

# In-Hospital Volunteers Tutorial

## How to Update Animal Records

go to your volunteer Dashboard...

[pch.samaritan.com](http://pch.samaritan.com)

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A screenshot of a YouTube video player. The video title is "Which Program is right for you". The video content shows a grid of four program options: "In-Hospital Volunteer" (blue box), "Community Volunteer" (red box), "Summer Program for College Students" (purple box), and "Family Advisory Councils" (teal box). Each option has a corresponding image above it. The video player interface includes a play button, a progress bar at 0:00 / 2:27, and standard YouTube controls like watch later, share, and full screen.

Your Dashboard should look similar –  
if you're an active in-hospital therapy team volunteer...



Hello, Mary Lou   
 Dashboard Logout



Mary Lou Jennings

You have logged **0 hours** total since first starting on Wednesday, October 9th 2019.

[more](#)


- [Edit Profile](#)
- [Therapy Animal](#)
- [Your Groups](#)
- [Attachments](#)
- [Volunteer Knowledge Library](#)


Click 

### Annual Compliance Dashboard

Your Vaccinations and Trainings are current.  
Your Vaccinations and Trainings are current.

Flu Vax Expiration:	12/01/2020 
PPD Expiration:	05/31/2020 
Working with Hospitalized Children Training:	01/31/2021 
Annual Policy Review and Agreements:	01/31/2021 
Volunteer ID:	1000551

Search 

Log Books 

### My Placed Opportunities

[Calendar | List](#)

 Upcoming Schedule

[View Schedule](#)

No upcoming schedule shifts. [View your full schedule](#)



**AAT Dog/Cat/Bunny** Phoenix Children's Hospital Main Campus  
You've been placed with this opportunity.

[see details](#)



Mary Lou Jennings

You have logged **0 hours** total since first starting on Wednesday, October 9th 2019.

[more](#)

- [Edit Profile](#)
- [Therapy Animal](#)
- [Your Groups](#)
- [Attachments](#)
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**Jennings Family** [change](#)

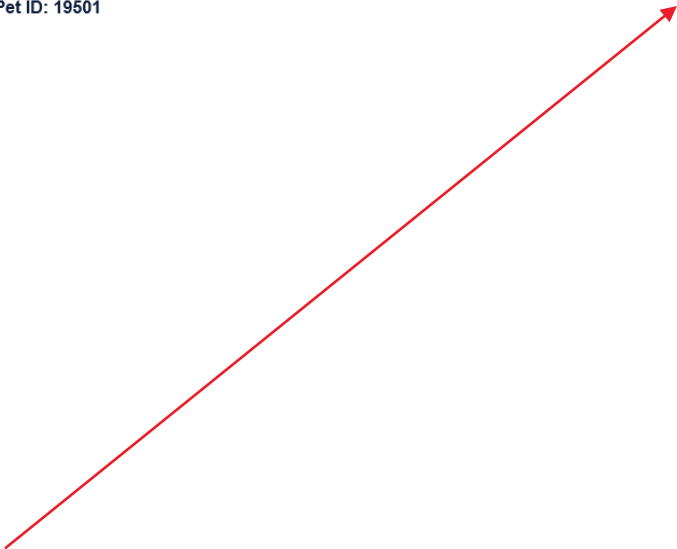
[New Member](#)

CRICKET Jennings

**Pet ID: 19501**

[Edit](#)

[Assignments](#)



then Click *Edit*



Mary Lou Jennings

You have logged **11.00 hours** total since first starting on Wednesday, October 9th 2019.

[more](#)

- [Edit Profile](#)
- [Therapy Animal](#)
- [Your Groups](#)
- [Attachments](#)
- [Volunteer Knowledge Library](#)

✓ First Name: CRICKET

✓ Last Name: Jennings

✓ Date of Birth: 03/15/2009

Gender: Female

✓ Annual Exam

✓ Animal Annual Exam Expiration: 02/12/2022

✓ Leptospirosis

✓ Lepto Vaccination Expiration: 02/12/2022

Uploaded PDF document with options: Delete, Download, **Change**

Scroll down\* to the item you are updating. In this example we want to update *Annual Exam*. Click *Change*

\*Note: Since there are so many records that are recorded for each animal you may have to scroll down quite a bit to reach the document you are updating.

