

Adding and Searching for Local Institutions

[Contact Species360 Support](#)

When working with an institution that is not currently in the ZIMS Global database, you are able to add a new Local institution for use for transactions with a non-Species360 institution or when sending samples in ZIMS Medical to an external laboratory that is not currently recorded in ZIMS. Any Local institution you create will only be visible to you. If several institutions add the same institution, it may be promoted to the Global institution list for all to use. It is advised that you first search the global Institution list to be sure the institution you are looking for isn't already added via an alternate or older name; many times the organization has already been recorded by Species360 in the ZIMS global database.

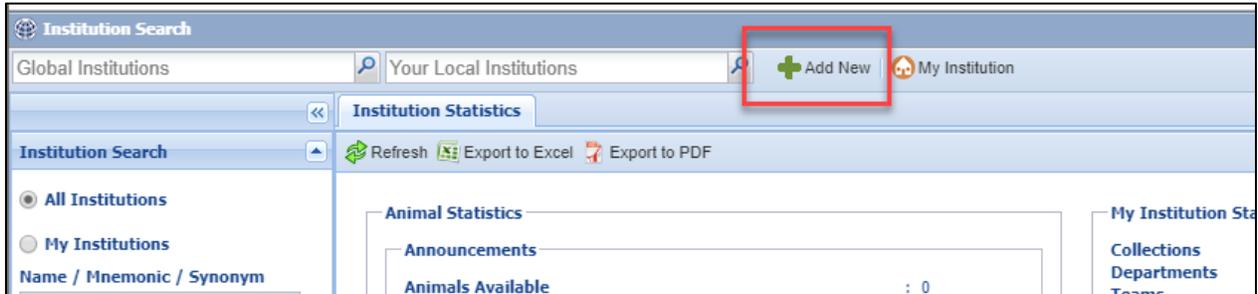
When you search, if you do not find the institution by its name, we suggest opening up the search in case it is spelled differently. Select All Institutions, Country and State. You can then review the results list before creating a new Local Institution.

The screenshot shows the 'Institution Search' interface. On the left, there are search filters: 'All Institutions' (selected), 'My Institutions', 'Name / Mnemonic / Synonym' (text input), 'Category' (dropdown), 'Type' (dropdown), 'Country' (dropdown set to 'United Kingdom'), 'State/Province' (dropdown set to 'Buckinghamshire'), 'Species360 Institution Code' (text input), and 'Show' (radio buttons for 'All Institutions', 'Extinct Institutions Only', and 'Active Institutions Only'). On the right, there is a table of search results with columns for Institution Name, Mnemonic, and Country.

Institution Name	Mnemonic	Country
Burnham Beeches	BURNBEECH	United Kingdom
Christopher Maler	MALER C	United Kingdom
Christopher Marler	MARLER C	United Kingdom
Elaine Bird	BIRD E	United Kingdom
Eurasian Reptiles	EURASIAN	United Kingdom
Flamingo Gardens and Tropical Bird...	OLNEY	United Kingdom
Green Dragon Rare Breeds Farm &...	HOGSHAW	United Kingdom
John Prince	PRINCE J	United Kingdom
John Watkins	WATKINS J	United Kingdom
Keith Sweetman	SWEETMAN	United Kingdom
Ken Hancox	HANCOX K	United Kingdom
My New Lab		United Kingdom
Odds Farm Park	ODDFARMPK	United Kingdom
Paul Manchester	MANCHESTP	United Kingdom
Safdar Iqbal	IQBAL S	United Kingdom
Stuart Wilson	WILSON S	United Kingdom
The Sladmore Gardens (Wildfowl &...	WYCOMBE	United Kingdom
Trevor Smith Animal World	HIGH WYCO	United Kingdom
Virginia Cheeseman	CHEESEMAN	United Kingdom
Waddesdon Manor Aviary	WADESODN	United Kingdom

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.

To Add an Institution to your local list, open the Institution module from either the desktop icon or the Start menu. Select the Add New button at the top of the Institution screen.



