



Lab Animal Resource
Management System (LARS)
Investigator
User Guide

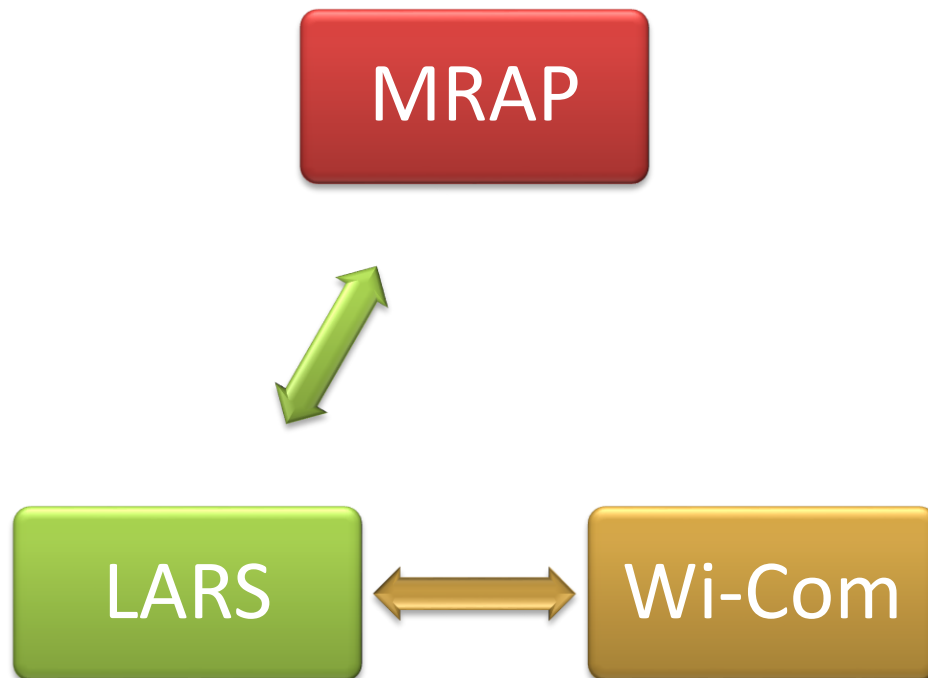
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1 Introduction

This guide provides detailed information on how to order and manage animals covered by approved animal use protocols in MRAP using the Key Solutions Lab Animal Resource Management System (LARS) tool. In addition it provides information on how to access online invoices and details the reporting features of this software.

The Investigator or designate initiates the process of acquiring animals and once the animals arrive, the Investigator is responsible for initiating and approving splitting groups of animals, weaning animals, and animal transfers. In order to request animals, the PI creates and submits requisitions to the Procurement Staff after information from approved protocols is imported into the system from MRAP.



In addition to the LARS software, a third software package has been integrated to assist in managing animal reconciliation in MRAP. An RFID collection technology is used to streamline the census process, track cages and generate per diems.

1.1 General Information

Changes to current processes:

- PI's are no longer required to do animal number reconciliation in MRAP.
- If an AUP is expired no animal orders can be placed. There are no exceptions.
- If the quota is zero on an AUP no animal orders can be placed. There are no exceptions.
- Every AUP must have a valid account number associated with it.
- Every cage must have a valid Animal Use Protocol number on the cage card.
- All animals must be ordered through the LARS system and all animals must be checked out through the LARS system.
- The term “animal order” has been replaced with the term “requisition”.

The following table defines some of the common acronyms and definitions contained in the User Guide.

Table 1 - Common Acronyms and Definitions Encountered in this Guide

Acronym	Stands for	Definition
PI	Principal Investigator	The person responsible for creating, completing, and submitting a requisition.
Protocol ID	Protocol Identification Number	A unique number assigned to a protocol when it is created and approved in MRAP.
AUP	Animal Use Protocol	A document required for all work involving animals in research.
ACC	Animal Care Committee	Committee of persons responsible for the review of protocols submitted by a principal investigator (PI) within MRAP
PS	Procurement Staff	A DCM staff member responsible for approving requisitions submitted by investigators, creates requisitions on behalf of investigators when requested, finalizes orders, and is responsible for animal billing.
DCM	Division of Comparative Medicine	The facility where the animals are housed.

Acronym	Stands for	Definition
DFA	Department Financial Administrator	A person in the PI's department responsible for PI accounts.
BRN	Balance for Requisition	The number of animals which can be ordered on a requisition, assuming all the existing requisitions have been filled. It is the number of animals remaining on the protocol.
BOR	Balance to Order	The number of animals requested on a requisition/s that still need to be ordered by DCM.
BRE	Balance to Receive	The number of animals already ordered and waiting to be received



Do not use the Back or Next buttons on your browser while using LARS. This will result in you being logged out of the system. Instead, use the menu items found in LARS to move through the system.

The chevron symbol to the far right of the category headings on the homepage is used to expand or collapse the category that you are working on.

Use the bread crumb links in the upper left-hand corner of each section to move through the hierarchy of the LARS system. The links show you exactly where you are and how to get back to where you were before.

1.2 Logging into LARS

Your login credentials will be your UTOR ID and password. Open a browser on your computer (do not use IE). Mozilla or Chrome are recommended. You must deactivate the pop-up blocker for the smooth operation of LARS. Once you have finished those tasks, do the following:

1. Open the Key Solutions LARS web page (<https://lars.dcm.utoronto.ca>).
2. Enter your UTOR ID and password.
3. Land on the LARS Investigator home page.

U of T Login Page



UNIVERSITY OF
TORONTO

weblogin idpz

UTORid / JOINid

Password

log in

Lars Investigator Home Page

ePROTOCOL
enabling paperless research compliance



eAnimal Ordering ▾

(University of Toronto)

2.5.78.1 | Sign Out | Help

eAnimal Ordering » Investigator » Home



Note: Click to expand the respective sections.

Protocol : All

Action Required

In Progress

Available Protocols

Completed Transactions

2 Principal Investigator Homepage

When you log in to the system as a PI, the first page you are shown is the Investigator Homepage. Your homepage displays the functions in an easy one-click access format.

The Investigator homepage displays information about documents associated with approved protocols. The approved protocols created by you are automatically displayed in the Available Protocols tab on your home page as soon as they receive MRAP approval. From the Investigator homepage you can create a requisition. The three other tabs on the home page refer to the status of requisitions and the different stages they are at in the ordering and receiving process.

You can navigate to the Investigator home page at any time by pointing to **eAnimal Ordering** > **Investigator** in the top left corner of the screen and clicking **Investigator Home** as shown in Figure 1.

Figure 1: Investigator Submenu



Your name and your institution (in this case “Lakeview”) appear in the upper right-hand corner of the homepage, as shown in Figure 2: Investigator Name and Institution/ Location.

Figure 2: Investigator Name and Institution/ Location

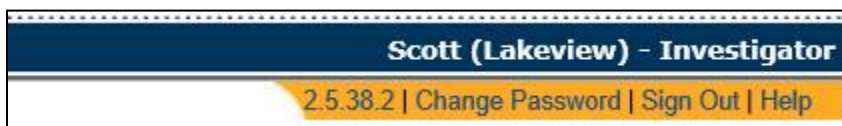






Figure 3: Investigator Homepage

eAnimal Ordering » Investigator » Home


Note: Click  to expand the respective sections. Protocol :

Action Required 


In Progress 

Available Protocols 


Protocol ID	Document ID	Document Type	PI Name	Submitted By	Event	Status	Status Date
16-03-794	16-03-794	Protocol	Sknyrd, Lynyrd	Sknyrd, Lynyrd	New Protocol Added for Processing	New	03/14/2016
15-09-768	15-09-768	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	10/07/2015
15-08-757	15-08-757	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	08/31/2015
15-07-751	15-07-751	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/31/2015
15-07-729	15-07-729	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/28/2015
15-07-732	15-07-732	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/28/2015
15-07-735	15-07-735	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/28/2015
15-06-694	15-06-694	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	06/04/2015
15-02-621	15-02-621	Protocol	Atherton, Michael	Atherton, Michael	New Protocol Added for Processing	New	02/18/2015
15-02-620	15-02-620	Protocol	Atherton, Michael	Atherton, Michael	New Protocol Added for Processing	New	02/18/2015
15-02-619	15-02-619	Protocol	Atherton, Michael	Atherton, Michael	New Protocol Added for Processing	New	02/18/2015
15-01-613	15-01-613	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	01/26/2015
15-01-615	15-01-615	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	01/26/2015

Completed Transactions 



To view the meaning of the various colors used on the homepage, click the **Color Codes** icon ().



