Enclosures-Search

How to find a specific enclosure record
Contact SPECIES360 Support

Enclosure icon->Enclosure Search
The search will be filtered by all fields where data is entered.

1. **Name** - The name of the enclosure.

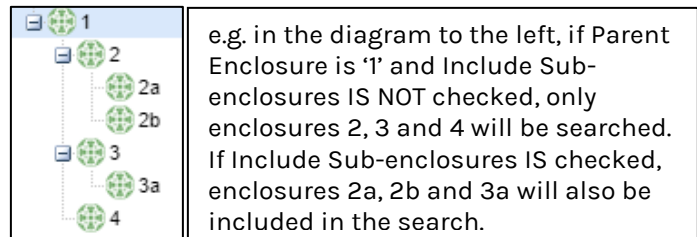2. **Identifier** - Usually a shortened version of the Enclosure Name.

3. **Category** -Terrestrial or Aquatic (if Aquatic is chosen then the "Water Type" search box will appear).

4. **Type** - Filtered by which Category has been selected, this box can only be edited if a Category has been selected.

5. **Responsible Party** - Person or Team responsible for the Enclosure.
Option to **Include Inactive Responsible Parties -** if this is checked, any enclosures that have been marked as Inactive will be included in the search results.

6. **Water Type** *[only when Aquatic type is chosen]* – The water type of the enclosure. Multiple options can be chosen.

7. **Parent Enclosure** - Enclosures listed in the Enclosure Tree branch above the desired enclosure.
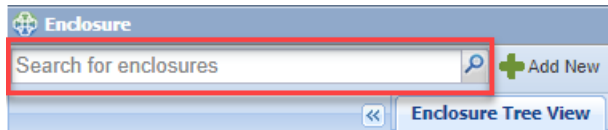

e.g. in the diagram to the left, if Parent Enclosure is '1' and Include Sub-enclosures IS NOT checked, only enclosures 2, 3 and 4 will be searched. If Include Sub-enclosures IS checked, enclosures 2a, 2b and 3a will also be included in the search.

Option to **Include Sub-Enclosures** – If this is checked, the search will include all sub-levels of the parent enclosure, not just the direct child enclosures.

Option to **Include Inactive Enclosures** - If this is checked, any enclosures that have been marked as Inactive will be included in the search results.

8. **Reset** - This will clear all your search fields.

9. **Search** – This will run the search.

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IMPORTANT! Quick Search will only search for Enclosure names NOT Enclosure identifiers.

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