



Animal Resource Center

List Maintenance

Software Version: 11.02.01

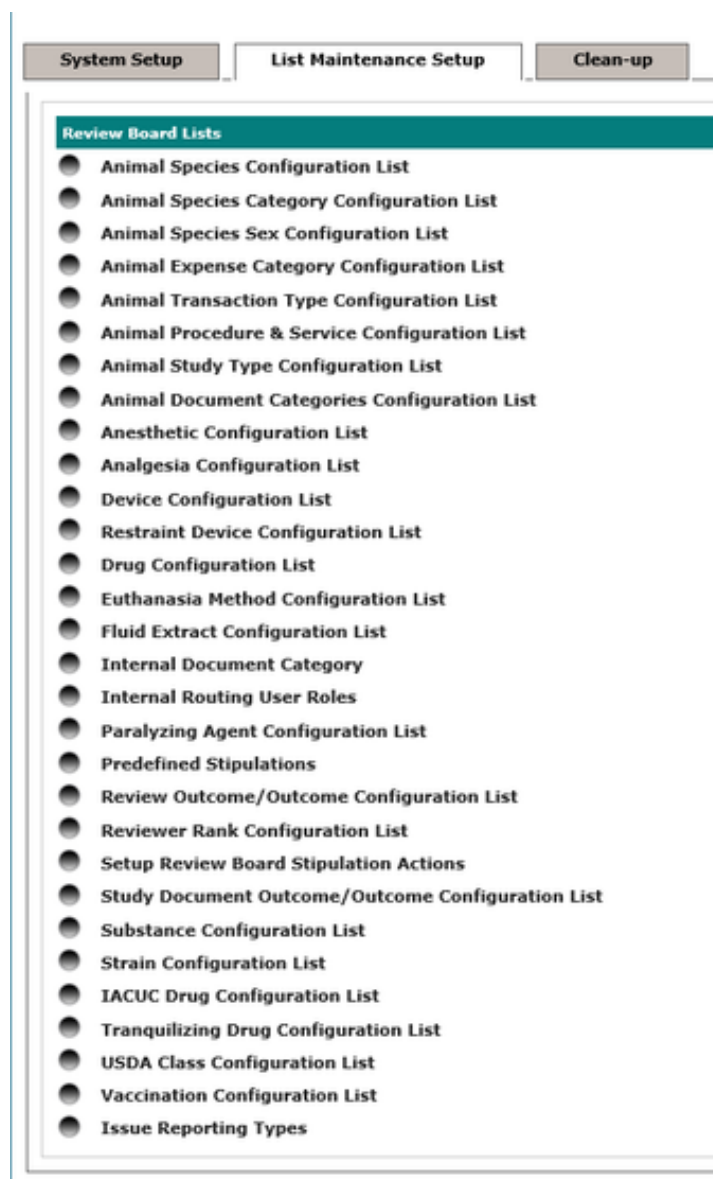
Manual Version: P3

Manual Published: 2/24/2020

Introduction

The iRIS™ system provides numerous picklists on system pages and forms. Some of these lists exist to save users the time and trouble of manually typing in frequently used data items. Other lists exist to enforce data validation requirements.

In the Animal Resource Center module, lists are managed on the **List Maintenance Setup** tab. To access this area, navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab.



*Note that many of the lists linked here are also available in the **List Maintenance Setup** tab under Animal Resource Center > Review Board Administration. Institutions utilizing both the IACUC Assistant and ARC modules: refer to the IACUC Assistant – Animal Resource Center Integration Guide for information about proper list setup and configuration requirements.*

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.

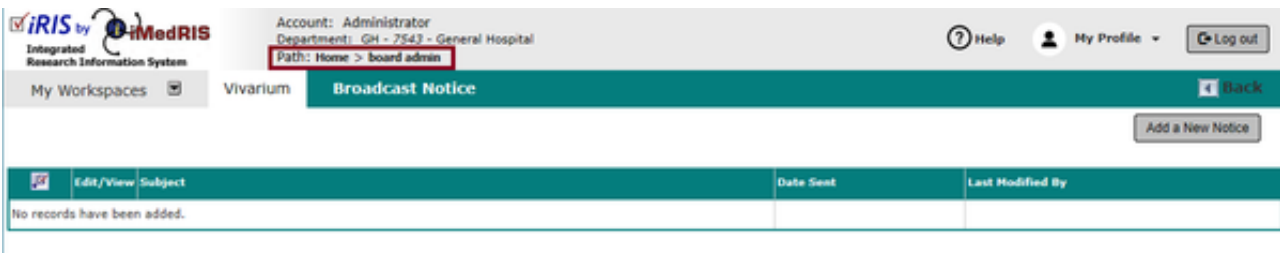
Path Directory Tree

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

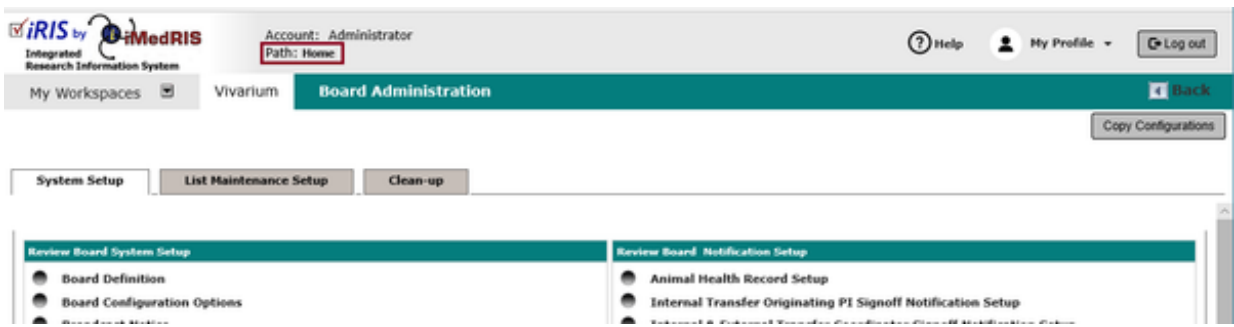
In the example shown the user is viewing the **Broadcast Notice Add a new notice** page. This page is nested three levels beneath the main workspace page, as indicated by the three links available in the **Path** directory tree: **Home**, **board admin** and **broadcast notice**.



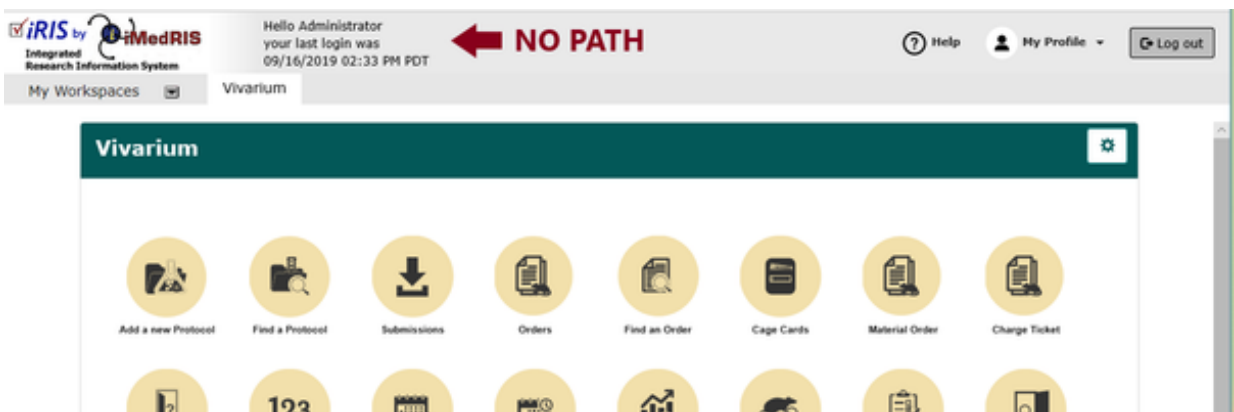
Click on **broadcast notice** in the **Path** to navigate up one level in the directory tree, to the main **Broadcast Notice** page. There are now two levels in the **Path** directory tree: **board admin** and **Home**.



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**.

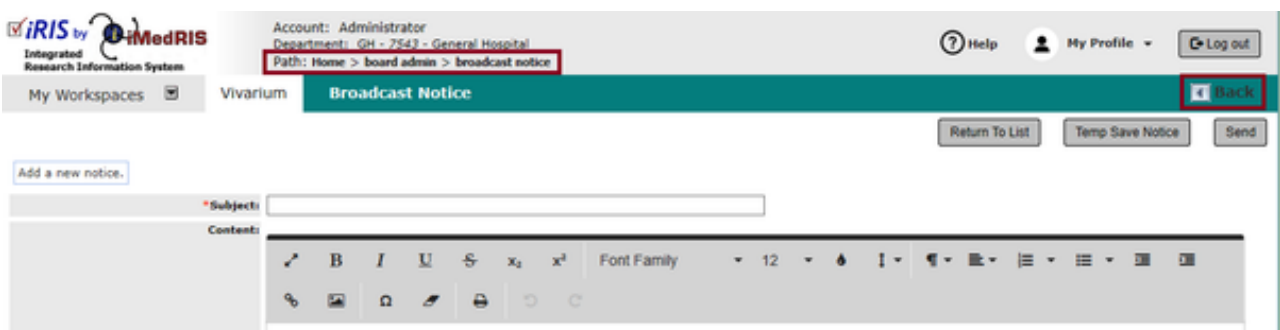


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

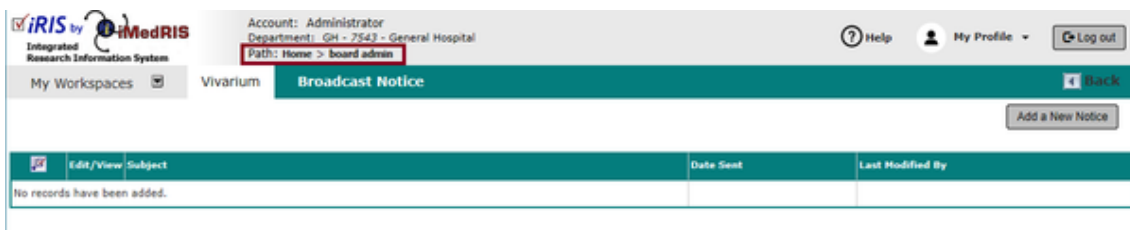


Back Button

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:

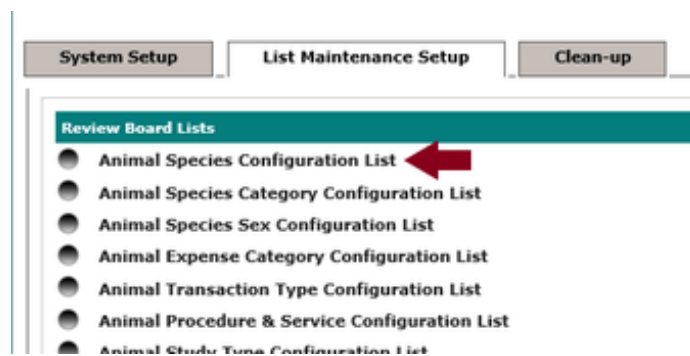


Clicking the **Back** button on the **Broadcast Notice** page returns the user to the Board Administration page, as indicated by the last link in the **Path** directory tree shown in the screenshot above.

*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.*

Animal Species Configuration List

This is where an institution maintains its list of animal species approved for use as study subjects. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened. Previously added species records are summarized in a table, with a search form at the top of the page. Enter all or part of the desired **Species Name** and click the **Find...** button to filter the table by that name.

My Workspaces ▼ Vivarium **Species List** 1 [Back](#)

[Merge Species Records](#) [Add a New Species](#)

Species Browse/Find: Species Name: [Find ...](#)

14 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

Note the **Category Type** column at far right. This field is used to include a USDA Pain and Distress Category assignment for the species (see next section).

USDA Pain and Distress Categories

In compliance with the Animal Welfare Act (AWA) of 1966, the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services (HHS) have oversight responsibility to ensure animal research subjects are treated humanely and cared for properly.

As part of its oversight role, the USDA has developed Pain and Distress Category guidelines for use by institutions engaged in animal research activity. The guidelines provide an alphabetic letter scale from A-E to indicate the anticipated level of animal subject pain and/or distress in a planned study.

A = Observational activities that do not perturb the natural activities of the animals, (e.g., no interaction with or disturbance of animal's natural wild state). This category generally does not require an Animal Use Protocol. Contact the IACUC office for verification of this classification.

B = Animals being bred, conditioned or held for future use in research, testing, or teaching but not yet used for such purpose. Activities are limited to those needed for routine herd or colony maintenance.

C = Animals upon which research, testing or teaching procedures are conducted that do not involve more than momentary pain or distress. "No more than momentary pain or distress" is interpreted such as that experienced during injections or brief restraint.

D = Animals upon which research, testing teaching, or restraint procedures are conducted which involve more than momentary pain or distress to the animals, but for which appropriate anesthetic, analgesic, or tranquilizing drugs will be administered.

E = Animals upon which teaching, experiments, research, surgery, or tests are conducted which have the potential to involve more than momentary pain or distress to the animals, and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs would adversely affect the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests. A written explanation of the procedures producing pain or distress in these animals and the reasons such drugs will not be provided by the investigator must be included in this protocol.

For more information about implementation of AWA requirements in institutional research, visit the APHIS Animal Welfare portal at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>.

Species List Implementation – Application Side

The species list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — when the user clicks the **Add A New Species to the Study** button, popup dialogs are provided for species search and selection

The screenshot shows the 'IACUC APPLICATION (ANIMALS) (Version 1.0)' interface. The 'Project Identification' section is active, displaying a table of species. A red box highlights the 'Add a New Species to the Study' button, with a red arrow pointing to it. The table below contains one entry:

Delete Species	Edit	View Details	Species Name	Is Species USDA	USDA ID Number	Scientific Name	Common Name
			American Crow (USDA C)	Yes		Corvus Brachyrhynchos	American Crow

The 'Find a Species: Search Options' dialog box is shown. It features a 'Species Browse/Find:' section with a 'Species Name:' input field and a 'Find Species' button. Below the input field, it displays '0 result(s) found...' and a table with the following columns: Select, Species Name, Scientific Name, Common Name, Is USDA Species, Strain Stock, and Category Type. The table currently shows 'No Results found'.

The 'Study IACUC Species Details' dialog box is shown. It contains the following fields and values:

- Species Name: American Crow (USDA A) (highlighted with a red arrow)
- Scientific Name: Corvus Brachyrhynchos
- Common Name: American Crow
- Strain Stock: Bird
- Is USDA: Yes
- * Sex: --none--
- * Age: [input field]
- * Weight: [input field]
- Category Type: A
- * Total Number Requested: 0
- Total Number Approved: 0
- Wildlife:
- Laboratory:

A 'Save Species Info' button is located at the bottom right of the dialog.

IACUC / ARC Study Application — the species list is employed in the **Study Euthanasia Details** popup, which is accessed via the **Add a New Euthanasia to the Study** button

 Add a New Euthanasia to the Study

Delete Euthanasia	Edit	View Details	Species	Euthanasia Method	Route	Dose	Monitoring t.
-------------------	------	--------------	---------	-------------------	-------	------	---------------

No Euthanasia methods have been added to this Study

Study Euthanasia Details: X

* Species: --none-- ▼

* Euthanasia Method: --none-- ▼ or other

* Route: --none-- ▼ or other

* Dose:


* Volume:

* Method of Ensuring Death:

* Group/Age/Description:

* Monitoring t.:

IACUC / ARC Study Application — the species list is employed in the **Study Fluid Extract Details** popup, which is accessed via the **Add a New Fluid Extract to the Study** button

 Add a New Fluid Extract to the Study

Delete Fluid Extract	Edit	View Details	Species	Fluid Extraction	Frequency	Volume	Method of Collection
----------------------	------	--------------	---------	------------------	-----------	--------	----------------------

No Fluid Extracts have been added to this Study

Study Fluid Extract Details: X

*Species: --none-- ▼

*Fluid Extraction: --none-- ▼ or other

*Frequency: --none-- ▼ or other

*Volume:

Method of Collection:

* Number of Collections:

* Interval Between Collections:

IACUC / ARC Study Application — the species list is employed in the **Study Paralyzing Agent Details** popup, which is accessed via the **Add a New Paralyzing Agent to the Study** button

+ Add a New Paralyzing Agent to the Study									
Delete Paralyzing Agent	Edit	View Details	Species	Paralyzing Agent	Route	Dose	Frequency	Monitoring	
No Paralyzing Agents have been added to this Study									

Study Paralyzing Agent Details: X

*Species: --none-- ▼

*Paralyzing Agent: --none-- ▼ or other

*Route: --none-- ▼ or other

*Dose:

*Volume:

*Frequency:

*Duration:

Monitoring:

IACUC / ARC Study Application — the species list is employed in the **Study Tranquilizing Drug Details** popup, which is accessed via the **Add a New Tranquilizing Drug to the Study** button

+ Add a New Tranquilizing Drug to the Study

Delete Tranquilizing Drug	Edit	View Details	Species	Tranquilizing Drug	Route	Dose	Monitoring
No Tranquilizing Drugs have been added to this Study							

Study Tranquilizing Drug Details:

*Species: or other

*Tranquilizing Drug: or other

*Route: or other

*Dose:

*Volume:

*Frequency:

*Duration:

Monitoring:

Save Tranquilizing Drug Info

IACUC / ARC Study Application — the species list is employed in the **Drug/Agent Administration** section of the application form

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant | IACUC APPLICATION (ANIMALS) (Version 1.0)

Print Friendly | Save Section | Save and Continue to Next Section

Section view of Application | Entire view of the 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
8.0 Drug/Agent Administration

8.0 Drug/Agent Administration

8.1 Information

If any drugs/agents or other materials will be administered to or on living animals for research, testing, or teaching purposes, please fill out this table below. **Please be sure to include all pre-operative, surgical, and post-operative drugs/materials/agents administered.** Administration of agents/substances:

Species	Agent	Route	Volume	Dose	Frequency
<input type="text" value="American Crow (USDA C)"/>	<input type="text" value="Antibiotic"/>	<input type="text" value="Oral"/>	<input type="text" value="1ml"/>	<input type="text" value="25mg"/>	<input type="text" value="BID"/>

A non-pharmaceutical grade substance is a drug, biologic, or reagent that has NOT been approved by the FDA (i.e. a pharmaceutical grade agent is typically purchased through a pharmacy or other veterinary supplier as a pre-prepared compound, while non-pharmaceutical grade agents are typically purchased through chemical companies and must be compounded or prepared for use).

IACUC / ARC Study Application — the species list is employed in the **Blood/Tissue/Other Samples collected** question in the **Project Description and Procedures** section of the application form

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant | IACUC APPLICATION (ANIMALS) (Version 1.0)

Print Friendly | Save Section | Save and Continue to Next Section

Section view of Application | Entire view of the 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
8.0 Drug/Agent Administration

7.7 Blood/Tissue/Other Samples collected:

If blood, tissue, or other samples will be collected from living animals, please fill out the table below.

If the samples will be collected for all species, select one of the species in the list from 5.1 and then select Yes below.

Yes No

Species	Type of Sample	Collection Method	Volume/Amount	Number and Frequency of Collection
<input type="text" value="American Crow (USDA C)"/>	<input type="text" value="Sputum"/>	<input type="text" value="Mouth swab"/>	<input type="text" value="swab"/>	<input type="text" value="weekly"/>

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Submissions — the species list is employed in the search form provided in the **Track Space Allocation** section of the **Animal Management** tab when reviewing a submission

The screenshot shows the 'Animal Management' tab with the 'Track Space Allocation' section active. The search form includes dropdown menus for Species, Cage Type, Facility, Building, and Rooms, all currently set to '--none--'. A red arrow points to the Species dropdown with the text 'Please select a room.' The interface also shows the study status as 'Pending - Submitted for Initial Review' and the study title as 'Effects of Amoxicillin'.

Submissions — the species list is employed in the search form provided in the **Cage Records** section of the **Animal Management** tab when reviewing a submission

The screenshot shows the 'Animal Management' tab with the 'Cage Records' section active. The search form includes dropdown menus for Cage ID, Species, Cage Type, Facility, Building, and Rooms, all currently set to 'All'. A red arrow points to the Species dropdown. The interface also shows the study status as 'Pending - Submitted for Initial Review' and the study title as 'Effects of Amoxicillin on Aspergillosis in Corvids'.

Submissions — the species list is employed in the search form provided in the **Animal Records** section of the **Animal Management** tab when reviewing a submission.

The screenshot shows the 'Animal Management' tab with the 'Animal Records' section active. The search form includes dropdown menus for Species, Strain, Sex, Life Status, Date of Birth Range, Generation, Cage ID, Facility, Building, Room, Animal ID, Animal Tag Number, and Origin, all currently set to 'All'. A red arrow points to the Species dropdown. The interface also shows the study status as 'Pending - Submitted for Initial Review' and the study title as 'Effects of Amoxicillin on Aspergillosis in Corvids'.

Submissions — the species list is employed in the search form provided in the **Animal Progression** section of the **Animal Management** tab when reviewing a submission

Submissions — the species list is employed in the **Requested Animals** section of the **Arc Order Form**

Submissions — the species list is employed in the **Requested Animal Transfer** section of the **Internal Transfer Form**

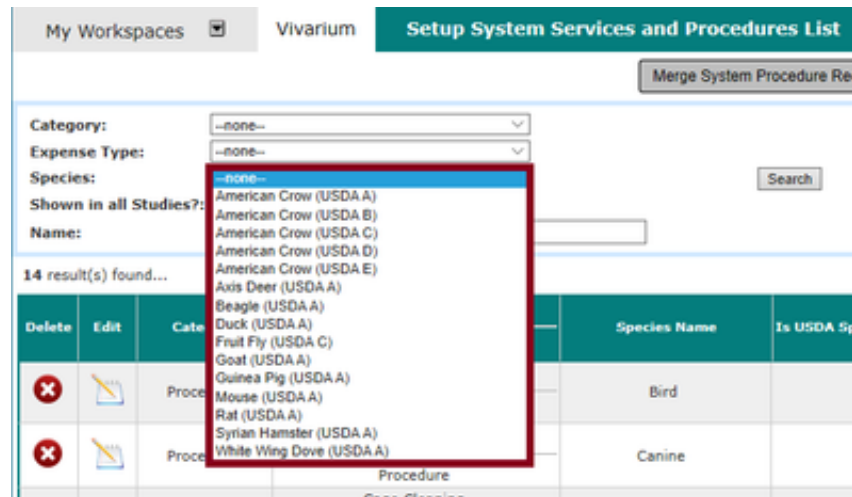
ARC Reports — the species list is employed in the report criteria panel for each of the following ARC Reports: **Animal Numbers by USDA Category**, **Census Report** and **List of Cages by Species**; see the Animal Resource Center – Reports

manual for more information

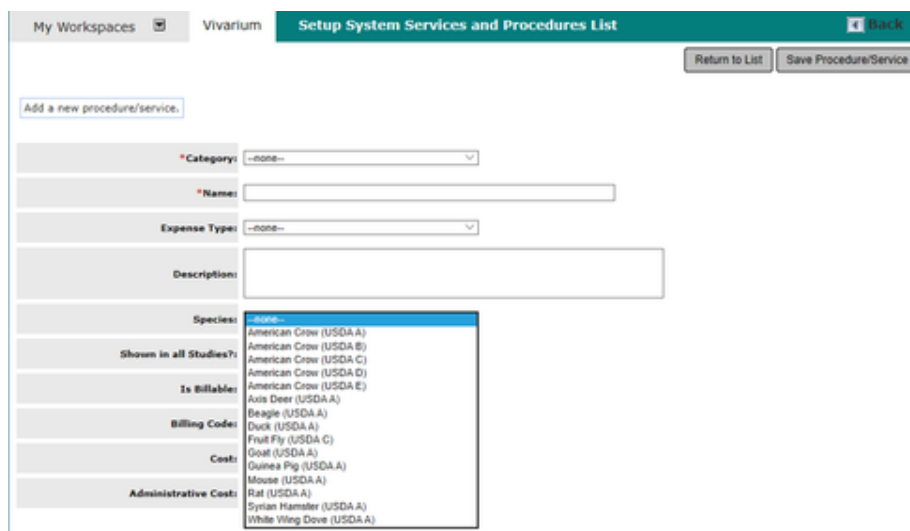
Species List Implementation – Board Side

The species list is employed in the following areas on the review board / system setup side of iRIS™.

Setup System Service and Procedures List page — the species list is included in the search form at the top of the **Setup System Services and Procedures List** page, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link



Setup System Service and Procedures List add/edit panel — the species list is included in the **Setup System Services and Procedures List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link



Setup Anesthetic List add/edit panel — the species list is included in the **Setup Anesthetic List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Anesthetic Configuration List link

My Workspaces ▼ Vivarium **Setup Anesthetic List** Back

Save Changes

*Species Name: --none--

*Anesthetic: --none-- or create New

*Route: --none-- or create New

*Dose:

Monitoring:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Mouse (USDA A)
- Rat (USDA A)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Setup Analgesia List add/edit panel — the species list is included in the **Setup Analgesia List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Analgesia Configuration List link

My Workspaces ▼ Vivarium **Setup Analgesia List** Back

Save Changes

*Species Name: --none--

*Analgesia: --none-- or create New

*Route: --none-- or create New

*Dose:

*Frequency:

Monitoring:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Mouse (USDA A)
- Rat (USDA A)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Setup Fluid Extract List add/edit panel — the species list is included in the **Setup Fluid Extract List** add/edit panel, which is accessed via IACUC/Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Fluid Extract Configuration List link

My Workspaces ▼ IACUC **Setup Fluid Extract List** Back

Save Changes

*Species Name: --none-- ▼

*Fluid Extraction: --none-- ▼ or create New

*Frequency: --none-- ▼ or create New

*Volume:

*Method of Collection:

Setup Paralyzing Agent List add/edit panel — the species list is included in the **Setup Paralyzing Agent List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Paralyzing Agent Configuration List link

My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ⌂ Back

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Setup Substance List add/edit panel — the species list is included in the **Setup Substance List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Substance Configuration List link

My Workspaces ▼ Vivarium **Setup Substance List** ⌂ Back

*Species Name:

*Substance: or create New

*Route: or create New

*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Setup Strain List add/edit panel — the species list is included in the **Setup Strain List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Strain Configuration List link

My Workspaces ▼ Vivarium **Setup Species Strain List** ⌂ Back

*Species Name:

*Strain:

Setup Tranquilizing Drug List add/edit panel — the species list is included in the **Setup Tranquilizing Drug List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Tranquilizing Drug Configuration List link

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ← Back

Save Changes

*Species Name: --none-- ▼

*Tranquilizing Drug: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Monitoring:

Setup Vaccination List add/edit panel — the species list is included in the **Setup Vaccination List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Vaccination Configuration List link

My Workspaces ▼ Vivarium **Setup Vaccination List** ← Back

Save Changes

*Species Name: --none-- ▼

*Vaccination:

Setup Coat Color List add/edit panel — the species list is included in the **Setup Coat Color List** add/edit panel, which is accessed via IACUC/Animal Resource Center > Review Board Administration > System Setup tab > Setup Coat Color link

My Workspaces ▼ Vivarium **Setup Coat Color** ← Back

Save Coat Color

*Species: --none-- ▼

Coat Color: --none-- ▼

Setup Diet add/edit panel — the species list is included in the **Setup Diet** add/edit panel, which is accessed via IACUC/Animal Resource Center > Review Board Administration > System Setup tab > Setup Diet link

My Workspaces ▼ Vivarium **Setup Diet** ← Back

Save Diet

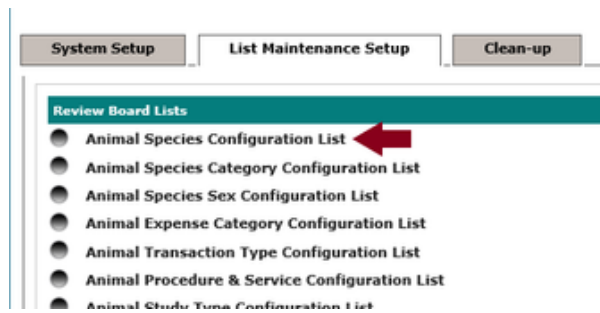
*Species: --none-- ▼

*Diet:

Setup Treatment Plan Templates by Species add / edit / copy panels — the species list is included in the **Setup Treatment Plan Templates by Species** add/edit/copy panels, which are accessed via Animal Resource Center > Review Board Administration > System Setup tab > Setup Treatment Plan Templates by Species link

Add Species

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchus	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchus	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchus	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchus	Yes	D
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchus	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagnus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

In the screenshot above one species record has been created for each of ten animal species, and four species records have been created for American Crow. Most of these records have a USDA Pain and Distress **Category Type** of “A” assigned. As described in the USDA Pain and Distress Categories section of this manual, a type of “A” signifies “Observational activities that do not perturb the natural activities of the animals, (e.g., no interaction with or disturbance of animal’s natural wild state)”.

Because most animal research subjects will experience “interaction with” and “disturbance of” their “natural wild state”, it is usually necessary to create multiple records for each species: one for each USDA Pain and Distress **Category Type**.

To add a new species record, click the **Add a New Species** button. The **Add a new species to the system** panel opens.

The screenshot shows the 'Add a new species to the system' form within the 'Species List' interface. The form includes the following fields:

- *Species Name:** A text input field.
- *Scientific Name:** A text input field.
- *Common Name:** A text input field.
- Is USDA Species:** Radio buttons for 'Yes' and 'No'.
- Category Type:** A dropdown menu currently showing '--none--'.

Navigation and action elements include 'My Workspaces', 'Vivarium', 'Species List', 'Back', and 'Save Changes'.

Previously entered species records are made available as dynamic picklists in the **Species Name**, **Scientific Name** and **Common Name** fields to facilitate creation of multiple records for the same species. In the following example a fifth species record will be added for American Crow, with a USDA Pain and Distress **Category Type** of “E”.

Click in the **Species Name** field and enter the first letter of the desired name. A dropdown list of previously created **Species Name**s appears. If a version of the desired name is included, click to select it, then make any necessary changes to the field. If the desired name is not in the list, it can be typed into the field manually.

