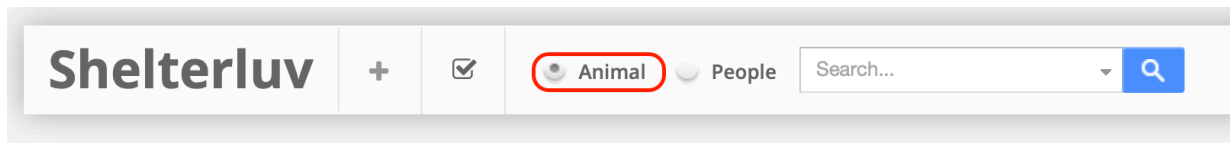


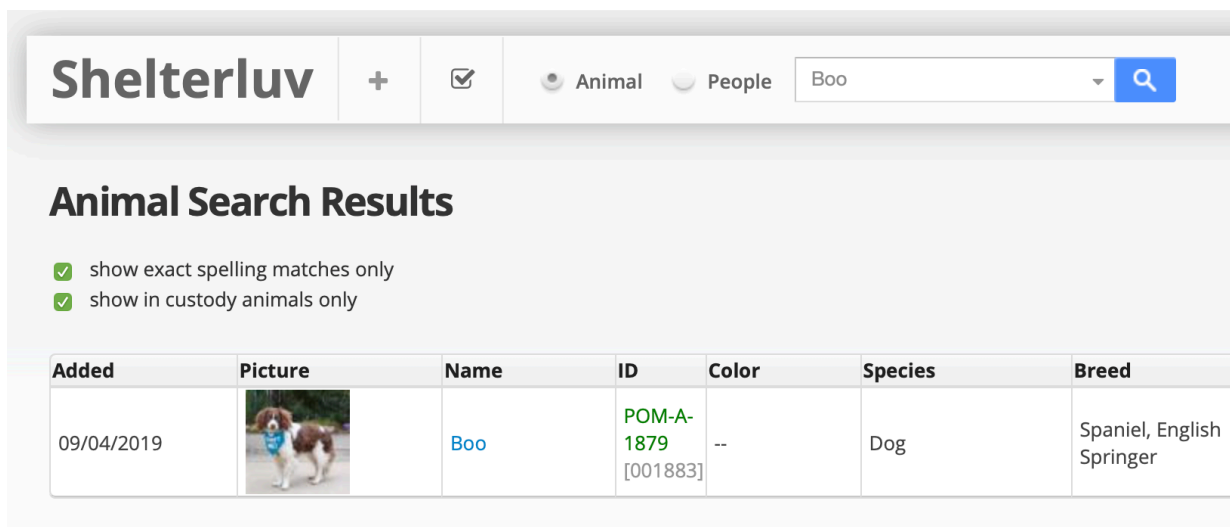
# Searching for a Dog's Record in Shelterluv

1. Visit <https://www.shelterluv.com> and log in to your Shelterluv account (if you're not already logged in).
2. At the top of the page, make sure the "Animal" radio button is selected (has a dark dot in it):




The image shows the top navigation bar of the Shelterluv website. It includes the Shelterluv logo, a plus sign, a checkmark icon, and two radio buttons labeled 'Animal' and 'People'. The 'Animal' radio button is selected, indicated by a dark dot. To the right is a search input field with the placeholder text 'Search...' and a magnifying glass icon.

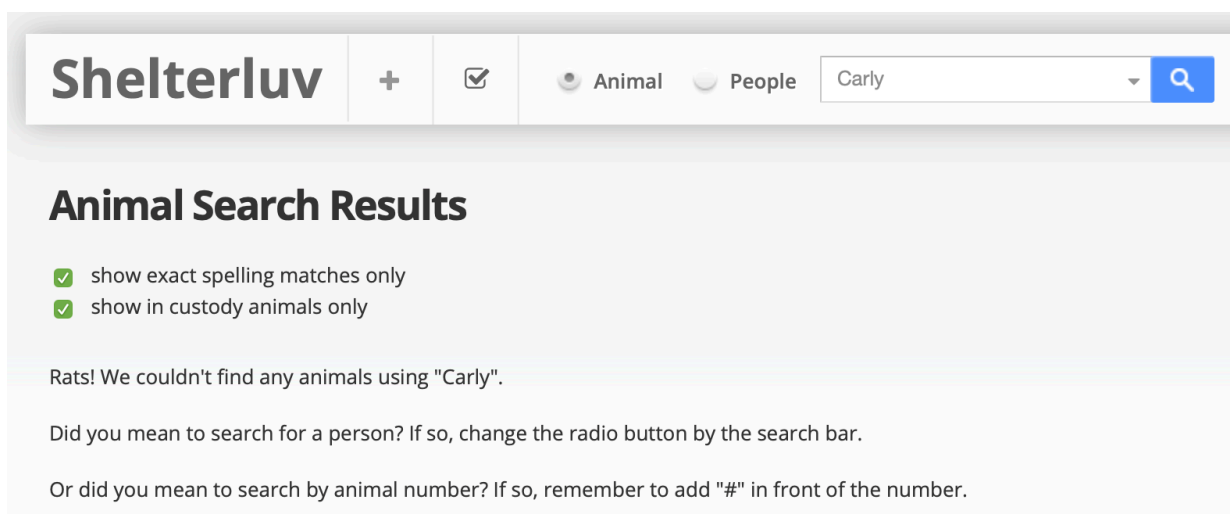
3. Type the dog's name in the Search field and hit Return (or click the magnifying glass). In the simplest case, if you spell a dog's name exactly right, and that dog is currently being fostered or otherwise in POMDR's custody, the dog will show up as the only result of the search:



The image shows the search results page for the name 'Boo'. The search bar at the top contains 'Boo' and the magnifying glass icon. Below the search bar, the heading 'Animal Search Results' is displayed. There are two checkboxes with green checkmarks: 'show exact spelling matches only' and 'show in custody animals only'. Below these checkboxes is a table with the following data:

Added	Picture	Name	ID	Color	Species	Breed
09/04/2019		Boo	POM-A-1879 [001883]	--	Dog	Spaniel, English Springer

4. But sometimes you might spell a current dog's name wrong, and the search will fail. For example, you might type "Carly" because you didn't know that her name is spelled "Karly". In that case, this screen will appear:



The image shows the search results page for the name 'Carly'. The search bar at the top contains 'Carly' and the magnifying glass icon. Below the search bar, the heading 'Animal Search Results' is displayed. There are two checkboxes with green checkmarks: 'show exact spelling matches only' and 'show in custody animals only'. Below these checkboxes, a message states: 'Rats! We couldn't find any animals using "Carly".' Below this message, two lines of text provide suggestions: 'Did you mean to search for a person? If so, change the radio button by the search bar.' and 'Or did you mean to search by animal number? If so, remember to add "#" in front of the number.'

5. You probably won't realize that you spelled her name wrong, but if your search fails, the first thing to try is to uncheck "show exact spelling matches only". This will re-do the search (more slowly), looking for dog's whose name is "close enough" to what you typed. In this case (as of today), you would get results like this:

Shelterluv

+

☒

☒ Animal ☐ People

Carly

## Animal Search Results

☐ show exact spelling matches only  
☒ show in custody animals only

Added	Picture	Name	ID	Color	Species	Breed
08/23/2019		Carly	POM-A-1871 [001876]	--	Dog	Chihuahua
05/24/2018		Carlos	POM-A-1544 [001547]	--	Dog	Chihuahua

6. Another reason that your first search might fail is that the dog you're searching for is not currently in POMDR's custody. A common case is when you want to search for a dog that has been adopted. The initial search will fail in this case. For example, if you search for "Zorro" you'll initially get no results:

Shelterluv

+

☒

☒ Animal ☐ People

Zorro

## Animal Search Results

☒ show exact spelling matches only  
☒ show in custody animals only

Rats! We couldn't find any animals using "Zorro".

Did you mean to search for a person? If so, change the radio button by the search bar.

Or did you mean to search by animal number? If so, remember to add "#" in front of the number.

7. If you uncheck “show in custody animals only” the system will search again (more slowly) through all of the dogs that were ever in POMDR’s custody. Note that many of the dogs that were adopted before POMDR started using Shelterluv will not have a photo:

Shelterluv
+
☒

Animal


People

Zorro

Q

## Animal Search Results

☒ show exact spelling matches only
☐ show in custody animals only

Added	Picture	Name	ID	Color	Species	Breed
12/20/2010		<a href="#">Zorro</a>	POM-A-131 [000108]	--	Dog	Collie, Border

8. Now you have found a dog named Zorro, but you realize that this isn’t the Zorro you were looking for! This dog is a Border Collie, and you wanted to look up info about the Miniature Pinscher named Zorro. Just like with “Carly”, when you don’t find the dog you were looking for, you should try unchecking “show exact spelling matches only”. In this case, the system will now look through all dogs that were ever in POMDR’s custody, and won’t require an exact name match either:

Shelterluv
+
☒

Animal





People

Zorro

Q

## Animal Search Results

☐ show exact spelling matches only
☐ show in custody animals only

Added	Picture	Name	ID	Color	Species	Breed
12/20/2010		<a href="#">Zorro</a>	POM-A-131 [000108]	--	Dog	Collie, Border
08/17/2018		<a href="#">Zorro Pin</a>	POM-A-1610 [001612]	--	Dog	Pinscher, Miniature
09/01/2017		<a href="#">Arroyo</a>	POM-A-1358 [001361]	--	Dog	Pinscher, Doberman
12/14/2011		<a href="#">Zorro Shepherd</a>	POM-A-279 [000262]	--	Dog	Shepherd, German

So many Zorros! Many POMDR dogs have longer official names than the one you most often hear. Others have been called two different names so their official POMDR name includes both, such as “Walt aka Blue”. In any of these cases the fast initial search won’t find the dog, so you have to uncheck the “show exact spelling matches only” checkbox to find the dog.

