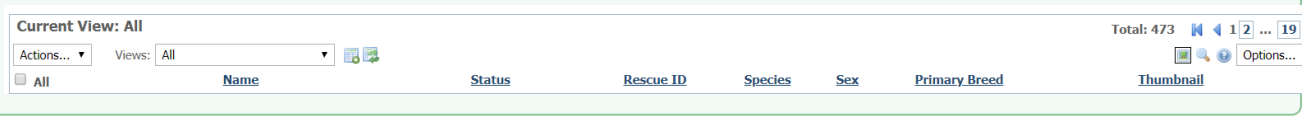
How information is organized in your account

RescueGroups.org uses data tables to help you to organize information of a similar kind. Data tables are like the tables in a spreadsheet, with rows and columns of information. You can filter the information you see, you can reorder and search. Please take a look at this introduction to the world of data tables! And if you don't understand, or need help in organizing your data, please let us know. We're here to help you. From our Support page, you can open a support ticket, or find frequently asked questions about the topic in question. Or you can email us at support@rescuegroups.org.

Data tables provide a flexible way of viewing and managing data so that you can easily find the information you need.

Where do I find it?

Data is presented in **Data Tables** throughout the RescueGroups.org management service. Here's an example of a data table, the **Animals** list.



On this page:

- Why use data tables?
- Finding data tables in your account
- Learning about the icons

Related pages:

- Using data tables
- About the data table icons
- Using data table views
- Exporting information from data tables
- Managing custom data table view filters

Check out this video about how your information is organized.

Why use data tables?

With data tables you can:

- Quickly sort by the headings
- Change your view (change to one of the other built-in views)
- Create custom views (change the fields and field order)
- Share your custom view
- Export your view to a spreadsheet
- Add filters to your data table views
- and more!

All data tables have the same look and feel. Many data tables have the same controls, buttons, and options.

Finding data tables in your account

Some common places in your account where you'll use data tables are:

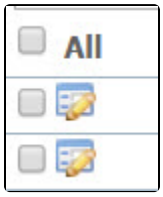
- **Animals > Animals List**
- **Contacts > Contacts List**
- **Website > Web Pages List**

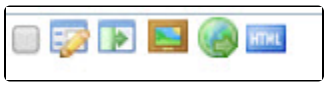
Here is an example of the **Animals Data Table.**

? Unknown Attachment

Learning about the icons

In the screenshot above, you can see several icons to the left of every animal name in the animal list. These icons are your gateway to working with the information about each animal. Below is an explanation of each. These icons are found throughout your account on data tables and work similarly for each. Some data tables have more icons than others, simply because of the information found in that table. The first set of icons below is from the **Contacts** list, for instance, and the second from the **Animals** list. You can see that the only actions available in the **Contacts** list are the checkbox and the edit function, and the **Animals** list has many. The third set of icons is from the Web Page list and has an additional icon, a gear. This icon allows you to edit the web page settings.







The descriptions below are in left to right order from the **Animals** list.

Name	Description
Checkbox	The first icon to the left is actually a checkbox. You can select an animal (or other items in the data table, depending on which data table you are working in) by clicking in this box, then from the **Actions** menu above the list, selecting an action to perform, such as delete. You can click multiple animals or items to perform the same action on all.
Edit	The **Edit** icon (an image of a page with a pencil over it) opens the menu to edit the item, in this case, the animal in question. Once you tap this icon, the same screen you used to create the description page for the animal opens so that you can change the information.
Preview description export	The **Preview description export** icon looks like a split page with a right-facing green arrow. This function allows you to preview the animal's description as it will be exported (the tool makes a best effort at how the export will look.)
Animal media	The icon that looks like a picture in a frame allows you to view and edit all the animal's media - images and video.
Preview this animal on your website	The icon that looks like a world globe allows you to open your website to the animal's web page to see how the changes will appear.
Show description HTML	This icon allows you to see the animal's description HTML. If you are familiar with HTML, you can edit it here.

See the chapter **Using data table views** to get a better understanding of how to create a custom data table view.

Popular Questions

Topics:

- account

No questions found.

Have a question about this topic?
Ask ques