

User Manual



SERVICE DOGS OF VIRGINIA
Because life can change in an instant.

Training Management System

Service Dogs of Virginia

April 2018

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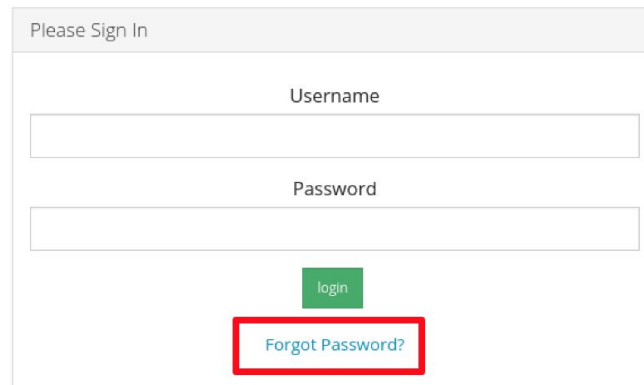
1 Login/Signup

1.1 Login with existing trainer account

- ❖ Type the address <http://training.servicedogsva.org/> into your web browser. If you are not automatically logged in to the home page, then there should be a sign-in prompt asking for your username and password.

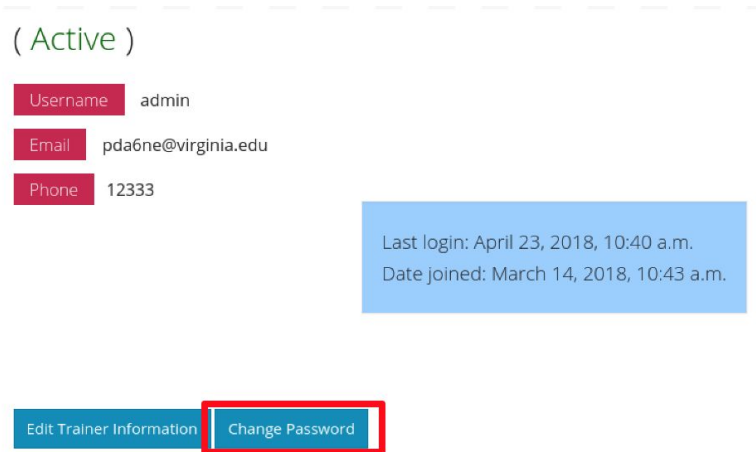
1.2 Forgot password

- ❖ If you have an active account with a correct email address, but don't remember your password, you can recover your account.
- ❖ On the sign-in page, below the green login button is a link, written in blue text, saying *Forgot Password?*



The image shows a web form titled "Please Sign In". It contains two input fields: "Username" and "Password". Below the "Password" field is a green button labeled "login". Below the "login" button is a blue text link labeled "Forgot Password?". The "Forgot Password?" link is highlighted with a red rectangular box.

Clicking this link will bring you to a page where you can type in your username to receive a temporary password in your email. This email will go to the email address you entered into your trainer information, so be sure to keep your trainer information up-to-date! Use the emailed password to login like normal. After logging in, you can change the temporary password on your trainer profile.



1.3 Signup (create new trainer account)

- ❖ To keep the system secure, new trainers cannot create accounts themselves. A new trainer account must be created by another trainer who is already logged in.
- ❖ This can be done from either the home page or the trainer list. On the home page, the orange box on the bottom right of the screen contains several buttons related to trainers. Click the orange *Add Trainer* button to create a new trainer. Alternatively, on the trainer list, click the orange *New* button, located above the trainers, to create a new trainer.
- ❖ You will then be prompted to enter the new trainer's information. Username, password, and email are *required*, but the rest of the trainer information is *optional*. The trainer who created the new account will need to log out before the new trainer can login.

1.4 Edit Trainer

- ❖ To edit a trainer's information, go to the trainer's profile page and click "Edit Trainer Information".



1.5 Deactivate Trainer

- ❖ To deactivate a trainer, go to the trainer's profile page and click "Deactivate Trainer".

Peggy Dillard (Active)

Last login: None
Date joined: April 24, 2018, 11:09 p.m.

Username Peggy

Email p@p.com

Phone 1231234

Deactivate Trainer

Edit Trainer Information

- ❖ After deactivating a trainer, you will see the success message indicating that you successfully deactivated the trainer. You can also see “(Inactive)” next to the trainer’s name. To reactivate the trainer, click “Activate Trainer”.
- ❖ An inactive trainer account is unable to log in and access the system, but can be reactivated in the future.

Deactivated Trainer: Peggy

Print This Page

Peggy Dillard (Inactive)

Last login: None
Date joined: April 24, 2018, 11:09 p.m.

Username Peggy

Email p@p.com

Phone 1231234

Activate Trainer

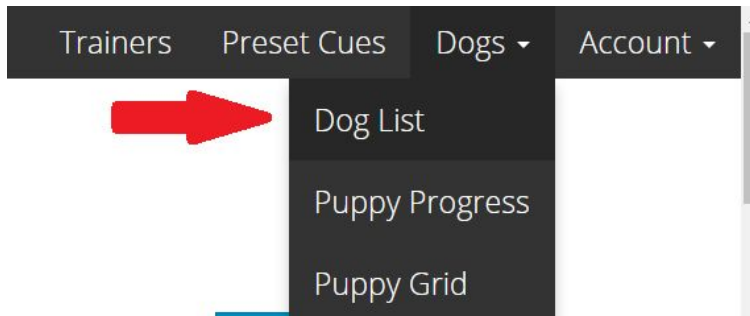
Edit Trainer Information

Dogs

2 Adding and Managing Dogs

2.1 Viewing Dogs in the System

- ❖ The Dog List page is accessible from the Home page or by using the dropdown menu at the top of any page.



- ❖ The Dog List shows every dog in the system. The Dog List displays the dog's name, nickname (if it has one), its status, and its profile picture.
- ❖ By default, dogs that are *In Puppy Training* or *In Training* are displayed. You can click the *Show Inactive/Placed* dogs to toggle between viewing actively training dogs and the Inactive and Placed dogs.

Dog List

Show Inactive/Placed Dogs Add New Dog

Filter By Name



Andy Status - In Training

Delete



Avery Status - In Puppy Training

Delete



Bob Junior (Bobby) Status - In Puppy Training

- ❖ You can search for a specific dog by typing their name (or nickname) into the Filter box

Dog List

Show Inactive/Placed Dogs Add New Dog



Josie Status - In Puppy Training

Delete

- ❖ You can navigate to a dog's profile by clicking on their name in the Dog List.

2.2 Adding dogs/puppies

- ❖ Similarly to trainers, the page for adding dogs can be accessed from either the Home page or from the Dog List.
- ❖ On the home page, the blue box on the top right of the screen contains several buttons related to dogs. Click the blue 'Add Dog' button to create a new dog.

Dogs

- Dog/Puppy List** Select a dog to edit its information, record notes, view/edit training records, and assign cues.
- Add Dog** Add a dog to the system.
- Vaccinations** Record when a dog has received a vaccine. See when vaccines are due. Record a dog's microchip number.
- Create Vaccine** Add a vaccination to the system.

