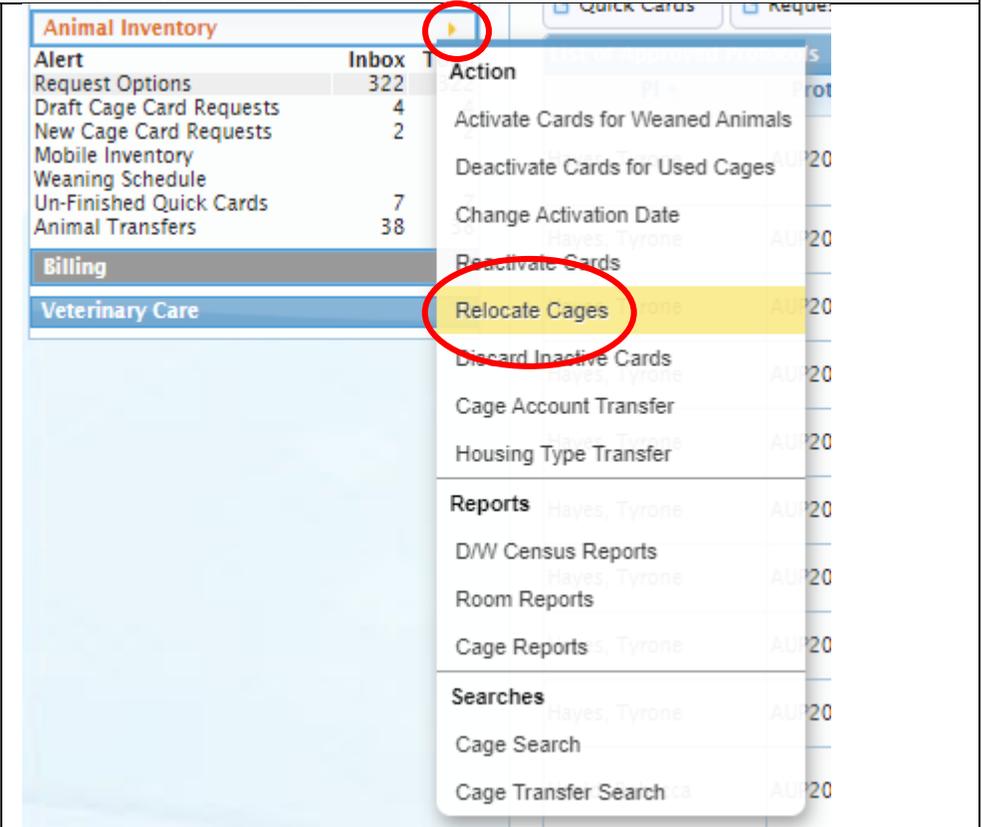
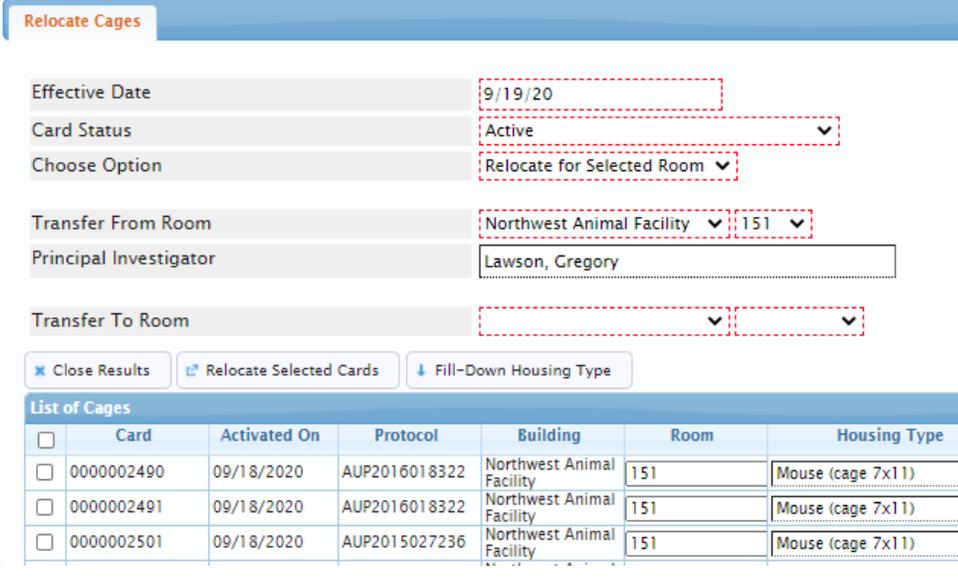
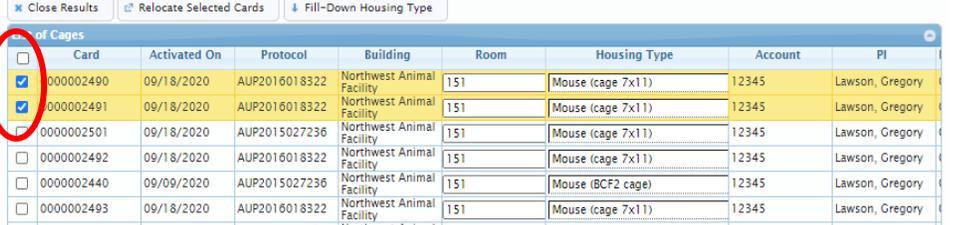
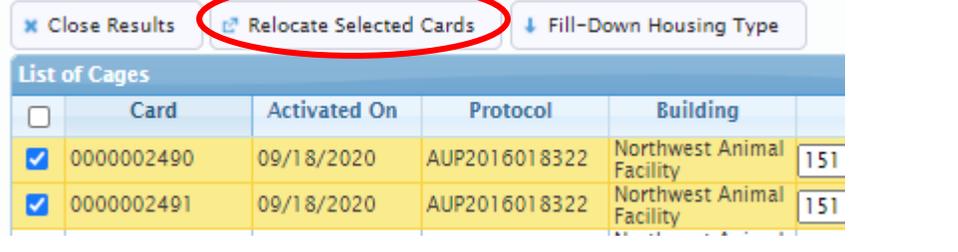


