

## Occupants Tab “Report”

How to use the Enclosure Occupants tab to create a report for current and historical Occupants of the enclosure.

Contact [support@Species360.org](mailto:support@Species360.org)

The Occupants tab in an Enclosure record will display the current occupants of the enclosure. Below we see the animals currently occupying the Chicken/Ducks Enclosure:

Enclosure Tree View

Asia

Chickens/ Ducks

Details

More Details

Occupants

Simple Batch Action

<input type="checkbox"/>	Preferred ID	Common Name	Scientific Name	Sex Type	Status	Move In Date	Move Out Date	Enclosure
<input type="checkbox"/>	[B15022/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<input type="checkbox"/>	[B15021/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<input type="checkbox"/>	[B15019/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<input type="checkbox"/>	[B15020/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<input type="checkbox"/>	[B18001/GREENVISC]	Sebright bantam chicken	Gallus gallus domestic bantam sebright	Male	Alive	May 08, 2018		Chickens/ Ducks
<input type="checkbox"/>	[B18004/GREENVISC]	Orpington chicken (buff)	Gallus gallus domestic orpington buff	Female	Alive	May 08, 2018		Chickens/ Ducks
<input type="checkbox"/>	[B18005/GREENVISC]	Ameraucana chicken	Gallus gallus domestic ameraucana	Female	Alive	May 08, 2018		Chickens/ Ducks
<input type="checkbox"/>	[B18006/GREENVISC]	Brahma chicken (light)	Gallus gallus domestic brahma light	Female	Alive	May 08, 2018		Chickens/ Ducks

Like all results grids, your columns can be customized so you see only the data types that you desire. See [Column Customization](#) for help with customizing your columns.

To find historical Occupants, expand the search grid by using the double arrows to the right above the results grid.

**IMPORTANT NOTE:** If you are looking for animals held in the enclosure during a specified date range, regardless of when they were moved in or moved out, use one of the following Reports:

- Enclosure Occupants Summary – displays species counts with Beginning count, Ins and Outs and Ending count. See [Enclosure Occupants Summary Report](#)
- Enclosure Report – displays specific animals held in the Enclosure at some time during the specified date range. See [Enclosure Report](#)

The screenshot shows the 'Search Form' in the Species360 interface. It includes fields for 'Animal ID', 'Taxonomy', 'Date In Range', and 'Date Out Range'. There are also checkboxes for 'Show Historical Records', 'Include dead and lost to follow up', and 'Include Sub Enclosure'. Numbered callouts 1 through 6 point to these specific fields and checkboxes.

1. You can search by a specific animal. If the animal no longer occupies the enclosure you will need to check the Show Historical Records checkbox (4). If the animal is dead or lost to follow up, make sure you check that box (5).
2. You can limit your search to a taxonomy. Again, make sure (4) and (5) are checked if appropriate.
3. If no dates are entered it will display the entire Occupant history of the Enclosure. If desired, you can limit to a Date In Range, Date Out Range or both. Again, make sure (4) and (5) are checked if appropriate.
4. Check the Show Historical Records box to find animals no longer in the enclosure.
5. By default it will display only living animals but you can include dead or lost to follow up animals by checking this box.
6. If you want to find Occupants in sub-enclosures check this box.

For our search displayed below, we selected to Show Historical Records and Include dead and lost to follow up so we see the entire history of the Occupants of Chickens/Ducks Enclosure. To make this into a “Report”, export the results grid to Excel or pdf.

The screenshot shows the search results table for 'Chickens/ Ducks' enclosure. The table has columns for 'Preferred ID', 'Common Name', 'Scientific Name', 'Sex Type', 'Status', 'Move In Date', 'Move Out Date', and 'Enclosure'. A red box highlights the 'Simple Batch Action' buttons (Excel and PDF icons) at the top left of the table.

Preferred ID	Common Name	Scientific Name	Sex Type	Status	Move In Date	Move Out Date	Enclosure
[XFA011/GREENVISC]	Polish chicken (white-crested black)	Gallus gallus domestic polish white_cr...	Female	Dead	Aug 09, 2006	Nov 29, 2017	Chickens/ Ducks
[XGA015/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	May 17, 2007	Apr 26, 2014	Chickens/ Ducks
[XGA011/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	May 17, 2007	Nov 09, 2015	Chickens/ Ducks
[B10017/GREENVISC]	Call duck	Anas platyrhynchos domestic call	Female	Dead	Nov 04, 2010	Jan 06, 2019	Chickens/ Ducks
[B10016/GREENVISC]	Call duck	Anas platyrhynchos domestic call	Female	Dead	Nov 04, 2010	Aug 02, 2017	Chickens/ Ducks
[B10018/GREENVISC]	Call duck	Anas platyrhynchos domestic call	Female	Dead	Nov 04, 2010	Apr 20, 2016	Chickens/ Ducks
[B13003/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	Jun 05, 2013	Jul 22, 2015	Chickens/ Ducks
[B13004/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	Jun 05, 2013	Oct 06, 2015	Chickens/ Ducks
[B13002/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Male	Alive	Jun 05, 2013	Apr 16, 2014	Chickens/ Ducks
[B13006/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	Jun 05, 2013	Mar 25, 2015	Chickens/ Ducks
[B13007/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	Jun 05, 2013	Jul 06, 2015	Chickens/ Ducks
[B13005/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	Jun 05, 2013	Jul 23, 2016	Chickens/ Ducks
[B13008/GREENVISC]	Silkie bantam chicken	Gallus gallus domestic bantam silkie	Female	Undetermine...	Jun 12, 2013	Mar 12, 2017	Chickens/ Ducks
[B15021/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B15023/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Dead	Aug 04, 2015	Sep 03, 2016	Chickens/ Ducks
[B15022/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B15019/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B15020/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B18003/GREENVISC]	Sebright bantam chicken	Gallus gallus domestic bantam sebright	Female	Dead	May 08, 2018	Jun 22, 2018	Chickens/ Ducks
[B18001/GREENVISC]	Sebright bantam chicken	Gallus gallus domestic bantam sebright	Male	Alive	May 08, 2018		Chickens/ Ducks

