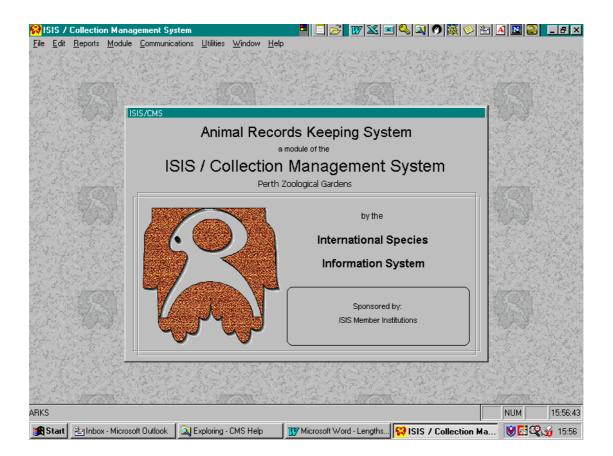
ARKS 4 User Manual A brief introduction



Opening Arks

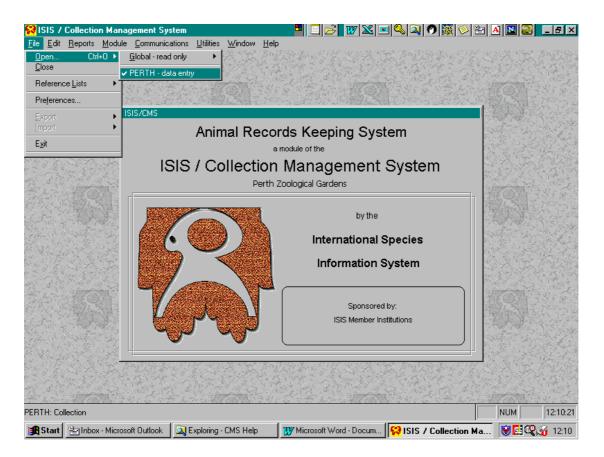
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This is the screen that you will see when you first open up Arks4 after clicking on the desktop icon. You will be asked to enter a login name and a password. The login name will be "keeper" and the password will be "password". Neither is case sensitive. 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

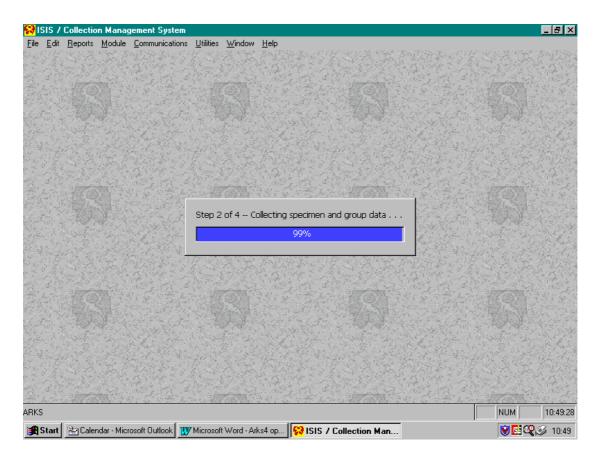


Once you have entered the correct login name and password, select File in the top left hand corner and drop down screens similar to the above should appear. To access Perth's collection data, select Open/Perth – data entry, as indicated above.

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

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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

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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 were 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 were 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

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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

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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

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5/05/90	Pe	ermit			16 P(NZ)		Health Permit		Ec	lit
4/05/90	Pe	ermit			P90156	4		CITES		Ec	lit
25/01/90	Pe	ermit			US 7422	225		CITES		Ec	lit
23/10/87	Ho	ouse Nar	ne		MEMPH	lis				Ac	dd
22/10/87	Re	gional S	tudbook	#	914			AZA		Ec	lit
											•

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

Taxonomic Name Ceratotherium simum Common Name SOUTHERN WHITE RHINOCEROS PERTH / 900013 Sex Male Birth Date 23 Oct 1987 List Specimen Visits Identifiers Notes Enclosures Weights Lengths >Date Code Type Notes Enclosures Weights Lengths 19/05/90 M Medical note Edit 19/05/90 M Acquisition note Edit 19/05/90 NA Acquisition note Edit 19/05/90 NA Acquisition note Edit 26/07/90 Q Animal management note Edit 10/08/90 B Behavior note Edit 1/08/90 B Behavior note Edit 10/08/90 N Medical note Edit 9/08/90 M Medical note Edit Edit 11/08/90 N Medical note Edit 9/08/90 M Medical note Edit Edit 11/08/90 N Medical note Edit 13/08/90	ile <u>C</u> ommu	inications <u>U</u> tilities <u>W</u> indow <u>H</u> i	elp <u>B</u> atch			
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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

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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

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20/12/90 12:00	0:00		live animal weight			1338.0	kilogram	Add	
21/12/90 12:00	0:00		live animal weight			1348.0	kilogram	Add	
27/12/90 12:00	0:00		live animal weight			1366.0	kilogram	Add	
24/06/00 12:00	0:00		live animal weight			2175.0	kilogram	Add	
24/07/00 12:00	0:00		live animal weight			2200.0	kilogram	Add	
20/11/00 12:00	0:00		live animal weight			2180.0	kilogram	Add	
15/02/01 0:00:	:00		live animal weight			2220	kilogram	Add	
			Print	1			[Cl <u>o</u> se	1