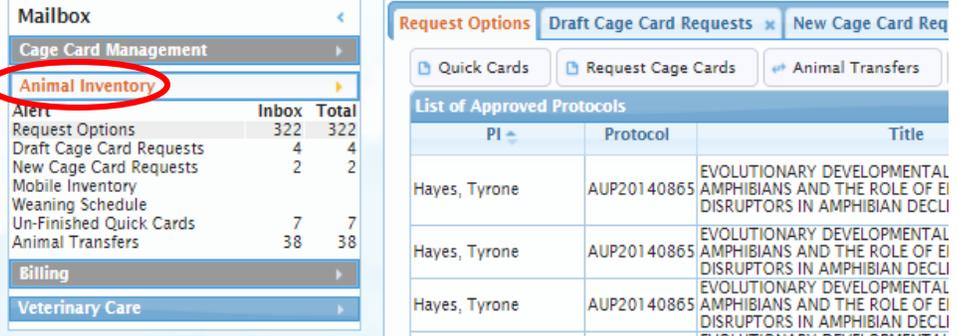
How to: **Complete an Animal Transfer**

1	Login to Cayuse	<a href="https://cal.esirius.cayuse.com/">https://cal.esirius.cayuse.com/</a> Practice site: <a href="https://cal.stg-esirius.cayuse.com/">https://cal.stg-esirius.cayuse.com/</a>
<b>Census Coordinator</b>		
2	Select <i>Animal Census Coordinator</i> Role	
<b>Relocate Cages (No change of PI and/or AUP)</b>		
3	Select desired <i>AUP</i> & Select <i>Animal Inventory</i> drop down menu & Select <i>Relocate Cages</i>	
4	Fill out form using the information from the email request <ul style="list-style-type: none"> <li>• <b>Effective Date:</b> The day <b>after</b> transfer is scheduled to be completed</li> <li>• <b>Card Status:</b> Active</li> <li>• <b>Choose Option:</b> Relocate for Selected Room</li> <li>• <b>Transfer From Room:</b> Choose</li> </ul>	

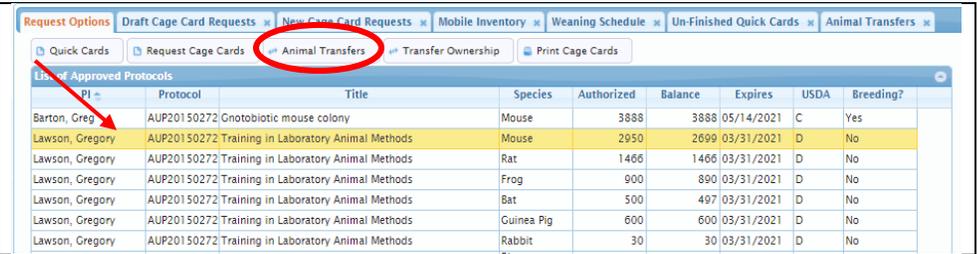
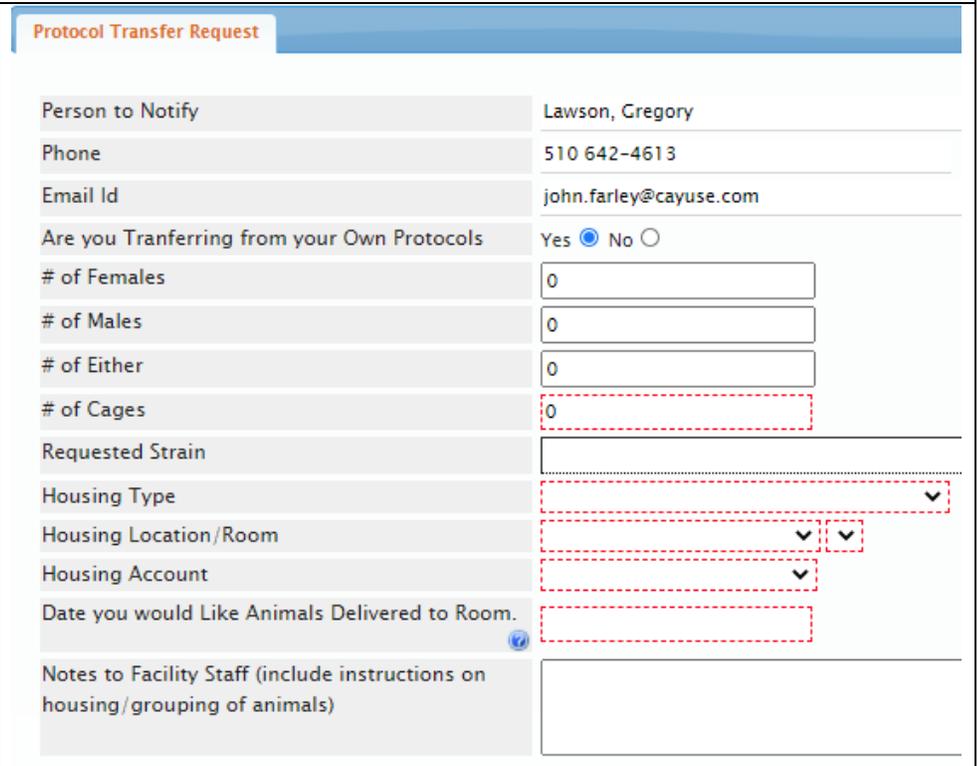
## How to: **Complete an Animal Transfer**

