Searching for an Animal

When you search for an animal from your account, the search looks through animal records of all statuses, such as Adopted and Not Available. For this reason, search results will always be displayed in a data table using the 'All' View. If your Search term is found in any field of an animal record, that animal record will be returned in your search results.

Where do I find it?

You can find an animal with any status from the **Animals > Search** page.

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Video- Quick Lesson on How to Search for an Animal

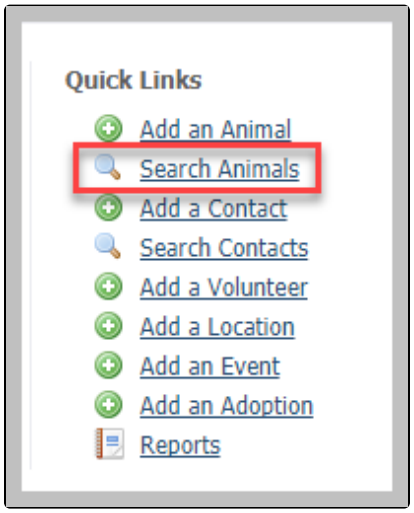
Alternate ways to search for an animal

The search function is available from several places in your RescueGroups.org account. That means, wherever you are in your account, you're not very far from an animal search. And, no matter where you search for an animal, the search function looks at all of your animals, no matter what the status is (active, on hold, deceased, adopted, and so on). All searches will look through all fields of an animal's record. If our search function is too broad and returning too many results, you may want to try limiting your data table list by searching within specific fields instead. Please read more about how to Search Specific Fields in the Data Table here.

Searching from the Quick Links

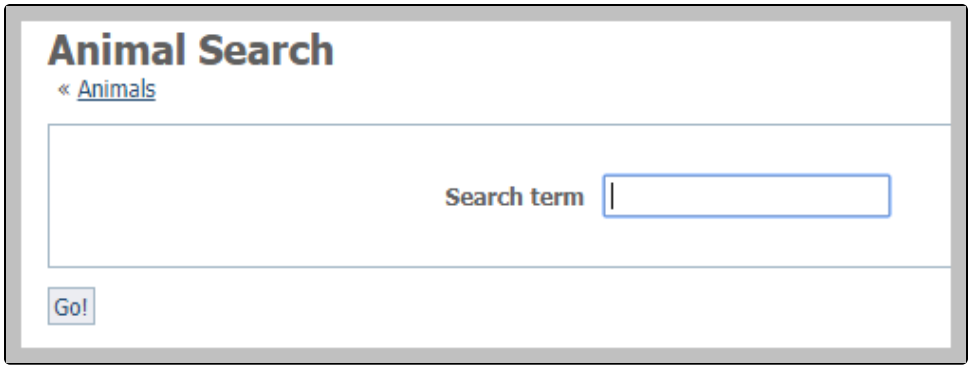
Also on the **Home** page, in the center of the page, is the **Quick Links** section, and you can search for an animal from there:

1. Click the **Search Animals** link.



2. Enter the animal's name in the **Search term** field.

3. Click **Go!**

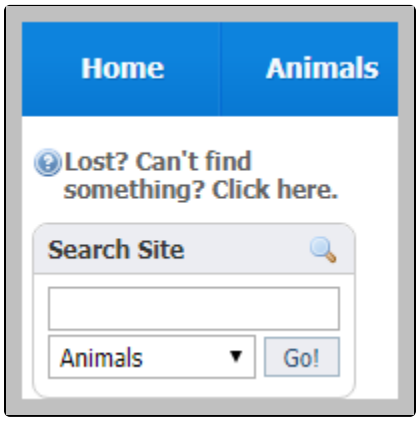


Searching from the Dashboard Home page

The Homepage of your account dashboard gives you access to a lot of information. You can search for an animal from that page:

> **NOTE**
>
> If you haven't yet done so, you might want to read **Getting familiar with your account interface** to learn how to find the various features.