To view the requisition details for transactions, click the square box icon () next to the **Document ID** link in either the **In Progress** section or the **Completed Transactions** section.



To view an available protocol, click the **Document ID** link in the **Available Protocols** section.



To view or edit a requisition in a section, click the **Document ID** link in the respective section.



To sort the protocols in ascending/descending order in a column by date approved, click the **Column Header**.



Use the up/down chevrons on the right side of the grey section headers to view/hide the protocols/requisitions list.

2.1 Homepage Sections:

There are four sections on the Investigator Home Page. (**Figure 3: Investigator Homepage**) Each of the sections is described below.

Table 2 – Home Page Sections

Section	Description
Action Required	These are requisitions that have been created but have not yet been submitted to DCM Procurement Staff.
In Progress	These are requisitions that have been submitted to DCM Procurement Staff and are awaiting further action by DCM.
Available Protocols	This is a list of approved protocols that are imported from MRAP. You can create requisitions using any of these protocols.
Completed Transactions	This is a list of requisitions that are fully released. Animals are received and receipts are generated for the transaction.

Each of the four sections on the Investigator Home Page has **eight** column headings. Each of the headings is described below.

Table 3 – Home Page Column Headings

Column	Description
Protocol ID	The AUP number assigned to a protocol when it is created in MRAP. It stays with the protocol throughout its lifecycle.
Document ID	A unique ID assigned to a document for identification purpose. When you click on the Document ID link you can access the document.
Document Type	The types of documents displayed on your homepage are: Protocol - Protocol imported from MRAP. Requisition - Formal request for acquisition of a number of animals on a particular animal use protocol. Order - Order to a vendor for a number of animals to satisfy a requisition created for a protocol.

	Receipt - Receipt generated for received and accepted animals.
PI Name	The name of the Principal Investigator on the Animal Use Protocol.
Submitted By	The name of the person who submitted the document.
Event	The current event of the protocol or requisition
Status	The status of the protocol or requisition
Status Date	The date when the status changed.

2.1.1.1 Event and Status

The following table describes the various combinations of event and status in each of the four sections. During the requisition/ordering process, procurement staff may request a Clarification from the PI about the requisition. Procurement staff may also Escalate the requisition to a DCM supervisor for additional information.

Table 4: Combinations of Event and Status

Action Required – Requisition in preparation but not submitted to DCM		
Event	Status	Description
Requisition in Preparation	In Preparation	A requisition is being work on but it has not yet been submitted to Procurement Staff.
Clarifications Required for Ordering	Ordering Yet to Start	The Procurement staff require a Clarification about the requisition before they create the purchase order.
Clarifications Required for Ordering	Partially Ordered	The Procurement staff require a Clarification regarding a partially ordered requisition.
In Preparation – Requisition has been submitted to DCM		
Event	Status	Description
Requisition Released	Ordering Yet to Start	The requisition has been submitted to the Procurement Staff.
Requisition Released	Order in Preparation	The requisition has been submitted to Procurement Staff. The ordering process has been started but the animals are not ordered yet.

Requisition Released	Order in Preparation (Modified)	The requisition has been submitted. The ordering process has started with a change to the requisition.
Requisition Released	Partially Ordered	The requisition has been submitted. Procurement Staff has ordered only a partial number of animals as compared to the number requested on the requisition.
Requisition Released	Fully Cancelled	The requisition has been submitted and Procurement Staff have cancelled it.
Requisition Return	Order in Preparation	A requisition was escalated to a supervisor and has been returned to the Procurement Staff. The animals have not been ordered yet.
Requisition Return	Order in Preparation (Modified)	An escalated requisition is returned by the Supervisor to the Procurement Staff and the order is modified.
Requisition Return	Ordering Yet to Start	An escalated requisition is returned by the Supervisor to the Procurement Staff and the purchase order has not yet been created.
Requisition Return	Partially Ordered	An escalated requisition is returned by the Supervisor to the Procurement Staff and the requisition is partially ordered.
Requisition Return	Fully Ordered	An escalated requisition is returned by the Supervisor to the Procurement Staff and the requisition is fully ordered.
Requisition Escalation	Ordering Yet to Start	Purchase order is not yet created by the Procurement Staff and the requisition is escalated to the Supervisor.
Requisition Escalation	Partially Ordered	Requisition escalated to the Supervisor by the Procurement Staff for a partially ordered requisition.
Clarifications Provided for Ordering	Ordering Yet to Start	Clarification provided to the Procurement Staff by the PI before ordering the animals.
Clarifications Provided for Ordering	Partially Ordered	Clarifications provided to the Procurement Staff by the PI for a partially ordered requisition.

Clarifications Provided for Ordering	Fully Ordered	Clarifications provided to the Procurement Staff for a fully ordered requisition.
Available Protocols		
Event	Status	Description
New Protocol Added for Processing	New	Protocols that are approved in MRAP and imported into LARS.
No Impact on Existing Transactions/Requisitions	Revised Protocols (Amendments)	For an amendment, if you leave the quota or increase the quota, then there is no impact.
Impact on Existing Transactions/Requisitions	Revised Protocols (Amendments)	For an amendment, if you decrease the quota them there may be an impact.
No Impact on Existing Transaction/Requisition	Renewal Protocols	For a protocol renewal if the used quantities of species are less than quota, then there is no impact.
Completed Transactions		
Event	Status	Description
Requisition Released	Fully Ordered	Full order created for the submitted requisition.
Requisition Released	Partially Ordered	Partial order created for the requisition.
Requisition Released	Fully Released	Received all the requested animals in a requisition and a receipt has been generated.

2.2 Investigator Functions

There are three major functions performed by the Investigator/designate in LARS:

1. Requesting Animals
2. Transferring Animals
3. Splitting and Weaning of Cages

2.2.1 Requesting Animals

At a high level, the steps involved in requesting animals are:

1. Importing approved Protocols from MRAP.
2. Adding account information for each protocol
3. Updating the Protocol Personnel details

4. Creating and Submitting the Requisition
5. Participating in a Clarification Cycle


2.2.1.1 Importing of Approved Protocols


MRAP is integrated with LARS so all approved Animal Use Protocols are imported into LARS from MRAP on the day of approval. All the protocols imported from MRAP display on the homepage of the Investigator once they are downloaded. An Investigator can create and submit a requisition to the Procurement Staff for any protocol displayed on their homepage.


The approved MRAP protocols appear in the **Available Protocols** section of the homepage.


List of Available Protocols

eAnimal Ordering » Investigator » Home


Note: Click  to expand the respective sections. Protocol :

Action Required 

In Progress 

Available Protocols 

Protocol ID	Document ID	Document Type	PI Name	Submitted By	Event	Status	Status Date
16-03-794	16-03-794	Protocol	Sknyrd, Lynyrd	Sknyrd, Lynyrd	New Protocol Added for Processing	New	03/14/2016
15-09-768	15-09-768	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	10/07/2015
15-08-757	15-08-757	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	08/31/2015
15-07-751	15-07-751	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/31/2015
15-07-729	15-07-729	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/28/2015
15-07-732	15-07-732	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/28/2015
15-07-735	15-07-735	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	07/28/2015
15-06-694	15-06-694	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	06/04/2015
15-02-621	15-02-621	Protocol	Atherton, Michael	Atherton, Michael	New Protocol Added for Processing	New	02/18/2015
15-02-620	15-02-620	Protocol	Atherton, Michael	Atherton, Michael	New Protocol Added for Processing	New	02/18/2015
15-02-619	15-02-619	Protocol	Atherton, Michael	Atherton, Michael	New Protocol Added for Processing	New	02/18/2015
15-01-613	15-01-613	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	01/26/2015
15-01-615	15-01-615	Protocol	Admin, eProtocol	Admin, eProtocol	New Protocol Added for Processing	New	01/26/2015

Completed Transactions 

2.2.1.2 Adding Account Information

Contact the DCM business officer to ensure you have a valid account. DCM will update the account information in LARS and add account information for all your animal use protocols in LARS.

