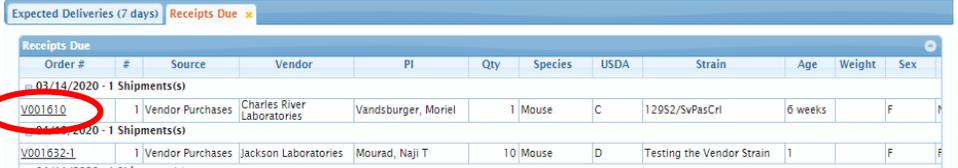# cayuse ANIMAL PROCUREMENT

How to: **Receive Animals** [Draft]

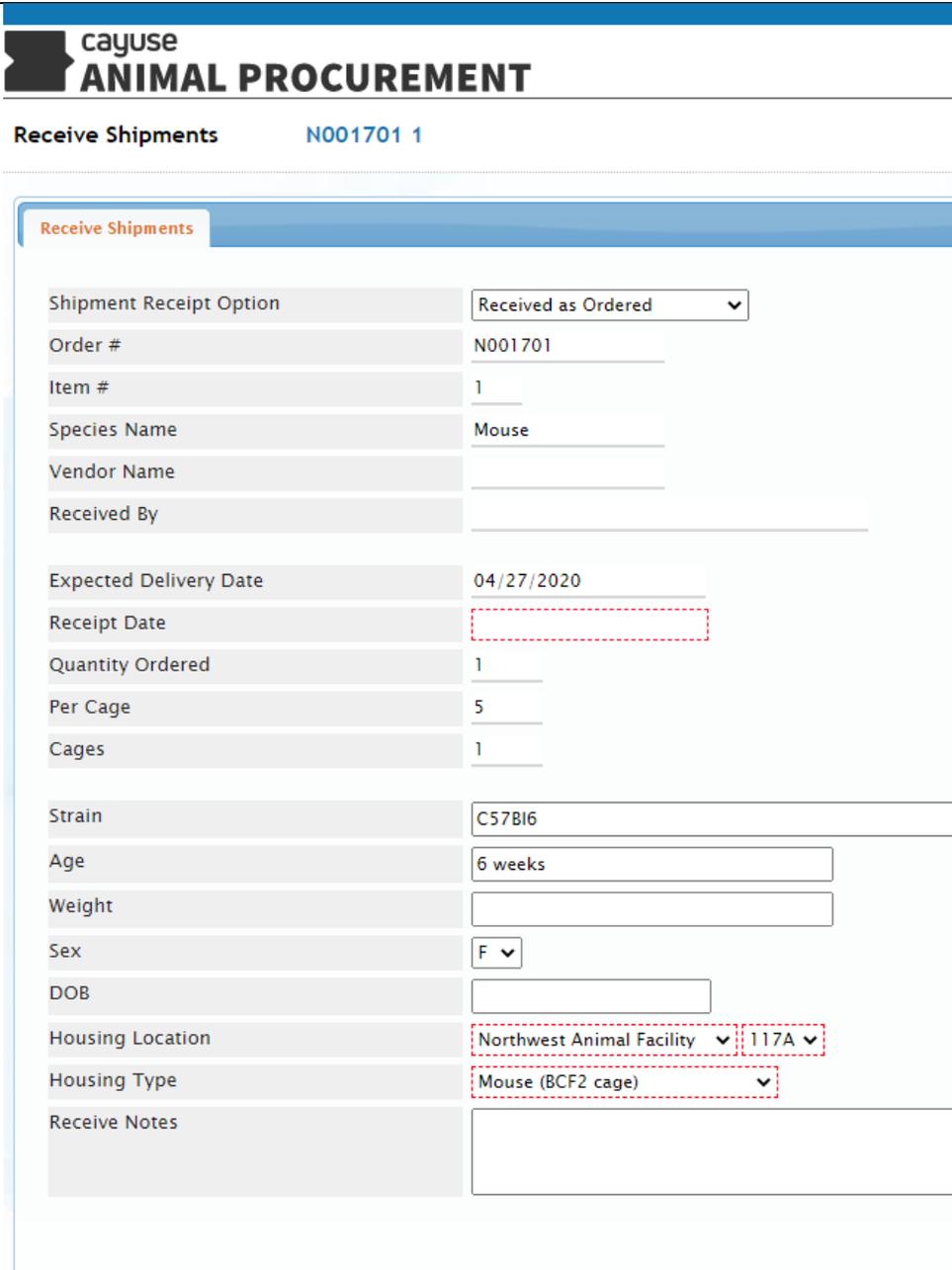|		
1	Login to Cayuse	https://cal.esirius.cayuse.com/ **Practice site:** https://cal.stg-esirius.cayuse.com/
2	Select *Animal Receiving Technician* Role Or Select *Animal Facility Supervisor* Role	ARECEIPT ▼ Sign Off **Berkeley** UNIVERSITY OF CALIFORNIA ASUPER ▼ Sign Off **Berkeley** UNIVERSITY OF CALIFORNIA
3	Print cage cards in advance (optional)	
3a	Select *Cage Card Management > Print Cage Cards*	**Mailbox** ‹ Animal Procurement ▸ Alert Inbox Total Expected Deliveries (7 days) Receipts Due 13 13 Cage Card Management ▸ Expected Deliveries (7 days)	Re **Receipts Due** Order # # S ⊟ 03/14/2020 - 1 Shipments(s V001610 1 Vendor ⊟ 04/10/2020 - 1 Shipments(s
3b	Select *Print cards for a selected Delivery Date Range* Fill out form with desired information: • Date range • Facility • Room number (optional) • Layout: *Vendor Card* • Sort by (optional)	**cayuse ANIMAL INVENTORY** **Print Cage Cards** **Print Cage Cards** Choose Option Print cards for a selected Delivery Date Range ▼ From Date To Date Animal Source Commercial ▼ Facility/Room Number ▼ ▼ Order Status Placed ▼ Choose Layout ▼ Sort By Order ▼ Number of Labels to Skip 🖨 Print Cards

How to: **Receive Animals** [Draft]

3c	Select *File Name* from download list Note: Check date and time to verify correct cards & **print cage cards**	**File Download** **File Download** 	File Name ⬆	# of Records	Created	Time Created	Download File Description
