

## Enclosures-Merging

Enclosures can be merged for two reasons - 1) to cleanup errors and 2) actual physical merge. It is important that you select the correct merge screen as the results are different.

[Contact SPECIES360 Support](#)

Topics Covered

[Merge to Clean Up Errors](#)

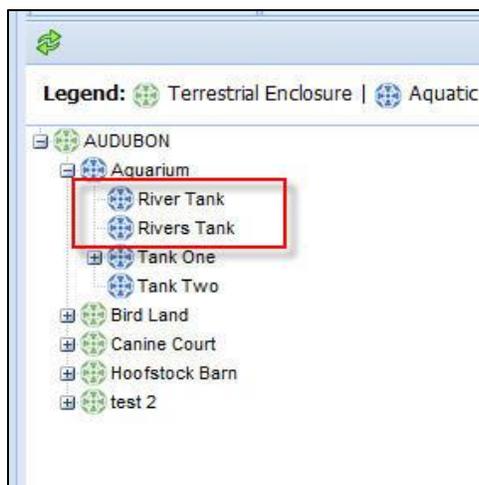
[Physical Merge](#)

[Searching for Merges](#)

### Merge to Clean Up Errors

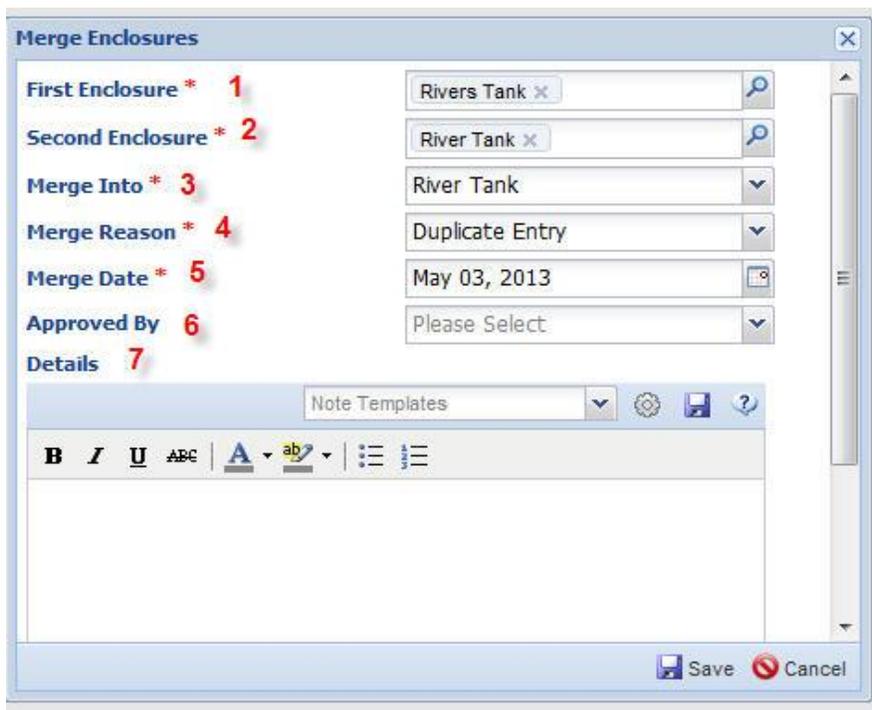
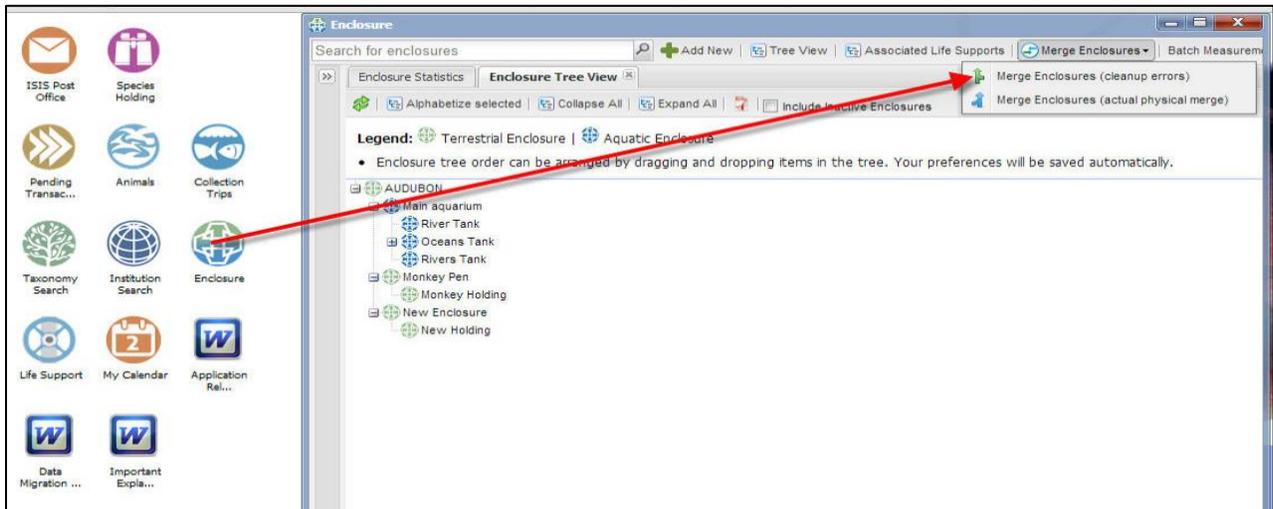
An enclosure merge to clean up errors is used to correct your enclosure list and remove duplicated/incorrect entries. Most of these entries are the result of migrated data from ARKS (the Species360 software prior to ZIMS). In this merge one enclosure is retained while the other is made inactive and you cannot place animals in it.