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You can go up levels in the Enclosure Tree to run an Occupants search. Open the desired Parent Enclosure and make sure to check the Include Sub Enclosure checkbox. Below, we ran an Occupants search for current Occupants of all the enclosures covered under the Farm Yard Parent Enclosure sorted by Enclosure Ascending order.

Enclosure Tree View Asia Chickens/ Ducks Farm Yard							
Details More Details Occupants							
Simple Batch Action							
Preferred ID	Common Name	Scientific Name	Sex Type	Status	Move In Date	Move Out Date	Enclosure
<a href="#">[B15022/GREENVISC]</a>	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<a href="#">[B18001/GREENVISC]</a>	Sebright bantam chicken	Gallus gallus domestic bantam sebr...	Male	Alive	May 08, 2018		Chickens/ Ducks
<a href="#">[B18004/GREENVISC]</a>	Orpington chicken (buff)	Gallus gallus domestic orpington buff	Female	Alive	May 08, 2018		Chickens/ Ducks
<a href="#">[B18005/GREENVISC]</a>	Ameraucana chicken	Gallus gallus domestic ameraucana	Female	Alive	May 08, 2018		Chickens/ Ducks
<a href="#">[B18006/GREENVISC]</a>	Brahma chicken (light)	Gallus gallus domestic brahma light	Female	Alive	May 08, 2018		Chickens/ Ducks
<a href="#">[B15021/GREENVISC]</a>	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<a href="#">[B15019/GREENVISC]</a>	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<a href="#">[B15020/GREENVISC]</a>	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
<a href="#">[M16015/GREENVISC]</a>	West African pygmy goat	Capra hircus domestic west_africa_...	Female	Alive	Jul 06, 2016		Goats
<a href="#">[M16016/GREENVISC]</a>	West African pygmy goat	Capra hircus domestic west_africa_...	Female	Alive	Jul 06, 2016		Goats
<a href="#">[XGA021/GREENVISC].{3275/KNO...</a>	Nigerian dwarf goat	Capra hircus domestic nigerian_dwarf	Female	Alive	Sep 20, 2007		Goats
<a href="#">[XXA043/GREENVISC]</a>	Wild boar	Sus scrofa	Male	Alive	Sep 14, 2000		Pig

We then exported the grid to PDF for our “Report”.

Enclosure Basic Info							
Name / Identifier			Farm Yard / -				
Parent Enclosure			GREENVISC				
Category / Type			Terrestrial / Exhibit				
Responsible Party							
Permit List			-				
Location							
Latitude			-				
Longitude			-				
Movable			✗				
Walkthrough			✗				
Active			✓				

Occupant List							
Preferred ID	Common Name	Scientific Name	Sex Type	Status	Move In Date	Move Out Date	Enclosure
[B15022/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B18001/GREENVISC]	Sebright bantam chicken	Gallus gallus domestic bantam sebright	Male	Alive	May 08, 2018		Chickens/ Ducks
[B18004/GREENVISC]	Orpington chicken (buff)	Gallus gallus domestic orpington buff	Female	Alive	May 08, 2018		Chickens/ Ducks
[B18005/GREENVISC]	Ameraucana chicken	Gallus gallus domestic ameraucana	Female	Alive	May 08, 2018		Chickens/ Ducks
[B18006/GREENVISC]	Brahma chicken (light)	Gallus gallus domestic brahma light	Female	Alive	May 08, 2018		Chickens/ Ducks
[B15019/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B15020/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[B15021/GREENVISC]	Domestic chicken (breed unspecified)	Gallus gallus domestic	Female	Alive	Aug 04, 2015		Chickens/ Ducks
[XGA021/GREENVISC] [3275/KNOXVILLE]	Nigerian dwarf goat	Capra hircus domestic nigerian_dwarf	Female	Alive	Sep 20, 2007		Goats
[M16015/GREENVISC]	West African pygmy goat	Capra hircus domestic west_africa_pygmy	Female	Alive	Jul 06, 2016		Goats
[M16016/GREENVISC]	West African pygmy goat	Capra hircus domestic west_africa_pygmy	Female	Alive	Jul 06, 2016		Goats

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