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

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

Specimen "Sub" Screen

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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

SIS / Collection Mana	- · ·	- I 🖉 😿 🖾 🔍 🕻	a 0 % % % % % % % % % % % % %	2 🔺 🔟 🏖	_ 8
<u>E</u> dit <u>R</u> eports <u>M</u> odule	<u>Communications</u> <u>Utilities</u> <u>W</u> indow <u>H</u> elp	<u>B</u> atch			
Data Entry					_ 8
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List Speci <u>r</u>	Specimen			s Len <u>a</u> t	ths
-	Taxon			- 3	
Look For	Transaction Loans				
	Collection Inventory				
>Local ID Taxon	Collection Inventory - detailed			Group	-
004001 Dasyce	Enclosures		I	No	
004002 Dasyce	All information recorded on a single animal.			No	-
004003 Dasyce	Ĩ			No	-
004004 Dasyce			<u> </u>	No	
004005 Dasyce				No	
004006 Dasyce	🖲 <u>S</u> creen	Г		No	
004007 Dasyce	O <u>P</u> rinter		<u>R</u> un	No	
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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

🔀 ISIS / Collection Management System	
<u>File Edit Reports Module Communications Utilities Wind</u>	
🙀 Data Entry	
😹 Taxon Report	
Report options	Identifier selection Note Selection
List St	
List St Animalia	Ma Lengths
Loo	
Sort animals by:	Taxonomic level
>Local ID T Taxonomic	Animals to include Group
004001 D	O this taxonomic level only No
004002 D Report period:	Ond everything below this level
004003 D	p date ▼ Include animals owned and on site №0
004004 D 1/01/00 thru 22	2/03/01 Include animals in on loan No
004005 D	Include animals out on loan No
004006 D	✓ Include group data in report
004007 D	Include animals in quarantine Include animals in Rescue/Rehab No
004008 D	No No
004009 D	
	OK Cancel
	Print Close
ARKS	NUM 8:30:32
😹 Start 😤 Inbox - Microsoft 🔛 ISIS Discussion F	ISIS / Collecti 🕎 Microsoft Word 🔍 Exploring - CMS 🛛 💓 🗟 📿 🏹 🖂 8:30

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.

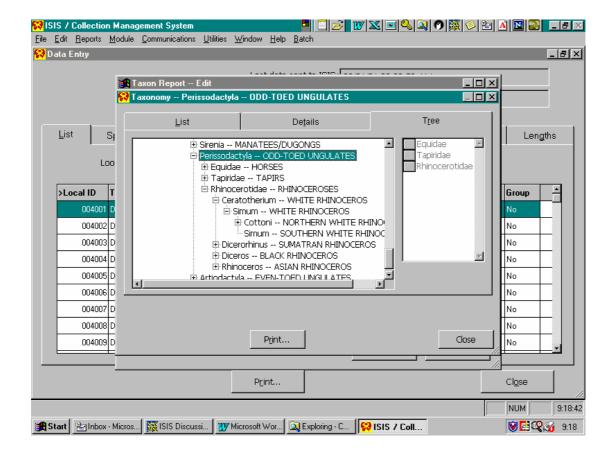
This is a brief overview of how to obtain a Taxon Report. There are many other reports available on Arks4, each one is different. However the basic principals outlined above should apply. Feel free to experiment with all the reports until you become familiar with them.

The Taxonomic Tables

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		totherium simum simum -	SOUTHERN WHITE B		
•••	Tunonomy Core				
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List St				-	Lengths
	Look For:				
Loo			1	TT	
	>Taxon Monomia		Taxonomic Name	Range Ran	
>Local ID T	Simum		Ceratotherium simum s		
	Simum	BROTULA	Hephthocara simum	GULF OF MAN Spe	
004001 D	Simus	Toad	Bufo simus	South America Spe	
004002 D	Simus	SNAILFISH	Careproctus simus	NORTHERN F Spe	
004003 D	Simus Simus	BOXEADOR PUPFISH	Cyprinodon simus	MEXICO Spe	
	Simus	SHORTNOSED FLYINGI BORNEAN SQUIRREL	Glyphotes simus	CENTRAL PACSpe BORNEO Spe	
004004 D	Simus	BORNEAN SGOIRREL		BORNEO Spe EAST CENTR/ Spe	
004005 D		BROAD-NOSED GENTL	Hapalemur simus	LEAST CENTRASPE	No No
004006 D	<u>1.1</u>				
004007 D					No
004008 D			-1		No
004009 D		P <u>r</u> int		Ch	ose No
<u> </u>					
		P <u>r</u> int			Cl <u>o</u> se

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

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	004002	Dasycercus byrne	3 Click a topic, then click Display Acknowledgements		No	
	004003	Dasycercus byrne	Acquisition and Disposition Types		No	_
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	004005	Dasycercus byrne	Adding a Length Entry Adding a Measurement Code		No	_
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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".