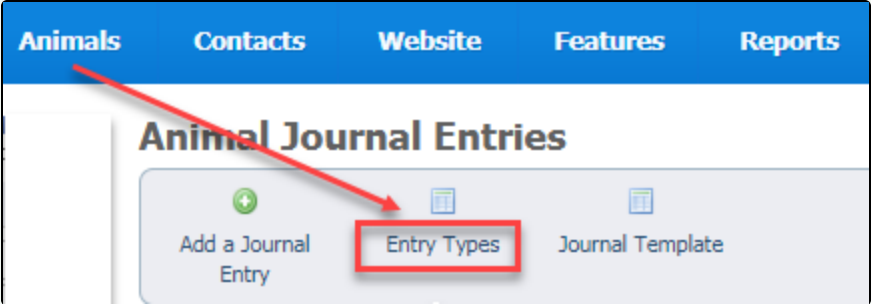# About animal journal entry types

Animal journals are a wonderful tool for tracking every action taken with the animals in your care, including intake, medical work, meet and greets, events attended, adoptions, and returns. You can customize the types of journal entries your organization tracks by adding Journal Entry Types such as Intake Examination, Meet & Greet, and really, anything that you want. We have provided a default list of basic types, but you can also add journal types pertinent to your organization.

> ⚠️ **Service Note**
>
> Animal journals are available only with the **Website Service** and the **Data Management Service**.

> ✅ **Where do I find it?**
>
> You can find the **Journal Entry Types** page by going to **Animals > Journal Entries** and clicking the **Entry Types** button.
>
>

On this page:

- Adding default entry types
- Adding a custom entry type
- Editing a journal entry type
- Deleting a journal entry type
- Reviewing all journal entries for one journal entry type

Related pages:

Remember, the Site Admin can perform all tasks, including adding, editing, and deleting journal entries.
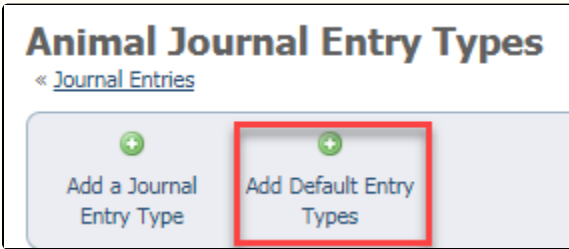
The following actions are available for Animal Journal Entry Types with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view the animal journal entry types	Data Management Web Site	Journal Admin Journal User
Add	Able to add animal journal entry types	Data Management Web Site	Journal Admin
Edit	Able to edit existing animal journal entry types	Data Management Web Site	Journal Admin
Delete	Able to delete existing animal journal entry types	Data Management Web Site	Journal Admin

⚠️

⚠️ If this is your first time using the **Animal Journa**l feature, you will first need to add an **Entry Type** or add the **Default Entry Types**.

You can add the **Default Entry Types** by going to **Animals > Journals > Entry Types** and click the **Add Default Entry Types** button. This adds a number of commonly used entry types.

Animal Journal Entry Types

« Journal Entries

| ➕ Add a Journal Entry Type | ➕ Add Default Entry Types |

Adding default entry types

1. Click **Entry Types**.
2. Click **Add a Journal Entry Type** or **Add Default Entry Types**.
3. Click the **Add Default Entry Types** button to add the default entry types. A group of commonly used journal entry types will be added for you. You can see the descriptions and Categories in the Default Entry list in the picture below.

Description ▲	Category
Adoption	Miscellaneous
Bordetella	Vaccinations
Dewormer	De-worming
DHLPP	Vaccinations
Frontline	Flea/Tick/Deworm
Grooming	Miscellaneous
Home Again	Miscellaneous
Medication	Miscellaneous
Nail Clipping	Miscellaneous
Observation	Miscellaneous
Rabies	Vaccinations
Spay/Neuter	Spay/Neuter
Temperament	Miscellaneous
Trapped	Miscellaneous
Vet Comment	Miscellaneous

Adding a custom entry type

To add a custom journal entry type, click the **Add a Journal Entry Type** button and fill out the fields:

- **Description:** Type a description of the journal entry type, such as "flea treatment," or "FVRCP," or "Overnight visit."

- **Category:** Select the most appropriate category for the journal entry type.

ⓘ **Custom Categories** cannot currently be created.

