



User Manual for Rescue Groups

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ADOPT-A-DOG

Creating a New Dog Profile

1. Log into your profile
2. 'Manage your dogs' will appear (if this doesn't happen, click on your name, it will then take you to this screen).
3. Click 'Add new dog'

adopt a dog

Manage Your Dogs

Displaying 0 to 0 of 0 dogs

Filter Results

name

Search by dog name

Internal Tracking ID

Search by Tracking ID

Add New Dog

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4. Work down the page completing all relevant fields. To note:
- Ensure the name of the dog is the same as on the microchip or registered BIN number
 - Savourlife ID will be provided when the dog has been loaded
 - The more details you can provide in the Profile, Personality, & Best Features section the better, we find that profiles that have plenty of information get more enquiries
 - Fill in Breed and Date of Birth the best you can, the dog's age will update automatically as per the Date of Birth provided
 - With the selections provided under "Medical", we suggest that you tick the boxes that will be correct at the time of adoption.

Can they be re-homed with

Kids under 5

Yes No Untested

Kids 5 to 12

Yes No Untested

Other cats

Yes No Untested

Other dogs

Yes No Untested

Other animals

Yes No Untested

Medical

Desexed

Vaccinated

Wormed

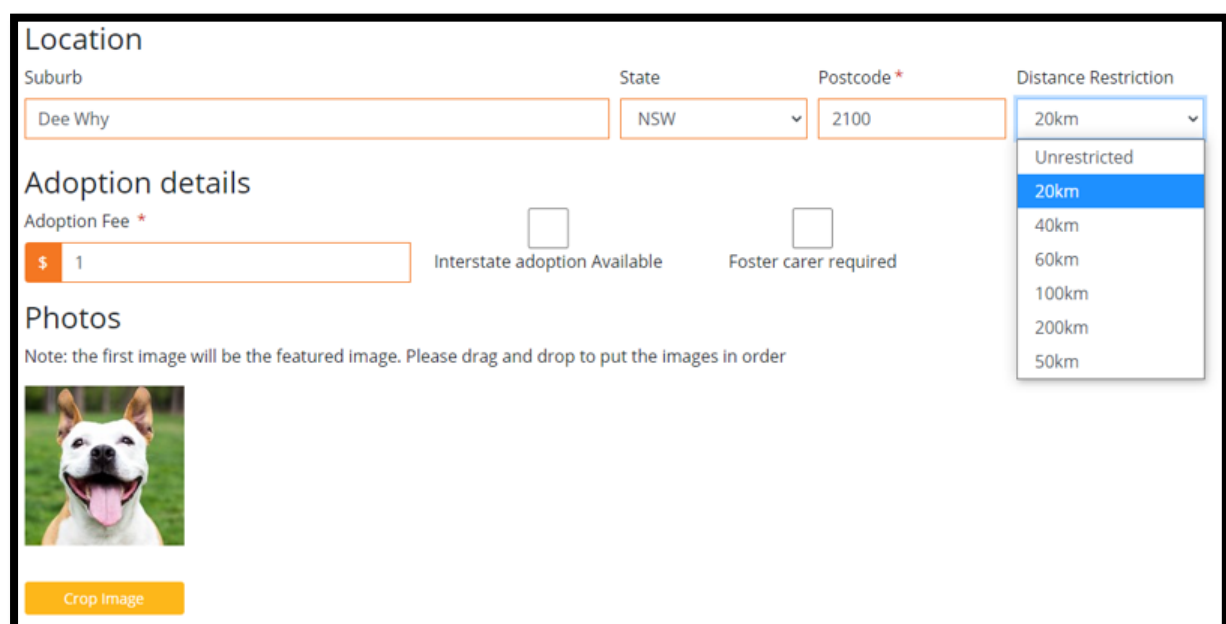
Heart Wormed

4. In the "Location" section you specify whether or not your dog is available for adoption interstate and also if there is a kilometre distance restriction. If you have not ticked the "Interstate Adoption Available" box, then anyone who attempts to submit an enquiry on the dog from a different state (they provide their postcode when registering with Adopt-A-Dog), will receive a pop-up message explaining that they are outside of the location that you have specified for that dog's adoption.

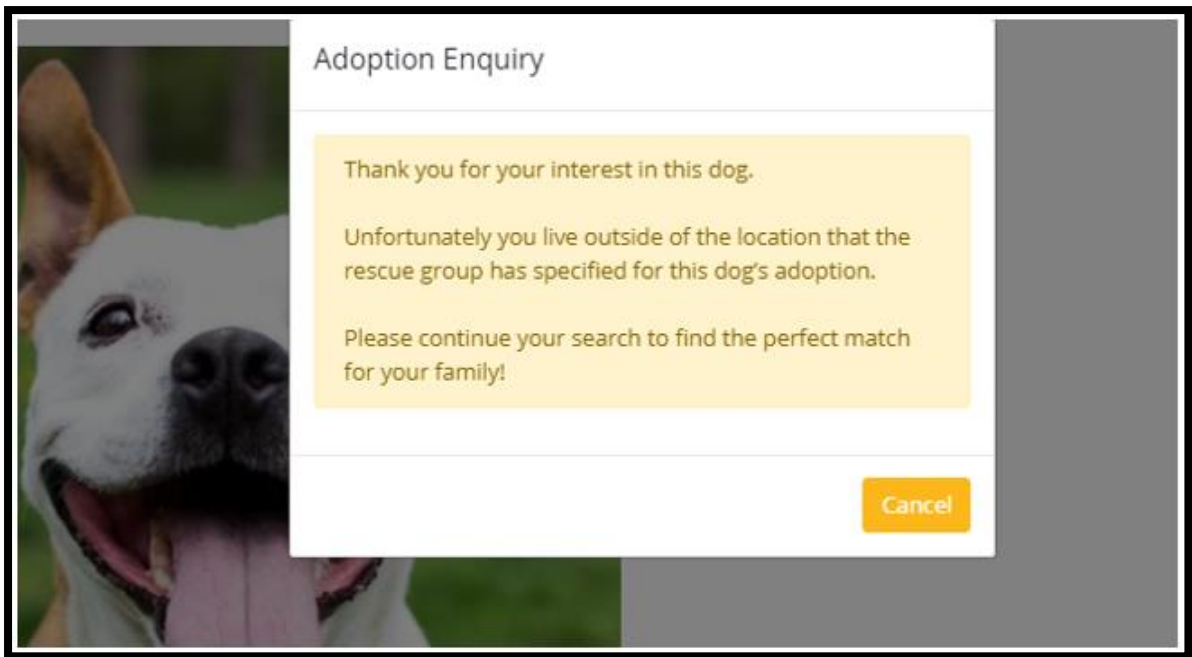
They will also receive this message if they are in the same state but live further than the distance parameter that you have specified for the dog. The default for this is "Unrestricted", however you can choose between the options illustrated in the image below.


If your rescue is near a state border and you are happy to accept enquires from more than one state but within a limited distance you can tick "Interstate Adoption Available" but then select a distance parameter.

The distance parameter that you have selected will be visible on the dog's profile on the right-hand side of the page. We have also added a note to indicate that even if interstate adoption is available distance restrictions may apply.



