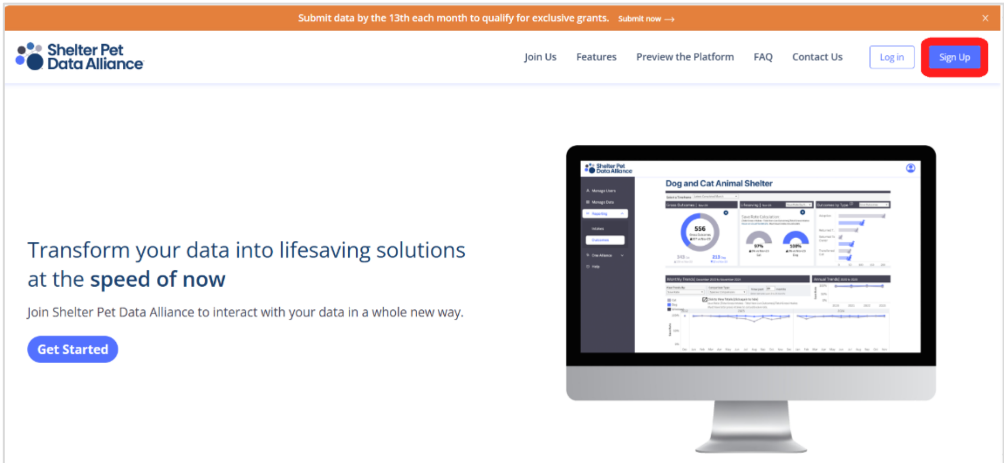
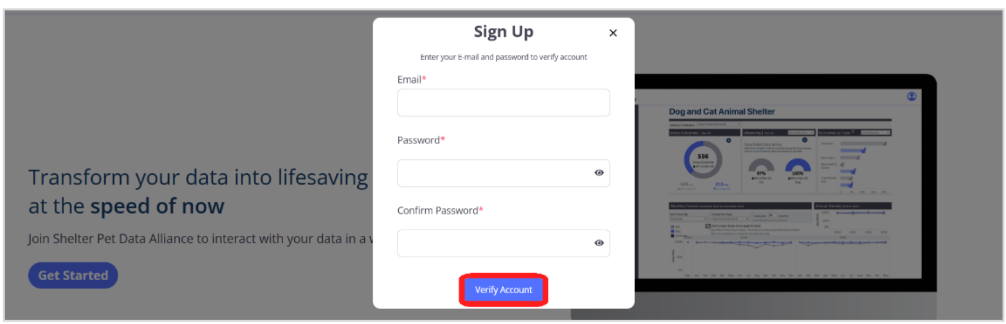
Table of Contents

Creating a User Account and Organization Profile in Shelter Pet Data Alliance

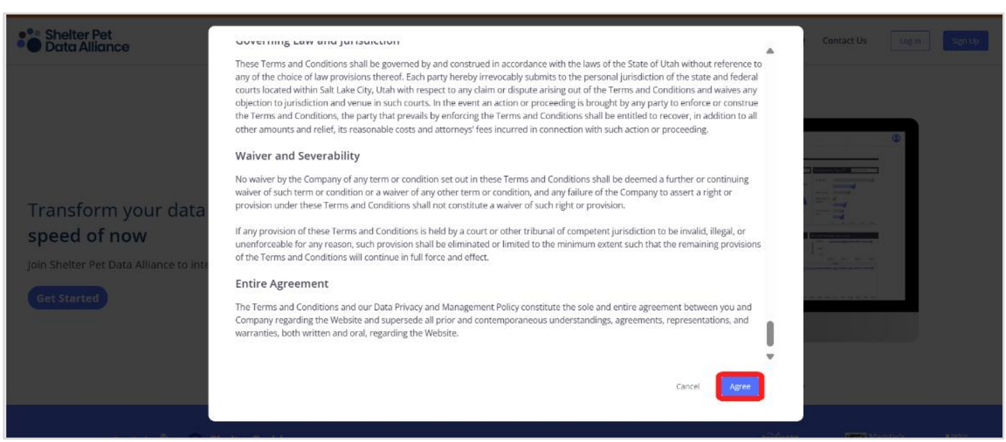
1. In your internet browser, type **shelterpetdata.org** in the address bar.
2. Click **Sign Up** on the upper right corner of the page.



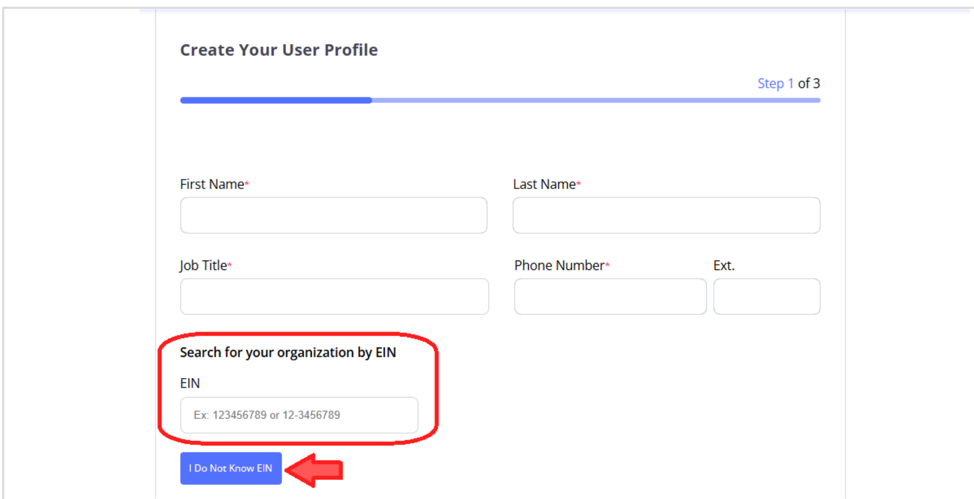
3. Enter your email address and create a password.
4. Click **Verify Account**.

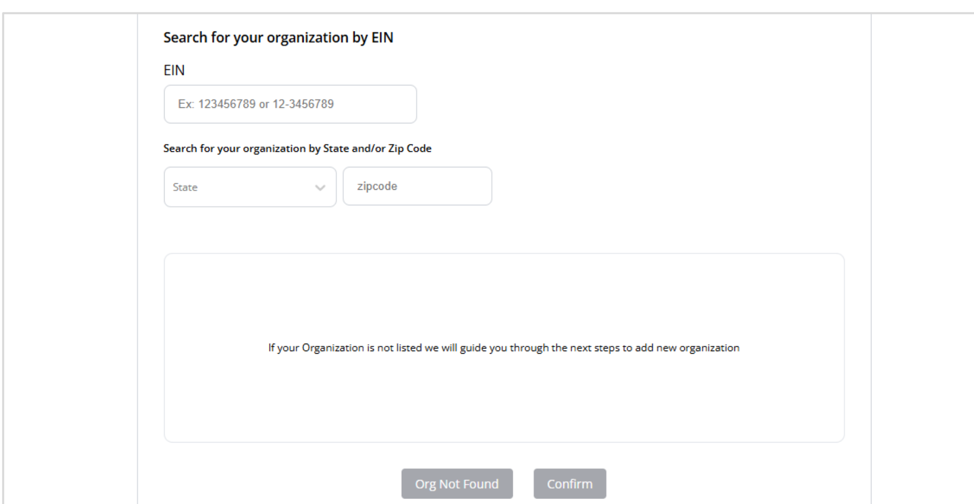


5. Review and agree to the Shelter Pet Data Alliance Terms and Conditions of Use. You must scroll to the bottom of the agreement to see the **Agree** button.



6. Check your email inbox for the verification email and click **Verify Email Address.**
7. You will be automatically directed back to the website. **DO NOT STOP HERE.**
8. Click **Log In** and input your username (email address) and the password you created in step 3, then click **Log In**.
9. On the Create Your User Profile page, the first four fields will be used to create your user profile. Fill in all required fields.
10. The *Search for your organization* section will be used to determine if your organization already has an account in Shelter Pet Data Alliance.
    a. The preferred way to search for your organization is by using the EIN.
    b. If you don't know the EIN for your organization, click the *I Do Not Know EIN* button to search by state and/or zip code.





11. Find your organization in the search box or complete the steps to create a new organization profile.
    a. Your organization may already be in our system and <u>have</u> a Shelter Pet Data Alliance account. If it is, it will appear in the search box. Click the circle to the left of the EIN to select it. Then click **Confirm** to request access. An email will be sent to all current administrators of the account, and they will be able to accept or deny your request to join the organization's account. ***Note: If your current administrators are no longer with the organization, please submit a Help ticket requesting access. Follow the instructions under the *Submitting a Request for Help* section of this document starting on page 28.**
    b. Your organization may already be in our system and <u>not have</u> a Shelter Pet Data Alliance account. If this is the case, it will appear in the search box. Click the circle to the left of the EIN to select it. Then click **Confirm** and create your organization profile by filling in all required fields in Step 2. Click **Next**.
    c. Your organization may not be in our system. If you've conducted a thorough search for your organization and it does not appear in the list, you will have the option to add a new organization by clicking the **Org Not Found** button. Fill in all required fields in Step 2. Click **Next**.

*Note: If your organization is not in our system, and you register, the Shelter Pet Data Alliance support team will need to verify your EIN and organization information. Please allow up to 3 business days for the verification to be completed. In the meantime, you can enter data, but it won't be processed until you receive the notification that your organization has been verified.

12. For organizations creating a new Shelter Pet Data Alliance account, read and agree to the data privacy management policy and the authorization to act on behalf of an organization then click **Complete Registration**.

Accept/Deny New Users or Add Additional Admins and Users

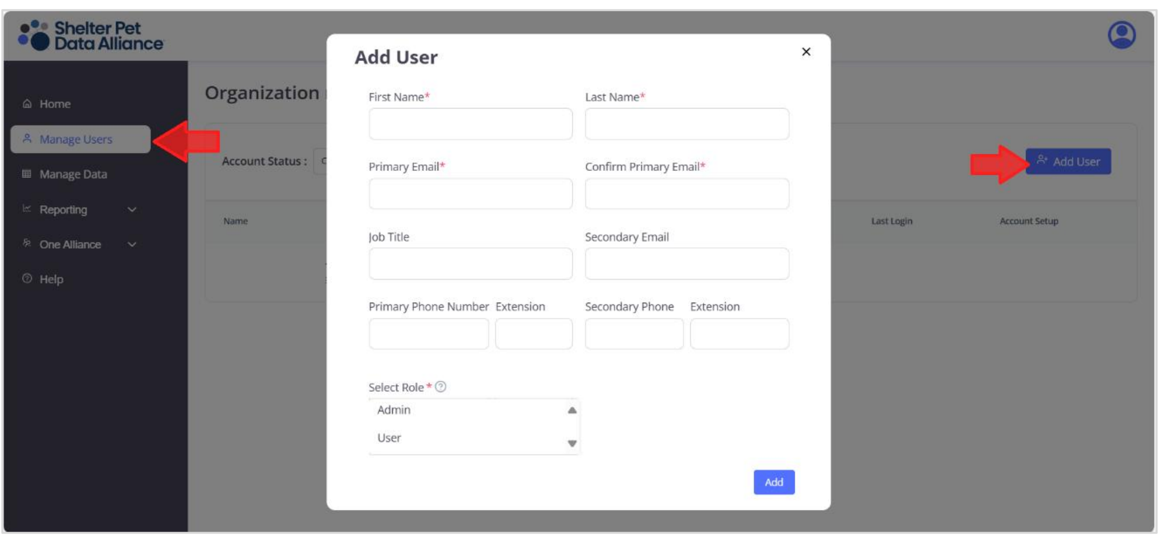
If you have administrator level access, you'll be able to accept or deny requests for new users to join your organization's Shelter Pet Data Alliance account. You will be notified of any new requests via email. When you receive a notification, log in to your account, go to **Manage Users**, and accept or deny any users with the status of *Pending Approval*.

The default role is user. If you would like to change any of these users to admins, click on their name in the Manage Users list, select **Edit** at the bottom of the window, and choose Admin in the Select Role field.

*Note: Both the user and admin roles have access to upload data, create new records, view Reporting, view One Alliance, and export data from Manage Data. Users do not have access to Manage Users.

Administrators can also add additional admins and users by following these steps.

1. Log in to your Shelter Pet Data Alliance account.
2. On the left side menu, click **Manage Users**.
3. Click the blue **Add User** button on the right side of the screen.
4. In the Add User window, complete all required fields.
5. Select Role.



