# Managing animal files

Each animal can have an unlimited number of files and documents associated with it. You can decide if you want the files to be public or private, so even a visitor to your website can download a file from an animal's web page.

> ✅ **Where do I find it?**
>
> You can find the files already uploaded for an animal or you can add files to an animal's file from the animal's information page.
>
> Adoptions (0)   Attendance (0)   Custom Animal Groups (0)   [Files (0)]   History (2)
> Intakes (1)   Journal Entries (0)   Missing Journal Entries!   Media (1)   Outcomes (0)   Submitted Online Forms (0)
> Relationships (0)   Meet Requests (0)   Sponsorships (0)   Kennel Card   Add a Success Story

**On this page:**

- Upload a file for an animal
- Edit an animal file
- Delete an animal file

To add or to review the files uploaded to an animal's information page:

1. Log in to your account from RescueGroups.org.
2. Either use one of the methods of searching for an animal to find the animal you want to review or go to **Animals > Animal List** and scroll down to or search for the animal you want to review.
3. At the top of the animal's information page, you will see a list of links, click on **Files** to add or view files for this animal.
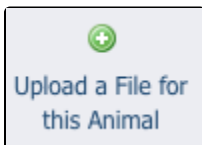
## Flower
« Animals

Adoptions (0)   Attendance (0)   Custom Animal Groups (0)   [Files (0)]   History (12)
Intakes (0)   Journal Entries (0)   Media (8)   Outcomes (0)   Submitted Online Forms (1)
Relationships (0)   Meet Requests (0)   Sponsorships (0)   Kennel Card   Add a Success Story

## Upload a file for an animal

⊕ Upload a File for this Animal

To add a file to an animal's information page, click the **Files** link (above). A list of any previously uploaded files displays.

Click the **Upload a File for this Animal** button to add a file and fill out the form.

- **File:** Select the file you want to upload from your local computer.

- **Description:** Enter a description for the animal file.

- **Display Inline:** Select whether the file should be opened within the browser window (inline) or if it should be opened outside of the browser window (attachment).

- **Public:** Select whether the file should be accessible to the public. If not, it will be a private file accessible only to users with access to your account.

# Edit an animal file

To edit an animal file, from the specific **Animal File** page, click the **Edit** button next to the file you want to edit. When you are done making changes, click the **Save** button.



# Delete an animal file

To delete an animal file, select it in the list of files for the animal and select **Delete** from the **Action** drop-down menu.

# Popular Questions

Topics:

- [animal](animal)
- [animals](animals)
- [files](files)

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

### Requests

- **0** answers
- Anita Lowman
- Feb 19, 2024
- requests
- animals

5. 0
votes

### My Animal List is empty

- **2** answers
- Tammy Mullins
- Feb 06, 2024
- 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

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**Have a question about this topic?**

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