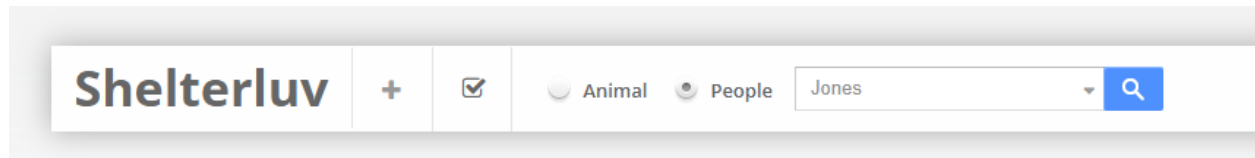
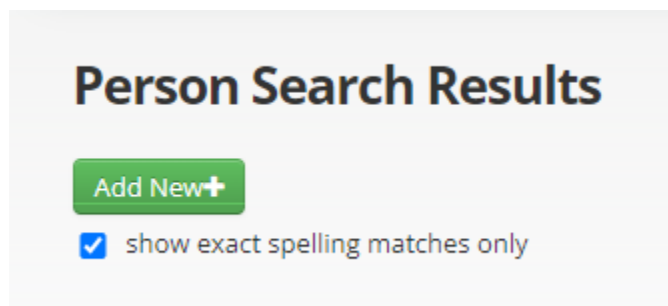


ShelterLuv Intake Procedure

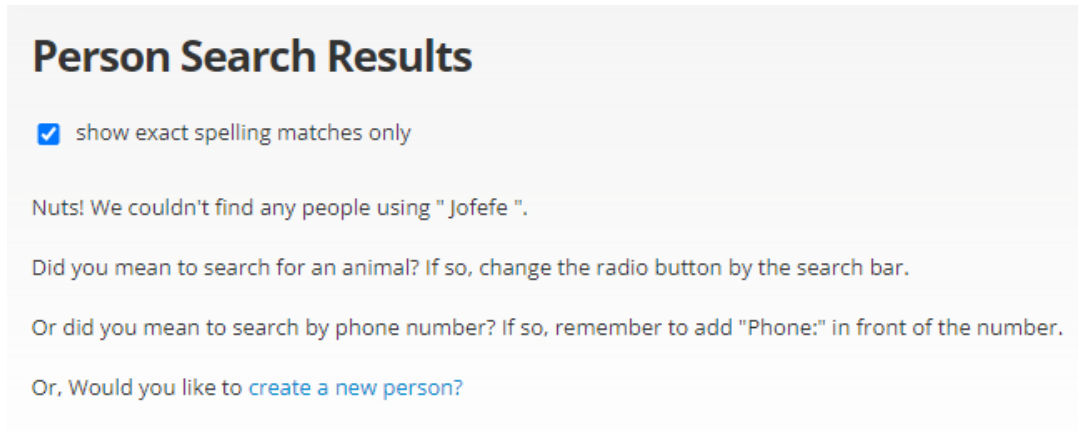
- Search for the person who is bringing in the cat. (I suggest only their first name or last name to lessen the chance for typos) Be sure that the Person bubble is selected.

The image shows the top navigation bar of the Shelterluv website. It includes the 'Shelterluv' logo, a '+' icon, a checkmark icon, and two radio buttons labeled 'Animal' and 'People'. The 'People' radio button is selected. To the right is a search input field containing the text 'Jones' and a blue search button with a magnifying glass icon.

- If the person is not there, create a person by clicking either **Add New+**

The image shows a modal window titled 'Person Search Results'. It features a green 'Add New+' button and a checked checkbox labeled 'show exact spelling matches only'.

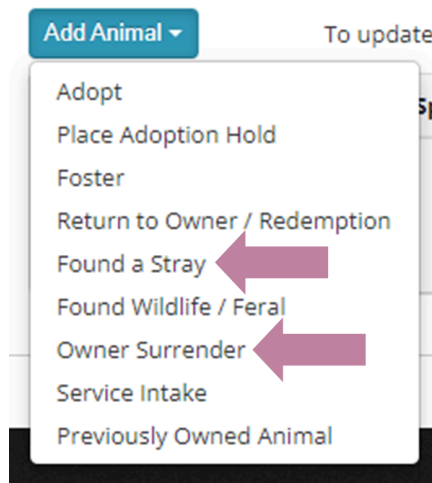
or **create a new person**

The image shows a modal window titled 'Person Search Results' with the checkbox 'show exact spelling matches only' checked. The main content area displays a message: 'Nuts! We couldn't find any people using "Jofefe".' Below this, it provides suggestions: 'Did you mean to search for an animal? If so, change the radio button by the search bar.', 'Or did you mean to search by phone number? If so, remember to add "Phone:" in front of the number.', and 'Or, Would you like to [create a new person?](#)'

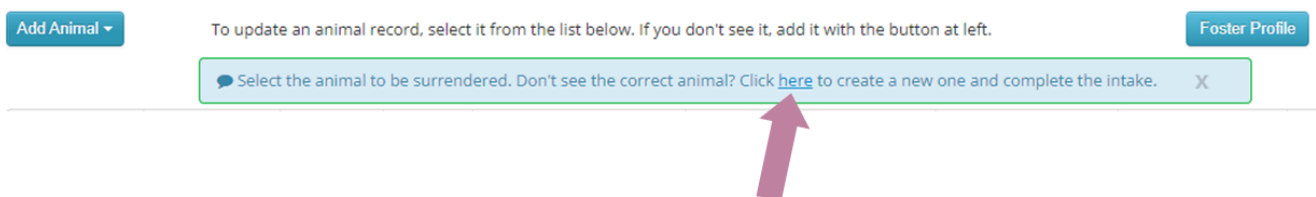
- Create a Person
 - Fill in all required fields with the red asterisk * and any additional information you may have
 - Click **Save**