2.2.1.3 Updating Protocol Personnel

All handlers listed on an AUP will be able to work in LARS. If a PI does not want a person working in LARS then they must provide that specific direction to the handler. If an additional financial person requires access to LARS, the DCM business officer can assist with that.

2.2.1.4 Creating a Requisition

To request animals for an approved protocol, you have to create a requisition and submit it to the DCM Procurement Staff.



The Investigator plus all Handlers listed in the personnel section on the AUP are able to prepare and submit a requisition.



If the requisition document is listed in the **Action Required** column, any Investigator/Handler on the protocol can work on the document and submit it to the Procurement Staff.



Any Investigator/Handler on the protocol can provide the clarifications, if the Procurement Staff or Supervisor makes a request for clarification.

Steps to Create a Requisition:

1. In the Available Protocols section, choose an AUP from the Document ID column and click on the AUP. You will land on the Approved Species page for that protocol.
2. Select the check box next to the name of the Species in the **Species** column and click the **Create Requisition** button to open the **Requested Species** Page.

Figure 4: Requested Species page

eAnimal Ordering > Investigator > [Home](#) > Requested Species

REQUISITION

Header Info Procurement Notes Submit to ARC Delete Document Save

Doc #	R-000000234	Owner	Admin, eProtocol
Date	01/18/2017	Protocol ID	16-03-794 (Update Glance)
State	Draft	Stage	In Preparation
Submitter *	Admin, eProtocol	RP Name*	Admin, eProtocol
Phone #	(999)999-9999	Phone #	(999)999-9999
eMail	eproto1@keyusa.com	eMail	eproto1@keyusa.com

Requested Species Clone Include Species Delete Species

<input type="checkbox"/>	#	Species / Strain	Gender	Age Range	Weight Range	Req. Qty	BRN	BOR	C. Qty
<input type="checkbox"/>	1	mouse / FVB	Either			0	1605	0	0

- Use the RP Name dropdown and select a name.
- Click the **Species** link in **Requested Species** section to open the **Requisitioned Species Details** page. (Figure 4: Requested Species page)



The Requisition Number in the **Doc #** field is auto populated.



View the protocol details by clicking the **Protocol ID** link in the Header Info section.



By default, the logged in user's name appears in the **Submitter** field. You can change the submitter by selecting the desired person from the **Submitter** drop-down list.



The **RP Name** (Responsible Person Name) dropdown list contains all the protocol members. The RP will be the point of contact for any clarification requests initiated by DCM regarding this requisition. You must enter an RP Name from the drop down.

Figure 5: Requisitioned Species Details page

eAnimal Ordering » Investigator » [Home](#) » [Requested Species](#) » Requisitioned Species Details

REQUISITION

Requisition ID : R-000000123

Requisitioned Species Details				Protocol Details	OK	Cancel
Species :	Mice	Strain :	<input type="text"/>	Gender :	Select One ▾	
Age From :	<input type="text"/>	Age To :	<input type="text"/>	Age Unit :	Select One ▾	
Weight From :	<input type="text"/>	Weight To :	<input type="text"/>	Weight Unit :	Select One ▾	
Date of Birth :	<input type="text"/>	Category of Invasiveness : *	B ▾	Sentinel :	<input type="checkbox"/>	
Pregnant :	<input type="checkbox"/>					
Description:	<input type="text"/>					

Figure 6: Species Details on Requisition page

Standard Order

eAnimal Ordering » Investigator » [Home](#) » [Requested Species](#) » Requisitioned Species Details

REQUISITION

Requisition ID : R-000000122

Requisitioned Species Details

Protocol Details OK Cancel

Species :	Rats	Strain :	<input type="text"/>	Gender :	Select One
Age From :	<input type="text"/>	Age To :	<input type="text"/>	Age Unit :	Select One
Weight From :	<input type="text"/>	Weight To :	<input type="text"/>	Weight Unit :	Select One
Date of Birth :	<input type="text"/>	Category of Invasiveness : *	E	Sentinel :	<input type="checkbox"/>
Pregnant :	<input type="checkbox"/>				
Description:	<input type="text"/>				

Approved Qty :	300	Bal. to Request :	185	Request Now:*	<input type="text" value="0"/>
Recurring Order :	<input type="radio"/> Yes <input checked="" type="radio"/> No	Number of Cages : *	<input type="text" value="0"/>	Date Required By : *	<input type="text"/>

Order for Pregnant

Requisitioned Species Details

Protocol Details OK Cancel

Species :	Rats	Strain :	<input type="text"/>	Gender :	Select One
Age From :	<input type="text"/>	Age To :	<input type="text"/>	Age Unit :	Select One
Weight From :	<input type="text"/>	Weight To :	<input type="text"/>	Weight Unit :	Select One
Date of Birth :	<input type="text"/>	Category of Invasiveness : *	E	Sentinel :	<input type="checkbox"/>
Pregnant :	<input checked="" type="checkbox"/>	# of Females:*	<input type="text"/>	# offspring per female + female:	<input type="text"/>
Description:	<input type="text"/>				

Recurring Order

Approved Qty :	300	Bal. to Request :	185	Request Now:*	<input type="text" value="0"/>
Recurring Order :	<input checked="" type="radio"/> Yes <input type="radio"/> No	Number of Cages :	<input type="text"/>	Delivery Schedules	
Supply Start Date :	<input type="text"/>	Supply End Date :	<input type="text"/>	Supply Frequency : *	<input type="text" value="0"/> Days (Tentative)

<p>Requisitioned Species Details See Figure 6</p>	<ul style="list-style-type: none"> • Enter the specific attributes for the species you are requesting – Strain, Gender, age, age unit or weight, weight unit. (See Standard Order Requisitioned Species Details above) • The Category of Invasiveness, Approved Quantity and Balance to Request is auto populated on the requisition page. • Balance to Request is the number of animals still available on the AUP. • If you want to order a pregnant animal or a mom with pups select the checkbox to the right of Pregnant. Two additional fields appear; # of females and # of offspring per female + female. (See Pregnant Requisitioned Species Details above) <ul style="list-style-type: none"> ○ Enter the required number of pregnant females or number of moms with pups in # of female’s text box. ○ If ordering pregnant enter 1 in the # of offspring per female + female text box. ○ If ordering mom with pups enter the number of pups per mom + the mom in the text box. ○ The numbers in these two boxes auto populate the Request Now box. • For all orders enter the specific comments regarding the order in the Description field. • By default, the Recurring Order is always NO. • Enter the number of cages required to house the requested number of animals. Maximum of 4 mice per cage and 3 rats per cage. • If you want to have the identical order placed with regular frequency click on the Yes button beside Recurring Order. Four additional fields will appear. (Recurring Order Requisitioned Species Details above) • Select the Supply Start Date and the Supply End date for the duration of the recurring orders. <ul style="list-style-type: none"> ○ Enter the Supply Frequency (in days). How many days between each order. ○ Click the Delivery Schedules button to schedule the number of species and number of cages per delivery.
--	--

Source :	Vendor	Preferred Vendor : *	Charles River
Price Per Unit(\$):	To be determined	Catalog Number :	1258
Notes to Vendor :			

Figure 7: Vendor Details

Source/Vendor Details

- Select the **Vendor** type from the **Source** drop down list.
 - Vendor = commercial supplier
 - External Organizations = institution with whom a PI may collaborate with)
- Select the **Preferred Vendor** from the drop down. To be determined appears in the Price Per Unit (\$) field.
- Enter the **Catalog number**, if available. This simplifies the ordering process.
- Enter the **Notes to Vendor**, if any. (The notes are visible to the vendor as part of the Purchase Order.)

Housing Location :	DCM	Building : *	CCBR	Room : *	YELLOW42A
Cage Card Notes :	special instruction				

Figure 8: Housing Details

Housing Details

- Select DCM from the **Housing Location** drop down list.
- Select MSB or CCBR from the **Building** drop down list. The corresponding room numbers for each building appear in the **Room** drop down list.
- Select the **Room**.
- Enter any information for DCM that you would like noted on the cage card in **Cage Card Notes**.

