

**Q: How can  
I help my staff  
find the right  
animals faster?**



## **A: Use animal lists!**

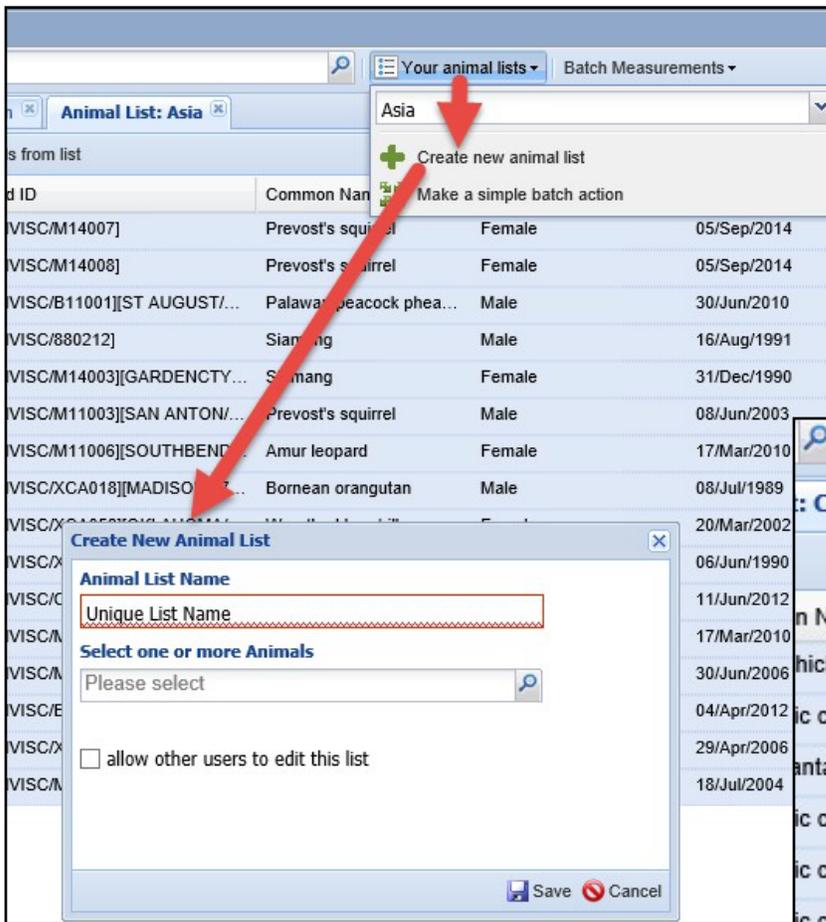
You can create lists of your animals to help your staff find which one(s) they are looking for quicker. There are no rules for how you create a list. Animals can be on multiple lists at the same time. Some ideas for creating lists are:

- Create lists of enclosure occupants. This can help your Veterinary staff know who they need to get feacals from.
- Create lists by species. Often Curators are responsible for specific species. These species may be held throughout your institution. Species specific lists help them find what animals they oversee.
- Create lists by assignments. Your keeper staff is often responsible for a variety of species. Creating a list by these assignments helps them quickly find only the animals they are responsible for.
- Create lists by Collection. If you use Collections to identify your reason for having an animal you can create a list by Collection. For example, your Education staff could then find all the animals in the Education Collection.

