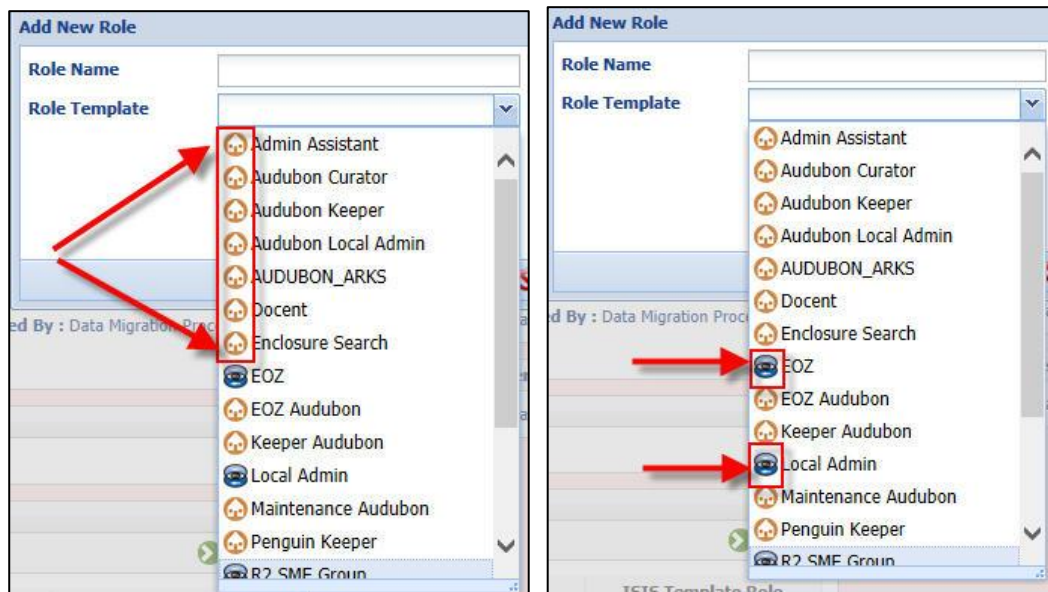


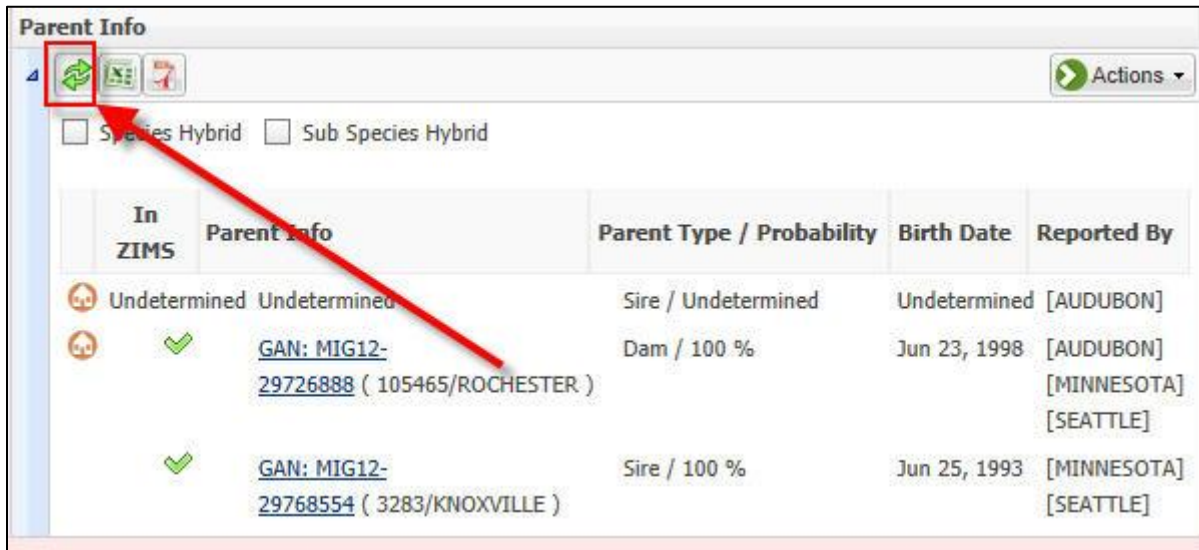
Icon Descriptions

How to understand the icons used in the ZIMS User Interface. Many of these icons are found in various locations throughout the ZIMS application. The screen shots are simply examples of one place they are found, but their meaning is the same throughout the application.

