



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.

Add Clinical Note	T023/Panchax/LZH22-0002	3/0.0.165 F4							
Basic Info Samples Physiological Measurements	Calendar Tasks								
🚽 Save & Edit 🛛 🚽 Save & Close 🧳									
- Batch Clinical Notes									
Animal ID * Date *	Time * Note Author * Image: O0:00 Please Select	Active Problems N/A Cick to Add New Clinical Diagnosis							
Census Count: Recording Individual Data? Quick split 0.0.165 Mark as Significant Mark as Private 3									
SOAP Entry Notes/Exam	inations/Report Entry								



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.

🔅 Quick split individual from group 💦 Calendar Tasks	_ = x
🛃 Save 🛛 🙀 Save & Repeat 🛛 🤣 Reset	
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. Quick split from Group:	
T023/Pachypanchax arnoulti/Panchax/LZH22-00023	
Split Date *	
Aug 08, 2022 🔄 🗆 Estimate	
Taxonomy *	
3 Pachypanchax arnoulti/Panchax x	
Sex *	
4 Undetermined	
Birth Date *	
5 Aug 08, 2022 🖸 🗹 Estimate	
Estimate Type	
ApproxBefor 👻	
Reason For Split *	
6 Medical Care	
Life Stage	
7 Please Select	
Enclosure *	
8 TRAINING x	
Responsible Party	
Please Select	
Animal Status *	
Returned to group	
C Remained Individual	
Other Information/Notes* ②	
Note Templates 🗸 🔞 📮 🕐	
1 = 1 = 2 = 2 = 2 = 2 = 2 = 2 = 2 = 2 =	
Split from group T023/Pachypanchax arnoulti/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.

Add Clinical Note	P	anchax/LZH22-0002	6-IA/Undetermined F 4	×					
Basic Info Samples	Physiological Measurements Calend	lar Tasks							
🚽 Save & Edit 🛛 🚽 Save & Close 🤣									
- Batch Clinical Notes									
Animal ID *	Date *	Time *	Note Author *						
LZH22-00026-IA x	Aug 08, 2022	00:00	Species360 Training 👻						
Active Problems									
N/A Click to Add New Clinical D	iagnosis								
Mark as Significant	🗌 Mark as Private 🖓								
SOAP Entry	O Notes/Examinations	/Report Entry							

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.



🕸 Animals			١	lelp Menu 🗸 🕒 🗖 💌
Search Animals By Identifier/GAN	P V Filter By Institution	P 🗄 Your animal lists 🤣 🛛 Global Admin Functionalities	₽ Batch Measurements	
×	Statistics			
Animal Simple Search	Animal Statistics Pending Transactions - By My Institution (3) - Last 30 days (0) - Last 180 days (0) - Last 1 year (0) - Older than a year (3)	Pending Transactions - By Other Institutions (1) Lest 30 days (0) Lest 180 days (1) Lest 1 year (1) Older than a year (0)	Incomplete Accessions (2) Last 30 days (0) Last 180 days (1) Last 1 year (1) - Older than a year (1)	2
✓ Owned, but Off Site	Incomplete Disposition (6)	Pending Taxonomic Changes (2)		
On Site, but not Owned	Recent Animals			2

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.

W Statustics Incomplete Accession (4) In												
1	😵 👎 • 🕛 Archive selected 🍽 Archive selected 🗈 Include archived records Complete selected 🤰 Remove selected											
1		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 (2)	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 3	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.

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

5 A	nima	als								
Sea	rch /	Animals By Identi	fier/GAN	P	Filter By Institution	_	👂 📃 Your ani	mal lists - Global Admin Functionalities -	Batch Measurements	
»	St	tatistics Incomp	lete Acce	ssion (4) 🗵		2				
	1	🕈 🛛 🔻 🗧 🗧 Archi	ve selecte	d 🍄 Active selected 🔹 Ir	clude archived records	mplete selected 🧿	Remove 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]		
1		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



 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.
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.
Reject Quick Split Transaction - This option will remove the Quick Split transaction from the group.

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

Come Transation Colit As Individual	Out of This Course
Group Transaction - Split An Individual	
The most recent group counts prior to	transaction date will be used for calculation.
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Data 4	
11/25/2022 🕒 12:00 🗆 Esti	mate
New Animal Local ID *	Reason For Split *
173	Medical Care
Diasco Solort Not in	the list?
Risth Date *	lew Clutch/Litter ID
11/25/2022 Stimate	
Estimate Type	
ApproxBefor *	
Life Stage	Sex Type *
Please Select	Undetermined 👻
Enclosure * 🔇	Collection * 🔇
Species360 ×	Primary Animal Collection
Kesponsible Party	
Nahas	
notes	
Note te	
B Z U AR A - 1	<u>×</u>
Split from group 170 / Neon tetra / Animal Status: Returned to group.	ISS22-01332 for Medical Care.
	💠 Save Transaction 🚫 Cancel
P.	

