

## Enclosures-Managing the Tree

The Enclosure Tree visualizes the enclosures within your institution, which allows you to see how they are organized and easily reorganize.

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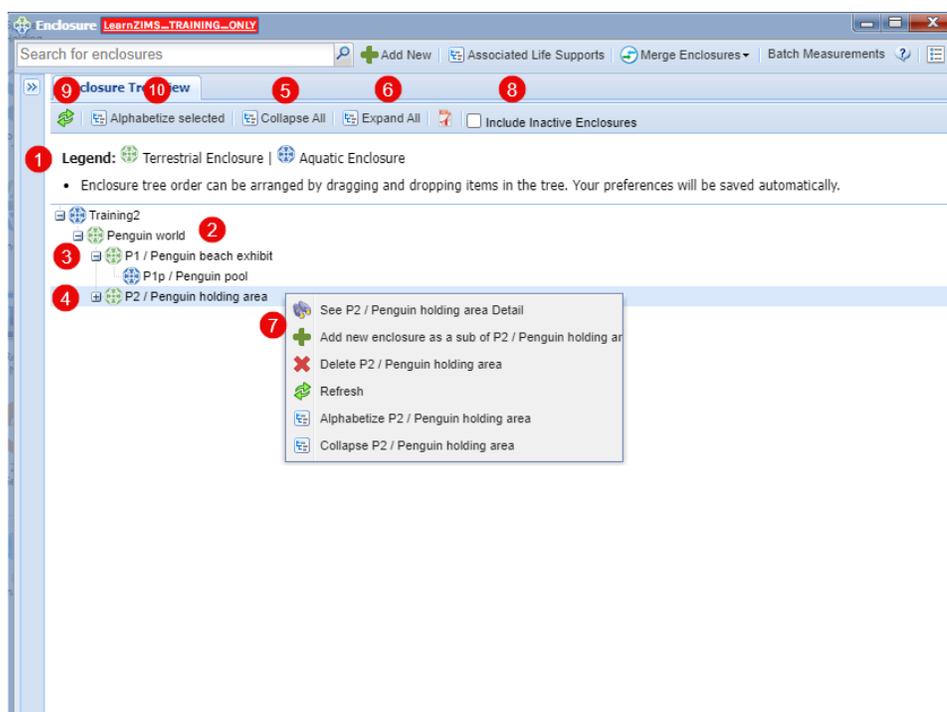
### Topics

[Locating and Navigating the Enclosure Tree](#)

[Reorganizing Enclosures & Maximizing Data Retrieval](#)

### Locating and Navigating the Enclosure Tree

The Enclosure Tree opens as default when you open the enclosure module and will stay present when you open and close enclosure records.



1. Enclosures will appear as blue or green depending on whether they are aquatic or terrestrial enclosures.
2. Enclosures will display with their name followed by their identifier, e.g. P1 / Penguin beach exhibit
3. You can collapse enclosure groups by clicking on the - icon
4. You can expand enclosure groups by clicking on the + icon
5. You can collapse all enclosure groups within the tree

