In-Hospital Volunteers Tutorial

How to Update Animal Records

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go to your volunteer Dashboard…

pch.samaritan.com

Login

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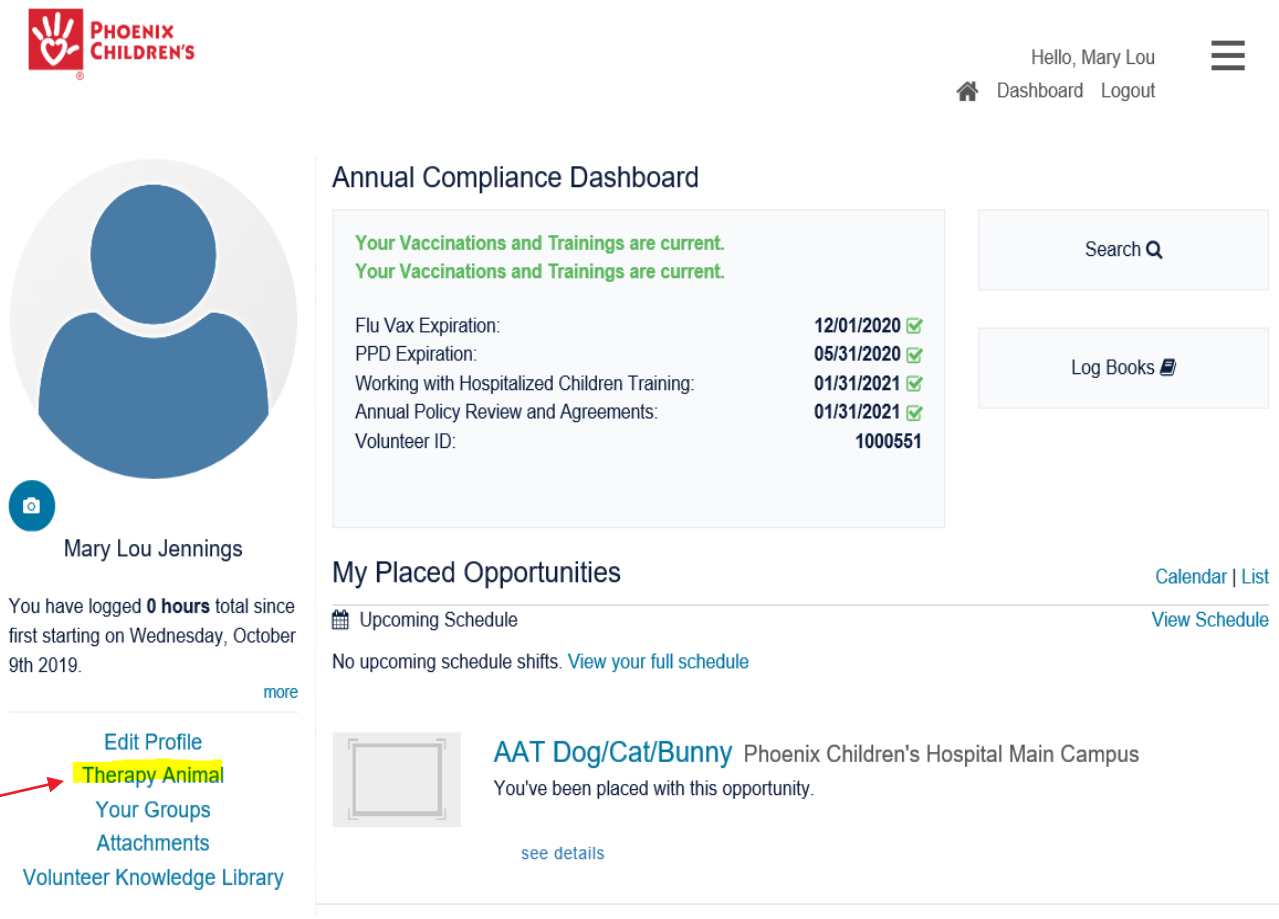
Your Dashboard should look similar –

