



ANIMAL RESOURCE CENTER

ARC Workspace

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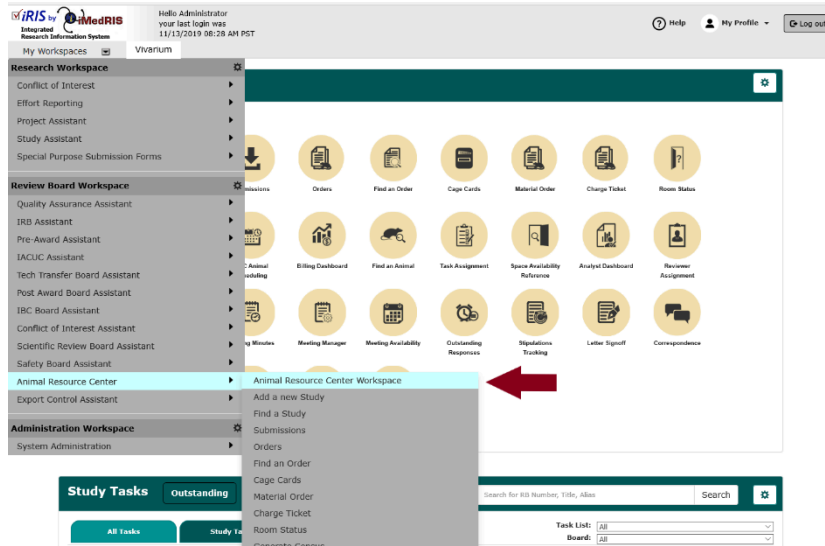
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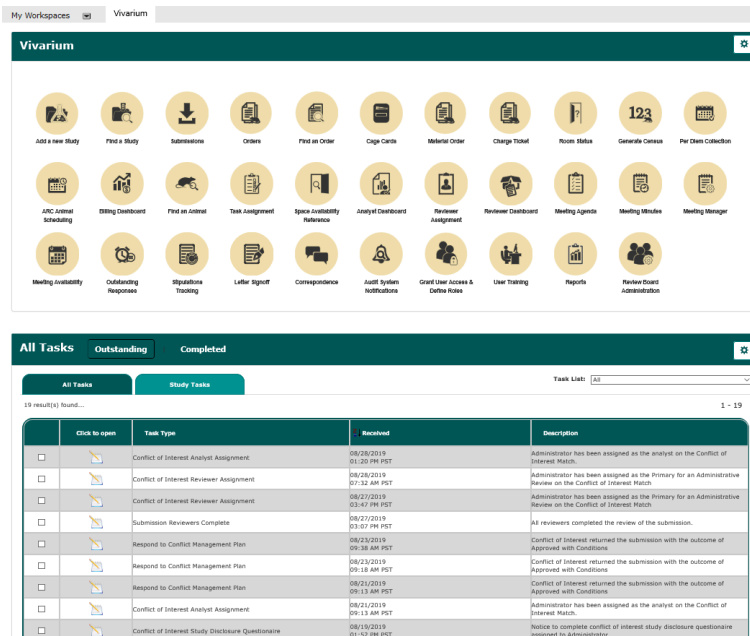
Introduction

The iRIS™ Animal Resource Center (ARC) module groups tasks relevant to management of studies involving animal subjects. ARC includes tools to assist with livestock management, livestock facilities management and materials ordering and billing.

This manual covers features available through the main ARC Workspace, which is accessed via iRIS™ Home > My Workspaces menu > Animal Resource Center > **Animal Resource Center Workspace** link.

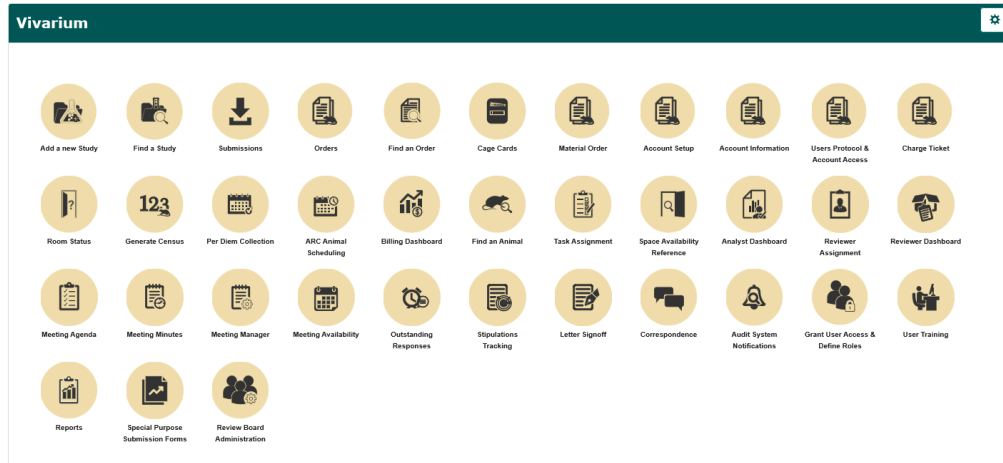


That link opens the ARC Workspace, shown below.

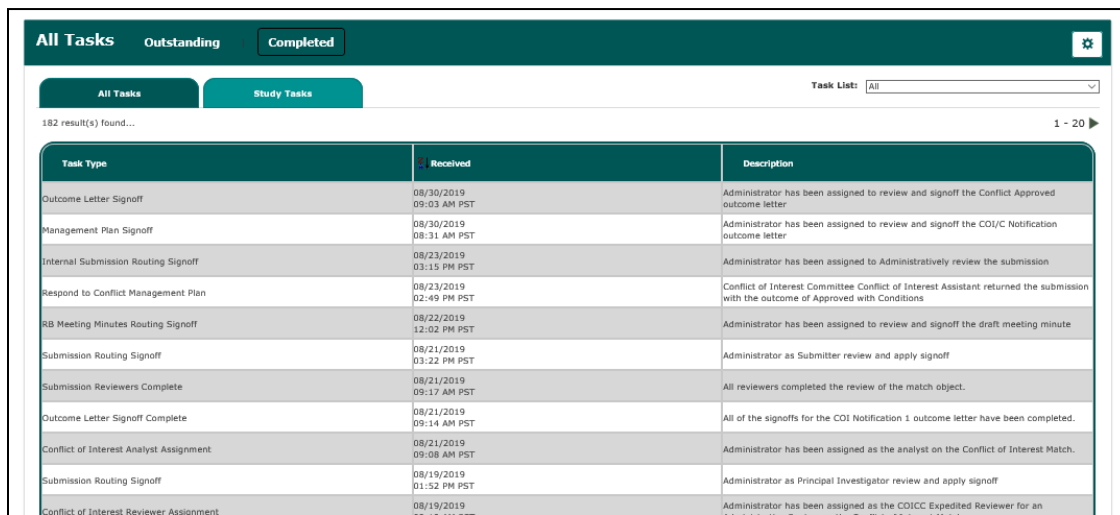


ARC module functions can be accessed via text links in the My Workspaces > Animal Resource Center menu or via widgets in the upper part of the workspace.

The screenshot below includes widgets for *all* available ARC features and functions. Note that availability of items here depends on the user’s access rights and the institution’s system settings, so each user’s ARC Workspace page may differ. Also note that the module name displayed on system pages can be customized for each institution; ARC system screen labels in this manual employ “ARC” and “Vivarium” interchangeably.



The user’s task list is accessed in the lower part of the workspace, as shown in the screenshot below.



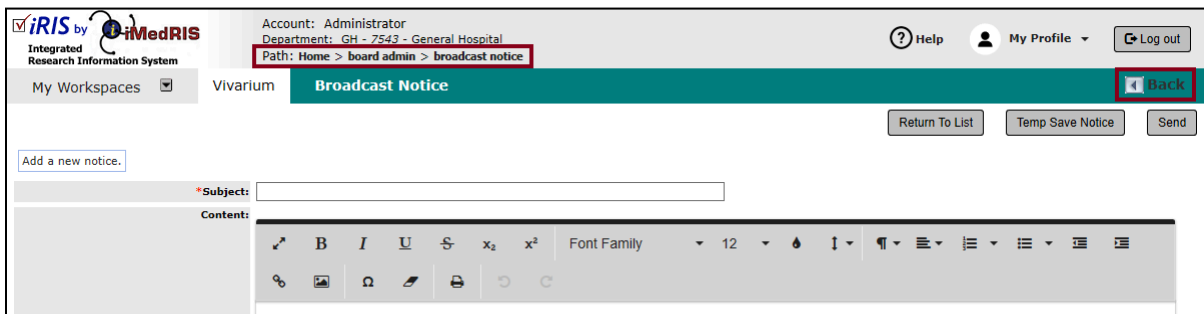
Navigation in iRIS™

iRIS™ includes two standard navigation tools on all pages nested one or more levels beneath the primary Workspace page of the module currently in use (e.g., Study Assistant, Conflict of Interest Assistant, Animal Resource Center, etc.): a Path directory tree, and Back buttons.

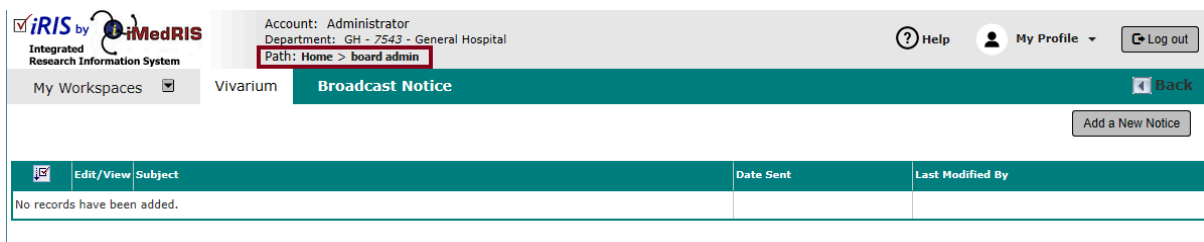
Path Directory Tree

The **Path** item at the upper left of iRIS™ pages provides a hyperlinked menu directory tree, allowing the user to quickly navigate back through the path they followed to get to their current location. **Path** appears on all pages nested at least one level beneath the main workspace

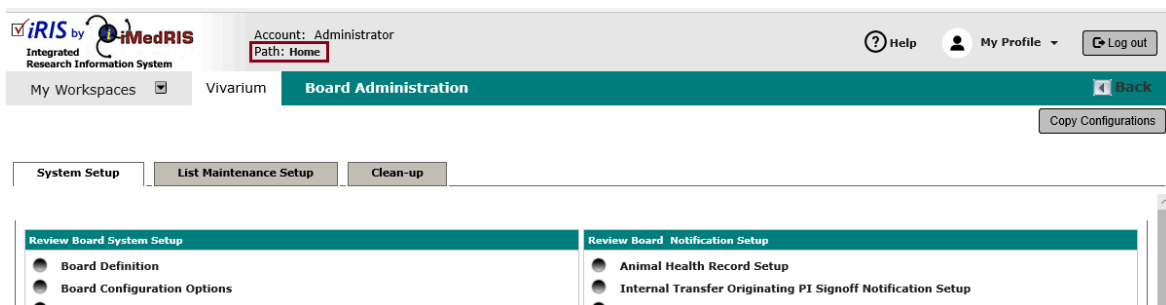
In the example shown the user is viewing the **Broadcast Notice Add a new notice** page. This page is nested three levels beneath the main workspace page, as indicated by the three links available in the **Path** directory tree: **Home**, **board admin** and **broadcast notice**.



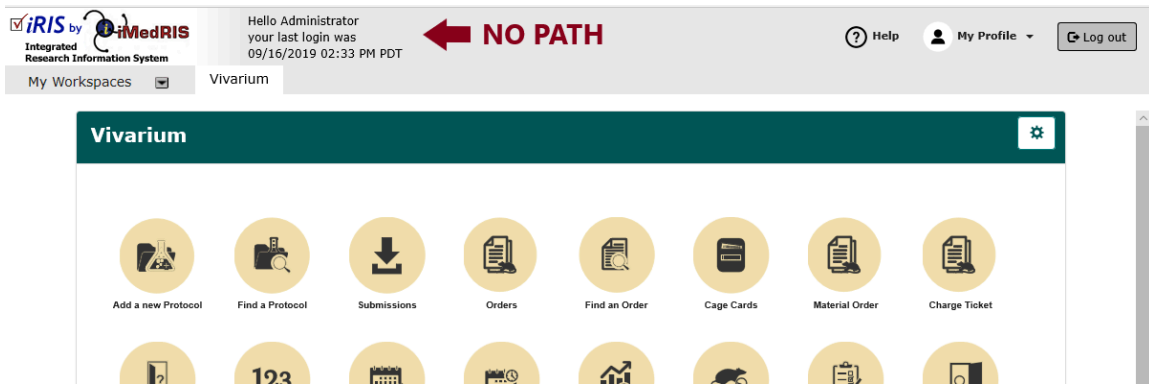
Click on **broadcast notice** in the **Path** to navigate up one level in the directory tree, to the main **Broadcast Notice** page. There are now two levels in the **Path** directory tree: **board admin** and **Home**.



Click on **board admin** in the **Path** to navigate up one level in the directory tree, to the **Board Administration** page. There is now one level in the **Path**: **Home**.

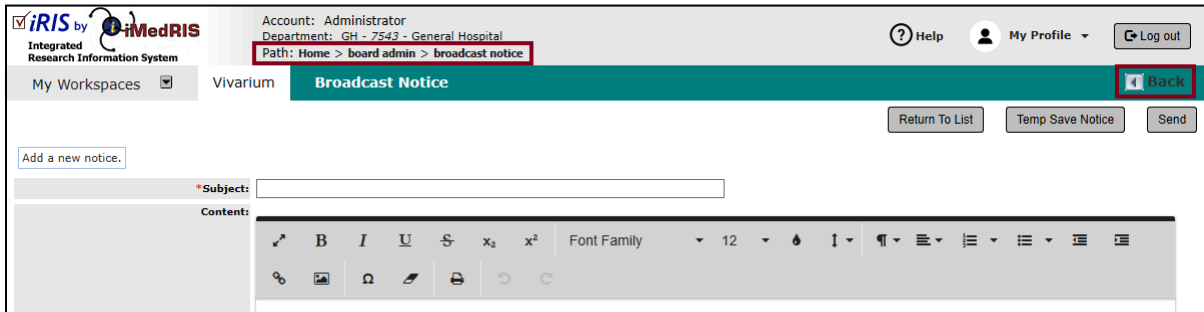


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

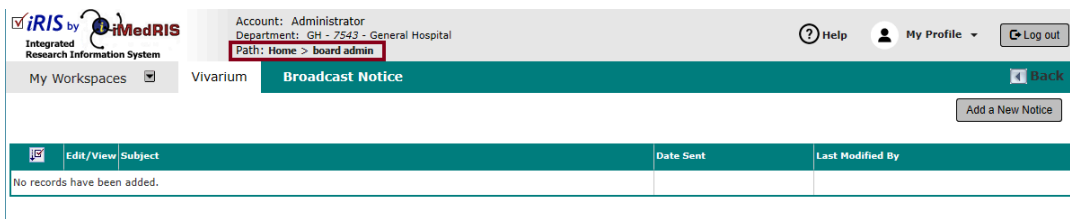


Back Button

The second navigation tool is the **Back** button, which appears on all pages nested at least one level beneath the main workspace. The **Back** button takes the user to the same location as the last link shown in the **Path**.



In the example shown above, both the **Back** button and the **broadcast notice** link in the **Path** return the user to the **Broadcast Notice** page:

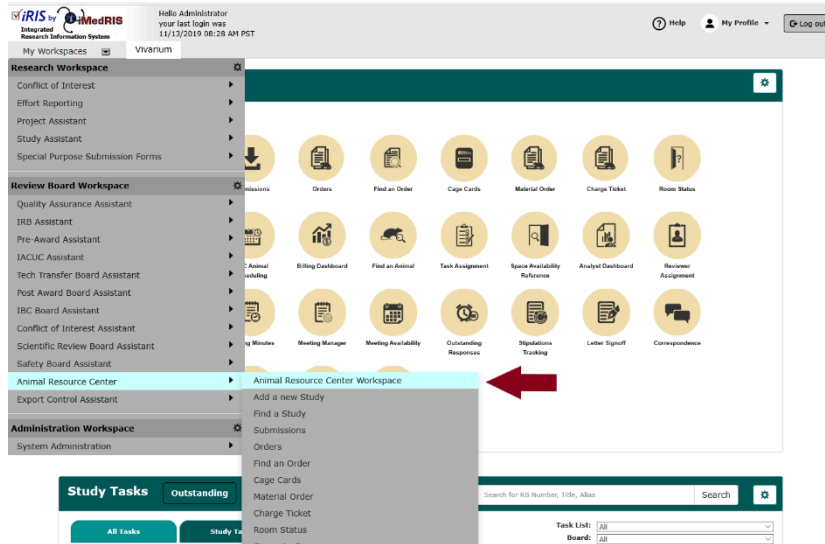


Clicking the **Back** button on the **Broadcast Notice** page returns the user to the Board Administration page, as indicated by the last link in the **Path** directory tree shown in the screenshot above.

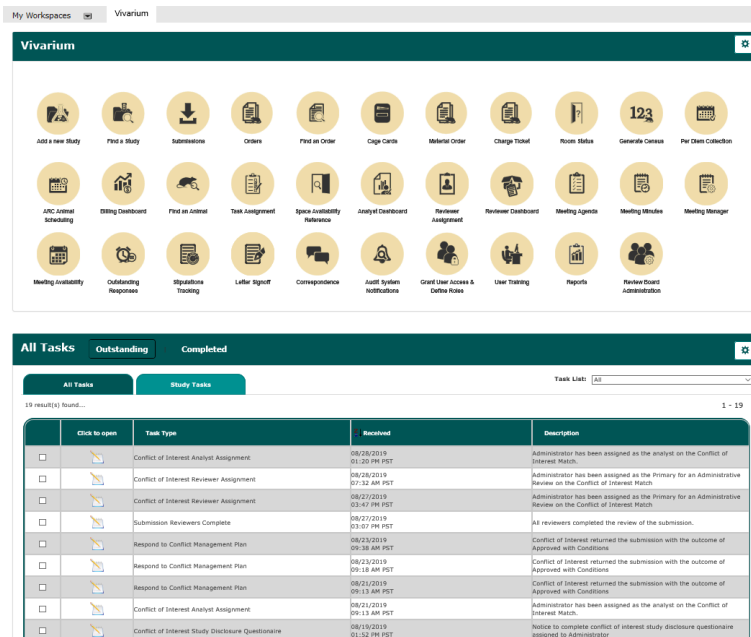
*Note that where the **Back** button appears on a page with editable fields or document upload controls, clicking the button before saving changes returns the user to the same location as the last link shown in the **Path** without saving changes.*

ARC Workspace Widgets

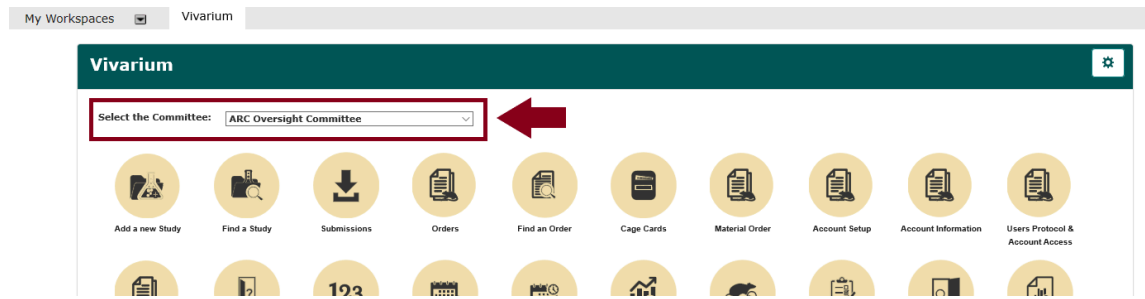
To access the ARC Workspace navigate to iRIS™ Home > My Workspaces menu > Animal Resource Center > **Animal Resource Center Workspace** link.



The ARC Workspace page is opened.

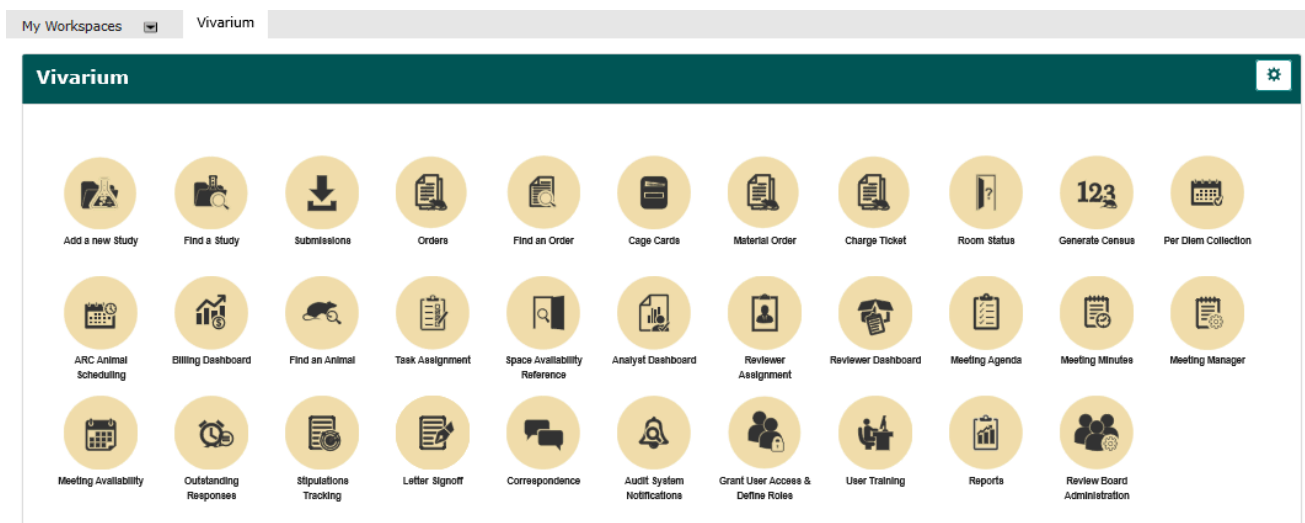


As shown in the screenshot below, when the property `rb.use_submission_by_committee` under System Administration > System Configuration > Submission Review Properties is set to yes, a dropdown picklist of committees for which the logged-in user has rights populates at the top of the workspace.



When this feature is turned on, the user can select a committee from the dropdown list to limit available functions and records to those which are applicable to the selected committee.

As shown in the screenshot below, available ARC module functions can be accessed via the widgets in the upper part of the workspace.



Note that availability of certain widgets is based on user rights and the institution's system administration settings. ARC Workspace contents can vary by user and institution. Also note that because the user has the option to rearrange icons on this page, the icons shown above may not appear in the same location on every user's ARC Workspace page.

Subsections of this manual provide details of the ARC function(s) underlying each widget, or indicate the manual where that information is provided.

ARC Workspace Widget Customizations

Not all ARC Workspace users need access to all available functions, and some only use a handful of the available widgets there regularly. Two customization options are available for ARC Workspace users to customize the workspace in a way that better suits their needs:

- widgets that are never used can be deleted

- widgets can be rearranged to place the most frequently used functions in the user's preferred location

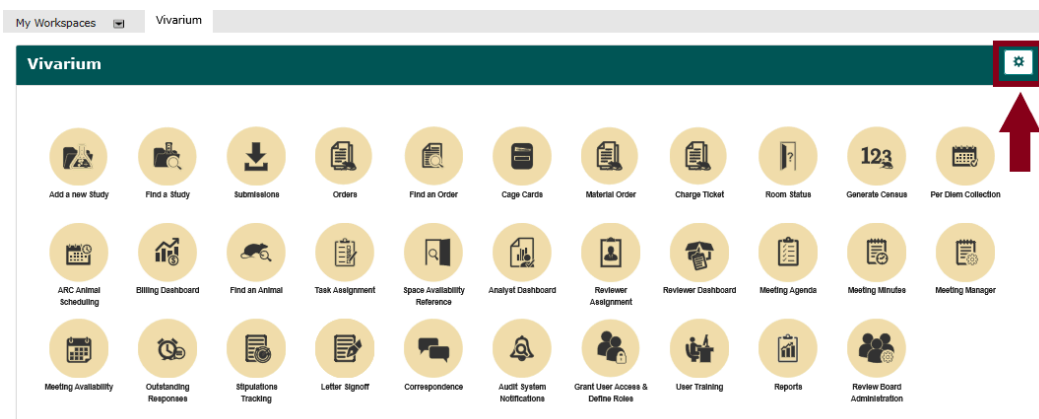
Both types of customization only affect the specific user's workspace. Deleting a widget from the user's workspace does not delete that function from the ARC module overall, and rearranging widgets in the user's workspace does not impact the workspaces of any other users.

Both types of customization are reversible, as detailed in the ARC Workspace Customization: Restore Widget(s) and ARC Workspace Customization: Restore Workspace sections of this manual.

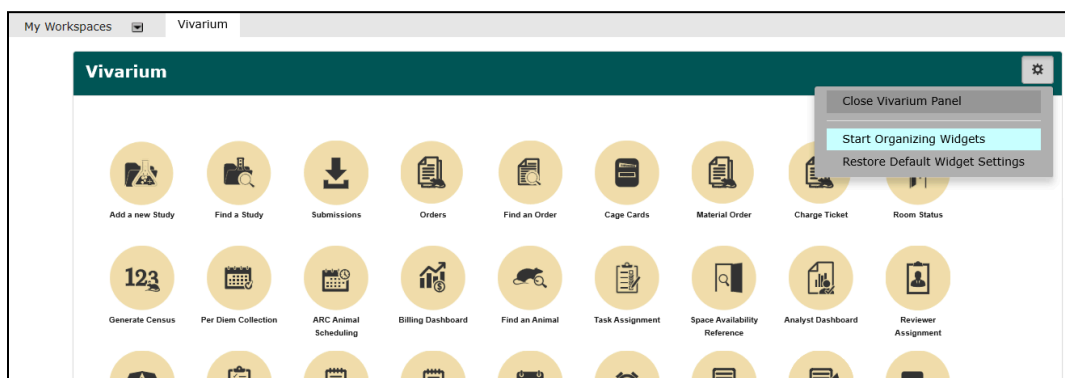
ARC Workspace Customization: Delete Widget(s)

Users can customize the upper part of the ARC Workspace by deleting the widgets for features they don't use. Note that an undo option for widget deletions is available. See the ARC Workspace Customization: Restore Widget(s) section of this manual.