Opting-In to Automatic Data Sharing

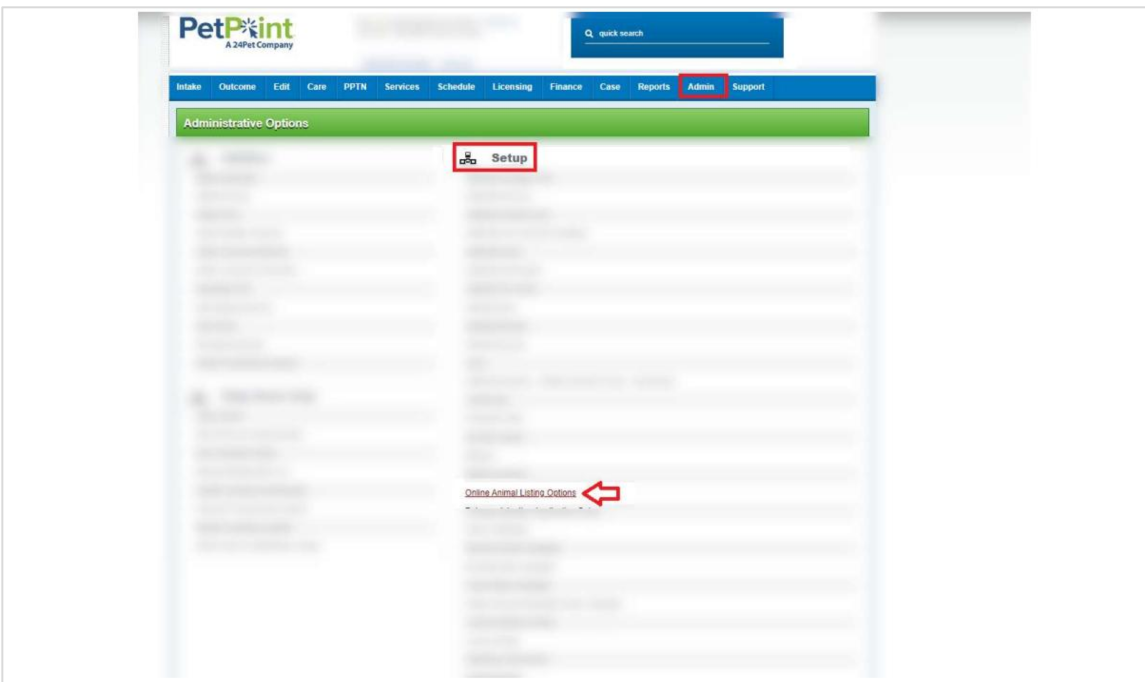
These instructions only apply to users of PetPoint, ShelterBuddy, and Shelterluv.

Please note there may be slight data discrepancies between your shelter management system reports and totals in Shelter Pet Data Alliance.

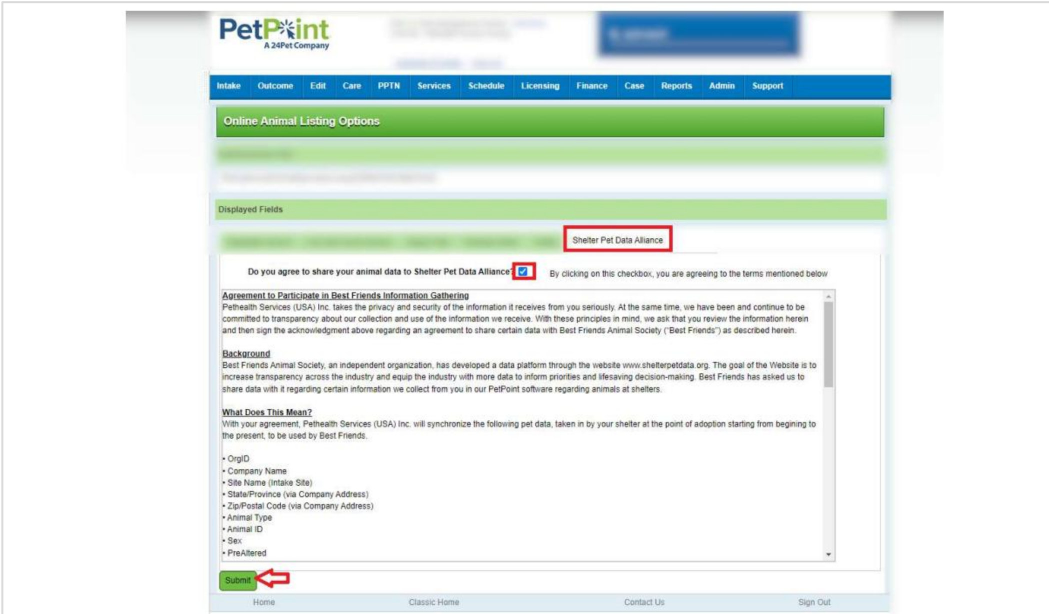
PetPoint Steps:

Complete the following steps in PetPoint to begin the opt-in process for data sharing. If you have any questions or run into any issues, please [contact PetPoint support] directly for assistance.

1. Go to the **Admin** options in your PetPoint account.
2. In the Setup column, select **Online Animal Listing Options**.

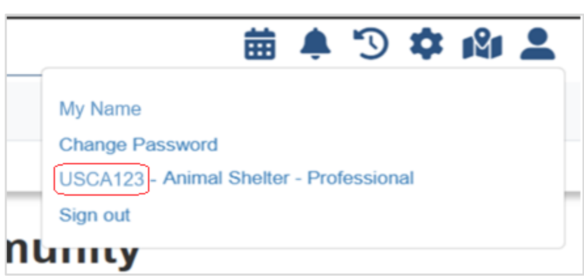


3. Click on the Shelter Pet Data Alliance tab, agree to the terms by clicking on the checkbox, and the click submit to enable data sharing. **DO NOT STOP HERE.**



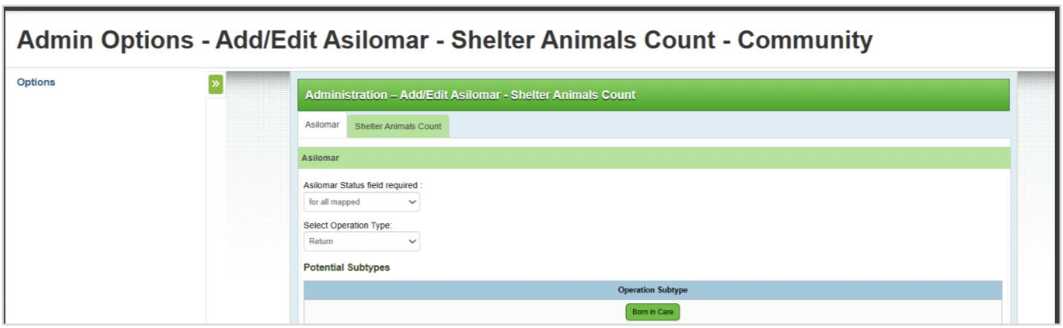
4. **IMPORTANT STEP** – It is important to complete the mapping updates in your PetPoint account before entering your PetPoint **orgID** in Shelter Pet Data Alliance. To update your mappings, you can view this **video** or follow the steps below:
    a. Navigate to Admin > Admin Options.
    b. Select Add/Edit Asilomar – Shelter Animals Count.
    c. Select the Shelter Animals Count tab.
    d. Within the 'Operation Type' dropdown, go through each value.
    e. For each operation type value, ensure that all subtypes your organization utilizes are properly added to each mapping value. Mapping outdated or deleted values has no negative effect and mapping those can reduce potential reporting discrepancies.
5. Complete the Shelter Pet Data Alliance steps starting on page 10.

Your PetPoint **orgID** typically matches the Shelter ID used to login. It can be found by clicking on your profile. The format is: "US" + your state abbreviation + a 2–3-digit number (e.g., USCA123).

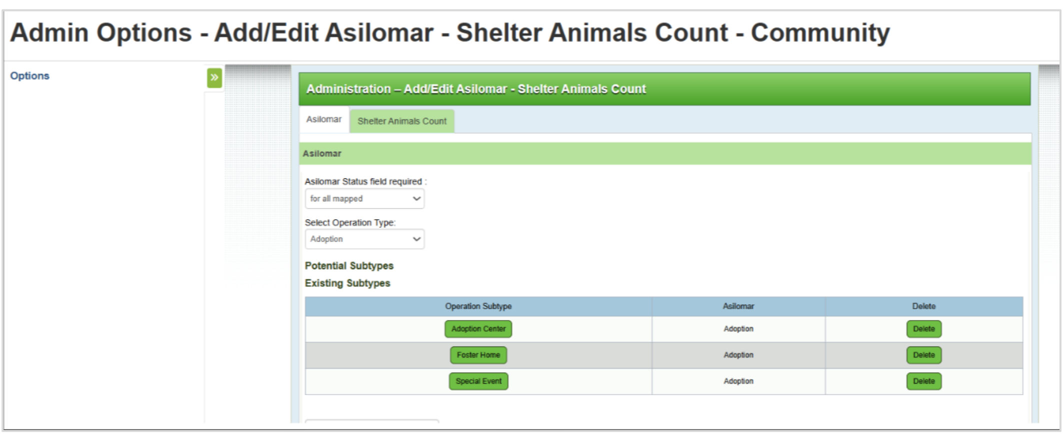


If automatic data sharing is already turned on in your Shelter Pet Data Alliance account and you've noticed discrepancies in your data, it's likely you need to update your mappings. If this is the case, follow Step 4 above then submit a **Help ticket** to let the SPDA team know you've adjusted your mappings. Due to the complexity of work behind the scenes, we'll need to take some time to validate the changes and make sure your data is up-to-date and accurate. This process will take 2-3 days before the corrected data is in your account.

Example of Unmapped Operation Subtype:



Example of Mapped Operation Subtype:



ShelterBuddy Steps:

To enable the data feed from your ShelterBuddy database to the Shelter Pet Data Alliance (SPDA) database, you must first ensure the API is enabled on your ShelterBuddy account. If you are unsure whether the API is enabled, please email **support@shelterbuddy.com**, and their team will be happy to check for you.

Once the API is enabled for your ShelterBuddy site, follow these steps.

1. Email **support@shelterbuddy.com** to request a new set of API credentials for the Best Friends SPDA feed. Be sure to include in your request that the credentials are for the "Best Friends SPDA feed".
2. The ShelterBuddy team will send credentials back to you securely.
3. Complete the Shelter Pet Data Alliance steps starting on page 10.

Shelterluv Steps:

To enable the data feed from Shelterluv to the Shelter Pet Data Alliance (SPDA) database, you must first generate an API Key that will be used as your credentials in SPDA.

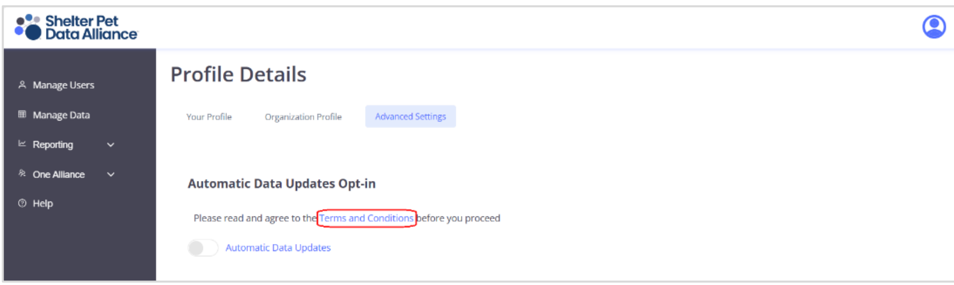
Here are the steps that need to be taken to generate the API Key for SPDA.

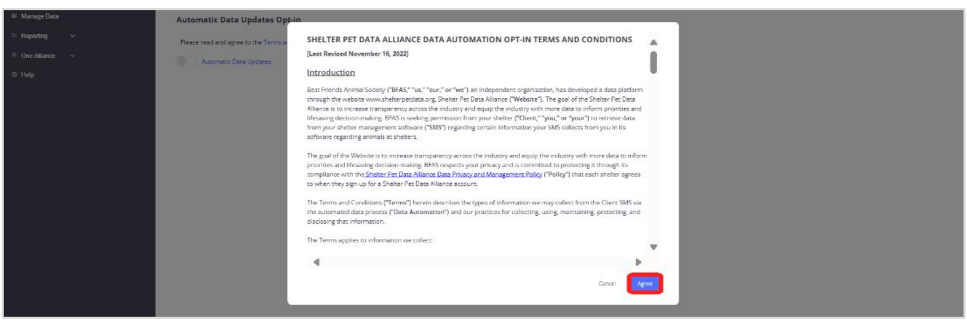
1. Log in to your Shelterluv account.
2. Select *Configuration* from your top-right dropdown menu.
3. Select *Integrations* then click on the notification to access the form.
4. You should receive an email from Shelterluv when this is completed.
5. Return to *Configuration* > *Integrations* and locate your new API key.
6. Complete the Shelter Pet Data Alliance steps starting on page 10.

Shelter Pet Data Alliance Steps:

Complete the following steps in Shelter Pet Data Alliance to finish setting up automatic data sharing. *Note: Your role must be an Admin to follow these steps.

