

Enclosures- Adding Notes and Observations and Searching

This guide helps you add and find specific notes or observations recorded on an enclosure.

[Contact SPECIES360 Support](#)

Topics

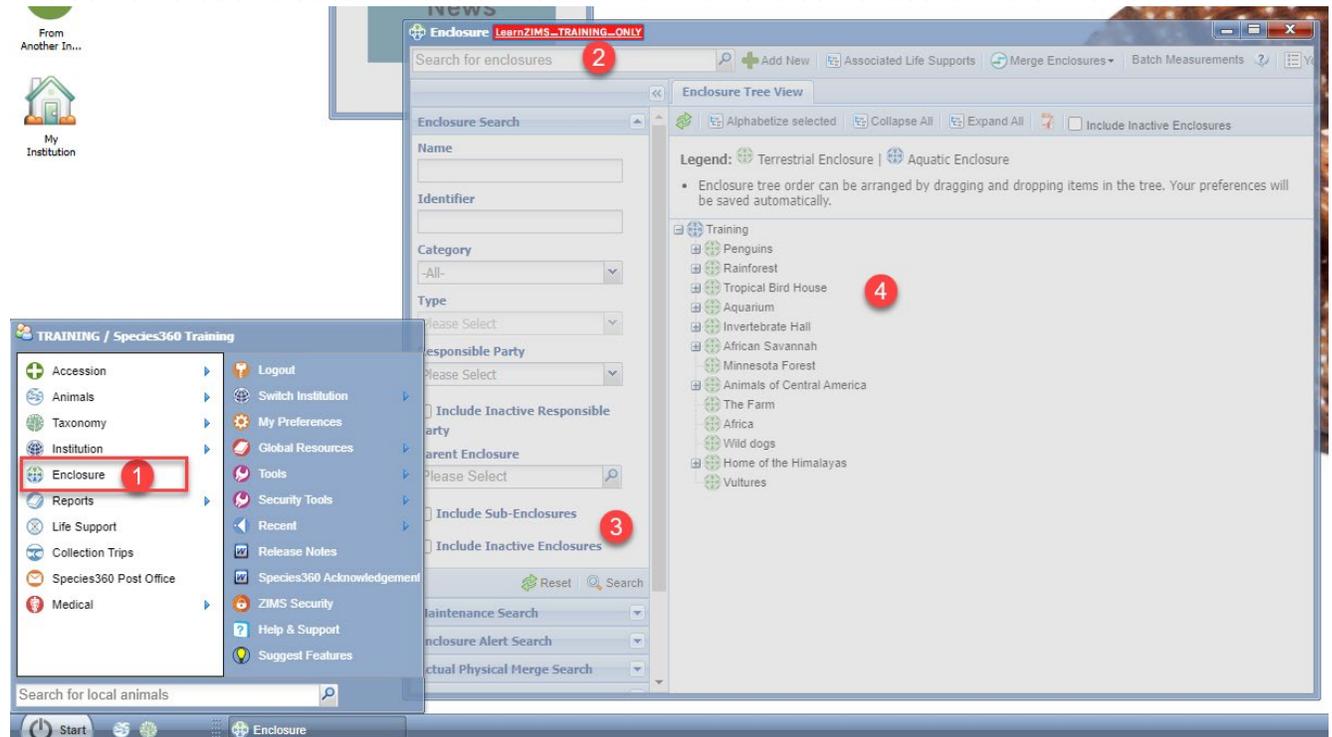
[Adding Enclosure Notes and Observations](#)

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Adding Notes and Observations

Enclosure Notes and Observations are found within an enclosure record in the Enclosure module.



1) Open the Enclosure module by clicking Start > Enclosure

Search for and open an existing enclosures by either:

