

Guide for Managers



This guide provides an overview of how to use the doggylogs.com website to administer your account. Login to your account on the website using the same Email and Password that you use with the App. For tips on how to use the Doggy Logs App, check out our [Guide for Walkers](#).

Adding Pets

Use the “Pets” page to add new pets and edit information for existing pets.

To upload multiple pets at once, click the “Upload List of Pets” button, which allows you to import a list of pets from a .CSV file.

Download the template, or use your own file but make sure the columns match those used in the template.

[+ Add New Pet](#)

[Upload List of Pets](#)

Text Messages

Set up text message notifications for walks and visits through the “Pets” page, by selecting the name of the pet and editing the information in the “Notifications” section.

You can add multiple phone numbers, separated by a comma with no space. Include the country code.

If you do not want the owner to receive an email, either enter your own email address, or a fake one.

Notifications

Owner's Email fake@example.com

Additional Emails

Text Message Phone Numbers 16041234567,16045551234

Branding

Set up your company branding for email notifications by going to the “Settings” page. 

Under the “Branding” section, you can add your logo and website, which will be included in the notification emails instead of the Doggy Logs logo and website. Your website is reached when someone clicks on the logo in the email.

Emails will appear to come from the “From Name”.

Replies will be sent to the “Reply-to Address”.

The “Signature” will appear at the bottom of every email.

Branding

Logo



Website www.yourwebsite.com

From Name Your Name

Reply-To Address info@yourwebsite.com

Signature Thanks for choosing us!

Adding Walkers

Use the “Walkers” page to add or edit walkers for your business.

[+ Add New Walker](#)

To upload multiple walkers at once, click the “Upload List of Walkers” button, which allows you to import a list of walkers from a .CSV file.

[Upload List of Walkers](#)

Download the template, or use your own file but make sure the columns match those used in the template.

The walker will receive an email with their username and password and instructions to download the app, and a link to our [Guide for Walkers](#).

Packs

Packs are groups of walkers and pets, and can be used to filter which pets your walkers can work with.

Use the “Packs” page to assign walkers and pets to packs.

You can also assign walkers and pets to existing packs when you edit the walker or pet information.

Pack Name	Pets	Walkers
Emma's Pack	7	1
Isla's Pack	6	1
Sebastian's Pack	3	1

Checklists

Checklists can help remind you of tasks that need to be done when on a walk or visit.

To create a checklist that applies to every pet, visit our Checklist page.

To create a checklist for an individual pet, go to the Pets page.

Only the Doggy Logs account manager can create and edit checklists, which will appear for any walkers associated with the account.

Checklist

These items will appear in your checklist for all pets.

- Food
- Water
- Medicine
- Belly Rubs!

You can create checklists for specific pets by choosing them on the [Pets](#) page.

[Edit](#)



Princess

Food

Water

Medicine

Belly Rubs!

Rex

Food

[Close](#)

Changing Payment Plans

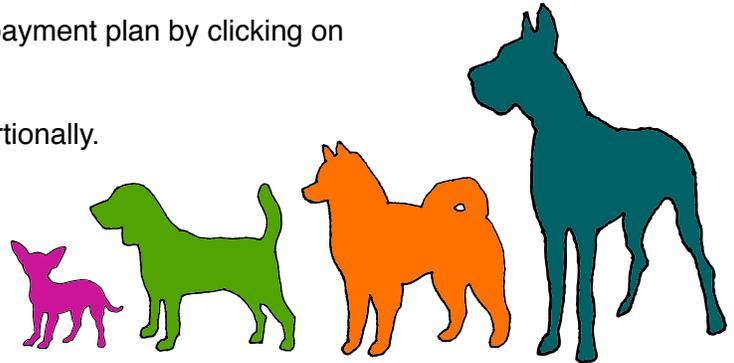
Use the “Settings” page to view or change your current payment plan by clicking on the plan name.

If you change plans, your next bill will be adjusted proportionally.

Pay annually for 2 months free.

To cancel, simply switch to the free Chihuahua plan.

Check out our [Payments FAQ](#) for more information.



Re-Sending Notifications

Worried an email or text might not have been sent?

Click on the link for the walk or visit in question from the “Walks” page to see a button that will re-send the notifications.

[Re-Send Notifications](#)

Questions? Email us at info@doggylogs.com