

Manually exporting and updating animal information Content_v1

The **Manual Updates** page helps you quickly make updates to your pet list on other web sites that do not currently support uploads from RescueGroups.org. The page does not update the other adoption web site for you -- it only shows you the pet changes you have made on RescueGroups.org since a certain time, and you have to make those changes on the other web site manually.

To use this feature:

1. Add accounts that you want to manually update.
2. Determine the time interval (daily, weekly, monthly).
3. Compare the updates and make needed changes.

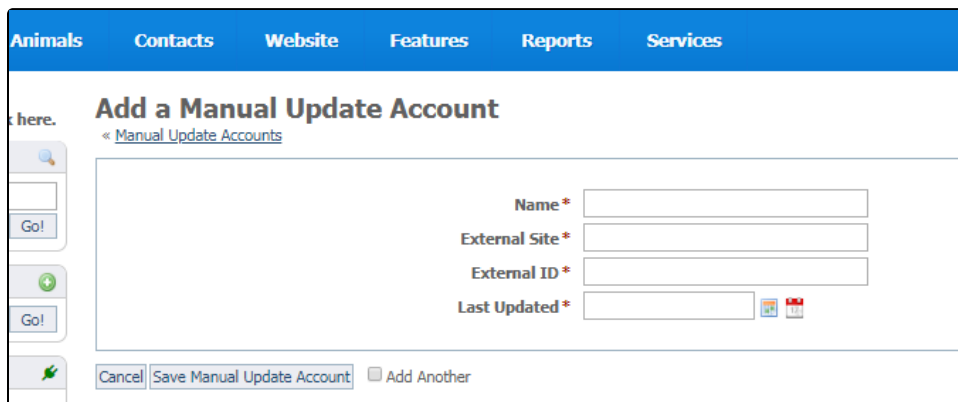
The easiest way to use this feature is to open a second web browser window with the external adoption website in one, and your RescueGroups.org account in the other. Then compare animal by animal, making the updates listed from the **Manual Updates** feature.

It's easy to start tracking the updates you need to make on an external web site. Just enter a name for the account, the type of account ("Organization's Web Site", "Petfinder", etc) and use the calendar icon below to select the date of the last time you made updates on that site.

Adding a manual update account

Adding a site that posts your adoptable animals but is not part of the RescueGroups.org animal adoption partnerships is easy and user-friendly.

1. Go to **Animals > Export** and click **Add a Manual Update Account**.



The screenshot shows the 'Add a Manual Update Account' form within the RescueGroups.org interface. The form has a blue header with navigation tabs: Animals, Contacts, Website, Features, Reports, and Services. The main heading is 'Add a Manual Update Account' with a back link '< Manual Update Accounts'. The form fields are: 'Name *' (text input), 'External Site *' (text input), 'External ID *' (text input), and 'Last Updated *' (calendar icon). At the bottom, there are buttons for 'Cancel', 'Save Manual Update Account', and a checkbox for 'Add Another'.

2. Fill out the resulting form (see above):
 - a. The **Name** field is the name you assign to the external site, such as *Our website*, or *Patty's site*. It doesn't need to be the exact name of the website.
 - b. The **External Site** field is the URL of the website.
 - c. The **External ID** is the ID of the site.
 - d. The **Last Updated** field is a calendar entry you choose as the last time you updated the site, or the date you want to use as a start date for the update information.
3. Click **Save Manual Update Account** or **Add Another** (to add this one and create another). You have now added an account you can check against your animal updates.

Editing a manual update account

The list of manual update accounts is a data table, like all the other data tables in your account. To edit a manual update account, click the **Edit** icon to the left of the name to open the editing screen. Or, click the name of the account, scroll to the bottom of the form, and click **Edit**.

When you are done editing, remember to click **Save Manual Update Account**.

Deleting a manual update account

Because the list of manual update accounts is in a data table, you can delete one or more at a time. Open the list and tick off the check box to the left of each of the accounts you want to delete. Go to the Actions drop-down menu at the top and select **Delete**.