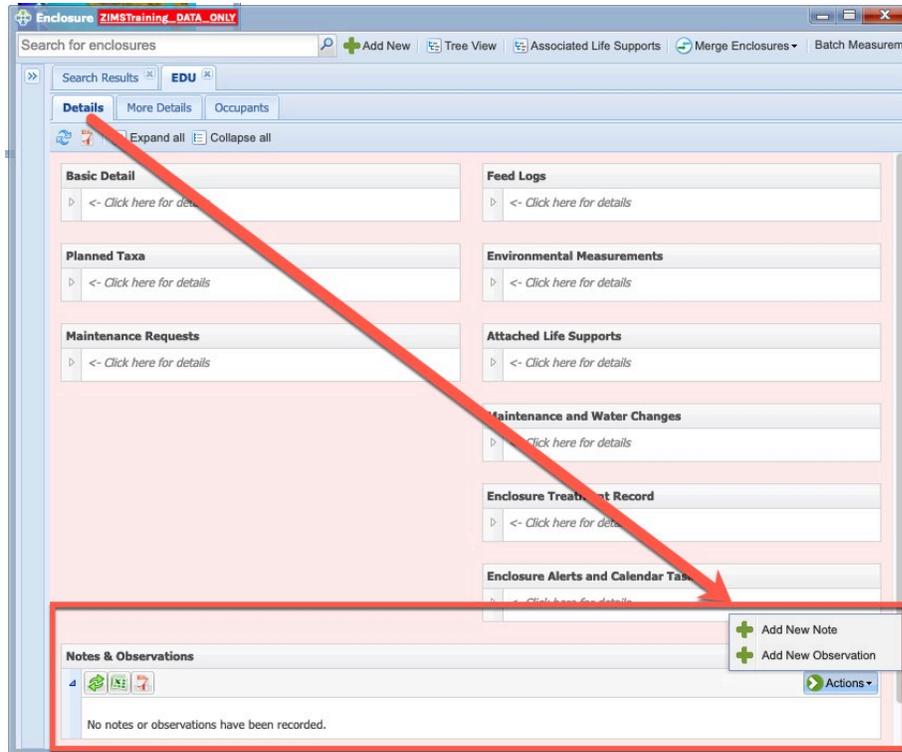
2) Typing the enclosure name into the search box and selecting the enclosure from the list

3) Using the [Enclosure Search](#) to bring up a list of results and double clicking to open the selected enclosure

4) Double clicking on the selected enclosure in the [Enclosure Tree](#)

Enclosure Notes and Observations are found in the Notes & Observations grid at the bottom of the Details tab of the enclosure record. To add a new Note or Observation, click on the Actions button,

then Add New Note or Add New Observation.



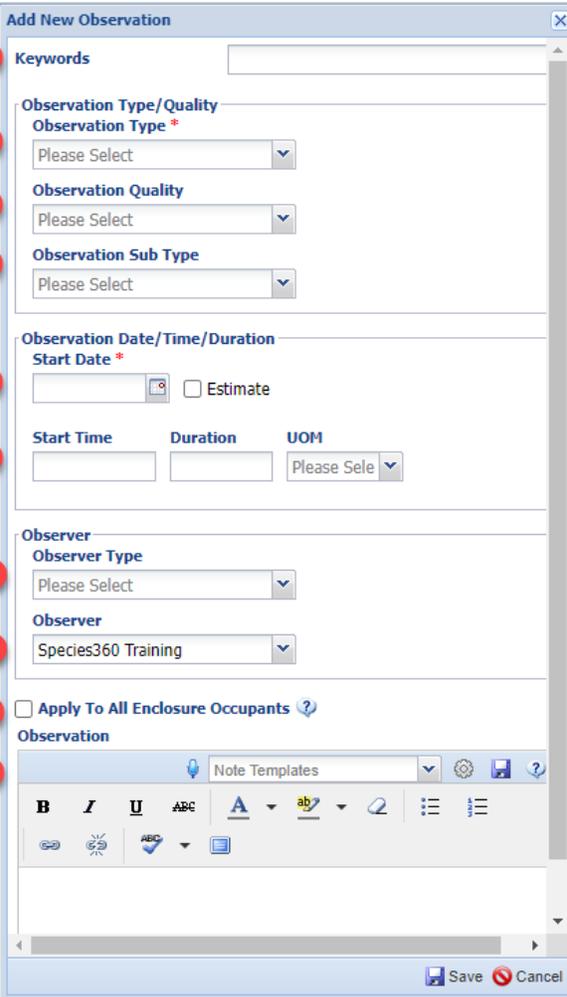
Enclosure Notes and Observations mirror the data entry boxes for Animal Notes and Observations, but have different Note Types & Subtypes which are relevant to Animals.

Enclosure Notes

- 1) **Note Date:** The date of the event.
- 2) **Keyword:** Any keywords associated with the event.
- 3) **Note Type:** Choose from a pre-determined list of note types, including Husbandry, Aquatic, Infrastructure etc.
- 4) **Note Sub Type:** Choose from a pre-determined list of note sub-types. The list of sub-types will depend on the note type chosen.
- 5) **Apply To All Enclosure Occupants:** If ticked, your note will also be applied to the Animal Notes & Observations tab for any animals within the enclosure.
- 6) **Note:** The main body of text for the event.