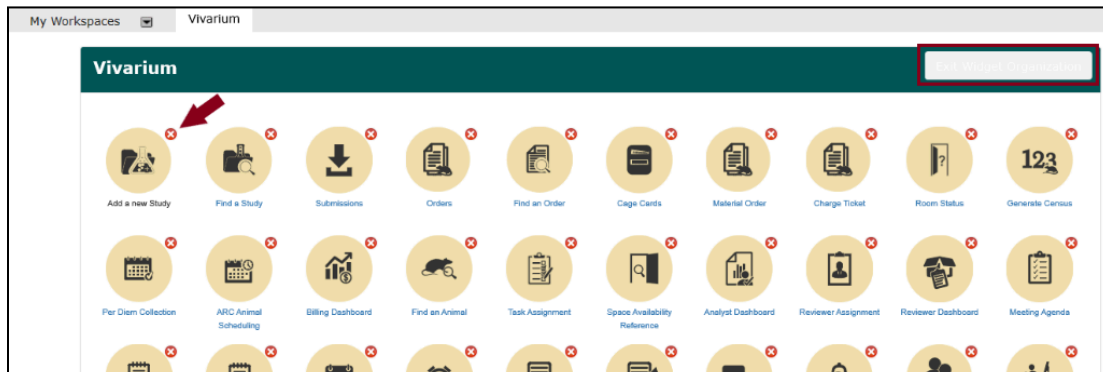
Click the settings icon, shown in the screenshot below.



The settings menu is opened. Click the **Start Organizing Widgets** link.

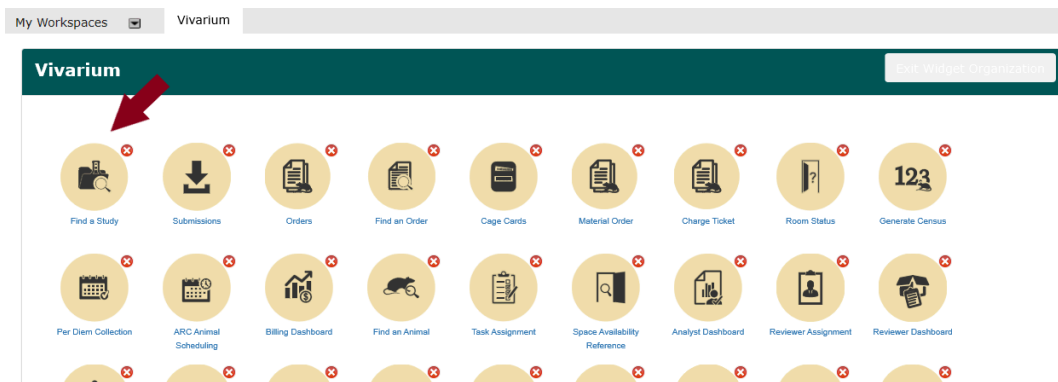


As shown in the screenshot below, new controls are added to the workspace and the settings menu link is replaced with an **Exit Widget Organization** button.

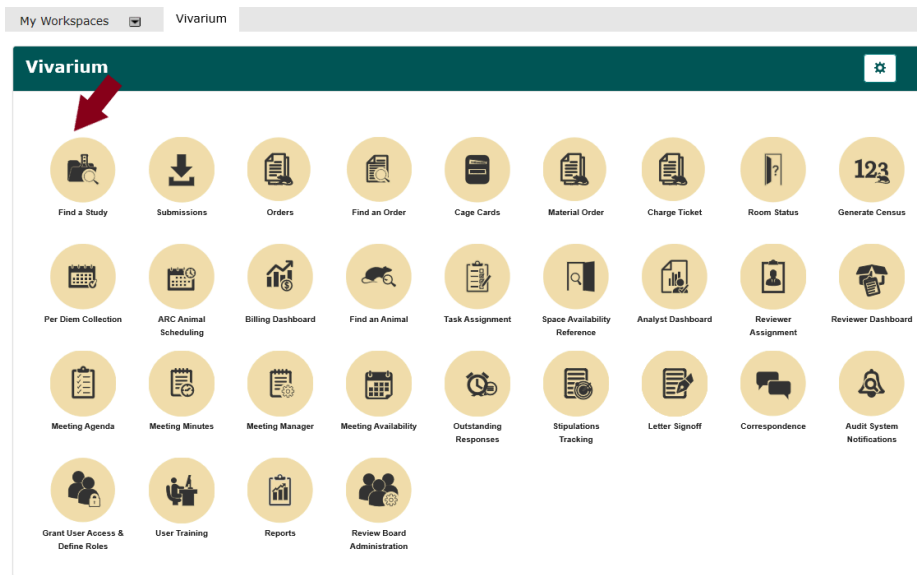


Click the X in the red dot at the upper corner of any widget to remove it from the workspace. The widget is removed from the specific workspace in use, but the feature remains available to other ARC users.

In the screenshot below the widget that appears in the upper left corner by default (**Add a new Study**, shown in the previous screenshot) has been deleted. The remaining widgets all shift one slot to the left.



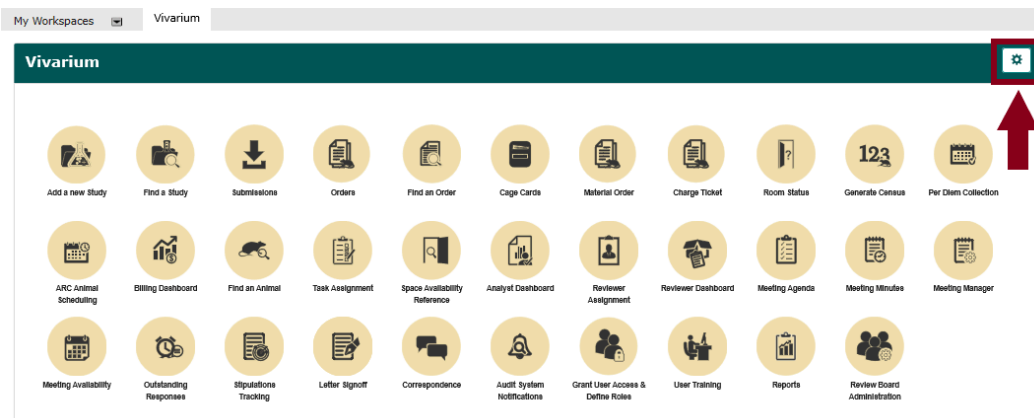
When all desired widgets are deleted, click the **Exit Widget Organization** button. As shown in the screenshot below, the deleted widget(s) is(are) removed from the workspace.



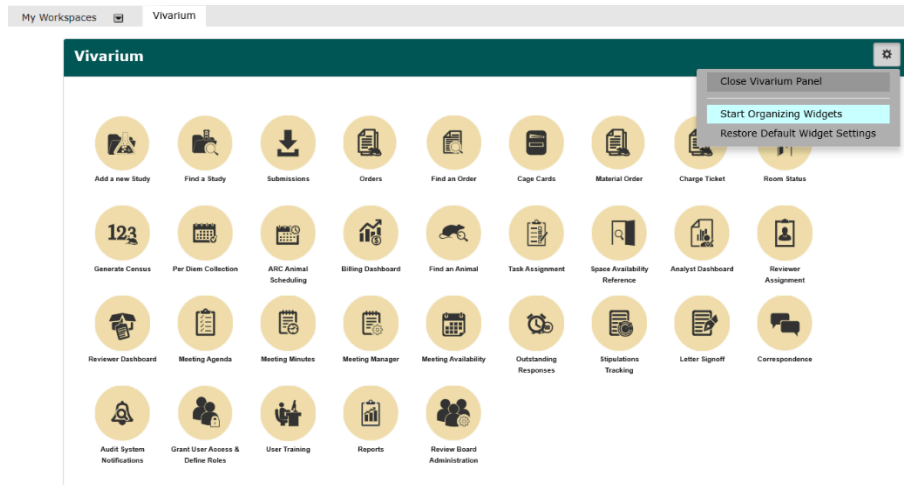
ARC Workspace Customization: Rearrange Widget(s)

Users can customize the upper part of the ARC Workspace by rearranging the widgets to better suit their needs or preferences.

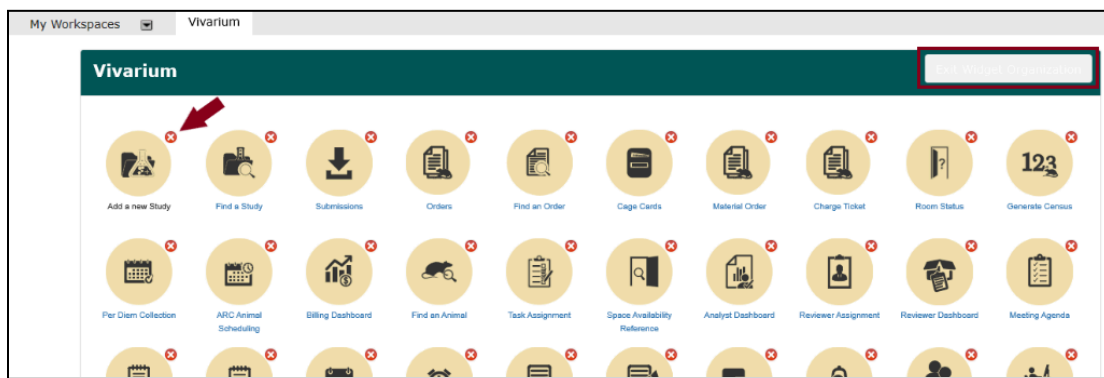
Click the settings icon, shown in the screenshot below.



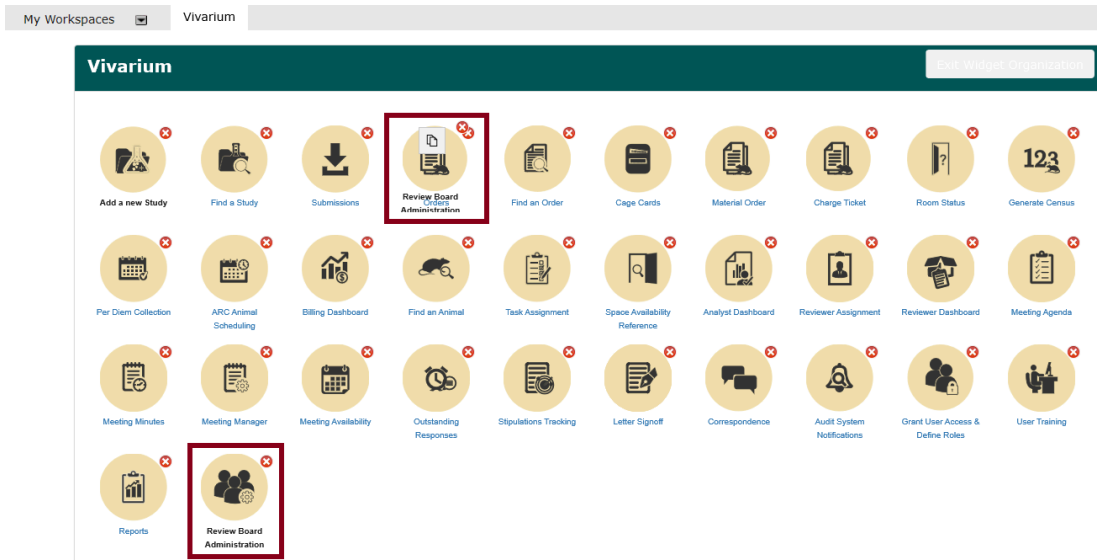
The settings menu is opened, as shown below. Click the **Start Organizing Widgets** link.



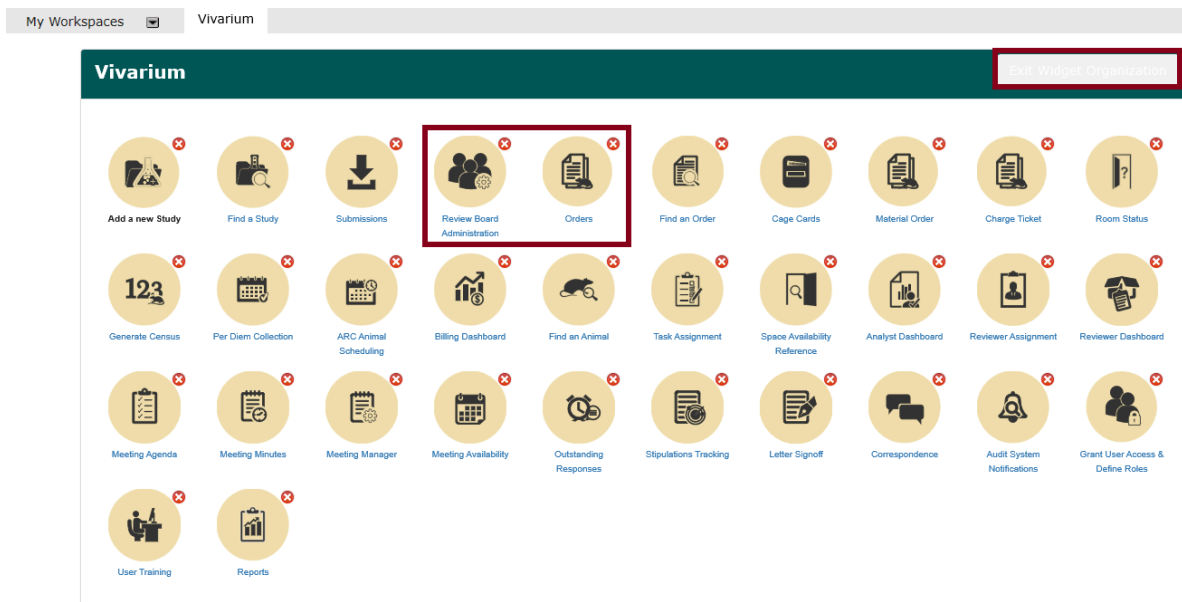
As shown in the screenshot below, new controls are added to the workspace and the settings menu link is replaced with an **Exit Widget Organization** button.



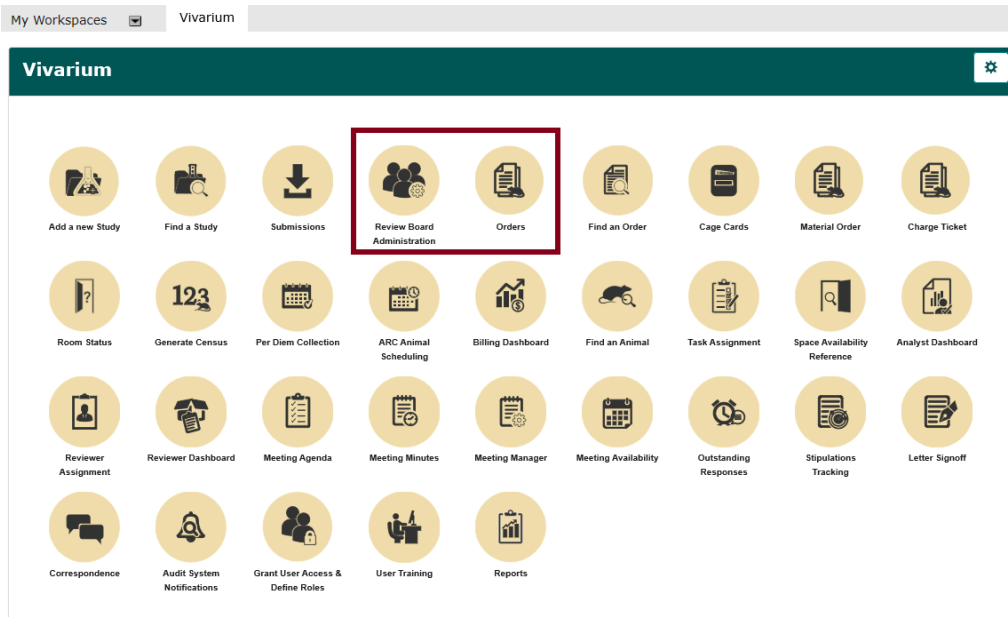
Click on the widget to be moved, then drag and drop it onto the widget in the desired new location. In the screenshot below, the **Review Board Administration** widget is being dropped on top of the **Orders** widget.



As shown below, when the widget is dropped into its new location all other widgets shift to the right by one slot.

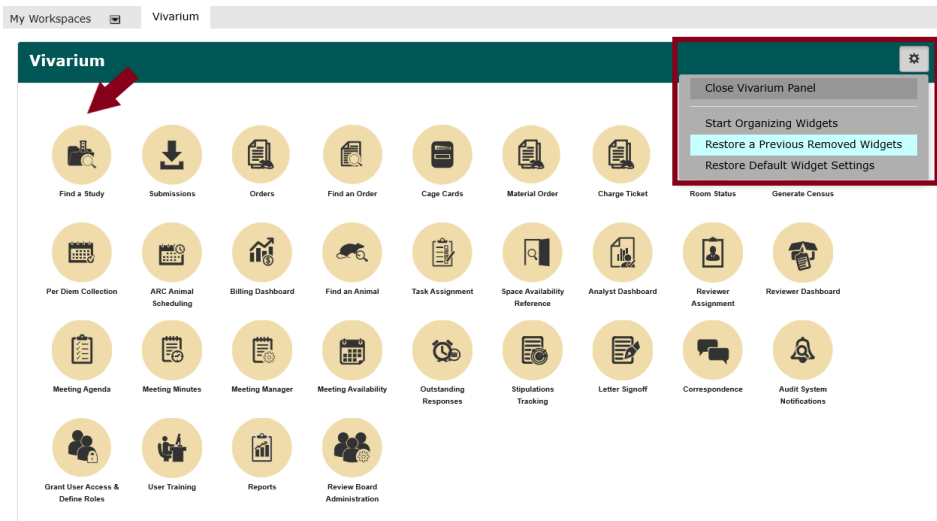


When all widgets have been rearranged as desired, click the **Exit Widget Organization** button. The relocated widget(s) remain as placed.



ARC Workspace Customization: Restore Widget(s)

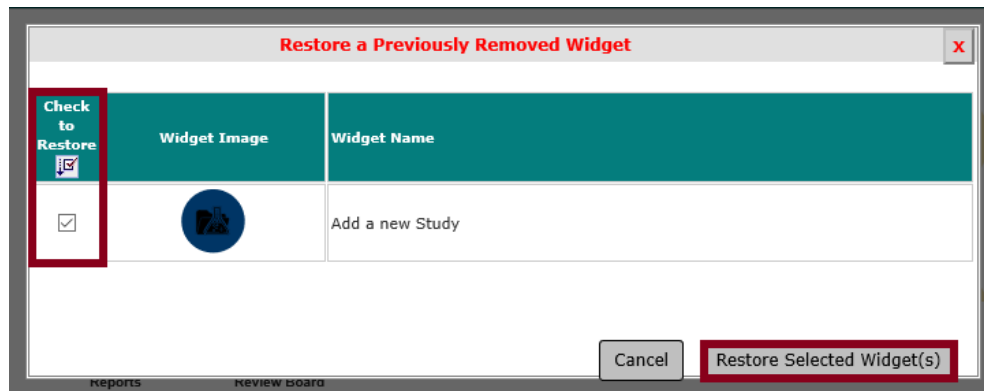
In the screenshot below, the **Add a Study** widget that normally appears in the upper left-hand corner of the ARC Workspace has been deleted.



To restore a deleted widget, click the **Restore a Previous Removed Widgets** link in the settings menu (shown in screenshot above).

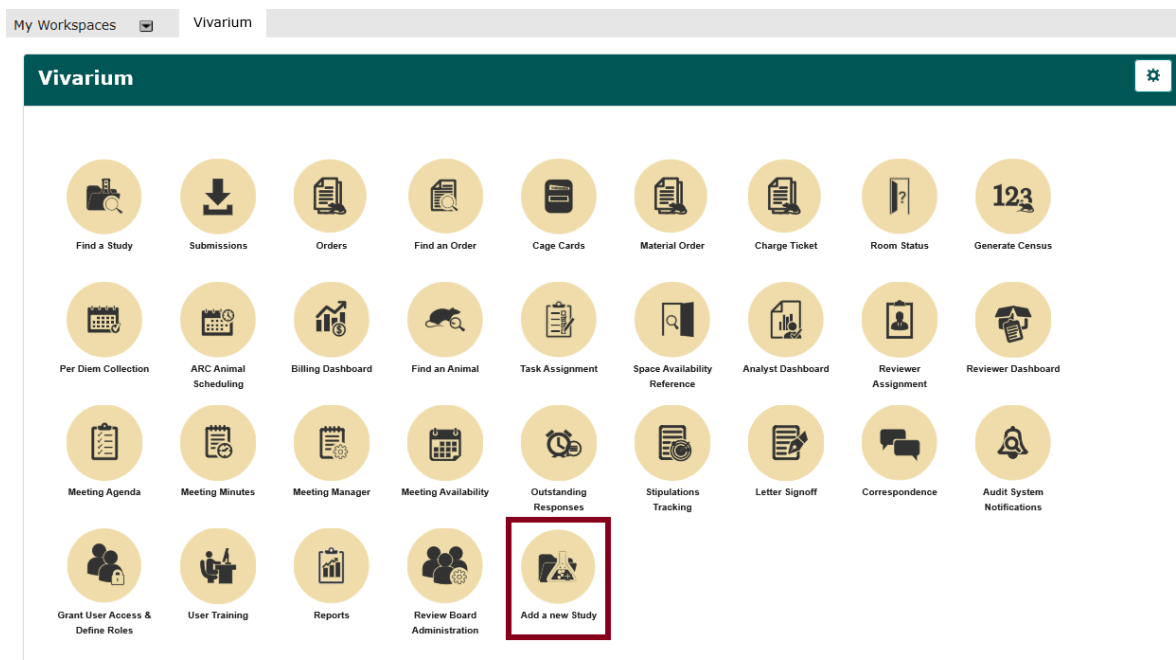
Note that this link only appears in the settings menu when at least one widget has been deleted.

As shown in the screenshot below, the **Restore a Previously Removed Widget** popup opens.



All deleted widgets are listed on the popup.

Select the checkbox(es) in the far-left column for the widget(s) to be restored and click the **Restore Selected Widget(s)** button. As shown in the screenshot below, the popup is closed and the selected widget(s) are restored to the workspace.

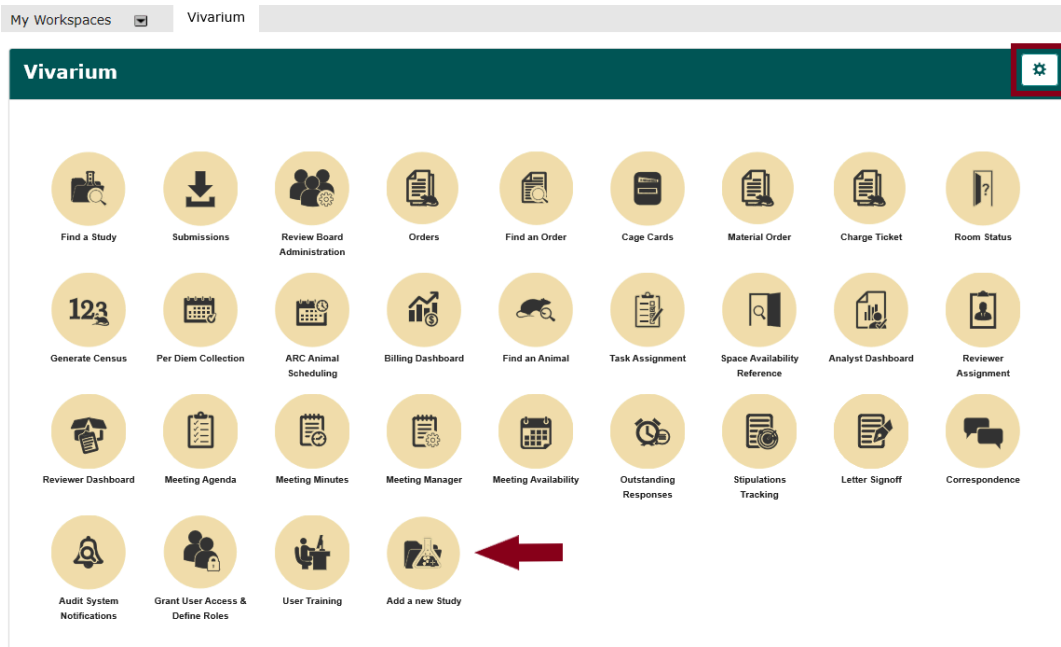


Note that when restored, widgets are placed in order of the first open slot, at the bottom of the workspace.

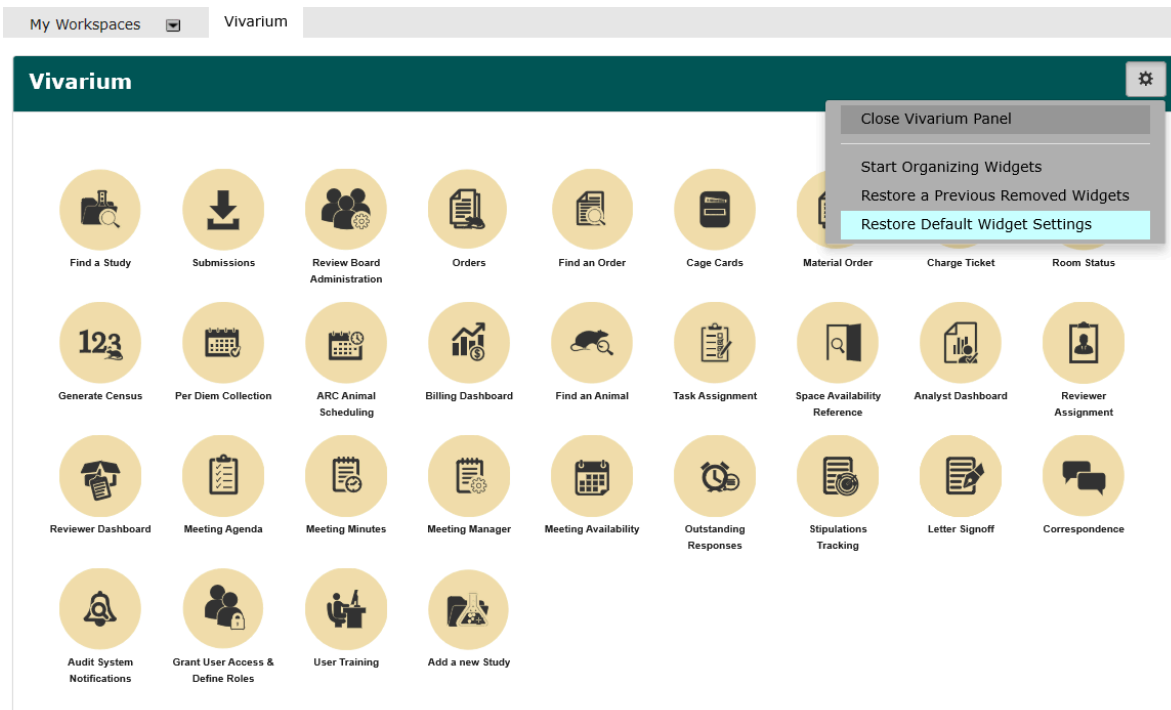
ARC Workspace Customization: Restore Workspace

When widgets have been deleted from the ARC Workspace and/or moved to a location other than the default, it is possible to restore the workspace to its original, default state using a single menu command.

