



Angie's Stray Foundation, Inc.

"all for her"

www.AngiesStrayFoundation.org

www.TrackABeast.com

Use of this system is important to identifying and tracking all the animals in our program and their status. This guide will go over adding and editing placement of animals.

You will always be able to download the latest version online at:

<https://angiesstrayfoundation.org/trackabeast-guide>

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If you do not have a login or are having trouble with the system, please contact Amy
[*\(webmaster@angiesstrayfoundation.org\)*](mailto:webmaster@angiesstrayfoundation.org)

Initial Intake/Placement

Add a new animal+

1. Click on the 'Animals' tab and click on the red 'Add a New Animal' button
2. Choose 'Dog', 'Cat' or other

The screenshot shows the TrackABeast interface with the 'Animals' tab selected. A red button labeled '+ Add New Animal' is highlighted with a red arrow and a red circle with the number 1. A dropdown menu is open below the button, showing options: 'New Dog', 'New Cat', and 'New Other'. A red arrow points to 'New Cat' with a red circle and the number 2. Below the dropdown is a table of animals. The table has columns: Name, Type, Intake Date, Sex, Breed, Color, Birth Date, and Approx. Age. The table contains two rows: 'Mama Solstice' (cat, 12/22/2022, F, Domestic Short Hair, Dilute Calico, 12/28/2021, 1 yr) and 'Buddy (the elf)' (kitten, 12/22/2022, M, Domestic Short Hair, Gray and White, 08/28/2022, 19 wks). Above the table, it says 'Total Entries: 59 (Some items may be truncated)'.

Name	Type	Intake Date	Sex	Breed	Color	Birth Date	Approx. Age
Mama Solstice	cat	12/22/2022	F	Domestic Short Hair	Dilute Calico	12/28/2021	1 yr
Buddy (the elf)	kitten	12/22/2022	M	Domestic Short Hair	Gray and White	08/28/2022	19 wks

Add initial information:

The screenshot shows the 'New Animal' form in the TrackABeast system. The form has fields for Name, Intake Date, Birthdate, Current Age, and Intake Type. The Name field is labeled 'Name: *' and has a red circle with the number 1. The Intake Date field is labeled 'Intake Date: *' and has a red circle with the number 2. The Birthdate field is labeled 'Birthdate:' and has a red circle with the number 3. The Current Age field is labeled 'Current Age:' and has a red circle with the number 4. The Intake Type field is labeled 'Intake Type:' and has a red circle with the number 5. The form also has a 'Submit' button and a 'Cancel' button. The form is titled 'New Animal' and has a close button (X) in the top right corner. The form includes instructions: 'Fill in either birthdate or age but not both. The other will be calculated for you.' and 'For Reporting Intakes and Outcomes (creates an editable placement record)'. The form also has a 'Verified' checkbox and a 'Found/Stray' dropdown menu.

1. **Name** - Enter the name you wish to give (try and make it unique)
2. **Intake date** – if the pet came to you direct from finding or any approx. date
3. **Birthdate** – Please guess the approx. date based on how old you are being told the animal is. *This is better than filling in 'Current Age' as this will keep track of age*
4. **Intake Type** – likely a found/stray but if you know otherwise, use the appropriate choice
5. **Submit** – hit submit and the system will check for duplicate animal (by name)

Additional information – upload a photo and add any info you have

This is an example of the main 'Animal Profile' home page that you will be redirected to. These are the options on the top of the profile page.

« Previous Animal **Fluffy** Next Animal »

Animal Profile Check List Medical Records Placements Matches ? Photo Gallery Applications

Save Printable Reports 5 Files(0) Exports TabID: 61218152

Name: Fluffy **Alias:** **Rescue Group Animal id:**

Rescue Info and Description ▾

All dropdowns below are customizable on the admin page.

