
Managing Studbook Keeper News

How the Studbook Keeper News is managed by the three entities involved.

[Contact Species360 Support](#)

IMPORTANT NOTE: This functionality is for use by Studbook Keepers whose studbook has not yet migrated into ZIMS Studbooks. Once migrated, Pending Updates will be used for notifications of changes to Husbandry data.

The Studbook Keeper News tool is provided in service of regional and international studbook management needs. It provides notification of data that has been entered into the ZIMS husbandry module that is not yet reflected in the Studbook. There are three groups of users that are involved and each have different roles in ZIMS.

1. The institution that hosts the studbook
 - A current ZIMS zoo or aquarium must be the "hoster" of the studbook keeper
 - The studbook keeper must be added as a ZIMS users
 - Species360 recommends that the studbook keeper be granted AT LEAST the read-only or Eye On ZIMS (EOZ) Role in ZIMS to ensure they can see global data.
2. The Regional Association who is the actual issuer of the studbook
 - Each Regional Association can log into ZIMS to manage the books in their region
 - Each region can maintain the list of studbook keepers they have assigned (only when they are already added by a ZIMS using institution (see point 1 above).
 - The studbook assignment capability tracks:
 - the assigned studbook manager
 - their hosting institution
 - the species they manage
 - the start and end dates of their studbook manager service
3. The Studbook Keeper
 - A Studbook Keeper is assigned a ZIMS account via the hosting institution
 - When logged in, they are able to see the Studbook Keeper News feature in ZIMS
 - This shows them details on their assigned species, such as:
 - issuing authority
 - species name
 - image of the specific animal (if entered by holding institution)
 - studbook number
 - transaction that occurred

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- reporting institution for the event
- Local ID and GAN
- Event Date and Recorded Date of the transaction

In this example, "Greenville Zoo" is the hosting institution of "Studbook Keeper" and "Regional Association" is granting "Studbook Keeper" access to the studbook for the brown spider monkey (*Ateles hybridus*).

Step 1: Greenville Zoo creates a ZIMS User account for the Studbook Keeper and assigns Eye On ZIMS access:

From the Staff menu in Greenville Zoo > Add New Staff

The screenshot shows the 'Add New Staff' form with the following details:

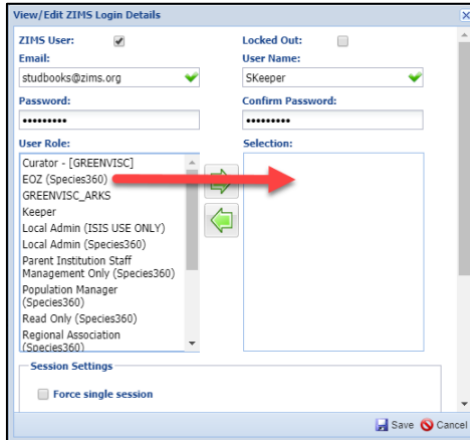
- Title:** Please Select
- First *:** Studbook
- Middle:** (empty)
- Last *:** Keeper
- Email *:** studbooks@zims.org (with a green checkmark)
- Suffix:** Please Select
- Supervisor Name:** Please Select
- Department Name:** Please Select
- Make User Visible Outside My Institution:** (checkbox)
- Credentials:** (empty)
- Job Title:** (empty)
- Job Type *:** Population Manager/Studbook (dropdown menu is open)
- Staff Code:** (empty)
- Service Start Date:** (empty)
- Service End Date:** (empty)
- Team Name:** (empty)

The Job Type dropdown menu is open, showing a list of roles with checkboxes:

- Marketing
- Nutritionist/Dietician
- Office Administrator
- Pathologist
- Population Manager/Studbook Keeper/Population Veterinarian
- Press Officer
- Regional Administrator
- Regional Zoo and Aquarium Association Office
- Registrar/Records Keeper
- Regulatory Agency Personnel
- Rescue and Rehab
- Scientist
- Shipper/Transporter
- Student
- Customs Administrator

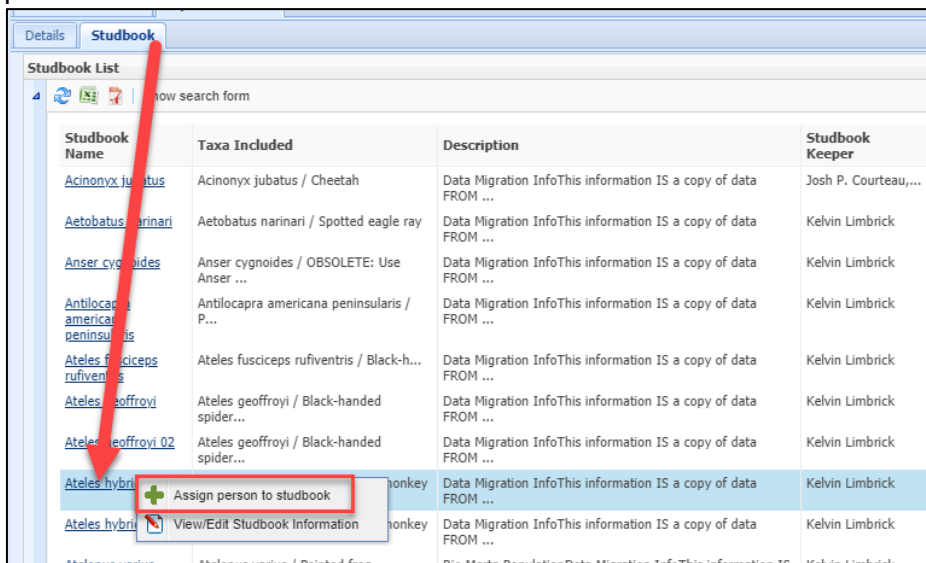
The First and last Name are mandatory. The Email must be a real email address and must be confirmed by the User before they can log in. The Job Type is mandatory (Population Manager/Studbook Keeper/Population Veterinarian is suggested).