- ❖ Alternatively, at the top of the Dog List page, click the orange *Add New Dog* button to create a new dog.
- ❖ The form for creating a new dog has many fields, but most are optional. The required fields are Name and Status.

- ❖ Status has four options: *In Puppy Training*, *In Training*, *Placed*, and *Inactive*. This field is used to determine whether a dog is a puppy or not, which is important because the training for puppies is managed differently by the system. Once a puppy graduates to advanced training, this field should be changed to *In Training*.
- ❖ Certain fields (such as weight) only take numbers (i.e. 13, not thirteen)
- ❖ You can also upload a profile picture here (or do it later when editing a dog). The picture you choose must be horizontal in order to display properly.

2.3 Editing dogs/puppies

- ❖ A dog's information can be edited from its profile page. Once on a dog profile, click the teal 'Edit Dog Information' button, located to the left of the profile picture.

Josie Trainers Preset Cues

Josie
Status - In Puppy Training

Puppy Alerts:
No alerts for this puppy!

Primary Trainer: Linda Morris
DOB: Jan. 17, 2018
Breeder: SDV
Place of Origin: Afton, Va

Edit Dog Information
Puppy Training Progress
Assign Preset Cue
Create Cue for Josie
Josie's Vaccinations


Sex: Female (Intact) ♀
Color: black

Josie's Notes: [Detailed Notes](#)
Josie has appeared nervous in new locations,

- ❖ The page for editing a dog's information is very similar the one for adding new dogs, but the form will pre-populate with the existing information for that dog. Make your changes and click *Save Changes* at the bottom of the page.

Edit Josie's Information

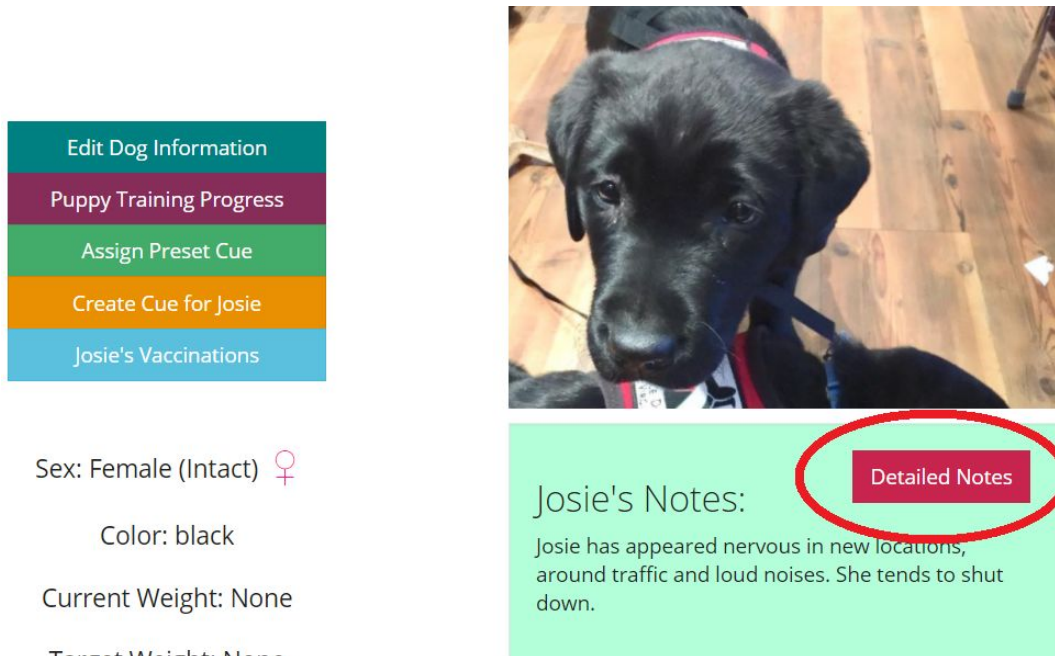
Name (Required) <input type="text" value="Josie"/>	Nickname <input type="text"/>
Date of Birth <input type="text" value="01/17/2018"/>	
Trainer <input type="text" value="lindamorris"/>	
Color <input type="text" value="black"/>	
Sex <input type="text" value="Female (Intact)"/>	



Extra Notes

2.4 Dog Notes

- ❖ On the dog edit page, one of the optional pieces of information is the *Extra Notes*. These notes are designed to be small, important notes that will have a prominent place on the dog's profile. Long, detailed notes should be added to the dog's notes page.
- ❖ To access the notes page, go to the dogs profile and click on the dark pink 'Detailed Notes' button, located in the light blue 'Notes' box directly under the profile picture.



Sex: Female (Intact) ♀

Color: black

Current Weight: None

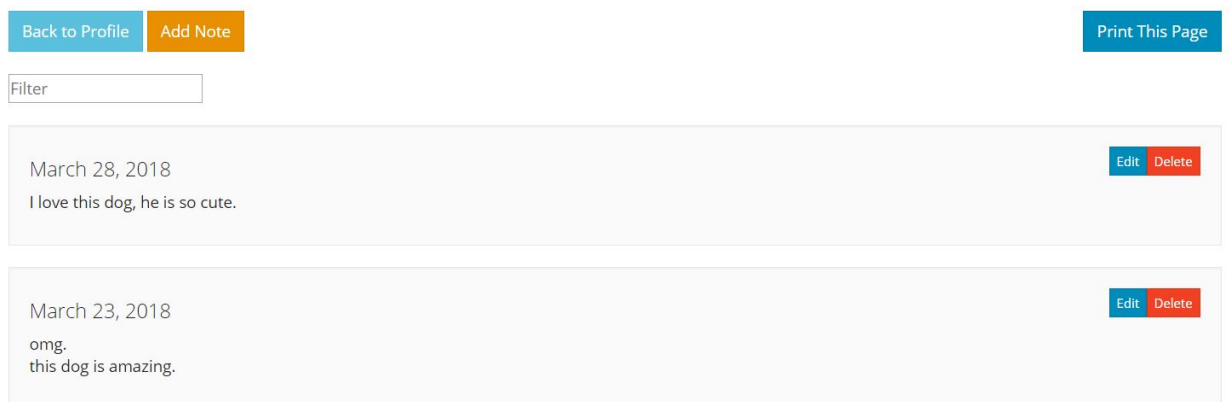
Target Weight: None

Josie's Notes:

Josie has appeared nervous in new locations, around traffic and loud noises. She tends to shut down.

Detailed Notes

- ❖ The detailed notes are sorted by date, with the most recent notes appearing at the top of the list.