if you're an active in-hospital therapy team volunteer…



Click

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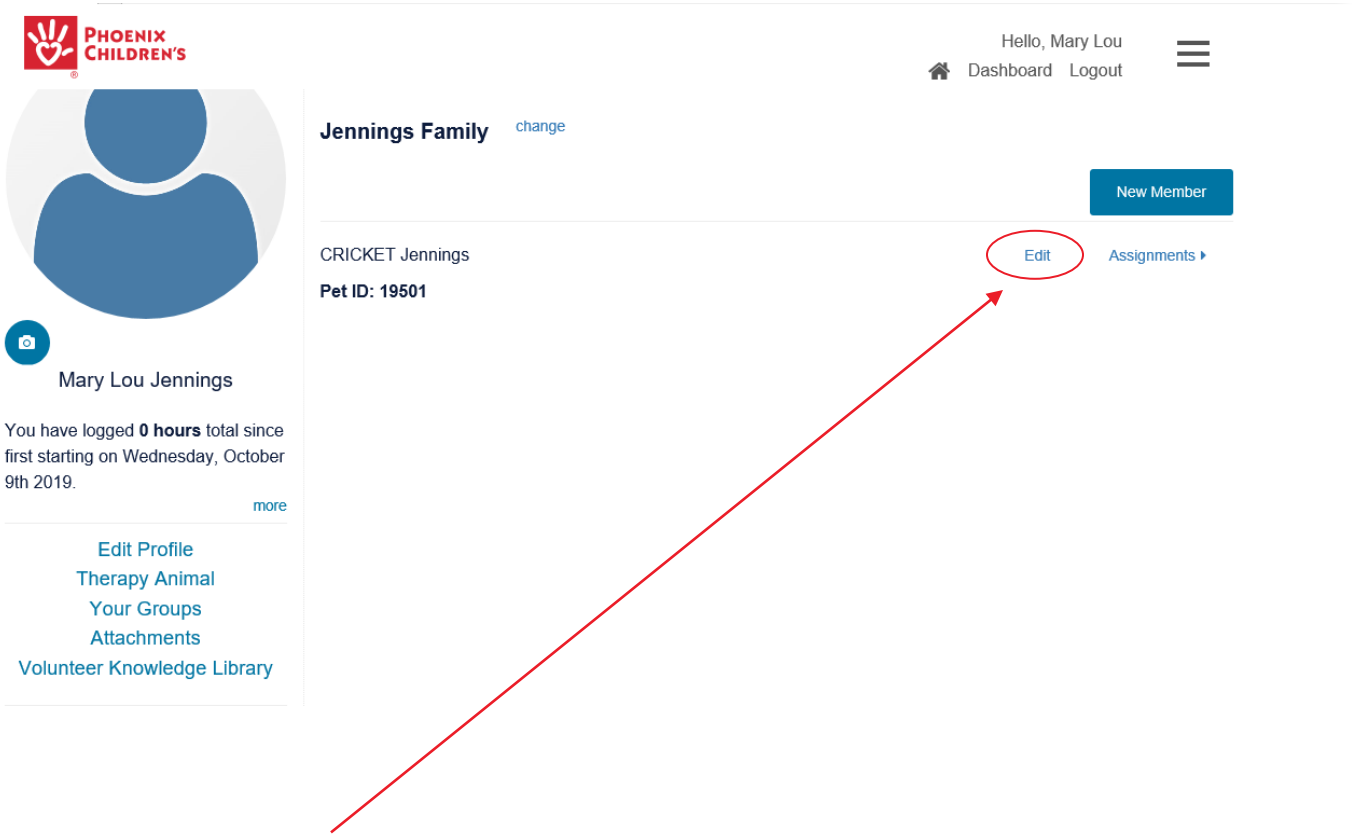