---	---	---	---	---
5TZ0YN668.PDF	21	08/06/2020	16:09:49	Print Cage Cards--Print cards for a selected Delivery Date Range
5TZ0RQ... .PDF	67	08/__/2020	__:40:35	Print Cage Cards--Print cards for a selected Delivery Date Range
5TZ0HVBNX.PDF		08/06/2020	08:20:15	Print Cage Cards--Print Cards for selected Order Number and/or line item
5TZ0HUZB1.PDF	1	08/06/2020	08:19:59	Print Cage Cards--Print Cards for selected Order Number and/or line item
5TZ0HT84B.PDF	1	08/06/2020	08:18:37	Print Cage Cards--Print Cards for selected Order Number and/or line item
5TY0WYYDS.PDF	2	08/05/2020	15:22:59	Print Cage Cards--Print Cards for selected Order Number and/or line item
5TY0PONZS.PDF	1	08/05/2020	11:59:02	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM
5TR0WTWE1.PDF	1	07/29/2020	15:19:03	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM
5TR0TK9QQ.PDF	1	07/29/2020	13:47:35	Print Cage Cards--Print cards for a selected Order Number and/or line item	 **Double check date & time** Find ⟳ Page 1 of 1 20 ⌄ View 1 - 9 of 9
4	Return to Animal Procurement delivery log	
5	Select order # that you want to receive from the receiving log	**Expected Deliveries (7 days)** **Receipts Due** ✕ **Receipts Due** | Order #	#	Source	Vendor	PI	Qty	Species	USDA	Strain	Age	Weight	Sex	
---	---	---	---	---	---	---	---	---	---	---	---	---
03/14/2020 - 1 Shipments(s)												
