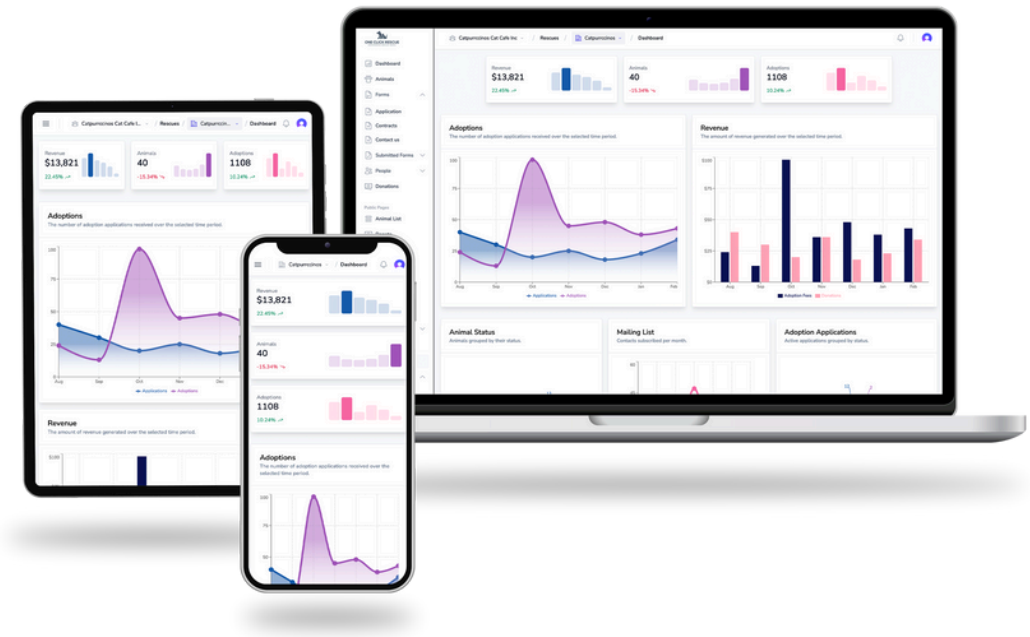
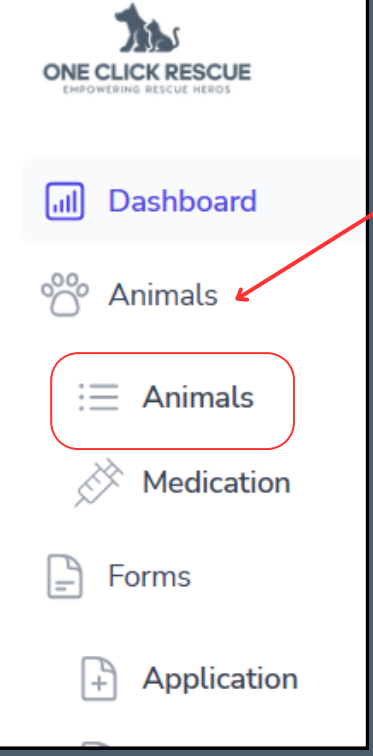
ONE CLICK RESCUE

EMPOWERING RESCUE HEROES

HOW TO

ADD A NEW ANIMAL





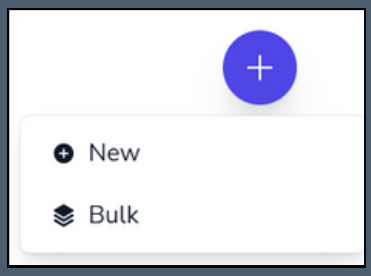
Your Animals

On the top left of your dashboard you will find the menu navigation (☰ icon on mobile), and directly under Dashboard, click on **Animals** > **Animals**.