then Click *Edit*

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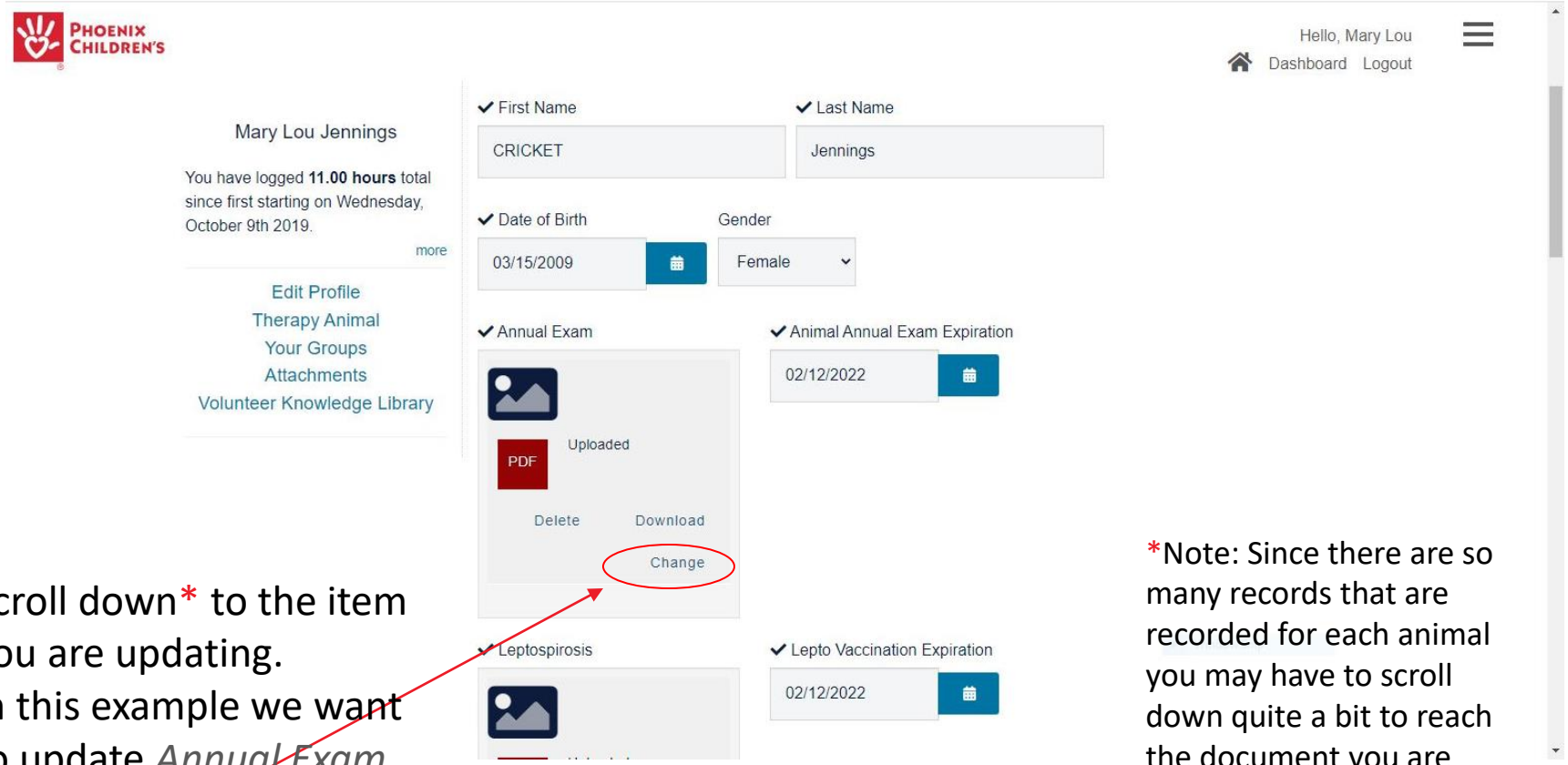

Scroll down* to the item you are updating.
In this example we want to update *Annual Exam.*
Click *Change*

*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.