Intake Date: 01/14/2026 **Birthdate:** 1 ☐ Verified **Breed:** 2 -- Select an Item --

Origin ? Found/Stray **Current Age:** y m wks ☐ Mix

Initial Rescue Activity -- Select an Item -- **Size:** unknown **Secondary Breed:** -- Select an Item --

Sex: 4 unknown **Weight:** **Color:** 3 --Select--

Microchip and Other IDs

Microchip # **Rabies Tag #** **Impound #:**

Chip Manufacturer **Tattoo #** **Registration #**

☐ Chip Registered **Other ID**

Date Registered

S/N: No **Placement Status:** Intake **Placement Date:** 01/14/2026 **Location:** ☐ Transport Candidate

Main Menu profile top:

1. **Birthdate** – you may update or change this from the first screen if desired
2. **Breed** – Likely just a domestic shorthair (or longhair); dogs have different breed options
3. **Color** – be as specific as you can, some potential adopters are looking for specific color/type
4. **Sex** – enter male or female from dropdown
5. **Other** – other information as you know
6. **Photo** – If you have a photo, upload it here
7. **Files** – you can upload documents as image files or PDF's. Give the file a identifiable name including the date, ex.,

Animal's information & Story

On the main page, scroll down to the sections for 'Special Needs', 'Description/Temperament & Comments' and 'Biography'.

Some areas refer to '**Petfinder Field**' but ignore that reference. We do not have Trackabeast connected directly to PetFinder Pro (*and likely never will*).

« Previous Animal

Fluffy

Next Animal »

Animal Profile

Check List

Medical Records

Placements

Matches ⓘ

Photo Gallery

Applications

☐ Adoption Ready? If not, when?

☐ Special Needs or Behavior Issues

Explain Special Needs

1 If you know of any special needs, add that info here.

Description/Temperament and Comments:

Biography (Petfinder field)

2 Add any information you have about the animal here (origin story, condition on intake, etc.

Petfinder Info

☐ Declawed

☐ House Trained

☐ No Kids

☐ No Cats

☐ No Dogs

Save

☒ Active

Duplicate Record X 1 ▾

Delete This Animal

Foster/Boarding Placement

Placements are an ongoing process but for a new intake, you will have two placements. The first one is the 'Intake' placement which was created automatically from the information given at 'Add New Pet'.

The Intake Record:

You will be **editing the first placement record** to add a short note in the 'Comments' section on the origin of the animal.

The screenshot shows the 'Placements' tab in the TrackABeast system. A red circle with the number '1' highlights the 'Placements' tab. A red arrow points from a red circle with the number '2' to the 'Edit the initial placement to add notes on where the animal came from.' text. Another red arrow points from the same text to the pencil icon in the first row of the table. The table has columns: Date in, Intake/Outcome, Location, County, Country, Placement Status, Microchip #, Click to Register, and Comments. The first row shows an intake on 01/14/2026 at 12:00:00, found/stray, with a status of 'Intake'.

Date in	Intake/Outcome	Location	County	Country	Placement Status	Microchip #	Click to Register	Comments
01/14/2026 12:00:00	Found/Stray				Intake			

1. Click on 'Placements'
2. Click on the 'pencil icon' to the left of the initial entry (Intake) and a pop up window will appear.

