



ALL APPLICABLE MODULES

Reports

Software Version: 13.01

Manual Version: P1

Manual Published: 6/30/2021

Contents

Introduction..... 1

General..... 2

 Committee Roster.....2

 Coordinator/Protocol Analyst Workload..... 2

 Reviewer Workload..... 2

 Reviewer Workload – Completed..... 3

 Search Studies by Keywords..... 3

Animal Resource Center..... 3

 Animal Numbers by USDA Category..... 4

 Annual Fee by Account..... 5

 Annual Fee by PI..... 6

 Census Report.....8

 List of Animal Orders Delivery..... 14

 List of Animal Orders Not Received..... 20

 List of Animal Orders Received..... 24

 List of Animals by Facility and Room..... 30

 List of Animals by Species..... 31

 List of Animals by Study..... 32

 List of Cages by Facility and Room..... 37

 List of Cages by Species..... 38

 List of Cages by Study..... 39

 Report by Vendor.....44

IACUC Protocols..... 49

 Protocols by Expiration Date..... 50

 Active Protocol Including Species Details..... 50

 IACUC Studies derived by USDA Classes..... 50

 Active Protocols by Type Selection..... 50

Review Board User.....50

 Submission Review Assignment..... 50

 User by Committee Role.....50

Studies By.....	51
Studies by Department.....	51
Studies by Device and Status.....	51
Studies by Drug.....	51
Studies by Drug and Status.....	52
Studies by Expiration and Status.....	52
Studies by Funding.....	52
Studies by Status.....	53
Studies by User.....	53
Studies up for Expiration (in 120 days).....	53
Submission Statistics.....	54
Protocols Statistical Estimations.....	54
Submission Processing Estimates.....	54
Submissions List.....	54
Approved Submission(s) by Form Name.....	54
Submission Responses Reviewed.....	54
Submissions On Agenda.....	54
Submission Process Tracking.....	55
Approved Submission Rounds.....	55
Submission Approval Duration.....	56
Submission Completion Duration.....	56
Submission Personnel Performance.....	56
Submission Tasks History.....	56
Submissions Calendar.....	57
Submissions by Review Process.....	57
Submissions by Form Type.....	57
Submissions by Review Committee.....	58
Submissions Information.....	58
Submissions by Department Selection.....	58
Submissions in Process by Department Selection.....	58
Completed Submissions.....	58
Incomplete Submissions.....	59

Review Board – Approved Submissions.....	59
Review Board – Received Submissions.....	59
Submissions by Analysts.....	59
Submissions by Type Selection.....	59
Submissions Count by Review Board.....	59
Submissions in All Stages Details.....	60
Submissions Processing.....	60
Review Board Responding Letters.....	60
Training.....	60
Expired Training.....	60
Training to Expire.....	60

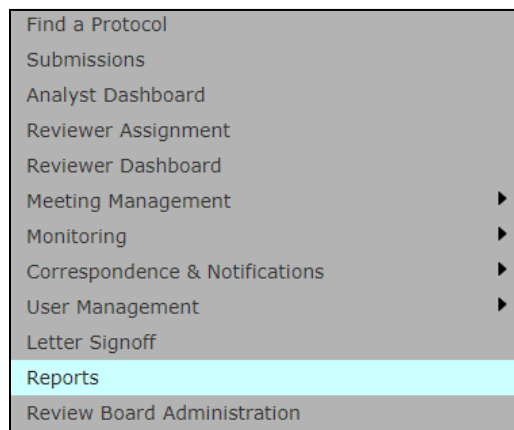
Introduction

This manual addresses standard reporting functionality in iRIS™, including details of the most frequently run reports. More complex, module-specific reports are documented separately, within the suite of manuals for the specific module.

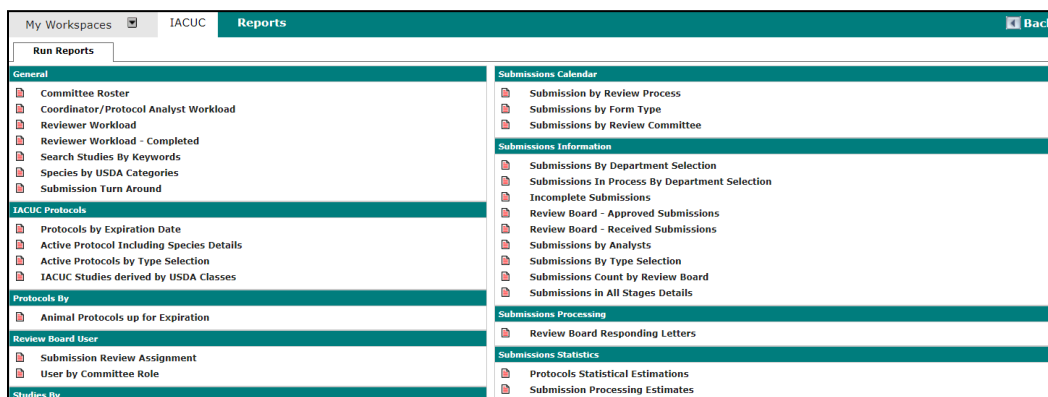
Available reports depend on the software modules installed at the institution. For example, while reports for the IACUC module are included in this manual those reports are not available at institutions where the IACUC module is not in use.

While screenshots used in this manual are taken from various iRIS™ modules, the reporting functionality described in this manual is identical across modules.

Click the **Reports** link in the applicable module / Assistant menu to access reports.



As shown below, the **Reports** page opens.



Available reports are grouped by category. Click the link for the applicable report to open a page for entry of report parameters and output format (PDF, HTML or CSV).



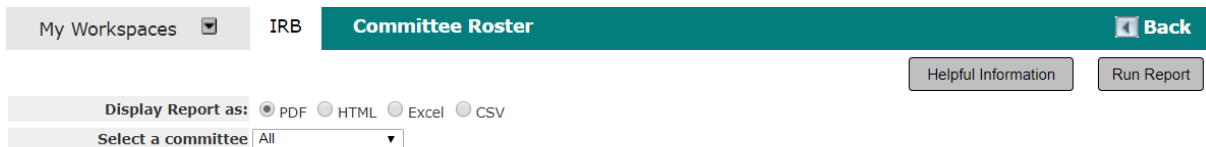
Click the **Helpful Information** button to view the **Report Generation Help** popup. The popup displays a description of the selected report and may also include help or notes text for the report.

The following sections describe the reports available by category (heading) on the **Reports** page.

General

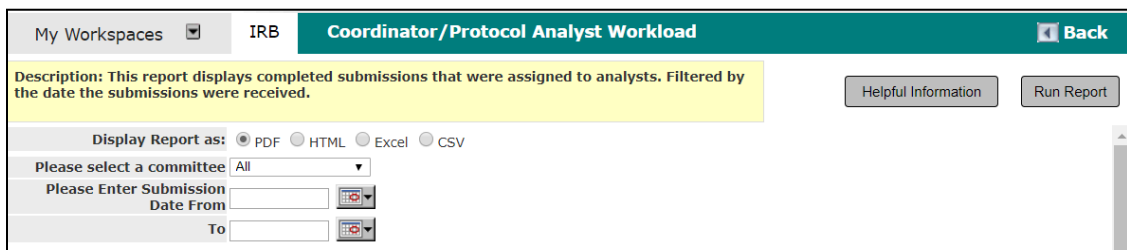
Committee Roster

This report generates a roster of members on a specific committee, or on all committees for the review board. The report can be filtered by review board **committee**. The roster is categorized by committee if “All” is selected as the **committee** filter option. Within each committee, members in the roster list are categorized by member type (e.g. Board Member, Coordinator).



Coordinator/Protocol Analyst Workload

This report displays workload details for assigned Analysts, including a listing and count of completed submissions assigned to Analysts. The report can be filtered by review board **committee** and submission date range. Submissions are categorized by assigned Analyst, and the report includes a submission count for each Analyst. Each listing displays the Submission Form Name, Review Process, RB Number, PI Name and Date Received.



Reviewer Workload

This report displays workload details for assigned Reviewers, including a listing and count of assigned submissions for each Reviewer. The report can be filtered by review board **committee** and reviewer notification date range. Submissions are categorized by Reviewer, and the report includes a submission count for each Reviewer. Each listing displays the Submission Type, Assigned Process, RB Number, Reviewer Rank, Meeting Date (if applicable) and Outcome of the submission.

The screenshot shows the 'Reviewer Workload' report interface. At the top, there is a navigation bar with 'My Workspaces' (dropdown), 'IRB', and 'Reviewer Workload' (with a 'Back' button). Below this is a yellow description box: 'Description: "Only not completed reviews will be included"'. To the right of the description are 'Helpful Information' and 'Run Report' buttons. The main form area includes:

- 'Display Report as:' with radio buttons for PDF (selected), HTML, Excel, and CSV.
- 'Please select a committee:' with a dropdown menu set to 'All'.
- 'Reviewer Notified Start Date:' with a date input field and a calendar icon.
- 'Reviewer Notified End Date:' with a date input field and a calendar icon.

 A vertical scrollbar is visible on the right side of the form.

Reviewer Workload – Completed

This report is much like the Reviewer Workload report, but only includes reviews marked “Complete” as of the time the report is run.

The screenshot shows the 'Reviewer Workload – Completed' report interface. It has a similar layout to the first report. The navigation bar includes 'My Workspaces', 'IRB', and 'Reviewer Workload – Completed' (with a 'Back' button). The yellow description box reads: 'Description: "Only completed reviews will be included"'. The main form area includes:

- 'Display Report as:' with radio buttons for PDF (selected), HTML, Excel, and CSV.
- 'Completed Start Date:' with a date input field and a calendar icon.
- 'Completed End Date:' with a date input field and a calendar icon.
- 'Please select a committee:' with a dropdown menu set to 'All'.

 A vertical scrollbar is visible on the right side of the form.

Search Studies by Keywords

This report allows for searching all study titles by keyword.

The screenshot shows the 'Search Studies by Keywords' report interface. The navigation bar includes 'My Workspaces', 'IRB', and 'Search Studies by Keywords' (with a 'Back' button). The yellow description box reads: 'Description: Search is based on tokens inside the study title'. The main form area includes:

- 'Display Report as:' with radio buttons for PDF (selected), HTML, Excel, and CSV.
- 'Please enter search value:' with a text input field.
- 'Please choose searching method:' with radio buttons for 'All words' (selected) and 'Any word'.
- 'Select Study Status:' with a dropdown menu set to 'All'.

 A vertical scrollbar is visible on the right side of the form.

Click to select the applicable radio button to search by “All words” or “Any word”. For example, to find all studies with titles that include the words “test” and “demo” in them, enter “test, demo” in the **Please enter search value** field and select the “All words” radio button. To find all studies with titles that have *either* “test” or “demo” in them, enter the keywords as previously described and select the “Any word” radio button.

A **Study Status** filter is also provided; click to open the **Select Study Status** dropdown list and click the desired status in the list to select it. Each listing includes the Study Title, RB Number, Continuing Review Due Date, RB Expiration Date, Status and PI.

Animal Resource Center

Reports described in this section are only available at institutions where the ARC module is in use.

Animal Numbers by USDA Category

This report provides a count of animal Species in the system, broken down by USDA Pain and Distress Category (A-E).

Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

Display Report as: PDF HTML Excel

Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

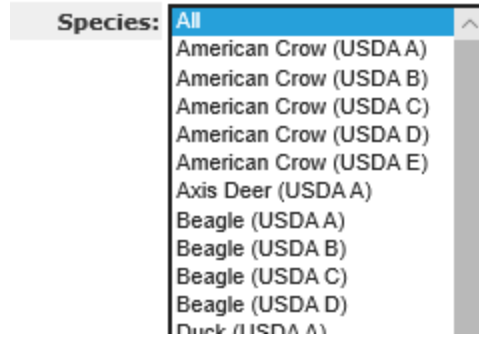
Display Report as: PDF HTML Excel CSV

When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.

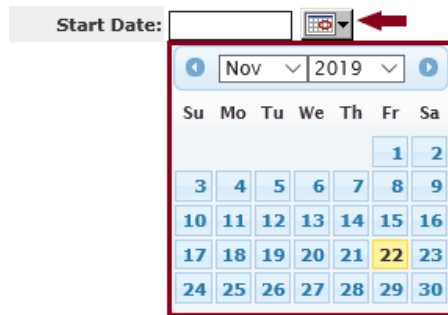
Click in the **USDA Category** field to open the dropdown picklist and click to select the desired item. *Note that this field refers to overall USDA Category, not USDA Pain and Distress Category (A-E).*

USDA Category: All

Click in the **Species** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Species Configuration List link.*



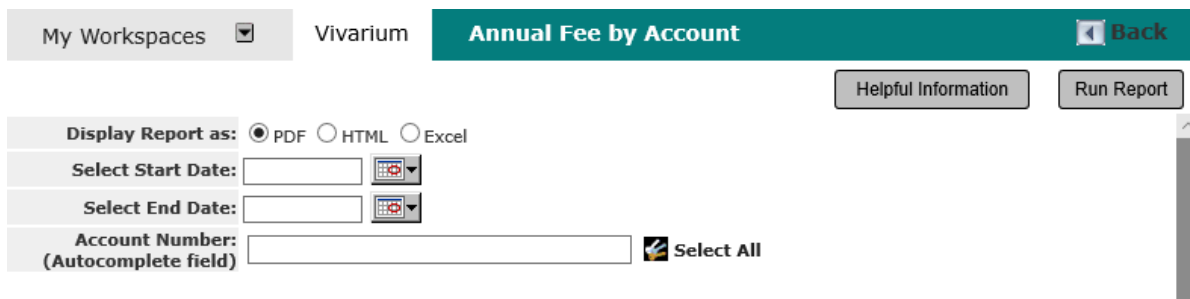
Use the provided calendar widgets to select a **Start Date** and **End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. *Note that both date fields are required.*



When all criteria fields are complete, click the **Run Report** button.

