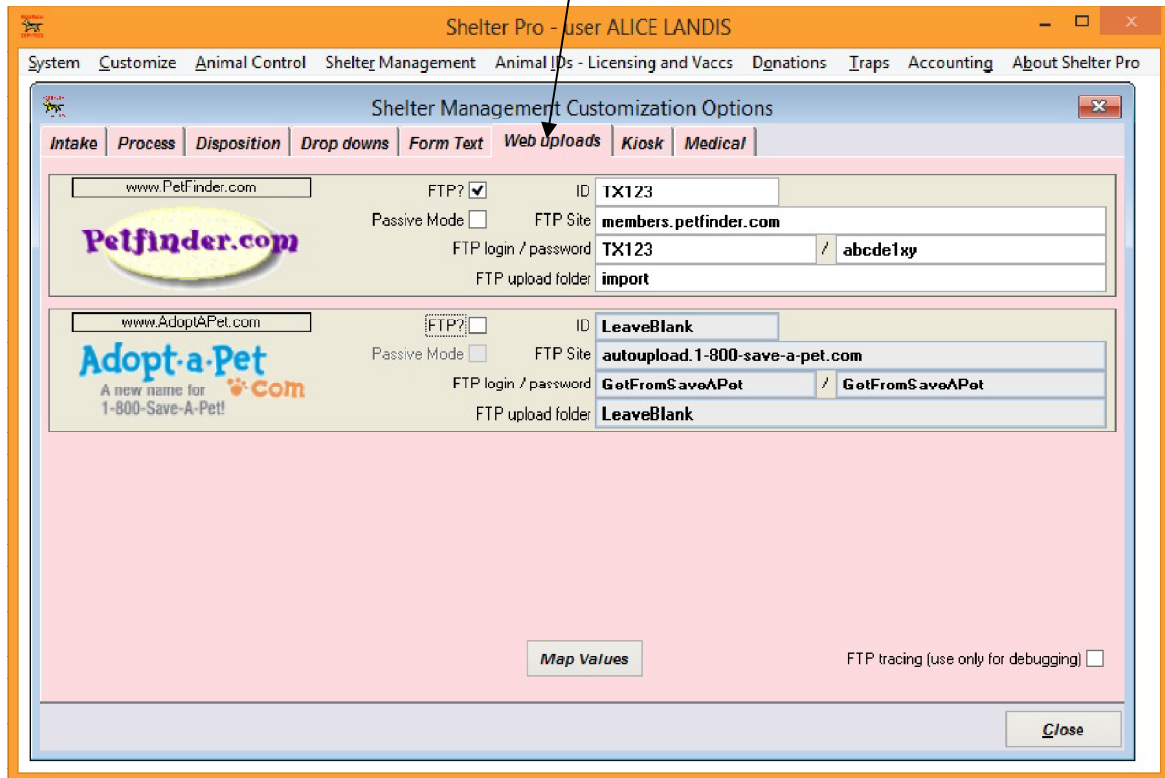**Web Uploads tab**

Shelter Pro supports web uploads (actually FTP transmissions) to the sites shown below.

Using web upload functions is a great way to make it much easier, faster, and more accurate to get your data posted to these websites. Note that the upload functions transmit both data and photos. There are some requirements to use these features.

1) You must have an active internet connection for your computer(s) or network.
2) You must work with each provider (e.g. PetFinder) to establish your upload capabilities. You will need to contact each provider to get this process complete. Once this is done, the provider will give you the data items needed to enter on this screen. For this example, we will use PetFinder.com for the discussion. Just keep in mind the same things need to be done with each provider independently.
3) Plan to spend some time verifying that your "Map Values" exactly match each provider's data requirements and expectations.

Web Uploads tab (continued)

Here are the typical steps you would follow to get one of these providers working. We will use PetFinder for the purposes of this discussion.

1) You must contact PetFinder. Their current contact information can be found at www.PetFinder.com. Let PetFinder know that you are using Shelter Pro and want to establish FTP upload capabilities for your animal data.

