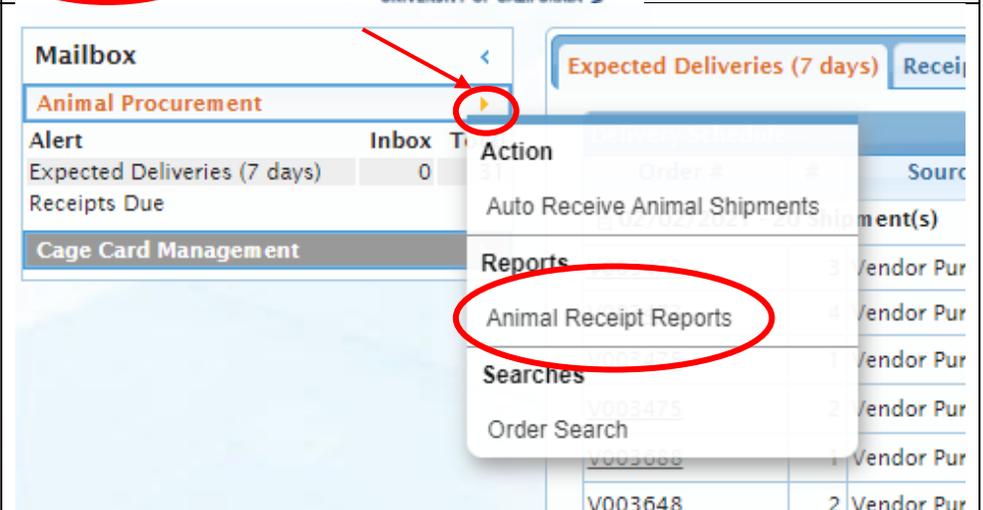
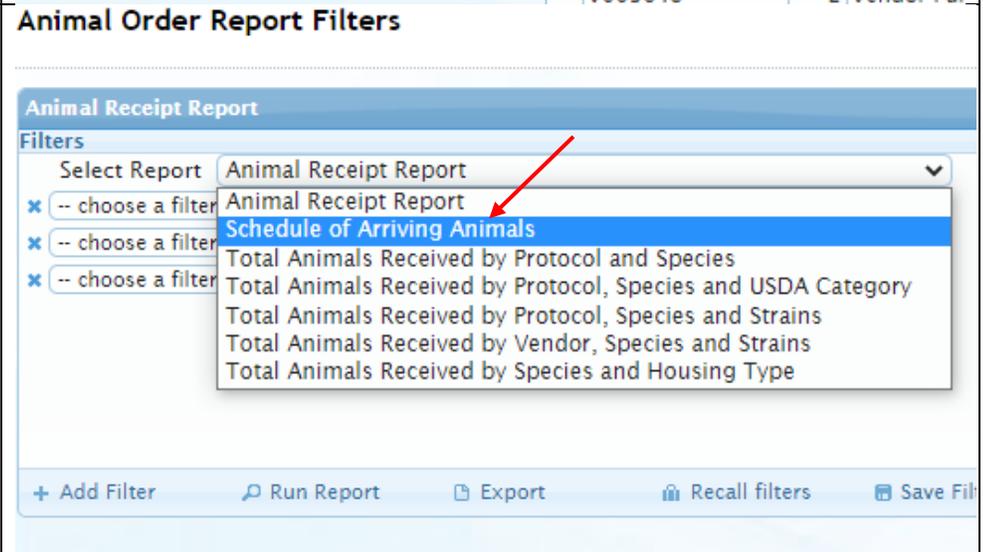
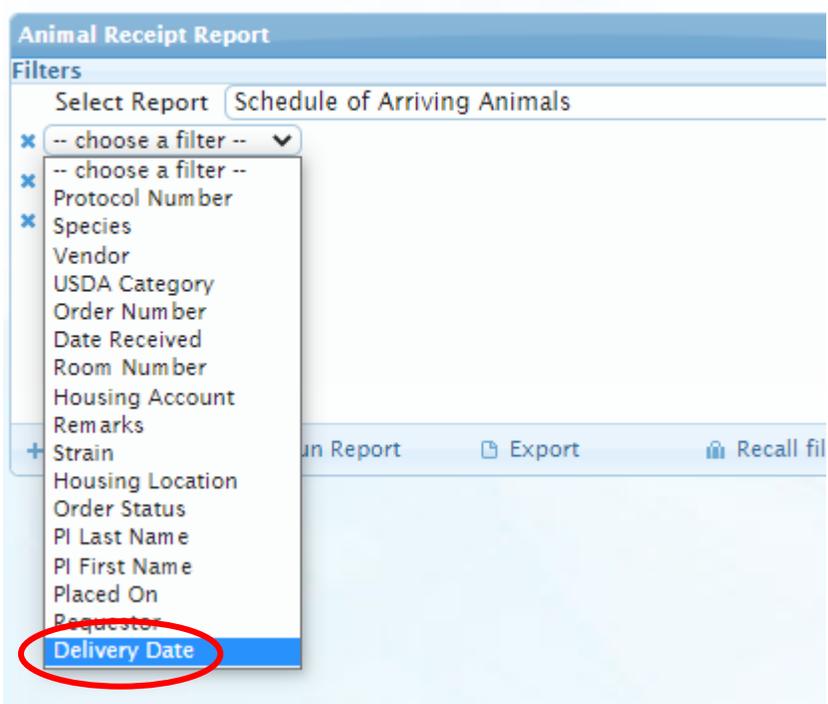
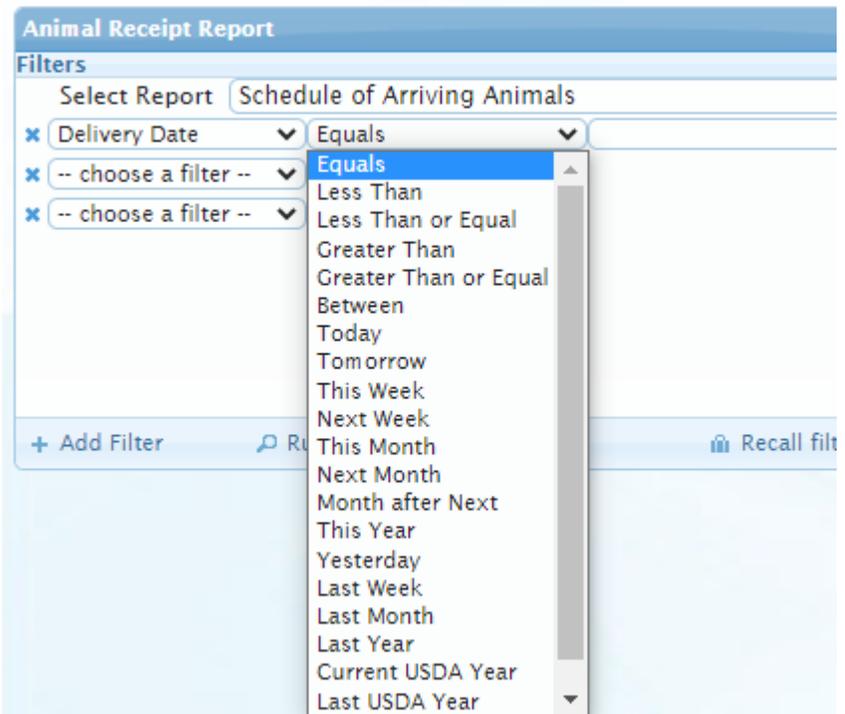


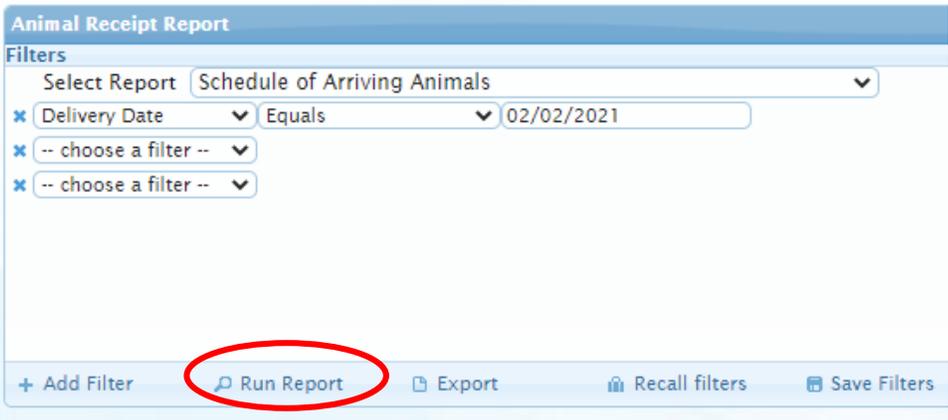
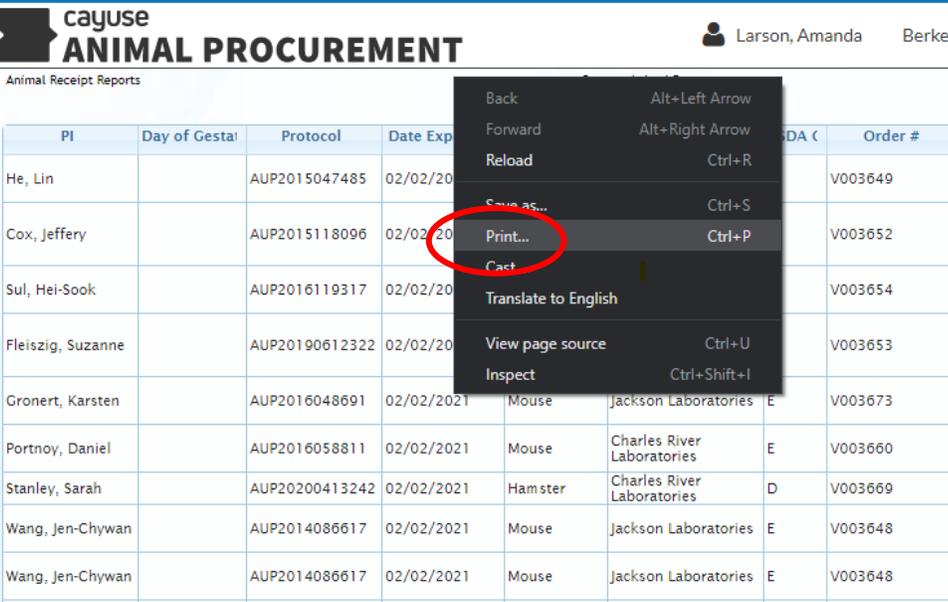
How to: **Print the Animal Order Schedule** [Draft]

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	
3	Select the Animal Procurement drop down menu & Select Animal Receipt Reports	
4	Select Schedule of Arriving Animals from the drop down menu	<p>Animal Order Report Filters</p> 

How to: **Print the Animal Order Schedule** [Draft]

<p>5</p>	<p>Choose a filter: Delivery Date</p>	 <p>Animal Order Report Filters</p> <p>Animal Receipt Report</p> <p>Filters</p> <p>Select Report Schedule of Arriving Animals</p> <ul style="list-style-type: none"> × -- choose a filter -- × -- choose a filter -- × Protocol Number × Species Vendor USDA Category Order Number Date Received Room Number Housing Account Remarks + Strain Housing Location Order Status PI Last Name PI First Name Placed On Requester Delivery Date