Back to Profile Add Note Print This Page

Filter

March 28, 2018
I love this dog, he is so cute. Edit Delete

March 23, 2018
omg.
this dog is amazing. Edit Delete

- ❖ The 'Filter' bar above the notes list can be used to search notes topically. For example, if a trainer wanted to find a note that discussed the dog's behavior with a treadmill, typing treadmill into the filter bar would cause the page to only display notes with the word 'treadmill'. The filter feature only works on the contents of the notes, not the dates that are used to organize the notes. To the right of each note, edit and delete buttons are located.
- ❖ To add a note, click on the orange 'Add Note' button at the top of the screen. When you click on the 'Date' text area, some web browsers will display a calendar that allows you to select the date. If no calendar appears, enter the date as numbers with dividers (i.e. 2/4/2018 not February 4, 2018).

3 Dog Cues and Preset Cues

3.1 Cues and Preset Cues Overview

- ❖ Cues are assigned to a specific dog.
- ❖ To see what cues are assigned to a dog, check their Dog Profile, which can be accessed through the Dog List page.
- ❖ Preset Cues are not assigned to any dog. Preset Cues are templates for Cues that you may want to assign to many dogs, without having to type out the name and steps of that Cue over and over.
- ❖ Preset Cues can be viewed by clicking on *Preset Cues* in the navigation bar at the top of the screen.

3.2 Creating a Cue

- ❖ To create a Cue for a specific dog to learn, go to their Dog Profile, and click on the button labelled *Create Cue for <name>*, where <name> is the name of the dog.

Tigo
Status - In Training

Primary Trainer:
DOB: Nov. 30, 2017
Breeder:
Place of Origin:



- Edit Dog Information
- Dog Weekly Progress
- Assign Preset Cue
- Create Cue for Tigo
- Tigo's Vaccinations



Detailed Notes

- ❖ On the next page, enter the name of the Cue and the cue steps

Create Cue for Tigo

Name:

When cue should be learned by:

Cue steps:

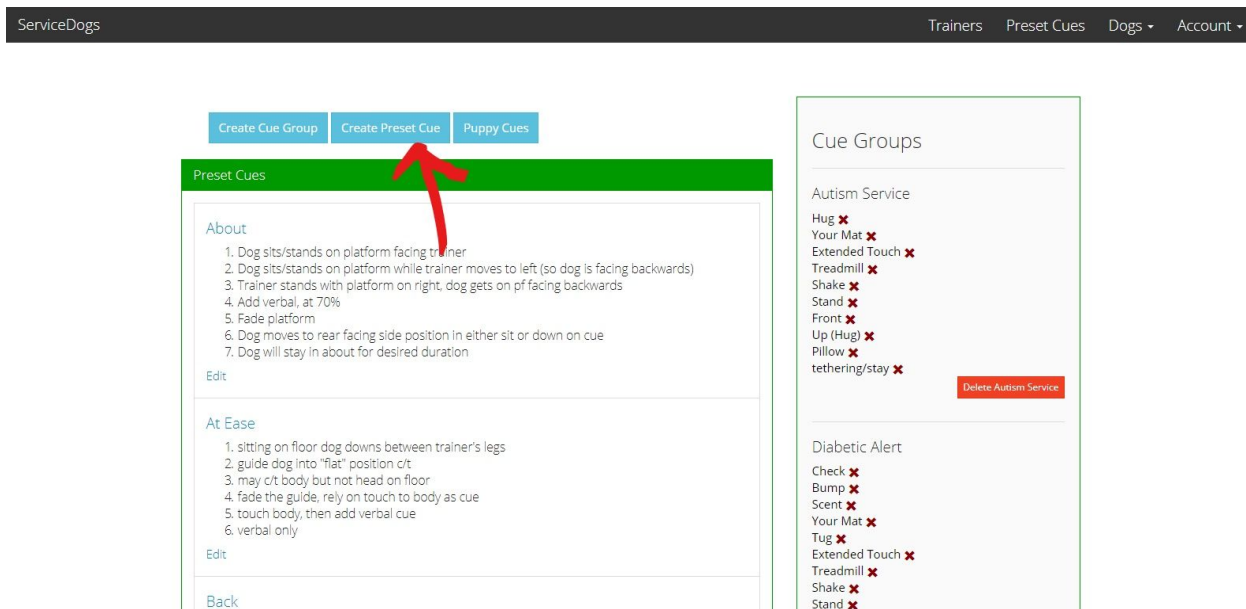
Enter each cue step on a separate line. The step numbers will be added automatically. Cues steps have a maximum length of 100 characters.

- ❖ Each cue step should be entered on a separate line (they'll be automatically numbered for you), and each step should be no longer than 100 characters.

- ❖ You may enter the date the cue should be learned by, if desired.
- ❖ Then click *Create Cue*. The Cue you just created should now display on that Dog's profile

3.3 Creating a Preset Cue

- ❖ To create a Preset Cue, navigate to the "Preset Cues" page from the "Preset Cues" tab on the navbar.
- ❖ Next Click on the button labeled "Create Preset Cue" as shown in the screenshot below



- ❖ On the next page, enter the name of the Preset Cue, the preset cue steps, and any Preset Cue Groups you want the Preset Cue to be added to.

New Preset Cue

Name:

Cue Group(s):

- Diabetic Alert
- Everyone
- Physical Assistance

Cue Steps:

gets into position on platform
fade platform
if needed, move platforms to teach dog how to
move rear end
dog in correct position, verbal only

Enter each cue step on a separate line. The step numbers will be added automatically. Cues steps have a maximum length of 100 characters.

[Create Preset Cue](#)

- ❖ Preset Cue names must be unique! This is to prevent accidentally creating duplicates. If a Preset Cue with the name you entered already exists, the system will provide an error message.
- ❖ Each Preset Cue Step should be entered on a separate line (they'll be automatically numbered for you), and each step should be no longer than 100 characters.
- ❖ Then click *Create Preset Cue*. The Preset Cue you just created should now display on the Preset Cue page

3.4 Assigning Preset Cues to Dogs

- ❖ To assign Preset Cue(s) to a dog, navigate to that dog's profile page and click on the "Assign Preset Cue" button

Print This Page

Andy
Status - In Training

Primary Trainer: Linda Morris
DOB: Jan. 25, 2017
Breeder: Kim Maddox
Place of Origin: Keswick Va
Puppy raiser(s): Thea Yancey


Edit Dog Information

Dog Weekly Progress

Assign Preset Cue

Create Cue for Andy

Andy's Vaccinations



- ❖ From this page you will be able to select any Preset Cues you want to add to the dog.

Add preset cues to Andy

Already assigned cues will be in red and won't be clickable.
To remove a cue from a dog, delete it from their profile page.
Hold your cursor over a cue to see its steps.

- About
- At Ease
- Back
- basket
- Body Handling
- Bow
- Bump
- Check
- collar cue
- Comfort
- Down
- Dremel
- Dress
- Escalator
- Extended Touch

Cue Groups

Autism Service

Hug
Your Mat
Extended Touch
Treadmill
Shake
Stand
Front
Up (Hug)
Pillow
tethering/stay

Diabetic Alert

Check
Bump
Scent
Your Mat
Tug
Extended Touch
Treadmill
Shake
Stand
Scent Outings
Get the kit

- ❖ Preset Cues that are already assigned to this dog will be in red and will not be clickable.
- ❖ If you change your mind and don't want to add Preset Cues to the dog then you can click the *Cancel* button at the bottom of the list.
- ❖ Once you've selected all of the Preset Cues you want to add click the *Add Cue(s)* button at the bottom of the list.
- ❖ The system will create Cue(s) for the dog for each of the Preset Cues you selected, copying the name and cue steps.
- ❖ You will now be able to see the newly assigned Preset Cues on the dog's profile page.