This screenshot shows the same 'Add a new species to the system' form, but with a dropdown menu open for the ***Species Name:** field. The dropdown list contains the following entries:

- American Crow (USDA D)
- American Crow (USDA B)
- Axis Deer (USDA A)
- American Crow (USDA A)
- American Crow (USDA C)

The dropdown menu is positioned over the form fields, and the 'Species Name' field contains the letter 'a'.

In the example shown below one of the pre-existing American Crow records was selected for **Species Name**, then the field was edited to create a new name, “American Crow (USDA E)”.

My Workspaces ▾ Vivarium **Species List** Back

Save Changes

Add a new species to the system.

*Species Name: American Crow (USDA E)

*Scientific Name:

*Common Name:

Is USDA Species: Yes No

Category Type: --none--

Because there can be multiple versions of the same species record, each with a different **Category Type** assigned, it's a good practice to include the **Category Type** designation when entering or revising the **Species Name**. Doing so ensures that users will be able to distinguish between records in the species dropdown list wherever it appears in the iRIS™ system.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List**

Merge System Procedure Rev

Category: --none--

Expense Type: --none--

Species: --none--

Shown in all Studies?:

Name:

14 result(s) found...

Delete	Edit	Category	Species Name	Is USDA Sp
		Procedure	Bird	
		Procedure	Canine	
		Procedure	Cage Cleaning	

Species dropdown list (highlighted):

- none--
- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Mouse (USDA A)
- Rat (USDA A)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

In the example above the **Category Type** is included in the **Species Name**. The example below demonstrates the difficulty in distinguishing between species records when the **Category Type** is *not* included in the **Species Name**.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List**

Merge System Procedure Rev

Category: --none--

Expense Type: --none--

Species: --none--

Shown in all Studies?:

Name:

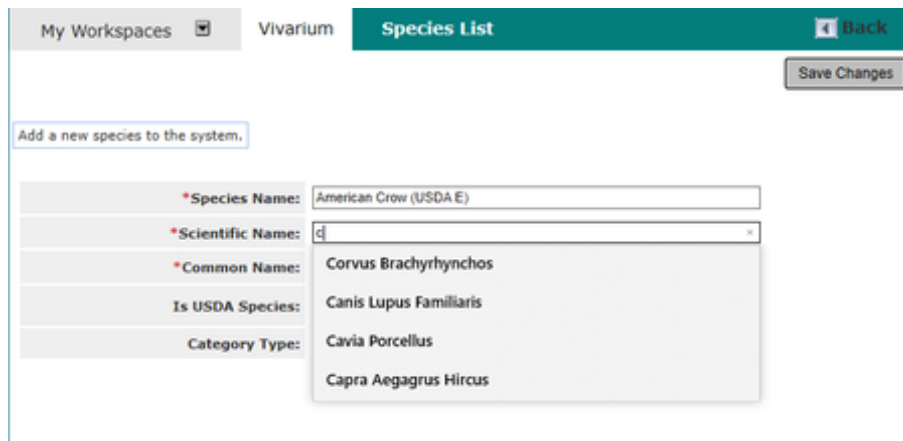
14 result(s) found...

Delete	Edit	Category	Species Name	Is USDA Sp
		Procedure	Bird	
		Procedure	Canine	
		Procedure	Cage Cleaning	

Species dropdown list (highlighted):

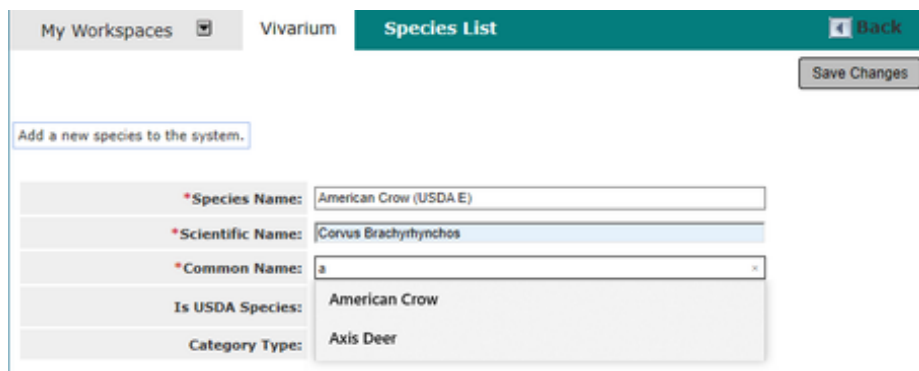
- none--
- American Crow
- American Crow
- American Crow
- American Crow
- American Crow
- Axis Deer
- Beagle
- Duck
- Fruit Fly
- Goat
- Guinea Pig
- Mouse
- Rat
- Syrian Hamster
- White Wing Dove

Click in the **Scientific Name** field and enter the first letter of the desired name. A dropdown list of previously created **Scientific Names** appears. If the desired name is included, click to select it. If the desired name is not in the list, it can be typed into the field manually.



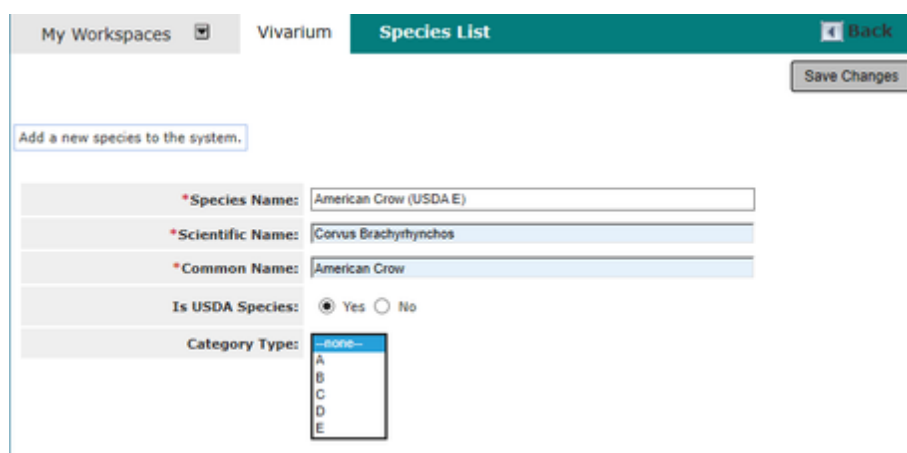
The screenshot shows the 'Species List' form in a 'Vivarium' workspace. The form has a header with 'My Workspaces', 'Vivarium', and 'Species List' with a 'Back' button. A 'Save Changes' button is in the top right. Below the header is a prompt: 'Add a new species to the system.' The form fields are: '*Species Name:' with 'American Crow (USDA E)'; '*Scientific Name:' with a dropdown showing 'c' and a list of options: 'Corvus Brachyrhynchos', 'Canis Lupus Familiaris', 'Cavia Porcellus', and 'Capra Aegagrus Hircus'; '*Common Name:'; 'Is USDA Species:'; and 'Category Type:'.

Click in the **Common Name** field and enter the first letter of the desired name. A dropdown list of previously created species names appears. If the desired name is included, click to select it. If the desired name is not in the list, it can be typed into the field manually.



The screenshot shows the 'Species List' form with the 'Common Name' dropdown menu open. The dropdown shows 'a' and a list of options: 'American Crow' and 'Axis Deer'. The other fields are: '*Species Name:' with 'American Crow (USDA E)'; '*Scientific Name:' with 'Corvus Brachyrhynchos'; '*Common Name:' with 'a'; 'Is USDA Species:'; and 'Category Type:'.

Click to select "Yes" or "No" for **Is USDA Species**, then click on the **Category Type** dropdown to open the category list and click on the desired list item to select it.



The screenshot shows the 'Species List' form with the 'Is USDA Species' field set to 'Yes' and the 'Category Type' dropdown menu open. The dropdown shows a list of options: 'A', 'B', 'C', 'D', and 'E'. The other fields are: '*Species Name:' with 'American Crow (USDA E)'; '*Scientific Name:' with 'Corvus Brachyrhynchos'; '*Common Name:' with 'American Crow'; 'Is USDA Species:' with 'Yes' selected; and 'Category Type:'.

The completed form is shown below.

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

[Save Changes](#)

[Add a new species to the system.](#)

*Species Name: American Crow (USDA E)

*Scientific Name: Corvus Brachyrhynchos

*Common Name: American Crow

Is USDA Species: Yes No

Category Type: E ▾

Click the **Save Changes** button to save the new species record and return to the main **Species List** page. The new record is added to the list. Notice that in the new record, the asterisk icon in the **Apply Filter** column is black.

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

[Merge Species Records](#) [Add a New Species](#)

Species Browse/Find: Species Name: [Find ...](#)

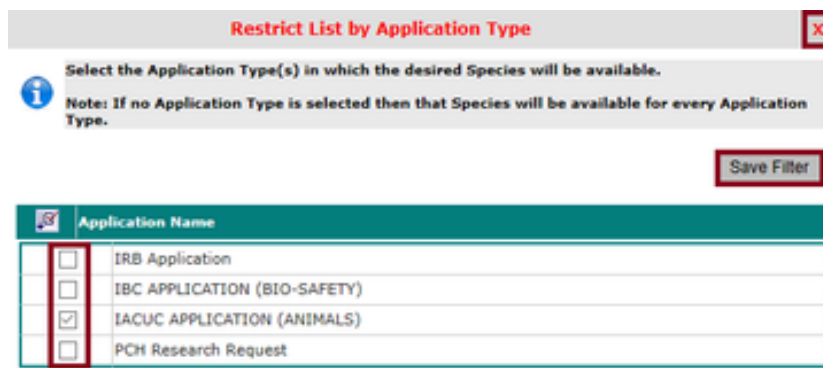
15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

A green asterisk in the **Apply Filter** column indicates a filter has been applied to limit the species' availability to certain study application types.

A black asterisk in the **Apply Filter** column indicates the species is available for assignment to any study application type.

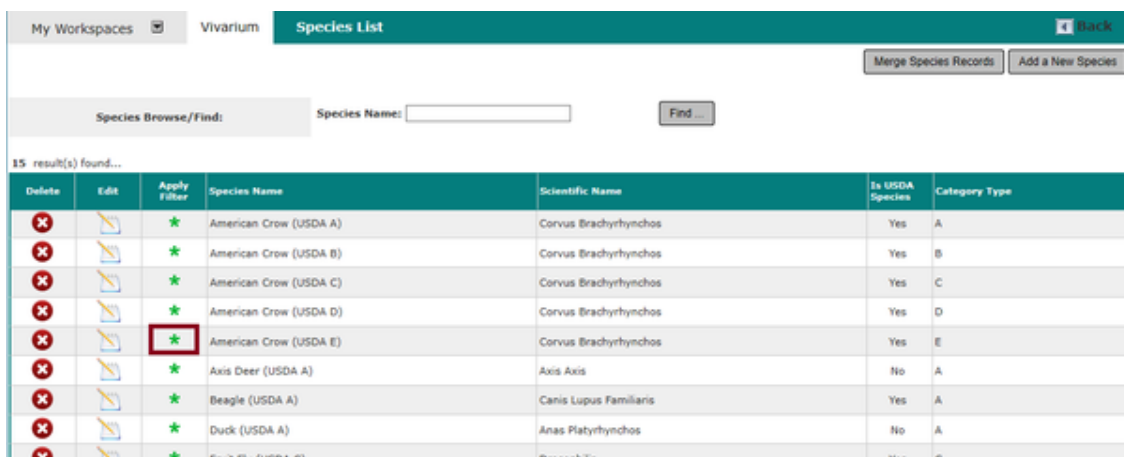
Click the **Apply Filter** icon to view, edit or enter filter details for the species. The **Restrict List by Application Type** popup window opens.



Click the close icon (red X in upper right corner) to close the popup without limiting the filter to certain study types.

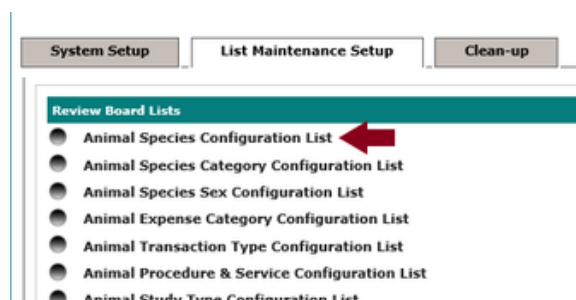
To limit the species to certain study application types, select the checkbox(es) for the desired **Application Name** item(s). Click the **Save Filter** button to save changes and close the popup window.

In the screenshot above, the black asterisk was clicked on the “American Crow (USDA E)” record and IACUC APPLICATION (ANIMALS) is selected. When the **Save Filter** button is clicked, the filter setting is updated on the **Species List** page.



Edit Species

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

My Workspaces ▼ Vivarium **Species List** ← Back

Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

In the screenshot above, **Category Type** was mistakenly set to “A” instead of “C” in the “American Crow (USDA C)” record.

To edit a species record, click the icon in the **Edit** column for the applicable record. The record is opened in an **Edit a species in the system panel**.

My Workspaces ▼ Vivarium **Species List** ← Back

Save Changes

Edit a species in the system.

*Species Name:

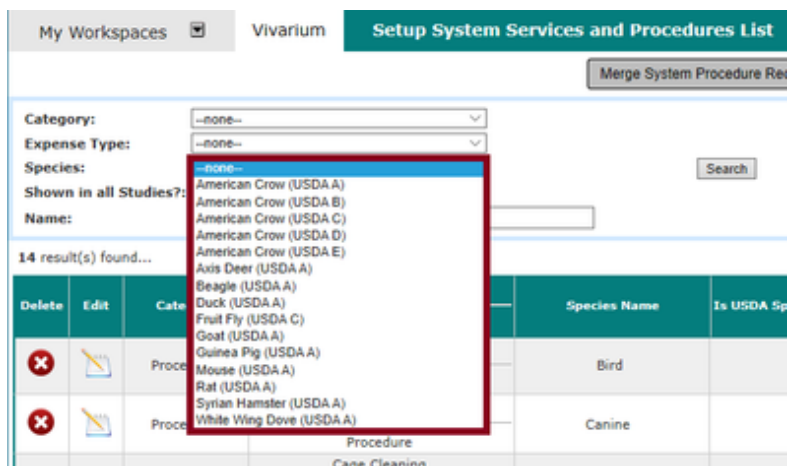
*Scientific Name:

*Common Name:

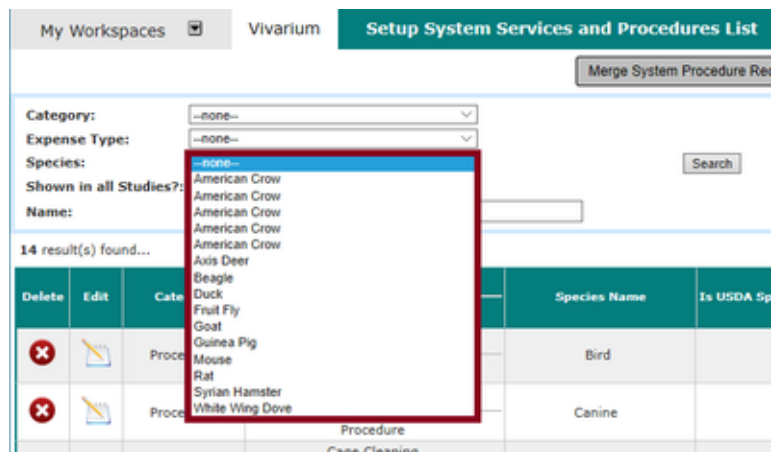
Is USDA Species: Yes No

Category Type:

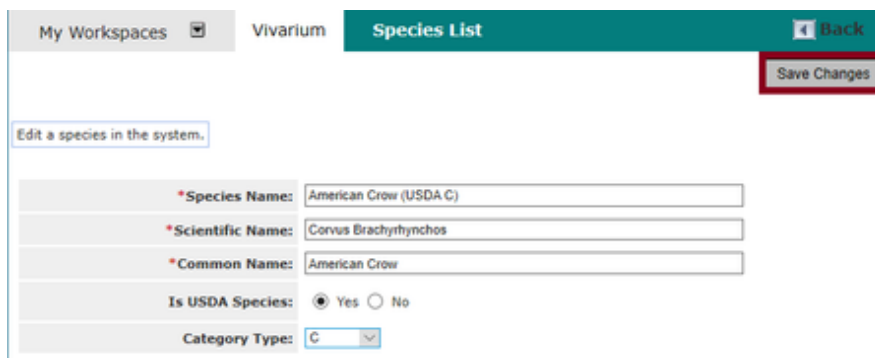
Because there can be multiple versions of the same species record, each with a different **Category Type** assigned, it’s a good practice to include the **Category Type** designation when entering or revising the **Species Name**. Doing so ensures that users will be able to distinguish between records in the species dropdown list wherever it appears in the iRIS™ system.



In the example above the **Category Type** is included in the **Species Name**. The example below demonstrates the difficulty in distinguishing between species records when the **Category Type** is *not* included in the **Species Name**.



Make desired changes in the edit panel and click the **Save Changes** button to save changes and return to the main **Species List** page.



The record is revised in the **Species List**.

My Workspaces ▼ Vivarium **Species List** 1 [Back](#)

Merge Species Records Add a New Species

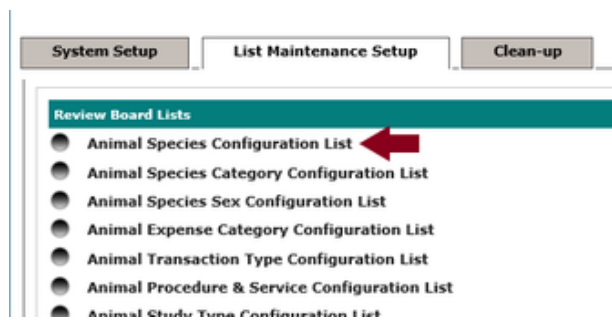
Species Browse/Find: Species Name: [Find ...](#)

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
		

Delete Species

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

My Workspaces ▼ Vivarium **Species List** 1 [Back](#)

Merge Species Records Add a New Species

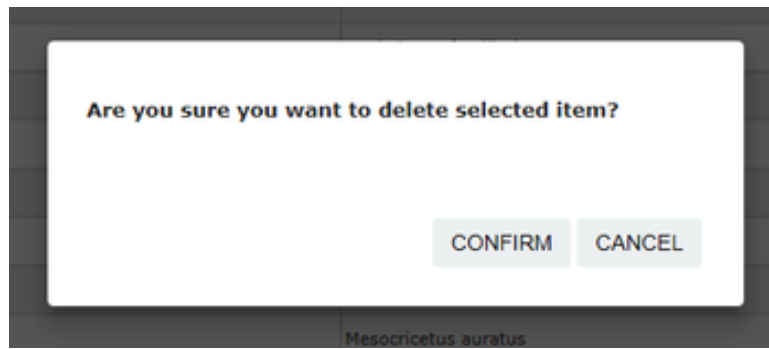
Species Browse/Find: Species Name: [Find ...](#)

16 result(s) found... 1 - 15

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
		

In the screenshot above, the fifth species record for “American Crow” is a duplicate that was created in error.

To delete a species record, click the icon in the **Delete** column for the applicable record. A confirmation popup window appears.



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

Click **CONFIRM** to delete the record and close the popup. The record is deleted.

My Workspaces ▼ Vivarium **Species List** Back

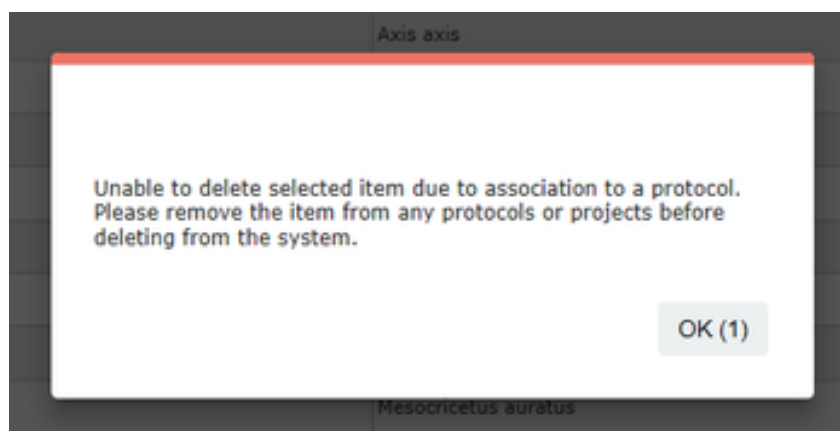
Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find...

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Pink FISHA 21	Alex Blatkovskaya	No	A

If the species being deleted has been assigned to any studies, a second popup appears after the first to notify the user the record cannot be deleted. The popup timer counts down from three (3) to one (1), and then the popup closes. The record is not deleted.

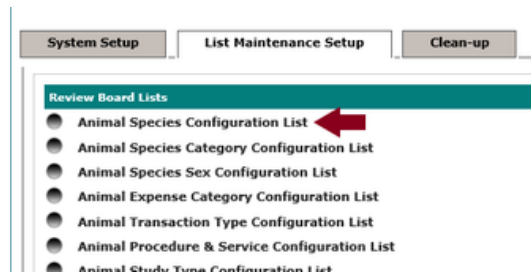


Merge Species

Recall that once a species has been assigned to a study application, it cannot be deleted. Sometimes a duplicate or erroneous species record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous species record can be merged with a valid species record. The valid species record is then substituted for the duplicate/erroneous species record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

The screenshot shows the 'Species List' page with a search bar and a table of 16 results. The table has columns for 'Delete', 'Edit', 'Apply Filter', 'Species Name', 'Scientific Name', 'Is USDA Species', and 'Category Type'. The first two 'Fruit Fly' records are highlighted with a red box. The first record is 'Fruit Fly' (Scientific Name: Fruit Fly, Category Type: C) and the second is 'Fruit Fly (USDA C)' (Scientific Name: Drosophila, Category Type: C). A 'Merge Species Records' button is visible in the top right corner.

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Axis Deer (USDA A)	Axis Axis	No	A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duck (USDA A)	Anas Platyrhynchos	No	A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fruit Fly	Fruit Fly	No	C
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fruit Fly (USDA C)	Drosophila	Yes	C
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guinea Pig (USDA A)	Cavia Porcellus	Yes	A

In the example shown above, the first Fruit Fly species record in the list was created in error but has been assigned to one or more studies. Click the **Merge Species Records** button to begin. The **Merge Species Records** page opens.

The screenshot shows the 'Merge Species Records' page with a table of species records. The table has columns for 'Internal Rec Num', 'Species Name', 'Scientific Name', 'Common Name', and 'Category Type'. The first two 'Fruit Fly' records are selected with checkboxes. The first record is 'Fruit Fly' (Internal Rec Num: 21, Scientific Name: Fruit Fly, Common Name: Fruit Fly, Category Type: C) and the second is 'Fruit Fly (USDA C)' (Internal Rec Num: 10, Scientific Name: Drosophila, Common Name: Fruit Fly, Category Type: C). A 'Merge Selected Records' button is visible in the top right corner.

Internal Rec Num	Species Name	Scientific Name	Common Name	Category Type
<input type="checkbox"/>	2	American Crow (USDA A)	American Crow	A
<input type="checkbox"/>	13	American Crow (USDA B)	American Crow	B
<input type="checkbox"/>	14	American Crow (USDA C)	American Crow	C
<input type="checkbox"/>	15	American Crow (USDA D)	American Crow	D
<input type="checkbox"/>	19	American Crow (USDA E)	American Crow	E
<input type="checkbox"/>	3	Axis Deer (USDA A)	Axis Deer	A
<input type="checkbox"/>	6	Beagle (USDA A)	Beagle	A
<input type="checkbox"/>	4	Duck (USDA A)	Duck	A
<input checked="" type="checkbox"/>	21	Fruit Fly	Fruit Fly	C
<input checked="" type="checkbox"/>	10	Fruit Fly (USDA C)	Fruit Fly	C
<input type="checkbox"/>	7	Goat (USDA A)	Goat	A
<input type="checkbox"/>	9	Guinea Pig (USDA A)	Guinea Pig	A

Select the checkboxes at far left for the species records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

	Species Name	Scientific Name	Common Name	Category Type
<input checked="" type="radio"/>	Fruit Fly (USDA C)	Drosophila	Fruit Fly	C
<input type="radio"/>	Fruit Fly	Fruit Fly	Fruit Fly	C

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

This site says...

The following operation will remove all records on this list except for the record selected.
Do you want to continue with the merge operation?

OK Cancel

As the popup states, all species records in the list on the **Merge Species Records** page will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Species List** page. As shown below, the Fruit Fly records are merged.

Species Browse/Find: Species Name: Find...

15 result(s) found...

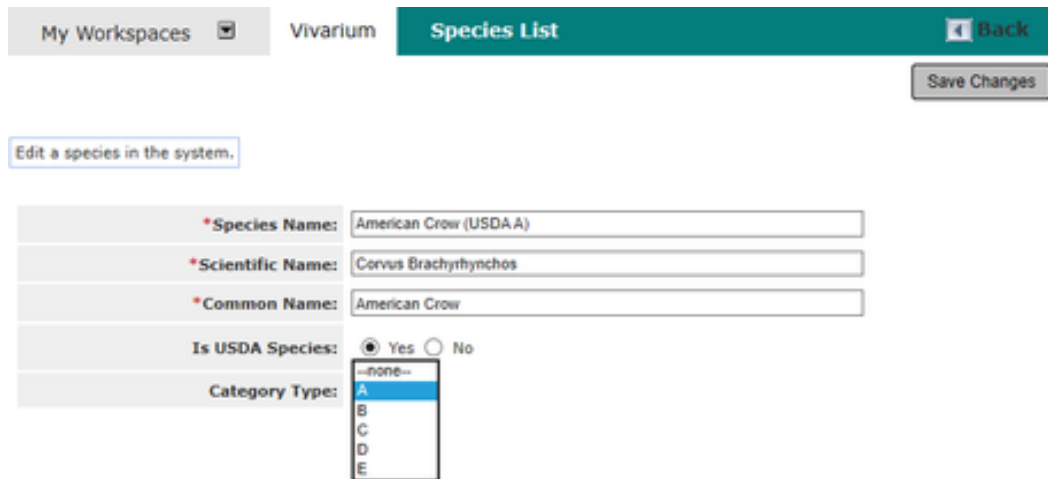
Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Axis Deer (USDA A)	Axis Axis	No	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Duck (USDA A)	Anas Platyrhynchos	No	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Fruit Fly (USDA C)	Drosophila	Yes	C
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Mouse (USDA A)	Mus	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Rat (USDA A)	Rattus	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

Animal Species Category Configuration List

As discussed in the USDA Pain and Distress Categories section of this manual, applications for studies involving animal subjects must report the anticipated level of animal subject pain or distress according to the USDA's standardized designations, which are labeled "A" through "E".

See the *USDA Pain and Distress Categories* section of this manual for details of each USDA designation.

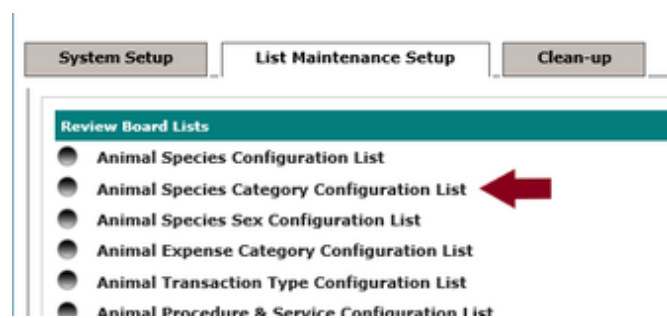
In the iRIS™ system, USDA designations are maintained in an Animal Species Category list. The Animal Species Category list populates the USDA Pain and Distress **Category Type** dropdown list for animal species records, as shown below.



The screenshot shows a web interface for configuring a species. At the top, there are navigation elements: "My Workspaces" with a dropdown arrow, "Vivarium", and a teal "Species List" header with a "Back" button. A "Save Changes" button is located on the right. Below the header is a text box that says "Edit a species in the system." The main form contains the following fields:

- *Species Name: American Crow (USDA A)
- *Scientific Name: Corvus Brachyrhynchos
- *Common Name: American Crow
- Is USDA Species: Yes No
- Category Type: A dropdown menu with options: --none--, A, B, C, D, E. Option A is currently selected.

To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



The **Animal Species Category** page is opened.

Add a New Record

Delete	Edit	Species Category
		A
		B
		C
		D
		E

Species Category Implementation – Application Side

The species category list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — in the **Project Identification** section, when the user clicks the **Add A New Species to the Study** button, popup dialogs are provided for species selection; species category is tied to each species record, so selection of a species also selects a corresponding species category

My Workspaces IACUC Number: IACUC-2019-094 Study Assistant IACUC APPLICATION (ANIMALS) (Version 1.0)

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 Farm Information, 5.0 Project Identification

5.0 Project Identification

5.1 Species

Add the species that are being used in this study:

- Phrase note that the total number of animals listed here must match with the Pain and Distress table later in the application
- If you are adding multiple wildlife species, please use broad general groups (ex. Assorted fish, Assorted reptiles, Assorted small mammals, etc.). Additional details will be requested in the Experimental Design section later in the application.
- If you are adding purpose bred (Mut or Ramus) laboratory rodents **DO NOT** list individual strains in this table. This information can be included in the Experimental Design section later in the application.

