



adopt **a** dog

adopt **a** cat

User Manual for **Rescue Groups -**
Australia



User Manual for Rescue Groups

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Adding new Rescue Group users to your account

We have added in a feature where you can have multiple users able to log in and add listings to your rescue profile.

- Account Administrators can invite team members to access your rescue's account.
- Administrators can assign appropriate access
 1. Administrators (Full access and managing capabilities)
 2. Animal Manager (Both cat and dog access but not administrator access)
 3. Dog Manager (Upload and manage dogs only)
 4. Cat Manager (Upload and manage cats only).
- Control & security: Administrators can approve, change roles, or remove users at any time.
- Existing logins remain the same: This update has simply added the ability to invite additional users.

Please note that there are no security changes to your existing account. All data and passwords remain protected.

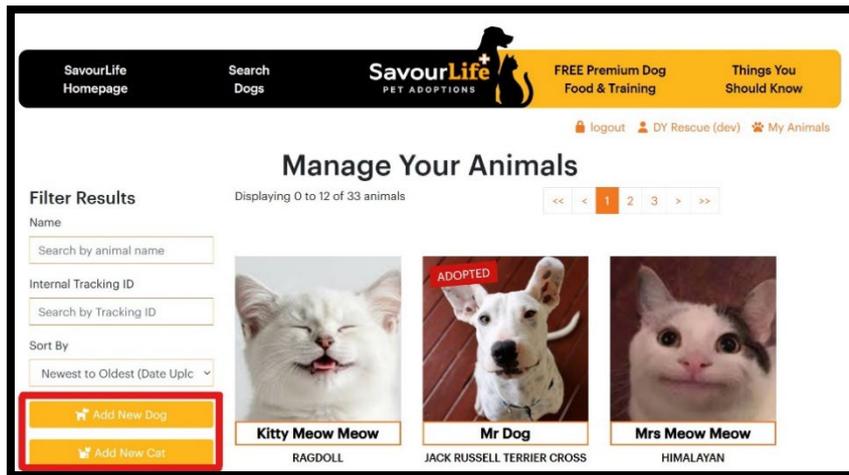
How it works

1. Administrator logs in with current login and goes into "Rescues" in the top right corner. This will take you to the "Manage Staff Access" page
2. Click "Invite Staff", enter their name and email, and select a role.
3. The nominated user receives an email invite to set their password and sign in.
4. Administrators can revoke access or adjust permissions at anytime from the same page.

Note: If a user was already registered on the portal prior to getting a certain permission to list for a rescue, this would mean that they are already signed up as a general user. This causes complications with permissions, so a new email address would need to be invited.

Creating a New Dog or Cat Profile

1. Log into your profile
2. "Manage your animals" will appear (if this doesn't happen, click on "My Animals" and it will take you to this screen).
3. Click "Add New Dog" or "Add New Cat"



4. Work down the page completing all relevant fields. To note:

- Ensure the name of the dog or cat is the same as on the microchip
- SavourLife ID will be provided when the dog/cat 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 pet'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**.
- Foster or Case Manager Email is where you can enter in an additional email address to receive the expressions of interest – I.e. if you would like the foster carer to receive the expression of interests as well. Note: This email will **not** be visible to the public.

Can they be re-homed with

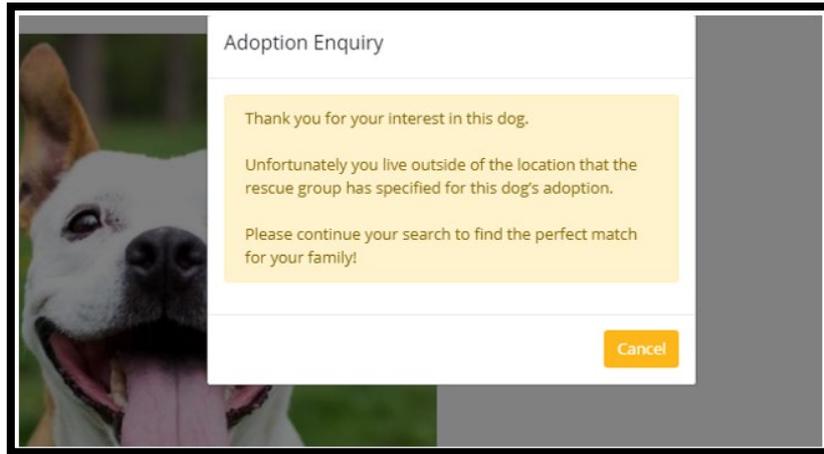
Kids under 5			Kids 5 to 12					
Yes	No	Untested	Yes	No	Untested			
Other cats			Other dogs			Other animals		
Yes	No	Untested	Yes	No	Untested	Yes	No	Untested

Medical

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Desexed	Vaccinated	Wormed	Heart Wormed

5. Location: Here is where you specify whether or not your dog or cat is available for adoption interstate and also if there is a kilometre distance restriction.

If you have not ticked the "Interstate Adoption Available" box, anyone who attempts to submit an enquiry on the dog from a different state (they provide their postcode when registering with SavourLife Pet Adoptions), will receive a pop-up message explaining that they are outside of the location that you have specified for that pet'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 pet. The default for this is "Unrestricted", however you can choose between the options illustrated in the image below.

A form titled "Location" and "Adoption details". The "Location" section includes fields for "Suburb" (Dee Why), "State" (NSW), and "Postcode*" (2100). The "Adoption details" section includes an "Adoption Fee*" field with the value "1", and checkboxes for "Interstate adoption Available" and "Foster carer required". A "Distance Restriction" dropdown menu is open, showing options: 20km, Unrestricted, 20km (highlighted), 40km, 60km, 100km, 200km, and 50km. Below the form is a "Photos" section with a note: "Note: the first image will be the featured image. Please drag and drop to put the images in order". A photo of the dog is shown with a "Crop image" button below it.

