

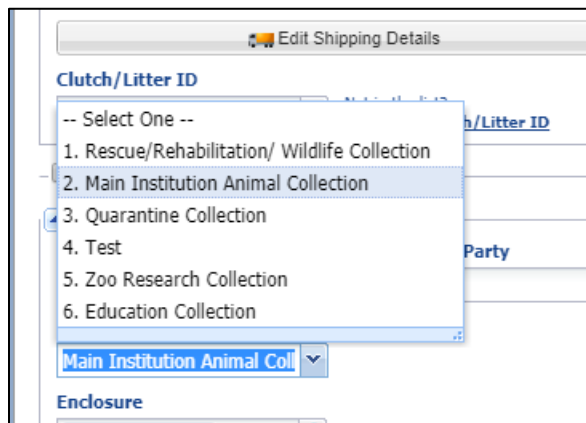
Assigning Collections

How to assign an animal record to a Collection, record a Collection Change Event and find animals in a Collection.

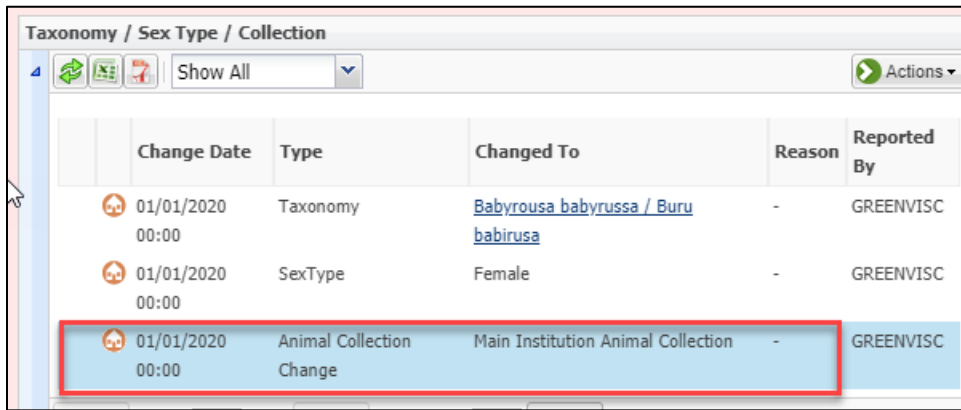
Contact support@Species360.org




Your various Collections are created under the My Institution module, usually by your Local Admin. For help with this process see [Managing Collections](#).

When you accession an animal/group you assign it to one of your Collections. You can change which Collection you want as a default under Enclosure Preferences for both Institution Preferences and My Preferences.



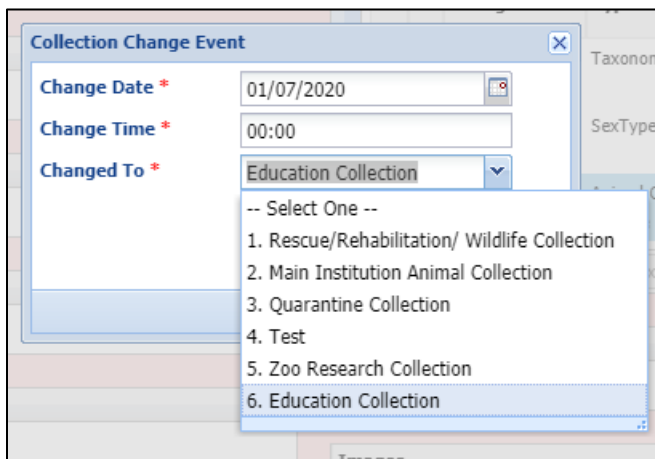
The Collection will display in the grid.



	Change Date	Type	Changed To	Reason	Reported By
	01/01/2020 00:00	Taxonomy	Babyrousa babyrussa / Buru babirusa	-	GREENVISC
	01/01/2020 00:00	SexType	Female	-	GREENVISC
	01/01/2020 00:00	Animal Collection Change	Main Institution Animal Collection	-	GREENVISC

To edit the Collection itself or change the Date, highlight the Collection record and select Actions > View/Edit selected. To delete it, select Actions > Delete Selected.

If the animal/group is moved into a different Collection do not use the edit option. Select Actions > Collection Change Event. Record the Date, Time if appropriate and select the new Collection. There is no field for Reason for a Collection Event Change.



Collection Change Event

Change Date * 01/07/2020

Change Time * 00:00

Changed To * Education Collection

- Select One --
- 1. Rescue/Rehabilitation/ Wildlife Collection
- 2. Main Institution Animal Collection
- 3. Quarantine Collection
- 4. Test
- 5. Zoo Research Collection
- 6. Education Collection

Both Collections will now display in the grid.

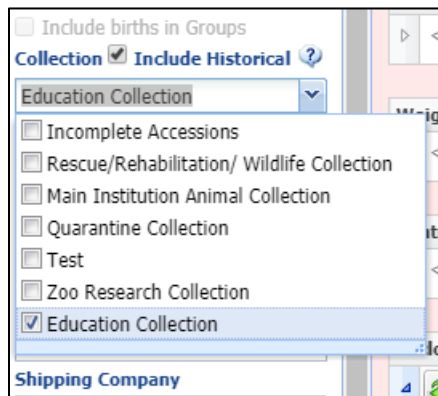
Taxonomy / Sex Type / Collection

Show All Actions ▾

Change Date	Type	Changed To	Reason	Reported By
01/07/2020 00:00	Animal Collection Change	Education Collection	-	GREENVISC
01/01/2020 00:00	Animal Collection Change	Main Institution Animal Collection	-	GREENVISC
01/01/2020 00:00	SexType	Female	-	GREENVISC
01/01/2020 00:00	Taxonomy	Babrousa babyrussa / Buru babirusa	-	GREENVISC

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To find animals in a specific Collection use the Animal Advanced Search. The drop down is a multiple select so you can choose more than one Collection. By default, it will look for the current Collection assigned. To find historical Collections check the Include Historical checkbox.



Revised 6 March 2020

It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.