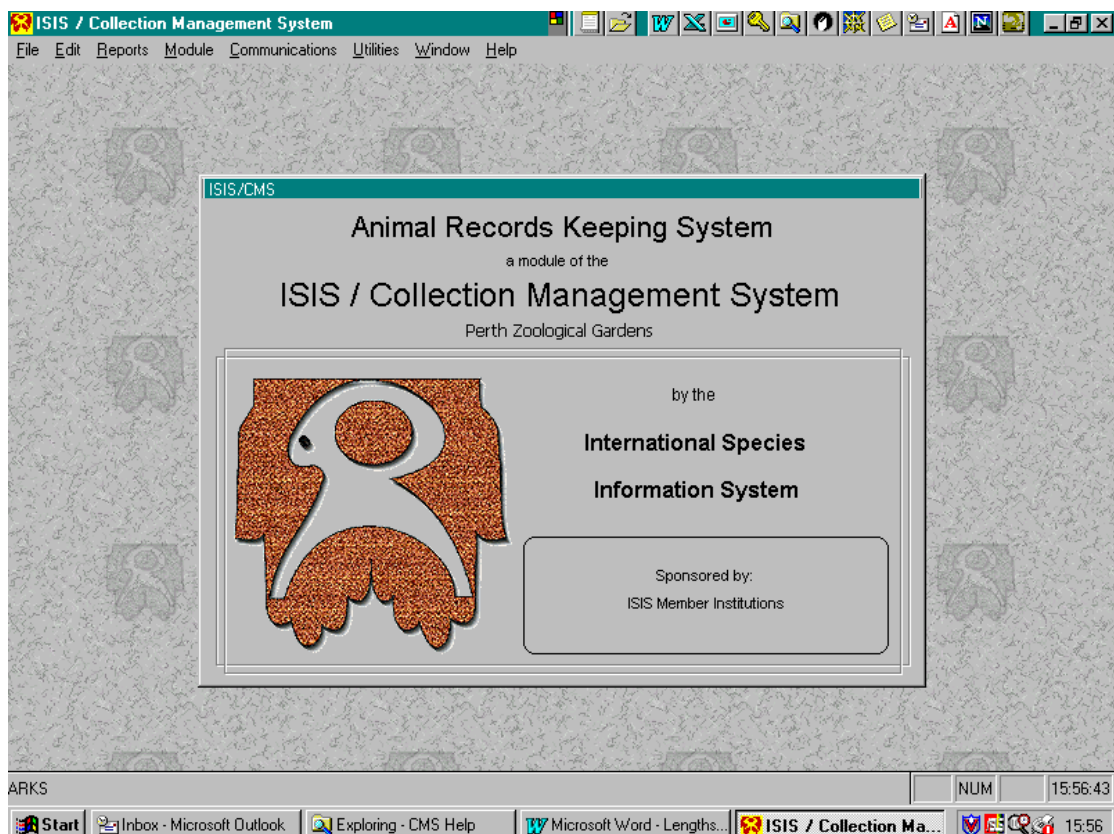


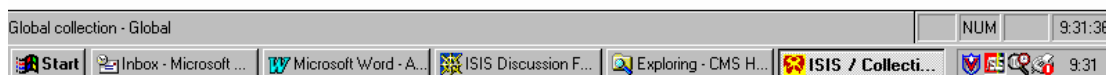
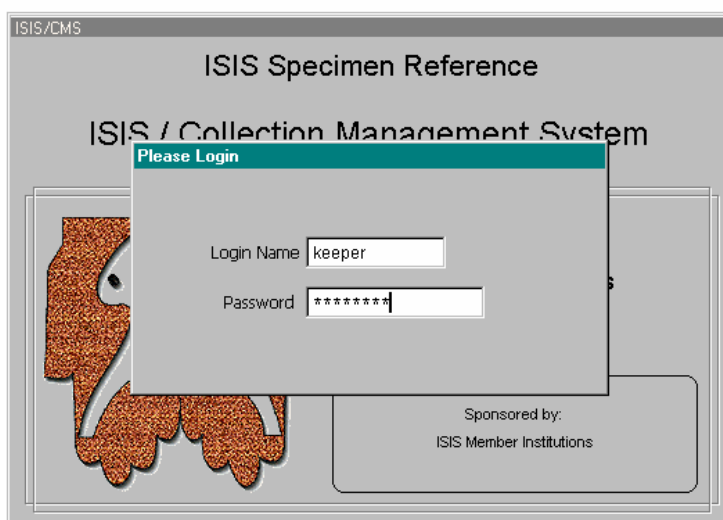
ARKS 4