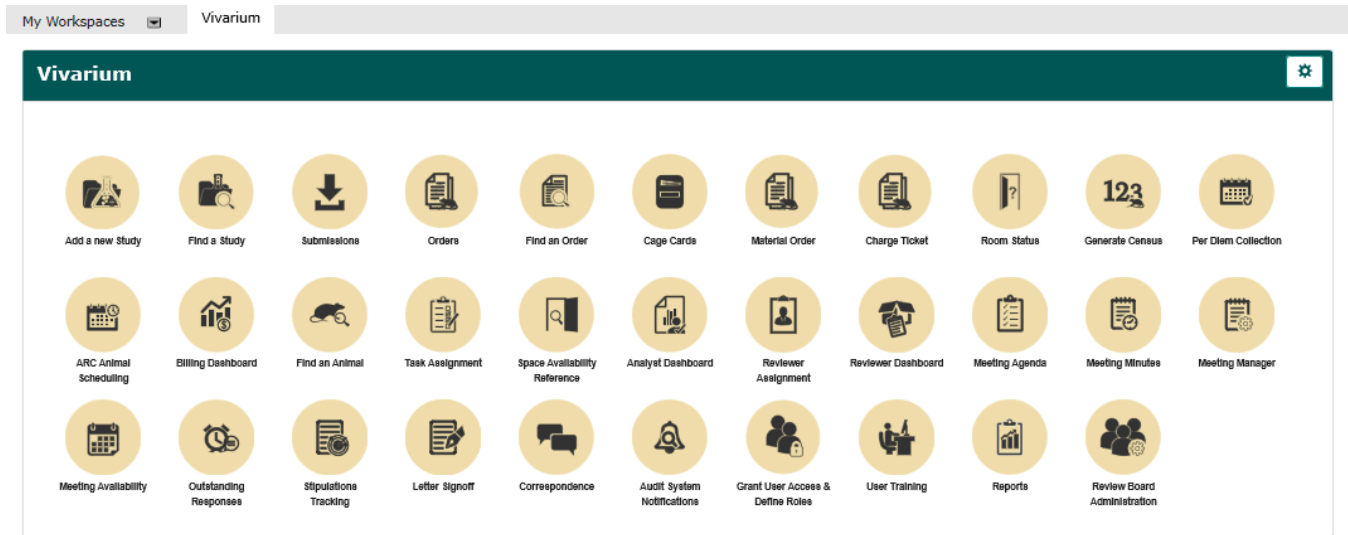
In the example shown below, the **Add a Study** and **Reports** widgets were deleted. The **Add a Study** widget was then restored, leaving it in a new location on the bottom row of widgets. The **Reports** widget remains deleted.



Click the settings icon at the upper right corner. As shown below, the settings menu opens. Click the **Restore Default Widget Settings** link.



As shown below, the original ARC Workspace is restored, with all widgets in their original locations.

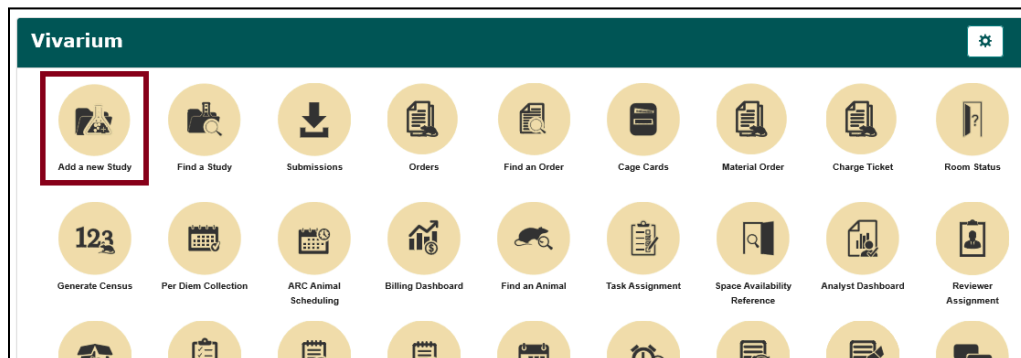


The screenshot above includes widgets for *all* available ARC features and functions. Note that availability of items here depends on the user’s access rights and the institution’s system settings, so each user’s ARC Workspace page may differ.

Add a new Study

The ARC Workspace provides direct access to the **Study Assistant** Add a Study function.

Navigate to Animal Resource Center > ARC Workspace and click the **Add a new Study** icon, shown below.



*Note that because the user has the option to rearrange icons on this page, the **Add a new Study** icon may not appear in the same location on every user’s ARC Workspace page.*

As shown below, the **Select New Study Application Form** page opens.

My Workspaces ▼ Vivarium **Select New Study Application Form** ← Back

Cancel and Return Start selected Application

Please select a New Study Application from the list below:

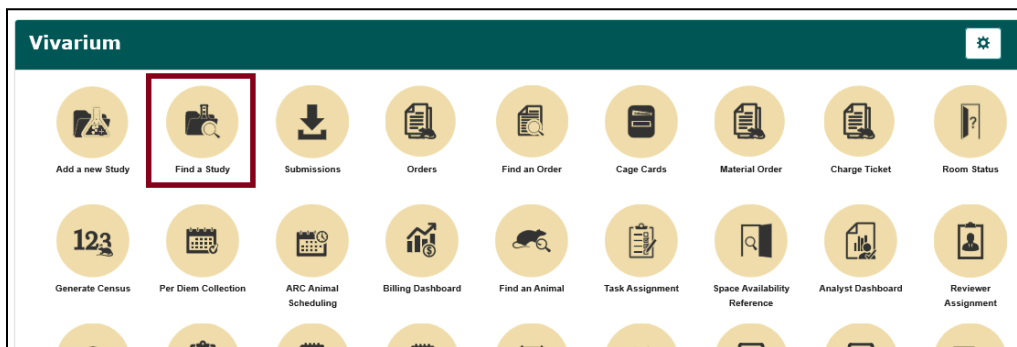
	Form Name	Form Description
<input type="radio"/>	IRB Application	Please use this application for use of Human Subjects in research.
<input type="radio"/>	IBC APPLICATION (BIO-SAFETY)	Please use this application for your Bio-safety Committee
<input type="radio"/>	IACUC APPLICATION (ANIMALS)	Please use this application for your Animal Research
<input type="radio"/>	PCH Research Request	

Creation of a new study application from within the ARC Workspace proceeds the same way as when a new application is begun from within the Study Assistant module.

For more information about adding a new study, see the Study Assistant – Add a Study manual.

Find a Study

Navigate to Animal Resource Center > ARC Workspace and click the **Find a Study** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Find a Study** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **Find A Study** page opens.

My Workspaces ▼ Vivarium **Find a Study** ← Back

Find a Study Filters

Display Projects by: IACUC Number

Study Number:

Sponsor:

Active Principal Investigator:

Department:

IACUC Number:

Study Status: All

Study Classification: All

Reference Number:

IACUC Expiration Date: -

Advanced Find Options

Application Find Options

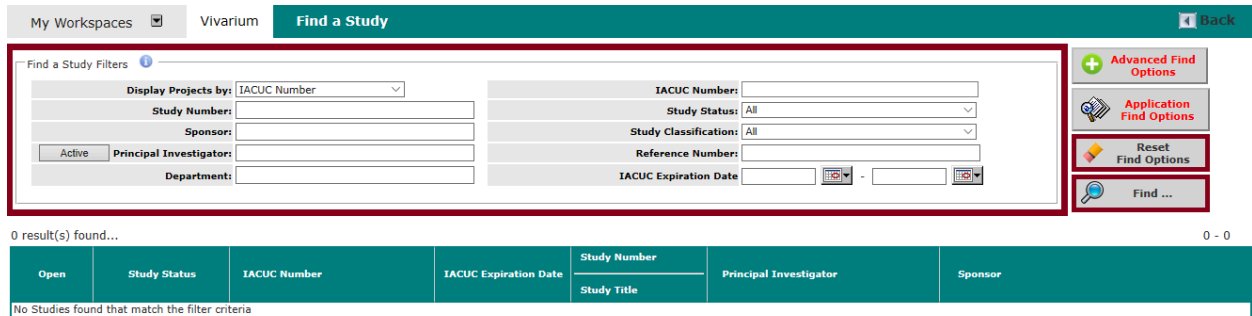
Reset Find Options

Find ...

0 result(s) found...

Open	Study Status	IACUC Number	IACUC Expiration Date	Study Number	Principal Investigator	Sponsor
				Study Title		
No Studies found that match the filter criteria						

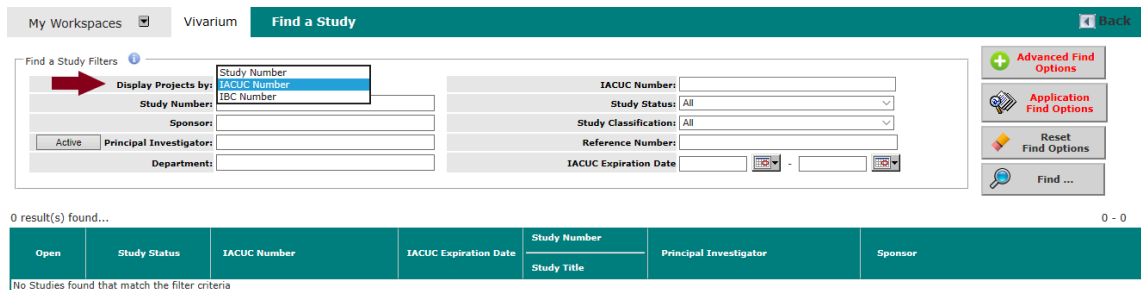
The page provides numerous search options and filters. Studies can be searched by any combination of the fields in the **Find a Study Filters** section.



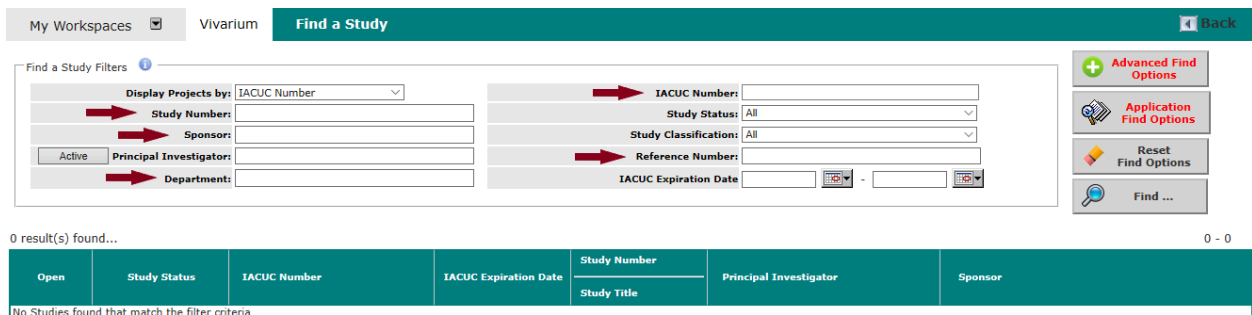
Enter / select desired search criteria in the **Find a Study Filters** section and click the **Find** button to execute the search. More information about the search criteria fields is provided below.

Click the **Reset Find Options** button to reset all fields in the **Find a Study Filters** section.

The **Display Projects by** dropdown dictates whether search results will be listed by “Study Number”, “IACUC Number” or “IBC Number”.



Text entry fields are provided to search by full or partial **Study Number**, **Sponsor** name, **Department**, **IACUC Number** or **Reference** number.



The **Principal Investigator (PI)** field can be used to search by full or partial PI name and includes a button to toggle the search between **Active** or **Inactive** PIs. As shown below, the button is toggled to **Active** by default.

My Workspaces ▾ Vivarium Find a Study Back

Find a Study Filters ⓘ

Display Projects by: IACUC Number ▾

Study Number:

Sponsor:

Active Principal Investigator:

Department:

IACUC Number:

Study Status: All ▾

Study Classification: All ▾

Reference Number:

IACUC Expiration Date: -

0 result(s) found... 0 - 0

Open	Study Status	IACUC Number	IACUC Expiration Date	Study Number	Principal Investigator	Sponsor
				Study Title		
No Studies found that match the filter criteria						

Buttons on the right: Advanced Find Options, Application Find Options, Reset Find Options, Find ...

Click the **Active** button to toggle it to **Inactive**, as shown below.

My Workspaces ▾ Vivarium Find a Study Back

Find a Study Filters ⓘ

Display Projects by: IACUC Number ▾

Study Number:

Sponsor:

Inactive Principal Investigator:

Department:

IACUC Number:

Study Status: All ▾

Study Classification: All ▾

Reference Number:

IACUC Expiration Date: -

0 result(s) found... 0 - 0

Open	Study Status	IACUC Number	IACUC Expiration Date	Study Number	Principal Investigator	Sponsor
				Study Title		
No Studies found that match the filter criteria						

Buttons on the right: Advanced Find Options, Application Find Options, Reset Find Options, Find ...

Note that it is not possible to search by both **Active** and **Inactive** PIs simultaneously.

Calendar widgets are provided for searching by **IACUC Expiration Date** range.

My Workspaces ▾ Vivarium Find a Study Back

Find a Study Filters ⓘ

Display Projects by: IACUC Number ▾

Study Number:

Sponsor:

Active Principal Investigator:

Department:

IACUC Number:

Study Status: All ▾

Study Classification: All ▾

Reference Number: Select date

IACUC Expiration Date: -

0 result(s) found... 0 - 0

Open	Study Status	IACUC Number	IACUC Expiration Date	Study Number	Principal Investigator	Sponsor
				Study Title		
No Studies found that match the filter criteria						

Calendar widget (Nov 2019):

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

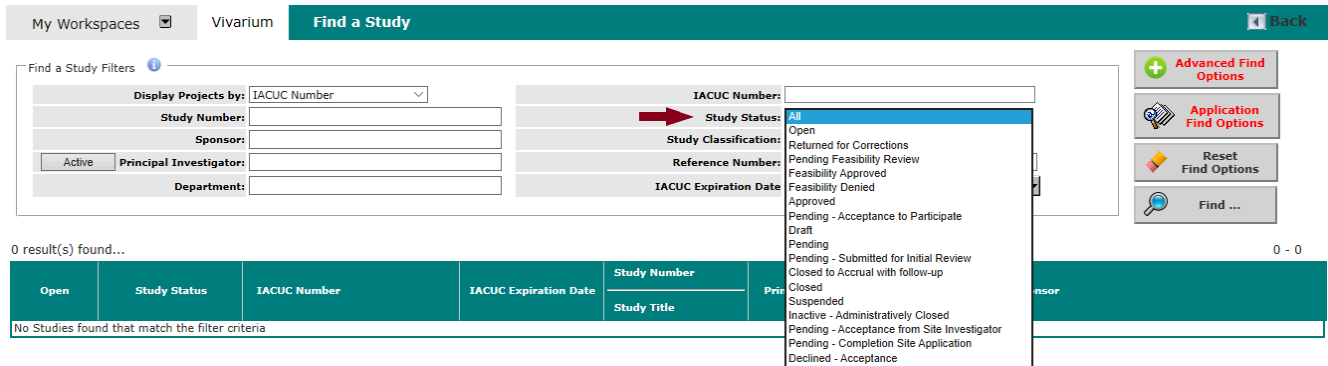
Buttons on the right: Advanced Find Options, Application Find Options, Reset Find Options, Find ...

Available date range options are as follows:

- to limit the search to studies whose **IACUC Expiration Date** occurs on or *after* a specific date, click the left-hand calendar widget and select the desired start date; leave the right-hand date field blank
- to limit the search to studies whose **IACUC Expiration Date** occurs on or *before* a specific date, click the right-hand calendar widget and select the desired end date; leave the left-hand date field blank

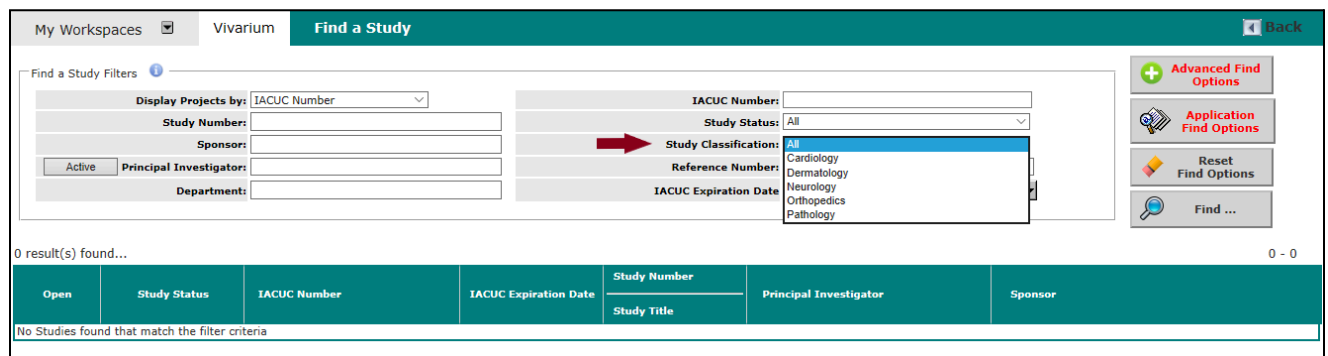
- to limit the search to studies whose **IACUC Expiration Date** occurs *between* two specific dates, select the desired start date using the left-hand calendar widget and the end date using the right-hand calendar widget

As shown below, the **Study Status** dropdown provides a picklist to filter the search by study status. Click an item in the list to select it.



Note that the **Study Status** list is configurable under System Administration > List Configuration and Maintenance > System Setup tab > Setup Study Status link and will vary by institution. The list shown here may not be the same at every institution.

As shown below, the **Study Classification** dropdown provides a picklist to filter the search by study classification. Click an item in the list to select it.



Note that the **Study Classification** list is configurable under System Administration > List Configuration and Maintenance > Site List Setup tab > Study Classification link and will vary by institution. The list shown here may not be the same at every institution.

Find A Study Advanced Find Options

Additional search options and filters are available via the **Advanced Find Options** button, shown below.

My Workspaces ▼ Vivarium **Find a Study** Back

Find a Study Filters

Display Projects by: IACUC Number

Study Number:

Sponsor:

Active Principal Investigator:

Department:

IACUC Number:

Study Status: All ▼

Study Classification: All ▼

Reference Number:

IACUC Expiration Date: -

0 result(s) found...

Open	Study Status	IACUC Number	IACUC Expiration Date	Study Number	Principal Investigator	Sponsor
No Studies found that match the filter criteria						

Advanced Find Options
Application Find Options
Reset Find Options
Find ...

Click the button to open the **Find A Study: Advanced Search Options** popup, shown below.

Find A Study: Advanced Search Options X

Key Study Personnel

Active Select User Name:

Select User Role(s):

- Principal Investigator
- Additional Principal Investigator
- Co-Investigator
- Faculty Advisor
- Nurse
- Study KSP1
- Study KSP2

Drugs associated to Study

Trade Name:

Generic Name:

Investigational Name:

Devices associated to Study

Device Name:

Drugs associated to IACUC Study

Trade Name:

Generic Name:

Investigational Name:

Restraint Devices associated to IACUC Study

Device Name:

Species associated to IACUC Study

Species Name: --none-- ▼

Issues Reported to the Board

Issue Type: --none-- ▼

Issue Reported Range: -

Study Key Words

Key Words:

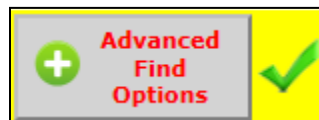
Cancel Apply

The popup includes panels for eight (8) different advanced search criteria:

- Key Study Personnel
- Drugs associated to Study

- Devices associated to Study
- Drugs associated to IACUC Study
- Restraint Devices associated to IACUC Study
- Species associated to IACUC Study
- Issues Reported to the Board
- Study Key Words

Enter desired search criteria in one or more panels (see following subsections) and click the **Apply** button to apply the desired criteria to the main **Find A Study** search page. As shown below, when advanced search criteria are selected the **Advanced Find Options** button on the **Find A Study** page updates with a yellow background and green checkmark to indicate these options are in use.



Click the **Cancel** button on the **Find A Study: Advanced Search Options** popup to close it without applying any of its search criteria to the main **Find A Study** page.

To clear individual **Advanced Find Options**, click the **Advanced Find Options** button to reopen the **Find A Study: Advanced Search Options** popup. Clear any search criteria previously entered there and click the **Apply** button at the bottom of the popup.

Click the **Reset Find Options** button on the **Find A Study** page to clear all selected filters and/or search criteria.

For the remainder of this subsection, individual panels of the **Find A Study: Advanced Search Options** popup are shown in isolation.

Key Study Personnel

The **Key Study Personnel** panel provides three (3) search options:

- Search for studies by the full or partial **User Name** of assigned **Active** study personnel
- Search for studies by the full or partial **User Name** of assigned **Inactive** study personnel
- Search for studies by **User Role** of assigned study personnel

As shown below, when the **Find a Study: Advanced Search Options** popup initially loads the **Active** button is enabled for the **Select User Name** field.

The screenshot shows the 'Key Study Personnel' window. At the top left, there is a tab labeled 'Active' which is highlighted with a red box. To its right is a text input field labeled 'Select User Name:'. Below the tab is a section titled 'Select User Role(s):' containing a list of roles with checkboxes: Principal Investigator, Additional Principal Investigator, Co-Investigator, Faculty Advisor, Nurse, Study KSP1, and Study Author. A vertical scrollbar is visible on the right side of the role list.

To search **Active** study personnel by **User Name**, enter the full or partial name in the **Select User Name** field.

To search **Inactive** study personnel by **User Name**, click the **Active** button to toggle it to **Inactive**, then enter the full or partial name in the **Select User Name** field.

*Note that it is not possible to search by both **Active** and **Inactive** study personnel at the same time.*

The screenshot shows the 'Key Study Personnel' window. At the top left, there is a tab labeled 'Inactive' which is highlighted with a red box. To its right is a text input field labeled 'Select User Name:'. Below the tab is a section titled 'Select User Role(s):' containing a list of roles with checkboxes: Principal Investigator, Additional Principal Investigator, Co-Investigator, Faculty Advisor, Nurse, Study KSP1, and Study Author. A vertical scrollbar is visible on the right side of the role list.

To search by **User Role(s)**, select the desired checkbox(es) in the **Select User Role(s)** section. The full list includes the following roles:

- Principal Investigator
- Additional Principal Investigator
- Co-Investigator
- Faculty Advisor
- Nurse
- Study KSP1
- Study Author
- Contact
- Department Administrator

- Administrative Assistant
- Site Contact
- Additional Project Manager
- Project Staff
- Project Manager
- Post Doctoral (Grants.gov - Post Doctoral)

The **Active/Inactive Select User Name** and **Select User Role(s)** fields can be used separately or in combination.

Drugs associated to Study

This panel is used to search for studies based on **Drugs associated to Study** by **Trade Name**, **Generic Name** and/or **Investigational Name**.

Drugs associated to Study i

Trade Name:	<input style="width: 70%;" type="text"/>
Generic Name:	<input style="width: 70%;" type="text"/>
Investigational Name:	<input style="width: 70%;" type="text"/>

Enter the full or partial drug name in the desired field(s).

Note that a separate panel, Drugs associated to IACUC Study, is provided further down in the popup for searching by IACUC study drugs.

Devices Associated to Study

This panel is used to search for studies by **Devices associated to Study**.

Devices associated to Study i

Device Name:	<input style="width: 70%;" type="text"/>
---------------------	--

Enter the full or partial **Device Name** to use this search option.

Note that a separate panel, Restraint Devices associated to IACUC Study, is provided further down in the popup for searching by IACUC study restraint devices.

Drugs associated to IACUC Study

This panel is used to search for IACUC studies based on **Drugs associated to IACUC Study** by **Trade Name**, **Generic Name** and/or **Investigational Name**.

Drugs associated to Study ⓘ

Trade Name:	<input type="text"/>
Generic Name:	<input type="text"/>
Investigational Name:	<input type="text"/>

Enter the full or partial drug name in the desired field(s).

Note that a separate panel, Drugs associated to Study, is provided higher up in the popup for searching by non-IACUC study drugs.

Restraint Devices associated to IACUC Study

This panel is used to search for IACUC studies by **Restraint Devices associated to IACUC Study**.

Restraint Devices associated to IACUC Study ⓘ

Device Name:	<input type="text"/>
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Enter the full or partial **Device Name** to use this search option.

Note that a separate panel, Devices associated to Study, is provided higher up in the popup for searching by non-IACUC study devices.

Species associated to IACUC Study

This panel is used to search for IACUC studies by **Species associated to IACUC Study**.

Species associated to IACUC Study ⓘ

Species Name:	--none--
---------------	----------

Click in the field to open the **Species Name** dropdown list.

Species associated to IACUC Study ⓘ

Species Name:	<ul style="list-style-type: none"> --none-- American crow Avian (Duck) Bird Guinea Pig Mouse Syrian hamsters
---------------	---

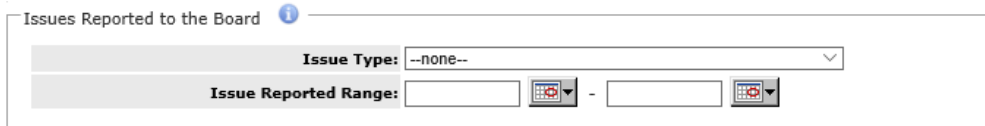
Note that while the main list of species available for assignment to IACUC studies is configured under ARC > Review Board Administration > List Maintenance Setup tab > Animal Species Configuration List link, the list shown here is automatically limited to species previously assigned to studies in the iRIS™ system.

Click to select the desired **Species Name** from the dropdown list.

Note that only one item can be selected in the dropdown list.

Issues Reported to the Board

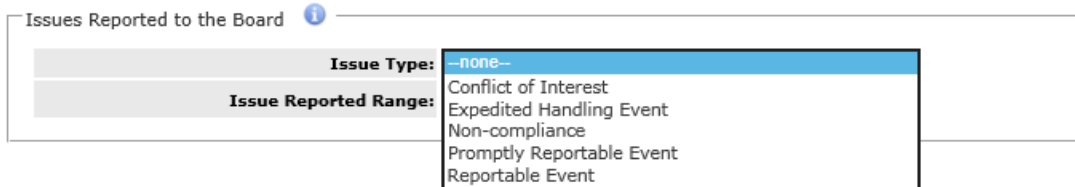
This panel is used to search for studies by **Issues Reported to the Board**.



The panel provides four (4) search options:

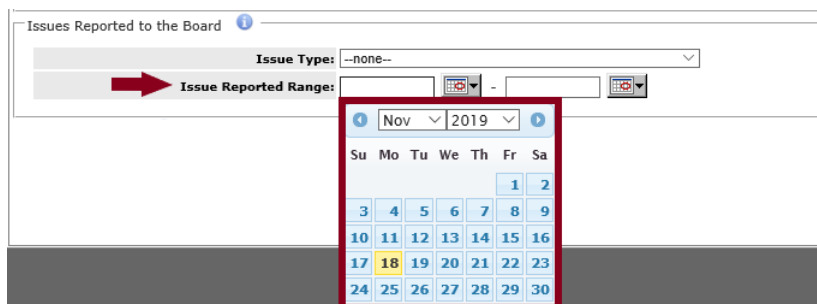
- Issue Type
- Issue reported on or *after* a specified date
- Issue reported on or *before* a specified date
- Issue reported *between* two specified dates

Click in the **Issue Type** dropdown list and click an item in the list to select it.



