Using contact files

You can upload files to our server and associate them with a specific contact. Examples might include handouts, forms, or other information given to that contact and which you want to ensure stays available.

Where do I find it?

You can see all **Files** associated with a specific contact by clicking **Files** at the top of the contact's page.

Adoptions (0)   Calls (0)   Campaigns (0)   Submitted Forms (0)   Donations (0)
Email History (0)   Files (0)   Fosters (0)   Groups (0)   Animal Intakes (0)
Journal Entries (0)   Inventory Loaners (0)   Meet Requests (0)   Reminders (0)   Sponsorships (0)
User Login Accounts (0)   Volunteer Calls Assigned (0)   Volunteer Calls Queues (0)   Volunteer Colony Caretakers (0)   Volunteer Journal (0)
Volunteer Hours (0)   Waiting Lists (0)

On this page:

- Uploading files to the server

The following actions are available for Contact Files with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view and open contact files	Data Management Web Site	Contact Add
Add	Able to upload a new contact file	Data Management Web Site	Contact Add Contact Admin
Edit	Able to edit the properties of a contact file	Data Management Web Site	Contact Admin
Delete	Able to delete a contact file	Data Management Web Site	Contact Admin

You can upload any type of file and associate it with a contact for your organization. Remember that volunteers are contacts too, so you may want to upload a signed volunteer contract and waiver of responsibility. For adopters, the adoption contract can be printed, signed, and a digital copy made to upload. You may want to upload animal-specific instructions you gave the adopter or foster as a reminder for later, or in case they lose it.

Uploading files to the server

All of these types of files can easily be uploaded and available by clicking the contact's name from the **Contact List**. Simply click the **Upload a File for this Contact** button. A form pops up.
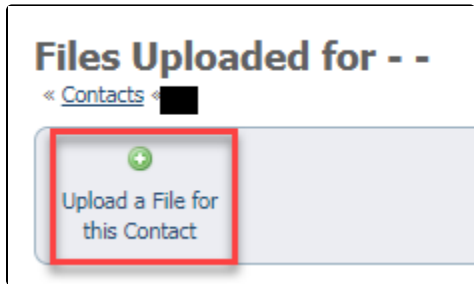
From the form that opens, click **Choose File** and browse your computer for the desired file. Once you click a file name, you will see the name replace the *No file chosen* note.

Contact *

File * [Choose File] No file chosen

Description

Inline * ● Yes ○ No

You can select to keep the file inline.

> ⚠️ **Important**
>
> Most document (including PDF), spreadsheet, and image types are supported.
>
> However, only the following video formats are supported for upload to RescueGroups.org: MPG, MPEG, 3GP, AVI, MOV, MP4, WEBM, FLV, WMV.
> The maximum video size is currently 80 MB.

Popular Questions

Topics:

- animals
- contact
- contacts
- animal

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
- 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?