To assign a ZIMS Role select staff member > View/Edit ZIMS Login Details. ZIMS User Checkbox enables the account > Email/Username/Password are required. Species360 recommends giving basic access (EOZ...at least) to Studbook Keepers. To assign a Role move it from the left hand list into the right hand Selection box.



Step 2: Regional Association Assigns Studbook to Studbook Keeper

Log in as a Regional Association > My Institution > Studbook tab > right click on species > Assign person to studbook.



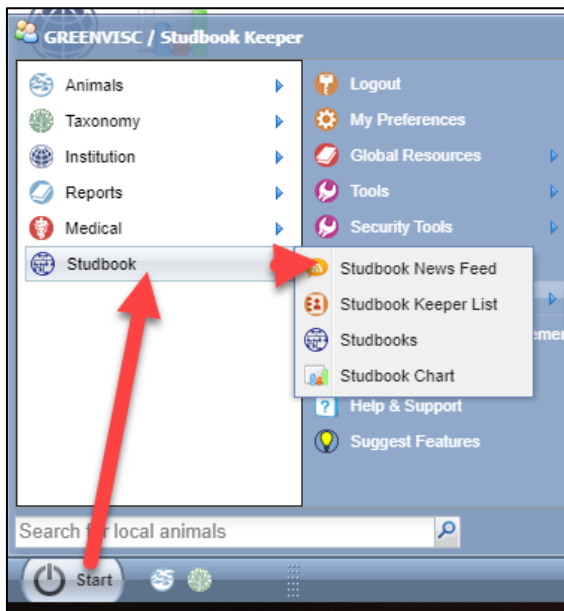
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| Assign Person to Studbook | |
|-----------------------------|---------------------------------------|
| Global/Regional Association | Association of Zoos & Aquariums (AZA) |
| Studbook Name | Ateles hybridus |
| Institution * | GREENVISC x |
| Person * | Studbook Keeper |
| Studbook Title * | Studbook Keeper |
| Assignment Start Date * | Nov 14, 2018 |
| Assignment End Date | |
| Studbook Role * | Studbook Keeper |

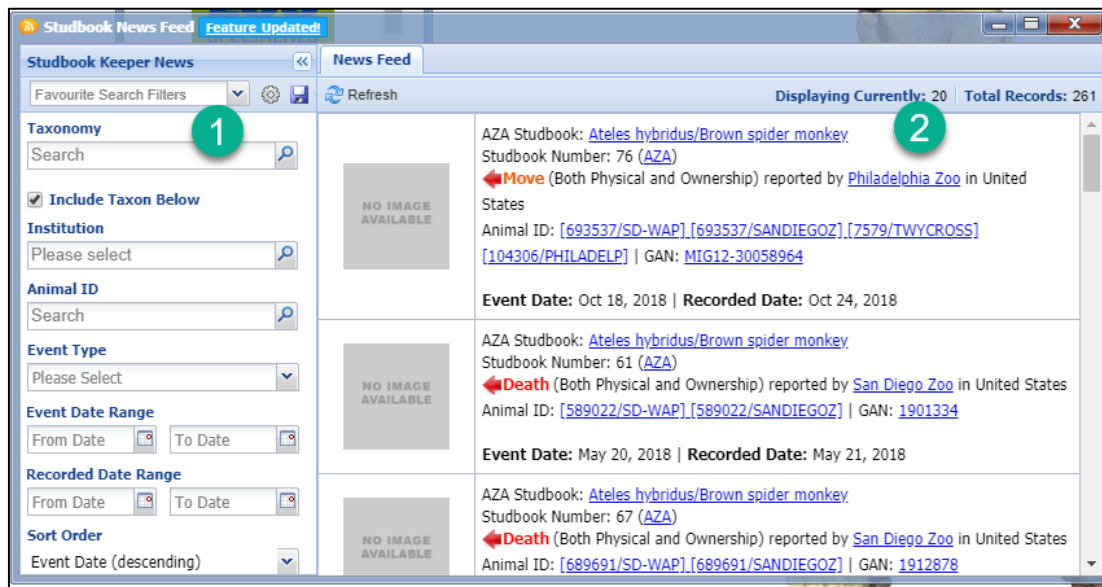
The Association and Studbook Name will autofill and are not editable. Institution Name (global lookup managed by Species360) > Person sources from the Staff list at the selected institution > Studbook Title is a multiple select dropdown list > Assignment Start Date is mandatory > Studbook Role is a single select dropdown list.

Step 3: Studbook Keeper logs into ZIMS to view Studbook Keeper News Feed.

Start > Studbook > Studbook News Feed



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1. You can use the left side search to filter what is displayed on the right side.
2. The data displayed includes hyperlinks into taxonomy, institutions and the animal itself.

Additional information on [Using Studbook Keeper News](#).

And a downloadable [Studbook Keeper News \(PPTX\)](#)

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