

SHELTER
ANIMALS
COUNT

How to enter data in Shelter Animals Count

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 web interface for Shelter Animals Count. The browser address bar shows the URL <https://data.shelteranimalscount.org>. The user is logged in as Samantha Hill. The page features a navigation sidebar on the left with links for Home, Data, Services, Coalitions, and National Data. The main content area is titled "Welcome, Samantha Hill!" and contains two primary data entry sections: "Enter Services Data" and "Enter Animal Data". The "Enter Animal Data" section includes a calendar for the year 2022, with the "Feb" button highlighted in orange and labeled "Update". A large green arrow points from the text on the left to the "Enter Animal Data Now" button. Another green arrow points from the "Feb" button to the "Enter Animal Data Now" button. The "Intake Overview" section shows a bar chart for the year 2022, with a legend for Canine (blue), Feline (teal), and Other (grey). A "Support" button is located in the bottom right corner.

Choose whether to upload a CSV or enter the data manually

The screenshot shows a web browser at the URL <https://data.shelteranimalscount.org/data-entry>. The page features a sidebar on the left with the Shelter Animals Count logo and navigation links for Home, Data, Services, Coalitions, and National Data. The main content area is titled "Get Started" and includes a sub-header "How would you like to enter data?". Two options are presented as radio buttons: "Upload CSV" (with a CSV icon) and "Manually" (with a hand icon). The "Upload CSV" option is selected. At the bottom right, there is a "Support" button.

SHELTER ANIMALS COUNT
THE NATIONAL DATABASE

Home

Data

- Upload CSV
- Export Data

Services

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National Data

Privacy policy | Terms of use | Manage Consent

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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.

[Support](#)

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

The screenshot shows a web browser at the URL <https://data.shelteranimalscount.org/data-entry/upload>. The page features a sidebar on the left with the Shelter Animals Count logo and navigation links for Home, Data (with sub-links for Upload CSV and Export Data), Services, Coalitions, and National Data. The main content area is titled "Upload Your CSV" and includes a sub-section "Upload formatted CSV" with a large dashed box for file upload and the text "Choose a file or drag it here." Below this is a "Download Example CSV" button and a "Submit" button. A footer contains links for Privacy policy, Terms of use, and Manage Consent, along with copyright information for 2022 Shelter Animals Count and a note "Built by Software for Good". A "Support" button is located in the bottom right corner.