In the example below there are two references to the same enclosure - River Tank and Rivers Tank:



From within the Enclosure module, select Merge Enclosures > Merge Enclosures (cleanup errors).

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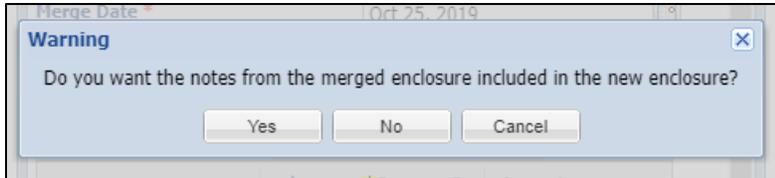


- 1) First Enclosure - one of the enclosures you are merging (the order does not matter)
- 2) Second enclosure - the other enclosure you are merging (the order does not matter)
- 3) Merge Into - the enclosure that you want to retain (merge the other enclosure into)
- 4) Merge Reason - why you want to merge the enclosures
- 5) Merge Date - the date you want to merge the enclosures

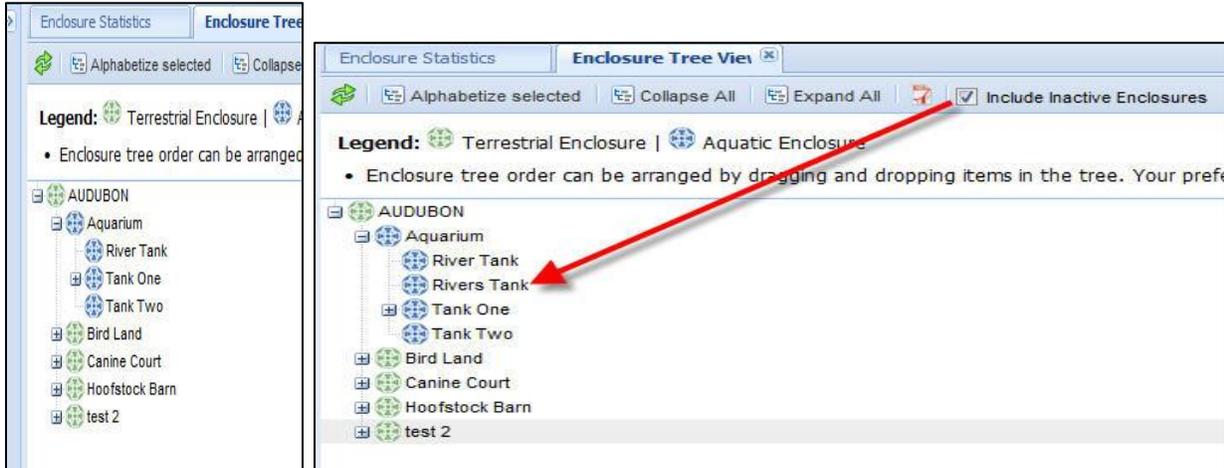
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- 6) Approved By - sourced from your staff list, who approved the merge
- 7) Details - additional information about why you are merging the enclosures

You have the option to transfer any Notes recorded on the merged enclosure into the retained enclosure.



