

Using the adoption pending field



Where do I find it?

Adoption Pending is one of the dozens of animal fields provided for each animal. You'll find the field in the **Administrative Information** section of fields when adding or editing an animal. When you click **Yes**, you can use the drop-down menu to select the application and associate it to the animal.

Administrative Information

Received date: 7/14/2013

Rescue ID: [Redacted]

Internal ID: [Redacted]

Up-to-date: ☐ Yes ☐ No ☒ Unknown

Foster: [Redacted]

Location: Choose one...

Location public: ☐ Yes ☒ No

Microchip number: [Redacted]

You cannot register microchips because you currently do not have any registries enabled. See this [User Guide article](#) for more information.

Available Date: 7/17/2013

Transferred to: Choose one...

Found: ☐ Yes ☒ No

Found date: [Redacted]

Found zip/postal code: [Redacted]

Colony: Choose one...

Adoption pending: ☒ Yes ☐ No

Application: Choose one...

Highlight: 1 (At the top)

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You may want to alert potential applicants that an adoption is pending for the animal of their choice by displaying an alert on the animal's web page or detail page.

You can select the **Adoption Pending** field for the animal (in the **Administrative Information** section). If you select that field and have the **Show application pending message if applicable** option selected in **Animal Settings**, a pending message will appear on the animal's description informing the visitor that an application is pending. Optionally a message can appear encouraging the visitor to apply to adopt even though an application is already pending.

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Calypso has an adoption pending, however we encourage you to apply anyway in case we consider other applications.

Print an [adoption flyer](#) for Calypso!

Related to that, you can change the option to prevent animals with a pending application from being listed in available animals on **Online Forms** (like adoption applications). Both of those options are available on the **Adoptions Settings** page.

Marking an animal as having a pending adoption

To indicate that an applicant has a pending adoption, follow these instructions:

1. Click **Animals > Animals Home** from your account menu.
2. Find the animal in the list or search for the animal.
3. Click the **Edit** icon next to the animal's name.
4. Select **Yes** for **Adoption Pending** in the **Administrative Information**.
5. Select the online adoption application from the **Pending Application** drop down (if available)
6. Click **Save**.

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