# Looking Up Info About a Dog in Shelterluv

The first step in looking up info about a dog in Shelterluv is to find the dog's record. The most straightforward way to do this is to search for the dog by name, as explained on the previous pages. We will start here where we left off, with Zorro Pin. Search until you find his record, then click on his name:

Shelterluv

+

☒

☐ Animal ☐ People

Zorro

### Animal Search Results

☐ show exact spelling matches only  
☐ show in custody animals only

Added	Picture	Name	ID	Color	Species	Breed
12/20/2010		<a href="#">Zorro</a>	POM-A-131 [000108]	--	Dog	Collie, Border
08/17/2018		<a href="#">Zorro Pin</a>	POM-A-1610 [001612]	--	Dog	Pinscher, Miniature
09/01/2017		<a href="#">Arroyo</a>	POM-A-1358 [001361]	--	Dog	Pinscher, Doberman
12/14/2011		<a href="#">Zorro Shepherd</a>	POM-A-279 [000262]	--	Dog	Shepherd, German

Basic information about the dog is shown on the Profile screen that is initially displayed:

### Zorro Pin

Adopted

Healthy In Home

ID# : POM-A-1610

ProfileProcessingBehavioralMedicalMemosHistoryEdit Record

Species: **Dog**

Breed: **Pinscher, Miniature**

Pattern:

Adoption Price Group:

Color:

Distinguishing Marks: **Primary color:Black Secondary color:Tan**

Sex: **Male**

Altered Pre-Intake: **Yes**

Size Group:

Altered in Care: **No**

Age Group: **Senior Dog (7+years)**

Age: **8Y/1M/1D**

Est. Birthdate: **08/17/2011**

Behavior Category:

Volunteer Category:

Adoption Category:

Medical Category:

Microchip Number : **900085000724529**

Microchip Issuer :**Other**

[\[Add Microchip\]](#)

Microchip Implant Date :**N/A**

Outcome Type: **Adoption**

Outcome Subtype: **N/A**

License Number:

Expires:

[\[Add License\]](#)

Rabies tag number:

[\[Add Rabies tag number\]](#)

Issued on:

Previous Shelter ID: **001612**

Previous Shelter ID Type: **Petpoint**

[\[Add ID\]](#)

Previous ID Issuing Shelter: **Peace of Mind Dog Rescue**

More information is stored under the various tabs. For dogs that left POMDR's custody before we switched to Shelterluv, almost all of the information is stored in the tab called Memos:

Profile	Processing	Behavioral	Medical	<b>Memos</b>	History	Edit Record
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Dogs that were in POMDR's custody when the switch to Shelterluv occurred or later should have a memo of type "History" that includes accounts of communications between POMDR and vets, foster parents, prospective adopters, etc:

09/11/2019	History	1.11.19 Behavior eval: This dog is a sweet sweet sweet baby. He has suffered - the vet thinks he may have been burned. He gives kisses, loves attention, and LOVES food. He trots around from person to person and is a doll. We can learn from him about dealing with life. He belongs with us He is a hero. He was shut down for about 4 days, then started trusting people and here he is. Made
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Dogs that were adopted before the switch to Shelterluv might not have a memo of type "History". If not, look for a memo of type "Dog History from iShelter". This has the same kind of information, but has no changes more recent than when we started using Shelterluv:

09/10/2019	Dog History from iShelter	8.17.18 transfer from Kate's rescue-AP beh eval passed per Monica-AP 8.17.18 from Monica: '7yrs old neutered by original guardian microchipped but not activated Rabies 8/15/18 has flea treatment (bravecto on 7/10/18) and dewormed on 7/10/18 8/2/18
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Many memos have too much text to fit in the displayed box. To see more of the text, drag down on the resize indicator in the lower right corner. This will make the box bigger. For very long memos you might need to make the box bigger, then scroll the page up, then make the box even bigger, etc. Note that this trick might not work in all web browsers, but it does work in Safari and Chrome at least.

09/10/2019	Dog History from iShelter	8.17.18 transfer from Kate's rescue-AP beh eval passed per Monica-AP 8.17.18 from Monica: '7yrs old neutered by original guardian microchipped but not activated Rabies 8/15/18 has flea treatment (bravecto on 7/19/18) and dewormed on 7/19/18, 8/2/18 dhpp 7/19/18 let me know if you need any other info.'-AP 8.17.18 from Monica: 'Yes Ill scan and send you rabies certificate soon. Id say transfer from rescue and they couldnt pay for all he needed (which I think is only dental with blood/urine test). He was originally transferred from guardian surrender and lived most of the time in crate which explains him needing some socialization.'-AP 8.17.18 form MONica: 'His appt is on 8/31 at 11:30am (she said she could get him in sooner if we
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