

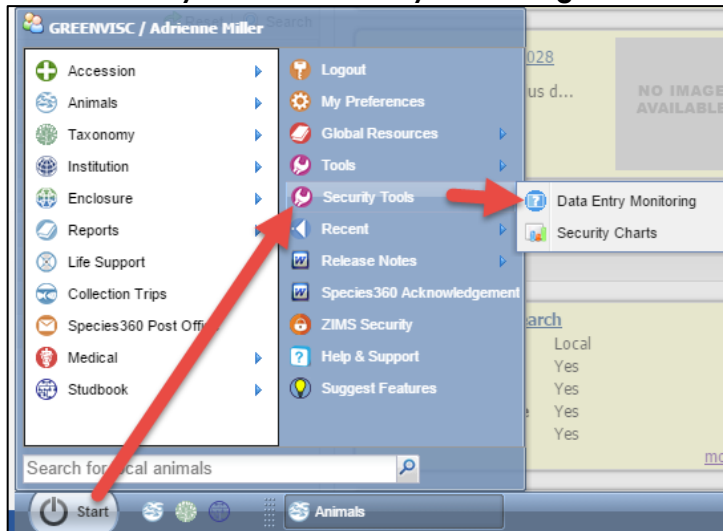
Data Entry Monitoring

Keeping track of it all in ZIMS.

[Contact Species360 Support](#)

Data Entry Monitoring allows you to see what information has been entered into ZIMS, when it was entered and who entered it. It is especially useful when your institution has multiple Users doing data entry.


Start > Security Tools > Data Entry Monitoring



Note: “Log in History” tab will display activity greater than 120 days. But entries in the log (actual database transactions) should not be expected to be retained in ZIMS after 120 days.

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Log In History tab


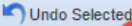


Log In History		Provisional Records				
						
User	Session Start Date	Session End Date	Session Time	Transaction Count	IP Address	
Adrienne Miller	Jun 19, 2017 09:19	Jun 19, 2017 09:58	38m	0	107.200.4.86	
Adrienne Miller	Jun 16, 2017 09:24	Jun 16, 2017 09:53	29m	0	107.200.4.86	
Adrienne Miller	Jun 15, 2017 10:49	Jun 15, 2017 11:21	32m	0	107.200.4.86	
Adrienne Miller	Jun 12, 2017 12:30	Jun 12, 2017 13:08	38m	0	107.200.4.86	
Adrienne Miller	Jun 12, 2017 11:59	Jun 12, 2017 12:24	25m	1	107.200.4.86	
Adrienne Miller	Jun 12, 2017 08:40	Jun 12, 2017 10:35	1h 55m	0	107.200.4.86	
Adrienne Miller	Jun 09, 2017 12:13	Jun 09, 2017 14:30	2h 16m	14	107.200.4.86	
Adrienne Miller	Jun 09, 2017 10:21	Jun 09, 2017 10:43	22m	0	107.200.4.86	
Adrienne Miller	Jun 09, 2017 09:28	Jun 09, 2017 10:21	52m	0	107.200.4.86	
Adrienne Miller	Jun 09, 2017 08:24	Jun 09, 2017 09:06	42m	0	107.200.4.86	
Adrienne Miller	Jun 08, 2017 13:42	Jun 08, 2017 15:40	1h 58m	0	107.200.4.86	
Adrienne Miller	Jun 08, 2017 08:49	Jun 08, 2017 11:31	2h 41m	0	107.200.4.86	

The Log In History tab provides the following information on records entered that are not Provisional records:

1. The User who was active during the session
2. The start time of the session
3. The end time of the session
4. The total time of the session
5. How many transactions were recorded
6. The IP address where the User signed into ZIMS from

The transaction counts are hyperlinks (red arrow)

Selecting the Transaction Count hyperlink will display the records recorded during that session.

			
Date Time	ZIMS User	Record Type	Details
Oct 22, 2014 10:36	Adrienne Miller	Appeared	Added Accession/Appeared Animal: PLT14-00740
 Oct 22, 2014 10:01	Adrienne Miller	Animal Logical Identifiers	Edited Logical Identifier record for Animal: PLT14-00732
 Oct 22, 2014 10:01	Adrienne Miller	Animal Logical Identifiers	Edited Logical Identifier record for Animal: PLT14-00732

1. The Date and Time the information was entered
2. The User who entered the data
3. The Type of record that was entered
4. Details of what was entered plus a hyperlink to the record. Selecting the hyperlink will take you into the record.