2) PetFinder will give you instruction on how to apply for FTP access to their system. Once this is done, they will let you know the information needed to enter on the sample screen shown here. The fields needed will be:
   - PetFinder ID – this is also called shelter ID
   - FTP Site - this is the website address where Shelter Pro will connect for transmission.
   - FTP login/password – this is a user id and password necessary to login to the FTP site and address and commence a transmission.
   - FTP upload folder – this is the folder on the FTP site that Shelter Pro will transmit data to.

3) Enter the items from step 2. Be sure to check the "FTP?" indicator so Shelter Pro knows that you intend to transmit data to PetFinder.

4) Test it out. You will do this by running extract/upload functionality. See the Shelter Management chapter for details on how the use the web upload features. You should expect that during the initial uploads that there may be some data mapping changes required. We will discuss the "Map Values" features over the next few pages.

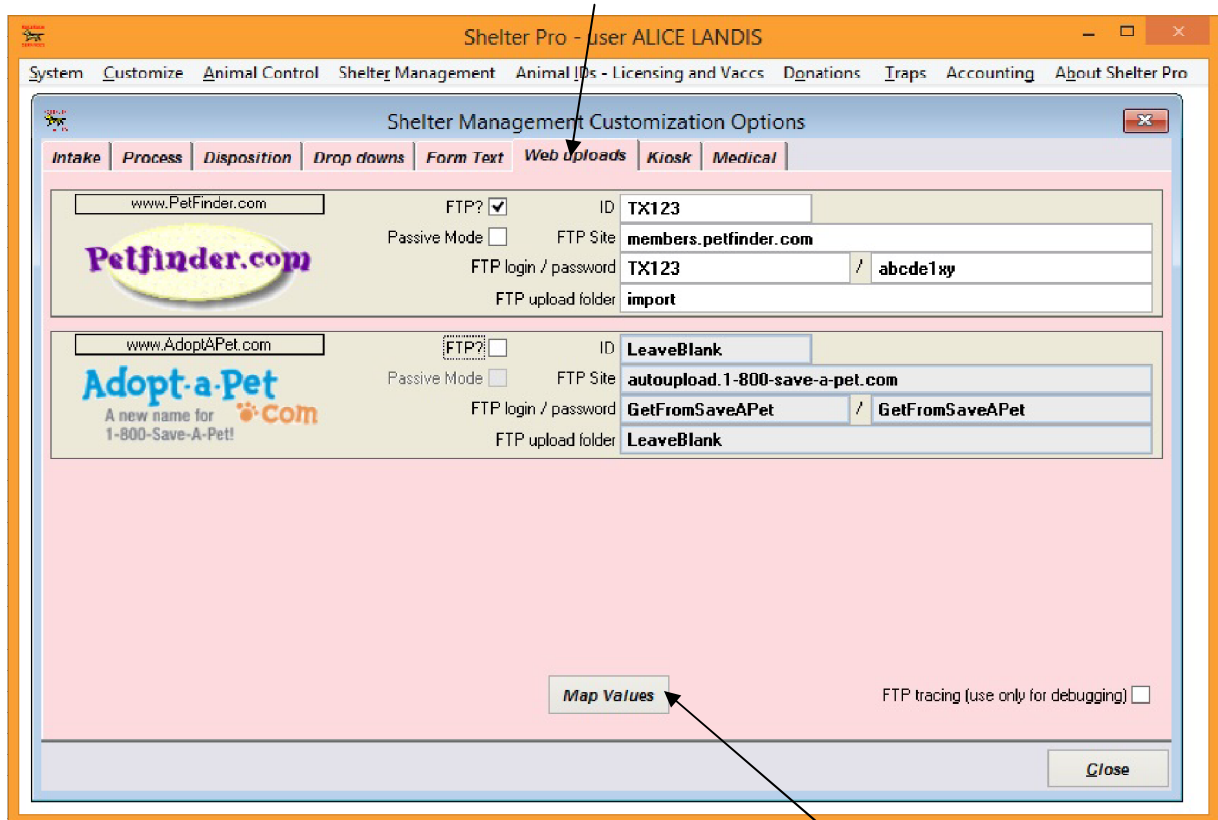To establish Web Uploads for the other providers, follow the same steps

