COLLECTION TRIPS
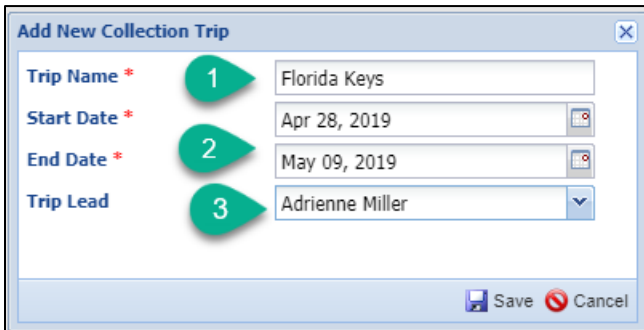
Record all the information on your trip and any animals collected in one module.

Contact support@Species360.org

The Collection Trip module allows you to record the where, when, who and what about your collecting trips. You can also assign previous accessions to a Collection Trip.

To open the Collection Trip module, use the desktop icon or Start > Collection Trips. Select Add New Collection Trip at the top.
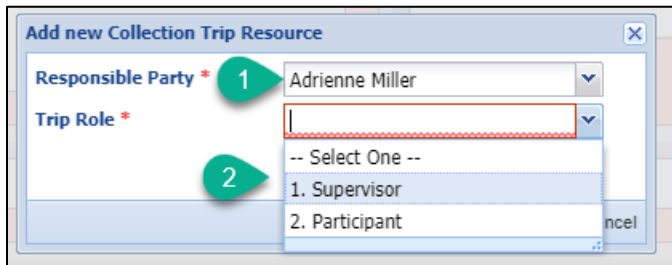
The first screen gathers general information on your trip.

1. The Trip Name must be unique.
2. The Start and End Date can be in the past or in the future. Accession dates for any animals collected must be within this date range.
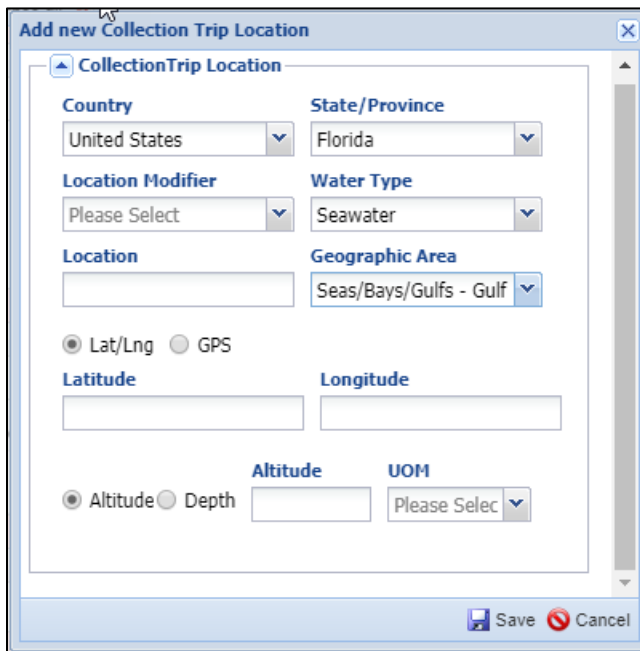3. The Trip Lead will display in the Basic Info for the trip.

Once you save you will be taken to a second screen to record the details of the trip. If you have several trips planned, you can record this general information ahead of time without completing the entire module.

To add the people involved in the trip select the Trip Personnel grid > Actions > Add New.

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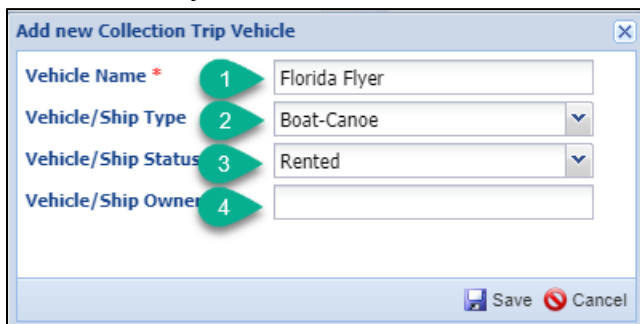
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1. Responsible Party is sourced from your Staff list.
2. Select if they are the trip Supervisor or a Participant.