	<p><b>current</b> animal housing building/room</p> <ul style="list-style-type: none"> <li>• <b>Principal Investigator:</b> Type PI</li> <li>• <b>Transfer To Room:</b> Choose <b>new</b> animal housing building/room</li> </ul>	 <p>Effective Date: 9/19/20          Card Status: Active          Choose Option: Relocate for Selected Room          Transfer From Room: Northwest Animal Facility 151          Principal Investigator: Lawson, Gregory          Transfer To Room: [ ] [ ]</p> <p>Close Results Relocate Selected Cards Fill-Down Housing Type</p> <table border="1"> <thead> <tr> <th>Card</th> <th>Activated On</th> <th>Protocol</th> <th>Building</th> <th>Room</th> <th>Housing Type</th> </tr> </thead> <tbody> <tr> <td>0000002490</td> <td>09/18/2020</td> <td>AUP2016018322</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> </tr> <tr> <td>0000002491</td> <td>09/18/2020</td> <td>AUP2016018322</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> </tr> <tr> <td>0000002501</td> <td>09/18/2020</td> <td>AUP2015027236</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> </tr> </tbody> </table>	Card	Activated On	Protocol	Building	Room	Housing Type	0000002490	09/18/2020	AUP2016018322	Northwest Animal Facility	151	Mouse (cage 7x11)	0000002491	09/18/2020	AUP2016018322	Northwest Animal Facility	151	Mouse (cage 7x11)	0000002501	09/18/2020	AUP2015027236	Northwest Animal Facility	151	Mouse (cage 7x11)																																						
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<p>5</p>	<p>Select desired cage(s) from list (see email request for cage card ID)</p>	 <p>Close Results Relocate Selected Cards Fill-Down Housing Type</p> <table border="1"> <thead> <tr> <th>Card</th> <th>Activated On</th> <th>Protocol</th> <th>Building</th> <th>Room</th> <th>Housing Type</th> <th>Account</th> <th>PI</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>0000002490</td> <td>09/18/2020</td> <td>AUP2016018322</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> <td>12345</td> <td>Lawson, Gregory</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>0000002491</td> <td>09/18/2020</td> <td>AUP2016018322</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> <td>12345</td> <td>Lawson, Gregory</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000002501</td> <td>09/18/2020</td> <td>AUP2015027236</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> <td>12345</td> <td>Lawson, Gregory</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000002492</td> <td>09/18/2020</td> <td>AUP2016018322</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> <td>12345</td> <td>Lawson, Gregory</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000002440</td> <td>09/09/2020</td> <td>AUP2015027236</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (BCF2 cage)</td> <td>12345</td> <td>Lawson, Gregory</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0000002493</td> <td>09/18/2020</td> <td>AUP2016018322</td> <td>Northwest Animal Facility</td> <td>151</td> <td>Mouse (cage 7x11)</td> <td>12345</td> <td>Lawson, Gregory</td> </tr> </tbody> </table>	Card	Activated On	Protocol	Building	Room	Housing Type	Account	PI	<input checked="" type="checkbox"/>	0000002490	09/18/2020	AUP2016018322	Northwest Animal Facility	151	Mouse (cage 7x11)	12345	Lawson, Gregory	<input checked="" type="checkbox"/>	0000002491	09/18/2020	AUP2016018322	Northwest Animal Facility	151	Mouse (cage 7x11)	12345	Lawson, Gregory	<input type="checkbox"/>	0000002501	09/18/2020	AUP2015027236	Northwest Animal Facility	151	Mouse (cage 7x11)	12345	Lawson, Gregory	<input type="checkbox"/>	0000002492	09/18/2020	AUP2016018322	Northwest Animal Facility	151	Mouse (cage 7x11)	12345	Lawson, Gregory	<input type="checkbox"/>	0000002440	09/09/2020	AUP2015027236	Northwest Animal Facility	151	Mouse (BCF2 cage)	12345	Lawson, Gregory	<input type="checkbox"/>	0000002493	09/18/2020	AUP2016018322	Northwest Animal Facility	151	Mouse (cage 7x11)	12345	Lawson, Gregory
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### Animal Transfer (Change of PI and/or AUP)

<p>7</p>	 <p>Mailbox</p> <ul style="list-style-type: none"> <li>Cage Card Management</li> <li><b>Animal Inventory</b></li> <li>Alert             <table border="1"> <thead> <tr> <th></th> <th>Inbox</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Request Options</td> <td>322</td> <td>322</td> </tr> <tr> <td>Draft Cage Card Requests</td> <td>4</td> <td>4</td> </tr> <tr> <td>New Cage Card Requests</td> <td>2</td> <td>2</td> </tr> <tr> <td>Mobile Inventory</td> <td></td> <td></td> </tr> <tr> <td>Weaning Schedule</td> <td></td> <td></td> </tr> <tr> <td>Un-Finished Quick Cards</td> <td>7</td> <td>7</td> </tr> <tr> <td>Animal Transfers</td> <td>38</td> <td>38</td> </tr> </tbody> </table> </li> <li>Billing</li> <li>Veterinary Care</li> </ul>		Inbox	Total	Request Options	322	322	Draft Cage Card Requests	4	4	New Cage Card Requests	2	2	Mobile Inventory			Weaning Schedule			Un-Finished Quick Cards	7	7	Animal Transfers	38	38	 <p>Request Options Draft Cage Card Requests New Cage Card Req</p> <p>Quick Cards Request Cage Cards <b>Animal Transfers</b></p> <table border="1"> <thead> <tr> <th>PI</th> <th>Protocol</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Hayes, Tyrone</td> <td>AUP20140865</td> <td>EVOLUTIONARY DEVELOPMENTAL AMPHIBIANS AND THE ROLE OF E1 DISRUPTORS IN AMPHIBIAN DECLI</td> </tr> <tr> <td>Hayes, Tyrone</td> <td>AUP20140865</td> <td>EVOLUTIONARY DEVELOPMENTAL AMPHIBIANS AND THE ROLE OF E1 DISRUPTORS IN AMPHIBIAN DECLI</td> </tr> <tr> <td>Hayes, Tyrone</td> <td>AUP20140865</td> <td>EVOLUTIONARY DEVELOPMENTAL AMPHIBIANS AND THE ROLE OF E1 DISRUPTORS IN AMPHIBIAN DECLI</td> </tr> </tbody> </table>	PI	Protocol	Title	Hayes, Tyrone	AUP20140865	EVOLUTIONARY DEVELOPMENTAL AMPHIBIANS AND THE ROLE OF E1 DISRUPTORS IN AMPHIBIAN DECLI	Hayes, Tyrone	AUP20140865	EVOLUTIONARY DEVELOPMENTAL AMPHIBIANS AND THE ROLE OF E1 DISRUPTORS IN AMPHIBIAN DECLI	Hayes, Tyrone	AUP20140865	EVOLUTIONARY DEVELOPMENTAL AMPHIBIANS AND THE ROLE OF E1 DISRUPTORS IN AMPHIBIAN DECLI
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## How to: Complete an Animal Transfer

