
ZIMS for Aquatics Training Index

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[ZIMS for Aquatics Overview](#)

Aquatic Functionality

Description: Highlighting the ZIMS functionality relating to aquatic exhibits. Generally, not a how-to but an overview of features available.

Features Available:

- **Feature:** group management
- **Feature:** individual management
- **Feature:** enclosure and life support management
- **Feature:** water quality measurements
- **Feature:** collection trips
- **Feature:** aquarist daily log
- **Feature:** reports

Related Materials:

- [Aquatic Functionality](#): PowerPoint of ZIMS functionality for aquatic exhibits
- [Benefits of Using ZIMS for Aquaria](#): Case Study highlighting the benefits of ZIMS

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[Group Management](#)

Simple Group Management

Description: An introduction to simple group management functionalities.

Features Available:

- **What is a Group?:** when you should record as a group
- **Group Entities:** the three types of entities that can be recorded as group
- **Group Tracking:** the four options for tracking the members of a group
- **Group Accession:** how to accession a group
- **Recording a Census:** recording the number in the group
- **Full Disposition:** how to record a disposition of the entire group
- **Groups Census Search:** how to search for a groups census

Related Materials:

- [Simple Group Management](#): PowerPoint on simple groups
- [Groups Census Search](#): Help document to using Groups Census Search

Advanced Group Management

Description: Advanced group management functionalities

Features Available:

- **Census Counts:** use to change tracking and group count reset
- **Full versus Partial Transactions:** the differences between Full (entire group) and Partial (only some group members)
- **Splits and Merges:** how to add and remove Group members
- **Show Group History:** include Notes and Observations from related groups

- **Open Verses Closed Group:** display in reports and searches, how to Close Out
- **Group Explorer:** visual depiction of a group's history

Related Materials:

- [Advanced Group Management:](#) PowerPoint on Advanced Groups
- Animals-transactions-groups - not posted?
- [Impact on Inventory Report:](#) Help document on how recording group changes using Census counts or My Transactions will affect the Inventory Report display
- [Split and Merge Search:](#) Help document on searching for records that have Splits or Merges

Group Explorer

Description: Visual display of ins, outs and census counts for a specified group

Features Available:

- **Easy to Interpret:** quickly see group activity
- **Hyperlinks:** links to transactions and census counts of the group

Related Materials:

- [Group Explorer:](#) Help document on Group Explorer

My Transactions and Groups

Description: The options available under My Transactions to manage Groups

Features Available:

- **Acquisition of a new Group:** accession a group new to your institution
- **Merging Groups:** combining groups
- **Disposition of Groups:** full and partial disposition of Groups
- **Splitting Groups:** removing members of a group
- **Report Owner/Holder Change:** changing Owners/Holder for Group in Loan/Lease situations
- **Record an Event:** hatches in a Group of Eggs

Related Materials:

- [My Transactions and Groups:](#) Help doc on using My Transaction to manage Groups

Colonies

Description: The Colony functionality in ZIMS

Features Available:

- **Recording Colony Inventory Count:** how to select Colony Inventory Count
- **Creating a Group record:** how to create a Colony record
- **Changing a Group to a Colony:** how to make a Group record into a Colony record
- **Changing Colony Inventory Count in a record:** how to change Colony Inventory Count in a single record

Related Materials:

- [Colony Management:](#) Help document on recording and managing a Colony

- [Colony Inventory and Census Counts](#): Help document on the difference between Colony Inventory Count and Census Count

Hatching a Group of Eggs

Description: The various options available to record the hatching of a group of eggs

Features Available:

- **Scenarios:** four scenarios for various options to capture what information you want to record on the group of eggs

Related Materials:

- [Hatching a Group of Eggs](#): PowerPoint on options for hatching a group of eggs
- [Hatch a Group of Eggs or Egg Mass](#): Help document on hatching a group of eggs

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[Enclosure/Life Support/Component](#)

Enclosure Maintenance and Water Change

Description: Recording Maintenance Requests and Maintenance Log.

