
How to Embed a Link to a Document Outside of ZIMS in a Note

These instructions are for linking to a non-Species server to save your documents. If your institution has a server where you can save documents, you can use this system and links can be embedded in Notes or Observations in a ZIMS Record.

To add an image to an animal record, see the following Help document:

[Adding Images Help](#)

1. Identify your server, ensure your network administrator is aware of your use of the server and the permissions are set correctly to allow only the approved people to access the file.

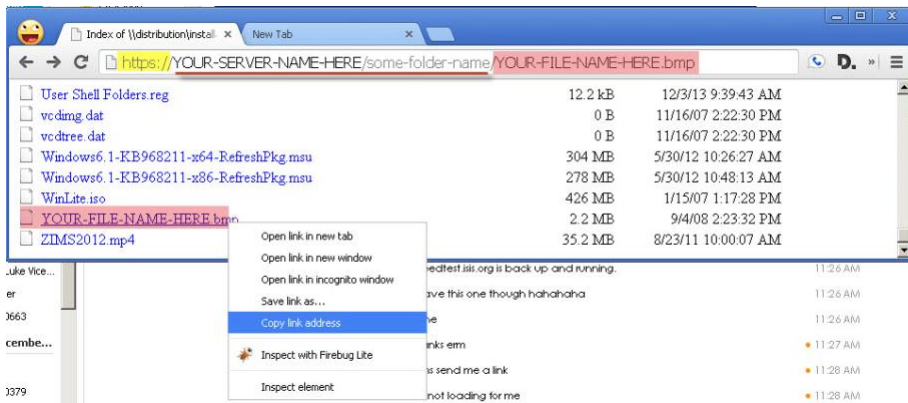
This is not something Species360 can assist with as the server settings are unique to your institution.

When uploading files to your local server ensure you understand how to link directly to the file you wish to attach to a record in ZIMS. Copy this link for step two.

2. When linking to the server you will have to correctly paste the address in one of the allowed format options:

a. PREFERRED- via a web-link

For web-enabled file servers (like SharePoint or Dropbox) copy the link address of the file. A hyperlink will work 100% of the time, these are file links that start with **HTTP://** or **HTTPS://**

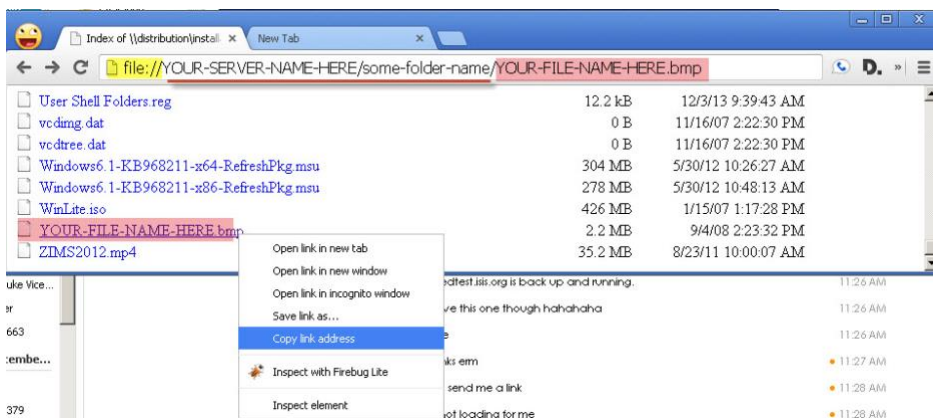


Web-Browser>Server Folder Location>Copy File Link

b. NON-web-enabled file server

Using the web-browser, navigate to your local NON-web-enabled file server (like a mapped network drive) and copy the link address of the file. This type of file access, from a web-browser to a local file/folder may be limited by your network administrators.