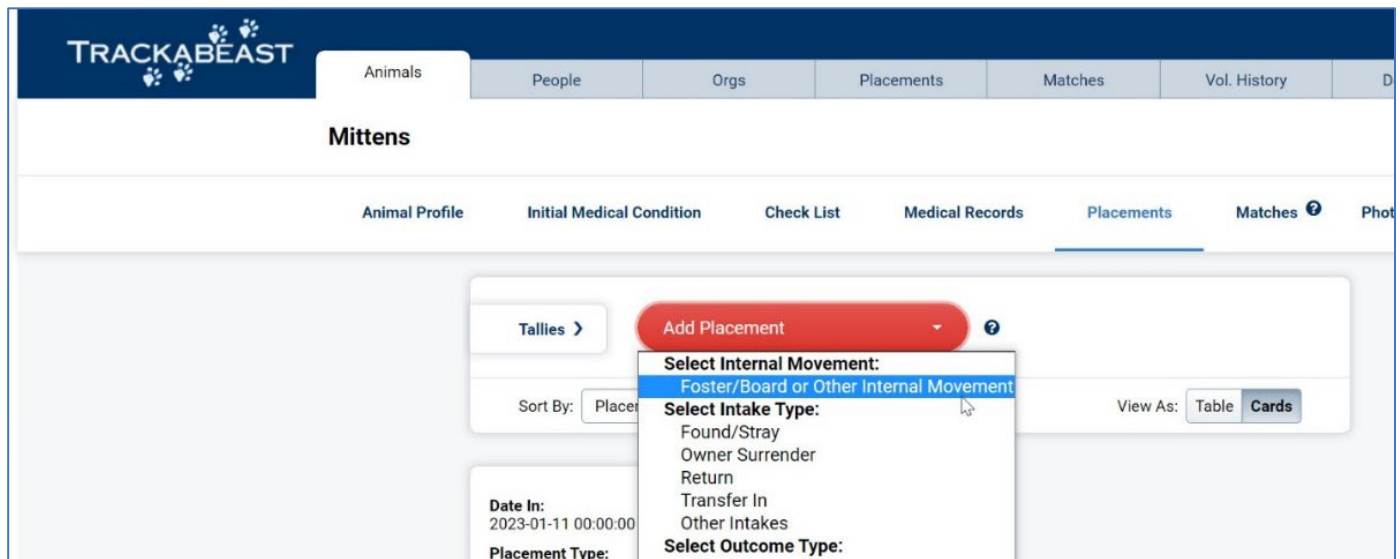
The screenshot shows the 'Edit Placement' pop-up window. It has fields for 'Placement Date' (01/14/2026), 'Placement Status (Custom Values)' (a dropdown menu), and 'Brought In By' (a dropdown menu). A red arrow points to the 'Placement Status' dropdown with the text 'leave this blank at this step'. Below these are 'Financial Information' fields: 'Fees Collected' (0.0), 'Expense' (0.0), 'Fees For' (empty), and 'Expense For' (empty). There is also a 'Payment Type' dropdown. At the bottom is a 'Comments' section with a text area and a 'Cancel' button. The text 'Add animal's origin info here.' is written in red in the comments area.

Leave the Placement status alone (it is the intake record)

1. Add the origin information for the animal (if known)
2. Add any fees collected or expenses incurred at this step and the reason on the next line
3. Add a brief description of the origin of the pet

Foster (or Organization) Placement

Add the Foster (or organization) placement. This should be where the animal is currently. *In the case of an animal being moved to a new foster, add the new placement record and edit the previous record ([see a step-by-step video here](#)).*



Add Placement – Click the red ‘Add Placement’ button and choose ‘Foster/Board or Other Internal Movement...’ from the drop down menu.

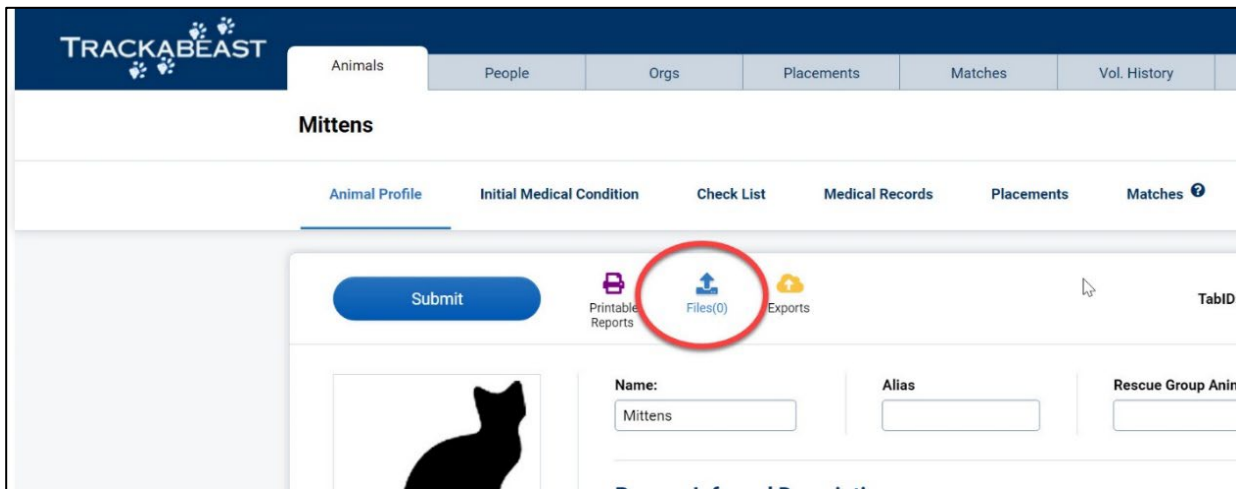
A screenshot of the 'Placement' form in the TrackABeast application. The form has several fields: 'Placement Date' (1) with a date picker showing '01/11/2023', 'Placement Status (Custom Values)' (2) with a dropdown menu showing 'Fostered', 'Foster' (3) with a dropdown menu showing 'Celona, Amy, Lincoln ...', and 'Org. Name' with a dropdown menu showing '-- Select an Item --'. There are checkboxes for 'Is the last person this animal was placed with now available to foster?' and 'Is this person now unavailable to foster others?'. At the bottom, there are fields for 'Totals to Date for this Animal:' with 'Supplies' and 'Boarding' sub-fields.

