

Petfinder auto-import system – for groups creating/exporting their own data

These are the normal field headings, and it is best to create your file using them in the following order.

"ID","Internal","AnimalName","PrimaryBreed","SecondaryBreed","Sex","Size","Age","Desc","Type","Status","Shots","Altered","NoDogs","NoCats","NoKids","Housetrained","Declawed","specialNeeds","Mix","photo1","photo2","photo3"

However, if creating them in a different order is easier for you, you will have the chance to specify what data is in each column later. For mapping purposes, please include the animal fields as your very first line of data.

Here are the expected and excepted data types for each field:

Petfinder.com Data Field	Standard Petfinder.com Expected Values	Other data values that we can "map" to Petfinder.com values
Unique Animal Id	Anything you like. Must be Unique for each animal.	N/A
Internal	Anything you like. For your personal 'notes'	N/A
Animal Name	Anything you like	N/A
Primary Breed	See Petfinder-Breeds.txt file	Any other values must be mapped to one of the standard values.
Secondary Breed	See Petfinder-Breeds.txt file	Any other values must be mapped to one of the standard values.
Sex	M, F	Any other values must be mapped to one of the standard values.
Size	S, M, L, XL	Weight (lbs/kg) can be mapped to our general categories.
Age	Baby, Young, Adult, Senior	Age in years or months can be mapped to our general categories.
Description	Anything you like. May include simple HTML formatting.	Multiple fields can be "glued" together in our program to create a description out of other fields, such as color, disposition, comments, etc.
Animal Type	Dog, Cat, Bird, Horse, Pig, BarnYard, Reptile, Rabbit, Small&Furry	Any other values must be mapped to one of the standard values.
Status	A, H, X, P	Not a required field. Automatically defaults to 'A' if not present. A=Adoptable, H=Hold, X=Adopted, P=Adoption

		Pending
Shots	1 or blank	1, Yes, or anything else is read as 'Yes' Left blank will be read as 'No'
Altered	1 or blank	As above
No Dogs	1 or blank	As above
No Cats	1 or blank	As above
No Kids	1 or blank	As above
Housetrained	1 or blank	As above
Declawed	1 or blank	As above
Special Needs	1 or blank	As above
Mix	1 or blank	As above
Photo1	photo's URL or blank	Column is only required if you want our system to copy the photo from another website. See below for more info.
Photo2		As above
Photo3		As above

Importing Photos:

If you are planning to upload pictures to the photo folder in your import folder, the jpg should be named with the pets Unique Animal Id (first column in the fields example above). You can then leave off the photo columns from the data file, such as in this example:

```
"67","At foster Smith","Mason","Domestic Short
Hair","Siamese","F","Small","Young","Mason is a very friendly, sweet, mellow
cat.,""typeCat","A",
"1","1","1","","","1","1","","1","http://www.url.org/images/Mason1.jpg","http://www.
url.org/images/Mason2.jpg","http://www.url.org/images/Mason3.jpg"
```

You can upload up to three photos into the photos directory and must name them with the following naming convention:

UniqueAnimalId-1.jpg, UniqueAnimalId-2.jpg, UniqueAnimalId-3.jpg

So following the example for Mason above the file names would be:

67-1.jpg, 67-2.jpg, & 67-3.jpg

-or-

If you want to import photos from another website, the photo field should contain the url of the pets photo on another site, such as in this example:

```
"67","At foster Smith","Mason","Domestic Short
Hair","Siamese","F","Small","Young","Mason is a very friendly, sweet, mellow
cat.,""typeCat","A",
```

"1","1","1","","","1","1","","1","http://www.url.org/images/Mason1.jpg","http://www.url.org/images/Mason2.jpg","http://www.url.org/images/Mason3.jpg"

Be aware of how updates are treated:

If a pet in your current Petfinder list has an "ID" and is NOT in the new data file, it will be DELETED. If it doesn't have an ID, it will not be deleted. If it has an ID and is in the new data file, it will be deleted.

So, if there's an animal that you'd like to KEEP that is NOT in the new data, you can just remove its "ID" - our import system will leave that record alone.

===Asterisking animals you want to keep===

Or, if you'd rather not lose the ID information for your animals, you can mark their internal field with only an asterisk symbol: *

This will also make that animal immune to any imported data, regardless of what their ID field contains. It is a good idea to asterisk the internal field of all animals that you'd like to KEEP, prior to us processing your first set of data. We will ask to confirm that you've either done this, would like us to do this automatically for you, or are OK with losing any current animals that the import process may delete.

===Using the Exclamation mark===

Something else you can do is mark the internal field of animals with an exclamation mark: !

This is similar to the asterisk option mentioned above, however, the way this works is that newly imported data can NOT overwrite/update/modify animals with an exclamation mark in their internal field. Note that if your imported data no longer includes a specific animal, the animal will STILL be deleted, regardless of the exclamation mark existing or not. The exclamation mark feature is handy when you want to bulk upload your animals, but still have other members of your group have the ability to make manual changes through the web administration area.

The import system runs every hour. This is the longest you would need to wait to see your data start to process. Photos do take longer – up to thirty minutes or so at times.

To get started on the import system:

Make sure that you've applied for an FTP account:

<http://www.petfinder.org/helppages/ftprequestpage.html> , and click on "request". You will receive a confirmation message within 1-2 days.

Once you have received your FTP confirmation message and have created your data file, name it with your shelterID such as (NJ94, NJ94.csv, NJ94.txt, NJ.data – depending on the program/method used to create the file) and upload it into your group's FTP account, into the "import" folder.

At that time, email help@petfinder.com with:

- (1) your group's shelter ID
- (2) [the program that you used to create the file](#) – if applicable
- (3) that you are aware of how updates are treated and have taken steps to:
 - (3a) either move the ID information out of the pet's record to make them immune to import
 - (3b) have marked each animal's internal field with an asterisk
 - (3c) asked us to mark your animals with an asterisk (recommended)
 - (3d) or have agreed that it is OK to lose pets that are not included in the data file.

Questions on the import feature can be directed to help@petfinder.com