

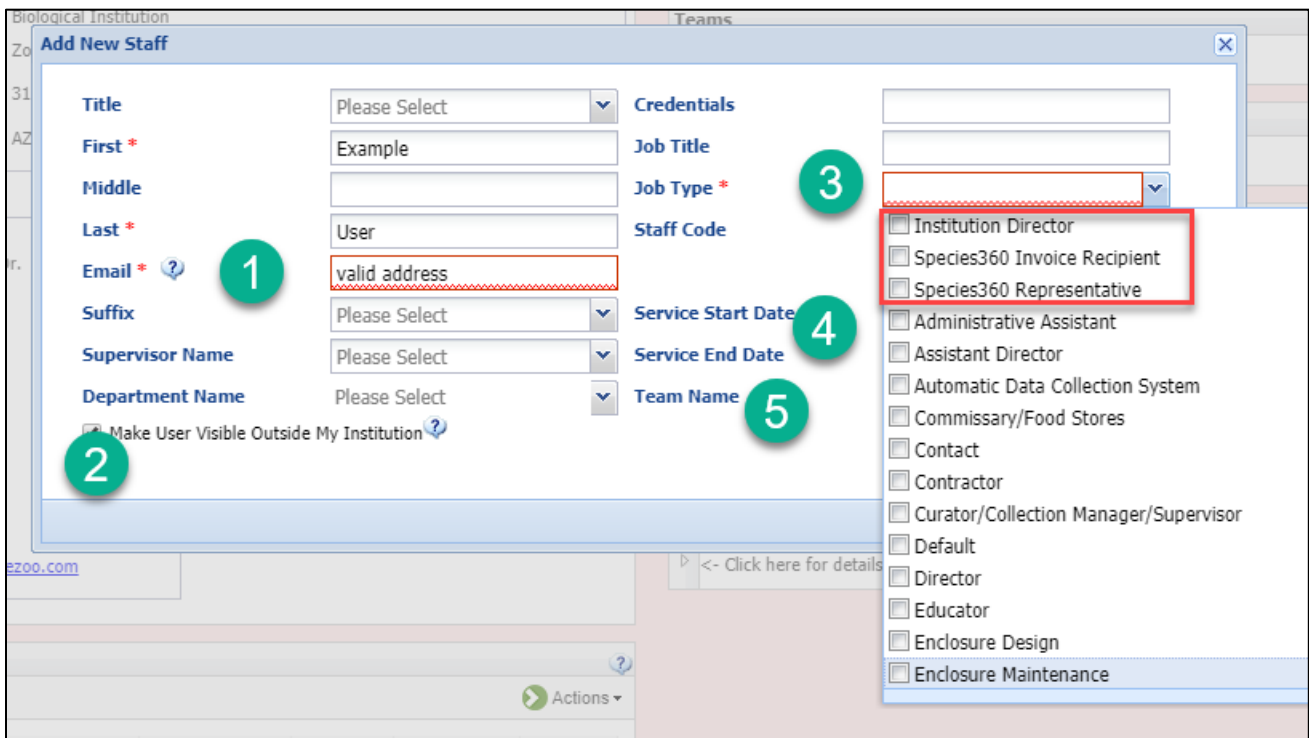
My Institution- Adding and Editing Staff in ZIMS

[Contact Species360 Support](#)

Adding and editing your Staff is often one of the primary responsibilities of the Local Administrator for your Institution.

To find the Staff grid go to **Start Menu > Institution > My Institution > Staff grid**

To add a new Staff member, click on the Actions menu and choose the Add New Staff option.



Provide the required details (red asterisks) and any additional details you wish to track.

1. The Email address must be a valid address as this new staff member will be required to validate it before they can log into ZIMS. In the perfect world, each staff member will have a unique Email address. If your staff does need to share an Email account go to [Shared Email accounts](#). At the end of the document is a work around.
2. Choosing "Make User Visible Outside My Institution" will display this staff members' details when someone at another institution views you institution information in ZIMS.
3. The Job Type is a mandatory field because this is how Species360 determines who gets what type of communications. You must have someone assigned the top three Job Types. They can all be the same

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.

person, or multiple people can be assigned the Type. You will receive warning messages until all are assigned to at least one person.