Annual Fee by Account

This report provides a line-item listing of fees by Account Name, PI and Date Posted.



Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.



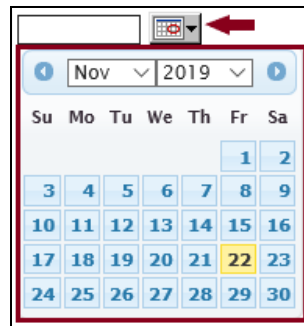
Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).



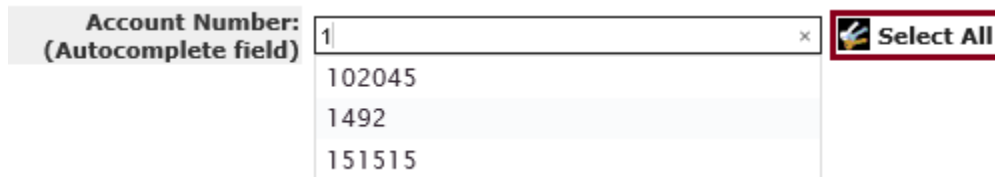
When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



Use the provided calendar widgets to populate the **Select Start Date** and **Select End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. Note that both date fields are required.



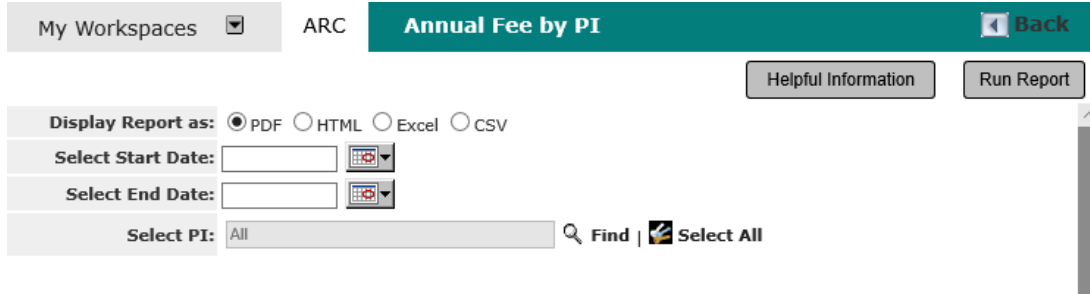
Account Number (Autocomplete field) is an autocomplete text entry field. Begin typing the desired account number to activate a dynamic search list. Select the desired item from the list or click **Select All** to include all account numbers.



When all criteria fields are complete, click the **Run Report** button.

Annual Fee by PI

This report provides a line-item listing of fees by Account Name, Account Number and Date Opened, broken out by PI name.



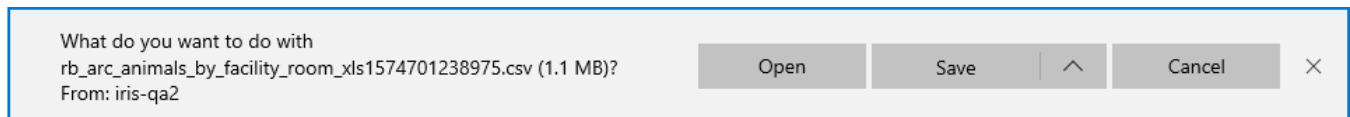
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen, report opens in a separate window.



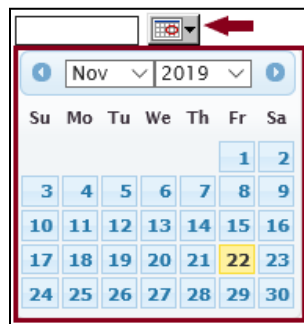
Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).



When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



Use the provided calendar widgets to populate the **Select Start Date** and **Select End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. Note that both date fields are required.



The **Select PI** field offers two search options: click **Select All** to include all PIs or click the **Find** button to open a lookup form.



The **Find Principal Investigator** form is opened. Enter any combination of full or partial **Last Name** and/or **First Name**, then click the **Find** button.

A result set is loaded. Click the icon in the **Select User** column to select the applicable PI.

Select User	User Name	Department
✓	Achis, Jamie	Healthcare Department
✓	Al Hinai, Farah	Redlands
✓	Bhat, kanikaPI	Healthcare Department
✓	Bhole, Rahul	QA - SDVA
✓	Blythe, Megan	Healthcare Department
✓	Chaaya Salloum, Naji	Research

When all criteria fields are complete, click the **Run Report** button.

Census Report

This report provides a census of study animals listed by Cage Type. The report includes Activation date, Facility, Room, PI and Study Title.

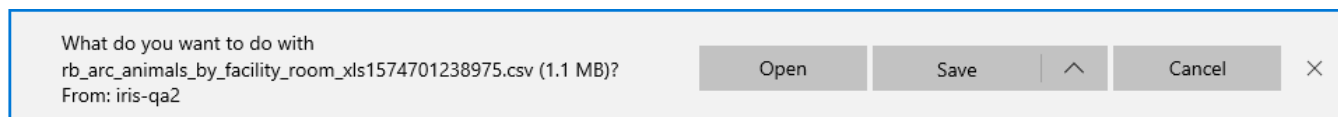
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.



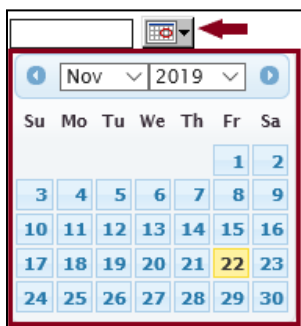
Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).



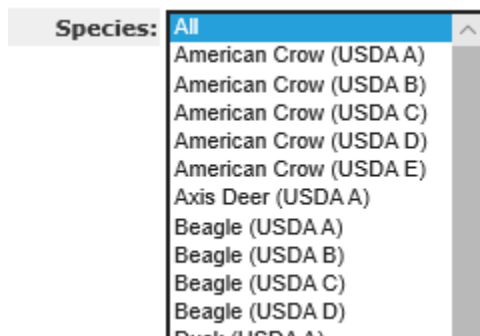
When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



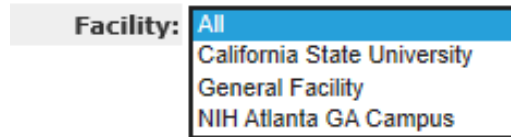
Use the provided calendar widgets to select a **Select Activation Start Date** and **Select Activation End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. Note that both date fields are required.



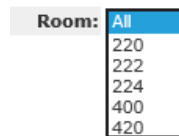
Click in the **Species** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Species Configuration List link*.



Click in the **Facility** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Setup Facilities / Buildings / Floors / Room link.*



Click in the **Room** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Setup Facilities / Buildings / Floors / Room link.*



The **Select PI** field offers two search options: click **Select All** to include all PIs or click the **Find** button to open a lookup form.



The **Find Principal Investigator** form is opened. Enter any combination of full or partial **Last Name** and/or **First Name**, then click the **Find** button.

Find Principal Investigator ✖

Directory Browse/Find:	Last Name: <input style="width: 100%;" type="text"/> (You may enter a partial name to search) First Name: <input style="width: 100%;" type="text"/>	<input type="button" value="Find"/>
----------------------------------	--	-------------------------------------

A result set is loaded. Click the icon in the **Select User** column to select the applicable PI.

Select User	User Name	Department
✓	Achis, Jamie	Healthcare Department
✓	Al Hinaï, Farah	Redlands
✓	Bhat, kanikaPI	Healthcare Department
✓	Bhole, Rahul	QA - SDVA
✓	Blythe, Megan	Healthcare Department
✓	Chaaya Salloum, Naji	Research

The **Select Protocol / Study** field offers two search options: click **Select All** to include all protocols/studies or click the **Find** button to open a lookup form.

Select Protocol:

The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top, as described following the screenshot below.

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #:

Status: Investigator:

Drug:

Device:

Sponsor:

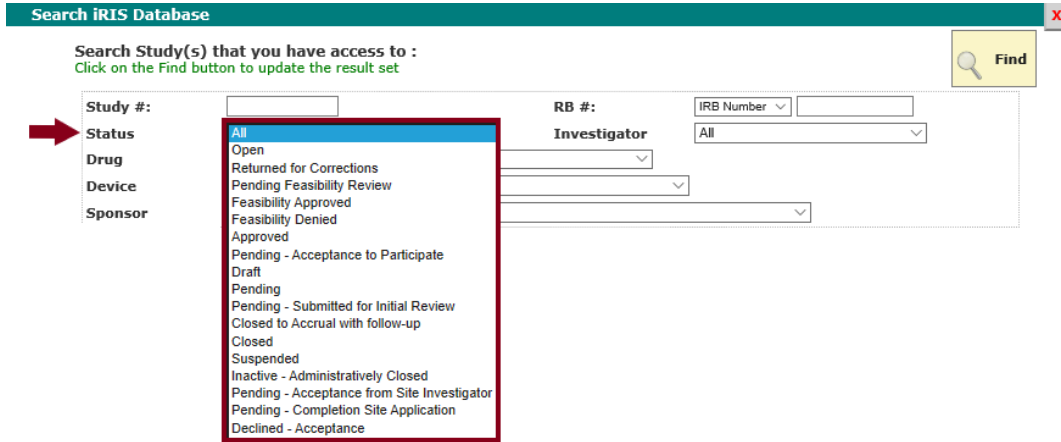
60 result(s) found... 1 - 10

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced Melanoma	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
✓	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced Melanoma	Returned for Corrections		Investigator, John Samson II, B.S.
✓	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			

The search form is shown in isolation for the remainder of this section.

Enter a full or partial study/protocol number in the **Study #** field.

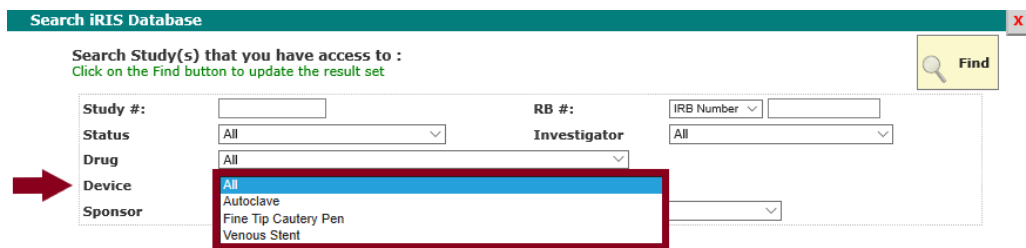
Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



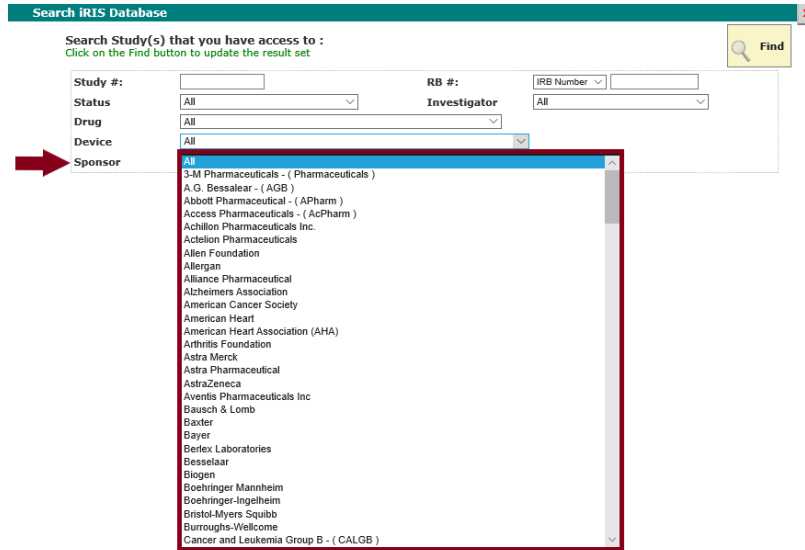
Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*



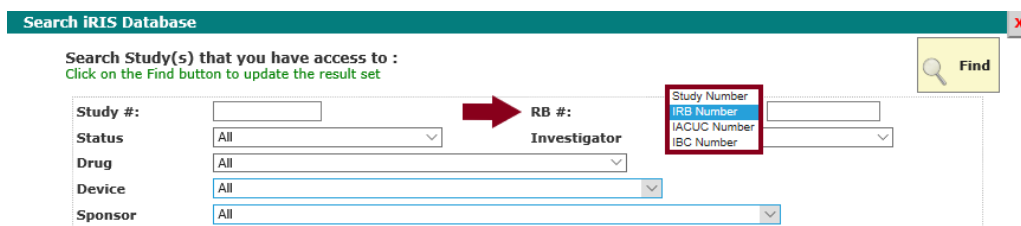
Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*



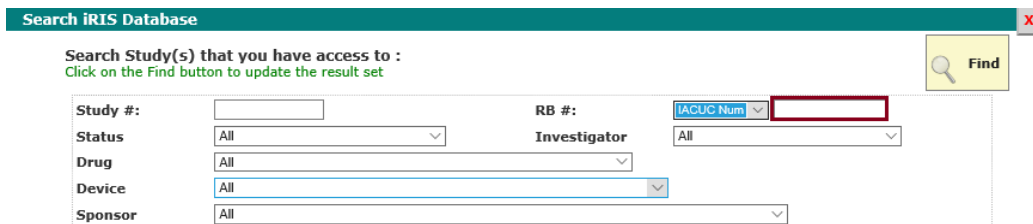
Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > Business Associate List link.*



Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.



After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.



Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: Investigator:

Drug:

Device:

Sponsor:

All
Admin, ORA
Administrator
Harper, Jill M, M.D., PhD
Investigator, IACUC, Ph.D.
Investigator, IBC, Ph.D.
Investigator, John Samson II, B.S.
Investigator, Sean
Member, IRB
Researcher, John
Smith, John
Weeks, Janelle K, DVM

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** page. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: Investigator:

Drug:

Device:

Sponsor:

60 result(s) found... 1 - 10

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma			
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combinati	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health			
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration			

When all criteria fields are complete on the **Census Report** page, click the **Run Report** button.

List of Animal Orders Delivery

This report offers detailed information on animal orders received. The report includes Expected receipt date, Order Number, IACUC Number, PI, Strain, Vendor, Total Ordered and total Received for each order.

My Workspaces Vivarium **List of Animal Orders Delivery**

Display Report as: PDF HTML Excel

Select PI:

Select Study:

Select Vendor:

Select Expected Delivery Start Date:

Select Expected Delivery End Date:

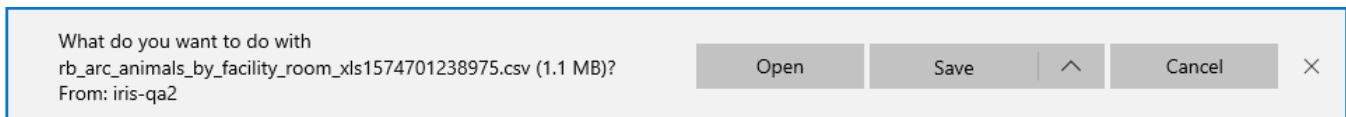
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

Display Report as: PDF HTML Excel

Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

Display Report as: PDF HTML Excel CSV

When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



The **Select PI** field offers two search options: click **Select All** to include all PIs or click the **Find** button to open a lookup form.

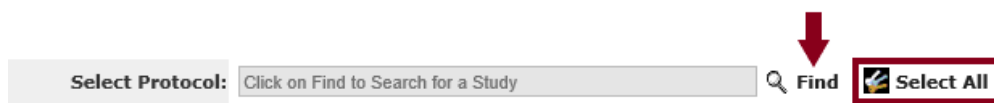


The **Find Principal Investigator** form is opened. Enter any combination of full or partial **Last Name** and/or **First Name**, then click the **Find** button.

A result set is loaded. Click the icon in the **Select User** column to select the applicable PI.

Select User	User Name	Department
✓	Achis, Jamie	Healthcare Department
✓	Al Hinaï, Farah	Redlands
✓	Bhat, kanikaPI	Healthcare Department
✓	Bhole, Rahul	QA - SDVA
✓	Blythe, Megan	Healthcare Department
✓	Chaaya Salloum, Naji	Research

The **Select Protocol / Study** field offers two search options: click **Select All** to include all protocols/studies or click the **Find** button to open a lookup form.



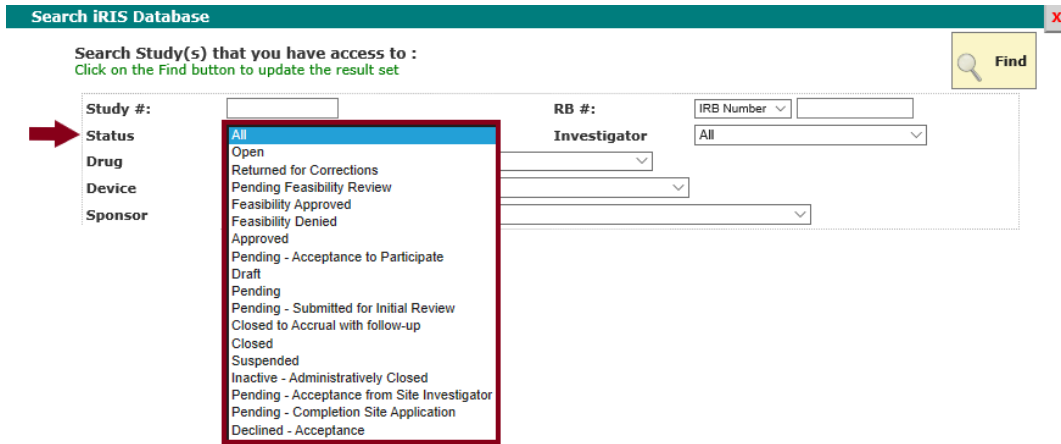
The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top, as described following the screenshot below.

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced Melanoma			
✓	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced Melanoma	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health			
✓	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments	Returned for Corrections		

The search form is shown in isolation for the remainder of this section.

Enter a full or partial study/protocol number in the **Study #** field.

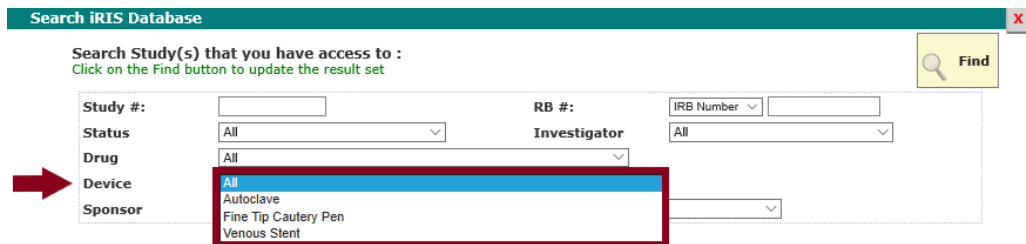
Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



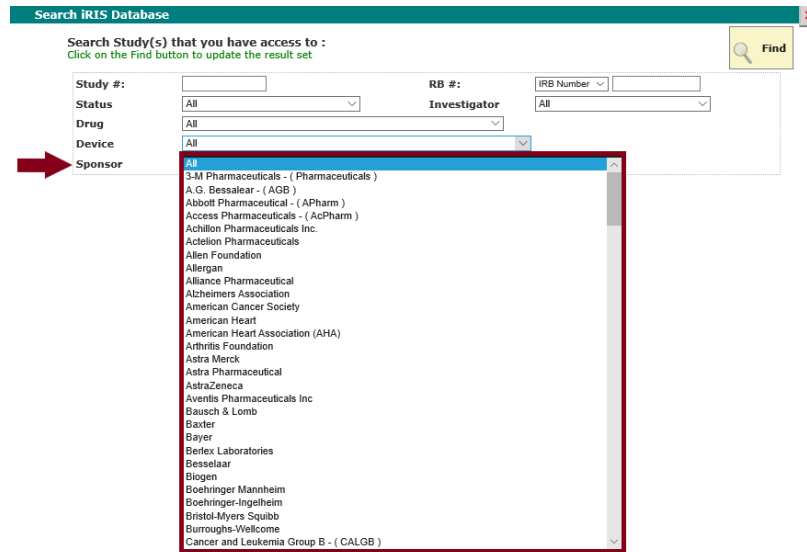
Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*



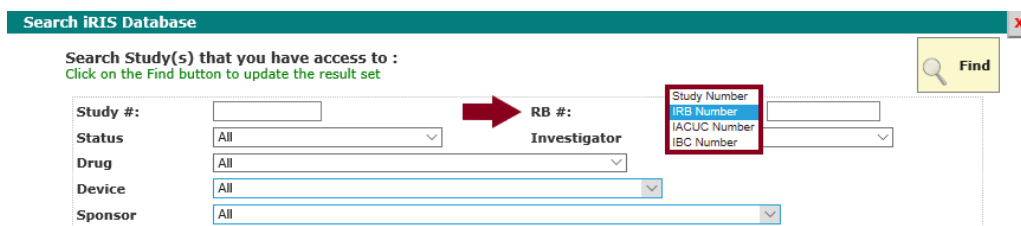
Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*



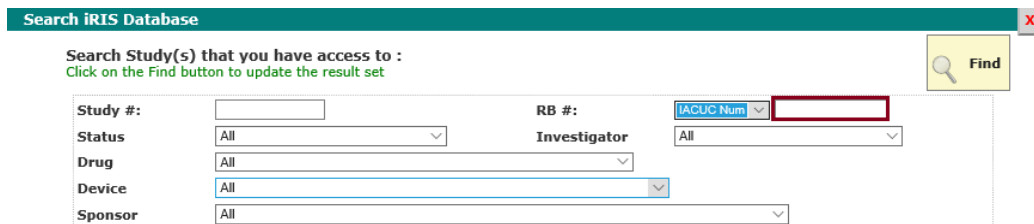
Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*



Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.



After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.



Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #:

Status:

Drug:

Device:

Sponsor:

RB #:

Investigator: (dropdown menu open)

- All
- Admin, ORA
- Administrator
- Harper, Jill M, M.D., PhD
- Investigator, IACUC, Ph.D.
- Investigator, IBC, Ph.D.
- Investigator, John Samson II, B.S.
- Investigator, Sean
- Member, IRB
- Researcher, John
- Smith, John
- Weeks, Janelle K, DVM

Find

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** form. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #:

Status:

Drug:

Device:

Sponsor:

RB #:

Investigator:

Find

60 result(s) found... 1 - 10

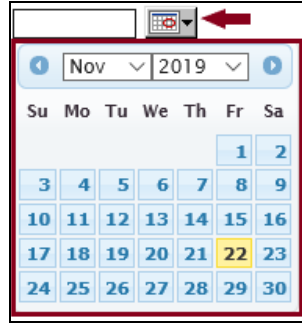
Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma			
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combinati	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health			
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration			

Back on the **List of Animal Orders Delivery** page, click in the **Select Vendor** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*

Select Vendor: (dropdown menu open)

- [9025] Clinical Science R&D - (CSRD)
- [9111] Natl Inst of Child Health & Human Dev - (NI_CHHDEV)
- [9113] Natl Inst of Dental and Craniofacial Research - (IDCR)
- [9202] Centers for Disease Control
- Abbott Vascular Devices - (AVD)
- Department of Defense (CC 109) - (DOD-CC109)
- GlaxoSmith Kline

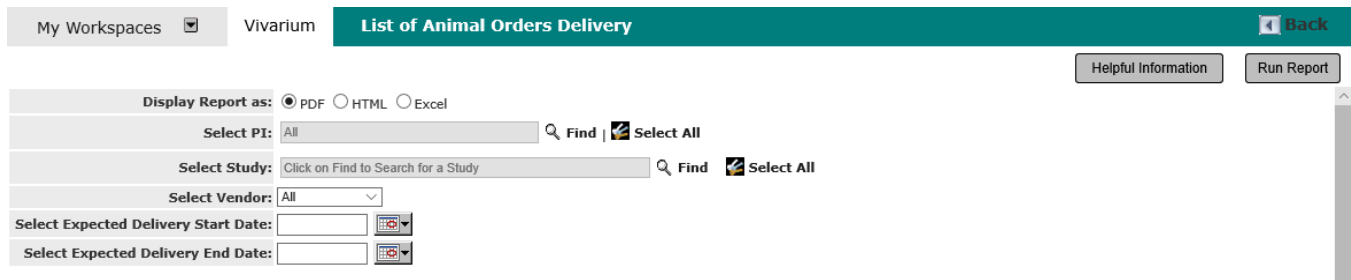
Use the provided calendar widgets to select a **Select Expected Delivery Start Date** and **Select Expected Delivery End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. *Note that both date fields are required.*



When all criteria fields are complete on the **List of Animal Orders Delivery** page, click the **Run Report** button.

List of Animal Orders Not Received

This report offers detailed information on animal orders *not* received. The report includes Expected receipt date, Species, Order Number, IACUC Number, PI, Strain, Vendor and Total Ordered for each order.



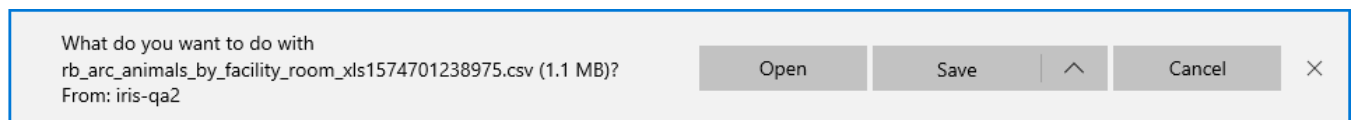
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.



Note that in systems where the system.use_csv_report_format property is set to “Yes”, a fourth, CSV output option is enabled (shown below).



When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



The **Select PI** field offers two search options: click **Select All** to include all PIs or click the **Find** button to open a lookup form.

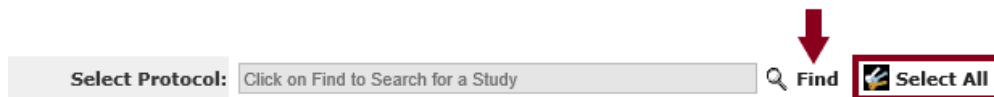


The **Find Principal Investigator** form is opened. Enter any combination of full or partial **Last Name** and/or **First Name**, then click the **Find** button.

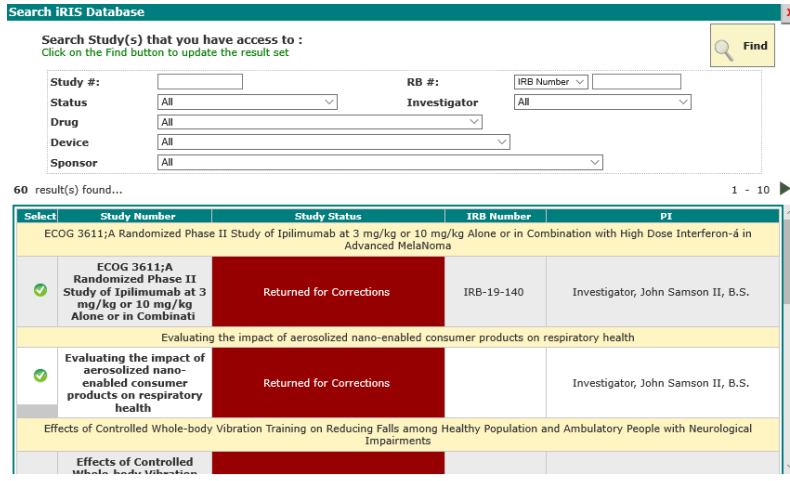
A result set is loaded. Click the icon in the **Select User** column to select the applicable PI.