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Data Entry Monitoring Search

Institution/Studbook
Greenville Zoo 1

ZIMS User
Please Select 2

Date Range 3
From Date Start Time
To Date End Time





Record Type
Please Select 4

Action Type
Please Select 5

You can filter your Data Entry Monitoring search by the following fields:










1. Restrict to your institution records or a studbook if you are a Studbook Keeper
2. Restrict to records entered by a specific User
3. Filter by both a date and time range
4. The Type of record that was entered (Animal, Enclosure, Life Support, etc.). This is a cascading dropdown where you can be as general or specific as you desire.
5. The Action Type (Add, Edit, Delete and others)

Permanent records in Data Entry Monitor have the option to be “rolled back”. If a record was entered incorrectly, or possibly duplicated, you can select to undo it by highlighting the appropriate record and selecting Undo Selected. The record will display as Rolled Back with the date and who rolled it back. The information will be removed from the record. You cannot Undo a Roll Back.

Log In History		Provisional Records		Search Results ✕		Search Results ✕	
	Date Time	ZIMS User	Record Type	Details	Rolled Back		
					<input type="button" value="Undo Selected"/>		
	Jun 09, 2017 14:06	Adrienne Miller	Animal Feeding Log	Edited Animal Feeding Log record for Animal: XFG004 / Red panda / HS V14-00676			
	Jun 09, 2017 14:04	Adrienne Miller	Animal Feeding Log	Added Animal Feeding Log record for Animal: XFG004 / Red panda / HS V14-00676	Jun 19, 2017 13:12	Adrienne Miller	
	Jun 09, 2017 13:50	Adrienne Miller	Animal Feeding Log	Added Animal Feeding Log record for Animal: XFG004 / Red panda / HS V14-00676			

When viewing the Data Entry Monitoring results, you can see that a record has been edited, but the details are only going to show you what that record looks like after the edit was complete. For example, this animal's weight record has been edited and you want to see what has been changed.

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	Date Time	ZIMS User	Record Type	Details
	Nov 17, 2014 01:02 PM	Corgi Admin	Animal Weights	Edited Animal Weights record for Animal: FNK14-00026
	Nov 17, 2014 01:01 PM	Corgi Admin	Animal Lengths	Added Animal Length record for Animal: FNK14-00026
	Nov 17, 2014 01:01 PM	Corgi Admin	Animal Contraception	Added Animal Contraception record for Animal: FNK14-00026
	Nov 17, 2014 01:01 PM	Corgi Admin	Animal Weights	Added Animal Weights record for Animal: FNK14-00026
	Nov 17, 2014 01:00 PM	Corgi Admin	From Another Institution	Added Accession/ From Another Institution Animal: FNK14-00026
	Nov 13, 2014 12:00 PM	Corgi Admin	Animal Weights	Added Animal Weights record for Animal: FNK14-00004
	Nov 12, 2014 12:37 PM	Corgi Admin	From Wild	Added Accession/ From Wild Animal: FNK14-00025
	Nov 06, 2014 12:07 PM	Corgi Admin	Animal	Deleted Animal: FNK14-00005
	Nov 06, 2014 11:56 AM	Corgi Admin	Animal Transaction	Edited Animal Transaction record for Animal: FNK14-00019
	Oct 31, 2014 04:28 PM	Corgi Admin	Assign Permit to Animal	Edited Assign Permit to Animal for Institution: CORGIZ
	Oct 31, 2014 04:27 PM	Corgi Admin	Assign Permit to Animal	Added Assign Permit to Animal for Institution: CORGIZ
	Oct 31, 2014 04:16 PM	Corgi Admin	Animal Training Event Log	Added Animal Training Event record for Animal: FNK14-00014

The easiest way to do this is to first search Data Entry Monitoring for only that animal's records by selecting Record Type of Animal and entering the GAN.