User Manual

A brief introduction

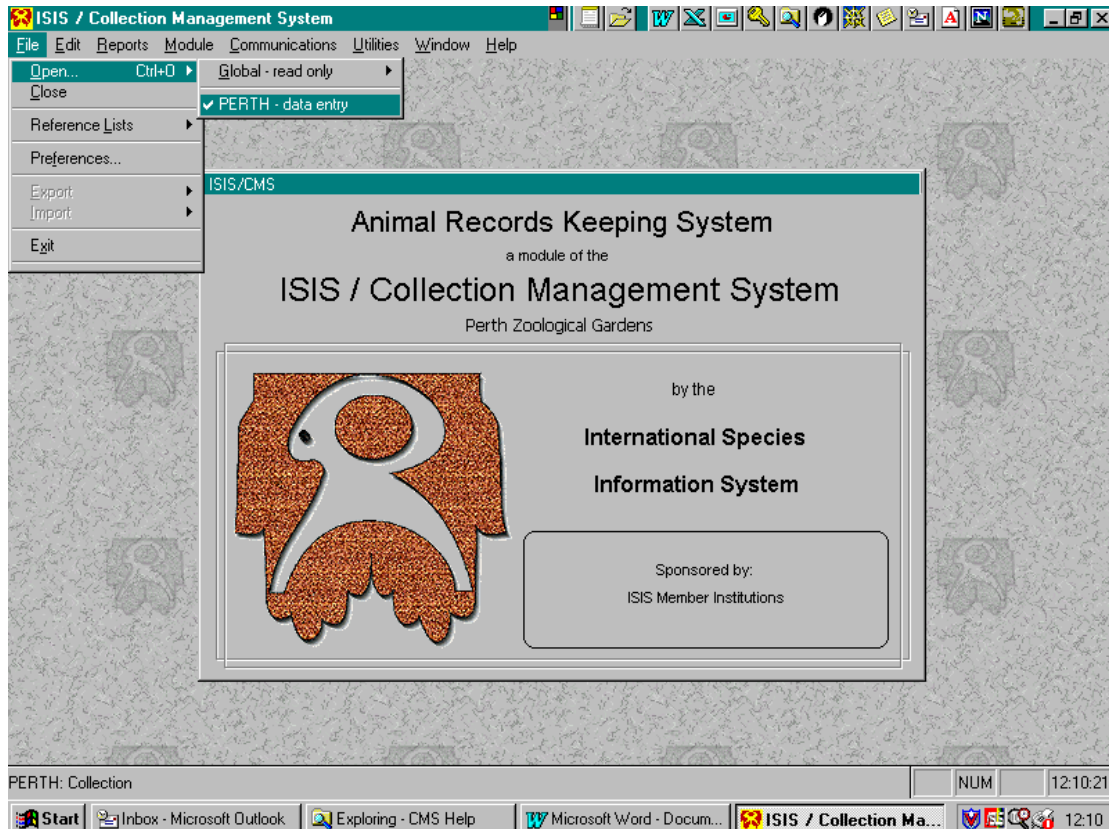


Opening Arks



This is the screen that you will see when you first open up Arks4 after clicking on the desktop icon. You will be asked to enter a login name and a password. The login name will be "keeper" and the password will be "password". Neither is case sensitive. Hit the ENTER key. All users will enter as a "Guest", which means you will have read only access. As a "Guest" certain options will be available for you to enter, others won't.

Accessing Perth Zoo Data

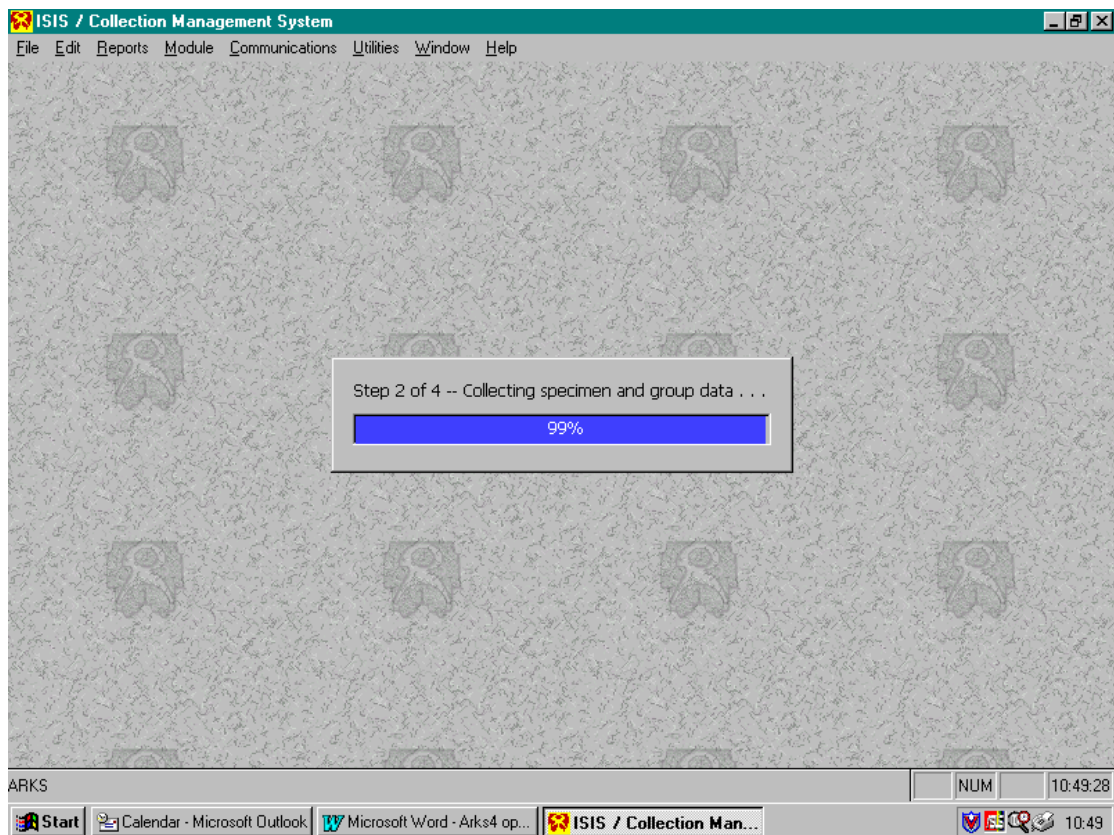


Once you have entered the correct login name and password, select File in the top left hand corner and drop down screens similar to the above should appear. To access Perth's collection data, select Open/Perth – data entry, as indicated above.

You may also notice that you have access to the "Reference List" and "Preferences" from this screen. "Reference Lists" includes Taxonomic, Institution, Enclosure, Special Codes, Measurement Codes and Measurement Units, which are used in our version of Arks4. All these screens should give you read only access. There is a search facility available, this is discussed in more detail later.