Add a New Species to the Study

Delete Species	Edit	View Details	Species Name	Is Species USDA	USDA ID Number	Scientific Name	Common Name
			American Crow (USDA C)	Yes		Cervus Brachyrhynchos	American Crow

Find a Species: Search Options

Species Browse/Find: Species Name:

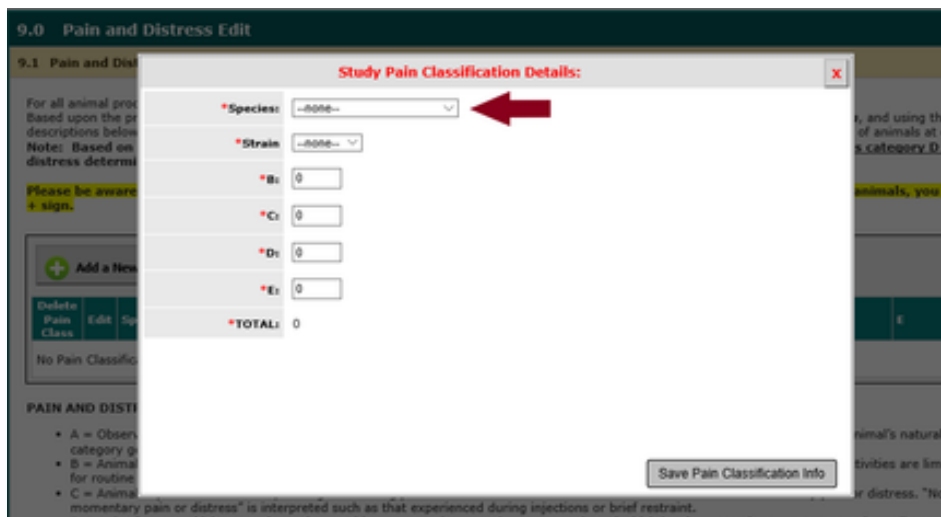
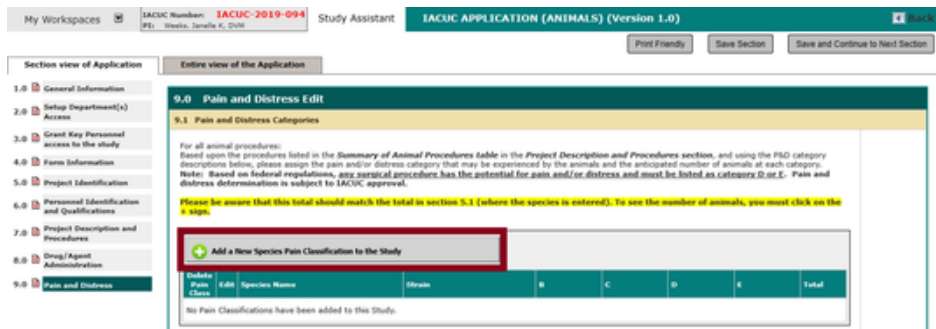
0 result(s) found... 0 - 0

Select	Species Name	Scientific Name	Common Name	Is USDA Species	Strain Stock	Category Type
No Results found						

Study IACUC Species Details:

Species Name: American Crow (USDA A)
 Scientific Name: Cervus Brachyrhynchos
 Common Name: American Crow
 Strain Stock: Bird
 Is USDA: Yes
 * Sex: --NONE--
 * Age:
 * Weight:
 Category Type: A
 * Total Number Requested: 0
 Total Number Approved: 0
 Wildlife:
 Laboratory:

IACUC / ARC Study Application — an **Add a New species Pain Classification to the Study** button is provided in the **Pain and Distress** section of the application; clicking the button opens a popup for entry of **Study Pain Classification Details**, which includes a **Species** field



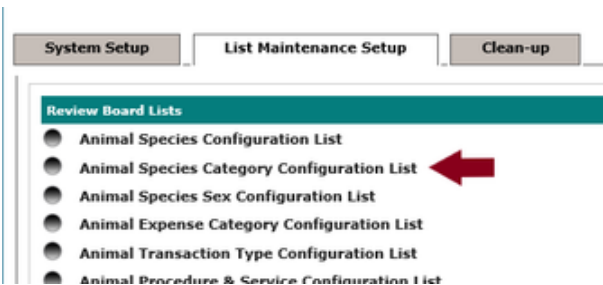
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Species Category Implementation – Board Side

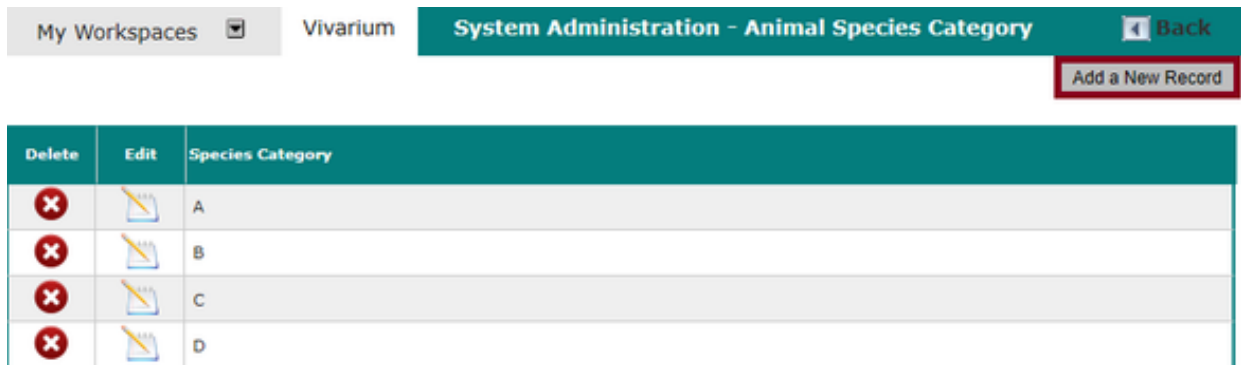
Species category(ies) is(are) designated on the application side where required and are not generally subject to direct revision by the board.

Add Species Category

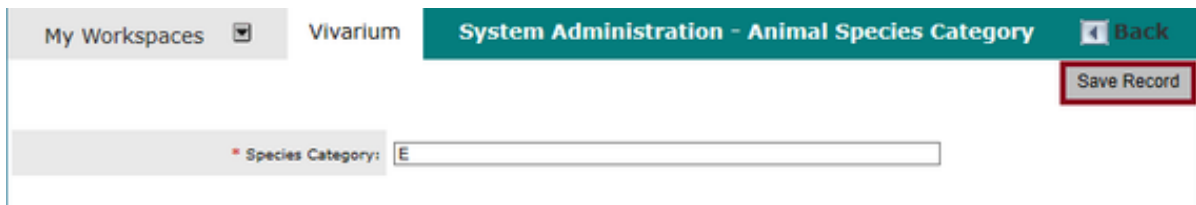
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



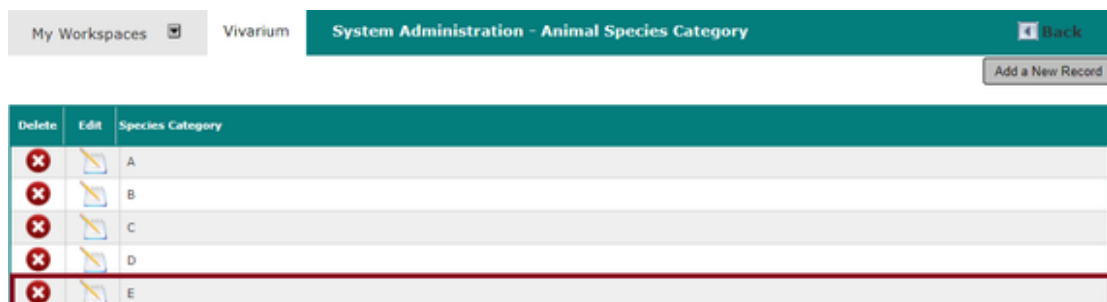
The **System Administration – Animal Species Category** page is opened.



In the example above, four of the five USDA designations have been created. Click the **Add a New Record** button. A panel opens for creation of the record.



Enter the desired **Species Category** designation, then click the **Save Record** button to save the new record and return to the **Animal Species Category** list page. The new record is added.

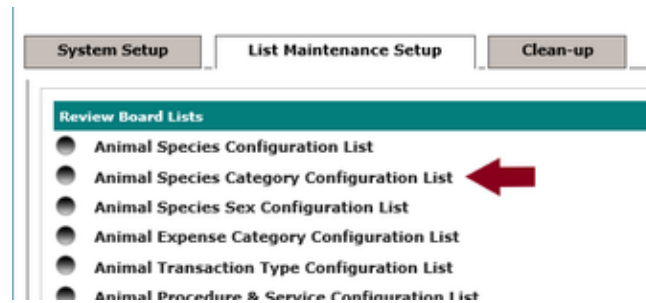


Some institutions may wish to use the **Animal Species Category** list for purposes other than, or in addition to, tracking USDA Pain and Distress designations.

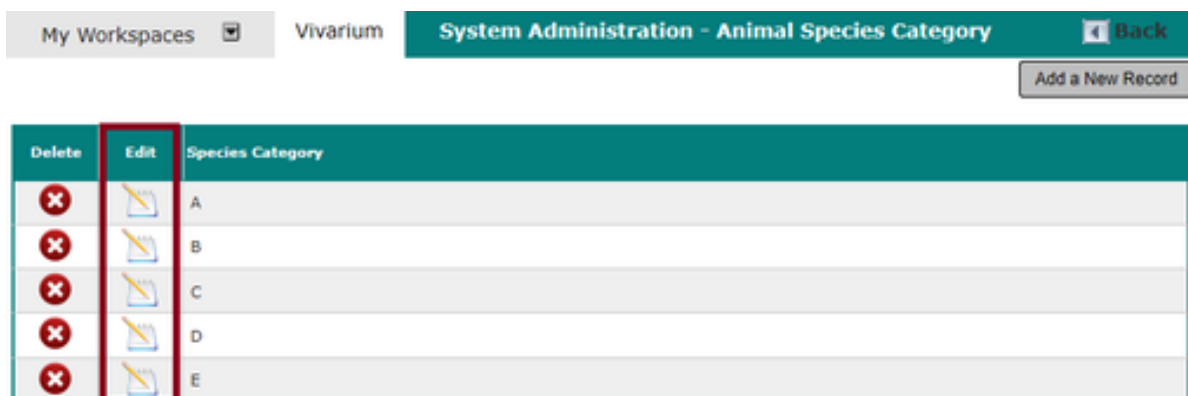
To deliver maximum flexibility, the iRIS™ system does not limit the number of Animal Species Category records to five and does not prevent creation of duplicate category records. It is the responsibility of the iRIS™ system administrator to ensure the **Animal Species Category** list is maintained in accordance with the institution's requirements.

Edit Species Category

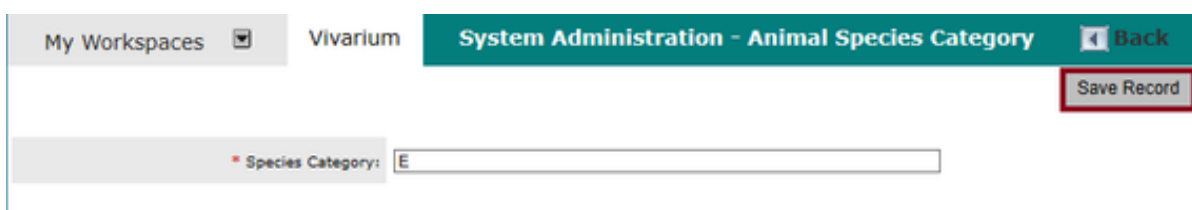
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



The **System Administration – Animal Species Category** page is opened.



Click the icon in the **Edit** column for the applicable record. A panel opens for editing the record.



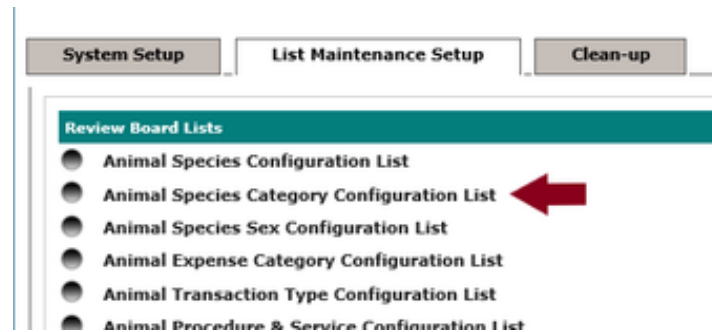
To deliver maximum flexibility, the iRIS™ system does not limit the number of Animal Species Category records to five and does not prevent creation of duplicate category records. It is the responsibility of the iRIS™ system administrator to

ensure the **Animal Species Category** list is maintained in accordance with the institution's requirements.

Make desired edits, then click the **Save Record** button to save changes and return to the **Animal Species Category** list page.

Delete Species Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.

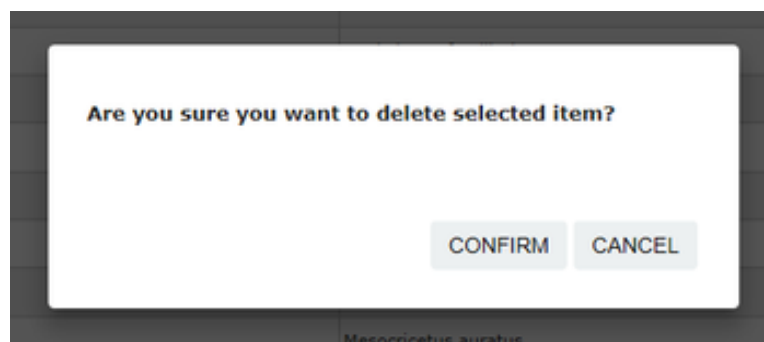


The **System Administration – Animal Species Category** page is opened.

The screenshot shows the "System Administration - Animal Species Category" page. At the top, there are navigation elements: "My Workspaces", "Vivarium", and "System Administration - Animal Species Category" with a "Back" button. An "Add a New Record" button is also present. Below is a table with three columns: "Delete", "Edit", and "Species Category". The "Delete" column contains red 'X' icons, and the "Edit" column contains blue pencil icons. The "Species Category" column lists items A, B, C, D, and E. A red box highlights the "Delete" column.

Delete	Edit	Species Category
		A
		B
		C
		D
		E

Click the icon in the **Delete** column for the record to be deleted. A confirmation popup window appears.



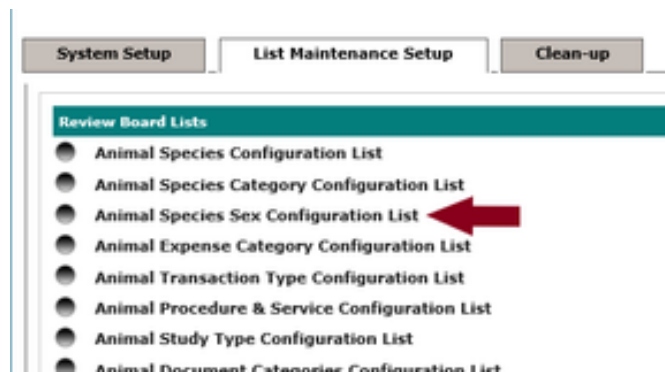
Note that deleting a species category that is already in use on study applications will delete the assigned species category from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable species category is not in use before deleting it.

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

Click **CONFIRM** to delete the record and return to the **Animal Species Category** list page.

Animal Species Sex Configuration List

The sex of each study animal, or group of study animals, is assigned in the iRIS™ system via selection from the **Animal Species Sex** configuration list. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



The **Animal Species Sex** page is opened.

The screenshot shows the 'System Administration - Animal Species Sex' page. At the top, there are tabs for 'My Workspaces' and 'IACUC'. The main title is 'System Administration - Animal Species Sex' with a 'Back' button. Below the title is a table with three rows: 'Female', 'Male', and 'Male & Female'. Each row has a 'Delete' icon (a red circle with an 'X') and an 'Edit' icon (a blue pencil).

Delete	Edit	Species Sex
		Female
		Male
		Male & Female

Animal Species Sex List Implementation – Application Side

The species sex list is employed in the following areas on the application side of iRIS™.

Submissions — the animal species sex list is included in the **Study IACUC Species Details** popup that displays when an animal order is created via the Animal Orders section of the Animal Management tab when reviewing a submission

Study IACUC Species Details:

Species Name: American Crow (USDA A)
 Scientific Name: Corvus Brachyrhynchos
 Common Name: American Crow
 Strain Stock: Bird
 Is USDA: Yes
 * Sex:
 * Age:
 * Weight:
 Category Type: A
 * Total Number Requested:
 Total Number Approved: 0
 Wildlife:
 Laboratory:

Submissions — the animal species sex list is employed in the search form provided in the **Animal Records** section of the **Animal Management** tab when reviewing a submission

Animal Management

Study Status: Pending - Submitted for Initial Review IACUC Number: IACUC-2019-094 Study Title: Effects of Amoxicillin on Aspergillosis in Corvids

Submissions | Study Management | **Animal Management**

Space Management | Animal Orders | Cage Management | Animal Details | **Animal Records** | Animal Progression | Animal Breeding | Forms

Species: All | Strain: All | Sex: All | Life Status: All | Date of Birth Range: - | Generations: All | Cage ID: All

Facility: All | Building: All | Rooms: All | Animal ID: | Animal Tag Number: | Origin: All

Animal Records

0 result(s) found...

Edit	Life Status	Species	Strain	Animal ID	Sex	DOB	Facility Building Room	Cage ID	Animal received by
				Tag Number					

No results found.

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Animal Species Sex List Implementation – Board Side

Animal species sex selections are designated on the application side where required and are not generally subject to direct revision by the board.

Add Species Sex

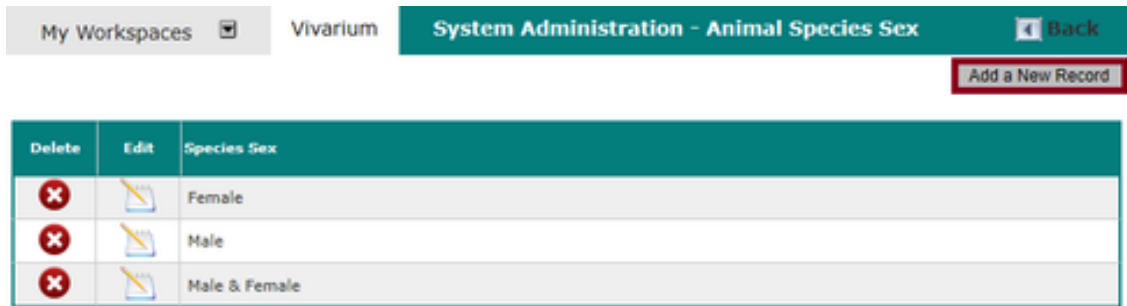
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.

System Setup | **List Maintenance Setup** | Clean-up

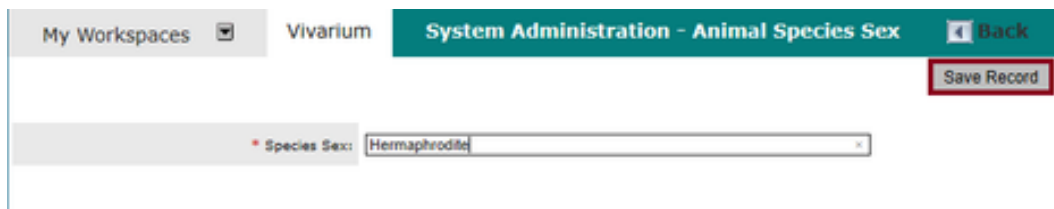
Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- **Animal Species Sex Configuration List**
- Animal Expense Category Configuration List
- Animal Transaction Type Configuration List
- Animal Procedure & Service Configuration List
- Animal Study Type Configuration List
- Animal Document Categories Configuration List

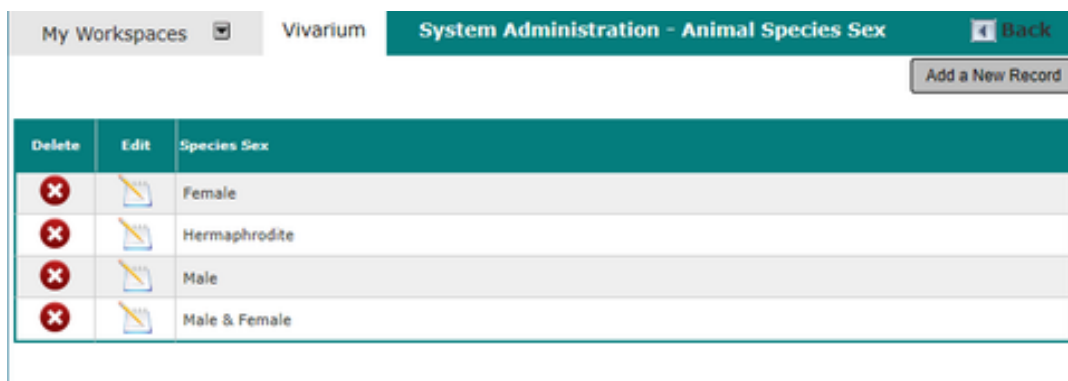
The **System Administration – Animal Species Sex** page is opened.



Click the **Add a New Record** button. A panel opens for creation of the record.



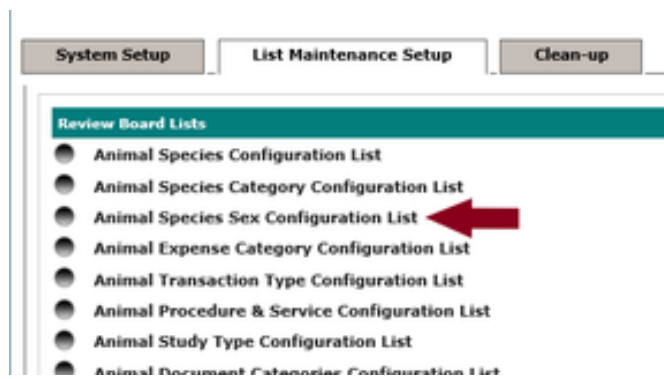
Enter the desired **Species Sex** designation, then click the **Save Record** button to save the new record and return to the **Animal Species Sex** list page. The new record is added.



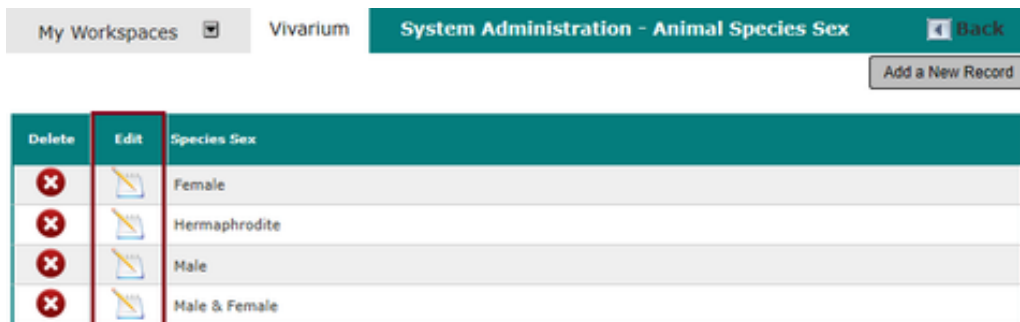
Note that in this list the sex designation of “Male & Female” refers to a mixed-sex population of animals, while a sex designation of “Hermaphrodite” refers to animals that are true hermaphrodites (e.g., snails).

Edit Species Sex

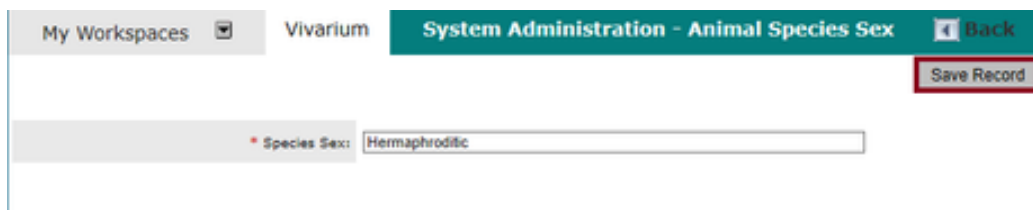
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



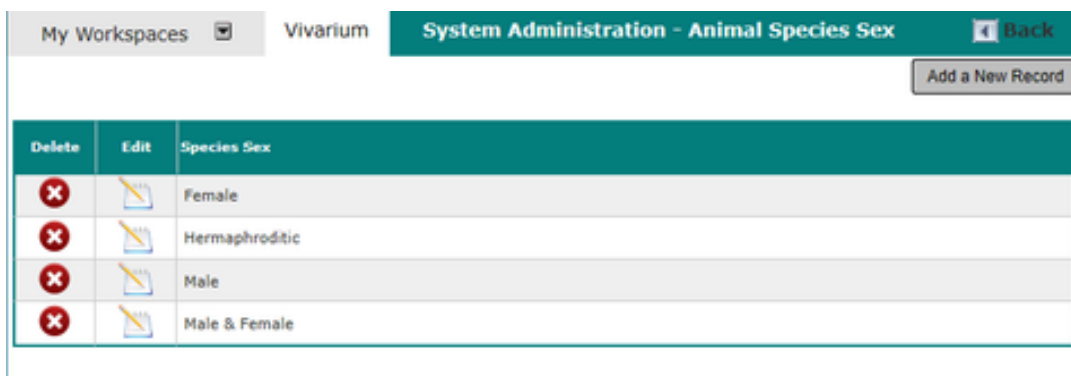
The **System Administration – Animal Species Sex** page is opened.



Click the icon in the **Edit** column for the applicable record. A panel opens for editing the record.



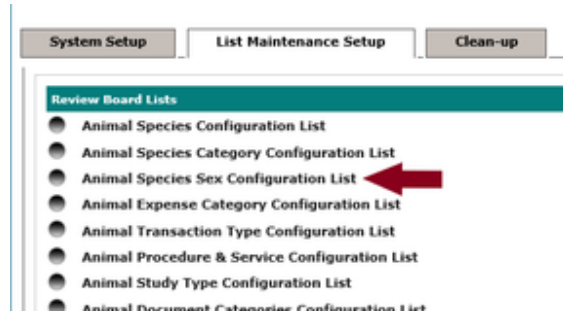
Make desired edits, then click the **Save Record** button to save the changes and return to the **Animal Species Sex** list page. The record is revised.



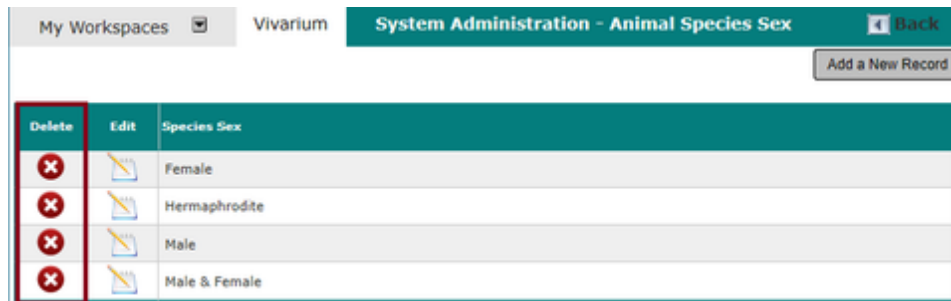
Note that in this list the sex designation of “Male & Female” refers to a mixed-sex population of animals, while a sex designation of “Hermaphroditic” refers to animals that are true hermaphrodites (e.g., snails).

Delete Species Sex

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



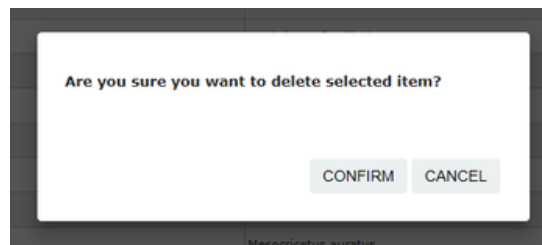
The **System Administration – Animal Species Sex** page is opened.



The screenshot shows the 'System Administration – Animal Species Sex' page. It features a table with four rows and three columns: 'Delete', 'Edit', and 'Species Sex'. The 'Delete' column contains red 'X' icons, and the 'Edit' column contains pencil icons. The 'Species Sex' column lists 'Female', 'Hermaphrodite', 'Male', and 'Male & Female'. A red box highlights the 'Delete' column.

Delete	Edit	Species Sex
		Female
		Hermaphrodite
		Male
		Male & Female

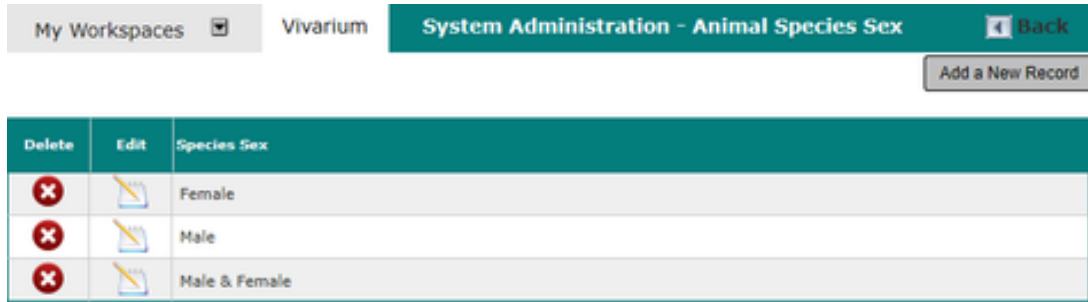
Click the icon in the **Delete** column for the record to be deleted. In this case, the “Hermaphrodite” record is being deleted. A confirmation popup window appears.



Note that deleting a species sex that is already in use on study applications will delete the assigned species sex from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable species sex is not in use before deleting it.

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

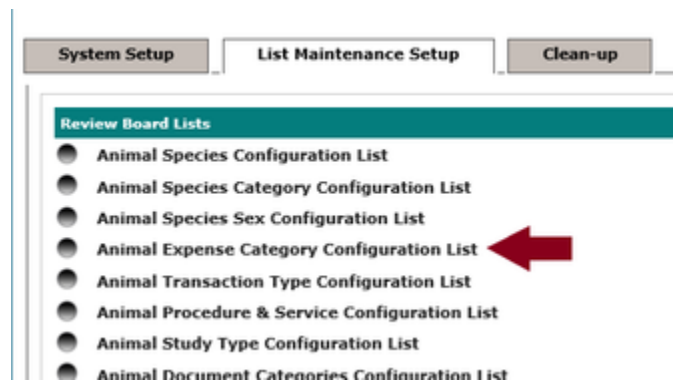
Click **CONFIRM** to delete the record and return to the **Animal Species Sex** list page. The record is deleted.