The screenshot displays the 'Location' section of the Adopt-A-Dog form. It includes input fields for 'Suburb' (containing 'Dee Why'), 'State' (a dropdown menu showing 'NSW'), and 'Postcode' (containing '2100'). To the right, a 'Distance Restriction' dropdown menu is open, showing options: 'Unrestricted', '20km' (highlighted in blue), '40km', '60km', '100km', '200km', and '50km'. Below the 'Location' section is the 'Adoption details' section, which has an 'Adoption Fee' field (showing '\$ 1') and two checkboxes: 'Interstate adoption Available' and 'Foster carer required'. The 'Photos' section follows, with a note: 'Note: the first image will be the featured image. Please drag and drop to put the images in order'. It shows a photo of a white dog with its tongue out and a 'Crop Image' button below it.





Test Test
AM STAFF
Dee Why, NSW
Test
Rescue Group: DY Rescue
ADOPTION POLICY: STRICT

enquire about Test Test

Add to Favourites

f

twitter

envelope

SavourLife ID	35834
Age	0 month
Male/Female	M
Microchip	test
Adoption fee	\$1.00
Interstate adoption available	no
Adoption available within	20km
Desexed	no
Vaccinated	no
Wormed	no
Heartworm treated	no
Kids under 5	untested
Kids 5 to 12	untested
Other cats	untested
Other dogs	untested
Other animals	untested


This image shows a detailed view of a dog's profile page. On the left is a large photo of a white and tan dog with its tongue out. To the right of the photo is a summary box containing the dog's name "Test Test", location "Dee Why, NSW", rescue group "DY Rescue", and adoption policy "STRICT". Further right is a section titled "enquire about Test Test" which includes social media links and a list of attributes. The attributes are listed in two columns: "SavourLife ID" (35834), "Age" (0 month), "Male/Female" (M), "Microchip" (test), "Adoption fee" (\$1.00), "Interstate adoption available" (no), "Adoption available within" (20km), "Desexed" (no), "Vaccinated" (no), "Wormed" (no), "Heartworm treated" (no), "Kids under 5" (untested), "Kids 5 to 12" (untested), "Other cats" (untested), "Other dogs" (untested), and "Other animals" (untested). A yellow arrow points to the "Interstate adoption available" row.

5. Once you have completed filling out all the dog's information, you will be asked to save their profile before you can upload photos at the bottom of the profile.

6. You will now be able to click on 'Select Files' located at the bottom of the page and upload up to 10 photos of your dog. We do suggest that you try to choose a photo where the dogs face appears in the centre of the image as your "Primary image" as this is the photo that will appear in the "Search Now" feed, and your rescue tab, and it will remain in a square format.

Photos

Note: the first image will be the featured image. Please drag and drop to put the images in order



Upload New Images

Select Files

australian-shepherd-vs-australian-cattle-dog-long.jpg 100%

< Back Save

Enquiries

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7. After the photo(s) has been loaded, click save again and the dog will be loaded to our website, you will be able to see him/her in the search tab.

Boost a Dog's Profile

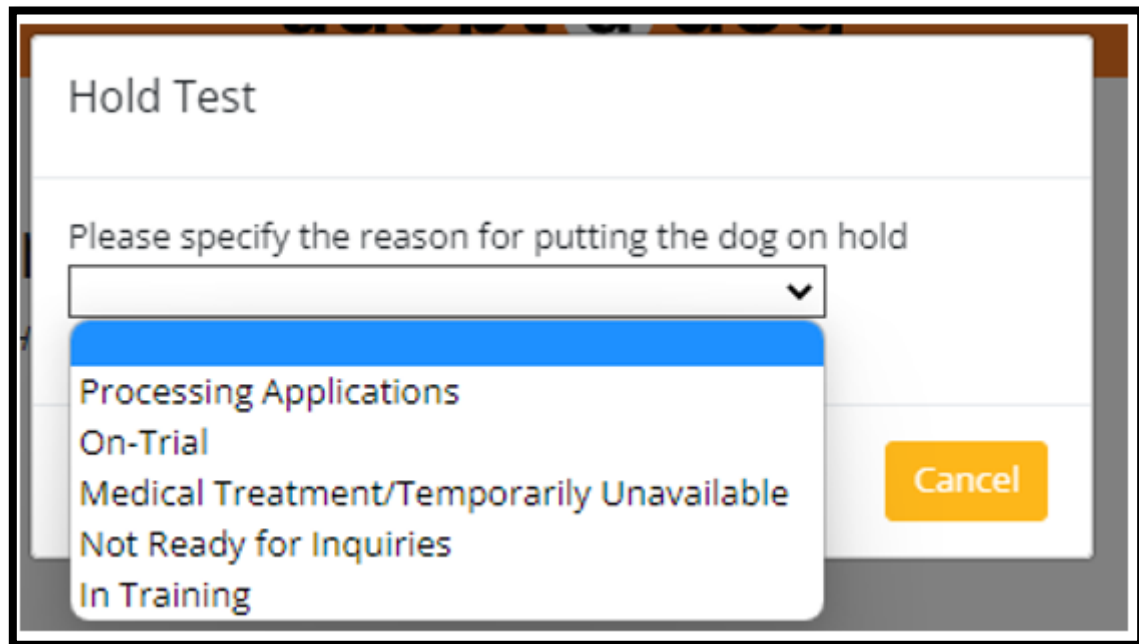
You will be able to boost 2 dog profiles each month by clicking on the "Boost Dog" button on their profile. This area will also indicate when you last boosted a profile and if you have boosts left for the month. This will push that dog's profile to the first page of Adopt-A-Dog listings on both the main Adopt-A-Dog "Search Now" page, as well as your own rescue page.



Managing a Dog Profile

Put a dog "On Hold"

To place a dog on hold so that it no longer appears as available and cannot be applied for, go to their profile and click on the "On Hold" box at the top of the page. When a dog is on hold, its profile is not visible to the public unless they have previously saved the URL for this particular profile or saved the dog to their favourites. This can then be unticked, or the dog marked as adopted when necessary.