Data Entry Monitoring Search

Institution/Studbook

ZIMS User


Date Range
 From Date
 To Date

Record Type

Action Type

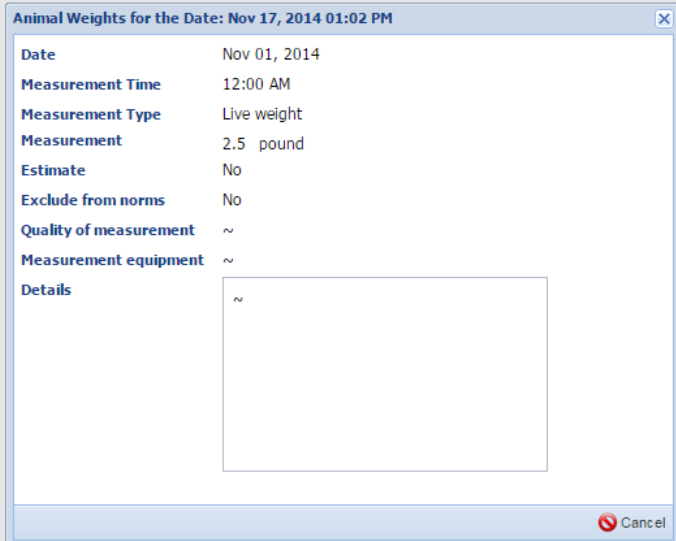
Animal
 Enter the GAN

The results you get are only records for that animal. You can see that one weight record was added before the edited weight:

	Date Time	ZIMS User	Record Type	Details
	Nov 17, 2014 01:02 PM	Corgi Admin	Animal Weights	Edited Animal Weights record for Animal: FNK14-00026
	Nov 17, 2014 01:01 PM	Corgi Admin	Animal Lengths	Added Animal Length record for Animal: FNK14-00026
	Nov 17, 2014 01:01 PM	Corgi Admin	Animal Contraception	Added Animal Contraception record for Animal: FNK14-00026
	Nov 17, 2014 01:01 PM	Corgi Admin	Animal Weights	Added Animal Weights record for Animal: FNK14-00026
	Nov 17, 2014 01:00 PM	Corgi Admin	From Another Institution	Added Accession/ From Another Institution Animal: FNK14-00026

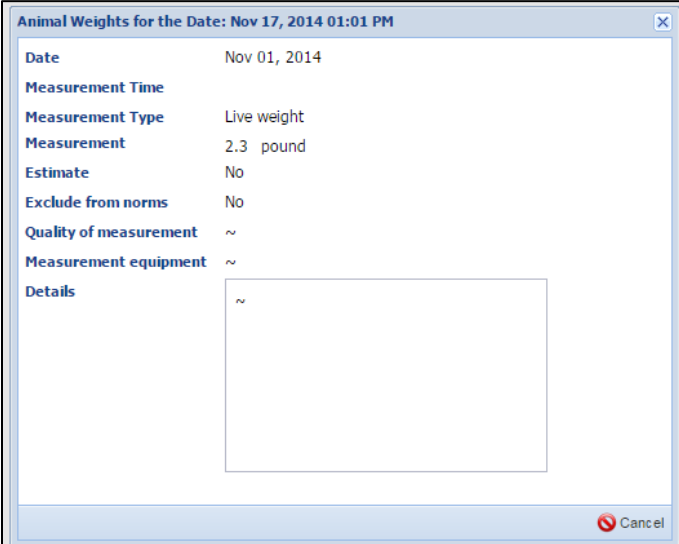
Click on the details for the Edited weight entry:

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Date	Nov 01, 2014
Measurement Time	12:00 AM
Measurement Type	Live weight
Measurement	2.5 pound
Estimate	No
Exclude from norms	No
Quality of measurement	~
Measurement equipment	~
Details	~

Then click on the details for the Added weight entry:



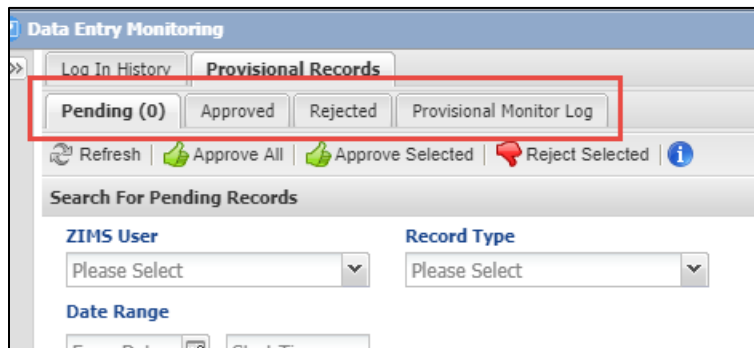
Date	Nov 01, 2014
Measurement Time	
Measurement Type	Live weight
Measurement	2.3 pound
Estimate	No
Exclude from norms	No
Quality of measurement	~
Measurement equipment	~
Details	~