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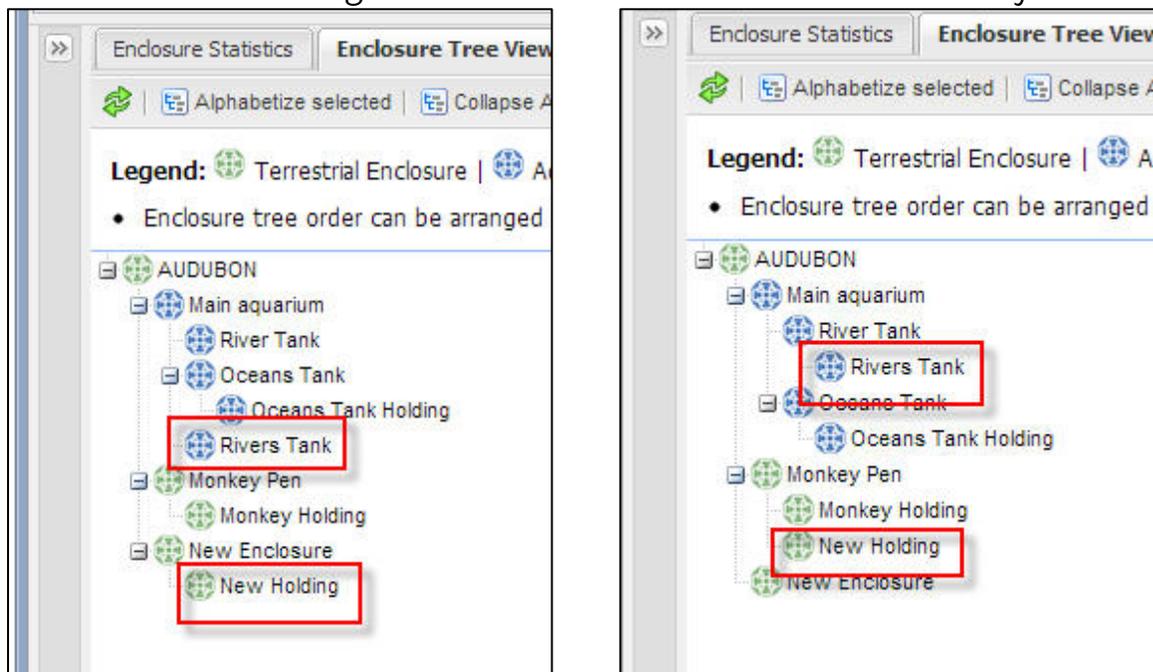
6. You can expand all enclosure groups within the tree
7. Right clicking on an enclosure will bring up a menu of options for that enclosure
8. You can choose to view enclosures you have previously made 'inactive'
9. Refresh the list to show any changes you have recently made
10. Alphabetize the list of enclosures – select an enclosure to alphabetize, and all enclosures within will alphabetize (e.g. selecting 'Aquatics' enclosure will alphabetize AQ1 and AQ2 only)
11. Export the Enclosure Tree to PDF

[Back to Topics](#)

### Reorganizing Enclosures & Maximizing Data Retrieval

The organization of enclosures is important for data retrieval. In many reports, you have the option to run for a specific enclosure and include sub-enclosures. This means you can use enclosure groups to run reports for specific areas or teams, depending on how you wish to set out your list.

To reorganize enclosures, simply left click, drag and drop an enclosure into a new position. Here we have moved 'Rivers Tank' from under the 'Main Aquarium' to under 'River Tank', and moved 'New Holding' from under 'New Enclosure' to under 'Monkey Pen'.

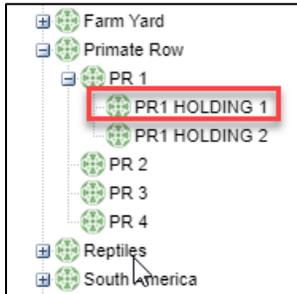


This means when you now run a report using 'Monkey Pen' as the enclosure and include sub-enclosures, you will also report on information recorded on the 'Monkey Pen', 'Monkey Holding' and 'New Holding' enclosures, whereas previously it would only have included 'Monkey Pen' and 'Monkey Holding'.

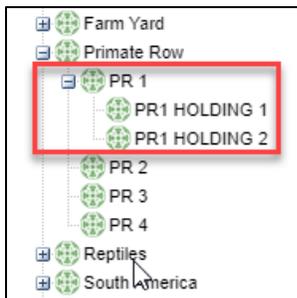
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*Note: This is NOT the same action as physically moving an enclosure within your facility. If you have physically moved an enclosure (e.g. moved a tank from the Aquarium to the Bird House) you will need to move it within the enclosure record (see [Moving Enclosures](#)) to capture a history of moves.*

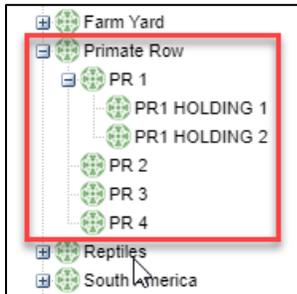
In another example, if we wanted to find animals in PR1 HOLDING 1 we could select just that one enclosure and our results would include only occupants of PR1 HOLDING 1.



However, if we wanted results for both holding areas and the exhibit, we could select to search by PR1 including sub-enclosures. The results would return all animals in PR1, PR1 HOLDING 1 and PR1 HOLDING 2.



We could even go up another level and select Primate Row including sub-enclosures. This would return results for Primate Row plus all enclosures listed as sub-enclosures under it.



[Back to Topics](#)

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