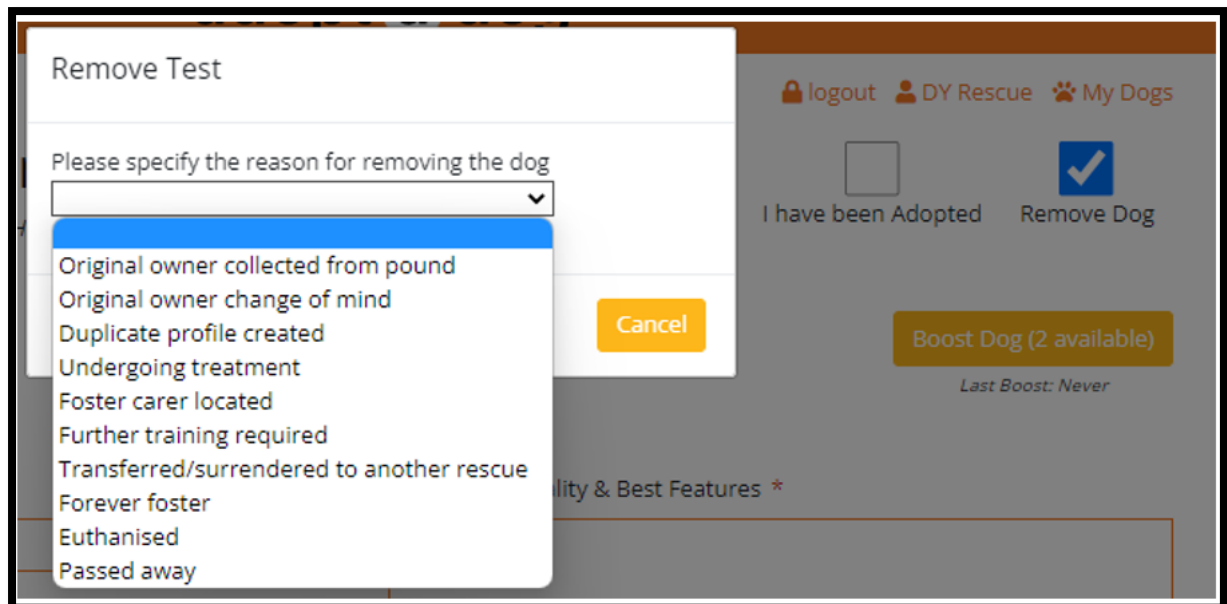


The screenshot shows a web form titled "Hold Test". Below the title is a text prompt: "Please specify the reason for putting the dog on hold". Under this prompt is a dropdown menu. The dropdown menu is open, showing a list of five options: "Processing Applications", "On-Trial", "Medical Treatment/Temporarily Unavailable", "Not Ready for Inquiries", and "In Training". The first option, "Processing Applications", is highlighted with a blue background. To the right of the dropdown menu is a yellow button labeled "Cancel".

Remove a dog

To remove a dog from the site (other than if it has been adopted) go to their profile and click on the "Remove Dog" box at the top of the page.

Please select the most appropriate reason and then press the OK button. This information will not be visible to the public and is only available to SavourLife for internal stats reporting.



The screenshot shows a web interface for managing a dog's profile. A modal dialog box titled "Remove Test" is open, prompting the user to "Please specify the reason for removing the dog". A dropdown menu is open, displaying a list of reasons: "Original owner collected from pound", "Original owner change of mind", "Duplicate profile created", "Undergoing treatment", "Foster carer located", "Further training required", "Transferred/surrendered to another rescue", "Forever foster", "Euthanised", and "Passed away". The first option is highlighted. A yellow "Cancel" button is visible next to the dropdown. In the background, the dog's profile page is partially visible, showing a navigation bar with "logout", "DY Rescue", and "My Dogs". Below this, there are two buttons: "I have been Adopted" (disabled) and "Remove Dog" (active, with a blue checkmark icon). A yellow button labeled "Boost Dog (2 available)" is also present, along with the text "Last Boost: Never".

Clone a Dog's Profile

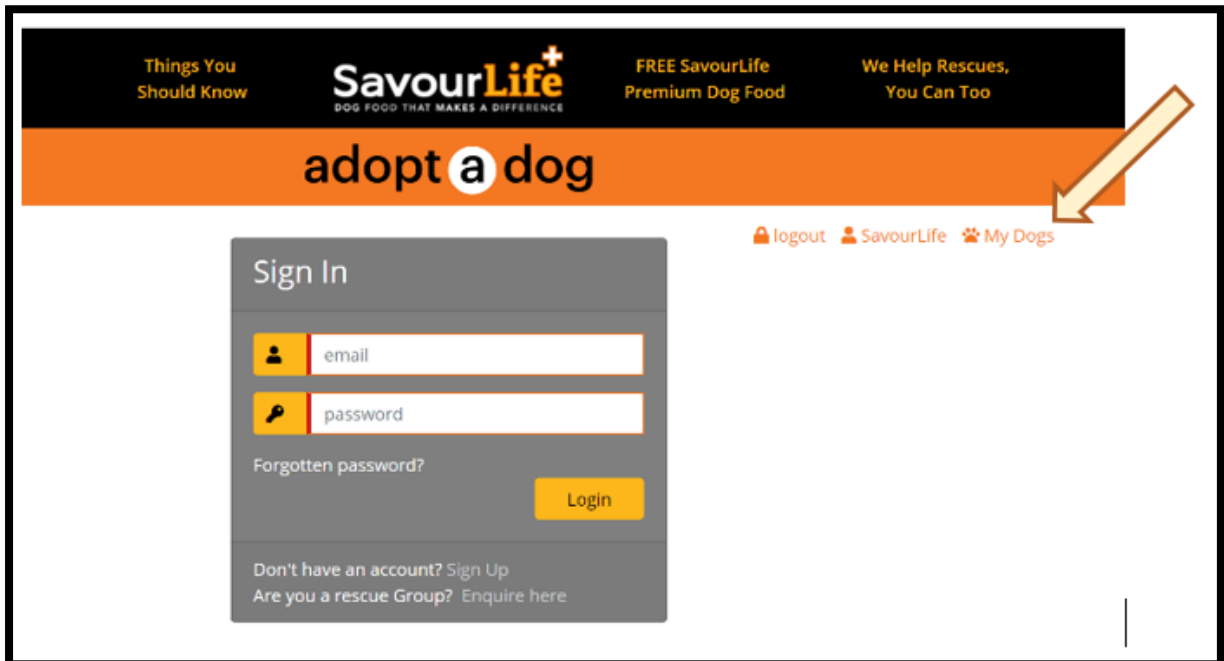
On each of your dog's profiles, there is a "Duplicate" button overlaid in the top right corner, when you hover over the profile with your mouse. This will allow you to open up an existing profile as a new dog, make changes and when you click "Save" the new dog will be created with the details entered. This may be useful if you accidentally mark a dog as adopted, if they are adopted and later come back into care, or have a litter of pups who have a lot of the same information.

Once a dog is adopted or deleted they are removed from the site after 30 days and will not be available to duplicate. If a dog is returned after the 30 days and you would like to retrieve the previously listed information, please email us as we are able to extract and send you the archived information.

