

## Using ZIMS to track Biofacts at your institution

[Contact Species360 Support](#)

In instances when items such as animal bones, skins, organs etc. are kept in the collection after an animals death, there are various ways to record details about these biofacts.

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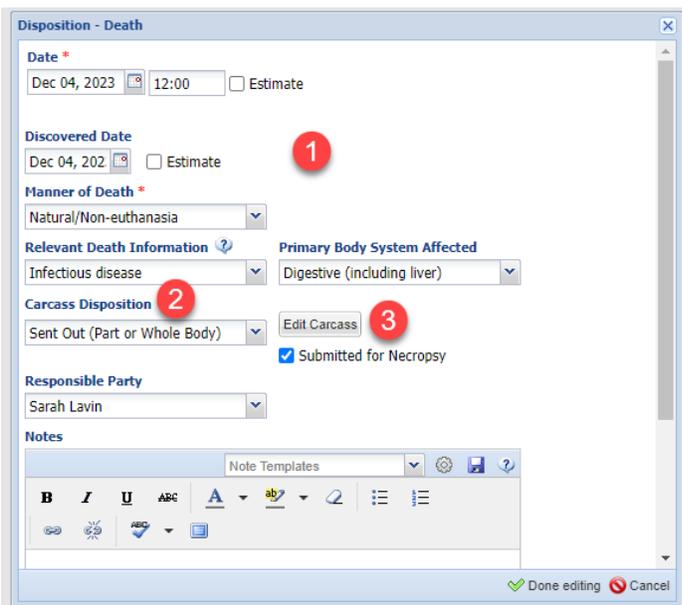
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### Transactions

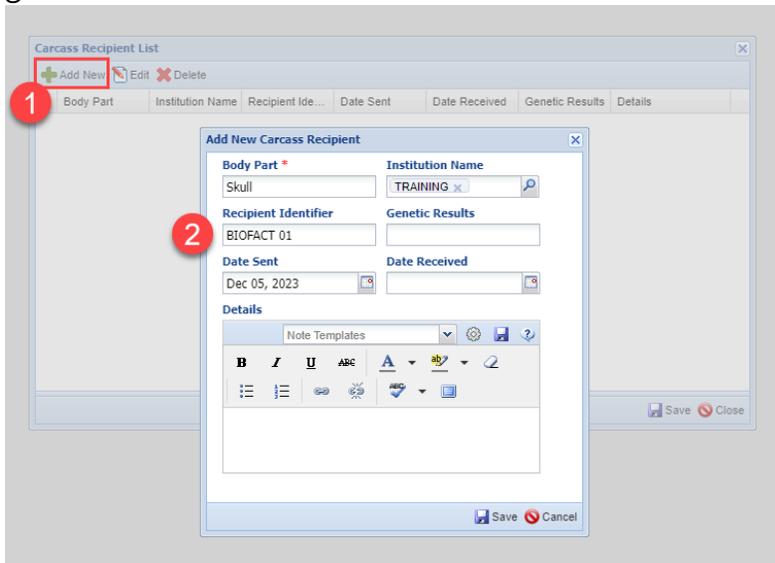
When dispositioning the animal that will become the biofact, **(1)** record the death as normal, completing any relevant information. **(2)** When selecting Carcass Disposition, select “Sent Out (Part or Whole Body)” – note, this was previously termed “Convert to Sample”, this will enable the **(3)** Edit Carcass button.



The screenshot shows the 'Disposition - Death' form with the following fields and values:

- Date \***: Dec 04, 2023, 12:00, Estimate checkbox is unchecked.
- Discovered Date**: Dec 04, 202, Estimate checkbox is unchecked. (1)
- Manner of Death \***: Natural/Non-euthanasia
- Relevant Death Information**: Infectious disease
- Primary Body System Affected**: Digestive (including liver)
- Carcass Disposition**: Sent Out (Part or Whole Body). (2)
- Edit Carcass**: Edit Carcass button. (3)
- Submitted for Necropsy**:
- Responsible Party**: Sarah Lavin
- Notes**: Includes a rich text editor with a toolbar and a 'Note Templates' dropdown.

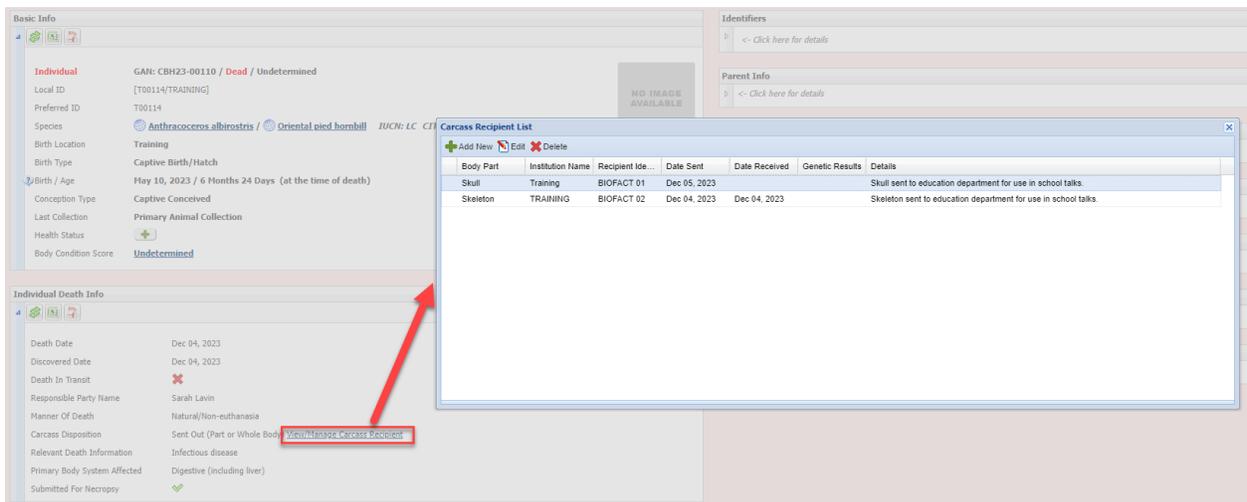
After clicking the Edit Carcass button the Carcass Recipient List will open. (1) Click 'Add New'. (2) a pop-up will load where you can record body part(s), where it was sent, identifier assigned there, genetic results, date sent and received, and additional Details.



