
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.

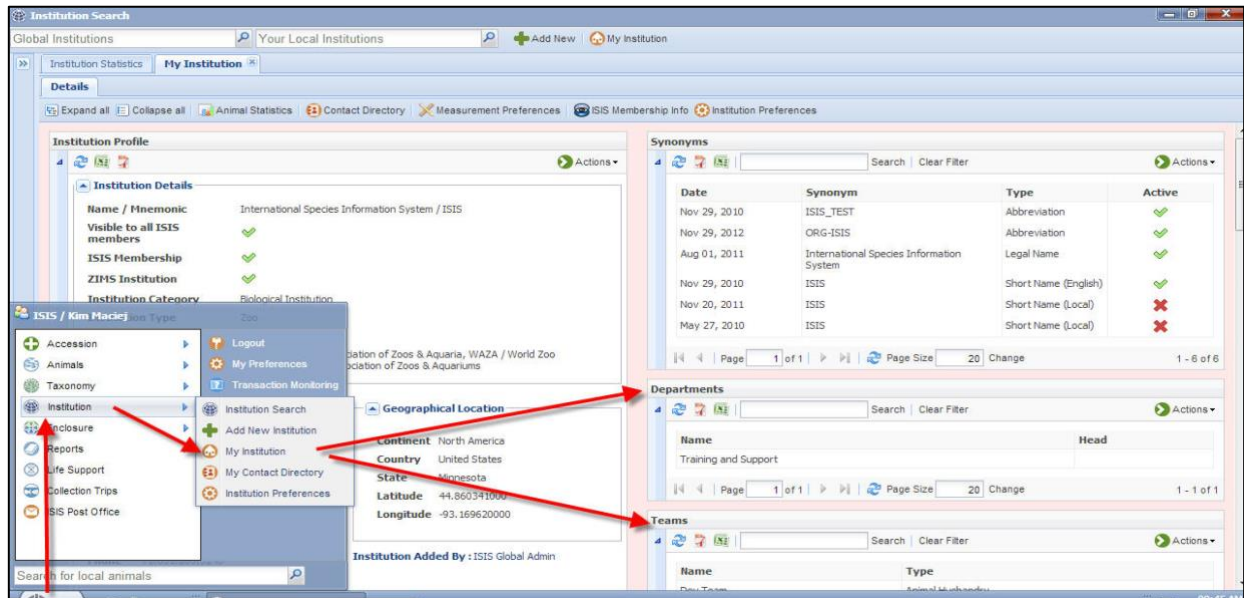
Departments:

- 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

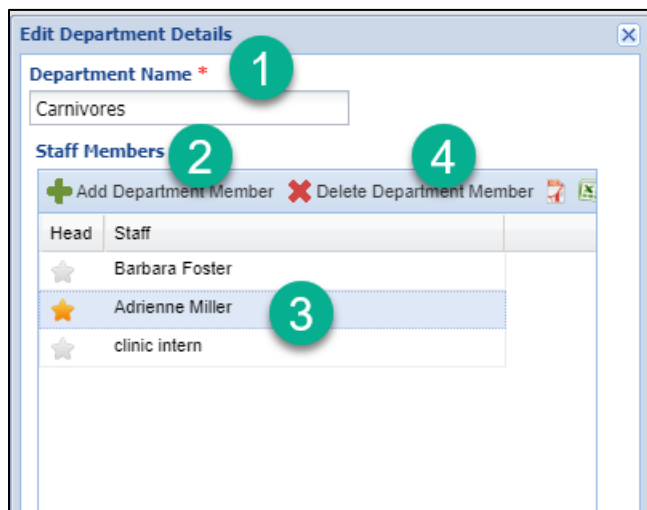
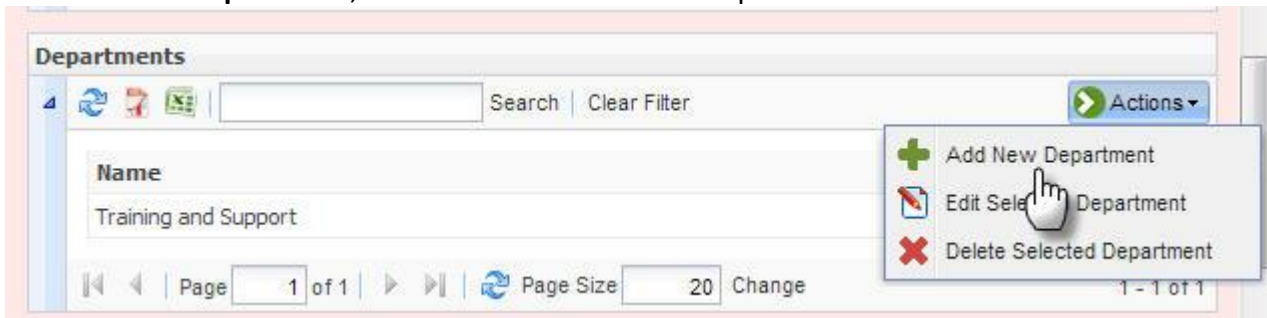
Teams:

- 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.



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



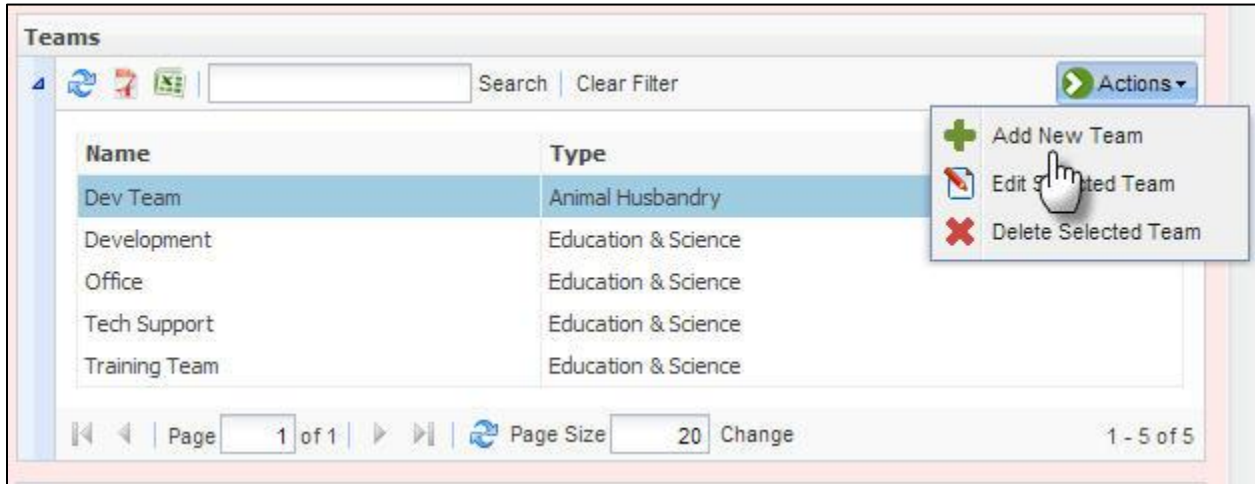
It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.

- 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](#)

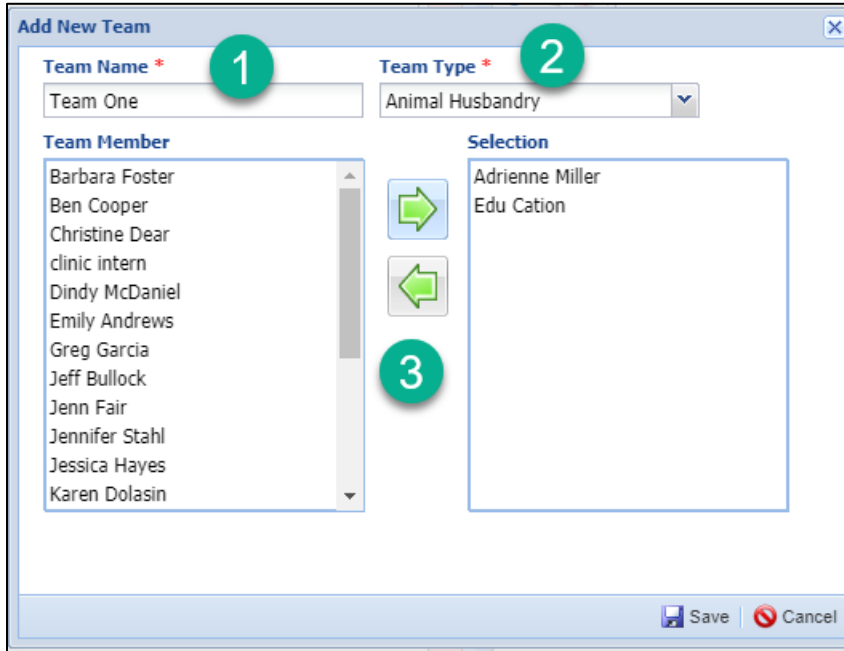
To add a new Team select Actions > Add New Team