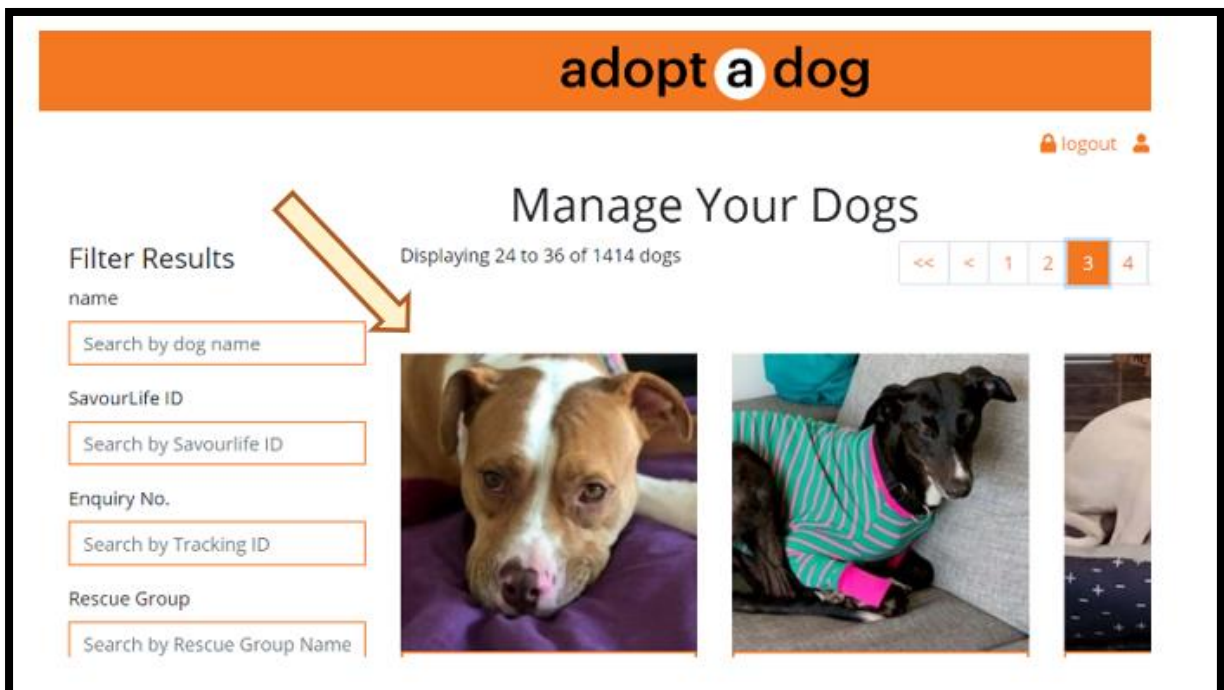


Marking a Dog as Adopted

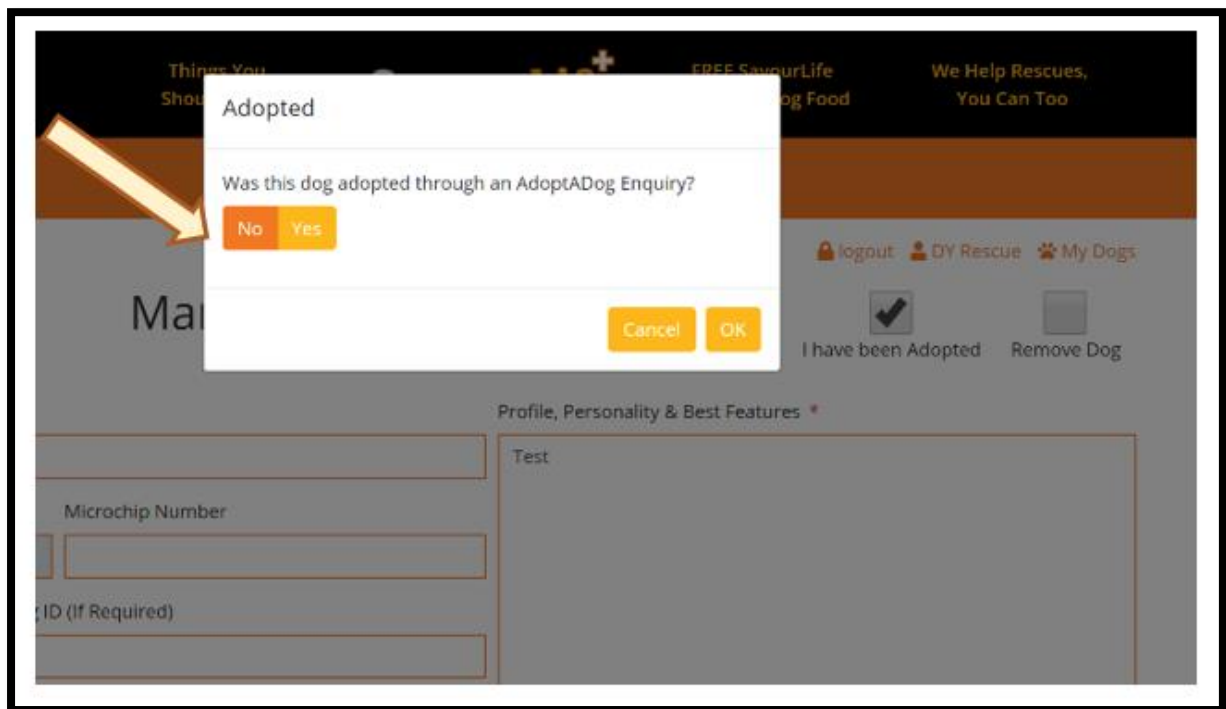
1. Log into your profile
2. Click on the right-side tab 'My dogs'



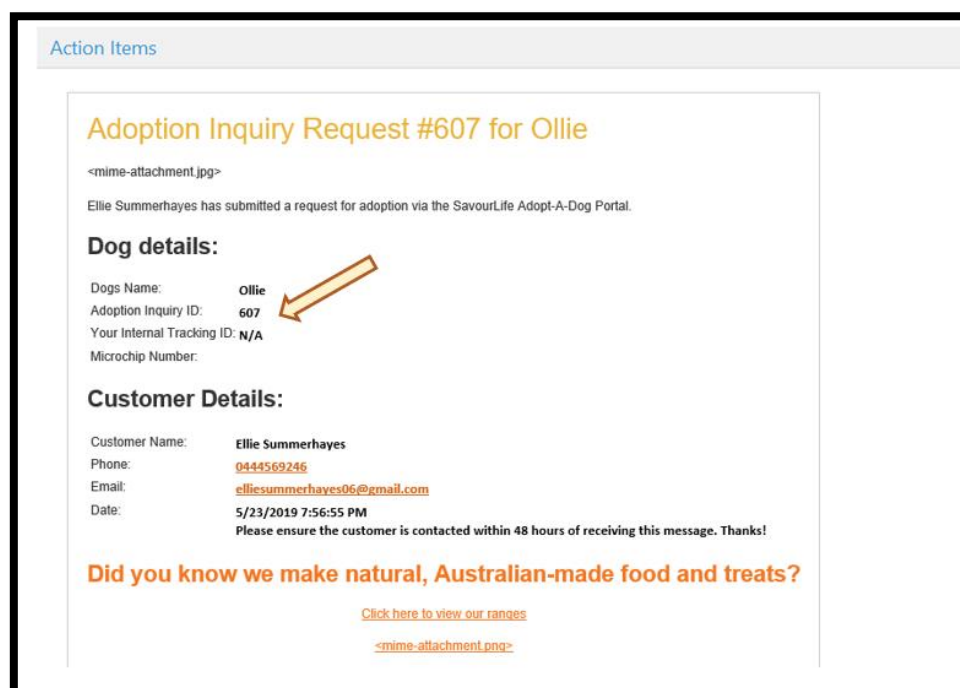
3. Select the dog that has been adopted.



