

**ARKS 4 Operating Instructions for**  
**Rainforest Habitat**  
**( Lae)**

**All Information put on ARKS must be as accurate as obtainable. If definite put it in, if in doubt record is as such: i.e. ranges for birth/arrival dates, and add a note in notes section that dates are estimated.**

**Other areas where data is uncertain record nothing or unknown**

**Remember it is better to record nothing or unknown than incorrect data.**

**Except for all the species of Tree kangaroos the ARKS4 database contains all the animals in the collection as of May 19 2006.**

**Tree kangaroo data includes all historical data as well.**

**Be mindful that all inventory reports will only be accurate from May 19 onwards.**

Open ARKS

Log in Name: default

(lower case)

Password: PASSWORD

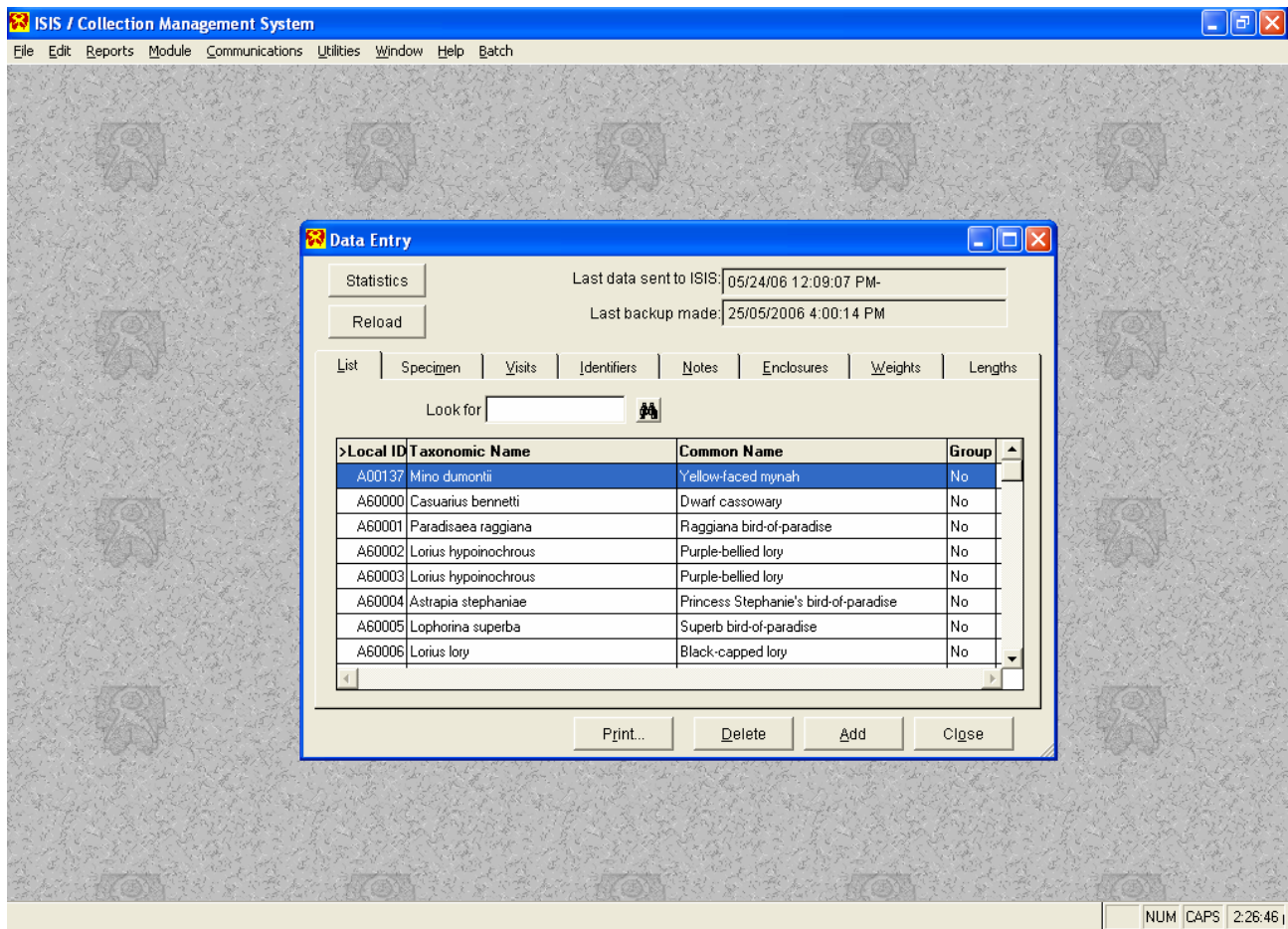
(Capital letters)



## ***DATA ENTRY – DATA EDIT:***

File -> open -> ARKS: Lae - data entry

Data Entry Screen appears:



### **New Animal Accession:**

- Add -> add a specimen
- Local ID is filled in automatically
- Write in Taxonomical name
  - If it is not known or recognized press “Look up” button (binoculars)
- Common name will be added automatically
- Pick from Hybrid box
- Add birthdate
  - Add range as required – if accurate day is not known and is estimated
- Add birth type

- Add birth location:  
Is NG PAPUA is wild born in PNG  
If Captive born add birth location: Lae if Rainforest Habitat  
Private if private collection  
Other locations : check “ look up “ button on right
- SIRE/ DAM Id:        If wild born                WILD  
                                 If captive born                If captive born sire/dams AKKS no.
- Location of Birth:    WILD in PNG:        NG PAPUA  
                                 Not Wild Birth Collections Mnemonic (Rainforest Habitat: **Lae** )
- Sex
- Rearing:            Unknown if not known definitely.

**Press OK and go to NEXT screen**

- Acquisition type:
  - Purchased from :        Most RFH animals are purchased
  - Donated:                If given to RFH
  - Wild Caught:            If caught n the wild by RFH staff
  - Loan return:            If a loaned out animal returns to the RFH
  - Trade :                If arrived from another Zoological Institution
- Acquisition of:        Both legal and physical specimen
- Acquisition into:      Main collection
- Vendor:
  - in most cases: PUBLIC
  - Could be from a private collection :    Private
  - Another Zoological institution
- Vendor ID:
  - Vendor’s ARKS no or NONE

**PRESS OK and go to Data Entry Screen.**

- Go to Identification tab:
  - Add date of when identifier was added – if no ID added at acquisition go to next tab.
  - Type generally used: Tag/band – Transponder ID – House name
  - Add location of tag/band and Transponder ID.
- Go to Note tab:
  - Add date, NA, Acquisition Note:
  - If estimated dates add Estimated dates
  - Location of capture / origin and any other information relevant to the Acquisition.
- Add date, ID, Identification note for anything not an identifier:
  - Blind Eye, Part of beak missing etc

- Go to Enclosure tab:
  - Add date and enclosure
- Go to Weight tab:
  - Add weight if known
- Go to Measurements:
  - Add measurement if known

## Acquisition Completed

## Disposition (Animal dies or moves out of the collection )

- In Data Entry screen, add ARKS no to Empty Box.