[Contact Species360 Support](#)

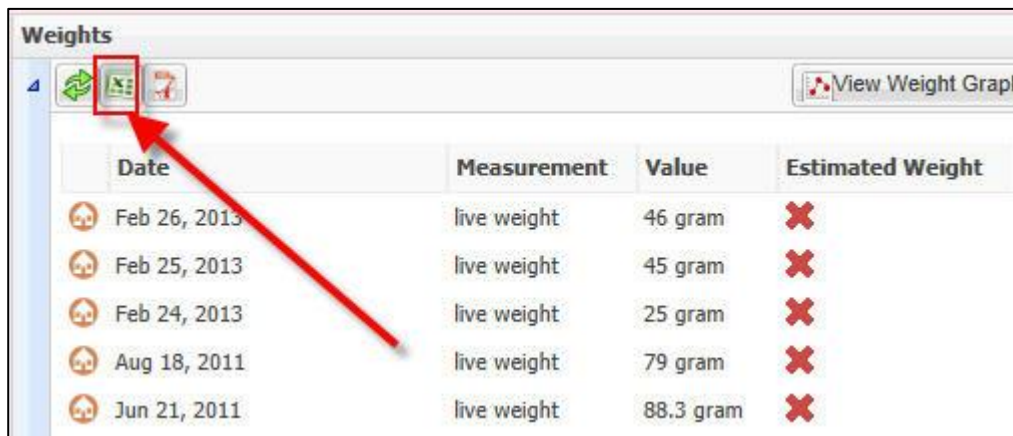


Scope Information – The house icon (left) is **Local** information that is sourced from data that has been recorded by your institution. Here you are viewing Local Roles created by your institution. Local information can be edited if you have the access. The ZIMS logo (right) is **Global** information that has been created by Species360. Global information cannot be edited.




| In ZIMS | Parent Info | Parent Type / Probability | Birth Date | Reported By |
|--------------|--|---------------------------|--------------|---------------------------------------|
| Undetermined | Undetermined | Sire / Undetermined | Undetermined | [AUDUBON] |
| ✓ | GAN: MIG12-29726888 (105465/ROCHESTER) | Dam / 100 % | Jun 23, 1998 | [AUDUBON] [MINNESOTA] [SEATTLE] |
| ✓ | GAN: MIG12-29768554 (3283/KNOXVILLE) | Sire / 100 % | Jun 25, 1993 | [MINNESOTA] [SEATTLE] |

Refresh button - selecting this will update information recently entered in the grid.



| Date | Measurement | Value | Estimated Weight |
|--------------|-------------|-----------|------------------|
| Feb 26, 2013 | live weight | 46 gram | ✗ |
| Feb 25, 2013 | live weight | 45 gram | ✗ |
| Feb 24, 2013 | live weight | 25 gram | ✗ |
| Aug 18, 2011 | live weight | 79 gram | ✗ |
| Jun 21, 2011 | live weight | 88.3 gram | ✗ |

Export to Excel - Allows you to export a grid or report to Excel where you can Open, Save or Print it.










| Start Date | Remove Date | Alert Text | Alert Priority |
|--------------|--------------|------------|----------------|
| Jun 15, 2013 | Jun 16, 2013 | fast | High |

Export to pdf -Allows you to export a grid or report to Excel where you can Open, Save or Print it.