<p>6</p>	<p>Select a filter.</p> <p>Suggested filters:</p> <ul style="list-style-type: none"> • Equals + Enter specific date • Today • Tomorrow 	 <p>Animal Receipt Report</p> <p>Filters</p> <p>Select Report Schedule of Arriving Animals</p> <ul style="list-style-type: none"> × Delivery Date × -- choose a filter -- × -- choose a filter -- <p>+ Add Filter</p> <p>Recall filter</p> <p>Comparison operators dropdown:</p> <ul style="list-style-type: none"> Equals Less Than Less Than or Equal Greater Than Greater Than or Equal Between Today Tomorrow This Week Next Week This Month Next Month Month after Next This Year Yesterday Last Week Last Month Last Year Current USDA Year Last USDA Year

How to: **Print the Animal Order Schedule** [Draft]

<p>7</p>	<p>Select Run Report</p>																																																													
<p>8</p>	<p>A new window will pop up. Right click with your mouse & Select Print.</p> <p><u>Suggestions:</u> -You can make the columns smaller by selecting the title portion.</p> <ul style="list-style-type: none"> • Reduce the size of "Day of Gestation" & "USDA Category" <p>-Print horizontal if you can not see everything on the log.</p>	 <table border="1"> <thead> <tr> <th>PI</th> <th>Day of Gestation</th> <th>Protocol</th> <th>Date Exp</th> <th>USDA Category</th> <th>Order #</th> </tr> </thead> <tbody> <tr> <td>He, Lin</td> <td></td> <td>AUP2015047485</td> <td>02/02/2021</td> <td></td> <td>V003649</td> </tr> <tr> <td>Cox, Jeffery</td> <td></td> <td>AUP2015118096</td> <td>02/02/2021</td> <td></td> <td>V003652</td> </tr> <tr> <td>Sul, Hei-Sook</td> <td></td> <td>AUP2016119317</td> <td>02/02/2021</td> <td></td> <td>V003654</td> </tr> <tr> <td>Fleiszig, Suzanne</td> <td></td> <td>AUP20190612322</td> <td>02/02/2021</td> <td></td> <td>V003653</td> </tr> <tr> <td>Gronert, Karsten</td> <td></td> <td>AUP2016048691</td> <td>02/02/2021</td> <td>Mouse</td> <td>Jackson Laboratories E V003673</td> </tr> <tr> <td>Portnoy, Daniel</td> <td></td> <td>AUP2016058811</td> <td>02/02/2021</td> <td>Mouse</td> <td>Charles River Laboratories E V003660</td> </tr> <tr> <td>Stanley, Sarah</td> <td></td> <td>AUP20200413242</td> <td>02/02/2021</td> <td>Hamster</td> <td>Charles