Select User	User Name	Department
✓	Achis, Jamie	Healthcare Department
✓	Al Hinai, Farah	Redlands
✓	Bhat, kanikaPI	Healthcare Department
✓	Bhole, Rahul	QA - SDVA
✓	Blythe, Megan	Healthcare Department
✓	Chaaya Salloum, Naji	Research

The **Select Protocol / Study** field offers two search options: click **Select All** to include all protocols / studies or click the **Find** button to open a lookup form.



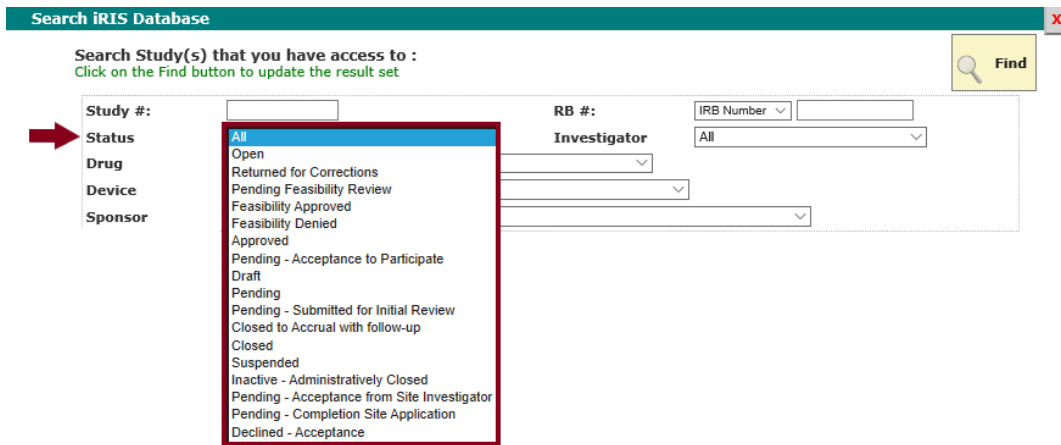
The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top.



The search form is shown in isolation for the remainder of this section.

Enter a full or partial study/protocol number in the **Study #** field.

Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*

Search iRIS Database [X]

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: All Investigator: All

Drug:

Device: **All**, Advil, Amoxicillin, Benzocaine, Laxiom, Vivlodex

Sponsor:

Find

Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*

Search iRIS Database [X]

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: All Investigator: All

Drug:

Device:

Sponsor: **All**, Autoclave, Fine Tip Cautery Pen, Venous Stent

Find

Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*

Search iRIS Database [X]

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: All Investigator: All

Drug:

Device:

Sponsor:

RB #: **All**, 3-M Pharmaceuticals - (Pharmaceuticals), A.G. Besselaar - (AGB), Abbott Pharmaceutical - (APHarm), Access Pharmaceuticals - (AcPharm), Achillion Pharmaceuticals Inc., Actelion Pharmaceuticals, Allen Foundation, Allergan, Alliance Pharmaceutical, Alzheimers Association, American Cancer Society, American Heart, American Heart Association (AHA), Arthritis Foundation, Astra Merck, Astra Pharmaceutical, AstraZeneca, Aventis Pharmaceuticals Inc, Bausch & Lomb, Baxter, Bayer, Berlex Laboratories, Besselaar, Biogen, Boehringer Mannheim, Boehringer-Ingelheim, Bristol-Myers Squibb, Burroughs-Wellcome, Cancer and Leukemia Group B - (CALGB)

Find

Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: **IRB Number**

Status: Investigator:

Drug:

Device:

Sponsor:

Find

After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #:

Status: Investigator:

Drug:

Device:

Sponsor:

Find

Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #:

Status: Investigator:

Drug:

Device:

Sponsor:

Find

- All
- Admin, ORA
- Administrator
- Harper, Jill M. M.D., PhD
- Investigator, IACUC, Ph.D.
- Investigator, IBC, Ph.D.
- Investigator, John Samson II, B.S.
- Investigator, Sean
- Member, IRB
- Researcher, John
- Smith, John
- Weeks, Janelle K, DVM

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** form. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Find

Study #: RB #: IRB Number

Status: All Investigator: All

Drug: All

Device: All

Sponsor: All

60 result(s) found... 1 - 10

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma			
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combinati	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health			
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration			

Back on the **List of Animal Orders Not Received** page, click in the **Select Vendor** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*

Select Vendor:

- All
- [9025] Clinical Science R&D - (CSRD)
- [9111] Natl Inst of Child Health & Human Dev - (NI_CHHDEV)
- [9113] Natl Inst of Dental and Craniofacial Research - (IDCR)
- [9202] Centers for Disease Control
- Abbott Vascular Devices - (AVD)
- Department of Defense (CC 109) - (DOD-CC109)
- GlaxoSmith Kline

When all criteria fields are complete on the **List of Animal Orders Not Received** page, click the **Run Report** button.

List of Animal Orders Received

This report offers detailed information on animal orders received. The report includes Received date, Species, Order Number, IACUC Number, PI, Strain, Vendor and Total Ordered for each order.

My Workspaces Vivarium **List of Animal Orders Delivery**

Display Report as: PDF HTML Excel

Select PI: All

Select Study: Click on Find to Search for a Study

Select Vendor: All

Select Expected Delivery Start Date:

Select Expected Delivery End Date:

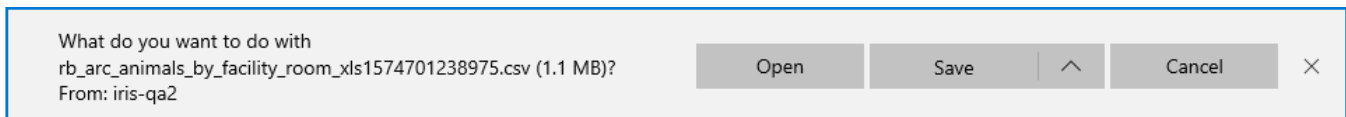
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.



Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).



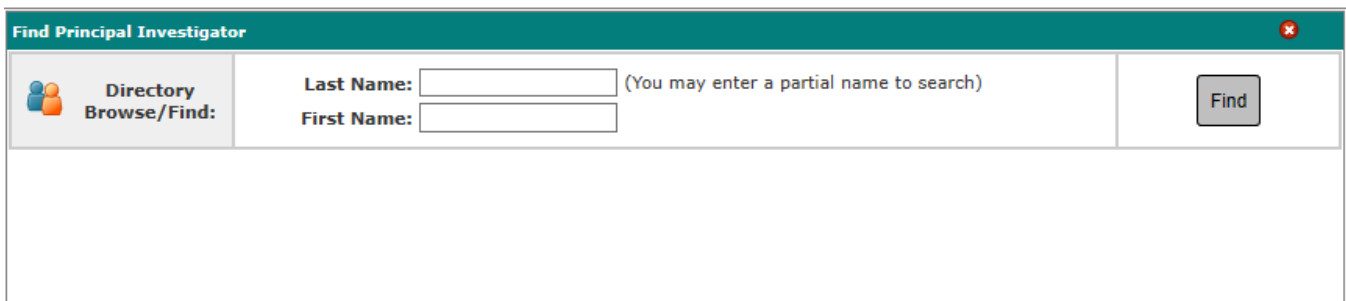
When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



The **Select PI** field offers two search options: click **Select All** to include all PIs or click the **Find** button to open a lookup form.



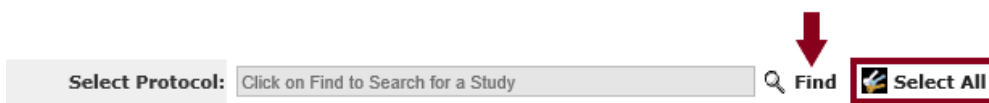
The **Find Principal Investigator** form is opened. Enter any combination of full or partial **Last Name** and/or **First Name**, then click the **Find** button.



A result set is loaded. Click the icon in the **Select User** column to select the applicable PI.

Select User	User Name	Department
✓	Achis, Jamie	Healthcare Department
✓	Al Hinaï, Farah	Redlands
✓	Bhat, kanikaPI	Healthcare Department
✓	Bhole, Rahul	QA - SDVA
✓	Blythe, Megan	Healthcare Department
✓	Chaaya Salloum, Naji	Research

The **Select Study / Protocol** field offers two search options: click **Select All** to include all studies or click the **Find** button to open a lookup form.

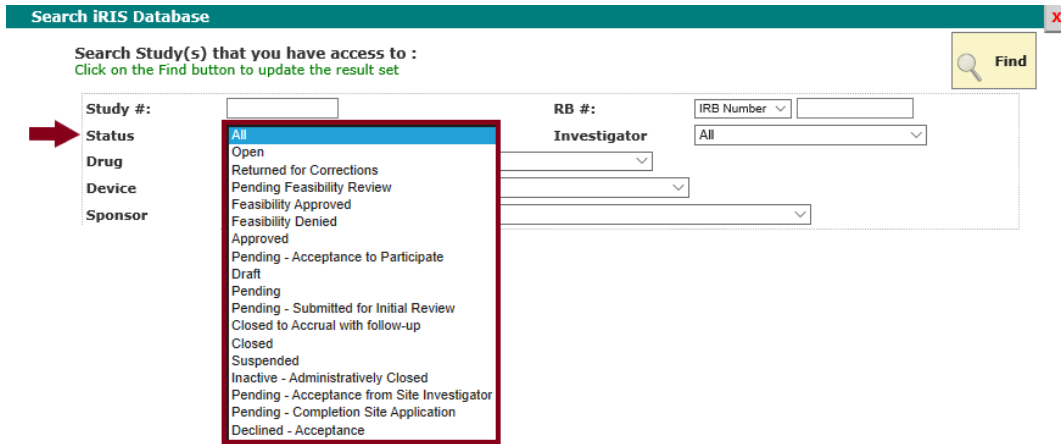


The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top.

Select	Study Number	Study Status	IRB Number	PI
✓	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced Melanoma	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
✓	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.

Enter a full or partial study/protocol number in the **Study #** field.

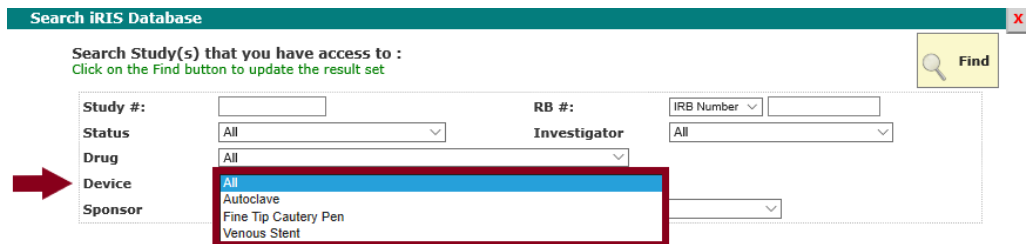
Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



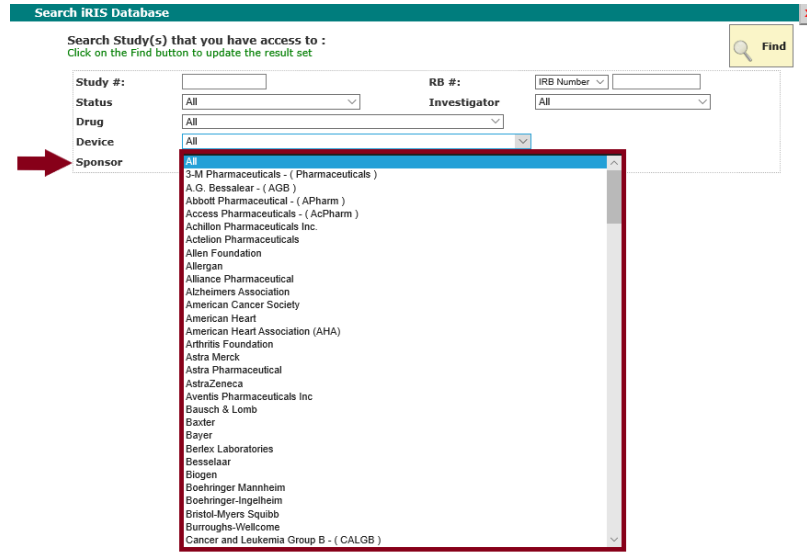
Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*



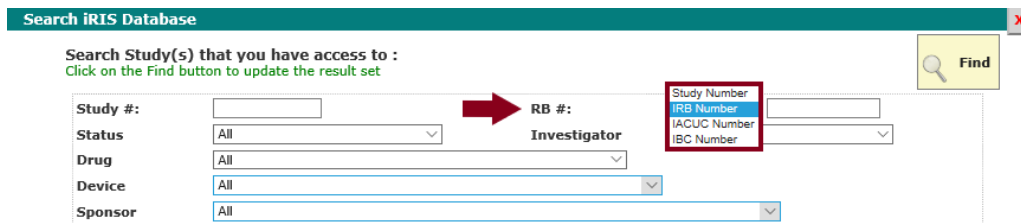
Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*



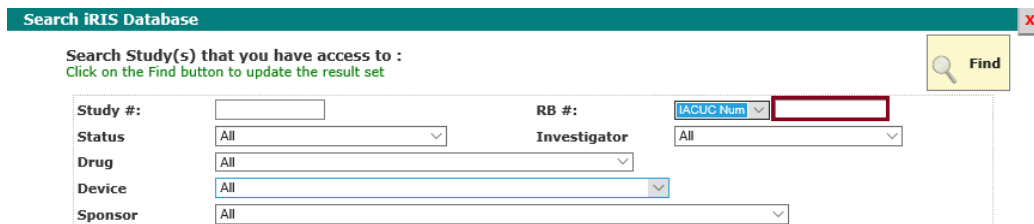
Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*



Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.