3.5 Removing Cues from Dogs

- ❖ Navigate to the dog's profile page and scroll down to his/her list of cues
- ❖ Expand the Cue you want to remove by clicking on the cue name. Then click the *Delete Cue* button and click *OK* on the confirmation message.

Elbows X-rayed: Not yet

Back ▾

Body Handling ▾

collar cue ▾

Dremel ▾

Go in ▾

Outings Level ▾

1. 1. dog will move one to two steps left or right with collar pressure
2. 2. Dog will move one to two steps back or side with collar pressure
3. 3. Dog will move 3 to 6 steps in 4 directions with collar pressure
4. 4. 7 to 10 steps.

Date assigned: April 13, 2018

Set Active Edit Cue Delete Cue

- ❖ If you decide you don't want to remove the Cue, click *Cancel* on the confirmation message.
- ❖ Note that removing a Cue from a dog also deletes all training data that dog has for that Cue.

3.6 Editing a Cue for a Dog

- ❖ For a Cue, navigate to the dog's profile page and scroll down to his/her list of cues.
- ❖ Expand the Cue you want to edit and click the *Edit Cue* button.

Elbows X-rayed: Not yet

Back ▾

collar cue ▾

1. 1. dog will move one to two steps left or right with collar pressure
 2. 2. Dog will move one to two steps back or side with collar pressure
 3. 3. Dog will move 3 to 6 steps in 4 directions with collar pressure
 4. 4. 7 to 10 steps.

Date assigned: April 13, 2018

Set Active Edit Cue Delete Cue

Extended Touch ▾

Body Handling ▾

Dremel ▾

Go in ▾

Outings Level ▾

Shake ▾

- ❖ From this page you can make any changes to the cue you want

Edit Cue 'collar cue' for Andy

Name:

When cue should be learned by:

Cue steps:

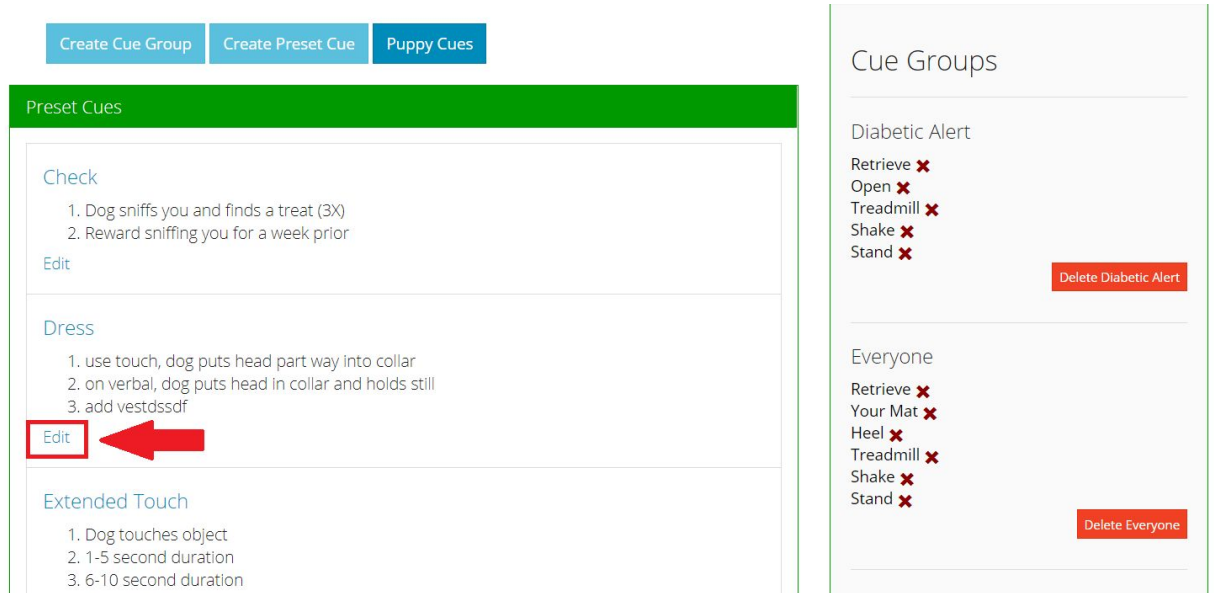
Save Changes Cancel

- ❖ Each cue step should be entered on a separate line (they'll be automatically numbered for you), and each step should be no longer than 100 characters.

- ❖ You may enter the date the cue should be learned by, if desired.
- ❖ Then click *Save Changes*. You will be able to see your changes on the dogs profile page

3.7 Edit a Preset Cue

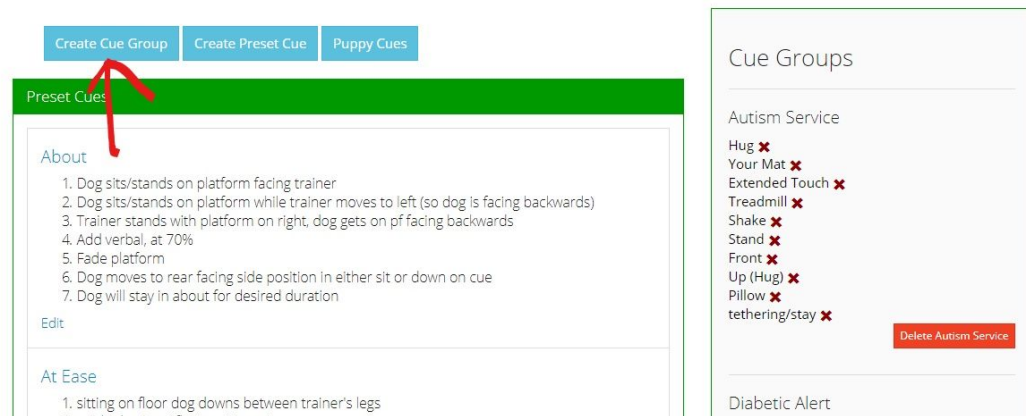
- ❖ Navigate to the Preset Cues page by clicking on *Preset Cues* in the navigation bar.
- ❖ Find the Preset Cue you wish to edit and click *Edit* below the cue steps.



- ❖ Enter the desired changes and click the *Submit* button.

3.8 Create Cue Group

- ❖ Cue Groups are meant to provide a means of organizing different Preset Cues into categories, such as training paths for different programs offered by the organization (ie. Physical Assistance).
- ❖ To create a Preset Cue Group, navigate to the Preset Cues page and click on the “Create Cue Group” button



- ❖ From here you can name the Cue Group and select any Preset Cues you want to be in the new Cue Group.

