



# 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.

## Topics

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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.







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.

Body Part In	stitution Name Recipient	Ide Date S	ent Dat	e Received	Genetic Results	Details
	Add New Carcas	s Recipient			×	
	Body Part *		Institution	Name		
	Skull		TRAINING	×	2	
	Recipient Ide	entifier	Genetic Re	sults	_	
	BIOFACT 01					
	Date Sent	_	Date Receiv	ved		
	Dec 05, 2023	3 🛄			L <sup>a</sup>	
	Details			~ -		
	N	ote Templates	~	· 🚳 📕	3	
	B I	<u>U</u> ABC	<u>A</u> - 🌌	• 🥝		
	IE IE	କେ କ୍ଷି	🥙 🕶 🔲	1		
						🚽 Save 🚫 Clo

## 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.

							- 1 - 110			
Bas	sic Info						Identifiers			
4	Ø 🛤 🕇						Click here for a second sec	or details		
	Individual	GAN: CBH23-00110 / Dead / Undetermined					Parent Info			
	Local ID	[T00114/TRAINING]					Click here for	r details		
	Preferred ID	T00114								
	Species	Anthracoceros albirostris / Oriental pied hornbill IUCN: LC CI	Carcass Recipient L	ist						×
	Birth Location	Training	🕂 Add New 🔪 Ed	it 💢 Delete						
	Birth Type	Captive Birth/Hatch	Body Part	Institution Name	Recipient Ide	Date Sent	Date Received	Genetic Results	Details	
	3) Birth / Age	May 10, 2023 / 6 Months 24 Days (at the time of death)	Skull	Training	BIOFACT 01	Dec 05, 2023			Skull sent to education department for use in school talks.	
	Conception Type	Captive Conceived	Skeleton	TRAINING	BIOFACT 02	Dec 04, 2023	Dec 04, 2023		Skeleton sent to education department for use in school talks.	
	Last Collection	Primary Animal Collection								
	Health Status	+								
	Body Condition Score	Undetermined								
Ind	lividual Death Info									
4	2 1 2	7								
	Death Date	Dec 04, 2023								
	Discovered Date	Dec 04, 2023								
	Death In Transit	×								
	Responsible Party Name	Sarah Lavin								
	Manner Of Death	Natural/Non-euthanasia								
	Carcass Disposition	Sent Out (Part or Whole Body View/Manage Carcass Recipient								
	Relevant Death Information	n Infectious disease								
	Primary Body System Affect	ted Digestive (including liver)								
	Submitted For Necropsy	×								





## 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.

Add Logical Identifier	2
Effective Date *	Identifier Type *
Jan/04/2024	Museum/Biofact ID
Status *	Identifier *
Active	BIOFACT 01
Preferred Identifier      Details	Pre-existing Identifier
Note T	Templates 🗸 🛞 🛃 🕐
B Z ∐ AFC <u>A</u> ▼ <sup>8</sup> 2	2 - Q   ⊞  ≣   ∞ ∞
	🚽 Save 🚽 Save & Repeat 🚫 Cancel

 Set an effective date for the identifier
 Select 'Museum/Biofact ID' from the Identifier Type dropdown menu
 Set the Status to Active
 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 <u>Add New Enclosure</u> 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.





×	
	<ol> <li>Select a move date</li> <li>Select the Enclosure you created to manage Biofacts</li> <li>Select a transfer reason. In this example we have selected</li> <li>Education/Outreach</li> <li>Add any details about the Biofacts location in your collection</li> </ol>
(an)	cel

## **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.

Enclosure Tree View B	liofacts 🗵							
Details More Details	Occupants ?							
Search Form								8
Animal ID	Search local	animals	🔎 🗹 Sh	ow Historical Records				
Taxonomy	Search Taxor	nomy	🔎 🗹 Inc	clude dead and lost to fo	llow up			
Date In Range	From Date	To Date		clude Sub Enclosure				
Date Out Range	From Date	To Date						
Clear Filter								🔍 Search 💢 Cancel
🈂 📓 🏆 📲 Simpl	le Batch Action							
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
Clear Filter Clear Filter Preferred ID T002/TRAINING] T00114/TRAINING] T0010/TRAINING]	le Batch Action Common Name Red panda Oriental pied hornbill St Lucia amazon	Scientific Name Ailurus fulgens Anthracoceros albi Amazona versicolor	Sex Type Male Undetermined Female	Age 19Y,5M,2D at the ti 0Y,6M,24D at the ti 6Y,11M,23D at the	Status Dead Dead Dead	Move In Date Mar 17, 2020 Dec 04, 2023 May 09, 2022	Move Out Date	© Search Cance Enclosure A Biofacts Biofacts 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.

ote Date	Dec 04, 2023	•
eywords 🔇 🖓		
elected Note ypes/Subtypes *	Animal Care> Carcass Note (NR)	*
ote Types/Subtypes		VINSelect All
ote		
	🔮 Note Templates	🔺 🎯 📕 🤣
B I ∐ AB€	A • 👻 • 2 🗄 🗄 📾 🔅 🖤 •	
BIOFACT 03 taken off s	ite for a school visit.	

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.

te Retrieva	
<u> </u>	
un Report	Favourite Search Filters 🛛 😵 🚽 🖓
TE: Recently	entered data may not appear on reports for 180 seconds after it was entered.
Report Scop	e
Entity Type	*
Animal	~
Тахон	
Aves/Bird	s x
Z Include	Taxon Below
Include	Taxon Below
🛃 Include	Taxon Below
Include     Report Sta	Taxon Below
Report Sta	rt Date * Report End Date * 2
Report State	e Taxon Below rt Date * Report End Date * 2 23  Dec 11, 2023
Report Sta Nov 11, 20 Search For	e Taxon Below rt Date * Report End Date * 2 23  Dec 11, 2023  Text String (Within Selected Notes)
Report Sta Nov 11, 20 Search For	Taxon Below T Date * Report End Date * 2 Dec 11, 2023  Text String (Within Selected Notes) AND OR
Include     Report Sta     Nov 11, 20     Search For     Keyword	Taxon Below The arrow and a second and a se
Include     Report Sta     Nov 11, 20     Search For     Keyword	Taxon Below The Report End Date * 2 Dec 11, 2023  Dec 11, 2023  AND OR
Report Sta Nov 11, 20 Search For Keyword	Taxon Below Totate * Report End Date * 2 Dec 11, 2023  Dec 11, 2023  AND OR
Report Sta Nov 11, 20 Search For Keyword	e Taxon Below rt Date * Report End Date * 2 123 Dec 11, 2023 2 Text String (Within Selected Notes) (a) AND OR (b) AND OR (c) Note Sub Types (Will Show All By Default)
Report Sta Nov 11, 20 Search For Keyword Note Type Animal Ca	e Taxon Below  rt Date * Report End Date * 2 123  Dec 11, 2023  Text String (Within Selected Notes)  AND OR  s / Note Sub Types (Will Show All By Default) e> Carcass Note (NR) Unselect All
Include     Report Sta     Nov 11, 20     Search For     Keyword     Note Type     Animal Ca     Group By	er Taxon Below rt Date * Report End Date * 2 23 Dec 11, 2023 2 Text String (Within Selected Notes) (a) AND OR (b) AND OR (c) AND OR
Include     Include     Report Sta     Nov 11, 20     Search For     Keyword     Note Type     Animal Ca     Group By	e Taxon Below rt Date * Report End Date * 2 23 Dec 11, 2023 2 Text String (Within Selected Notes) ( AND OR s / Note Sub Types (Will Show All By Default) e> Carcass Note (NR) Unselect All

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

Revised 5 January 2024