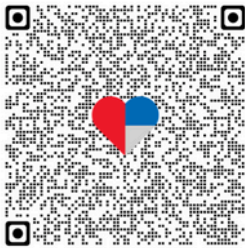




PARTNER ADMINISTRATOR QUICK REFERENCE GUIDE

Accessing AME on a Personal Device:



AME requires your device's location to be shared when performing an adoption.

Please ensure the following:

- "Allow" location to be shared if prompted
- Enable location services on your device and the browser that you are at the time of adoption.

Find out more about changing settings on Cellularly-enabled and Wi-Fi only devices by scanning the QR code.

Adding a User to AME:

Step 1: From the USER screen select the invites tab

Step 2: Select the *add new user button*

Step 3: Fill out the new users information including their name, personal email, and permissions level.
Select *send invite*

- Administrators can add users and perform adoptions
- Staff can only perform adoptions

Step 4: Have the new user reference the AME email and follow the instructions to set up their account and create a password

Review Completed Adoptions Reporting & Donations in AME:

From the ADOPTIONS screen there will be four boxes with a quick glance of the selected partners year-to-date metrics for this location. To review reporting and metrics on an individual adoption you will:

Step 1: Click the *complete tab*

Step 2: Use the search bar or scroll down to find the adoption you would like to review and select *details*

Step 3: Scroll to the payments section and review the *paid by adopter tab* and the *partner income tab* for financial details

Step 4: From this same area you can view the receipt, view/print the contract, and see what user completed the adoption

Questions? Email: amesupport@petsmartcharities.org

