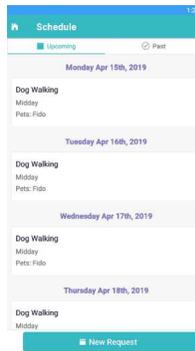




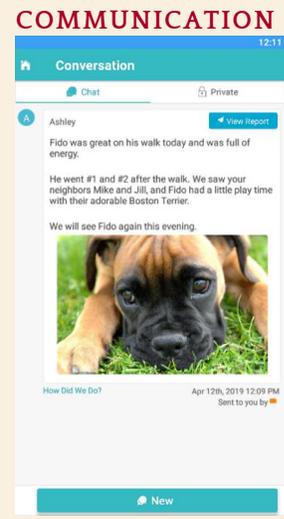
Mobile App Cheat Sheet



What is Time to Pet?
An online platform used to manage dog walks and pet visits.

How to access Time to Pet:
Download the app "Time to Pet" from your phone's app store

You can also skip the app and go directly to our online portal to access the same content:
<http://www.timetopet.com/portal/patrioticpetcare>



The **Conversation Feed** allows you to communicate directly with the team. All messages sent to and from the company will be listed here. The team, including Kim, will be able to see all messages archived under the conversation feed. Should an emergency occur with your walker/sitter or if the staff schedule changes it is important that our team have access to all communications. If you text Kim directly she might be on a cruise and not receive the message for a week, however would be able to log in online to check the portal.

To send a message, simply click the "New" button at the bottom. You can include your note and any pictures. When your message is complete, click the "Send" button to send.

You can also reply directly to emails sent from staff, including visit report cards, in your regular email account.

To send a **private message** directly to Kim and not the walker/sitter staff click the private button at the top.

Do's
Use Time to Pet for all of your scheduling needs
Use Time to Pet for all of your communication needs

Dont's
Reach out to sitters/walkers or Kim for scheduling
Text or email sitters/walkers or Kim to their personal accounts

PET INFORMATION
The "Pets" section of the app allows you to review and update all of your pets' information. You can also add new pets here.

INVOICING
The "Invoices" section allows you to view your invoices and to make payments to open invoices. This section can be accessed by selecting "Invoices" on the homepage of the app or online portal..



SCHEDULING
The "Schedule" section allows you to view your scheduled events, to request new services and to submit cancellation/change requests. This section can be accessed by selecting the "Schedule" button on the bottom of the app.

Review Your Scheduled Services in the "Upcoming" Section
Make New Service Requests Or Cancellation/Change Requests by selecting the "New Request" Button



There are two types of service requests you can submit.
Single Service - You can submit a request for just one event by selecting this option. You can then select the day you need a service and click the "Next" button.
Multiple Services - You can submit a request for multiple events by selecting the "Multiple Services" option. You can then select the first day and last day you need services and click the "Next" button.

Change or Cancellation Requests - You can select specific events that you'd like to cancel or change directly from the Mobile App or online portal. There's no delay! **Cancellations are automatically approved and removed from our staff's schedule.**

REPORT CARDS
There may be a delay in receiving visit report cards as Kim manually approves them. *As with all technology our app occasionally stalls and our sitters/walkers are unable to send an update. The cause is usually a data issue. System-wide outages rarely occur but it is possible.*