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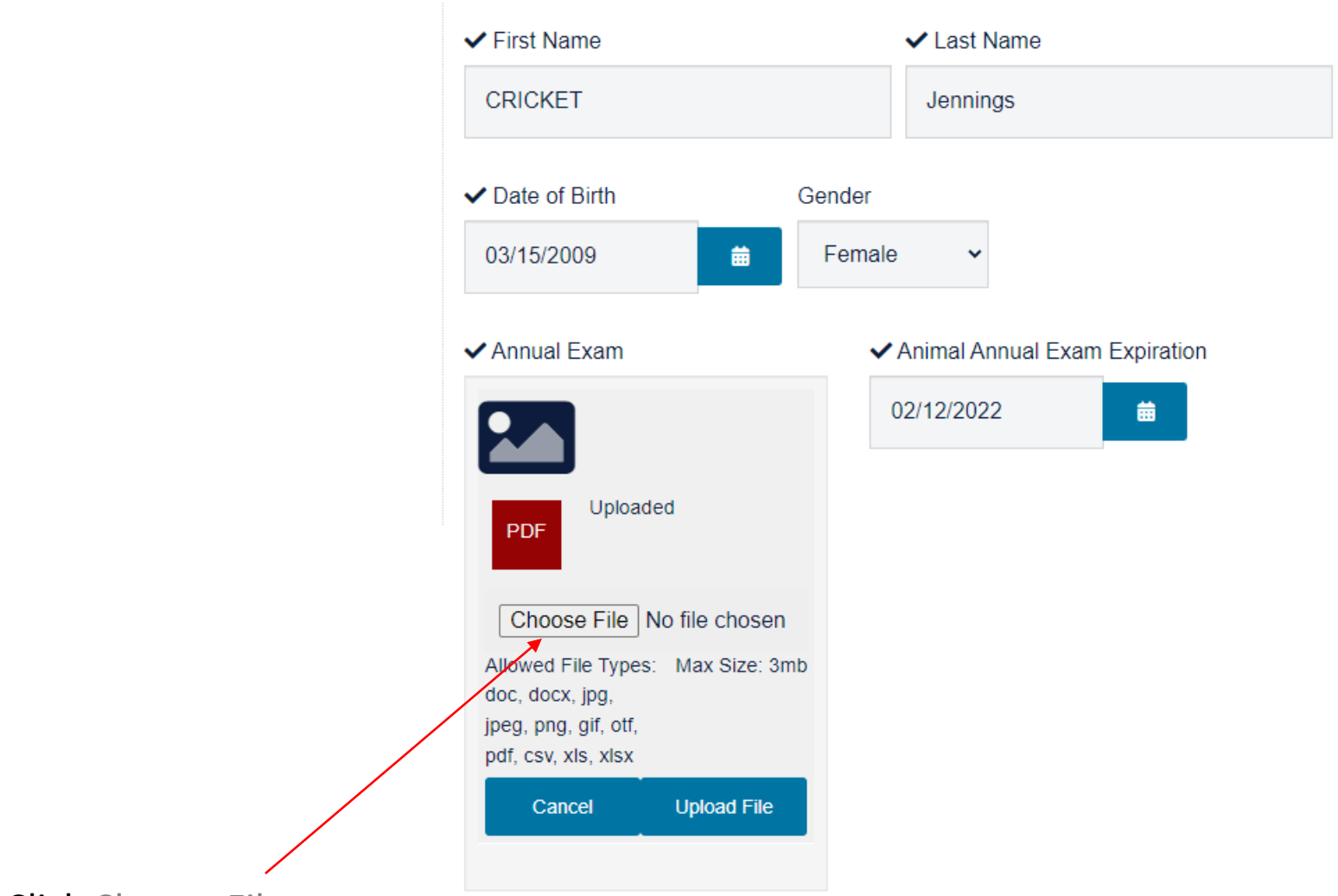