1. Type the animal's name in the search field in the **Search Site** box in the upper left of the Home page.
2. Select **Animals** from the drop-down menu beneath the search field.
3. Click **Go!**

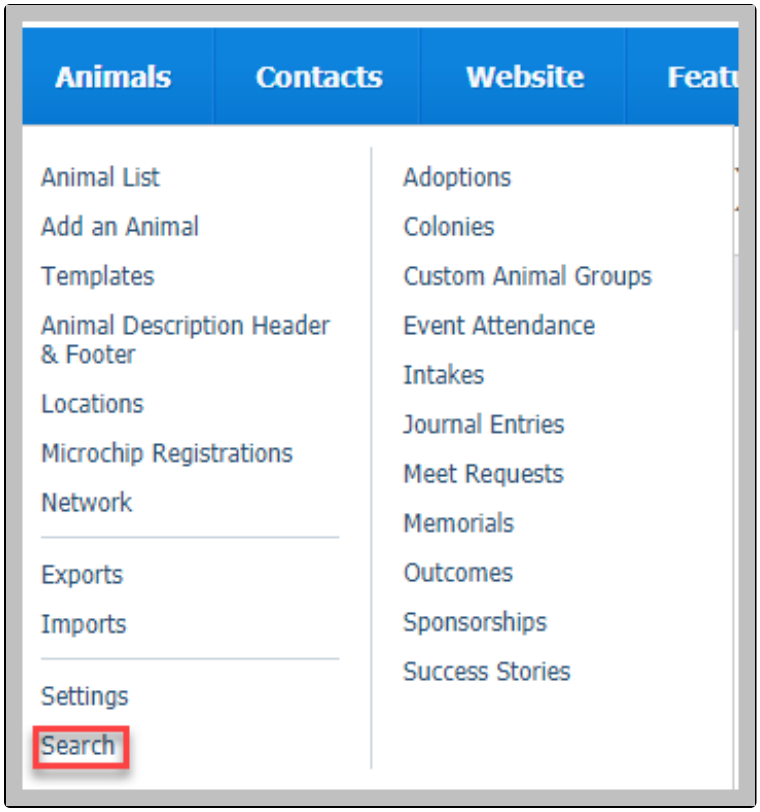


Searching from the Animals tab

Again on the **Home** page, from the top menu bar, you can search for an animal from the **Animals** tab:

1. Hover your cursor over the **Animals** tab at the top of the page.

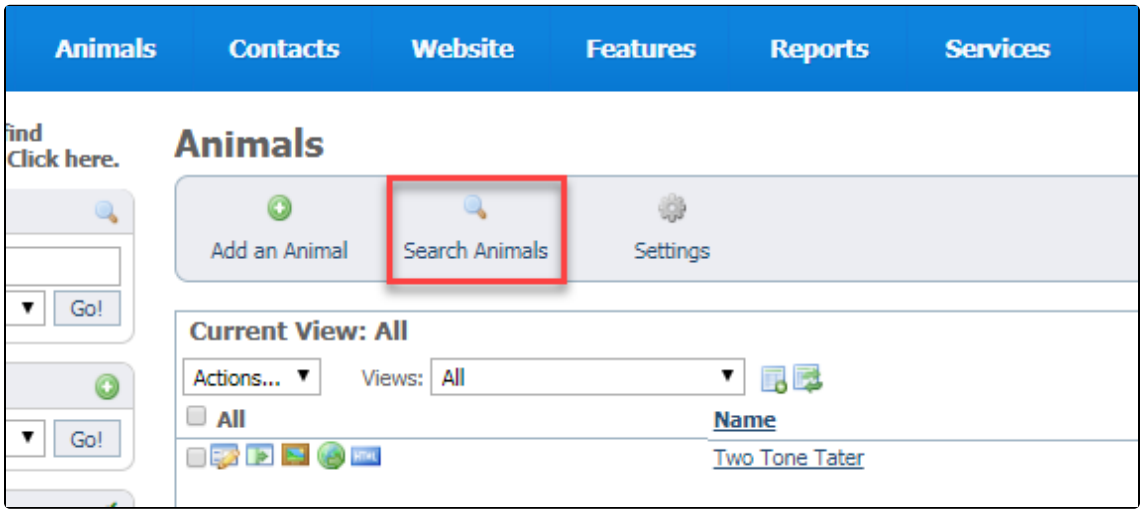
2. Select **Search** from the drop-down menu.



3. Enter the animal's name in the **Search term** field.
4. Click **Go!**

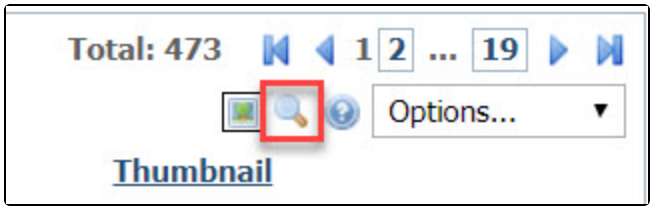
Searching from the Animals list

From the **Animals List**, you can click the search icon above the animals data table list.



