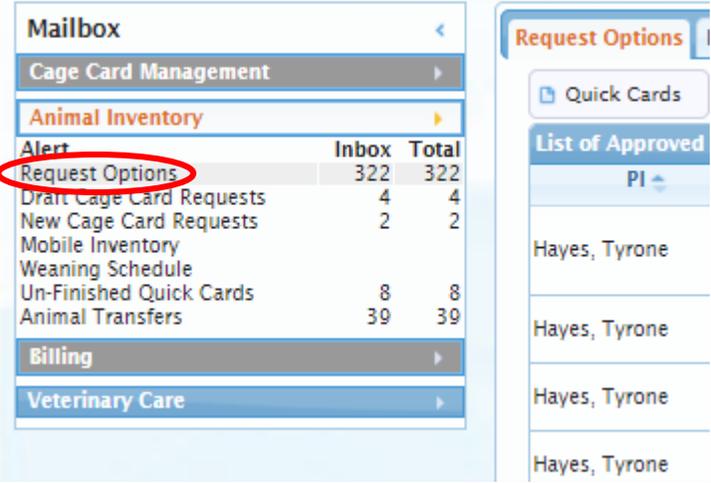
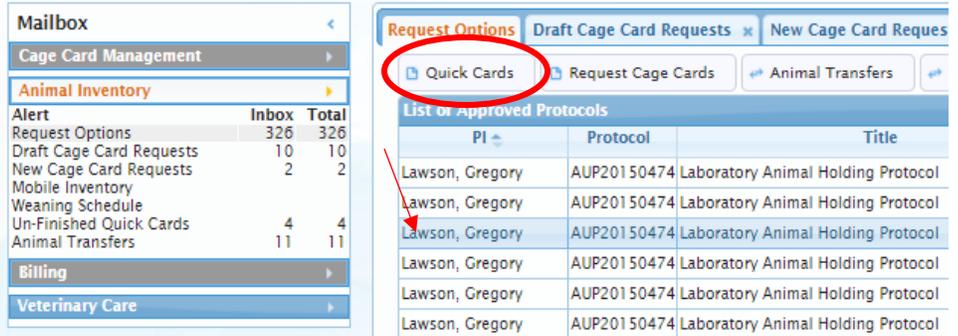
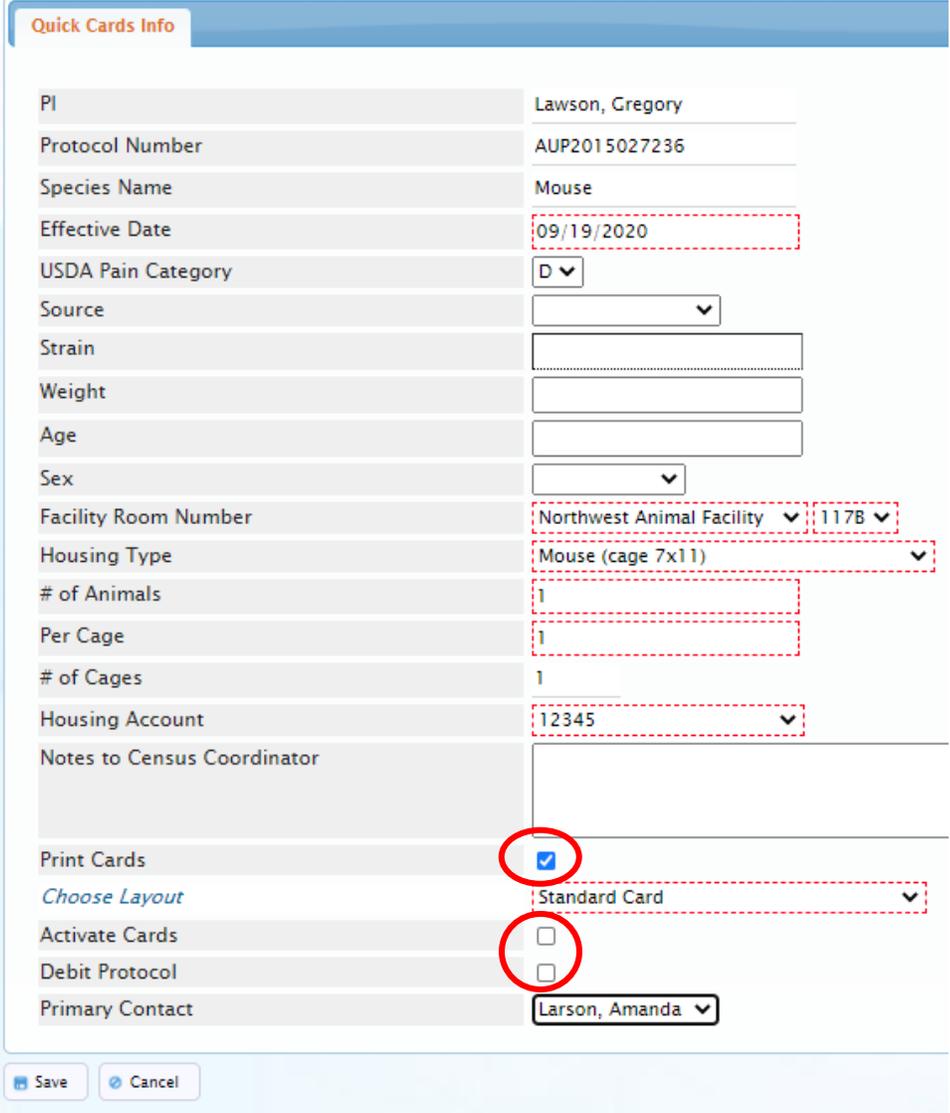