Features Available:

- **Feature:** recording a Maintenance Request
- **Feature:** recording Water Change events
- **Feature:** scheduling Maintenance in My Calendar
- **Feature:** recording Maintenance

Related Materials:

- [Enclosure Maintenance and Water Change](#): Help document on recording Maintenance Requests, water changes and general maintenance

Occupants Batch Actions

Description: How to use the Enclosure Occupants tab to perform batch actions.

Features Available:

- **Feature:** search filters available
- **Feature:** performing a batch action

Related Materials:

- [Occupants Batch Actions](#): Help document on using enclosure occupants for batch actions

Your Enclosure Lists

Description: Creating Enclosure Lists can save data entry time by performing batch actions.

Features Available:

- **Feature:** creating an enclosure list

- **Feature:** using an enclosure list

Related Materials:

- [Your Enclosure Lists](#): Help document on creating and using Enclosure Lists

Managing Enclosures, Life Supports and Components

Description: How to create and manage your Enclosures, Life Supports and Components.

Features Available:

- **Feature:** Creating Enclosures
- **Feature:** Creating Life Supports
- **Feature:** Component Inventory
- **Feature:** Attaching Component to Life Supports
- **Feature:** Attaching Life Supports to Components
- **Feature:** Life Support Tree Views

Related Materials:

- [Enclosure and Life Support Management](#): Powerpoint about creating and managing Enclosures and Life Supports targeted for those users, often Local Admins, who will be creating them
- [Add New Life Support](#): Help document for creating a new Life Support
- [Component Inventory](#): Help document for adding new components to your inventory
- [Attach Component](#): Help document for attaching a component to a Life Support
- [Attach to Enclosure](#): Help document for attaching a Life Support to an Enclosure
- [Life Support Tree Views](#): A Help document for viewing Life Supports from the enclosure or the Life Support viewpoint

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[Water Quality](#)

Measurement Range Template and Email Notification

Description: Using a Measurement Range Template to identify out of desired range measurements and set up Email notifications.

Features Available:

- **Feature:** creating a Measurement Range Template
- **Feature:** using a Measurement Range Template
- **Feature:** email notifications of out of range measurements

Related Materials:

- [Measurement Range Template](#): Help in the Husbandry Topics Index.

Batch Measurement Template

Description: Save data entry time using Measurement Templates for batch entries.

Features Available:

- **Feature:** Creating a Measurement Template
- **Feature:** Using a Measurement Template

Related Materials:

- [Batch Measurement Template](#): A Help document for creating and using the Template

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Upload Measurement Data

Description: Covers the functionality to upload data from an Excel file into a Water Quality Measurement Grid.

Features Available:

- **Feature:** saving a Template
- **Feature:** using the Template
- **Feature:** uploading the Template

Related Materials:

- [Upload Measurement Data](#): A Help document for using this feature.

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[Medical](#)

Group View Plus

Description: Viewing medical records that are associated with individuals or groups that were merged into or split out of the group in focus.

Features Available:

- **Feature:** How to view all medical records associated with group members

Related Materials:

- [Group View Plus](#): Help document for functionality

Enclosure Prescription/Treatment

Description: How to create an enclosure prescription/treatment and record to treatment on the enclosure.

Features Available:

- **Feature:** create the prescription from the Medical module
- **Feature:** record the treatment from the Husbandry module

Related Materials:

- [Enclosure Treatment](#): Help document on recording Enclosure Treatments

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Collection Trip

Description: Record all the information on your Collection Trips, including accessioning animals, in one module.

Features Available:

- **Feature:** Recording the Collection Trip overview
- **Feature:** Recording the Collection Trip details (staff, location, vehicle used, permits)
- **Feature:** Accessioning animal collected, recording Caught & Released and Died in Transit

Related Materials:

- [Collection Trips](#): PowerPoint covering functionality available, this is not a how to.
- [Collection Trips](#): Help document detailing how to create a Collection Trip.