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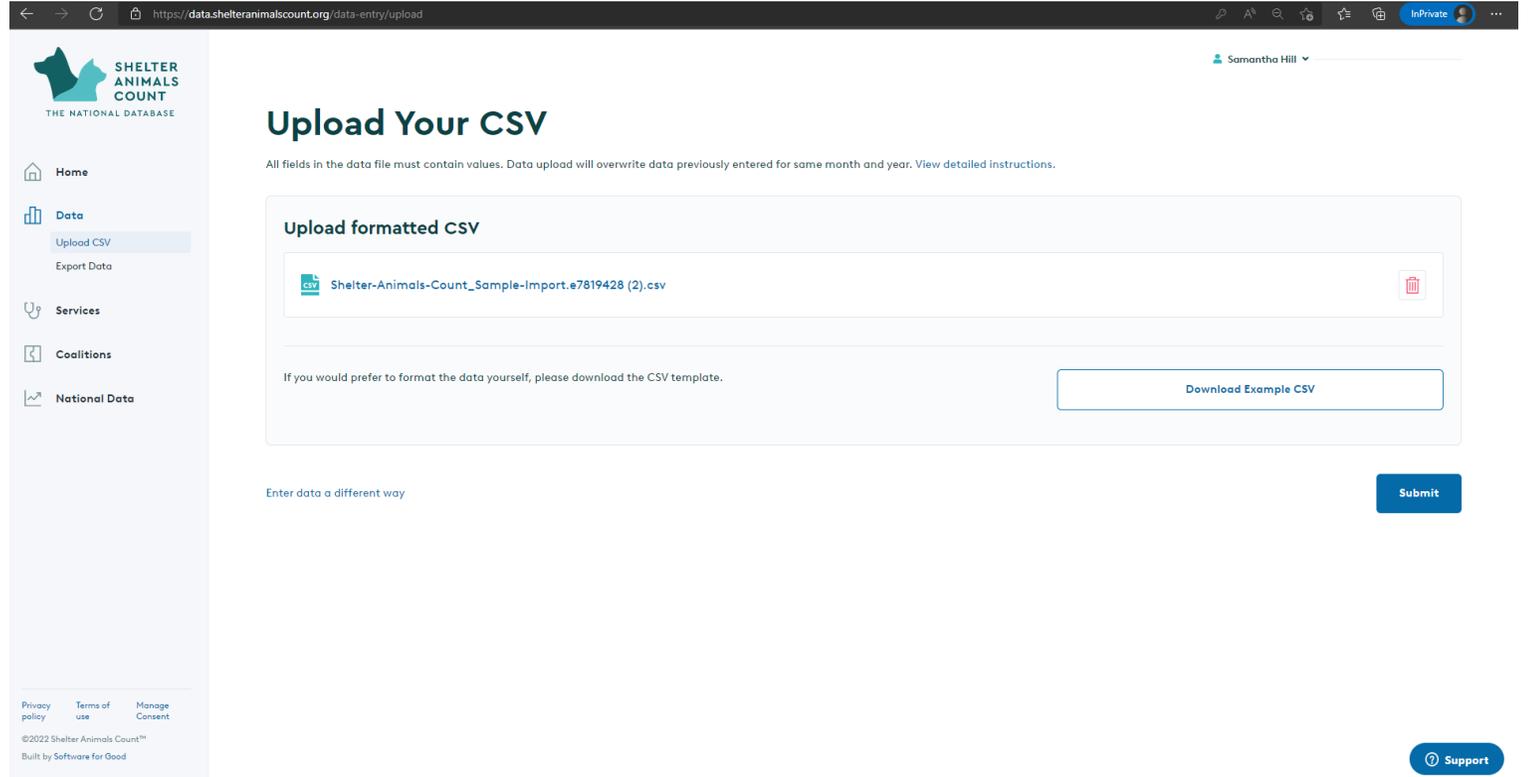
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Support

Click Submit



The screenshot shows a web browser window at the URL <https://data.shelteranimalscount.org/data-entry/upload>. The page features a sidebar on the left with navigation links: Home, Data (with sub-links for Upload CSV and Export Data), Services, Coalitions, and National Data. The main content area is titled "Upload Your CSV" and includes a sub-section "Upload formatted CSV". A file named "Shelter-Animals-Count_Sample-Import.e7819428 (2).csv" is shown in a file input field. Below this, there is a "Download Example CSV" button and a "Submit" button. A footer contains links for Privacy policy, Terms of use, and Manage Consent, along with copyright information for 2022 Shelter Animals Count and a note "Built by Software for Good". A "Support" button is located in the bottom right corner.

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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.

The screenshot shows a web browser window with the URL <https://data.shelteranimalscount.org/data-entry/upload>. The page features the Shelter Animals Count logo and a navigation menu on the left with options: Home, Data (with sub-options 'Upload CSV' and 'Export Data'), Services, Coalitions, and National Data. The main content area displays a green checkmark icon, the text 'Thanks! Your entry is complete.', and the subtext 'No further action is required.' Below this is a blue button labeled 'View My Data'. The footer contains links for 'Privacy policy', 'Terms of use', and 'Manage Consent', along with copyright information for 2022 Shelter Animals Count and a note 'Built by Software for Good'. A 'Support' button is located in the bottom right corner.

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 user interface for the Shelter Animals Count database. The user is logged in as Samantha Hill. The main content area is titled "Welcome, Samantha Hill!" and contains two primary action buttons: "Enter Services Data" and "Enter Animal Data". Below these are two data entry sections. The "Animal Data Records" section shows a calendar for the year 2020, with buttons for each month. The "Intake Overview" section shows a calendar for the year 2022, with a legend for Canine (blue), Feline (teal), and Other (yellow). The interface is clean and modern, with a sidebar on the left containing navigation links for Home, Data, Services, Coalitions, and National Data. The footer includes links for Privacy policy, Terms of use, and Manage Consent, along with copyright information for Shelter Animals Count and a note about being built by Software for Good.