Note that while the main list of Issue Types is configured under IRB Assistant > Review Board Administration > List Maintenance Setup tab > Issue Reporting Types link, the list shown here is automatically limited to Issue Types previously reported on studies in the iRIS™ system. Note also that only one item can be selected in the dropdown list.

Calendar widgets are provided for searching by issue reporting date.



Available date range options are as follows:

- to limit the search to studies whose issue reporting date occurs on or *after* a specific date, click the left-hand calendar widget and select the desired start date; leave the right-hand date field blank
- to limit the search to studies whose issue reporting date occurs on or *before* a specific date, click the right-hand calendar widget and select the desired end date; leave the left-hand date field blank
- to limit the search to studies whose issue reporting date occurs *between* two specific dates, select the desired start date using the left-hand calendar widget and the end date using the right-hand calendar widget

Note that the **Issue Type** and **Issue Reporting Range** fields can be used individually or in combination to search by reported issues.

Study Key Words

Use the **Study Key Words** field to search for studies by keyword.

Study Key Words ?

Key Words:

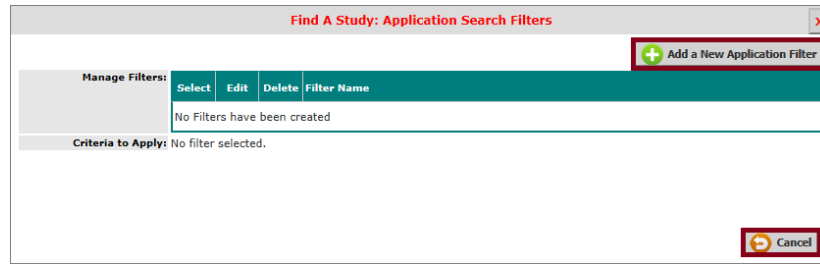
Enter desired **Key Words** to use this search option.

Find A Study Application Find Options

Click the **Application Find Options** button to create and save application (module) -specific filters for re-use as needed.

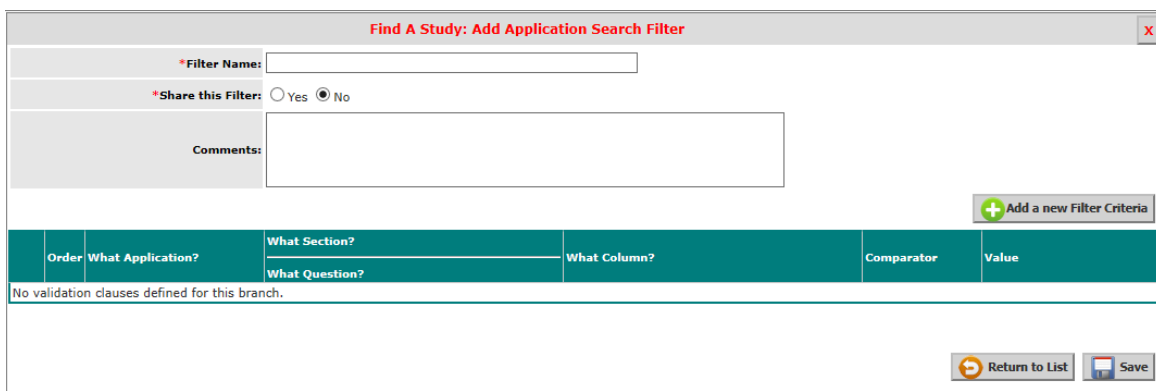
*Note that **Application Find Options** filters can be used in conjunction with any other search criteria and filters on the **Find a Study** page, including **Advanced Find Options**.*

The **Find A Study: Application Search Filters** page opens.



Click the **Cancel** button to close the page without making changes and/or applying filters to the current search.

Click the **Add a New Application Filter** button to open an add panel.

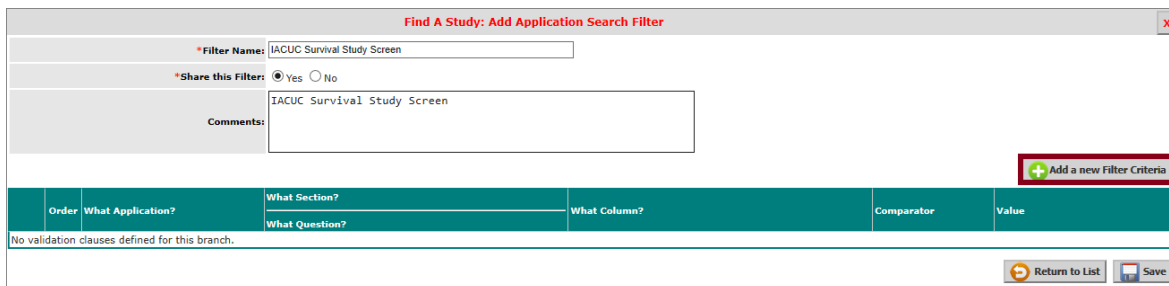


Enter the desired **Filter Name**.

Select “Yes” or “No” for **Share this Filter**. A selection of “Yes” makes the filter available to other iRIS™ users, a selection of “No” keeps the filter private to the person who created it.

Enter any desired **Comments** (e.g., a description of the filter’s purpose).

Click the **Add a new Filter Criteria** button to construct the filter.



As shown below, available text entry fields and dropdown lists are activated.

The activated fields are used to filter search results based on the answer(s) to specific question(s) in the study/project application form.

In this example, the filter will limit search results to those studies where the justification for using animal subjects is based on complexity of the study model, *and* all study animals are expected to survive. Two different study application criteria must be added to the filter:

- a rationale of “The complexity of the processes being studied cannot be duplicated or modeled in a simpler system,” must be selected in response to the Animal Justification field in Section 7.2 of the IACUC study application, as shown below

- the answer to the question, “Is death (without euthanasia) a planned endpoint of the study?” must be “No” in section 7.11 of the IACUC study application, as shown below

The **Order** field dictates the priority level of the criteria item in the overall filter. When the filter consists of a single criterion, the **Order** for that criterion is “1”. When multiple criteria are added to the filter their **Order** values can vary.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	--none--	--none--	--none--	--none--	--none--	

Click in the **What Application?** field and select the applicable application/module from the dropdown list. In this example the “IACUC APPLICATION (ANIMALS)” option is selected, as shown below.

The **What Section?** and **What Question?** dropdown lists are automatically populated with items applicable to the application/module selected in the **What Application?** field.

Click in the **What Section?** field and select the study application section in which the first question applicable to the filter is found from the dropdown list. In this example the “(400) - Project Description and Procedures” section is selected, as shown below.

Find A Study: Add Application Search Filter

*Filter Name: IACUC Survival Study Screen

*Share this Filter: Yes No

Comments: IACUC Survival Study Screen

+ Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures	--none--	--none--	

Return to List Save

Click in the **What Question?** field and select the question applicable to the filter from the dropdown list. In this example the “(22) – Animal justification” question is selected, as shown below.

Find A Study: Add Application Search Filter

*Filter Name: IACUC Survival Study Screen

*Share this Filter: Yes No

Comments: IACUC Survival Study Screen

+ Add a new Filter Criteria

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures	(22) - Animal justification	--none--	--none--	

Return to List Save

Recall that in the IACUC study application four possible answers to this question and an explanation field are provided, as shown below.

Section view of Application

- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 Form Information
- 5.0 Project Identification
- 6.0 Personnel Identification and Qualifications
- 7.0 Project Description and Procedures

Entire view of the Application

7.2 Animal justification

Justify the use of live vertebrate animals rather than alternative means. Provide a rationale for the use of animals in your research or class. Check all that apply:

The complexity of the processes being studied cannot be duplicated or modeled in a simpler system. **(1)**

There is not enough information known about the processes being studied to design nonliving models. **(2)**

Teaching protocol to prepare students, to develop skills, or understand processes **(3)**

Other **(4)**

Provide further explanation of your selection(s) made above:

Extant literature on this topic is sparse

Two components, or columns, are stored as the answer to this question.

The first column contains one or more entries of the number(s) one (1) to four (4), indicating which checkbox(es) is(are) selected. Multiple entries can be stored in the response because the user can select more than one checkbox. In the iRIS™ database this column is named “IACUC_ANI_JUST”.

The second column contains any text entered in the “Provide further explanation of your selection(s) made above:” text box. In the iRIS™ database this column is named “IACUC_ANI_JUST_EXP”.

Note: Because column titles are not always named in descriptive, plain English, strong knowledge of the fields and tables involved in constructing the filter is required to avoid errors.

Click in the **What Column?** field and select the column that contains the data value applicable to the filter from the dropdown list. In this example “IACUC_ANI_JUST” is selected.

Find A Study: Add Application Search Filter

*Filter Name:

*Share this Filter: Yes No

Comments:

IACUC Survival Study Screen

+ Add a new Filter Criteria

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
✖	1	IACUC APPLICATION	(400) - Project Description and Procedures (22) - Animal justification	<div style="background-color: #e0e0e0; padding: 2px;">--none--</div> <div style="background-color: #008080; color: white; padding: 2px;">IACUC_ANI_JUST</div> <div style="background-color: #e0e0e0; padding: 2px;">IACUC_ANI_JUST_EXP</div>	--none--	<input type="text"/>

Return to List
Save

As shown below, because the answer to this question offers four possible options in response, a “Which Option?” field is added.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_just Which Option?	--none--	Yes No	

As explained above, the dropdown select list contains four options. In this example the first option (“The complexity of the processes being studied cannot be duplicated or modeled in a simpler system.”) is selected, as shown below.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_just Which Option?	1	--none--	Yes No

Click in the **Comparator** field and select the desired item from the dropdown list. Comparators are used as follows:

- EQUAL is used for comparisons against either text or numeric field values and is equivalent to the “=” mathematical operator; the **Value** entered for comparison must *exactly* match the value entered in the application form, including all letters, spaces and characters when used for text field comparisons
- NOT EQUAL is used for comparisons against either text or numeric field values and is equivalent to the “≠” mathematical operator; the **Value** entered for comparison must *exactly* match the value being compared in the application form, including all letters, spaces and characters when used for text field comparisons (e.g., NOT EQUAL to “Syrian hamsters” is not the same comparison as NOT EQUAL to “hamster”; the former comparison would exclude all records containing the specified species “Syrian Hamsters”, the latter would exclude all records with the word “hamster” anywhere in the species field)
- LESS THAN is used for numeric field value comparisons only, and is equivalent to the “<” mathematical operator

- LESS THAN EQUAL is used for numeric field value comparisons only, and is equivalent to the “≤” mathematical operator
- GREATER THAN is used for numeric field value comparisons only, and is equivalent to the “>” mathematical operator
- GREATER THAN EQUAL is used for numeric field value comparisons only, and is equivalent to the “≥” mathematical operator

Select the **Value** against which the **Comparator** will be used.

In the case of Yes/No select checkboxes or radio buttons three possible options may be shown in the **Value** column:

- “Yes”, which is the value stored in the database when the checkbox/radio button for the item is selected
- “No”, which is the value stored in the database when the checkbox/radio button for the item is *not* selected
- “Not Set”, which is the value stored in the database when no checkbox(es)/radio button(s) for the item is(are) selected, indicating that the question was not answered; this option is only available for fields where a response is not required in the study application, or for draft applications where the question has not yet been answered

The example shown below demonstrates behavior of the **Value** field when the filter comparison is against a text entry.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION	(200) - Project Identification	(10) - Species	--none--	EQUAL	Syrian Hamsters

In this type of comparison, the **Value** column contains a text entry field. If anything is entered in the field in error click the small “x” at the far right of the field (yellow arrow in screenshot above) to clear it, then enter the desired **Value**.

Returning to the original filter example, a second filter criterion is required to fulfill the filter parameters. Click the **Add a new Filter Criteria** button to add another filter criterion.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value		
1	IACUC APPLICATION	(400) - Project Description and Procedures	(22) - Animal justification	IACUC_ANI_JUST	Which Option?	1	EQUAL	Yes No

An additional row of fields is activated in the lower section of the popup, as shown below.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value		
1	IACUC APPLICATION	(400) - Project Description and Procedures	(22) - Animal justification	IACUC_ANI_JUST	Which Option?	1	EQUAL	Yes No
2	--none--	--none--	--none--	--none--	--none--			

Follow the same steps as for the first criterion row to populate the new row. In this example, the second comparison is against the answer to the question, “Is death (without euthanasia) a planned endpoint?”

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION	(400) - Project Description and Procedures	(22) - Animal justification	IACUC_ANI_JUST Which Option?	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	IACUC APPLICATION	(400) - Project Description and Procedures	(150) - Is death (without euthanasia) a pla	_500_100_DEATH_NO_EUTHANASIA_YN	EQUAL	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Set

The filter in this example is now complete. If additional criteria rows are needed, click the **Add a new Filter Criteria** button and follow the steps outlined above to add and populate them.

If any criteria are added in error, click the delete icon in the far-left column to remove the unwanted criteria. A confirmation popup window displays.

Click **CANCEL** to close the popup without deleting the criterion.

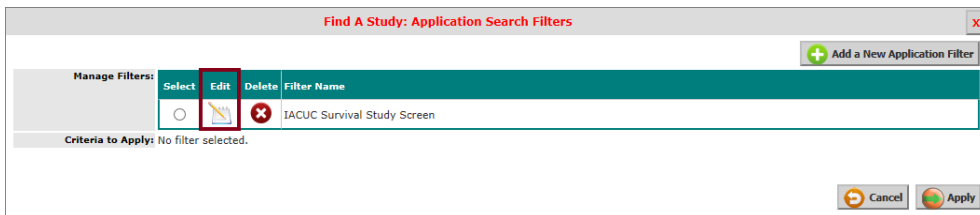
Click **CONFIRM** to delete the record and close the popup.

Back on the **Find A Study: Add Application Search Filter** add panel popup, click the **Return to List** button to close the popup without saving the filter.

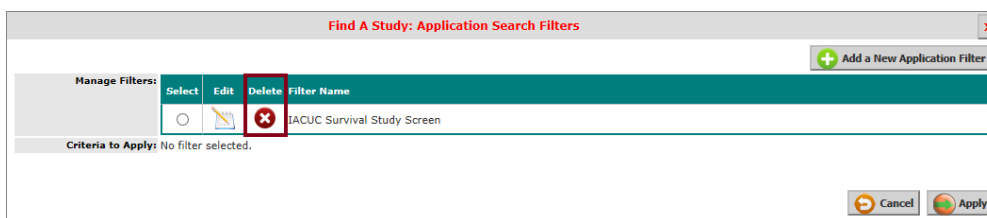
Click the **Save** button to save the filter and close the popup.

The filter is added on the **Find A Study: Application Search Filters** page.

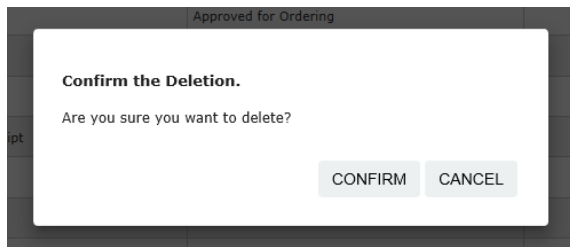
Click the icon in the **Edit** column (shown below) for any filter on the page to reopen the add panel for that filter and make revisions.



Click the icon in the **Delete** column (shown below) for any filter on the page to delete the associated filter.



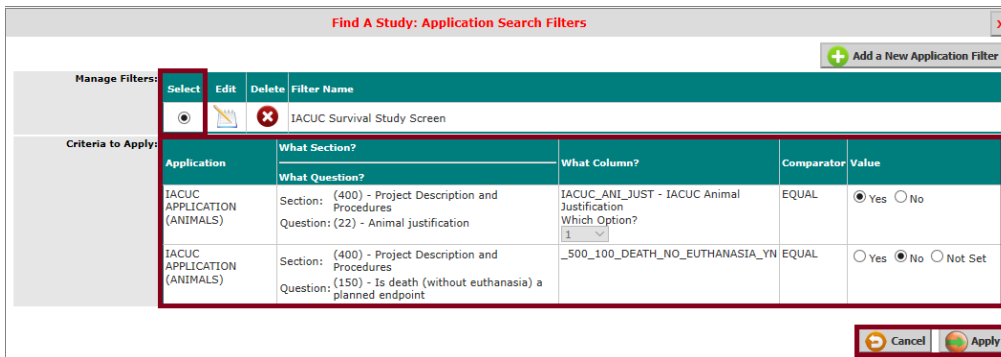
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the filter.

Click **CONFIRM** to delete the filter and close the popup.

Select the radio button in the **Select** column to display a preview of **Criteria to Apply** for the applicable filter, as shown below.



Note that temporary changes can be made to active fields in the **Criteria to Apply** preview before applying the filter, but these changes will not be saved to the filter. To make and save changes to the filter, click the icon in the **Edit** column.

Click the **Cancel** button to close the **Find A Study: Application Search Filters** page *without* applying the selected filter.

Click the **Apply** button to close the page *and* apply the selected filter. As shown below, the **Application Find Options** button on the **Find A Study** page updates with a yellow background and green checkmark to indicate saved application filters are in use.

The screenshot shows the 'Find a Study' interface. At the top, there are tabs for 'My Workspaces' and 'Vivarium', and a 'Find a Study' header with a 'Back' button. Below the header is a 'Find a Study Filters' section with various input fields: 'Display Projects by:' (dropdown), 'Study Numbers:', 'Sponsors:', 'Active' (checkbox), 'Principal Investigator:', 'Department:', 'IACUC Number:', 'Study Status:', 'Study Classification:', 'Reference Number:', and 'IACUC Expiration Date'. To the right of the filters is a vertical toolbar with buttons: 'Advanced Find Options', 'Application Find Options' (highlighted with a yellow background and a green checkmark), 'Reset Find Options', and 'Find ...'. Below the filters, it says '0 result(s) found...'. At the bottom, there is a table with columns: 'Open', 'Study Status', 'IACUC Number', 'IACUC Expiration Date', 'Study Number', 'Study Title', 'Principal Investigator', and 'Sponsor'. The table is currently empty, with the text 'No Studies found that match the filter criteria' below it.

Application Find Options remain active on the **Find a Study** page until the filter selection is cleared.

Where more than one **Application Find Options** filter is in use, to clear an active filter click the **Application Find Options** button to reopen the **Find A Study: Application Search Filters** page. Clear the **Select** column radio button for any filter(s) to be removed from the search and click the **Apply** button at the bottom of the page.

Click the **Reset Find Options** button on the **Find a Study** page to clear *all* selected filters and/or search criteria.

Application Find Options filters can be used in conjunction with any other search criteria and filters on the **Find a Study** page, including **Advanced Find Options**.

Find a Study Results Section

As shown in the screenshot below, after search criteria and filters are applied and the **Find** button is clicked, results are displayed in the lower part of the **Find a Study** page.

The screenshot shows the 'Find a Study' interface. At the top, there are tabs for 'My Workspaces' and 'Vivarium', and a 'Find a Study' button. Below this is a 'Find a Protocol Filters' section with various input fields: 'Display Projects by:' (set to 'IACUC Number'), 'Study Number:', 'Sponsor:', 'Active' checkbox, 'Principal Investigator:', 'Department:', 'IACUC Number:', 'Protocol Status:' (set to 'Open'), 'Protocol Classification:' (set to 'All'), 'Reference Number:', and 'IACUC Expiration Date:'. To the right of the filters are buttons for 'Advanced Find Options', 'Application Find Options', 'Reset Find Options', 'Find ...', and 'Download Result(s)'. Below the filters, a table shows 27 results found. The table has columns for 'Open', 'Protocol Status', 'IACUC Number', 'IACUC Expiration Date', 'Study Number', 'Protocol Title', 'Principal Investigator', and 'Sponsor'. Two rows are visible, both with 'Open' status. The first row has IACUC Number 'IACUC-2019-044' and Principal Investigator 'Weeks, Janelle M.D., PhD'. The second row has IACUC Number 'IACUC-2019-057' and Principal Investigator 'Sindeep, Prithaya PhD'.

Columns in the results section of the page are:

Open – click the icon in this column to open the associated study for viewing or continued processing; see the Study Assistant – Study Management manual for more information about processing studies not yet submitted, and the IACUC Assistant – Submission Processing manual for more information about processing submissions

Study Status - current study status (e.g. Open, Pending, Draft, Completed)

IACUC Number – IACUC number assigned to the study, if any

IACUC Expiration Date – IACUC expiration date, if any

*Note that the title and contents of the **IACUC Number** and **IACUC Expiration Date** columns are dictated by the **Display Projects by** filter setting in the upper part of the **Find a Study** page, shown below.*

This screenshot shows the 'Find a Study' interface with the 'Display Projects by' filter set to 'Study Number'. The search results section shows '0 result(s) found...'. The table header is visible, with columns: 'Open', 'Study Status', 'IACUC Number', 'IACUC Expiration Date', 'Study Number', 'Study Title', 'Principal Investigator', and 'Sponsor'. Below the header, it says 'No Studies found that match the filter criteria'. A red arrow points to the 'Display Projects by:' dropdown menu in the filter section.

Study Number - Study Number/Nickname given to the study in the Study Application

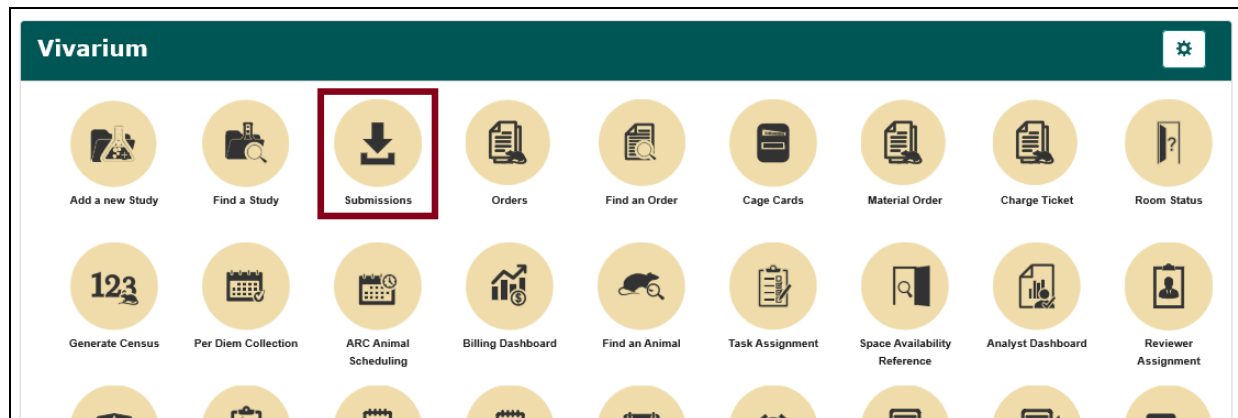
Study Title - Study Title entered in the Study Application

Principal Investigator - name of the Principal Investigator on the study

Sponsor –name of the Sponsor on the study

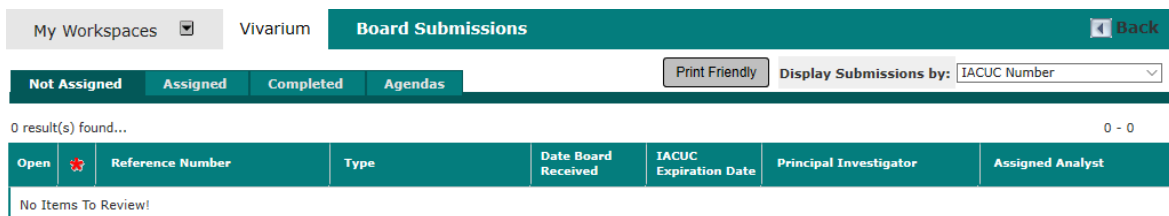
Submissions

Navigate to Animal Resource Center > ARC Workspace and click the **Submissions** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Submissions** icon may not appear in the same location on every user's ARC Workspace page.

As shown below, the **Board Submissions** page opens.

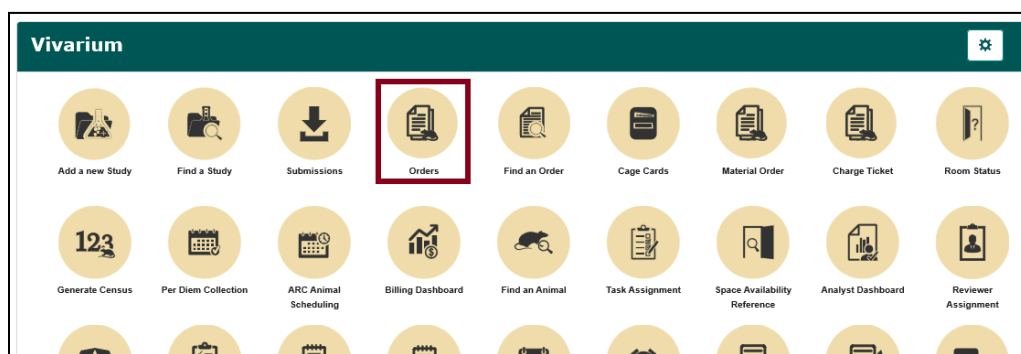


This page provides access for viewing and continued processing of all ARC submissions sent to the review board.

See the IACUC Assistant – Submission Processing manual for more information.

Orders

Navigate to Animal Resource Center > ARC Workspace and click the **Orders** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Orders** icon may not appear in the same location on every user's ARC Workspace page.

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

Open	Order Status	IACUC Number / Study Title	Order Number	Form Type	Facility	Principal Investigator	Requested Item	Total Requested	Date Board Received
	New Request	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer							
	New Request	IACUC-2019-044	null	Animal Resource Center Internal Transfer Form		Investigator, John Samson II, B.S.	Mouse - C57BL/6	1	03/09/2019 10:17 PM PST
	New Request	in vivo study of oncolytic vesicular stomatitis virus							
	New Request	IACUC-2019-060	ORDER-2019-034	Animal Resource Center Order Form	California State University	Investigator, John Samson II, B.S.	Mouse - C57BL/6	20	04/26/2019 01:38 PM PST
	New Request	in vivo study of oncolytic vesicular stomatitis virus							
	New Request	IACUC-2019-060	ORDER-2019-036	Animal Resource Center Order Form	General Facility	Investigator, John Samson II, B.S.	Mouse - C57BL/6	5	04/29/2019 10:53 AM PST
	New Request	Does dietary methionine restriction activate the sympathetic nervous system?							
	New Request	IACUC-2019-077	ORDER-2019-044	Animal Resource Center Order Form	General Facility	Investigator, John Samson II, B.S.	Mouse - C57BL/6	20	05/22/2019 10:05 AM PST

This page is where animal orders are managed, tracked and reconciled. Each tab on the page encompasses a different stage of order processing, and order records move through the various tabs as their processing statuses are updated.

See the Animal Resource Center — Orders and Billing Processing manual for more information.

Find an Order

Navigate to Animal Resource Center > ARC Workspace and click the **Find an Order** icon, shown below.

Note that because the user has the option to rearrange icons on this page, the **Find an Order** icon may not appear in the same location on every user's ARC Workspace page.