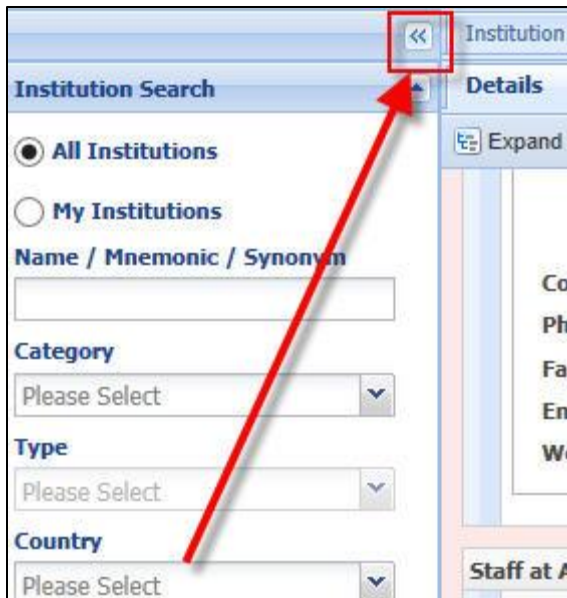
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Staff at Audubon Zoo

Show search form Actions ▾

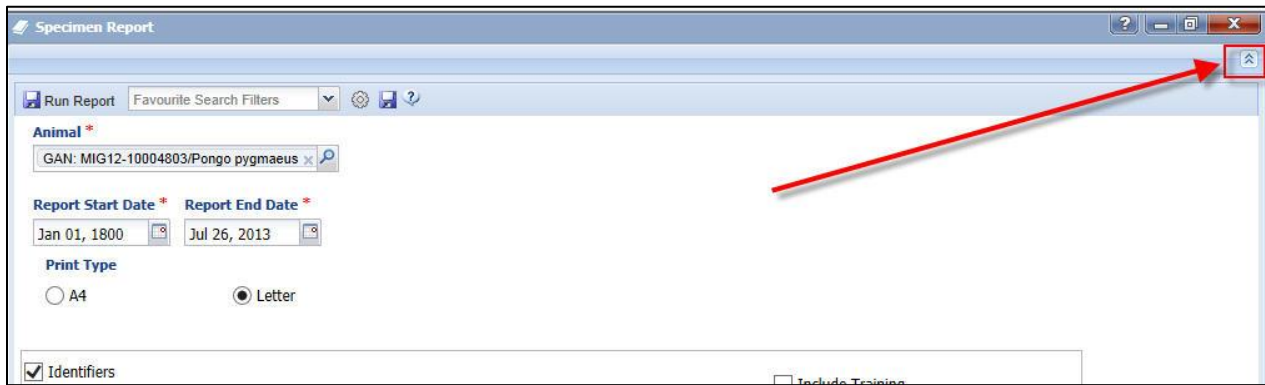
| Full Name | Job Title / Type | Roles | ZIMS User | Public Contact | Online / Offline |
|--------------------|--------------------------|------------------|-----------|----------------|---|
| Adrienne Miller | | Local Admin | ✓ | ✗ |  1 active session(s) |
| Debbie Forde | | EOZ Audubon | ✓ | ✗ |  Offline |
| Eren Döner | / IT Administrator | Enclosure Search | ✓ | ✗ |  Offline |
| From ARKS | AUDUBON_ARKS | AUDUBON_ARKS | ✓ | ✗ |  Offline |
| ISIS Tech Support | | Local Admin | ✓ | ✗ |  Offline |
| Keeper Maintenance | | Keeper Audubon | ✓ | ✗ |  Offline |
| Kendra Keeper | Animal Caretaker / Zo... | Penguin Keeper | ✓ | ✓ |  Offline |

Checkmarks - Indicate Yes or No. In the example above all staff members are ZIMS Users (green checkmark meaning Yes). Kendra Keeper, however, is the only staff member who is visible to others outside the institution as all others have a red “x” (meaning No).

