

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.

On this page:

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Video- Quick Lesson on How to Search for an Animal

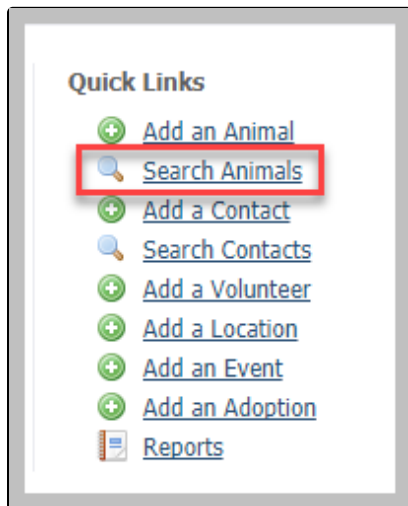
Alternate ways to search for an animal

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

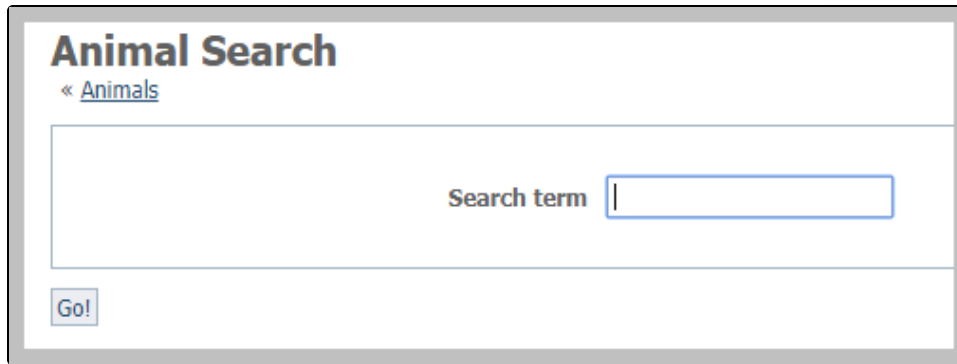
Also on the **Home** page, in the center of the page, is the **Quick Links** section, and you can search for an animal from there:

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



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

3. Click **Go!**



The image shows a search form titled "Animal Search". Below the title is a link "« Animals". There is a large text input field with the placeholder text "Search term". To the right of the input field is a "Go!" button.

Searching from the Dashboard Home page

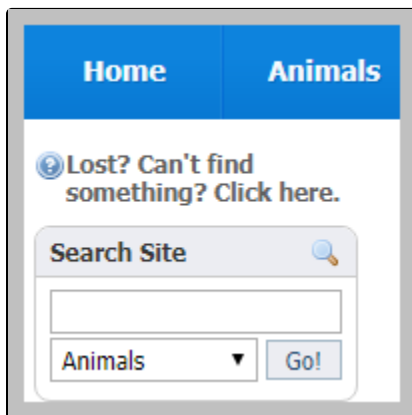
The Homepage of your account dashboard gives you access to a lot of information. You can search for an animal from that page:



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!**



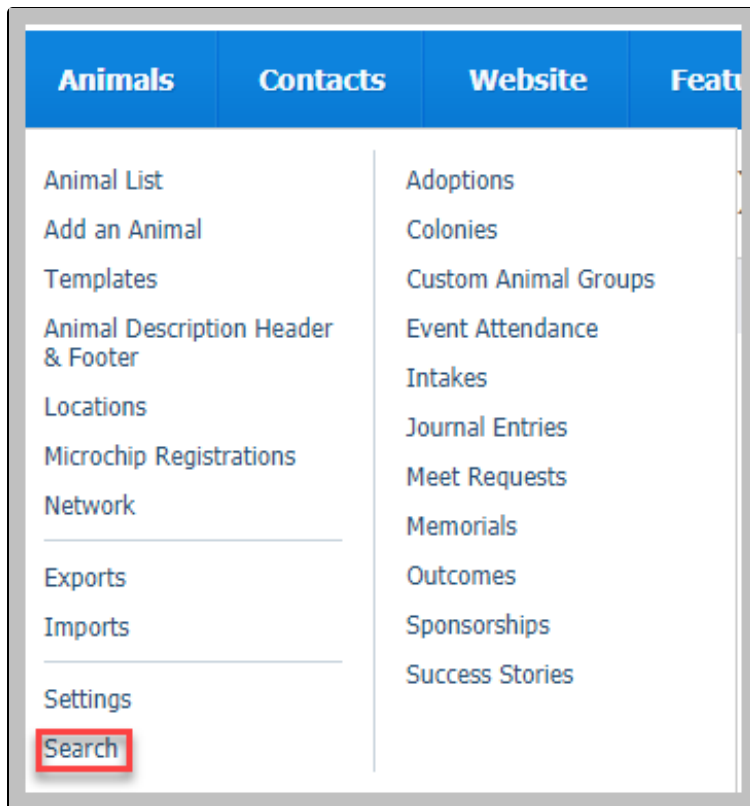
The image shows the top section of a dashboard. At the top are two tabs: "Home" and "Animals". Below the tabs is a message: "Lost? Can't find something? Click here." Below this is a "Search Site" box. Inside the box is a text input field, a dropdown menu with "Animals" selected, and a "Go!" button.