<p><b>8</b> Select the <b>PI/Protocol</b> for the requested transfer (<u>the PI &amp; protocol that the cage(s) are being transferred to</u>) &amp; Select <b>Animal Transfers</b></p>	
<p><b>9</b> Fill out Protocol Transfer Request form.</p> <p>First, determine if request is <b>Transferring from your Own Protocols</b> (no PI change)</p>	
<p><b>9a</b> <b>Transferring from your Own Protocols</b> (Same PI, changing AUP)</p> <p>Fill out form</p> <ul style="list-style-type: none"> <li>- Date you would like animals delivered to room: <i>Generally 3 business days after request date. No transfers on Tuesday's.</i></li> </ul>	

## How to: Complete an Animal Transfer

<b>9b</b>	<p><b>Not Transferring from your Own Protocols (PI &amp; AUP change)</b></p> <ul style="list-style-type: none"> <li>- Enter in the PI that the cage is coming from</li> </ul> <p>Fill out form Date you would like animals delivered to room: <i>Generally 3 business days after request date. No transfers on Tuesday's.</i></p>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0070c0;"> <p><b>Protocol Transfer Request</b></p> <p>Person to Notify: Lawson, Gregory            Phone: 510 642-4613            Email Id: john.farley@cayuse.com</p> <p>Are you Tranferring from your Own Protocols: Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p><i>Requesting Animals from Researcher</i></p> <p># of Females: <input type="text" value="0"/>            # of Males: <input type="text" value="0"/>            # of Either: <input type="text" value="0"/>            # of Cages: <input type="text" value="0"/></p> <p>Requested Strain: <input type="text"/>            Housing Type: <input type="text"/>            Housing Location/Room: <input type="text"/>            Housing Account: <input type="text"/>            Date you would Like Animals Delivered to Room: <input type="text"/></p> <p><i>Notes to Researcher</i></p> <p>Notes to Facility Staff (include instructions on housing/grouping of animals)</p> </div>														
<b>10</b>	<p><b>Save &amp; Review information &amp; Submit Request</b></p>															
<b>11</b>	<p>Select the <u>PI &amp; Protocol</u> that the cage(s) are being transferred <b>from</b> &amp; <b>Select Transfer from Protocol</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Select Transfer from Protocol</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #e6f2ff;"> <th>Transfer from PI</th> <th>Protocol #</th> <th>Title</th> <th>Species</th> <th>Category</th> <th>Authorized #</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>Bautista, Diana</td> <td>AUP20170295</td> <td>Probing somatosensory function in mice</td> <td>Mouse</td> <td>E</td> <td>4800</td> <td>03/31/2020</td> </tr> </tbody> </table> <p>Find <span style="float: right;">Page 1 of 1 20</span></p> </div>	Transfer from PI	Protocol #	Title	Species	Category	Authorized #	Approved	Bautista, Diana	AUP20170295	Probing somatosensory function in mice	Mouse	E	4800	03/31/2020
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## How to: Complete an Animal Transfer

<p><b>12</b></p>	<p>Review Transfer Request Info</p> <p style="text-align: center;">&amp;</p> <p>Enter in any previously performed procedures</p> <p style="text-align: center;">&amp;</p> <p>Add <b>Cage Card Identifier(s)</b> and # of animals</p> <p style="text-align: center;">&amp;</p> <p>Select <b>Add Card to List</b></p> <p>Repeat add cage cards until all are listed.</p> <p style="text-align: center;">&amp;</p> <p>Submit Request</p>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #0070c0;"> <p><b>Transfer Request Info</b></p> <p>Person to Notify: Lawson, Gregory</p> <p>Phone: 510 642-4613</p> <p>Email Id: john.farley@cayuse.com</p> <p>Requested Strain: _____</p> <p>Transfer To Location: Northwest Animal Facility</p> <p>Transfer To Room: 151</p> <p>Date to Transfer Animals: 09/18/2020</p> <p># of Cages: 1</p> <p># of Females: 0</p> <p># of Males: 1</p> <p># of Either: 0</p> <p>Requester Notes: _____</p> </div> <p>Transfer from Protocol: AUP2016018322</p> <p>USDA Category: C</p> <p><i>Notes to Facility - Please include any previously performed procedures completed on animal(s) to be transferred. If no procedures have been completed please state, No procedures performed.</i></p> <div style="border: 1px dashed red; padding: 5px; margin-top: 10px;"> <p>No Procedures Performed</p> </div> <p>Please use this section to specify the source cards from which the animals will be transferred. You do not</p> <p>Card Identifier: <input type="text" value="2442"/></p> <p># of Females: <input type="text" value="0"/></p> <p># of Males: <input type="text" value="1"/></p> <p># of Either: <input type="text" value="0"/></p> <p>Enter any Specific Instructions for this Card: _____</p> <p>List of Selected Cards: _____</p> <p style="text-align: center;"> <input type="button" value="+ Add Card to List"/> <input type="button" value="Remove Card from List"/> <input type="button" value="Clear Cards List"/> </p>
<p><b>13</b></p>	<p>Update Selected Records for Cage Mapping by "checking" the boxes and Select <b>Update Selected Records Cage Mapping</b></p>	<p style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Update Selected Records Cage Mapping</p>