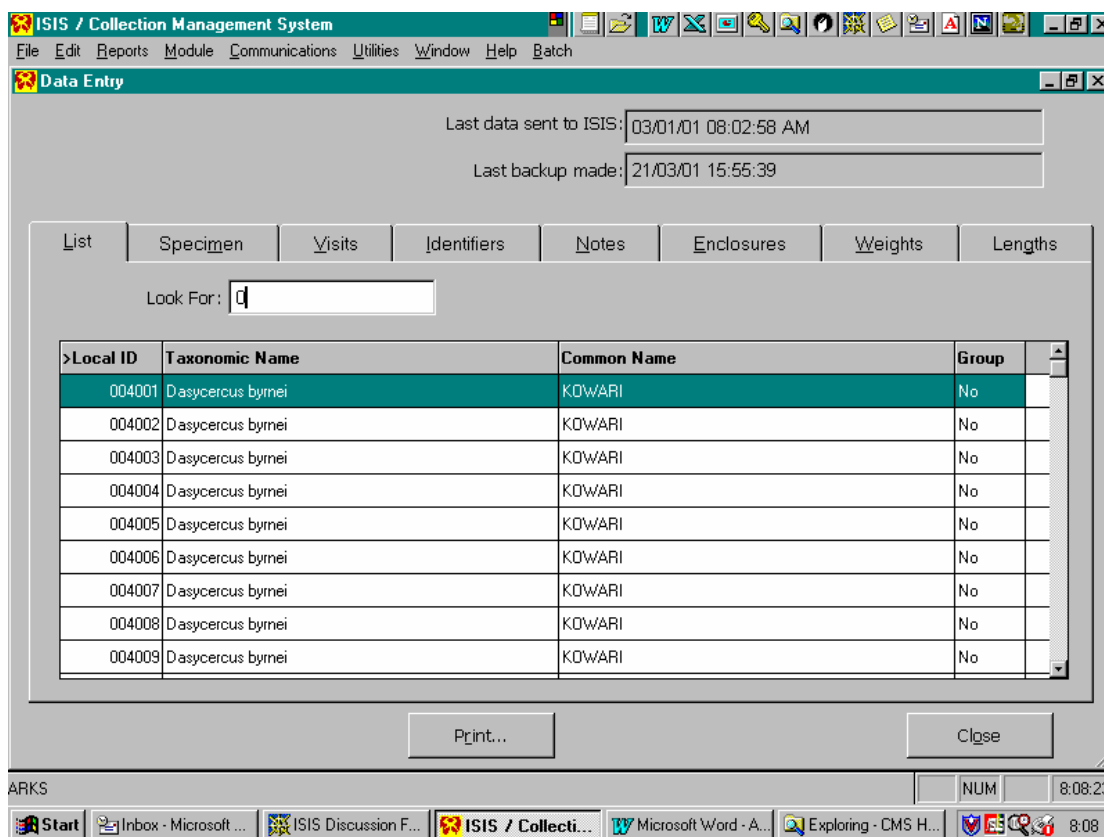
The "Preferences" field contains settings used by the System Administrator (Animal Registrar) and is of little importance to a Guest user.

Loading Screen



Once you select "Perth – data entry" and click on it, a screen similar to the above will appear as the program is loaded up and initialised. This should take a few seconds.

Arks4 Screen



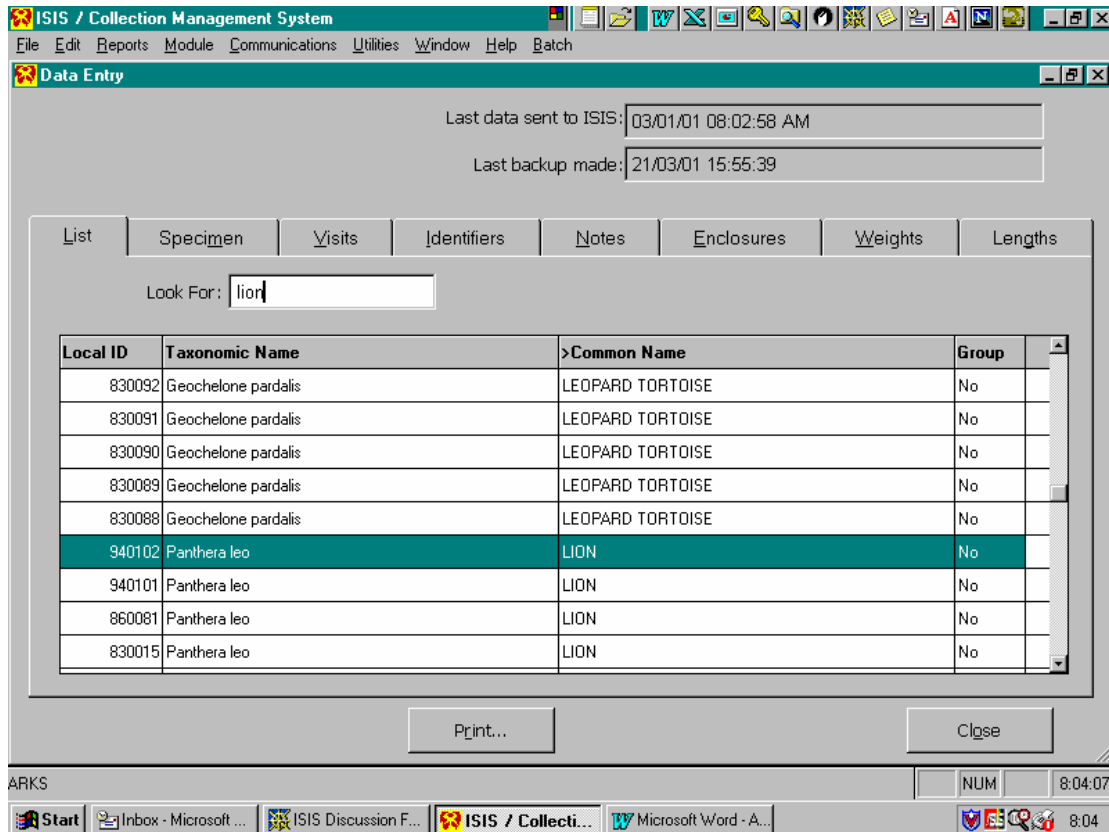
Once the program has loaded up, a screen similar to the above should appear. As with any Windows program you can choose to re-size the window using the Reduce/Restore symbols in the upper right hand corner of the Arks window.

Specimens can be accessed either by scrolling down the list using the scroll bar on the right hand side, by entering information in the "Look For:" field, or by using the arrow keys on your keyboard to navigate up or down through the list of displayed specimens.

In the screen above, the "Look For" field is set to search for Local Ids. This is indicated by the > symbol next to the words Local Id. Similarly, you can select to search for any of the headings on the list eg Taxonomic Name, Common Name or Group.

To select one of the other headings, simply click on it with your mouse and the > symbol will indicate that is the heading used for searching. An example follows using the common name as the search tool.

Searching and Finding Specimens



An example of a search done using Common Name as the search subject. Notice the > symbol next to Common Name, indicating this is the field being used to search.