The screenshot shows a web interface titled "Teams". At the top, there are navigation icons, a search bar, and an "Actions" dropdown menu. Below this is a table with two columns: "Name" and "Type". The table contains five rows of team information. The first row, "Dev Team", is highlighted in blue. To the right of the table, an "Actions" menu is open, showing three options: "Add New Team" (with a green plus icon), "Edit Selected Team" (with a pencil icon), and "Delete Selected Team" (with a red X icon). A mouse cursor is pointing at the "Edit Selected Team" option. At the bottom of the interface, there are pagination controls showing "Page 1 of 1" and "Page Size 20 Change", along with "1 - 5 of 5" items.

Name	Type
Dev Team	Animal Husbandry
Development	Education & Science
Office	Education & Science
Tech Support	Education & Science
Training Team	Education & Science

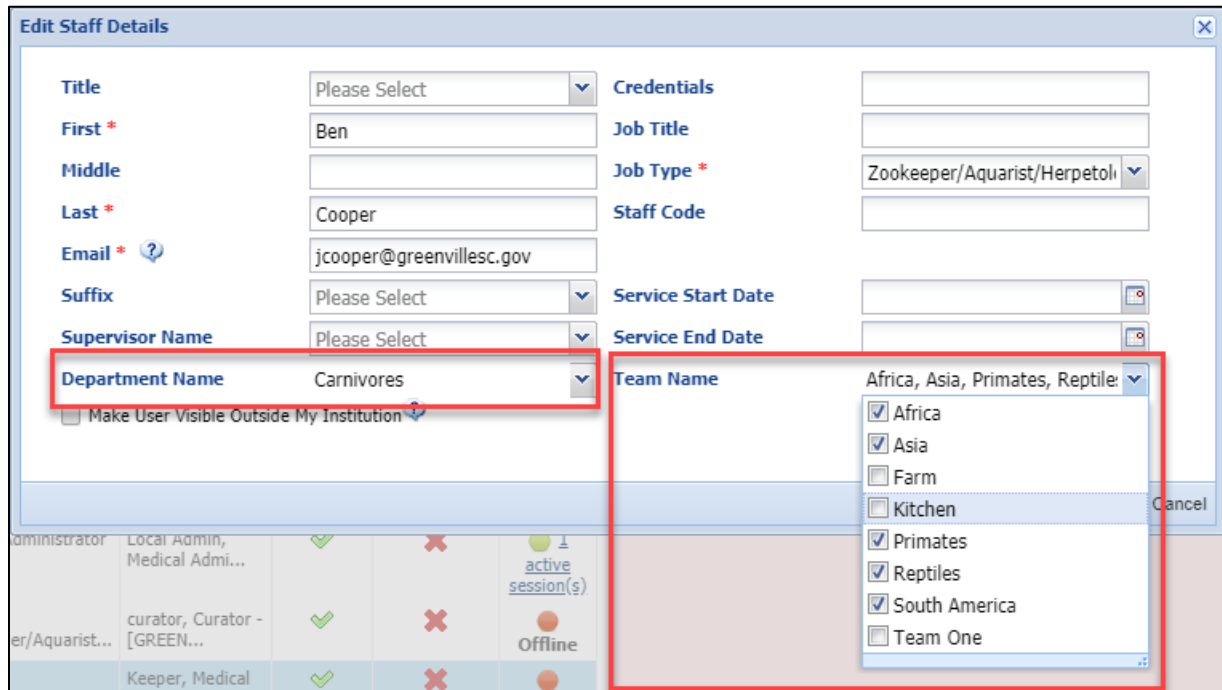
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- 1.The Team Name must be unique
- 2.Select one of the seven Team Types
- 3.To add the Team members move the desired name from the Team Member side to the Selection side by highlighting and using the arrow or double clicking on the name

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.



Administrator	Local Admin, Medical Admi...	✓	✗	1 active session(s)
er/Aquarist...	curator, Curator - [GREEN...	✓	✗	Offline
	Keeper, Medical	✓	✗	

Revised 16 October 2019

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