



## **COLLECTION TRIPS**

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

Contact <a href="mailto:support@Species360.org">support@Species360.org</a>

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.

 Add New Collection Trip
 X

 Trip Name \*
 1
 Florida Keys

 Start Date \*
 Apr 28, 2019
 3

 End Date \*
 2
 May 09, 2019
 3

 Trip Lead
 3
 Adrienne Miller
 Y

 Save
 Save © Cancel

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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Add new Collection Tri	p Resource	×
Responsible Party *	1 Adrienne Miller	~
Trip Role *	l	~
	Select One	
	1. Supervisor	
	2. Participant	ncel
1		

- 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.

Add new Collection Trip Location	ı (	×	
Add new Collection Trip Location	State/Province Florida v Water Type Seawater v Geographic Area Seas/Bays/Gulfs - Gulf v Longitude de UOM Please Selec v		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 coordinate and Altitude or Depth.
	🚽 Save 🚫 Cance	1	

To record any vehicles used, select Collection Trip Vehicle grid > Add New.

Vehicle Name *       1       Florida Flyer         Vehicle/Ship Type       2       Boat-Canoe       ✓         Vehicle/Ship Status       3       Rented       ✓         Vehicle/Ship Owner       4       ✓       ✓	Add new Collection Trip	/ehicle	×
Vehicle/Ship Type     2     Boat-Canoe     Vehicle/Ship Status       Vehicle/Ship Status     3     Rented     Vehicle/Ship Owner	Vehicle Name *	Florida Flyer	
Vehicle/Ship Status 3 Rented  Vehicle/Ship Owner 4	Vehicle/Ship Type 2	Boat-Canoe 💌	
Vehicle/Ship Owner 4	Vehicle/Ship Status	Rented 💌	
-	Vehicle/Ship Owner		
	-		
🚽 Save 🚫 Cancel		🚽 Save 🚫 Ca	ncel

- 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.

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

## > Add New.

ſ	Add new Collection Trip Pern	nit	×
	Permit 1	BR 082328	
		🚽 Save 🚫 Canc	el

- 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.

-llastice Data *	og Information —		My Institution Details	
ollection Date			Enclosure	Collection *
May 02, 2019 📷 🗍 🦉	2 <sup>ate</sup>	3		Research Collection
ollection Outcome *	Entity Accession <sup>4</sup>		Conturo Coordinatos	11
Caught & Released	Group of Animals	*		
ollection Method	Term		Country	State/Province
Drift fence	Please Select	~	Search for Country	Please Select
			Location Modifier	Water Type
Taxonomy Infection	I		Please Select	Please Select 👻
arent Info 🧢 🔍			Location	Geographic Area
dd/Edit Parent Information	1			Please Select
axonomy * 1	Sex Type *			
axonomy	Please Select	v	🖲 Lat/Lng 🔘 GPS	
	Life Change		Latitude	Longitude
<b>2</b>	Life Stage			
Record Group Count	Please Select	•		
			Alti	tude UOM
			Altitude Depth	Please Selec 💙

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- 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.



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Sea	arch Results 🗷 Florida K	(eys 🗵						
De	tails							
@F	Refresh 🔛 Expand all 🖽	2	2					
Ba	isic Info				Trip	Personnel		
⊿	2 🔤 🧏			Actions •	⊿	2 🔤 🖥		Actions •
	Name	Flori	ida Keys			Responsible Party	Institution	Trip Role
	Start Date	Apr 2	28, 2019			Adrienne Miller	GREENVISC	Supervisor
			00 2010			Edu Cation	GREENVISC	Participant
	End Date	May	05,2015					
	End Date Trip Lead	May Adrie	enne Miller					
Co 1	End Date Trip Lead	May Adrie	enne Miller					Actions
Co 1	End Date Trip Lead	May Adrie	Country	State / Locati	ion	Location Modifier	Water Type	Actions -
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1	End Date Trip Lead	May Adrie	Country United States	State / Locati Florida / ~	ion	Location Modifier	Water Type Seawater	Actions Coordinates
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- 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

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