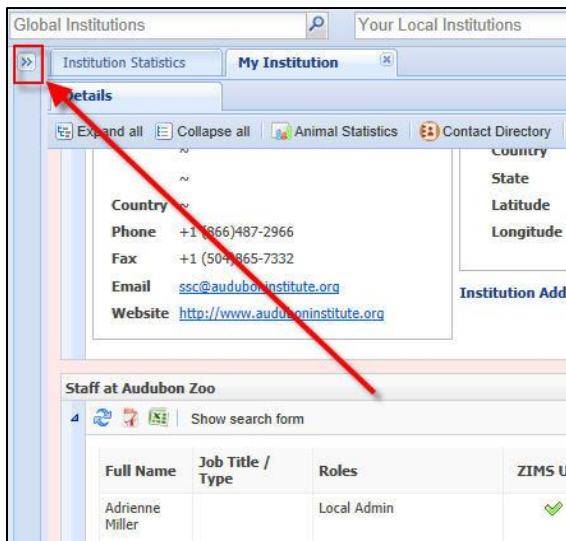


The screenshot shows the 'Institution Search' form. A red arrow points to a back button (two left-pointing chevrons) located at the top of the search panel, next to the 'Institution' label.

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Collapse arrows - Allows you to collapse a portion of the screen. In the example on the top the Institution Search box can be collapsed. In the example on the bottom, the Specimen Report filter screen can be collapsed.















Expand arrows - Allows you to expand a portion of the screen. In the example on the top the

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Institution Search box can be expanded. In the example on the bottom the Specimen Report filter screen can be expanded.



Lookup - Selecting the magnifying glass will open a search screen for the topic. In this example it will open an animal search screen. In many cases the fields with a Lookup are also type-ahead fields where matches will display as you type.

| Details | | | | | | More Details | | | | | | Note & Observation | | | | | | Major Life Event | | | | | | My Transactions | | | | | |
|-----------------|--------------------|----------------------|----------------------|---|---|---------------|--------------|---------------------|---|---|---|--------------------|--------------------|----------------------|------------------------|---|---|------------------|--------------------|--------------------|----------------------------------|--|---|-----------------|--|--|--|--|--|
| Export to Excel | | | | | | Export to PDF | | | | | | Actions | | | | | | | | | | | | | | | | | |
| Date | Note Type | Note Subtype | Title/Keywords | Note | | Date | Note Type | Note Subtype | Title/Keywords | Note | | Date | Note Type | Note Subtype | Title/Keywords | Note | | Date | Note Type | Note Subtype | Title/Keywords | Note | | | | | | | |
| Jan 07, 2012 | Animal Care | Weight/Length... | Weight/Length | 0.1 103446 ID'ed by yellow coloration: wt = |  | Jan 07, 2012 | Management | Animal Manage... | Animal management note | 1.2 Amazon Tree Boas (Corallus h. hortula |  | Jan 07, 2012 | Animal Care | Weight Comment | Measurement Comment | post-quarantine weight. |  | Oct 06, 2011 | Animal Informat... | Identifier Detail | Legacy Animal Identifier Comment | Legacy SLocation: Visual ID Legacy Comment: Confirmed 7Jan2012. |  | | | | | | |
| Oct 06, 2011 | Animal Informat... | Identity Descript... | Identity description | 0.2 #s 103445 & 103446: given visual IDs. |  | Oct 06, 2011 | Transactions | Acquisition Note... | Acquisition note | 1.2 Amazon Tree Boa (Corallus h. hortula |  | Oct 06, 2011 | Animal Informat... | Identity Descript... | Identity description | At San Antonio, coloration was listed as "o |  | Oct 06, 2011 | Animal Care | Weight Comment | Measurement Comment | arrival wt at Audubon |  | | | | | | |
| Sep 01, 2011 | Animal Care | Weight Comment | Measurement Comment | last wt at San Antonio |  | Aug 24, 2011 | General | Sexing Note/Sp... | Sexing note, Special conditions, and... | Was sexed at San Antonio by probe, per S |  | Aug 24, 2011 | Sex Information | Sexing Informat... | EDU Process Sex Record | Legacy data sex record: Date = 2011-08-2 |  | Jun 22, 2010 | Sex Information | Sexing Informat... | EDU Process Sex Record | Legacy data sex record: Date = 2010-06-2 |  | | | | | | |


Note - The notepad indicates that a Note was recorded. This icon also displays where notes have been recorded in details boxes of other data entry screens.