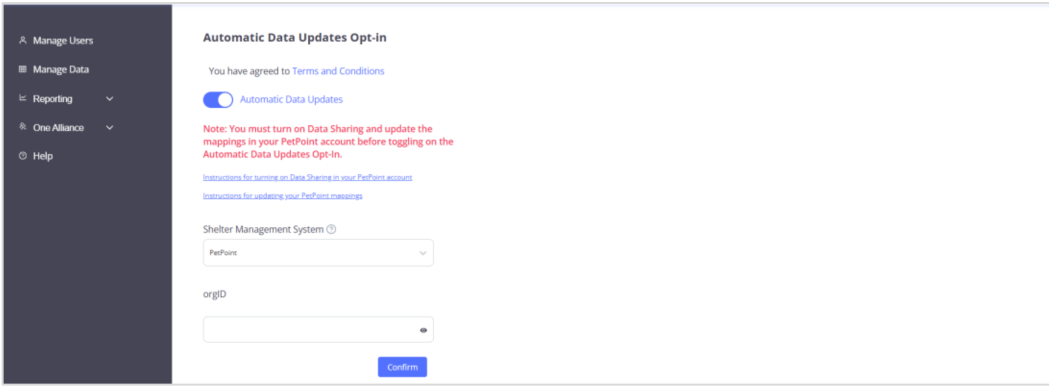
1. Once logged into your account, click on your **Profile** in the upper right corner.
2. Click on the **Advanced Settings** tab.
3. Under the Automatic Data Updates Opt-in section, click on the link for Terms and Conditions. Scroll to the bottom of the Terms and Conditions window and accept the terms by clicking the **Agree** button.



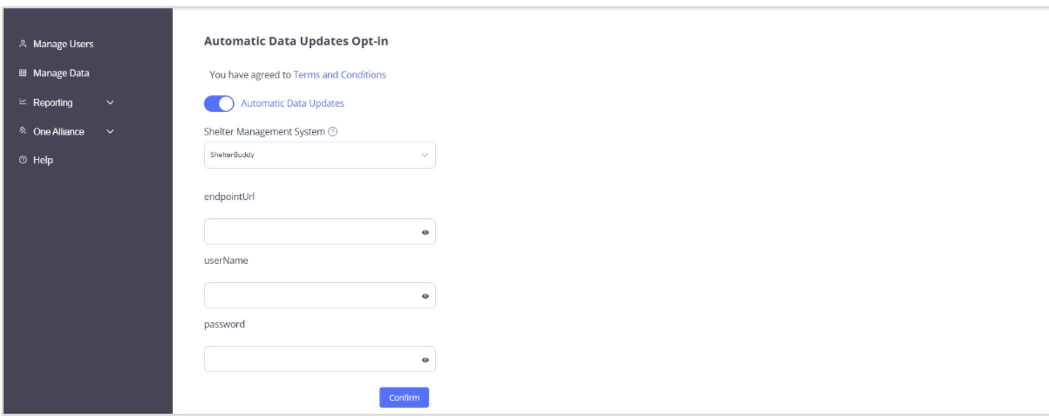


4. Next, choose your **Shelter Management System** from the dropdown menu.
5. Complete the required fields then click **Confirm**.
   a. If you do not know the values for the required fields, you will need to contact your shelter management software company for support.
   b. If your credentials are entered correctly, you will receive a Success message from the system.
   c. If you receive an error message, verify the information you provided is correct then click **Confirm** again.

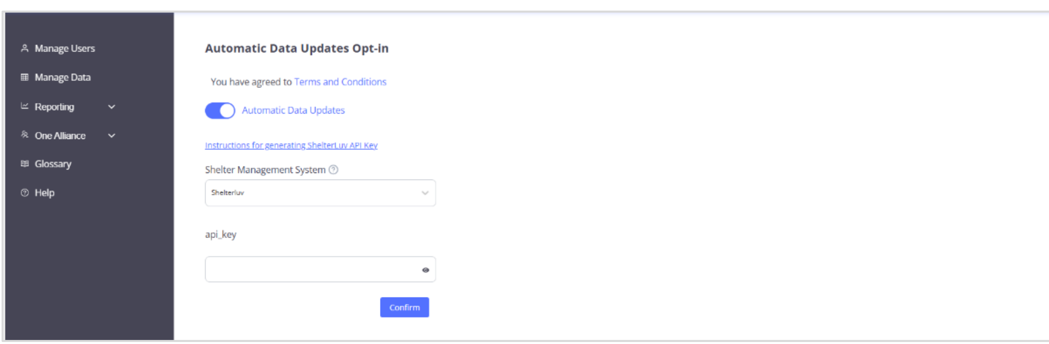
Credentials for PetPoint include your PetPoint **orgID**.



Credentials for ShelterBuddy include **endpointUrl**, **username**, and **password**.



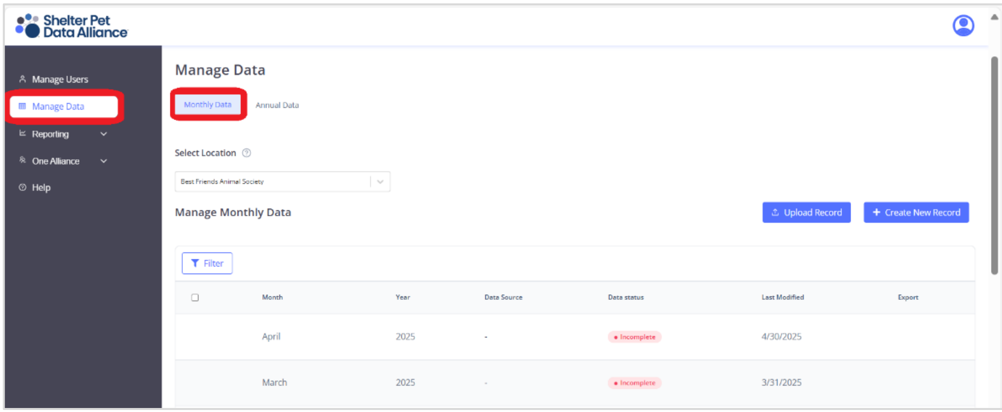
Credentials for Shelterluv include **API key**.



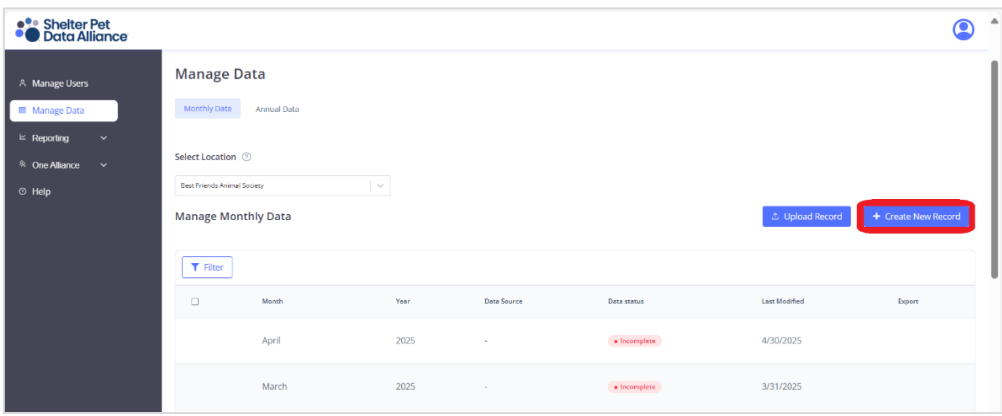
Creating New Records – Manual Reporting

Manually enter Monthly Data:

1. On the left side menu, click **Manage Data**.
2. Manage Data will open on the **Monthly Data** tab first.



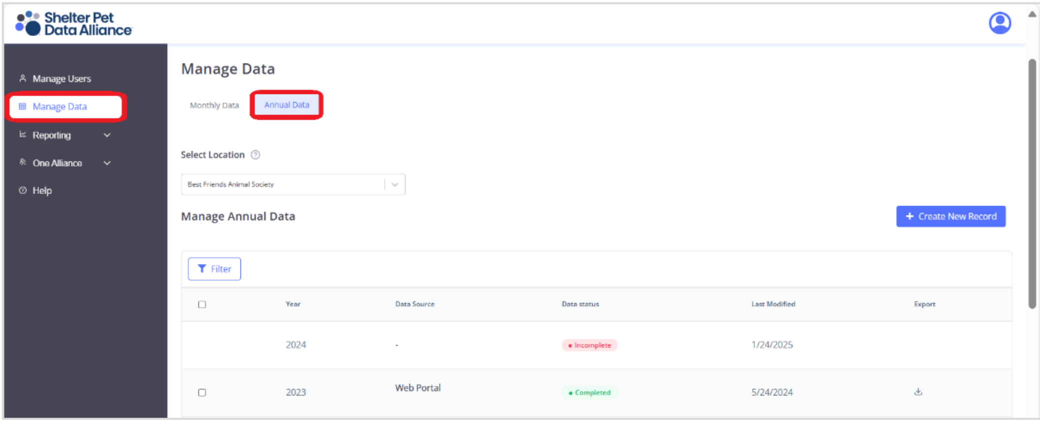
3. Click the **Create New Record** button located on the right side of the screen.



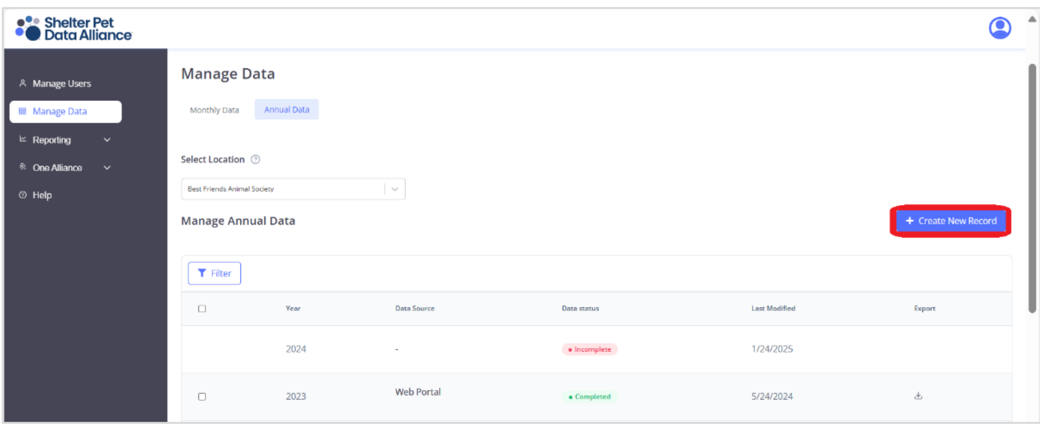
4. Populate all relevant fields with data for the month you selected
5. Click the **Submit Record** button at the bottom of the screen.
6. The record will appear on the Manage Monthly Data list with a data status of Pending.
    a. If your EIN has been verified, the data status will change to complete within four hours of submitting it.
    b. If you've created a new record before the EIN verification process is complete, the record will remain in pending status until you receive the email notification that your EIN is verified. Any data you have submitted will change to complete within four hours of receiving the EIN verification email and any future data you submit will change to complete within four hours of submitting it.
7. If you manually enter or upload data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

Manually enter Annual Data:

1. On the left side menu, click **Manage Data**.
2. Click the **Annual Data** tab.



3. Click **Create New Record** on the right side of the screen.

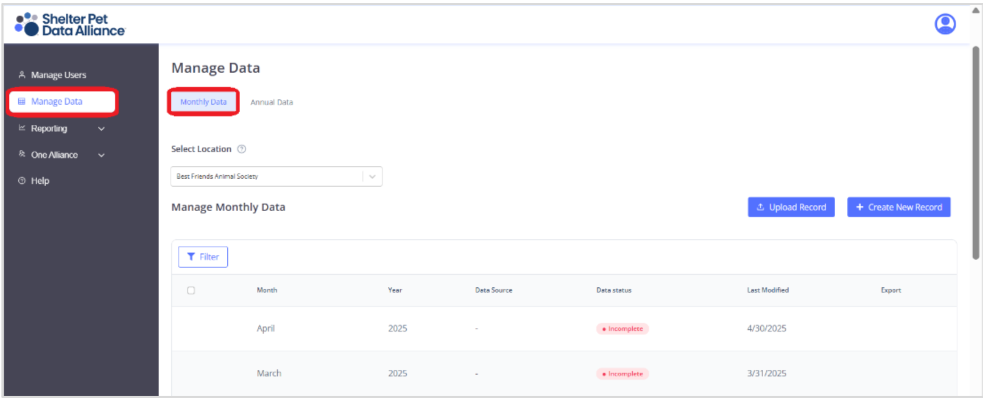


4. Populate all relevant fields with data for the year you selected.
5. Click the **Submit Record** button at the bottom of the screen.
6. The record will appear on the Manage Annual Data list with a data status of Pending.
   a. If your EIN has been verified, the data status will change to complete within four hours of submitting it.
   b. If you've created a new record before the EIN verification process is complete, the record will remain in pending status until you receive the email notification that your EIN is verified. Any data you have submitted will change to complete within four hours of receiving the EIN verification email and any future data you submit will change to complete within four hours of submitting it.
7. If you manually enter or upload data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

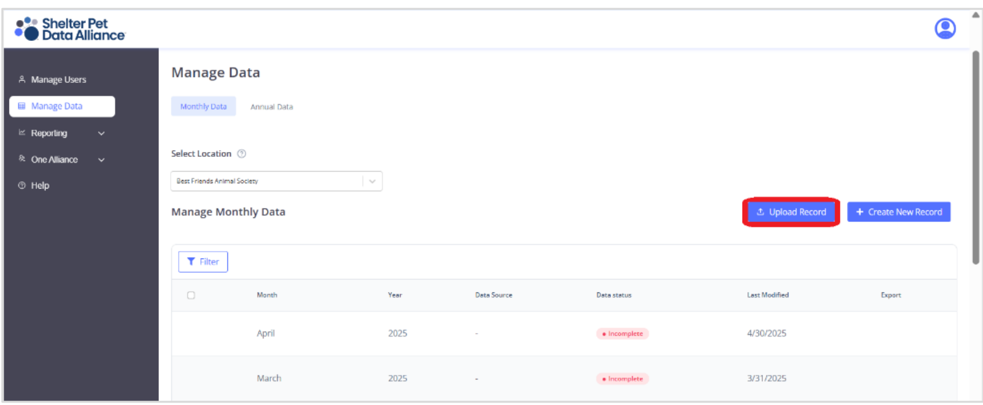
Creating New Records – Uploading CSV Files

If your shelter management software has a Shelter Animals Count (SAC) report, please follow these steps for uploading CSV files.