If your rescue is near a state border and you are happy to accept enquires from out of state but within a limited distance, you can tick "Interstate Adoption Available" but then select a distance parameter (I.e. If you will allow adoptions within 300km of your location whether it crosses state borders or not).

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.

Maggie
FOX TERRIER
 Castle Hill, NSW

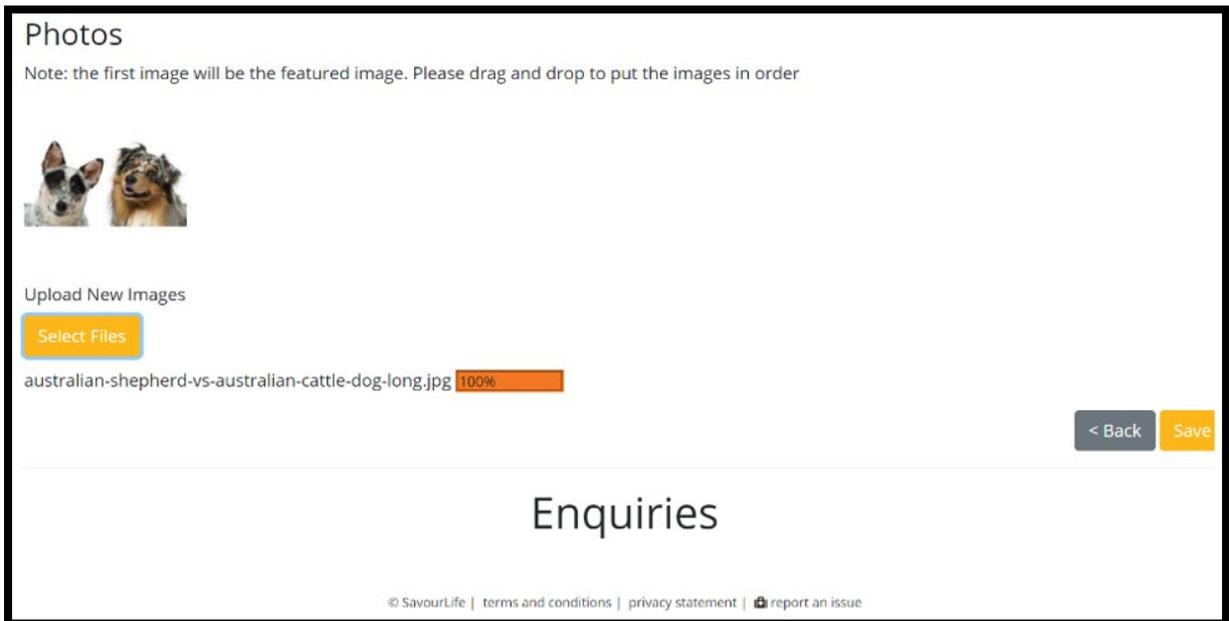
Meet Maggie May, the spirited standard fox terrier with a passion for life and a heart full of love. At nearly three years old, this gorgeous girl is eager to find a family that will cherish her as much as she'll adore them. Her perfect day involves snuggling up on the couch with her humans or curling up on the bed to share some cozy bedtime cuddles. Maggie is the perfect mixture of energy and affection, making every moment spent with her a delight.

Maggie May loves her daily walks and can't resist a tasty treat like a smacko. Her funny energy often leads to entertaining zoomies around the house, which is sure to bring a smile to your face. Although she relishes her playtime and toys, she's equally content enjoying the warmth of human affection. Maggie is well-behaved indoors and is house-trained, ensuring a smooth transition into your home.

enquire about Maggie	
SavourLife ID	124637
Age	3 years
Male/Female	F
Size When Adult	Medium
Microchip	953010100700204
Adoption fee	\$650.00
Interstate adoption available	yes
Adoption available within	Unrestricted
Foster carer required	yes

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

7. 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 or cat. We do suggest that you try to choose a photo where the pet's 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.



8. After the photo(s) has been loaded, click save again and the pet will be loaded to our website, you will be able to see them in the search tab.

Adding Videos to a Profile

Utilising a connection with Vimeo, you can now upload two videos per pet profile of up to 100MB per video (To keep servers running at optimal levels). This will create more interest for the dogs and cats, and you will really get to showcase the true personalities of the pets in your care!

To add your videos in to profiles, it is similar to the way you add in your photos. 📹

Upload a profile as per normal, in the steps above, and then add in your desired photos. Just underneath where you add your photos, is an additional section to add in videos.

Once you select and upload your video, it will then begin processing through Vimeo, creating many video formats and resolutions to be compatible with all devices. This will take about 2-10 minutes depending on the video size.

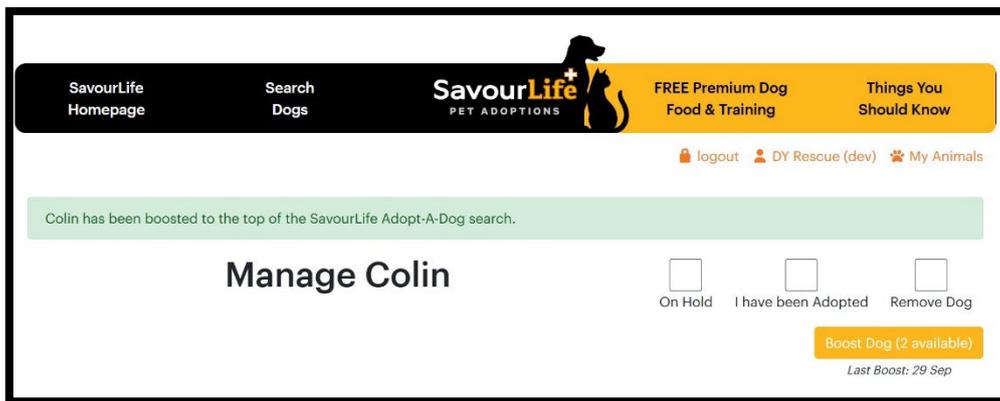
NOTE: You will NOT need to remain on the page/platform while the video uploads. Once you hit 'Save' this will continue to upload in the background and then publish to the profile automatically!

