

DAY 1

9:00-9:20	Class introduction, Individual introductions
9:20	Pair into Groups of 2
9:30-9:40	Record Keeping History
9:40-10	ZIMS statistics, Why use it?
10-10:05	ZIMS help options
10:05-10:20	Institution information in ZIMS
10:20-10:40	Roles and log in history
10:40-10:50	BREAK
10:50-11	Dates and edits/deletions
11-11:15	Creating enclosures & moving animals
11:15-11:25	Types of animals to accession
11:25-11:35	Accessions VS Transactions
11:35-12	ZIMS Standards
12-12:30	LUNCH
12:30-1:30	Log in and open animal OB22, go through all sections of OB22 individual page
1:30-1:45	Create a water vole offspring
1:45-2:30	Create one exhibit with 3 sub-exhibits Add info - planned taxa, maint. request, one note, daily feed log, dimensions, plants, substrates
2:30-2:35	BREAK
2:35-3:45	Global All Animals list, pick new species and add 4 offspring
3:45 - 4	Wrap up today - questions?

DAY 2

9:00-9:30	Questions, pairs create 2 additional animals (Eggs)
9:30-10:30	Pairs create 2 groups- 10 additional animals (Groups)
10:30-10:45	BREAK
10:45-11:00	Add Incomplete accession
11-11:20	Specimen deaths
11:20-11:40	Animal loans
11:40-12	Add notes to a group of animals
12-12:30	LUNCH
12:30-1:00	Create reports: Specimen, Activity, Daily, Enclosure, loan, Inventory
1:00-1:20	Add weights, weight graphs, create global weight reports
1:20-1:45	Feed logs
1:45-2:00	Global age distributions
2:00-2:10	BREAK
2:10-2:20	Species Holding
2:20-2-45	Templates
2:45-3:00	Care & Welfare
3:00-3:45	Medical overview
3:45 - 4	Wrap up today - questions?