Add an Animal

On the right side of the screen, click the purple circle with the **Plus Sign.** To add an ***Individual Animal,*** click **New.**

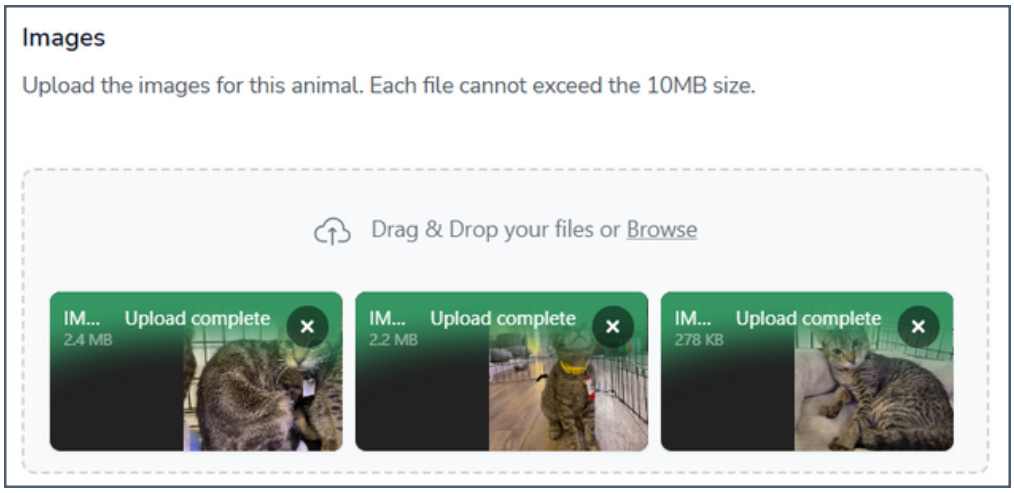
To learn about adding animals in bulk, see the last page. To add in **bulk,** all animals being added in bulk must be the same animal type (i.e. all cats, all dogs, etc.)



1 Adding Images

Drag to upload pictures of the animal from your device. You can change the order in which the images display simply by dragging them in order.

The **first** image will be the thumbnail that is on the public animal page.



2 Basic Information

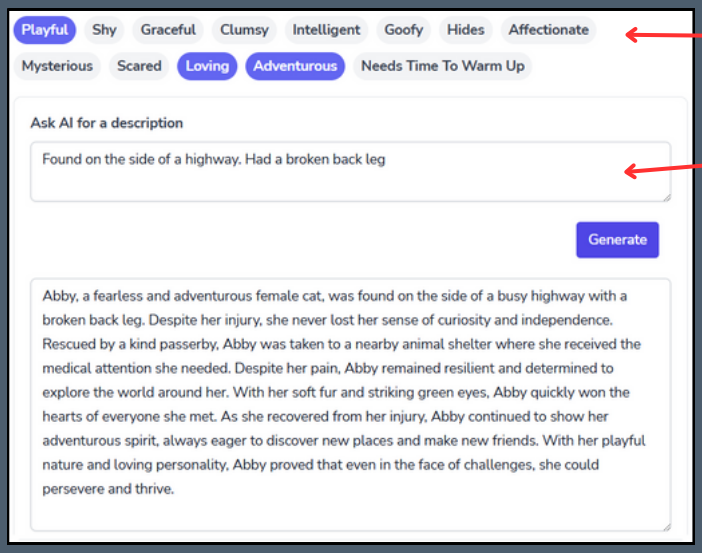
Primary Information: Add all of the basic details on this animal including the type of animal and their adoption fee.

Location: Is this animal in a facility or in a foster home? The Location list will populate all fosters and all added locations as options. *Foster addresses are **never** visible to the public.*

To add a new location, go to Configuration > Settings > Locations. Or view our other guides for help.

Physical Characteristics: Enter any information about the appearance of the animal.

3 AI Generated Animal Description



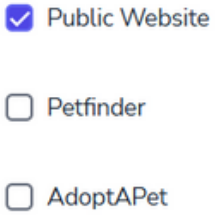
Select traits that describe the animal

Write in extra information about this animal (i.e. where they were found, background story, other personality traits)

Click Generate and AI will create a description. If you aren't happy with the description, you can click generate again and it will write a new one, OR you can simply edit within the AI generated paragraph if you want to change a few sentences.