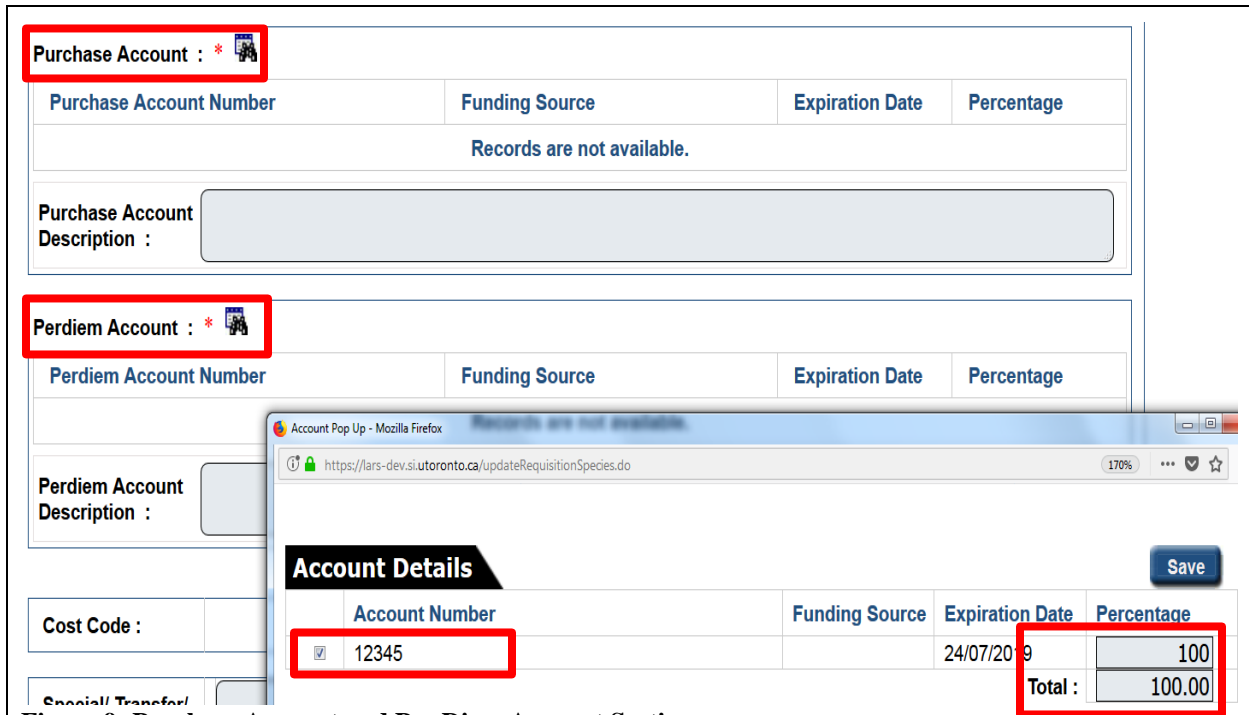


Figure 9: Purchase Account and Per Diem Account Sections

Account Details

To add the account number:

- Click the binoculars icon to the right of the **Purchase Account** or **Per Diem Account** (Figure 9) to open the **Account Details** dialogue box.
- Select the check box next to the desired account/s and distribute the percentage of amount among the accounts to the total of 100.

Cost Code :			
Special/ Transfer/ Other Notes :			

Figure 10: Cost Code and Notes section

Cost Code and Notes

You can view the **Cost Code** once it is populated by Procurement staff later in the requisition process.

Populate the **Special/ Transfer/ Other Notes** field if you have any comments or instructions for the Procurement Staff.

5. After filling in all the details, click the **OK** button (Figure 6). You are directed to the Requested Species page.

Figure 11: Example of Requisition Details in Requested Species Section

eAnimal Ordering > Investigator > [Home](#) > Requested Species

REQUISITION

Header Info

[Procurement Notes](#)
[Submit to ARC](#)
[Delete Document](#)
[Save](#)

Doc #	R-000000234	Owner	Admin, eProtocol
Date	01/18/2017	Protocol ID	16-03-794 (Update Glance)
State	Draft	Stage	In Preparation
Submitter *	<input type="text" value="Admin, eProtocol"/>	RP Name*	<input type="text" value="Admin, eProtocol"/>
Phone #	<input type="text" value="(999)999-9999"/>	Phone #	<input type="text" value="(999)999-9999"/>
eMail	<input type="text" value="eprotocol1@keyusa.com"/>	eMail	<input type="text" value="eprotocol1@keyusa.com"/>

Requested Species

[Clone](#)
[Include Species](#)
[Delete Species](#)

	#	Species / Strain	Gender	Age Range	Weight Range	Req. Qty	BRN	BOR	C. Qty
<input type="checkbox"/>	1	mouse / FVB	Either			200	1605	0	0

† RP - Responsible Person
 † Req. Qty - Requested Quantity
 † BRN - Balance for Requisition - The number of animals remaining on the protocol
 † BOR - Balance to Order - The number of requested animals that need to be ordered



To view the high-level information for a protocol click the **Protocol ID** link. To view the specific details of the protocol (e.g., requisition, orders, barcode details), click the **Update Glance** link.


6. Click the **Procurement Notes** button to write or view notes about the requisition.
 - a. Write the note and click **save**. The note is saved along with the date and time stamp. The Investigator and the Procurement Staff can write and view all the notes.
7. If you want to delete the requisition, click the **Delete Document** button.
8. If you want to save the requisition details click **Save**. You can work on the requisition at a later date.
9. If you want to submit the requisition select the check box next to the **Species/Strain** column and click **Submit to DCM**. A message appears on your dashboard **“Requisition with ID R-000000234 is submitted”**.

See Figure12: Requisition Submitted Confirmation Message

Figure 12: Requisition Submitted Confirmation Message

eAnimal Ordering » Investigator » Home

Requisition with ID R-000000234 is submitted .




Note: Click  to expand the respective sections. Protocol :

Action Required							
Protocol ID	Document ID	Document Type	PI Name	Submitted By	Event	Status	Status Date
15-02-619	R-000000233	Requisition	Atherton, Michael	Admin, eProtocol	Requisition In Preparation	In Preparation	01/18/2017
15-02-620	R-000000232	Requisition	Atherton, Michael	Admin, eProtocol	Requisition In Preparation	In Preparation	01/18/2017
15-10-769	R-000000203	Requisition	Admin, eProtocol	Admin, eProtocol	Requisition In Preparation	In Preparation	10/26/2015
15-07-735	R-000000200	Requisition	Admin, eProtocol	Admin, eProtocol	Requisition In Preparation	In Preparation	10/13/2015
15-06-709	R-000000199	Requisition	Atherton, Michael	Admin, eProtocol	Requisition In Preparation	In Preparation	10/13/2015

Once the requisition is submitted, the requisition moves to the **In Progress** section of your homepage. The **Event** changes to **Requisition Released** and the **Status** becomes **Ordering Yet to Start**.

The Investigator, Submitter and Responsible Person will receive an email from LARS when they submit the requisition and when the order is placed by DCM

Figure 13: Requisition in the In Progress Section

In Progress							
Protocol ID	Document ID	Document Type	PI Name	Submitted By	Event	Status	Status Date
16-03-794	R-000000234 	Requisition	Sknyrd, Lynyrd	Admin, eProtocol	Requisition Released	Ordering Yet to Start	01/18/2017
15-10-769	R-000000206 	Requisition	Admin, eProtocol	Admin, eProtocol	Requisition Released	Fully Ordered	11/10/2015
15-10-769	R-000000205 	Requisition	Admin, eProtocol	Admin, eProtocol	Requisition Released	Ordering Yet to Start	11/10/2015

You can view the requisition details by clicking on the **Document ID**.

When the Procurement staff places the order, you can view the order details by clicking the + icon next to the requisition number in the **Document ID**.

2.2.1.5 Clarification Cycle


Once your requisition is submitted to **DCM**, if there are any questions, DCM will request a clarification. The Investigator/Responsible Person receives an email notification with the email subject of Clarifications Required. See Table 5 for Description of Clarification Icons.

