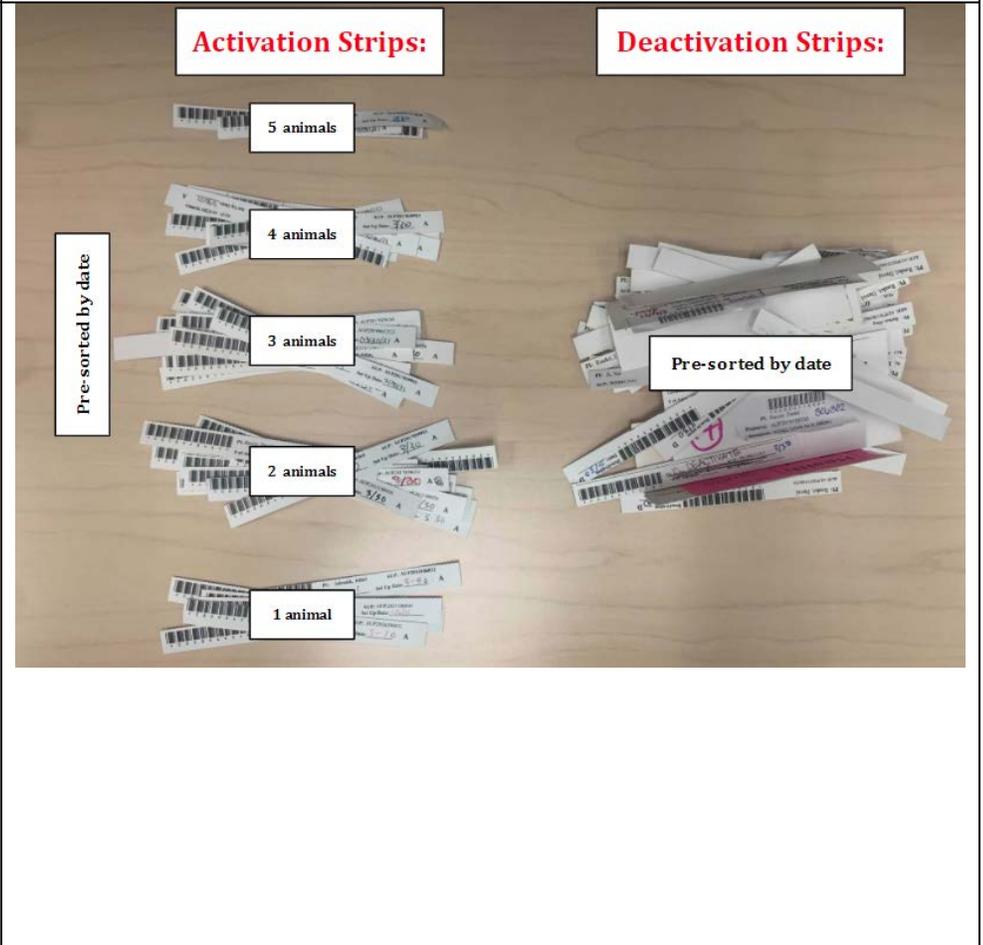# cayuse ANIMAL INVENTORY