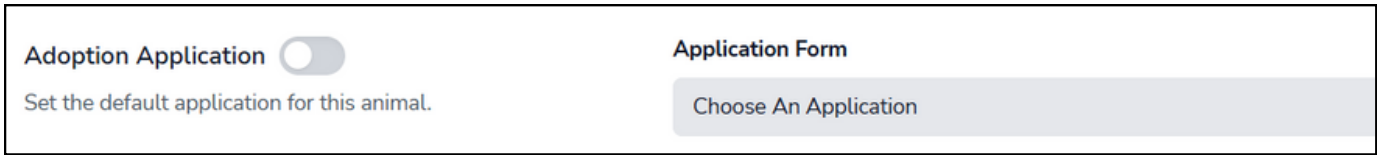
4 Export Settings

Where do you want this animal to be displayed?



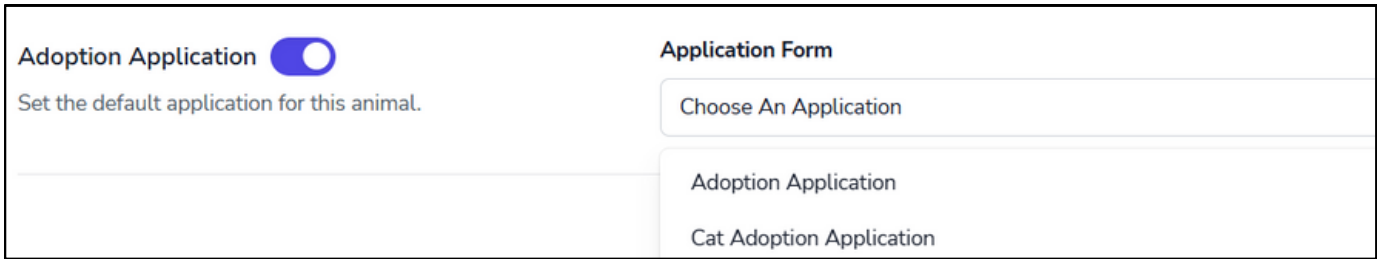
5 Adoption Application

Keep this option turned **OFF**, if this animal would need the same adoption application as all other animals of the same type (ex: If this animal is a dog, the adoption application for this animal will automatically be the same as all other dogs.)



Turn this option **ON** if you have a reason that this animal should have an application different from other animals of its type (ex: Senior animals might have different questions listed in the application about health and if the adopter can administer medication).

Once turned on, you can now select which application you want to be used for this specific animal. To create a new application, visit the Forms > Applications portion of the dashboard.



6 Documents

Upload any documents that are specific to this animal (ex: Animal Surrender Agreement)

7 Microchip Information

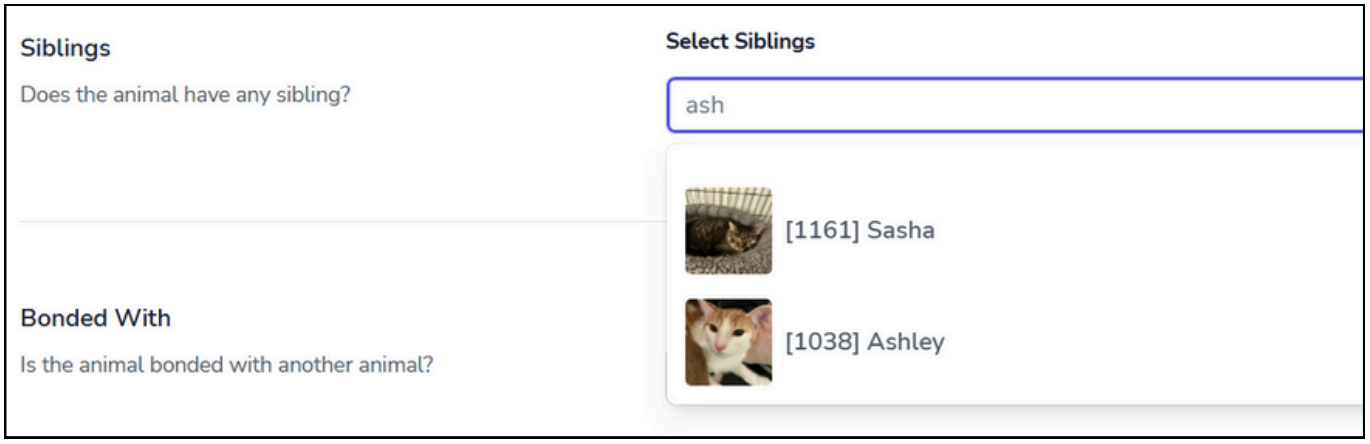
If this animal has a microchip, enter the Microchip Number and Manufacturer.