Boosting a Profile

You will be able to boost 5 dog profiles, and 5 cat profiles (10 in total) each month by clicking on the "Boost Dog" or "Boost Cat" button when you are managing their profile in the back end of SavourLife Pet Adoptions.

A boost will push the existing Dog/Cat profile to the top of the relevant "Search Now" page.

This area will also indicate when you last boosted a profile and if you have boosts left for the month. This will push that pet's profile to the first page of Adopt-A-Dog/Adopt-A-Cat listings on both the main Dog or Cat "Search Now" page, as well as your own rescue page.



Pets will only be able to be boosted once every 24 hours. This is to prevent duplicate boosts and avoid unnecessary use of your monthly boost allocation.

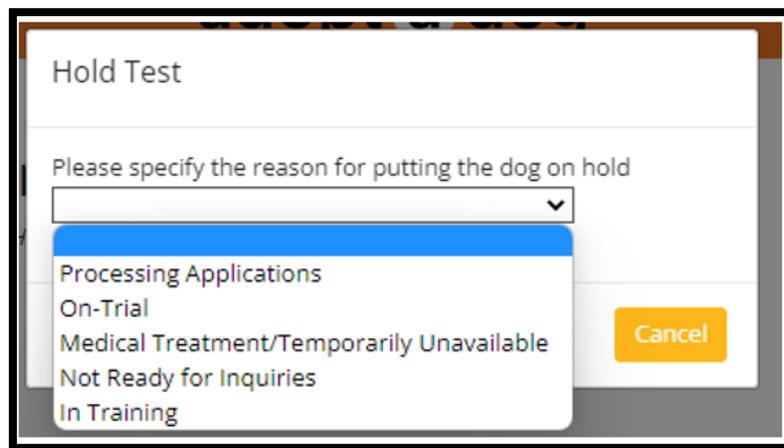


Managing a Pet Profile

Put A Dog or Cat “On Hold”

To place a dog or cat 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” check box at the top of the page. When a pet is on hold, its profile is not visible to the public unless they have previously saved the URL for that profile or saved the dog or cat to their favourites.

This can then be unticked and saved to re-list the pet, or the pet can be 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". A dropdown menu is open, showing five options: "Processing Applications", "On-Trial", "Medical Treatment/Temporarily Unavailable", "Not Ready for Inquiries", and "In Training". The "On-Trial" option is highlighted in blue. To the right of the dropdown is a yellow "Cancel" button.

On-Trial

You are able to allocate the relevant Adopt-A-Dog/Adopt-A-Cat enquiry number to pets going out on trial periods.

Similarly to when marking your dogs or cats as adopted, when you mark a pet on hold and select "On-Trial" you are now offered the prompt to include an enquiry number, and if successful with the trial, this number is automatically input for you when you mark your dogs and cats as adopted.

A reminder that if an adopter has enquired on one dog/cat but ended up adopting a different pet that is also listed on our platform, that you are able to submit their original enquiry number when marking the dog/cat that they did adopt as adopted.

E.g. If a person enquires about Pet A but ultimately adopts Pet B, you can use their original enquiry number for Pet A to record the adoption of Pet B

We're aware that sometimes enquiry numbers are input incorrectly or missed.

If you are aware of an incorrect or missing number, please reach out to adoptadog@savour-life.com.au and we can update this manually for you.

Hold Interstella

Please specify the reason for putting the dog on hold

On-Trial

Was this dog put on hold through an Adopt-A-Dog Enquiry?

No Yes

Please provide enquiry number to allow your trial adopter to claim their food & training

Cancel OK

Remove A Pet

To remove a pet from the site (other than if it has been adopted) go to their profile and click on the "Remove Dog" or "Remove Cat" 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.

Remove Test

Please specify the reason for removing the dog

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

Passed away

Cancel

logout DY Rescue My Dogs

I have been Adopted Remove Dog

Boost Dog (2 available)

Last Boost: Never

ality & Best Features *

Clone a Dog or Cat's Profile

In the "Manage your animals" section, prior to clicking into your dog and cat 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 or cat, make changes and when you click "Save" the new pet will be created with the details entered. This may be useful if you accidentally mark a pet as adopted, if they are adopted and later come back into care, or have a litter of pups who have a similar information.

Once a pet is adopted or deleted, they are removed from the site after 30 days and will not be available to duplicate. If a pet 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 to create a new profile.



Marking a Pet as Adopted

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



3. Select the pet 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 a SavourLife Pet Adoptions Enquiry?'

Adopted

Was this animal adopted through an SavourLife Pet Adoptions Enquiry?

No Yes

6. If No, please click ok and click save on the pet's profile.
7. If Yes, two options will then appear – a drop down menu where you are able to select from the list of enquirers that have submitted their interest on that particular pet, or alternatively you can select "other" on the drop down menu and still use the textbox to enter in another enquiry number (e.g. if the enquiry number is from another dog or cat you have listed for adoption)

Adopted

Was this animal adopted through an SavourLife Pet Adoptions Enquiry?

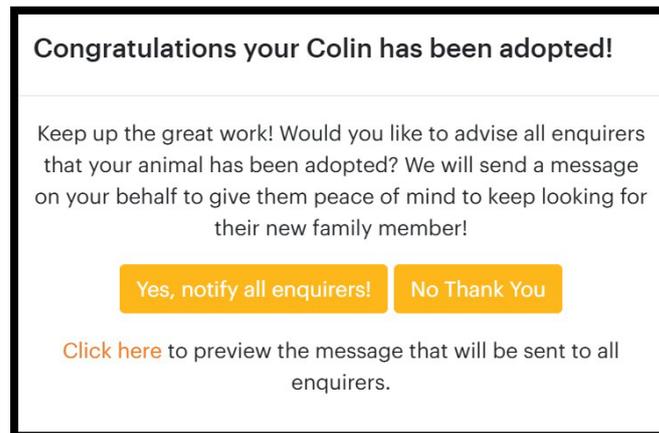
No Yes

Microchip Number

Please select adopter from the drop down menu or enter the enquiry number to claim your donation

Note: The enquiry number is required so SavourLife can confirm the owner of the dog or cat and allow a dog adopter to claim their free bag of food and online training support!

