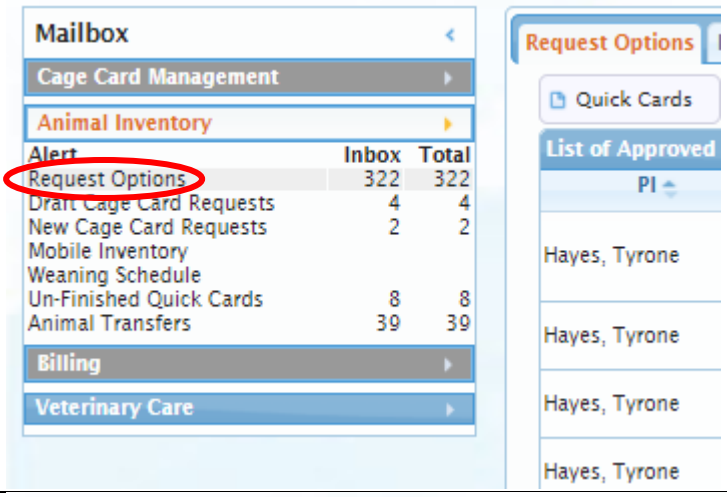
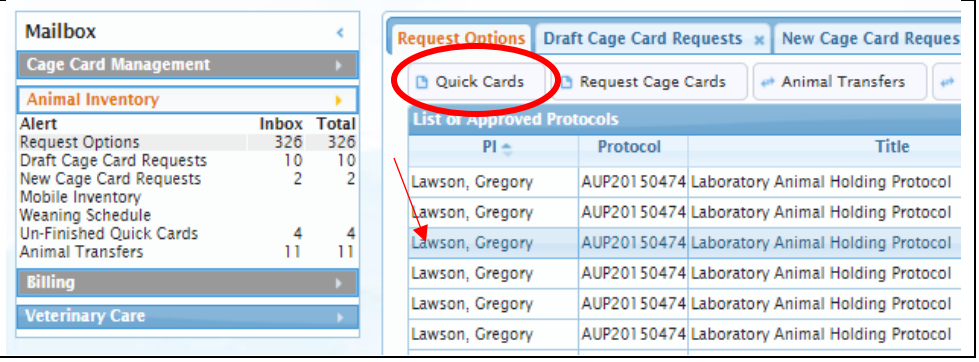
cayuse ANIMAL INVENTORY

OFFICE OF LABORATORY ANIMAL CARE BERKELEY

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	https://cal.esirius.cayuse.com/ **Practice site:** https://cal.stg-esirius.cayuse.com/
3	Select ***Animal Census Coordinator*** Role	
4	Select ***Animal Inventory*** & ***Request Options***	
5	Select Protocol from list of approved protocols & Select ***Quick Cards***	