1. **Placement date** – (figure below) You are going to put the date the animal is moved to a foster. NOTE: If it goes directly to the foster (same date as intake) you have to click on the date AGAIN after entering, and the second time, use the sliding scale for ‘time’ to add a few hours to ensure this placement is the latest placement.
2. **Placement Status** – Choose ‘Fostered’ or “Boarded” from the pull-down menu
3. **Foster** – Choose foster’s name from the menu. If the foster isn’t listed yet, they need to be added to TAB (>People >Add Person). You can add a person as a placeholder until they are officially added.
Boarded -- choose ‘Boarded’ and then under ‘Org. Name’, choose the boarding location.
4. **Submit** – Scroll down to the bottom of the screen and click on ‘Submit’ to save
5. **Former placement** – if this is a new placement (not a first placement), [click here](#) for instructions to edit former foster status.

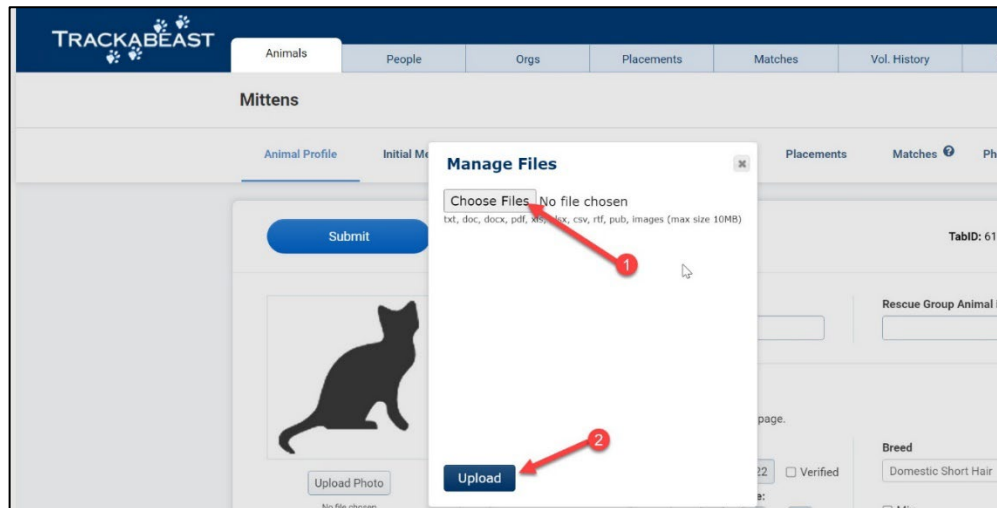
Add/Upload Files

Any initial paperwork from the vet and/or around the surrender of the animal are added at the top. If this is an invoice or procedure, you will also be making a [Medical Record ticket](#) for it.