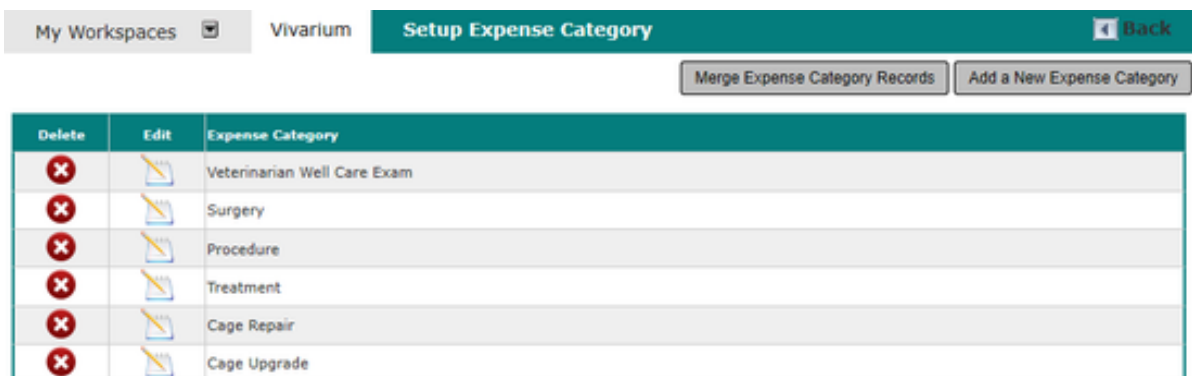
Delete	Edit	Species Sex
		Female
		Male
		Male & Female

Animal Expense Category Configuration List

The animal expense category configuration list is used to populate a dropdown picklist of expense categories involved in animal subject research. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



The **Setup Expense Category** page is opened.



Delete	Edit	Expense Category
		Veterinarian Well Care Exam
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade

Animal Expense Category Implementation – Application Side

Animal expenses incurred on the application side of iRIS™ are processed in the accounting areas of the ARC module.

Please see the Animal Resource Center — Orders and Billing manual and the Animal Resource Center — Order Processing manual for more information about ARC accounting functions.

Animal Expense Category Implementation – Board Side

The animal expense category list is employed in the following areas on the review board / system setup side of iRIS™.

Setup System Service and Procedures List page — the animal expense category list is employed in the **Setup System Service and Procedures List** page, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > **Animal Procedure & Service Configuration List** link

The screenshot shows the 'Setup System Services and Procedures List' page. A search filter for 'Expense Type' is open, showing a dropdown menu with options: --none--, Cage Repair, Cage Upgrade, Procedure, Surgery, Treatment, and Veterinarian Well Care Exam. Below the search filter, a table displays 14 results. The table has columns for 'Delete', 'Edit', 'Category', 'Name', 'Expense Type', 'Species Name', and 'Is USDA Spec'. The first two rows are visible:

Delete	Edit	Category	Name	Expense Type	Species Name	Is USDA Spec
		Procedure	Bird Surgery	Bird Surgery	Bird	
		Procedure	Behavior Testing	Surgery	Canine	

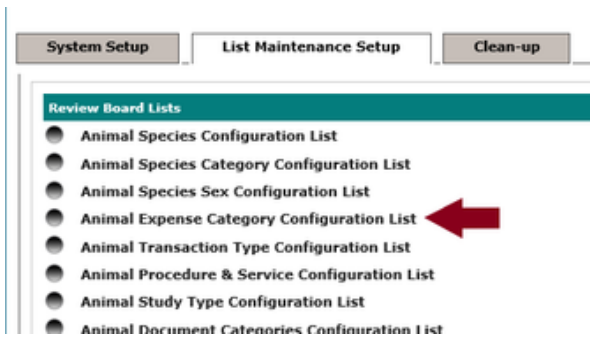
Setup System Service and Procedures List add panel — the animal expense category list is employed in the **Setup System Service and Procedures List** add panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link > Add a New Procedure/Service button

The screenshot shows the 'Add a new procedure/service' form. The form includes the following fields and options:

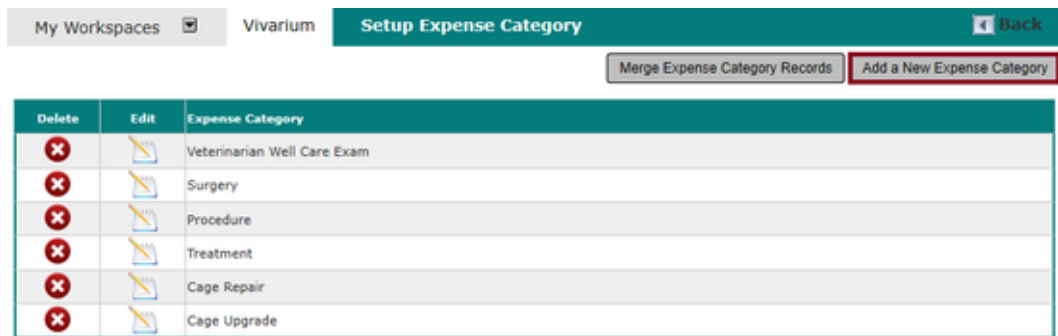
- Category:** --none--
- Name:** [Text input field]
- Expense Type:** --none-- (dropdown menu with options: --none--, Cage Repair, Cage Upgrade, Procedure, Surgery, Treatment, Veterinarian Well Care Checkup)
- Description:** [Text input field]
- Species:** --none--
- Shown in all Studies?:** Yes No
- Is Billable:** Yes No
- Billing Code:** [Text input field]
- Cost:** \$0.00
- Administrative Cost:** \$0.00

Add Animal Expense Category

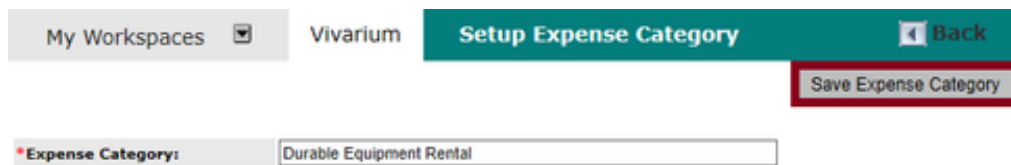
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



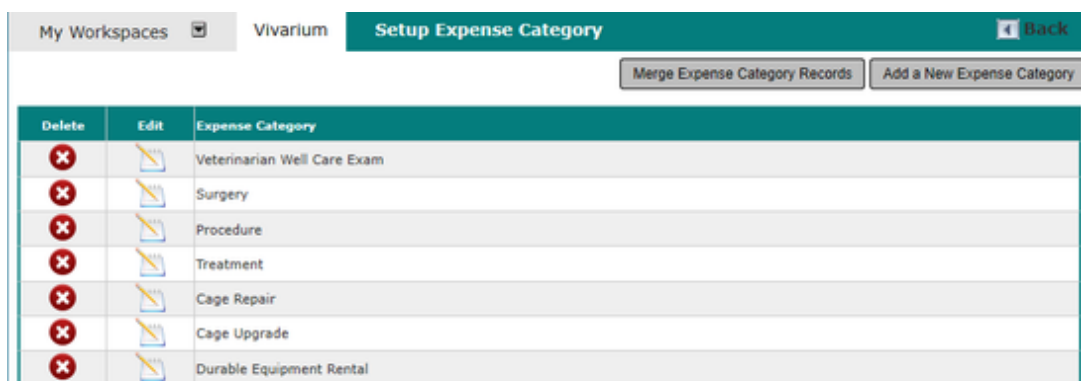
The **Setup Expense Category** page is opened.



Click the **Add a New Expense Category** button. A panel is opened for entry of a new record.

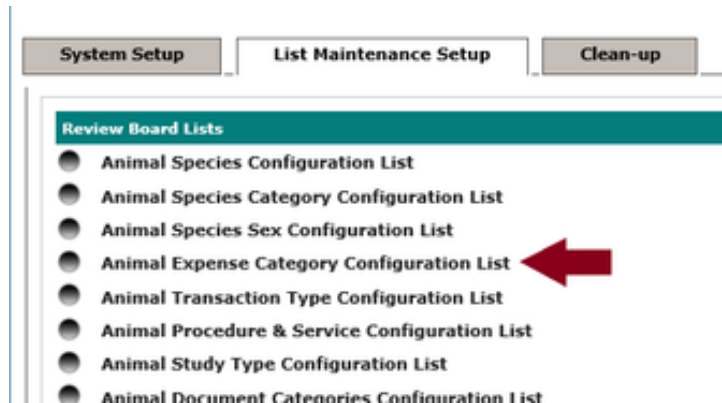


Enter the new **Expense Category** and click the **Save Expense Category** button to save the new record and return to the main **Setup Expense Category** list page. The new record is added to the list.

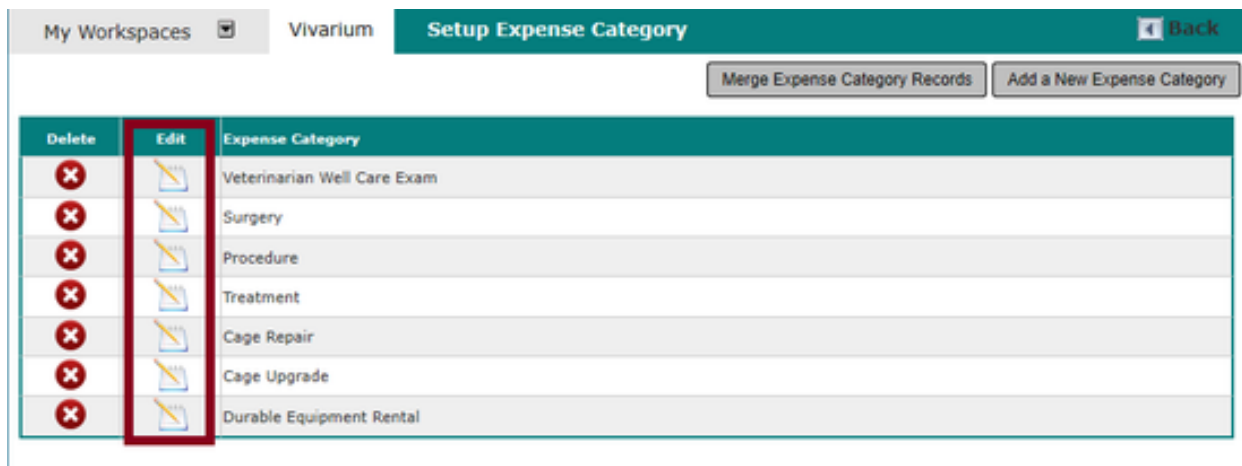


Edit Animal Expense Category

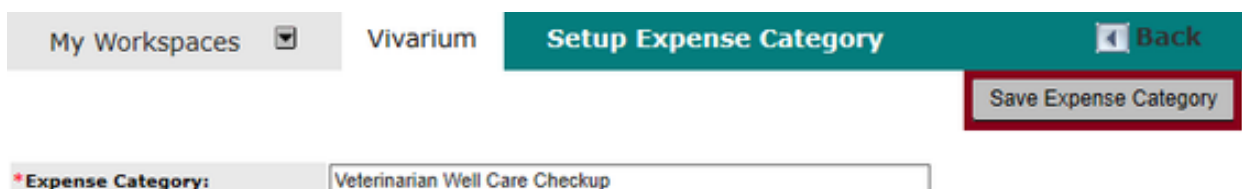
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



The **Setup Expense Category** page is opened.



Click the icon in the **Edit** column for the applicable record. A panel is opened for editing the record.



Make desired revisions, then click the **Save Expense Category** button to save changes and return to the main **Setup Expense Category** list page. The record is revised.

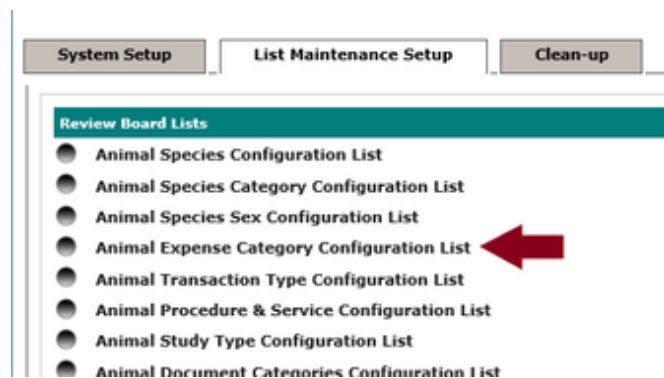
My Workspaces ▾ Vivarium **Setup Expense Category** Back

Merge Expense Category Records Add a New Expense Category

Delete	Edit	Expense Category
		Veterinarian Well Care Checkup
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade
		Durable Equipment Rental

Delete Animal Expense Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



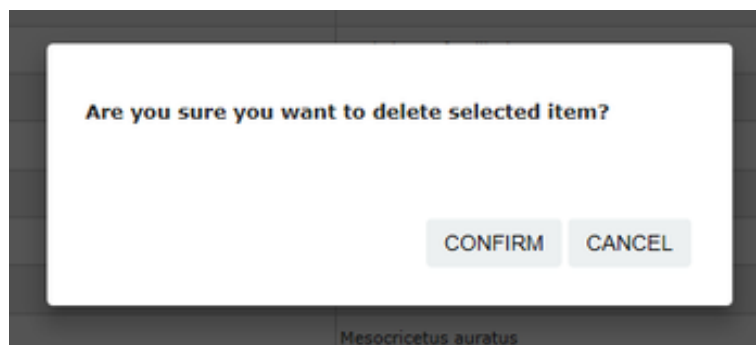
The **Setup Expense Category** page is opened.

My Workspaces ▾ Vivarium **Setup Expense Category** Back

Merge Expense Category Records Add a New Expense Category

Delete	Edit	Expense Category
		Veterinarian Well Care Checkup
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade
		Durable Equipment Rental

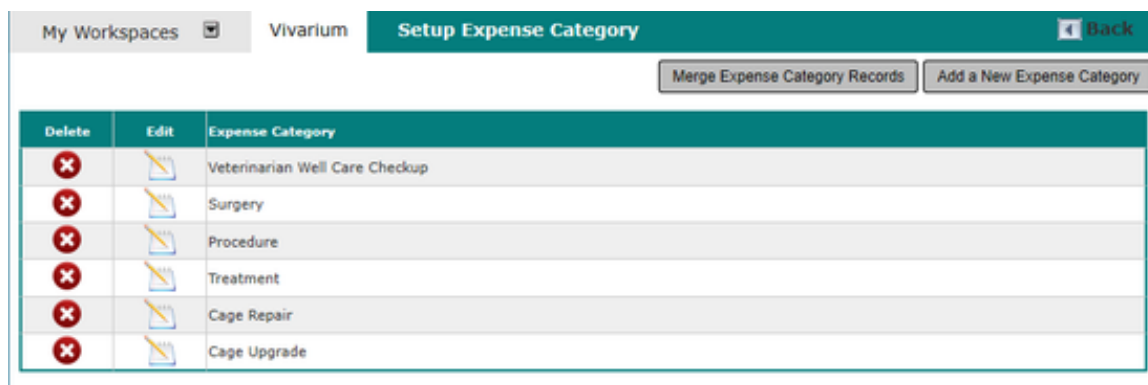
Click the icon in the **Delete** column for the record to be deleted. In this example the “Durable Equipment Rental” record is being deleted. A confirmation popup window appears.



Note that deleting an animal expense category that is already in use on study applications will delete the expense category from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable expense category is not in use before deleting it.

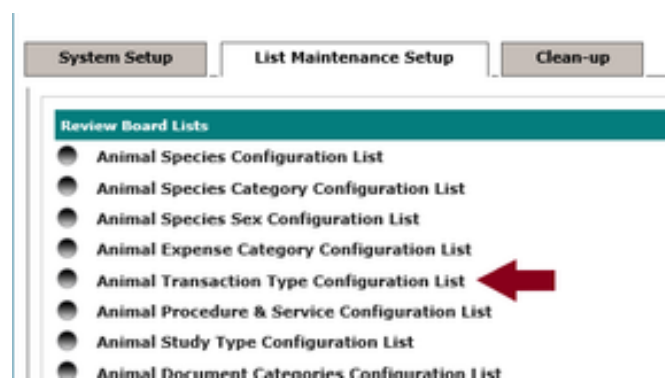
Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted.



Animal Transaction Type Configuration List

The animal transaction type configuration list is used to populate a dropdown picklist of transaction types that can generate charges to be invoiced. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



The **Setup Transaction Type** page is opened.

My Workspaces		Vivarium	Setup Transaction Type	Back
		Add a New Transaction Type		Delete Transaction Type
	Edit	Transaction Type		
		Procedure		
		Service		
		Order		
		Per-Diem		
<input type="checkbox"/>		Recurring Charge		

Note that four **Transaction Types** are provided by default: Procedure, Service, Order and Per-Diem. These records cannot be edited or deleted.

The institution can add its own **Transaction Types** to the list to meet internal accounting needs. In the screenshot above, a “Recurring Charge” **Transaction Type** has been added. **Transaction Types** added by the institution can be edited and deleted.

Animal Transaction Type Implementation – Application Side

Animal transactions initiated on the application side of iRIS™ are processed in the accounting areas of the ARC module.

Please see the Animal Resource Center — Orders and Billing manual and the Animal Resource Center — Order Processing manual for more information about ARC accounting functions.

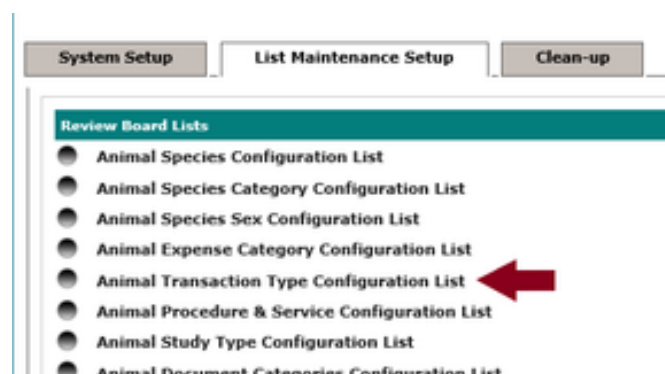
Animal Transaction Type Implementation – Board Side

Animal transactions initiated on the application side of iRIS™ are processed in the accounting areas of the ARC module and are not generally subject to direct revision by the board.

Please see the Animal Resource Center — Orders and Billing manual and the Animal Resource Center — Order Processing manual for more information about ARC accounting functions.

Add Animal Transaction Type



Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



The **Setup Transaction Type** page is opened.

My Workspaces ▼ Vivarium **Setup Transaction Type** ← Back

Add a New Transaction Type Delete Transaction Type

	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Charge

Click the **Add a New Transaction Type** button. A panel is opened for entry of a new record.

My Workspaces ▼ Vivarium **Setup Transaction Type** ← Back




Save Transaction Type

*Transaction Type:

Enter the new **Transaction Type** and click the **Save Transaction Type** button to save the new record and return to the main **Setup Transaction Type** list page. The new record is added to the list.

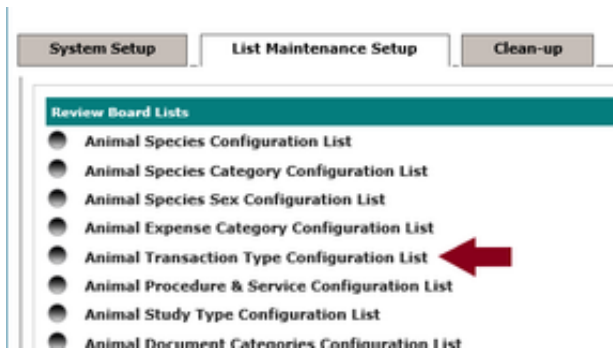
My Workspaces ▼ Vivarium **Setup Transaction Type** ← Back

Add a New Transaction Type Delete Transaction Type

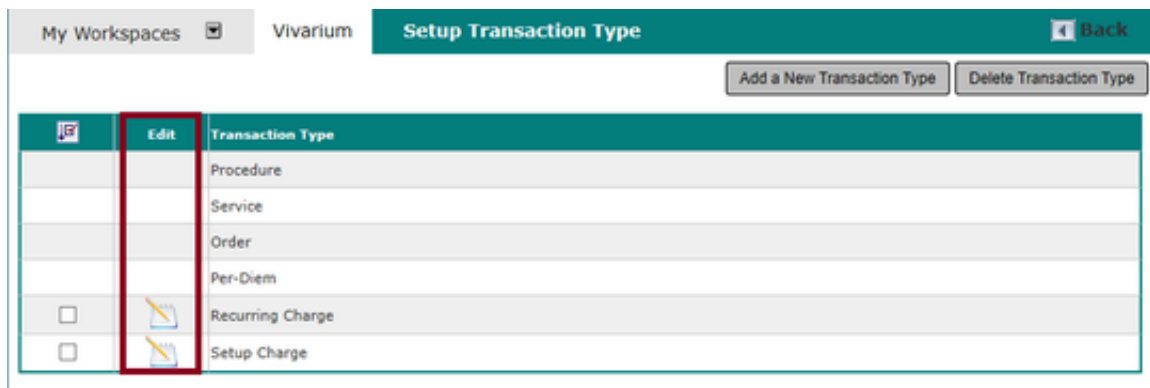
	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Charge
<input type="checkbox"/>		Setup Charge

Edit Animal Transaction Type

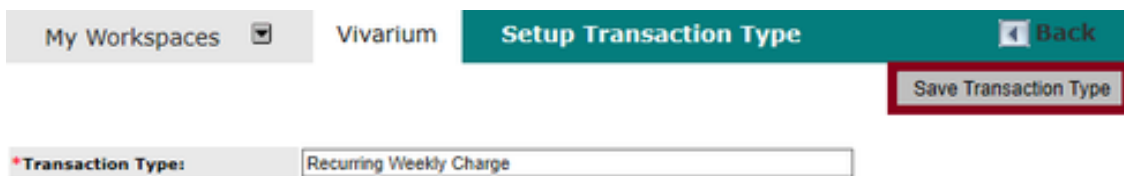
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



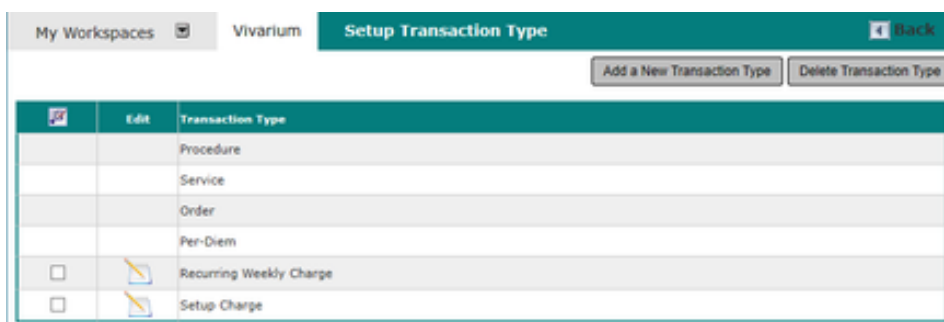
The **Setup Transaction Type** page is opened.



Click the icon in the **Edit** column for the applicable record. A panel is opened for editing the record.

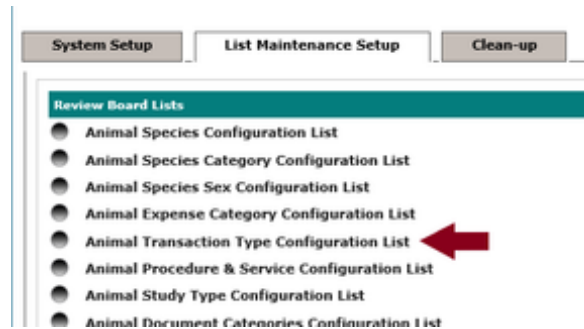


Enter the new **Transaction Type** and click the **Save Transaction Type** button to save changes and return to the main **Setup Transaction Type** list page. As shown below, the list item is revised.

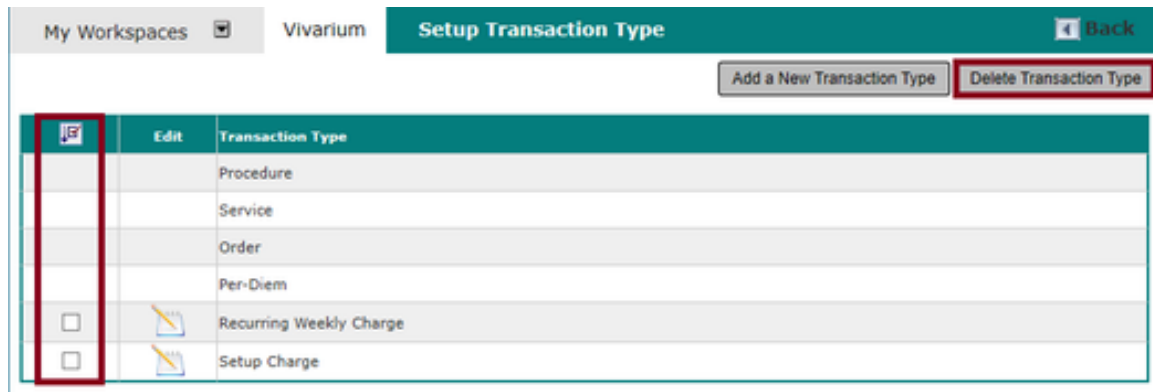


Delete Animal Transaction Type

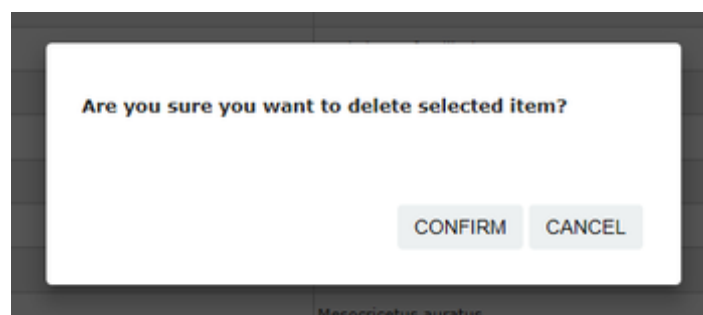
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



The **Setup Transaction Type** page is opened.



Select the checkbox at far left for the record to be deleted and click the **Delete Transaction Type** button. In this example the "Setup Charge" record is being deleted. A confirmation popup window appears.



Note that deleting an animal transaction type that is already in use on study applications will delete the transaction type from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable transaction type is not in use before deleting it.

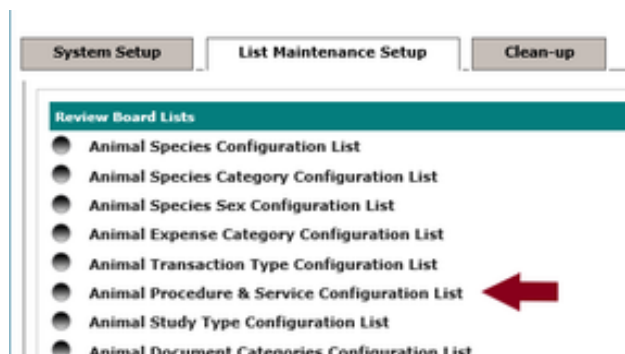
Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted.

	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Weekly Charge

Animal Procedure & Service Configuration List

The Animal Procedure & Service Configuration List populates a list of animal procedures and services, with the option to include associated billing information. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened.

Delete	Edit	Category	Expense Type	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Procedure	Bird Surgery	Bird		No	Yes		\$200.00	\$200.00
		Procedure	Surgery							
		Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
		Service	Procedure							
		Service	Cage Cleaning	Canine		Yes	Yes	2220	\$20.00	\$5.00

A search form at the top of the page allows the user to search for services and procedures by **Category**, **Expense Type**, **Species**, whether the item is **Shown in all Studies?**, **Name**, or any combination of these. Enter desired search criteria and

click the **Search** button to filter the list.

All previously created service and procedure items are shown in a table at the bottom of the page by default, before any search criteria are applied.

Note the red arrows in the screenshot above. The arrow at left highlights the record counter, which in this example indicates there are 14 existing service and procedure items. The arrow at right highlights the paging control (right-pointing triangle). Numbers to the left of the control indicate records 1-10 are currently displayed in the table. Click the paging control to access records 11-14. See the Navigation in iRIS™ section of this manual for more information about these paging controls.

Animal Procedure & Service Implementation – Application Side

The animal procedure and service list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Animal Procedure & Service List is made available in an IACUC / ARC application via the **Add a New Procedure to the Study** button



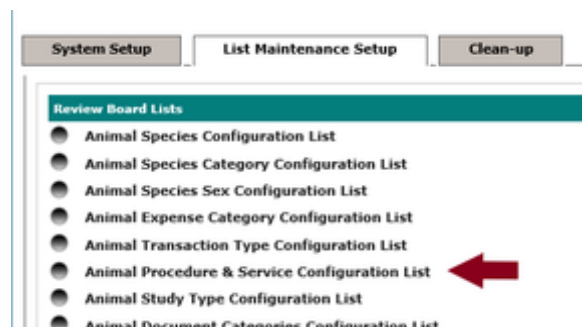
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Animal Procedure & Service Implementation – Board Side

Animal procedures and services are added on the application/study side where required and are not generally subject to direct revision by the board.

Add Animal Procedure or Service

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened. Click the **Add a New Procedure/Service** button.

My Workspaces ▼ Vivarium **Setup System Services and Procedures List** Back

Merge System Procedure Records Download Template Upload Procedure/Service(s) **Add a New Procedure/Service**

Category: Expense Type: Species: Shown in all Studies?: Name:

14 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input type="button" value="✖"/>	<input type="button" value="✎"/>	Procedure	Bird Surgery	Bird		No	Yes		\$200.00	\$200.00
<input type="button" value="✖"/>	<input type="button" value="✎"/>	Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
			Case Cleaning							

The **Add a new procedure/service** panel is opened.

My Workspaces ▼ Vivarium **Setup System Services and Procedures List** Back

*Category:

*Name:

Expense Type:

Description:

Species:

Shown in all Studies?: Yes No

Is Billable: Yes No

Billing Code:

Cost:

Administrative Cost:

Notice the default entries for **Shown in all Studies?**, **Is Billable?**, **Cost** and **Administrative Cost**.

The add panel includes three dropdown picklists: **Category**, **Expense Type** and **Species**. Note that **Expense Type** and **Species** are configurable lists, and their contents will vary by institution. In the example screenshot below, all three of these lists are expanded.

My Workspaces ▾ Vivarium Setup System Services and Procedures List Back

Return to List Save Procedure/Service

Add a new procedure/service.