ISIS / Collection Management System

File Edit Reports Module Communications Utilities Window Help Batch

**Data Entry**

Statistics Last data sent to ISIS: 05/24/06 12:09:07 PM-  
 Reload Last backup made: 25/05/2006 4:00:14 PM

List Specimen Visits Identifiers Notes Enclosures Weights Lengths

Look for A60057

>Local ID	Taxonomic Name	Common Name	Group
A60053	Eclectus roratus	Eclectus parrot	No
A60054	Eclectus roratus	Eclectus parrot	No
A60055	Psittichas fulgidus	Pesquet's parrot	No
A60056	Scythrops novaehollandiae	Channel-billed cuckoo	No
A60057	Scythrops novaehollandiae	Channel-billed cuckoo	No
A60058	Aceros plicatus	Blyth's hornbill	No
A60059	Aceros plicatus	Blyth's hornbill	No
A60060	Tyto alba	Common barn owl	No

Print... Delete Add Close

NUM 2:30:21

If ARKS no is not known use “look up” button and search by Transponder ID - Tag/band or Housename.

- Press: apply all criteria , then press Results tab.

- Pick animal required by ticking box on left.

- Go to Visits tab

ISIS / Collection Management System

File Edit Reports Module Communications Utilities Window Help Batch

**Data Entry**

Taxonomic Name: Scythrops novaehollandiae  
 Common Name: Channel-billed cuckoo  
 LAE: A60057 Sex: Unknown Birth Date: ~1993

List Specimen **Visits** Identifiers Notes Enclosures Weights Lengths

Date In	Acquisition	Vendor	Holder	Disposition	Recipient	Date Out
26/02/1996	Purchase from	PUBLIC	LAE			/ /

Visit History Add Transaction Edit Transaction Delete Transaction

Print... Delete Add Close

NUM 2:38:22

- Go to Add Transactions
- Go to Disposition
  - Add date of disposition
  - Add Disposition Type
    - Death
    - Loan out – if animal is loaned out temporarily or permanently, and RFH still owns the animal.
    - Missing / escaped
    - Donation
    - If animal is moving out of collection:
    - Recipient: Public / Private / Institutions mnemonic or NG PAPUA if escaped. “Unknown” can be used in case of missing animals.
    - Recipient ID: ARKS no or NONE.

**Disposition is complete**

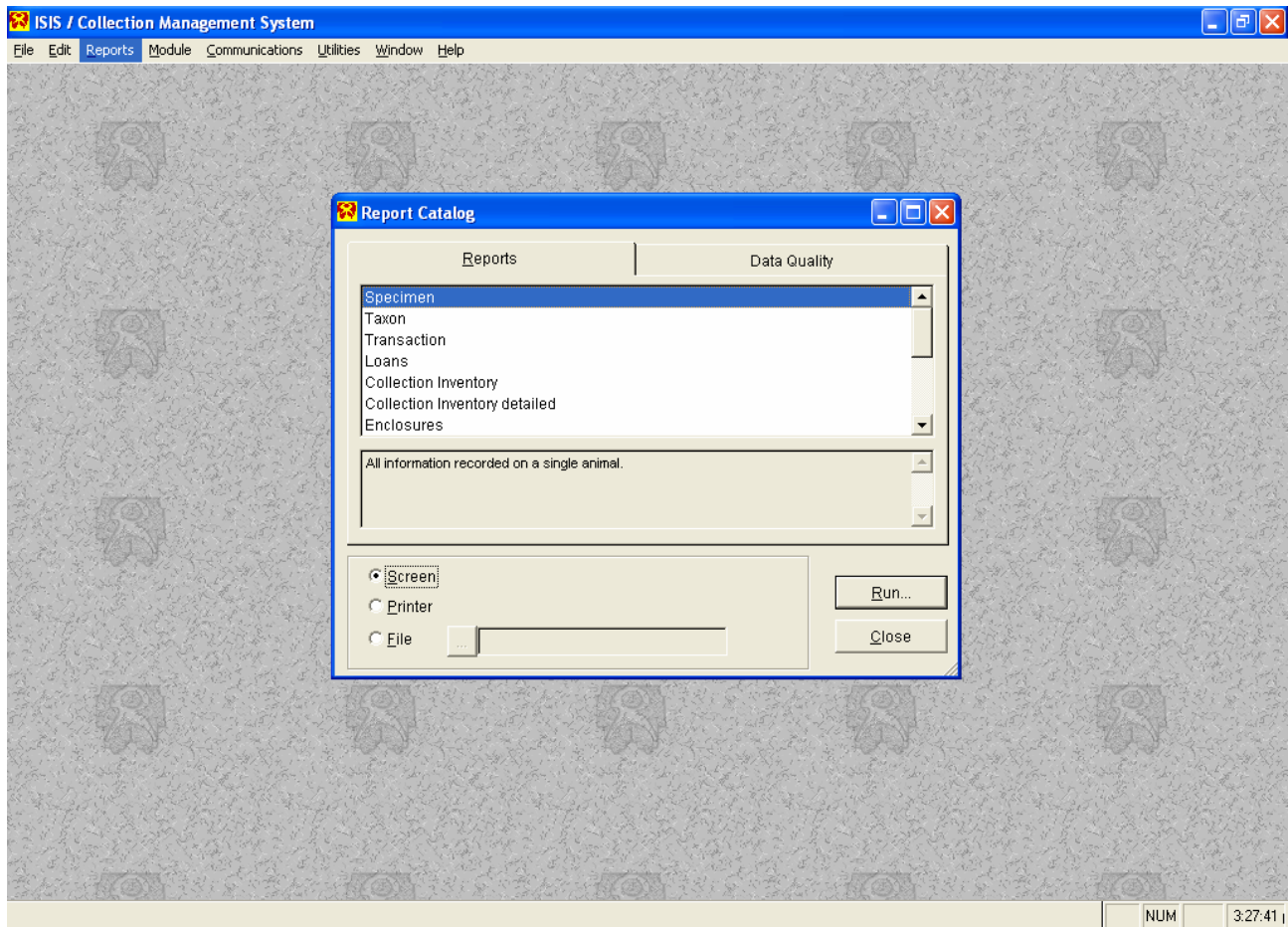
## **Adding data to or editing data of existing animals**

In the Data Entry screen, go to the relevant tab.

