Managing your animals

You can add animals to your website and manage all the information available about them by using the **Animals** menu in your account. The management features available for animals differ according to your level of service. Once an animal is added, you can edit the description, delete them from your website, set their status to **Available**, and when adopted, change their status to **Adopted**, using the selections in the **Animals** menu.

Animals available for adoption are exported to the adoption listing websites and shown on your RescueGroups.org website automatically after you add them (as applicable for your organization).

Having trouble finding an animal? See the **Searching your account** section of this guide.

Where do I find it?

Once you log into your account from https://rescuegroups.org, select **Animals** at the top of the screen. Depending on your level of service and user access, you may see the following links for managing your animals.

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On this page:

- Actions available from the Animals menu

Related pages:

- About Animal Exports
- About animal adoptions
- Handling returned animals
- Using the Animals List
- Tracking animal successes
- Using the Animal Success Stories feature
- Viewing an animal's update history
- Managing animal intakes
- About the animal outcomes feature
- Tracking colony animals
- Using the animal memorials feature
- Managing animal caretakers and fosters
- Managing animal status
- About animal meet requests

The following table lists the actions available for **Animals**, along with the level of service where the actions are available and the associated user roles:

Action	Description	Services	User Roles
View	Able to view all animals (regardless of status), along with all fields, including private fields.	Data Management Pet Adoption Portal Web Site	Any (Volunteer)
Search		Data Management Pet Adoption Portal Web Site	Any (Volunteer)
Add	Able to add a new animal.	Data Management Pet Adoption Portal Web Site	Animal Add Animal Admin
Edit	Able to edit an existing animal.	Data Management Pet Adoption Portal Web Site	Animal Add Animal Admin Animal Foster Update
Delete	Able to change an animal’s status to deleted.	Data Management Pet Adoption Portal Web Site	Animal Add Animal Admin Animal Foster Update
Adopt	Able to change an animal’s status to adopted.	Data Management Pet Adoption Portal Web Site	Animal Add Animal Admin Animal Foster Update

Manage Required Fields	Able to set Required Fields (see Required Animal Fields)	Data Management Pet Adoption Portal Web Site	Site Admin only
Manage Disabled Fields	Able to set Disabled Fields (see Disable Animal Fields)	Data Management Pet Adoption Portal Web Site	Site Admin only
Manage Browse Fields	Able to set Browse Fields (see Animal Browse Fields)	Web Site	Site Admin only
Manage Settings	Able to change the settings related to the Animals feature	Data Management Pet Adoption Portal Web Site	Site Admin only

Actions available from the Animals menu

The **Animals** menu, depending on your level of service and your user role, is used to do the following:

- Add, edit, delete, or restore an animal's description and highlight animals
- Access the **Animal List**, which lists all of your organization's animals, and allows you to perform actions on more than one animal at a time
- Manage adoption information
- Track animal event attendance
- Add and delete photos, videos, and files for the animals
- Create success stories
- Manage relationships (between animals)
- Use the animal add templates
- Create and use custom groups for animals
- Change the animal settings
- Export animals
- And more!

Popular Questions

Topics:

- animals
- animal

1. 0
   votes
   ### Linking support for an animal to payment
   - **0** answers
   - Andrea Homan
   - Apr 24, 2024
   - animals
2. 0
   votes
   ### How do I get my listings to automatically feed to Facebook?
   - **2** answers
   - Jennifer Myers
   - Mar 20, 2024
   - animals
   - website
   - exports
   - facebook
   - iframe
3. 0
   votes
   ### How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?
   - **4** answers
   - Whiskers & Tails Rescue Foundation
   - Sept 21, 2023
   - Space: Website Service Guide
   - website
   - exports
   - animals
   - toolkit

4. 0
votes
My Animal List is empty
- **2** answers
- Tammy Mullins
- Feb 06, 2024
- animals

5. 0
votes
Requests
- **0** answers
- Anita Lowman
- Feb 19, 2024
- requests
- animals

6. 0
votes
Add a mixed breed choice for dogs
- **1** answer
- Richard [RG]
- Feb 27, 2014
- requests
- animals
- breeds
- exports

7. 0
votes
Change default location to "no"
- **1** answer
- Alana Woodbury
- Jan 22, 2024
- animals
- exports

8. 0
votes
What fields is the Asilomar Advanced Animal Statistics report pulling from
- **0** answers
- Alana Woodbury
- Jan 20, 2024
- animals

9. 0
votes
status
Is there a way to view relationship from the Animal List page?
- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals

10. 0
votes
status
Can we increase the information exported to Adopt-A-Pet to include relationships?
- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals
- exports

Have a question about this topic?
Ask ques