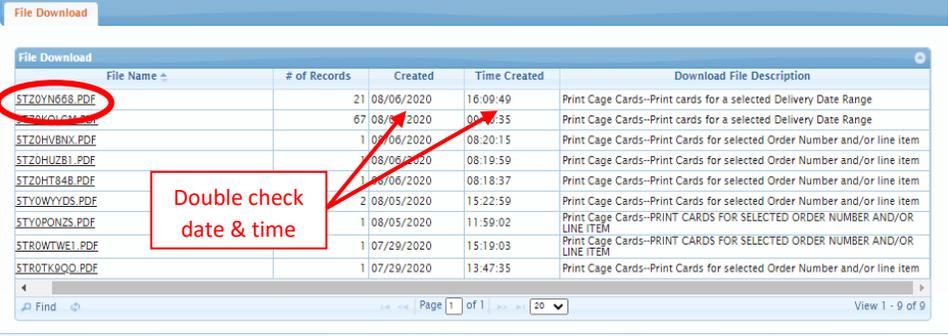
How to: **Complete a Cage Card Request** [Draft]

Census Coordinator		
1	Receive an email for new cage cards in the census coordinator email inbox	
2	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>
3	Select <b>Animal Census Coordinator</b> Role	
4	Select <b>Animal Inventory &amp; Request Options</b>	
5	Select Protocol from list of approved protocols & Select <b>Quick Cards</b>	

How to: **Complete a Cage Card Request** [Draft]

<p>Input information</p> <ul style="list-style-type: none"> <li>- Select <b>Print Card</b></li> <li>- Layout: Standard Card (unless otherwise specified)</li> <li>- De-select <b>Activate Cards</b></li> <li>- De-select <b>Debit Protocol</b></li> <li>- Choose a <b>Primary Contact</b> from drop down list</li> </ul>	
<p>6 Select <b>Save</b> &amp; Review information again &amp; Select <b>Finish Request</b></p>	

How to: **Complete a Cage Card Request** [Draft]

<p><b>7</b></p>	<p>Select <b>File Name</b> from File Download list</p> <p>Note: Check date and time to verify correct cards</p> <p><b>&amp; download cage cards</b></p>	 <table border="1"> <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>ST2QYN668.PDF</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>ST2QVQ1CM.PDF</td> <td>67</td> <td>08/06/2020</td> <td>08:17:35</td> <td>Print Cage Cards--Print cards for a selected Delivery Date Range</td> </tr> <tr> <td>ST2QHVBVK.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>ST2QHUZ61.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>ST2QHT848.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>STYQWYYS.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>STYQPNZS.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>STRQWTW61.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>STRQTKQOQ.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	ST2QYN668.PDF	21	08/06/2020	16:09:49	Print Cage Cards--Print cards for a selected Delivery Date Range	ST2QVQ1CM.PDF	67	08/06/2020	08:17:35	Print Cage Cards--Print cards for a selected Delivery Date Range	ST2QHVBVK.PDF	1	08/06/2020	08:20:15	Print Cage Cards--Print Cards for selected Order Number and/or line item	ST2QHUZ61.PDF	1	08/06/2020	08:19:59	Print Cage Cards--Print Cards for selected Order Number and/or line item	ST2QHT848.PDF	1	08/06/2020	08:18:37	Print Cage Cards--Print Cards for selected Order Number and/or line item	STYQWYYS.PDF	2	08/05/2020	15:22:59	Print Cage Cards--Print Cards for selected Order Number and/or line item	STYQPNZS.PDF	1	08/05/2020	11:59:02	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM	STRQWTW61.PDF	1	07/29/2020	15:19:03	Print Cage Cards--PRINT CARDS FOR SELECTED ORDER NUMBER AND/OR LINE ITEM	STRQTKQOQ.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>8</b></p>	<p>Email Facility PAT's and CC: <a href="mailto:supervisor@berkeley.edu">supervisor@berkeley.edu</a></p> <ul style="list-style-type: none"> <li>- Anna- LKS, MH</li> <li>- Steve- NAF</li> <li>- Jim- WH-B, VLSB</li> <li>- Richard- WH-6</li> </ul>																																																			
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