This search facility can be used in all screens where the "Look for:" field appears. In some instances the search facility has a pair of binoculars beside it, this indicates that you will be taken to a list where you can select what you are searching for. Once again click on the column you wish to use as your search topic.

The data for the specimen highlighted in green is accessible using the tabs visible behind the List tab. These tabs include Specimen, Visits, Identifiers, Notes, Enclosures, Weights and Lengths.

To access each tab merely click on the tab using your mouse or cycle through using the F9 key to cycle forwards or SHIFT+F9 to cycle backwards.

Examples of each tab are provided over.

The Specimen Screen

The screenshot shows the 'Data Entry' window for a specimen. The window title is 'ISIS / Collection Management System'. The menu bar includes 'File', 'Edit', 'Reports', 'Module', 'Communications', 'Utilities', 'Window', 'Help', and 'Batch'. The window contains the following fields and sections:

- Taxonomic Name:** Ceratotherium simum simum
- Common Name:** SOUTHERN WHITE RHINOCEROS
- Location:** PERTH / 900013
- Sex:** Male
- Birth Date:** 23 Oct 1987

Below these fields is a tabbed interface with the following tabs: List, Specimen, Visits, Identifiers, Notes, Enclosures, Weights, and Lengths. The 'Specimen' tab is active and contains:

- Taxonomic Name:** Ceratotherium simum simum
- Birth Date:** 23/10/87
- Estimate:** (empty field)
- Hybrid:** Not a hybrid
- Birth Type:** Captive born
- Birth Location:** MEMPHIS

Below the 'Specimen' tab is a table with the following columns: Status, Sex, Contraception, Rearing, Sire, Dam, and Management Plan. The table contains the following data:

Status	Sex	Contraception	Rearing	Sire	Dam	Management Plan
	Male					
			Unknown			
				0270 at Memphis Zoological Garden & Aquarium		
					0271 at Memphis Zoological Garden & Aquarium	

At the bottom of the 'Specimen' tab, there is a checkbox labeled 'Send to ISIS' which is checked. Below the table are two buttons: 'Print...' and 'Close'.

The taskbar at the bottom shows the following open applications: Start, Inbox - Microsoft Outlook, Exploring - CMS Help, Microsoft Word - Specim..., ISIS / Collection Ma..., and a system tray with 'NUM', '15:32:58', and '15:32'.

This is a sample of the specimen tab. It should show the basic information regarding the specimen selected eg birth date, birth location, hybrid, birth type etc.

Visits Screen

ISIS / Collection Management System
 File Edit Reports Module Communications Utilities Window Help Batch

Data Entry

Taxonomic Name: Ceratotherium simum simum
 Common Name: SOUTHERN WHITE RHINOCEROS

PERTH / 900013 Sex: Male Birth Date: 23 Oct 1987

Date In	Acquisition	Vendor	Holder	Disposition	Recipient	Date Out
7/12/89	Purchase from	MEMPHIS	PERTH	Loan Out to	ORANA	3/01/90
19/05/90	Loan Returned to	ORANA	PERTH			/ /

ARKS NUM 15:32:25

This is a sample of the Visits tab. Visits are basically transactions. It should show when a specimen came into our collection, acquisition type, from whom and any other transactions that may have taken place since its acquisition by Perth Zoo.

Identifiers Screen

ISIS / Collection Management System

File Edit Reports Module Communications Utilities Window Help Batch

Data Entry

Taxonomic Name Ceratotherium simum simum

Common Name SOUTHERN WHITE RHINOCEROS

PERTH / 900013 Sex Male Birth Date 23 Oct 1987

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

<Date	Type	Identifier	Location	Notes
19/05/90	Tag/Band	8918 YELLOW		Add
16/05/90	Permit	7849 9072	Air Way Bill	Edit
5/05/90	Permit	16 P(NZ)	Health Permit	Edit
4/05/90	Permit	P901564	CITES	Edit
25/01/90	Permit	US 742225	CITES	Edit
23/10/87	House Name	MEMPHIS		Add
22/10/87	Regional Studbook #	914	AZA	Edit

Print... Close

ARKS NUM 15:31:16

Start Inbox - Microsoft Outlook Exploring - CMS Help Microsoft Word - Docum... ISIS / Collection Ma... 15:31

Identifiers show any form of Id associated with the specimen accumulated since its arrival at Perth Zoo.

With this tab and subsequent tabs, text can be added by the Animal Registrar associated with the Identifier. If the Note button is **RED**, text is associated with the identifier and may be viewed by clicking on the button.

Notes Screen

The screenshot shows the 'Data Entry' window for a specimen. The taxonomic name is 'Ceratotherium simum simum' and the common name is 'SOUTHERN WHITE RHINOCEROS'. The specimen is identified as 'PERTH / 900013', a male, born on '23 Oct 1987'. The 'Notes' tab is active, displaying a table of notes with columns for Date, Code, Type, and Notes. A preview of the selected note is shown on the right.

>Date	Code	Type	Notes
19/05/90	M	Medical note	Edit
19/05/90	NA	Acquisition note	Edit
26/07/90	Q	Animal management note	Edit
27/07/90	B3	Feeding	Edit
1/08/90	B	Behavior note	Edit
5/08/90	B	Behavior note	Edit
9/08/90	M	Medical note	Edit
9/08/90	QD	Diet	Edit
13/08/90	M	Medical note	Edit
16/08/90	P	Physical condition	Edit
27/08/90	B3	Feeding	Edit

Preview of selected note (19/05/90): Tested positive for bovine TB in Orana Park, NZ.

The notes tab shows data entered for the selected specimen. A preview screen on the right shows the comments added against the dated code. Once again this can be selected for view only by clicking the **RED** edit button.

A scroll bar located in the middle of the screen allows you to scroll down the list of comments, or simply use the up/down arrow keys to move in the desired direction.

Enclosure Screen

ISIS / Collection Management System

File Edit Reports Module Communications Utilities Window Help Batch

Data Entry

Taxonomic Name Ceratotherium simum simum
Common Name SOUTHERN WHITE RHINOCEROS

PERTH / 900013 Sex Male Birth Date 23 Oct 1987

List Specimen Visits Identifiers Notes Enclosures Weights Lengths

>Date and Time	Enclosure	Notes
19/05/90 12:00:00	S2	Edit

Savannah

Print... Close

ARKS NUM 15:37:37

Start Inbox - Microsoft Outlook Exploring - CMS Help Microsoft Word - Docum... ISIS / Collection Ma... 15:37

The Enclosure screen shows enclosures that the specimen has been in since its arrival at Perth Zoo. This screen is similar to the Notes tab as it provides the same scroll functions as well as a brief description in a preview screen of the enclosure or reason for move.

