## Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| User: |  | Certificate received: |  |
| Date of assessment: |  |

|  |  |
| --- | --- |
| **1.0** | **Searching and Navigation** |
| 1.1 | Look up an animal or group record |
| 1.1.1 |  Search for an animal using the search boxes |  |
| 1.1.2 |  Identify the correct animal from the search list |  |
| 1.1.3 |  Navigate the animal record to locate information |  |

|  |  |
| --- | --- |
| 1.2 | Run an ‘Animal Simple Search |
| 1.2.1 |  Run an ‘Animal Simple Search’ |  |
| 1.2.2 |  Use column customization to add columns |  |
| 1.2.3 |  Sort columns |  |

|  |  |  |
| --- | --- | --- |
| 1.3 | Run an ‘Animal Advanced Search’ |  |

|  |  |
| --- | --- |
| 1.4 | Create an Animal List |
| 1.4.1 |  Create an Animal List |  |
| 1.4.2 |  Edit/manage Animal Lists  |  |

|  |  |
| --- | --- |
| **2.0** | **Entering Single Information**  |
| 2.1 | Record a weight on an animal record |  |
| 2.2 | Record a length on an animal record |  |
| 2.3 | Record a feed log on an animal record |  |
| 2.4 | Record a logical identifier on an animal record |  |
| 2.5 | Record a physical identifier on an animal record |  |
| 2.6 | Move an animal (or whole group) to another enclosure |  |
| 2.7 | Record a note or observation on an animal record |  |
| 2.8 | Record an enrichment session on an animal record |  |
| 2.9 | Record a training session on an animal record |  |

|  |  |
| --- | --- |
| **3.0** | **Batch Transactions** |
| 3.1 | Animal Lists |
| 3.1.1 | Record a single entry on multiple animal records using the Animal List functionality |  |
| 3.1.2 | Use the ‘Single Entry for All Animals’ functionality on the batch transaction |  |

|  |  |
| --- | --- |
| 3.2 | Batch Transaction box |
| 3.2.1 | Record a single entry on multiple animal records using the Batch Transaction functionality |  |
| 3.2.2 | Use the ‘Custom Entry for Each Animal’ functionality |  |

|  |  |
| --- | --- |
| 3.3 | Create a Husbandry Log Template |
| 3.3.1 | Create a Husbandry Log Template |  |
| 3.3.2 | Create animal or enclosure checklist items |  |

|  |  |
| --- | --- |
| 3.4 | Using Husbandry Log Templates |
| 3.4.1 | Add information using the Husbandry Log Template |  |
| 3.4.2 | Use animal or enclosure checklist items  |  |

|  |  |
| --- | --- |
| **4.0** | **Reports** |
| 4.1 | Daily Report |
| 4.1.1 | Run the Daily Report  |  |
| 4.1.2 | Export the Daily Report to PDF |  |

|  |  |
| --- | --- |
| 4.1 | Note Retrieval Report |
| 4.1.1 | Run the Note Retrieval Report  |  |
| 4.1.2 | Export the Note Retrieval Report to PDF |  |

|  |  |
| --- | --- |
| **5.0** | **Tools** |
| 5.1 | Animal Graphing Tool |  |
| 5.1.1 | Run the Animal Graphing Tool to visualize specific information |  |
| 5.1.2 | Export the graph to a picture |  |
| 5.1.3 | Export the raw data to excel |  |

|  |  |  |
| --- | --- | --- |
| 5.2 | Pedigree Explorer |  |
| 5.2.1 | Run the Pedigree Explorer Tool for a specific animal |  |
| 5.2.2 | Interpret the results to find information |  |

|  |  |  |  |
| --- | --- | --- | --- |
| User Assessment completed by: |  | Date: |  |