



# How to enter data in Shelter Animals Count

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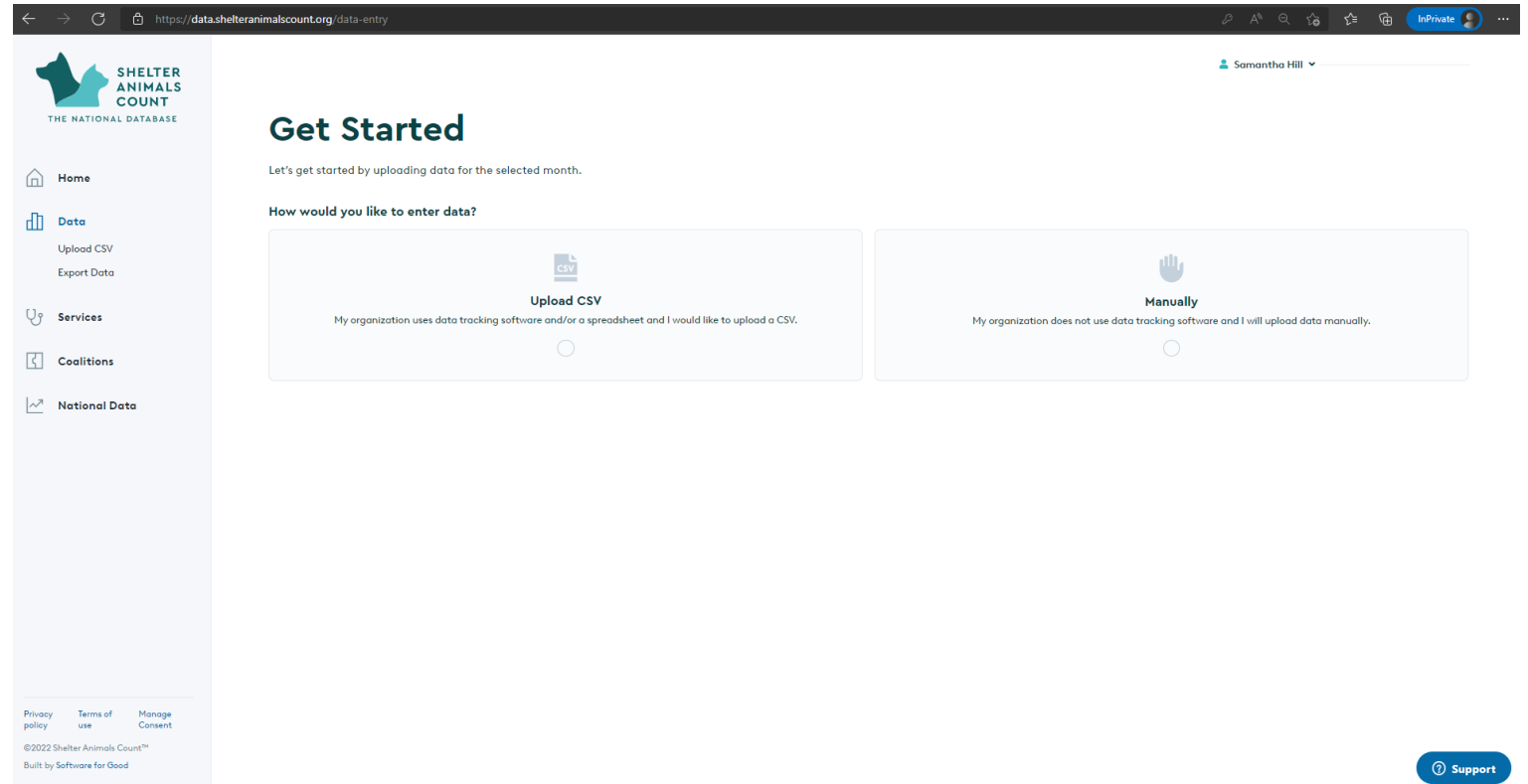
# After logging in you will see the following home screen

To enter data either locate the month/year under Animal Data Records and click **ENTER** or click **ENTER ANIMAL DATA NOW**

The screenshot displays the Shelter Animals Count home screen for user Samantha Hill. The page features a sidebar with navigation links: Home, Data, Services, Coalitions, and National Data. The main content area includes a welcome message and two primary action buttons: "Enter Services Data Now" and "Enter Animal Data Now". A large blue arrow points from the text on the left to the "Enter Animal Data Now" button. Below this, the "Animal Data Records" section shows a calendar for February 2022, with an "Update" button highlighted. The "Intake Overview" section displays a bar chart for 2022, with a legend for Canine, Feline, and Other. A "Support" button is located in the bottom right corner.