Adding the Animal

- Once on the person's profile, click on the **Animals** tab
- Click **Add Animal** dropdown and select the appropriate intake subtype for this animal, it will usually be **Found a Stray** or **Owner Surrender**



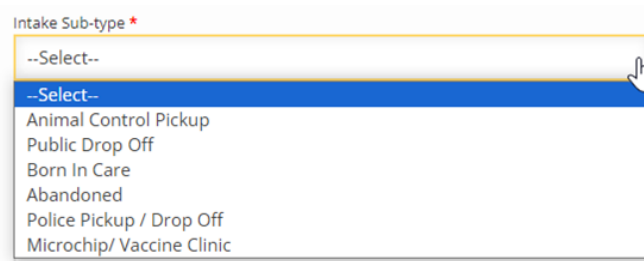
- If **Owner Surrender**, you will be asked to select the animal or enter a new animal. If the cat they are surrendering was adopted from us, it will already be in ShelterLuv and you will see it on their Animals tab page. If the cat is there, click the green **Select** next to the animal and then click **Owner Surrender**. If the animal was not adopted from us and is not in ShelterLuv, click the [here](#) link in the blue highlighted area that appears just below **Add Animal**.



- Fill in all required information (sections marked with a red asterisk * as well as some others)

Strays

- Intake Subtype
 - **Public Drop Off** for strays
 - **Animal Control Pickup** for animals brought by animal control (city or county)



- Intake Date
 - Today's date
- Intake into

- **Shelter**
- Intake Notes
 - Please add as much information so that when we want to know this cat's story later, we have it all documented here
- Location
 - **Shelter > New Arrivals**
- Current Status
 - **Pending Medical Assessment**
- Animal Name
 - Names if there is one, otherwise ShelterLuv will create a alphanumeric temporary name
- Species
 - Select **Cat** from the dropdown menu
- Sex
 - **Unknown** unless known
- Altered Before Arrival
 - **Unknown** unless known
- Primary Breed
 - Enter if you can tell, typically they will be **Domestic Short/Medium/Long hair**
- Color
 - There is a Main Color and Secondary Color option, you do not need to do both
- Pattern
 - If they have a pattern and you can tell it, usually **Tabby** or **Tortie** or **Calico** or **Tuxedo**
- Age Group
 - Unless you know the cat/kitten age enter general **Adult (1-10 years)** or **Teenager (6 months-1 year)** or **Kitten (8 weeks-6 months)** or **Kitten - Unweaned (0-8 weeks)** based on what you can tell
- Adoption Fee Group
 - Select appropriate **Adult Cat (\$75.00)** or **Kitten (\$75.00)**
- Photo
 - Please take a photo of the cat/kitten and upload it here. Click the large **plus icon**, click **Browse**, select photo, crop if necessary or desired, click **Add**
- Previous Shelter ID
 - **unk** or **unknown**
- Microchip Type
 - Select appropriate
 - **[None Found]** if you scanned and could not find a chip
 - **[Did not attempt to scan]** if you did not scan
 - **Unable to Scan** if the cat was uncooperative
 - Or the microchip issuing company
- Microchip Number
 - If there is a microchip

- Previous Shelter Id Type
 - **Chameleon Software**
- Previous Id Issuing Shelter
 - **Santa Barbara County Animal Services - Santa Barbara Shelter**
- Date Found
 - Today's date unless they have a different found date (when the finder first saw or acquired the cat)
- Address
 - Where the cat was found, does not have to be a complete address but get enough so we can determine as closely as possible the location
- County
 - **Santa Barbara County**, unless otherwise stated
- Click **Next**

Owner Surrender

- Intake Subtype
 - Select the closest reason they are surrendering the cat(s)
- Intake Date
 - Today's date
- Intake into
 - **Shelter**
- Intake Notes
 - Please add as much information so that when we want to know this cat's story later, we have it all documented here
- Location
 - **Shelter > New Arrivals**
- Current Status
 - **Stray Hold**
- Animal Name
 - Names if there is one, otherwise pick a name for them - just be sure we do not already have a cat with the same name
- Species
 - Select **Cat** from the dropdown menu
- Sex
 - What the owner tells you unless they don't know, then **unknown**
- Altered Before Arrival
 - What the owner tells you unless they don't know, then **unknown**
- Primary Breed
 - What the owner tells you unless they don't know, then enter if you can tell, typically they will be **Domestic Short/Medium/Long hair**
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- Microchip Type
 - Select appropriate
 - **[None Found]** if you scanned and could not find a chip
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 - **Unable to Scan** if the cat was uncooperative
 - Or the microchip issuing company
- Microchip Number
 - If there is a microchip
- Previous Shelter Id Type
 - **Chameleon Software**
- Previous Id Issuing Shelter
 - **Santa Barbara County Animal Services - Santa Barbara Shelter**
- Click **Next**