

# QUICK GUIDE ON USING PETSTABLISHED

1. Once you have been added to the system you will receive an email on how to log in.
2. After you are assigned to an application you will receive an email from [Support@petstablished.com](mailto:Support@petstablished.com) with a link to the application and also a PDF attachment of the application.
3. Per the [HOME VISIT PROCESS](#) document, follow the steps to complete the application.
4. During each part of the process note the findings under the appropriate section for that applicant. Once you have input your notes, “Mark Checklist Item Complete”

Current Checklist Items Expand All

Contact Town to verify Dog Limits (0) ▼

Notes

Add Note

Type notes here ...

Add Note

Attachments

Drop files to upload

or Browse

Mark Checklist Item Complete

VET REFERENCE (0) ▼

PERSONAL REFERENCES (0) ▼

HOME VISIT (0) ▼

5. If any application withdraws please “Archive” the application and make note of the reason why.
6. If an application needs to be denied, please consult a member of leadership first and then once its agreed that the denial is valid then update the status to “Currently Denied”. An automatic email will be generated and delivered to the applicant. Make note of the reason for denial, be as detailed as possible.
7. While working through the application you make change the Status using the drop down shown below.

## Application Status

Finalizing an application will process the adoption or foster in the system. This will mark the pet as adopted or fostered and assign the applicant as the adopter/foster for the pets associated with this application.

Print Adoption/Foster Packet

Send Message to Applicant

### Current Application Status

Initial Application Review

### Progress Status

New

Change Application Status ?

Initial Application Review ▼

Change Status

8. If there are multiple people assigned to an application you can communicate using the “Application General Notes” section. When you enter a comment an email will go to the other people on the application to notify them of a change.

Application General Notes

Unsubscribe

...

There are no comments yet.

Your comment...

Post

- 9.If for some reason you need to update the applicants contact information that can be done from the screen below.

Applicant's Basic Information

Editing the basic information for this application record will also update the applicants contact record, located in the contact section of your account

Edit

|   |   |
|---|---|
| <b>Name</b><br>Donna Gerbereux            | <b>Address</b><br>15 Vern Lane<br>Cheektowaga, NY 14227 |
| <b>Email</b><br>dgerbereux@verizon.net    | <b>Address 2</b>  |
| <b>Home Phone</b><br>716 897 1862         | <b>Country</b><br>United States                         |
| <b>Cell Phone</b><br>N/A                  | <b>State</b><br>NY                                      |
| <b>Date of Birth</b><br>February 15, 1948 |   |
| <b>About</b>                              |   |