*Category:	None
*Name:	Service
Expense Type:	None
Description:	Cage Repair Cage Upgrade Procedure Surgery Treatment Veterinarian Well Care Checkup
Species:	None
Shown in all Studies?:	American Crow (USDA A) American Crow (USDA B) American Crow (USDA C) American Crow (USDA D) American Crow (USDA E) Axis Deer (USDA A) Beagle (USDA A) Duck (USDA A) Fruit Fly (USDA C) Goat (USDA A) Guinea Pig (USDA A) Mouse (USDA A) Rat (USDA A) Syrian Hamster (USDA A) White Wing Dove (USDA A)
Is Billable:	
Billing Code:	
Cost:	
Administrative Cost:	

For more information about **Expense Type** list setup, see the Animal Expense Category Configuration List section of this manual.

For more information about **Species** list setup, see the Animal Species Configuration List section of this manual.

Make desired selections from the picklists and enter a **Name** and **Description** for the new procedure or service. Select “Yes” or “No” for **Shown in all Studies?** and **Is Billable?**, and if applicable, enter the applicable **Billing Code**, **Cost** and **Administrative Cost** as dictated by institution guidelines.

An example of a completed record is shown below.

My Workspaces ▾ Vivarium Setup System Services and Procedures List Back

Return to List Save Procedure/Service

Add a new procedure/service.

*Category:	Service
*Name:	Cage Door Replacement
Expense Type:	Cage Upgrade
Description:	Replace legacy cage door with key card locking door
Species:	Beagle (USDA A)
Shown in all Studies?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Billable:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Billing Code:	48562
Cost:	\$ 150.00
Administrative Cost:	\$ 15.00

Click the **Return to List** button to close the panel without saving the new procedure or service.

Click the **Save Procedure/Service** button to save the new procedure or service and close the panel. The new item is added to the table on the **Setup System Services and Procedures List** page.

My Workspaces ▼ Vivarium **Setup System Services and Procedures List** ⌂ Back

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: Expense Type: Species: Shown in all Studies?: Name:

15 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Cage Upgrade							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Orb Surgery	Bird		No	Yes		\$200.00	\$200.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgery							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure							


Download Animal Procedure or Service Template

The iRIS™ system provides a mechanism for adding a large quantity of procedure/service types at once, via population and upload of a pre-formatted Excel template. Click the **Download Template** button (shown in above screenshot) to begin. The **Download Procedure Template** page opens.


My Workspaces ▼ Vivarium **Download Procedure Template** ⌂ Back

INSTRUCTIONS


Step 1:
If your browser blocks pop - ups, then after a few moments a bar similar to the one shown below may appear in your browser.

 To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.



Step 2:
In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below).
Note: this is not the actual File Download box, it is only a picture. In order to Check - out the document and edit it, you will need to **Save** it to your workstation.

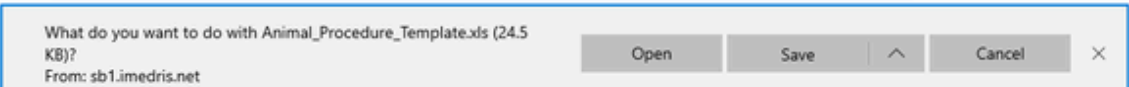


Download Complete

To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document.

Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

Step 3:
IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box that you click the **Download Complete** button in iRIS. This allows you to check the document (or upload the document) back into iRIS once you've finished editing it.
To cancel the Document Check - Out, click **Cancel**. Note: If you've already saved the file to your computer, the file will remain in your computer, however you will simply lose the option of checking the document back in.

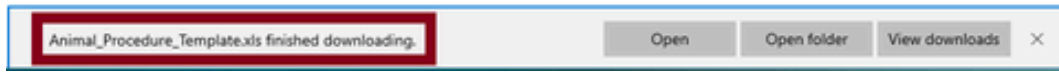


IMPORTANT: READ THE INSTRUCTIONS PROVIDED ON THE PAGE.

A download dialog popup window appears at the bottom of the **Download Procedure Template** page.

Click the **Cancel** button in the popup to close it without downloading the template, then click the **Cancel** button on the **Download Procedure Template** page to return to the **Setup System Services and Procedures List** page.

Click the **Save** button in the popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user's desired location on the computer. The download dialog popup message changes when the download is complete, as shown below.



As explained in the instructions, the iRIS™ system handles the template as a single file that is checked out, populated, then checked back in. After the template is downloaded the user **MUST** click the **Download Complete** button on the **Download Procedure Template** page to finalize the 'check out' part of the process.

*Note: The download dialog popup persists on the computer screen until the user closes it by selecting an action button on the popup. Clicking the **Download Complete** button on the **Download Procedure Template** page does not close the popup dialog. To ensure the check-out process is complete, click the **Download Complete** button on the **Download Procedure Template** page before continuing with the template. As shown below, the dialog popup will still be there when the user is returned to the **Setup System Services and Procedures List** page.*

My Workspaces ▼ Vivarium **Setup System Services and Procedures List** Back

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: Expense Type: Species: Shown in all Studies?: Name:

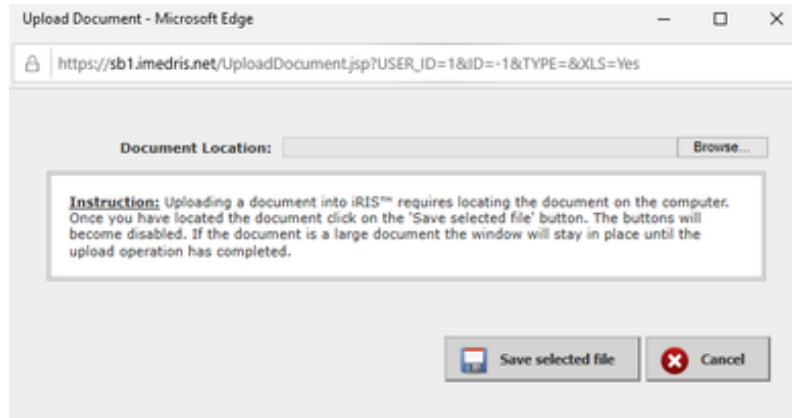
15 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Cage Upgrade	Bird		No	Yes		\$200.00	\$200.00
<input type="checkbox"/>	<input type="checkbox"/>		Bird Surgery							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Cleaning	Canine		Yes	Yes	2220	\$20.00	\$5.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Acute Surgery	Goat		Yes	Yes	92373	\$1,000.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment 1	Goat		Yes	Yes	92373	\$100.00	\$1.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgical	Guinea Pig		Yes	Yes		\$150.00	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Service	Vitals Check	Guinea Pig		Yes	Yes		\$75.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>		Veterinarian Care							

Animal_Procedure_Template.xls finished downloading.

Navigate to the downloaded template file and open it.

An upload dialog popup appears.



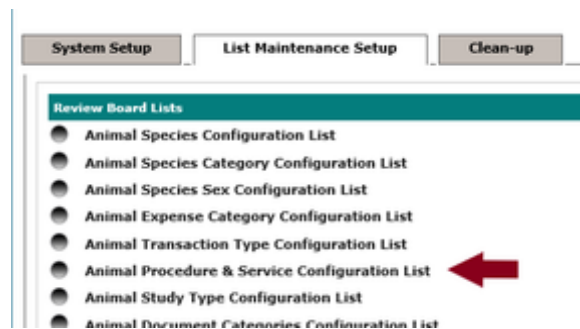
Click the **Cancel** button to close the dialog without completing the upload.

Click the **Browse...** button to navigate to the completed template and select it, then click the **Save selected file** button to complete the upload.

Review the uploaded records in the **Setup system Services and Procedures List** page to ensure the uploaded procedure and service records have correctly populated all columns. Any records that do not meet data content or formatting requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Animal Procedure or Service

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List** Back

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: --none--
Expense Type: --none--
Species: --none--
Shown in all Studies?: --none--
Name:

Search

15 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Cage Upgrade	Bird		No	Yes		\$200.00	\$200.00
<input type="checkbox"/>	<input type="checkbox"/>		Bird Surgery							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Cleaning	Canine		Yes	Yes	2220	\$20.00	\$5.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Acute Surgery	Goat		Yes	Yes	92373	\$1,000.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment 1	Goat		Yes	Yes	92373	\$100.00	\$1.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgical	Guinea Pig		Yes	Yes		\$150.00	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure							
<input type="checkbox"/>	<input type="checkbox"/>	Service	Vitals Check	Guinea Pig		Yes	Yes		\$75.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>		Veterinarian Care							

The **Edit a procedure/service** panel is opened for the selected procedure or service. In the screenshot below, the “Bird Surgery” record (second record in screenshot above) is opened for editing and its **Name** and **Description** fields are updated.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List** Back

Return to List Save Procedure/Service

Edit procedure/service.

*Category: Procedure

*Name: Avian Thoracic Surgery

Expense Type: Surgery

Description: Covers all cardiopulmonary surgeries on birds

Species: Bird

Shown in all Studies?: Yes No

Is Billable: Yes No

Billing Code:

Cost: \$200.00

Administrative Cost: \$200.00

Click the **Return to List** button to close the edit panel without saving changes and return to the **Setup System Services and Procedures List** page.

Click the **Save Procedure/Service** button to save changes, close the edit panel and return to the **Setup System Services and Procedures List** page. The record is revised.

My Workspaces ▼ Vivarium **Setup System Services and Procedures List** Back

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: Expense Type: Species: Shown in all Studies?: Name:

15 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
		Procedure	Avian Thoracic Surgery	Bird		No	Yes		\$200.00	\$200.00
		Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
		Service	Cage Cleaning	Canine		Yes	Yes	3330	\$20.00	\$5.00

Delete Animal Procedure or Service

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- Animal Species Sex Configuration List
- Animal Expense Category Configuration List
- Animal Transaction Type Configuration List
- **Animal Procedure & Service Configuration List**
- Animal Study Type Configuration List
- Animal Document Categories Configuration List

The **Setup System Services and Procedures List** page is opened.

Click the icon in the **Delete** icon for the applicable record.

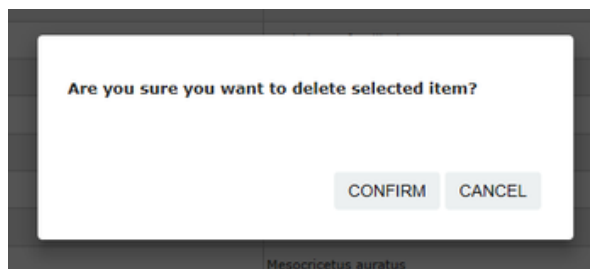
My Workspaces ▼ Vivarium **Setup System Services and Procedures List** ⌵ Back

Category: ▼
 Expense Type: ▼
 Species: ▼
 Shown in all Studies?: ▼
 Name:

15 result(s) found... 1 - 15

Delete	Edit	Category	Name	Expense Type	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Door Replacement		Beagle (USDA A)	Yes	Yes	Yes	48542	\$150.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Cage Upgrade								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Avian Thoracic Surgery		Bird		No	Yes		\$200.00	\$200.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgery								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Behavior Testing		Canine		Yes	Yes	22201	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Cleaning		Canine		Yes	Yes	2220	\$20.00	\$5.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Acute Surgery		Goat		Yes	Yes	92373	\$1,000.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment		Goat		Yes	Yes	92373	\$100.00	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment		Goat		Yes	Yes	92373	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment, I		Goat		Yes	Yes	92373	\$100.00	\$1.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgeal		Guinea Pig		Yes	Yes		\$150.00	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Service	Vitals Check		Guinea Pig		Yes	Yes		\$75.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Service	Veterinarian Care								

A confirmation popup dialog window appears.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup System Services and Procedures List** page.

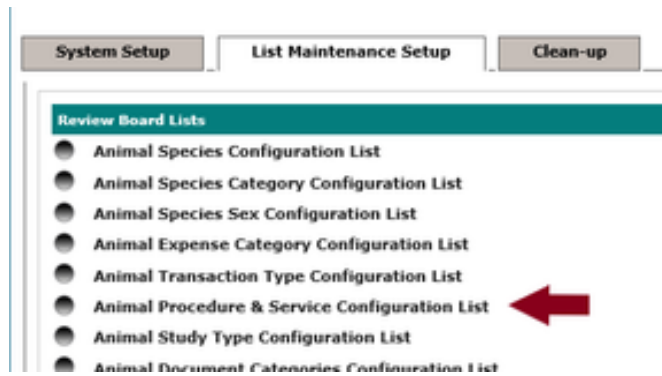
Click **CONFIRM** to complete deletion of the record and return to the **Setup System Services and Procedures List** page.

Merge Animal Procedure or Service

Sometimes a duplicate or erroneous procedure or service record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous record can be merged with a valid record. The valid record is then substituted for the duplicate/erroneous record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened.

The screenshot shows the 'Setup System Services and Procedures List' page. At the top, there are tabs for 'My Workspaces' (Vivarium) and 'Setup System Services and Procedures List'. Below the tabs are buttons for 'Merge System Procedure Records', 'Download Template', 'Upload Procedure/Service(s)', and 'Add a New Procedure/Service'. A search filter box contains dropdown menus for 'Category', 'Expense Type', 'Species', and 'Shown in all Studies?', along with a 'Name' text input and a 'Search' button. Below the search box, it says '16 result(s) found...'. A table displays the results with columns: Delete, Edit, Category, Name (Expense Type), Species Name, Is USDA Species, Is Billable, Shown in all Studies?, Billing Code, Cost, and Administrative Cost. Two records are highlighted with a red border: 'Cage Door Replacement' and 'Cage Door Replacement' for 'Beagle (USDA A)'. The second record is missing a 'Billing Code'.

In the example shown above, the second “Cage Door Replacement” record in the list is missing a **Billing Code**, but this record may have been assigned to one or more studies. Click the **Merge Device Records** button to begin. A merge panel opens.

The screenshot shows the same 'Setup System Services and Procedures List' page. A red box highlights the 'Merge Selected Records' button. Below the table, a red message says 'Select two or more records to merge.' The table shows the same two records as before, but now the checkboxes in the 'Delete' column are checked for both records. The table is bordered in red to indicate the selected records.

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

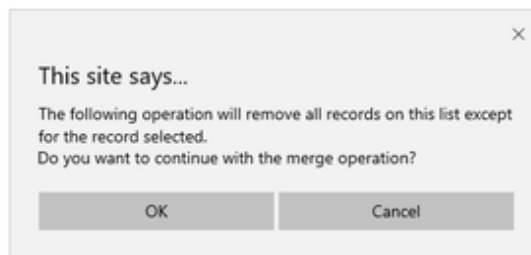
Merge Cancel

Select the record you want to keep after merging.

Select	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input checked="" type="radio"/>	Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
		Cage Upgrade							
<input type="radio"/>	Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes		\$150.00	\$15.00
		Cage Upgrade							

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup System Services and Procedures List** page, where the merge can be confirmed.

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: ▼
 Expense Type: ▼
 Species: ▼
 Shown in all Studies?: ▼
 Name:

15 result(s) found...

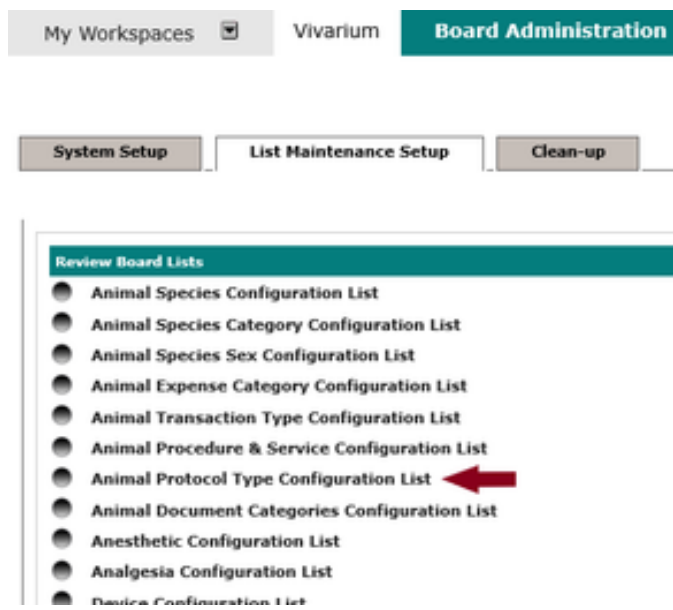
1 - 10

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input checked="" type="checkbox"/>		Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
			Cage Upgrade							
<input checked="" type="checkbox"/>		Procedure	Avian Thoracic Surgery	Bird	No	No	Yes		\$200.00	\$200.00

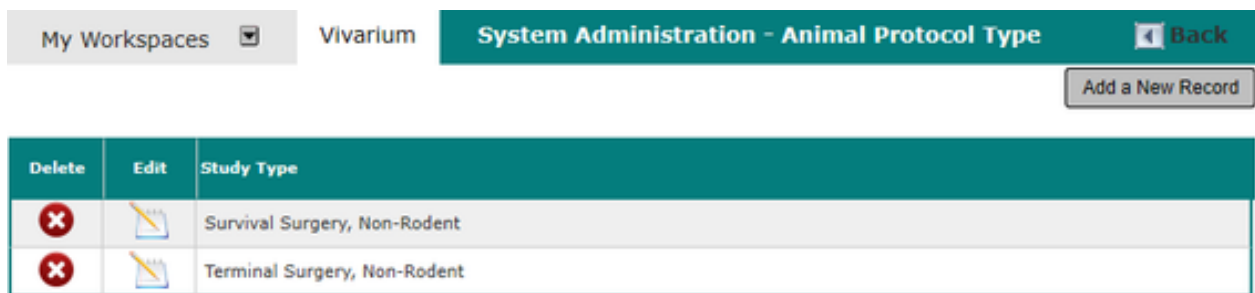
Animal Protocol / Study Type Configuration List

This is where a list of study types, in terms of expected subject animal outcomes, is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

Note that at some institutions, the term "Study" is substituted for "Protocol". These terms may be used interchangeably in manual text and screenshots.



The **Animal Protocol Type** page is opened.



Animal Protocol / Study Type Implementation – Application Side

Where this field is in use by the institution, it appears in the study application form.

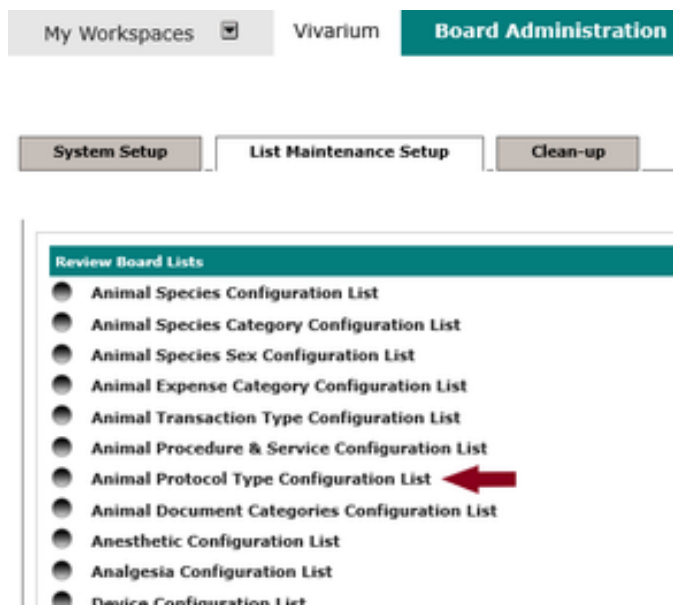
Animal Protocol / Study Type Implementation – Board Side

Animal study types are designated on the application side where required and are not generally subject to direct revision by the board.

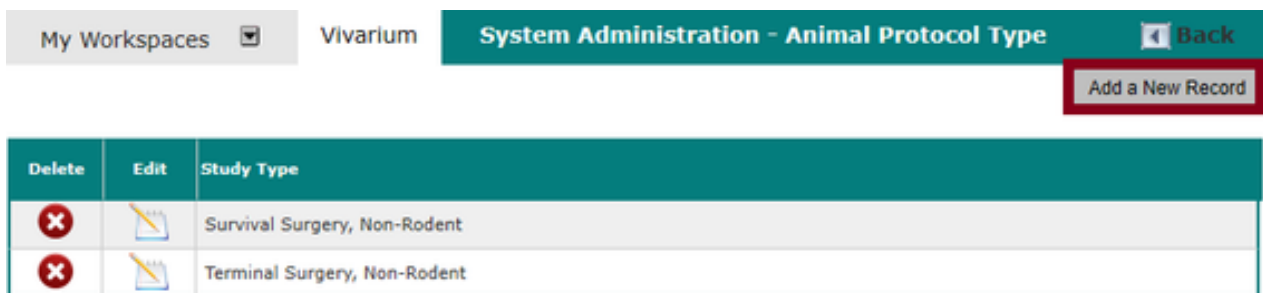
Add Animal Protocol / Study Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

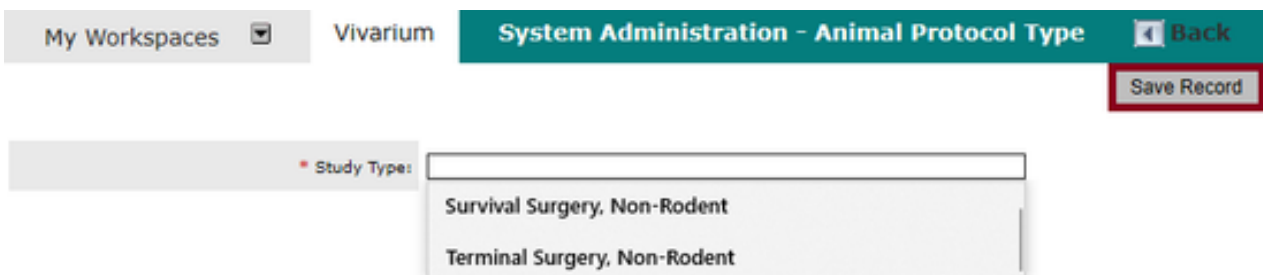
Note that at some institutions, the term “Study” is substituted for “Protocol”. These terms may be used interchangeably in manual text and screenshots.



The **Animal Protocol Type** page is opened. Click the **Add a New Record** button.



An add panel is opened.



Clicking in the **Study Type** field opens a dropdown list of previous entries. Either select an item from the list and make edits to it for creation of a new record, or manually enter the desired **Study Type**. An example of the filled panel is shown below.

My Workspaces ▾ Vivarium **System Administration - Animal Protocol Type** Back

Save Record

Study Type: Survival Surgery, Rodent

Click the **Save Record** button to save the new record. The new record is added to the list on the **Animal Protocol Type** page.

My Workspaces ▾ Vivarium **System Administration - Animal Protocol Type** Back

Add a New Record

Delete	Edit	Study Type
		Survival Surgery, Non-Rodent
		Survival Surgery, Rodent
		Terminal Surgery, Non-Rodent

Edit Animal Protocol / Study Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

Note that at some institutions, the term "Study" is substituted for "Protocol". These terms may be used interchangeably in manual text and screenshots.

My Workspaces ▾ Vivarium **Board Administration**

System Setup | List Maintenance Setup | Clean-up

Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- Animal Species Sex Configuration List
- Animal Expense Category Configuration List
- Animal Transaction Type Configuration List
- Animal Procedure & Service Configuration List
- Animal Protocol Type Configuration List
- Animal Document Categories Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List

The **Animal Protocol Type** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium System Administration - Animal Protocol Type Back

Add a New Record

Delete	Edit	Study Type
		Survival Surgery, Non-Rodent
		Survival Surgery, Rodent
		Terminal surgery rodent
		Terminal Surgery, Non-Rodent

The record is opened in an edit panel.

My Workspaces ▾ Vivarium System Administration - Animal Protocol Type Back

Save Record

Study Type: Terminal surgery rodent

Make desired changes and click the **Save Record** button to save changes and close the edit panel. The edit panel closes and the record is revised on the **Animal Protocol Type** page.

My Workspaces ▾ Vivarium System Administration - Animal Protocol Type Back

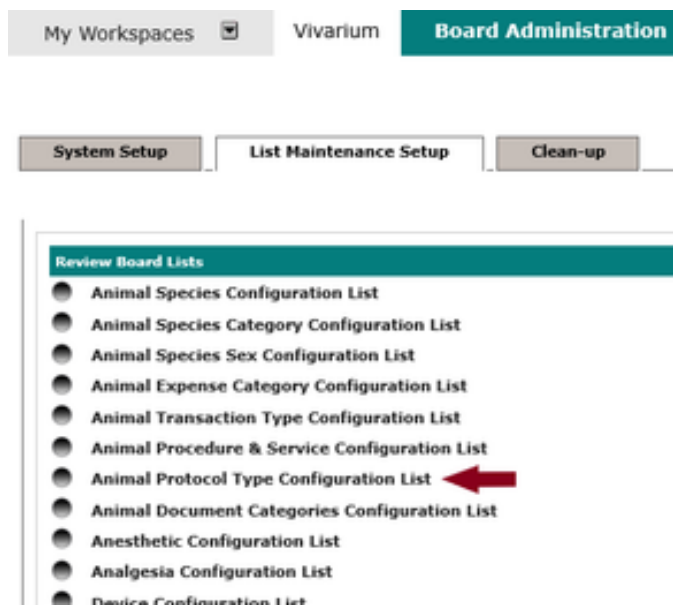
Add a New Record

Delete	Edit	Study Type
		Survival Surgery, Non-Rodent
		Survival Surgery, Rodent
		Terminal Surgery, Non-Rodent
		Terminal Surgery, Rodent

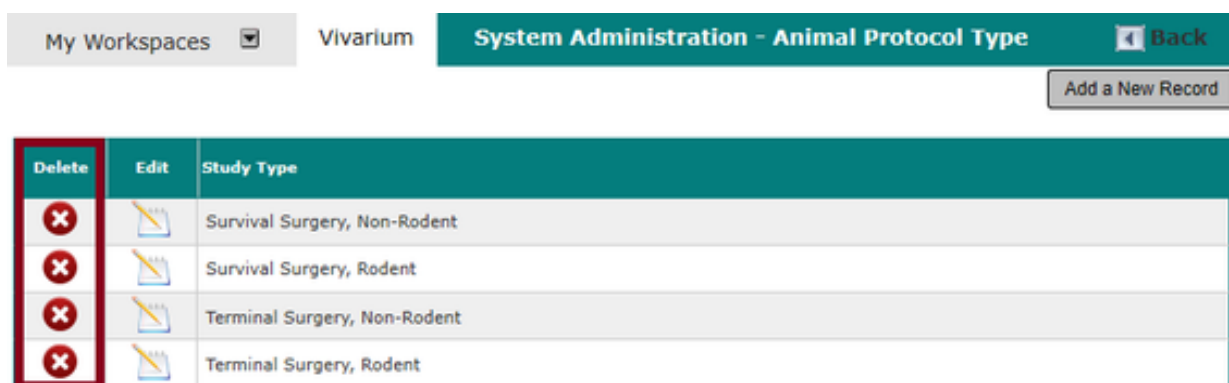
Delete Animal Protocol / Study Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

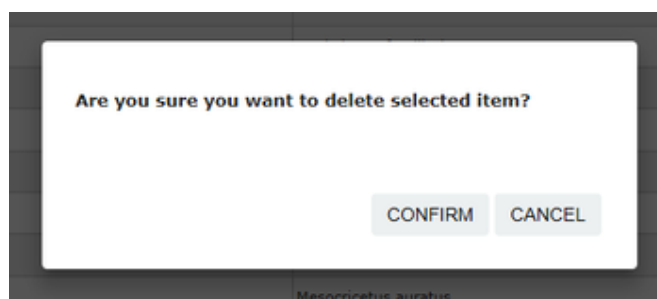
Note that at some institutions, the term "Study" is substituted for "Protocol". These terms may be used interchangeably in manual text and screenshots.



The **Animal Protocol Type** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup dialog window appears.

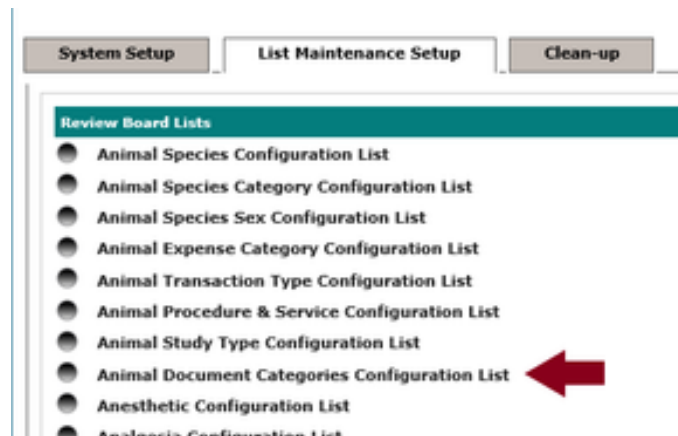


Click **CANCEL** to close the popup without deleting the record and return to the Animal Protocol Type page.

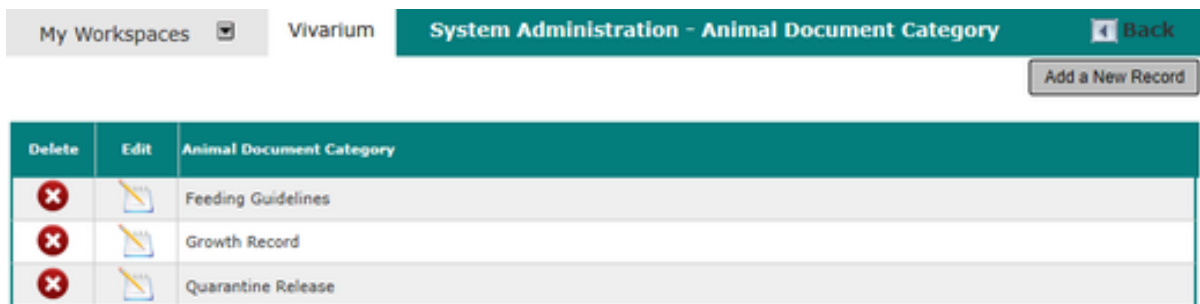
Click **CONFIRM** to complete deletion of the record and return to the Animal Protocol Type page.

Animal Document Categories Configuration List

This is where a list of document types associated with subject animals is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.