Create Cue Group

Name:

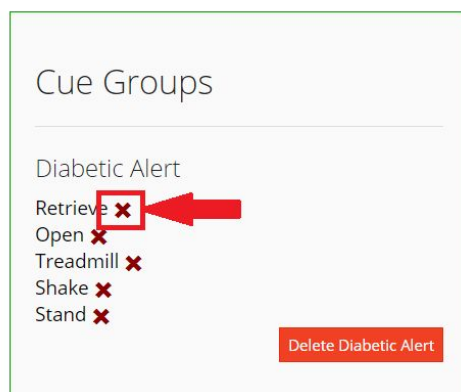
Add Cues to Group:

- About
- At Ease
- Back
- basket
- Body Handling
- Bow
- Bump
- Check
- collar cue
- Comfort
- Down
- Dremel
- Dress
- Escalator
- Extended Touch
- Foot

- ❖ When you are done naming and selecting Preset Cues click the *Create Cue Group* button at the bottom of the list of cues.
- ❖ You will be able to see the new Cue Group in the list of Cue Groups on the Preset Cue page.

3.9 Changing the Preset Cues in a Cue Group

- ❖ You can remove a Preset Cue from a Cue Group by clicking on the red “X” on the Preset Cues page, as seen below.



- ❖ You can also add or remove a Preset Cue from a Cue Group by going to the Edit page for that Preset Cue. To edit a Preset Cue, go to the Preset Cues page and click the *Edit* link below the Preset Cue Steps.

4 Dog Weekly Progress (Adv. Training)

4.1 Navigating to Dog Weekly Progress

- ❖ To enter training progress for a dog, you must navigate to the Dog Weekly Progress page through the dog's profile

Andy Trainers Preset Cues Dog

Print This Page

Andy
Status - In Training

Primary Trainer: Linda Morris
DOB: Jan. 25, 2017
Breeder: Kim Maddox
Place of Origin: Keswick Va
Puppy raiser(s): Thea Yancey
Puppy raiser phone: 434-422-0159
Past Housing: Elizabeth Uffelman
Weekend/Night Housing: Karla McCullough

→


- Edit Dog Information
- Dog Weekly Progress
- Assign Preset Cue
- Create Cue for Andy
- Andy's Vaccinations

Sex: Male (Neutered) ♂

Color: yellow

Current Weight: None

Target Weight: None



Andy's Notes: [Detailed Notes](#)

Can be reactive with strange silhouettes and people at a distance

Medical Information:

4.2 Information about the Dog Weekly Progress page

Andy Trainers Preset Cues Do

Andy's progress: 04/20/18 - 04/27/18 Print This Page

Previous Week Enter Different Week: View Next Week

Save Changes

Cues:	Most Recent Previous Data	Monday (April 23, 2018)	Tuesday (April 24, 2018)	Wednesday (April 25, 2018)	Thursday (April 26, 2018)	Friday (April 27, 2018)
Back ▼ 1. Dog backs next to handler, use wall 3 steps 2. Dog backs up but handler doesn't, wall ok, 3 steps 3. Dog backs next to handler w/out wall 3 steps 4. Dog backs in front of handler with body pressure 3 steps 5. Dog backs in front of handler independently 1 step 6. Same as above 2 steps 7. Same as above 3 steps Set Inactive	Step: 1 Location: Easy Notes: N/A	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼
Extended Touch ▼	Step: 2 Location: Easy	Step: --- ▼	Step: --- ▼	Step: --- ▼	Step: --- ▼	Step: --- ▼

- ❖ This page displays training progress for the current week. You can navigate to different weeks by clicking on the *Next Week* and *Previous Week* buttons, or selecting the calendar widget to enter a date and click *View*.
- ❖ The dog weekly training progress features a table where the rows are cues and the columns are dates. In each cell, you enter the training data (if any) for progress this dog made with this cue (row) on that date (column).
- ❖ Cues are ordered alphabetically and by the Active field. If you want cues to display near the top (one of the first rows) on the Dog Weekly Progress page, click the *Set Active* button. If you no longer want a cue to display near the top, click the *Set Inactive* button (which will replace the *Set Active* button).

Body Handling ▼ 1. dog allows eyes, ears, teeth, and body to be checked with 2 seconds of quiet 2. 3 to 5 seconds of quiet Set Active	Step: 1 Location: Easy Notes: Doesn't like inside ears touched.	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼	Step: --- ▼ Notes: <input type="text"/> Location: --- ▼
--	--	---	---	---	---	---

- ❖ The *Most Recent Previous Data* column provides the most recent information entered previous to the start of the selected week. If you are entering information for this week, the *Most Recent Previous Data* will show training data from the previous Friday, if any was entered. If no data was entered for the previous Friday, it will search back through

the system date by date for whatever the most recent Location, Notes, and Step number entered were.

4.3 Entering Data on the Dog Weekly Progress Page

- ❖ Training data includes the Step Number, any Notes that the trainer may have (maximum: 200 characters), and the difficulty of the location where training took place (Easy, Medium, or Hard).
- ❖ You are not required to fill out all 3 fields in a table cell for the data to be saved: entering just a Step Number, for example, will still be saved.
- ❖ Any data entered for dates after the current date will not be saved, and you will receive a warning as such.
- ❖ Make sure you click *Save Changes* after entering your training data!

4.4 Viewing Training Progress on the Dog Profile

- ❖ Training progress for various cues for a dog can be seen on a dog's profile (you will need to scroll down). The progress bars indicate how far the dog has made in each of its cues. You can click on a cue to expand it and see the cue steps.
- ❖ The progress bar for a cue will be 100% filled when the most recent training data is set to the last cue step and the "Hard" location.

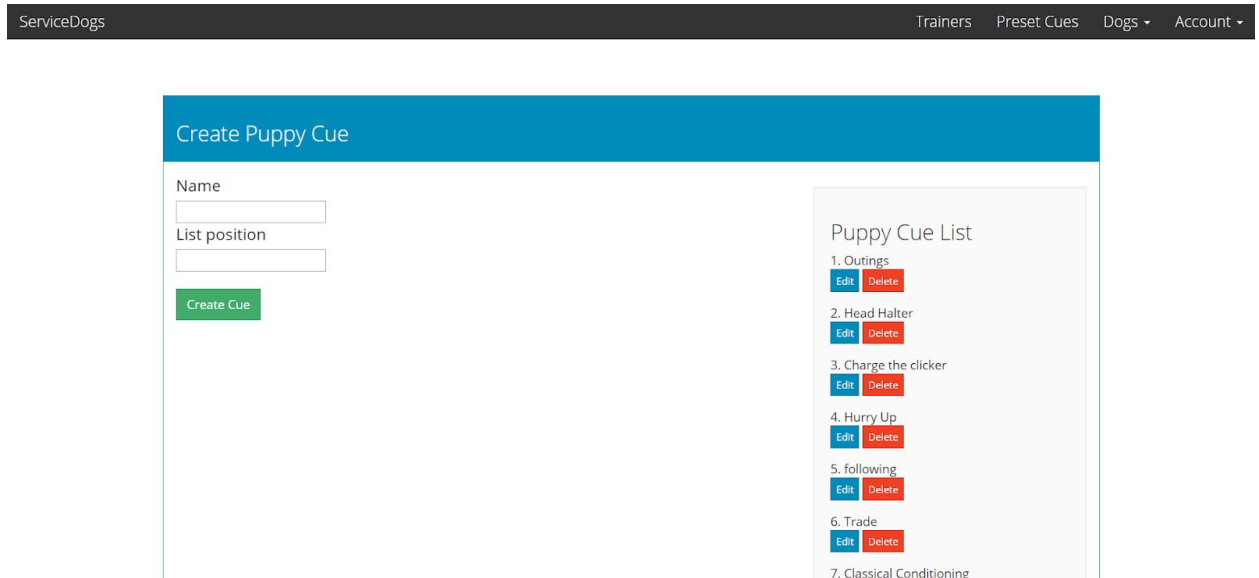
The screenshot shows a user interface for a dog named Andy. At the top, there are navigation links for "Trainers" and "Preset Cues". Below this, there is a grid of cue cards. Each card has a title, a progress bar, and a list of steps. Two cards are expanded to show their details.

