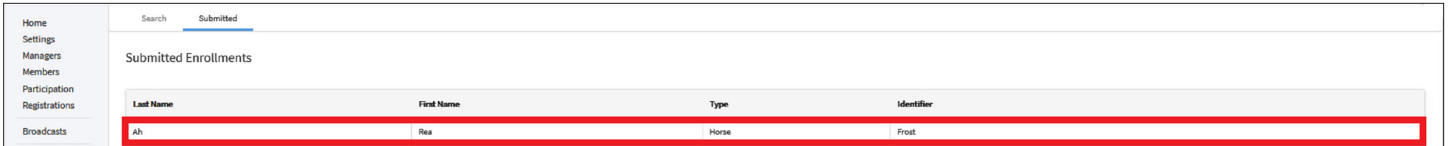


1. Click on the Animals tab in the navigation pane.
2. Click on the Submitted sub-tab.



The screenshot shows the 'Submitted' sub-tab selected in the navigation pane. The main content area is titled 'Animal Search' and contains a search form with a text input field for 'Keyword(s)' and a search button. The 'Animals' tab is highlighted in the left navigation pane.

3. Click on the member's name to review their animal information.



The screenshot shows the 'Submitted Enrollments' table. The first row is highlighted with a red box. The table has the following columns: Last Name, First Name, Type, and Identifier.

Last Name	First Name	Type	Identifier
Ah	Ria	Horse	Frost

4. Scroll down to view the information on the screen and click to make limited edits if needed.



The screenshot shows the details of a submitted enrollment. It includes the member's name 'Johnny Smith #638652', the animal's name 'Test Horsess', and a red 'Edit' button at the bottom right.

5. View the invoice at the bottom of the screen to confirm that the amount and credit card payment information is displayed.



The screenshot shows an invoice for a horse fee. The invoice is titled 'Invoice - Payable' and shows a horse fee of \$10.00. The payment method is listed as VISA.

6. Scroll to the bottom and make a selection. There are three options for processing the enrollment.
 - Approve
Accepts and locks in the animal for changes. The family receives an email and the payment is process.
 - Delete Animal
The animal will be removed from the system completely with no way to undelete it.
 - Send Back
Returns the animal record to the member with the comment for corrections.



The screenshot shows the 'Comments' section. It has two text input fields for 'Private Comment' and 'Public Comment'. At the bottom, there are three buttons: 'Send Back', 'Delete Animal', and 'Approve'. Red arrows point to each of these buttons.

[View Our YouTube Channel For Instructions](#)