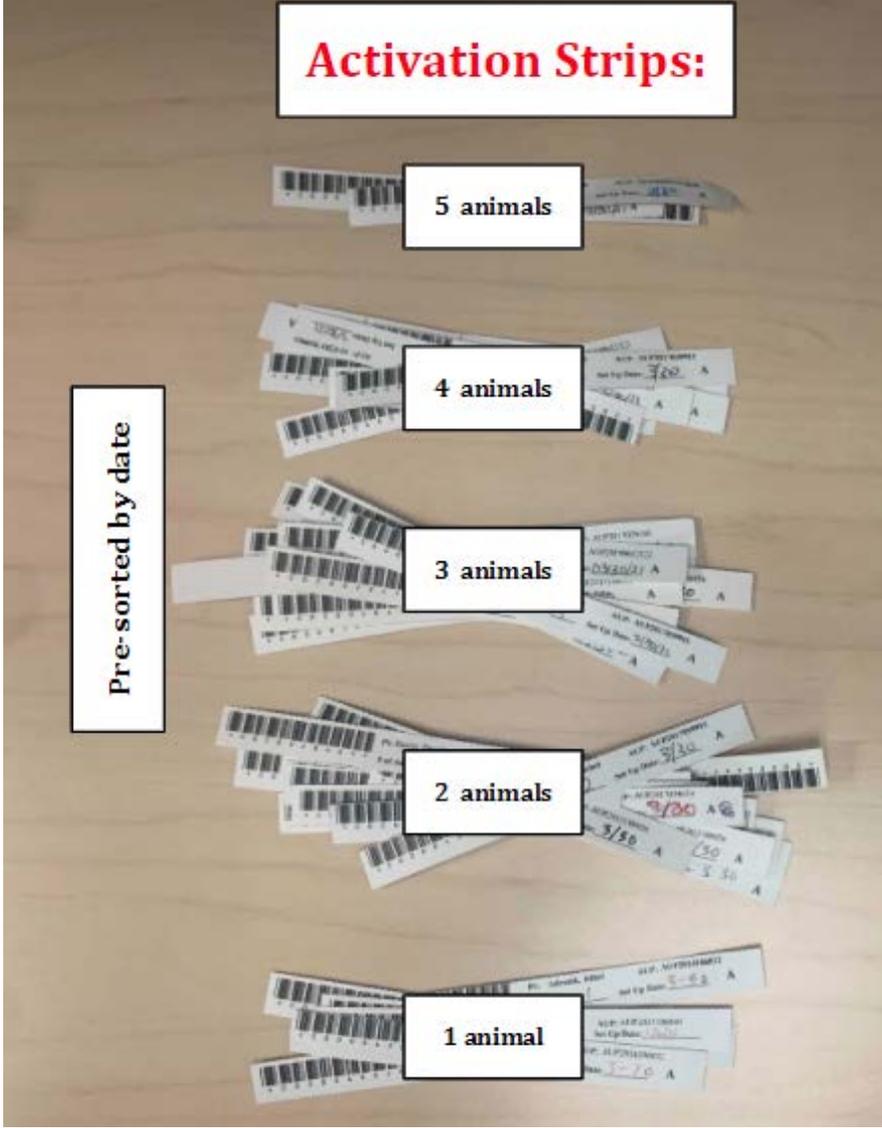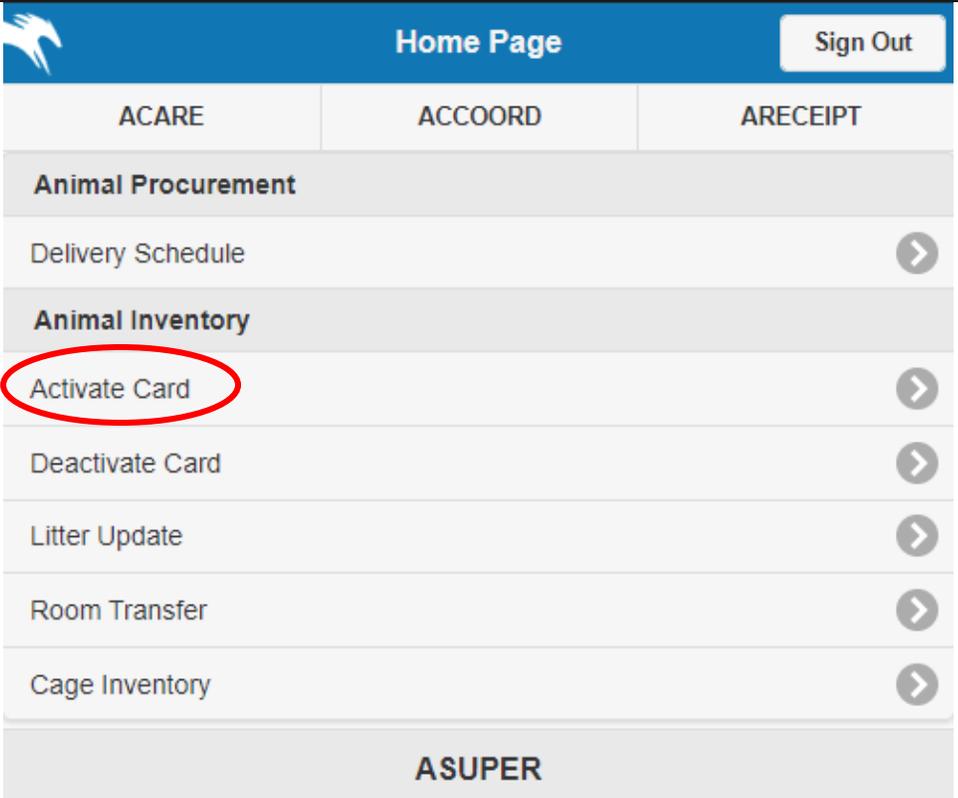