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## **COPY AND PASTING RECORDS IN ZIMS**

### [Contact Species360 Support](#)

There are many sections in ZIMS where the ability to copy and paste from other documents can be very helpful in saving time and avoiding data entry errors due to retyping an entry, sometimes several times. These documents may be in Word, Excel or other electronic formats. Examples of the documents you may be copying from are:

- Keeper Dailies
- Lab and Necropsy Results
- Electronic Permits
- And more!

#### On a PC

- Ctrl + A will select all
- Ctrl + C will copy
- Ctrl + V will paste
- Ctrl + X will delete

#### On a Mac

- Apple + A will select all
- Apple + C will copy
- Apple + V will paste
- Apple + Delete/Backspace will delete

In the Husbandry module copy and pasting will help in:

- Notes and Observations
- Details boxes in specific Topic Screens
- Enclosure Maintenance
- Calendar Tasks
- Permit Details

In the Medical module copy and pasting will help in:

- Necropsy Recent History/ Observations Notes and Special Requests
- Test Results Notes/Comments
- Clinical Notes
- Aquatic Enclosure Prescription Staff Instructions and Prescription Notes
- Add Sample Notes
- Biopsy Recent History/Observations Note

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.

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In the Studbook module copy and pasting will help in:

- Basic Information Description, Species Notes and Conventions/Assumptions (especially if you have multiple studbooks with similar information)
- Animal Notes

You can really save data entry time by combining Batch entries with copy/paste actions.

In the Husbandry module:

- Use Animal Lists and copy/paste Notes and Observations
- Use Searches to find the appropriate animals and copy/paste Notes and Observations
- Use Enclosure Lists to copy/paste Maintenance Details and Notes and Observations
- Use Enclosure Occupants (remember to adjust your filters) to copy/paste Notes and Observations

In the Medical module:

- Check the Batch Clinical Notes box to copy/paste Clinical Notes
- Check the Batch Prescription box in Quick Prescription to copy/paste Prescriptions Notes/Comments
- Select multiple Enclosures in Aquatic Enclosure Prescription to copy/paste Staff Instructions and Prescription Notes
- Select Multiple Animal IDs in Add Sample to copy/paste Notes

*Revised 22 April 2019*