PLANNING & PROCESSING ADOPTIONS IN AME

ACCESSING AME ON A PERSONAL DEVICE

AME requires location sharing when performing an adoption. If prompted, select Allow. Before starting, enable location services on both the device and the browser. For device-setting help, scan the QR code:

COMMON AME TASKS

ADDING A PET TO INVENTORY

1 OPEN PETS

From the PETS screen, select "Add new pet" and confirm the facility when prompted.

"Facility" means the Adoption Partner organization selected for the pet.

2 ENTER PET DETAILS

Complete all required fields and enter the adoption fee.

Any pet being adopted at the store can be added to inventory.

3 CHOSE HOW TO SAVE

Select one of the two options below depending on the situation.

- **Save Pet**
  Add the pet for pre-event inventory planning
- **Save and Process Adoption**
  Begin the adoption immediately

PROCESSING AN ADOPTION

1. **Start from PETS Screen:** Find the pet and select "process adoption".
2. **Verify pet information:** Review the pet details, select the "pencil icon" if edits are needed.
3. **Select payment method:** Choose digital, cash, or outside processing, then confirm. Digital payment transaction fees are paid by the adopter, helping adoption partners save on this cost.
4. **Open adoption details:** After the inquiry is created successfully, select "adoption details".
5. **Choose how the adopter enters information:** Click the "actions" button. Select QR Code, Email, or On this device.
6. **Complete the adoption:** The pet parent enters personal information, signs the agreement, and submits payment. This step ***must be completed in store***, four paws and two feet on the floor.
7. **Verify the completed adoption:** Go to "ADOPTIONS" screen and select "Completed". Find the pet parent and select "Details".
8. **Confirm:** Review the status, then select the confirm adoption heart icon. Scroll down to view the receipt and contract if needed.