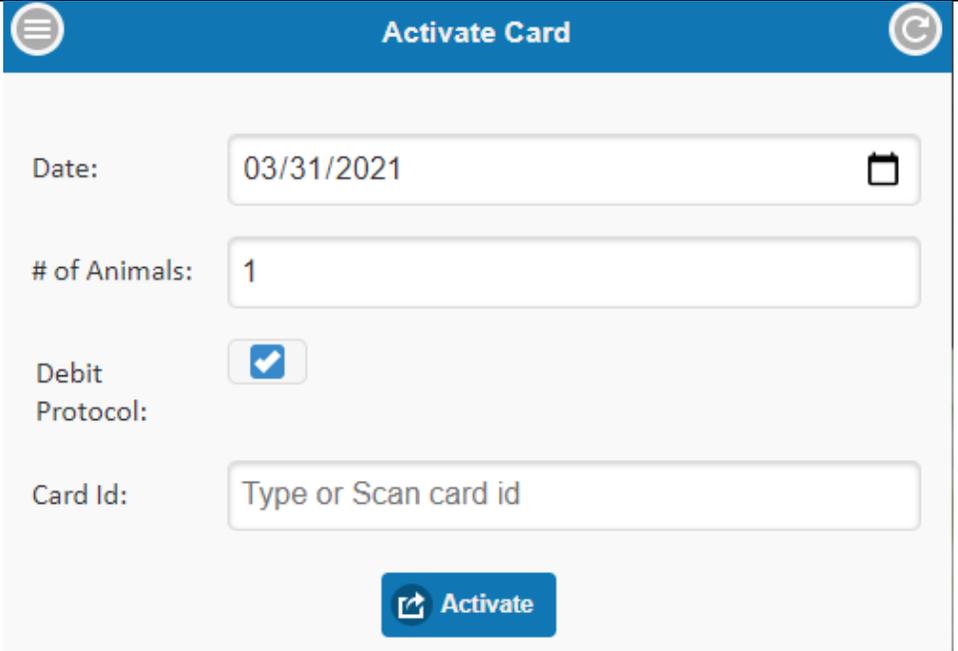**OFFICE OF LABORATORY ANIMAL CARE** — **BERKELEY**