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Time Management

Aquarist Daily Log

Description: How to create and use the Aquarist Daily Log for recording information on enclosures, life supports and components.

Features Available:

- **Feature:** select enclosures, life supports or components
- **Feature:** select actions that you need to perform on these entities
- **Feature:** save as a draft to be completed later when all actions are performed

Related Materials:

- [Aquarist Daily Log](#): PowerPoint on creating and using the log
- [Aquarist Daily Log](#): Help document on creating and using the log

Animal Lists and an Aquarist's Day in ZIMS

Description: How ZIMS can be used throughout an aquarist's day.

Features Available:

- **Feature:** creating templates and logs
- **Feature:** creating lists
- **Feature:** recording water quality measurements
- **Feature:** recording Feed Logs
- **Feature:** creating a Collection Trip record

Related Materials:

- [Animal Lists](#): Help document on Animal Lists
- [An Aquarist's Day in ZIMS](#): PowerPoint of using ZIMS in a typical day

Husbandry Log Template

Description: How to create and use a log that helps you record data on your animals and enclosures, life supports and components.

Features Available:

- **Feature:** how to create a HLT
- **Feature:** how to use a HLT

Related Materials:

- [Husbandry Log Template](#): PowerPoint for creating and using the Husbandry Log
- [Husbandry Log Template](#): Help document for creating and using the Husbandry Log
- [Try in ZIMS now!](#) Log-in and permissions in ZIMS required

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Reports and Tools

Care and Welfare

Description: Create standardized data monitoring templates using the WAZA 5 domains model for animal welfare tracking.

Features Available:

- **Feature:** customize indicators for your organizations need
- **Feature:** create multiple templates supporting your welfare programs
- **Feature:** chart individual animal data and export
- **Feature:** include care and welfare metrics in the Animal Graphing Tool

Related Materials:

- [Care and Welfare](#): Help on configuring and using this feature.
- [Animal Graphing Tool](#): Help in the Husbandry Index.

Environmental Quality Graph Tool and Animal Graphing

Description: Allows you to graph multiple entities (Animals, care and welfare metrics, enclosures/life supports/components) and multiple measurements

Features Available:

- **Feature:** export environmental quality data straight to excel from the graphing tool
- **Feature:** graph a single measurement for a single entity
- **Feature:** graph multiple measurements for a single entity
- **Feature:** graph single measurements for multiple entities
- **Feature:** graph multiple measurements for multiple entities

Related Materials:

- [Animal Graphing Tool](#): Help in the Husbandry Index.
- [Environmental Quality Graph Tool](#): Help document for the tool
- [Environmental Quality Graph Tool](#): PowerPoint on the tool
- [Try in ZIMS now!](#) Exporting environmental quality graph data - log-in and permissions in ZIMS required

Wild Acquisition Report

Description: A report to assist with requirements for reporting wild collection.

Features Available:

- **Feature:** filters such as Water Type and Collection Method will assist aquariums

Related Materials:

- [Wild Acquisitions Report](#): Help document for using the report

Daily Report

Description:

Features Available:

- **Feature:**

Related Materials:

- [Daily Report](#): Help document for using the Daily Report

Enclosure Activity Report

Description:

Features Available:

- **Feature:**

Related Materials:

- [Enclosure Activity Report](#): Help document for using the Enclosure Activity Report

Enclosure Occupants Summary Report

Description:

Features Available:

- **Feature:**

Related Materials:

- [Enclosure Occupants Summary Report](#): Help document for using the Enclosure Occupants Summary Report

Preferences

Description: Basic set up of ZIMS options

Features Available:

- **Feature:**

Related Materials:

- [General ZIMS Preferences](#): Help document on all the preference options in ZIMS.

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