To add the location of the trip, select Collection Trip Location > Add New.

There are no mandatory fields in the Trip Location grid to allow maximum flexibility when recording the location. You can record a general area where the trip was conducted, or you can record a specific location down to Latitude/Longitude, GPS coordinates and Altitude or Depth.
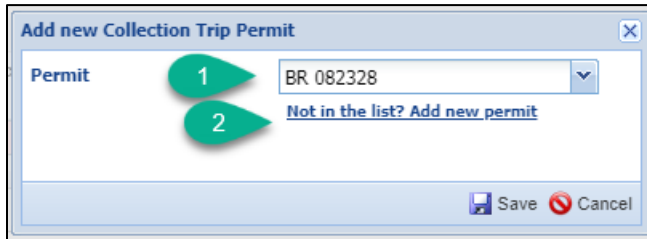
To record any vehicles used, select Collection Trip Vehicle grid > Add New.

1. The only mandatory field is the Vehicle Name.
2. The Vehicle Type is a cascading dropdown where you can select a general vehicle (example "Boat") or more specific vehicle (example "Canoe").
3. Vehicle Status is noting ownership.
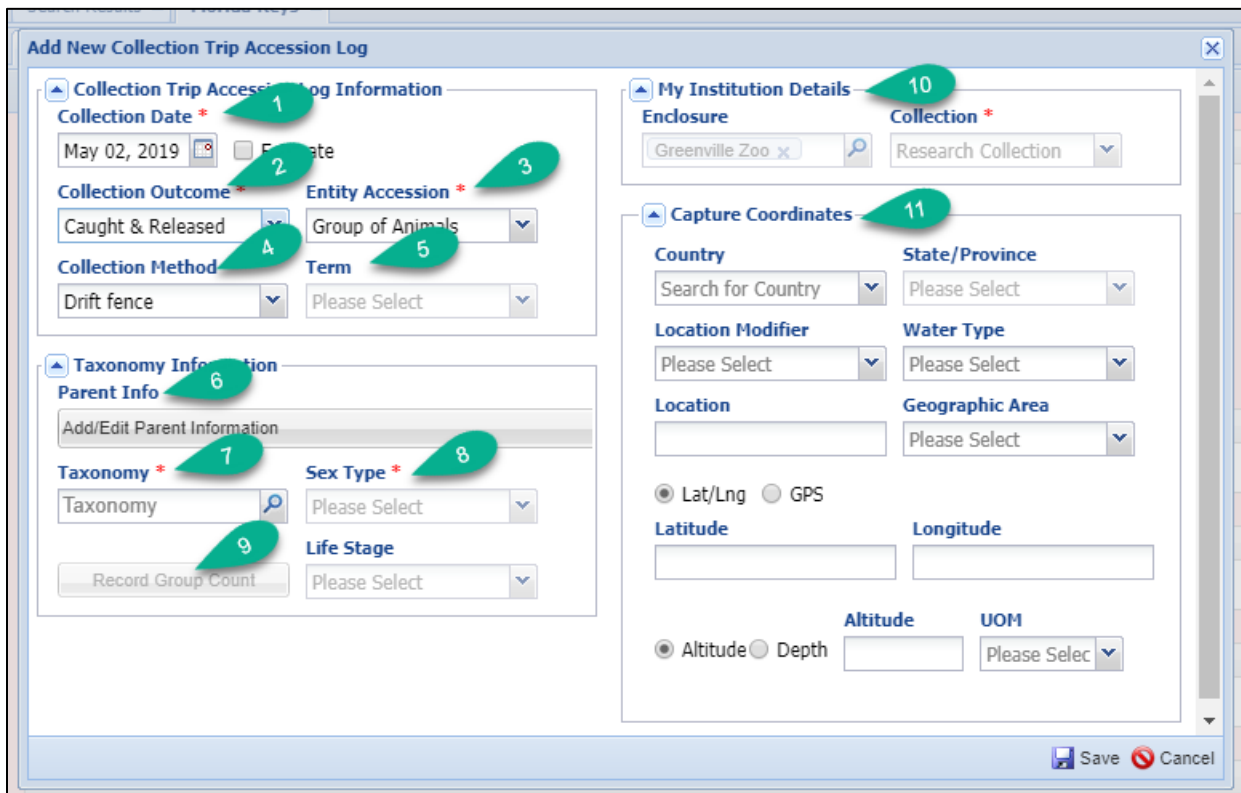4. Owner of the vehicle can be captured.