Cue Name	Progress	Steps	Date Assigned	Actions
Back	0%			
Body Handling	0%			
collar cue	0%			
Dremel	0%			
Extended Touch	25%	<ol style="list-style-type: none">1. Dog touches object2. 1-5 second duration3. 6-10 second duration	Feb. 23, 2018	Set Inactive Edit Cue Delete Cue
Go in	20%	<ol style="list-style-type: none">1. Dog goes under taller table and downs2. Dog goes under chair, bench3. Dog goes under low things in public	April 2, 2018	Set Inactive Edit Cue Delete Cue
Heel	0%			
Outings Level	75%			
Retrieve	0%			
Shake	0%			

5 Puppy Cues/Training Progress

5.1 Create/Edit/Delete puppy cues

- ❖ Management of Puppy Cues happens on the Puppy Cues page. To navigate to the Puppy Cues page, click on *Preset Cues* in the navigation bar, and then click the *Puppy Cues* button, which will take you to this page:



- ❖ Puppy Cues are a little different from regular Cues for dogs in advanced training. You don't need to assign Puppy Cues to individual puppies. Instead, Puppy Cues are implicitly assigned to all puppies and appear on the Puppy Progress training page.
- ❖ Puppy Cues do not have Cue Steps like regular Cues do. Instead, they are numerically ordered.
- ❖ You can add a Puppy Cue on the Puppy Cues page by entering a name and list position. The list position must make sense considering the number of puppy cues already there: for example, if there are already 10 Puppy Cues, and you want to add another, you could add a new Puppy Cue with a list position between 1 and 11.
- ❖ Adding a Puppy Cue in the middle of the list (ie. anywhere but the end of the list) will shift the following Puppy Cues down. So if you add a Puppy Cue at position 5, the previous Puppy Cue at position 5 will move to 6, the Puppy Cue at 6 will move to 7, and so on.
- ❖ You can edit a Puppy Cue to change its name or list position by finding it in the Puppy Cue List and click the associated *Edit* button.
- ❖ You can also delete a Puppy Cue by clicking the associated *Delete* button. A deleted Puppy Cue will no longer be considered when recording data in future weeks in the Puppy Class Progress page, and will no longer show on the Puppy Grid. However, past

weeks where data was saved on the Puppy Class Progress page will still display training data for the “deleted” Puppy Cue.

5.2 Entering puppy progress

- ❖ The Puppy Progress Page can be accessed via the Home page, or by selecting *Puppy Progress* from the *Dogs* dropdown menu at the top of all pages, or from a link on the Dog Profile of any dog with the status “In Puppy Training”.

Simple Puppies Grid [Print This Page](#)

Puppy Progress: 04/22/18 - 04/28/18

[Previous Week](#)
Enter Different Week:
[View](#)
[Next Week](#)

Showing Puppies 1-5 out of 10. [Next →](#)

[Save Changes](#)

Cues:	Avery	Bob Junior	Conrad	Fiddy	G2
Outings	Add Alert Status: <input type="text" value="In Progress"/> Notes: <input type="text" value="Fresh Market"/> Most Recent Status: In Progress Most Recent Notes: Walked to fresh market with Linda F.	Add Alert Status: <input type="text" value="---"/> Notes: <input type="text"/> Most Recent Status: Introduced Most Recent Notes: with Amy-obstacle course	Add Alert Status: <input type="text" value="---"/> Notes: <input type="text"/> Most Recent Status: Introduced Most Recent Notes: obstacle course	Add Alert Status: <input type="text" value="---"/> Notes: <input type="text"/> Most Recent Status: In Progress Most Recent Notes: FSM	Add Alert Status: <input type="text" value="---"/> Notes: <input type="text"/> Most Recent Status: In Progress Most Recent Notes: FSM
Head Halter	Remove Alert Status: <input type="text"/>	Add Alert Status: <input type="text"/>	Add Alert Status: <input type="text"/>	Add Alert Status: <input type="text"/>	Add Alert Status: <input type="text"/>

- ❖ The Puppy Progress Page displays a table where the rows are Puppy Cues and the Columns are Puppies.
- ❖ Like the Dog Weekly Progress Page, the Puppy Progress Page displays and records data for a week. You can navigate to a different week using the *Next Week* and *Previous Week* buttons, or using the calendar widget.
- ❖ The page displays up to five puppies at a time. If there are more than 5 puppies in the system, you can switch to view other puppies using the *Next* and *Previous* buttons.

Puppy Progress: 04/15/18 - 04/21/18

Enter Different Week:

Showing Puppies 6-10 out of 10.

Cues:	Josie	Rogan	Spruce	Tirr
Outings	<input type="button" value="Add Alert"/> Status: <input type="text"/>	<input type="button" value="Add Alert"/> Status: <input type="text"/>	<input type="button" value="Add Alert"/> Status: <input type="text"/>	Status: <input type="text"/>

- ❖ Data for each dog and cue consists of a Status (Not Started, Introduced, In Progress, or Mastered), and any Notes for that puppy working on the cue that week.
- ❖ The page also displays the most recent status and notes recorded in previous weeks.
- ❖ Make sure to click *Save Changes* once you have entered your data!
- ❖ The system keeps track of which puppies and puppy cues were recorded on each week, so you can look back at the puppy training of a dog long after it has graduated.
 - The following is more technical details that may or may not matter for you: The list of existing puppies and puppy cues is determined by what puppy cues and puppies exist when data is first saved for that week. Any additions (ie. adding a new puppy or puppy cue) are possible *if* it is still the current week (ie. you are adding a new puppy, the current date is 4/23, that new puppy will be added to the list of puppies for Puppy Progress for the week of 4/23). However, that new puppy will not show on any older weeks, because it did not exist in the system when that older data was saved. The new puppy will appear on future weeks (ie. next week) because it is now a puppy in the system. It will continue to display on future weeks until its status changes (ie. it graduates to In Training or is set to Inactive)- in which case it is no longer considered a puppy.