Issues with this option should be addressed by your network administrator, Species360 is not able to advise on your server and network security options. Links to these types of resources will start with **FILE://**



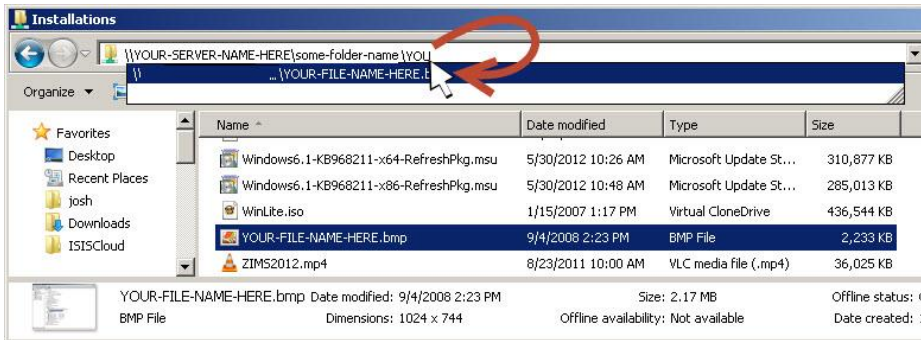
Web-Browser>LOCAL Server Folder Location>Copy File Link

It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.

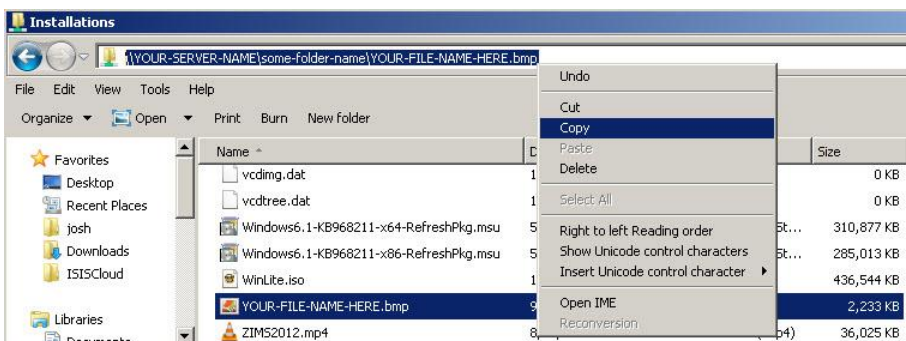
c. Network Drive Link

Using the web-browser, navigate to your local NON-web-enabled file server (like a mapped network drive) and copy the link address of the file. This type of file access, from a web-browser to a local file/folder may be limited by your network administrators.

Issues with this option should be addressed by your network administrator, Species360 is not able to advise on your server and network security options. Links to these types of resources will start with [WWWYOUR-SERVER-NAME...](#)



File Explorer>LOCAL Server Folder Location>In File Path box type file name>Select full File Name



File Explorer>LOCAL Server Folder Location>Copy Full Path to File

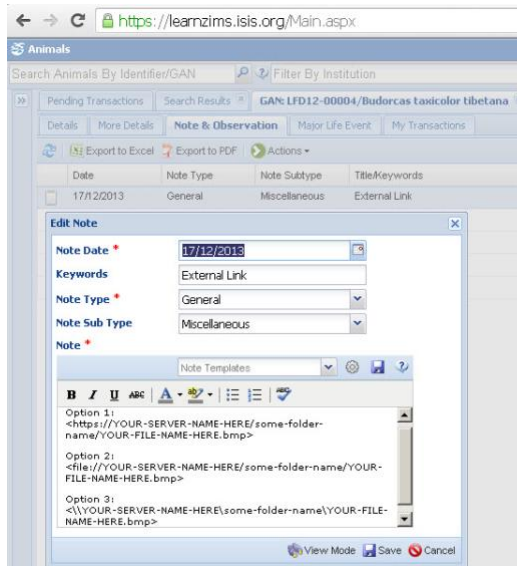
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3. Adding a link to a note, you have two options:

A) You can add a link, fully spelled out, as a general note in the ZIMS record - this would make it easy for you and others to see where the file is located:

Edit a note or observation and in the Note/Obs details box paste your link using the following and trailing characters:

< and >



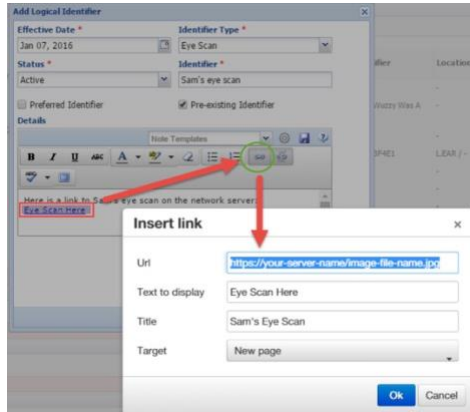
Example:

Options 1: <https://YOUR-SERVER-NAME-HERE/some-folder-name/YOUR-FILE-NAME-HERE.bmp>

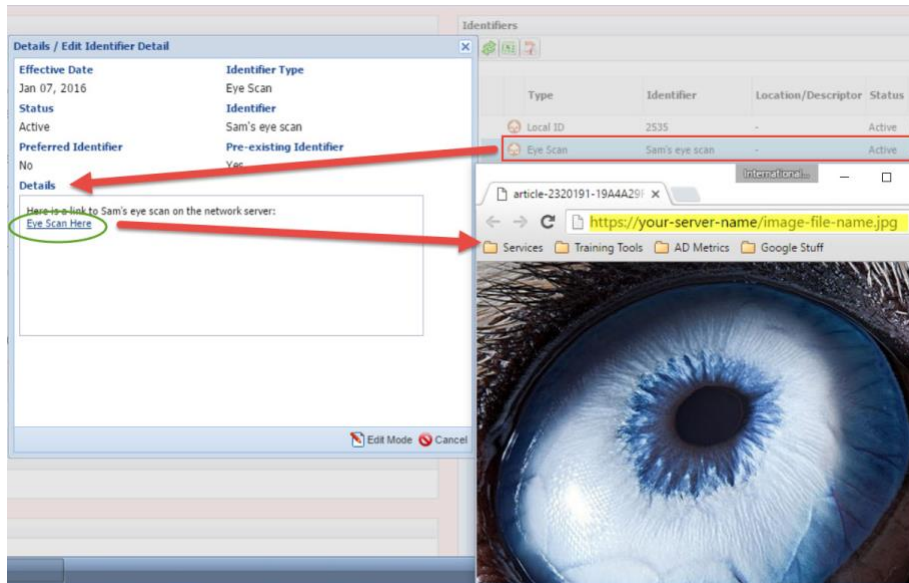
Options 2: <file://YOUR-SERVER-NAME-HERE/some-folder-name/YOUR-FILE-NAME-HERE.bmp>

Options 3: [\\YOUR-SERVER-NAME-HERE\some-folder-name\YOUR-FILE-NAME-HERE.bmp](https://YOUR-SERVER-NAME-HERE/some-folder-name/YOUR-FILE-NAME-HERE.bmp)

B) You can embed a link in any of the note boxes where the icon is available in the editing tools bar:



Once added, when you view this record the link will be clickable.



Some additional considerations linking to files NOT in ZIMS.

- Permissions of externally linked files do not follow ZIMS Roles permissions.
- Species360 is not able to share these files when you share a record with another member, when you send a record to another institution the link to the file will be visible to the other institutions staff. They will only have access to the file if you have

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granted them access. This is something that your network administrator will have to complete as the files are not kept on Species360 servers.

- In some browsers the link above will become a clickable hyperlink, in others you will have to highlight and right click the link to browse to the linked file. Or you might have to copy the link and paste it into your file browser.
- When linking to a file or a folder with a space in the name:

example:

<<http://myserver name has spaces/file name too.bmp>> ...you will find that the link is broken at the first SPACE. To remedy this, you can place %20 in place of the spaces to keep the link coherent:

<<http://myserver%20ame%20has%20spaces/file%20name%20too.bmp>>

Revised 16 July 2020