HUSBANDRY LOG TEMPLATE

Contact Species360 Support

The Husbandry Log Template allows you to create a template that captures your workload. It saves data entry time and helps you remember all your tasks. The templates are responsive design friendly so you can use tablets and phones. We recommend Chrome as your browser.

Husbandry Log Templates can be designed to meet a variety of requirements for data entry.

- **Aquarist** - Enter enclosure measurements, feed logs and life support maintenance checks and compare them to your latest entries at a glance.
- **Keeper** – Easily add Notes to the animals in your care without having to go into each record. Use the Animal Checklist Item to make sure you check all animals daily.
- **Night Keeper** – Use the Enclosure Checklist Item option to make sure you don’t miss checking an exhibit or a lock.
- **Life Support Engineer** - Track measurements and maintenance records on exhibits, life support systems and components. Check off routine system inspections.
- **Animal trainer** - Enter multiple behaviors, enrichment items, and feed logs for an animal session.

**Topics:**

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Granting Access to Husbandry Log Templates

To access the HLT templates, you will need access to the ‘Mixed Record Templates’ option in the role editor. If you do not see the templates ask your Local Admin them to your Role.

Under Start>My Institution> Husbandry Roles> Local Reports & Tools: Mixed Record Templates:

Creating a Template From Scratch

To create a template go to Start > Tools > Manage Templates.
Select Husbandry Log Templates and the Add New (green +) icon.

The templates can be set up however you want. You can have one sheet per animal with all the tasks you need to perform. Or, you can have one sheet by tasks with all the animals or enclosures you need to perform the tasks on. For this document we are creating a Husbandry Log Template to record information on our penguin’s food consumption and their exhibit.

Name the template so that you can identify which one it is (1). The name should be unique for your facility. You can opt to share this template with others (2). You can opt to let others edit this template (3). Name the sheet as desired (4). To add information select the “+” icon (5).
What you select for the Entity (1) will drive what options are available in the Type field (2).

The entity is a type ahead lookup. I started typing “pengu” and all the penguin animal records as well as the two penguin enclosures display to select from. This type ahead lookup feature searches by scientific name, common name, GAN, Local ID, Preferred ID and Enclosure, Life Support or Component name. When searching for animals it is a Local only search for currently held animals. The template will not automatically delete an animal that is dispositioned or dies, you will need to do that manually.

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I selected a penguin. The entity type is now set to Animal. You can add as many animals to the list as you want, even different species. If you add one incorrectly select the red “x” to delete from the list.
Because the entity is Animals, the options available under Type are now related to animal records. We will select Animal Feeding Log.
The list of animals displays at the top (1). Check any Identifiers that you want to appear in the column (2). Because we selected different species we get the warning that only items that are valid for all entries will display (3). The top three fields are mandatory and already turned on (light green) (4). You can turn on any of the other fields by using the slider (dark green) (5). The remaining fields (6) are not turned on and will not display in the template. You have the option to “lock” (7) some of the fields and we have locked the UOM. Once a field is locked it will display by default in the template and cannot be edited.
You can add multiple field types (for example Animal Feeding Log and Notes). The columns will be added to the right in the order they were entered. If you want all of your entries for one animal grouped together you should complete each animal’s selections before moving on to another animal, so you would not enter multiple animals in the Animal selection field. If you want the same field types grouped together then you should enter multiple animals in the selection field.

We want to create a second sheet for the penguin enclosures. Select the Add New icon (green plus sign) and name that sheet as desired.
Because we selected an enclosure (Pool Two), the Types available are now related to enclosures and not animals.
For the mandatory fields (1) we selected Water Temperature and Degree Fahrenheit. We also locked both of those entries (2). In addition we added Quality as a field (3).

Because the penguin pool should be kept at a certain level we also add an Enclosure Checklist Item that will help us remember to check the pool level daily.

Because we locked the Water Temperature and UOM for the pool those fields automatically display (1) and cannot be edited when using the template. We also added a column to record the temperature in the penguin holding area. We did not lock the Type (2) or the UOM (3) so they display in our template. Those fields will default to temperature and the selected UOM but they can be edited when using the template.