# Choose whether to upload a CSV or enter the data manually

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## CSV Uploads: More information

- An example of the CSV format can be downloaded from the Data Entry Page
- All fields in the data file must contain values. Empty fields will make the data entry incomplete.
- Data uploads will overwrite data previously entered for the same month and year.
- For information on how your shelter software's export maps data to the Shelter Animals Count format, visit <https://www.shelteranimalscount.org/faqs/how-do-i-export-a-report-from-my-shelter-software-to-upload-to-sac/>



# Choose a file to upload or drag file into box

Browser address bar: <https://data.shelteranimalscount.org/data-entry/upload>

Top right: Samantha Hill

**SHELTER ANIMALS COUNT**  
THE NATIONAL DATABASE

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**Data**  
Upload CSV  
Export Data

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## Upload Your CSV

All fields in the data file must contain values. Data upload will overwrite data previously entered for same month and year. View detailed instructions.

### Upload formatted CSV

Choose a file or drag it here.

If you would prefer to format the data yourself, please download the CSV template.


[Download Example CSV](#)

Enter data a different way

[Submit](#)

[Support](#)

# Click Submit



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Upload Your CSV

All fields in the data file must contain values. Data upload will overwrite data previously entered for same month and year. [View detailed instructions.](#)

Upload formatted CSV

 Shelter-Animals-Count\_Sample-Import.e7819428 (2).csv



If you would prefer to format the data yourself, please download the CSV template.

[Download Example CSV](#)

[Enter data a different way](#)

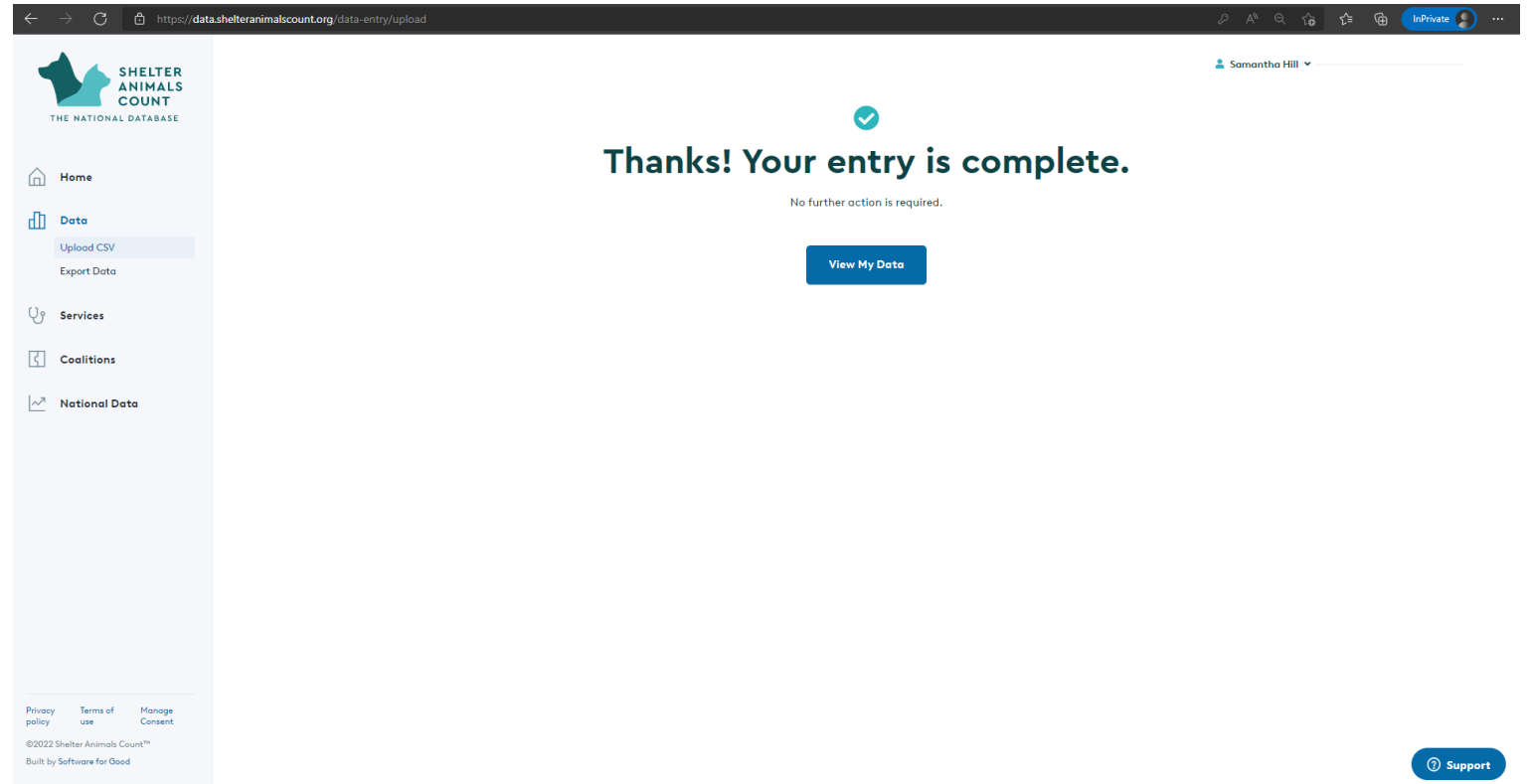
[Submit](#)