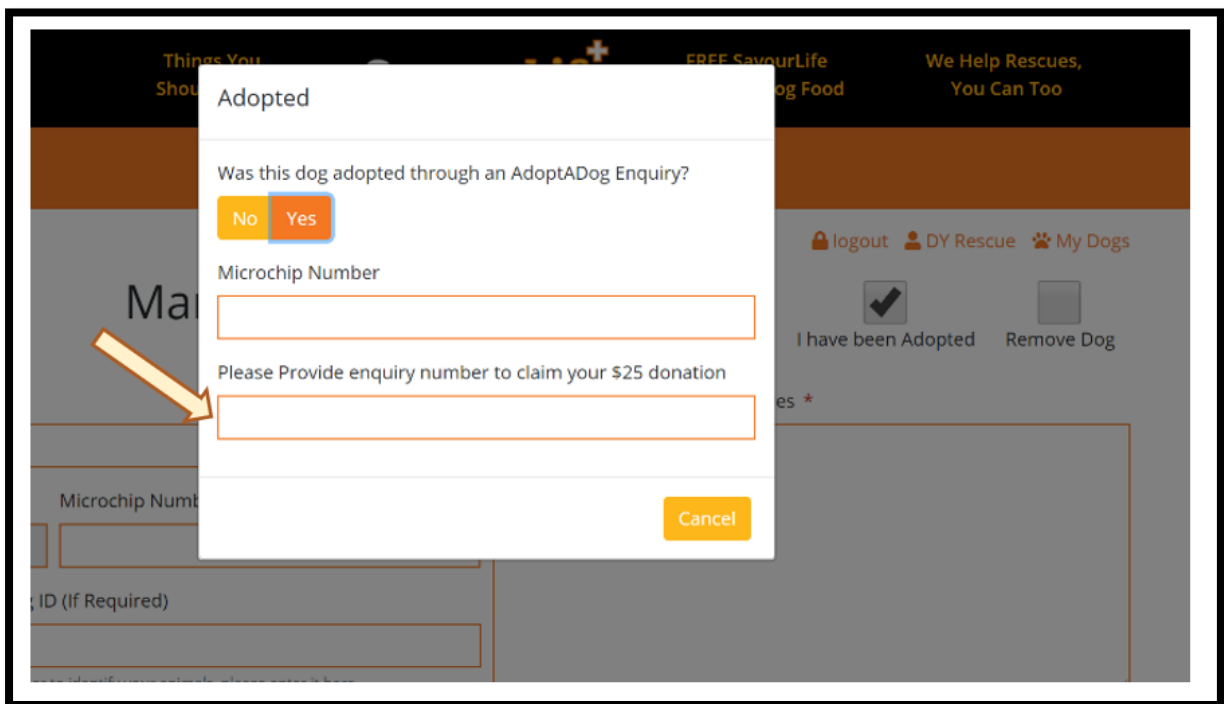
4. Click on the 'I have been Adopted' box at the top on the right-hand side.
5. A pop-up box will appear asking, 'Was this dog adopted through an AdoptADog Enquiry'



6. If No, please click ok and click save.
7. If Yes, you will need the enquiry number to proceed; you will find this from the original email that came from the adoptee, or you can find the enquiry number next to the adopters' details at the bottom of the dogs' profile page under the Enquiries heading.

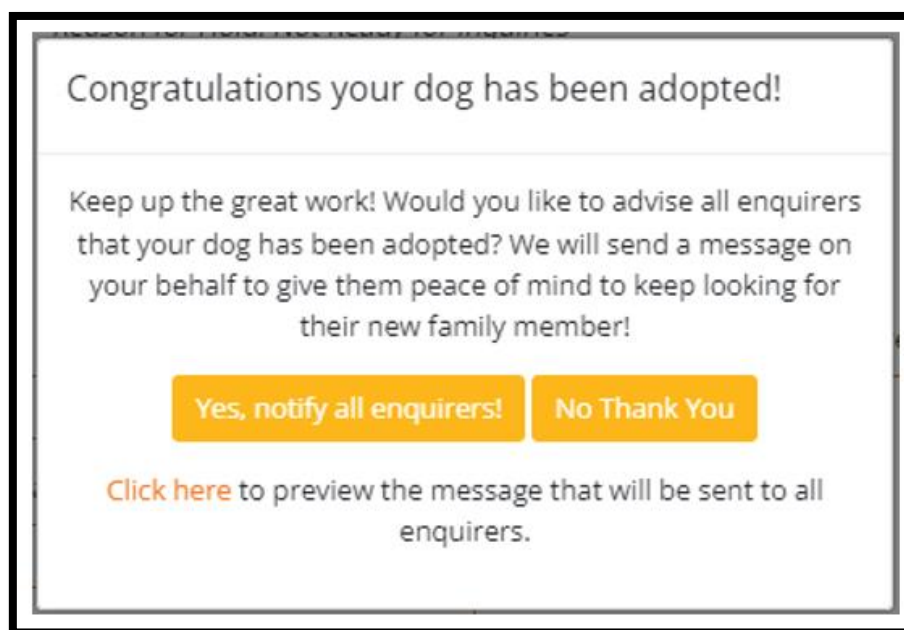


8. Once you have inputted the enquiry number, click yes.

A screenshot of a web application showing a modal window titled "Adopted". The modal contains the question "Was this dog adopted through an AdoptADog Enquiry?" with two buttons: "No" and "Yes". Below this is a text input field for "Microchip Number". Another text input field is labeled "Please Provide enquiry number to claim your \$25 donation". An orange arrow points to this field. At the bottom right of the modal is a "Cancel" button. The background shows a blurred view of the website's header and navigation menu.

Note: The enquiry number is required so Savourlife can confirm the owner of the dog and provide a free bag of food as promised for their new pooch!

9. Click ok and this will confirm the adoption and then ask you if you would like to notify all the enquirers that your dog has found a home. If you have another method of informing unsuccessful enquirers, please press the 'No Thank You' button.

A screenshot of a confirmation screen with the heading "Congratulations your dog has been adopted!". The text reads: "Keep up the great work! Would you like to advise all enquirers that your dog has been adopted? We will send a message on your behalf to give them peace of mind to keep looking for their new family member!". There are two orange buttons: "Yes, notify all enquirers!" and "No Thank You". Below the buttons, it says "Click here to preview the message that will be sent to all enquirers." with a link.

12. Process is complete and your dog has been Adopted and displayed on the main search page of the Adopt-A-Dog platform via the 'Recently Adopted' button.

Security

Each time a new browser is used to log into your Adopt-A-Dog account we will send an email alert to the main email address registered with your account.

This is a once-off (per browser) alert, that will not require you to do anything if you trust the browser in use. Please note that if you do not trust the browser or have concerns about the login, please update your password.

The password reset is located under the Adopt-A-Dog 'My Account Details' where you can then create and confirm a new password. Please don't hesitate to also reach out to us if you have any further concerns.

New Login detected

We have noticed a new login to your Adopt-A-Dog account from the below browser:

When: 07/06/2022 11:50 AM AESDT
Country: AU
Device: desktop
Browser: Windows 10
Type: Chrome

If you do not trust the browser or have concerns about the login, please update your password.

The password reset is located under the Adopt-A-Dog 'My Account Details' where you can then create and confirm a new password. Please don't hesitate to also reach out to us if you have any further concerns.


Did you know we make natural, Australian-made food and treats?


[Click here to view our ranges](#)




Printable Adoption Poster











You can find the "Print Adoption Poster" button right at the bottom of each dog's public facing profile. This can be useful for any events that you might have coming up where you want to show off your available dogs. Information that is pulled directly from the dogs' profile includes; the rescue's logo, the dogs primary image, the general information selected when creating the profile, as well as a space dedicated to the written description – please note, this is limited and may not include all of the text, please preview the poster prior to printing to ensure all relevant information is included.

 Print Adoption Poster



I'm **Loki**
and I'm looking for a forever home!



Age	2 months
Male/Female	M
Microchip	991003001129174
Adoption fee	\$600.00
Interstate adoption available	yes 
Desexed	yes 
Vaccinated	yes 
Wormed	yes 
Heartworm treated	no 
Kids under 5	no 
Kids 5 to 12	no 
Other cats	untested 
Other dogs	yes 
Other animals	untested 

Loki
AUSTRALIAN CATTLE DOG CROSS
The Oaks, NSW



Say 'hi' to Loki!