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 or cat has found a home. If you have another method of informing unsuccessful enquirers or do not wish to send the notification, please press the 'No Thank You' button.



12. The process is now complete, and your pet has been adopted!

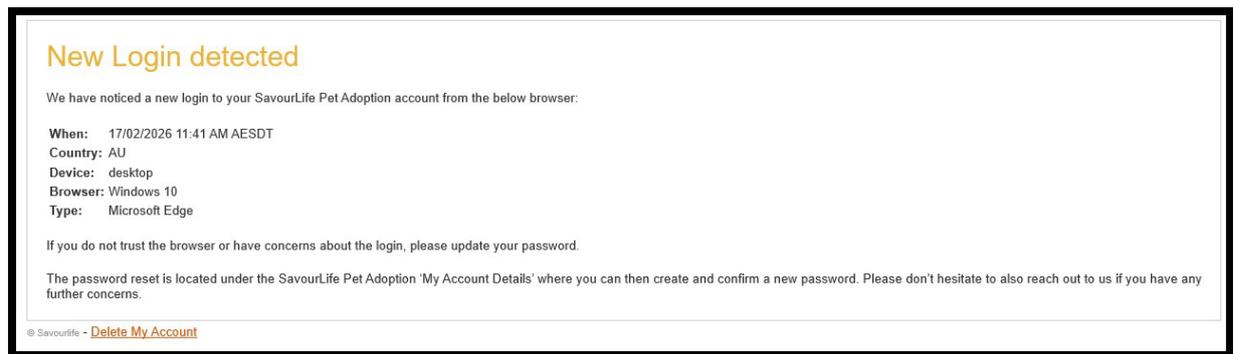
This will also be displayed on the main search page of the SavourLife Pet Adoptions platform via the 'Recently Adopted' button.

Security

Each time a new browser is used to log into your SavourLife Pet Adoptions 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 SavourLife Pet Adoptions '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 SavourLife Pet Adoption account from the below browser:

When: 17/02/2026 11:41 AM AESDT
Country: AU
Device: desktop
Browser: Windows 10
Type: Microsoft Edge

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

The password reset is located under the SavourLife Pet Adoption '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.

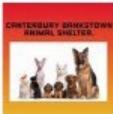
© Savourlife - [Delete My Account](#)

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.





I'm Diesel
and I'm looking for a forever home!



Age	12 months
Male/Female	M
Size When Adult	Large
Microchip	Yes
Adoption fee	\$275.00
Interstate adoption available	yes 
Desexed	yes 
Vaccinated	yes 
Wormed	yes 
Heartworm treated	no 
Kids under 5	untested 
Kids 5 to 12	untested 
Other cats	untested 
Other dogs	yes 
Other animals	untested 

Diesel

SIBERIAN HUSKY CROSS
Rossmore, NSW

Meet Diesel, an exuberant and friendly pup looking for a family to share his abundant love and playful spirit. Diesel's charisma lights up every room he enters, and his cheerful disposition makes him an instant favorite among adults and children alike.

Diesel is an active dog who loves to stay on the move. Whether enjoying a brisk walk or a playful frolic in the yard, he thrives in an environment that offers both activity and companionship. He walks well on a leash, making daily strolls an enjoyable affair for everyone involved. Diesel understands and responds to basic commands, which makes him a joy to train and interact with.

Despite his energetic side, Diesel has a calm demeanor when the day winds down. He'll be the first to indulge in a cuddle session, offering warmth and comfort with his affectionate kisses.

Scan the QR code to learn more about DIESEL and submit your enquiry today!

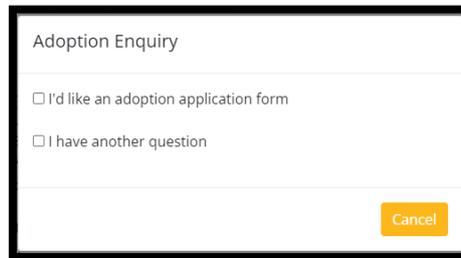






How the Enquiry Process works

When a person is ready to make an enquiry about your dog or cat and clicks the “Enquire about” button on your pet’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.

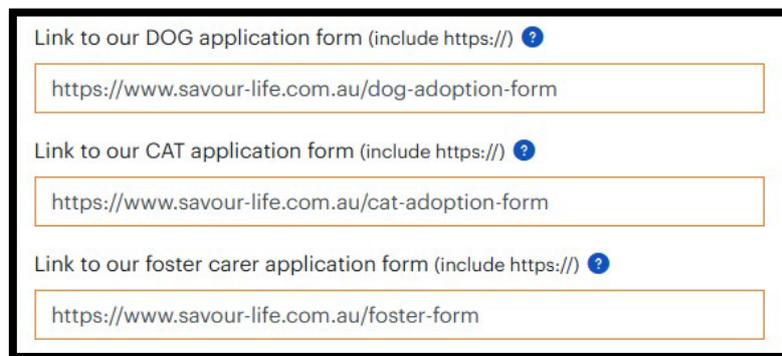


The screenshot shows a form titled "Adoption Enquiry". It contains two radio button options: "I'd like an adoption application form" and "I have another question". A yellow "Cancel" button is located at the bottom right of the form.

Once an enquirer submits an enquiry on your pet, 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 or cat.