[Support](#)

This screen says the data upload is completed even though it may not be.

Click VIEW MY DATA button and see if data entry is actually complete.

---



# Intake/Outcome Data Records

- Month is teal and button says VIEW = Data Complete
- Month is yellow and button says UPDATE = Data Incomplete
- Month is blue and button says ENTER = Data not entered

The screenshot shows the web application interface for 'SHELTER ANIMALS COUNT THE NATIONAL DATABASE'. The user is logged in as 'Samantha Hill'. The main content area has a welcome message and two primary action buttons: 'Enter Services Data Now' and 'Enter Animal Data Now'. Below these, there are two main sections: 'Animal Data Records' and 'Intake Overview'. The 'Animal Data Records' section displays a calendar for the year 2020. The months are arranged in a 4x3 grid. The buttons for each month are color-coded: blue for 'Enter' (data not entered), yellow for 'Update' (data incomplete), and teal for 'View' (data complete). In March 2020, the 'Update' button is visible. The 'Intake Overview' section shows a bar chart for the year 2022, with a legend for 'Canine' (blue), 'Feline' (teal), and 'Other' (grey). The chart has a y-axis from 1 to 4 and an x-axis with month abbreviations. A 'Support' button is located in the bottom right corner.

Shelter Animals Count  
THE NATIONAL DATABASE

Welcome, Samantha Hill!

**Enter Services Data**  
Enter your services data  
[Enter Services Data Now](#)

**Enter Animal Data**  
Choose your entry option and enter your animal data  
[Enter Animal Data Now](#)

**Animal Data Records**  
2020

Jan	Feb	Mar
Enter	Enter	Update
Enter	Enter	View
Enter	Enter	Enter
Enter	Enter	View

**Intake Overview**  
2022

Canine Feline Other

4  
3  
2  
1

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

[Support](#)



# Manual Data Entry

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- Enter all data for one species at a time.
- One EDIT button unlocks the entire species page for editing.
- One SAVE button saves the data on the entire species page and locks the page for editing. To edit after saving, EDIT must be clicked again.
- Incomplete fields will highlight as RED upon save.
- SUBMIT sends all data to the data warehouse and will update the data entry status.
- All fields in all sections must contain values (even zeros). Empty fields will make the data entry incomplete. Zeros are automatically added to fields.
- Data entered will overwrite data previously entered for the same month and year.