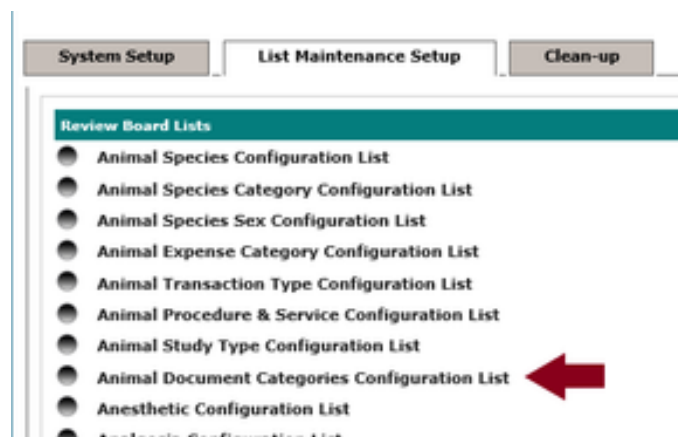


The **Animal Document Category** page is opened.

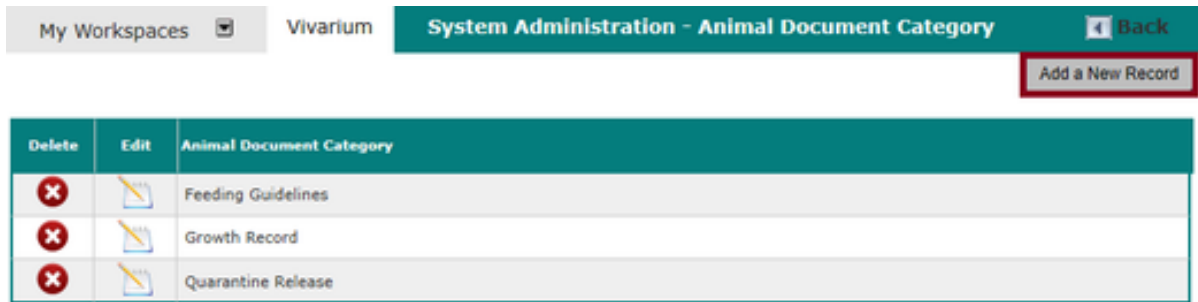


Add Animal Document Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.



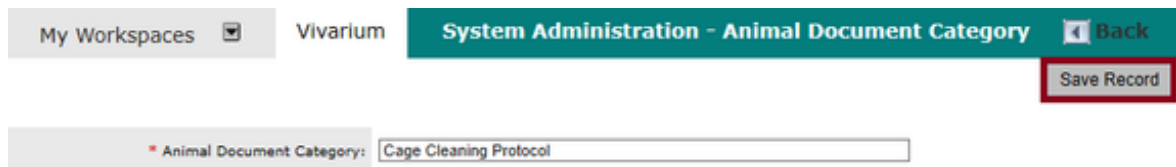
The **Animal Document Category** page is opened. Click the **Add a New Record** button.



The screenshot shows the 'System Administration - Animal Document Category' page. At the top, there are navigation elements: 'My Workspaces' with a dropdown arrow, 'Vivarium', and a teal header bar with 'System Administration - Animal Document Category' and a 'Back' button. Below the header, there is a red-bordered button labeled 'Add a New Record'. The main content is a table with the following structure:

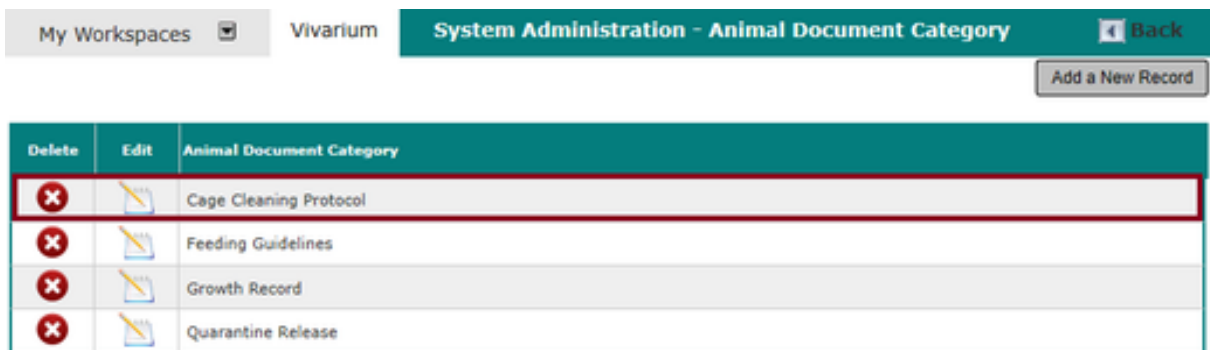
Delete	Edit	Animal Document Category
		Feeding Guidelines
		Growth Record
		Quarantine Release

An add panel is opened. Enter the new **Animal Document Category** and click the **Save Record** button.



The screenshot shows the 'Add a New Record' panel. It features the same navigation elements as the previous screenshot. Below the header, there is a red-bordered button labeled 'Save Record'. The main content is a text input field with a red asterisk icon and the label 'Animal Document Category:'. The text 'Cage Cleaning Protocol' is entered into the field.

The record is added to the list on the main **Animal Document Category** page.

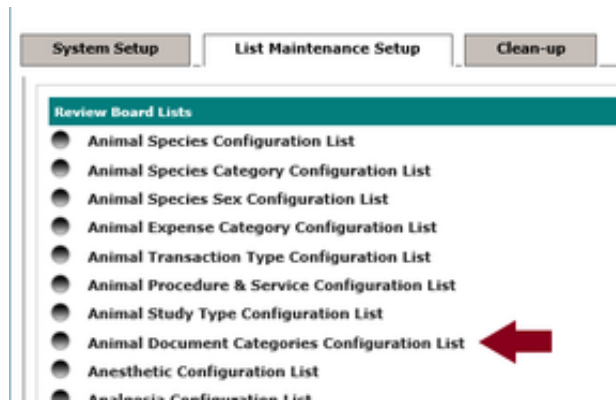


The screenshot shows the 'System Administration - Animal Document Category' page after the new record has been added. The 'Add a New Record' button is now disabled. The table now contains four records:

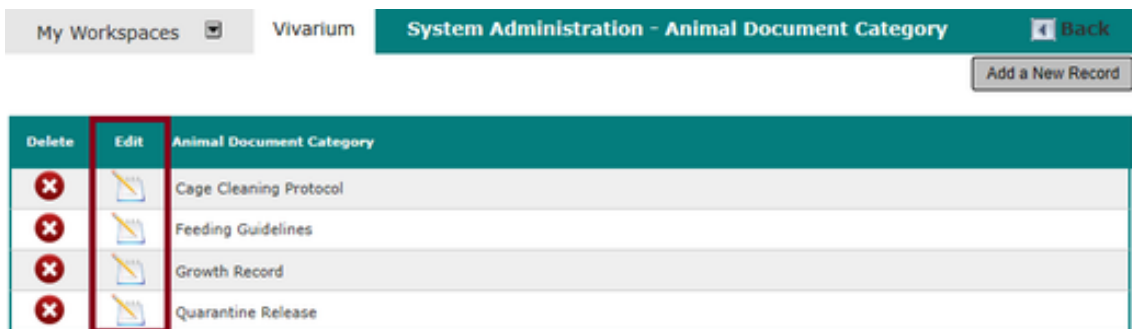
Delete	Edit	Animal Document Category
		Cage Cleaning Protocol
		Feeding Guidelines
		Growth Record
		Quarantine Release

Edit Animal Document Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.



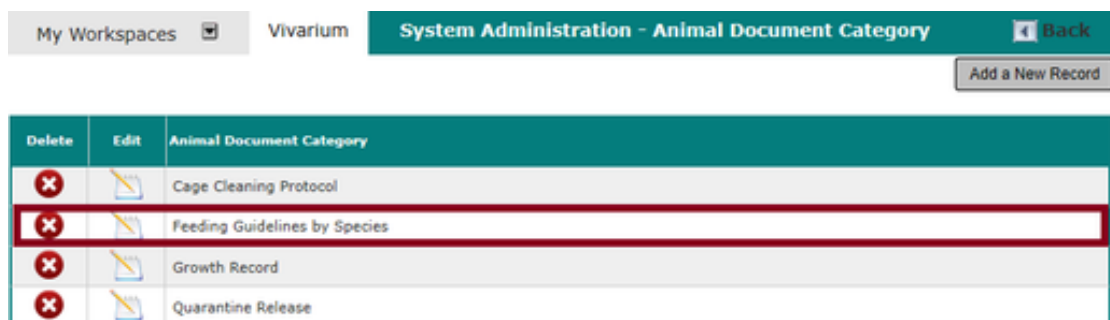
The **Animal Document Category** page is opened. Click the icon in the **Edit** column for the applicable record.



An edit panel is opened. Enter desired changes and click the **Save Record** button.

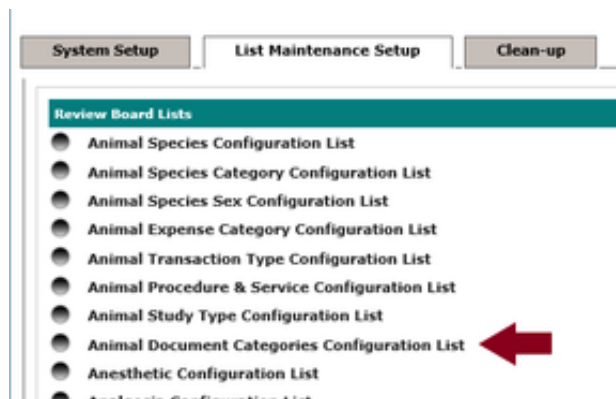


The record is revised on the list on the main **Animal Document Category** page.

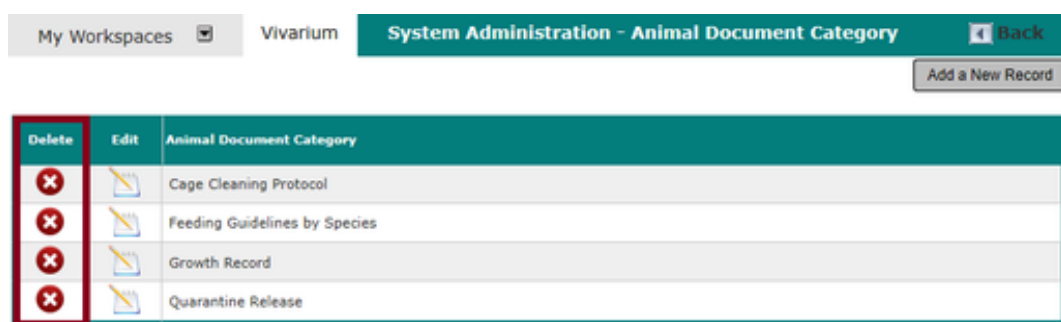


Delete Animal Document Category

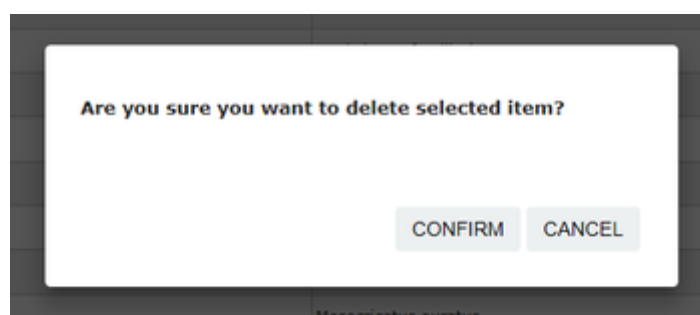
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.



The **Animal Document Category** page is opened. Click the icon in the **Delete** column for the applicable record. In this example, the "Growth Record" item is being deleted.



A confirmation popup window appears.



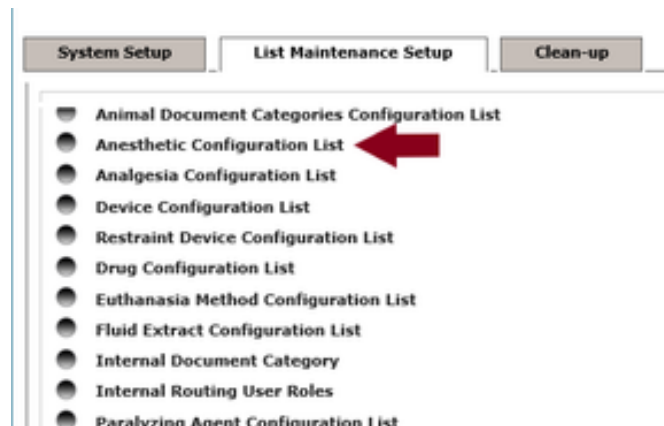
Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Animal Document Category** page.

My Workspaces		Vivarium	System Administration - Animal Document Category	Back
Add a New Record				
Delete	Edit	Animal Document Category		
		Cage Cleaning Protocol		
		Feeding Guidelines by Species		
		Quarantine Release		

Anesthetic Configuration List

The **Anesthetic Configuration List** is where a list of anesthetics approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened.

My Workspaces		Vivarium	Setup Anesthetic List	Back		
Merge Anesthetic Records Add a New Record						
3 result(s) found... 1 - 3						
Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment additional anesthetic regimen

Anesthetic List Implementation – Application Side

The anesthetic list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Anesthetic Configuration List is made available in an IACUC / ARC application via the **Add a New Anesthetic to the Study** button



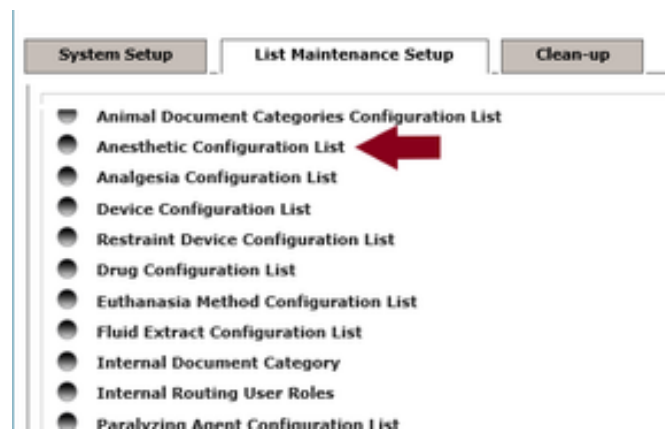
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Anesthetic List Implementation – Board Side

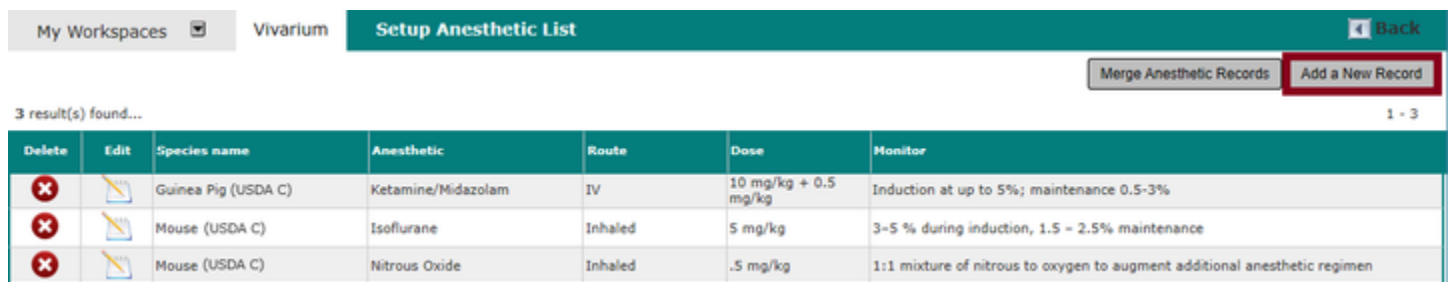
Anesthetics are added on the application side where required and are not generally subject to direct revision by the board.

Add Anesthetic

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened. Click the **Add a New Record** button.



An add panel is opened.

My Workspaces ▼ Vivarium **Setup Anesthetic List** ⏪ Back

*Species Name:

*Anesthetic: or create New

*Route: or create New

*Dose:

Monitoring:

Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▼ Vivarium **Setup Anesthetic List** ⏪ Back

*Species Name:

*Anesthetic: or create New

*Route: or create New

*Dose:

Monitoring:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Mouse (USDA A)
- Rat (USDA A)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Click on the **Anesthetic** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Anesthetic List** ⏪ Back

*Species Name:

*Anesthetic: or create New

*Route: or create New

*Dose:

Monitoring:

- isofurane
- Ketamine/Midazolam
- Nitrous Oxide

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Anesthetic: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Anesthetic: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

Monitoring:

The new record is added.

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

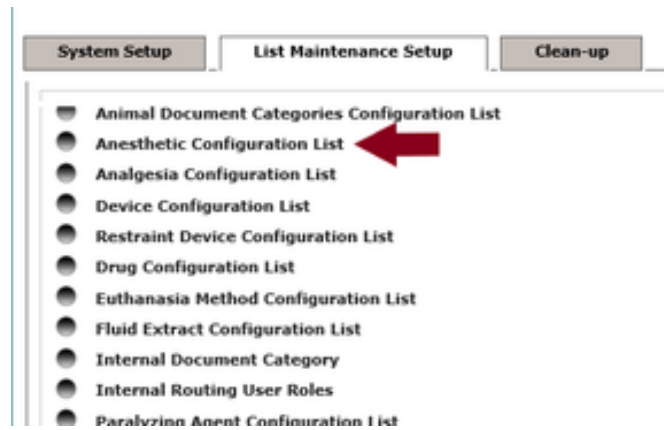
[Merge Anesthetic Records](#) [Add a New Record](#)

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment additional anesthetic regimen

Edit Anesthetic

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened.

The screenshot shows the 'Setup Anesthetic List' page. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Anesthetic List'. There are buttons for 'Merge Anesthetic Records' and 'Add a New Record'. Below the header, it says '4 result(s) found...' and '1 - 4'. The table below has columns: Delete, Edit, Species name, Anesthetic, Route, Dose, and Monitor.

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment additional anesthetic regimen

Click the icon in the **Edit** column for the applicable record. The record is opened in an edit panel.

The screenshot shows the edit panel for the 'Setup Anesthetic List'. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Anesthetic List'. There is a 'Back' button and a 'Save Changes' button. The form fields are:

- *Species Name: Mouse (dropdown)
- *Anesthetic: Nitrous Oxide (dropdown) or create New [input field]
- *Route: Inhaled (dropdown) or create New [input field]
- *Dose: 5 mg/kg (input field)
- Monitoring: 1:1 mixture of nitrous to oxygen to augment primary anesthetic (text area)

Make desired changes to the record, then click the **Save Changes** button to save changes and close the edit panel. The record is revised on the **Setup Anesthetic List** page.

My Workspaces ▾ Vivarium **Setup Anesthetic List** Back

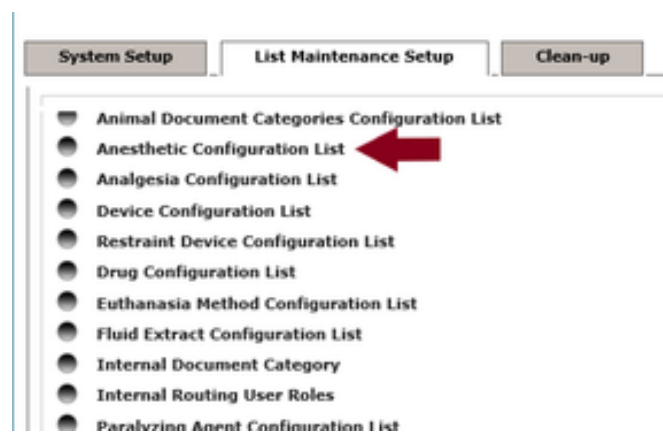
Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic

Delete Anesthetic

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened.

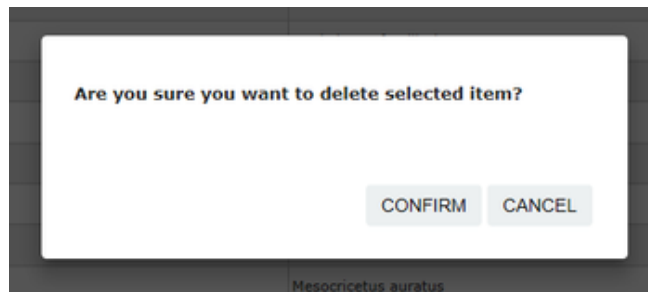
My Workspaces ▾ Vivarium **Setup Anesthetic List** Back

Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance

Click the icon in the **Delete** column for the applicable record. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Anesthetic List** page.

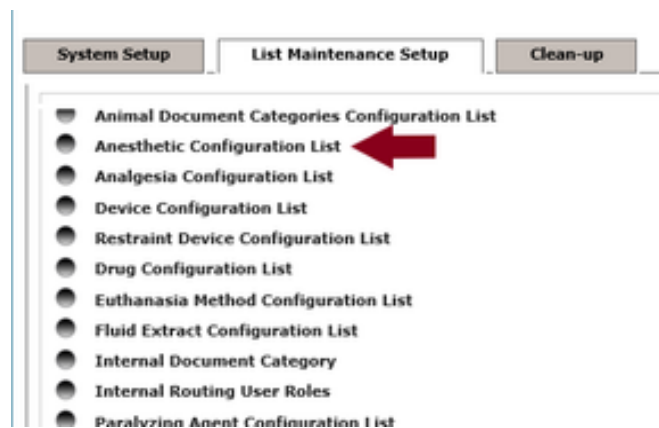
Click **CONFIRM** to complete deletion of the record and return to the **Setup Anesthetic List** page.

Merge Anesthetic Records

Sometimes a duplicate or erroneous anesthetic record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous record can be merged with a valid record. The valid record is then substituted for the duplicate/erroneous record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened. Click the **Merge Anesthetic Records** button.

My Workspaces Vivarium **Setup Anesthetic List** Back

Merge Anesthetic Records Add a New Record

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

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Isoflurane	IV	5 mg/kg	

In the example shown above, the second “Isoflurane” record was created in error, with an invalid **Route** of administration. This record may have been assigned to one or more studies and must be merged with the valid record. Click the **Merge Anesthetic Records** button to begin. A merge panel opens.

My Workspaces ▾ Vivarium Setup Anesthetic List Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Species name	Anesthetic	Route	Dose	Monitor
<input type="checkbox"/>	American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
<input type="checkbox"/>	Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
<input type="checkbox"/>	Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
<input checked="" type="checkbox"/>	Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
<input checked="" type="checkbox"/>	Mouse (USDA C)	Isoflurane	IV	5 mg/kg	

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium Setup Anesthetic List Back

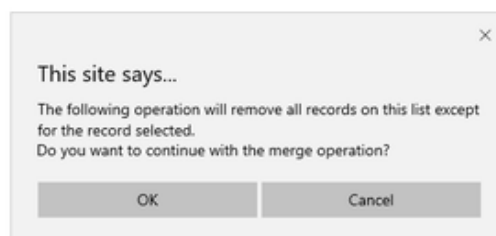
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Anesthetic	Route	Dose	Monitor
<input checked="" type="radio"/>	Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
<input type="radio"/>	Mouse (USDA C)	Isoflurane	IV	5 mg/kg	

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Anesthetic List** page, where the merge can be confirmed.

My Workspaces ▼ Vivarium **Setup Anesthetic List** Back

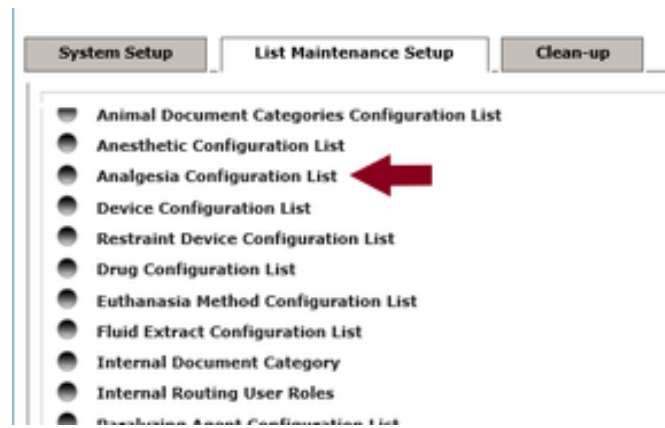
Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
		Guinea Pig (USDA D)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance

Analgesia Configuration List

The **Analgesia Configuration List** is where a list of analgesics approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened.

My Workspaces ▼ Vivarium **Setup Analgesia List** Back

Merge Analgesia Records Add a New Record

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

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Analgesia List Implementation – Application Side

The analgesia list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Analgesia Configuration List is made available in an IACUC / ARC application via an **Add a New Analgesia to the Study** button

[+ Add a New Analgesia to the Study](#)

Delete Analgesia	Edit	View Details	Species	Analgesia	Route	Dose	Frequency	Monitoring
No Analgesia have been added to this Study								

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Analgesia List Implementation – Board Side

Analgesics are added on the application side where required and are not generally subject to direct revision by the board.

Add Analgesia

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.

System Setup | **List Maintenance Setup** | Clean-up

- Animal Document Categories Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List** ←
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Resolution Agent Configuration List

The **Setup Analgesia List** page is opened.

My Workspaces | Vivarium | **Setup Analgesia List** | Back

Merge Analgesia Records | **Add a New Record**

2 result(s) found...

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

1 - 2

Click the **Add a New Record** button. An add panel is opened.

My Workspaces ▾ Vivarium **Setup Analgesia List** [Back](#)

[Save Changes](#)

*Species Name: --none-- ▾

*Analgesia: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

*Frequency:

Monitoring:

Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▾ Vivarium **Setup Analgesia List** [Back](#)

[Save Changes](#)

*Species Name: --none-- ▾
 American Crow (USDA A)
 American Crow (USDA B)
 American Crow (USDA C)
 American Crow (USDA D)
 American Crow (USDA E)
 Axis Deer (USDA A)
 Beagle (USDA A)
 Duck (USDA A)
 Fruit Fly (USDA C)
 Goat (USDA A)
 Guinea Pig (USDA A)
 Guinea Pig (USDA B)
 Mouse (USDA A)
 Mouse (USDA B)
 Rat (USDA A)
 Syrian Hamster (USDA A)
 White Wing Dove (USDA A)

*Analgesia: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

*Frequency:

Monitoring:

Click on the **Analgesia** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▾ Vivarium **Setup Analgesia List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Analgesia: --none-- ▾ or create New

*Route: Butorphanol ▾
 Meloxicam

*Dose:

*Frequency:

Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Analgesia List** ⏪ Back

*Species Name: American Crow (USDA C) ▼

*Analgesia: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Frequency:

Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Analgesia List** ⏪ Back

*Species Name: American Crow (USDA C) ▼

*Analgesia: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Frequency:

Monitoring:

The record is added to the **Setup Analgesia List** page.

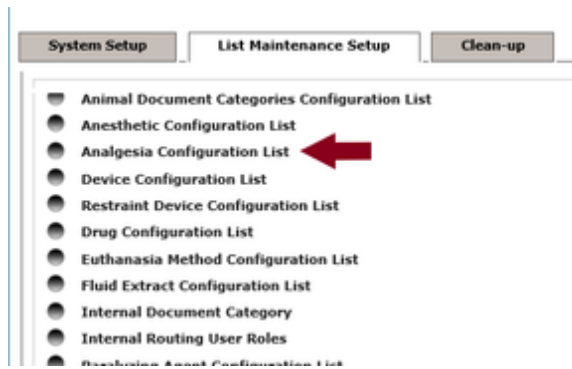
My Workspaces ▼ Vivarium **Setup Analgesia List** ⏪ Back

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Edit Analgesia

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened.

The screenshot shows the 'Setup Analgesia List' page. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Analgesia List' with a 'Back' button. Below the tabs are buttons for 'Merge Analgesia Records' and 'Add a New Record'. The text '3 result(s) found...' is displayed. Below this is a table with the following data:

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Click the icon in the **Edit** column for the applicable record. The record is opened in an edit panel.

The screenshot shows the edit panel for the 'Guinea Pig (USDA B)' record. The form contains the following fields:

- *Species Name: Guinea Pig (USDA B) (dropdown)
- *Analgesia: Butorphanol (dropdown) or create New (text input)
- *Route: IV (dropdown) or create New (text input)
- *Dose: 0.02 - 0.25 mg/kg (text input)
- *Frequency: Every 4 - 6 hrs (text input)
- Monitoring: Can be safely combined with Midazolam at .25 mg/kg (text input)

A 'Save Changes' button is located at the top right of the panel and is highlighted with a red box.

Make desired changes to the record, then click the **Save Changes** button to save changes and close the edit panel. The record is revised on the **Setup Analgesic List** page.

My Workspaces ▾ Vivarium **Setup Analgesia List** ← Back

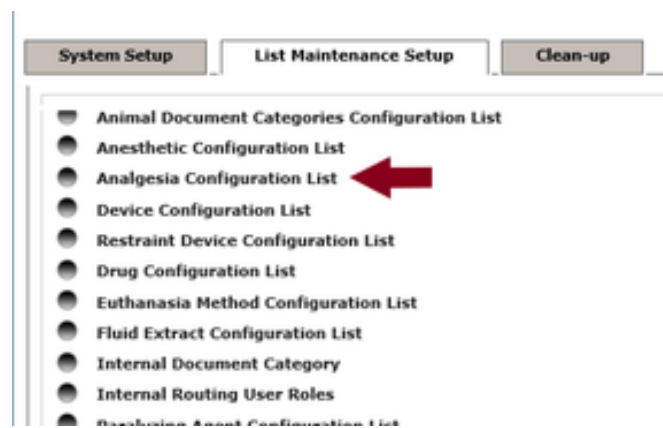
Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Delete Analgesia

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened.

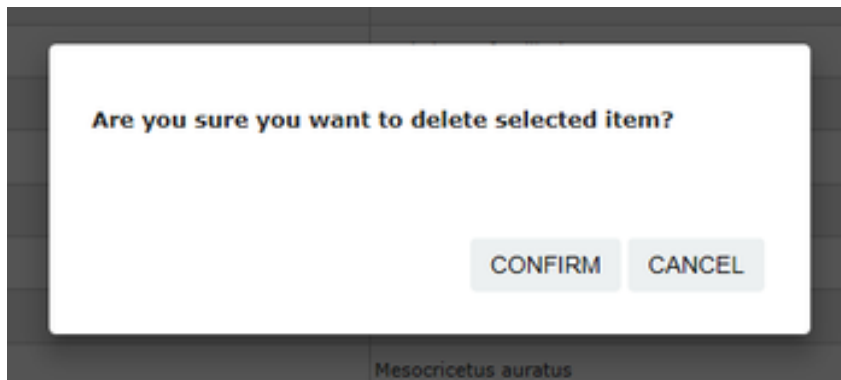
My Workspaces ▾ Vivarium **Setup Analgesia List** ← Back

Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Click the icon in the **Delete** column for the applicable record. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Analgesia List** page.