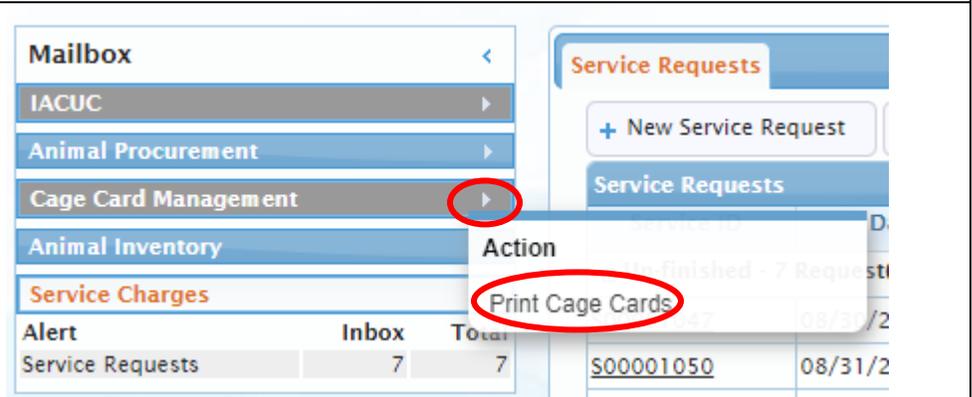
	Card Id	Medical Record Id	From Location	From Room	# of Females	# of Males	# of Either	Map to Cage #	Current Map #	Tran
<input checked="" type="checkbox"/>	000002308	MR-00001614	Northwest Animal Facility	117A	5	0	0	1		0
<input checked="" type="checkbox"/>	000002310	MR-00001615	Northwest Animal Facility	117A	5	0	0	2		0
<input checked="" type="checkbox"/>	000002311	MR-00001616	Northwest Animal Facility	117A	2	0	0	3		0

Choose Option ▼

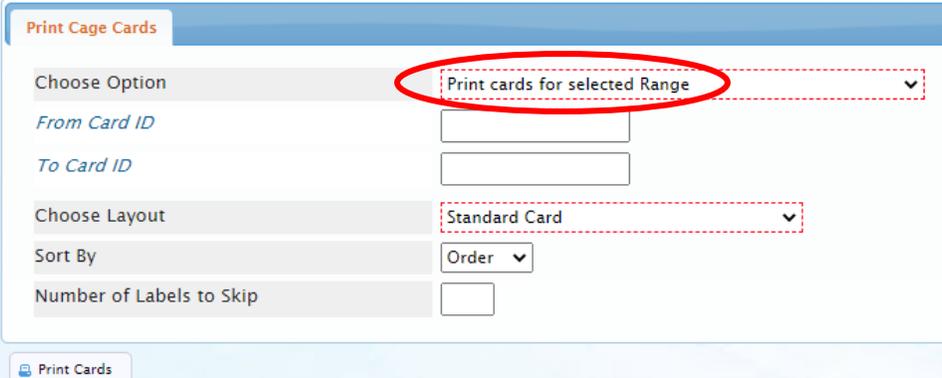
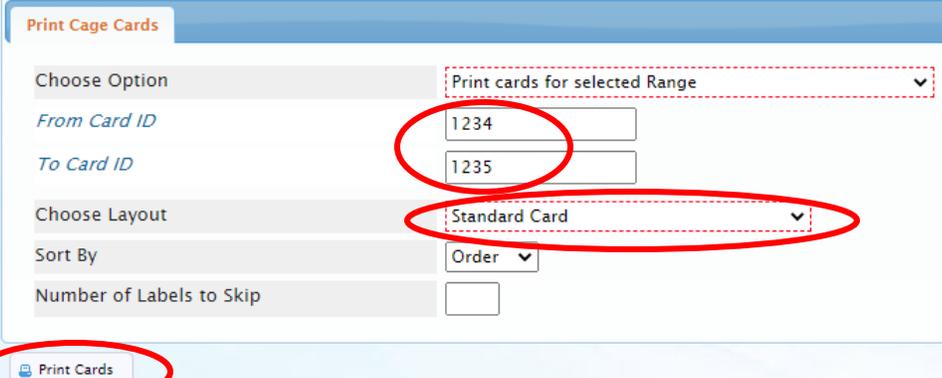
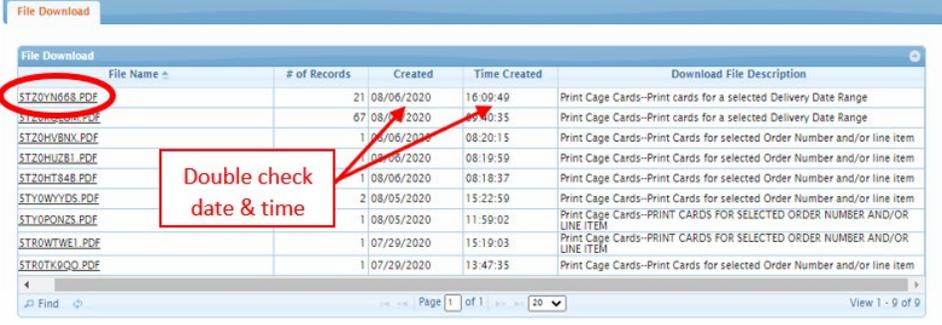
## How to: Complete an Animal Transfer

