



# **Animal Available and Species Wanted Lists**

Contact SPECIES360 Support

ZIMS holds two lists to assist collaboration on collection management: The Species Wanted list (species your institution wants to acquire) and Animals Available list (animals you wish to place elsewhere).

### Topics

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Locating the Species Wanted and Animals Available lists for your institution

The Species Wanted and Animals Available lists for your institution are found under My Institution. You can either follow the 'red route' below by clicking Start, Institution, My Institution, or follow the 'green route' of clicking the Institution Search shortcut, then clicking My Institution at the top of the screen. Within the My Institution screen, you will see the Species Wanted (1) and Animals Available (2) grids for your institution.



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### **Recording Species Wanted**

The Species Wanted grid allows you to list species that your institution wishes to acquire. To manage your list, click the Actions button to add a new wanted species, and view/edit or delete a previous record (note: you need to highlight the record you wish to view/edit or delete before clicking the Actions menu).

Spe	cies V	/ant	ed										
⊿	4 2 🕅 🖹												
			Scientific Name	Common Name	Wanted Date	Wanted Terms	Reason	Total Count	Contact Person	+	Add New View/Edit Selected		
			Panthera leo	Lion	Feb 28, 2022	[ Donation ]	Collection Plan	4	<u>Species360 Tra</u>	×	Delete Selected		
	I         I												

When adding a new wanted species, the only mandatory field is Taxonomy, however the more fields you fill in, the more useful it is for other collections when they are viewing the entry.

Add New Wanted Species	×
Taxonomy Information	
Any Scientific Name / Common Name *	Total Count
Panthera leo/Lion ×	4
Preferred Sex Types	Preferred LifeStages
Male, Female	Adult 👻
Terms and Details	
Reason	Wanted Terms
Collection Plan	Donation 👻
Contact Person	
Species360 Training 🔹	Willing to pay shipment
Effective Date Expiry Date	Duration UOM
Feb 28, 2022	Please Select 💌
Available Type	
Bermanant Temperany	
Transfer Level	
Country Level   Regional Level  G	lobal Level
Notes	ß
Notes to Myself	Detail
	Note Templates 💌 🛞 🛃 😲
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ee ež 🍣 🕶 🔳	· · · · · · · · · · · · · · · · · · ·
This is where you add notes for yourself, which cannot be seen by another institution.	This is where you can add notes which can be seen by other institutions.
	Save 🚫 Cancel

 Fill in the Taxonomic Information: Scientific Name/Common Name: the desired taxa you wish to acquire (the only mandatory field). Total Count: the desired number you want to acquire. Preferred Sex Type: helpful if you are looking for specific sexes.



**Preferred Life Stage**: if you only want to acquire young animals or adults you can list that here.

## 2. Fill in the Terms and Details:

**Reason**: why you want the species. For example, if you list 'Breeding', an institution which had a permanently contracepted animal would know not to contact you.

**Wanted Terms**: this is a multiple select list where you can select the transaction terms desired. If you select Donation only, someone who wanted to send their animal on loan would know not to contact you.

**Contact Person**: the staff member at your facility who should be contacted regarding a possible transaction. Ideally this person should be marked as Publicly Viewed and their communications details are completed to allow the interested institution to contact them directly.

**Willing to pay shipment**: although it is standard practice for the receiving institution to pay for shipping, you may not wish to.

**Effective and Expiry Date**: this can be important information if you need to get the species by a certain date, or if you cannot receive the species until a future date.

**Duration**: if you are looking for a temporary acquisition the duration of how long you want to hold the animals for can be noted.

**Available Type**: very important to note if you desire only a temporary acquisition.

- 3. Fill in the **Transfer Level**: this is where you can set whether you want to receive the animals from an institution within your country, region or if you are willing to accept animals from institutions across the globe. This can be especially important if you do not want to consider a transaction outside of your country.
- Fill in the Notes section: Notes to Myself: these notes will only be visible by someone at your institution. Detail: these notes will be visible to all looking at this listing.