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.

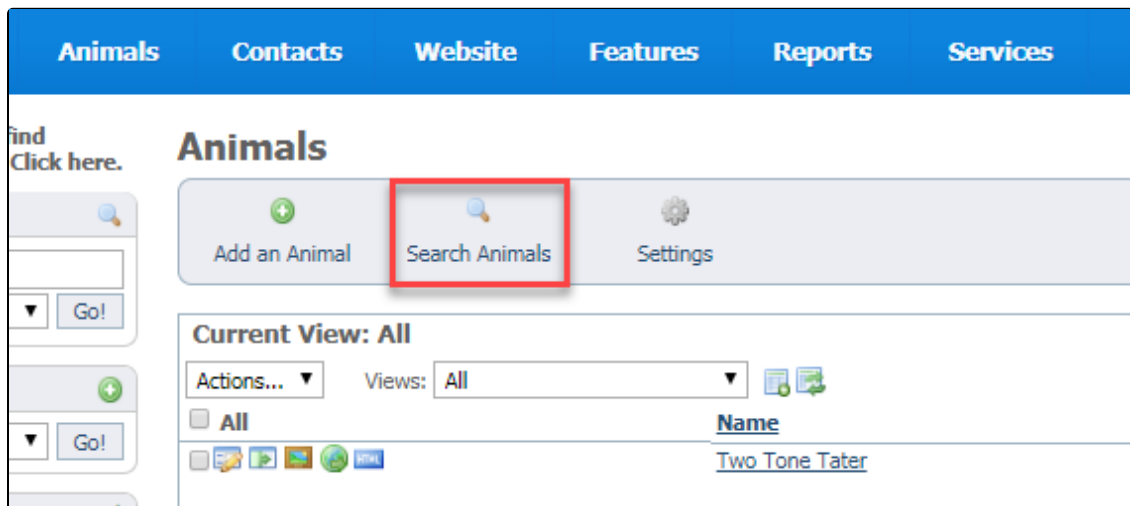
2. Select **Search** from the drop-down menu.



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.

[illegible]

Standard Search Example

Animal Search

« [Animals](#)

Current View: All

Actions... ▼

Views: All ▼

0

Options... ▼




Total: 6 1

<input type="checkbox"/> All	<u>Name</u>	<u>Status</u>	<u>Rescue ID</u>	<u>Species</u>	<u>Sex</u>	<u>Primary Breed</u>
<input type="checkbox"/>	<u>Chance</u>	Available	D160101	Dog	Male	Boxer
<input type="checkbox"/>	<u>Buster</u>	Adopted	1234568850	Dog	Male	Terrier
<input type="checkbox"/>	<u>Brownie</u>	Available	D150811	Dog	Male	Chinese Shar-Pei
<input type="checkbox"/>	<u>Dutchess</u>	Adopted	1234568817	Dog	Female	Shepherd
<input type="checkbox"/>	<u>Noah</u>	Available	D140364	Dog	Male	Hound
<input type="checkbox"/>	<u>Lilly</u>	Adopted	D080003	Dog	Female	Dachshund

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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.






Animals





 Add an Animal  Search Animals  Settings

Current View: My Favorite View

Total: 1   1  

Actions... Views: My Favorite View      0  Options...




<input type="checkbox"/> All	Name	Status	Species	Sex	Color (General)	Breed	OK with Kids	OK with Dogs	OK with Cats
<input type="button" value="Clear"/>	<input type="button" value="Search"/>	<input type="text" value="Chance"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	      Chance	Available	Dog	Male	Fawn	Boxer (short coat)	Yes	Yes	Yes

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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.











Animals





 Add an Animal  Search Animals  Settings

Current View: My Favorite View

Total: 2   1  

Actions... Views: My Favorite View      0  Options...

<input type="checkbox"/> All	Name	Status	Species	Sex	Color (General)	Breed	OK with Kids	OK with Dogs	OK with Cats
<input type="button" value="Clear"/>	<input type="button" value="Search"/>	<input type="text" value="Available"/>	<input type="text"/>	<input type="text" value="Male"/>	<input type="text" value="Fawn"/>	<input type="text" value="Boxer"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	     Chance	Available	Dog	Male	Fawn	Boxer (short coat)	Yes	Yes	Yes
<input type="checkbox"/>	     Ely	Available	Dog	Male	Fawn	Boxer (short coat)		No	

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Popular Questions

Topics:

- [animals](#)
- [animal](#)
- [search](#)
- [searching](#)

1. 0
votes

[Linking support for an animal to payment](#)

- 0 answers
- [Andrea Homan](#)
- Apr 24, 2024
- [animals](#)

2. 0
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[How do I get my listings to automatically feed to Facebook?](#)

- 2 answers
- [Jennifer Myers](#)
- Mar 20, 2024
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- [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

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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?