Searching specific fields in the data table view

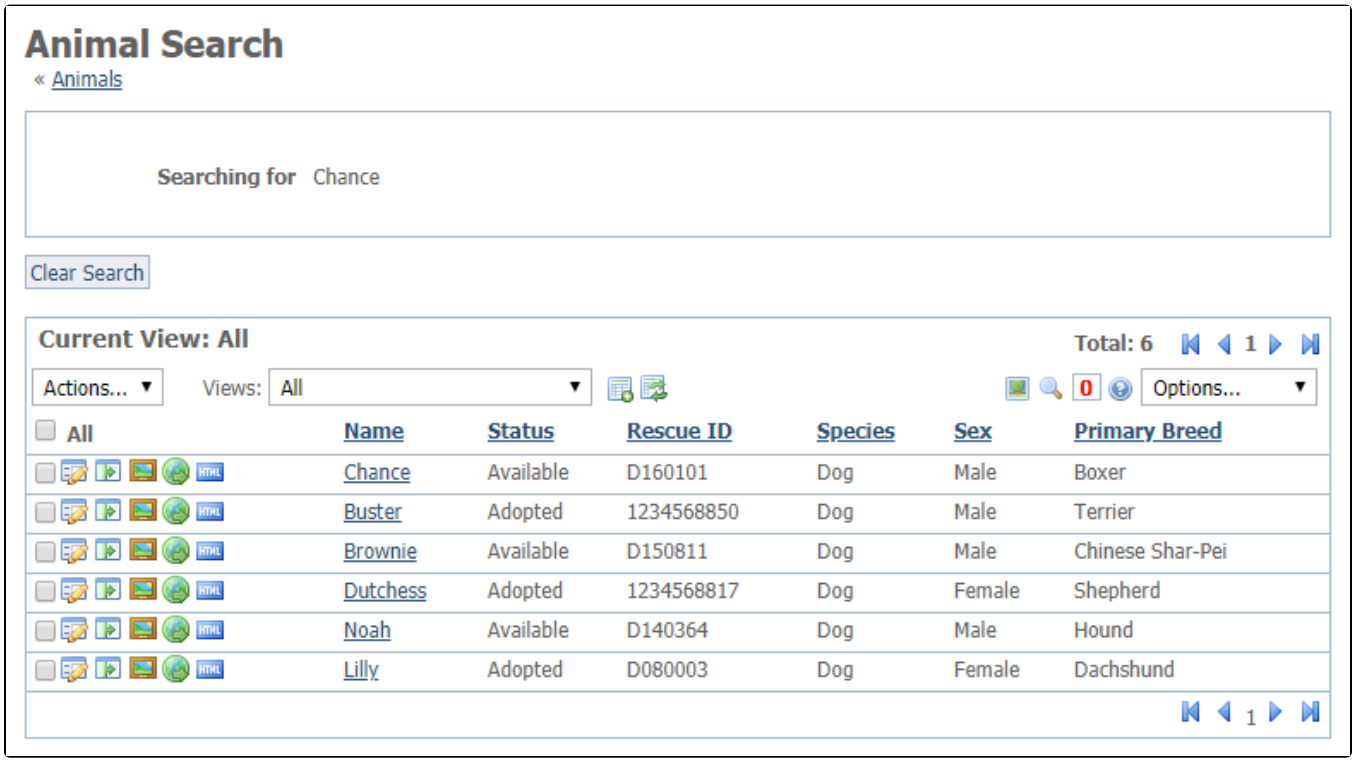
You can search for an animal from the animals data table list by clicking the search icon on the right side of the data table. This will reveal text boxes below each column heading. You just type your search term in the box under the column you would like to search and press Enter. Depending on the data table view you have selected, you may have more fields to search. You can create a custom data table view and search fields from that view. You can even enter search terms in multiple text boxes.



There are a few differences you may notice using this search technique. Please review the examples below so that you understand what to expect.