5.3 Puppy Alerts

- ❖ In each table cell on the Puppy Progress page, there is a button for Puppy Alerts.

Cues:	durgle	newdog	pooly	pooly2
Charge Clicker	<p style="text-align: right;">Remove Alert</p> <p>Status: --- ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> Not Started <i>Most Recent Notes:</i> mistook</p>	<p style="text-align: right;">Add Alert</p> <p>Status: Mastered ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> In Progress <i>Most Recent Notes:</i> My goodness this note is medium length. Breakline here plz.</p>	<p style="text-align: right;">Remove Alert</p> <p>Status: --- ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> --- <i>Most Recent Notes:</i> N/A</p>	<p style="text-align: right;">Add Alert</p> <p>Status: --- ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> --- <i>Most Recent Notes:</i> N/A</p>
Hurry Up	<p style="text-align: right;">Add Alert</p> <p>Status: --- ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> Not Started <i>Most Recent Notes:</i> N/A</p>	<p style="text-align: right;">Remove Alert</p> <p>Status: In Progress ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> Introduced <i>Most Recent Notes:</i> starting up!</p>	<p style="text-align: right;">Remove Alert</p> <p>Status: --- ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> --- <i>Most Recent Notes:</i> N/A</p>	<p style="text-align: right;">Add Alert</p> <p>Status: --- ▾</p> <p>Notes: <input type="text"/></p> <p><i>Most Recent Status:</i> --- <i>Most Recent Notes:</i> N/A</p>

- ❖ Puppy Alerts are intended to draw attention and remind trainers that a puppy needs to work on a specific cue.
- ❖ Puppy Alerts can be added or removed by clicking the *Add Alert* and *Remove Alert* buttons on the Puppy Progress page.
- ❖ You can also easily see whether a puppy has any Puppy Alerts by checking its Dog Profile.

newdog
Status - In Puppy Training

Puppy Alerts:
Puppy needs to work on...

Charge Clicker	Remove Alert
Meet n' Greet	Remove Alert
Trade	Remove Alert

Primary Trainer: None
DOB: None
Breeder:
Place of Origin:

- Edit Dog Information
- Puppy Training Progress
- Assign Preset Cue
- Create Cue for newdog
- newdog's Vaccinations

Sex: -----

Color:

Current Weight: None

Target Weight: None

durgle
Status - In Puppy Training

Puppy Alerts:
No alerts for this puppy!

Primary Trainer: Paul Ammer
DOB: None
Breeder:
Place of Origin:
Puppy raiser(s):
Puppy raiser phone:

- Edit Dog Information
- Puppy Training Progress
- Assign Preset Cue
- Create Cue for durgle
- durgle's Vaccinations

Sex: -----

Color:

Current Weight: None

Target Weight: None

5.4 View puppy progress summary

- ❖ You can view a specific puppy's progress on its puppy cues by checking its Dog Profile (and scrolling down)

Cue Progress

1. Charge Clicker Status: Mastered	2. dsdf Status: Not Started
3. Hurry Up Status: In Progress	4. Trade Status: In Progress
5. Classical Conditioning Status: In Progress	6. Meet n' Greet Status: Not Started

- ❖ You can also view one or more puppy's training progress on the Puppy Grid page. This page can be accessed by clicking *Simple Puppies Grid* on the Puppy Progress page, or by selecting *Puppy Grid* from the "Dog" dropdown menu.
- ❖ The Puppy Grid displays a color-coded grid of the training progress of all current puppies in the system.

Puppy Grid

[Print This Page](#)

Toggle which puppies to display:

Avery
 Bob Junior
 Conrad
 Fiddy
 G2
 Josie
 Rogan
 Spruce
 Timber
 Zuhey

Color Key

Not Started:
 Introduced:
 In Progress:
 Mastered:

	A v e r y	B o b J u n i o r	C o n r a d	F i d d y	G 2	J o s i e	R o g a n	S p r u c e	T i m b e r	Z u h e y
Cues:										
Outings										
Head Halter										
Charge the clicker										
Hurry Up										
following										
Trade										

- ❖ By default, the page displays all puppies. You can show a subset of puppies by selecting and deselecting the puppies in the space above the grid.

Puppy Grid

[Print This Page](#)

Color Key

Not Started: Introduced: In Progress: Mastered:

Toggle which puppies to display:

Avery Bob Junior Conrad Fiddy G2 Josie Rogan Spruce Timber Zuhey

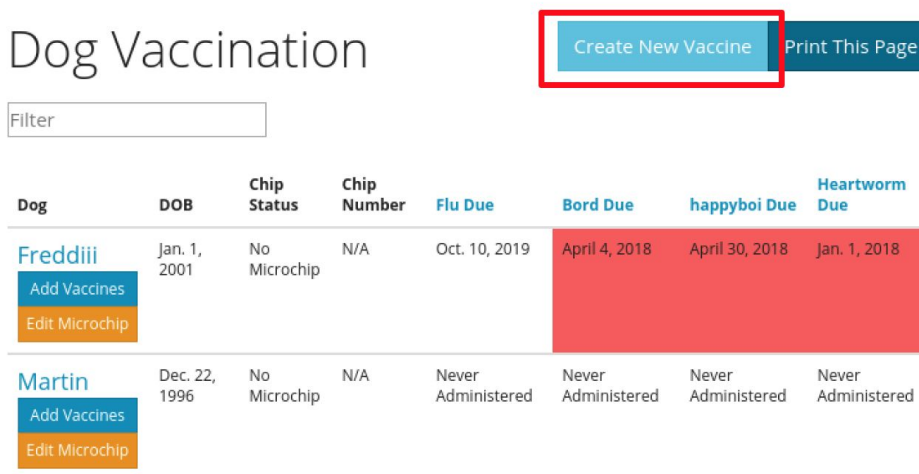
Cues:	A v e r y	C o n r a d	F i d d y	S p r u c e	T i m b e r	Z u h e y
Outings	In Progress	Introduced	In Progress	Introduced	Introduced	Introduced
Head Halter	Introduced					
Charge the clicker	Mastered	Mastered	Mastered	Mastered	Mastered	Mastered
Hurry Up	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
following	In Progress	Introduced	Introduced	Introduced	Introduced	Introduced
Trade	Mastered	In Progress	In Progress	In Progress	In Progress	In Progress
Classical Conditioning	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Meet and Greet	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress

6 Vaccinations

- ❖ Vaccine: a vaccine is what is given to a dog. Ex. *Flu*
- ❖ Vaccination: a vaccination is the event where a dog receives a vaccine. Ex. *Wagner got a Flu vaccine on 4/2/2017 and it's due next 4/2/2018*
- ❖ If you want to add a vaccination entry, you have to have the vaccine already created.

6.1 Creating Vaccines

- ❖ To create a new vaccine, go to the Vaccination page and click “Create New Vaccine”.