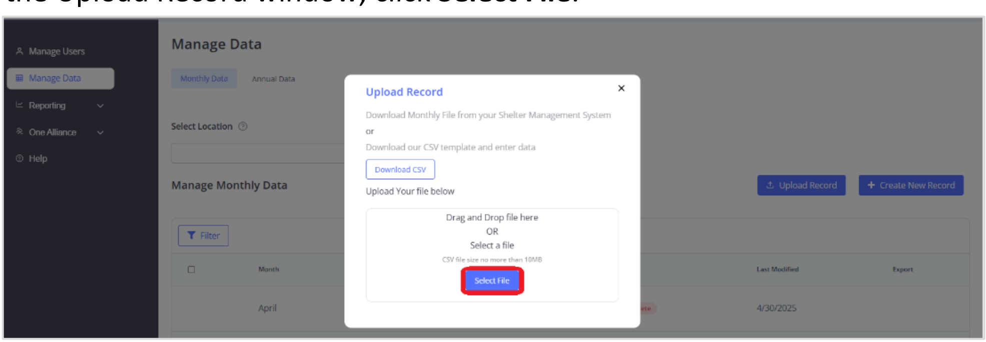
1. Using your SAC report, export monthly CSV files from your shelter management software.
2. On the left side menu in Shelter Pet Data Alliance, click **Manage Data**.
3. Select the **Monthly Data** tab.



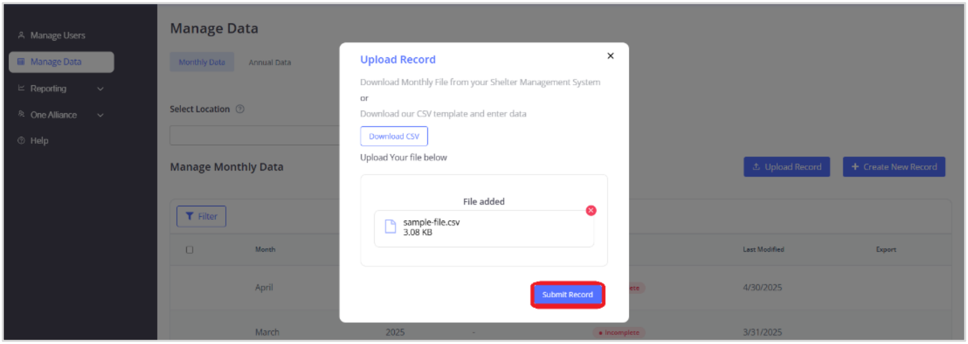
4. Click the **Upload Record** button located on the right side of the screen.



5. In the Upload Record window, click **Select File**.



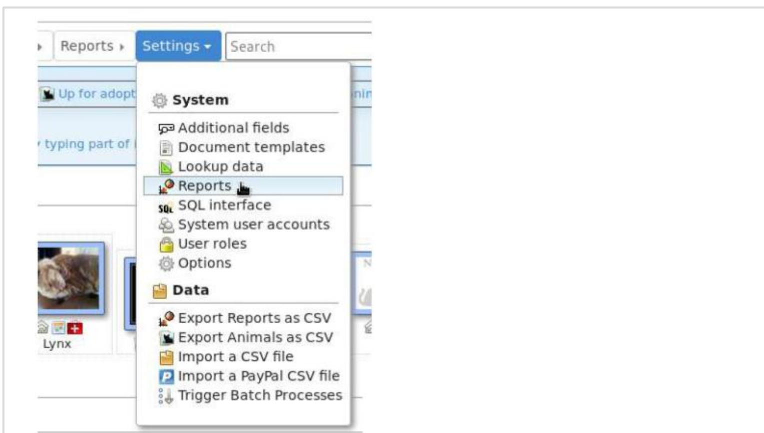
6. Locate and select the CSV file you saved to your computer during step 1.
7. Click the **Submit Record** button at the bottom of the Upload Record window.



8. The record(s) will appear on the Manage Monthly Data list with a data status of Pending.
9. If you upload or manually enter data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

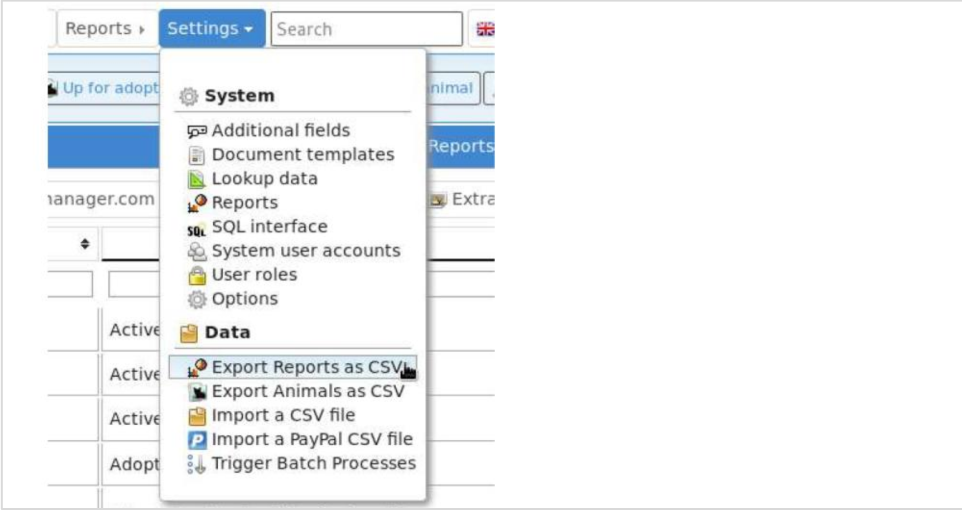
Create the CSV file in Animal Shelter Manager:

1. In Animal Shelter Manager, open the **Reports** menu.



2. Use the **Browse sheltermanager.com** button to install new reports.
3. Enter part of the name in the search box at the top of the title column.
4. Select the report by ticking the box to the left of it then click the **Install** button.

5. Once installed, select the **Export Reports as CSV** option to run the report.

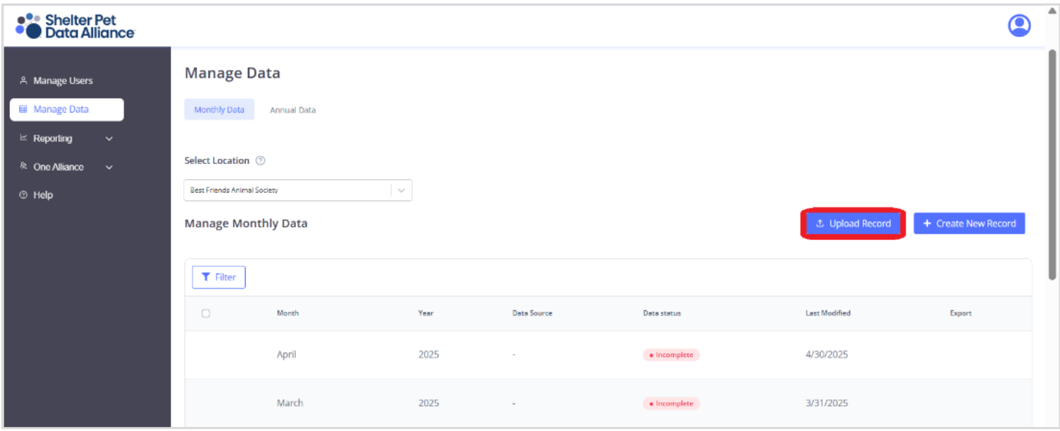


6. Click the report name in the list – **shelteranimalscount.org monthly CSV export**.

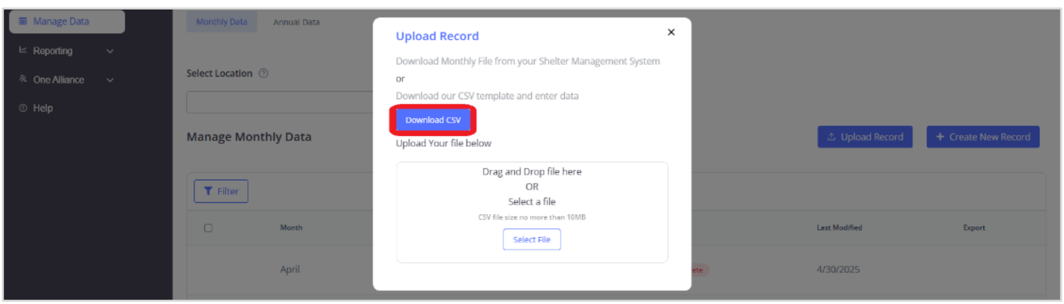
7. Enter the Month **Start** and **End** dates of the calendar month.
   a. The report will only work correctly for one calendar month.
   b. Run the report multiple times for multiple months.

If your organization does not have shelter management software or your shelter management software does not have the option to export CSV files, follow these steps to upload your data via CSV file or return to the Manual Reporting section of this document for manual entry instructions.

1. On the left side menu, click **Manage Data**.
2. Select the **Monthly Data** tab.
3. Click the **Upload Record** button located on the right side of the screen.



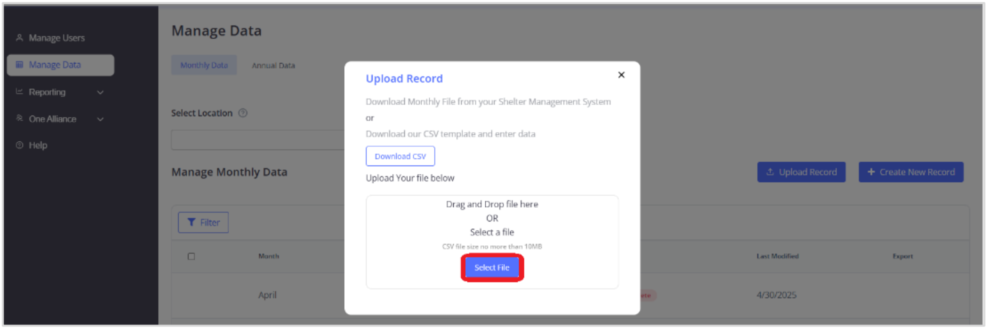
4. Click **Download CSV Template**.



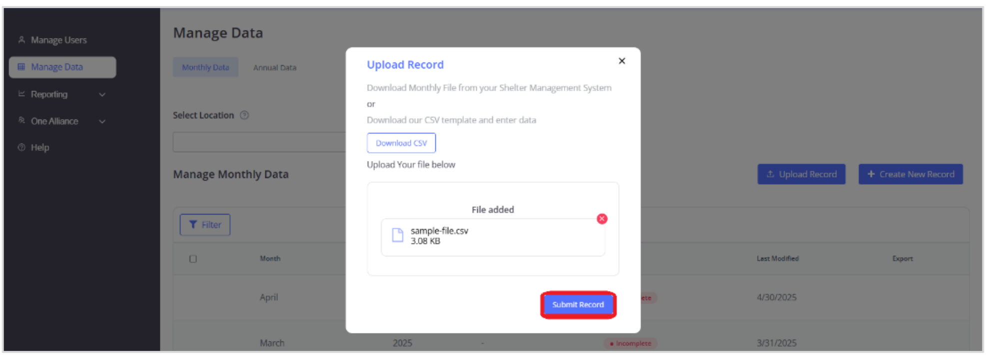
5. In the template, update the Record Year (column A) and Record Month (column B) to the year and month that corresponds with the data you are reporting. The Beginning Count Date (column BK) and the Ending Count Date (column BN) should be updated to the beginning and end dates of each month you are reporting for that year. Example: Here is what you would need to enter for January 2025. Column A: 2025; Column B: 1; Column BK: 1/1/2025; Column BN: 1/31/2025.