As shown below, the **Find an Order** page opens.

The screenshot shows the 'Find an Order' interface with search filters and a table of 19 results. The filters include Requisition Number, Order Number, IACUC Number, Study Number, Order Status, Date Order Placed, and Expected Delivery Placed. The table columns are Open, Order Status, Requisition Number, Order Number, IACUC Number, Study Title, Study Number, Principal Investigator, Vendor, Date Order Placed, and Expected Delivery Date.

Open	Order Status	Requisition Number	Order Number	IACUC Number	Study Title	Study Number	Principal Investigator	Vendor	Date Order Placed	Expected Delivery Date
	New Request	62854	ORDER-2019-043	IACUC-2019-044	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer		Investigator, John Samson II, B.S.			
	Completed	48051	ORDER-2019-019	IACUC-2019-044	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer		Investigator, John Samson II, B.S.	Animals R Us - (Animals R Us)	03/08/2019	03/07/2019
	Reconciled	48063	ORDER-2019-026	IACUC-2019-044	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer		Investigator, John Samson II, B.S.	Animals R Us - (Animals R Us)	03/11/2019	03/11/2019
	Ordered - Pending Receipt	ZS-0218	ORDER-2019-029	IACUC-2019-044	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer		Investigator, John Samson II, B.S.	Animals R Us - (Animals R Us)	03/09/2019	03/27/2019
	Reconciled	RN-002	ORDER-2019-030	IACUC-2019-058	#2 Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer		Investigator, John Samson II, B.S.	Animals R Us - (Animals R Us)	04/23/2019	04/30/2019
	Reconciled	28467	ORDER-2019-032	IACUC-2019-044	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer		Investigator, John Samson II, B.S.	Animals R Us - (Animals R Us)	03/09/2019	03/27/2019

Orders in all statuses can be accessed from this page. For more information about the data items shown in the result set and order processing in general, see the Animal Resource Center — Orders and Billing Processing manual.

As shown below an **Open** column is provided in the result set to open orders for viewing or processing, and a **Find an Order Filters** form is provided at the top of the page for entry of search criteria.

This screenshot highlights the 'Open' column in the table and the 'Find an Order Filters' form. The 'Open' column contains icons for each row, and the search filters are enclosed in a red border.

The **Find an Order Filters** form is shown in isolation for the remainder of this section.

Orders can be searched by any combination of the fields in the **Find an Order Filters** section. Enter desired criteria (see details, following screenshot below) and click the **Find** button.

The close-up shows the search filters: Requisition Number, Order Number, IACUC Number, Study Number, Order Status (All), Date Order Placed, and Expected Delivery Placed. A 'Find ...' button is highlighted with a red box.

Text entry fields are provided to search by full or partial **Requisition Number, Order Number, IACUC Number** and/or **Study / Protocol Number**.

The screenshot shows the 'Find an Order Filters' form. On the left side, there are input fields for 'Requisition Numbers', 'Order Numbers', 'IACUC Numbers', and 'Principal Investigator'. A red arrow points to the 'Active' button next to the 'Principal Investigator' field. On the right side, there are input fields for 'Study Numbers', 'Order Status' (set to 'All'), 'Date Order Placed', and 'Expected Delivery Placed'. A 'Find ...' button is located on the far right.

The **Principal Investigator (PI)** text entry field can be used to search by full or partial PI name and includes a button to toggle the search between **Active** or **Inactive** PIs. As shown below, the button is toggled to **Active** by default.

This screenshot is similar to the previous one, but a red box highlights the 'Active' button and the 'Principal Investigator' text input field.

Click the **Active** button to toggle it to **Inactive**, as shown below.

This screenshot shows the 'Find an Order Filters' form with the 'Inactive' button highlighted by a red box, indicating it has been toggled from 'Active'.

*Note that it is not possible to search by both **Active** and **Inactive** PIs simultaneously.*

As shown below, the **Vendor** dropdown provides a picklist to filter the search by vendor name. Click an item in the list to select it.

The screenshot shows the 'Find an Order Filters' form with the 'Vendor' dropdown menu open. A red box highlights the dropdown list, which contains the following items:

- none--
- [9025] Clinical Science R&D - (CSRD)
- [9111] Natl Inst of Child Health & Human Dev - (NLCHHDEV)
- [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

*Note that available **Vendor** names are configured under Animal Resource Center > Review Board Administration > System Setup tab > Setup Business Associate List link.*

As shown below, the **Order Status** dropdown provides a picklist to filter the search by order status. Click an item in the list to select it.

The screenshot shows the 'Find an Order Filters' form with the 'Order Status' dropdown menu open. A red box highlights the dropdown list, which contains the following items:

- All
- Draft
- New Request
- Pending Approval
- Approved for Ordering
- Ordered - Pending Receipt
- In Quarantine
- Completed
- Denied
- Received Orders
- Reconciled
- Withdrawn
- Pending Orders to Vendor

Note that available **Order Statuses** are configured under Animal Resource Center > Review Board Administration > System Setup tab > Setup Order Status link.

As shown below, two options are provided for searching by date: **Date Order Placed** and **Expected Delivery Placed** (expected delivery date). Functionality is the same for both.

Click in the first field to open a dropdown list of months. Click the applicable month to select it.

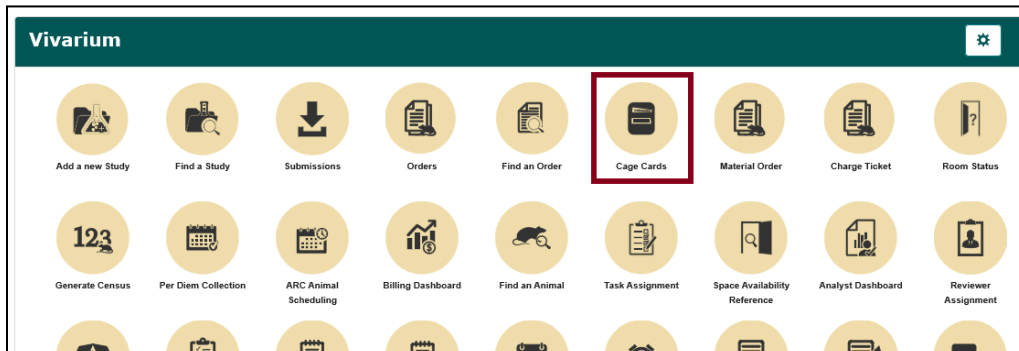
To search for orders placed on a specific day, enter the desired day of the month in the second field and the four-digit year in the last field. To search for orders placed on *any* day in a certain month, leave the center (day) field blank and enter the desired four-digit year in the last field, as shown below.

After all desired criteria are entered click the **Find** button to load results in the lower part of the **Find an Order** page.

Clear all **Find an Order Filters** fields and click the **Find** button again to clear search criteria.

Cage Cards

Navigate to Animal Resource Center > ARC Workspace and click the **Cage Cards** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Cage Cards** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **Cage Card** page opens with all cage card records listed by default.

My Workspaces | Vivarium | **Cage Card** Back

Bulk Cage Activation | Bulk Cage Hold | Bulk Cage Deactivation

IACUC Number:
 Cage Type: All
 Cage Status: All
 Bar Code:
 USDA: All
 USDA ID Number:

Facility: All
 Building: All
 Room: All
 Contains Animal ID:
 Contains Animal Tag Number:

Find...

Cages on Study List

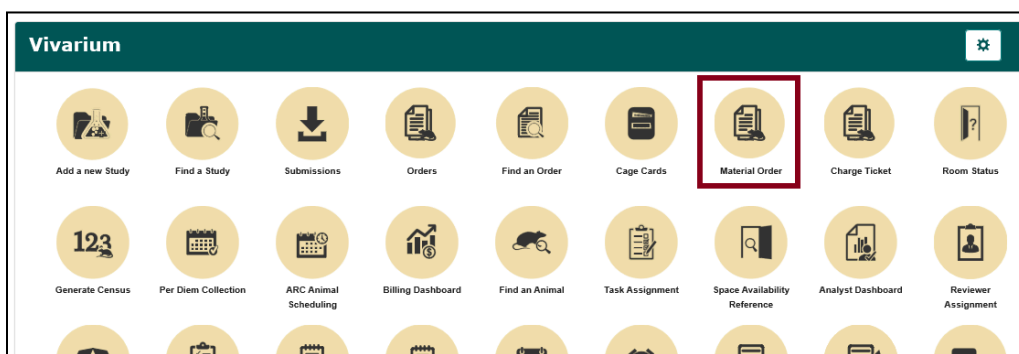
70 result(s) found... 1 - 10

<input type="checkbox"/>	Print Card <small>Print All</small>	Edit	Cage Status	IACUC Number	Study Title	Cage ID	Cage Type	Facility Building Room	Number of Males	Number of Females	Number of Unknown	Bar Code	Order Number
<input type="checkbox"/>			Retired	IACUC-2019-033	Coronary Blood Flow: Integrated Theory and Experiments	IACUC-2019-033_00004	Large Goat cage	California State University Murrow Hall 102	0	1	0	0000000224_00004	
<input type="checkbox"/>			Retired	IACUC-2019-033	Coronary Blood Flow: Integrated Theory and Experiments	IACUC-2019-033_00005	Large Goat cage	California State University Murrow Hall 102	0	0	0	0000000224_00005	
<input type="checkbox"/>			Retired	IACUC-2019-039	Integrated Theory and Experiment in mice under depression	IACUC-2019-039_00001	Large Goat cage	California State University Murrow Hall 102	1	0	0	0000000243_00001	ORDER-2019-013
<input type="checkbox"/>			Retired	IACUC-2019-039	Integrated Theory and Experiment in mice under depression	IACUC-2019-039_00002	Large Goat cage	California State University Murrow Hall	0	2	0	0000000243_00002	ORDER-2019-013

See the Animal Resource Center — Livestock Management manual for more information.

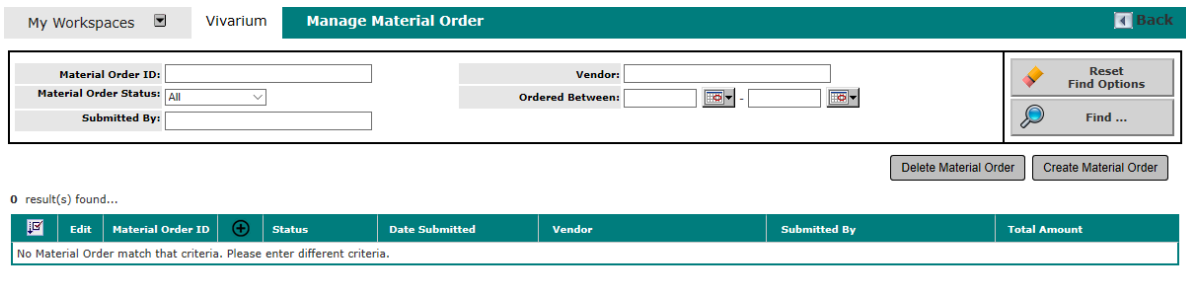
Material Order

Navigate to Animal Resource Center > ARC Workspace and click the **Material Order** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Material Order** icon may not appear in the same location on every user’s ARC Workspace page.

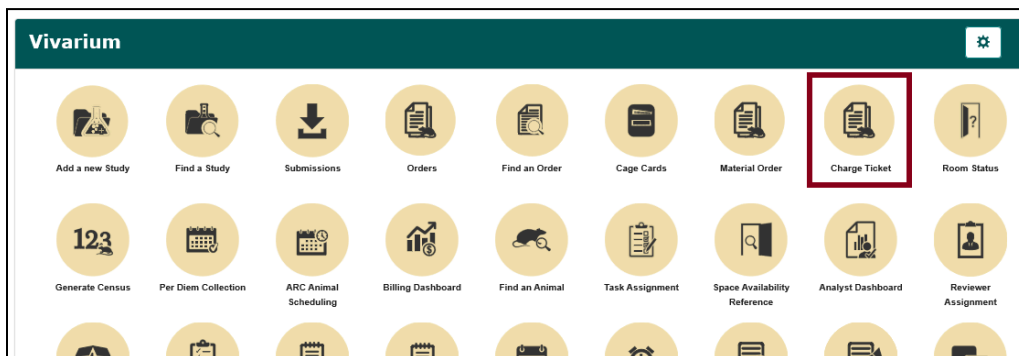
As shown below, the **Manage Material Order** page opens.



See the Animal Resource Center — Orders and Billing Processing manual for more information.

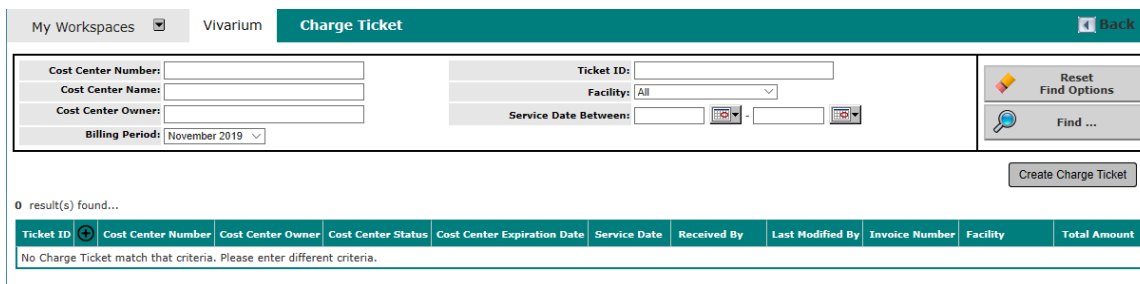
Charge Ticket

Navigate to Animal Resource Center > ARC Workspace and click the **Charge Ticket** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Charge Ticket** icon may not appear in the same location on every user’s ARC Workspace page.

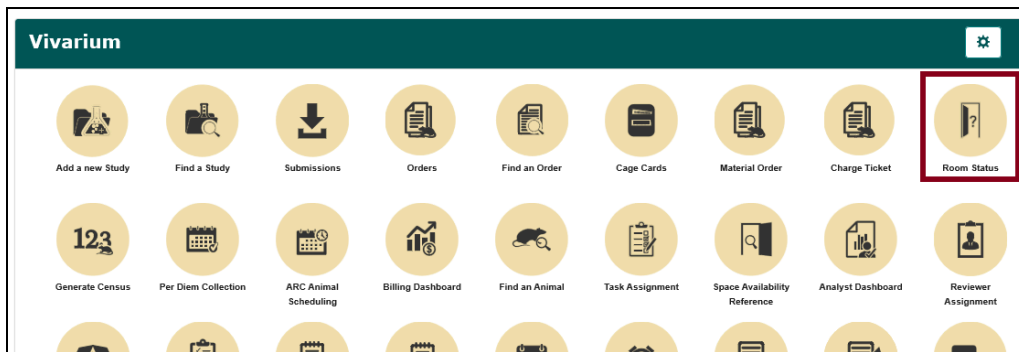
As shown below, the **Charge Ticket** page opens.



See the Animal Resource Center — Orders and Billing Processing manual for more information.

Room Status

Navigate to Animal Resource Center > ARC Workspace and click the **Room Status** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Room Status** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **Room Status** page opens.

My Workspaces ▾ Vivarium **Room Status** Back

Facility: Facility Code:
 Building: Room Status: All ▾
 Room: Quarantine?: All ▾ Find ...

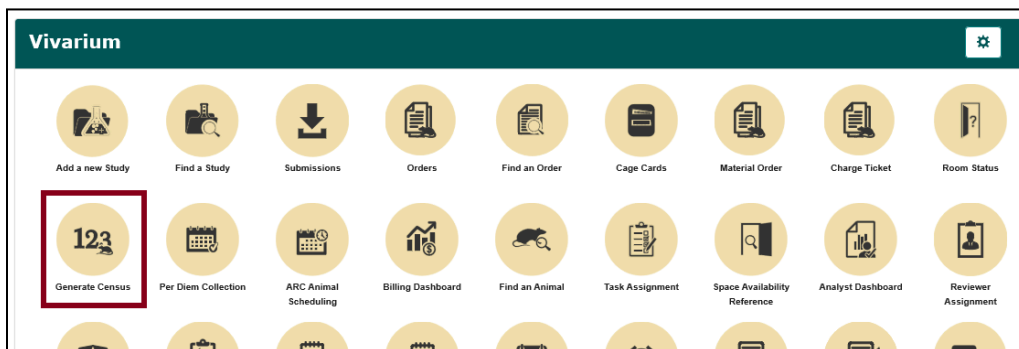
5 result(s) found... 1 - 5

Facility Building Room	Date Last Modified	Modified By	Used for Quarantine?	Room Status
California State University	09/19/2019 08:56 AM PST	Administrator	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active ▾
102 California State University	03/11/2019 02:46 PM PST	Administrator	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active ▾
101 General Facility	Health and Research 02/26/2019 09:31 AM PST	Administrator	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active ▾
200 General Facility	Health and Research 02/26/2019 09:31 AM PST	Administrator	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active ▾
100 NIH Atlanta GA Campus	Gates Hall 09/26/2019 09:39 AM PST	Administrator	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active ▾
501				

See the Animal Resource Center — Livestock Management manual for more information.

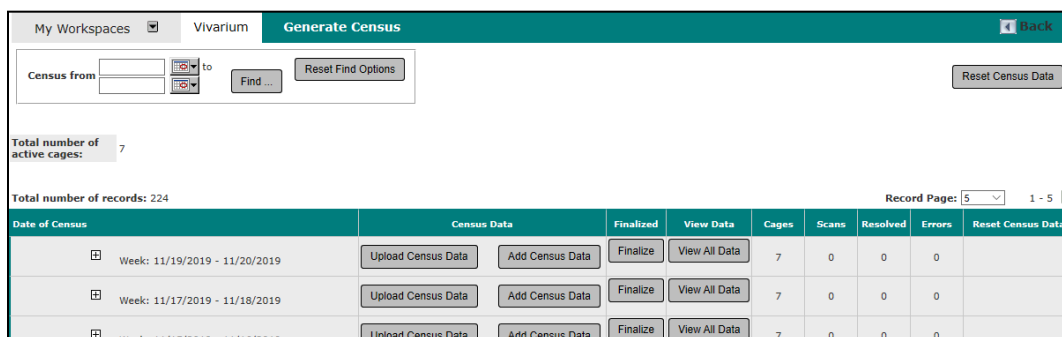
Generate Census

Navigate to Animal Resource Center > ARC Workspace and click the **Generate Census** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Generate Census** icon may not appear in the same location on every user’s ARC Workspace page.

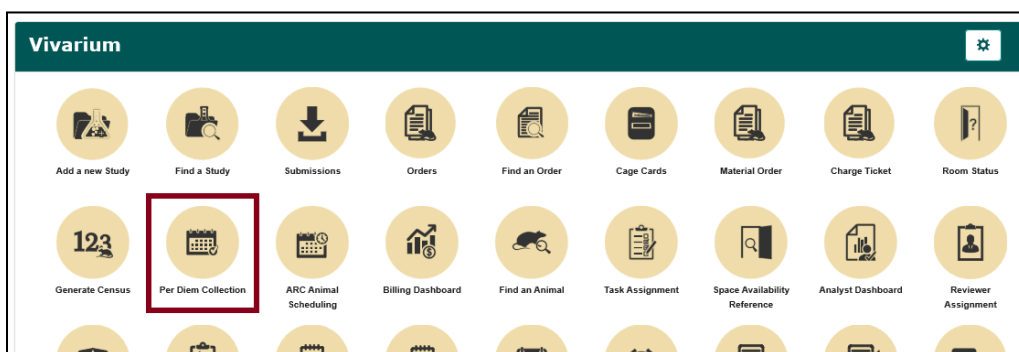
As shown below, the **Generate Census** page opens.



See the Animal Resource Center — Livestock Management manual for more information.

Per Diem Collection

Navigate to Animal Resource Center > ARC Workspace and click the **Per Diem Collection** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Per Diem Collection** icon may not appear in the same location on every user’s ARC Workspace page.

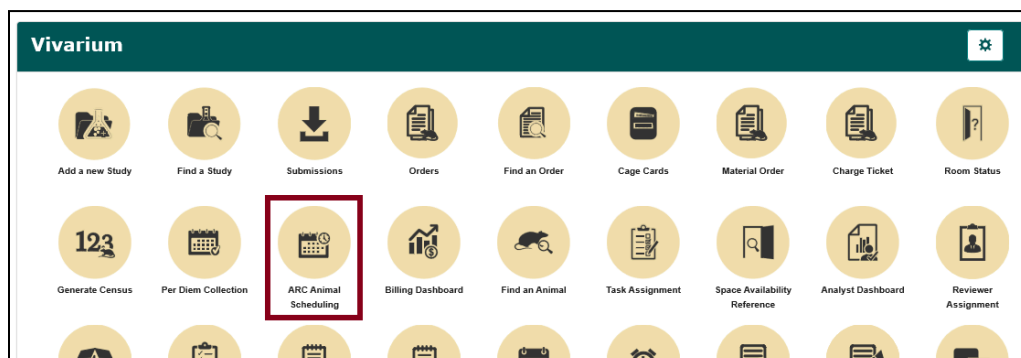
As shown below, the **Per Diem Collection Dates** page opens.

Delete	View	Per Diem Date
		12/30/2019
		12/29/2019
		12/28/2019
		12/27/2019
		12/26/2019
		12/25/2019

See the Animal Resource Center — Orders and Billing Processing manual for more information.

ARC Animal Scheduling

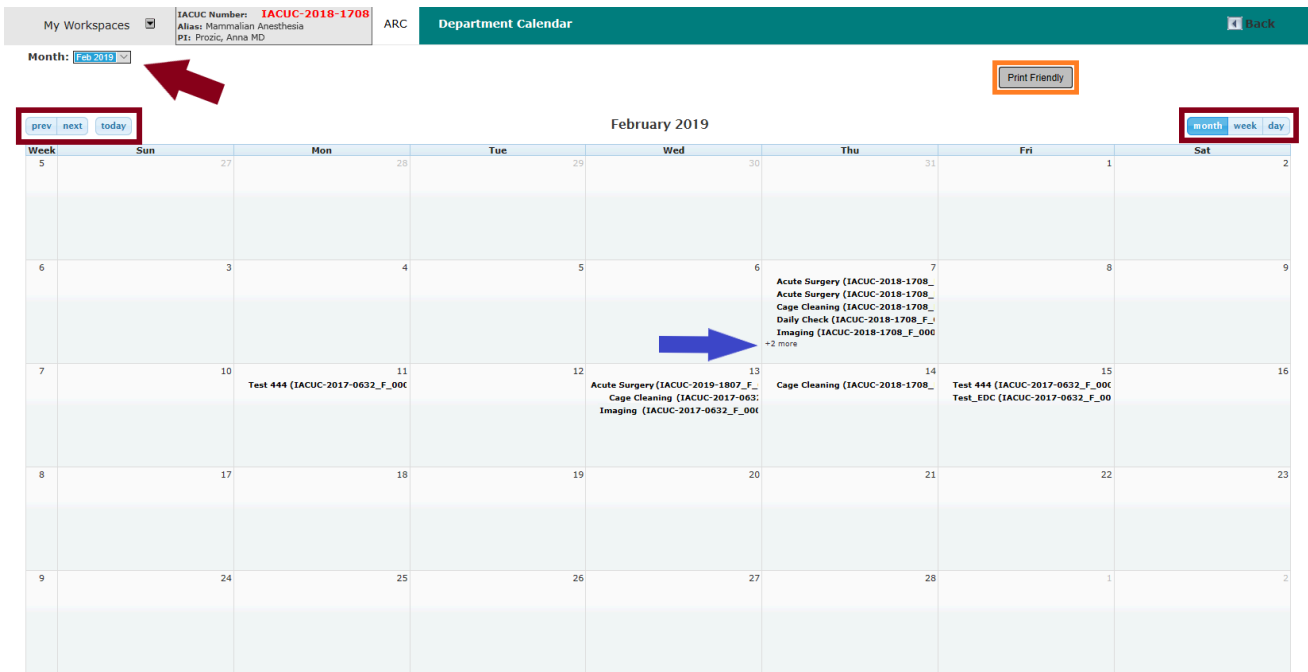
Navigate to Animal Resource Center > ARC Workspace and click the **ARC Animal Scheduling** icon, shown below.



*Note that because the user has the option to rearrange icons on this page, the **ARC Animal Scheduling** icon may not appear in the same location on every user's ARC Workspace page.*

As shown below, the **Department Calendar** page opens. Animal procedures, services and treatment plans scheduled via either ARC Workspace > Task Assignment or ARC Workspace > Find an Animal > [animal profile opened] > Scheduling tab are shown on this page.

Events scheduled up to twelve (12) months in the past or future are included.

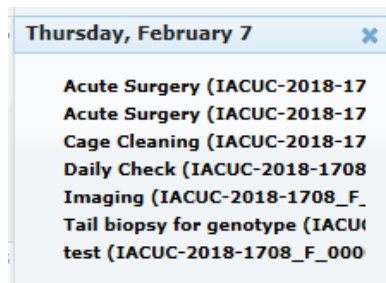


Note the page elements highlighted with color in the screenshot above:

Red Arrow — use this control to select the month and year from the current month up to twelve (12) months in the past or future; click on the control to open a dropdown picklist of months

Red Boxes — use these controls to scroll through available months or jump directly to the current day (box at upper left), or to limit the calendar view to a specific month, week or day (box at upper right); click the desired control to activate it

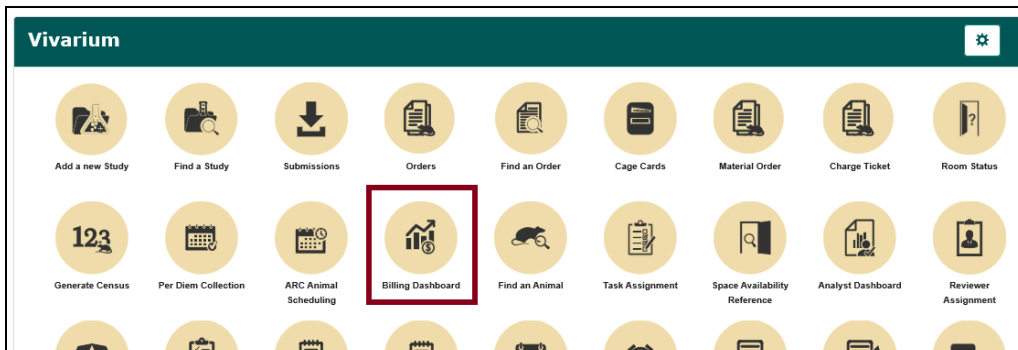
Blue Arrow — where a given day has more items scheduled than can be displayed in the current view, a linked count of additional items is provided; click the linked text to open a popup window displaying all events scheduled on the selected day



Orange Box — click the **Print Friendly** button to open a print-friendly version of the current view in a new window; the print-friendly view excludes interactive page controls, but adds Print and Close buttons

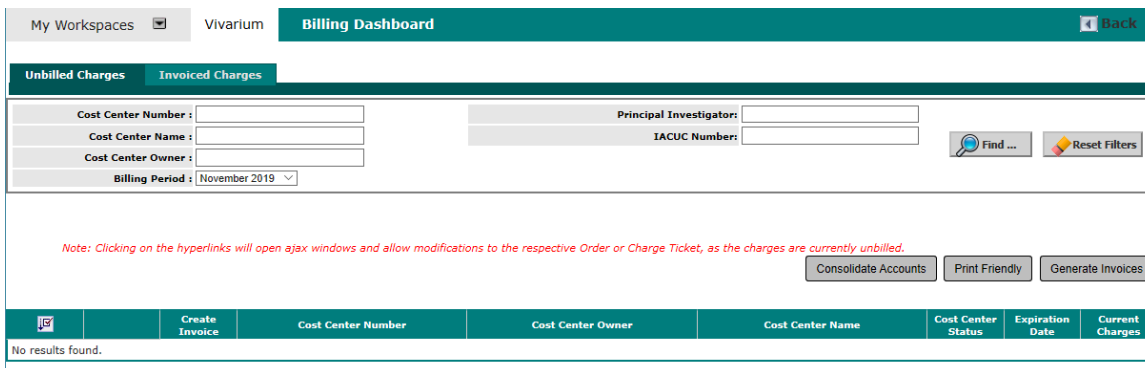
Billing Dashboard

Navigate to Animal Resource Center > ARC Workspace and click the **Billing Dashboard** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Billing Dashboard** icon may not appear in the same location on every user’s ARC Workspace page.