When you receive a clarification from the procurement staff, the requisition appears in the **Action Required** section with the Event as **Clarifications Required for Ordering** and Status as **Ordering Yet to Start**. You need to provide responses to the clarifications and also update the requisition details, if needed, and submit to DCM in a timely manner.

Do the following:

1. Navigate to the **Investigator** Homepage.
2. Click the **Document ID** link of the requisition in the **Action Required** section to open the **Requested Species** page.

Figure 14: Clarification Icon on the Requested Species Page

Requested Species											
<input type="checkbox"/>	Species / Strain	Pain Category	Gender	Age Range	Weight Range	Preferred Vendor	Req. Qty	BOR	BRE	C. Qty	
<input type="checkbox"/>	Dog / Dog		C	Female	20.00 - 50.00 Day(s)	15.000 - 25.000 Lb	Charles River	100	100	0	0

† RP - Responsible Person
 † Req. Qty - Requested Qty
 † BOR - Balance to Order - The number of requested animals that need to be ordered
 † BRE - Balance to Receive - The number of animals that are waiting to be received
 † C. Qty - Cancel Qty







 - Clarifications Required
 - Clarifications Provided
 - Clarifications Completed

Table 5: Description of Clarification Icons

Symbol	Description
	Clarifications Required – appears when DCM requests clarification from the PI
	Clarifications Provided – appears when the Investigator has sent the clarification to DCM.
	Clarifications Completed – appears when DCM accepts the requisition.


3. Click the inbox icon () next to the **Species/Strain** name in the **Requested Species** section, as shown in Figure 14: Clarification Icon, to open the clarifications dialogue box.

Figure 15: Clarifications Dialogue Box


Requisition ID : R-000000137		Requisition Date : 09/22/2016							
Species	Pain Category	Gender	Age Range	Weight Range	Preferred Vendor	Req. Qty	BOR	BRE	
Dog	C	Female	20.00 - 50.00 Day(s)	15.000 Lb	Charles River	100	100	0	
Clarification Events : <input checked="" type="checkbox"/> Sought <input type="checkbox"/> Provided <input type="checkbox"/> Completed									
Clarifications						<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		
S.NO	Clarification Required	Clarification	Status						
1	Mention the number of species for the cage	2 Species per cage	Clarification Awaited						

4. Enter the response for requested clarification in **Clarification** text box and click **Save**. You are directed to the **Requested Species** page.
5. Click the **Send to DCM** button to submit your response.

Once the clarifications are provided, the requisition moves to the **In Progress** section of your homepage. The **Event** changes to **Clarifications Provided for Ordering** and the **Status** becomes **Ordering Yet to Start**.

Figure 16: Clarifications Provided

eAnimal Ordering » Investigator » Home

Note: Click  to expand the respective sections.

Protocol :

Action Required

In Progress

Protocol ID	Document ID	Document Type	PI Name	Submitted By	Event	Status	Status Date
16-1326AA	R-000000137	Requisition	Ravuri, Tulasi	Ravuri, Tulasi	Clarifications Provided for Ordering	Ordering Yet to Start	09/22/2016
16-1326AA	R-000000138	Requisition	Ravuri, Tulasi	Ravuri, Tulasi	Requisition Released	Fully Ordered	09/22/2016

2.2.2 Transferring Animals

If there is a requirement to transfer animals you must submit a Transfer Request to DCM. The request must be approved before moving any animals. A transfer may be required to transfer animals from protocol to protocol, from PI to PI or location to location (another building, CL2 or CL3). These are considered internal transfers. A transfer to another organization is considered an external transfer.

To start the transfer process, navigate to the **Animal Transfer** page by clicking **Animal Transfer** on the **Investigator** sub menu (Figure 1)

Figure 7: Animal Transfer page



2.2.2.1 Internal Transfer

1. Click the **Internal Transfer** tab on the **Animal Transfer** page to open the **Internal Transfer** page. You can view existing transfers by clicking the Transfer ID link.

Figure 18: Internal Transfer page

Transfer Type : Building : Room :

Internal Transfers

New / In Progress											
Transfer ID	Transfer Type	Original PI	New PI	From Protocol #	To Protocol #	Species	From Location	To Location	Date Submitted	Transfer Status	Status Date
T-000000009	Protocol to Protocol	. eprotocol	. eprotocol	17-01-117	17-01-119	Mice	Building-A/ ROOM-A	Building-A/ ROOM-A		In Preparation	01/18/2017
T-000000008	Location to Location	. eprotocol	. eprotocol	17-01-116	17-01-116	Guinea Pig	Building-A/ ROOM-A	C-Corridor / C-119		In Preparation	01/10/2017
T-000000005	Protocol to Protocol	. eprotocol	. eprotocol	16-07-093	17-01-116	Mice	Building-A/ ROOM-A	Building-A/ ROOM-A	01/10/2017	Waiting for CMU Approval	01/10/2017
T-000000004	PI to PI	. eprotocol	Atherton, Michael	17-01-116	16-07-078	Mice	Building-A/ ROOM-A	Conventional Facility / 160K	01/18/2017	Waiting for New PI Acceptance	01/18/2017
T-000000002	PI to PI	. eprotocol	Investigator, Key	17-01-116	16-06-059	Mice	Building-A/ ROOM-A	Building-A/ ROOM-A	01/10/2017	Waiting for New PI Acceptance	01/10/2017

Completed Last Days

Transfer ID	Transfer Type	Original PI	New PI	From Protocol #	To Protocol #	Species	From Location	To Location	Date Submitted	Transfer Status	Status Date
T-000000010	Protocol to Protocol	. eprotocol	. eprotocol	17-01-117	17-01-119	Mice	Building-A/ ROOM-A	Building-A/ ROOM-A	01/18/2017	Transfer Completed	01/18/2017
T-000000008	PI to PI	. eprotocol	Investigator, Key	17-01-119	16-06-059	Mice	Building-A/ ROOM-A	LA / 182A	01/17/2017	Transfer Completed	01/17/2017
T-000000007	Protocol to Protocol	. eprotocol	. eprotocol	17-01-117	17-01-119	Mice	Building-A/ ROOM-A	Building-A/ ROOM-A	01/17/2017	Transfer Completed	01/17/2017

Not Proceeded

An internal transfer refers to the transfer of animals within DCM, specifically:

- **PI to PI** – The animals are transferred from the protocol of one PI to the protocol of another PI.

- **Protocol to protocol** – The animals are transferred from one protocol to another protocol where both protocols belong to the same PI.
- **Location to Location** – The animals on a protocol are transferred from one location to another location within DCM. This would be from building to building or from regular housing to CL2 or CL3 housing. Not required room to room within the same building.

The **Internal Transfer** page has three different sections as shown in Table 6.

Table 6: Internal Transfer Sections

New/In Progress	
In Preparation	Transfer request created but not yet submitted.
Waiting for Transfer	Transfer of animals approved by the DCM and needs to be confirmed.
Waiting for New PI Acceptance	DCM will approve the transfer. The New PI will receive an email confirming the transfer.
Waiting for DCM Approval	Transfer of animals requires DCM approval.
Completed	
Transfer Completed	Transfer of animals is complete.
Not Proceeded	
Not Accepted by New PI	Transfer of animals is not accepted by New PI.
Transfer Cancelled	Transfer of animals is cancelled.
Transfer not approved by ARC	Transfer of animals is not approved.

2. Click the **New Transfer** button (Figure 18: Internal Transfer page) to open the **New Transfer** page (Figure 19: New Internal Transfer Form). The **PI to PI** option is the default **Transfer Type**.