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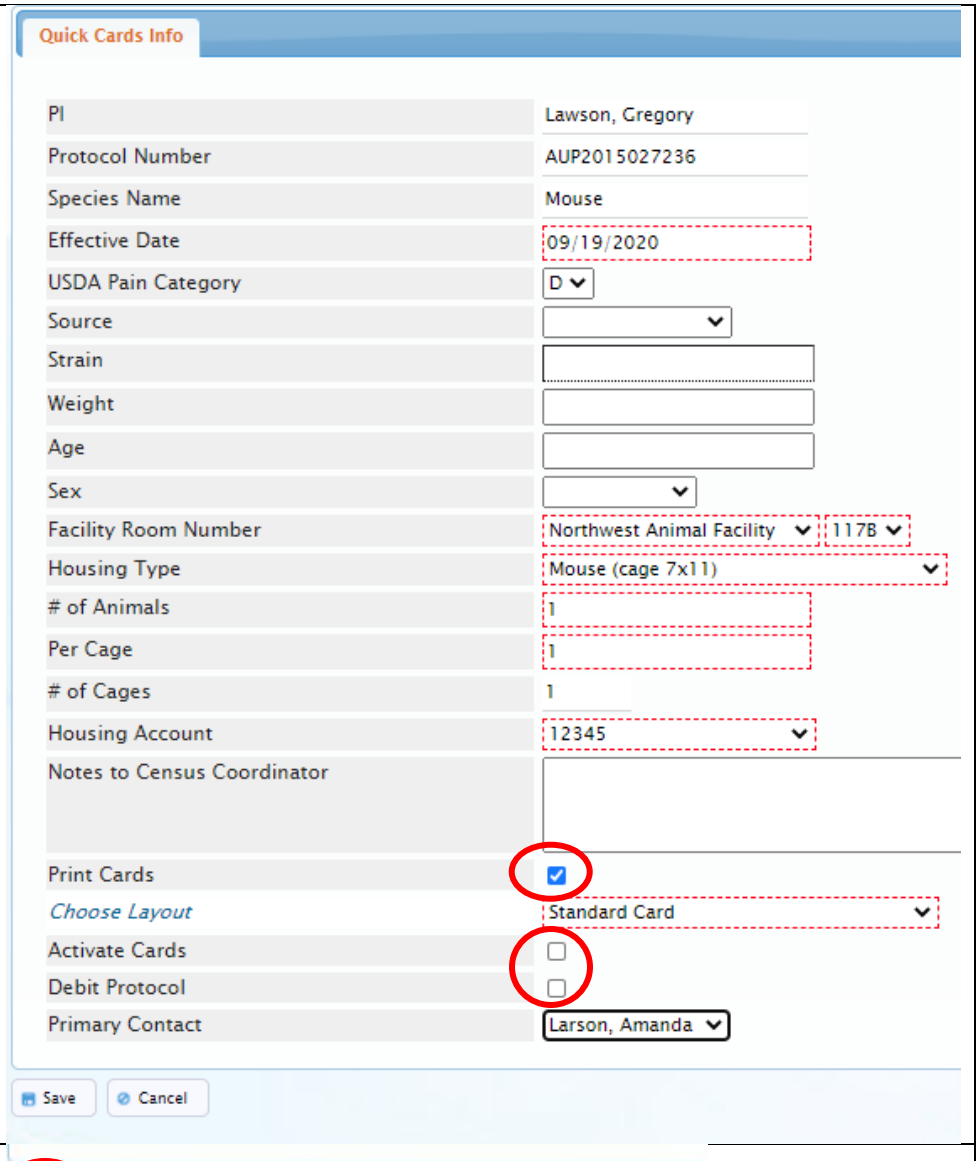
BERKELEY

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

	Input information - Select ***Print Card*** - Layout: Standard Card (unless otherwise specified) - De-select ***Activate Cards*** - De-select ***Debit Protocol*** - Choose a ***Primary Contact*** from drop down list	
6	Select **Save** & Review information again & Select **Finish Request**	

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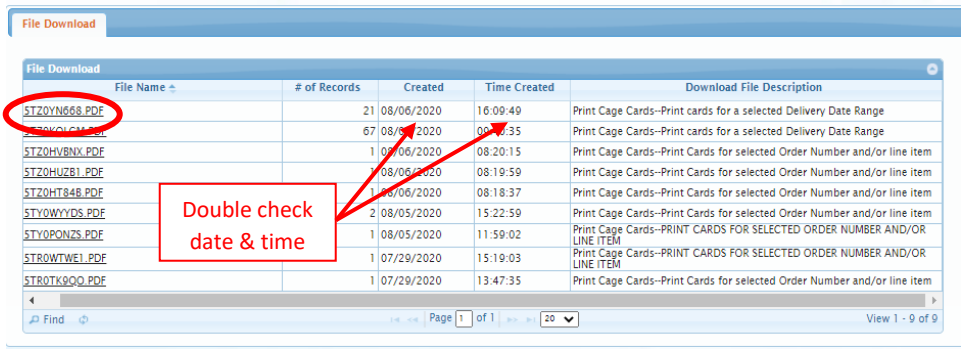
OFFICE OF LABORATORY ANIMAL CARE BERKELEY

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

7	Select **File Name** from File Download list Note: Check date and time to verify correct cards & **download cage cards**	
8	Email Facility PAT's and CC: supervisor@berkeley.edu - Anna- LKS, MH - Steve- NAF - Jim- WH-B, VLSB - Richard- WH-6	
Assistant Supervisor		
9	Print cage cards and place them at designated pickup location	
10	Reply to the original cage card order email, confirming the order has been completed.	