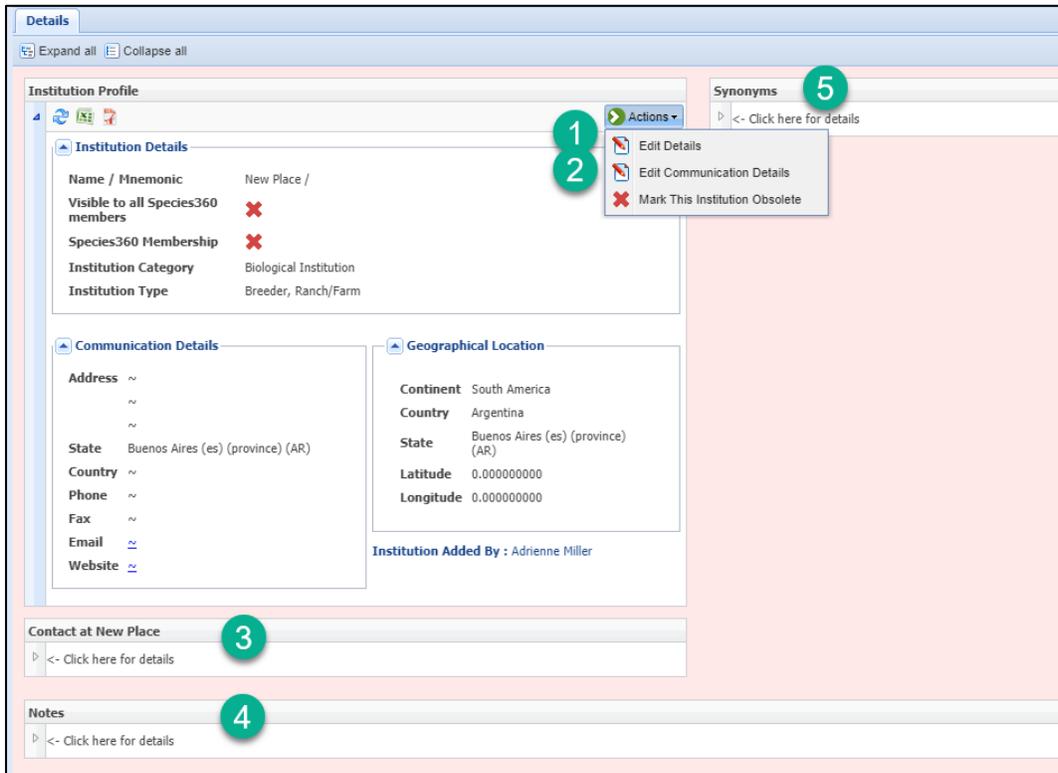
- 1.The Name is a free text field.
- 2.Institution Category is a single select drop down list. What you select here will drive the options available to select in Institution Type.
- 3.What you select for Country will drive what is available to select under State / Province.
- 4.The Institution Type is a multiple select drop down that is driven by what was selected in Institution Category.
- 5.The State / Province is driven by what was selected in Country field.
- 6.The City is a free text field not driven by any of the other fields.

For [samples](#) and [tests and results](#) in ZIMS for Medical, you may need to add a laboratory when sending a sample out for testing. In this case, your **Institution Category** will be "Other" and **Institution Type** will be "Laboratory".

IMPORTANT NOTE: You cannot create a Local Institution that has the same Name, Category, Type and Country of an existing institution. At least one of those fields must be different.

When you Save you will be asked if you want to go to Details. Details will allow you to add additional information about the institution.

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1. Edit Details allows you to edit any of the information recorded as well as add Latitude and Longitude.
2. Edit Communication Details lets you add an address, phone and fax number, email and website.
3. You can add Contacts at the Institution.
4. Any Notes as desired can be added.
5. Any Synonyms such as abbreviations and former or legal names can be added.

Locally added institutions will display with the Local house icon in the results grid.

Name	Acronym	Country	State	Visible to all	Membership
La Esmeralda Farm	ESMERFARM	Argentina	Santa Fe (es) (province) (AR)	✗	✗
Mar del Plata Aquarium	MAR PLAQ	Argentina	Buenos Aires (es) (province) (AR)	✗	✗
Mendoza Zoo	MENDOZA	Argentina	Mendoza (es) (province) (AR)	✓	✓
Ministerio de Agricultura y Ganadería	MAG	Argentina	Santa Fe (es) (province) (AR)	✗	✗
Ministerio de Ecología Provincia de...	MEPM	Argentina	Misiones (es) (province) (AR)	✗	✗
Mundo Marino	MUNDOMARI	Argentina	Buenos Aires (es) (province) (AR)	✗	✗
 New Place		Argentina	Buenos Aires (es) (province) (AR)	✗	✗
Parque De Animales Silvestres Tem...	TEMAIKEN	Argentina	Buenos Aires (es) (province) (AR)	✓	✓
Parque Diana	LAGO HERM	Argentina	Neuquén (es) (province) (AR)	✗	✗
Parque Ecológico El Puma	POSADAS	Argentina	Misiones (es) (province) (AR)	✗	✗
Parque Ecológico Urbano de la Ciud...	RIO CUART	Argentina	Córdoba (es) (province) (AR)	✗	✗

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To find all of your Local institutions, select My Institutions in the Institution Search box.



The screenshot shows a web form titled "Institution Search". At the top, there are two radio buttons: "All Institutions" and "My Institutions". The "My Institutions" option is selected and highlighted with a red rectangular box. Below the radio buttons is a text input field labeled "Name / Mnemonic / Synonym". Underneath that is a "Category" dropdown menu with "Please Select" as the current selection. Below the category menu is a "Type" dropdown menu, also with "Please Select" as the current selection. At the bottom of the form is a "Country" label.

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