- Specimen:
  - Adds and edits core data of specimen, like birthdate, type, location etc
  - Sex, Rearing, Sire, Dam adds and edits data.
    - Can be used to change sex from say unknown to female.
    - Change rearing type if confirmed or add a rearing type . Example: Bird brought in as a chick. Parent reared until acquisition, then add a rearing type to Hand Reared from then one while chick is hand reared at the Habitat.
    - If a Sire / Dam ID becomes known, it can be changed here. Id is either wild or the ARKS no.
- Visits:
  - Highlight the date of the transaction being edited.
  - Make the required changes
  - Or if a mistake is made re a transaction, it can be deleted by pressing “delete transaction” button.
  -
- Identifiers
  - If a band is replaced – add a note to the lost band (press add) to say band is lost.
- Notes
- Enclosure
- Weights
- Lengths



# Reports:



Most commonly used reports:

- Specimen: Summary report on a single animal
- Taxon: Summary report on a single species (Taxon)
- Transactions: Report on numbers and type of transactions
- Collection Inventory: Inventory report on a single date or during a date span
- Enclosures: Report on animals in an enclosure on a single date or during a date span

**Highlight type of report wanted and press “Run”**

## Specimen report

The screenshot shows the 'Specimen -- Edit' window in the ISIS / Collection Management System. The window has a menu bar (File, Edit, Reports, Module, Communications, Utilities, Window, Help) and a toolbar. The main area is divided into two tabs: 'Specimens' and 'Output options'. The 'Specimens' tab is active, showing a table with the following data:

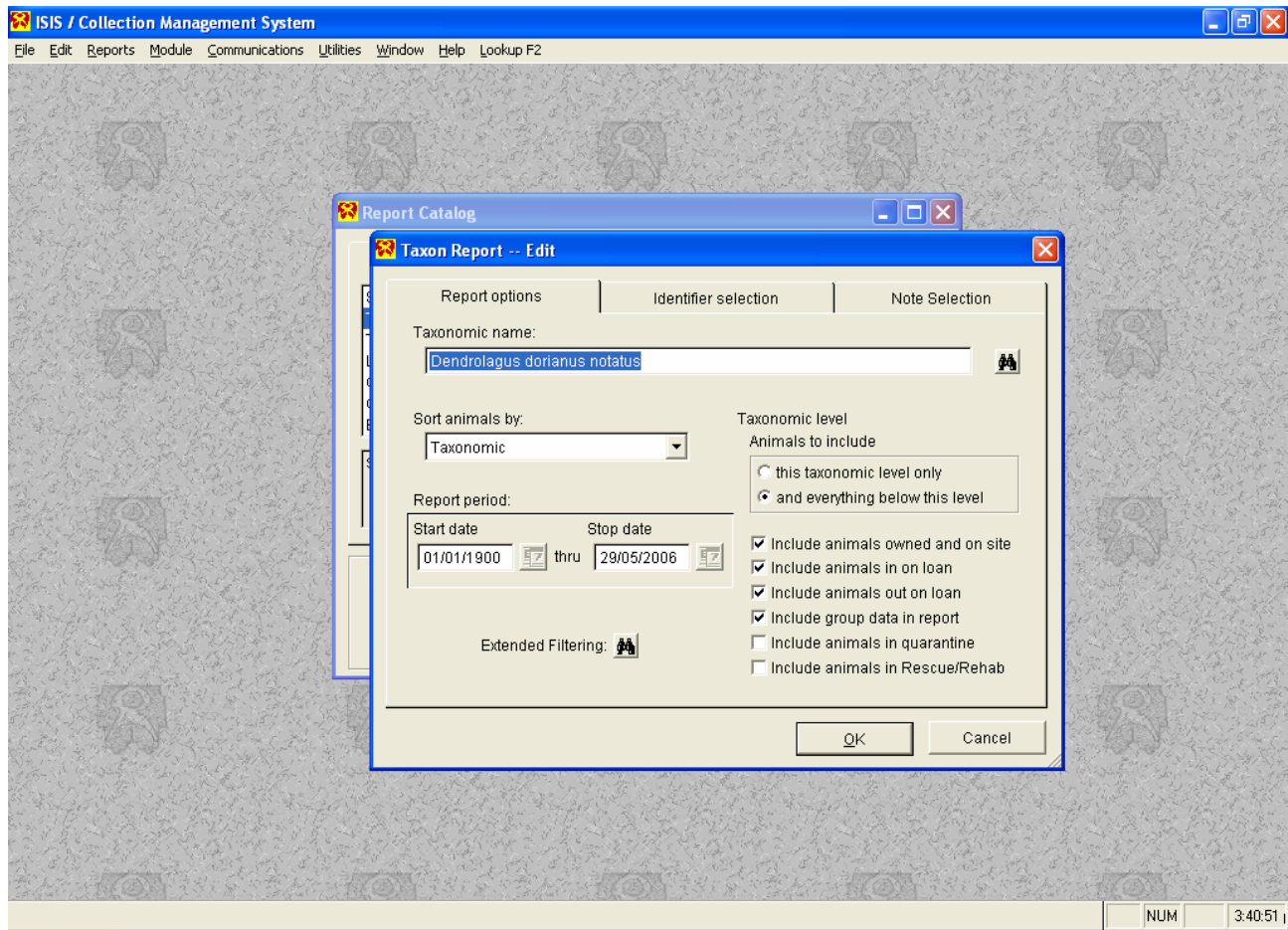
Local ID	Taxonomic Name	Common Name	Sex	House Name	Institution
A60057	Scythrops novaehollandiae	Channel-billed cuckoo	Unknown		LAE

Below the table are two buttons: 'Delete specimen' and 'Delete all specimens'. At the bottom of the window, there is a status bar showing 'Number of specimens in this batch: 1', 'OK', and 'Cancel' buttons. The background of the window has a repeating pattern of a stylized bird.

- Enter ARKS no of desired animal in Local ID box.
  - If a different date or date span is required press “Output options”. Default dates are 1.1.1900 – today’s date.
- Press OK and report will appear on Screen.
- Press print if required.



## Taxon Report



- Enter Taxonomical name in box.
  - “Look up” button can be used if needed
- Set report period as required.
  - If a taxon report of today’s holdings are required set start and stop date as today’s date
  - If a report of a previous date is required set that date as start and stop date
  - If a date range is required set the range accordingly. Default is 1.1.1900 – today’s date.
- Report will appear on screen
- Press print if required

## Transaction Report

In this example we are creating a report on how many Raggiana's Bird of paradise has been purchased from 1.1.1900 till 28 May 2006.