Web Uploads tab (continued)

Mapping Values

Because each website provider (PetFinder, Save-A-Pet) are independent, each has very specific requirements for the data content they will post to their database for website presentation. There are differences between each provider. Be sure to ask each provider for the most recent data requirements. This will be a document which will let you know about things such as:

- Their recognized breeds list
- Their recognized status values (such as Holding, Adoption Available, etc).
- Their recognized age, size, gender codes, etc.

After your data is transmitted to each provider, the data will go through an error check process which will flag any discrepancies. For any animal record with a discrepancy, the animal will most likely not be posted to the website until the discrepancy is resolved. Examples of these discrepancies and how to resolve them will be discussed over the next few pages.

The majority of discrepancies will be with corrected using the MAP VALUES features. This is accessed by clicking the "Map Values" button.

Web Uploads tab (continued)

Mapping Values (continued)

The Mapping Values for WebUploads screen is shown here. Keep a few things in mind about mapping values.

1) Most websites are case sensitive in their data requirements. In other words, if they expect a specific value to be sent as "Cat", and we send them "CAT", the record will reject during import to their database.

2) In some instances, the values differences are more dramatic. An example would be PetFinder's animal status. On Shelter Pro we may know an animal's case status to be "ADOPTION AVAILABLE". For these PetFinder would be looking for a simple "A" to show on the incoming file for them to recognize the animal as adoptable. We'll see an example of this during this discussion.

In this first example, we will talk through a Dog Breed mapping scenario. Let's say that on Shelter Pro we have a dog breed called "AMERICAN PIT BULL TERRIER". However, the website providers recognize this same breed as follows:

        PetFinder   -> "Pit Bull Terrier"
        Adopt-A-Pet   -> takes the Shelter Pro value as is

If we were to transmit a dog with the breed AMERICAN PIT BULL TERRIER to Petfinder, the pet would not post because their system does not recognize the breed. However, they would recognize the correctly coded value for this same dog if we were able to translate it to their recognized value for this breed.