### **Email Notifications**

If any institution lists species as available that match your species wanted (and transfer level), an email will be sent to the Species Wanted Contact Person and Animal Available Contact Person notifying both parties of the match.

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# Recording Animals Available

The Animals Available grid allows you to list specific individuals or groups that your institution would like to place elsewhere. To manage your list, click the Actions button to add a new wanted species, and view/edit or delete a previous record (note: you need to highlight the record you wish to view/edit or delete before clicking the Actions menu).



When adding a new available animal, the only mandatory field is the Animal/group ID (or animal list), but, similar to Species Wanted, the more information you provide makes it easier for a potential institution to determine if this is an animal they may be interested in.

	Ad	dd New Available Animal		×
	P	Animal Information		-
		Single Animal	🔿 Animal List	
1		1/Ailurus fulgens/DTZ22-00001 ×	Please Select 👻	
U	1	Can Reproduce	Add New List	
		Yes 👻		
		Potential Offspring		
	ſ	Terms and Details Reason	Terms Offered	
2		Surplus 👻	Donation 👻	
4	1	Contact Person	Price Currency	
		Species360 Training 👻	Please Select 💙	
		Available Type	Date Available Expiry Date	
		Permanent	Feb 28, 2022	
3		Transfer Level $\bigcirc$ Country Level $\bigcirc$ Regional Level       Notes $\bigcirc$ Note Templates $\bigcirc$ $B$ $I$ $\square$ $A$ $\textcircled{V}$ $\bigcirc$ $\bigcirc$ $\overbrace{\blacksquare}$ $\overbrace{\blacksquare}$ $\bigcirc$ $\overbrace{\blacksquare}$ $\overbrace{\blacksquare}$ $\bigcirc$ $\overbrace{\blacksquare}$ $\overbrace{\blacksquare}$	<ul> <li>● Global Level</li> <li>Detail</li> <li>S</li> <li>Note Templates</li> <li>Y</li> <li>W</li> <li>Z</li> <li>Z</li> <li>B</li> <li>Z</li> <li>U</li> <li>ABC</li> <li></li></ul>	
		This is where you can record notes to yourself which cannot be seen outside your institution.	of This is where you can record notes which can be seen by other institutions.	•
			🚽 Save 🚫 Ca	ancel

1. Fill in the Animal Information:

**Single Animal** or **Animal List**: if you are listing a single animal/group you can select it under Single Animal. If you want to place more than one animal at a time, you must use an Animal List. If you do not have an Animal List created already, you can select Add New List and create one to use.

(NOTE: See Using Animal Lists below for some important things to note about using lists)

**Can Reproduce**: this can be very helpful information if an institution is looking to breed their acquisition.



**Potential Offspring**: you may not be wishing to place a specific animal at all, you may want to know if there is interest in any potential offspring to help you decide whether to breed or not.

2. Fill in the Terms and Details:

**Reason** - why you want to place the animal.

**Terms Offered** – this is a multiple select list where you can select the transaction terms desired. We selected Sale only, so someone who wants to acquire only as a Donation would know not to contact us.

**Contact Person** – who at your facility should be contacted regarding a possible transaction. Ideally this person should be marked as Publicly Viewed and their communications details are completed.

**Price** – if you selected Sale for the Terms Offered, you can record what you are asking here.

**Available Type** - very important to note if you desire only a temporary placement.

**Date Available** and **Expiry Date** – this can be important information if you do not wish to place the animal immediately or don't wish to place it after a certain date.

- 3. Fill in the **Transfer Level**: this is where you can set whether you want to receive the animals from an institution within your country, region or if you are willing to accept animals from institutions across the globe. This can be especially important if you do not want to consider a transaction outside of your country.
- Fill in the Notes section: Notes to Myself: these notes will only be visible by someone at your institution. Detail: these notes will be visible to all looking at this listing.

