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## LOCAL ADMIN ROLE IN STUDBOOK MANAGEMENT

Successful management of a studbook in ZIMS requires the coordination of the Regional Associations, the Studbook Institution's Local Administrator and the Studbook Keeper. This document answers some common questions that are asked of the Local Administrator

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

### **I am a current Studbook Keeper. Who migrates my Studbook into ZIMS?**

The Species360 Global Administrator will migrate your Studbook into ZIMS at the request of your Regional Association. This is not a Local Admin responsibility.

### **Can you grant me access to my Studbook in ZIMS?**

The Regional Associations are responsible for granting access to any current Studbook, the Local Administrator cannot do this. Please contact them to do so. If you do not know who to contact, [support@species360.org](mailto:support@species360.org) can give you this information.

### **I am a new Studbook Keeper for an existing Studbook. Can you grant me access to the ZIMS Studbook Sandbox?**

The Species360 Global Administrator can migrate your Studbook into the Studbook Sandbox if you send [support@species360.org](mailto:support@species360.org) a copy of your legacy studbook (SPARKS or PopLink format). If it is already in the Sandbox and you need to be assigned to it or it didn't auto assign to you during migration, the Regional Association will need to approve and assign.

### **I am creating a brand new Studbook. How do I get access to the information in ZIMS Husbandry?**

Studbooks from ZIMS data are created by Species360 at the request of a Regional Association. The Regional Association will contact Species360 to perform a ZIMS download for the species into the Studbook module. They will also work with Species360 and your Local Admin to assign the proper ZIMS Role if needed. Species360 will notify the new Studbook Keeper once the ZIMS data has been downloaded into the Studbook module.

### **The Regional Association says I am not in ZIMS!**

This is something that a Local Admin can help with. Make sure the person is created in ZIMS as a Staff member either prior to migration or prior to being assigned a Studbook and make sure the email on the account matches the one in the studbook file.

### **How can I get access to the Studbook News Feed?**

The Regional Associations are responsible for granting access to the Studbook News Feed, the Local Administrator cannot do this. Please contact them to do so. Note: This access is provided via the Suggested Animal and Pending Updates lists in ZIMS Studbooks and although this remains an option, it is not a requirement to obtain institution updates.

**A former Studbook Keeper is still listed as active on the Studbook Keeper List. Can you remove them?**

Local Admin cannot remove the former Studbook Keeper’s name. The Regional Association has to remove it and add yours to the Studbook Keeper List.

**Can a Studbook Keeper view Husbandry records without any Animal access?**

No, if they do not have any Animal access in Husbandry assigned they can’t view individual animals. Assigning Roles is the responsibility of the Local Admin. If they do have Animal access assigned in Husbandry, the GAN in the details box of the Studbook record becomes a hyperlink into the Husbandry record.

**What Species360 Husbandry Role would you suggest for Studbook Keepers?**

The Population Manager Role (Species360) is the Role recommended to be assigned to Studbook Keepers. This Role grants access to:

- Animal (Search/View Global data)
  - Acquisition/Disposition
  - Animal/Basic Detail
  - Contraception
  - Holder History
  - Identifier
  - Life Stage
  - Ownership History
  - Parent Info
  - Rearing
- Global Reports & Tools
  - Age Distribution
  - Global Taxon Report
  - Pedigree Explorer
  - Population Overview
  - Species Event History
  - Species Holding
  - Specimen Report
  - TAG Export
  - Taxonomic Inconsistency
- Institution (Search/View)
  - Animal Available
  - Association Members
  - Institution Basic Detail
  - Species Wanted
- Studbook
  - Studbook Keeper List and Chart

- Taxonomy (Entire module)

Assigning Roles is a responsibility of the Local Admin.

**I don't want our Studbook Keepers to see anything in ZIMS but the Studbook module. How do I set that up?**

Create a Staff member and create a ZIMS account but assign no ZIMS Role. When the Regional Association assigns the Studbook, all they will see is the Studbook module when they log in.

**I help our Studbook Keepers a lot. Can I have access?**

Yes, there is no limit to the number of people that can be assigned to a Studbook but this assignment is the responsibility of the Regional Associations. You will need to get their approval and they will be the ones to assign you to the Studbook. If you need a ZIMS Role you will need to contact your Local Admin.

**We hold the Regional Studbook, how do we see the International Studbook (or vice versa)?**

You will need to ask the corresponding region for read only access to that Studbook.

**My institution has nonregional/local breeding programs and is interested in using ZIMS for Studbooks. Can I have access?**

We are working on this functionality. We have a wait list, so you should email [support@species360.org](mailto:support@species360.org) to be put on the list to get early access when that functionality is developed.

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