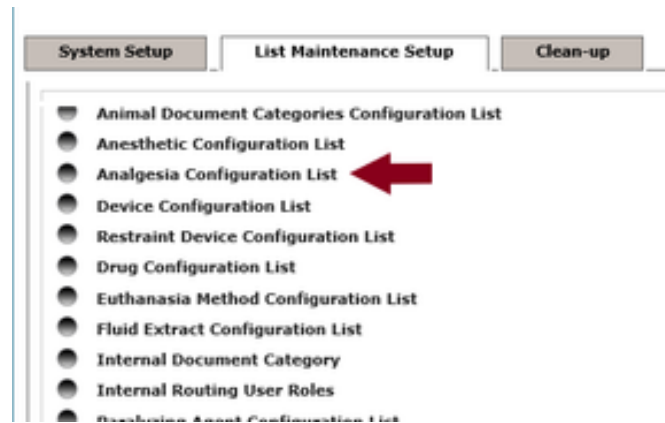
Click **CONFIRM** to complete deletion of the record and return to the **Setup Analgesia List** page.

Merge Analgesia Records

Sometimes a duplicate or erroneous analgesia record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous record can be merged with a valid record. The valid record is then substituted for the duplicate/erroneous record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened. Click the **Merge Analgesia Records** button.

My Workspaces ▼ Vivarium **Setup Analgesia List** Back

Merge Analgesia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 - 2 mg/kg	Daily	
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

In the example shown above, the first “Meloxicam” record was created in error. This record may have been assigned to one or more studies and must be merged with the valid record. Click the **Merge Analgesia Records** button to begin. A merge panel opens.

My Workspaces Vivarium **Setup Analgesia List** Back

Merge Selected Records

Select two or more records to merge.

	Species name	Analgesia	Route	Dose	Frequency	Monitor
<input type="checkbox"/>	American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
<input type="checkbox"/>	Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
<input checked="" type="checkbox"/>	Mouse (USDA B)	Meloxicam	PO	0.2 - 2 mg/kg	Daily	
<input checked="" type="checkbox"/>	Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces Vivarium **Setup Analgesia List** Back

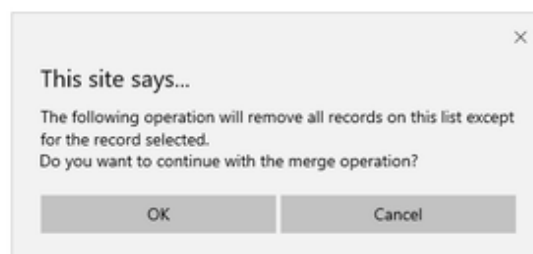
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Analgesia	Route	Dose	Frequency	Monitor
<input checked="" type="radio"/>	Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper
<input type="radio"/>	Mouse (USDA B)	Meloxicam	PO	0.2 - 2 mg/kg	Daily	

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Analgesia List** page, where the merge can be confirmed.

My Workspaces Vivarium **Setup Analgesia List** Back

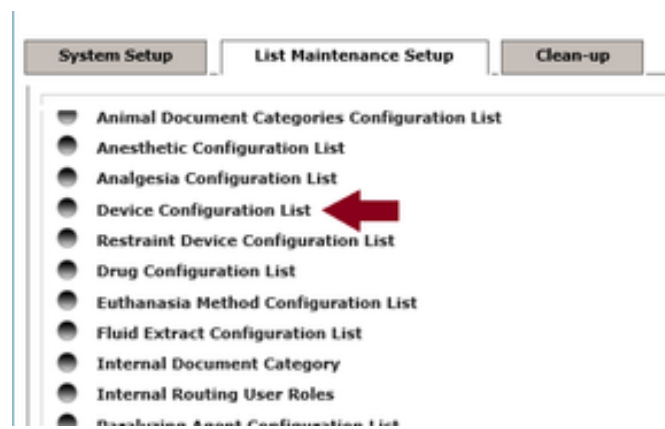
Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Device Configuration List

The **Device Configuration List** is where a list of devices approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened.

My Workspaces Vivarium **Setup Device List** Back

Download Device Configuration Template Upload Device Configuration Merge Device Records Add a New Device

Device Browse/Find: Device Name: Find ...

2 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		2	Autoclave	Full Cycle	K9K-M96022

If the device list is lengthy, use the **Device Browse/Find** form above the list to search for records by **Device Name**.

Device List Implementation – Application Side

The device list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Device Configuration List is made available in an IACUC / ARC application via an **Add a New Device to the Study** button

+ Add a New Device to the Study						
Delete Device	Edit	View Details	Device Name	FDA Approved	A new device or a new use of approved device:	IDE Number
No devices have been added to this Study						

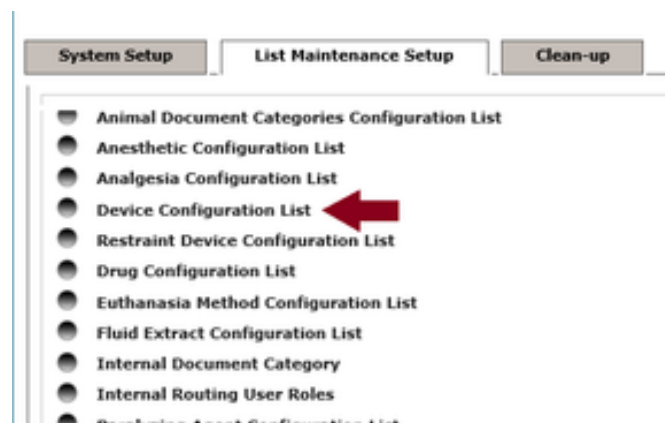
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Device List Implementation – Board Side

Devices are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Device

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened. Click the **Add a New Device** button.

My Workspaces		Vivarium	Setup Device List				Back
			Download Device Configuration Template	Upload Device Configuration	Merge Device Records	Add a New Device	
Device Browse/Find:		Device Name:	<input type="text"/>	Find ...			
2 result(s) found...							
Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number		
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X		
		2	Autoclave	Full Cycle	KMK-M96022		

An **Add a new device to the system** panel opens for entry of the new record.

Add a new device to the system.

* Device Name:

Device Mode:

Device Serial Number:

Enter a **Device Name**, **Device Mode** and **Device Serial Number**, then click the **Save Changes** button.

Add a new device to the system.

* Device Name:

Device Mode:

Device Serial Number:

The add panel is closed and the new record is added on the **Setup Device List** page.

My Workspaces ▼ Vivarium **Setup Device List** ← Back

Download Device Configuration Template
Upload Device Configuration
Merge Device Records
Add a New Device

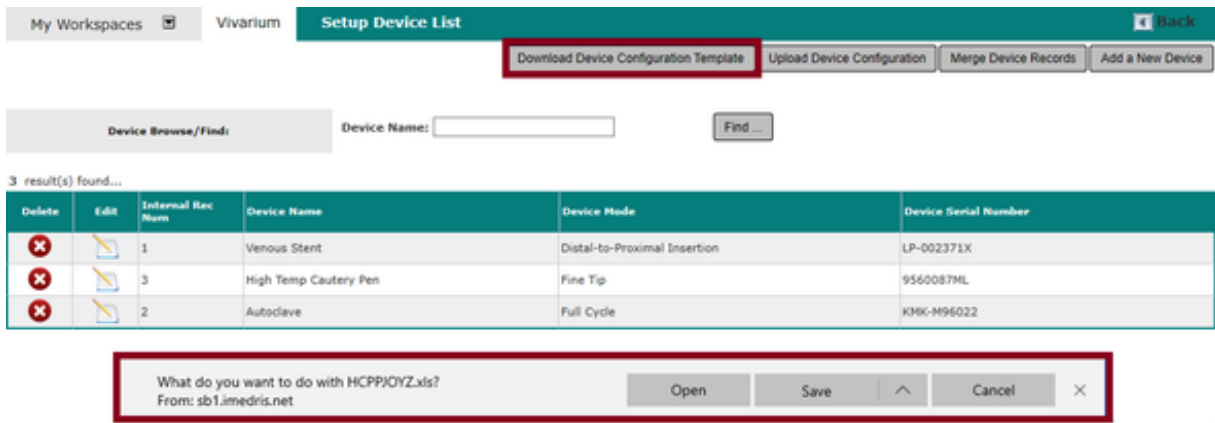
Device Browse/Find: Device Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		3	High Temp Cautery Pen	Fine Tip	9560087ML
		2	Autoclave	Full Cycle	KMK-M96022

Download Device Configuration Template

The iRIS™ system provides a mechanism for adding a large quantity of device records at once, via population and upload of a pre-formatted Excel template. Click the **Download Device Configuration Template** button to begin. A download dialog opens at the bottom of the page.



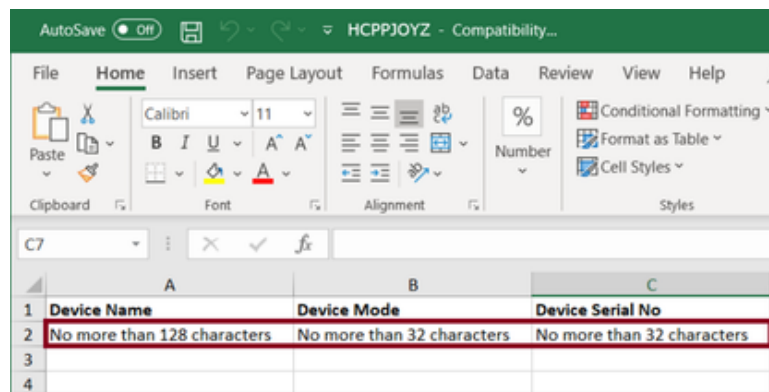
Click the **Cancel** button in the download dialog popup to close it without downloading the template.

Click the **Save** button in the download dialog popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user's desired location on the computer.

The download dialog popup message changes when the download is complete, as shown below.



Navigate to the downloaded template file and open it.



As shown in the screenshot above, field length limits are provided in the second row. Enter desired device records to complete the template and save changes to the file.

Upload Device Configuration Template

When the Device Template has been populated with all desired data, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link. The **Setup Device List** page opens. Click the **Upload Device Configuration** button.

My Workspaces ▾ Vivarium **Setup Device List** Back

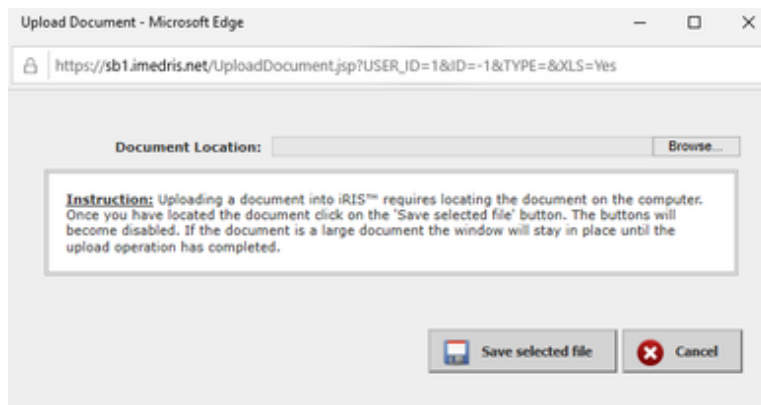
Download Device Configuration Template **Upload Device Configuration** Merge Device Records Add a New Device

Device Browse/Find: Device Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		3	High Temp Cautery Pen	Fine Tip	95600879L
		2	Autoclave	Full Cycle	K9K-M96022

An upload dialog popup appears.



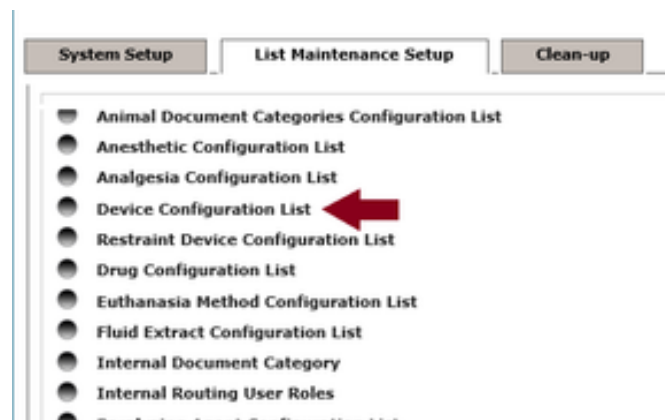
Click the **Cancel** button to close the dialog without completing the upload.

Click the **Browse...** button to navigate to the completed template and select it, then click the **Save selected file** button to complete the upload.

Review the uploaded records in the **Setup Device List** page to ensure the uploaded records have correctly populated all columns. Any records that do not meet data content requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Device

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Device List** ⌂ Back

Download Device Configuration Template Upload Device Configuration Merge Device Records Add a New Device

Device Browse/Find: Device Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		3	High Temp Cautery Pen	Fine Tip	9560087ML
		2	Autoclave	Full Cycle	KMK-M96022

The record is opened in an **Edit a device in the system** panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Device List** ⌂ Back

Save Changes

Edit a device in the system.

*Device Name:

Device Mode:

Device Serial Number:

The edit panel is closed and the record is revised on the **Setup Device List** page.

My Workspaces ▼ Vivarium **Setup Device List** ⌂ Back

Download Device Configuration Template Upload Device Configuration Merge Device Records Add a New Device

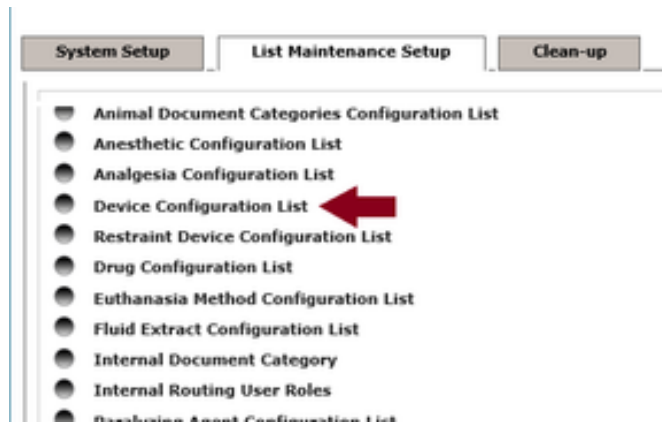
Device Browse/Find: Device Name: Find ...

3 result(s) found...

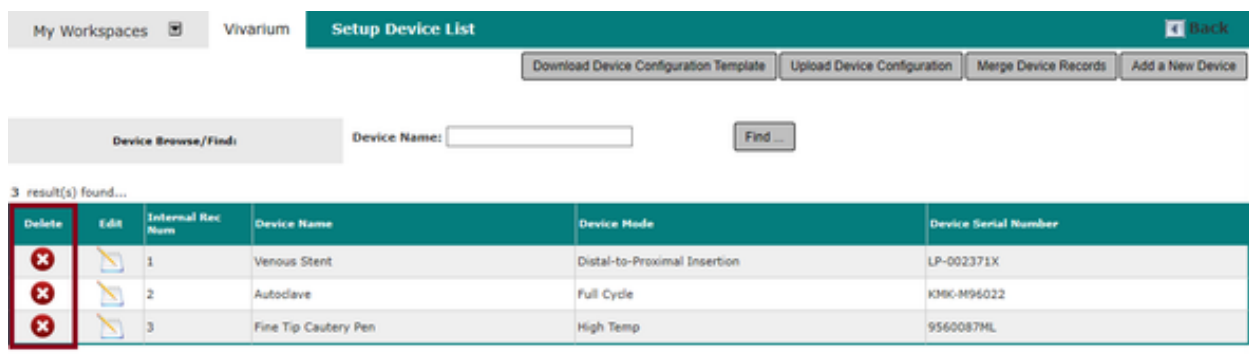
Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		2	Autoclave	Full Cycle	KMK-M96022
		3	Fine Tip Cautery Pen	High Temp	9560087ML

Delete Device

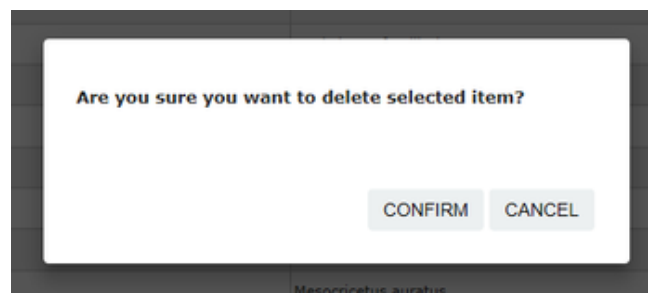
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Device List** page.

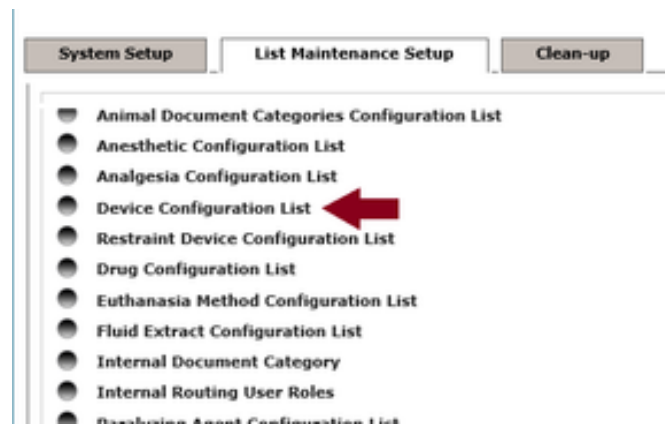
Click **CONFIRM** to complete deletion of the record and return to the **Setup Device List** page.

Merge Device Records

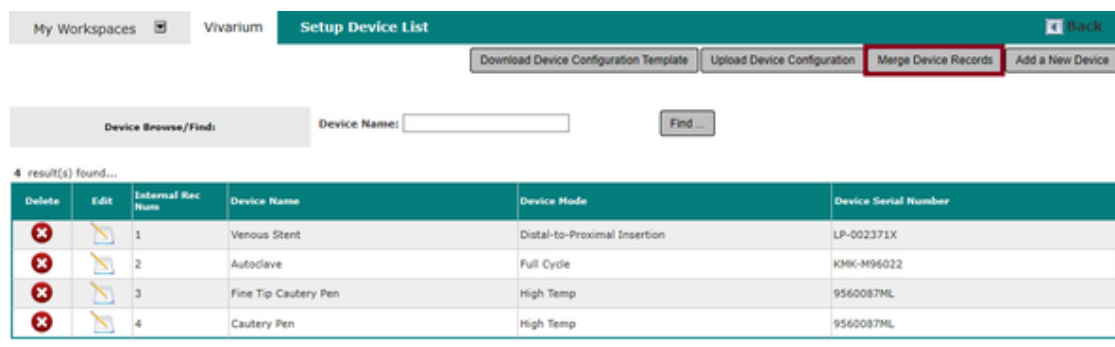
Sometimes a duplicate or erroneous device record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous device record can be merged with a valid device record. The valid device record is then substituted for the duplicate/erroneous device record previously assigned to study applications.

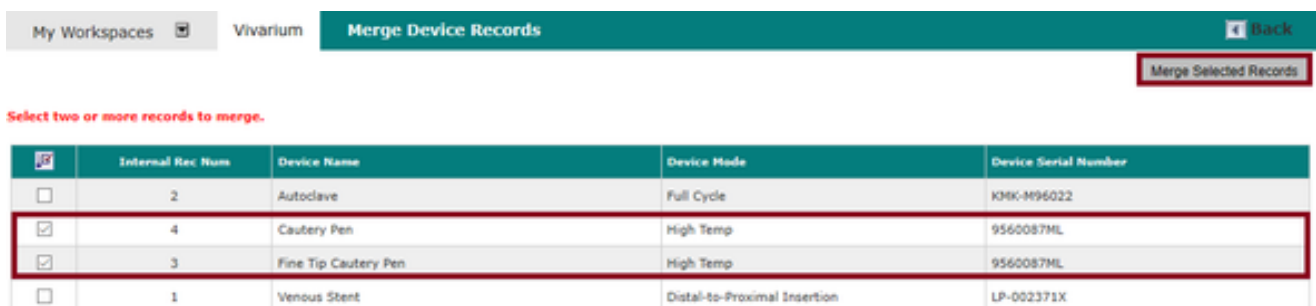
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened.



In the example shown above, the second “Cautery Pen” device record in the list was created in error but may have been assigned to one or more studies. Click the **Merge Device Records** button to begin. The **Merge Device Records** page opens.



Select the checkboxes at far left for the device records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

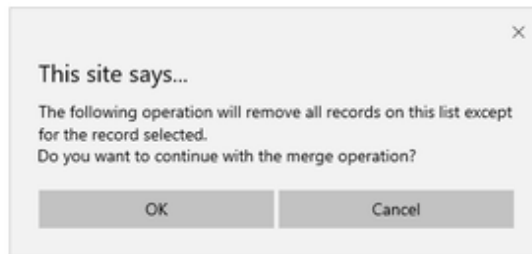
Merge Cancel

Select the record you want to keep after merging.

	Device Name	Device Mode	Device Serial Number
<input checked="" type="radio"/>	Fine Tip Cautery Pen	High Temp	9560087ML
<input type="radio"/>	Cautery Pen	High Temp	9560087ML

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



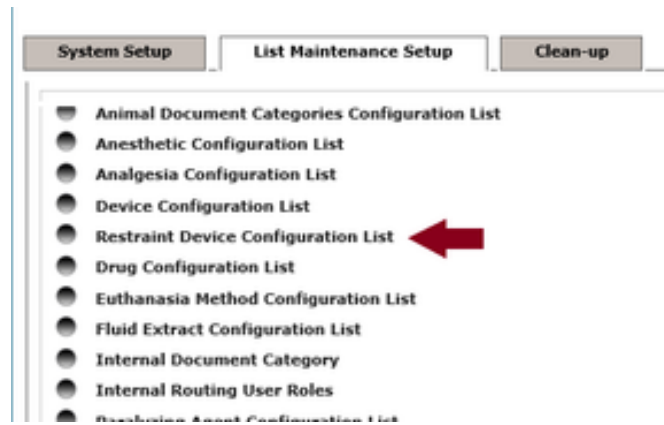
As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge Device Records** page, where the merge can be confirmed.

Select two or more records to merge.

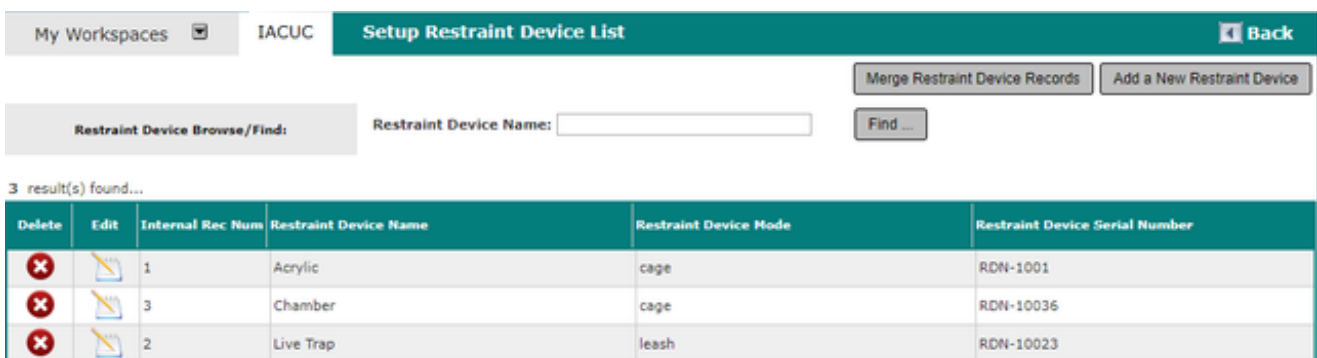
	Internal Rec Num	Device Name	Device Mode	Device Serial Number
<input type="checkbox"/>	2	Autoclave	Full Cycle	KMK-M96022
<input type="checkbox"/>	3	Fine Tip Cautery Pen	High Temp	9560087ML
<input type="checkbox"/>	1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X

Restraint Device Configuration List

The **Restraint Device Configuration List** is where a list of humane restraint devices approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened.



If the restraint device list is lengthy, use the **Restraint Device Browse/Find** section above the list to search for records by **Restraint Device Name**.

Restraint Device List Implementation – Application Side

The restraint device list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Restraint Device List is made available in an IACUC / ARC application via an **Add a New Restraint Device to the Study** button



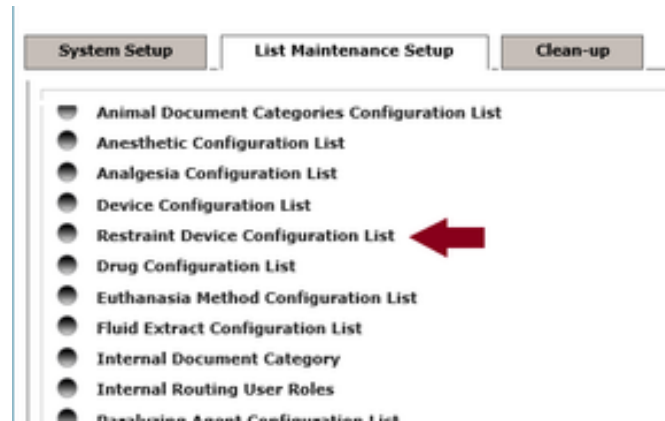
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Restraint Device List Implementation – Board Side

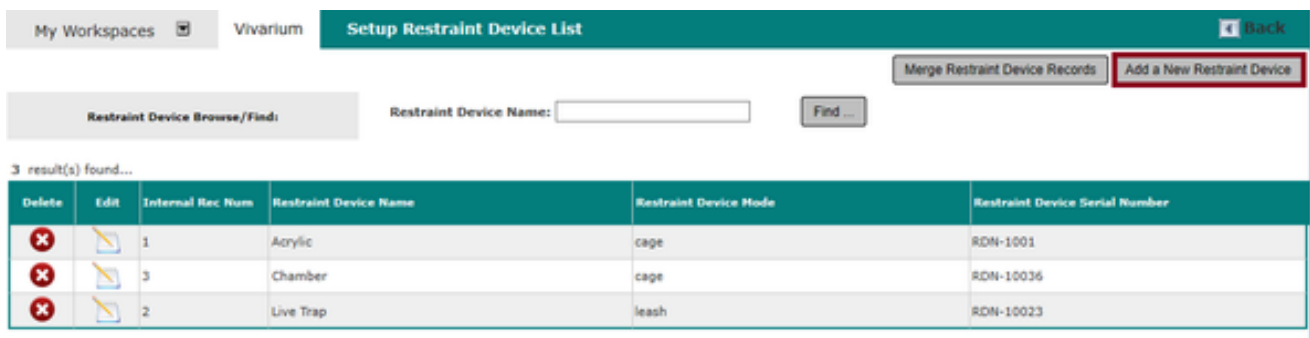
Restraint devices are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Restraint Device

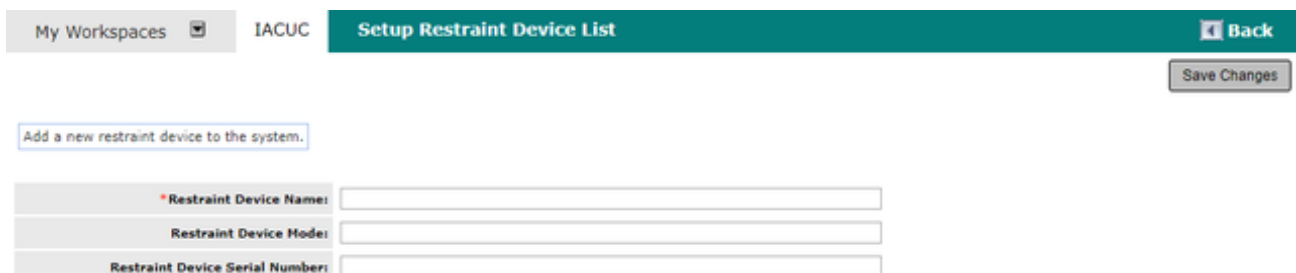
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened. Click the **Add a New Restraint Device** button.



The **Add a new restraint device to the system** panel is opened.



Enter the **Restraint Device Name**, **Restraint Device Mode** and **Restraint Device Serial Number**, then click the **Save Changes** button to close the add panel.

My Workspaces ▼ Vivarium **Setup Restraint Device List** ⏪ Back

Save Changes

Add a new restraint device to the system.

***Restraint Device Name:**

Restraint Device Mode:

Restraint Device Serial Number:

The record is added to the list on the **Setup Restraint Device List** page.

My Workspaces ▼ Vivarium **Setup Restraint Device List** ⏪ Back

Merge Restraint Device Records Add a New Restraint Device

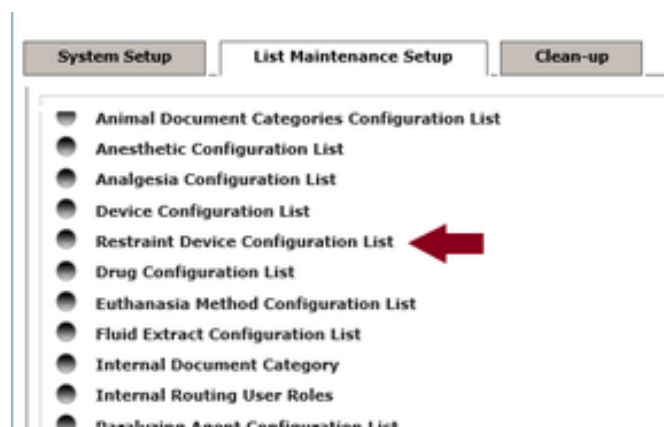
Restraint Device Browse/Find: Restraint Device Name: Find ...

4 result(s) found...

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Harness	Sling with Velcro overwrap	LK-200519

Edit Restraint Device

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup Restraint Device List** [Back](#)

Merge Restraint Device Records Add a New Restraint Device

Restraint Device Browse/Find: Restraint Device Name: Find ...