It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.

Enclosure Observations



The screenshot shows the 'Add New Observation' form with the following fields and callouts:

- 1) Keywords
- 2) Observation Type/Quality - Observation Type *
- 3) Observation Quality
- 4) Observation Sub Type
- 5) Observation Date/Time/Duration - Start Date *
- 6) Start Time, Duration, UOM
- 7) Observer - Observer Type
- 8) Observer
- 9) Apply To All Enclosure Occupants ?
- 10) Observation (text area)

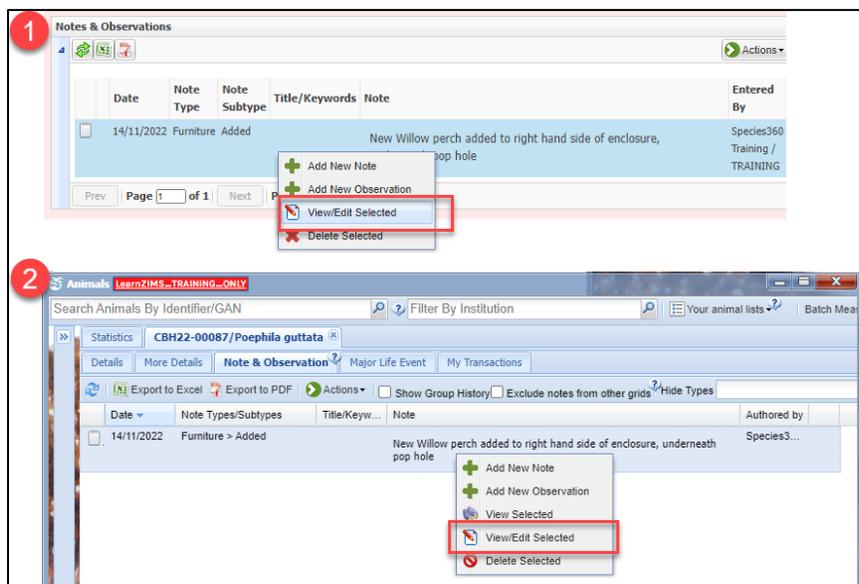
- 1) **Keyword:** Any keywords associated with the event.
- 2) **Observation Type:** Choose from a pre-determined list of observation types, including Husbandry, Aquatic, Infrastructure etc.
- 3) **Observation Quality:** Choose the quality of observation (e.g. excellent, good, fair, poor)
- 4) **Observation Sub Type:** Choose from a pre-determined list of observation sub-types. The list of sub-types will depend on the note type chosen.
- 5) **Start Date:** the date when the event started (additional option to record this date as an estimate).
- 6) **Start Time, Duration, UOM:** Record the time the observation started, and the duration of the event including unit of measure.
- 7) **Observer Type:** The job role of the observer.
- 8) **Observer:** Who was observing the event - choose from a list of staff in your institution.
- 9) **Apply To All Enclosure Occupants:** If ticked, your Observation will also be applied to the Animal Notes & Observations tab for any animals within the enclosure.
- 10) **Observation:** The main body of text for the event.

Editing Enclosure Notes and Observations Applied to Occupants

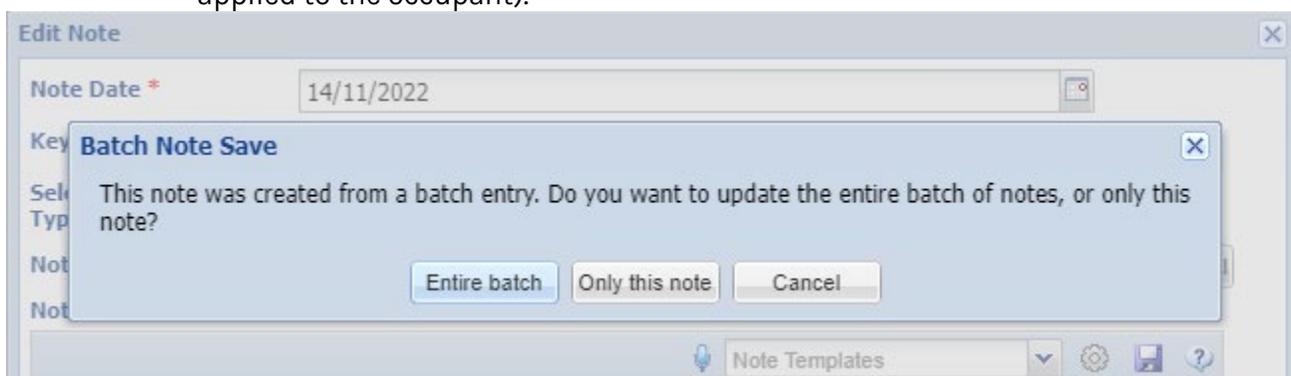
When enclosure Notes or Observations are 'Applied to All Enclosure Occupants', they are linked together within a batch. This means any one of the Notes/Observations within the batch can be edited to change all of them.