8 Siblings & Bonded Animals

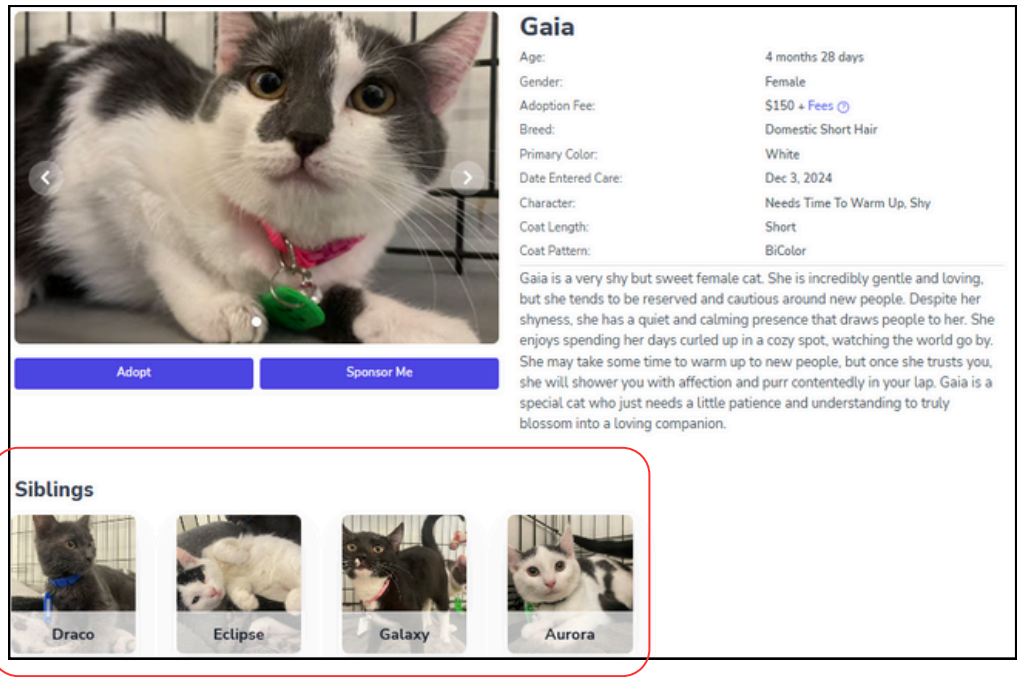
Siblings and Bonded Animals will show on the public animal's profile.

Start typing the animal's name and it will begin to populate the animals that are in the database. This **only works** if the sibling/bonded animal is **already** in the database.

If you are adding a group of siblings at the same time, it is best to add them as a **Bulk.**

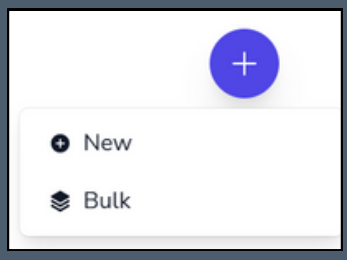


Displayed on the animal's public profile



Add Multiple Animals in Bulk

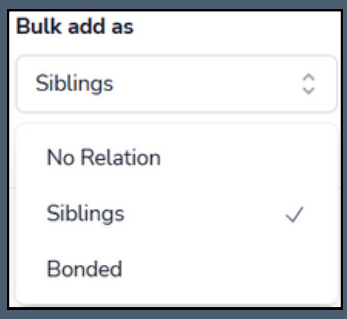
If you have multiple animals to add at once, add them in bulk for convenience. To add animals in bulk, they **must** all be the same animal type from one another (ex: all cats, all dogs)