Click Choose File

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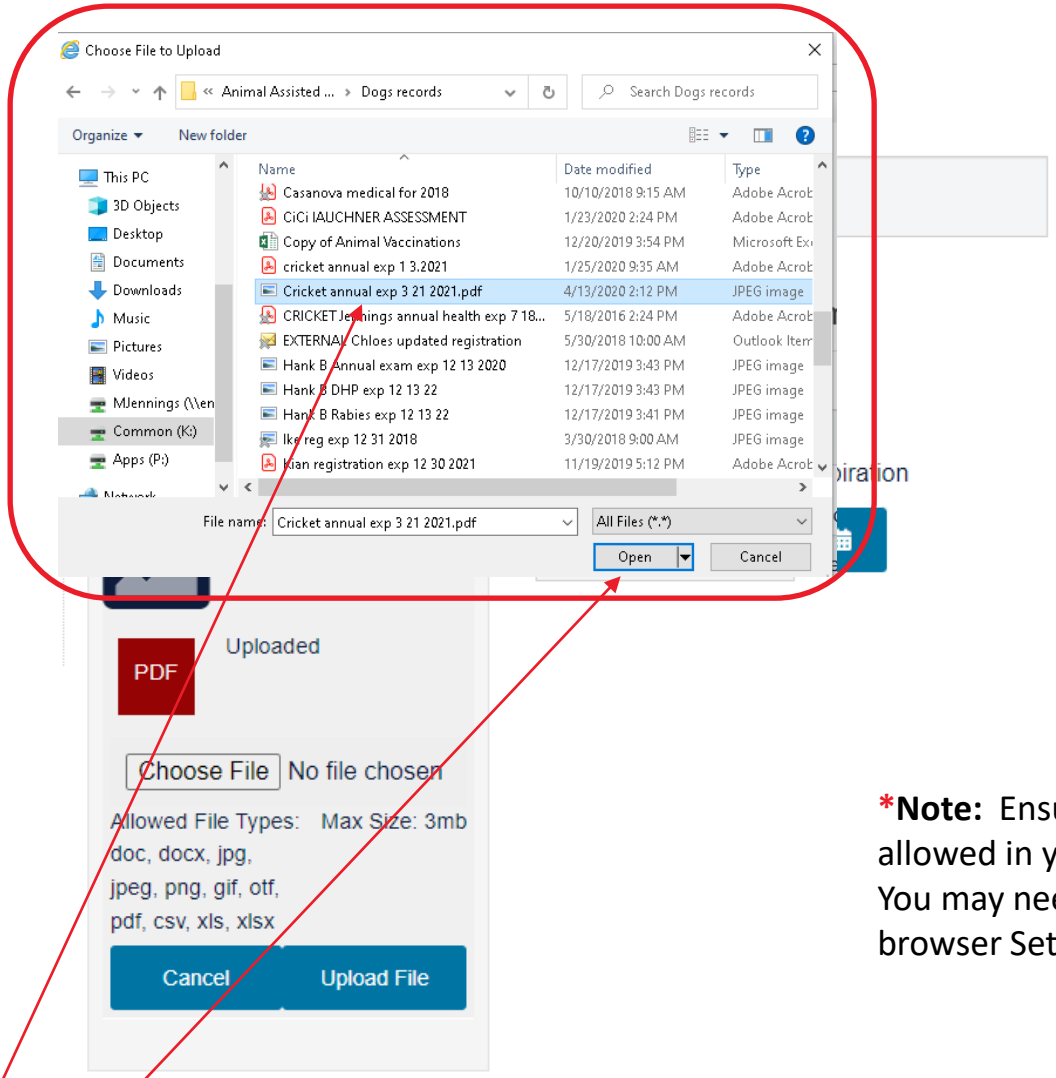

***Note:** Ensure Pop-ups are allowed in your browser. You may need to go to your browser Settings to allow this.

Your device's file directories will pop-up*. Navigate to the proper file directory, highlight the appropriate document and…