	A	B	C	D	E	F	G	H	I	BK	BL	BM	BN
1	Record Year	Record Month	Species	Stray At Larg	Stray At Larg	Stray At Larg	Relinquished	Relinquished	Relinquished	Beginning Count Date	Ending Count	Ending Foster Animal Count	Ending Count Date
2	2025	1	canine	0	0	0	0	0	0	1/1/2025	0	0	1/31/2025
3	2025	1	feline	0	0	0	0	0	0	1/1/2025	0	0	1/31/2025
4	2025	2	canine	0	0	0	0	0	0	2/1/2025	0	0	2/28/2025
5	2025	2	feline	0	0	0	0	0	0	2/1/2025	0	0	2/28/2025
6	2025	3	canine	0	0	0	0	0	0	3/1/2025	0	0	3/31/2025
7	2025	3	feline	0	0	0	0	0	0	3/1/2025	0	0	3/31/2025

6. Populate all applicable fields.
7. Save file to your computer.
8. In the Upload Record window, click **Select File**.



9. Locate and select the CSV file you saved to your computer during step 7.
10. Click the **Submit Record** button at the bottom of the Upload Record window.

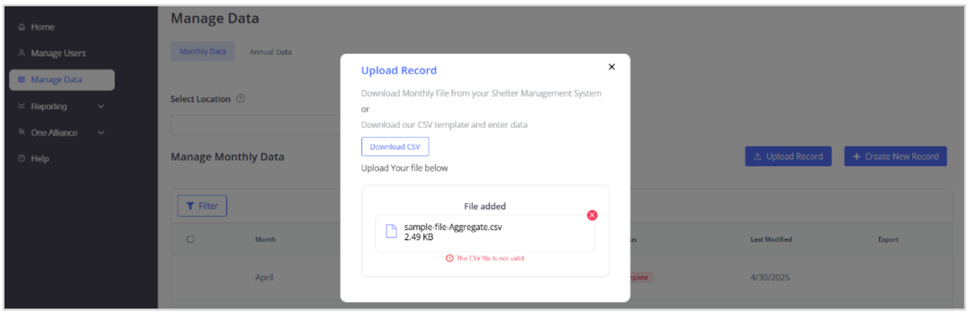


11. The record(s) will appear on the Manage Monthly Data list with a data status of Pending.
12. If you upload or manually enter data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

Troubleshooting CSV Upload Error Messages and Notifications

Aggregate Data in the CSV File:

An error message will be displayed if you are using a report that aggregates annual data. In these cases, the Month column of the CSV file shows 1,12. You can only upload CSV files when each row contains one month of data.



Correct file formatting where each row contains only one month of data:

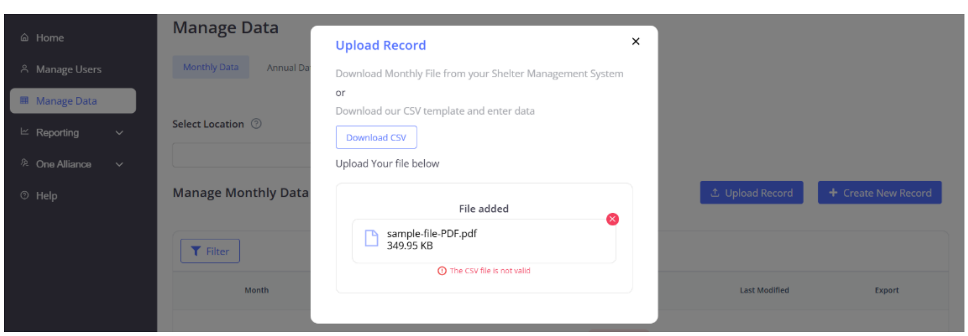
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Record Year	Record Month	Species	Stray At La	Stray At La	Stray At La	Relinquish	Relinquish	Relinquish	Intake Ow	Intake Ow	Intake Ow	Transferre	Transferre	Transferre	Transferre	Transferre	Transferre
2	2025	1	canine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	2025	1	feline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	2025	2	canine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	2025	2	feline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	2025	3	canine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	2025	3	feline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Incorrect file formatting where each row is aggregated:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Record Year	Record Month	Species	Stray At La	Stray At La	Stray At La	Relinquish	Relinquish	Relinquish	Intake Ow	Intake Ow	Intake Ow	Transferre	Transferre	Transferre	Transferre	Transferre	Transferre
2	2025	1,12	canine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	2025	1,12	feline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	2025	1,12	canine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	2025	1,12	feline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	2025	1,12	canine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	2025	1,12	feline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

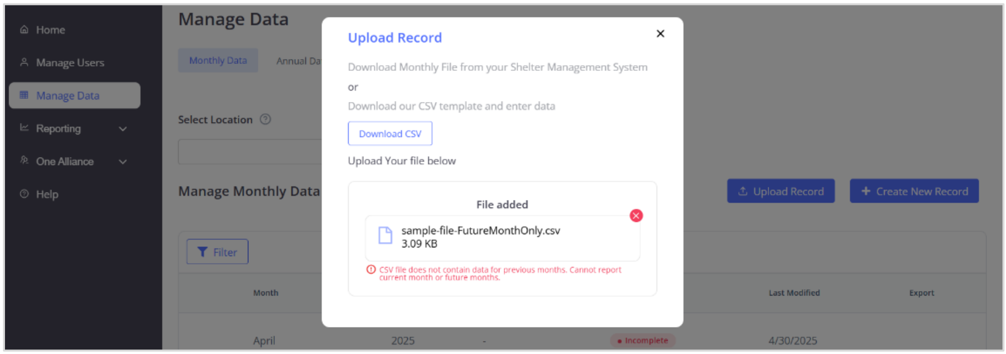
Invalid File Type or Format:

An error message will be displayed if the file type is invalid or if the format of the CSV file does not match the template.



Current and/or Future Months in the CSV File:

An error message will be displayed if you are attempting to upload a CSV file containing ONLY future dates. Future dates include records for the current month and/or any months in the future.



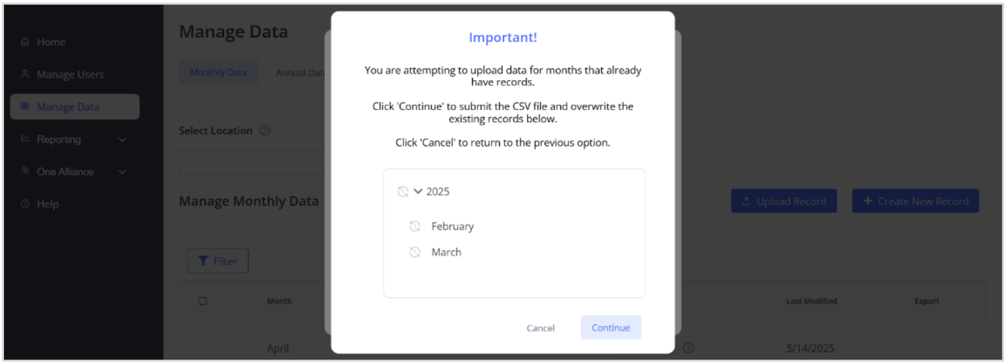
*Note: If your CSV file contains future dates and past dates, the records for the past dates will be uploaded while the future dates will be excluded.

Pending Records in the CSV File:

A notification will be displayed if you are attempting to upload a CSV file with records that are in Pending data status. The pending records are listed in the notification. Once those records have finished processing and have updated to Completed status, the CSV file can be uploaded.

Completed Records in the CSV File:

A notification will be displayed if you are attempting to upload a CSV file with months that already have records. The completed records are listed in the notification. You have the option to either overwrite the existing records or cancel the upload.



Zero Data in the CSV File:

A notification will be displayed if you are attempting to upload a CSV file that includes zero data records. The zero data records are listed in the notification. You have the option to either submit the records with all zeroes or cancel the upload.

Updating Incorrect Records

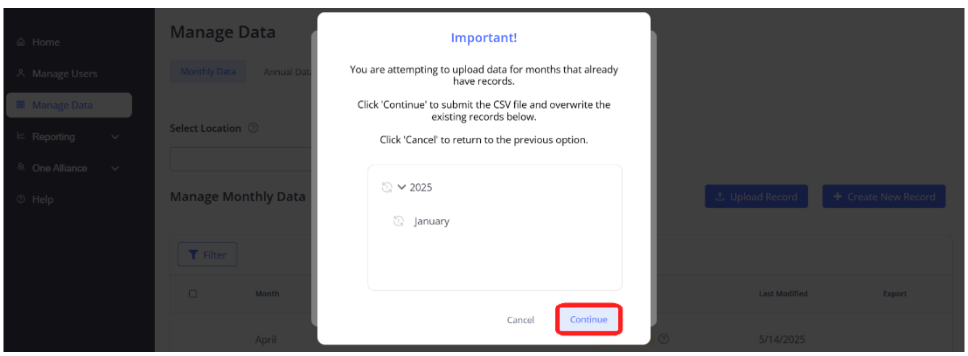
These instructions will help you update an incorrect record. You can either use a compatible CSV file or do a manual correction to update the incorrect month.

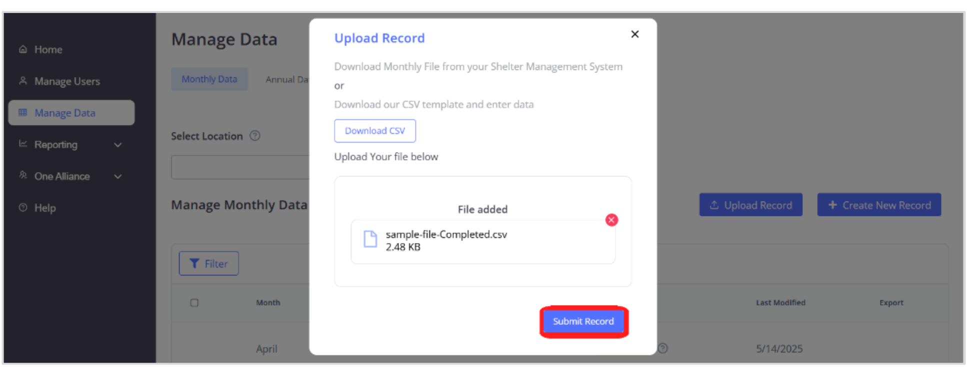
*Note: The record must be in completed status before you can make any changes. The process to change from Pending to Completed usually takes around 4 hours after the data is submitted.

Upload CSV File to Update Incorrect Records:

Follow the instructions under the *Creating New Records – Uploading CSV Files* section of this document starting on page 14.

After you select the CSV file, the system will display a notification asking if you want to overwrite the existing data. Click **Continue** then **Submit Record** to update the incorrect record(s) with the selected CSV file.

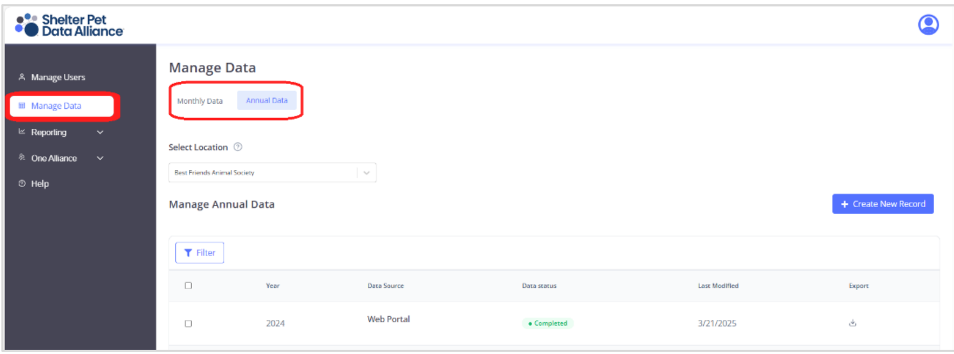




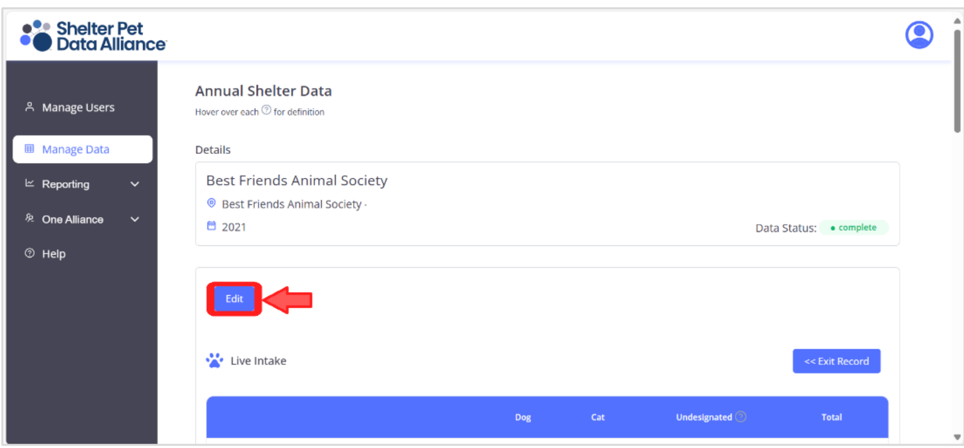
For more information on the notification, go to the *Troubleshooting CSV Upload Error Messages and Notifications – Completed Records in the CSV File* section of this document on page 21.