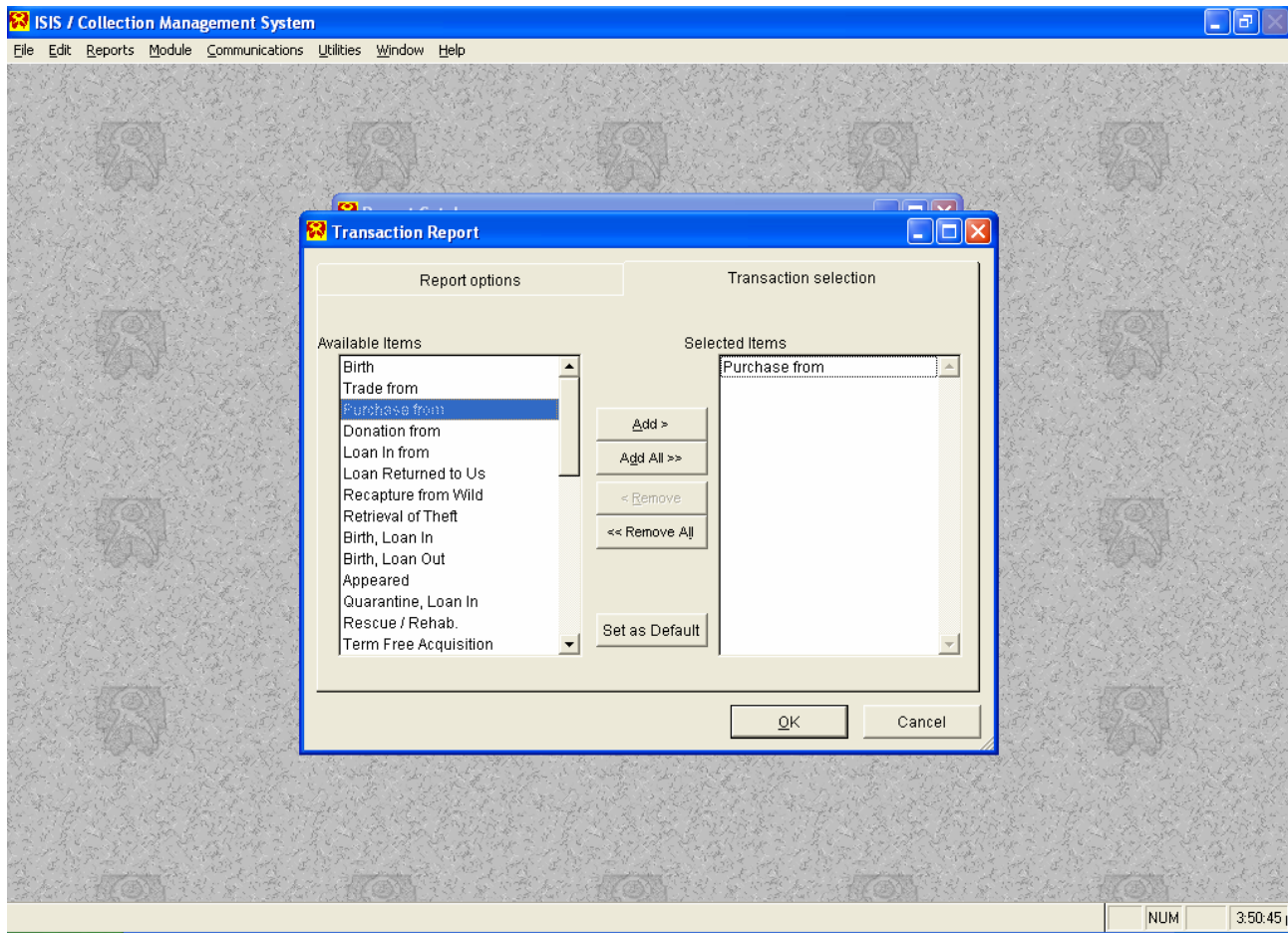
Any range can be used.

The screenshot shows the 'Transaction Report' dialog box within the 'ISIS / Collection Management System' application. The dialog has two tabs: 'Report options' (selected) and 'Transaction selection'. The 'Report options' tab contains the following fields and controls:

- Taxonomic name:** A text box containing 'Paradisaea raggiana'.
- Sort animals by:** A dropdown menu set to 'Specimen'.
- Report period:** Two date pickers. 'Start date' is '01/01/1900' and 'Stop date' is '29/05/2006', separated by 'thru'.
- Taxonomic level:** A section with two radio buttons: 'this taxonomic level only' (unselected) and 'and everything below this level' (selected).
- Restrict report to specific party:** A checkbox (unchecked) with an empty text box below it.
- Restrict report to regulatory authority:** A checkbox (unchecked) with a dropdown menu set to 'CITES' below it.
- Save results to Excel spreadsheet:** A checkbox (unchecked) with an empty text box below it.
- Extended Filtering:** A button with a magnifying glass icon.

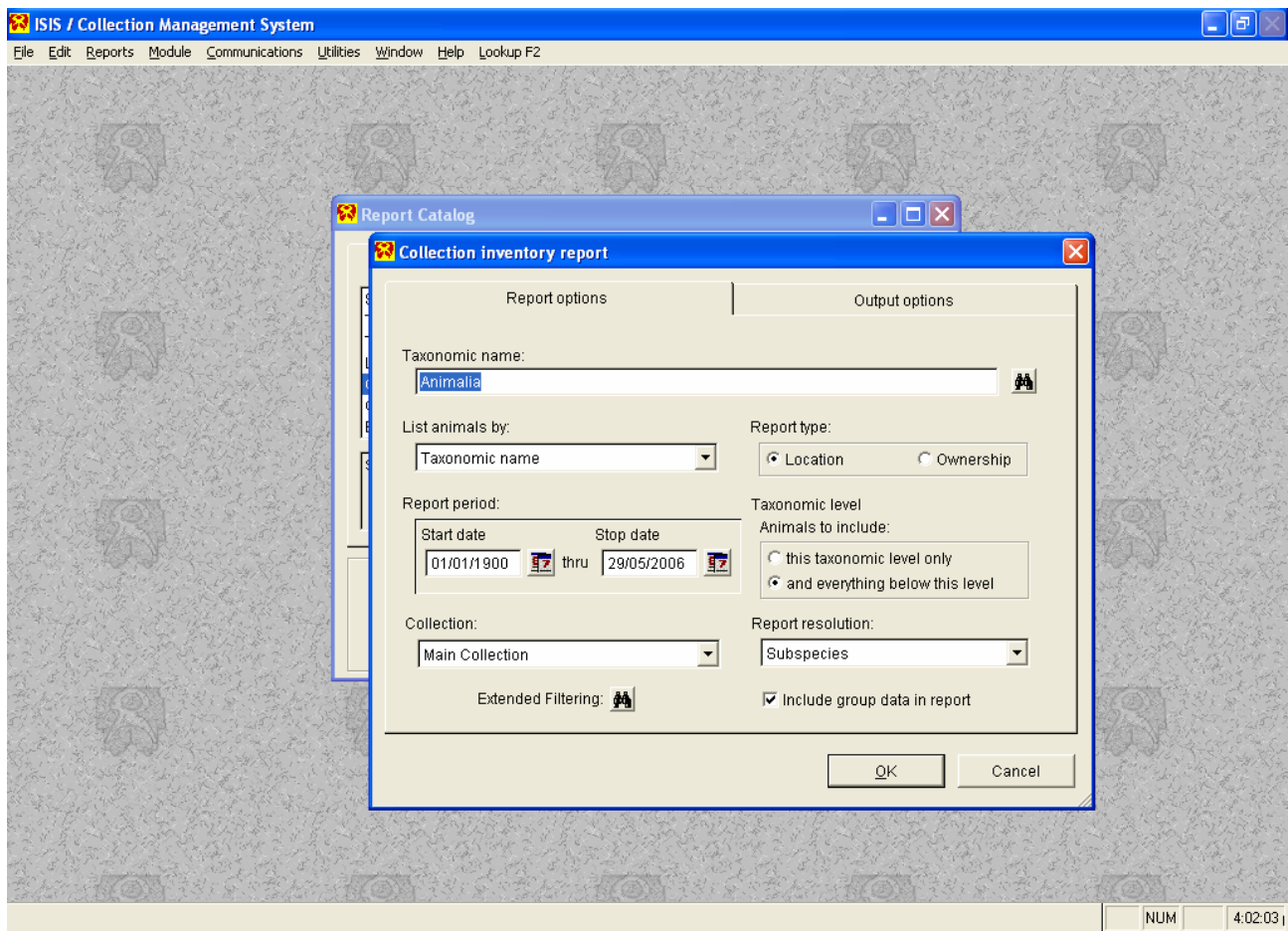
At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background of the application window features a repeating pattern of bird icons. The status bar at the bottom right shows 'NUM' and '3:50:05'.

