Animal Shelter Manager
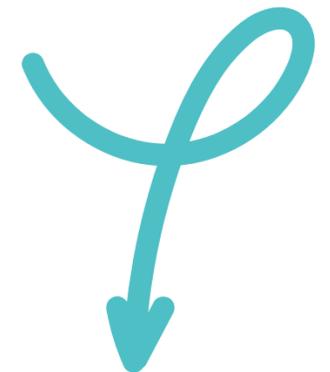**API Instructions for Intake/Outcome Database**

Updated January 12, 2024

To Send your monthly intake and outcome data to Shelter Animals Count automatically each month there are two parts of the opt in process to complete

1. Opt-In on your **Shelter Animals Count Portal**
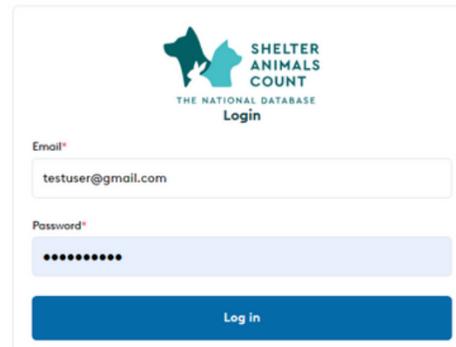2. Turn the API on in your **Animal Shelter Manager** Account

＊ *If both parts are not completed the API will not work*

To get started use the instructions outlined pages 3 through 7!

Step 1: Login to Shelter Animals Count Data Portal
https://data.shelteranimalscount.org/

SHELTER ANIMALS COUNT
THE NATIONAL DATABASE
Login

Email*
testuser@gmail.com

Password*
●●●●●●●●●●

Log in

Step 2: On profile drop-down click, Organization

SHELTER ANIMALS COUNT
THE NATIONAL DATABASE

Home

Location: Main Location ⌄   👤 Test User ⌃

TEST USER
Organization
Profile
Logout

Welcome, Test User!

Intake and Outcome Database (IOD)   Community Services Database (CSD)

Step 3: Click Edit Organization

Test Organization

Details   Locations   Members   Comparison Tableau   Analytics & Forecast   Sharing Permissions

Details

Edit Organization

Step 4: Near the bottom of the screen, complete the 3 fields for the API and click Update

✳ *if this section is not complete, data will not be able to be received for your organization*

Annual Intake of animals for 2023* ⓘ

9949

Annual Operating Budget for 2023* ⓘ

100000

Auto Calculate

Do you use any of the following software?*

Shelter Manager ⌄

← Identify "Shelter Manager" as software company

Our organization has opted-in to an API with the software company above to send Intake/Outcome data to SAC automatically each month

Yes ⌄

← Opt-in to the API with the software company by changing to "Yes"

Software Unique Identifier (for API use only)*

xx00000

← Enter your Shelter Manager account ID
This is the ID used to log into your Shelter Manager account

Authorizer Information

Authorizer Name*

Michelle B

Authorizer Title*

TEST Account

Step 5: Login to Animal Shelter Manager Account

Step 6: Check "Enabled" box under Publishing > Set Publishing Options > Shelter Animals Count

Step 7: Never manually enter data *ever again!*

Notes Regarding the API

- You MUST complete the instructions for updating your SAC organization profile AND turn on the API in your Shelter Manager account for the API to correctly send data.
- Monthly data will be automatically uploaded to your data portal on the 1st of each month for the prior month (i.e. on August 1, July data will be uploaded).
    - We recommend you confirm that the data came through correctly during the first month the API is active by viewing the data in your SAC portal.
- Any updates to your data will be automatically uploaded to the data portal throughout the month.
- You will still have access to upload a CSV or manually change data if you need to.
- You can opt-out of the API at any time by turning off the API in your Animal Shelter Manager Account