

Oops! I Did It Again!

Correcting Data Entry Errors in ZIMS

ZIMS offers many solutions for correcting data entry errors in addition to editing or deleting the entry within the record.

Oops! Moment One (Undo Accession Transaction):

You just accessioned a lorikeet found at your front gate yesterday. You select Save and are about to view the record when you realize you used today as the accession date not yesterday. You select “Undo Accession Transaction”. The accession screen appears with the information you recorded. You correct the date, Save and then view the record to add the identifier.

Oops! Moment Two (Undo Your Changes):

You are adding an identifier to the lorikeet record and record a band with numbers 123 on the left leg. After Saving you realize this band belongs to a different bird as you were looking at the wrong paperwork. You select Undo Your Changes and the identifier is not saved. For most actions you have thirty seconds to select to undo that action after you Save.

Oops! Moment Three (Transaction Monitoring Roll Back):

You have an Animal List for your Aviary birds. A keeper is training to record Notes using these Animal Lists. She comes to you upset that she used the wrong list to record a Note, resulting in the Note being in multiple records incorrectly. You use Transaction Monitoring to look up the entry and then Undo Selected to remove the Note from all the records in one step. There is no time limit for rolling back a record using Transaction Monitoring.



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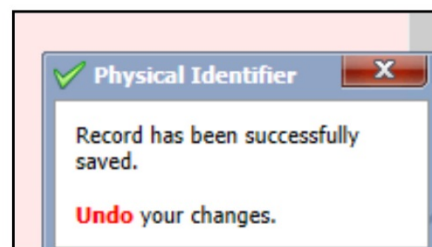
Accession has been successfully completed.

New animal has been successfully accessioned. GAN: [PLT14-00670/Rainbow lorikeet/Trichoglossus haematodus haematodus](#)

[View Animal Details](#) [Undo Accession Transaction](#) [Close](#)

After you save an accession you have the option to select “Undo Accession Transaction”. This will reopen the accession screen to make any changes you need to, including deleting the entire accession.

You have 30 seconds to Undo Your changes for almost every action after you select Save.



Refresh	Undo Selected		Date Time	ZIMS User	Record Type	Details	Rolled Back
			Jul 01, 2014 14:22	Kendra Keeper	Animal Batch Transaction...	Added Animal Note/Attachment record for 9 Animal(s): PLT14-00671 , MIG12-30074706 , MIG12-29134253 , PLT12-00154 , MIG12-29344586 , MIG12-298588 , 44 , PLT13-00547 , 9563711 , 6648617	
			Jul 01, 2014 14:10	Adrienne Miller	ZIMS User	Edited ZIMS User record for Institution: AUDUBON	
			Jul 01, 2014 14:09	Adrienne Miller	Institution Staff	Added Institution Staff record for Institution: AUDUBON	
			Jul 01, 2014 14:07	Adrienne Miller	Animal Batch Transaction...	Added Animal Note/Attachment record for 2 Animal(s): MIG12-10189752 , MIG12-10189754	
			Jul 01, 2014 13:45	Adrienne Miller	Animal Physical Identifiers	Added Physical Identifier record for Animal: PLT14-00671	Jul 01, 2014 13:45 Adrienne Miller
			Jul 01, 2014 13:43	Adrienne Miller	Appeared	Added Accession/Appeared Animal: PLT14-00671	

By selecting “Undo Selected” in Transaction Monitoring you can chose to Roll Back any incorrect entries. Rolling Back an action will delete it from the record. You can even Roll Back transactions such as Accessions and Dispositions should they have been entered in error.



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