

Quick Splits

[Contact Species360 Support](#)

Medical data from group records cannot be analyzed in ZIMS global resources. Even though a significant portion of group medical data is performed on an individual within the group, Quick Splits are an easy way to quickly record the data on an individual record and utilize the data in the global resources.

[Watch this video](#) for a quick overview of Quick Splits

Topics:

[What is a Quick Split?](#)

[When to use Quick Split](#)

[Starting a Split](#)

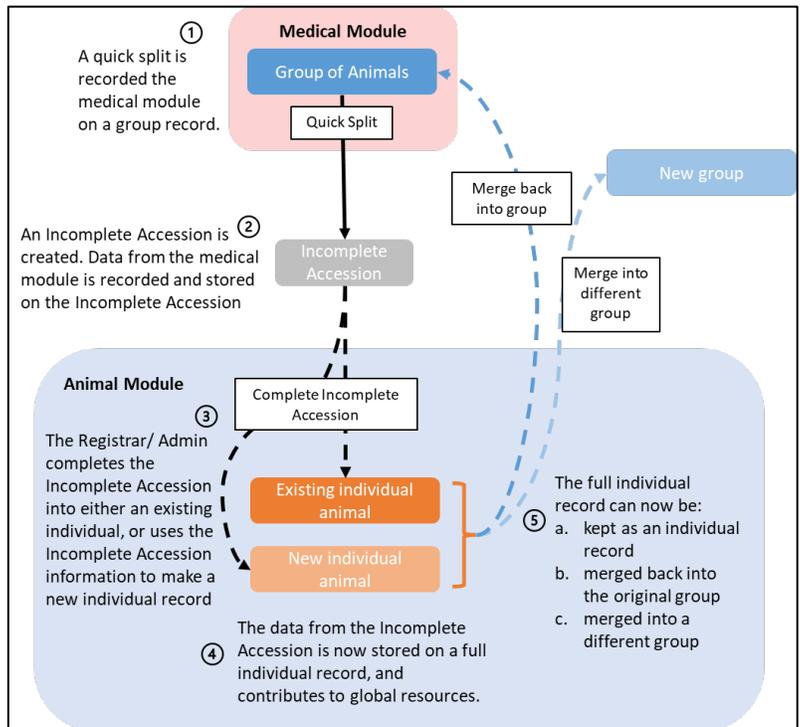
[Completing a Split](#)

Quick Splits Explained

With the creation of the Quick Split, medical staff can now quickly split an animal from a group into an incomplete accession and record all the necessary medical data.

The Registrar/ Admin can then complete the Quick Split to either merge the animal to an existing individual or create a new will then contribute to global resources.

The individual record can then be kept as it is, or merged back into the group, or into a new group.



When to Perform a Quick Split?

Quick Splits are not mandatory, the user/institution can determine if and when they should be used.

When you are performing medical care on an individual animal that is part of a group record, you can perform a Quick Split so that all the information recorded can be used in the global resources.

If you are performing medical care on multiple animals within a group, you can either perform Quick Splits for each individual so that all the information recorded can be used in the global resources, or continue to record the data on the group record.

If you are performing medical care on the entire group, you should record the data on the group record.

Note - any Quick Splits created will not affect group counts, inventory counts or appear on transaction reports until they have been completed.

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Performing a Quick Split

Quick Splits can be performed within the medical module on:

- Clinical Notes
- Samples
- Diagnosis
- Quick Prescriptions and Full Prescriptions
- Necropsy
- Biopsy

When you perform any of the above actions for a group record, a button will appear asking if you are “Recording Individual Data”. Click the Quick Split button to split the record.

A pop-up will open to record the information that will be recorded on the Incomplete Accession. Most of the information is defaulted or estimated from the original record.