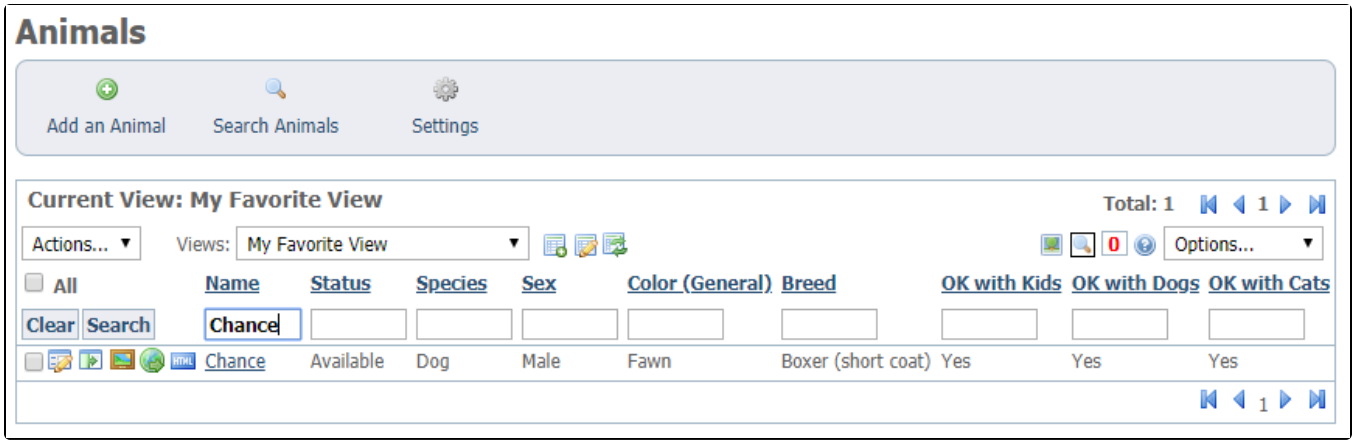
Standard Search Example

In this example, you choose to use a standard search by going to Animals > Search in your account. You enter the term "Chance" and click Go. You will see a list displayed in the 'All' view that includes every animal record with that term. In this case, it includes animals with the word "chance" in their description field.



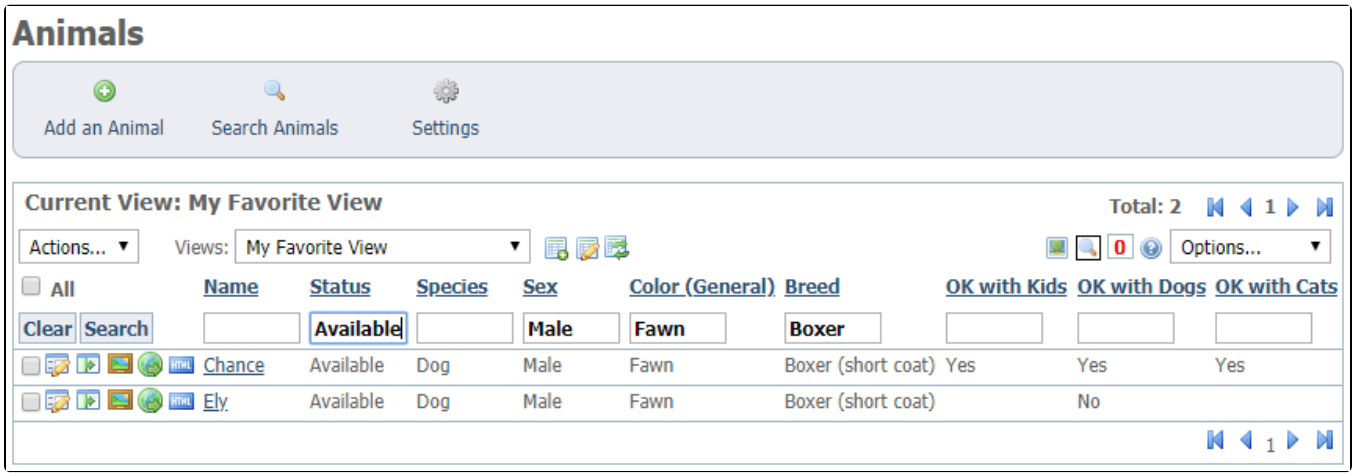
Specific Field Search Example

In this example, you are only looking for animals that are named Chance and you only want records that are included in the custom data table view you have selected. You would click the Search icon and enter Chance under the Name column and press Enter. This would allow you to stay in your custom view and see only the animal records in this data table with the name of Chance.



Multiple Specific Fields Search Example

Searching by specific fields is especially helpful if you have a few details to search by. Perhaps a potential adopter has asked if you have any available male Boxers that are a fawn color. As long as your selected view has those fields, you can enter multiple terms at the same time and then press Enter to narrow your list.



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