1 Choose Relation

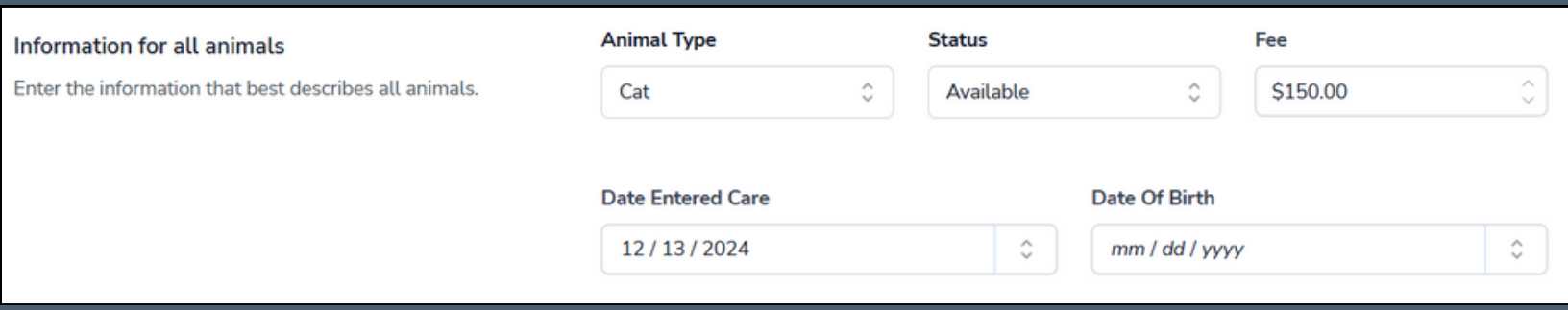
At the top of the page, choose how these animals are related to each other. Are they siblings? Bonded? Neither?

If **Siblings** or **Bonded** is selected, then the animals being added will be automatically assigned as siblings/bonded to each other.



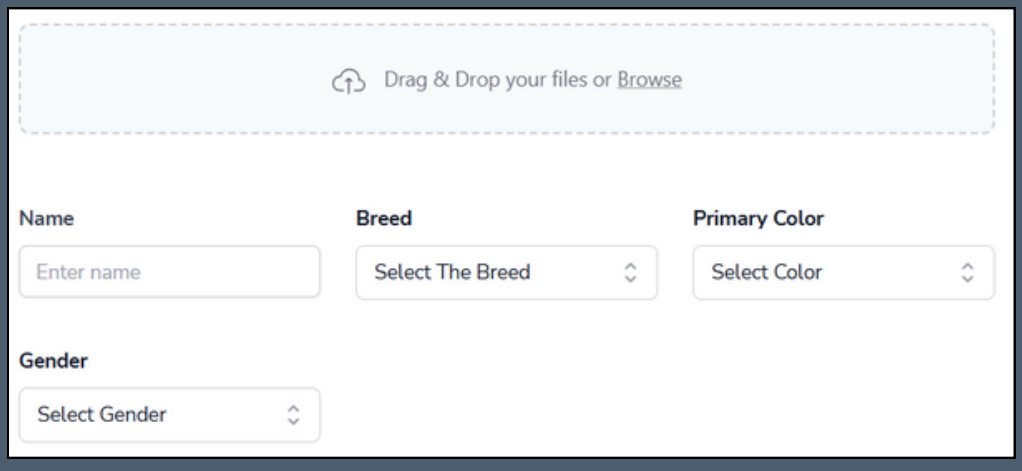
2 Enter Basic Information for All Animals

This information will automatically be added to the basic information section of each animal. If any of these fields are not correct for all animals, they should not be added in bulk.



3 Enter Basic Information for Each Animal

Upload photos, enter their name, select breed, etc.

Click **Add Animal** underneath to continue adding animals.

To enter other specific information, such as their description, microchip info, etc., you will need to add that information after for each animal separately.