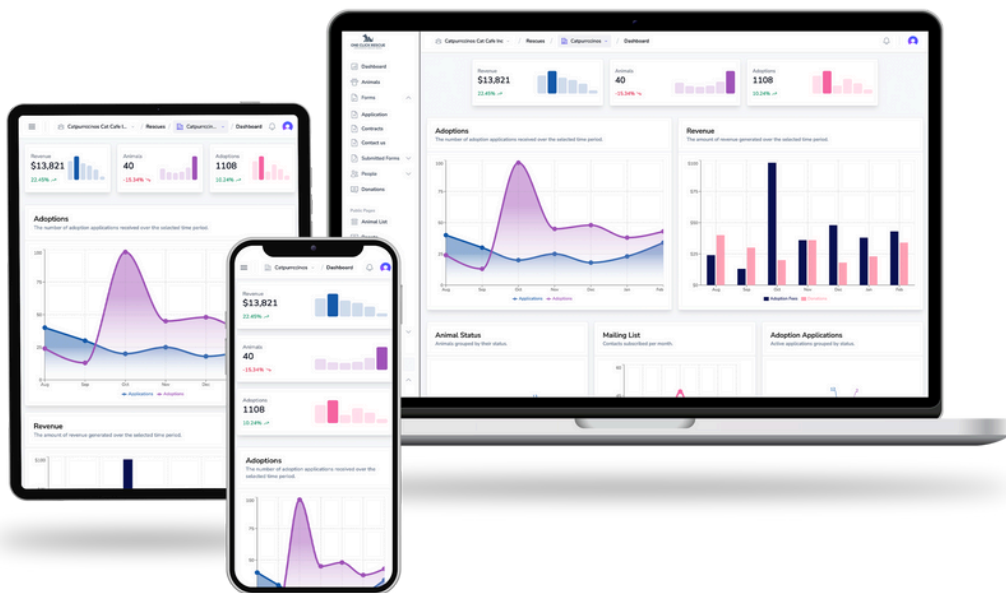




ONE CLICK RESCUE
EMPOWERING RESCUE HEROES

HOW TO CREATE & MANAGE YOUR LOCATIONS



Locations

Use the locations feature if you have animals located at different places/facilities. Locations can be connected to each animal, and that location would display on the animal's profile on the public page.

On the top left of your dashboard, you will find the menu navigation (☰ icon on mobile), scroll down to find the Configuration section, click on **Settings > Locations**.

1 Primary Location

By default there will already be a location listed using the address/phone number that you used upon sign up.

Edit location   

Type in the address field to find the location.

Name

Catpurrccinos Cat Cafe

Phone Number

US  (631) 944-3331

Street Address

322 Main Street

Country

United States 

City

Huntington

State

New York 

Postal Code

11743

Primary

Add Location

2 Additional Location

If you have some animals at a facility that is different than your primary location, click **Add Location** and enter the location details and then **Save**.

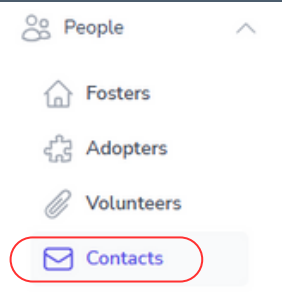
3 Removing a Location

If at any point you no longer want a location, click the red trash can icon to remove it.

4

Located at a Foster

If you have animals at a foster home, you can still keep track of their location in your database. ***Fosters' address and information is never made visible on the public pages of the website***



To add a foster into your dashboard, they must first be listed as a contact. If they have ever submitted a form or filled out an application, they will already be listed in the contacts section, or you can manually add a new contact.

To make a contact a foster, click on their name and check of **foster** under the **Roles**.

To learn about setting up foster applications for your website, check out our Help Center.

Street Address		Country
<input type="text" value="123 My Street"/>		<input type="text" value="United States"/>
City	State	Postal Code
<input type="text" value="New York"/>	<input type="text" value="New York"/>	<input type="text" value="10038"/>

Roles
Enter the roles to the person.

Roles

adopter

foster

volunteer

contact

5

Assigning Locations to Your Animals

In the Primary Information portion of the animal details, you will find **Select Location**. Any location that has been added to the Locations portion will be listed, as well as any contact who has been given foster as a role.