✓ First Name

CRICKET

✓ Last Name

Jennings

✓ Date of Birth

03/15/2009

Gender

Female

✓ Annual Exam



Uploaded

Choose File No file chosen

Allowed File Types: Max Size: 3mb  
doc, docx, jpg,  
jpeg, png, gif, otf,  
pdf, csv, xls, xlsx

Cancel

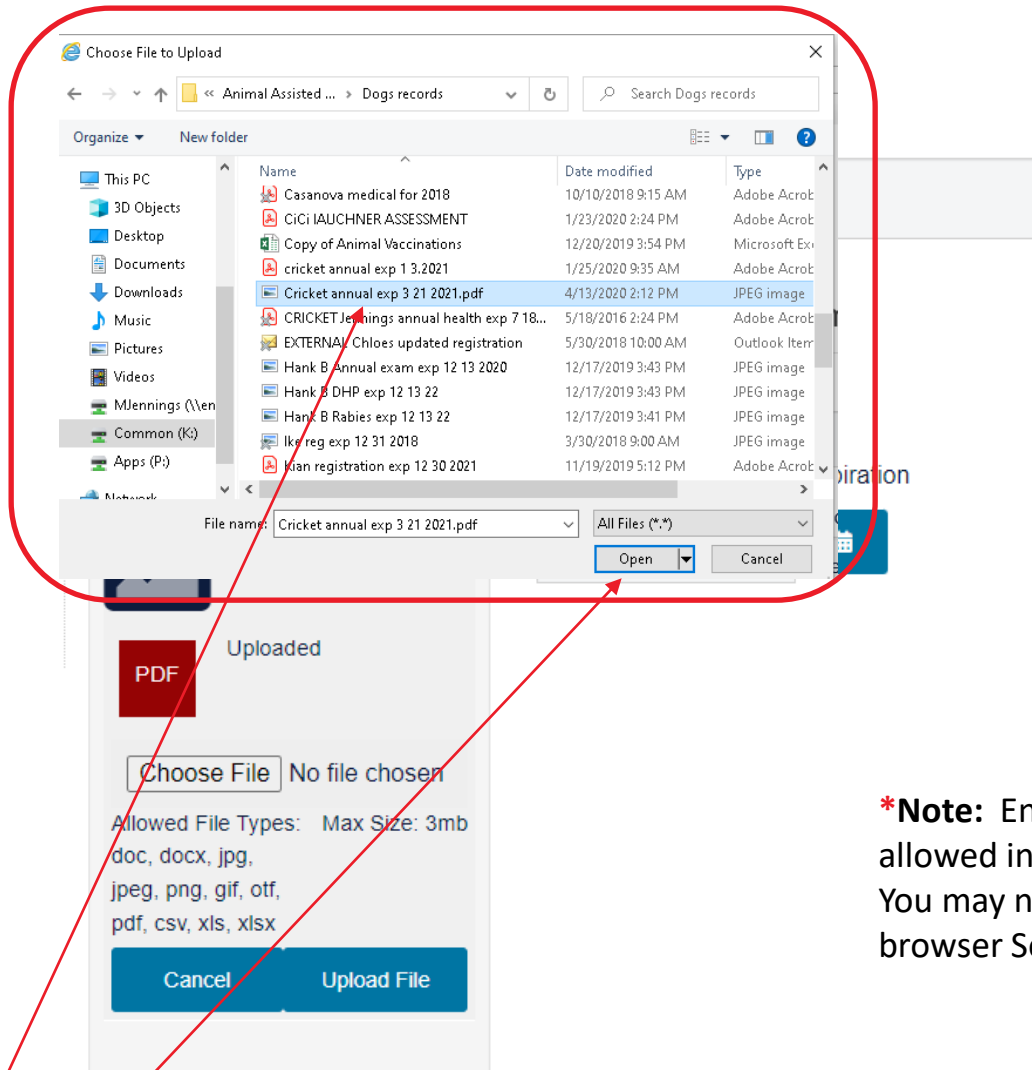
Upload File

✓ Animal Annual Exam Expiration

02/12/2022



Click Choose File



**\*Note:** Ensure Pop-ups are allowed in your browser. You may need to go to your browser Settings to allow this.

Your device's file directories will pop-up\*. Navigate to the proper file directory, highlight the appropriate document and...  
*Open* the updated Annual Exam