Please rename any files (images or PDF's) to reflect the description and the date (ex., "2026-04-25 Fluffy 3yr vaccination.jpg") before uploading.



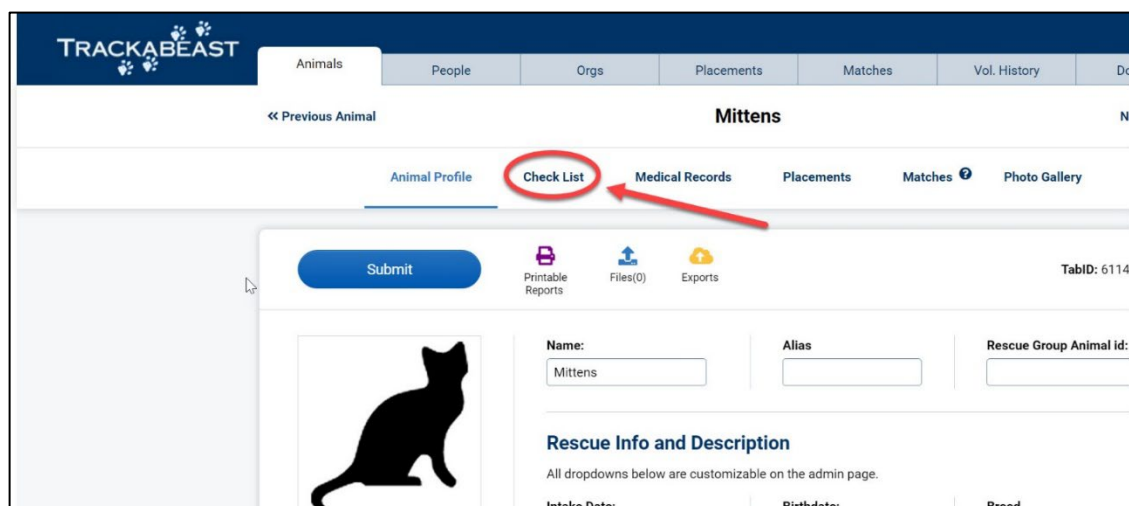
From the main 'Animal Profile' menu, click on 'Files' icon



1. On the pop-up menu, click on 'Choose Files' and search for the document, PDF or image of receipts.
2. Click on 'Upload'

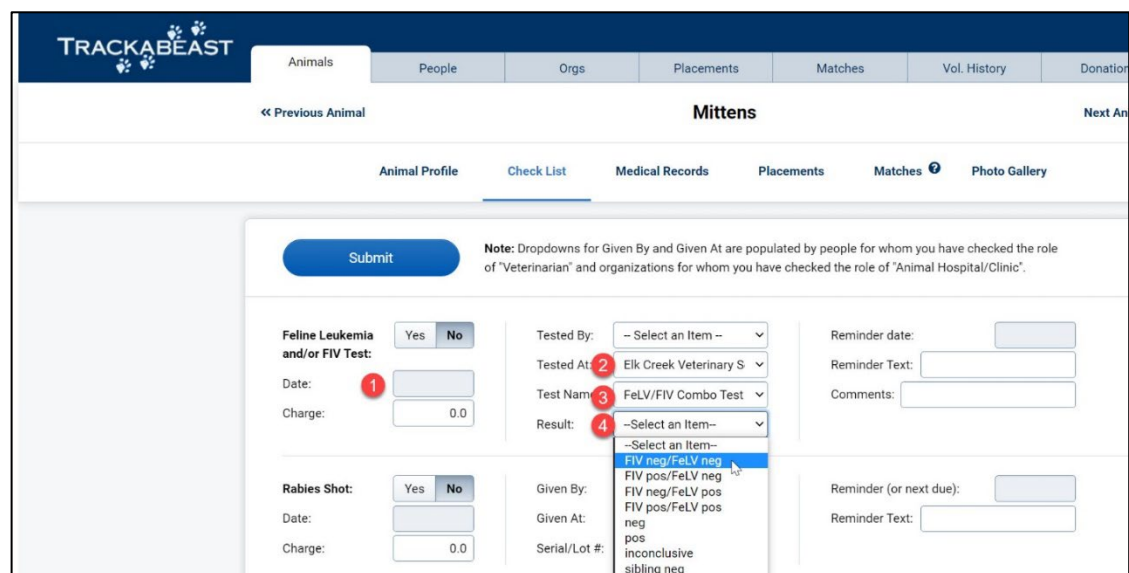
'Checklist' of Procedures & Vaccinations