<b>14</b>	<p>Approve Request</p> <ul style="list-style-type: none"> <li>- Select <b>Debit Requester Protocol</b></li> </ul> <p>Add any notes to Facility Staff</p> <p style="text-align: center;">&amp;</p> <p>Select <b>Submit Request</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><i>Debit Requester Protocol with # of Transferred Animals</i> <input checked="" type="checkbox"/></p> <p><i>Credit Source Protocol with # of Transferred Animals</i> <input type="checkbox"/></p> <p><i>Notes to Facility Staff</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>No Procedures Performed</p> </div> </div> <p style="text-align: center; margin-top: 10px;"><span style="border: 2px solid red; border-radius: 50%; padding: 2px;">← Submit Request</span></p>																																																		
<b>15</b>	<p>Finish Request Info</p> <ul style="list-style-type: none"> <li>- Verify or edit Housing Location</li> <li>- Verify or edit Housing Type</li> </ul> <p style="text-align: center;">&amp;</p> <p>Download new cage cards:</p> <ul style="list-style-type: none"> <li>- Select <b>Print Cards</b></li> <li>- Choose Card Layout</li> <li>- Select <b>Generate New Cards</b></li> </ul> <p style="text-align: center;">&amp;</p> <p>Select <b>Finish Request</b></p>	Empty space for step 15 content																																																		
<b>16</b>	<p>Download cage cards, if applicable.</p> <p>Select <b>File Name</b> from download list</p> <p>Note: Check date and time to verify correct cards</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #e6f2ff; margin: -5px -5px 5px -5px; padding: 2px;">File Download</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr style="background-color: #e6f2ff;"> <th>File Name</th> <th># of Records</th> <th>Created</th> <th>Time Created</th> <th>Download File Description</th> </tr> </thead> <tbody> <tr> <td><span style="border: 2px solid red; border-radius: 50%; padding: 1px;">STZQYN668.PDF</span></td> <td>21</td> <td>08/06/2020</td> <td>16:09:49</td> <td>Print Cage Cards--Print cards for a selected Delivery Date Range</td> </tr> <tr> <td>STZQYK508.PDF</td> <td>67</td> <td>08/06/2020</td> <td>09:40:35</td> <td>Print Cage Cards--Print cards for a selected Delivery Date Range</td> </tr> <tr> <td>STZQHVBKX.PDF</td> <td>1</td> <td>08/06/2020</td> <td>08:20:15</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STZQHUZ81.PDF</td> <td>1</td> <td>08/06/2020</td> <td>08:19:59</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STZQHT848.PDF</td> <td>1</td> <td>08/06/2020</td> <td>08:18:37</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STYOWYVDS.PDF</td> <td>2</td> <td>08/05/2020</td> <td>15:22:59</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STYOPONZS.PDF</td> <td>1</td> <td>08/05/2020</td> <td>11:59:02</td> <td>Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM</td> </tr> <tr> <td>STROWTWEL.PDF</td> <td>1</td> <td>07/29/2020</td> <td>15:19:03</td> <td>Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM</td> </tr> <tr> <td>STROTQ900.PDF</td> <td>1</td> <td>07/29/2020</td> <td>13:47:35</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid red; padding: 2px;">Double check date &amp; time</span> </p> </div>	File Name	# of Records	Created	Time Created	Download File Description	<span style="border: 2px solid red; border-radius: 50%; padding: 1px;">STZQYN668.PDF</span>	21	08/06/2020	16:09:49	Print Cage Cards--Print cards for a selected Delivery Date Range	STZQYK508.PDF	67	08/06/2020	09:40:35	Print Cage Cards--Print cards for a selected Delivery Date Range	STZQHVBKX.PDF	1	08/06/2020	08:20:15	Print Cage Cards--Print Cards for selected Order Number and/or line item	STZQHUZ81.PDF	1	08/06/2020	08:19:59	Print Cage Cards--Print Cards for selected Order Number and/or line item	STZQHT848.PDF	1	08/06/2020	08:18:37	Print Cage Cards--Print Cards for selected Order Number and/or line item	STYOWYVDS.PDF	2	08/05/2020	15:22:59	Print Cage Cards--Print Cards for selected Order Number and/or line item	STYOPONZS.PDF	1	08/05/2020	11:59:02	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM	STROWTWEL.PDF	1	07/29/2020	15:19:03	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM	STROTQ900.PDF	1	07/29/2020	13:47:35	Print Cage Cards--Print Cards for selected Order Number and/or line item
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<b>17</b>	<p>Email facility PAT's (if transferring to different facility, include all PAT's) and CC:</p> <p><a href="mailto:supervisor@berkeley.edu">supervisor@berkeley.edu</a></p> <p>the following information:</p> <ul style="list-style-type: none"> <li>• Date to transfer</li> <li>• PI(s)</li> </ul>																																																			

How to: **Complete an Animal Transfer**

	<ul style="list-style-type: none"> <li>• Building(s)</li> <li>• Room(s) #</li> <li>• Cage ID(s), and Animal numbers</li> <li>• Barcode ID range of cage cards</li> </ul>	
<b>Assistant Supervisor</b>		
18	Check email daily for new transfers (they will be sent by Census Coordinator inbox)	
19	<p>Print new cage cards using the barcode range sent in the transfer email (for AUP change only):</p> <ul style="list-style-type: none"> <li>• If the transfer is going to a new facility, the original location personnel will print the new cage cards</li> </ul>	
19a		
19b	<p>&amp;</p> <p>Select <b>Print Cage Cards</b></p>	