The screenshot shows a web-based form titled "Quick split individual from group". The form contains the following fields and options:

- 1** Introduction text: "This will result in a pending partial split from the group and an incomplete accession record that the registrar will review and finalize. Group census will not recalculate until transaction is reviewed and approved." and "Quick split from Group: T023/Pachypanchax amoulti/Panchax/LZH22-00023".
- 2** Split Date: "Aug 08, 2022" with a calendar icon and an "Estimate" checkbox.
- 3** Taxonomy: "Pachypanchax amoulti/Panchax" with a search icon.
- 4** Sex: "Undetermined" dropdown menu.
- 5** Birth Date: "Aug 08, 2022" with a calendar icon and a checked "Estimate" checkbox.
- 6** Estimate Type: "ApproxBefore" dropdown menu.
- 7** Reason For Split: "Medical Care" dropdown menu.
- 8** Life Stage: "Please Select" dropdown menu.
- 9** Enclosure: "TRAINING" with a search icon.
- 10** Responsible Party: "Please Select" dropdown menu.
- 11** Animal Status: Radio buttons for "Returned to group" and "Remained Individual".
- 11** Other Information/Notes: A rich text editor with a toolbar and a pre-filled note: "Split from group T023/Pachypanchax amoulti/Panchax/LZH22-00023 for Medical Care."

1. Information about the Quick Split, including the original ID you are splitting from.
2. Split date - The date you want the split to occur.
3. Taxonomy - This is defaulted to the taxonomy of the original record and cannot be changed.
4. Sex - The sex of the animal being split. This is defaulted to 'Undetermined'.
5. Birth Date - The birth date is defaulted to be an estimate of "Approx. Before [today's date]". This field can be changed if the exact date of birth, or a better estimate, is known.

6. Reason for Split - This is defaulted to Medical Care as medical information is being recorded.
7. Life Stage - The life stage of the animal being split. This field is blank by default.
8. Enclosure - This is the enclosure the split animal is going into. This field defaults to the enclosure the current group is in, but can be changed to a different enclosure in your institution.
9. Responsible Party - Who was responsible for splitting the animal. This field will default to the logged in user if you have set your preferences to do so.
10. Animal Status - What happened to the animal after it was split. Record whether it was kept as a single animal, or if it was returned to the group.
11. Other Information/Notes - Record any other important information that is useful for the person completing the split, e.g., *“this is the same animal we split 2 weeks ago for treatment”*. The Quick Split will auto-generate a note detailing which group the animal was split from, the reason for split, and whether the animal returned to the group or remained an individual.

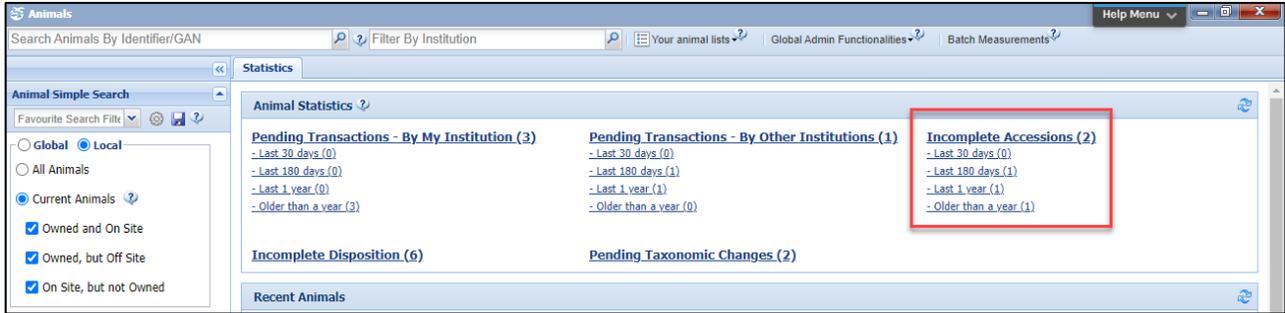
Clicking Save will save the Incomplete Accession and automatically replace the group ID with the new Incomplete Accession ID in your record (the GAN will have -IA at the end). You can then continue to record the data as if you were recording data for an individual animal.

The Incomplete Accession will then appear in the Incomplete Accessions list in the Statistics tab in the Animals Module for the Registrar/Admin to complete.

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Completing a Quick Split

Quick Splits are completed from the Incomplete Accessions screen in the Animal Module.