### Individual Death Info

The individual Death Info box can be found under the Basic Info box on an animals record once a 'Disposition - Death' transaction has been recorded.

Within this box the Carcass Recipient List can be viewed and managed to track where parts of the carcass have been sent in detail.



## Identifiers

Use the Identifiers box on the animals record to record a Museum/Biofact ID, this can be done by adding a new 'Logical Identifier'. This will make the biofact easier to search from the search bar. Some animals may become multiple biofacts, if this is the case, multiple Museum/Biofact ID's can be associated with one animal record.

1. Set an effective date for the identifier
2. Select 'Museum/Biofact ID' from the Identifier Type dropdown menu
3. Set the Status to Active
4. Add the identifier used to identify the Biofact in your collection

## Enclosures

Create an Enclosure to act as place to organize/list animals that have been kept as Biofacts. See the [Add New Enclosure](#) help document for more information on creating Enclosures.

Move the deceased animal into this Enclosure through the Enclosures box on the animals record by selecting 'Record Current Enclosure' and completing the pop up box.

1. Select a move date
2. Select the Enclosure you created to manage Biofacts
3. Select a transfer reason. In this example we have selected Education/Outreach
4. Add any details about the Biofacts location in your collection

## Enclosure Occupants

Use the Enclosure Occupants tab to view which Animals have been recorded in the Biofacts enclosure. Ensure the checkboxes 'Show Historical Records' and 'Include dead and lost to follow up' are checked.

Preferred ID	Common Name	Scientific Name	Sex Type	Age	Status	Move In Date	Move Out Date	Enclosure
[T002/TRAINING]	Red panda	Ailurus fulgens	Male	19Y,5M,2D at the ti...	Dead	Mar 17, 2020		Biofacts
[T00114/TRAINING]	Oriental pied hornbill	Anthracoceros albi...	Undetermined	0Y,6M,24D at the ti...	Dead	Dec 04, 2023		Biofacts
[T0010/TRAINING]...	St Lucia amazon	Amazona versicolor	Female	6Y,11M,23D at the ...	Dead	May 09, 2022		Biofacts

This enclosure will simply act as a place to find which animals have been preserved as Biofacts and will not work to track where multiple parts/items of an animal are if they are kept in different locations, details on this are better kept in Notes/Observations.

## Notes and Observations

Use the 'Carcass Note' Note type to log any information pertaining to the biofact, this might be further details on where in the institution the parts are stored, what it is used for, notes on condition etc. Using this same Note Type will make it easier to retrieve Biofact related information on this animal at a later date through the Note Retrieval Report.

TIP! As the biofacts are just a continuation of the animals record after it's death, education teams might find it useful to explore the animals record to learn more about this animal including birth/death dates, weights, pedigree and much more information to build a story about the Biofact.

## Note Retrieval Report

Use the Note retrieval report to retrieve information on Biofacts.

The screenshot shows the 'Note Retrieval' web interface. At the top, there is a 'Run Report' button and a 'Favourite Search Filters' dropdown. A red circle with the number '4' is placed over the 'Run Report' button. Below this is a red 'NOTE' box stating: 'Recently entered data may not appear on reports for 180 seconds after it was entered.' The main form is titled 'Report Scope' and contains several sections:
 

- Entity Type \***: A dropdown menu set to 'Animal'.
- Taxonomy \* / Animal(s) \***: Two radio buttons. 'Taxonomy' is selected. Below it is a search box containing 'Aves/Birds' with a magnifying glass icon. A red circle with the number '1' is placed over this search box.
- Include Taxon Below**: A checked checkbox.
- Report Start Date \***: A date picker set to 'Nov 11, 2023'.
- Report End Date \***: A date picker set to 'Dec 11, 2023'. A red circle with the number '2' is placed over this date.
- Search For Text String (Within Selected Notes)**: Two input fields with 'AND' and 'OR' radio buttons between them.
- Keyword**: An empty input field.
- Note Types / Note Sub Types (Will Show All By Default)**: A dropdown menu set to 'Animal Care> Carcass Note (NR)' and an 'Unselect All' button. A red circle with the number '3' is placed over this dropdown.
- Group By**: A dropdown menu set to 'Please Select'.
- Include Provisional Data**: An unchecked checkbox.

1. Select the Taxonomy or Specific Animals you want to retrieve biofact information for.
2. Select the start and end date for the report. Only notes made between these dates will display.
3. Select Carcass Note (NR) as the Note Type.
4. Click 'Run Report'.

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