Open the updated Annual Exam

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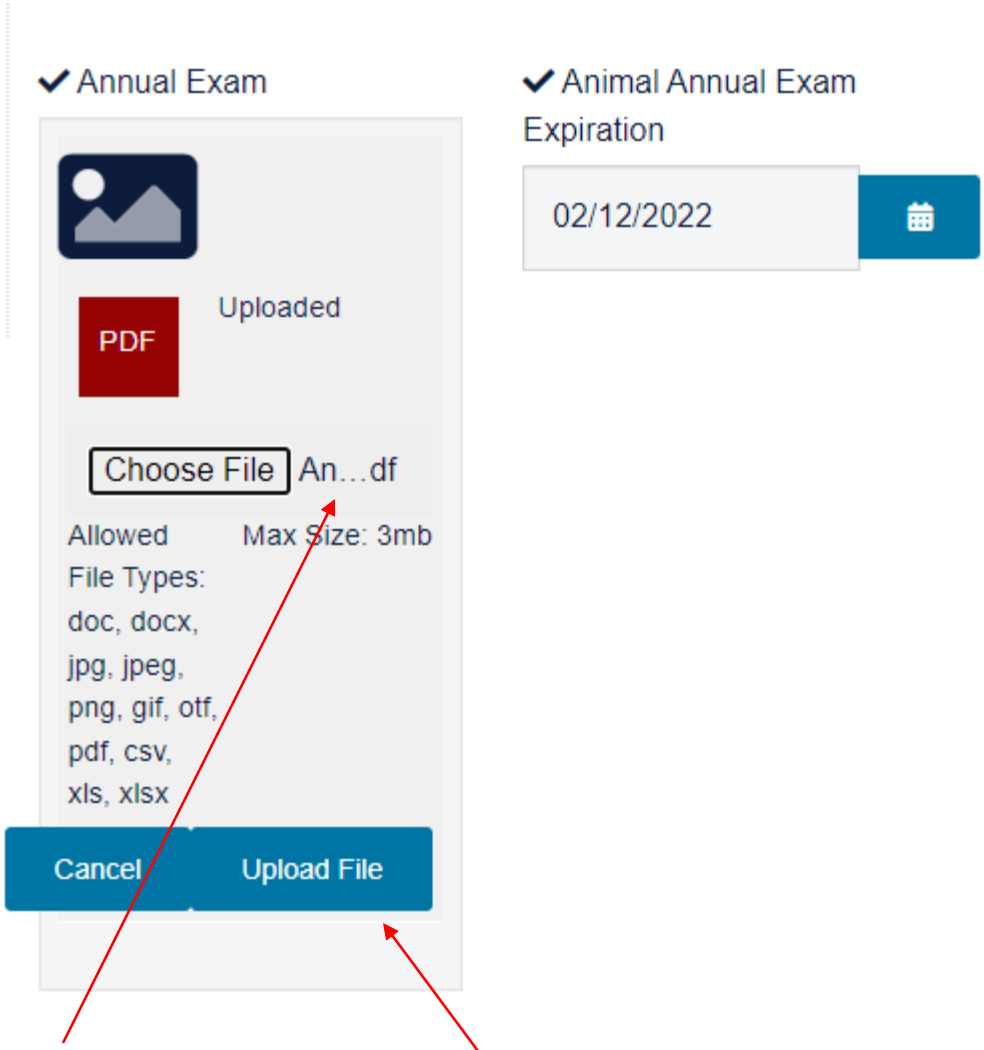

Your document name will appear, although it may only display part of the file name if display space is constrained (like in this example) Click on *Upload File*

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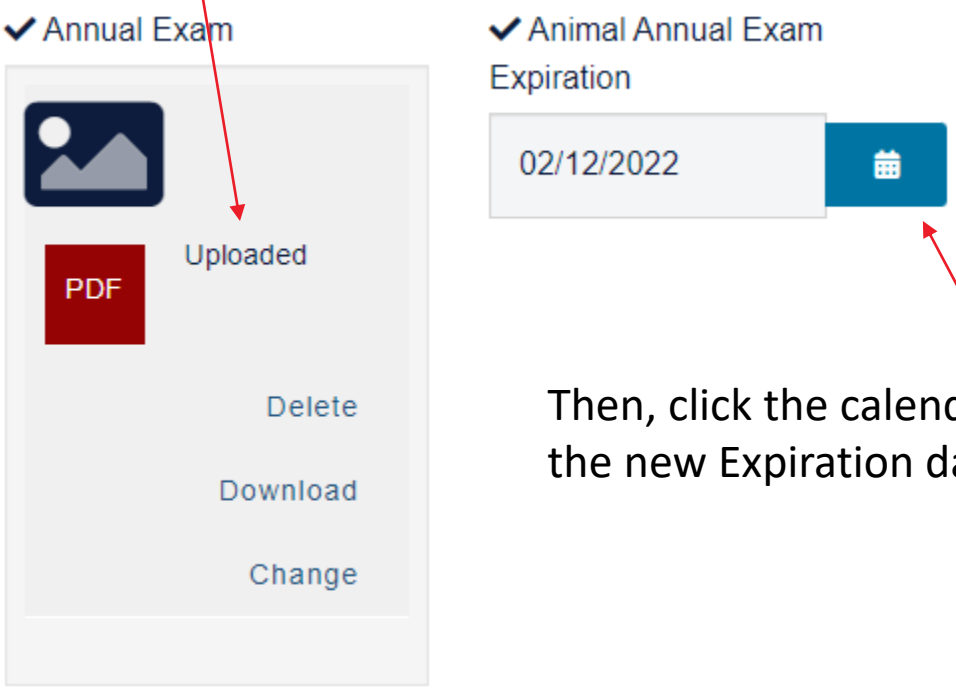
This document is now Uploaded