### Using Animal Lists

When using the Animal List feature, be aware that only the first taxonomy listed in your selected Animal List will show under the Animals Available listing in My Institution AND in the global search. The list name will be a hyperlink into the list members. Best Practice suggestions are to use Animal Lists for Animals Available only if the list contains the same species. Or, if creating a list to use, name it 'Multiple Species Available' to help correctly identify the listing. Or, you could name it using the





#### relative time frame the list is available.

Ani	imal	Taxonomic Name	Sex /	Available Date	Available Type	Reason	Contact Person	Transfer Leve
Ava	ilable 2015	Gorila gorila gorila/Western lowland gorila	2.0.1	Sep 01, 2015	Permanent			Country Level
1	nimals	Atelenx albiventris/Four-toed hedgehog	Male	Sep 06, 2013	Permanent	Surplus	? - = ×	buntry Level
4 Sea	Pending	Transactions Incomplete Accessions	er by msu Pending Tax	iution	Animal List: Ava	Pilable 2015 🕷	Your animal list	s•
spo	80	Actions - + Add animal(s) to the list 💥 t	Delete selec	cted animals from	n list		J	
		Anir Pre Anir Scientific Name	Common	Sex Type	Date of Birth		L L Stat Cur	
ma	<b>v</b> 😡	104 [ I Gorilla gorilla gorilla	Western I	Male	Nov 30, 1998		STF S Alive ST	
d	V 😡	112 [ I Astrochelys radiata	Radiated t.	Undeter	Jan 01, 2002		PHC P Alive ~	
	VO	115 [ I Gorilla gorilla gorilla	Western I	Male	Nov 25, 1998		ST.F.S Alive ST.J	

#### Marking Animals Available from the Husbandry Record

You can also make Animals Available from within their record. From the Details tab of the animal record, go to Actions > Add Animal to Animals Available List. You cannot remove it from the list here, that still needs to be done from the My Institution > Animals Available grid.



#### **Email Notifications**

If the animals you have listed as available match one recorded as a wanted species, an email will be sent to the Species Wanted Contact Person and Animal Available Contact Person notifying both parties of the match.

#### **Dispositioned Animals**

Any animals recorded as available will be automatically removed from the list if they have been dispositioned by your institution and are both no longer held and no longer owned by your institution.

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### Finding Species Wanted

You can open the Species Wanted global list by clicking Start, Institution, Species Wanted.

Contemporary Conte											
Accession	•	🙀 Logout									
less Animals	•	🔅 My Preferences									
Taxonomy	₽	🥥 Global Resources 🔹 🕨									
Institution	₽	Institution Search									
Enclosure	•	+ Add New Institution									
Reports	•	😡 My Institution									
S Life Support		My Contact Directory									
Collection Trips		Institution Preferences									
Species360 Post Office		My Calendar									
🛞 Medical	₽	Animal Available Search									
Studbook	Þ	Species Wanted Search									
		👔 Species360 Member Maps									
Search for local animals		Data Management 🟈									
Start 5		( Institution Search									

If you are already in the Institution module, you can also open the Species Wanted list by clicking on the Species Wanted Search (1). Either click search to bring up the full list of animals available, or search for a specific taxonomy. The initial results will default to your Regional Association, but you can also view species wanted from multiple Regional Associations (2). Any entries highlighted in yellow (3) are species which are available from within your country. The Institution Name and Contact Name columns (4) are hyperlinked to quickly take you to the institution's information or contact information.