The merged Enclosure will no longer be displayed in the Enclosure Tree (left) unless you select to Include Inactive Enclosures (right).



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**Enclosures**

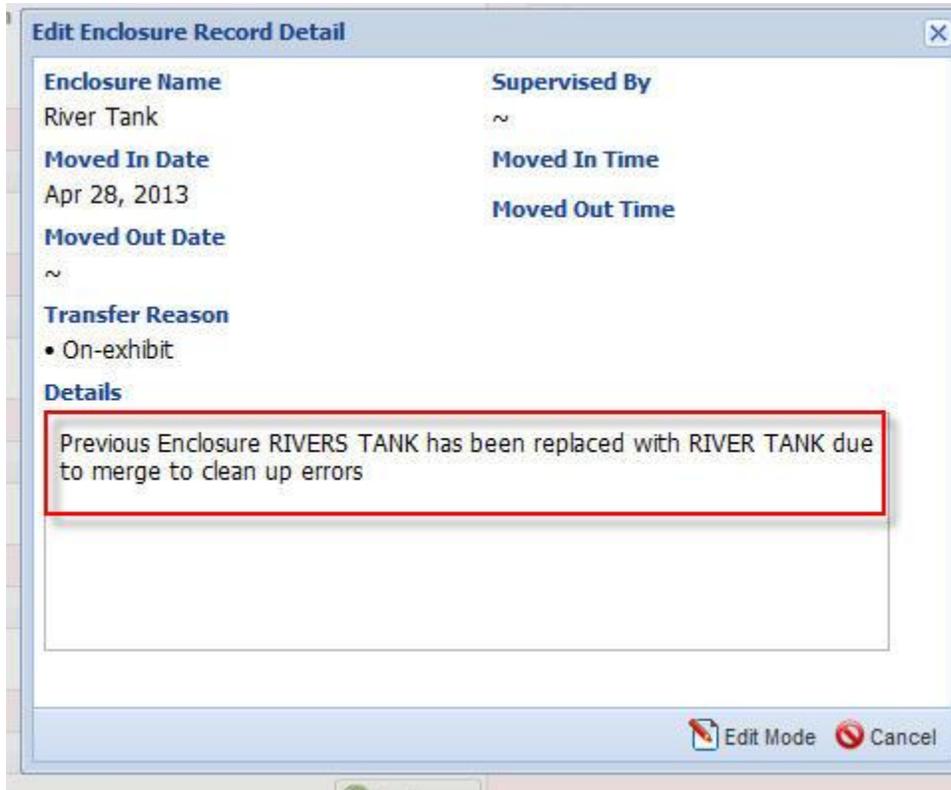
Enclosure Name	Moved In	Moved Out
 Rivers Tank	Apr 28, 2013	-
 Tank One	May 07, 2012	Apr 28, 2013

**Enclosures**

Enclosure Name	Moved In	Moved Out
 River Tank	Apr 28, 2013	-
 Tank One	May 07, 2012	Apr 28, 2013

For any current occupants recorded as being in the merged enclosure (the one that was NOT retained) (top), the enclosure record will be automatically changed to the enclosure that was retained (bottom). The Move In and Moved Out dates will not be changed.