Now press “Transaction selection” Tab



- Highlight the type of transaction wanted on the left
- Select Taxon wanted: Animalia = whole collection, and a date span
- Press the “Add “ button.
  - In this case only “Purchase from” is added.
  - You can add as many or as few as you wish. If you make a mistake, highlight it on the right and press the “Remove” button.
- Press OK
- Report will appear on the screen
- Press Print if required

## Inventory report

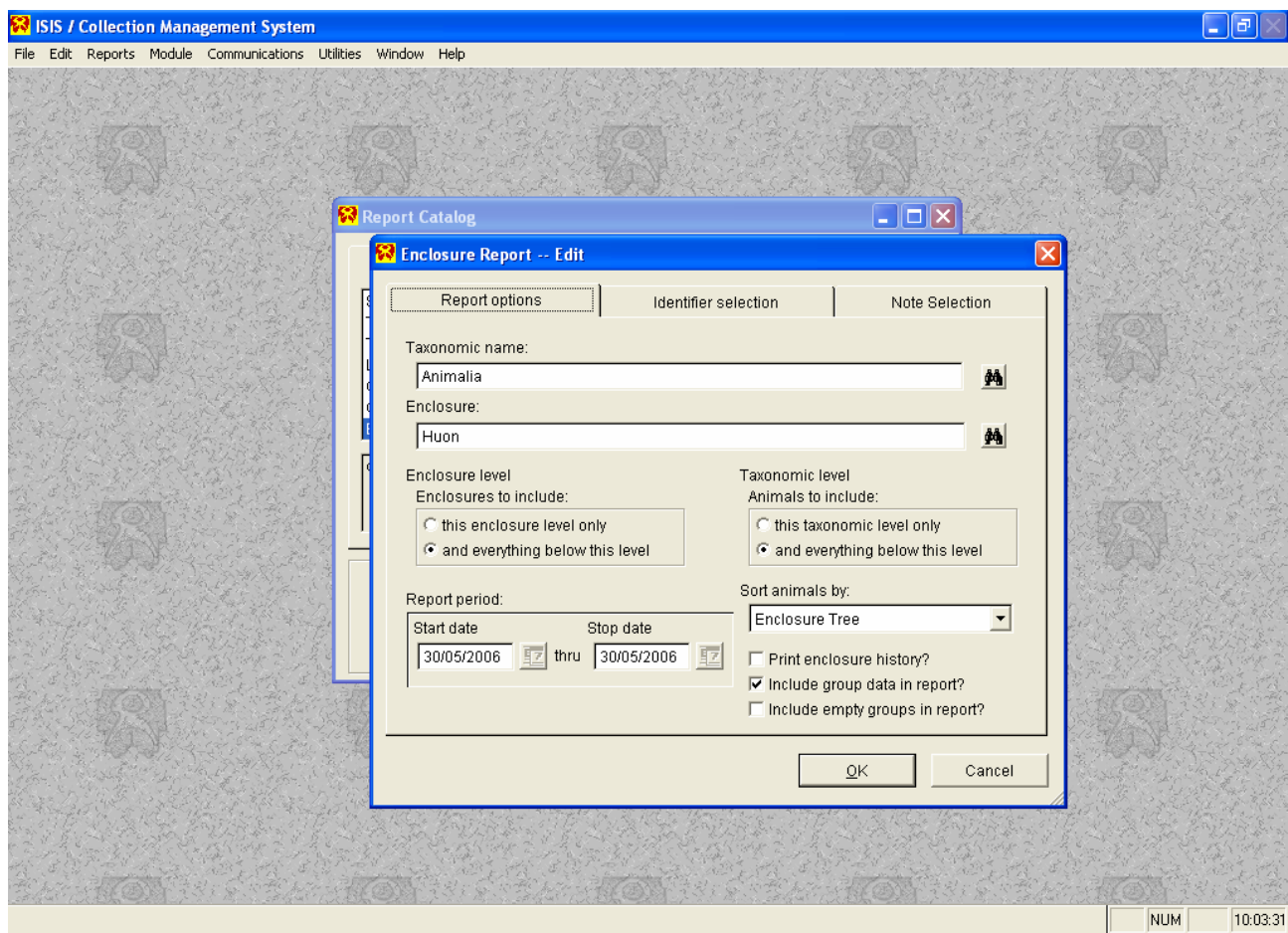


In this example we are creating an Inventory Report for the whole Animal Collection.

- If you want an Inventory for Birds or Mammals only, type Aves or Mammalia in Box.
- Date range is here set from 1.1.1900 – today's date (Default setting). If you want a report from 1.1.2005 to 1.1.2006 put those dates in Start date and Stop date.
- Press “Output options”
- Un tick “Show higher taxonomical Names”
- Tick “Show Common names”
- Press OK
- Report shows on Screen
- Press print if required