Institution Search												
Global Institutions		P Your Local	Institutions	2	💠 Add New 🛛 🌀	My Institu	ution					
	~	Institution Statist	ics My Institution	Animals Avail	able Search Results	× Spec	cies Wanted Search Results	×				
Institution Search		Regional Associa	tion Please Select	1	×	⇔ Go	2				Legend: Yellow I	ows show species wanted in your country.
Animals Available Search		Scientific Name	Common Name	Institution Name	Sex	Count	Wanted Date	Contact Name	Wanted Type	Transfer Level	Detail	
Species Wanted Search		Acinonyx	Cheetah		Male, Female	2			. Permanent	Global		<b>^</b>
Taxonomy		Acinonyx jubatus	Cheetah	and the second se	Undetermined	2	Apr 16, 2016	_	Permanent			
Filter By Taxonomy	P	Acrantophis ma	Madagascar gr	1000	Female	1	Jan 13, 2020		Permanent	Global	0	
	•	Acrochordus	Snake	-	Male, Female,			Successive Successive	Permanent	Country	0	
Include Taxon Below		Acrochordus ar	Arafuran file sn	-	Female	1	Nov 26, 2018	-	Permanent			
	Q Search	Acryllium	Vulturine guine	-	Male	1		franke de la constitue de	Permanent	Regional		*
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### Finding Animals Available

You can open the Animals Available global list by clicking Start, Institution, Animals Available.





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Accession	▶	💡 Logout									
less Animals	►	😟 My Preferences									
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Enclosure	Þ	+ Add New Institution									
Reports	►	😡 My Institution									
S Life Support		My Contact Directory									
Collection Trips		Institution Preferences									
Species360 Post Office		🙆 My Calendar									
🜍 Medical	₽	Animal Available Search									
Studbook	•	Species Wanted Search									
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If you are already in the Institution module, you can also open the Animal Available list by clicking on the Animal Available Search (1). Either click search to bring up the full list of animals available, or search for a specific taxonomy. The initial results will default to your Regional Association, but you can also view animals available from multiple Regional Associations (2). Any entries highlighted in yellow (3) are animals which are available from within your country. The Institution Name, Contact Name and Animal Local ID columns (4) are hyperlinked to quickly take you to the institution's information, contact information or animal record.

Institution Search														- = ×
Global Institutions 🖉 Your Local Institutions 🖉 💠 Add New 😡 My Institution														
Institution Statistics My Institution      Ani					ilable Search Resul	ts 🗷			_4					
Institution Search		Regional Associat	tion Please Select		×   📫	Go 2						Legend: Yellow row	s show animals avail	able in your country.
Animals Available Search		Scientific Name	Common Name	Institution Name	Animal Local ID	Jex	Available Date	Price	Currency	Contact Name	Reason	1	Detail	Date Added
Taxonomy		Abudefduf	Sergeant major			Male	Feb 04, 2022	0.00	_	-				Feb 04, 2022 🔺
Filter By Taxonomy	Q	Acanthochromis	Spiny anemone			0.0.300	Nov 30, 2017	0.00			Surplus		0.0.14 offspring	Nov 30, 2017
_	4	Achatina achatina	Giant Ghana snail	-		0.0.20	Nov 12, 2019	0.00			Surplus			Nov 12, 2019
Include Taxon Below	•	Achatina fulica	Giant East Afric	-	the second se	0.0.14	Apr 11, 2019	0.00		_	Surplus			Apr 11, 2019
	Q Search	Achatina fulica	Giant East Afric		-	0.0.20	Dec 04, 2014	0.00			Surplus	3	We currently have surplus and can	Dec 04, 2014
Species Wanted Search													order	
		Achrioptera ma	Walkingstick	Transmission of the local division of the lo		0.0.30	May 22, 2019	0.00		-	Collection Plan			May 22, 2019
		Achrioptera ma	Walkingstick	Margaret .		0.0.12	Jul 06, 2020	0.00			Surplus		Eggs	Jul 06, 2020

The columns are customizable. The right-hand column lists the date the animal was added to the Available Animals list. You can sort by this column, allowing you to view the most recent new entries. If you have an animal out-on-loan and the holding institution puts it on the Animals Available list, you will receive a Post Office message as a heads up.

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