✓ Annual Exam



Uploaded

Choose File An...df

Allowed Max Size: 3mb

File Types:

doc, docx,  
jpg, jpeg,  
png, gif, otf,  
pdf, csv,  
xls, xlsx

Cancel

Upload File

✓ Animal Annual Exam

Expiration

02/12/2022



Your document name will appear, although it may only display part of the file name if display space is constrained (like in this example) Click on *Upload File*



This document is now Uploaded

✓ Annual Exam



This screenshot shows a confirmation box for an upload. At the top, it says '✓ Annual Exam'. Below that is a grey box containing a landscape image icon. To the right of the image icon is the word 'Uploaded'. Below the image icon is a red square with the text 'PDF'. To the right of the 'PDF' icon are three buttons: 'Delete', 'Download', and 'Change', arranged vertically.

✓ Animal Annual Exam  
Expiration

02/12/2022



This screenshot shows a date field with the text '02/12/2022'. To the right of the date is a blue button with a white calendar icon.

Then, click the calendar icon to enter the new Expiration date (if any)

The Calendar will pop-up

Use arrows to move to the correct month/year  
and click on the new expiration date

Dashboard Logout

✓ Date of Birth 03/15/2009 Gender Female

✓ Annual Exam

✓ Animal Annual Exam Expiration 02/12/2022

February 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	01	02	03	04	05	06
07	08	09	10	11	12	13

Today Clear Close

✓ Date of Birth

03/15/2009



Gender

Female



✓ Annual Exam



Uploaded

Delete

Download

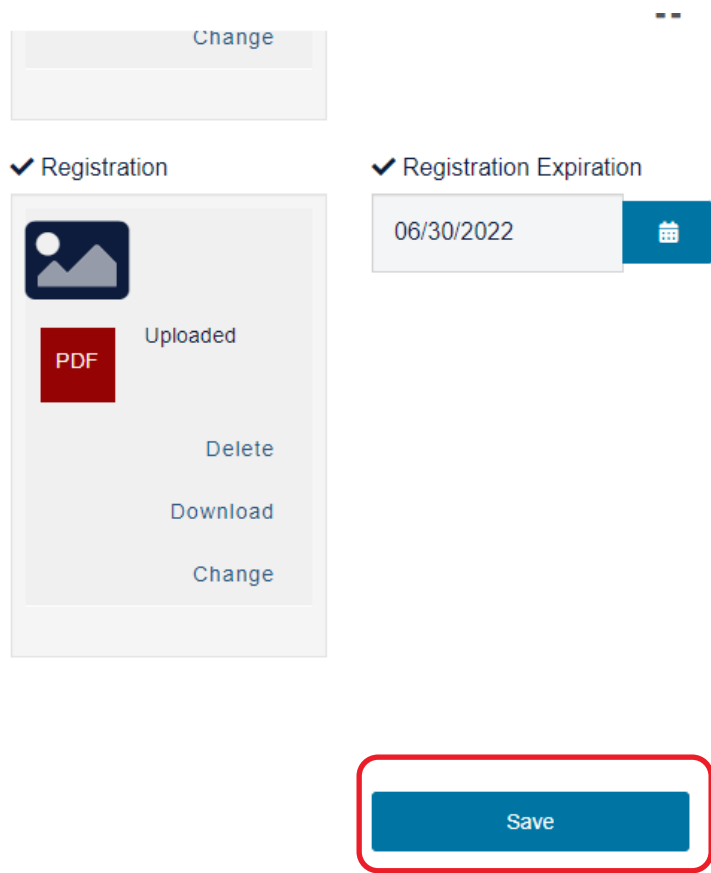
Change

✓ Animal Annual Exam  
Expiration

02/12/2023



New *Expiration Date* is displayed



Scroll all the way to the bottom and Click *Save*

Repeat the same steps to update any other animal records.

Thanks!



**For learning!**