The next section 'Check List' is where you add vaccinations and procedures. Some information (such as Spay/Neuter or test statuses) only need be entered once, but things like vaccinations for long term fosters (esp. later Rabies shots) can also be added via 'Medical Records' tab (>Medical Records > +Add New Ticket).



Click on 'Check List' on the 'Animal Profile' main page

This page will have various tests and procedures that the animal might experience. Scroll down and fill in as much as you know and don't forget to 'Submit' to save. **The Yes/No doesn't stick unless you add the date,** etc. Warning: *If you navigate away from this menu at any time, the information will not be saved.*



You don't need to do anything other than the 4 steps that I show. When you have 'Submitted' and saved, the 'Yes'/'No' will highlight—these will not change unless you put in at least date.

1. **Date** – put the date or approximate date of treatment
2. **Tested At** – there is a pull down for the location
3. **Test Name** – (optional) on the paperwork, the name of the exact test will be listed
4. **Result** – (optional) if the testing has a result, choose it

Additional 'Check List' items:

This area is to add initial vaccinations and the spay/neuter status and test results. This information can also be added/or a part of a 'Medical Record' ticket that records more information and treatment. If you do not add a 'Date' for the vaccine or procedure, the 'Yes/No' will not be recorded. Also take care that you click 'Submit' to ensure everything is recorded.

If the vaccination recorded here is part of an invoice that includes other treatments, only list the **cost** in one area (preferably with the 'Medical Record' visit where you can just list the entire cost of the vet visit). Also, in that case, don't use the checklist in the Medical Record. In that case, just list the vaccination in the comments section to avoid duplication.

Animal Profile **Check List** Medical Records Placements Matches ? Photo Gallery Applications

Submit

Feline Leukemia and/or FIV Test: Yes No
Date: Charge: 0.0
Tested By: -- Select an Item --
Tested At: -- Select an Item --
Test Name: -- Select an Item --
Result: --Select--
Reminder date:
Reminder Text:
Comments:
Remove

Rabies Shot: Yes No
Date: Charge: 0.0
Given By: -- Select an Item --
Given At: -- Select an Item --
Serial/Lot #:
Reminder (or next due):
Reminder Text:
Comments:
Remove

Spayed/Neutered: Yes No
Date: Charge: 0.0
Done By: -- Select an Item --
Hospital: -- Select an Item --
☐ Already spayed/neutered on entry
Reminder date:
Reminder Text:
Comments:
Remove

Fully Vaccinated: Yes No

Vaccination 1:
Type: -- Select an Item --
Given By: -- Select an Item --
Given At: -- Select an Item --
Serial/Lot #:
Reminder (or next due):
Reminder Text:
Comments:
Remove

Vaccination 2:
Type: -- Select an Item --
Given By: -- Select an Item --
Given At: -- Select an Item --
Serial/Lot #:
Reminder (or next due):
Reminder Text:
Comments:
Remove

1. Rabies Shot – Date & Given at. If you have the paperwork, add Lot #. Use the Reminder (or next date) based on if it is a 1 or 2 yr. vaccine and under 'Reminder Text' be explicit, ex., 'Rabies vaccine due.'
2. Spay/Neutered – Date/Hospital or if animal came in spay/neutered enter a date or 'Yes' won't stick
3. Vaccination – put in the date (or it won't save) and choose from the dropdown the type of vaccination and you know the Reminder date. Set 'Reminder Date' & 'Reminder Text' (ex., FVRCP due)

Medical Records

Each vet visit or treatment should be recorded as a 'Medical Record' 'Ticket.' In some cases, part of a Ticket includes a vaccination that may already be listed in the 'Checklist Section'. In that case, you can note it in the Medical Record incident but in the 'comment' section.