Shelter Animals Count
THE NATIONAL DATABASE

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Data
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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 Enter
Feb Enter
Mar Update
Apr Enter
May Enter
Jun View
Jul Enter
Aug Enter
Sep Enter
Oct Enter
Nov Enter
Dec 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

- 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.

The screenshot shows a web browser window at the URL <https://data.shelteranimalscount.org/data-entry>. The page features a sidebar on the left with navigation links: Home, Data (with sub-links for Upload CSV and Export Data), Services, Coalitions, and National Data. The main content area is titled "Get Started" and includes the instruction: "Let's get started by uploading data for the selected month." Below this, a question asks "How would you like to enter data?" with two options: "Upload CSV" (selected) and "Manually". The "Upload CSV" option is described as "My organization uses data tracking software and/or a spreadsheet and I would like to upload a CSV." The "Manually" option is described as "My organization does not use data tracking software and I will upload data manually." Below these options, there are fields for "Entering Data For:" (set to "Primary") and "Timeframe:" (set to "February 2022"). A calendar widget is open, showing the month of February 2022 with "Feb" highlighted. At the bottom right, there is a blue "Enter Data" button with a right-pointing arrow. In the bottom right corner of the page, there is a "Support" button with a question mark icon. The footer contains links for "Privacy policy", "Terms of use", and "Manage Consent", along with the text "©2022 Shelter Animals Count™" and "Built by Software for Good".

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 a web browser at the URL <https://data.shelteranimalscount.org/data-entry/2022/7>. The page header includes the Shelter Animals Count logo and the text "THE NATIONAL DATABASE". The main heading is "Enter Shelter Intake and Outcome Data". Below this, a note states: "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 is highlighted with a checkmark icon and contains the following information: "Entering Data For: Hill Farm - Location 1", "Timeframe: July 2022", "Data Entry Status: Entry is Incomplete" (with a warning icon), and "Animal Types: Canines, Equines". An "Edit" button is located in the top right corner of the details section. A callout box points to the "Entry is Incomplete" status.

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

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

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

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.*

The screenshot shows the 'Enter Shelter Intake and Outcome Data' page. The left sidebar contains navigation links: Home, Data (with sub-links for 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 user 'Samantha Hill'. Below the header is a 'Details' section with an 'Edit' button. The details include: 'Entering Data For: Hill Farm - Location 1', 'Timeframe: June 2022', 'Data Entry Status: Entry is Complete', and 'Animal Types: Canines, Equines'. Below this is a list of instructions: '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.', and '3. Click species button again and then submit button to submit all data for all species.' At the bottom, there are two buttons for 'Canines' and 'Equines', and two buttons for 'Edit' and 'Save'. The 'Canines' button and the 'Edit' and 'Save' buttons are circled in green.

SHELTER ANIMALS COUNT
THE NATIONAL DATABASE

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	<input type="text"/>
Number of canines in care at the end of May 2020 		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
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



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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: 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.



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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

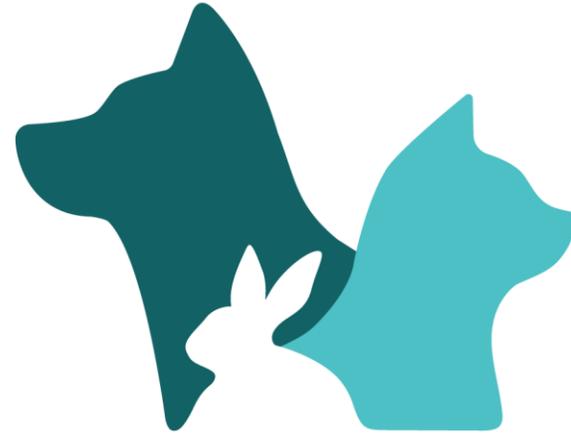
Animal Types:  

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



**SHELTER
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Questions or Issues

info@shelteranimalscount.org