Figure 19: New Internal Transfer form

eAnimal Ordering » Investigator » [Home](#) » [Animal Transfer](#) » [Internal Transfers](#) » New Transfer

INTERNAL TRANSFERS

Transfer Type : PI to PI Protocol to Protocol Location to Location

[Transfer Policies](#)

From Protocol # :	<input type="text" value="Select One"/>	Original PI :	<input type="text"/>
Responsible Person :	<input type="text" value="Select One"/>		
Phone :	<input type="text"/>		
Email :	<input type="text"/>		
Species :	<input type="text" value="Select One"/>		
To Protocol # :	<input type="text"/>	New PI :	<input type="text"/>
Responsible Person :	<input type="text" value="Select One"/>		
Phone :	<input type="text"/>		
Email :	<input type="text"/>		
<input checked="" type="checkbox"/> Update From protocol(s) quantity.	<input type="text"/>	<input checked="" type="checkbox"/> Update To protocol(s) quantity.	<input type="text"/>

From Location :	<input type="text" value="A/Z"/>	From Building :	<input type="text" value="Select One"/>	From Room :	<input type="text" value="Select One"/>
-----------------	----------------------------------	-----------------	---	-------------	---

3. Select the appropriate **Transfer Type** radio option; the fields on the page are updated accordingly.
4. Enter the required information and click the **Submit** button. The new transfer appears on your homepage
5. At any time you can click the Save button to save the request and modify any time later before submission. Click the Print button to print the details of the transfer. Click the Cancel button to cancel the new transfer. Click the Delete button to delete the new transfer. This is true for internal and external transfers.
6. Once the transfer is approved, procurement staff can act on it. You receive the transferred animals after the generation of cage cards by the procurement staff.



The error message *** Please enter valid To Protocol #** appears on the new transfer page, when you select a **To Protocol #** which does not have the same species or if the requisition for the selected protocol is yet to be ordered.



The **Update From protocol(s) quantity** field and **Update To protocol(s) quantity** field is auto populated when you use the binocular icon next to the **Cage Cards** to select the number of barcode(s).



An email is sent to the Investigator, Submitter, Responsible Person and Other protocol personnel when:

- The Investigator submits the transfer to the Procurement Staff.
- The Procurement Staff approve/not approve the transfer
- The new Investigator receives an email confirming the transfer
- The transfer of species is completed

2.2.2.2 External Transfer

Species are transferred to an external organization after the approval from the Procurement Staff.

Figure 20: External Transfer (Outgoing) page

eAnimal Ordering » Investigator » [Home](#) » [Animal Transfer](#) » External Transfers (outgoing)

EXTERNAL TRANSFER (OUTGOING)

Building : Room :

External Transfers (outgoing)

New / In Progress								
Transfer ID	Original PI	External Organization	From Protocol #	Species	Location	Date Submitted	Transfer Status	Status Date
Records are not available.								

Completed								
Transfer ID	Original PI	External Organization	From Protocol #	Species	Location	Date Submitted	Transfer Status	Status Date
Records are not available.								

Not Proceeded								
Transfer ID	Original PI	External Organization	From Protocol #	Species	Location	Date Submitted	Transfer Status	Status Date
Records are not available.								

The External Transfer page has three sections as shown in Table 7. A transfer goes through multiple stages which are identified by Transfer Status. The various stages are shown in Table 7: External Transfer Sections.

Table 7: External Transfer Sections

New/In Progress	
In Preparation	Transfer request created but not yet submitted.
Waiting for Transfer	Transfer of animals approved by DCM and needs to be confirmed.
Waiting for DCM Approval	Transfer request does not yet have DCM approval.
Completed	
Transfer Completed	Transfer of animals is completed.
Not Proceeded	
Transfer Cancelled	Transfer of animals is cancelled.
Transfer not approved by DCM	Transfer of animals is not approved.

Follow the steps below to transfer the species to other organization:

1. Click the **External-Outgoing** tab in the **Animal Transfer** page (Figure 7) to open the **External Transfers (outgoing)** page.
2. Click the **New Transfer** button (Figure 20: External Transfer (Outgoing) page) to open the **New Transfer** page.
3. Enter the required information and click the **Submit** button. The new transfer appears on your homepage with the **Transfer ID** for the request and you are redirected to the **External Transfers (outgoing)** page. The request is sent to the Procurement Staff and the status changes as **Waiting for DCM Approval**.

See Figure 21: New External Transfer Form

Figure 21: New External Transfer form

eAnimal Ordering » Investigator » [Home](#) » [Animal Transfer](#) » [External Transfers \(outgoing\)](#) » New Transfer

EXTERNAL TRANSFER (OUTGOING)

[Transfer Policies](#)

From Protocol # :	Select One	To Organization/ Facility :	Select One
Responsible Person :	Select One		
Phone :	<input type="text"/>		
Email :	<input type="text"/>		
Species :	Select One		
Location :	A/Z	Building :	Select One
		Room :	Select One
Cage Card(s) :	<input type="text"/>		
Bar Code No.	No. Of Animals	Strain	Rack *
Records are not available.			
Has animal been utilized in any research : <input type="radio"/> Yes <input checked="" type="radio"/> No			

Export Charge Account: When you click the binoculars icon next to the **Export Charge account** in the **External Transfer> New Transfer**, the Account details page pops-up. Select the check box next to the desired accounts and distribute the percentage of amount among the selected accounts to the total of 100 percent.

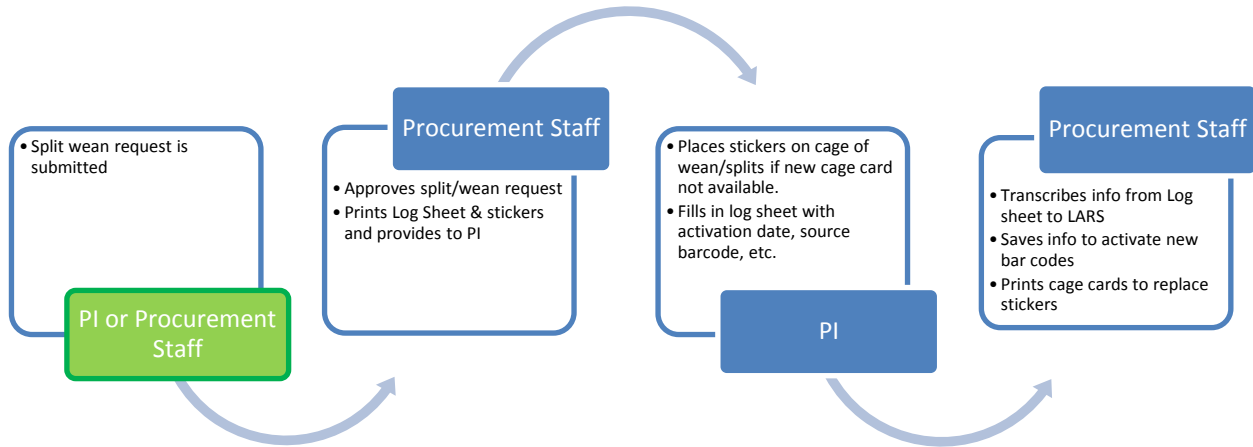
2.2.3 Splitting and Weaning

Splitting: Depending on circumstances animals may need to be separated. This involves moving an animal from one cage to another cage. For example, if the cage has 4 mice and 2 are fighting with others then either one or both of them may be moved to separate cages – the original cage population is split. This may also involve setting up breeder pairs or harems. You take a male from one cage and a female from another cage and set them up in one cage.

Weaning: This involves separating pups from their moms once they reach weaning age and placing them in different cages.

Changes to the Split/Wean Process:

The split/wean process has changed. In order to reconcile numbers accurately in MRAP we must be able to track all animals weaned in the DCM. We must also be able to track any movement of animals from cage to cage as this will affect the census.



To request the split or wean process:

1. Navigate to the **Splitting/Weaning Request** page clicking the **Splitting and Weaning** on **Investigator** sub menu (Figure 1)

Figure 22: Splitting/Weaning Request page

eAnimal Ordering » Investigator » [Home](#) » Splitting/Weaning Request

Splitting/Weaning Request

Submitted for Approval ^

Approved ^

Not Approved v

Request#	Protocol#	PI	Responsible Person	Species	Building / Room	Submitted On	# of Times printed

Activation In Progress ^

Last Days OK

Activation Completed ^

Split/Wean Request

Available Protocols ^

There are six sections on the **Splitting/Weaning Request** page. Table 8 explains the different sections.

Table 8: Splitting/Weaning Request sections

Section	Description
Submitted for Approval	When the Split/Wean request has been submitted for approval by the Procurement staff.
Approved	When the Split/Wean request has been approved by the Procurement staff.
Not Approved	When the Split/Wean request has not been approved by the Procurement staff.
Activation in Progress	When at least one barcode has been activated by the Procurement staff for the Split/Wean request.
Activation Completed	When all the barcodes have been activated by the Procurement staff for the Split/Wean request.
Available Protocols	The list of available protocols for the Split/Wean request process.