Remember to Save & Close the template when you are finished.
The number of Husbandry Log Templates you have will display to the right (1). To find and use a template left click and they will appear to select from (2). You can edit (3) or delete (4) the template from here.

Using the Template

To use the template select it from the grid.

As you complete the template, once all mandatory fields are completed the column will turn to green and the data will be saved (1) and a checkmark will display (2). If you have not completed all the fields in a column the column will be red (3) and an exclamation mark will display (4) If you want to add a row for a single animal, select the green “+” button (5). If you want to add a row for your entire template, select the Add New Row (6) at the bottom of the screen.

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Tab through the template and complete the Feed Logs for your penguins. This afternoon you will be recording the afternoon feeding and the enclosure measurements. The template continually saves as a draft (1) so you will not lose any data recorded. To close the template to come back to later select Cancel (2) instead of Save. You will be asked if you want to save as a draft (3). Selecting Yes will save the draft. No will not save the draft and your data will not be captured. Cancel brings you back to the template.

You can also select to directly Save as Draft.

Your draft templates can be found at the bottom of the Manage Templates screen.
Open the draft and complete the template. After you record the afternoon feeding you go to Sheet 2 to record the enclosure information.

In addition to Temperature on the holding area you also measured the Humidity. Select to Add New Row. The Type will default to Temperature but since we did not lock it the field is editable. If you have created a Measurement Range Template for the enclosure and the measurements, ZIMS will reference it and you will receive a warning and an email, if that functionality has been activated, for any measurements that are out of your desired range.
Because you are done select to Save & Close to capture the data in the records. The next time you use the template the last five records recorded using the template will display under Latest Added Records (1). To use the template again start entering data under New Records (2).

Viewing Saved Records

Saved Records are found in the Saved Records section of the Manage Templates screen (1). If you have lots of Templates you can shorten the list by filtering by Name, Created By and Created Date (2). To view the Saved Records select the Name hyperlink (3).
To view the Saved Records, it must be a Template where records are entered, the Date Range selected must have records recorded, and the Template must be shared if it was not created by you.

Create a Template in ZIMS

Click here to create a template in ZIMS!

The following are specific use cases showcasing the capabilities of this new feature.
Note, if you do not have permissions in ZIMS to use the Husbandry Log Templates, these interactive tutorials will not work. Contact your local administrator to gain access.

1. Otter Keeper:
   a. Sheet 1: Enclosure and LS measurements (water temp, flow rate, pH, filter pressure), Enclosure maintenance (cleaning, window washing), checklist (check sump level)
   b. Sheets 2-4: Otter feed log, enrichment and training - 1 sheet per otter with an animal feed log, training log and enrichment log.
      Note: You can ‘Show multiple rows’ for feed log, enrichment, training behaviors.

2. Ocean Tank
   a. Sheet 1: Feeding: Animal feed logs for 3 sharks and 1 sea turtle, enclosure feed log for general broadcast feed
   b. Sheet 2: System measurements (water temp, flow rate, salinity, pH > enclosure, ORP > component, filter pressure > component)
   c. Sheet 3: Maintenance records (LS > backwashed all filters) (Enclosure > scrub dive to clean windows and siphon substrate)

3. Night Checks
   a. Sheet 1: Freshwater Gallery > series of checklist items for enclosure (System check?)
   b. Sheet 2: Otter Exhibit: Animal checklist (Otter 1 awake?) (Otter 2 awake?)

4. Life Support Staff
   a. Sheet 1: Ray Pool (LS > checklist item > system check) (Component > measurement > pressure) (Component > measurement > flow rate) (Component > measurement > ORP) (LS > maintenance > Backwashed sand filter) (Component > checklist > Cleaned protein skimmer?)

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5. Frog Quarantine
   a. Sheet 1: Enclosure maintenance > cleaning, Animal checklist item > Fecal collection?, Animal feed logs
   b. Sheet 2: Weekly frog weigh in: Animal > weight, Animal > Note
      Example, show weight is down from last week, add note to increase diet by 1 cricket

Reporting

The entries added via the Aquarist Daily and Husbandry Daily Logs can be retrieved on in various reports:

Daily Report
Note Retrieval Report
Environmental Graphing Tool
Weight Comparison Report

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