**Edit Enclosure Record Detail**

<b>Enclosure Name</b>	<b>Supervised By</b>
River Tank	~
<b>Moved In Date</b>	<b>Moved In Time</b>
Apr 28, 2013	
<b>Moved Out Date</b>	<b>Moved Out Time</b>
~	
<b>Transfer Reason</b>	
• On-exhibit	
<b>Details</b>	
Previous Enclosure RIVERS TANK has been replaced with RIVER TANK due to merge to clean up errors	

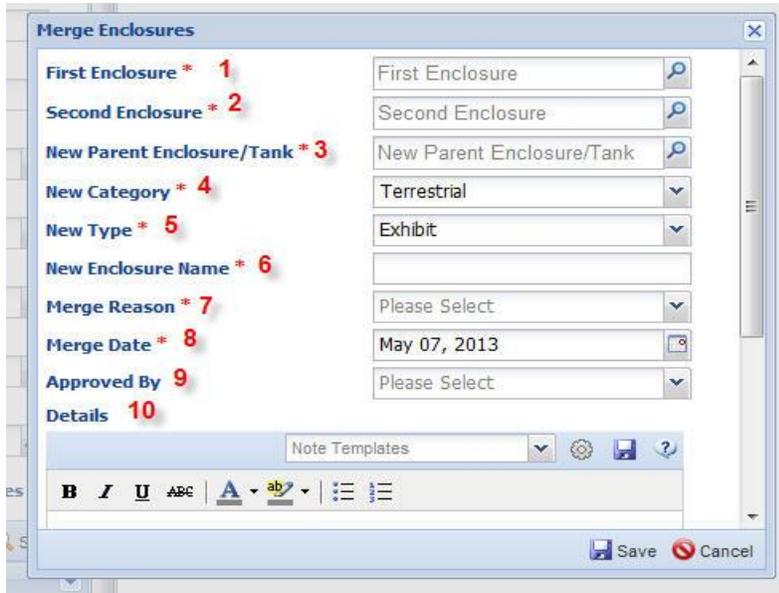
Edit Mode Cancel

In addition, a note will be added to the Details of that enclosure move in the animal record that the enclosure was changed due to a merge for cleanup errors.

You will no longer be able to place any occupants into the merged Enclosure.

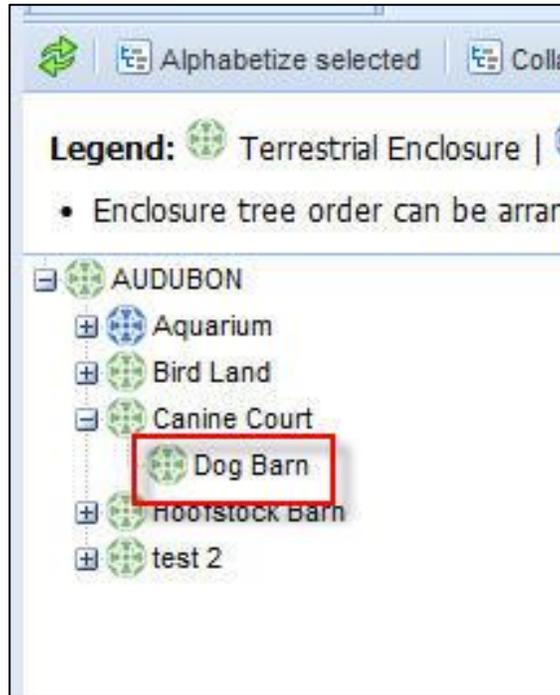
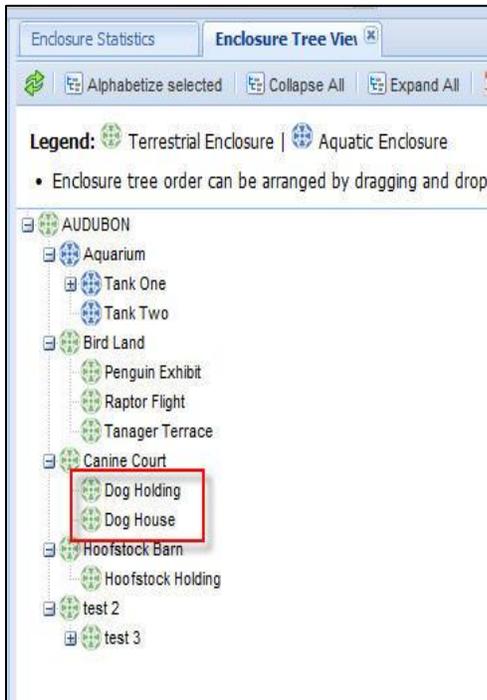
### Physical Merge

This merge is performed when two enclosures are actually physically merged together to (usually) form a larger enclosure. With this merge a new enclosure is created and both merged enclosures become obsolete. For this merge, from the Enclosure module, select Merge Enclosures > Merge Enclosures (actual physical merge).