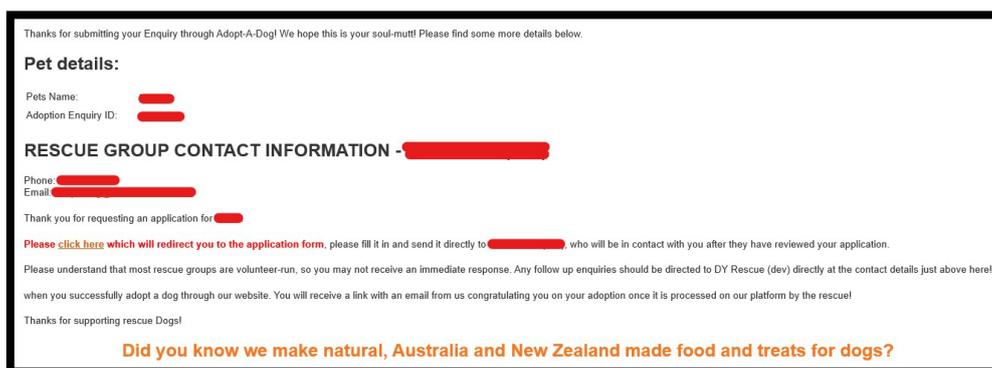
If no application form has been provided/application process is by other means, they will receive a similar email (Email No 2 below) that indicates the rescue group are aware and will be in contact soon.

Note: If you wish to add in an application form at a later date, this can be added in when editing your “My Account” details



The screenshot shows three text input fields, each preceded by a label and a help icon. The labels are: "Link to our DOG application form (include https://)", "Link to our CAT application form (include https://)", and "Link to our foster carer application form (include https://)". The input fields contain the following URLs: "https://www.savour-life.com.au/dog-adoption-form", "https://www.savour-life.com.au/cat-adoption-form", and "https://www.savour-life.com.au/foster-form".

Email No 1. – Application form linked (Example is for dogs)



The screenshot shows an email template with the following content:

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

Pet details:

Pets Name: [REDACTED]
Adoption Enquiry ID: [REDACTED]

RESCUE GROUP CONTACT INFORMATION - [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.

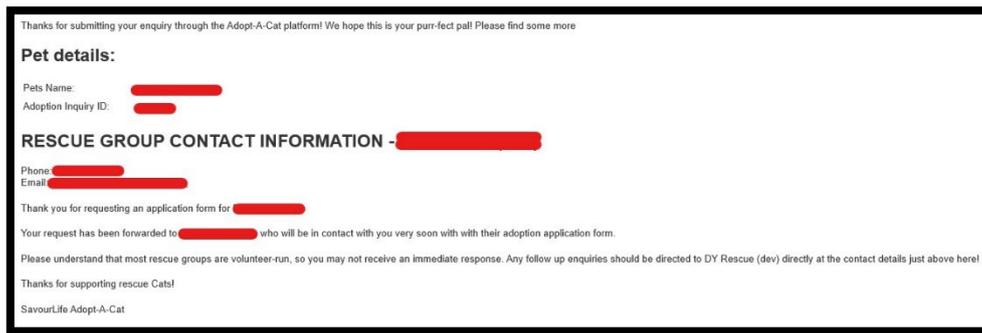
Please understand that most rescue groups are volunteer-run, so you may not receive an immediate response. Any follow up enquiries should be directed to DY Rescue (dev) directly at the contact details just above here!

when you successfully adopt a dog through our website. You will receive a link with an email from us congratulating you on your adoption once it is processed on our platform by the rescue!

Thanks for supporting rescue Dogs!

Did you know we make natural, Australia and New Zealand made food and treats for dogs?

Email No 2. – No application form linked (Example is for cats)



Emails to Rescue Groups

Depending on the request of the enquirer and whether or not you have provided an application form, once the enquiry is submitted by an adopter rescue groups 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 (Application form not linked on Rescue profile)

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

2. Rescue Scenario #2 - Application request & question (Application form not linked on Rescue profile)

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

3. Rescue Scenario #3 - Application form already provided to enquirer (Application form linked on Rescue profile)

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

4. Rescue Scenario #4 – Application form provided & question (Application form linked on Rescue profile)

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

5. Rescue Scenario #5 - Enquiry Question

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

Enquirer Profiles

Enquirers are offered the opportunity to provide you with a little bit of initial information about themselves and what they can offer your dogs and cats. This was highly requested by rescue groups, so the goal for this is to provide you with some basic information to assist with reviewing the expressions of interest for finding the perfect home for the dogs and cats in your care.

During each enquiry, they will be prompted with the option to send their pre-written adopter bio to you which will appear in the enquiry email you receive underneath the enquirers name. They will be able to provide as much (max 2300 characters) or as little information as they desire, without it acting as a proper application form.

Note: We do advise the enquirers this is only initial information. Enquirers will still need to complete any requirements you as the rescues have set for example completing your application form.

Searching for Interstate Adoptability

We also have a feature to help enquirers find dogs and cats around the country, especially in areas of low pet-to-enquirer ratios that are adoptable interstate.

You are able to mark whether or not a dog or cat is available for interstate adoption!

For rescues who are open to adopting your dogs and cats interstate, this will give your pets more visibility, which may in turn increase the likelihood that you'll receive even more interest and enquiries for your pets who are looking for their forever homes!

Embed your Rescue's SavourLife Pet Adoptions listings on your own website

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

Once logged into SavourLife Pet Adoptions, 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 or cat listings to be viewed.

Add listings to your website

The easiest way to include your dog and cat 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.

Filters:
Animal: All ▾

```
<iframe id="savourlife-embed" src="https://savour-life.com.au/savourlife-pet-adoptions/Rescue-Group-embed/207365?type=all" frameborder="0"
<script src="https://localhost:44358/adopt-a-dog/Assets/embed.js"></script>
```

Once installed on your website, all your animals 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 cant 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](#)

Embedding Using Size (Dog) or Cat Filters

The embedment option now caters for rescues websites that are set up to view dogs based on sizes, and cats.

