

Global information serving conservation.



## HOW TO LIMIT ACCESS TO ZIMS BY IP ADDRESS

Advanced security in ZIMS Contact SPECIES360 Support

In addition to limiting ZIMS access by Roles, you can also limit access to ZIMS by the Internet Protocol (IP) address. This assures that ZIMS is only available to a User from one or more specific locations. You can limit IP address access from Institution Preferences or from within the Staff ZIMS Login Details screen.

## **Institution Preferences**

To limit using Institution Preferences go to Start > Institution > Institution Preferences > ZIMS Accessibility & Features. At the bottom of the screen is "Limit Access by IP Address". Check the box and select Actions > Add New.

۲	Institution Prefere	nces			Departments
ZI	M5 Accessibility an	d Features			
	Back 📙 Save & Ap	oply For All Users			
b v si si v	etween institutions, iewing the medical h hedical records share haring chosen by each hare. Species360 sup iew, never edit, the h Session Settings Force single se	allowing both for sh istory of an animal ed/viewed is control ch institution; you w ports 3 different lev istorical medical reco	aring information once it has mov led by the minin ill never see mo els of record sha ords.	n prior to confirming a ed to another institutio mum common level of re record types than yo ring. The receiving inst	transaction and n. The types of medical record u are willing to tution can only
	Limit Access B	y IP Number			
i				2	Actions -
	Scope	Туре	Subnet IP	Subnet Mask 🖷	Add New
					Edit Selected
2					Delete Selected
-	4				Þ

Select Single IP. If you select Range IP a Subnet Mask field is activated. You will need to work with your IT staff to properly use this field. It is Highly recommended that you do NOT apply this IP limitation to All. You run the risk of actually locking yourself out.

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Instead, use the Select User dropdown to select what staff you want this applied to. The Description is free text and can be what you want. Perhaps you have different IP addresses for various locations if your facility is large. Or, you may want to give access from someone's home in addition to the institution. Make sure you check the Active box

Access Rule		
Single IP Range IP		
All 💿 Select User		
Select one or more users		
Adrienne Miller, Bugs Miller 🛛 👻		
Subnet IP *		
107 . 200 . 8 . 87		
Description *		
Quarantine Facility		
Active		
🚽 Save 🚫 Cancel		

# From within the Staff Member

To assign an IP address from with the Staff grid, select the staff member > View/Edit ZIMS Login Details. The field is at the bottom and functions just like the field found in Institution Preferences.

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Provisional						
Read Only (Species3	60)					
Regional Association (Species360)						
Ponistrar [GDEENIV	1001	<b>•</b>			100	
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#### At the bottom of the screen you can:

1. Force single session so the User can be logged into ZIMS at only one computer at a time. 2. Limit Access by IP Number should you want to restrict ZIMS access to only limited computers such as at work.

3.Don't forget to Save.

When limiting by IP address you must remember to check the Active box. Otherwise the IP limitation will not be activated.

	Access Rule			
r	Single IP Range IP			
ic P	Subnet IP * 123 .567 .899 .123 Description *			
ſ	✓ Active			
i	Save 🚫 Cancel			

### Revised 3 October 2019

\* Species360 Organizational name change added on 07/18/2016

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