How to: **Activate & Deactivate Cage Cards** [Draft]

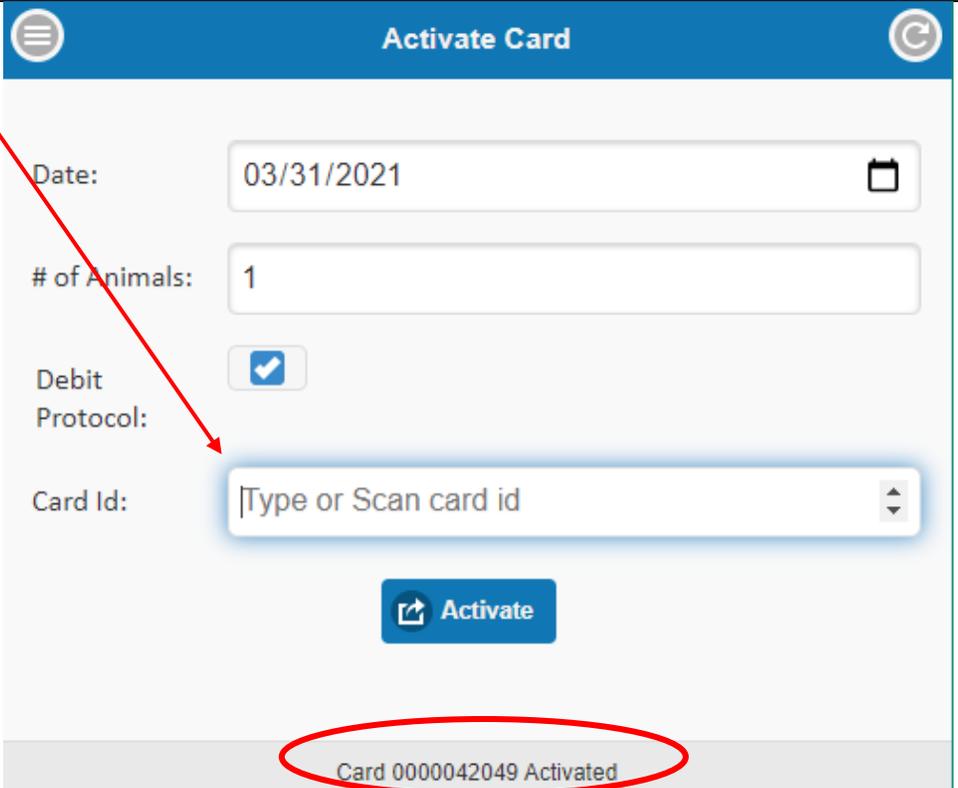| 1	Login to Cayuse **mobile site**	https://cal.esirius.cayuse.com/esirius3g/eSirius3gMobile.asp **Practice site:** https://cal.stg-esirius.cayuse.com/
2	Select *Animal Care Staff* Role Or Select *Animal Facility Supervisor* Role	ACARE ▼ Sign Off **Berkeley** UNIVERSITY OF CALIFORNIA ASUPER ▼ Sign Off **Berkeley** UNIVERSITY OF CALIFORNIA
3	Collect cage card strips from the designated Activation & Deactivation Strip drop off Optional: Collect & store strips by day to make the process easier	
4	Sort/Organize the strips: 1. By Date Then into 2 piles: 1. Deactivation 2. Activation Then Sort the Activation strips: 1. By # of animals	

Activation Strips: — 5 animals, 4 animals, 3 animals, 2 animals, 1 animal — Pre-sorted by date

Deactivation Strips: — Pre-sorted by date

		Activation Strips
5	Sort each activation strip by <u>date</u> & <u>number of animals</u>	

6	Select *Activate Card*	**Home Page** — Sign Out
		ACARE · ACCOORD · ARECEIPT
		Animal Procurement
		Delivery Schedule ⊙
		Animal Inventory
		Activate Card ⊙
		Deactivate Card ⊙
		Litter Update ⊙
		Room Transfer ⊙
		Cage Inventory ⊙
		ASUPER
7	Fill out the form: **Date:** Enter the date that is located on the strip • Note: If the date is left blank on the strip, default to the weekday that it was placed in. **# of animals:** Enter the number of animals listed on the strip • NOTE: If number of animals is left blank on strip, default to 5 animals Select *Debit Protocol*	**Activate Card** Date: 03/31/2021 # of Animals: 1 Debit Protocol: ☑ Card Id: Type or Scan card id ⤴ **Activate**
8	Attach the scanner handle to your mobile device	