To embed your dogs listed for adoption grouped by sizes or cats, please follow the previous instructions, plus select the correct filters you wish to see and add to your website.

Please reach out if you have any troubles updating this code on your website and our SaviourLife Pet Adoptions team will be happy to help.

Add listings to your website

The easiest way to include your dog and cat 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.

Filters:
Animal:
Size when Adult: Small Medium Large X large

```
<iframe id="savourlife-embed" src="https://savour-life.com.au/savourlife-pet-adoptions/Rescue-Group-embed/207365?type=dog" frameborder="0"
<script src="https://localhost:44358/adopt-a-dog/Assets/embed.js"></script>
```

Once installed on your website, all your animals loaded into Saviourlife 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 cant be placed in the content.

Add listings to your website

The easiest way to include your dog and cat 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.

Filters:
Animal:
Size when Adult: Small Medium Large X large

```
<iframe id="savourlife-embed" src="https://savour-life.com.au/savourlife-pet-adoptions/Rescue-Group-embed/207365?type=cat" frameborder="0"
<script src="https://localhost:44358/adopt-a-dog/Assets/embed.js"></script>
```

Once installed on your website, all your animals loaded into Saviourlife 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 cant be placed in the content.

Medium Dogs

<< < 1 2 3 > >>

Powered by adopt a dog



ADOPT FARNSEY - 12 YEAR OLD KELPIE X BORDER COLLIE
NEWCASTLE

Farnsey

KELPIE CROSS
Newcastle, NSW

Meet sweet boy Farnsey, a 12-year-old Kelpie x Border collie (with maybe some cattle) who is looking for a relaxed family who can give him some TLC. Farnsey is a medium sized, very sweet gentleman wh...

[full profile](#)



ADOPT INDIE - 8 YEAR OLD STAFFY X MASTIFF
NEWCASTLE

Indie

AMERICAN STAFFORDSHIRE TERRIER CROSS
Singleton, NSW

Introducing Indie, an 8-year-old sweetheart. Through no fault of her own, Indie's circumstances have changed, and she is now looking for a new home. Indie is a sweet, loving dog who loves nothing mo...

[full profile](#)



ADOPT NARREY - 8 MONTH OLD KELPIE X STAFFY
NEWCASTLE

Narrey

KELPIE CROSS
Windermere Park, NSW

Narrey is a sweet little girl that loves to play, swim and run. Swimming in the dam with friends is her favourite activity and she is happy to plays and swim for hours if given the opportunity. Narr...

[full profile](#)



ADOPT TOBY - 2 MONTH OLD LAB RETRIEVER X
NEWCASTLE

Toby

LABRADOR RETRIEVER
New Lambton Heights, NSW

Meet the super cute Toby. He is a happy go lucky puppy, who is ready for the big wide world and to begin his life of adventures. Toby will bring so much joy to you and your home. All the cuddles an...

[full profile](#)

ShelterManager.com

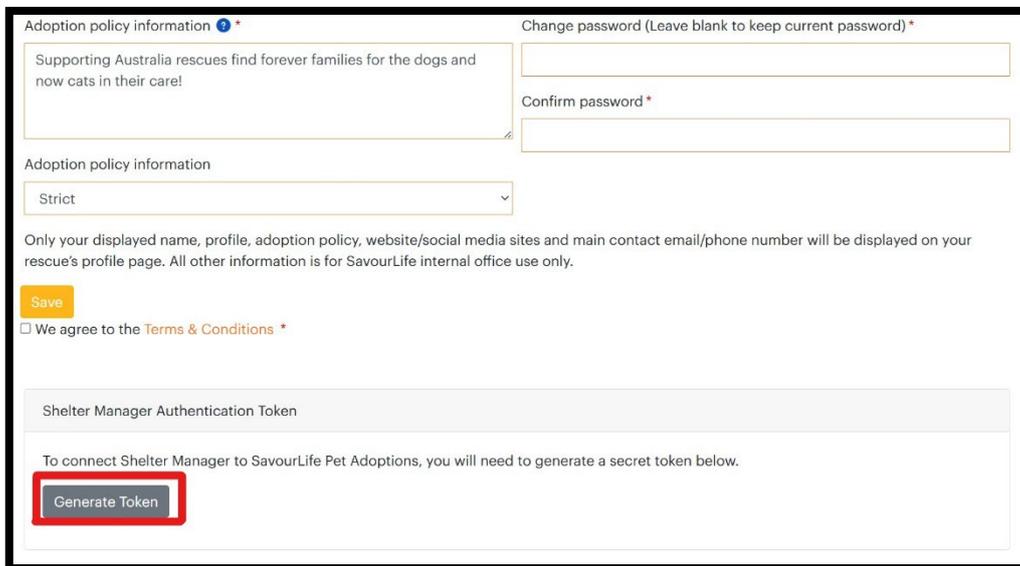
Linking Security Token to Shelter Manager

For rescue groups utilising the Animal Shelter Manager services, please follow the steps below once you have logged into your profile on the SaviourLife Pet Adoptions platform - this is done in the 'My Account' section with the little person icon that is next to your rescue group name.



1) Generate a token in your SaviourLife Pet Adoptions 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



Adoption policy information ⓘ *

Supporting Australia rescues find forever families for the dogs and now cats in their care!

Adoption policy information

Strict

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.

