

How To Make a Receipt

1. After Outcoming an adopted pet go to 'Tag'
2. Click the up arrow to open the tag window
3. If the window does not show that the tag is associated with an A number, you will need to add the tag into record first (Go To Step 4). If it shows that it is associated with an A number, then you will need to verify that it isn't associated with any additional records (Go to Step 5)
4. To add a tag into record:
 - a. Add the PID of the adopter
 - b. Add the AID of the Animal
 - c. Tag No should already be populated with the microchip number, if you microchipped yourself, then you will need to add the microchip number yourself.
 - d. Tag Type needs to be "Micro Adopt"
 - e. Status is "Current"
 - f. Tag Date will autopopulate
 - g. Tag Term needs to be "12"
 - h. Hit F9 to add the new record. It tell you the grid is full and verify that you would like to continue with the addition of the new record. Select Yes.
 - i. Move to Step Six
5. If Tag already exists associated to the animal:
 - a. Remove PID and AID
 - b. Hit F12 to search. If associated to a different receipt, it will appear in the Receipt No window. If nothing is there and the correct A ID comes up, you can continue. If a Receipt is associated, advise the Adopter that they will need to finish up in licensing and add them to the licensing Waitwhile. You will not be able to do the receipt today.
 - c. Update PID to the adoptive party.
 - d. Hit F8 to save the change.
6. Once Tag has been associated, go back to the main Kennel screen and copy the chip #.
7. Open the Receipt window by clicking the up arrow next to the receipt box in the outcome area
8. Hit F11 to clear the screen's content
9. Add the Adopter's PID
10. Add Item Code as Micro Adopt
11. Add Animal's AID
12. Paste Tag # in Reference No
13. Hit the + Button
14. Add Item Code: Adopt (Type)
 - a. F4 will open up selectable options. We most commonly use Adopt Kitten, Adopt Cat, Adopt Dog, and Adopt Puppy
15. A ID should remain as you've already added it in Step 11.
16. Click + button and it will autopopulate the receipt line with the regular adoption fee for animal type selected.
17. TO WAIVE FEE:
 - a. Repeat steps 14 and 15
 - b. Put "PROMO" in reference No

- c. Change Item Price to -\$\$\$ (equivalent to the regular adoption fee for the animal type.
Ex: Adopt puppy shows as 50.00, so waiver will need to be set to -50.00.
 - d. Double check that the numbers are correct or it will mess with Licensing team's ability to balance their registers.
- 18. Once waiver has been added, Hit F9 to add the receipt into record
- 19. Chameleon will prompt you with a request to open receipt to print, hit Yes
- 20. Print Receipt for adopter.
- 21. Use check mark at the top of the Chameleon window to transfer the receipt to the main kennel screen.
- 22. Hit F8 to save record.
- 23. Dog licensing fees will need to be completed with licensing team. If they are available, place adopter in Waitwhile queue for Licensing. If they aren't available, provide adopter the Docupet licensing handout. Only puppies older than 12 weeks can be licensed (must have a rabies vax). Cats are not licensed at all.