To resolve these differences, we can use the Mapping Values feature. Notice below we have selected the BREED_DOG category, and our Shelter Pro recognized breed of AMERICAN PIT BULL TERRIER. After selecting these two items, we see a message that no translation values have previously been defined. To enter our translated values we must click the Add button.
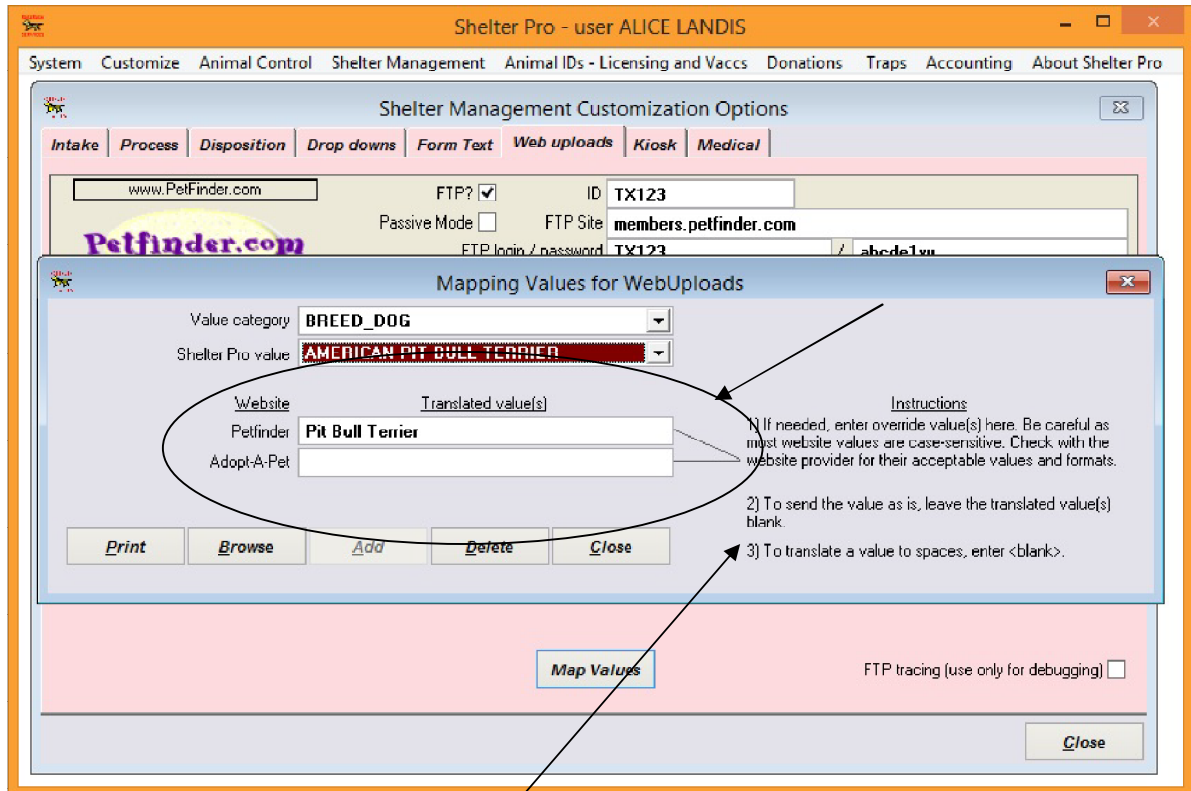
Web Uploads tab (continued)

Mapping Values (continued)

After clicking the Add button, we can now enter appropriate Translated Value(s) for each of the providers to meet their requirements.

To put this example in context, think of it like this -> When we have an AMERICAN PIT BULL TERRIER to post to these websites, we will send a breed of "Pit Bull Terrier" to PetFinder, and "American Pit Bull Terrier" to Adopt-A-Pet. We know this translation needs to occur because their data specifications indicate their recognized Dog Breed list.