You can identify Quick Splits from normal Incomplete Accessions by the information in the 'Split From Group' and 'Animal Status' columns.

1. Split From Group will show as blank for normal Incomplete Accessions, whereas for Quick Splits it will show the group the Quick Split was split from.
2. Animal Status will show as blank for normal Incomplete Accessions, whereas for Quick Splits it will either show "Remained Individual" or "Returned to Group: [GAN]" depending on which option was chosen during the split.

Animal GAN	Scientific Name	Common Name	Sex	Birth Date	Identifiers	Split From Group	Animal Status	Record Created Date	Record Created...
ISS18-00564-IA	Canis lupus familiaris lanc...	Lancashire heeler	Female	Undetermined	[Incomplete Accession Number:ISS18-00564-IA]			03/29/2018	Erika Fronk
ISS22-01247-IA	Alces alces americana	Moose	Male	06/01/2022	[Incomplete Accession Number:ISS22-01247-IA]			06/03/2022	Rachel Thompson
ISS22-01371-IA	Paracheirodon innesi	Neon tetra	Undetermined	~< 11/25/2022	[Incomplete Accession Number:ISS22-01371-IA]	ISS22-01332	Returned to Group: ISS22-01332	11/25/2022	Hannah Jenkins
ISS22-01372-IA	Paracheirodon innesi	Neon tetra	Undetermined	~< 11/25/2022	[Incomplete Accession Number:ISS22-01372-IA]	ISS22-01332	Remained Individual	11/25/2022	Hannah Jenkins

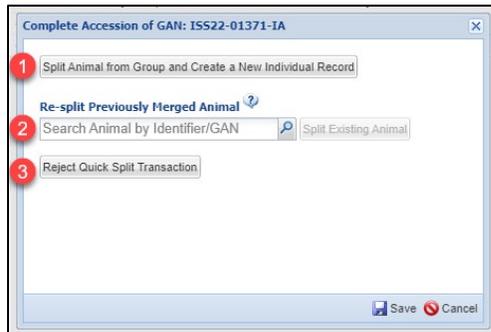
Quick Splits can also be viewed in the group record within the My Transactions tab. Note that Quick Splits appear in *italics*, and they do not affect the census count of the group until they have been completed.

Date	Physical/Ownership Event	Ownership Change	Physical Change	Details	Ownership Status	Physical Status	Census
09/25/2022 00:00	From Another Institution (Receive...	YES	YES	Purchase From (Physical and Ownership); Sender: PRIVATE...	Owned	On Site	0.0.160
11/25/2022 00:00	<i>Quick Split</i>	NO	NO	<i>Quick Split Pending Approval ISS22-01371-IA</i>	Owned	On Site	
11/25/2022 00:00	<i>Quick Split</i>	NO	NO	<i>Quick Split Pending Approval ISS22-01372-IA</i>	Owned	On Site	

To complete the Quick Split, first select the split you would like to complete, and then click Complete Selected.

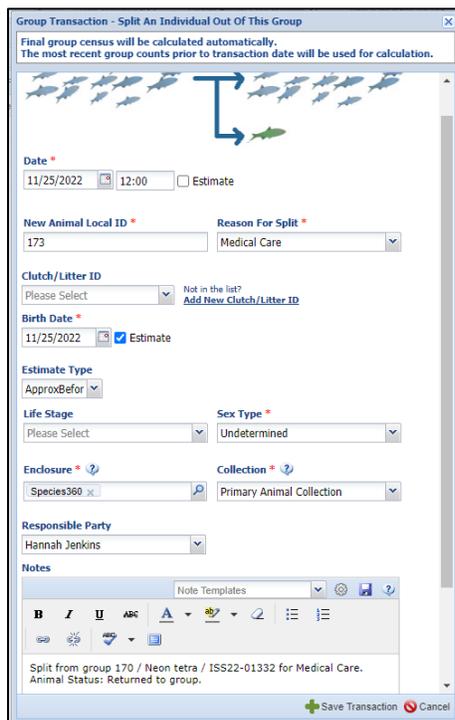
Animal GAN	Scientific Name	Common Name	Sex	Birth Date	Identifiers	Split From Group	Animal Status
ISS18-00564-IA	Canis lupus familiaris lanc...	Lancashire heeler	Female	Undetermined	[Incomplete Accession Number:ISS18-00564-IA]		
ISS22-01247-IA	Alces alces americana	Moose	Male	06/01/2022	[Incomplete Accession Number:ISS22-01247-IA]		
ISS22-01371-IA	Paracheirodon innesi	Neon tetra	Undetermined	~< 11/25/2022	[Incomplete Accession Number:ISS22-01371-IA]	ISS22-01332	Returned to Group: ISS22-
ISS22-01372-IA	Paracheirodon innesi	Neon tetra	Undetermined	~< 11/25/2022	[Incomplete Accession Number:ISS22-01372-IA]	ISS22-01332	Remained Individual