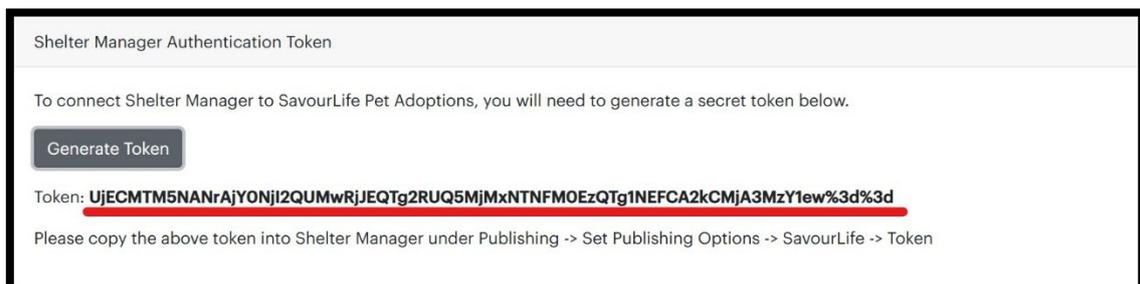
Save

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

Shelter Manager Authentication Token

To connect Shelter Manager to SaviourLife Pet Adoptions, you will need to generate a secret token below.

Generate Token



Shelter Manager Authentication Token

To connect Shelter Manager to SaviourLife Pet Adoptions, you will need to generate a secret token below.

Generate Token

Token: UjECMTM5NANrAjYONji2QUMwRjJEQTg2RUQ5MjMxNTNFM0EzQTg1NEFCA2kCMjA3MzY1ew%3d%3d

Please copy the above token into Shelter Manager under Publishing -> Set Publishing Options -> SaviourLife -> Token

2) Paste the generated token into your Shelter Manager profile

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

SavourLife

Authentication Token → UjECMzU5NgNrAjIGN0JDQUl

Mark as interstate No

Distance restriction 100 km

Send microchip numbers for all animals

3) Re-set your SavourLife Pet Adoptions log-in password.

- Under the SavourLife Pet Adoptions 'My Account Details' create & confirm a new password
- Click the save button to update your new password

Link to our foster carer application form (include https://)

Adoption policy information *

Supporting Australia rescues find forever families for the dogs and now cats in their care!

Adoption policy information

Strict

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 SavourLife internal office use only.

Save

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

Change password (Leave blank to keep current password) *

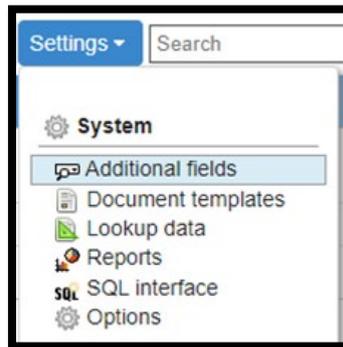
Confirm password *

Additional Fields in ShelterManager

Enquiry Numbers (when marking adopted)

To be able to link an enquiry number to the dogs and cats being marked as adopted via ShelterManager, you can add an additional field to link to our enquiries.

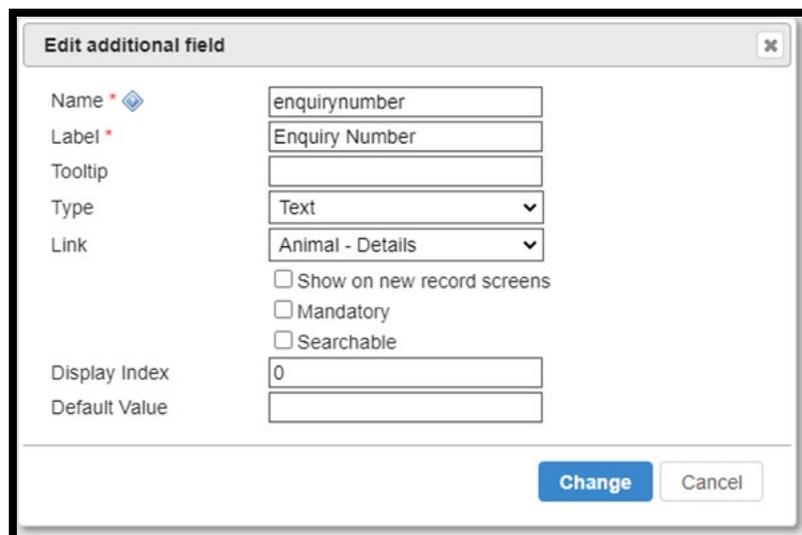
This can be found under the settings tab – Additional Fields (highlighted)



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 the 'Edit additional field' dialog box. The dialog has a title bar with 'Edit additional field' and a close button. The main area contains several fields and options:

- 'Name *' with a blue key icon and a text input field containing 'enquirynumber'.
- 'Label *' with a text input field containing 'Enquiry Number'.
- 'Tooltip' with an empty text input field.
- 'Type' with a dropdown menu showing 'Text'.
- 'Link' with a dropdown menu showing 'Animal - Details'.
- Three checkboxes: 'Show on new record screens', 'Mandatory', and 'Searchable', all of which are currently unchecked.
- 'Display Index' with a text input field containing '0'.
- 'Default Value' with an empty text input field.

At the bottom right, there are two buttons: 'Change' (in blue) and 'Cancel'.

On hold (Prior to adoption, or on trial)