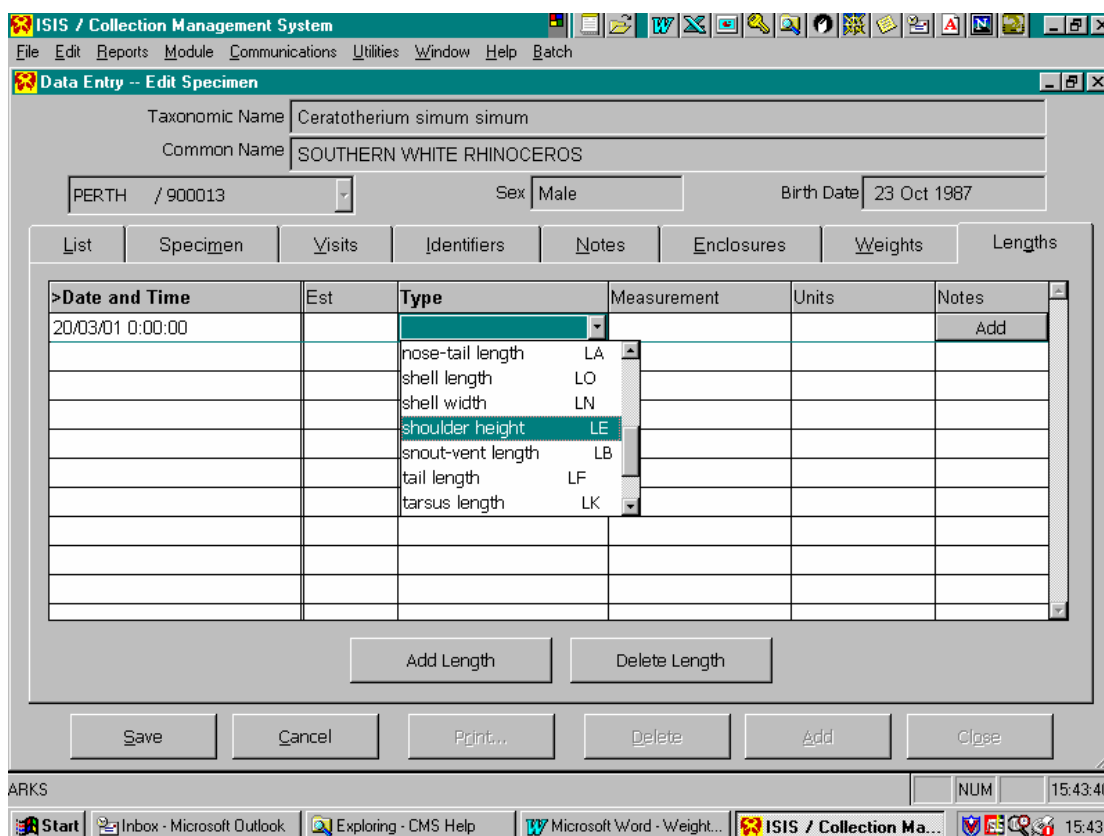
Weight/Length Screens

The screenshot shows the 'Data Entry' window for specimen 900013. The taxonomic name is Ceratotherium simum simum and the common name is SOUTHERN WHITE RHINOCEROS. The specimen is a male born on 23 Oct 1987. The 'Weights' tab is active, showing a table of weight measurements.

>Date and Time	Est	Type	Measurement	Units	Notes
21/11/90 12:00:00		live animal weight	1338.0	kilogram	Add
3/12/90 12:00:00		live animal weight	1274.0	kilogram	Add
11/12/90 12:00:00		live animal weight	1272.0	kilogram	Add
20/12/90 12:00:00		live animal weight	1338.0	kilogram	Add
21/12/90 12:00:00		live animal weight	1348.0	kilogram	Add
27/12/90 12:00:00		live animal weight	1366.0	kilogram	Add
24/06/00 12:00:00		live animal weight	2175.0	kilogram	Add
24/07/00 12:00:00		live animal weight	2200.0	kilogram	Add
20/11/00 12:00:00		live animal weight	2180.0	kilogram	Add
15/02/01 0:00:00		live animal weight	2220	kilogram	Add

The Weights screen shows weight collected for the selected specimen. Once again there is the ability for text to be added by the Animal Registrar associated with the collection of weights.

Lengths Screen



The Lengths screen is similar to previous screens. Samples of the type of measurements that can be recorded are shown.

Specimen "Sub" Screen

The screenshot displays the 'Data Entry -- Edit Specimen' interface. At the top, the window title is 'ISIS / Collection Management System'. Below the menu bar, the main title is 'Data Entry -- Edit Specimen'. The form contains the following fields:

- Taxonomic Name: Ceratotherium simum simum
- Common Name: SOUTHERN WHITE RHINOCEROS
- Location: PERTH / 900013
- Sex: Male
- Birth Date: 23 Oct 1987

Below these fields are several tabs: List, Specimen, Visits, Identifiers, Notes, Enclosures, Weights, and Lengths. The 'Specimen' tab is active, showing:

- Taxonomic Name: Ceratotherium simum simum
- Birth Date: 23/10/87
- Estimate: [empty]
- Hybrid: Not a hybrid
- Birth Type: Captive born
- Birth Location: MEMPHIS