## How to: Complete an Animal Transfer

<p><b>19c</b></p>	<p>Choose Option from drop down menu: <b>Print cards for selected range</b></p>																																																			
<p><b>19d</b></p>	<p>Type in card ID range (see transfer email for card ID numbers)</p> <p>Select Layout: <b>Standard</b> (unless special instructions are given in transfer email)</p> <p>Select <b>Print Cards</b></p>																																																			
<p><b>19e</b></p>	<p>Select <b>File Name</b> from download list</p> <p>Note: Check date and time to verify correct cards</p> <p>Print Cage Cards</p>	 <table border="1" data-bbox="568 1197 1510 1449"> <thead> <tr> <th>File Name</th> <th># of Records</th> <th>Created</th> <th>Time Created</th> <th>Download File Description</th> </tr> </thead> <tbody> <tr> <td>STZ0YN668.PDF</td> <td>21</td> <td>08/05/2020</td> <td>16:09:49</td> <td>Print Cage Cards--Print cards for a selected Delivery Date Range</td> </tr> <tr> <td>STZ0YV800.PDF</td> <td>67</td> <td>08/05/2020</td> <td>09:40:35</td> <td>Print Cage Cards--Print cards for a selected Delivery Date Range</td> </tr> <tr> <td>STZ0HV8NXX.PDF</td> <td>1</td> <td>08/05/2020</td> <td>08:20:15</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STZ0HUZ81.PDF</td> <td>1</td> <td>08/05/2020</td> <td>08:19:59</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STZ0HT848.PDF</td> <td>1</td> <td>08/05/2020</td> <td>08:18:37</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STY0WYY0S.PDF</td> <td>2</td> <td>08/05/2020</td> <td>15:22:59</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> <tr> <td>STY0PQNZS.PDF</td> <td>1</td> <td>08/05/2020</td> <td>11:59:02</td> <td>Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM</td> </tr> <tr> <td>STROWTWE1.PDF</td> <td>1</td> <td>07/29/2020</td> <td>15:19:03</td> <td>Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM</td> </tr> <tr> <td>STROT8Q0Q.PDF</td> <td>1</td> <td>07/29/2020</td> <td>13:47:35</td> <td>Print Cage Cards--Print Cards for selected Order Number and/or line item</td> </tr> </tbody> </table>	File Name	# of Records	Created	Time Created	Download File Description	STZ0YN668.PDF	21	08/05/2020	16:09:49	Print Cage Cards--Print cards for a selected Delivery Date Range	STZ0YV800.PDF	67	08/05/2020	09:40:35	Print Cage Cards--Print cards for a selected Delivery Date Range	STZ0HV8NXX.PDF	1	08/05/2020	08:20:15	Print Cage Cards--Print Cards for selected Order Number and/or line item	STZ0HUZ81.PDF	1	08/05/2020	08:19:59	Print Cage Cards--Print Cards for selected Order Number and/or line item	STZ0HT848.PDF	1	08/05/2020	08:18:37	Print Cage Cards--Print Cards for selected Order Number and/or line item	STY0WYY0S.PDF	2	08/05/2020	15:22:59	Print Cage Cards--Print Cards for selected Order Number and/or line item	STY0PQNZS.PDF	1	08/05/2020	11:59:02	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM	STROWTWE1.PDF	1	07/29/2020	15:19:03	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM	STROT8Q0Q.PDF	1	07/29/2020	13:47:35	Print Cage Cards--Print Cards for selected Order Number and/or line item
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<p><b>20</b></p>	<p>Locate transfer cages and verify the following before moving cages:</p> <ul style="list-style-type: none"> <li>- Barcode numbers</li> <li>- Cage totals</li> <li>- Sex</li> <li>- # of animals</li> <li>- Room/Facility</li> <li>- Special instructions</li> </ul> <p><b>Make sure to transfer cages on the date they assigned in email!</b></p>																																																			

How to: **Complete an Animal Transfer**

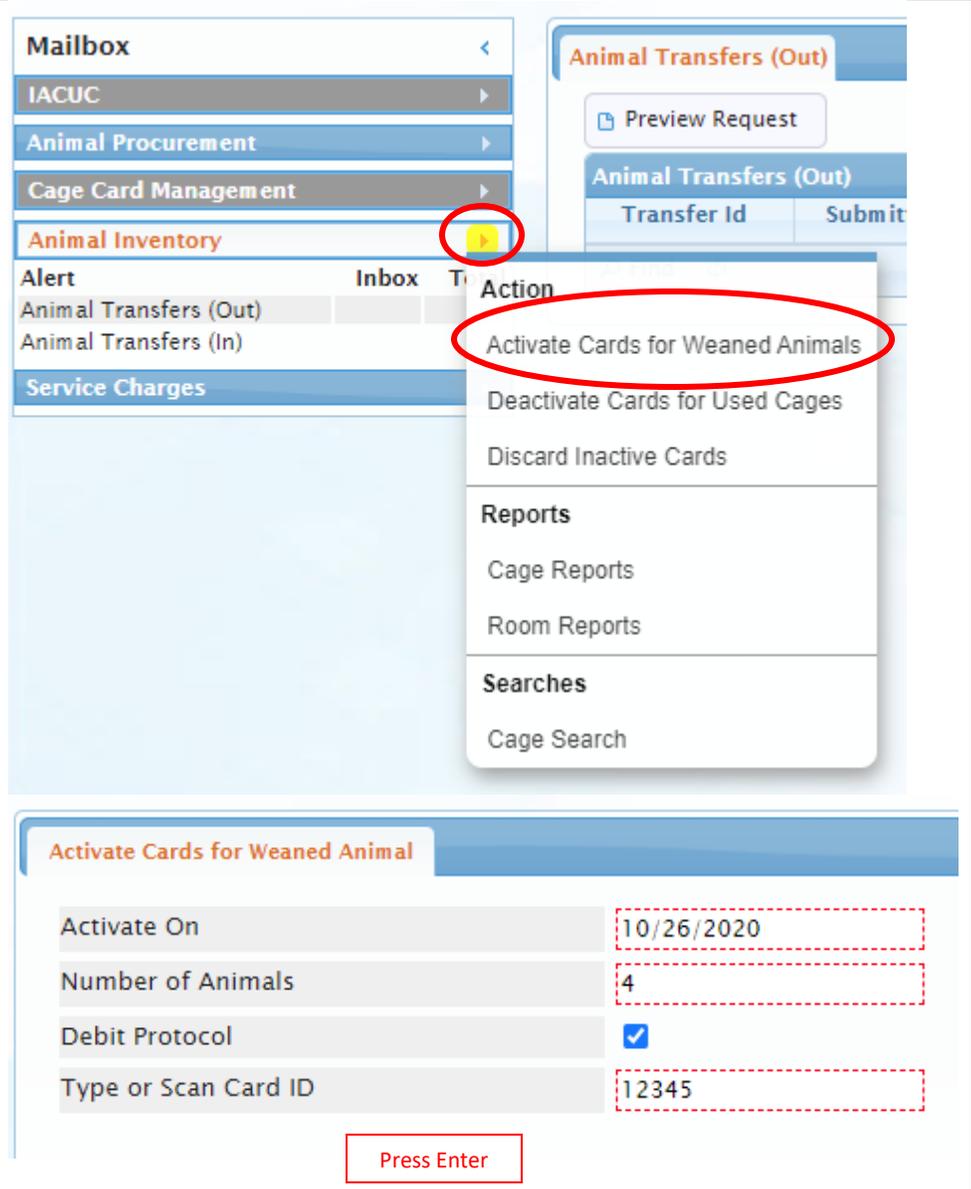
<p><b>21</b></p>	<p>Physically transfer cage(s) &amp; update caging, cage cards (if applicable)</p> <p>Leave transfer sticky on front of cage card</p>	
<p><b>21a</b></p>	<p>Original facility (if AUP changes):</p> <ul style="list-style-type: none"> <li>- Deactivate all old cage cards*</li> <li>- Activate all new cage cards*</li> </ul> <p>*email will specify if cards need to be deactivated/activated</p> <p>New Facility:</p> <ul style="list-style-type: none"> <li>- Place into new housing location after verifying new cards are on cage.</li> </ul>	

How to: **Complete an Animal Transfer**

21b

**How to Activate cards:**

1. Select **Animal Facility Supervisor** Role
2. Select **Animal Inventory & Activate Cards for Weaned Animals**
3. Enter real # of Animals, Select **Debit Protocol** and enter cage ID
4. Press enter
5. Note: Process must be repeated (steps 1-4) for each cage card.