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

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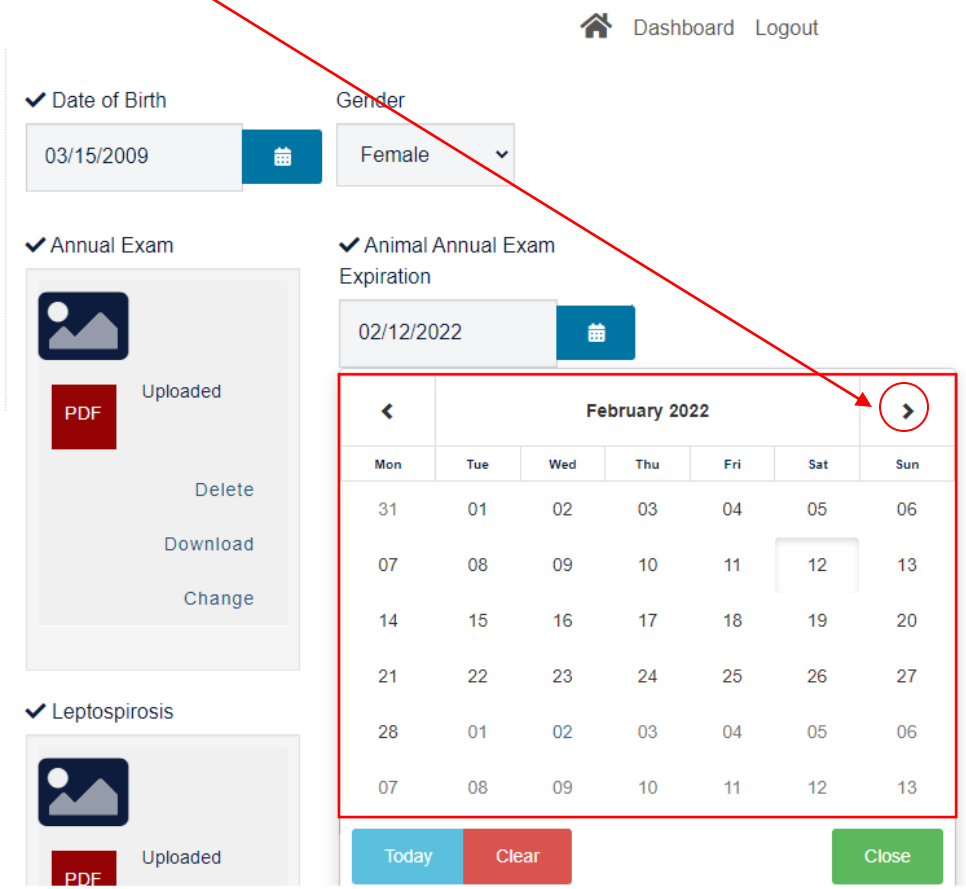
The Calendar will pop-up