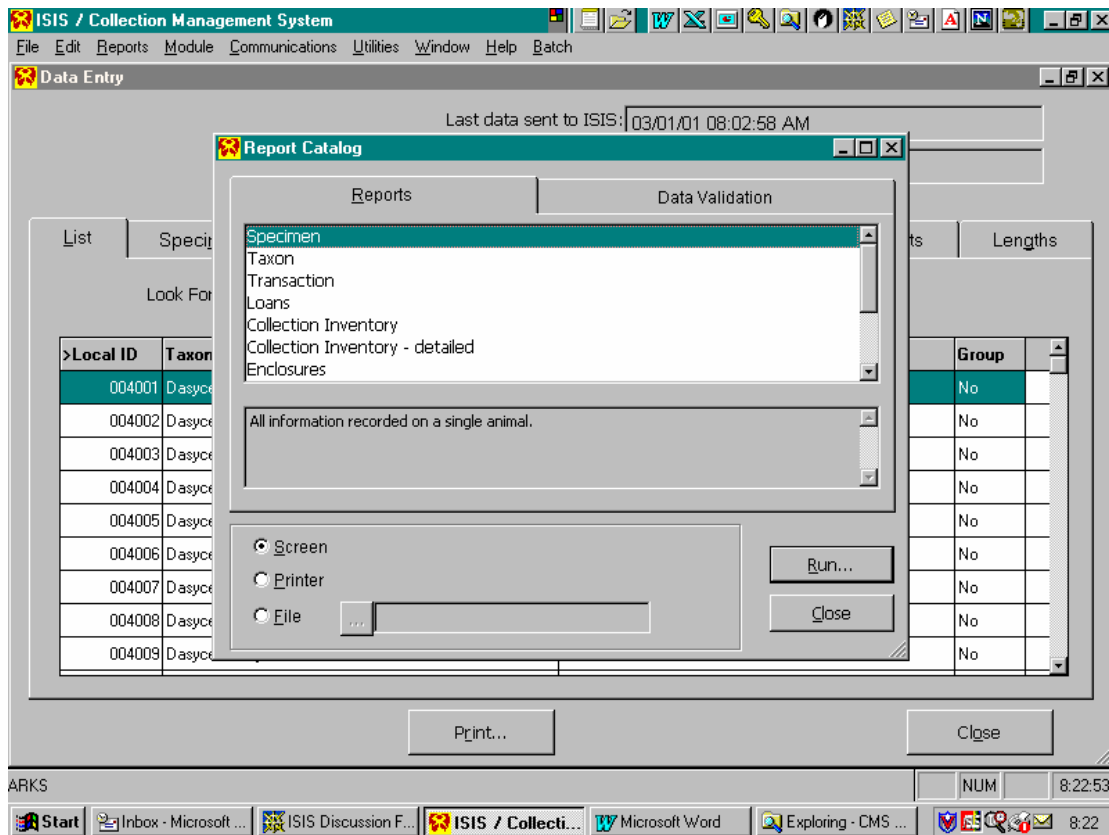
Further down, there are tabs for Status, Sex, Contraception, Rearing, Sire, Dam, and Management Plan. The 'Sex' tab is selected, displaying a table with the following data:

>Date	Type	Notes
07/12/1989	Male	Add

Buttons for 'Add Sex' and 'Delete Sex' are located to the right of the table. At the bottom of the window, there are buttons for 'Save', 'Cancel', 'Print...', 'Delete', 'Add', and 'Close'. The taskbar at the bottom shows the system clock as 10:54:12 and the current directory as ARKS.

Each specimen has a series of "sub" tabs that provide information regarding several management issues that are specific to that specimen. These include Sex, Contraception, Rearing, Sire, Dam, and Management Plan. Once again these are read only tabs. They can be accessed in a similar fashion to the higher tabs, and all have the facility to add notes concerning each entry made.

Reports

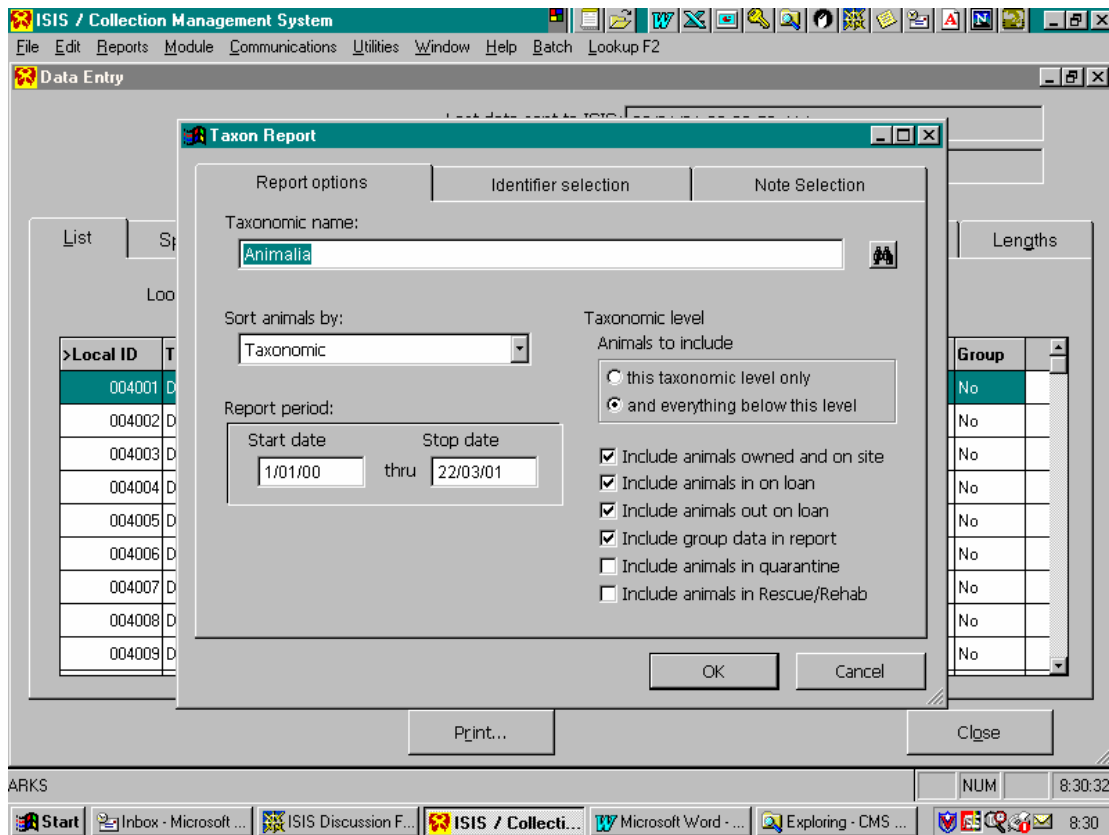


This screen shows some of the reports available using Arks4. Reports can be accessed by clicking on "Reports" at the top of your Arks window. When you do this a smaller screen similar to above should pop up imposed over the top of the normal Arks window. This screen can also be re-sized accordingly.