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| Details | | More Details | | Note & Observation | | Major Life Event | | My Transactions | |
|--------------|--------------------|---------------------|---------------------|---|--|------------------|--|-----------------|--|
| Date | Note Type | Note Subtype | Title/Keywords | Note | | | | | |
| Dec 17, 2012 | Animal Informat... | Identification O... | Identification | #101876 "Cheddar": transponder confirmed 00069877C2 be | | | | | |
| Dec 17, 2012 | Animal Care | Medical Note (M) | Medical note | #101876 "Cheddar": received physical exam today. TB test i | | | | | |
| Apr 12, 2012 | Animal Care | Medical Note (M) | Medical note | 1.1 (101876) Cheddar, (101875) Colby: both finished their m | | | | | |
| Mar 30, 2012 | Animal Care | Medical Note (M) | Medical note | 1.1 (101875) Colby, (101876) Cheddar: Vet Dr. Grillo checke | | | | | |
| Mar 28, 2012 | Animal Care | Fecal Check/De... | Fecal check/worming | 1.1 (101875) Colby, (101876) Cheddar: both received iverme | | | | | |
| Mar 26, 2012 | Animal Care | Fecal Check/De... | Fecal check/worming | 1.0 #101876 Cheddar: Fecal sample was also taken. | | | | | |
| Mar 26, 2012 | Animal Care | Medical Note (M) | Medical note | 1.0 #101876 Cheddar: Vet checked today, tip of tail is missin | | | | | |
| Feb 17, 2012 | Animal Care | Medical Note (M) | Medical note | 1.1 #101875 "Colby" and #101876 "Cheddar": we are no long | | | | | |
| Jan 25, 2012 | Animal Care | Medical Note (M) | Medical note | 1.1 (101875) Colby, (101876) Cheddar: had diarrhea again s | | | | | |
| Jan 13, 2012 | Animal Care | Fecal Check/De... | Fecal check/worming | 1.1 (101876) Cheddar, (101875) Colby: sent in fecals for bot | | | | | |
| Jan 12, 2012 | Diet/Appetite | Diet Obsolete (...) | Diet | 1.0 (101876) Cheddar: transponder # 00069877C2. | | | | | |
| Jan 12, 2012 | Animal Care | Weight/Length... | Weight/Length | 1.0 (101876) Cheddar: weight 681g | | | | | |
| Jan 12, 2012 | Animal Informat... | Identification O... | Identification | 1.0 (101876) Cheddar: transponder # 00069877C2 confirme | | | | | |
| Jan 12, 2012 | Animal Care | Medical Note (M) | Medical note | 1.1 (101876) Cheddar, (101875) Colby: today staff transpond | | | | | |

Observation- The camera indicates that an Observation was recorded.

| | | | | |
|--|--------------------------------|------------------------|------------|------------|
| | 5967369 | [AUDUBON/1512][MONT... | Individual | Pithecia p |
| | 2175799 | [AUDUBON/2179][HOUS... | Individual | Phoenico |
| | MIG12-29134253 | [AUDUBON/102225] | Individual | Momotus |
| | 26047518 | [AUDUBON/102260] | Individual | Dendroc |
| | 7397459 | [AUDUBON/100737][OM... | Individual | Spilotes p |