Below is an example of an animal with several tickets, notice that some records can be deleted (trash can icon) and/or edited (pencil icon), and some can *only* be edited. The 'edit only' entries are the ones that were entered into the 'Checklist' area.



[Click here to view](#) a step-by-step video on adding an invoice to a foster record.

Click on 'Medical Records' Tab to start a new ticket.

1 + Add New Ticket		Full Medical Report	Vaccination Certificate				
Sort By:	Date	Total Entries: 9, Total Charge (Includes Closed Tickets): \$1139.9 (here is a test comment)				Show Only Open Tickets	View As: Table Cards
		Issue	Diagnosis	Treatment Date	Treatment	Treated By:	Treated At:
2		Surgery		11/29/2023	Amputation (limb), Eye Enucleation, Spay		Providence Animal Center
3		Spay or Neuter		11/29/2023	Spay or Neuter		Providence Animal Center
		Exam, Tests & Vaccinations		11/21/2023	Rabies (1 yr)		Stoneback Veterinary Associates
		Heartworm Testing	Heartworm Negative	11/21/2023	-		Stoneback Veterinary Associates
		Vaccination 2		11/21/2023	FeLV		Stoneback Veterinary Associates
4		Vaccinations		11/21/2023	FVRCP		Stoneback Veterinary Associates
		Rabies Shot		11/21/2023	Rabies Shot		Stoneback Veterinary Associates
		Feline Leukemia Test	FIV neg/FelV neg	11/21/2023	FeLV/FIV Combo Test		Stoneback Veterinary Associates
		Intake Exam		11/17/2023	X-rays		Stoneback Veterinary Associates

1. Button to 'Add a New Ticket' to create a new ticket
2. This is an example of a Medical Ticket entry, you can delete or edit it
3. This is an example of a 'Checklist' item, clicking on the pencil will allow you to edit it in Checklist area
4. These are examples of how Vaccinations and Tests from the Checklist area show up in the Medical Records area

On the pop-up screen add the information from the invoice (or information given to you).

The screenshot shows the 'Medical Record' pop-up form. The form has the following fields and values:

- Issue:** 1 Intake Exam
- Date Treated:** 2 11/17/2023
- Resolution:** --Select--
- Next Treatment:**
- Treated By:** --Select an Item...
- Treated At:** 3 Stoneback Vete...
- Diagnosis or test result:** 4 Abnormal Urine
- Treatment or test:** 5 Urinalysis
- Weight:** 6
- Serial/Lot #:**
- Charge:** 7 160.08
- ASPCA Transport Report:** --Select an Item--
- Symptoms/Comments:** 8 Broken leg requires amputation; blind in both eyes (one eyeball is gone, the other badly cataracted). Requires spay.
- Reminders:**
 - Reminder Text:** 9
 - Reminder Date:** 10

1. Issue – Vet exam, Routine treatment, etc.
2. Date Treated
3. Treated at – Choose the vet or ‘Angie’s Stray Foundation’ if done by foster or volunteer (ex., deworming). If the vet is not listed in the dropdown, add it in the comments. If the vet isn’t listed you may be able to add it (depending on your level of access). You would click on ‘Orgs’ tab >Add new Organization >Add the vet or hospital (as much information as the paperwork gives you or Google it) >Check off if it is a vet/hospital or boarding kennel (all that apply) and save. Then you can choose it from the dropdown.
4. Diagnosis, Test Result (or symptoms) – if this information is available, use the dropdown
5. Treatment or Test – Click each that applies (vet visits are under ‘Exams’) anything not listed can be added to the Symptoms/Comments area
6. Add the current weight if listed on the invoice/record
7. Add the charge if listed on the invoice. **If the invoice is for more than one animal, break out the medical record ticket and charges to that animal.**



[Click here to view](#) a step-by-step video on adding an invoice to a foster record.