Primary Information
Enter the information that best describes this animal.

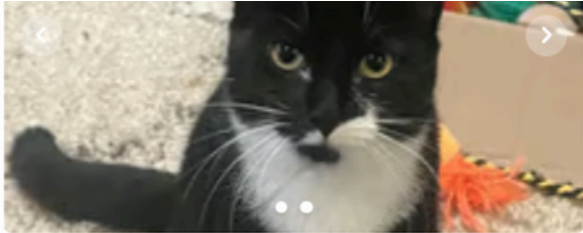
Animal Type	Name	Status
<input type="text" value="Select The Type"/>	<input type="text" value="Enter name"/>	<input type="text" value="Available"/>
Select Location		
<input type="text"/>		
Fosters		
John Doe - (123 My Street, New York, NY, 10038)		
Locations		
Catpurrccinos Cat Cafe - (333 Main Street, Huntington, NY, 11743)		
Pet Smart Huntington - (130 Walt Whitman Road, Huntington Station, NY, 11746)		
Date Of Birth	Date Entered Care	Fee
<input type="text" value="mm / dd / yyyy"/>	<input type="text" value="1 / 21 / 2025"/>	<input type="text" value="\$150.00"/>

If a location has been assigned, you will see it in your dashboard when looking at your list of animals.

ID	Name	Gender	Status	Date of Birth	Location	Assigned Volunteer
1234	Diesel	Male	Available	Jul 18, 2024	Catpurrccinos Cat Cafe	-
1069	Thor	Male	Available	Apr 14, 2022	Beatrice Oliva	Beatrice Oliva
1336	Binx	Male	Available	Sep 9, 2024	Catpurrccinos Cat Cafe	-

6 Locations on the Website

If an animal has an assigned location, the location name and address will be listed under the animal's photos on their profile.



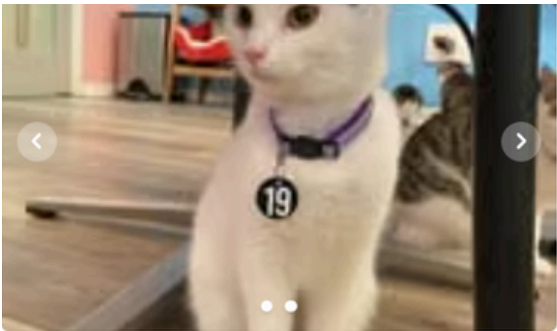
[Adopt](#) [Sponsor Me](#)

Location
Catpurrccinos Cat Cafe
322 Main St
Huntington, NY 11743
(631) 944-3331
[Get Directions](#)

Primary Color: Black
Date Entered Care: Jan 15, 2025
Character: -
Coat Length: Short
Coat Pattern: BiColor

Chloe is a sweet and shy girl cat with a caring nature, demeanor and always looks out for those around her. kind heart and loving personality, making her a beloved know her. Her soft fur is a beautiful mix of grey and white eyes that sparkle with warmth and kindness. Chloe spends around the house, soaking up the sun and taking a shy nature. Chloe is always there for her loved ones, offering support whenever it's needed. She is a true friend and a member of the family.

If an animal has been assigned **a foster as the location**, the location name and address will **NOT** be listed, but it will state that this animal is currently in foster.



[Adopt](#) [Sponsor Me](#)

Location
Currently in foster care
contact us to make an appointment to meet

Gender: Female
Adoption Fee: \$150 + Fees
Breed: Domestic Short Hair
Primary Color: White
Date Entered Care: Dec 3, 2024
Character: Shy, Loving
Coat Length: Short
Coat Pattern: BiColor

Aurora is a beautiful female cat who may be shy at first, but loves to be pet. Once she warms up to you, she will seek and affection, purring contently as you stroke her soft fur. She has a calm demeanor and a playful side that comes out when she's comfortable and secure in her surroundings. With her striking markings, Aurora is sure to capture your heart with her charm and grace. She'll give you her love and attention, and she will be your loyal and loving friend for life.

Sponsors
Linda Serrano Nadine Falbo