# Select month and year to manually enter data. Click ENTER DATA.

← → ↻ 🔒 https://data.shelteranimalscount.org/data-entry

Samantha Hill


**SHELTER ANIMALS COUNT**  
THE NATIONAL DATABASE

- Home
- Data**
  - Upload CSV
  - Export Data
- Services
- Coalitions
- National Data


**Get Started**

Let's get started by uploading data for the selected month.

How would you like to enter data?

 **Upload CSV**

My organization uses data tracking software and/or a spreadsheet and I would like to upload a CSV.

 **Manually**

My organization does not use data tracking software and I will upload data manually.

Entering Data For: Primary

Timeframe: February 2022

2022

Jan	<b>Feb</b>	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

[Enter Data →](#)

[Support](#)

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# DETAILS SECTION

To select additional species or remove species from your monthly data entry, Click “Edit” in the Details section.

Any species selected will appear as tabs for editing. **Data entry will not be complete until all species have data entered.**

The screenshot shows the 'Enter Shelter Intake and Outcome Data' page. The left sidebar contains navigation links: Home, Data (with sub-links 'Upload CSV' and 'Export Data'), Services, Coalitions, and National Data. The main content area has a header with the location 'Hill Farm - Location 1' and the user 'Samantha Hill'. Below this is the title 'Enter Shelter Intake and Outcome Data' and a note: 'Please keep in mind that all data fields must be filled in, even if the entry is "0." Records will be considered incomplete until all fields are populated with numeric values.' The 'Details' section shows 'Entering Data For: Hill Farm - Location 1', 'Timeframe: July 2022', and 'Data Entry Status: Entry is Incomplete' (highlighted with a yellow warning icon and a line pointing to a callout box). Below this are 'Animal Types' tabs for 'Canines' and 'Equines'. An 'Edit' button is in the top right of the details section. A callout box on the right lists data entry status options.

https://data.shelteranimalscount.org/data-entry/2022/7

Locations: Hill Farm - Location 1

Samantha Hill

## Enter Shelter Intake and Outcome Data

Please keep in mind that all data fields must be filled in, even if the entry is "0." Records will be considered incomplete until all fields are populated with numeric values.

✓ Details

Edit

Entering Data For: Hill Farm - Location 1

Timeframe: July 2022

Data Entry Status: ⚠ Entry is Incomplete


Animal Types: Canines Equines

Data entry status options:

- “Entry is Unbegun” for NO DATA ENTERED
- “Entry is Incomplete” for INCOMPLETE DATA
- “Entry is complete” for COMPLETE DATA

# SELECT SPECIES

- Tabs for species selected are in Teal



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Location: Hill Farm - Location 1

▼ Samantha Hill ▼

## Enter Shelter Intake and Outcome Data

Please keep in mind that all data fields must be filled in, even if the entry is "0." Records will be considered incomplete until all fields are populated with numeric values.

✓ Details

Edit

Entering Data For:

Hill Farm - Location 1

Timeframe:

July 2022

Data Entry Status:

⚠ Entry is Incomplete

Animal Types:

Canines Equines

1. Click species button below to edit/enter all data for that species.

2. Click save to save all data for that species. Any empty fields will be highlighted as incomplete.


3. Click species button again and then submit button to submit all data for all species.

Canines Equines

Submit



# EDIT SPECIES DATA

- Click the species tab (it will turn yellow)
- Click EDIT button to enter all intakes, outcomes and counts for that species. *Intakes, Live Outcomes and Non-Live Outcomes sections will automatically populate with zeros.*




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Location: Hill Farm - Location 1  Samantha Hill 

## Enter Shelter Intake and Outcome Data


Please keep in mind that all data fields must be filled in, even if the entry is "0." Records will be considered incomplete until all fields are populated with numeric values.