River Laboratories D V003669</td> </tr> <tr> <td>Wang, Jen-Chywan</td> <td></td> <td>AUP2014086617</td> <td>02/02/2021</td> <td>Mouse</td> <td>Jackson Laboratories E V003648</td> </tr> <tr> <td>Wang, Jen-Chywan</td> <td></td> <td>AUP2014086617</td> <td>02/02/2021</td> <td>Mouse</td> <td>Jackson Laboratories E V003648</td> </tr> </tbody> </table>	PI	Day of Gestation	Protocol	Date Exp	USDA Category	Order #	He, Lin		AUP2015047485	02/02/2021		V003649	Cox, Jeffery		AUP2015118096	02/02/2021		V003652	Sul, Hei-Sook		AUP2016119317	02/02/2021		V003654	Fleiszig, Suzanne		AUP20190612322	02/02/2021		V003653	Gronert, Karsten		AUP2016048691	02/02/2021	Mouse	Jackson Laboratories E V003673	Portnoy, Daniel		AUP2016058811	02/02/2021	Mouse	Charles River Laboratories E V003660	Stanley, Sarah		AUP20200413242	02/02/2021	Hamster	Charles River Laboratories D V003669	Wang, Jen-Chywan		AUP2014086617	02/02/2021	Mouse	Jackson Laboratories E V003648	Wang, Jen-Chywan		AUP2014086617	02/02/2021	Mouse	Jackson Laboratories E V003648
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