4. Recording Start and End Dates can create a valuable resource.

5. You can assign the Staff member to a Team(s) from this Add New Staff screen.

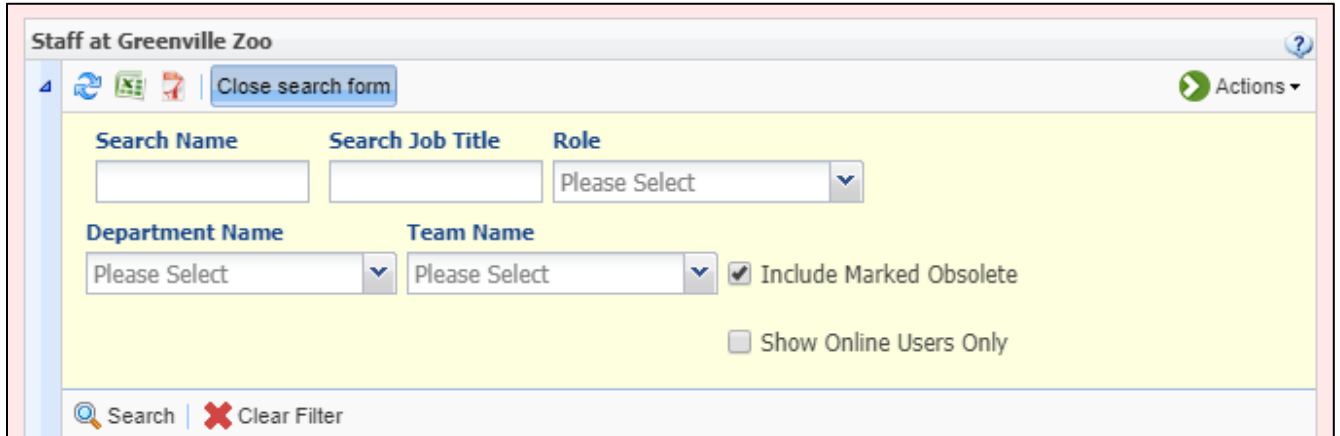
When you save, you will have completed the addition of a ZIMS Staff account. This account serves multiple purposes:

- This account can now be referenced inside ZIMS as a "Responsible Party", such as a staff member who is tasked with management of an animal or enclosure.
- They can be selected as an Observer when an observation is recorded and as who took the action such as measuring an animal or recording water quality measurements.
- This account can be added to Teams and Departments to help your institution track the organization of your staff. Teams can be defined as a group of Responsible Parties and individual Staff can be assigned as Heads of Departments.
- The Staff entered here are not granted ZIMS access via a Role, they simply are listed as a staff member for your institutional management use. Until you give them a ZIMS Role they are just a staff member without access ZIMS.

Once a staff member is recorded you can perform various actions on them using the Actions button, or right clicking on the staff member.

- You can give them access to ZIMS using View/Edit ZIMS Login Details and View/Assign Medical Roles.
- Communication Details is sourced from your Institution details but can be edited. An example could be a contract Veterinarian who works out of a different address.
- View/Edit Staff Details is sourced from your initial staff entry but can be edited here. You may want to add them to a Team or Department or change their Job Title or Type.
- You can mark them as Obsolete should they leave your institution or no longer need access to ZIMS. Once marked Obsolete their information no longer displays in the staff grid.
- Sign out Session allows you to end a ZIMS session for someone else.
- Resend Confirmation Email will resend so they can validate their Email address should they have neglected to do so.

Using the search form at the top of the grid allows you to search by many fields.



Staff at Greenville Zoo ?

Close search form Actions ▾

Search Name: Search Job Title: Role: ▾






Department Name: ▾ Team Name: ▾ Include Marked Obsolete

Show Online Users Only

Search Clear Filter

Here is where you can select to Include Marked Obsolete. When selected the staff member will reappear in the grid and you can Restore as Active if desired.

Your next step may be to assign ZIMS Roles. Information on assigning Roles can be found here:

-  [ZIMSHelp-MyInstitution-Assigning Roles](#)
-  [ZIMSHelp-MyInstitution-Custom Roles](#)
-  [ZIMSHelp-Medical - medical roles](#)
-  [ZIMSHelp-MyInstitution-Species360 Template Roles](#)
-  [ZIMSHelp-Studbooks-Update Roles](#)

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