ⓘ

Add a Journal Entry Type
« Journal Entries « Entry Types

Description	[ ]
Category *	Choose one... ▾

Cancel Save   ☐ Add Another

The difference between a description and a category is that the description is the name of the individual entry type, and the category is the larger group into which it fits. In the examples below, you can see that the DHLPP and FVRCP vaccines fit well into the category *Vaccinations*, and the Adoption, combo test, exam, and comments are lumped into *Miscellaneous.*

Animal Journal Entry Types
« Journal Entries

⊕ Add a Journal Entry Type	⊕ Add Default Entry Types

Current View: Default

Actions... ▾   Views: Default ▾ 📑📑

☐ All	**Entry Type ID**	**Description** ▲	**Category**
☐📝	9992		Miscellaneous
☐📝	1516	Adoption	Miscellaneous
☐📝	427	Combo	Test
☐📝	3020	comment	Miscellaneous
☐📝	39480	Dental	Miscellaneous
☐📝	1514	Dewormer	De-worming
☐📝	1513	DHLPP	Vaccinations
☐📝	26354	Exam	Miscellaneous
☐📝	3152	Fecal	Miscellaneous
☐📝	3154	Food change	Miscellaneous
☐📝	1515	Frontline	Flea/Tick/Deworm
☐📝	1503	FVRCP	Vaccinations

Editing a journal entry type

To edit a journal entry type, select the **Edit journal entry type** icon next to the journal entry type, or click the **Edit** button on the **Journal Entry Type's** page.

Deleting a journal entry type

To delete a journal entry type, select it from the **Journal Entry Types** list and select **Delete** from the **Actions** drop-down menu.
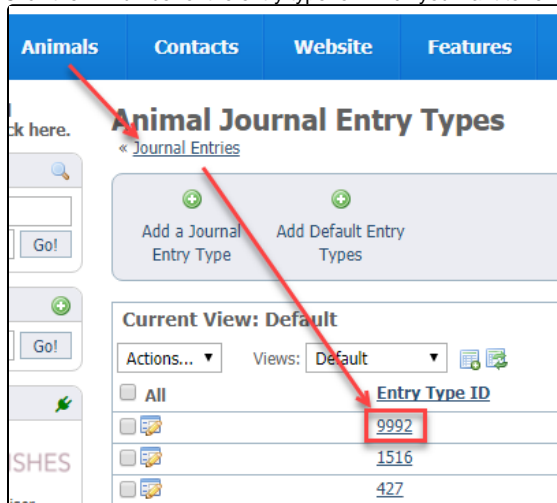
ⓘ   If you want to delete a **Journal Entry Type**, you might need to delete or edit the journal entries using that entry type before you can delete it. See the option below for an easy way to list all of the journal entries associated with a specific journal entry type.

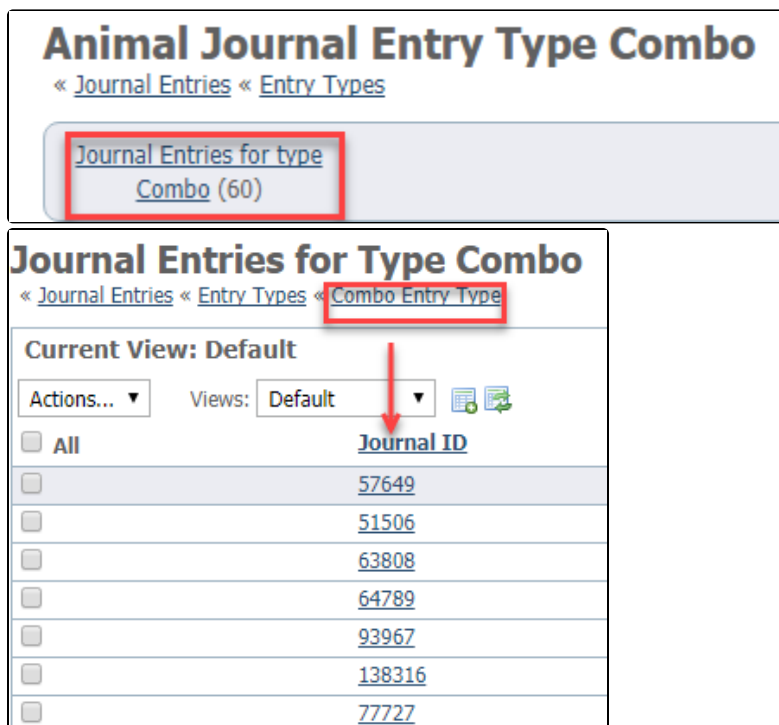# Reviewing all journal entries for one journal entry type

You can see a list of all of the journal entries for a specific journal entry type by going to the journal entry type's page and then click the link for **Journal Entries for Type**.

1. Go to **Animals > Journal Entries > Entry Types.**

2. Click the ID number of the entry type for which you want to review all the journal entries for that type.

3. Click the **Journal Entries for Type** (name of the journal entry type button. In the example below, we are selecting the journal entry type *Combo* (test). The resulting list displays the name of all the animals for which there is a journal entry type *Combo*. The **Journal ID** column is the ID for each journal entry, as opposed to the **Entry Type ID** seen in the example above, which is the ID for the type of journal entry, not the entry itself.

Popular Questions
Topics:

- animals
- journal
- 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?

Can we increase the information exported to Adopt-A-Pet to include relationships?

- **1** answer
- Michelle Caylor