## Enclosure Report

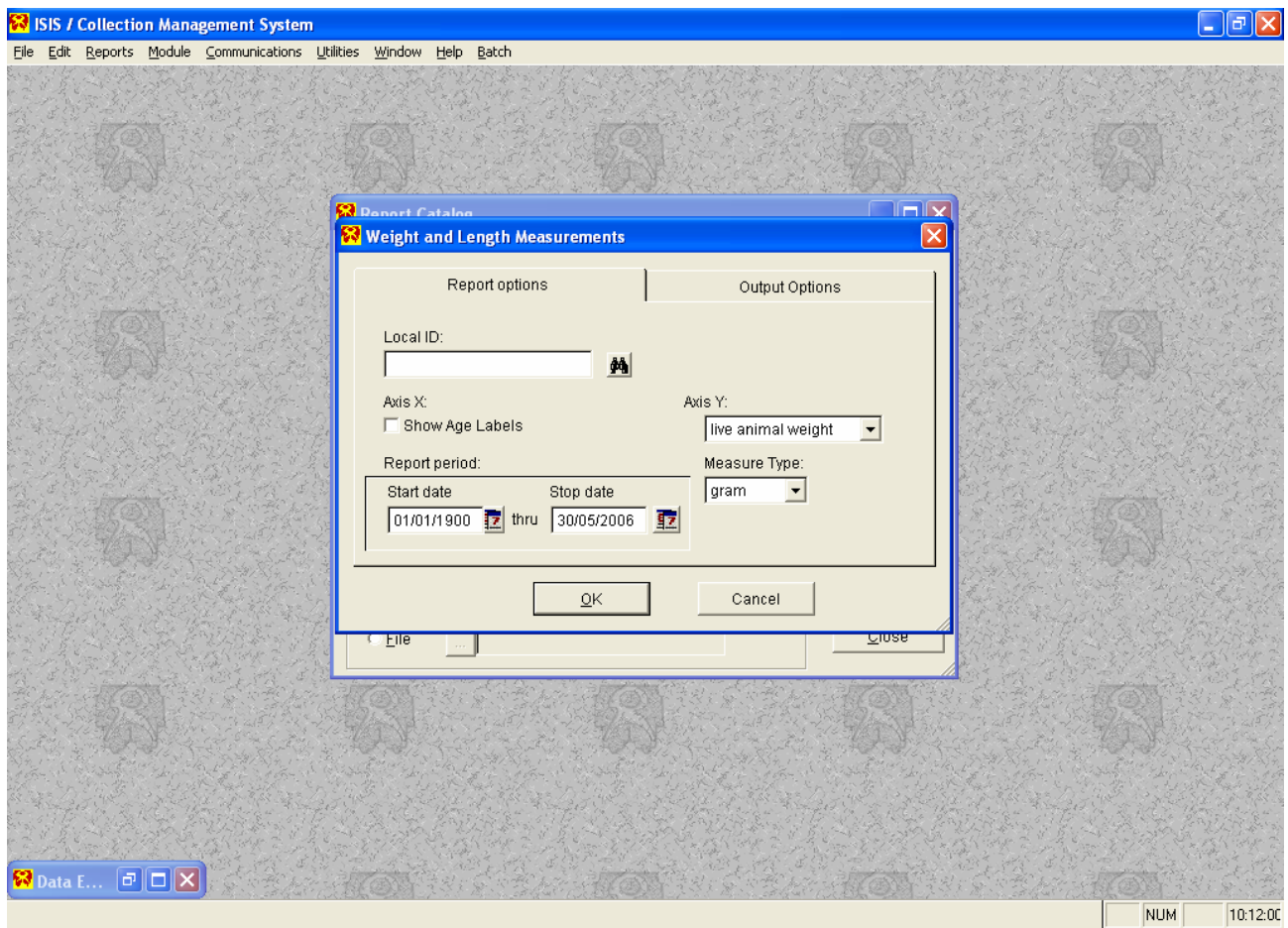


In this Example we are creating an Enclosure Report , showing all Animals in the Huon Enclosure on 30.5.2006, by putting the desired date as both start and stop date.

- If you only want a report of one species, put the Taxonomical Name in instead of “Animalia”
- If you want a report of what was in Huon from 1.1.2003 – today, put 1.1.2003 as Start date.
  - The Enclosure are the names given to the Enclosures in ARKS: like Diwai 5, Zenag1 , Koki2 etc.
- Press OK
- Enclosure report will appear on screen.
- Print if required.



## Weight and Length Measurements



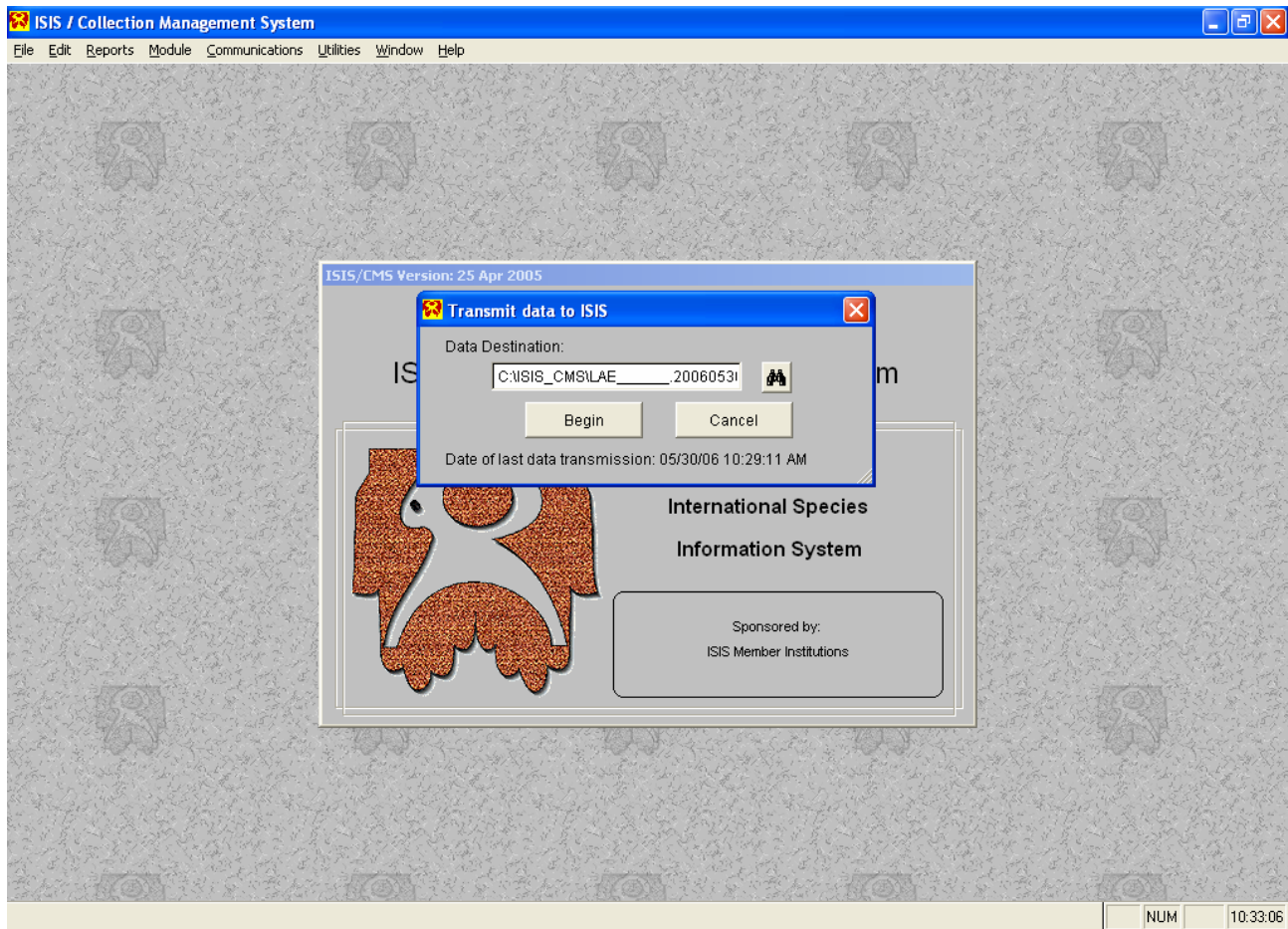
You can create a weight or measurement graph by putting the Animals ARKS no in the Local ID box.

