Setting required animal fields

Required animal fields are those fields which must be filled out in order to add an animal.

> ⚠️ **Service Note**
>
> Setting animal fields to required is only available in the **Data Management** service or the **Website Service**.

The only fields that are required by default when adding an animal are **Name**, **Status**, **Species,** and **Primary Breed**. However, your organization can set additional fields as required.

> ✅ **Where do I find it?**
>
> You can find the **Required Fields** page by going to **Animals > Settings** and clicking **Required Fields**.

To manage the required fields, a volunteer must have the role of **Site Admin**.

On this page:

- Make a field required
- Make a field not required

Related pages:

The following actions are available for Required Animal Fields with the specified service and user roles:

Action	Description	Services	User Roles
Manage Required Fields	Able to change the fields that are required for animals	Data Management Web Site	Site Admin

The only fields that are required by default when adding an animal are Name, Status, Species and Primary Breed. However, your organization can set additional fields as required. Follow the directions below to make a field required or to remove the required status from that field.

Make a field required

- Go to the Animal Required Fields page (Animals **> Settings > Required Fields**)
- Select the field you want to require from the Field drop down
- Click the **Add** button
- Click **Save Required Fields** to save the required fields

Make a field not required

- Go to the Animal Required Fields page (**Animals > Settings > Required Fields**)
- Select the field you no longer want to require from the Required Fields box
- Click the **Remove** button
- Click **Save Required Fields** to save the required fields

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   - Space: Website Service Guide
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   - Feb 19, 2024
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   - Tammy Mullins
   - Feb 06, 2024
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   - **1** answer
   - Richard [RG]
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   - Dec 08, 2023
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10. 1 vote

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- **1** answer
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