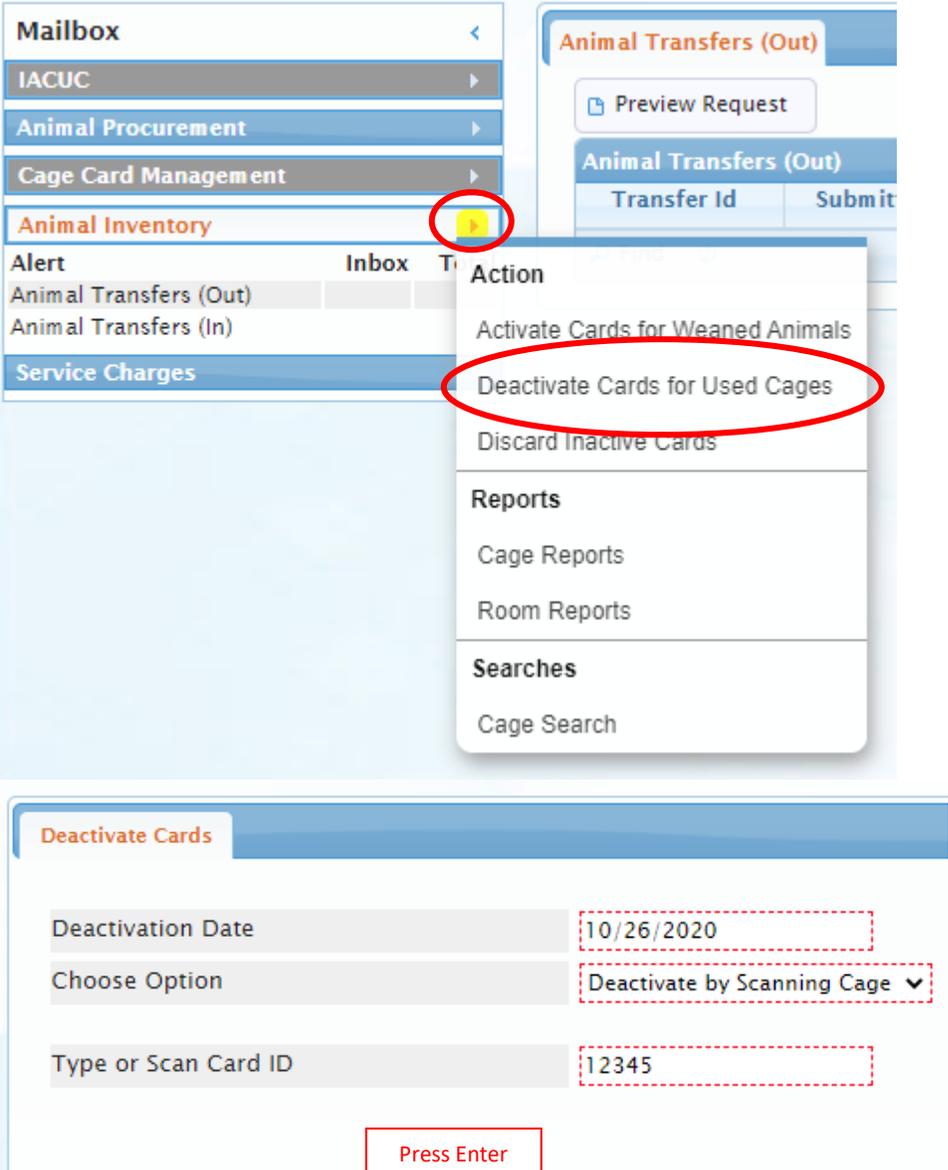


The screenshot shows the Cayuse Animal Inventory interface. On the left, a 'Mailbox' menu is visible with items like 'IACUC', 'Animal Procurement', 'Cage Card Management', and 'Animal Inventory'. The 'Animal Inventory' item is highlighted, and a dropdown menu is open, showing options such as 'Alert', 'Inbox', 'Action', 'Deactivate Cards for Used Cages', 'Discard Inactive Cards', 'Reports', and 'Searches'. The 'Action' option is circled in red, and the 'Activate Cards for Weaned Animals' option is also circled in red. Below the menu, the 'Activate Cards for Weaned Animal' form is displayed with the following fields:

Activate On	10/26/2020
Number of Animals	4
Debit Protocol	<input checked="" type="checkbox"/>
Type or Scan Card ID	12345

A 'Press Enter' button is located at the bottom of the form.

How to: **Complete an Animal Transfer**

<p><b>21c</b> <u>How to Deactivate cards:</u></p> <ol style="list-style-type: none"> <li>1. Select <b>Animal Facility Supervisor</b> Role</li> <li>2. Select <b>Animal Inventory &amp; Deactivate Cards for Used Cages</b></li> <li>3. Deactivation date (today's date)</li> <li>4. Choose option: <b>Deactivate by Scanning Cage</b></li> <li>5. Press enter</li> <li>6. Note: Process must be repeated (steps 1-5) for each cage card.</li> </ol>	
<p><b>22</b> <b>Reply ALL</b> to the original transfer email, confirming the transfer has been completed.</p> <p>If the transfer <b>can not be completed</b>, reply to the original email with the reason why.</p>	