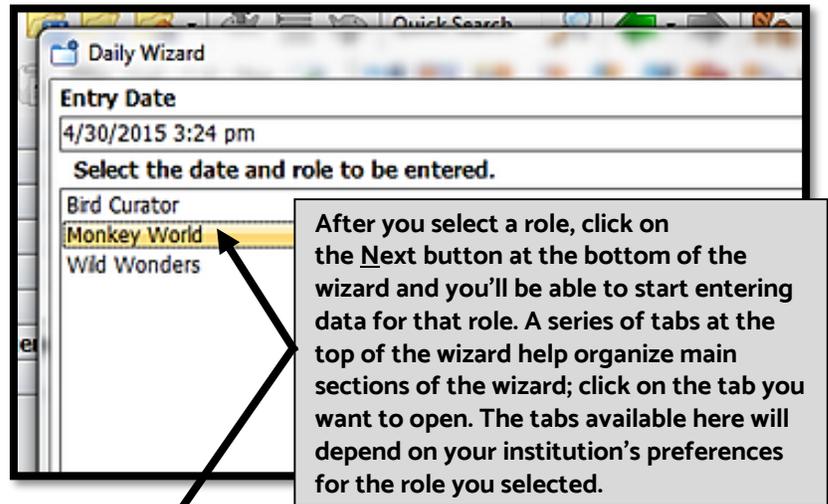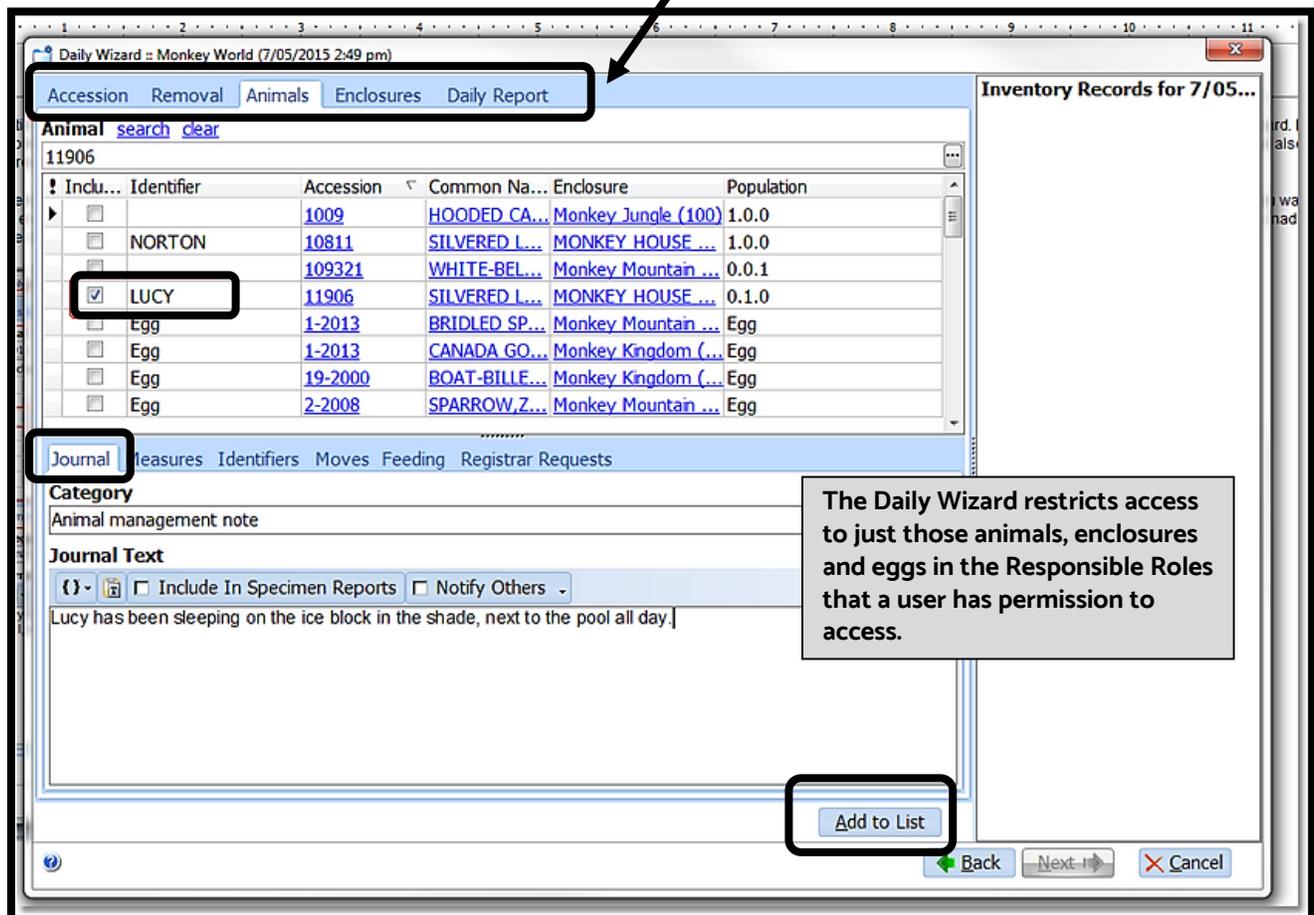**TRACKS®** SOFTWARE