Be sure to notice the onscreen instructions. These will give you some guidance on entering values. A few points worth mentioning here include:
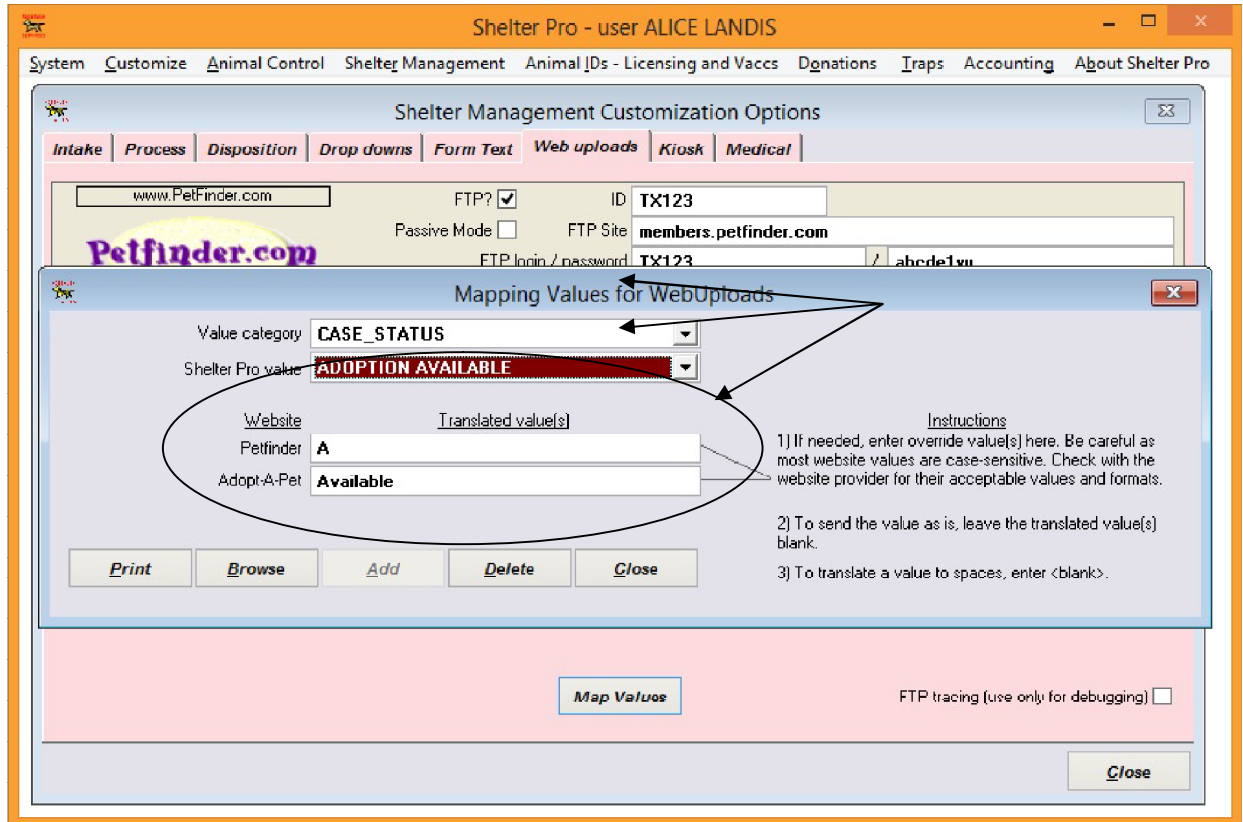1) If you must enter a translate value, be sure to get the case right. Whatever gets entered in these values will be sent exactly as typed. So if you entered "Pit BuLL Terrier" for PetFinder, all for each AMERICAN PIT BULL TERRIER sent PetFinder will reject the record during import.
2) If the Shelter Pro value and website value match, don't enter a translate value. This includes if they don't match on case. The functionality built into Shelter Pro recognizes which data items are usually case-sensitive and applying the PROPER format to them. So for example, on Shelter Pro the value "AFFENPINSCHER" will be sent to PetFinder and Adopt-A-Pet as "Affenpinscher" without creating a mapping translation.
3) In some cases, it may be better to send a blank value. An example might be if we kept an obscure Age code that would be meaningless to others, such as "???". In this case, it would be better to simply send the Age field as blank. To accomplish this, you would enter <blank> for the translated value.

Web Uploads tab (continued)

Mapping Values (continued)

This final example is intended to solidify the mapping values feature.

To put this example in context, think of it like this -> When we have a Shelter case with a status of ADOPTION AVAILABLE, we will send a value of "A" to PetFinder, "Available" to Adopt A Pet. These values indicate to each website that the case is available for adoption, and will show as such.

It's worth restating that knowing how values must be mapped to each provider requires you to have their data requirements documentation. Without it, you're guessing.

It's also important to realize that some level to monitoring and testing may be required when mapping values are changed. This would involve making a mapping changing, doing an upload and import, and then assessing the results. If an animal with a mapped value shows on the site, then things are probably working as expected. If an animal is not showing, there may be a mapping discrepancy which needs to be identified and corrected as we've discussed these past few pages.

Web Uploads tab (continued)

Mapping Values (continued)

Finally, notice the other buttons on the Mapping Values view.

The Print button will print a report of the mapping values. This is a good way to review all mappings rather than working through them one by one on this screen.

The Browse button has a similar intent to the Print button. It's a simple view of the table values intended for visual review.

The Delete button will delete a Mapping Value record completely. Once this is done, the translation for the deleted record will no longer occur.

The Close button returns you to the previous screen (the Shelter Management Customization screen.