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'

<u>Click here to jump to the next action</u>





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'

Split Animal from Group and Create a N	ew Individual Rec	ord
e-split Previously Merged Animal	2)	2
173/Paracheirodon innesi/Neon te >	Split E	xisting Animal
eject Quick Split Transaction		

Acquisition - Split This Animal From An	other Group
Final group census will be calculated a The most recent group counts prior to	automatically. transaction date will be used for calculation.
Date *	
11/25/2022 📑 12:00 🗌 Esti	mate
Split From *	Your Local ID * 🔇
ISS22-01332 ×	173
Reason For Split *	
Medical Care 👻	
Clutch/Litter ID	
Please Select V Not in Add N	the list? lew Clutch/Litter ID
Life Stage	Sex Type *
Please Select 🗸	Undetermined 🗸
Enclosure * ③	Collection * ③
Species360 ×	Primary Animal Collection
Responsible Party	
Hannan Jenkins	
Notes	
GO GO 🗸 🕶 📃	
Split from group 170 / Neon tetra / Animal Status: Returned to group.	ISS22-01332 for Medical Care.
	•
	Transaction 🚫 Cancel

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 you 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).

ccession has been successfully completed.
The information (identifiers, notes, medical records, etc.) from the Incomplete accession IS522-01430-IA have been copied into the fully-accessioned animal GAN: <u>IS522-01429</u> . The incomplete accession records have been deleted. This Quick Split transaction was marked Returned to group. Click the Return Animal To The Group button.
Image: Second

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).





🏐 Ar	imals										
Sear	ch An	imals By Identifier/G	GAN	P 3	Filter By Institution		P 🗄 Your anima	I lists - Global Admin Functionalit	ies - Batch Measur	rements	
	Stati	stics ISS17-00501/	2762/Labidochromis caerul	eus 🕱 🛛 Incor	mplete Accession (3) 📧	15522-01429/1	123/Labidochromis cae	ruleus 🗵			
	Deta	ils More Details	Note & O 3 ation M	lajor Life Event	My Transactions						
	21	Add Transaction -	Save All Changes	📉 Undo Rem	iove 🔠 Export to Excel	🚏 Export to PDF					
		Date	Physical/Ownership Eve	ent	Ownership Change	Physical Change	Details		Ownership Status	Physical Status	
	٠.	11/01/2022 12:00	Split This Animal From A	Another Gr	YES	YES	Parent Group: ISS17-00	<u>1501</u>	Owned	On Site	\bigcirc
	۰.	11/02/2022 12:00	Merge This Animal Into	Another Gr	YES	YES	Merged To: ISS17-0050	<u>1</u>	Not Owned	Off Site	\bigcirc
	۰.	11/25/2022 12:00	Split This Animal From A	Another Gr	YES	YES	Parent Group: ISS17-00	501 🧠	Owned	On Site	
							ſ	Disposition - Merge Animal(s) Into	A Group		×
								Final group census will be calcula	ted automatically.	will be used for cals	dation
								Parents of the newly created grou	ip will be blank. Please	be sure to edit pare	ents.
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								the sector		the sector	
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								the the the	The second	the star	
								Date #			
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								Target Group *	0		
								ISS17-00501 x	9		
								Owner	Holder		
								SPECIESOU	SPECIESOU	2	
								Reason For Merge *		-	·
									•	Add To Transaction List	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.

Statistics IS517-00501/2762/Labidochromis caeruleus 🛎 Incomplete Accession (3) 🛎 IS522-01429/123/Labidochromis caeruleus 🛎									
Details More Details Note & Observation Major Life Event My Transactions									
🥲 💠 Add Transaction 🗸 🚽 Save All Changes 🌑 Undo Remove 📓 Export to Excel 🤰 Export to PDF									
	Date	Physical/Ownership Event	Ownership Change	Physical Change	Details	Ownership Status	Physical Status	Census	
٠	07/01/2013 00:00	From Another Institution	YES	YES	Purchase From (Physical and Ownership): Sender: A Wet W	Owned	On Site	0.0.2	\otimes
	11/01/2022 12:00	Split An Individual Out Of This Group	NO	NO	Split Individual: ISS22-01429	Owned	On Site	0.0.1	\otimes
	11/01/2022 13:13	Census Event	NO	NO	~	~	~	0.0.6	\otimes
	11/02/2022 12:00	Merge An Individual Into This Group	NO	NO	Merged Individual: ISS22-01429	Owned	On Site	0.0.7	\otimes
	11/23/2022 00:00	Quick Split	ND	NO	Quick Split Pending Approval ISS22-01416-IA	Owned	On Site	2	
	11/25/2022 12:00	Split An Individual Out Of This Group	NO	NO	Split Individual: ISS22-01429	Owned	On Site	0.0.5	
	11/25/2022 12:01	Merge An Individual Into This Group	ND	NO	Merged Individual: ISS22-01429	Owned	On Site	0.0.6	

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