

# Getting started with Data Management

The **Data Management Service** takes the **Pet Adoption Portal** further providing more statuses, more features, tracking, reporting, and other great features to help you manage the animals in your care.

These features include:

- **Pet Adoption Portal** and **Animal Exports**
- More Animal Fields
- Track Adoptions
- Track Returns
- Track Contacts
- Track Donations
- Inventory Loaners
- Animal Journals - Medical Tracking and Reminders
- And so much more!

The screenshot displays the RescueGroups.org website interface. At the top is the logo and tagline "technology solutions animals can live with...". Below this is a navigation bar with links: Home, Animals, Contacts, Website, Features, Reports, and Services. The main content area is divided into several sections:

- Left Sidebar:** Includes a "Search Site" section with a search bar and a "Go!" button, an "Add a new..." section with a dropdown menu and a "Go!" button, and a "Support" section with a "Get Support" link.
- Welcome, Michelle:** A central section with a "My Settings" link. It contains two columns: "My Rescue" with links to "My Fosters (0)", "My Meet Requests (0)", "My Journal Reminders (0)", "My Volunteer Hours (0)", and "My Reports (0)"; and "Quick Links" with links to "Add an Animal", "Search Animals", "Add a Contact", "Search Contacts", "Add a Volunteer", "Add a Location", "Add an Event", "Add an Adoption", and "Reports".
- Message Center Preview:** A section showing a list of messages with checkboxes and links, including "Video testimonials, New Adopted & Hidden Pet Lists, QR codes, and more!", "Would you help us by writing a testimonial?", "We'd like to provide you with faster services", "Vote so RescueGroups.org can receive \$10,000!", and "What's New At Adopt-a-Pet.com In November". A link "View all of your messages (17)..." is at the bottom.
- Help and Support:** A section with "Getting Started" links to "User guide" and "Change your Password", and a "Support" section with a "Contact Support" link and social media icons for Facebook and Twitter.
- Partners/Fundraising:** A section featuring the "pound WISHES" logo and a "Find more ..." link.

To view a video about the **Data Management** service, see:

#### On this page:

- [Where to Start](#)
  - [Review the Getting Started Guide](#)
  - [Review Your Organization Contact Information](#)
  - [Add Animals](#)
  - [Enable Exports](#)
  - [Add Volunteers](#)
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#### Related pages:

- [Submitting a Veterinarian Reference Letter](#)
- [Logging into your account](#)
- [What you should expect](#)
- [Finding help in the documentation](#)
- [Introductory Email Information](#)
- [Your Rescue Needs a Domain Name](#)
- [How information is organized in your account](#)
- [Getting familiar with your account interface](#)
- [About roles, security, and permissions](#)
- [Searching your account](#)
- [Managing information about colonies](#)
- [About events](#)
- [Managing donations](#)
- [Managing your inventory](#)
- [Contacts](#)

All of the features and functions of your service are available from your account interface.

Log in to your account at <https://rescuegroups.org>.

## Where to Start

We recommend these steps before you begin setting up your service:

1. Review the [Getting started with RescueGroups.org guide](#).
2. Review this [Getting started with Data Management](#) section.
3. Review your [organization's contact information](#) for accuracy and as a refresher to you.
4. Add your animals. For more information about adding animals, see the [Animals](#) section of this guide.
5. Enable exports.
6. Add volunteers.

Don't worry. If this is all overwhelming, we're here for you! You can open a [support ticket](#) with us at any time.

## Review the Getting Started Guide

Please be sure to start with the [Getting started with RescueGroups.org guide](#), and particularly the section, [Getting Familiar with Your Account User Interface](#). RescueGroups.org services are managed by using the account interface so it's important to get familiar with where things are located, icons and terminology. In addition, you may want to review the section from the same guide, [How information is organized in your account](#). This section of the guide is all about working with data tables, the mainstay of information management. With these guides, you'll understand how data tables work. Data tables are the building blocks for managing your data. Once you understand them, you'll be able to find and filter information and pull reports from your data. You can create custom reports, add filters and views, and pull the information into reports.

## Review Your Organization Contact Information

You can update your [Organization Contact](#) Information by going to **Services > Account Administration > Contact Information**. For more information about reviewing your organization's contact information, see the section of this guide, [About your organization's contact information](#).

You should always keep your organization contact information up-to-date. You can do that on the **Organization Contact Information** page. To change your organization's name in your account, if necessary, see [Changing your organization's name](#) in this guide.

## Add Animals

You can [Add an Animal](#) by going to **Animals > Add an Animal**. For detailed information about adding animals and managing them, see the [Animals](#) section of this guide.

If your organization is new to RescueGroups.org services, please start with the [Getting Started with RescueGroups.org](#) guide. If your organization is upgrading from the **Pet Adoption Portal**, there's nothing more for you to do.

## Enable Exports

You can [Enable Exports](#) by going to **Animals > Exports**. This is optional and you have control over which animals are exported and where. You can get more information in the [About Animal Exports](#) section of this guide.

## Add Volunteers

You can add volunteers to your accounts by adding [User Logins](#). Go to **Contacts > User Login Accounts**.

Volunteers can assist you with adding animals, tracking adoptions and much more. You can create a user login for them, then assign permissions/roles to grant access. For details about roles and permissions, see the chapter About roles, security, and permissions in the [Getting started with RescueGroups.org](#) guide.

## Helpful Topics to Review

- [Managing animal status](#)
- [About animal adoptions](#)
- [Handling returned animals](#)
- [How to use templates](#) (when adding animals)
- [Managing animal files](#)

## Need Help Getting Started?

Please open a [support ticket](#) with us and we will help guide you.

## Popular Questions

We can't find any questions. Check the topic exists.

**Have a question about this topic?**