2. Select the check box next to the desired **Protocol ID** and click the **Split/Wean Request** button to open the **Add Splitting/Weaning Request** page where you can see the details.
3. Enter the required information and click **Submit**. Now the request moves to the **Submitted for Approval** section.

See **Figure 23: Add Splitting/Weaning Request**

Figure 23: Add Splitting/Weaning Request

eAnimal Ordering » Investigator » [Home](#) » [Splitting/Weaning Request](#) » View Splitting/Weaning Request

Splitting/Weaning Request
Cancel

Document #:	S/W-0154	Date :	21/11/2018
Generated by :	Tsui, Vivien	Phone :	
E-Mail :	vi.tsui@utoronto.ca	Status :	Submitted For Approval

Protocol# :	20001950	PI :	AMSRIS01, Test
Species:	Mice		

Responsible Person :	Wang, Yangzi	Phone :	8888888888	eMail :	yangzi.wang@utoronto.ca
----------------------	--------------	---------	------------	---------	-------------------------

Doc Type:	<input type="radio"/> Split <input type="radio"/> Wean <input checked="" type="radio"/> S/W Sheet				
-----------	---	--	--	--	--

# S/W Sheets:	0.2	# of Cages:	30	# of Cages Requested:	6
# of Animals per Cage:	4	# of Animals:	24		

Account : *		
Perdiem Account Number	Expiration Date	Percentage
12345	24/07/2019	100.00

Location

Facility :	DCM	Building :	MSB	Room :	EAST12
------------	-----	------------	-----	--------	--------

Special Handling: <input type="checkbox"/> CL2 <input type="checkbox"/> CL3 <input type="checkbox"/> Chemical

Cage Card Notes :

PI Comments:

You can enter **Cage Card Notes** or information/special requests to the **Procurement staff** in the **PI Comments** text field at the bottom of the splitting/weaning request page.



Note that the Investigator, Submitter, Responsible Person will receive an email from LARS after submitting the request for split/wean.

2.3 Other Principal Investigator Functions

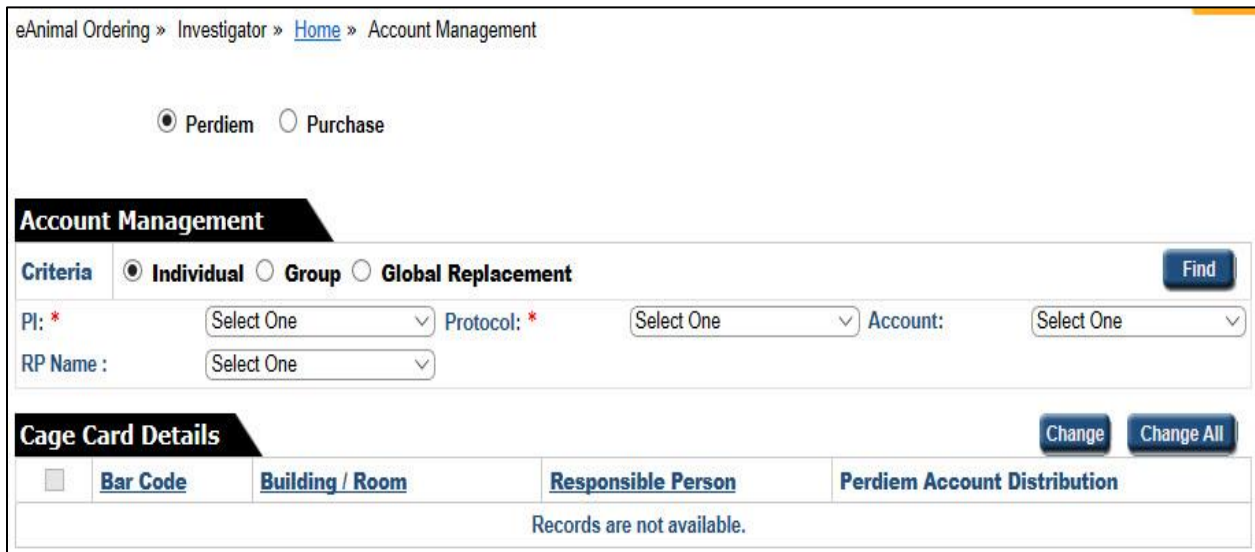
Note: If you would like a business administration person from your department to have the ability to view your accounts, contact DCM. They can provide that person with a Departmental Financial Administrator role in LARS.

2.3.1 Managing the Account details

This feature is used to manage the purchase and per diem accounts linked with the animal orders/cage cards/barcodes.

1. Navigate to the **Account Management** page clicking the **Account Management** on **Investigator sub menu** (Figure 1: Investigator Submenu)

Figure 24: Account Management Page



eAnimal Ordering » Investigator » [Home](#) » Account Management

Perdiem Purchase

Account Management

Criteria Individual Group Global Replacement Find

PI: * Protocol: * Account:

RP Name:

Cage Card Details

Change Change All

<input type="checkbox"/>	Bar Code	Building / Room	Responsible Person	Perdiem Account Distribution
Records are not available.				

2. Select the **Per Diem** or **Purchase** radio option. (Figure 24)
3. Select the required information under the **Account Management** section (e.g., selecting the Per Diem radio button displays the Criteria, PI, Protocol, Account, RP Name fields, and the Cage Card details section. Selecting the Purchase radio button displays the Criteria, PI, Protocol, Account fields, and the Order details section)
4. Click the **Find** button to display the related Bar codes with account details. (Figure 25)

eAnimal Ordering » Investigator » [Home](#) » Account Management

Perdiem Purchase

Account Management

Criteria Individual Group Global Replacement

Pl: * Protocol: * Account:

Order Details

<input type="checkbox"/>	Order ID	Building / Room	Responsible Person	PurchaseAccount Distribution
<input type="checkbox"/>	O-000000087	Painter / C117	Biller, Barbara	204569875631 (30.00%) 523-879-5239 (50.00%) 789652341036 (20.00%)
<input type="checkbox"/>	O-000000086	Painter / C117	Biller, Barbara	204569875631 (30.00%) 523-879-5239 (50.00%) 789652341036 (20.00%)
<input type="checkbox"/>	O-000000085	Painter / C117	Biller, Barbara	204569875631 (30.00%) 523-879-5239 (50.00%) 789652341036 (20.00%)

Figure 25: Orders with Associated Account Details

5. Select the checkbox next to the **Order ID** and click the **Change** button to open the **Account Details** pop-up as shown in Figure 26, where you can add or remove the accounts associated with the barcode or you can change the percentage distribution of amount between accounts.

Account Details

<input type="checkbox"/>	Account Number	Expiration Date	Percentage
<input checked="" type="checkbox"/>	204569875631	09/21/2017	<input type="text" value="30.00"/>
<input checked="" type="checkbox"/>	523-879-5239	05/19/2017	<input type="text" value="50.00"/>
<input checked="" type="checkbox"/>	789652341036	05/17/2017	<input type="text" value="20.00"/>
			<input type="text" value="100.00"/>

Figure 26: Account Details Update Pop-up

6. Select the desired account and respective percentage and click **Save**. You are directed to the **Account Management** page.

2.3.2 Viewing the List of Protocols

You can view the details of the protocol, approved species, requisitions, barcodes, orders, and receipts of the selected protocol.