- In the Axis Y box, pick which measurement you are creating the Graph for, in this Weight.
- Put the date for the period you want the graph to show
- Ensure the Measure type is correct i.e grams, kilograms etc.
- In “Output Option” pick whether you want a bar or line graph ( line by default )
- Press OK
- Graph will appear on screen
- Press Print if required

## Data Submission to ISIS.

This is done on a regular basis. Probably monthly is OK. You will be prompted when you open ARKS if it has not been done in the past 30 days.

Go to Communications -> ISIS submission -> Disk. This screen appears:



- press begin

The file will be created and saved in the C:\ISIS\CMS folder as a ZIP. file with a long string of numbers: Lae ....20060530102756. Which means the file was created (read backwards) on 10.27.56 (time) 30.05 2006.

### To submit this data to ISIS:

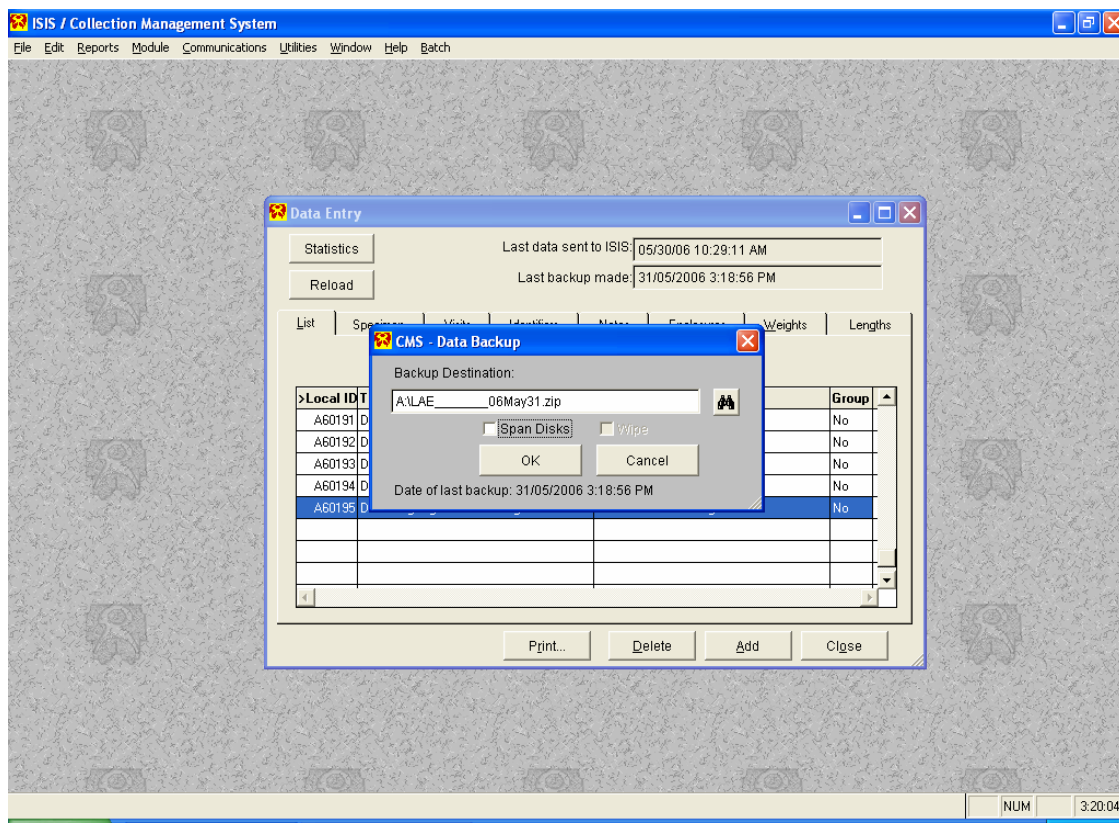
Attach the created file to an Email to: [data@isis.org](mailto:data@isis.org)

Within 24 hrs an automated response will return saying the data has been received.

A further Email will notify you when the EDU report is ready, which can be accessed from ISIS website. ( see section ISIS Website )

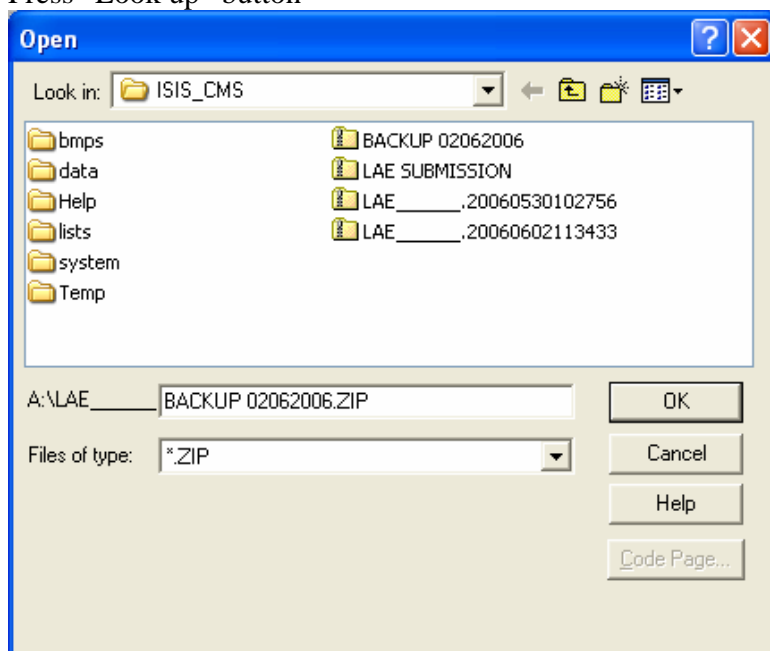
## Data Backup

Go to Utilities -> Backup/Restore -> backup:



Un tick the span disk button

Press “Look up” button



Name the file as shown, using today's date.

File can be found in:

C:\ISIS\CMS\ folder.

Burn the File to a CD and store in a safe place.

This CD can be used to restore data into ARKS should it be lost somehow.

## Batch notes

Used when you want to add the same note to several animals records. It is often used to add notes about an event to a group of animals where you cannot tell them apart individually, either because they do not have a ID or it cannot be determined. Example two Goura pigeons in the Habitat is nesting. Since you cannot tell them apart from a distance, the note need to added to all 5 birds.