Manually Update Incorrect Records:

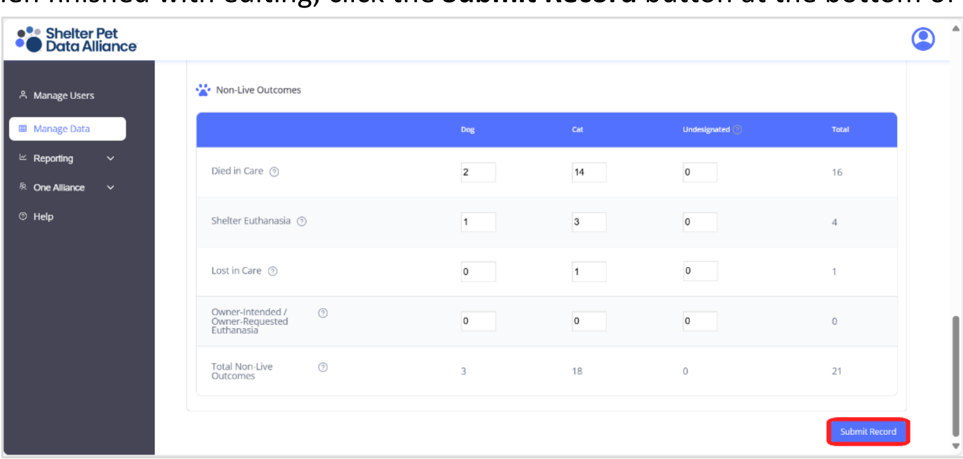
1. Log in to your Shelter Pet Data Alliance account.
2. On the left side menu, select **Manage Data**.
    a. Select the **Monthly Data** tab to update a monthly record.
    b. Select the **Annual Data** tab to update a monthly record.



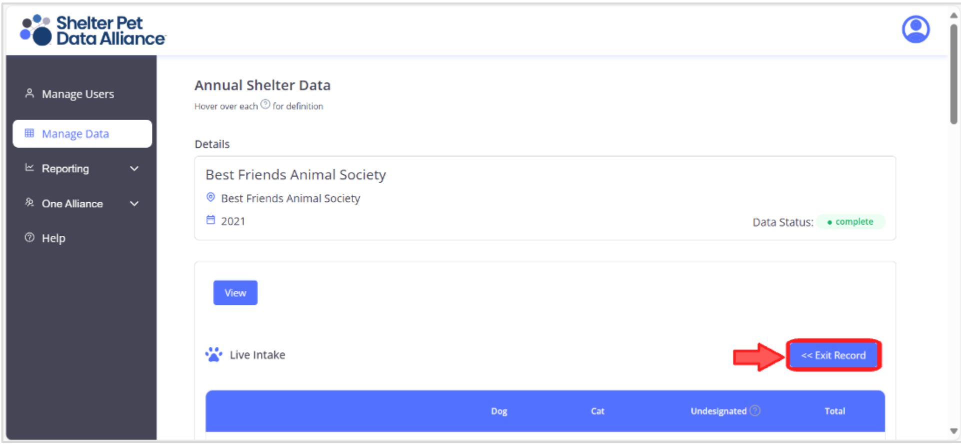
3. Find the record in the list then click on the record to open it.
4. Click the blue **Edit** button and make any necessary changes.

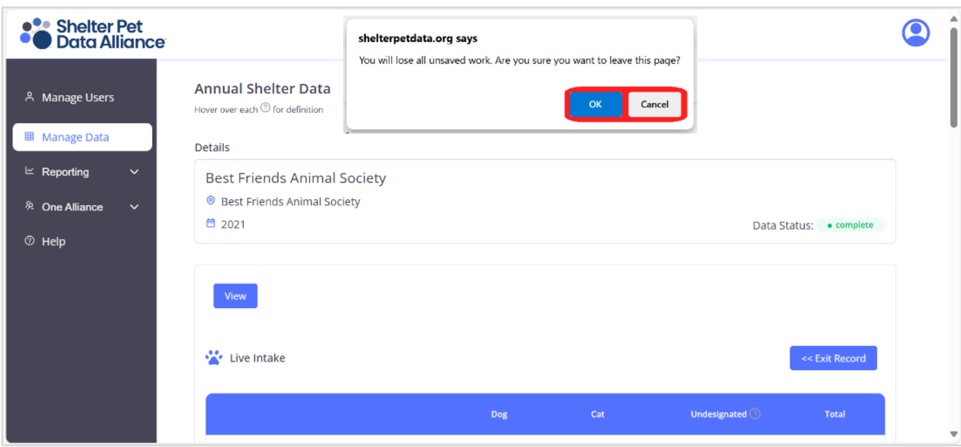


5. When finished with editing, click the **Submit Record** button at the bottom of the screen.



6. To exit the record without making changes, click the **Exit Record** button. A pop-up will appear stating “You will lose all unsaved work. Are you sure you want to leave this page?”
    a. Click **OK** to leave without saving changes.
    b. Click **Cancel** to stay on the page.





7. The updated record will appear on the list with a data status of Pending. The process to change from Pending to Completed usually takes around 4 hours after the data is submitted.

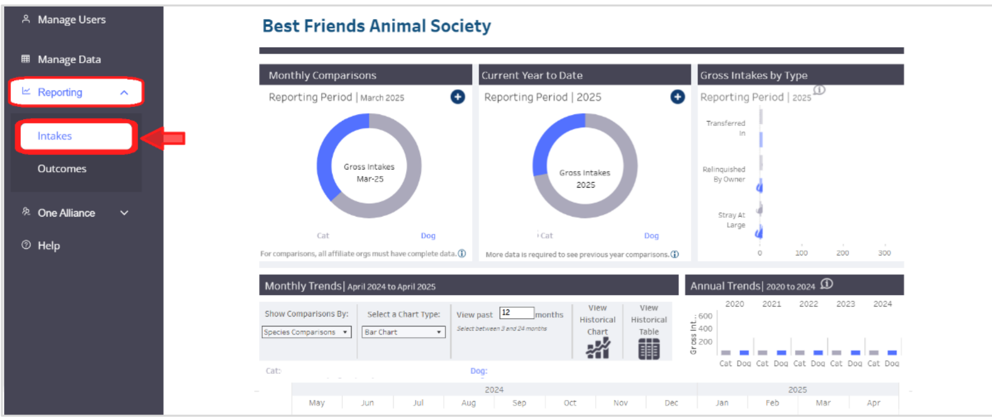
Reporting

The Intakes and Outcomes reports include monthly and annual records with a data status of Completed. After a record is submitted, the data will be visible the next day in the reporting tab.

**Note: Best Friends Network Partners can request one-on-one time with our data analysts to review your organization's data and provide a better understanding of your reports.*

Intakes:

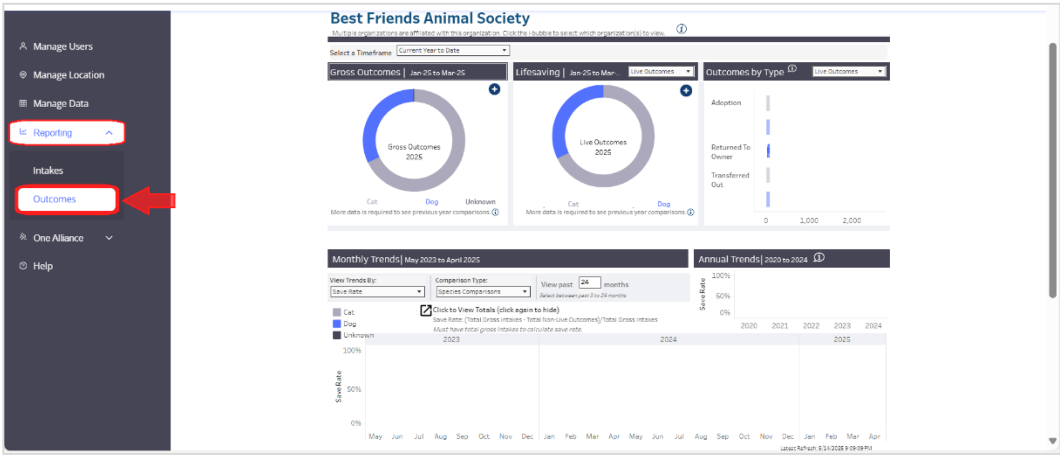
1. On the left side menu, click **Reporting** then click **Intakes**.



2. *Monthly Comparisons* displays the total intakes from the last month that your organization submitted data. If your organization submitted data for that same month of the prior year, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for that same month of the prior year, then comparisons will not be presented.
3. *Current Year to Date* displays the total intakes between January 1 of the current year to the last month that your organization submitted data. If your organization submitted data for the same months of the prior year, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for the same months of the prior year, then comparisons will not be presented.
4. *Gross Intakes by Type* displays the total number of intakes for each species type (cat, dog, and undesignated). The species totals reflect the annual totals for the year associated with the last month that your organization submitted data.
5. *Monthly Trends* displays trends from the last 3 to 24 months that your organization submitted monthly data. The bottom chart shows your organization's gross intakes month over month for the selected timeframe.
6. *Annual Trends* displays trends from the last 1 to 5 years that your organization submitted annual data, excluding the current year.

Outcomes:

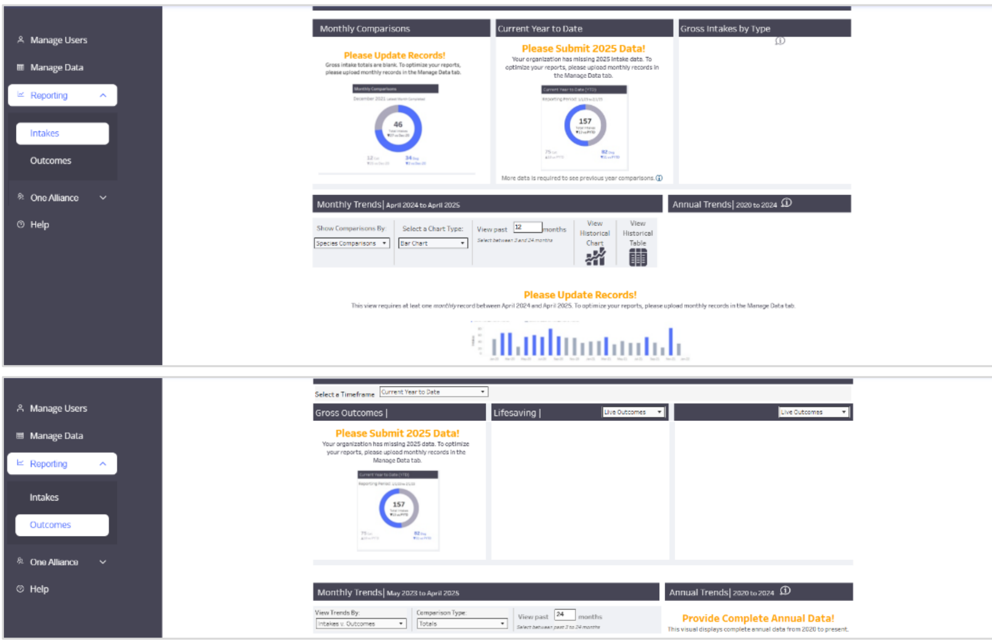
1. On the left side menu, click **Reporting** then click **Outcomes**.



2. *Gross Outcomes* displays the total number of outcomes for the selected timeframe (current year to date or last completed month). If your organization submitted data for the prior year of the selected timeframe, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for the prior year of the selected timeframe, then comparisons will not be presented.
3. *Lifesaving* displays live outcomes, non-live outcomes, adoptions, save rate (by species), and save rate (total) for the selected timeframe (current year to date or last completed month). If your organization submitted data for the prior year of the selected timeframe, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for the prior year of the selected timeframe, then comparisons will not be presented.
4. *Outcomes by Type* displays the total number of live and non-live outcomes for each species type (cat, dog, and undesignated). The species totals reflect the totals for the selected timeframe (current year to date or last completed month).
5. *Monthly Trends* displays trends from the last 3 to 24 months that your organization submitted monthly data. The bottom chart shows your organization's trends month over month for the selected timeframe. Select an option to view trends by save rate, live v. non-live outcomes, and intakes v. outcomes.
6. *Annual Trends* displays trends from the last 1 to 5 years that your organization submitted annual data, excluding the current year. Select an option to view trends by save rate, live v. non-live outcomes, and intakes v. outcomes.

Reporting Notices:

Notices are displayed when an organization does not have data needed to populate certain aspects of the reporting visual or visual at its entirety.