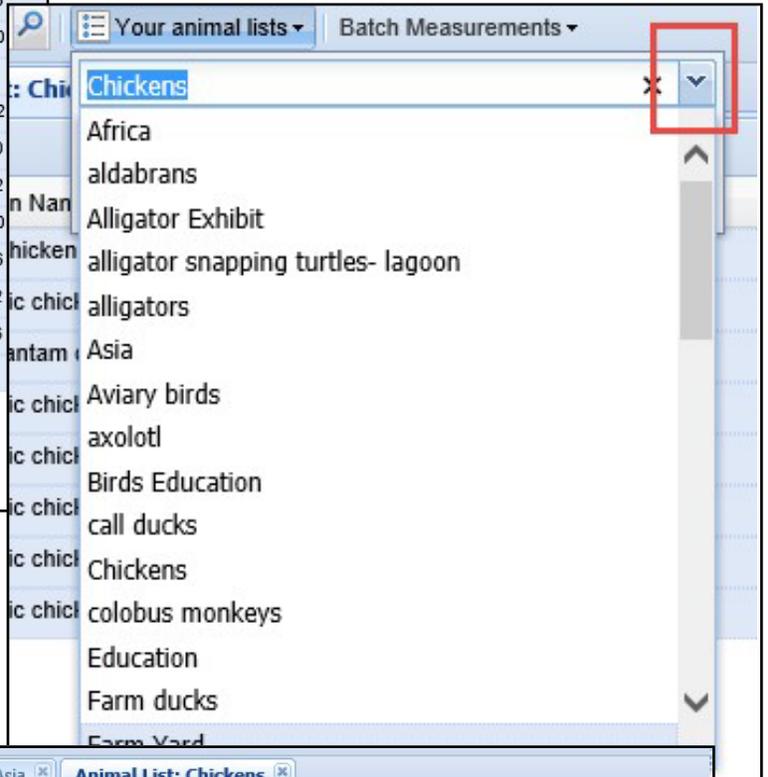
*Many thanks to Fiona Cameron from Taronga Western Plains Zoo who submitted this tip!*

**ZIPPING THROUGH ZIMS!**

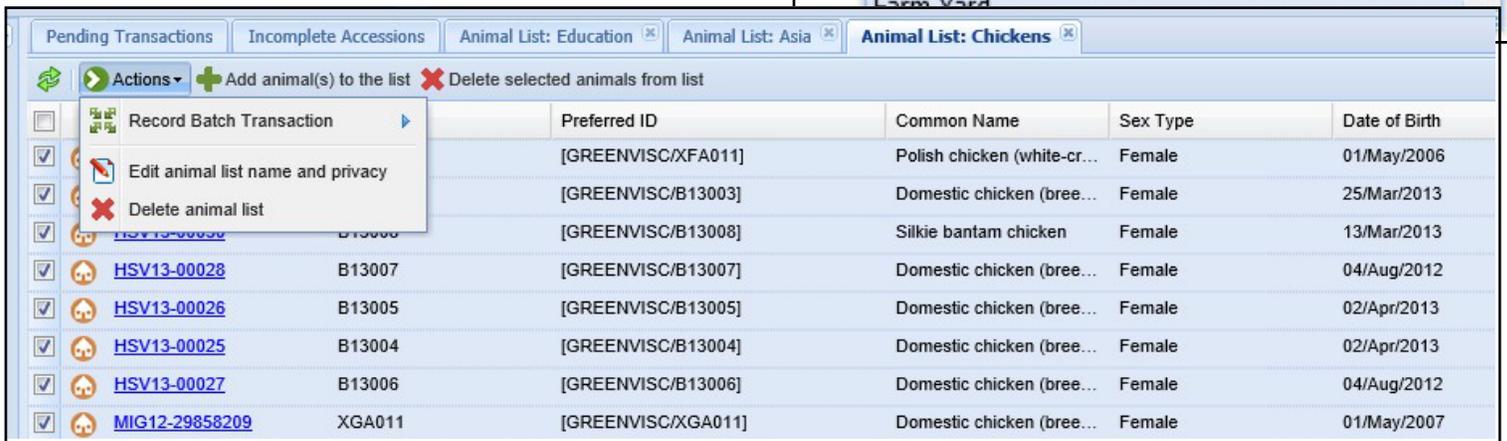




◀ **Animals Module** > **Your Animal Lists** > **Create New Animal List**. The name of your Animal List must be unique within your facility. All Users with access can use all lists created but they cannot edit those lists created by others unless the “Allow Other Users to Edit This List” box is checked.



Once created your Animal Lists will appear in the ► drop down where they can be selected.



▲ Once the Animal List is selected you can chose to perform an action on the entire list, limit the list by unchecking the left hand boxes, or select a single animal by using the hyperlink. This is also where you would manage your lists by adding or deleting animals, changing the name and privacy, or deleting the entire list.

## ZIPPING THROUGH ZIMS!