The Complete pop-up will give you three options



1. **[Split Animal from Group and Create a New Individual Record](#)** – This will create a brand new individual record. Use this option when you have no way of identifying the animal, or you know the animal has not been split from the group previously.
2. **[Re-split Previously Merged Animal](#)** – This option will re-split an animal from the group. Use this option when you can identify the individual as one that was previously split from your group and merged back in.
3. **[Reject Quick Split Transaction](#)** – This option will remove the Quick Split transaction from the group record but keep the Incomplete Accession. Use this option if you believe there the animal was not split from the group recorded. You can then complete the new Incomplete Accession as usual [[see more information on Incomplete Accessions here](#)].

Split Animal from Group and Create New Individual Record



Clicking this option will launch the ‘Group Transaction – Split An Individual Out Of This Group’ screen on the group record.

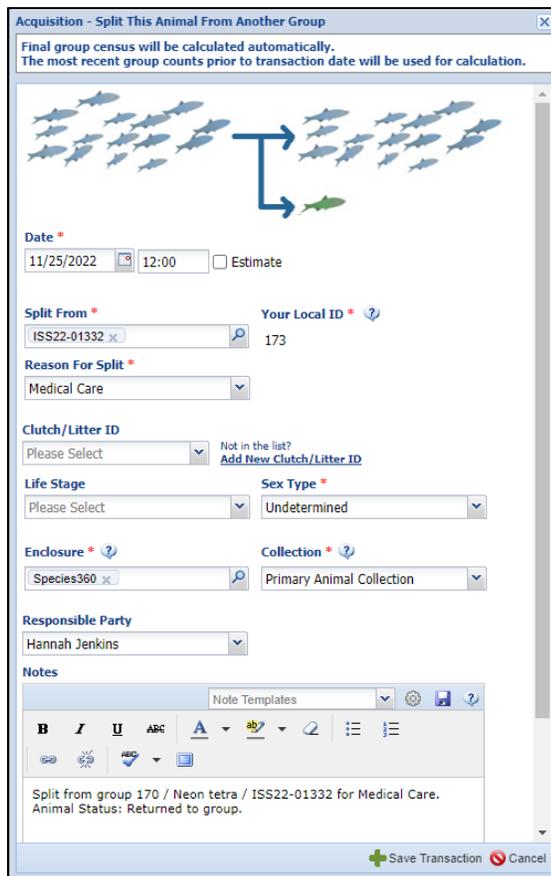
All of the information will be pre-filled with the information recorded when the Quick Split was recorded.

Review and edit the information as necessary and then click ‘Save Transaction’

[Click here to jump to the next action](#)

Re-split Previously Merged Animal

If you choose this option, search for and select the animal you want to re-split, and then click 'Split Existing Animal'



This will launch the 'Acquisition - Split This Animal From Another Group' screen on the individuals record.