After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.



Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #:

Status:

Drug:

Device:

Sponsor:

RB #:

Investigator: (dropdown menu open)

Find

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** form. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #:

Status:

Drug:

Device:

Sponsor:

RB #:

Investigator:

Find

60 result(s) found... 1 - 10

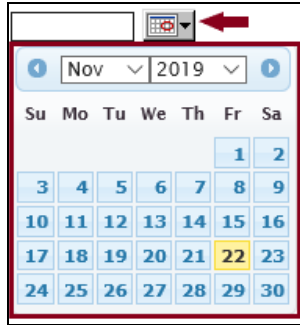
Select	Study Number	Study Status	IRB Number	PI
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
<input type="checkbox"/>	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			

Back on the **List of Animal Orders Delivery** page, click in the **Select Vendor** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*

Select Vendor: (dropdown menu open)

- [9025] Clinical Science R&D - (CSRD)
- [9111] Natl Inst of Child Health & Human Dev - (NI_CHHDEV)
- [9113] Natl Inst of Dental and Craniofacial Research - (IDCR)
- [9202] Centers for Disease Control
- Abbott Vascular Devices - (AVD)
- Department of Defense (CC 109) - (DOD-CC109)
- GlaxoSmith Kline

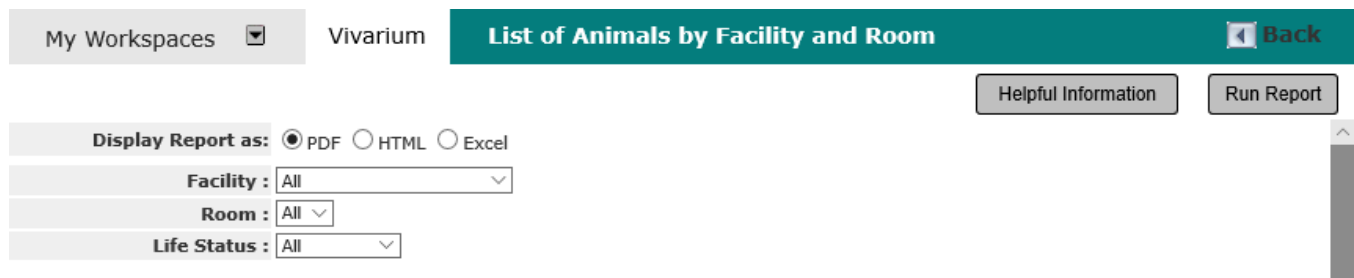
Use the provided calendar widgets to select a **Select Received Start Date** and **Select Received End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. *Note that both date fields are required.*



When all criteria fields are complete on the **List of Animal Orders Received** page, click the **Run Report** button.

List of Animals by Facility and Room

This report offers detailed information on research subject animals, broken out by Facility and Room. The report includes IACUC Number, Short Title, PI, Life Status, Strain Name, Animal ID, Tag #, Date of Birth, Generation, Breeding status and Cage ID for each animal.



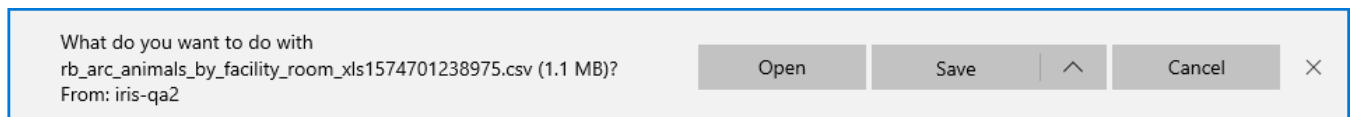
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.



Note that in systems where the `system.use_csv_report_format` property is set to "Yes", a fourth, CSV output option is enabled (shown below).

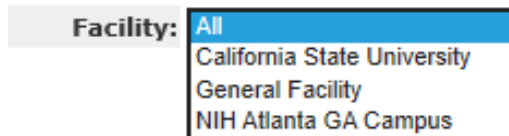


When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.

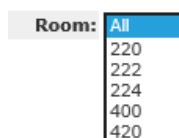


Note that all remaining fields on this page default to a selection of "All".

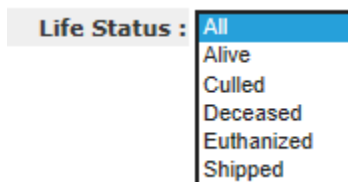
Click in the **Facility** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Setup Facilities / Buildings / Floors / Room link.*



Click in the **Room** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Setup Facilities / Buildings / Floors / Room link.*



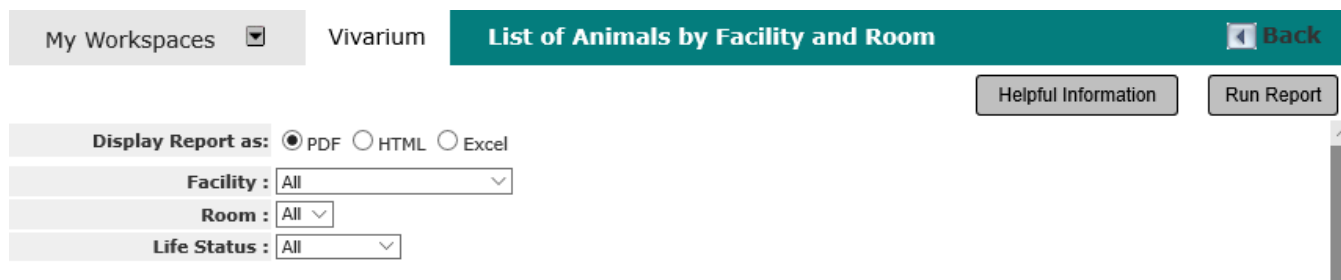
Click in the **Life Status** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > System Setup tab > Setup Life Status link.*



When all criteria fields are complete on the **List of Animals by Facility and Room** page, click the **Run Report** button.

List of Animals by Species

This report offers detailed information on research subject animals. The report includes IACUC Number, Short Title, PI, Life Status, Strain Name, Animal ID, Tag #, Date of Birth, Generation, Breeding status, Cage ID, Facility and Room number for each animal, broken out by Species.



Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.



Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

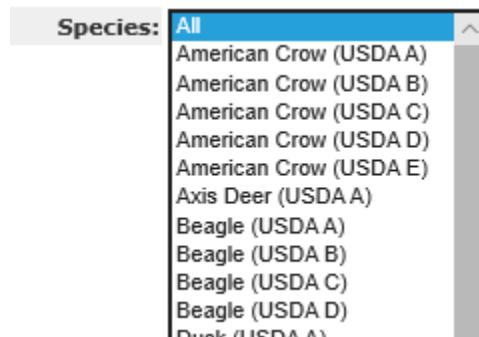


When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.

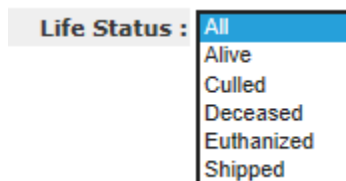


Note that all remaining fields on this page default to a selection of “All”.

Click in the **Species** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Species Configuration List link*.



Click in the **Life Status** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > System Setup tab > Setup Life Status link*.



When all criteria fields are complete on the **List of Animals by Species** page, click the **Run Report** button.

List of Animals by Study

This report offers detailed information on research subject animals assigned to each study / protocol. The report includes IACUC Number, PI, Life Status, Species Name, Strain Name, Animal ID, Tag #, Date of Birth, Generation, Breeding status, Cage ID, Facility, Room number and Origin Type for each animal, broken out by Study / Protocol.

Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

Display Report as: PDF HTML Excel

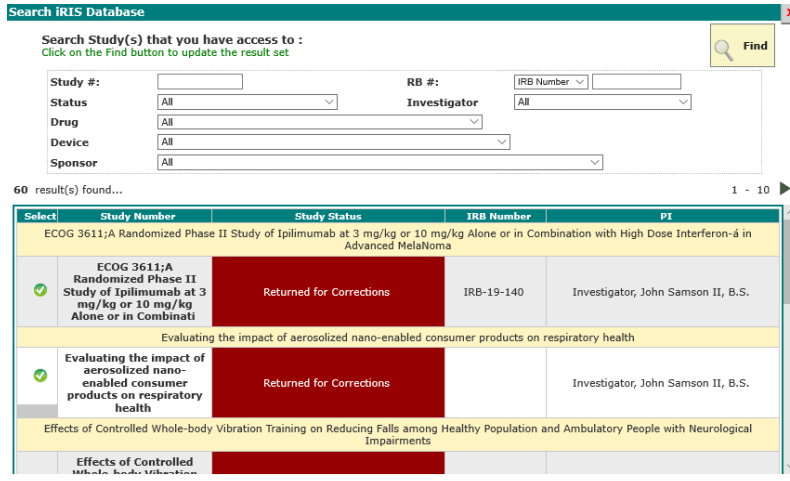
Note that in systems where the `system.use_csv_report_format` property is set to "Yes", a fourth, CSV output option is enabled (shown below).

Display Report as: PDF HTML Excel CSV

When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.

The **Select Protocol / Study** field offers two search options: click **Select All** to include all protocols/studies or click the **Find** button to open a lookup form.

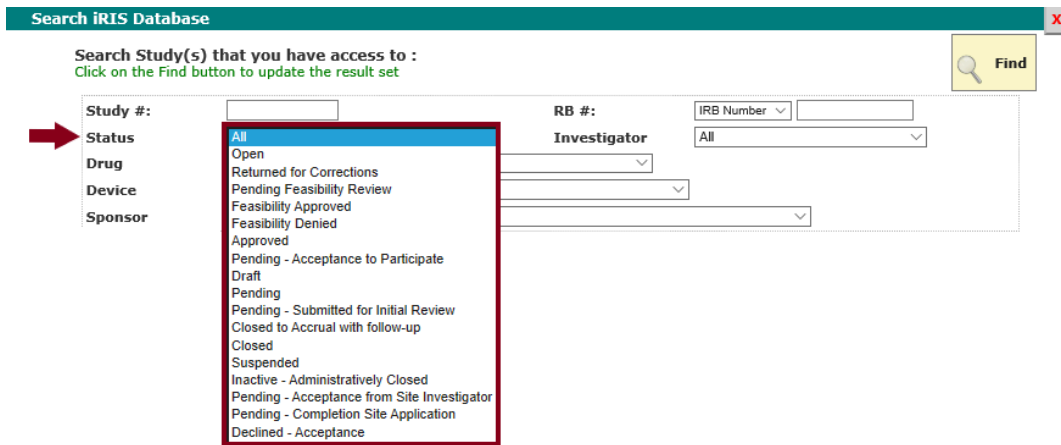
The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top, as described following the screenshot below.



The search form is shown in isolation for the remainder of this section.

Enter a full or partial study/protocol number in the **Study #** field.

Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: All Investigator: All

Drug:

Device: **All**, Advil, Amoxicillin, Benzocaine, Laxiom, Vivlodex

Sponsor:

Find

Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: All Investigator: All

Drug:

Device: **All**, Autoclave, Fine Tip Cautery Pen, Venous Stent

Sponsor:

Find

Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #: IRB Number

Status: All Investigator: All

Drug:

Device:

Sponsor: **All**, 3-M Pharmaceuticals - (Pharmaceuticals), A.G. Besselaar - (AGB), Abbott Pharmaceutical - (APHarm), Access Pharmaceuticals - (APharm), Achillon Pharmaceuticals Inc., Actelion Pharmaceuticals, Allen Foundation, Allergan, Alliance Pharmaceutical, Alzheimers Association, American Cancer Society, American Heart, American Heart Association (AHA), Arthritis Foundation, Astra Merck, Astra Pharmaceutical, AstraZeneca, Avenis Pharmaceuticals Inc, Bausch & Lomb, Baxter, Bayer, Berlex Laboratories, Besselaar, Biogen, Boehringer Mannheim, Boehringer-Ingelheim, Bristol-Myers Squibb, Burroughs-Wellcome, Cancer and Leukemia Group B - (CALGB)

Find

Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #:

Status: Investigator:

Drug:

Device:

Sponsor:

Find

After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #:

Status: Investigator:

Drug:

Device:

Sponsor:

Find

Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: RB #:

Status: Investigator:

Drug:

Device:

Sponsor:

Find

- All
- Admin. ORA
- Administrator
- Harper, Jill M. M.D., PhD
- Investigator, IACUC, Ph.D.
- Investigator, IBC, Ph.D.
- Investigator, John Samson II, B.S.
- Investigator, Sean
- Member, IRB
- Researcher, John
- Smith, John
- Weeks, Janelle K, DVM

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** page. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Find

Study #: RB #: IRB Number

Status: Investigator:

Drug:

Device:

Sponsor:

60 result(s) found... 1 - 10

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma			
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combinati	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health			
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration			

Back on the **List of Animals by Study** page, click in the **Life Status** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > System Setup tab > Setup Life Status link.*

Life Status :

- Alive
- Culled
- Deceased
- Euthanized
- Shipped

When all criteria fields are complete on the **List of Animals by Study** page, click the **Run Report** button.

List of Cages by Facility and Room

This report offers detailed information on cages used to house research subject animals. The report includes IACUC #, Cage Status, Cage #, Study Alias, PI, # of Males, # of Females and Total animals for each cage.

My Workspaces **List of Cages by Facility and Room**

Display Report as: PDF HTML Excel

Facility :

Room :

Cage Status :

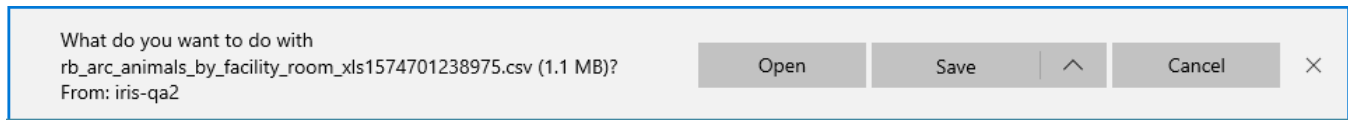
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

Display Report as: PDF HTML Excel

Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

Display Report as: PDF HTML Excel CSV

When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



Note that all remaining fields on this page default to a selection of “All”.