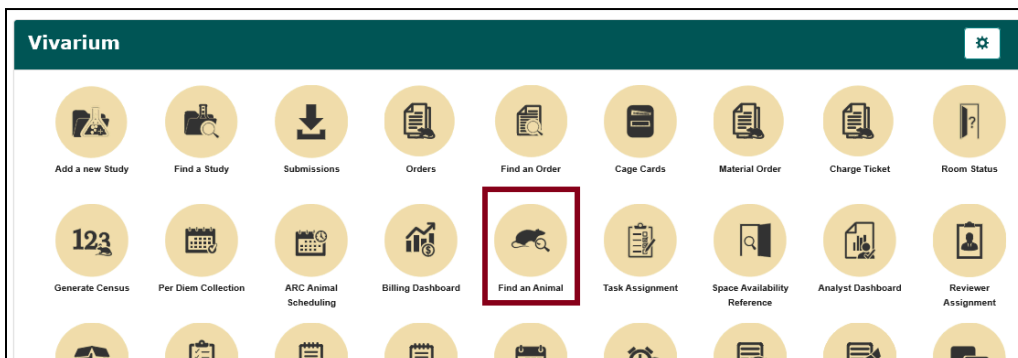
As shown below, the **Billing Dashboard** page opens.



See the Animal Resource Center — Orders and Billing Processing manual for full Billing Dashboard details.

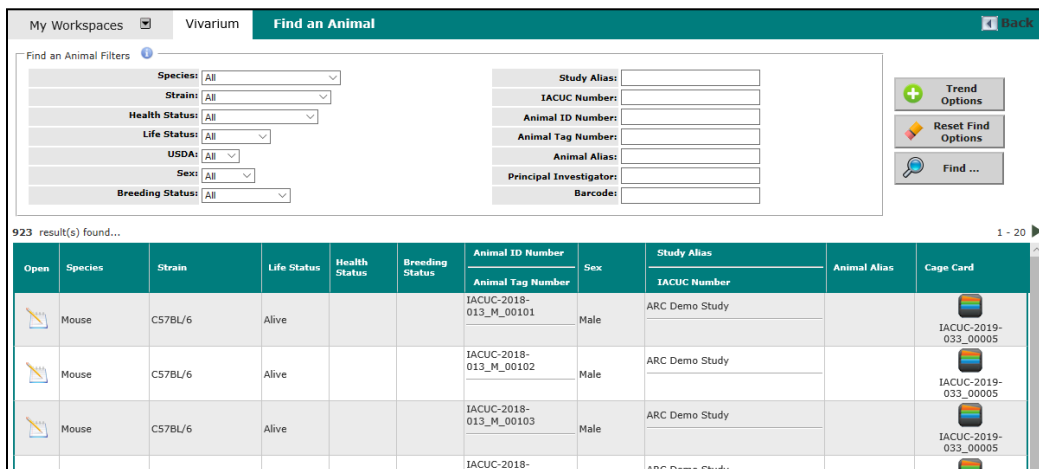
Find an Animal

Navigate to Animal Resource Center > ARC Workspace and click the **Find an Animal** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Find an Animal** icon may not appear in the same location on every user’s ARC Workspace page.

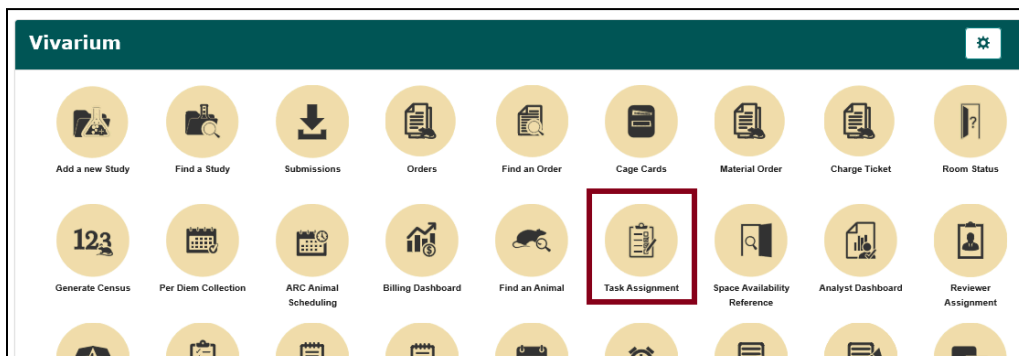
As shown below, the **Find an Animal** page opens.



See the Animal Resource Center — Livestock Management manual for more information.

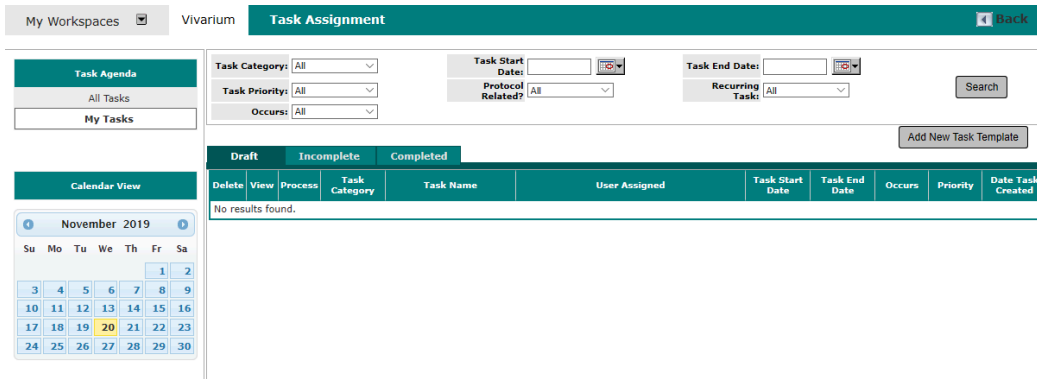
Task Assignment

Navigate to Animal Resource Center > ARC Workspace and click the **Task Assignment** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Task Assignment** icon may not appear in the same location on every user’s ARC Workspace page.

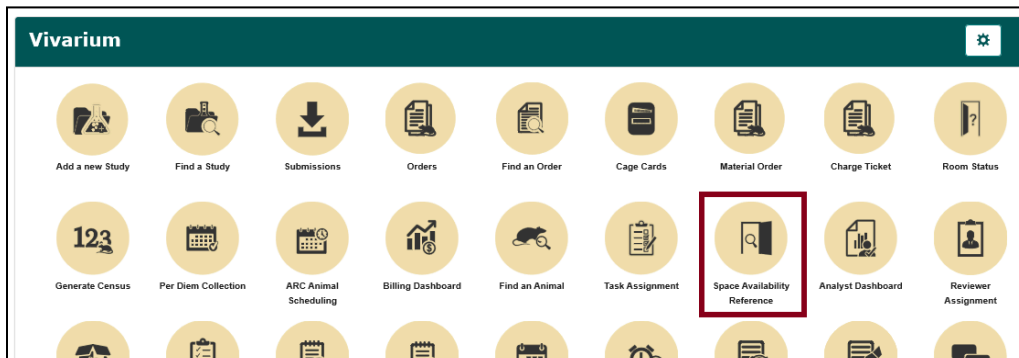
As shown below, the **Task Assignment** page opens.



See the Animal Resource Center — Livestock Management manual for more information.

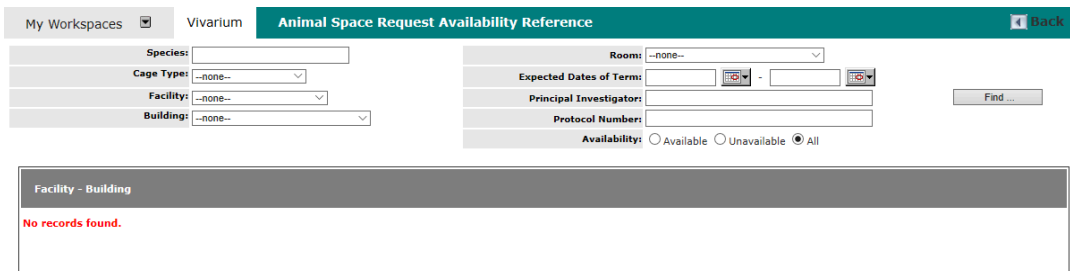
Space Availability Reference

Navigate to Animal Resource Center > ARC Workspace and click the **Space Availability Reference** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Space Availability Reference** icon may not appear in the same location on every user's ARC Workspace page.

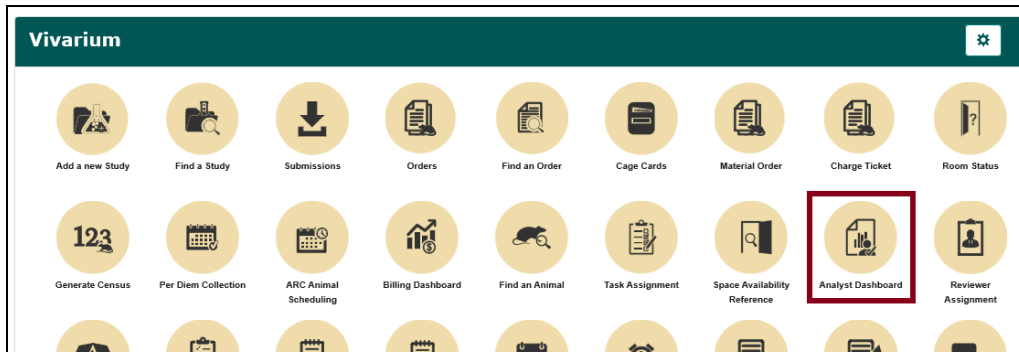
As shown below, the **Animal Space Request Availability Reference** page opens.



See the Animal Resource Center — Livestock Management manual for more information.

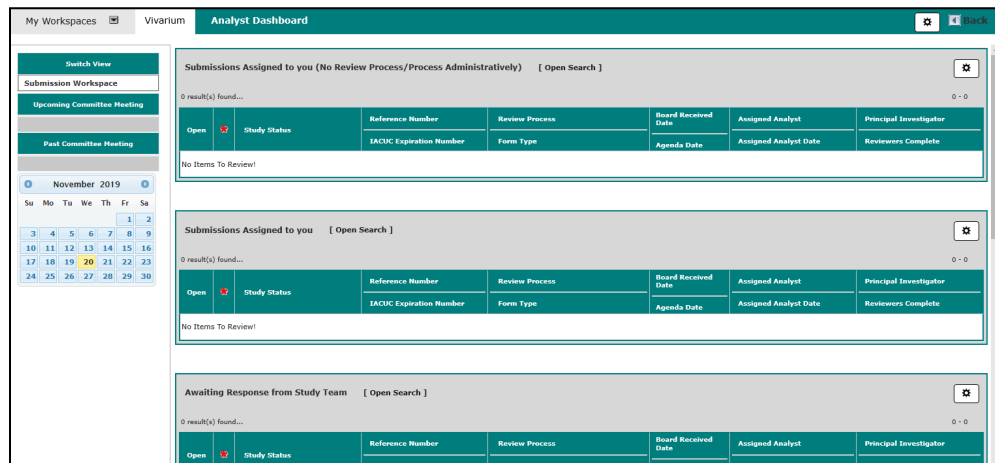
Analyst Dashboard

Navigate to Animal Resource Center > ARC Workspace and click the **Analyst Dashboard** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Analyst Dashboard** icon may not appear in the same location on every user’s ARC Workspace page.

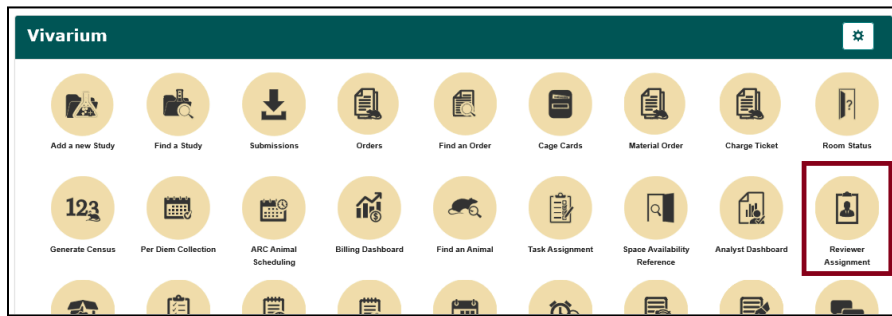
As shown below, the **Analyst Dashboard** page opens.



See the IACUC Assistant – Analyst Dashboard manual for more information.

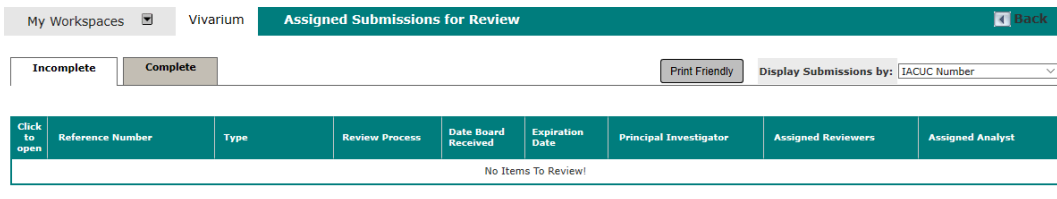
Reviewer Assignment

Navigate to Animal Resource Center > ARC Workspace and click the **Reviewer Assignment** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Reviewer Assignment** icon may not appear in the same location on every user’s ARC Workspace page.

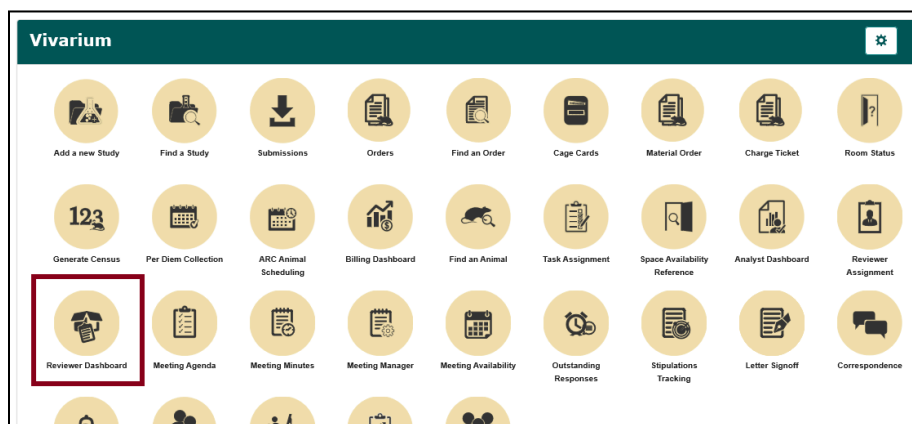
As shown below, the **Assigned Submissions for Review** page opens.



See the Reviewer Assignment section of the IACUC Assistant manual for more information.

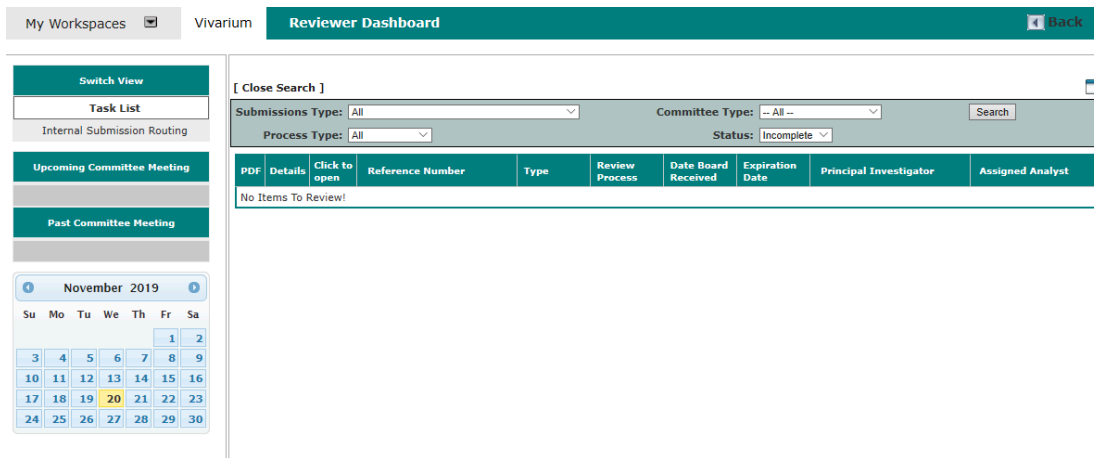
Reviewer Dashboard

Navigate to Animal Resource Center > ARC Workspace and click the **Reviewer Dashboard** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Reviewer Dashboard** icon may not appear in the same location on every user’s ARC Workspace page.

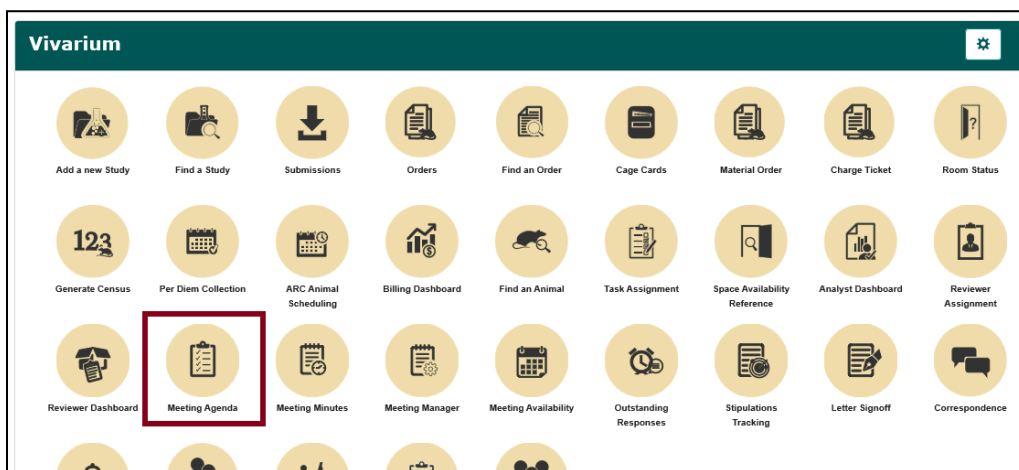
As shown below, the **Reviewer Dashboard** page opens.



See the IACUC Assistant– Reviewer Dashboard manual for more information.

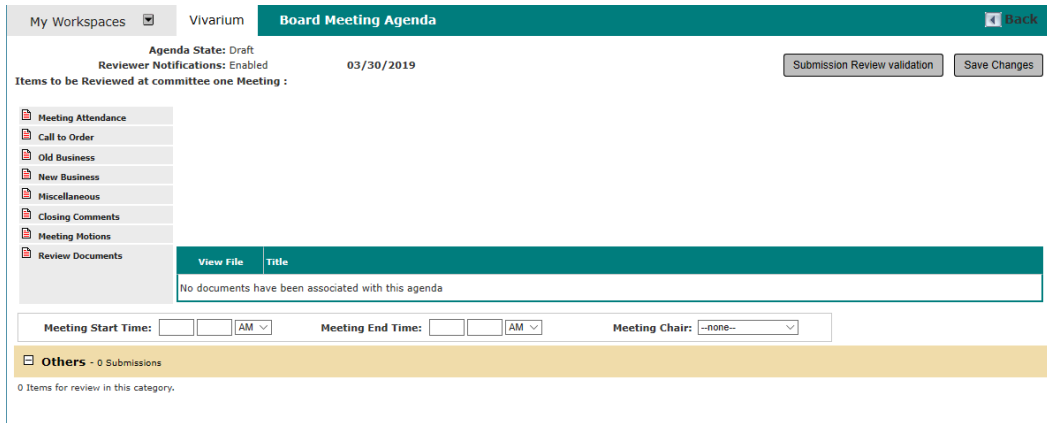
Meeting Agenda

Navigate to Animal Resource Center > ARC Workspace and click the **Meeting Agenda** icon, shown below.



*Note that because the user has the option to rearrange icons on this page, the **Meeting Agenda** icon may not appear in the same location on every user’s ARC Workspace page.*

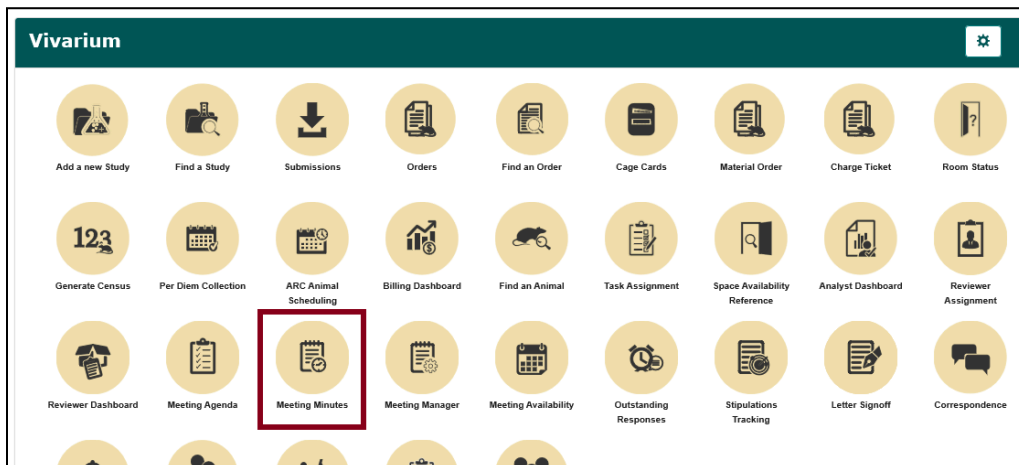
As shown below, the **Board Meeting Agenda** page opens.



See the IACUC – Meetings manual for more information.

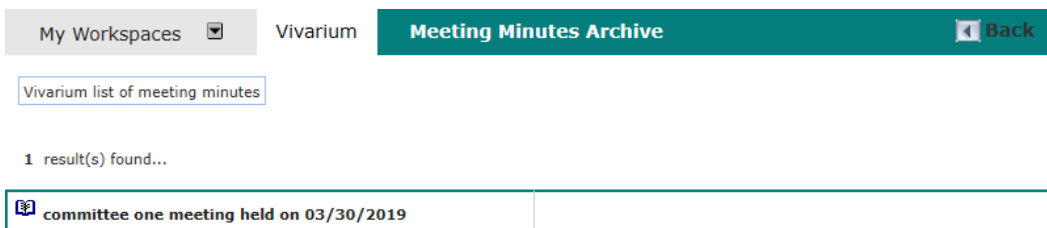
Meeting Minutes

Navigate to Animal Resource Center > ARC Workspace and click the **Meeting Minutes** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Meeting Minutes** icon may not appear in the same location on every user’s ARC Workspace page.

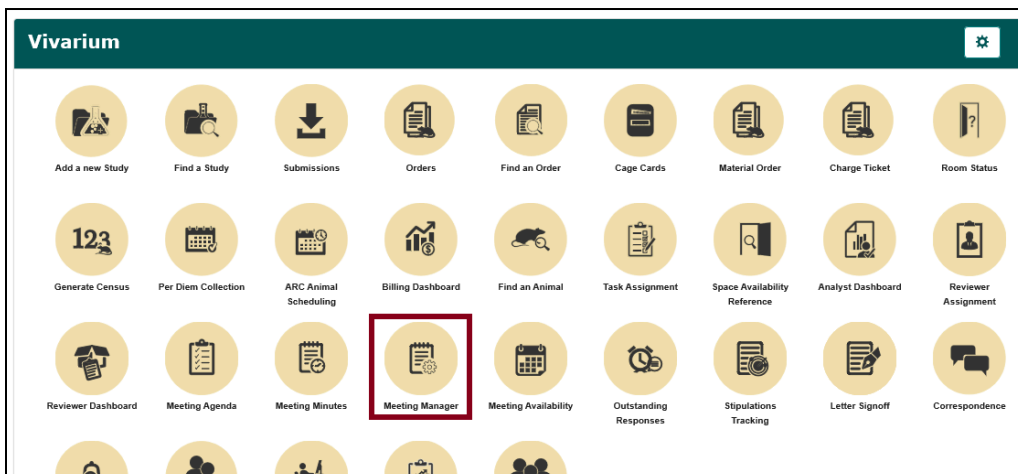
As shown below, the **Meeting Minutes Archive** page opens.



See the IACUC – Meetings manual for more information.

Meeting Manager

Navigate to Animal Resource Center > ARC Workspace and click the **Meeting Manager** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Meeting Manager** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **Meeting Manager** page opens.

My Workspaces ▾ Vivarium **Meeting Manager** Back

Meetings from to Refresh Show all meetings Meeting Schedule Meeting Availability

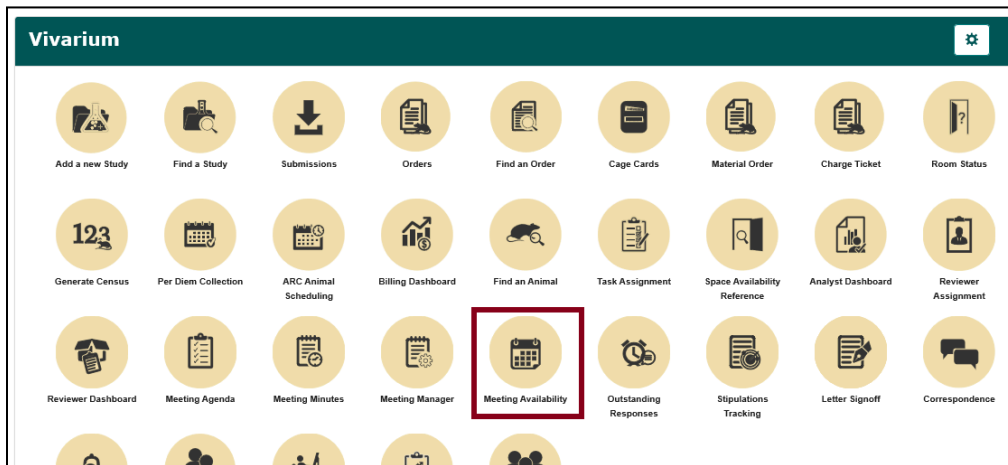
1 result(s) found...