	Select the Card ID field & press the trigger on the scanner handle. The scanner will then light up red. Hover the scanner over each barcode and it will automatically scan Note: A successful scan will show the *card ID # Activated* at the bottom of the page.	
9	After successful activation, shred the strips	

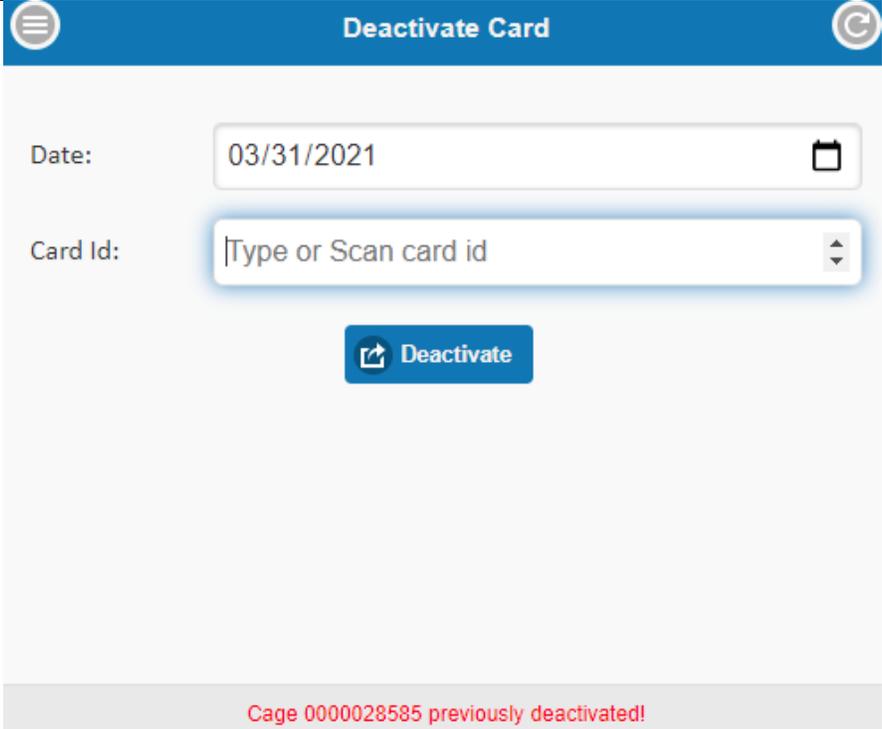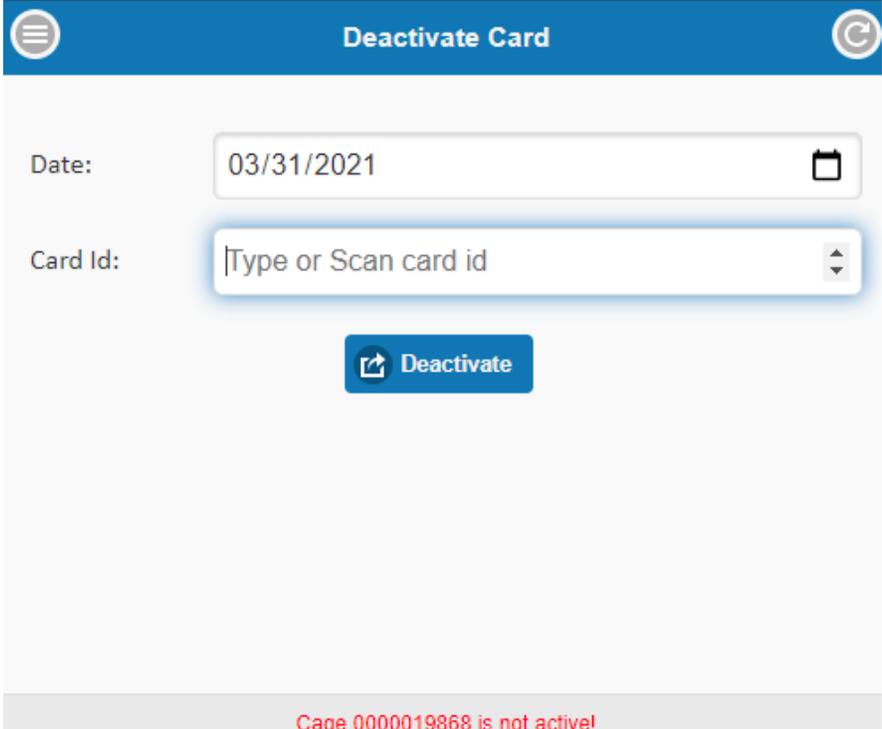|	**Deactivation Strips**	
10	Sort deactivation strips by date	**Deactivation Strips:** Pre-sorted by date
11	Select *Deactivate Card*	**Home Page** — Sign Out ACARE ACCOORD ARECEIPT **Animal Procurement** Delivery Schedule **Animal Inventory** Activate Card Deactivate Card Litter Update Room Transfer Cage Inventory **ASUPER**