Click in the **Facility** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Setup Facilities / Buildings / Floors / Room link*.

Facility:

- All
- California State University
- General Facility
- NIH Atlanta GA Campus

Click in the **Room** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Setup Facilities / Buildings / Floors / Room link*.

Room:

- All
- 220
- 222
- 224
- 400
- 420

Click in the **Cage Status** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > System Setup tab > Setup Cage Status link*.

Cage Status :

- All
- Active
- Quarantine
- Retired
- Transferred
- Treatment Holding

When all criteria fields are complete on the **List of Cages by Facility and Room** page, click the **Run Report** button.

List of Cages by Species

This report offers detailed information on cages used to house research subject animals, broken out by Species. The report includes IACUC #, Principal Investigator, Cage Status, Cage #, Facility, Room, # of Males, # of Females and Total animals for each cage, broken out by Species.

Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

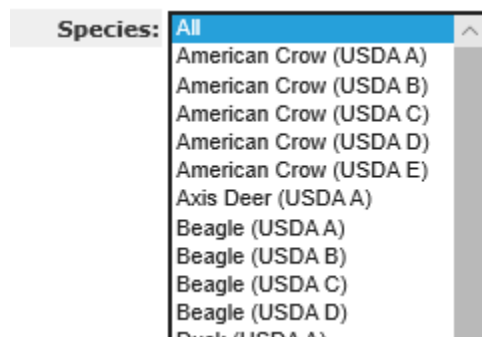
Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.

Note that all remaining fields on this page default to a selection of “All”.

Click in the **Cage Status** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *Animal Resource Center > Review Board Administration > System Setup tab > Setup Cage Status link*.

Click in the **Species** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Species Configuration List link.*



When all criteria fields are complete on the **List of Cages by Species** page, click the **Run Report** button.

List of Cages by Study

This report offers detailed information on cages used to house research subject animals, broken out by Study / Protocol. The report includes IACUC #, Principal Investigator, Cage Status, Cage #, Facility, Room, # of Males, # of Females and Total animals for each cage, broken out by Study / Protocol.

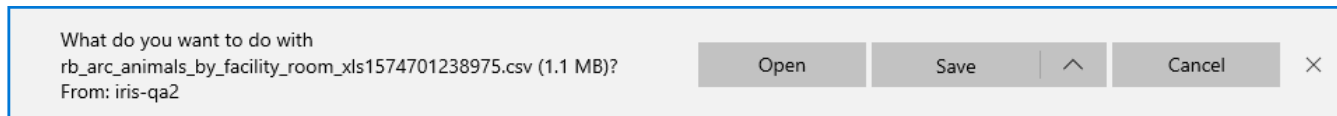
Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

Display Report as: PDF HTML Excel

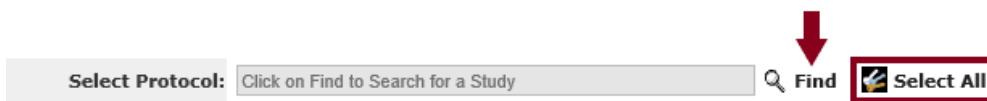
Note that in systems where the system.use_csv_report_format property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

Display Report as: PDF HTML Excel CSV

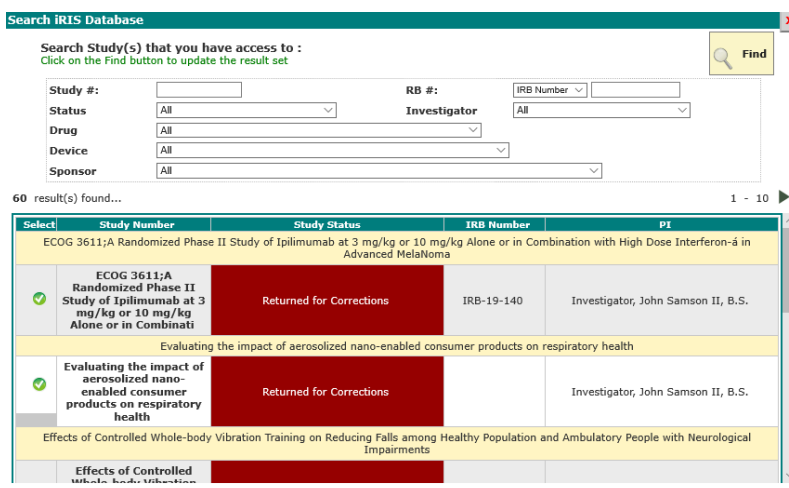
When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.



The **Select Protocol / Study** field offers two search options: click **Select All** to include all protocols/studies or click the **Find** button to open a lookup form.



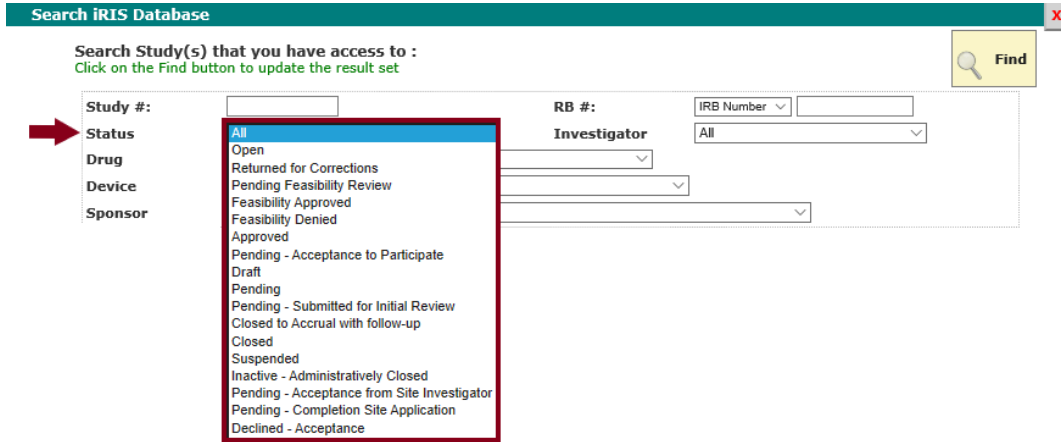
The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top, as described following the screenshot below.



The search form is shown in isolation for the remainder of this section.

Enter a full or partial study/protocol number in the **Study #** field.

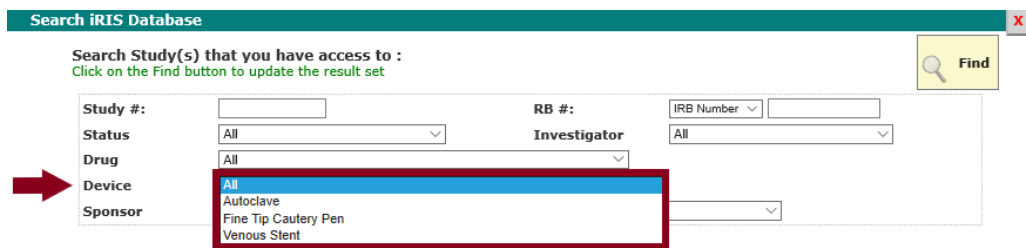
Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



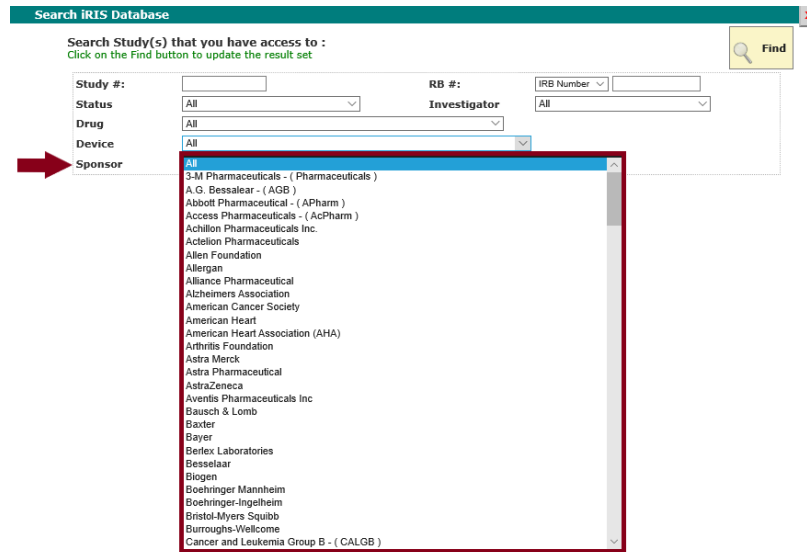
Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*



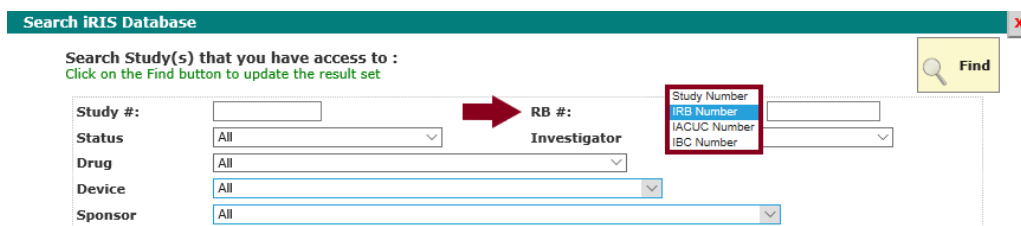
Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*



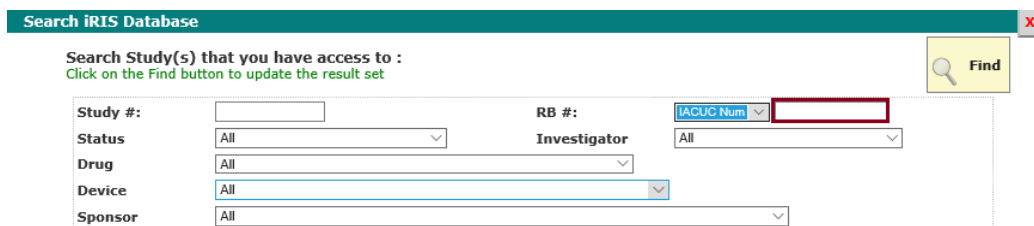
Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*



Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.



After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.



Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #:

Status:

Drug:

Device:

Sponsor:

RB #:

Investigator: (dropdown menu open)

Find

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** page. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #:

Status:

Drug:

Device:

Sponsor:

RB #:

Investigator:

Find

60 result(s) found... 1 - 10

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma			
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combinati	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health			
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
	Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments			
	Effects of Controlled Whole-body Vibration			

Click in the **Cage Status** field to open the dropdown picklist and click to select the desired item. *Note that this list is configured under Animal Resource Center > Review Board Administration > System Setup tab > Setup Cage Status link.*

Cage Status :

- All
- Active
- Quarantine
- Retired
- Transferred
- Treatment Holding

When all criteria fields are complete on the **List of Cages by Study** page, click the **Run Report** button.

Report by Vendor

This report offers detailed information on animal orders, broken out by Vendor. The report includes Study name, PI, Vendor, vendor Contact, Order number, order Status, Requisition number, Species, Strain, USDA Category, Date Ordered, Date Received, # Males Ordered, # Females Ordered, # Males Received, # Females received, Total Ordered and Total Received.

Select the applicable radio button to specify the desired **Display Report as** format. Regardless of the option chosen from among PDF, HTML or Excel, the report opens in a separate window.

Display Report as: PDF HTML Excel

Note that in systems where the `system.use_csv_report_format` property is set to “Yes”, a fourth, CSV output option is enabled (shown below).

Display Report as: PDF HTML Excel CSV

When the CSV option is selected a download dialog like that shown below is opened when the report runs, prompting the user to open or download the CSV report.

Click in the **Select Vendor** field to open the dropdown picklist and click to select the desired item. Note that this list is configured under *System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link*.

Click in the **Vendor Contact** field to open the dropdown picklist and click to select the desired item; the list is filtered to show only those Contacts associated with the selected Vendor. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup > Business Associate List link.*



The **Select PI** field offers two search options: click **Select All** to include all PIs or click the **Find** button to open a lookup form.



The **Find Principal Investigator** form is opened. Enter any combination of full or partial **Last Name** and/or **First Name**, then click the **Find** button.

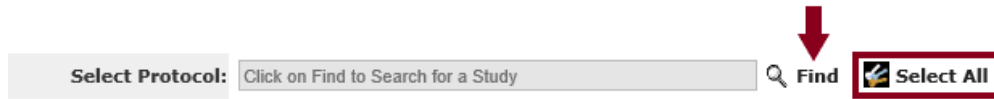
Find Principal Investigator ✖

Directory Browse/Find:	Last Name: <input type="text"/> (You may enter a partial name to search) First Name: <input type="text"/>	<input type="button" value="Find"/>
-----------------------------------	--	-------------------------------------

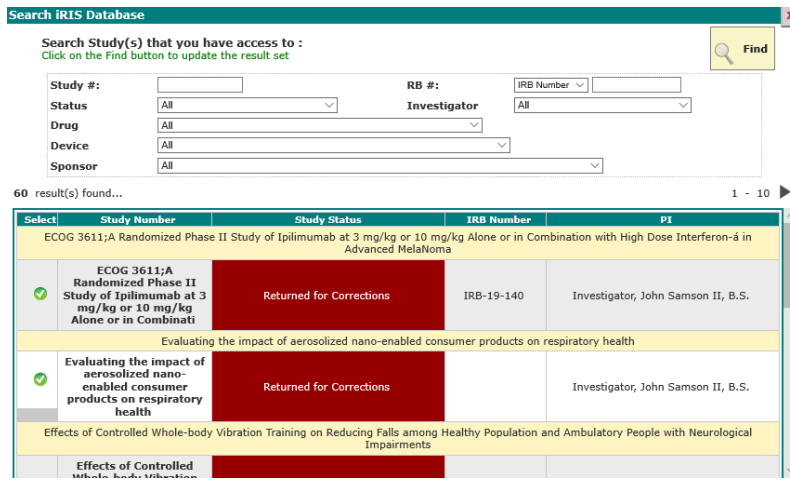
A result set is loaded. Click the icon in the **Select User** column to select the applicable PI.