Edit additional field ✕

Name * 🔍 ➤ ⓘ

Label *

Tooltip

Type ▼

Link ▼

Show on new record screens

Mandatory

Searchable

Hidden

Display Index

Default Value

Lookup Values

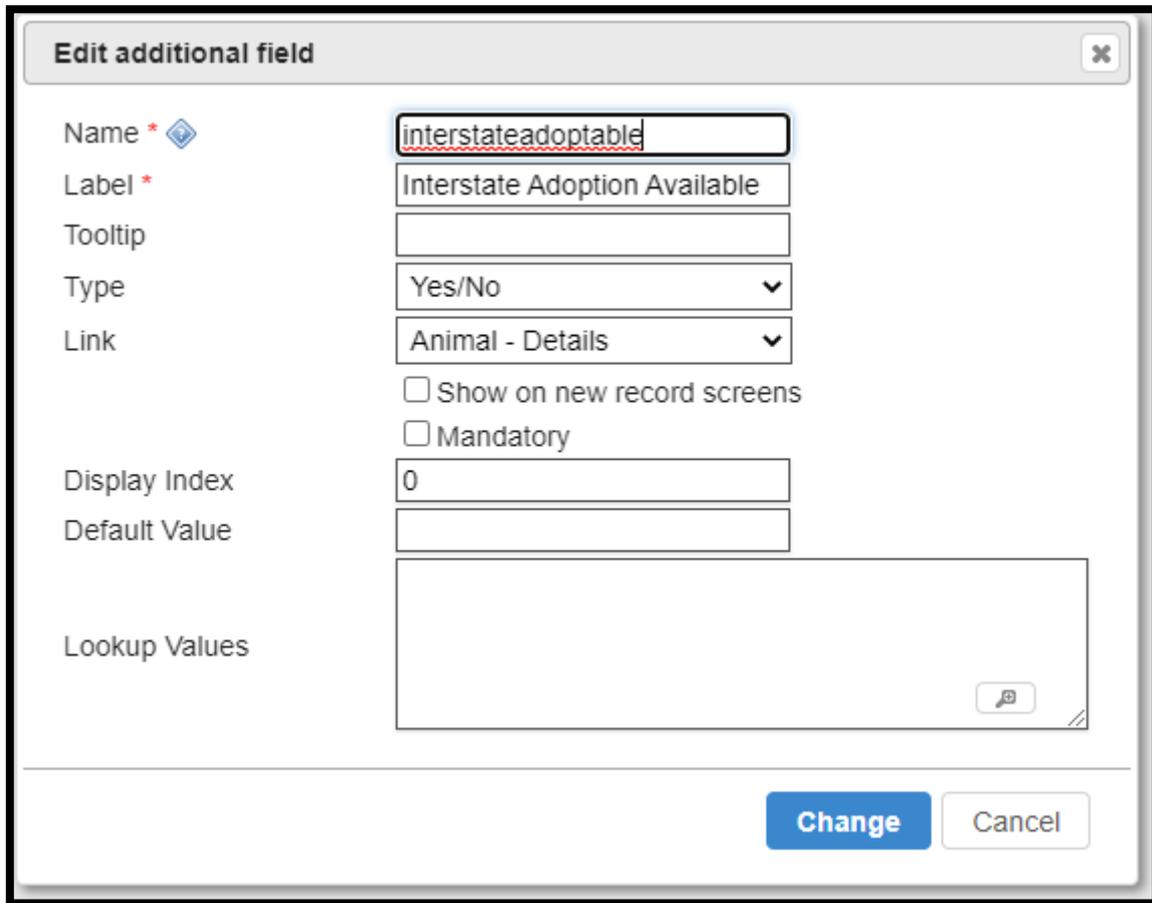
Processing Applications | On-Trial | Medical Treatment/Temporarily Unavailable | Not Ready for Inquiries | In Training

🔍 ✎

Interstate Adoptability (or not)

Name field has to match: interstateadoptable

Type: Yes/No

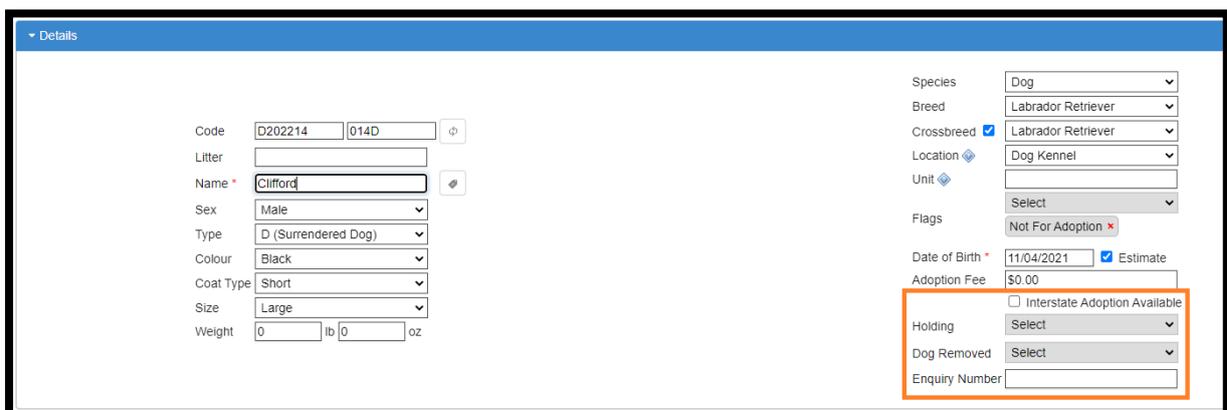


The screenshot shows a dialog box titled "Edit additional field" with a close button in the top right corner. The dialog contains the following fields and options:

- 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 set to "Yes/No".
- Link**: A dropdown menu set to "Animal - Details".
- 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 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. The form is divided into two columns of fields. The right column contains the following fields:

- Species: Dog
- Breed: Labrador Retriever
- Crossbreed: Labrador Retriever
- Location: Dog Kennel
- Unit: Select
- Flags: Not For Adoption
- Date of Birth: 11/04/2021 Estimate
- Adoption Fee: \$0.00
- Interstate Adoption Available
- Holding: Select
- Dog Removed: Select
- Enquiry Number: [Empty]

An orange rectangular box highlights the "Interstate Adoption Available" checkbox, the "Holding" dropdown, the "Dog Removed" dropdown, and the "Enquiry Number" input field.

Contact Us

Pet Adoptions Email: adoptadog@savour-life.com.au

Social Media

[Facebook User Support Group](#)

[SavourLife Pet Adoptions - Facebook](#)

[SavourLife Pet Adoptions - Instagram](#)

[SavourLife Facebook Page](#)

[SavourLife Instagram](#)