Meeting Date	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
committee one meeting held on 03/30/2019	Draft	Enabled					Submissions Review

See the IACUC – Meetings manual for more information.

Meeting Availability

Navigate to Animal Resource Center > ARC Workspace and click the **Meeting Availability** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Meeting Availability** icon may not appear in the same location on every user’s ARC Workspace page.

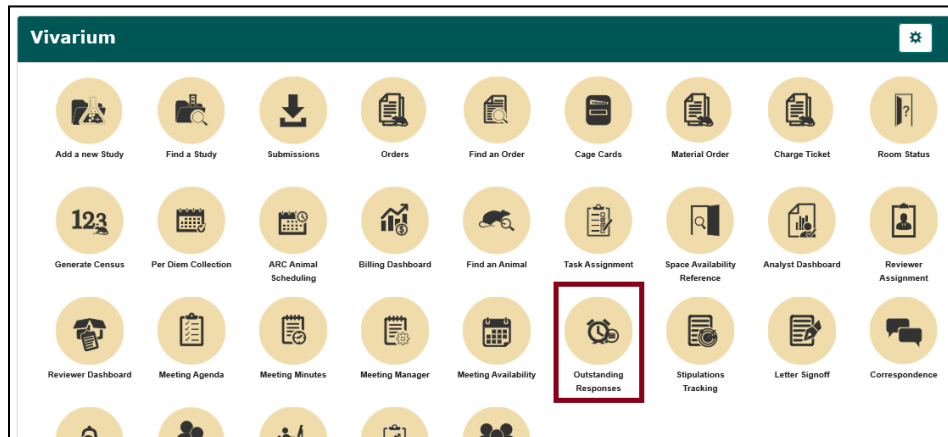
As shown below, the **Board Meeting Availability** page opens.

My Workspaces		ARC	Board Meeting Availability		Back
			IACUC Committee Meeting:		Save the availability
			08/30/2019		
Members Name	Will be Present	Will Not be Present	Available for Review		
Boardmember	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Chair, Department	<input checked="" type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Reviewer, IACUC	<input checked="" type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Reviewer, Luke	<input checked="" type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No		

See the IACUC – Meetings manual for more information.

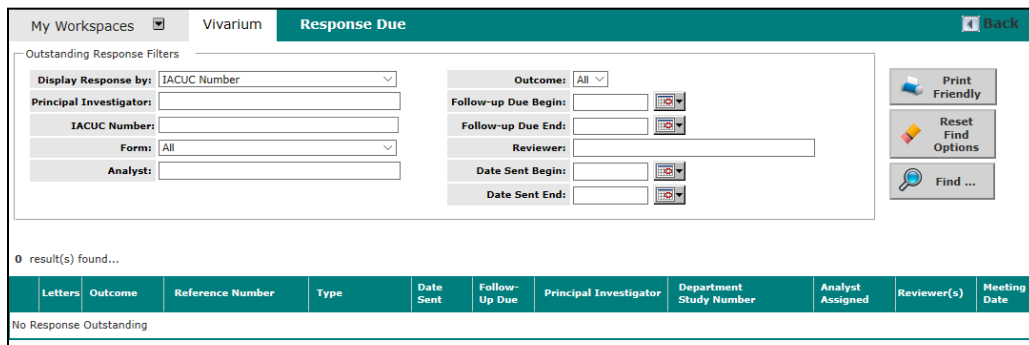
Outstanding Responses

Navigate to Animal Resource Center > ARC Workspace and click the **Outstanding Responses** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Outstanding Responses** icon may not appear in the same location on every user’s ARC Workspace page.

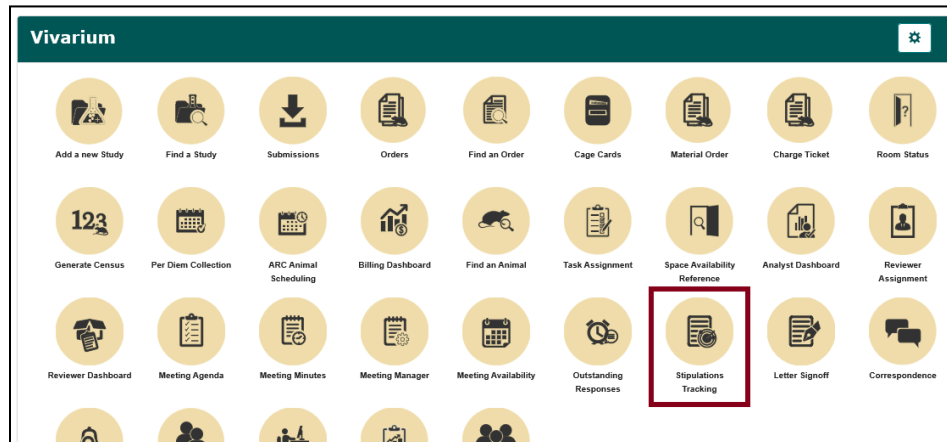
As shown below, the **Response Due** page opens.



See the Outstanding Responses section of the IRB Assistant manual for more information.

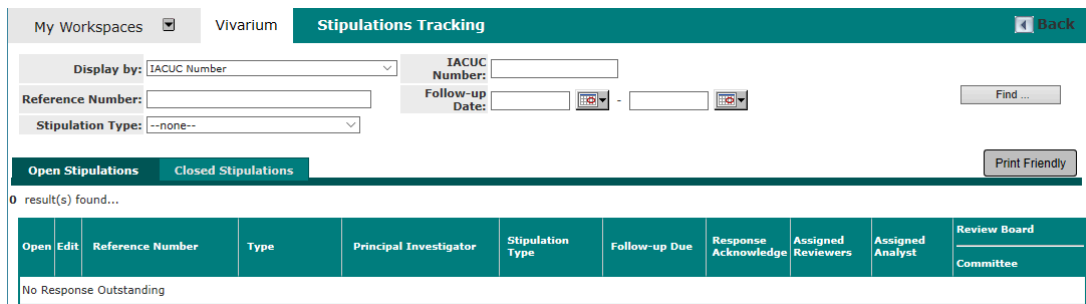
Stipulations Tracking

Navigate to Animal Resource Center > ARC Workspace and click the **Stipulations Tracking** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Stipulations Tracking** icon may not appear in the same location on every user’s ARC Workspace page.

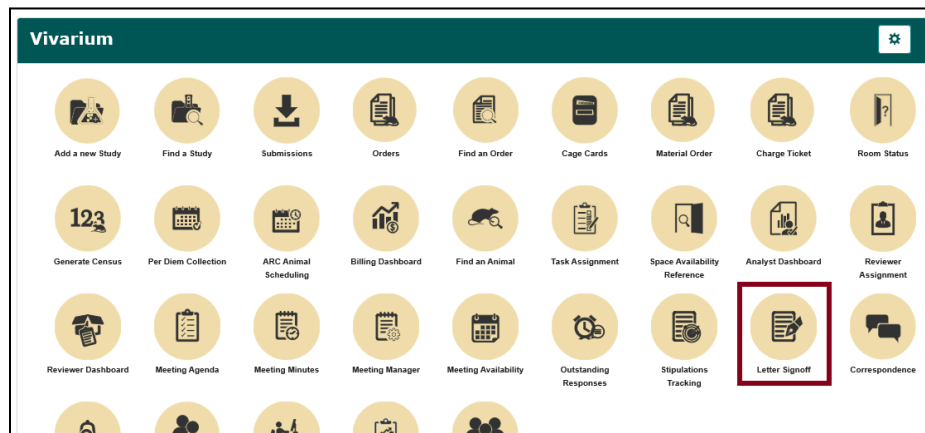
As shown below, the **Stipulations Tracking** page opens.



See the Stipulations Tracking section of the IRB Assistant manual for more information.

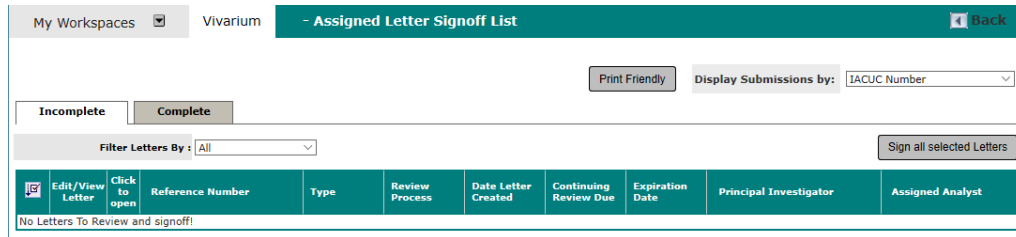
Letter Signoff

Navigate to Animal Resource Center > ARC Workspace and click the **Letter Signoff** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Letter Signoff** icon may not appear in the same location on every user’s ARC Workspace page.

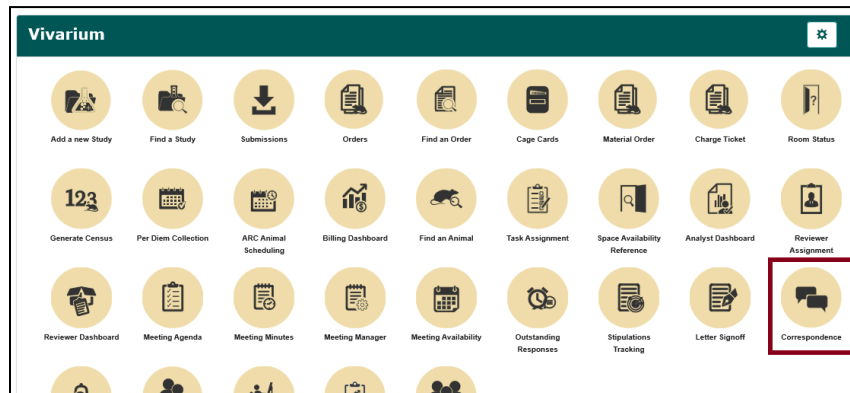
As shown below, the **Assigned Letter Signoff List** page opens.



See the Letter Signoff section of the IRB Assistant manual for more information.

Correspondence

Navigate to Animal Resource Center > ARC Workspace and click the **Correspondence** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Correspondence** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **Board Correspondence** page opens.

View Message	Author	Subject
Post a Reply to this Topic / Forward this Topic	Administrator	Posted: 11/04/2019 03:32 AM PST Overdue Task
Post a Reply to this Topic / Forward this Topic	Administrator	Posted: 11/04/2019 03:32 AM PST Overdue Task
Post a Reply to this Topic / Forward this Topic	Administrator	Posted: 11/04/2019 03:32 AM PST

See the Correspondence section of the IACUC Assistant - Submission Processing Manual for more information.

Audit System Notifications

Navigate to Animal Resource Center > ARC Workspace and click the **Audit System Notifications** icon, shown below.



*Note that because the user has the option to rearrange icons on this page, the **Audit System Notifications** icon may not appear in the same location on every user’s ARC Workspace page.*

As shown below, the **Setup Audit Notifications** page opens.

My Workspaces ▾ Vivarium **Setup Audit Notifications** Back

Filter By:	Notification Type: --none--	Recipient(s): <input type="button" value="Select User"/> <input type="button" value="Clear User"/>
	Date Range: From <input type="text"/> To <input type="text"/>	<input type="text"/>
	Display Projects by: IACUC Number	Subject: <input type="text"/>
	IACUC Number: <input type="text"/>	Content: <input type="text"/>

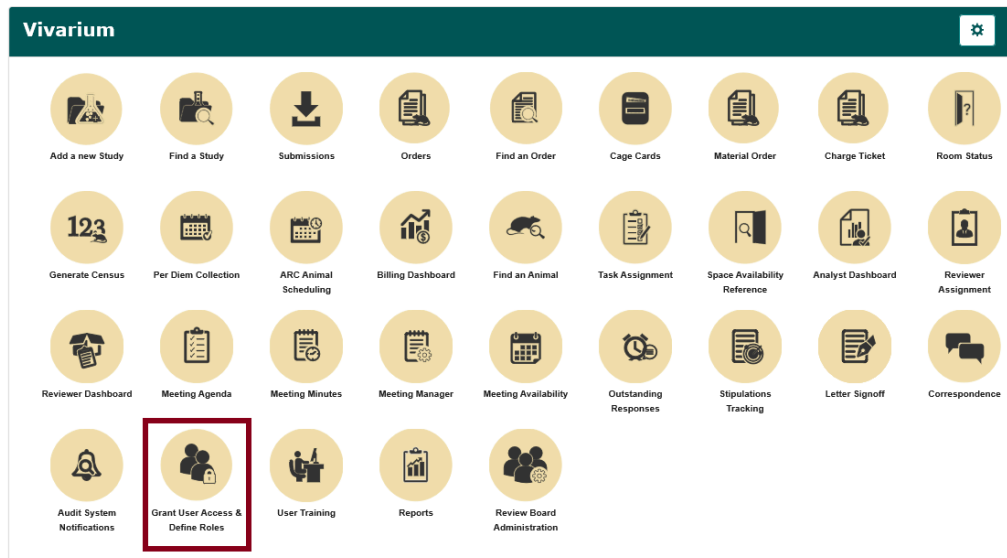
0 result(s) found... 0 - 0

View	Notification Type	IACUC Number	Date Posted	Subject	Recipient(s)	Additional Recipient(s)
------	-------------------	--------------	-------------	---------	--------------	-------------------------

See the Audit Notifications section of the IRB Assistant manual for more information.

Grant User Access & Define Roles

Navigate to Animal Resource Center > ARC Workspace and click the **Grant User Access & Define Roles** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Grant User Access & Define Roles** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **Grant User Access & Define Roles** page opens.

My Workspaces ▾ Vivarium **Grant User Access & Define Roles** [Back](#)

[Add a New Member](#) [Delete Selected Member\(s\)](#)

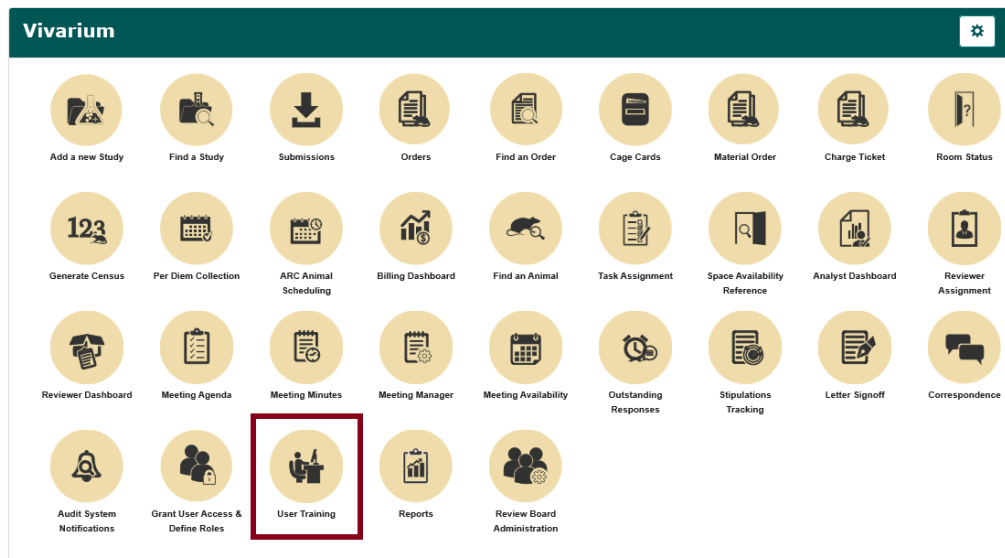
8 result(s) found...

<input type="checkbox"/>	Edit	Member Name	Committee Name	Role	Voting	Specialty	Affiliation
<input type="checkbox"/>		Anders, Marta P, PhD	CPSD	Chairperson	No	Anesthesiology	St Jude
<input type="checkbox"/>		Fitz, Paula J, MD	EU Working Group	Coordinator	No	Cardiology	UCLA
<input type="checkbox"/>		Gonzalez, Rita A, MD	CPSD	Board Member	Yes	Endocrinology	UCLA
<input type="checkbox"/>		Hendricks, John M, PhD	CPSD	Board Member	Yes	Emergency Medicine	UCR
<input type="checkbox"/>		Miller, Philip G, MS	EU Working Group	Board Member	No	Emergency Medicine	UCR
<input type="checkbox"/>		Pham, Dat X, MD, PhD	EU Working Group	Chairperson	Yes	Oncology	
<input type="checkbox"/>		Richards, Michael A, MS	CPSD	Board Member	Yes	Orthopedics	St Jude
<input type="checkbox"/>		Shankar, Priya, MD	EU Working Group	Coordinator	Yes		

See the System Administration – User Accounts manual for more information.

User Training

Navigate to Animal Resource Center > ARC Workspace and click the **User Training** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **User Training** icon may not appear in the same location on every user’s ARC Workspace page.

As shown below, the **User Training List** page opens.

My Workspaces ▾ Vivarium **User Training List** [Back](#)

Last Name:

First Name:

User ID:

Status:

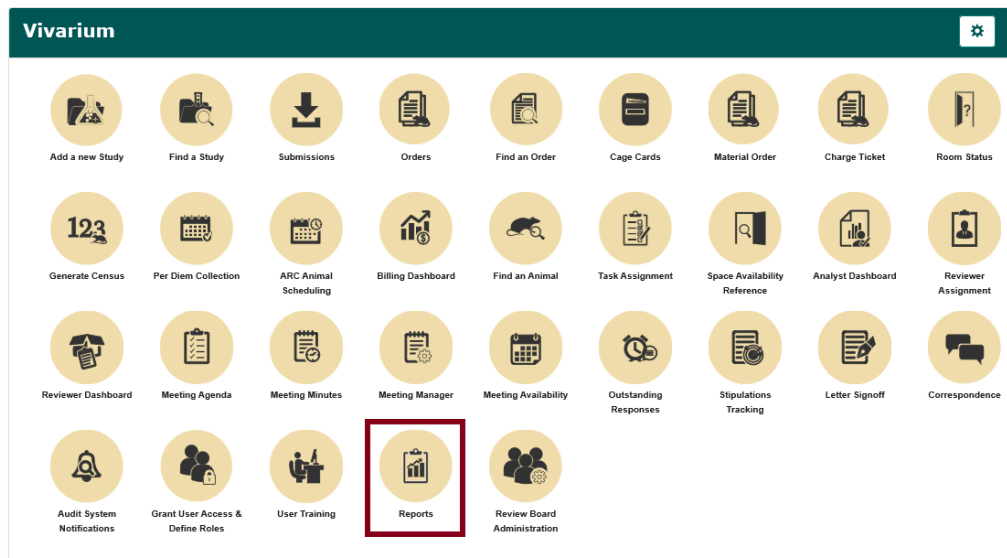
53 result(s) found... 1 - 10 ▶

Edit/View	User Name	User ID	Primary Department		Training Group	Status	Override
	Coordinator, Grants	Grants_Coordinator	Grants Office - Grants Office			Never Active	No
	Coordinator, IACUC	IACUCmember	UoO - Study Team			Never Active	No
	Coordinator, IBC	IBCmember	UoO - Study Team			Never Active	No
	Coordinator, Jane	democoord	UoO - Study Team			Never Active	No
	Coordinator, Research	rcoordinator	GH - 7543 - General Hospital			Never Active	No
	Coordinator, Sean	seancoord	GH - 7543 - General Hospital			Never Active	No
	Dean, Richard T	RTDean	Study Team - Study Team			Never Active	No
	Dr. Duvrong, Rapitha R	914265				Never Active	No
	Harper, Jill M, M.D., PhD	239458				Never Active	No
	Investigator, ARC, Ph.D.	ARCPI	UoO - Study Team			Never Active	No

See the System Administration – User Training manual for more information.

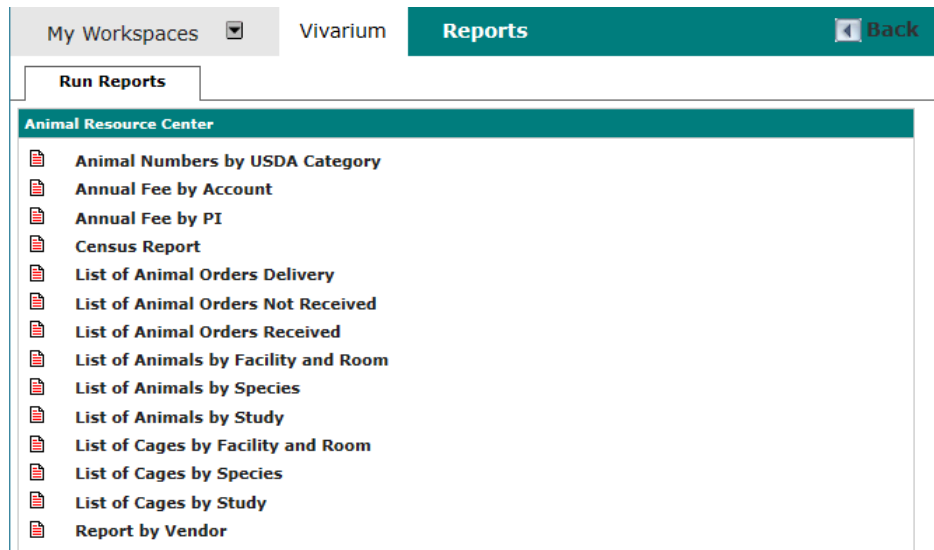
Reports

Navigate to Animal Resource Center > ARC Workspace and click the **Reports** icon, shown below.



Note that because the user has the option to rearrange icons on this page, the **Reports** icon may not appear in the same location on every user’s ARC Workspace page.

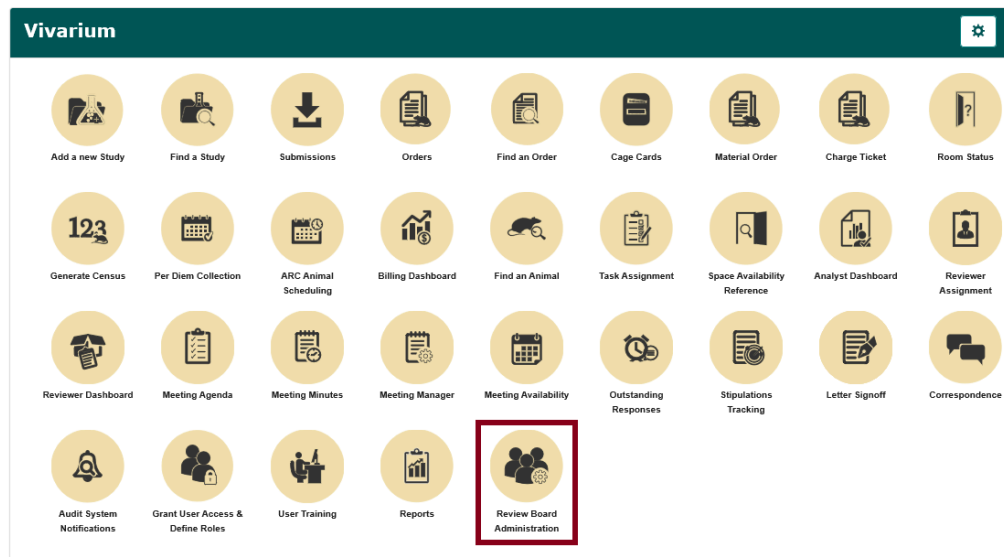
As shown below, the **Reports** page opens.



See the Animal Resource Center — Reports manual for more information.

Review Board Administration

Navigate to Animal Resource Center > ARC Workspace and click the **Review Board Administration** icon, shown below.



*Note that because the user has the option to rearrange icons on this page, the **Review Board Administration** icon may not appear in the same location on every user's ARC Workspace page.*

As shown below, the **Review Board Administration** page opens.

My Workspaces ▾ Vivarium **Board Administration** [Back](#)

[Copy Configurations](#)

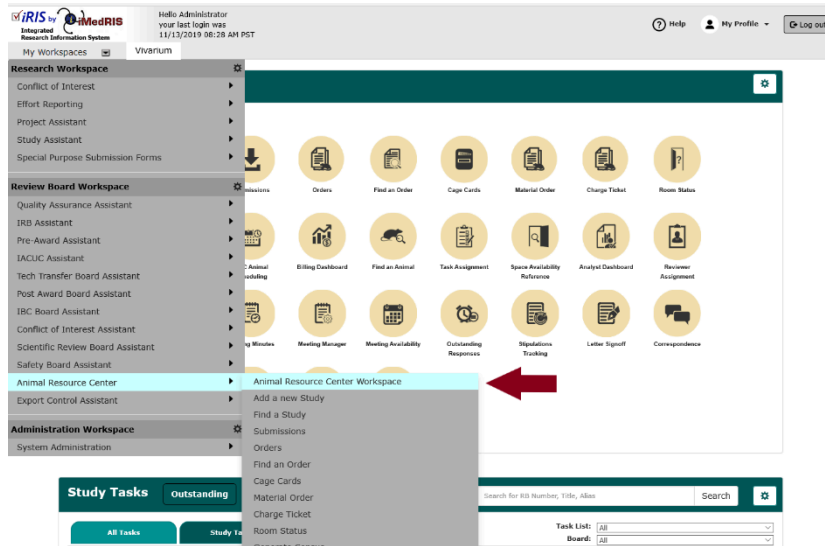
System Setup | List Maintenance Setup | Clean-up

Review Board System Setup	Review Board Notification Setup
● Board Definition	● Animal Health Record Setup
● Board Configuration Options	● Internal Transfer Originating PI Signoff Notification Setup
● Broadcast Notice	● Internal & External Transfer Coordinator Signoff Notification Setup
● Business Associate List	● Internal & External Transfer Veterinarian Signoff Notification Setup
● Setup Committee List	● Overdue Tasks Notification
● Setup Review Board Roles	● Task Assignment Notification
● Setup Role Access	● Task Complete Notification
● Setup Pricing Level	● Invoice Setup and Notification
● Setup Order Status	● Review Response Notification Setup
● Setup Order Numbering	● Reviewers Notification Setup
● Setup Ticket Numbering	● Internal Documents Notification
● Setup Material Order List	● Internal Routing Notification
● Setup Material Order Item List	● Pre Review Assignment Notification
● Setup Transfer Numbering	● Meeting Agenda And Minute Notification
● Setup Wean Numbering	● Meeting Attendance Notification Setup
● Setup Facilities/Buildings/Floors/Room	● Outcome Letter Notification
● Setup Cage Status	● Outstanding Stipulations Notification
● Setup Cage Types	● Special Purpose Forms Response Notification Setup
● Setup Cage Records	
● Setup Cage Reason and Description	
● Setup Separation Numbering	
● Setup Cage Card Template	
● Setup Census Pattern	
● Setup Per Diem Definitions and Rates	
● Setup Veterinarian Profile	
● Setup Transfer Coordinator Profile	
● Setup Treatment Plan Templates by Species	
● Setup Charge Master	
● Setup Generation	
● Setup Life Status	

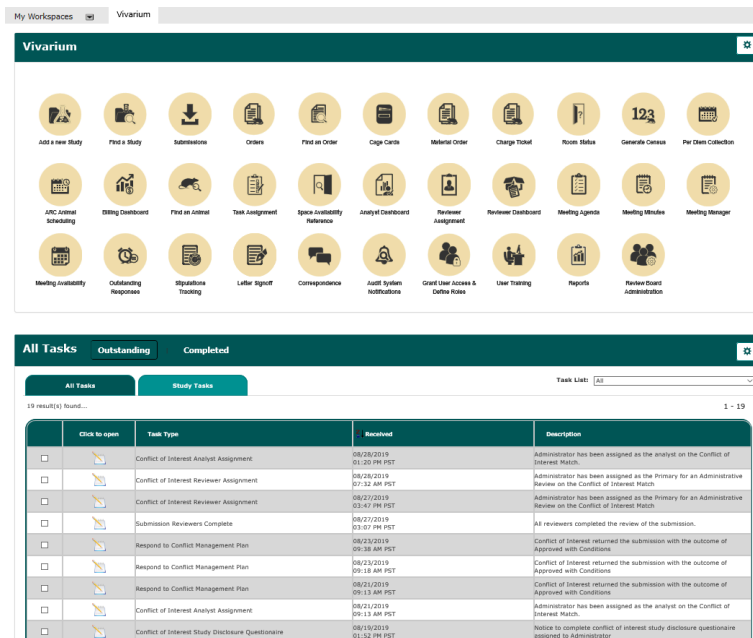
See the Animal Resource Center – Review Board Administration manual for more information.