Go to Batch -> Notes:

The screenshot shows the 'Batch Note Add -- Edit' dialog box within the 'ISIS / Collection Management System' application. The dialog has two tabs: 'Specimens' and 'Note'. The 'Specimens' tab is active, showing a table with columns: Local ID, Taxonomic Name, Common Name, Sex, House Name, and Enclosure. The table contains five rows of data for 'Goura victoria' (Victoria crowned pige) with different sex values (Unknown, Male, Female, Unknown, Unknown). Below the table are buttons for 'Delete specimen' and 'Delete all specimens'. At the bottom of the dialog, a status bar indicates 'Number of specimens in this batch: 5' and a 'Close' button. The main application window has a menu bar with 'File', 'Edit', 'Reports', 'Module', 'Communications', 'Utilities', 'Window', 'Help', and 'Batch'. The status bar at the bottom of the application shows 'ARKS', 'NUM', and '3:42:53'.

Local ID	Taxonomic Name	Common Name	Sex	House Name	Enclosure
A60119	Goura victoria	Victoria crowned pige	Unknown		Habitat
A60120	Goura victoria	Victoria crowned pige	Male		Habitat
A60121	Goura victoria	Victoria crowned pige	Female		Habitat
A60122	Goura victoria	Victoria crowned pige	Unknown		Habitat
A60123	Goura victoria	Victoria crowned pige	Unknown		Habitat

Type the bird's ARKS no in local Id box and press enter. Repeat this until all birds are listed below.

Then press Note tab:



**ISIS / Collection Management System**

File Edit Reports Module Communications Utilities Window Help Batch

**Batch Note Add -- Edit**

Specimens Note

Date: 31/05/2006

Code: BN Type: Nesting

Note: 2 of these birds seen building a nest in large tree above lake. Id of individuals unknown

☒ Add the list of IDs to the note  
☐ Clear note after it has been added to the specimens

Add Note to Specimens

Number of specimens in this batch: 5 Close

Print... Delete Add Close

NUM 3:46:31

- Put date and appropriate Note code and text in the Note section.
- Tick “add the list of ID’s to the note”
- Press “ Add Note to Specimens”
- Click close.

### Other Scenarios could be:

Group of Raggiana’s Bird of Paradise are displaying in Habitat

A young Matschie’s Tree kangaroo joey has fallen out of the pouch, while male is courting female. Joey is replaced.

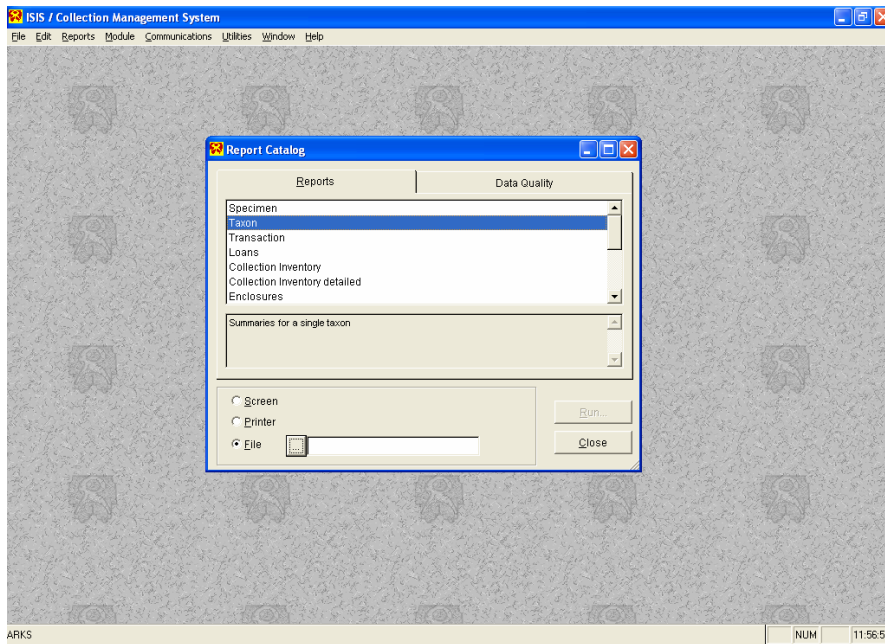
One of the Fresh Water Crocodiles is not feeding.



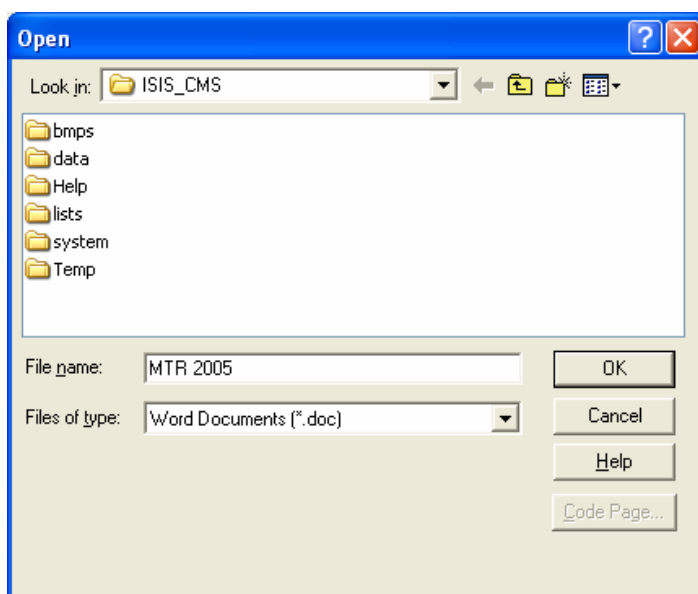
## To save an ARKS Report to a file:

We are saving a Transaction Report as a Word Document

- Tick file box
- Press box with 3 dots



This box appears..



- Write desired file name in box.
- Press OK
- File is saved in:
- C:\ISIS\_CMS folder Word Document

**ISIS website:** [www.isis.org](http://www.isis.org)

Log in details:

First Name: Amanda

Last Name: Malagui

Password: habitat

**Retrieve the EDU report from top of the screen.**

- Print it out.
- Correct any errors listed.
- Concentrate on the ones listed with a RED “Error” label.

## **Assistance:**

Please Email me at: [gskipper@adelaidezoo.com.au](mailto:gskipper@adelaidezoo.com.au)

Or phone at : + 61 8 82301205

If you have any questions at all.

You can also get help from ISIS by sending an Email with your problem to: [support@isis.org](mailto:support@isis.org)

The ISIS website do also have a help section on the left of the screen. Just follow the prompt.

It may be useful to send a picture of the screen if you need to demonstrate something.

To capture a screen shot: Press: Shift + Right ALT + Print Screen.

This is captured on the clipboard. The picture can now be pasted into a word document.