A scroll bar is located on the right of this smaller screen, allowing you to scroll down the list to select the appropriate report. You can also navigate up and down using your arrow keys on your keyboard. A brief description of each report is included in the preview window below the list.

A description of a how to obtain a taxon report follows.

Taxon Report



To select a Taxon report, highlight "Taxon" and click on the RUN button on the lower right hand side. You can select to send the report to Screen, Printer or File. Screen is probably the best place to start off initially until familiar with the program.

When you click the RUN button the above screen should appear. This screen allows you to choose the type of information you wish to include in the report.

The most important part at this stage is to select the name of the species you are running the report for. Above you can see a pair of binoculars beside the "Taxonomic name" field, this allows you to browse a list of either taxonomic name, taxonomic monomials or common names etc. As with the main Arks screen, you can select the type of search by clicking on the appropriate column and highlighting it with the > symbol. An example follows.

Once you have selected the appropriate species, you must select the correct date range, how you wish the report to be sorted eg taxonomically, by accession numbers or birthdates.

You will also notice some tabs behind the Report Options screen that will allow you to choose what type of Identifiers you wish to include and any types of Notes you want as well. Click on these tabs to browse the selection available. To select an option you must highlight it and click the "Add To" button or "Select All" button.

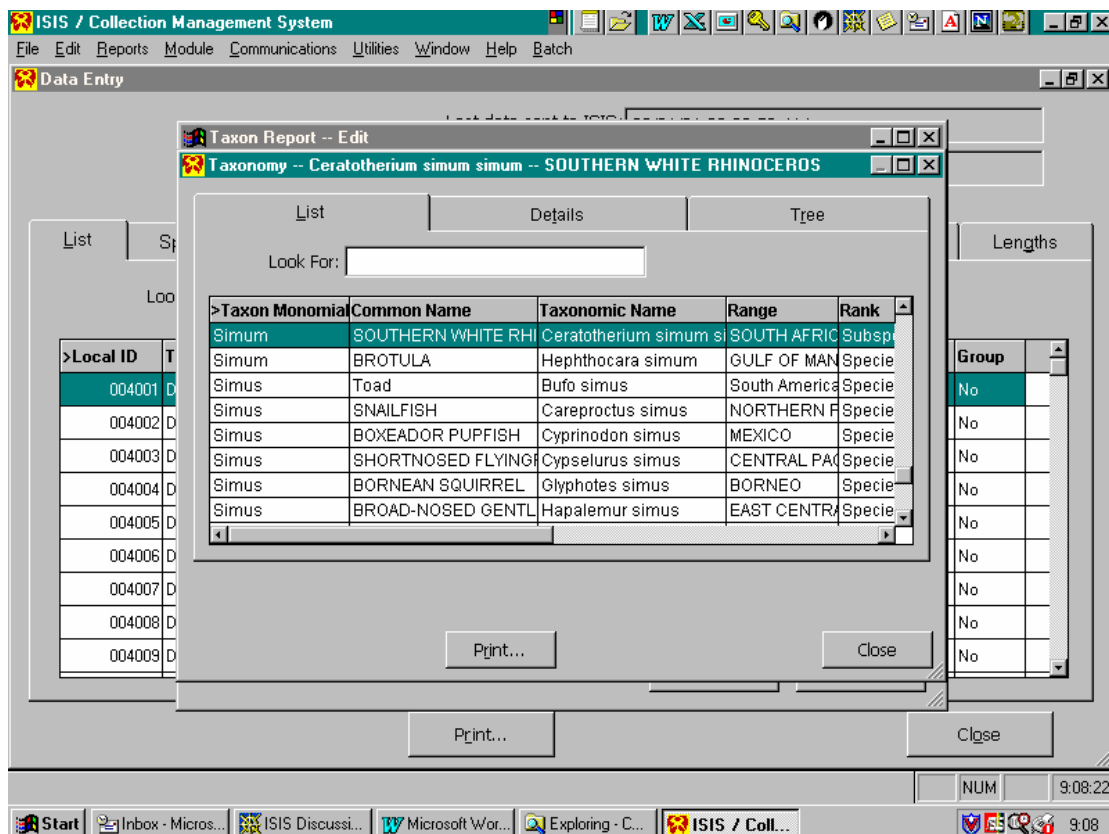
Once you have designed the report you want, click the OK button and the report should start to be compiled. Depending on the amount of information requested and the date range, the report may take a few moments. At this stage this is one of the weaknesses of Arks4, some reports take along time to be generated.

You should also be aware of the fact that the Taxon report will not produce a tally at the end the report like Arks3 did. This report will show you each specimen held in the collection during the date range, but will not add them up for you. To get this figure, you must run a "Collections Inventory" or "Collections Inventory – detailed" report.

Once the taxon report is completed, it will appear on the screen in a reduced format. To view the report you will have to re-size it using the appropriate symbols. Once it is on screen, you can also select to print the report. To do this click on the printer icon visible on the "Print Preview" bar on the top left hand corner. This will run the report to your local printer.