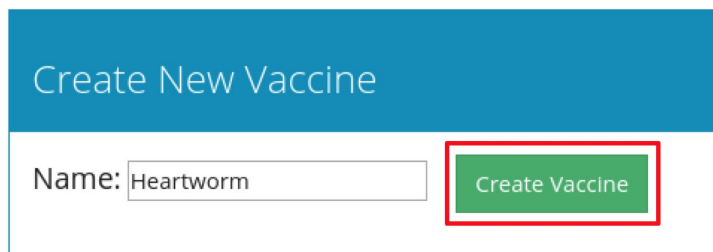


Dog Vaccination

Filter

Dog	DOB	Chip Status	Chip Number	Flu Due	Bord Due	happyboi Due	Heartworm Due
Freddiii Add Vaccines Edit Microchip	Jan. 1, 2001	No Microchip	N/A	Oct. 10, 2019	April 4, 2018	April 30, 2018	Jan. 1, 2018
Martin Add Vaccines Edit Microchip	Dec. 22, 1996	No Microchip	N/A	Never Administered	Never Administered	Never Administered	Never Administered

Enter the vaccine name and click “Create Vaccine”.



Create New Vaccine

Name: [Create Vaccine](#)

6.2 Creating Vaccinations

- ❖ Click “Add vaccines” on the Vaccinations Page or on a dog’s personal vaccination page.

Dog Vaccination

Create New Vaccine Print This Page

Filter

Dog	DOB	Chip Status	Chip Number	Flu Due	Bord Due	happyboi Due	Heartworm Due
Freddiii Add Vaccines Edit Microchip	Jan. 1, 2001	No Microchip	N/A	Oct. 10, 2019	April 4, 2018	April 30, 2018	Jan. 1, 2018
Martin Add Vaccines Edit Microchip	Dec. 22, 1996	No Microchip	N/A	Never Administered	Never Administered	Never Administered	Never Administered

Or

Freddiii's Vaccinations

Print This Page

Vaccine Name	Date Due	1st Given	2nd Given	3rd Given	4th Given	5th Given
Flu	Oct. 10, 2019	Jan. 1, 2001	Jan. 2, 2018	March 3, 2018	Sept. 9, 2018	Sept. 9, 2019
Bord	April 4, 2018	Jan. 1, 2018				
happyboi	April 30, 2018	April 8, 2018				
Heartworm	Jan. 1, 2018	Jan. 1, 2017				

[Add Vaccines](#)
[Edit Microchip](#)

Fill out the form and click "Record Vaccination"

6.3 Edit/Delete Vaccine

- ❖ To Edit or Delete a vaccine, click the vaccine name in the all dogs vaccination table. Ex. To edit or delete "Flu", click the link in the red box below.

Dog Vaccination

Create New Vaccine Print This Page

Filter

Dog	DOB	Chip Status	Chip Number	Flu Due	Bord Due	happyboi Due	Heartworm Due
Freddiii Add Vaccines Edit Microchip	Jan. 1, 2001	No Microchip	N/A	Oct. 10, 2019	April 4, 2018	April 30, 2018	Jan. 1, 2018
Martin Add Vaccines	Dec. 22, 1996	No Microchip	N/A	Never Administered	Never Administered	Never Administered	Never Administered

6.4 Edit/Delete Vaccination

- ❖ To edit or delete a specific vaccination, go to that dog's personal vaccination table and click the vaccination entry. Ex. To edit Frediii's Flu vaccination that was given on January 2, 2018, click the link in the red box below.

[Print This Page](#)

Vaccine Name	Date Due	1st Given	2nd Given	3rd Given	4th Given	5th Given
Flu	Oct. 10, 2019	Jan. 1, 2001	Jan. 2, 2018	March 3, 2018	Sept. 9, 2018	Sept. 9, 2019
Bord	April 4, 2018	Jan. 1, 2018				
happyboi	April 30, 2018	April 8, 2018				
Heartworm	Jan. 1, 2018	Jan. 1, 2017				

[Add Vaccines](#)
[Edit Microchip](#)

6.5 All Dog Vaccination Table

- ❖ The Vaccination Table for all dogs shows the most recent due date for each dog's vaccine. If the vaccine has never been given, the table displays "never administered".

[Create New Vaccine](#) [Print This Page](#)

Filter

Dog	DOB	Chip Status	Chip Number	Flu Due	Bord Due	happyboi Due	Heartworm Due
Freddiii Add Vaccines Edit Microchip	Jan. 1, 2001	No Microchip	N/A	Oct. 10, 2019	April 4, 2018	April 30, 2018	Jan. 1, 2018
Martin Add Vaccines Edit Microchip	Dec. 22, 1996	No Microchip	N/A	Never Administered	Never Administered	Never Administered	Never Administered

For example, the next time Frediii needs the flu vaccine is Oct. 10, 2019. Martin has never received the flu vaccine so his box says "never administered". If a date is past due or due in the current month, the box is shaded red. This image was taken in April, 2018, so Frediii's Bord and happyboi vaccines are due this month. His heartworm vaccine is past due so it is also red.

The table also displays the dogs' Microchip numbers. These numbers can also be found on the dogs' profile pages.

6.6 Personal Dog Vaccination table

- ❖ Each dog also has a personal vaccination table. This can be found by clicking “<dog name>’s vaccinations” on the dog’s page or by clicking the dog’s name on the all dog vaccination table as shown below.

Freddiii
Status - In Training

Primary Trainer:
DOB: Jan. 1, 2001
Breeder:
Place of Origin:
Puppy raiser(s):
Puppy raiser phone:

[Edit Dog Information](#)
[Dog Weekly Progress](#)
[Assign Preset Cue](#)
[Create Cue for Freddiii](#)
[Freddiii's Vaccinations](#)



Freddiii's Notes:

Sex: -----

Or

Dog Vaccination

[Create New Vaccine](#) [Print This Page](#)

Dog	DOB	Chip Status	Chip Number	Flu Due	Bord Due	happyboi Due	Heartworm Due
Freddiii Add Vaccines Edit Microchip	Jan. 1, 2001	No Microchip	N/A	Oct. 10, 2019	April 4, 2018	April 30, 2018	Jan. 1, 2018
Martin Add Vaccines Edit Microchip	Dec. 22, 1996	No Microchip	N/A	Never Administered	Never Administered	Never Administered	Never Administered

Freddiii’s personal vaccination table will show a history of every time he has received a vaccine. The next time the vaccine is due will be shown in the column under “Date Due”. Like in the all dog vaccination table, if the due date is passed or in the current month, the box will be shaded red.

Freddiii's Vaccinations

Vaccine Name	Date Due	1st Given	2nd Given	3rd Given
Flu	Oct. 10, 2019	Jan. 1, 2001	Jan. 2, 2018	March 3, 2018
Bord	April 4, 2018	Jan. 1, 2018		
happyboi	April 30, 2018	April 8, 2018		
Heartworm	Jan. 1, 2018	Jan. 1, 2017		

[Add Vaccines](#) [Edit Microchip](#)

In the image, you can see that Freddiii has received the Flu vaccine 3 times. The next time it is due is Oct. 10, 2019.