

Contact Directory

Using the contact directory in ZIMS to manage internal and external contact details.

[Contact SPECIES360 Support](#)

The ZIMS Contact Directory is found under My Institution > Details tab > Contact Directory. There are three ways to add Contacts:

- From the Contact Directory > Actions > Add New Contact
 - This will be a Local Contact and others will not be able to see it
- From My Institution > Staff grid > Actions > Add New Staff
 - This will be a Local contact and others will not be able to see it unless Make User Visible Outside My Institution is checked
 - See [Adding Staff](#) for more details
- From Contact grid in a Local Institution you have added
 - This will be a Local contact and others will not be able to see it unless Make Contact Visible Outside My Institution is checked
 - See [Adding Institutions](#) for more details

To add a New Contact from the Contact Directory, select Actions > Add New Contact.



The screenshot shows a web form titled "Add New Contact". The fields are as follows:

- Title: Please Select (dropdown)
- First *: Bugs (text input)
- Middle: (empty text input)
- Last *: Bunny (text input)
- Suffix: Please Select (dropdown)
- Institution Name *: TOLEDO (text input with a search icon and a red box around it)
- Job Title: (empty text input)
- Job Type: Commissary/Food Stores (dropdown)
- Credentials: (empty text input)

At the bottom of the form are "Save" and "Cancel" buttons.

When adding a new Contacts via the Contact Directory, Institution Name is required and these Contacts should be people at other Institutions. If you want to add a Horticulturist that you use as a Contact, for example, you should add them from your Staff grid where you do not have to associate

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another Institution with them. Another option would be to add their “Institution/Business” as a Local Institution.

If you want to add additional communication information such as address, phone and email address, highlight the Contact in the results grid and select Actions > View/Edit Communication Details



When searching for Contacts there are many fields available.

All Contacts will display both Global and Local Contacts.

Species360 Contacts are visible to all members (as long as they are checked to be visible) and maintained by the Institutions that recorded them.

My Contacts are those added by your Institution and not marked as visible.

For this search we are looking for All Contacts who are Institution Directors in Australia.

The results grid displays the results found. The email column is a hyperlink to make contacting the person easy.

Contact Search Results						
Full Name	Institution Name	Title	Country	Email	ZIMS Scope Type	
Adam Scott	Australian Macaw Research Centre		Australia	adam.scott@australianmacawresear...	Global	
Glen Holland	Werribee Open Range Zoo	Director Werribee	Australia	gholland@zoo.org.au	Global	
Ian Jenkins	Snakes Downunder Reptile Park an...		Australia	ian@snakesdownunder.com	Global	
Jacqui Seal	David Fleay Wildlife Park	Ranger in Charge	Australia	jacquiseal@yahoo.com.au	Global	
Liz Romer	New Sydney Zoo		Australia	liz.romer@sydneyzoo.com	Global	
Maik Fiedel	Melbourne Museum	Manager, Live exhibits	Australia	mfiedel@museum.vic.gov.au	Global	
Martin Scuffins	Leigh Valley Hawk and Owl Sanctuary		Australia		Global	
Michael Pyne	Currumbin Wildlife Sanctuary	General Manager/Senior Veterinarian	Australia	mpyne@cws.org.au	Global	
Michelle Bruggeman	Melbourne Zoo	MZ Director	Australia	mbruggeman@zoo.org.au	Global	
Narelle MacPherson	Peel Zoo	Director	Australia	narelle@peelzoo.com.au	Global	
Neal Menzies	University of Queensland Gatton		Australia	safs_hos@uq.edu.au	Global	
Paul Ah Chee Ngala	Alice Springs Desert Park	Director	Australia	paul_ahcheengala@nt.gov.au	Global	
Peter Clark	Adelaide Zoo	Director Life Sciences	Australia	pclark@zoossa.com.au	Global	
Peter Clark	Monarto Zoo	Director Life Sciences	Australia	pclark@zoossa.com.au	Global	
Ross Williamson	Healesville Sanctuary		Australia	rwilliamson@zoo.org.au	Global	
Will Meikle	Wild Life Sydney Zoo		Australia	will.meikle@merlinentertainments.co...	Global	

Revised 16 October 2019

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