Use arrows to move to the correct month/year

and click on the new expiration date



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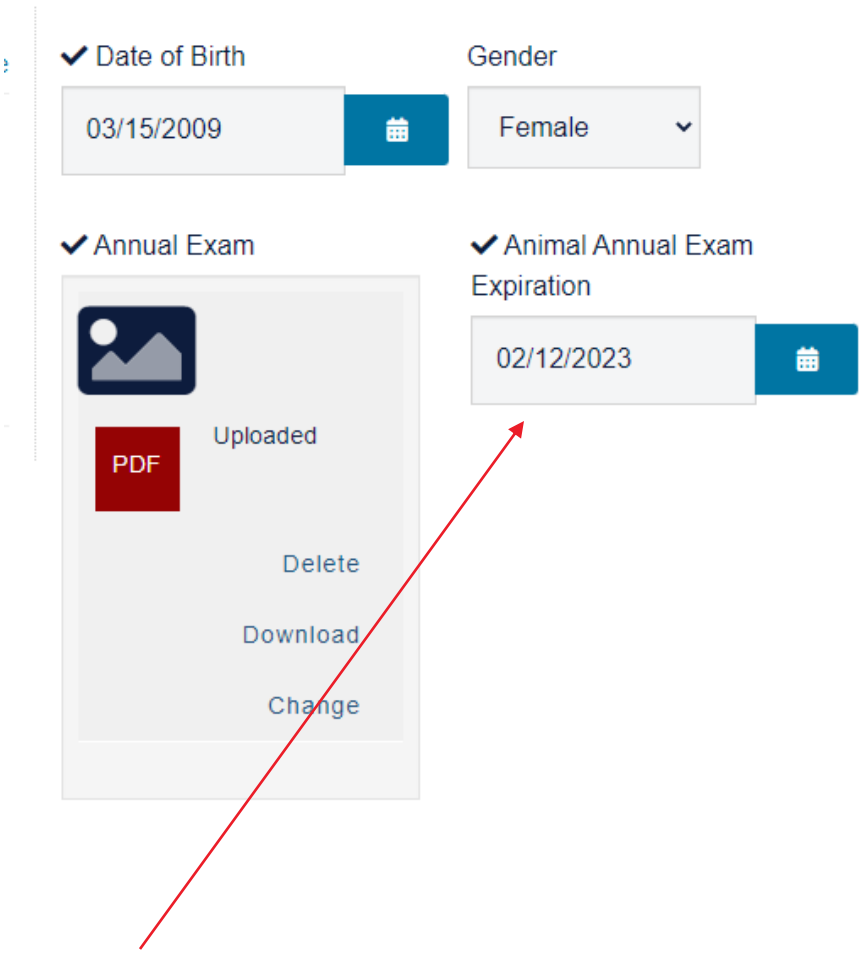

New *Expiration Date* is displayed

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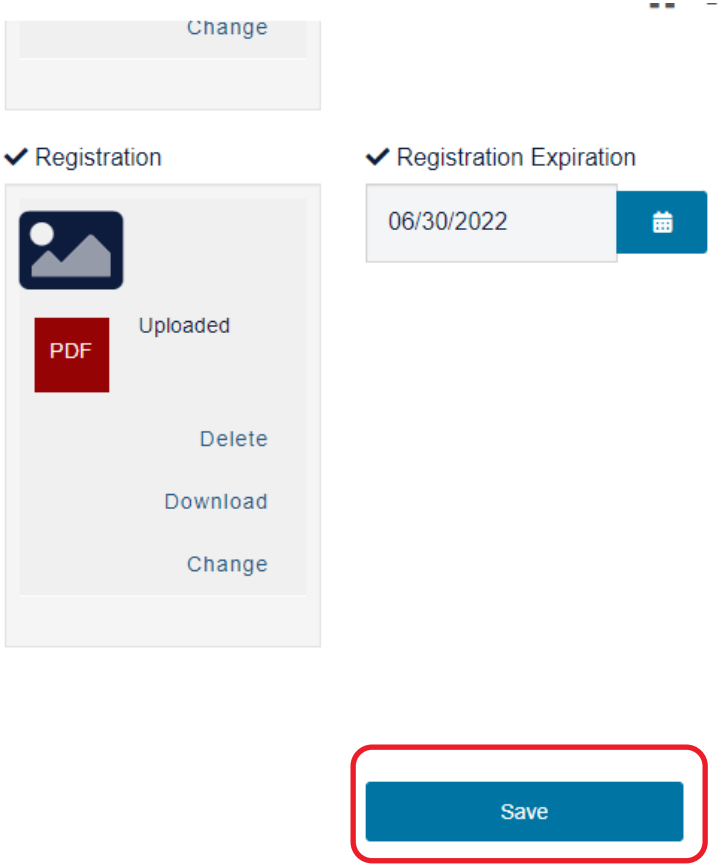

Scroll all the way to the bottom and Click *Save*

Repeat the same steps to update any other animal records.

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For learning!

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