Select User	User Name	Department
✓	Achis, Jamie	Healthcare Department
✓	Al Hinai, Farah	Redlands
✓	Bhat, kanikaPI	Healthcare Department
✓	Bhole, Rahul	QA - SDVA
✓	Blythe, Megan	Healthcare Department
✓	Chaaya Salloum, Najji	Research

The **Select Study / Protocol** field offers two search options: click **Select All** to include all protocols/studies or click the **Find** button to open a lookup form.



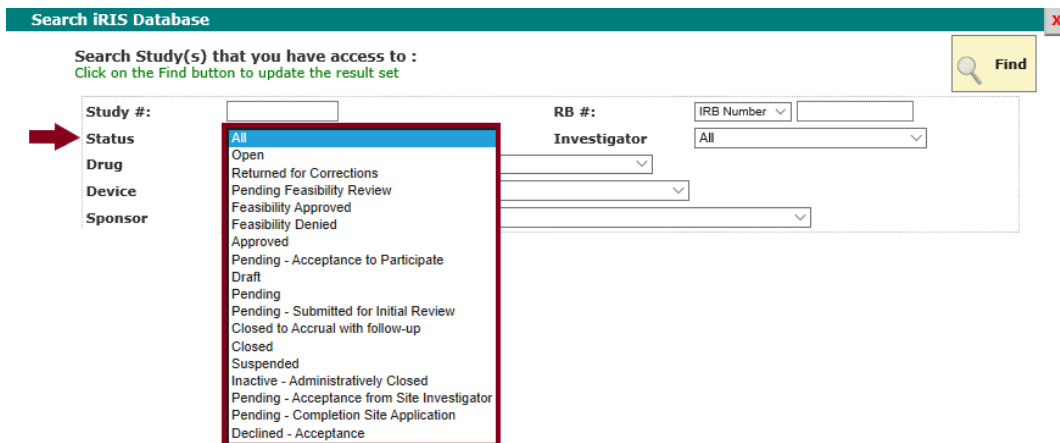
The **Search iRIS Database** form is opened. Enter any combination of criteria in the search form at top, as described following the screenshot below.



The search form is shown in isolation for the remainder of this section.

Enter a full or partial study/protocol number in the **Study #** field.

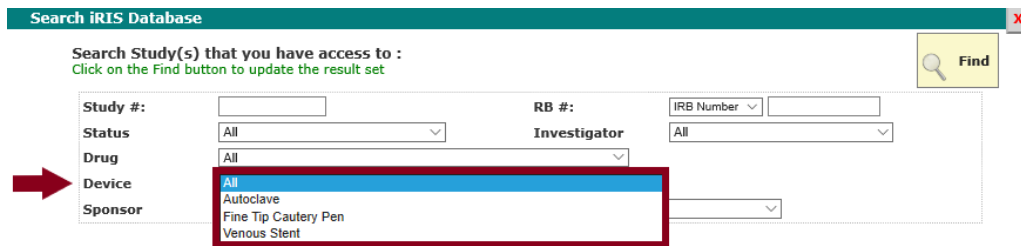
Click in the **Status** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Setup Protocol/Study Status link.*



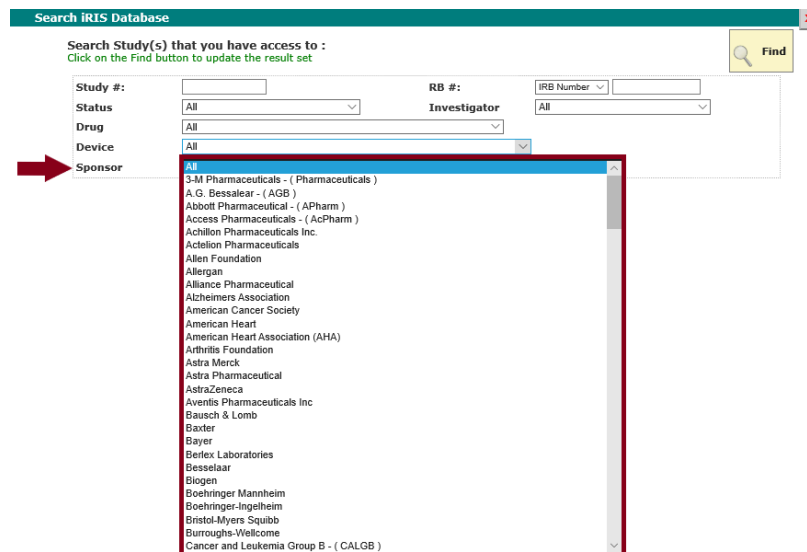
Click in the **Drug** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Drug Configuration List link.*



Click in the **Device** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Device Configuration List link.*



Click in the **Sponsor** field to open a dropdown picklist, then click the desired option to select it. *Note that this list is configured under System Administration > List Configuration and Maintenance > System Setup tab > Business Associate List link.*



Click in the **RB #** field to open a dropdown picklist, then click the desired number type option to select it.

Search iRIS Database [X]

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: **RB #:** Study Number
IRB Number
IACUC Number
IBC Number

Status: All **Investigator**

Drug: All

Device: All

Sponsor: All

After specifying a number type in the **RB #** dropdown picklist, enter a full or partial number applicable to the number type selected.

Search iRIS Database [X]

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: **RB #:** IACUC Num

Status: All **Investigator** All

Drug: All

Device: All

Sponsor: All

Click in the **Investigator** field to open a dropdown picklist, then click the desired option to select it.

Search iRIS Database [X]

Search Study(s) that you have access to :
Click on the Find button to update the result set

Study #: **RB #:** IRB Number

Status: All **Investigator** All
Admin, ORA
Administrator
Harper, Jill M, M.D., PhD
Investigator, IACUC, Ph.D.
Investigator, IBC, Ph.D.
Investigator, John Samson II, B.S.
Investigator, Sean
Member, IRB
Researcher, John
Smith, John
Weeks, Janelle K, DVM

Drug: All

Device: All

Sponsor: All

When all criteria fields are complete, click the **Find** button. Results are displayed in the lower portion of the **Search iRIS Database** page. Click the icon in the **Select** column (red circles) to select an option and apply it to the report.

Search iRIS Database

Search Study(s) that you have access to :
 Click on the Find button to update the result set

Find

Study #: RB #: IRB Number

Status: All Investigator: All

Drug: All

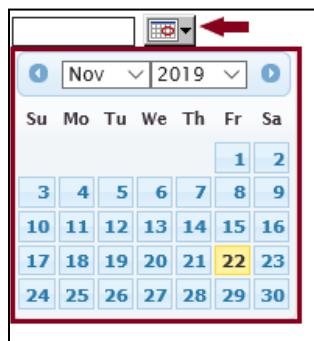
Device: All

Sponsor: All

60 result(s) found... 1 - 10

Select	Study Number	Study Status	IRB Number	PI
	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combination with High Dose Interferon-α in Advanced MelaNoma			
<input checked="" type="checkbox"/>	ECOG 3611;A Randomized Phase II Study of Ipilimumab at 3 mg/kg or 10 mg/kg Alone or in Combinati	Returned for Corrections	IRB-19-140	Investigator, John Samson II, B.S.
Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health				
<input checked="" type="checkbox"/>	Evaluating the impact of aerosolized nano-enabled consumer products on respiratory health	Returned for Corrections		Investigator, John Samson II, B.S.
Effects of Controlled Whole-body Vibration Training on Reducing Falls among Healthy Population and Ambulatory People with Neurological Impairments				
	Effects of Controlled Whole-body Vibration			

Back on the **Report by Vendor** page, use the provided calendar widgets to select a **Date order was placed**, **Select Received Start Date** and **Select Received End Date** for the report. Click on the calendar icon to open the widget, then navigate to the desired date in the widget and click it to select. *Note that all three date fields are required.*



When all criteria fields are complete on the **Report by Vendor** page, click the **Run Report** button.

IACUC Protocols

Reports described in this section are only available at institutions where the IACUC module is in use.

Protocols by Expiration Date

This report lists all studies whose expiration date falls within the filtered range, and can be filtered by Study Status. Each listing includes the Study Number, Faculty, Study Title, Funding, Initial Approval, Renewal Date and Expiration Date.

Active Protocol Including Species Details

This report lists all studies filtered by study status and includes the number and species of animals requested, approved, used, and remaining within the study. Each listing also includes Faculty, IACUC Number, Title, Initial Review Date, Renewal Date, and Expiration Date.

IACUC Studies derived by USDA Classes

This report lists all studies associated with each USDA Class, and can be filtered by study status. The report first displays a graph representing a summary of studies by the selected USDA Class. Each listing includes IACUC Number, Faculty, Title, Initial Review Date, Renewal Date and Expiration Date.

Active Protocols by Type Selection

This report lists all studies associated with a selected study status. Each listing includes Title, USDA Class, Study Alias, Faculty, Initial Review Date, Renewal Date and Expiration Date.

Review Board User

Submission Review Assignment

This report lists submissions with an IRB initial approval date that are assigned to a Reviewer, categorized by study.

The screenshot shows a web interface for the 'Submission Review Assignment' report. At the top, there is a navigation bar with 'My Workspaces' and 'IRB' tabs. The main header is 'Submission Review Assignment' with a 'Back' button. Below the header, there are filters for 'Display Report as' (PDF, HTML, Excel, CSV), 'Start Date', 'End Date', and 'Select Submission Form Name' (All). There are also 'Helpful Information' and 'Run Report' buttons.

The report can be filtered by date range (**Start Date / End Date** fields) and/or **Form Name**. Each listing includes Study Title, Study Number, Submission Form Date, Received Date, PI First Name, PI Last Name, Review Process, Study Status, Risk and Expiration Date.

User by Committee Role

This report displays committee members for each role with associated e-mail addresses. The report can be filtered by Committee Role.

Studies By

Studies by Department

This report displays studies associated to various departments in the system. Results can be filtered by an individual **study** or **all Studies**, by **Study Status**, **School Code**, **Department/Site Code**, **Department/Site Name**

and/or **Institution** name. Results are grouped by Department, and include Study Title, RB Number, PI Name, Continuing Review Date, Study Status, Expiration Date and Initial Approval Date.

Studies by Device and Status

This report displays studies in which one or more devices is/are in use. Results can be filtered by **Device** or **Study Status**.

Click the desired item in the **Device to Add** box and click the right-pointing arrow between both boxes to move the selected item to the **Added Devices** box. Multiple devices can be added in a batch by clicking and dragging to select multiple or using the Ctrl + click method. Result listings include Study Title, RB Number, RB Expiration Date, RB Initial Approval Date and RB Continuing Review Due Date.

Studies by Drug

This report displays studies in which one or more drugs is/are in use. Results can be filtered by **Trade Drug Name**, **Generic Drug Name** or **Investigational Drug Name**.

Each listing includes Study Title, RB Number, RB Expiration Date, RB Initial Approval Date, RB Continuing Review Due Date, and Study Personnel with their designated roles.

Studies by Drug and Status

This report displays studies in which one or more drugs is/are in use, and includes more filter options.

A **study status** filter is provided at the top of the form.

To filter by drug name, click the desired item in the applicable left-hand box and click the right-pointing arrow between both boxes to move the selected item to the right-hand list. Items added to the right-hand lists are applied as filters when the report runs. Multiple items can be added in a batch by clicking and dragging to select multiple or using the Ctrl + click method.

Each listing in the report includes Study Title, RB Number, RB Expiration Date, RB Initial Approval Date, RB Continuing Review Due Date, and Study Personnel with their designated roles.

Studies by Expiration and Status

This report displays studies filtered by expiration date range and **Study Status**.

Each listing includes Study Title, RB Number, RB Initial Approval Date, RB Expiration Date, Continuing Review Due Date, PI(s), Co-Investigator(s), Coordinator(s) and any departments associated to the study.

Studies by Funding

This report displays studies filtered by internal **funding source** and **study status**.

Each listing includes the Study Title, RB Number, RB Initial Approval Date and RB Expiration Date. Optionally, this report can also include PI(s) and Co Investigator(s).

Studies by Status

This report displays studies filtered by study **status**. An option to filter by ‘All’ statuses is provided.

Where “All” is selected as the filter, studies are grouped by status in the report. Otherwise, only studies in the status specified by the status filter are shown. Study Title, RB Number, RB Initial Approval Date, RB Expiration Date, Continuing Review Due Date and PI are displayed.

Studies by User

This report displays studies filtered by associated **user** and **study status**. Each listing includes Study Title, the selected user’s role for that study, RB Number, RB Initial Approval Date, RB Expiration Date, RB Continuing Review Due Date, Funding Agencies, Drugs, Devices and Co Investigators.

Studies up for Expiration (in 120 days)

This report displays all expired studies and studies that will expire within the next 120 days. It excludes studies that are pending submission for continuing review.

Submission Statistics

Protocols Statistical Estimations

This report displays several different statistical analyses about studies, filtered by date range and committee selection. A period description of the date range and the count of targeted event(s) occurring within the selected date range are included, as well as Mean, Standard Deviation, Median, Minimum and Maximum.