Page 2 of 72   Page Size 20 Change  

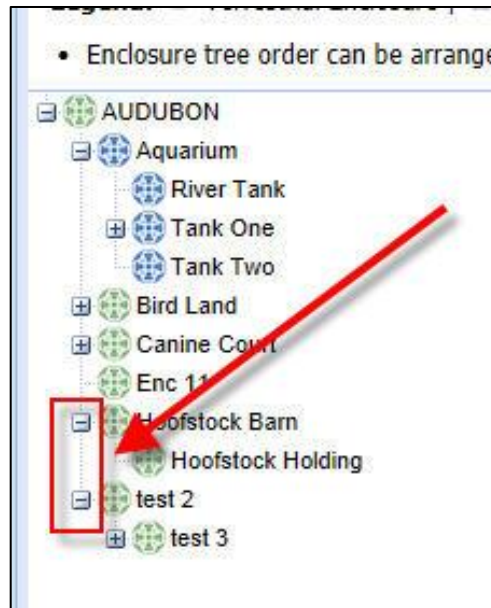
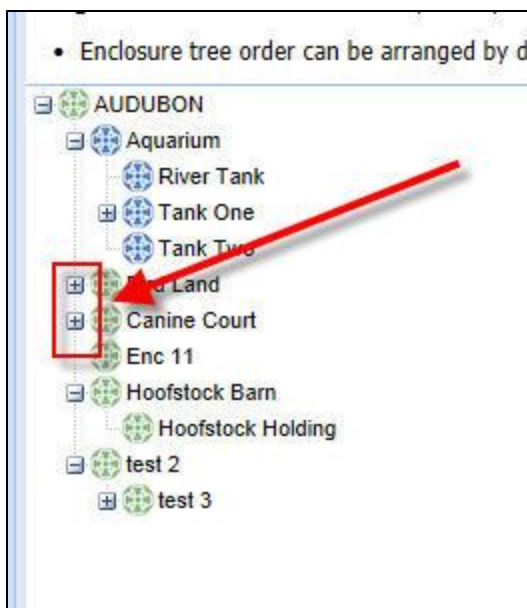
Page forward - These arrows allow you to move through your results grids. The single arrow will take you to the next page of the grid. The arrow and bar will take you to the last page of the grid.

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| | | | | |
|--|--------------------------------|------------------------|------------|----------|
| | 5967369 | [AUDUBON/1512][MONT... | Individual | Pithecia |
| | 2175799 | [AUDUBON/2179][HOUS... | Individual | Phoenic |
| | MIG12-29134253 | [AUDUBON/102225] | Individual | Momotu |
| | 26047518 | [AUDUBON/102260] | Individual | Dendroc |
| | 7397459 | [AUDUBON/100737][OM... | Individual | Spilotes |

Navigation bar: Page 2 of 72 | Page Size 20 | Change

Page backward - These arrows allow you to move through your results grids. The single arrow will take you to the previous page of the grid. The arrow and bar will take you to the first page of the grid.

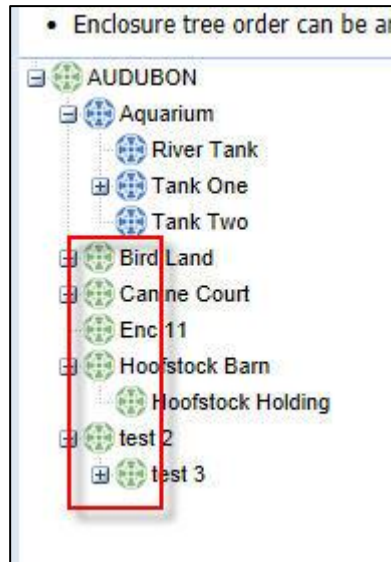
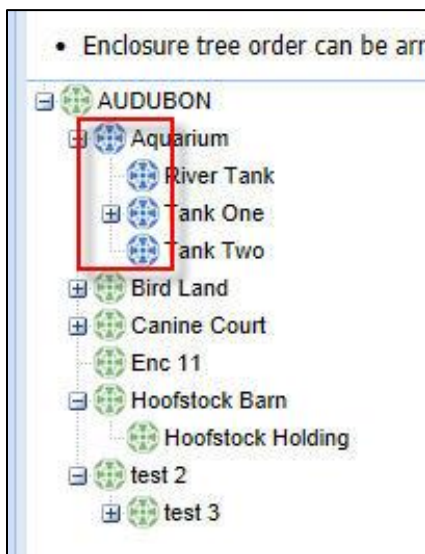


Expand/Collapse Lists - The plus sign on the left indicates that a branch of a list can be expanded and there is data recorded underneath it. The plus sign is also found on cascading data standard drop

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down lists. The minus sign on the right indicates that a branch of the list has been expanded as completely as it can be. The minus sign is also found on cascading data standard drop down lists.

Mandatory - A red asterisk indicates a required field in a data entry screen. The screen cannot be successfully Saved unless all mandatory fields are completed



Enclosure Tree icons - The blue enclosure icon (left) indicates an Aquatic enclosure, there is water and no land. The green enclosure icon indicates a Terrestrial enclosure made up of land.

Revised 4 February 2021

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