| 12	Fill out the form: **Date**: Enter the date that is located on the strip • **Note:** If the date is left blank on the strip, default to the weekday that it was placed in.	**Deactivate Card** Date: mm/dd/yyyy Card Id: Type or Scan card id Deactivate *Card id is setup for continuous scanning*
13	Select the Card ID field & press the trigger on the scanner handle. The scanner will then light up red. Hover the scanner over each barcode and it will automatically scan Note: A successful scan will show "*Card Deactivated!*" at the bottom of the page.	**Deactivate Card** Date: 03/31/2021 Card Id: Type or Scan card id Deactivate *Card Deactivated!*
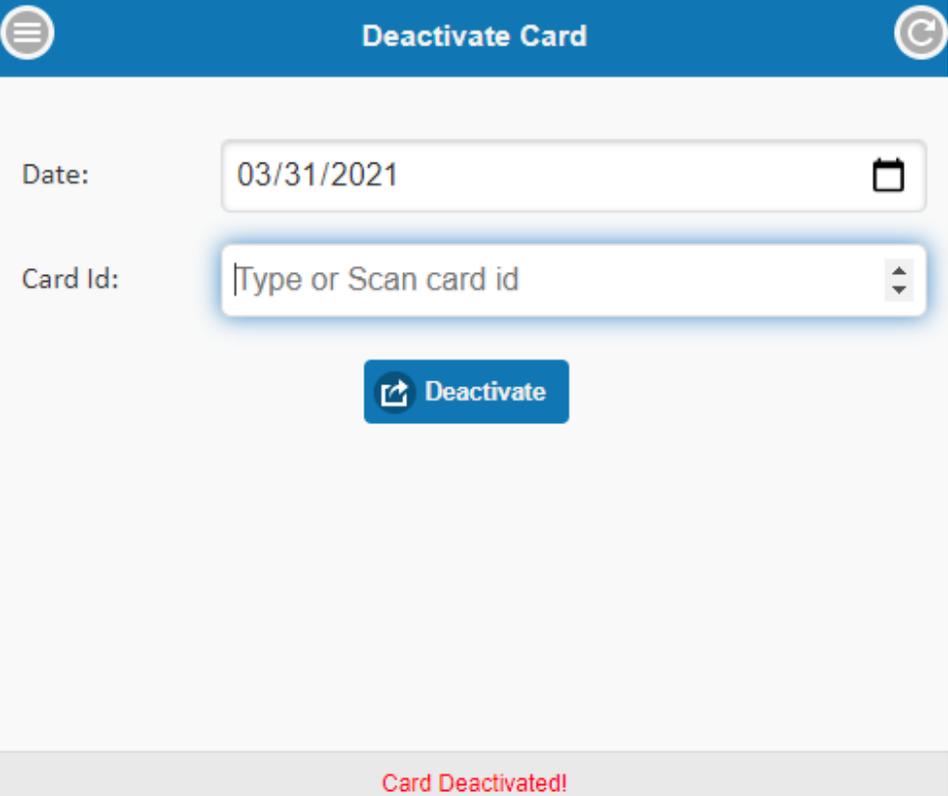
| 14 | After successful deactivation, discard the strip | |