Loki is a 10 week old kelpie x border collie x Australian cattle dog - he is from a long line of tough working dogs bred to work cattle so this little dude is not for the faint hearted!

Loki and his 5 brothers are looking for experienced working dog homes (cattle dog would be preferred). He will need a strong, confident owner to support him into adulthood and provide him with boundaries so he grows into a well-balanced adult dog.

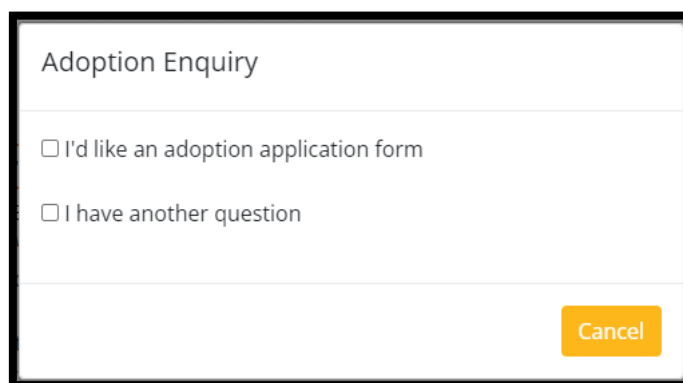
Loki needs a family who understand the mental and physical needs of his breed. He will need to have consistent, daily exercise and access to a good sized backyard in addition to daily training to...

Read more about me at savour-life.com.au/adopt-a-dog and search for "LOKI"



How the Enquiry Process works

When a person is ready to make an enquiry about your dog and clicks the “Enquire about” button on your dog’s profile, they are given a couple of options. They are able to request an application form and/or ask a question. The following explains what the enquirer sees and what you will see.

A screenshot of a web form titled "Adoption Enquiry". It contains two checkboxes: "I'd like an adoption application form" and "I have another question". At the bottom right, there is an orange button labeled "Cancel".

Adoption Enquiry

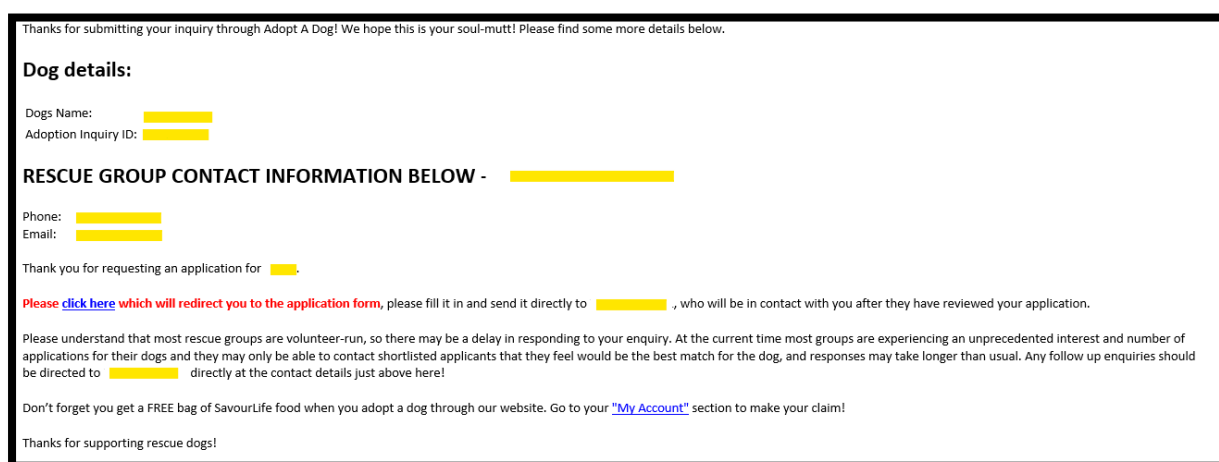
☐ I'd like an adoption application form

☐ I have another question

Cancel

Once an enquirer submits an enquiry on your dog, they will be sent an email to inform them that their expression of interest has been sent to the rescue group. If an application form has been provided as part of the sign up process in your account section, this is linked within the email (Email No 1 below) so they can access it straight away to apply for the dog. If no application form has been provided/application process is by other means, they will receive a similar email (Email No 2 below) that indicates the rescue group are aware and will be in contact soon.

Email No 1.

A screenshot of the content of Email No 1. It starts with a thank you message and provides dog details. It then lists rescue group contact information (phone and email) and includes a link to the application form. It also contains a disclaimer about volunteer-run rescue groups and a note about a free bag of SavourLife food.

Thanks for submitting your inquiry through Adopt A Dog! We hope this is your soul-mutt! Please find some more details below.

Dog details:

Dogs Name: [REDACTED]
Adoption Inquiry ID: [REDACTED]

RESCUE GROUP CONTACT INFORMATION BELOW - [REDACTED]

Phone: [REDACTED]
Email: [REDACTED]

Thank you for requesting an application for [REDACTED].

Please [click here](#) which will redirect you to the application form, please fill it in and send it directly to [REDACTED], who will be in contact with you after they have reviewed your application.

Please understand that most rescue groups are volunteer-run, so there may be a delay in responding to your enquiry. At the current time most groups are experiencing an unprecedented interest and number of applications for their dogs and they may only be able to contact shortlisted applicants that they feel would be the best match for the dog, and responses may take longer than usual. Any follow up enquiries should be directed to [REDACTED] directly at the contact details just above here!

Don't forget you get a FREE bag of SavourLife food when you adopt a dog through our website. Go to your ["My Account"](#) section to make your claim!

Thanks for supporting rescue dogs!

Email No 2.

Thanks for submitting your inquiry through Adopt A Dog! We hope this is your soul-mutt! Please find some more details below.

Dog details:

Dogs Name: [REDACTED]
Adoption Inquiry ID: [REDACTED]

RESCUE GROUP CONTACT INFORMATION BELOW - [REDACTED]

Phone: [REDACTED]
Email: [REDACTED]

Thanks for requesting an application form for [REDACTED].

Your request has been forwarded to [REDACTED], who will be in contact with you very soon with the application form.

Please understand that most rescue groups are volunteer-run, so there may be a delay in responding to your enquiry. At the current time most groups are experiencing an unprecedented interest and number of applications for their dogs and they may only be able to contact shortlisted applicants that they feel would be the best match for the dog, and responses may take longer than usual. Any follow up enquiries should be directed to [REDACTED] directly at the contact details just above here!

Don't forget you get a FREE bag of SavourLife food when you adopt a dog through our website. Go to your ["My Account"](#) section to make your claim!

Thanks for supporting rescue dogs!

Emails to Rescue Groups

Depending on the request of the enquirer and the provision (or not) of an application form, once the enquiry is submitted, rescues will receive one of 5 emails that will also indicate any required actions i.e. send an application form and/or reply needed to their question that can be found below the customers details.