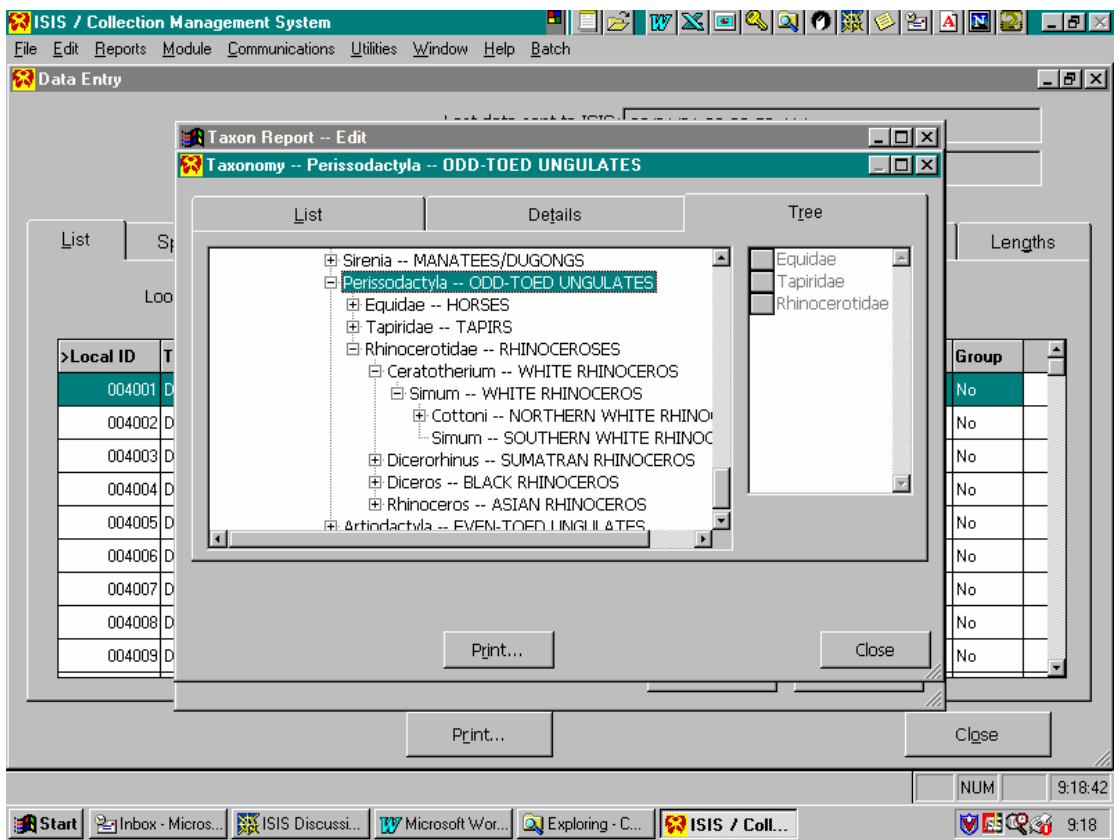
This is a brief overview of how to obtain a Taxon Report. There are many other reports available on Arks4, each one is different. However the basic principals outlined above should apply. Feel free to experiment with all the reports until you become familiar with them.

The Taxonomic Tables

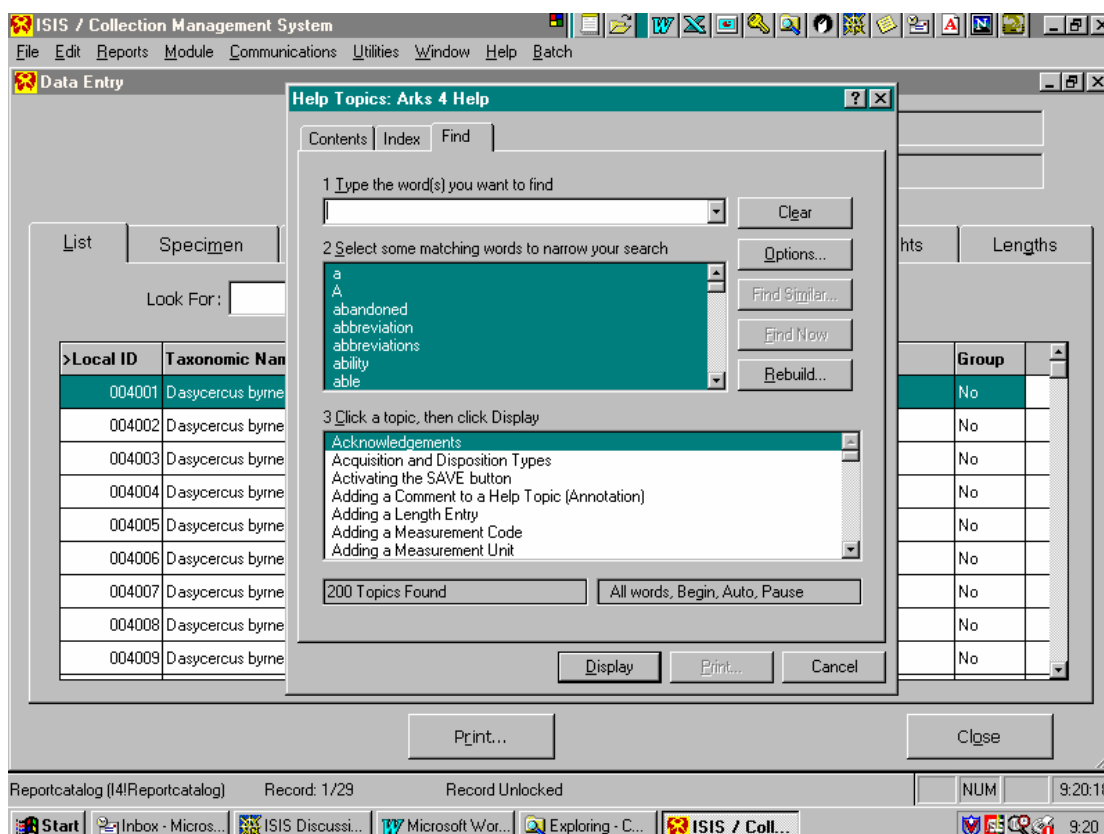


An example of the Taxonomic list available on Arks4. You can select a name using the list by entering the appropriate information in the "Look For" field, in this case the Taxonomic Monomial column is the column used for the search.

If you are unsure of species names, but have a Genus name, you can enter the Genus name and then go to the Tree tab and you will be able to access a range of species options for that Genus name. You will have to click on the + symbol on the list to access information regarding the Genus and its lower levels. A sample of how this is presented is shown over.



Arks4 Help Facility



As with other Windows based programs, Arks4 comes with a comprehensive Help section. Those familiar with this facility in other Windows programs will find assistance through this function. Please make yourself familiar with this facility, as it does provide most answers to the questions you will no doubt have.

Within the Help facility itself is a useful topic called "Find a Topic in Help". It provides a quick run down on how the Help feature works. A shortcut to it can be found by typing Index in the "Type the word(s) you want to find" field on the Find tab contained in Help.

This brings up the topic "Find a Topic in Help".