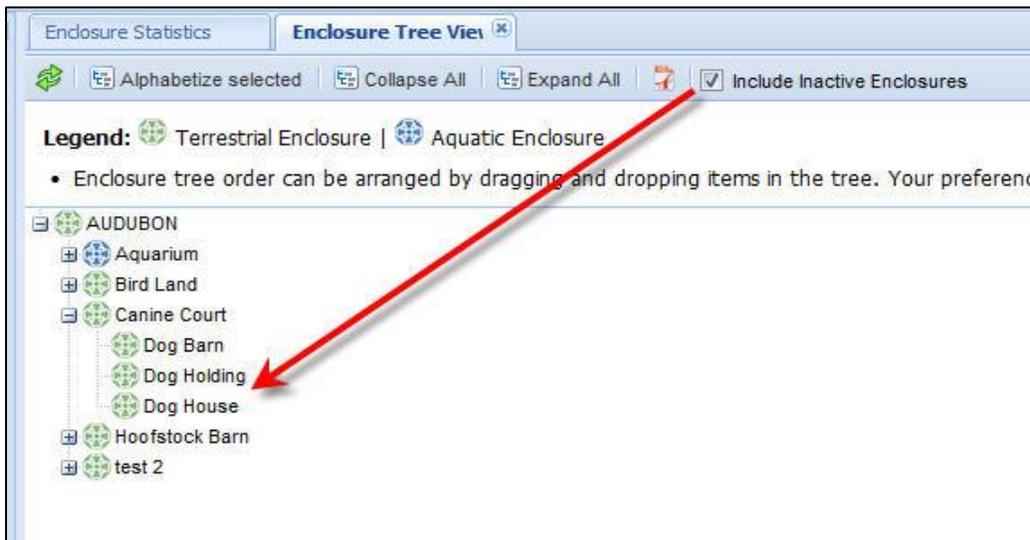


1. and 2. First and Second Enclosure - The two enclosures that you wish to merge. Order does not matter.
3. New Parent Enclosure/Tank - The Parent Enclosure for the new enclosure
4. New Category - The Category of the new enclosure
5. New Enclosure Type - The Type of the new enclosure
6. New Enclosure Name - The name of the new enclosure
7. Merge Reason - The reason why the enclosures are being merged
8. Merge Date - The date of the merge
9. Approved By - The staff member who approved the merge
10. Details - Any additional information not gathered in the above fields.

The two merged enclosures (in this example Dog Holding and Dog House) (left) will be replaced in the enclosure tree by the new enclosure (in this example Dog Barn) (right).



To display the merged enclosures in the tree you will need to check "Include Inactive Enclosures".



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Enclosure Name	Moved In	Moved Out
 Dog Barn	May 06, 2013	-
 Dog Holding	May 01, 2013	May 06, 2013
 Dog House	Apr 14, 2013	May 06, 2013
 AUDUBON	Feb 13, 2013	Apr 14, 2013

For any current occupants of the merged enclosures, a move will automatically be recorded into the new enclosure on the date recorded for the merge.

**Edit Enclosure Record Detail**

<b>Enclosure Name</b> Dog Barn	<b>Supervised By</b> ~
<b>Moved In Date</b> May 06, 2013	<b>Moved In Time</b>
<b>Moved Out Date</b> ~	<b>Moved Out Time</b>

**Transfer Reason**

- Enclosure Merge

**Details**

Move into DOG BARN has been recorded due to an actual physical merge of DOG HOLDING with DOG HOUSE

 Edit Mode  Cancel

In addition, an automatic note will be recorded for that move describing why the move was made. You will no longer be able to move any animals/groups into either of the merged enclosures.