**Details**

Edit

Entering Data For: Hill Farm - Location 1

Timeframe: June 2022

Data Entry Status:  Entry is Complete

Animal Types: 

Canines

Equines

1. Click species button below to edit/enter all data for that species.

2. Click save to save all data for that species. Any empty fields will be highlighted as incomplete.

3. Click species button again and then submit button to submit all data for all species.

Canines

Equines

Edit

Save

# ANIMAL COUNTS

- Beginning counts are automatically pulled from ending counts of previous month for TOTAL IN CARE and TOTAL IN FOSTER
- Ending count of TOTAL IN CARE is automatically calculated
- Ending count of TOTAL IN FOSTER requires entry

NOTE: There is not currently a line item for “animals in shelter”.

## 5 Animal Counts



### Canines

			Total
Number of canines in care at the beginning of May 2020 ?	Total animals in care including in shelter, at offsite locations, and in foster care	Total canines in care at the end of previous month plus (+) Live Intakes for the month minus (–) Live Outcomes for the month minus (–) Other Outcomes for the month	<input type="text"/>
Number of canines in care at the end of May 2020 ?			<input type="text"/>
Number of foster canines in care at the beginning of May 2020 ?	Animals in foster care		<input type="text"/>
Number of foster canines in care at the end of May 2020 ?		<input type="text"/>	



# SAVE SPECIES DATA

- When all data is entered, click SAVE at the top or bottom of the form
- Red boxes will highlight any incomplete fields in the form
- To edit those fields, click EDIT again

## 2 Live Intake




### Canines

	Adult	Up to 5 mos.	Age Unknown	Subtotal
Stray at large ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Relinquished by owner ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Owner-intended euthanasia ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transferred in state ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transferred out of state ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transferred internationally ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Seized or impounded ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other intakes ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Subtotal	0	0	0	0



# NEXT SPECIES

- Once data for the first species is complete, click on the next species tab and repeat the steps above to enter that data



**SHELTER  
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THE NATIONAL DATABASE

Home

Data



Upload CSV

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Coalitions

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Location: Hill Farm - Location 1  Samantha Hill 

## Enter Shelter Intake and Outcome Data

Please keep in mind that all data fields must be filled in, even if the entry is "0." Records will be considered incomplete until all fields are populated with numeric values.

 Details 


Entering Data For:

Hill Farm - Location 1

Timeframe:

April 2022

Data Entry Status:

 Entry is Incomplete

Animal Types:

Canines

Equines

1. Click species button below to edit/enter all data for that species.

2. Click save to save all data for that species. Any empty fields will be highlighted as incomplete.

3. Click species button again and then submit button to submit all data for all species.

Canines

Equines

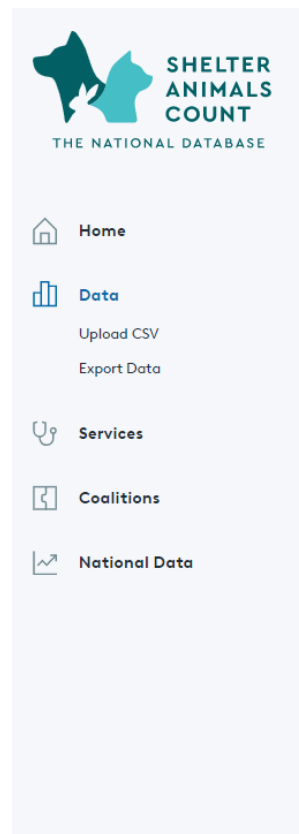
Edit

Save



# SUBMIT

- After all species data is complete, click on the yellow species button to turn it back to teal.
- Click Submit
- Data entry status will change to “Entry is Complete” if all species have had data entered correctly.



Location: Hill Farm - Location 1 Samantha Hill

## Enter Shelter Intake and Outcome Data

Please keep in mind that all data fields must be filled in, even if the entry is "0." Records will be considered incomplete until all fields are populated with numeric values.



### Details

Edit

Entering Data For: Hill Farm - Location 1

Timeframe: April 2022

Data Entry Status: Entry is Incomplete

Animal Types: Canines Equines

1. Click species button below to edit/enter all data for that species.
2. Click save to save all data for that species. Any empty fields will be highlighted as incomplete.
3. Click species button again and then submit button to submit all data for all species.

Canines

Equines

Submit



Questions or Issues

[info@shelteranimalscount.org](mailto:info@shelteranimalscount.org)