Cayuse ANIMAL INVENTORY

How to: **Activate & Deactivate Cage Cards** [Draft]

	Troubleshooting	
A	Deactivating a card that was previously deactivated **Solution:** Give strips to Census Coordinator	**Deactivate Card** Date: 03/31/2021 Card Id: Type or Scan card id Deactivate Cage 0000028585 previously deactivated!
B	Troubleshooting: Deactivating a card that was not active **Solution:** Give strips to Census Coordinator	**Deactivate Card** Date: 03/31/2021 Card Id: Type or Scan card id Deactivate Cage 0000019868 is not active!

| C | Troubleshooting: Activating a card that is already active

Solution: **No action- discard/shred strip** | **Activate Card**
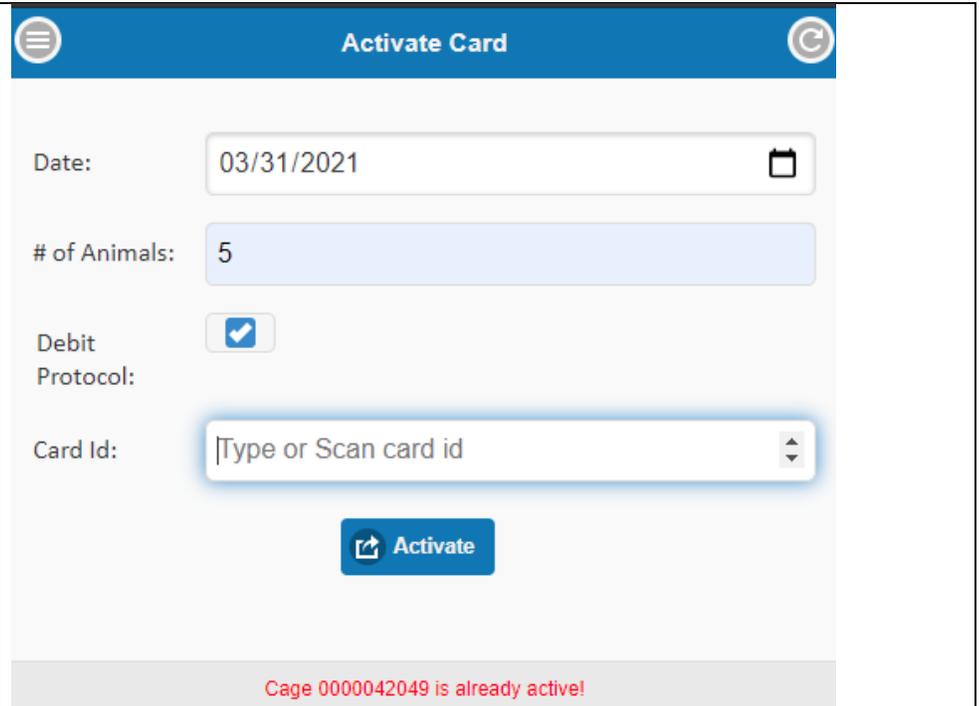
Date: 03/31/2021

# of Animals: 5

Debit Protocol: ☑

Card Id: Type or Scan card id

🔗 Activate

Cage 0000042049 is already active! |