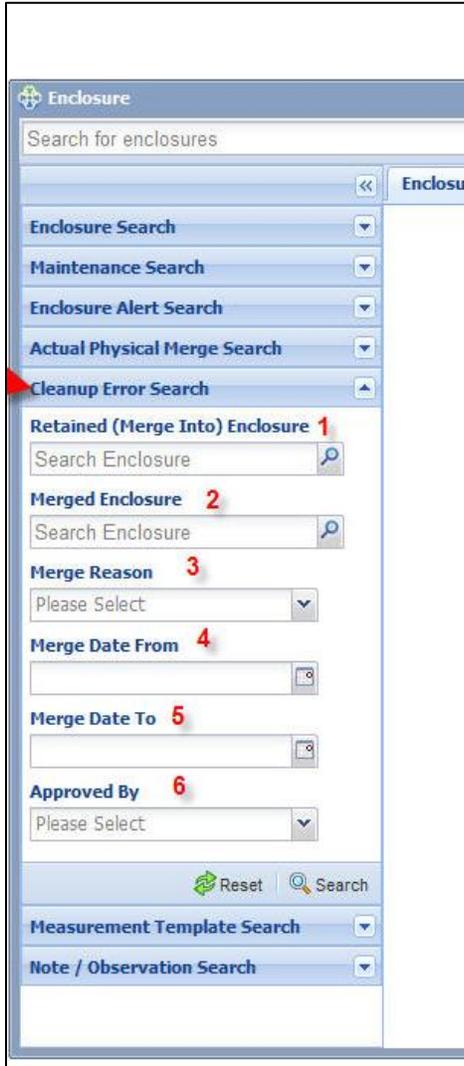
[Back to Topics Covered](#)

[Searching for Merges](#)

You can find any Enclosure merges by using the searches available in the Enclosure module left hand expandable search box.

To find clean up merges, use the Clean Up Error Search box.

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1. Retained (Merge Into) Enclosure - the enclosure that has been kept (the merged enclosure has been merged into it)
2. Merged Enclosure - the enclosure that had been merged into (made inactive) the retained enclosure
3. Merge Reason - why the enclosures were merged
4. Merge Date From - first possible date of the merge
5. Merge Date To - last possible date of the merge
6. Approved By - staff member who approved the merge

The results grid will display both the Retained and the Merged Enclosures as hyperlinks.

Retained	Merged	Reason	Date
<a href="#">River Tank</a>	<a href="#">Rivers Tank</a>	Duplicate Entry	Oct 25, 2019

To find physical merges, use the Actual Physical Merge Search box.

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The screenshot shows the 'Enclosure Search' form with the following fields and callouts:

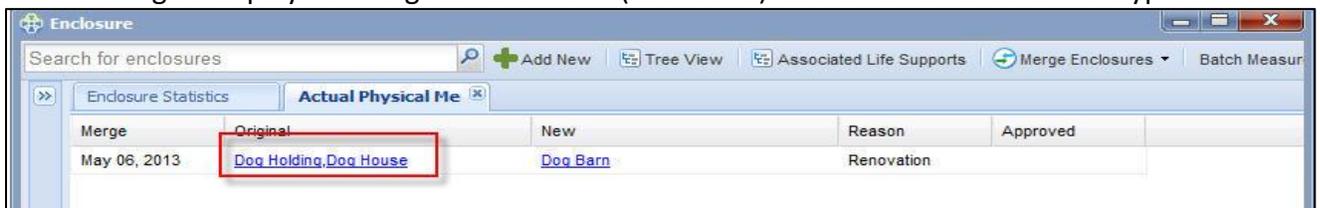
- 1** Original Enclosure: Search Enclosure
- 2** New Enclosure Name: Search Enclosure
- 3** Merge reason: Please Select
- 4** Merge date from: [Date field]
- 5** Merge date to: [Date field]
- 6** Approved by: Please Select

Buttons: Reset, Search

Other search options: Cleanup Error Search, Measurement Template Search, Note / Observation Search

1. Original Enclosure - one of the two enclosures that were merged
2. New Enclosure Name - the name given to the new enclosure resulting from the merge
3. Merge Reason - the reason recorded for the merge
4. Merge Date From - earliest date of the merges you are searching for
5. Merge Date To - last date of the merges you are searching for
6. Approved By - staff member who approved the merge

The results grid displays the original enclosures (in red box) and the new enclosure as hyperlinks.



Merge	Original	New	Reason	Approved
May 06, 2013	<span style="border: 1px solid red; padding: 2px;">Dog Holding Dog House</span>	<a href="#">Dog Barn</a>	Renovation	

[Back to Topics Covered](#)

**Revised 11 November 2019**

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