The Daily Wizard assists users with recording data for animals, eggs, and enclosures in their Responsible Roles.

In the Daily Wizard, select the Responsible Role you want to work with. You can work with only one role at a time during each Daily Wizard session. Users can launch the Daily Wizard as often as they need to - they are not limited to once a day. It is advisable to add data to the wizard and then close it in a timely manner - otherwise, it is easy to accidentally close the wizard and lose data that has been added but not saved.

After you select a role, click on the Next button at the bottom of the wizard and you'll be able to start entering data for that role. A series of tabs at the top of the wizard help organize main sections of the wizard; click on the tab you want to open. The tabs available here will depend on your institution's preferences for the role you selected.

The Daily Wizard restricts access to just those animals, enclosures and eggs in the Responsible Roles that a user has permission to access.

On the right side of the wizard, the Inventory Records section keeps a running account of the data that you have added to the wizard.

Inventory Records for 7/02/2015 4:19 pm

Observations
[edit | remove] A10010 - Animal management note
[edit | remove] A10010 - Weight
[edit | remove] A13019 move to Monkey Palace Holding
[edit | remove] Monkey Palace (15) - Exhibit

The date and time at the top of the Inventory Records section will be linked with the data you add to the wizard. Note that your complete entry text may not be visible here--there may not be enough space for the entire entry to be displayed. However, enough information should be visible so that you can identify which record it is. If you need to access an item in Inventory Records, use the edit I remove links in front of the pertinent entry. Selecting the edit link opens that entry for editing (you'll need to select the Add to List button when you are done with your changes). Click on the remove link to delete the entry. Data in the Inventory Records section is *not* yet saved.

When you are ready to save the data and close the wizard, select the Next button which takes you to a confirmation page. From here, selecting the Save button saves the data.

Once you have completed the Daily Wizard, the information you entered is processed per your institution's preferences. Some data may directly become records in the pertinent Tracks modules. In other cases, data is routed to the institution's record keepers for processing. Particularly when the data you enter goes directly to the Tracks database, it is important that information is as accurate as possible.

Daily Report

Report I Collection I Collection Data

Daily Report

Report Start Date	Report End Date
1/1/2017	1/31/2017

201418 / CURLY : Monkey Pool (888)
HOODED CAPUCHIN / Cebus apella cay

Event : 1/21/2017 10:14 AM (by Maggie Niemann)
 Changed Role to Monkey World.
Animal Journal : 1/2/2017 10:55 AM (by Summer Heil)
 Animal management note: These monkeys are still interested in going outdoors, even though it is in the 40s. Will
 enclosure on Wednesday.

201484 / TRIXIE : CHILDRENS ZOO (42)
Grevy's zebra / Equus grevyi

Measurements : 1/10/2017 2:49 PM (by Summer Heil)
Entity Media : 1/26/2017 10:08 AM (by Maggie Niemann)
 TEST99 Anesthesia.pdf
Animal Journal : 1/5/2017 10:44 AM (by Maggie Niemann)
 Animal management note: There's a lot of snow out there - 4''...I shoveled, but Trixie won't go out.

Use the Daily Report to generate a report with Daily Wizard entries. This Collection Report compiles a variety of records for a date range, and provides many options for refining the data included and for grouping data. When generated, this report provides navigational links to the pertinent records in Tracks.