



Adding Departments and Teams to My Institution

Department and Team assignments in ZIMS

Contact Species360 Support

How you use Departments and Teams is up to your institution. They have similar, yet different, functionality.

Departments:

- There are no Department Types to be selected
- A Department can be assigned as a Responsible Party
- You can designate a single Department member as the Head
- Advanced Access Management is assigned using Departments

Teams:

- You must select one of the 7 Team Types
- A Team can be assigned as a Responsible Party
- There is no Team Head designation
- Teams have no impact on Advanced Access Management

Departments and Teams are found under the Details tab in My Institution.



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To add a new **Department**, select Actions > Add New Department

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Head	Staff						
*	Barbara Foster						
*	Adrienne Miller						
*	clinic intern						

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- 1. The Department Name must be unique
- 2.Add members by selecting Add Department Member
- 3.If desired, you can mark one member as the Head
- 4.To delete a member, highlight it in the list and select Delete Department Member

To view a list of the Department members or to manage your Department member list, highlight it and select View/Edit under the Actions menu.

To learn how to assign Advanced Access Management using Departments see Advanced Access Management

2 7 🖾	Search Clear Filter	Actions •	
Name	Туре	Add New Team Add New Team Edit Delete Selected Tean	
Dev Team	Animal Husbandry		
Development	Education & Science		
Office	Education & Science		
Tech Support	Education & Science		
Training Team	Education & Science		

To add a new Team select Actions > Add New Team

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Team Name *	Team	Туре * 2		
Team One	Anima	l Husbandry	*	
Team Member		Selection		
Barbara Foster	<u> </u>	Adrienne Miller		٦
Ben Cooper		Edu Cation		
Christine Dear				
clinic intern				
Dindy McDaniel				
Emily Andrews				
Greg Garcia				
Jeff Bullock	3			
Jenn Fair				
Jennifer Stahl				
Jessica Hayes				
Karen Dolasin	-			
			Save 6	Cane

1.The Team Name must be unique

2.Select one of the seven Team Types

3.To add the Team members move the desired name from the Team Member side to the Selection side by highlighting and using the arrow or double clicking on the name

To view the Team Members, select the View Member hyperlink. To manage your Team members, highlight the appropriate Team and select Actions > View/Edit Selected.

You can also manage your Staff assignments to Teams and Departments from the View/Edit Staff Details screen. Simply check or uncheck the desired Department or Team from the drop down list.

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Edit Staff D	etails						×
Title		Please	Select	~	Credentials		
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