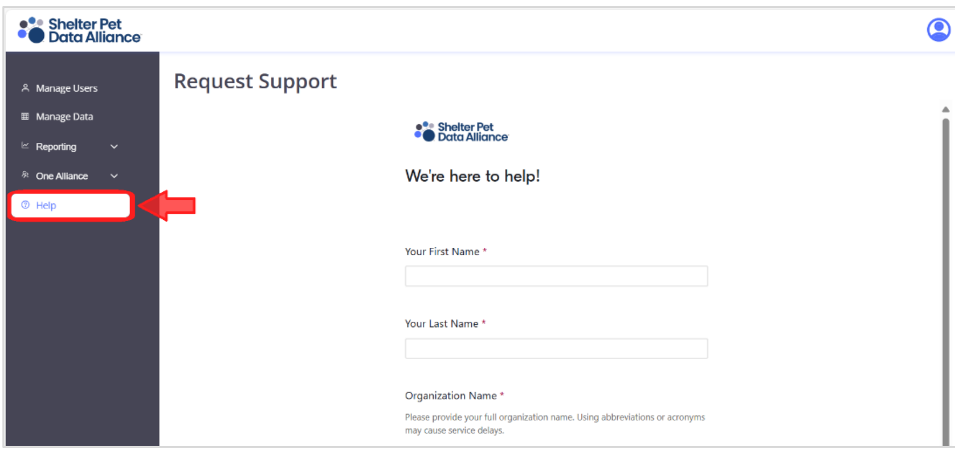
- *No Monthly Data* notice is displayed when an organization submits annual data only. This notification advises the organization to submit monthly data.
- *No Year-to-Date Data* notice is displayed when an organization does not have intakes and outcomes for the current year. This notification advises the organization to submit current year data.
- *No Intakes but Outcomes* notice is displayed when an organization is missing intake data but has outcome totals greater than zero. This notification advises the organization to update intake data.
- *No Outcomes but Intakes* notice is displayed when an organization is missing outcome data but has intake totals greater than zero. This notification advises the organization to update outcome data.
- *No Comparisons* notice is displayed when comparisons cannot be made to the same timeframe, a year prior. This notification informs the organization to update data records to view comparisons.
- *Missing Data* notice is displayed when an organization is missing intake and/or outcome data respective to the monthly or annual trends section. This notification advises the organization to update records.

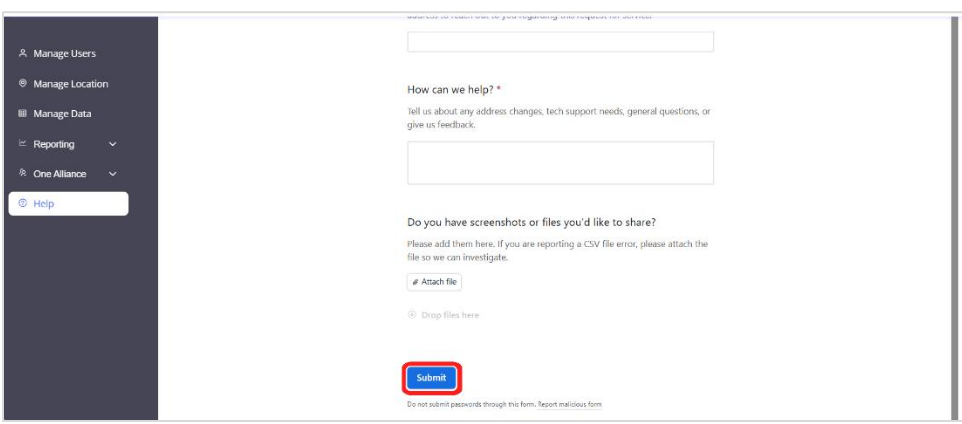
Submitting a Request for Help

*Note: The question **Who is your internet service provider?** is important to help the SPDA support team with researching tickets, especially login or connectivity issues. If you do not know your organization's Internet Service Provider (ISP), third party websites are available to determine your ISP and can be found through a Google search.

If you are logged into your Shelter Pet Data Alliance account:

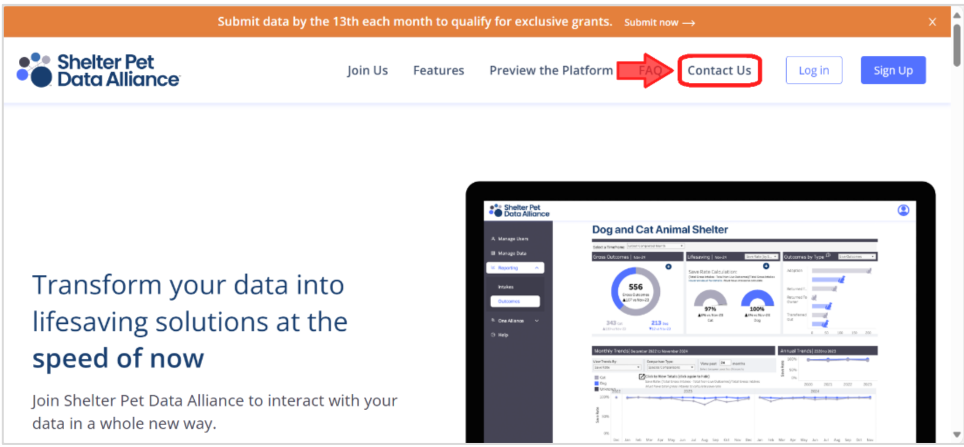
1. Click **Help** on the left menu.
2. Populate all required fields.
3. Click **Submit**.

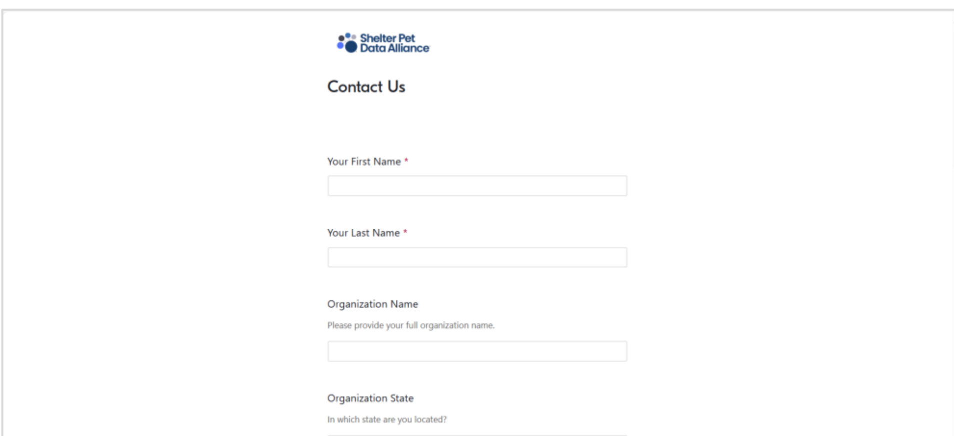




If you are not logged into your Shelter Pet Data Alliance account:

1. In your internet browser, type shelterpetdata.org in the address bar.
2. On the top right of the page, click **Contact Us**.
3. Click the **Contact Us** button at the bottom of the page.
4. Populate all required fields.
5. Click **Submit.**

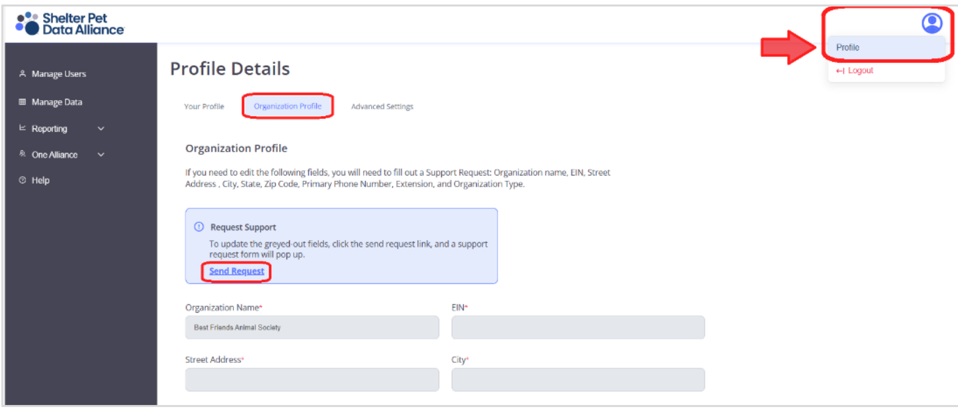




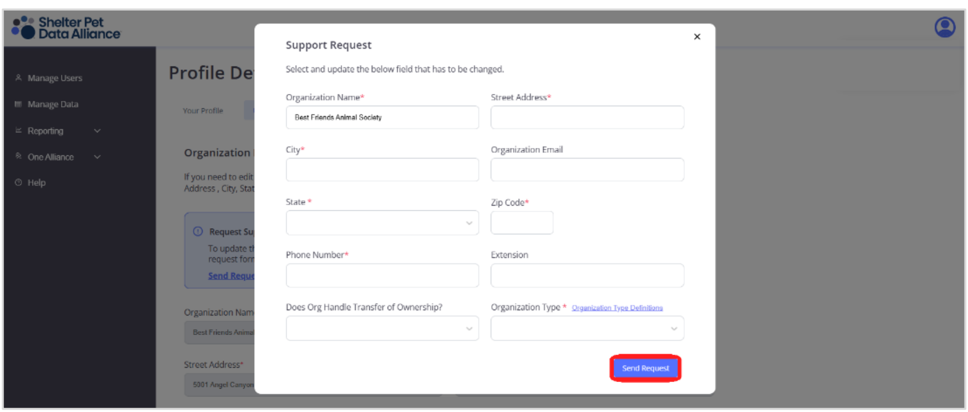
Submitting a Request to Update Your Organization's Information

If your role is Admin:

1. Click the person icon at the top right of the screen then click **Profile**.
2. Select the **Organization Profile** tab.
3. Click the **Send Request** link to open the Support Request form.



4. Update the appropriate fields on the Support Request form then click **Send Request**.



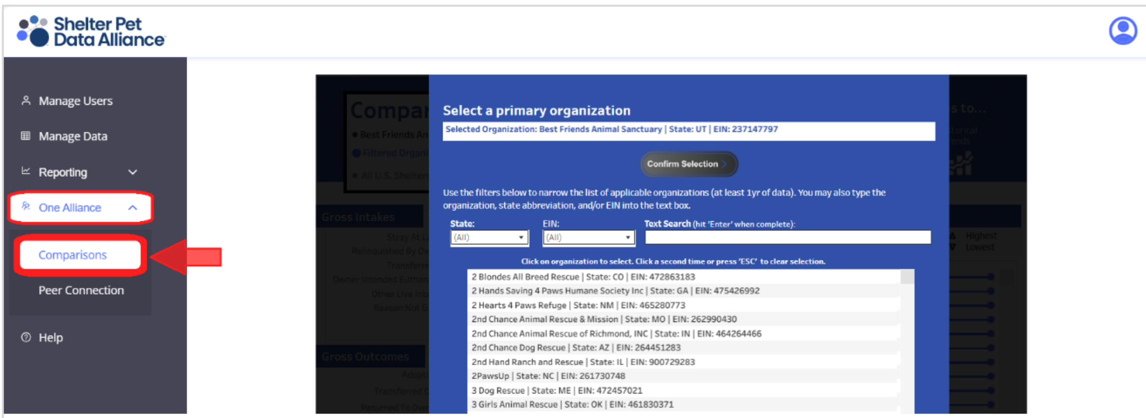
If your role is User:

Follow the instructions under the *Submitting a Request for Help* section of this document starting on page 28. Please include all details of the organization updates in the **How can we help?** field.

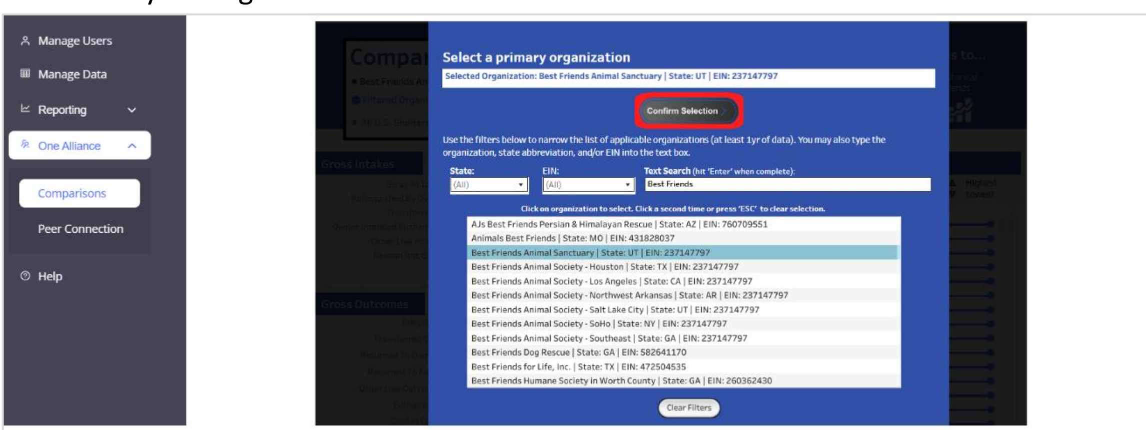
Using the One Alliance Comparisons Dashboard

One Alliance enables you to compare your organization's data directly to other organizations. Learn how you measure up by seeing and comparing your data side-by-side with more than 7,900 other shelters and rescues around the country.