1. Rescue Scenario #1 - Application request – email to rescue

Subject: Adoption Application Request #12345 for 'Dog' – Send Application Form

2. Rescue Scenario #2 - Joint (application request & question) – email to rescue

Subject: Adoption Application Form Request & Query #12345 for 'Dog' – Application Form & Reply Needed

3. Rescue Scenario #3 - Application provided to enquirer – email to rescue

Subject: Adoption Application Recipient #12345 for 'Dog' – No action needed

4. Rescue Scenario #4 - Joint (application & questions) – email to rescue

Subject: Adoption Application & Query Request #12345 for 'Dog' – Reply Needed

5. Rescue Scenario #5 - Enquiry Question – email to rescue

Subject: Query #12345 about 'Dog' – Reply Needed

Embed your Rescue's Adopt-A-Dog listings on your own website

If you would like to use Adopt-A-Dog as a way of listing your dogs on your own website we provide an automatic code which you can copy and paste to your desired location.

Once logged into Adopt-A-Dog, the instructions and code can be found under your rescue's account details (directly below the Shelter Manager Authentication Token). The code is tailored to your account, all that is needed is to copy the provided code to where you would like your dog listings to be viewed.

Add listings to your website

The easiest way to include your dog listings on your website is to place the below code into a page of your website where you would like the listing to be shown.

```
<iframe id="savourlife-embed" src="https://savour-life.com.au/adopt-a-dog/Rescue-Group-embed/1392" frameborder="0" width="100%" height="60" >script src="https://localhost:44358/adopt-a-dog/Assets/embed.js"></script>
```


Once installed on your website, all your dogs loaded into Savourlife will be displayed on your new page.

Note:

- You may need technical assistance from your web developer to install the code. Simply send the above code to your developer and ask them to place it onto the relevant page.
- The script tag (2nd line) is optional, and can be placed in the footer of your website if it can't be placed in the content.

<< < 1 2 3 4 5 6 7 > >>

Powered by
adopt a dog




Star

STAFFORDSHIRE BULL TERRIER CROSS
Ingleside, NSW

Comet and Star came from the pound at 6 weeks. They have put on condition and are healthy lively pups. They will grow to medium size. Their Mum is a Staffy X and we don't know who Daddy was but the pu...

[full profile](#)




Comet

STAFFORDSHIRE BULL TERRIER CROSS
Ingleside, NSW

Comet and Star came from the pound at 6 weeks. They have put on condition and are healthy lively pups. They will grow to medium size. Their Mum is a Staffy X and we don't know who Daddy was but the pu...

[full profile](#)




Gremlin

MINIATURE SCHNAUZER CROSS
Ingleside, NSW

Gremlin was a nervous little guy when he came from the pound and was in poor condition with little hair and extremely underweight. Gremlin has been two meals a day and medicated washes and we have see...

[full profile](#)



Rosie

MALTESE CROSS
Ingleside, NSW

Rosie is a very sweet affectionate Maltese X Shihtzu. She is very playful and very social with other small dogs. Rosie needs secure fencing as she can climb. She came from the pound very matted and ve...

[full profile](#)

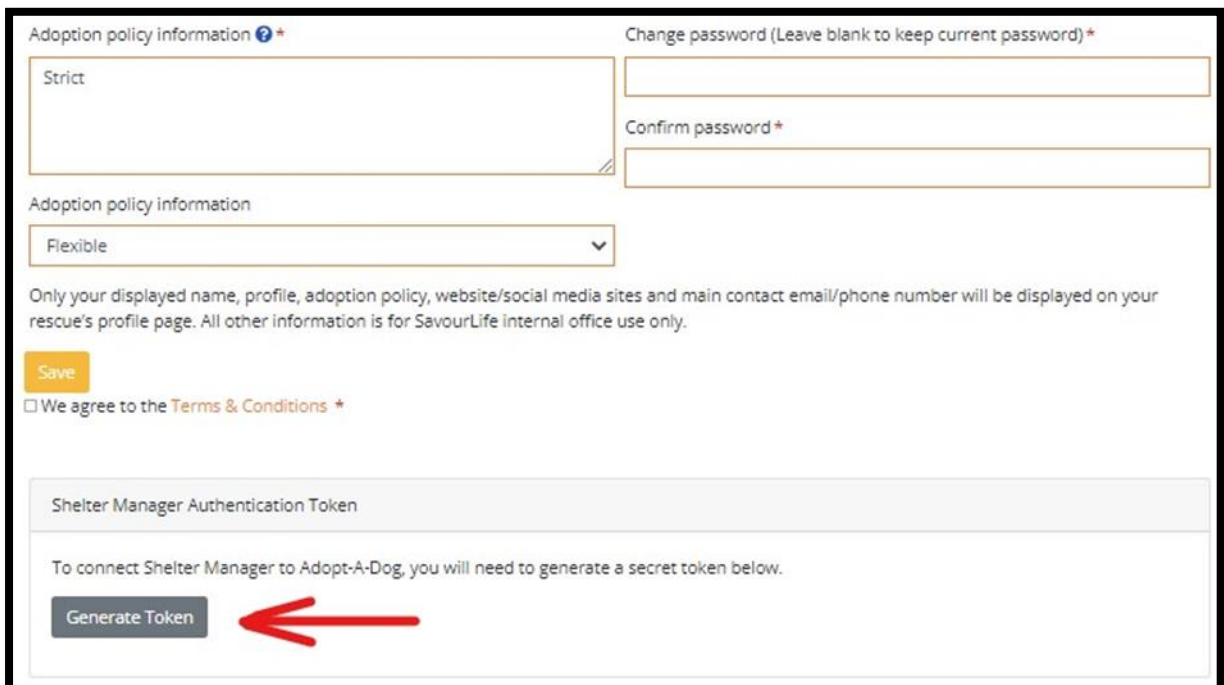
SHELTER MANAGER

Linking Security Token to Shelter Manager

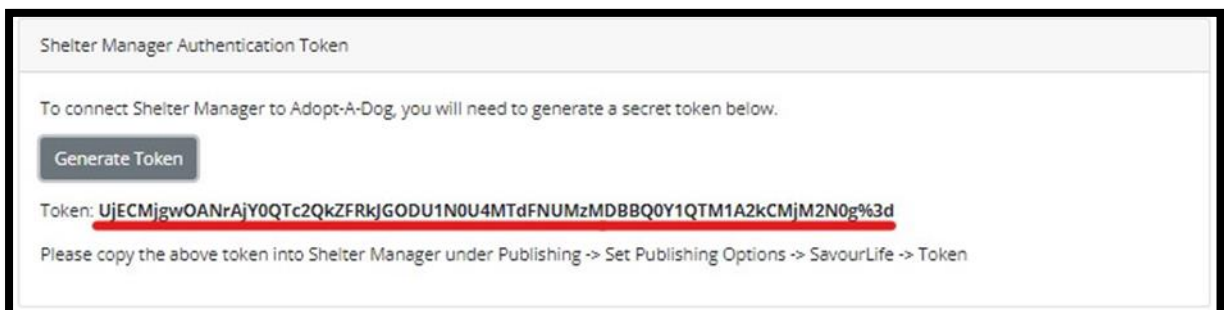
For rescue groups utilising the Animal Shelter Manager services, please follow the steps below once you have logged into your profile on the Adopt-A-Dog platform - this is done in the 'My Account' section with the little person icon (rather than 'my dogs').