To edit

- 1) Right click on the enclosure (1) or animal (2) Note/Observation and select 'View/Edit Selected'.



- 2) Make your edit and then click 'Save'.
- 3) You will be given the option to edit:
 - a. **The entire batch** - this will save the same edit to the enclosure Note/Observation and all occupant Notes/Observations within the batch
 - b. **Only this note** - this will edit only the Note/Observation you have selected to edit (whether that was the enclosure Note/Observation, or one of the Notes/Observations applied to the occupant).



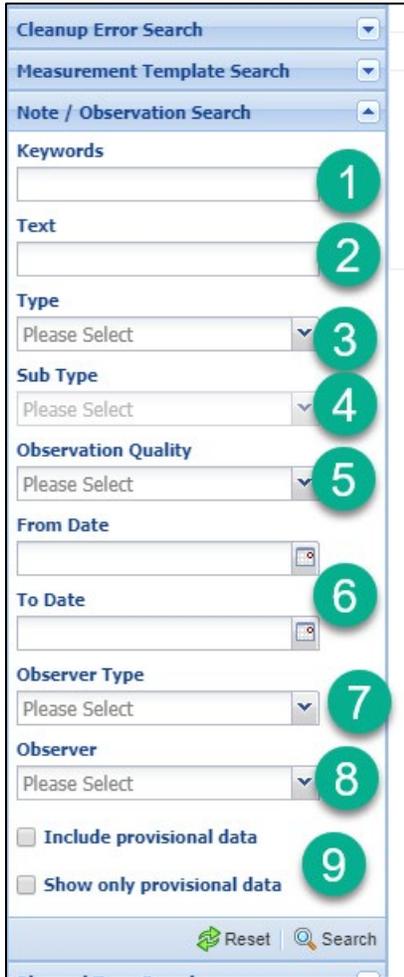
If you choose to edit 'Only this note', the edited note will split from the enclosure batch.

E.g.,

- You added an enclosure note and applied the note to all occupants (occupant 1, occupant 2 and occupant 3)
- You edited the note on occupant 1 and selected 'only this note'
- The original enclosure note is still stored on the enclosure and on occupants 2 and 3, but occupant 1 now has the newer, edited note.

Searching for Enclosure Notes and Observations

The Enclosure Notes and Observations search is found within the Enclosure module in the left-hand expandable search box.



The screenshot shows a search interface with the following fields and callouts:

- 1. Keywords: A text input field.
- 2. Text: A text input field.
- 3. Type: A dropdown menu with 'Please Select'.
- 4. Sub Type: A dropdown menu with 'Please Select'.
- 5. Observation Quality: A dropdown menu with 'Please Select'.
- 6. From Date: A date input field.
- 7. To Date: A date input field.
- 8. Observer Type: A dropdown menu with 'Please Select'.
- 9. Observer: A dropdown menu with 'Please Select'.

At the bottom of the form are two checkboxes: 'Include provisional data' and 'Show only provisional data', and two buttons: 'Reset' and 'Search'.

1. Keywords - Any words recorded in the Keyword free text box
2. Text - One or more words entered into the Note/Observation free text box. If more than one word is entered it will only find exact matches. For example - if you entered "pump was cleaned" in the text box but searched for "pump cleaned", the search will not find this entry.
3. Type - The Type of Note/Observation selected.
4. Sub Type - The Sub Type of Note/Observation selected. This is filtered by the Type; you cannot select Sub Type until Type has been entered.
5. Observation Quality - The Quality that was recorded for the Note/Observation. This is available only for Observations.
6. From Date - The earliest possible date of the Note/Observation you are searching for. To Date - The last possible date of the Note/Observation you are searching for.
7. Observer Type - What was selected in the data standard list of types of staff members. This is available only for Observations.
8. Observer - The staff member's name who made the observation. This is sourced from your staff list. If Visitor was selected for Observer Type, this is a free text field.
9. Options to include Provisional data.

The results grids columns can be customized by select the down arrow to the right of any column. The column order can be changed by dragging and dropping.

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