V001610	1	Vendor Purchases	Charles River Laboratories	Vandsburger, Moriel	1	Mouse	C	129S2/SvPasCrl	6 weeks		F	
04/__/2020 - 1 Shipments(s)												
V001632-1	1	Vendor Purchases	Jackson Laboratories	Mourad, Naji T	10	Mouse	D	Testing the Vendor Strain	1		F	F
04/11/2020 - 1 Shipments(s)													
6	If you did not preprint cage cards (see step 3), a pop up will appear to print cage cards now	**eSirius3G Prompt** ❓ Cage Cards have not been printed! Go to Print Cards? **Yes** No
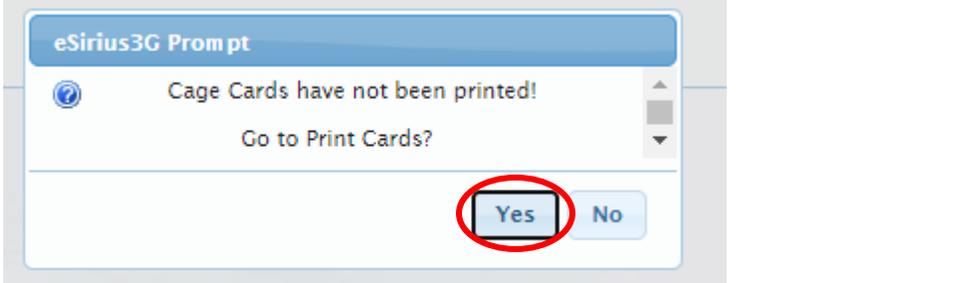
6a	Fill out form with desired information • Layout: *Vendor Card* • Sort by (optional) **Print cage cards**	**cayuse** **ANIMAL INVENTORY** **Print Cage Cards** **Print Cage Cards** Choose Option — Print Cards for selected Order Num Order # — N001701 Item # — 1 Choose Layout — Sort By — Order ⌄ Number of Labels to Skip — 🖨 Print Cards ↩ Return to Receive Shipment
6b	Return to Receive shipment	
7	**Enter Shipment Receipt Option** (based on what was actually delivered) • Received as Ordered • Partial Shipment Received • Additional Animals Received • Shipment did not Arrive • Shipment Cancelled	**cayuse** **ANIMAL PROCUREMENT** **Receive Shipments** V001610 1 **Receive Shipments** Shipment Receipt Option — ⌄ Order # — V001610 Item # — 1 Species Name — Mouse Vendor Name — Charles River Laborato Received By —
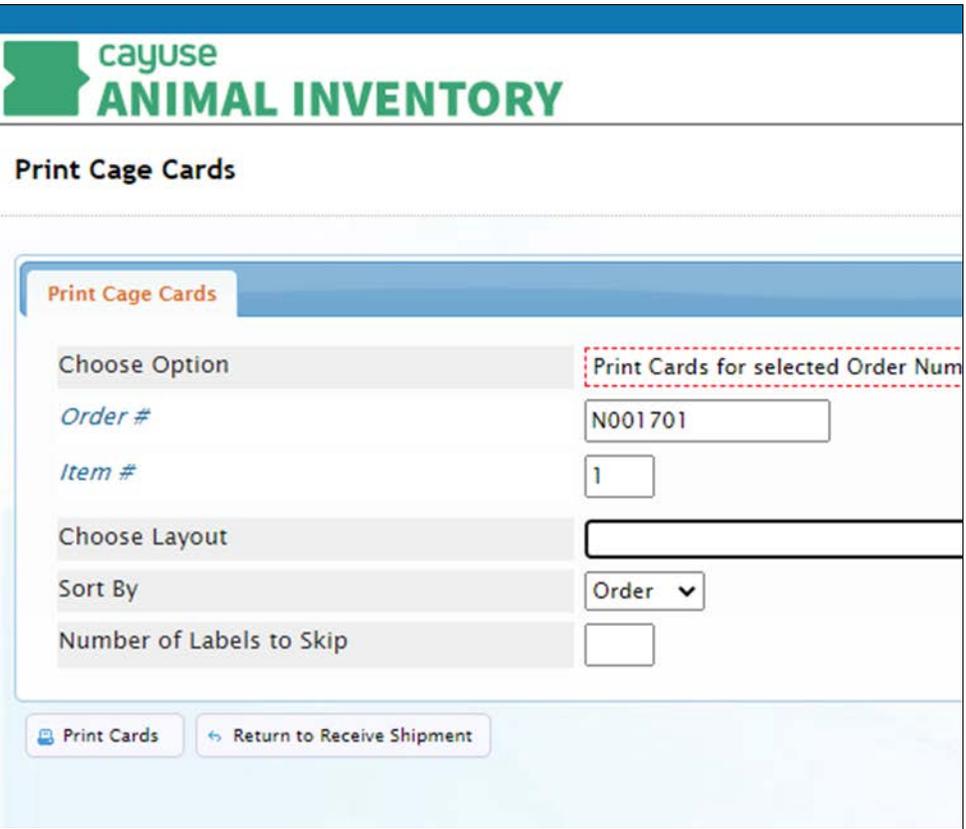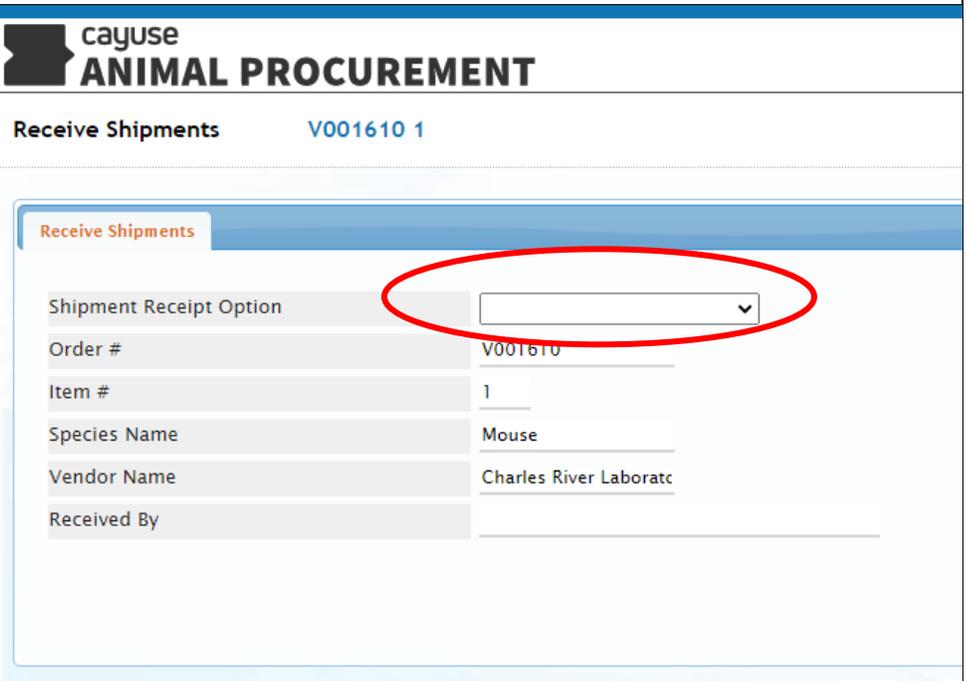
8	Fill out form	
9	Select **Finish Request**	