Generate a token in your Adopt-A-Dog profile

- Navigate to the bottom of your account details
- Click on the 'Generate Token' button which will display a generated token string
- Copy the token to your publishing options under SaviourLife in Shelter Manager



The screenshot shows the 'Adoption policy information' section of the Adopt-A-Dog profile. It includes a 'Strict' policy selection, a 'Flexible' dropdown, and a 'Save' button. Below this is a 'Shelter Manager Authentication Token' section with a 'Generate Token' button. A red arrow points to the 'Generate Token' button.



The screenshot shows the 'Shelter Manager Authentication Token' section. It displays a generated token string: **UjECMjgwOANrAjY0QTc2QkZFRkJGODU1N0U4MTdFNUMzMDBBQ0Y1QTM1A2kCMjM2N0g%3d**. Below the token, it says: 'Please copy the above token into Shelter Manager under Publishing -> Set Publishing Options -> SaviourLife -> Token'.

Paste that token into Shelter Manager profile

- Navigate to 'Set Publishing Options' under Publishing in your Shelter Manager
- Select the SaviourLife Tab
- Paste the copied token into the Authentication Token Field and then press save

SaviourLife

Authentication Token → UjECMzU5NgNrAjIGN0JDQUI

Mark as interstate No

Distance restriction 100 km

Send microchip numbers for all animals

Then re-set your Adopt-A-Dog log-in password.

- Under the Adopt-A-Dog 'My Account Details' create & confirm a new password
- Click the save button to update your new password

Adoption policy information ⓘ *

Strict

Adoption policy information

Flexible

Only your displayed name, profile, adoption policy, website/social media sites and main contact email/phone number will be displayed on your rescue's profile page. All other information is for SaviourLife internal office use only.

Save

☐ We agree to the [Terms & Conditions](#) *

Change password (Leave blank to keep current password) *

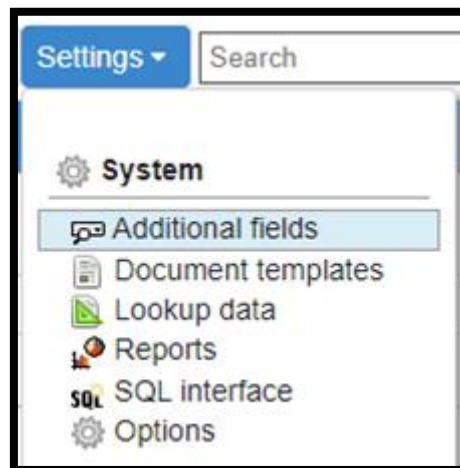
Confirm password *

Additional Fields

Enquiry Numbers (when marking adopted)

To be able to link an inquiry number to the dogs being marked as adopted via Shelter Manager, you can add an additional field to link to our enquiries.

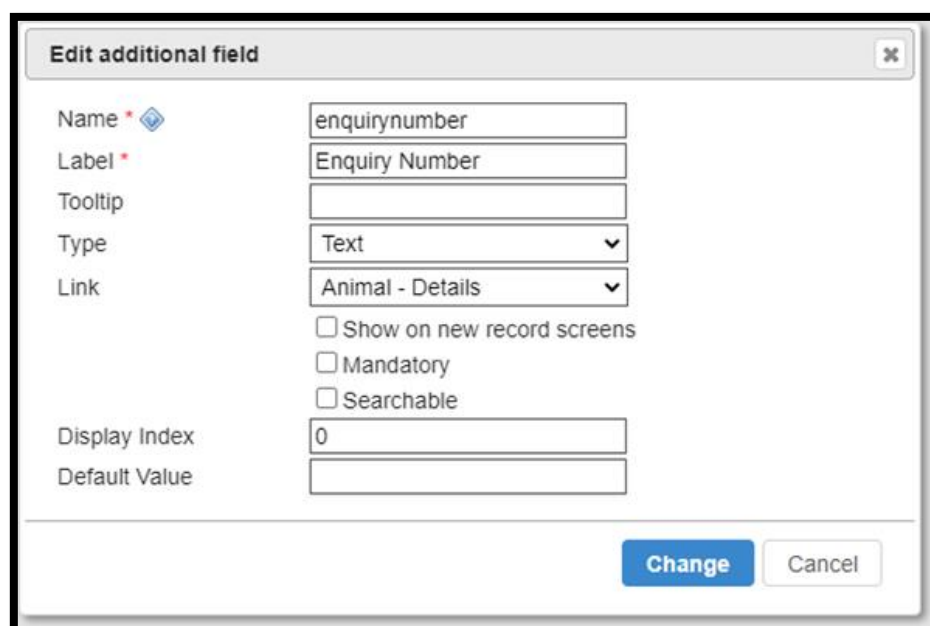
This can be found under the settings tab – Additional Fields (highlighted)



The first field (enquirynumber) has to be identical to link to our platform, however the other label can be of your choosing.

Name field has to match: enquirynumber

Type: Text

A screenshot of a dialog box titled 'Edit additional field'. It contains several input fields and checkboxes. The 'Name' field is marked with a red asterisk and contains 'enquirynumber'. The 'Label' field is also marked with a red asterisk and contains 'Enquiry Number'. The 'Type' dropdown is set to 'Text'. The 'Link' dropdown is set to 'Animal - Details'. There are three checkboxes: 'Show on new record screens', 'Mandatory', and 'Searchable', all of which are currently unchecked. The 'Display Index' field contains the number '0'. The 'Default Value' field is empty. At the bottom right, there are two buttons: 'Change' (in blue) and 'Cancel'.

Interstate Adoptability (or not)

Name field has to match: interstateadoptable

Type: Yes/No

The screenshot shows a dialog box titled "Edit additional field" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Name ***: A text input field containing "interstateadoptable".
- Label ***: A text input field containing "Interstate Adoption Available".
- Tooltip**: An empty text input field.
- Type**: A dropdown menu with "Yes/No" selected.
- Link**: A dropdown menu with "Animal - Details" selected.
- ☐ Show on new record screens
- ☐ Mandatory
- Display Index**: A text input field containing "0".
- Default Value**: An empty text input field.
- Lookup Values**: A large empty text area with a small icon in the bottom right corner.

At the bottom right of the dialog are two buttons: "Change" (in a blue box) and "Cancel" (in a white box with a grey border).

It will now look similar to the below in the orange box

The screenshot shows a "Details" form for a dog record. The form is divided into two main sections. The left section contains fields for Code, Litter, Name, Sex, Type, Colour, Coat Type, Size, and Weight. The right section contains fields for Species, Breed, Crossbreed, Location, Unit, Flags, Date of Birth, Adoption Fee, Holding, Dog Removed, and Enquiry Number. An orange box highlights the "Interstate Adoption Available" checkbox, which is currently unchecked, and the "Holding" dropdown menu, which is set to "Select".

Field	Value
Code	D202214 014D
Litter	
Name *	Clifford
Sex	Male
Type	D (Surrendered Dog)
Colour	Black
Coat Type	Short
Size	Large
Weight	0 lb 0 oz
Species	Dog
Breed	Labrador Retriever
Crossbreed	<input checked="" type="checkbox"/> Labrador Retriever
Location	Dog Kennel
Unit	
Flags	Not For Adoption
Date of Birth *	11/04/2021 <input checked="" type="checkbox"/> Estimate
Adoption Fee	\$0.00
Interstate Adoption Available	<input type="checkbox"/>
Holding	Select
Dog Removed	Select
Enquiry Number	

Contact Us

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