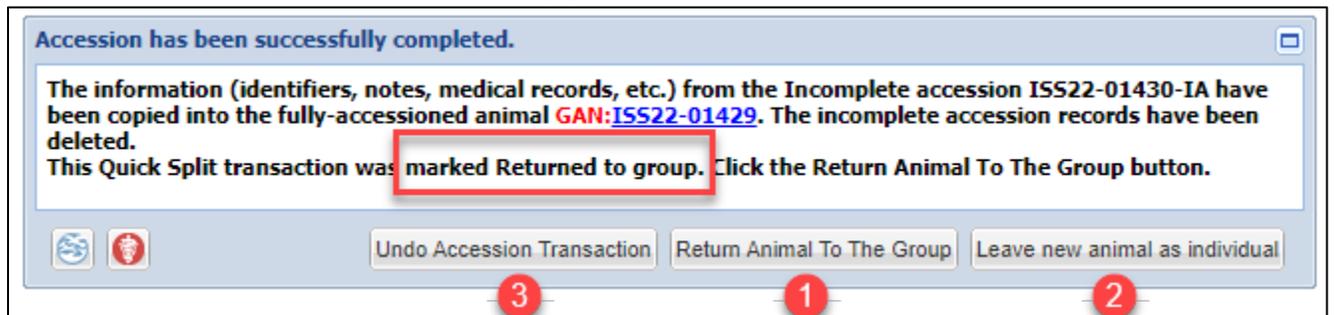
All of the information will be pre-filled with the information recorded when the Quick Split was recorded.

Review and edit the information as necessary and then click 'Save Transaction'

If there are any inconsistencies between the details on the Quick Split and the accession, you will see the pop-up asking which details to keep. Select the most relevant.



The next pop-up will tell you the ‘accession’ (splitting the animal) was successful, and that the information from the Incomplete Accession (the Quick Split) has now been copied onto the split individual record. The pop-up will also detail whether the record was originally marked as ‘Returned to Group’ or ‘Remained Individual’ to help you with your choice. Even though this animal was marked as ‘Returned to Group’, you can still choose whether to return the animal to the group (1), or if you would like to leave the animal as an individual (2) (e.g., if the animal did not immediately return to the group as intended). You can also undo the accession from this screen (3).



Choosing ‘Leave new animal as individual’ will end the process here as everything will have been completed. Choosing ‘Return Animal To The Group’ will initiate a ‘Disposition – Merge Animal(s) Into a Group’ transaction. Review the information (1), then click ‘Add to Transaction List’ (2), then finally, save your transaction list by clicking ‘Save All Changes’ (3).

The screenshot shows the 'Animals' management interface. A dialog box titled 'Disposition - Merge Animal(s) Into A Group' is open. The dialog contains the following information:

- Final group census will be calculated automatically. The most recent group counts prior to transaction date will be used for calculation. Parents of the newly created group will be blank. Please be sure to edit parents.**
- Date ***: 11/25/2022 12:01 (with an 'Estimate' checkbox)
- Target Group ***: ISS17-00501 (with a red callout '1')
- Owner**: SPECIE360
- Holder**: SPECIE360
- Reason For Merge ***: (with a red callout '2')
- Buttons: '+ Add To Transaction List' and 'Cancel'

The process is now complete. As you can see, the Quick Split transactions have now changed to be normal disposition/accession transactions, and are deducting/adding to the census counts.

Date	Physical/Ownership Event	Ownership Change	Physical Change	Details	Ownership Status	Physical Status	Census
07/01/2013 00:00	From Another Institution	YES	YES	Purchase From (Physical and Ownership): Sender: A Wet W...	Owned	On Site	0.02
11/01/2022 12:00	Split An Individual Out Of This Group	NO	NO	Split Individual: ISS22-01429	Owned	On Site	0.01
11/01/2022 13:13	Census Event	NO	NO	~	~	~	0.06
11/02/2022 12:00	Merge An Individual Into This Group	NO	NO	Merged Individual: ISS22-01429	Owned	On Site	0.07
11/23/2022 00:00	Quick Split	NO	NO	Quick Split Pending Approval ISS22-01416-IA	Owned	On Site	?
11/25/2022 12:00	Split An Individual Out Of This Group	NO	NO	Split Individual: ISS22-01429	Owned	On Site	0.05
11/25/2022 12:01	Merge An Individual Into This Group	NO	NO	Merged Individual: ISS22-01429	Owned	On Site	0.06

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Revised 1 December 2022