Submission Processing Estimates

This report displays a number of different statistical analyses pertaining to the Initial Review Submission Process, filtered by date range. The period of time being analyzed is given in the Event Being Measured column and the count of days for that event is given in the Count column. The Median, Average, Standard Deviation, Minimum and Maximum counts are also provided.

Submissions List

Approved Submission(s) by Form Name

This report displays Approved Submission(s) that are marked as completed by the review board, listed by submission form name, in units of days. The report includes filters for **Study**, **Department**, **Submission Start Date**, **Submission End Date** and **Submission Form Name**.

My Workspaces ▾ IACUC **Approved Submission(s) by Form Name** [Back](#)

Description: "This report is for All Types of Submissions, the Time Unit in the Report is Day Unit" [Helpful Information](#) [Run Report](#)

Display Report as: PDF HTML Excel CSV

Select Study: [Find](#) [Select All](#)

Select Department: All ▾

Submission Start Date:

Submission End Date:

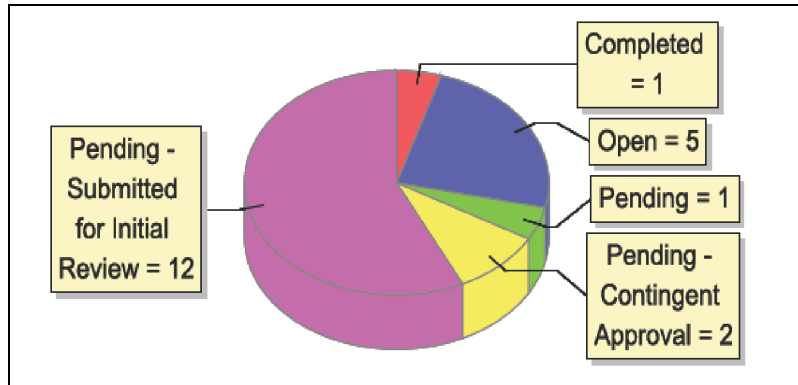
Submission Form Name: All ▾

Submission Responses Reviewed

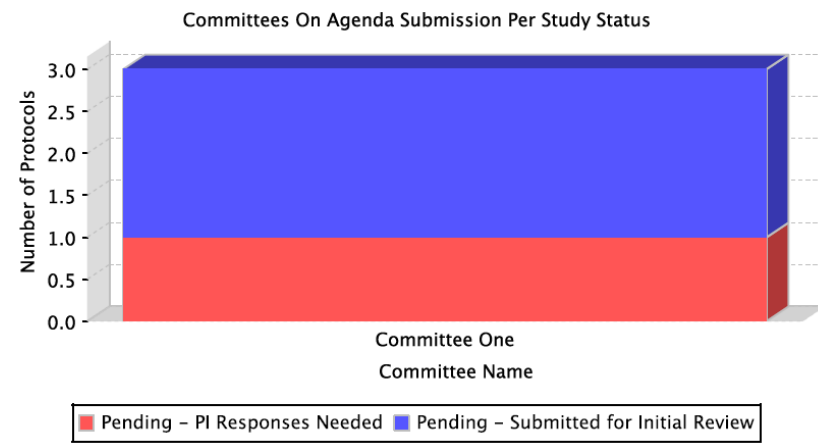
This report displays all submission responses that have been reviewed by the board. The report includes filters for Study, Department, and submission Date Range. Each listing is divided into categories by studies, and the report calculates the reviewing time of each submission response received. The average reviewing time for each study is represented by a bar chart in the report.

Submissions On Agenda

This report displays submissions on the agenda per committee. The report can be filtered by Study and Date Range. After each committee category list, the report displays a pie chart of all submissions listed according to their current status.



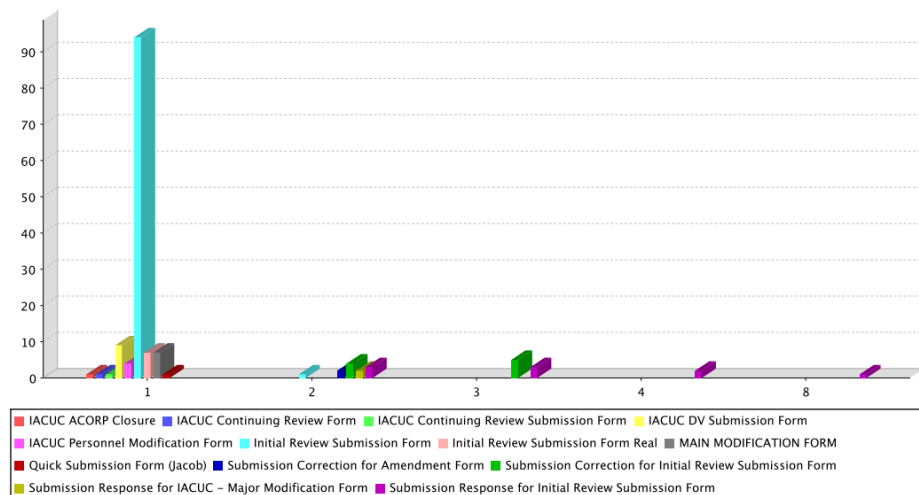
This report also displays a bar chart. This chart compares the number of submissions on the agenda for each committee, and further divides the column for each committee to represent the number of submissions per status.



Submission Process Tracking

Approved Submission Rounds

This report displays the count of all approved submissions divided into rounds, and then subdivided into the type of form. The report can be filtered by Date Range and Study. The report also calculates the average duration of the review process.



Submission Approval Duration

This report displays the submission approval duration measured in days and the number of iterations (rounds), beginning with the first submission form submitted to the review board. The round number listed in the report indicates the round in which the submission was approved.

Submission Completion Duration

This report displays the duration (in days) to complete a submission regardless of the final outcome. The report can be filtered by Study and Submission Form type. The listing includes the Reference Number, RB Number, Study Number, Starting Form Name, Submission Date, Completed Date and Duration.

Submission Personnel Performance

This report displays personnel time spent on submissions. The report can be filtered by Study Role, Study, Round Number, Study Status, and Date Range of the records completed. The report lists submissions by personnel, including the time it took to complete each submission, in a bar chart format. Details of Round, Reference Number, Form Name, and the Date Received are also included.

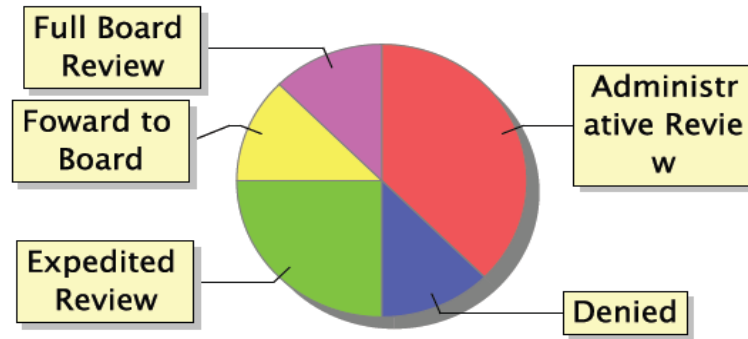
Submission Tasks History

This report displays the categorized task and event history of submission(s). The report can be filtered by Study, Date Range and Study Status. Reported data include submission Status, Study Number, Event, Submission Date, Start and End Time, Event Status, and Duration of the Event.

Submissions Calendar

Submissions by Review Process

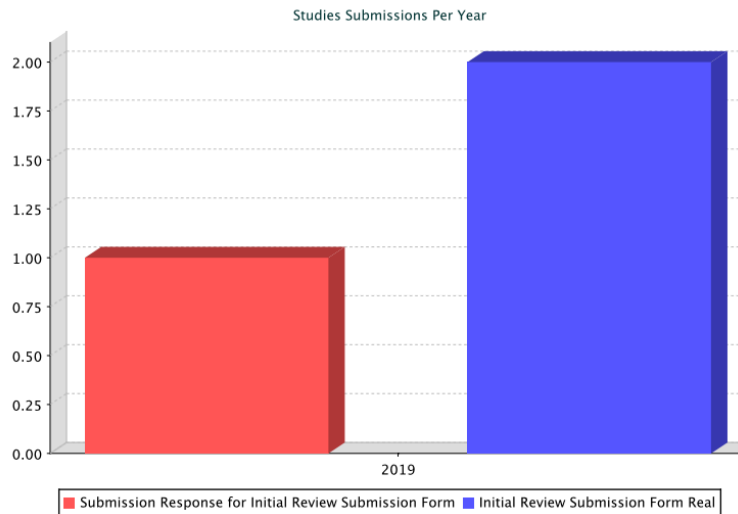
This report displays a count of submissions by review process for each month and year. The report can be filtered by date range. Submission counts are broken out by month, assigned review process and type of submission.



The total count of submissions is calculated for each month and year as well. The report includes a pie chart comparing the number of submissions for each type of review process similar to the one shown above.

Submissions by Form Type

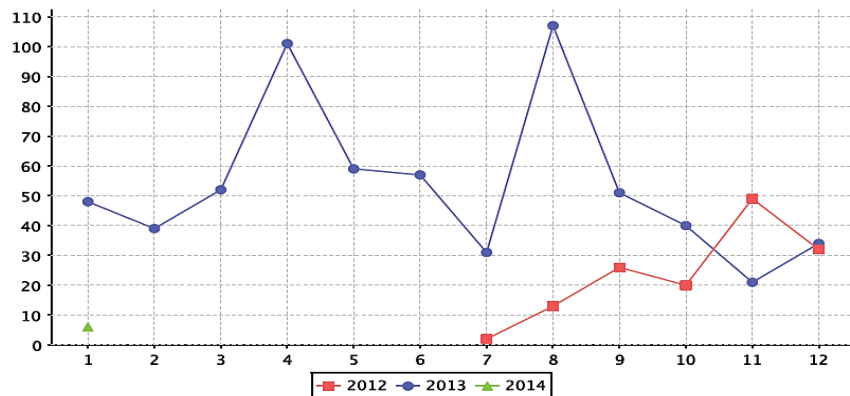
This report displays the number of submissions for each type of form submitted to the review board, broken out by month and year. The report can be filtered by date range.



The report includes a bar chart like that shown above, comparing the total count of each type of submission for each year.

Submissions by Review Committee

This report displays a count of the number of submissions for each review committee by Submission Type. This count is generated for each month and year, along with a total for each month and year. The report can be filtered by date range.



The report includes a line graph comparing submission count by month and year, like that shown above.

Submissions Information

Submissions by Department Selection

This report displays a list of submissions filtered by Department and date range. Note that where a parent department is the selected filter, the result list is limited to submissions assigned to that department, and does *not* include its sub-departments. The results include Submission Type, Creation Date, Reference Number, PI Name, Review Type, Meeting Action, Follow-up Due Date, RB Label, RB Number and Expiration Date for each listing.

Submissions in Process by Department Selection

This report displays a list of all submissions that are currently in process by the current review board. The report can be filtered by Department. Note that where a parent department is the selected filter, the result list is limited to submissions assigned to that department, and does *not* include its sub-departments. The results include review board, PI Name, Reference Number, Form Name, Creation Date, Review Type, Follow-up Due Date and Expiration Date for each listing.

Completed Submissions

This report displays a list of completed submissions filtered by date range and Review Process (Expedited, Exempt, etc.) and grouped by study. Each listing includes Study Title, RB Number, Reference Number, Submission Type, Review Process, PI, Assigned Analyst, Submission Date, Continuing Review Due Date, Expiration Date and Completed Date.

Incomplete Submissions

This report displays a list of incomplete submissions filtered by date range, **Review Process**, assigned **Analyst**, **Submission Type** and **Study**. Each listing includes Study Title, RB Number, Reference Number, Submission Type, Review Process, PI, Assigned Analyst, Submission Date, Continuing Review Due Date and Expiration Date.

Review Board – Approved Submissions

This report displays a list of approved submissions filtered by Date Range and grouped by study. Each listing includes Form Name, Creation Date, Reference Number, PI Name, Process Type, Meeting Action, Approval Date, RB Number and Expiration Date.

Review Board – Received Submissions

This report displays a list of submissions received by the review board within the filtered Date Range, grouped by study. Each listing includes Form Name, Received Date, Reference Number, PI Name, Process Type, Meeting Action, Approval Date, RB Label, RB Number and Expiration Date.

Submissions by Analysts

This report displays a list of submissions filtered by Date Range and ordered by the assigned Analyst's first name. Each listing includes Form Name, Creation Date, Reference Number, Analyst's Name, PI Name, Process Type, Outcome Action, RB Number and Date Completed.

Submissions by Type Selection

This report displays submissions of the selected **Type** received within the period defined by a date range filter. Each listing includes Study Title, Form Name, RB Number, Reference Number, Submission Date, Review Process, PI Name, Assigned Analyst, Review Outcome, Approval Date and Expiration Date.

Submissions Count by Review Board

This report displays a count of the number of submissions made to the selected review board within the period defined by a date range filter.

A count by committee is calculated for each type of submission and totals are calculated for each type and committee. The report includes a pie chart comparing the total count of submissions for each committee.

Submissions in All Stages Details

This report displays all submissions by selected department and groups them by the study. Each listing provides details of every stage of the submission, including Creation Date/Time, Date/Time Sent to the RB, Date/Time Sent to the PI, Date/Time of PI Signoff, Review Date/Time and Expiration Date and Time.

Submissions Processing

Review Board Responding Letters

This report displays a count of submission Outcome Letters with an Initial Review Submission date within the selected date range filter. Filters are also provided for **Review Process** and **Study**. The report generates a total count per submission round and a breakdown of the count for each letter type sent within the review board.

Training

Expired Training

This report displays a list of users with training that has/will expire on or before the selected **Expiration Date** filter. Each listing includes User Name, Training Expiration Date, Training Status and Training Override status.

Training to Expire

This report displays a list of users with training that has/will expire within the selected date filter range. Each listing includes User Name, Training Expiration Date, Training Status and Training Override Flag Status.