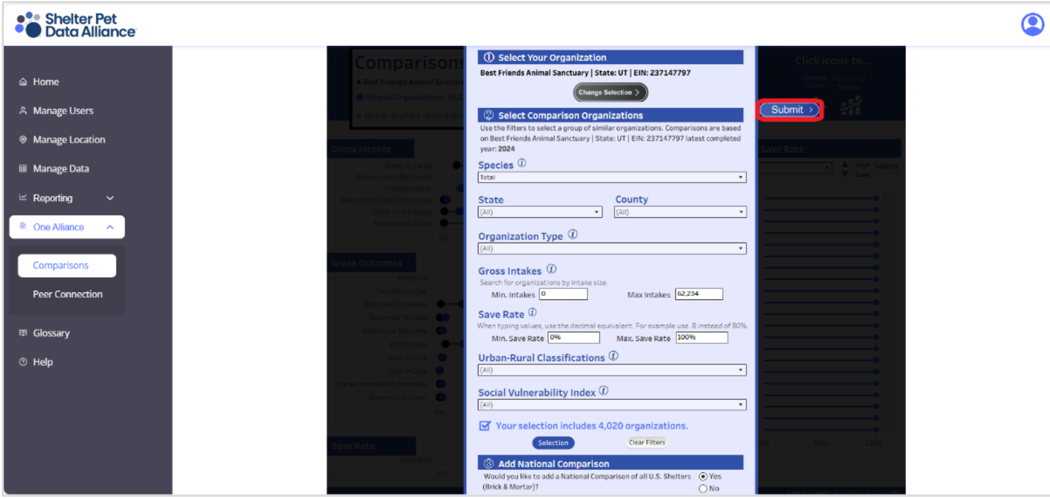
1. On the left side menu, click **One Alliance** then click **Comparisons**.



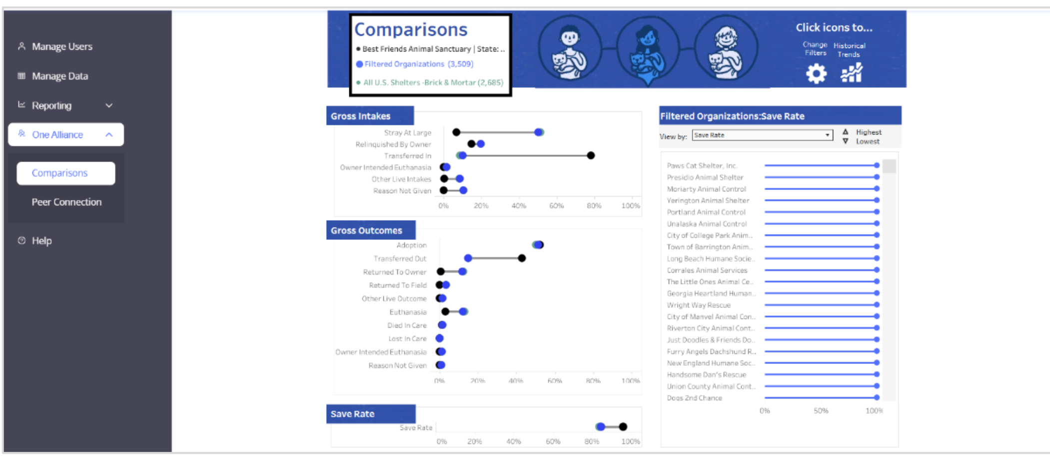
2. Use the filters to find your organization by State, EIN, and/or Text Search.
3. Select your organization from the search box then click **Confirm Selection.**



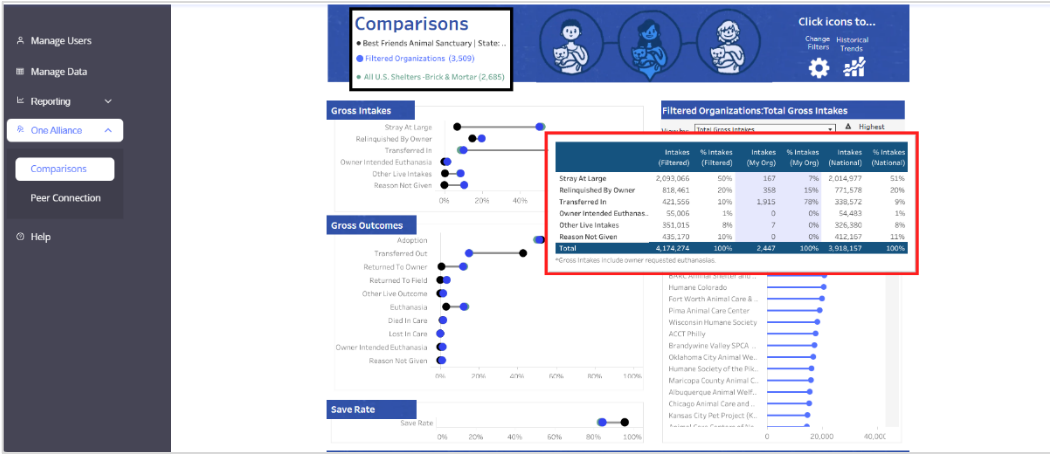
4. Use the filters to select a group of comparison organizations. Filter options include Species, State, County, Organization Type, Gross Intakes, Save Rate, Urban-Rural Classifications, Social Vulnerability Index, and Selected Organizations.
5. Click No to exclude a national comparison. The default selection is Yes.
6. Click **Submit**.



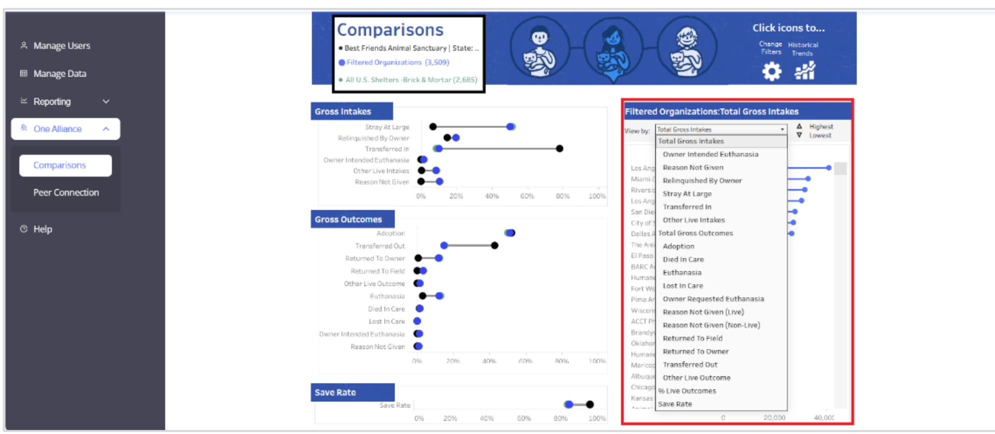
7. One Alliance dashboard is displayed with the comparisons for your organization, your filtered organizations, and if selected, the national comparison.



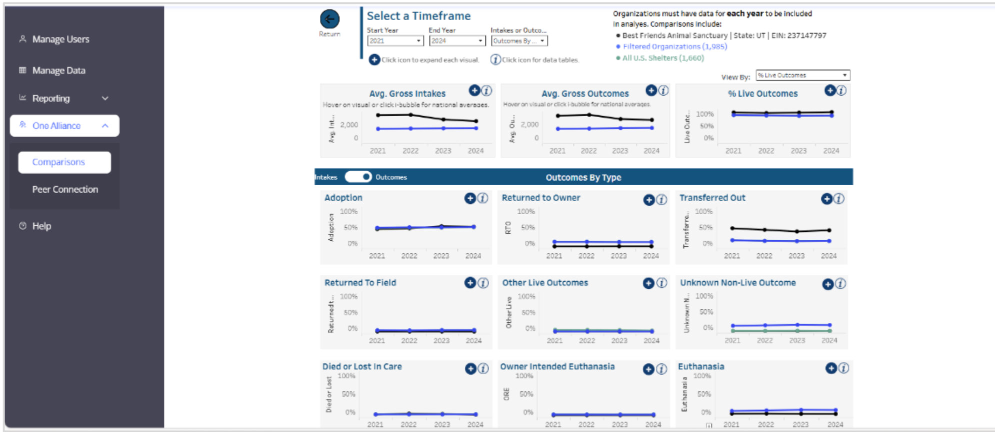
8. Hover your mouse over any data points to view the details for your organization, your filtered organizations, and if selected, the national comparison.



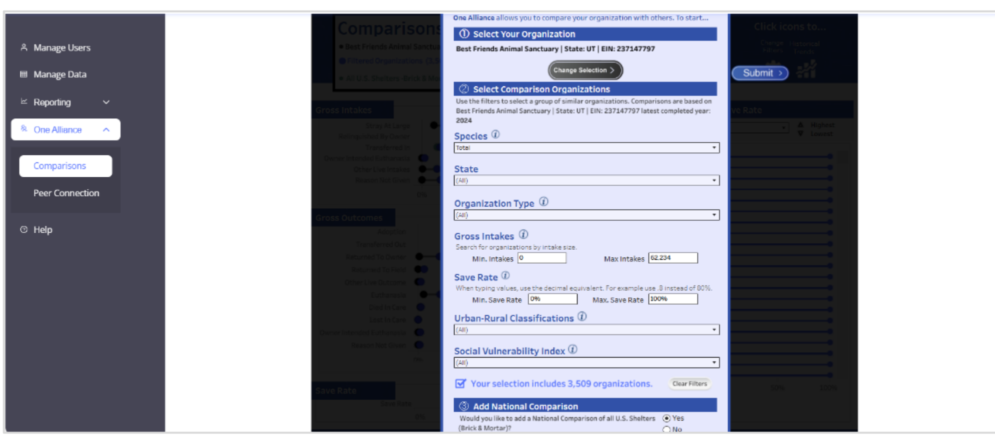
9. Each filtered organization is listed under *Filter Organizations* on the right.
    a. Select an option from the **View by** drop-down to view a different metric.
    b. Click **Highest** to sort in descending order. Click **Lowest** to sort in ascending order.



10. Click the **Historical Trends** icon to open historical tables dashboard. This view allows you to see if your organization consistently trends with comparison groups over time.



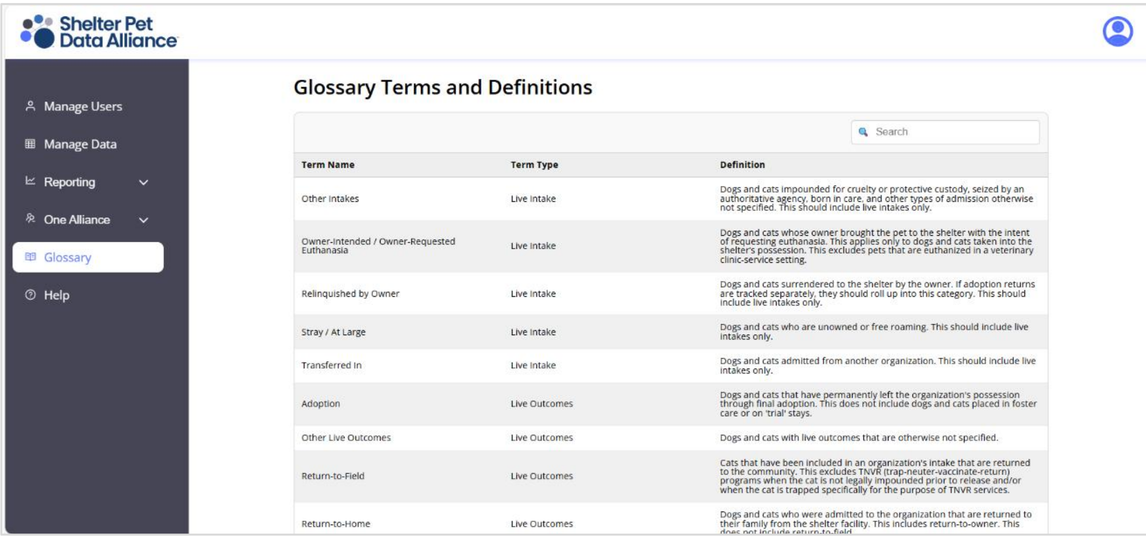
11. Click the **Change Filters** icon to change the filters for your comparison organizations.



Using the Glossary

The Glossary lists terms and definitions referenced in Shelter Pet Data Alliance.

Each **Term Name** is grouped by **Term Type** then sorted alphabetically. The term types include Live Intake, Live Outcomes, Non-Live Outcomes, Organization Type, No-Kill Status, and Calculation.



Use the **Search** box to search and filter by any key word.