1. Navigate to the **List of Protocols** page clicking **List of Protocols** on **Investigator sub menu** (Figure 1: Investigator Submenu)

eAnimal Ordering » Investigator » [Home](#) » List of Protocol (s)

List of Protocol (s)

Available Protocols					
Protocol ID	Protocol Title	PI Name	Admin Contact	Approval Date	Expiry Date
15-01-615	Cancer Study	Admin, eProtocol		01/21/2015	01/20/2017
15-02-619	IACUC - 18 feb 15	Atherton, Michael	Admin, eProtocol	02/18/2015	02/17/2017
15-02-620	IACUC - 18 feb 15	Atherton, Michael	Admin, eProtocol	02/18/2015	02/17/2017
15-02-621	IACUC - 18feb15-1	Atherton, Michael		02/18/2015	02/17/2017

Figure 27: List of Protocol(s)

- Click the **Protocol ID** link to open the **Approved Species** page, where you can see the protocol and species details. (Figure 28)

eAnimal Ordering » Investigator » [Home](#) » [List of Protocol \(s\)](#) » Approved Species

PROTOCOL

Protocol Details

Protocol ID	15-01-615 (Update Glance)	Protocol Title	Cancer Study
Principal Investigator	Admin, eProtocol	Admin Contact	
Admin Contact's Phone		Admin Contact's E-Mail	
Initial Approval Date	01/21/2015	Expiry Date-Closed Date	01/20/2017

Approved Species		Funding Details		Protocol Personnel		
Species	Pain Category	Gender	Age Range	Weight Range	Approved Qty	Approved Date
alligator, American		Either	3.00 - 5.00 Year(s)	1000.000 - 1500.000 Kg	100	01/21/2015

† App.Qty - Approved Quantity
 † BRN - Balance for Requisition - The number of animals remaining on the protocol
 † BOR - Balance to Order - The number of requested animals that need to be ordered
 † BRE - Balance to Receive - The number of animals that are waiting to be received

Figure 28: Approved Species Page



Each page has links related to protocol or species or requisitions or orders. Click the link to view the respective details. E.g. click the **Protocol ID** link to view the protocol and approval history details.

2.3.3 Generating Reports

To generate reports:

1. Navigate to the **Reports** page by clicking the **Reports** tab on the Investigator sub menu (Figure 1: Investigator Submenu)

Figure 29: Investigator Reports Page

eAnimal Ordering » Investigator » [Home](#) » Reports

REPORTS

Reports		
Search Document	In Preparation Document Details Report	Monthly Room Census Report
Daily Room Census Report	Cage Room Census	Cage Card Report
Consolidated Invoices Report	Pending For Receipt	Invoices Report
Protocol/Account Report	Inv Account Report	Fully Ordered Requisitions
Pending for Order	Fully Received Orders	

Table 9 provides a description of the various reports available to the Investigator.

Table 9: Available Reports

Report Name	Description
Search Document	Search for a specific document related to a specific document number: protocols, requisitions, orders, barcodes, split/weans, transfers and receipts.
In Preparation Document Details Report	Requisitions which are in preparation are displayed for the selected Investigator.
Monthly Room Census Report	On selecting a specific month and year in the search criteria, the Monthly Room Census Report pops-up with Barcodes, PI, RP, Protocol ID, Species, Strain, Cost Code, Check in, Check Out dates, Account details and Total Days indicated on the report.
Daily Room Census Report	On selecting a specific day with the search criteria the Daily Room Census Report pops-up with Barcodes, building, room, PI, RP, Protocol, Species/Strain, Cost Code, Check in, Check Out dates, and Account details.

Cage Room Census	On selecting the search criteria with specific from and to Dates, the Cage Room Census Report pops-up with Barcodes, PI, RP, Protocol, Species/Strain, Cost Code, Check in, Check Out dates, Building, Room, Last Seen Date plus more.
Cage Card Report	Click the binoculars icon next to barcode textbox to open the search cage card dialogue box. Select the desired search criteria and click OK to display the related bar codes. Select the radio button next to the barcode and click Add . This directs you to Cage Card Report related to that barcode. Click OK to display the barcode details.
Pending for Receipt	You can view the details for any orders placed but are yet to be received from the vendor. Select the format; either HTML or PDF and click OK .
Consolidated Invoice Report	You can view in one location the total cost for all your animal purchases, per diems and service charges for all your AUP's for a billing period.
Invoice Reports	You can view the invoices of orders by AUP or billing period.
Protocol/Account Report	You can view the protocol and the account linked to it. Choose a date. Click OK . Click export to excel.
Invoice Account Report	You can view the Invoice Account details within a specific time period in HTML or PDF format. Click OK to display information specific to that account with respect to protocol, run #, invoice # and amount.
Fully Ordered Requisitions	You can view the fully ordered requisitions and the details of the requisition. Select Protocol Id, PI Name and click OK to display the details.
Pending for Order	You can view the protocols/species details for orders that have yet to be sent to vendor.

	Select the From Date , To Date , and HTML or PDF and Click OK .
Fully Received Orders	You can view all the fully received orders and the order details for specific protocols. Select Protocol Id , PI Name and click OK to display the details.



To sort protocols, requisitions or orders in ascending/descending order in a column, click the Column Header.



To export the report to Excel format, click the Export to Excel button.

2.3.4 Generating the Invoices Report

You can view the invoices of the orders placed by following these steps:

1. Navigate to the **Invoices Report** page (Figure 30) by clicking the **Invoices Report** on the **Investigator sub menu** (Figure 1: Investigator Submenu)

Figure 30: Invoices Reports page

eAnimal Ordering » Investigator » [Home](#) » [Reports](#) » Invoices Report

INVOICES REPORT

PI Name : Protocol ID : Billing Period :

2. Select the **PI Name**, **Protocol ID** and **Billing Period** and click **OK** to display the related invoices as shown in Figure 31: Invoices List

Figure 31: Invoices list

eAnimal Ordering » Procurement Staff » [Home](#) » [Reports](#) » Invoices Report

INVOICES REPORT

PI Name : Protocol ID : Billing Period :

Invoice #	Invoice Date	Protocol ID	PI Name	Invoice Amount (\$)	Status
I-000000299	11/13/2015	14-12-557	Atherton, Michael	9975.00	Finalized
I-000000298	11/13/2015	14-12-553	Atherton, Michael	3696.00	Finalized
I-000000297	11/13/2015	14-12-543	Atherton, Michael	840.00	Finalized
I-000000291	11/13/2015	14-02-227	Atherton, Michael	806.40	Finalized
I-000000287	11/13/2015	13-01-015	Michael Atherton	641.55	Finalized
I-000000286	11/13/2015	13-01-014	Michael Atherton	48.83	Finalized
I-000000284	11/13/2015	13-01-008	Michael Atherton	569.63	Finalized

- Click the **Invoice #** link to open the **Level 1** details which provides the **Per Diem Charges**, protocol and species details.

Figure 32: Example of a Level 1 Invoice Report

Invoice Level 1

Invoice # :	I-000000299	Invoice Date :	11/13/2015
Protocol ID :	14-12-557	PI Name :	Atherton, Michael
Department :			
Billing Period :	12/09/2014 to 01/09/2015	# of Days in Billing Period :	32

Per Diem Charges Indirect Charge Rate : 0.05

Account Number and Type	Species (based on Cage Types) / Cost Code	Per Diem Rate (\$)	Direct Charge (\$)	Indirect Charge (\$)	Amount (\$)
536-54654-564565-564546-5645-56455	alligator, American Allig	10.00	9500.00	475.00	9975.00
Total (\$):					9975.00



Note that each page has links related to protocol or species or requisitions or orders to provide 3 additional levels of details. Click the link to view the details (e.g., click the **Species/Cost Code** link to view the requisition, order, barcodes or receipts details).

3 Logging Out of LARS

When you have completed your work in LARS exit the application completely by clicking on the Sign Out link in the upper right corner of any page.



Figure 33: Sign Out Link



Do not close the application without signing off. Click the **Sign Out** link to sign off from the application

4 Wi-Com Census

An automated cage counting software application known as Wi-Com, is integrated with the LARS system to facilitate the cage counting process and to ensure the accuracy of information being sent to MRAP regarding animal numbers and to ensure the accuracy of per diem billings for PI accounts.

Wi-Com uses RFID technology to ensure accurate counting of cages within the rooms.

Changes in Census result from:

1. Animals arriving in the facility via a requisition
2. Animals being weaned
3. Animals being euthanized
4. Animals being transferred from one PI to another PI
5. Animals being split from one cage to another cage
6. Animals being transferred to an external organization

For five of these events a new cage card with a unique bar code/RFID tag identifier must be generated to document the changes in animal numbers. In the case of euthanasia, animals must be checked out by the Wi-Com system so per diems are no longer being generated for that cage.

All these processes must be documented in LARS using a requisition, split/wean request or transfer request. For animals that are euthanized the cage must be deposited in the checkout box at the exit of door of the CCBR and MSB animal facilities. The bar code is scanned by DCM staff to stop the generation of per diems for animals associated with that card.