Notice the only difference is the weight itself and we can tell that the record has been edited from 2.3 pounds to 2.5 pounds. You cannot have both those windows open at the same time. You can take a screenshot, write down the entries, or have two tabs of ZIMS open with Data Entry Monitoring on each tab (one with the Edited record detail open and one with the Added record detail open) so you can flip back and forth to compare.

Provisional Records tab

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Whereas permanent records (displayed in the Log In History tab) have the ability to be rolled back, the Provisional records displayed in this tab have the option to be rolled forward, that is to make the record a permanent record that will display in ZIMS.

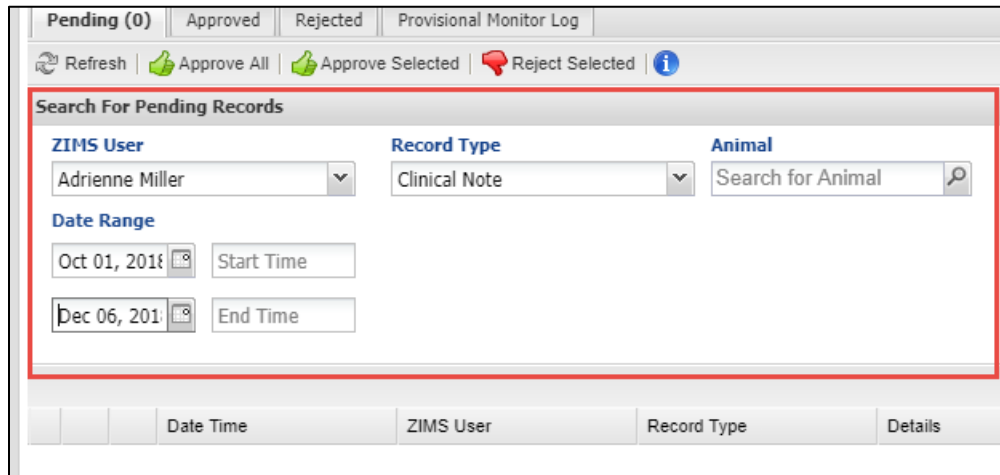


There are four sub-tabs under the Provisional Records tab:

- Pending
 - This displays a list of all the Provisional entries that have not yet been addressed. These will remain in the list until dealt with.
 - Approve All tab will perform a batch action of approving all the records. Be very careful with Approve All. Make sure you have reviewed all records and Rejected any that are incorrect or duplicates.
 - Approve Selected will approve the single highlighted record. The record will now become a full part of the ZIMS database and any edits to it will appear in the Log In History tab list.
 - Reject Selected will reject (and remove from ZIMS) the single highlighted record. There is not an option to Reject All.
- Approve All
 - This tab displays a list of all the Provisional records that were Approved under the Pending tab.
 - This list displays only the last 90 days of Approved records.
- Rejected
 - This tab displays a list of all the Provisional records that were Rejected under the Pending tab.
 - This list displays only the last 90 days of Rejected records
- Provisional Monitor Log
 - This displays a list of all the records that have been addressed under the Pending tab. This is just an FYI and does not indicate if the records were Approved or Rejected.

All of these tabs have search options above the list to allow you to find only specific records that you are looking for.

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Once a record is Accepted it becomes a part of the ZIMS database and will display on reports. Any future edits to an Accepted record will be displayed in the Log In History tab. If a record is incorrect or a duplicate you have three options:

- Reject the record and notify the recorder why it was rejected (incorrect or duplicate). If incorrect they will need to re-enter.
- Accept and correct yourself. Only Users with Provisional access can correct Provisional records so you cannot correct without Accepting.
- Leave the record and notify the recorder to correct or delete themselves. You can then Accept the correct record and Reject the incorrect one.

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