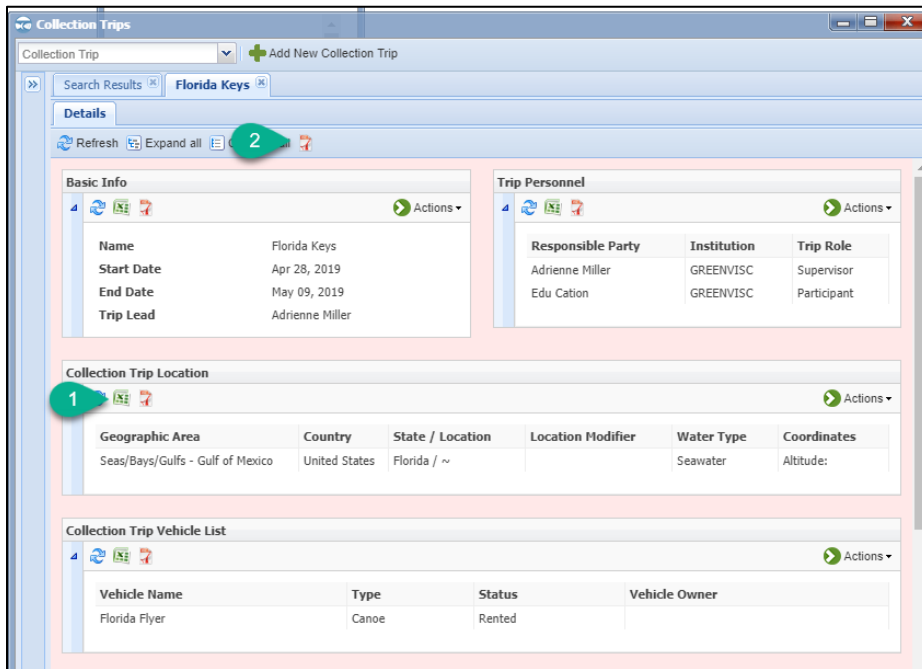To record any permits obtained for the trip, select Collection Trip Permits grid > Actions > Add New.

1. The Permit field is sourced from your list of Permits.
2. If the permit has not yet been entered into ZIMS you can add it here.

To record the animals collected, select Collection Trip Accession Log > Actions > Add New.

1. Collection Date must be within the Date Range recorded for the Collection Trip.
2. Collection Outcome is Accessioned (a GAN and record will be created), Caught & Released (no record is created) or Died in Transit (no record is created). If Accessioned is selected the Batch Accession checkbox is activated as well as a field for your Local ID.
3. Entity Accessioned is activated even for Caught & Released and Died in Transit.
4. Collection Method is a cascading dropdown where you can select a general method such as "Net" or a specific method such as "Net-mist".
5. Term field will be activated if Accessioned is selected for the outcome.
6. Parent Information is not mandatory for Caught & Released or Died in Transit, but it becomes mandatory if an outcome of Accessioned is selected.
7. Record the Taxonomy.
8. Record the sex.
9. Record Group Count is only activated if a Group entity is selected.
10. My Institution Details become activated only if an outcome of Accessioned was selected.
11. Capture Coordinates can be used if you have recorded a general location for your Collection Trip but want to capture a specific location for this record.

1. You can export each individual grid to Excel or pdf.
2. You can export the entire trip to pdf.

You can also relate an animal to a Collection Trip using a regular Accession flow. For any entity, if Collected From Wild is selected as the accession mode, there is a Collection Trip field where you can associate the animal/group to it. Historically, using My Transactions for a Collected From Wild, you can associate an already accessioned animal with a Collection Trip.

Revised 15 May 2019