ARC Workspace Task List

To access the ARC Workspace navigate to iRIS™ Home > My Workspaces menu > Animal Resource Center > **Animal Resource Center Workspace** link.



The ARC Workspace page is opened.



The user's task list is accessed in the lower part of the workspace, as shown in the screenshot below.

Task Type	Received	Description
Outcome Letter Signoff	08/30/2019 09:03 AM PST	Administrator has been assigned to review and signoff the Conflict Approved outcome letter
Management Plan Signoff	08/30/2019 08:31 AM PST	Administrator has been assigned to review and signoff the COI/C Notification outcome letter
Internal Submission Routing Signoff	08/23/2019 03:15 PM PST	Administrator has been assigned to Administratively review the submission
Respond to Conflict Management Plan	08/23/2019 02:49 PM PST	Conflict of Interest Committee Conflict of Interest Assistant returned the submission with the outcome of Approved with Conditions
RB Meeting Minutes Routing Signoff	08/22/2019 12:02 PM PST	Administrator has been assigned to review and signoff the draft meeting minute
Submission Routing Signoff	08/21/2019 03:22 PM PST	Administrator as Submitter review and apply signoff
Submission Reviewers Complete	08/21/2019 09:17 AM PST	All reviewers completed the review of the match object.
Outcome Letter Signoff Complete	08/21/2019 09:14 AM PST	All of the signoffs for the COI Notification 1 outcome letter have been completed.
Conflict of Interest Analyst Assignment	08/21/2019 09:08 AM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
Submission Routing Signoff	08/19/2019 01:52 PM PST	Administrator as Principal Investigator review and apply signoff
Conflict of Interest Reviewer Assignment	08/19/2019 09:19 AM PST	Administrator has been assigned as the COICC Expedited Reviewer for an Administrative Review on the Conflict of Interest Match
Submission Routing Signoff	08/19/2019 08:52 AM PST	Administrator as Submitter review and apply signoff
Conflict of Interest Reviewer Assignment	05/16/2019 10:34 AM PST	Administrator has been assigned as the COICC Expedited Reviewer for an Expedited Review on the Conflict of Interest Match
Submission Routing Signoff	05/16/2019 10:28 AM PST	Administrator as Submitter review and apply signoff
Submission Routing Signoff	05/08/2019 01:19 PM PST	Administrator as Submitter review and apply signoff
Waiting Submission	04/30/2019 08:01 AM PST	Initial Review Submission Form is waiting to be submitted
Submission Routing Signoff	04/24/2019 12:19 PM PST	Administrator as Principal Investigator review and apply signoff
Waiting Submission	04/24/2019 12:19 PM PST	Study Amendment Form is waiting to be submitted
Submission Routing Signoff	04/24/2019 10:38 AM PST	Administrator as Principal Investigator review and apply signoff
Submission Routing Signoff	04/24/2019 09:37 AM PST	Administrator as Principal Investigator review and apply signoff

Two tabs are available in the task list and two buttons are provided to filter the tasks shown on those tabs by completion status.

The **All Tasks** tab contains a listing of all the user’s tasks, including both notifications (e.g., review board notifications, role assignment notifications, etc.) and tasks that must be completed before study application/submission processing can proceed (e.g., request for corrections, review and signoff request, etc.).

The **Study Tasks** tab contains a listing of all the user’s tasks that must be completed before study application/submission processing can proceed.

When the **Outstanding** button is selected with either tab open, the open tab only displays outstanding (incomplete) tasks and provides options to continue processing those tasks. The open tab also includes a select column for hiding individual task items when the **Outstanding** button is selected.

When the **Completed** button is selected with either tab open, the open tab only displays completed tasks and does not include a select column for hiding individual tasks. Options to continue processing tasks are also not available, as selecting the **Completed** button limits either tab to listing tasks that are already complete.

As shown in the screenshot below, by default, the task list loads with the **All Tasks** tab open and the **Outstanding** button selected (red boxes), which means that all the user’s outstanding tasks are listed.

Click to open	Task Type	Received	Description
<input type="checkbox"/>	Conflict of Interest Analyst Assignment	08/28/2019 01:20 PM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/28/2019 07:32 AM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/27/2019 03:47 PM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Submission Reviewers Complete	08/27/2019 03:07 PM PST	All reviewers completed the review of the submission.
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019 09:38 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019 09:18 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Respond to Conflict Management Plan	08/21/2019 09:13 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Conflict of Interest Analyst Assignment	08/21/2019 09:13 AM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	08/19/2019 01:52 PM PST	Notice to complete conflict of interest study disclosure questionnaire assigned to Administrator
<input type="checkbox"/>	Conflict of Interest Analyst Assignment	08/19/2019	Administrator has been assigned as the analyst on the

All Tasks Tab

As shown in the screenshot below, the **All Tasks** tab includes a **Task List** filter that allows the user to filter items shown in the **All Tasks** tab by task type. The filter is applied the same way whether the **All Tasks** or **Study Tasks** tab is open.

Click to open	Task Type	Received	Description
<input type="checkbox"/>	Conflict of Interest Analyst Assignment	08/28/2019 01:20 PM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/28/2019 07:32 AM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/27/2019 03:47 PM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Submission Reviewers Complete	08/27/2019 03:07 PM PST	All reviewers completed the review of the submission.
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019 09:38 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019 09:18 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Respond to Conflict Management Plan	08/21/2019 09:13 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Conflict of Interest Analyst Assignment	08/21/2019 09:13 AM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	08/19/2019 01:52 PM PST	Notice to complete conflict of interest study disclosure questionnaire assigned to Administrator
<input type="checkbox"/>	Conflict of Interest Analyst Assignment	08/19/2019 09:12 AM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>	Respond to Conflict Management Plan	08/19/2019 08:50 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions

Click an option in the dropdown list to select it, limiting items shown in the task list to those of the selected type. In the example below, **Submission Response** is selected in the dropdown **Task List**.

All Tasks Outstanding Completed

All Tasks Study Tasks Task List: Submission Response

2 result(s) found... 1 - 2

	Click to open	Task Type	Received	Description
<input type="checkbox"/>		Submission Response	04/24/2019 12:37 PM PST	IACUC returned the submission with the outcome of Returned for Corrections
<input type="checkbox"/>		Submission Response	04/24/2019 09:41 AM PST	IRB returned the submission with the outcome of Pending Approval - Requesting Corrections

2 result(s) found... 1 - 2

When the **Outstanding** button is selected, a **Click to open** column is provided in the task list. Click the icon in the **Click to open** column for any item in the list to open the associated document or system page.

All Tasks Outstanding Completed

All Tasks Study Tasks Task List: All

19 result(s) found... 1 - 19

	Click to open	Task Type	Received	Description
<input type="checkbox"/>		Conflict of Interest Analyst Assignment	08/28/2019 01:20 PM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>		Conflict of Interest Reviewer Assignment	08/28/2019 07:32 AM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>		Conflict of Interest Reviewer Assignment	08/27/2019 03:47 PM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>		Submission Reviewers Complete	08/27/2019 03:07 PM PST	All reviewers completed the review of the submission.
<input type="checkbox"/>		Respond to Conflict Management Plan	08/23/2019 09:38 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>		Respond to Conflict Management Plan	08/23/2019 09:18 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions

In the example below, the **Click to open** icon was clicked for the first task list item shown above, “Conflict of Interest Analyst Assignment”.

My Workspaces ▼ Covered Person: Administrator
 Match Object Number: 000340
 Review Round Number: 1 Conflict of Interest **Match Review for Covered Person Administrator** ⏪ Back

Match Summary

- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion
- Outcome

List of Match Object(s) for Review ℹ

Interest 1	Interest 2
<p>Show Form: </p> <p>Covered Person's Name: Administrator</p> <p>Reported Interest Type: Financial Interest</p> <p>Reported Interest Third Party: 3-M Pharmaceuticals</p> <p>Business Status: In Database, not white- or blacklisted, Subrecipient</p> <p>Reported Role: KDM – Not a Board Member</p> <p>Reporting Action: Individual Annual Reporting Form</p> <p>Date Submitted: 05/16/2019 11:28:40 AM PDT</p> <p>Interest Ref Number: 000636</p>	<p>Show Form: </p> <p>Covered Person's Name: General Hospital</p> <p>Reported Interest Type: Financial Interest</p> <p>Reported Interest Third Party: 3-M Pharmaceuticals</p> <p>Reported Role:</p> <p>Reporting Action: Study Application</p> <p>Date Submitted: 04/03/2019 3:34:05 PM PDT</p> <p>Interest Ref Number: 000551</p> <p>Protocol Number: IRB-19-122</p> <p>Study Status: Pending - Submitted for Initial Review</p>

When a task list item is opened, the user can continue with processing the item directly from within the ARC Workspace. As shown below, when a tab with interactive elements is selected those elements are unlocked.

My Workspaces ▼ Covered Person: Administrator
 Match Object Number: 000340
 Review Round Number: 1 Conflict of Interest **Match Review for Covered Person Administrator** ⏪ Back

Save the Review Assignment

Match Summary

- Internal Documents
- Review Assignment
- Correspondence
- Review Checklist & Comments
- Review Discussion
- Meeting Vote
- Outcome

Analyst Assignment ℹ

Assign Analyst: Administrator ←

Determine Review Process ℹ

Not Assigned

Full Committee Review

Expedite

Process Administratively

Committee Name: --none--

Upcoming Meeting Date: --none-- or [click here to select past meetings](#)

Agenda Category: Conflict's assigned to Meeting

Assign Reviewers ℹ

Add Reviewer ←

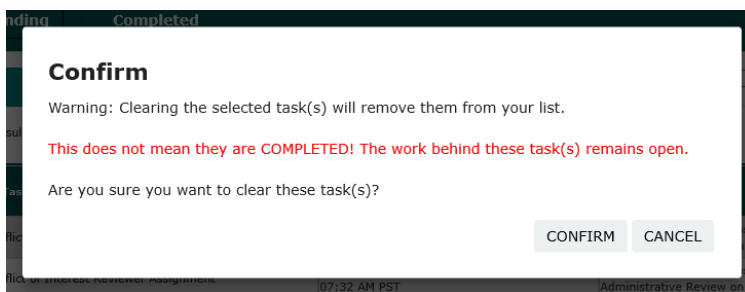
Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
No Reviewers have been assigned to this submission.				

When the **Outstanding** button is selected, a select column is provided in the task list. Select the checkbox in the far-left column for any item in the list to enable the **Clear Selected Task(s)** button.

The screenshot shows the 'All Tasks' interface with tabs for 'All Tasks' and 'Study Tasks'. A 'Task List' dropdown is set to 'All'. A 'Clear Selected Task(s)' button is highlighted with a red box. Below it, a table lists 19 tasks. The first task, 'Conflict of Interest Analyst Assignment', has its checkbox selected. The table columns are: Click to open, Task Type, Received, and Description.

Click to open	Task Type	Received	Description
<input checked="" type="checkbox"/>	Conflict of Interest Analyst Assignment	08/28/2019 01:20 PM PST	Administrator has been assigned as the analyst on the Conflict of Interest Match.
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/28/2019 07:32 AM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/27/2019 03:47 PM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Submission Reviewers Complete	08/27/2019 03:07 PM PST	All reviewers completed the review of the submission.
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019 09:38 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019 09:18 AM PST	Conflict of Interest returned the submission with the outcome of Approved with Conditions
<input type="checkbox"/>	Respond to Conflict Management Plan	08/21/2019	Conflict of Interest returned the submission with the

Select the desired checkbox(es) and click the **Clear Selected Task(s)** button to remove those tasks from the list. A warning popup appears, indicating that items cleared from the list in this manner are merely hidden from the list, *not* marked as complete.



Click the **CANCEL** button to close the popup without removing the selected task(s) from the list.

Click the **CONFIRM** button to remove the selected task(s) and close the popup.

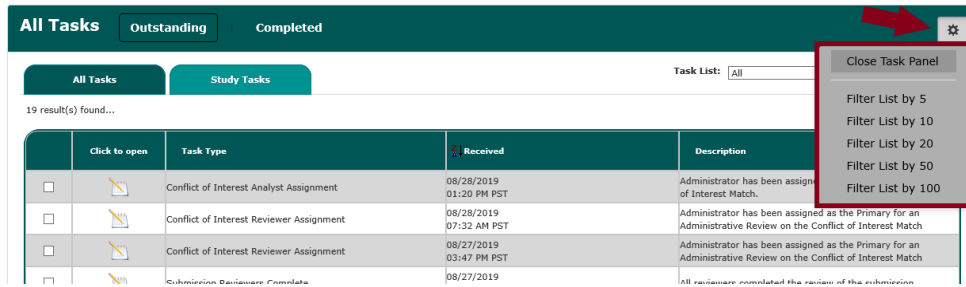
In the example below, the “Conflict of Interest Analyst Assignment” item shown at the top of the list in previous screenshots is removed from the list and the “result(s) found” count is reduced by one.

The screenshot shows the 'All Tasks' interface after one task has been removed. The 'Clear Selected Task(s)' button is no longer visible. The '18 result(s) found...' count is highlighted with a red box. The table now shows 18 tasks, with the top task being 'Conflict of Interest Reviewer Assignment'. A red arrow points to the first checkbox in the table.

Click to open	Task Type	Received	Description
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/28/2019 07:32 AM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Conflict of Interest Reviewer Assignment	08/27/2019 03:47 PM PST	Administrator has been assigned as the Primary for an Administrative Review on the Conflict of Interest Match
<input type="checkbox"/>	Submission Reviewers Complete	08/27/2019 03:07 PM PST	All reviewers completed the review of the submission.
<input type="checkbox"/>	Respond to Conflict Management Plan	08/23/2019	Conflict of Interest returned the submission with the

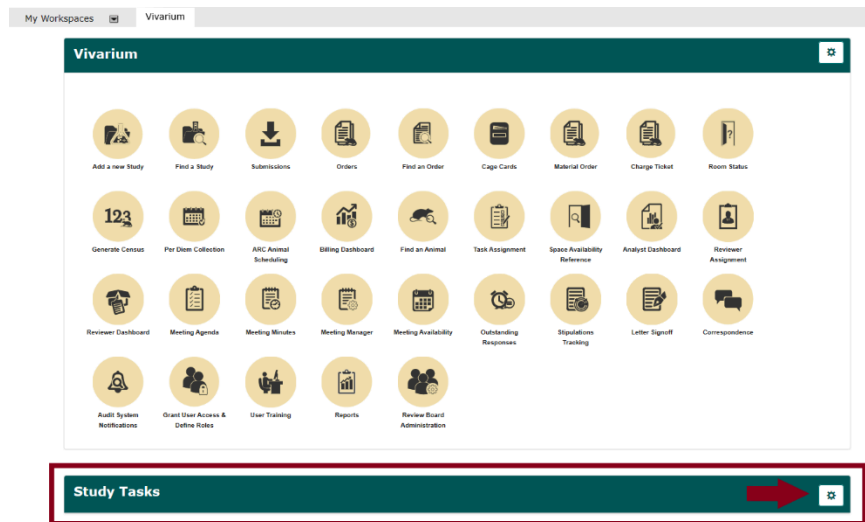
All Tasks Tab Settings

Click the gear icon in the upper right corner of the page to open the **All Tasks** tab settings menu.



The **Filter List By** select options dictate how many task items are shown on each page of the list.

Click the **Close Task Panel** link to minimize the entire task list, as shown below.



Click the gear icon again and click the **Open Research Task Panel** link to re-open the task list.



Study Tasks Tab

As shown in the screenshot below, the **Study Tasks** tab provides a list of study tasks that includes identifying study details and status information.

Click to open	Task Type	Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	08/19/2019 01:52 PM PST	Pending - Submitted for Initial Review	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZFP4-mediated Cachexia in Pancreatic Cancer	Heller, Patricia K., M.D.	1) Scientific Review Board 2) IRB	1) SRB-19-013 2) IRB-19-145	
<input type="checkbox"/>	Submission Response	04/24/2019 12:37 PM PST	Pending - Submitted for Initial Review	CRISPR Cas9 gene editing tool and eye color in mice	Stannis, Ephraim P., PhD	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Submission Response	04/24/2019 09:41 AM PST	Pending - Submitted for Initial Review	Sex Differences in Social Behavior of Syrian Hamsters	Cho, Xi Yuen, PhD	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	04/24/2019 09:37 AM PST	Pending - Submitted for Initial Review	Circadian Rhythm Impacts on Ovulation in Syrian Hamsters	Cho, Xi Yuen, PhD	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	04/24/2019 08:01 AM PST	Pending - Submitted for Initial Review	Effectiveness of Time-Restricted Eating Pattern on Body weight Loss Among Obese Subjects	Alvarez, Yolanda M, M.D.	IRB	IRB-19-132	

Use the **Search** field at the upper right to search the **Study Tasks** list by RB Number, Title or Alias.

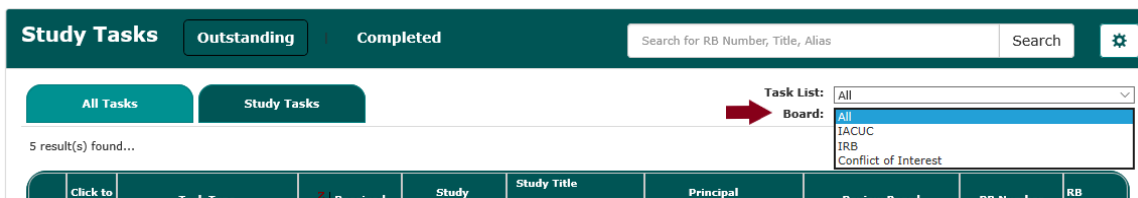
Click to open	Task Type	Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	08/19/2019 01:52 PM PST	Pending - Submitted for Initial Review	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZFP4-mediated Cachexia in Pancreatic Cancer	Heller, Patricia K., M.D.	1) Scientific Review Board 2) IRB	1) SRB-19-013 2) IRB-19-145	
<input type="checkbox"/>	Submission Response	04/24/2019 12:37 PM PST	Pending - Submitted for Initial Review	CRISPR Cas9 gene editing tool and eye color in mice	Stannis, Ephraim P., PhD	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Submission Response	04/24/2019 09:41 AM PST	Pending - Submitted for Initial Review	Sex Differences in Social Behavior of Syrian Hamsters	Cho, Xi Yuen, PhD	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	04/24/2019 09:37 AM PST	Pending - Submitted for Initial Review	Circadian Rhythm Impacts on Ovulation in Syrian Hamsters	Cho, Xi Yuen, PhD	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	04/24/2019 08:01 AM PST	Pending - Submitted for Initial Review	Effectiveness of Time-Restricted Eating Pattern on Body weight Loss Among Obese Subjects	Alvarez, Yolanda M, M.D.	IRB	IRB-19-132	

Open the **Task List** dropdown to filter the **Study Tasks** list by the type of task. The dropdown auto-populates with all task types contained in the overall list. Click the desired filter item to apply it to the list.

Click to open	Task Type	Received	Study	Study Title	Principal	Review Board	RB Number	RB
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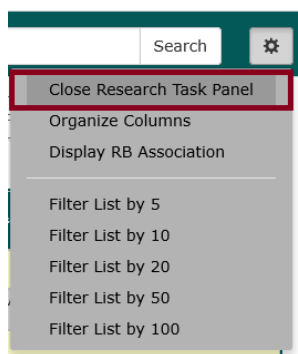
Task List: All
 Board: Submission Response
 Conflict of Interest Study Disclosure Questionnaire

Open the **Board** dropdown to filter the **Study Tasks** list by board type. The dropdown auto-populates with all board types contained in the overall list. Click the desired filter item to apply it to the list.

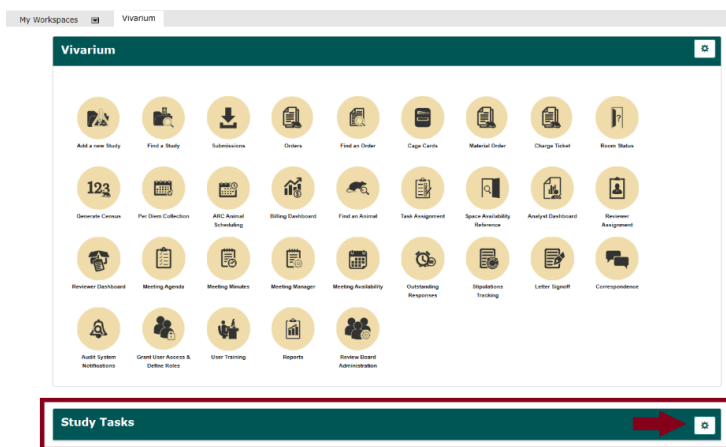


Study Tasks Tab Settings

Click the gear icon at the upper right to open the **Study Tasks** settings menu.



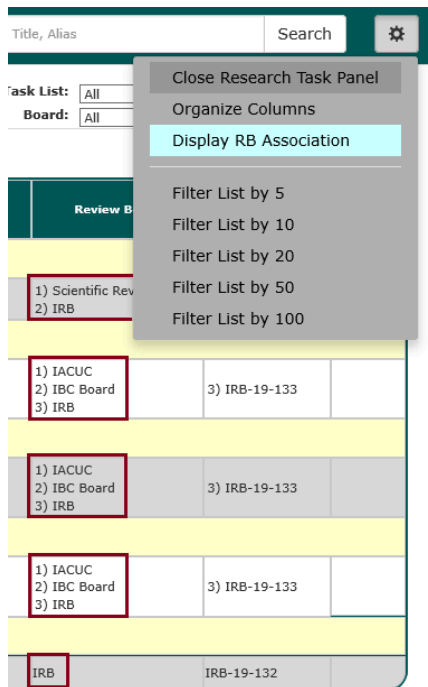
Click the **Close Research Task Panel** link, shown above, to minimize the entire task list, as shown below.



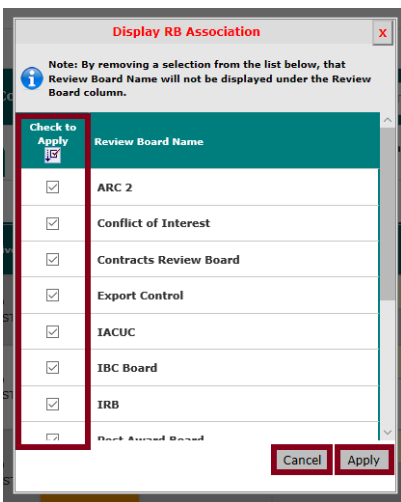
Click the gear icon again and click the **Open Research Task Panel** link to re-open the task list.



Click the **Display RB Association** link in the settings menu, shown below, to specify which board associations are shown in the **Review Board** column (red boxes in screenshot below).



The **Display RB Association** popup, shown below, is opened.



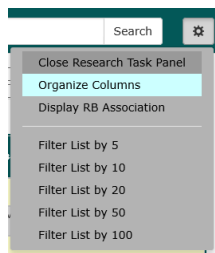
Select the checkbox(es) for the board associations to be shown, where applicable, in the **Review Board** column on the **Study Tasks** tab.

Click the **Cancel** button to close the popup without applying changes.

Click the **Apply** button to close the popup, save changes and apply them to the **Review Board** column on the **Study Tasks** tab.

Click to open	Task Type	Received	Study Status	Study Title Study Number	Principal Investigator	Review Board	RB Number	RB Expiration
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	08/19/2019 01:52 PM PST	Pending - Submitted for Initial Review	Copy of Visual Motion Acuity Visual Motion Acuity	Administrator	1) Scientific Review Board 2) IRB	1) SRB-19-013 2) IRB-19-145	
<input type="checkbox"/>	Submission Response	04/24/2019 12:37 PM PST	Pending - Submitted for Initial Review	Copy of this is a test for the screenshots - v2 test for screenshots	Administrator	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Submission Response	04/24/2019 09:41 AM PST	Pending - Submitted for Initial Review	Copy of this is a test for the screenshots - v2 test for screenshots	Administrator	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	04/24/2019 09:37 AM PST	Pending - Submitted for Initial Review	Copy of this is a test for the screenshots - v2 test for screenshots	Administrator	1) IACUC 2) IBC Board 3) IRB	3) IRB-19-133	
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	04/24/2019 08:01 AM PST	Pending - Submitted for Initial Review	this is a test for the screenshots test for screenshots	Administrator	IRB	IRB-19-132	

The **Organize Columns** link in the settings menu, shown below, is used to add an additional data field to the **Study Tab** display.



Click the **Organize Columns** link in the settings menu (shown above) to open the **Organize Columns** popup (shown below).

Select the checkbox for the item you'd like to add to the **Study Tasks** tab display. In the example above, **Reference Number** is selected.

Click **Cancel** to close the popup without applying changes.

Click **Apply** to add the selected item to the **Study Tasks** tab display, as shown below.

Click to open	Details	Task Type	Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration
<input type="checkbox"/>		Conflict of Interest Study Disclosure Questionnaire	08/19/2019 01:52 PM PST	Pending - Submitted for Initial Review	Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer	Heller, Patricia K., M.D.	1) Scientific Review Board 2) IRB	1) SRB-19-013 2) IRB-19-145	
Reference Number									
IRB-19-145-NEW-1.0									

Notice that a **Details** column is added. By default, when the column is added all its icons are plus signs.

Click the plus sign in the **Details** column for any row to view the contents of the field that was added on the **Organize Columns** popup. The plus sign turns into a minus sign and the field is displayed beneath the applicable task list item.

Click the minus sign in the **Details** column to hide the added field. The minus sign turns into a plus sign and the field is no longer displayed beneath the applicable task list item.