4 result(s) found...

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Harness	Sling with Velcro overwrap	LK-200519

The record is opened in an **Edit a restraint device in the system** panel.

My Workspaces ▾ Vivarium **Setup Restraint Device List** [Back](#)

Save Changes

Edit a restraint device in the system.

*Restraint Device Name:

Restraint Device Mode:

Restraint Device Serial Number:

Make desired changes, then click the **Save Changes** button to update the record and close the add panel. The record is revised on the **Setup Restraint Device List** page.

My Workspaces ▾ Vivarium **Setup Restraint Device List** [Back](#)

Merge Restraint Device Records Add a New Restraint Device

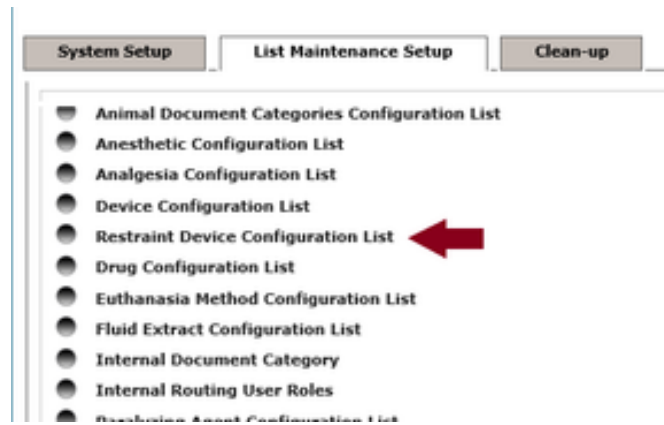
Restraint Device Browse/Find: Restraint Device Name: Find ...

4 result(s) found...

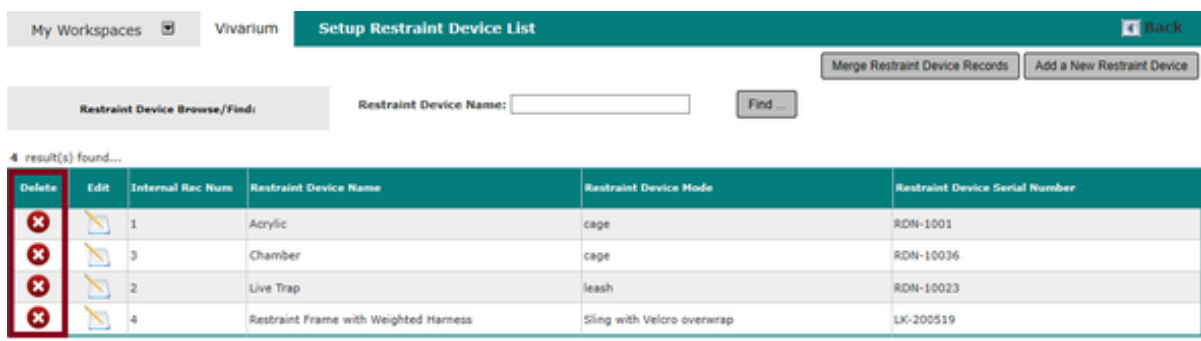
Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Delete Restraint Device

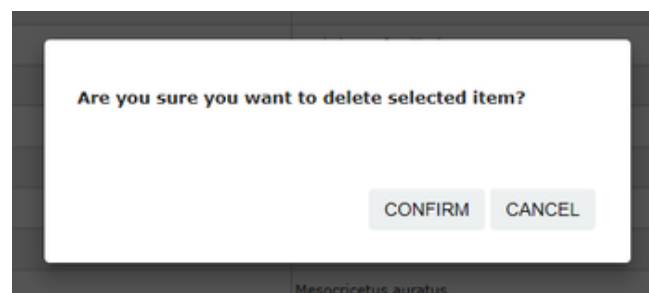
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Restraint Device List** page.

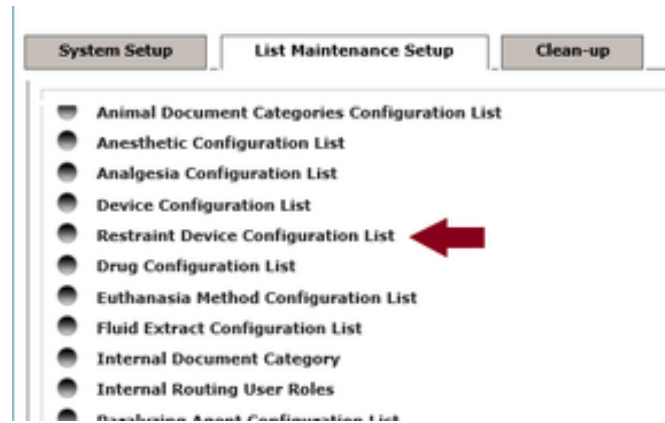
Click **CONFIRM** to complete deletion of the record and return to the **Setup Restraint Device List** page.

Merge Restraint Device Records

Sometimes a duplicate or erroneous restraint device record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous restraint device record can be merged with a valid restraint device record. The valid restraint device is then substituted for the duplicate/erroneous restraint device previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened.

The screenshot shows the 'Setup Restraint Device List' page. At the top, there are buttons for 'Merge Restraint Device Records' and 'Add a New Restraint Device'. Below is a search bar with the text 'Restraint Device Name:' and a 'Find ...' button. The table below shows 5 results found.

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		5	Restraint Frame	Sling style	LK-200519
		4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

In the example shown above, the first Restraint Frame device record in the list was created in error but may have been assigned to one or more studies. Click the **Merge Restraint Device Records** button to begin. The **Merge Restraint Device Records** page opens.

The screenshot shows the 'Merge Restraint Device Records' page. At the top right, there is a 'Merge Selected Records' button. Below is a red instruction: 'Select two or more records to merge.' The table below shows the same 5 records as the previous screenshot, but with checkboxes in the first column.

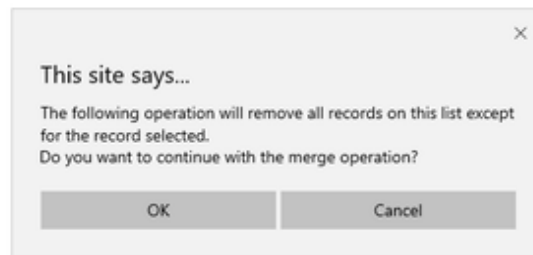
	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input type="checkbox"/>	1	Acrylic	cage	RDN-1001
<input type="checkbox"/>	3	Chamber	cage	RDN-10036
<input type="checkbox"/>	2	Live Trap	leash	RDN-10023
<input checked="" type="checkbox"/>	5	Restraint Frame	Sling style	LK-200519
<input checked="" type="checkbox"/>	4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Select the checkboxes at far left for the device records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input checked="" type="radio"/> Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519
<input type="radio"/> Restraint Frame	Sling style	LK-200519

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

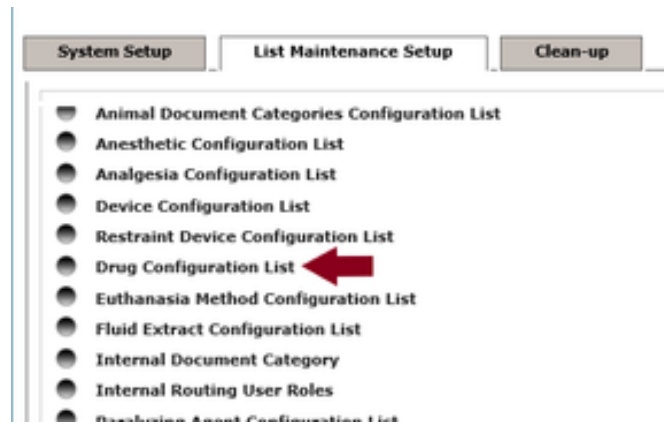


As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge Restraint Device Records** page, where the merge can be confirmed.

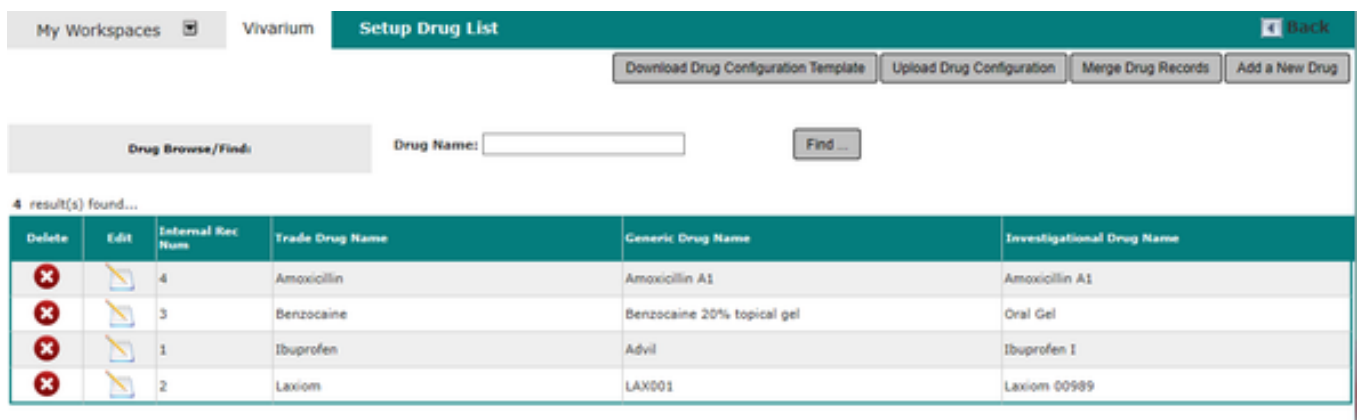
Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input type="checkbox"/> 1	Acrylic	cage	RDN-1001
<input type="checkbox"/> 3	Chamber	cage	RDN-10036
<input type="checkbox"/> 2	Live Trap	leash	RDN-10023
<input type="checkbox"/> 4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Drug Configuration List

The **Drug Configuration List** is where a list of drugs approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened.



If the drug list is lengthy, use the **Drug Browse/Find** section above the list to search for records by **Drug Name**.

Drug List Implementation – Application Side

Where this field is in use by the institution, it appears in the study application form.

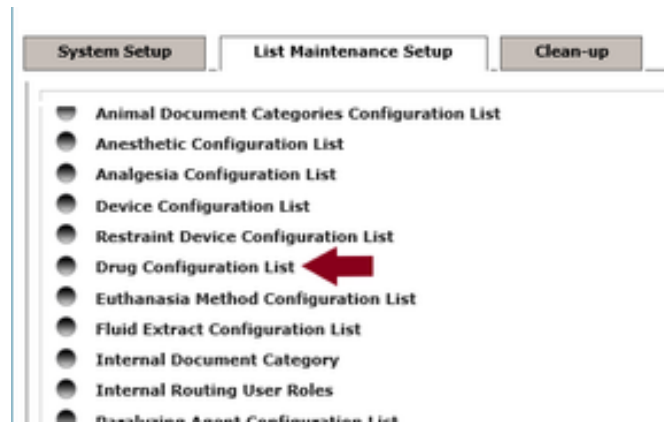
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Drug List Implementation – Board Side

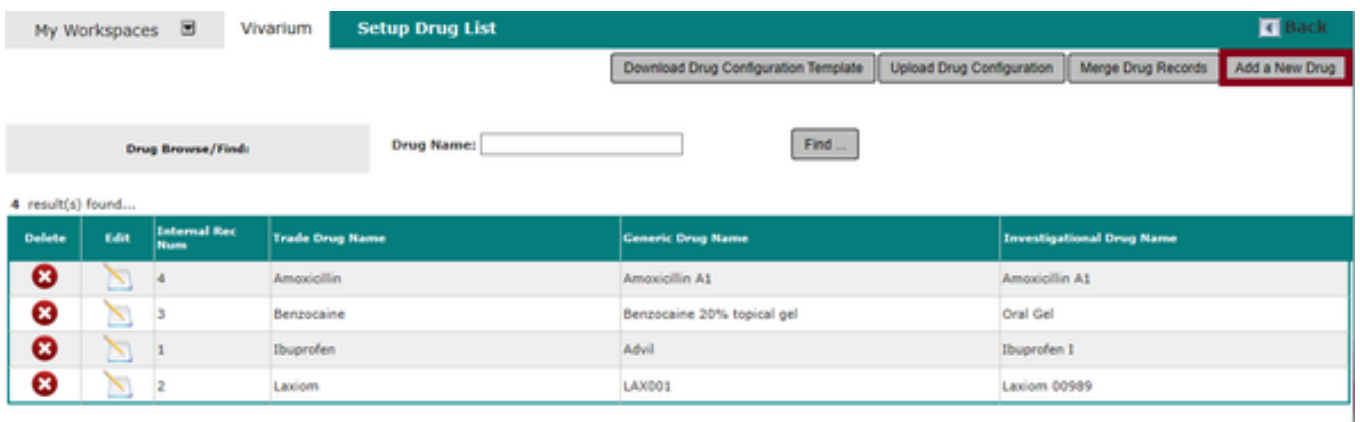
Drugs are added on the application/study side where required and are not generally subject to direct revision by the board.

Add a New Drug

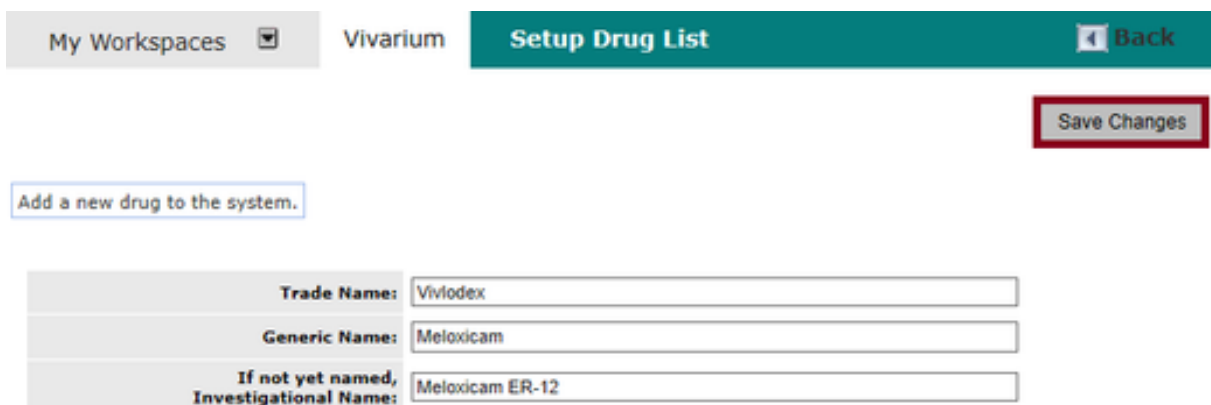
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the **Add a New Drug** button.



An **Add a new drug to the system** panel opens. Enter **Trade Name**, **Generic Name** and if not yet named, **Investigational Name** details, then click the **Save Changes** button to save the record and close the add panel.



The new drug is added on the **Setup Drug List** page.

My Workspaces ▾ Vivarium **Setup Drug List** Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

Download Drug Configuration Template

The iRIS™ system provides a mechanism for adding a large quantity of drug records at once, via population and upload of a pre-formatted Excel template. Click the **Download Drug Configuration Template** button to begin. A download dialog opens at the bottom of the page.

My Workspaces ▾ Vivarium **Setup Drug List** Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

What do you want to do with MNOQNMKG.xls?
From: sb1.imedris.net

Open Save ^ Cancel ×

Click the **Cancel** button in the download dialog popup to close it without downloading the template.

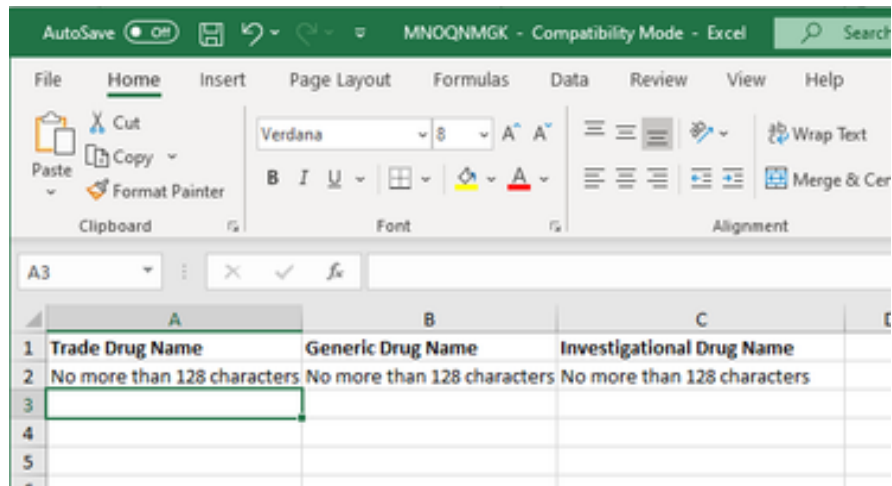
Click the **Save** button in the download dialog popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user's desired location on the computer.

The download dialog popup message changes when the download is complete, as shown below.

MNOQNMKG.xls finished downloading.

Open Open folder View downloads ×

Navigate to the downloaded template file and open it.



As shown in the screenshot above, field length limits are provided in the second row. Enter desired drug records to complete the template and save changes to the file.

Upload Drug Configuration Template

When the Drug Template has been populated with all desired data, Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link. The **Setup Drug List** page opens. Click the **Upload Drug Configuration** button.

My Workspaces ▼ Vivarium **Setup Drug List** ⌂ Back

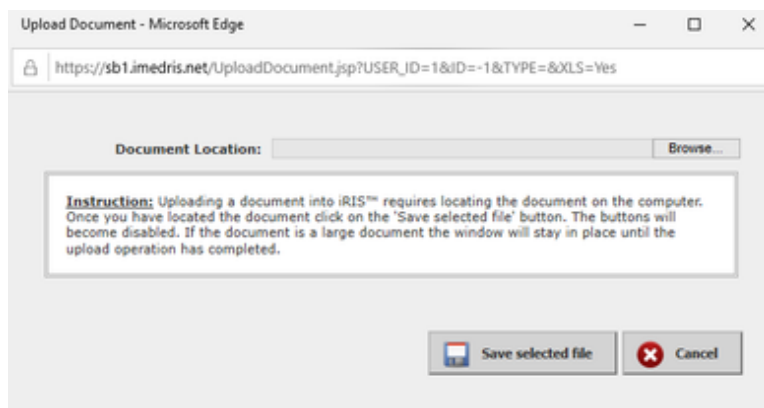
Download Drug Configuration Template **Upload Drug Configuration** Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

An upload dialog popup appears.



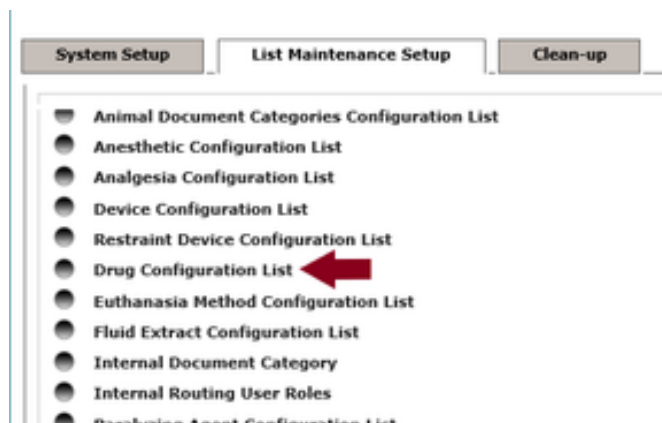
Click the **Cancel** button to close the dialog without completing the upload.

Click the **Browse...** button to navigate to the completed template and select it, then click the **Save selected file** button to complete the upload.

Review the uploaded records in the **Setup Drug List** page to ensure the uploaded records have correctly populated all columns. Any records that do not meet data content requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Drug List** ⏪ Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

The record is opened in an **Edit a drug in the system** panel.

My Workspaces ▼ Vivarium **Setup Drug List** ⏪ Back

Save Changes

Edit a drug in the system.

Trade Name:

Generic Name:

If not yet named, Investigational Name:

Make desired changes and click the **Save Changes** button to save the record and close the edit panel. The record is revised on the **Setup Drug List** page.

My Workspaces ▼ Vivarium **Setup Drug List** ⏪ Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

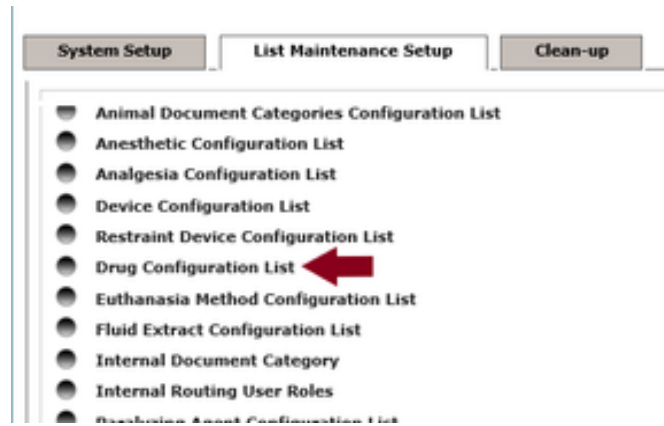
Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		1	Advil	Ibuprofen	Ibuprofen I
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

Delete Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Drug List** Back

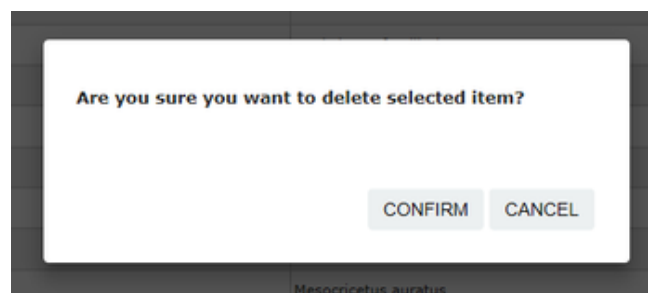
Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		1	Advil	Ibuprofen	Ibuprofen I
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Drug List** page.

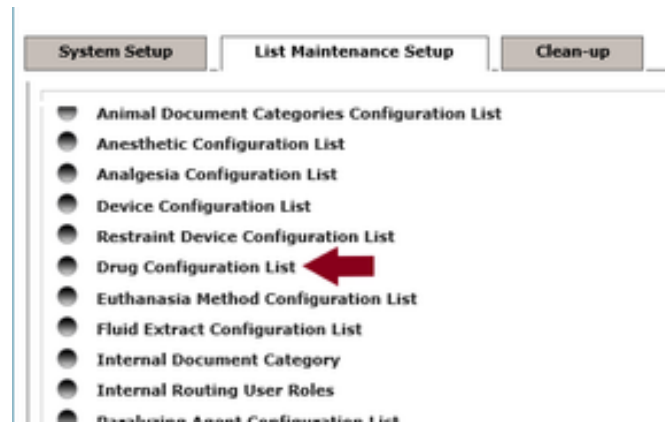
Click **CONFIRM** to complete deletion of the record and return to the **Setup Drug List** page.

Merge Drug Records

Sometimes a duplicate or erroneous drug record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous drug record can be merged with a valid drug record. The valid drug record is then substituted for the duplicate/erroneous drug record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the **Merge Drug Records** button.

The screenshot shows the 'Setup Drug List' page. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Drug List'. Below the tabs are buttons for 'Download Drug Configuration Template', 'Upload Drug Configuration', 'Merge Drug Records' (highlighted with a red box), and 'Add a New Drug'. A search bar labeled 'Drug Browse/Find:' contains a 'Drug Name:' input field and a 'Find ...' button. Below the search bar, it says '6 result(s) found...'. A table displays the following data:

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		1	Advil	Ibuprofen	Ibuprofen I
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		2	Laxiom	LAX001	Laxiom 00989
		6	Motrin	Ibuprofen	Ibuprofen I
		5	Vivlodex	Meloxicam	Meloxicam ER-12

In the example shown above, the “Motrin” drug record was created in error, as Motrin is another trade name for Ibuprofen and that drug is already in the list under the Trade Drug Name “Advil”. The Motrin record may have been assigned to one or more studies and must be merged with the “Advil” record. Click the **Merge Selected Records** button to begin. The **Merge Drug Records** page opens.

My Workspaces ▾ Vivarium Merge Drug Records Back

Merge Selected Records

Select two or more records to merge.

<input checked="" type="checkbox"/>	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input checked="" type="checkbox"/>	1	Advil	Ibuprofen	Ibuprofen I
<input type="checkbox"/>	4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
<input type="checkbox"/>	3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
<input type="checkbox"/>	2	Laxiom	LAX001	Laxiom 00989
<input checked="" type="checkbox"/>	6	Motrin	Ibuprofen	Ibuprofen I
<input type="checkbox"/>	5	Vivlodex	Meloxicam	Meloxicam ER-12

Select the checkboxes at far left for the drug records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium Merge Drug Records Back

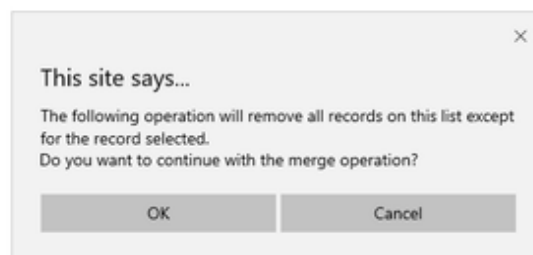
Merge
Cancel

Select the record you want to keep after merging.

	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input checked="" type="radio"/>	Advil	Ibuprofen	Ibuprofen I
<input type="radio"/>	Motrin	Ibuprofen	Ibuprofen I

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge Drug Records** page, where the merge can be confirmed.

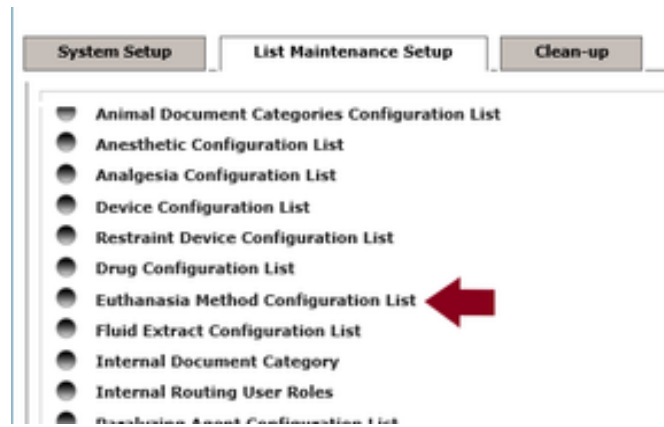
Merge Selected Records

Select two or more records to merge.

	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	1	Advil	Ibuprofen	Ibuprofen I
<input type="checkbox"/>	4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
<input type="checkbox"/>	3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
<input type="checkbox"/>	2	Laxiom	LAX001	Laxiom 00989
<input type="checkbox"/>	5	Vivlodex	Meloxicam	Meloxicam ER-12

Euthanasia Method Configuration List

The **Euthanasia Method Configuration List** is where a list of humane methods of euthanasia approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia List** page is opened.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ⏪ Back

Merge Euthanasia Records + Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Euthanasia List Implementation – Application Side

The euthanasia list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application Pain and Distress section — the **Setup Euthanasia Method List** is made available in an IACUC / ARC application via the **Add a New Euthanasia to the Study** button



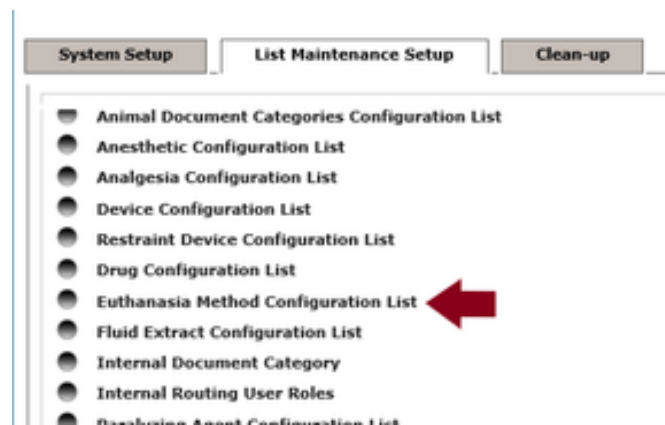
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Euthanasia List Implementation – Board Side

Euthanasia methods are added on the application side where required and are not generally subject to direct revision by the board.

Add Euthanasia Method

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia Method List** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium Setup Euthanasia Method List Back

Merge Euthanasia Records Add a New Record

4 result(s) found...

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

1 - 4

An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▾ Vivarium **Setup Euthanasia Method List** [Back](#)

[Save Changes](#)

*Species Name: --none--
 American Crow (USDA A)
 American Crow (USDA B)
 American Crow (USDA C)
 American Crow (USDA D)
 American Crow (USDA E)

*Euthanasia Method:

*Route:

*Dose:

*Monitoring:

Beagle (USDA A)
 Duck (USDA A)
 Fruit Fly (USDA C)
 Goat (USDA A)
 Guinea Pig (USDA A)
 Guinea Pig (USDA B)
 Guinea Pig (USDA C)
 Guinea Pig (USDA D)
 Guinea Pig (USDA E)
 Mouse (USDA A)
 Mouse (USDA B)
 Mouse (USDA C)
 Mouse (USDA D)
 Mouse (USDA E)
 Rat (USDA A)
 Rat (USDA B)
 Rat (USDA C)
 Rat (USDA D)
 Rat (USDA E)
 Syrian Hamster (USDA A)
 White Wing Dove (USDA A)

Click on the **Euthanasia Method** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▾ Vivarium **Setup Euthanasia Method List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA E) ▾

*Euthanasia Method: --none--
 Carbon Dioxide

*Route: --none--

*Dose:

*Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▾ Vivarium **Setup Euthanasia Method List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA E) ▾

*Euthanasia Method: --none--

*Route: --none--
 Inhaled
 IV

*Dose:

*Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ← Back

Save Changes

*Species Name: American Crow (USDA E) ▼

*Euthanasia Method: --none-- ▼ or create New Sodium Pentobarbital

*Route: --none-- ▼ or create New IV

*Dose: =100 mg/kg

*Monitoring: Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.

The new record is added on the **Setup Euthanasia Method List** page.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ← Back

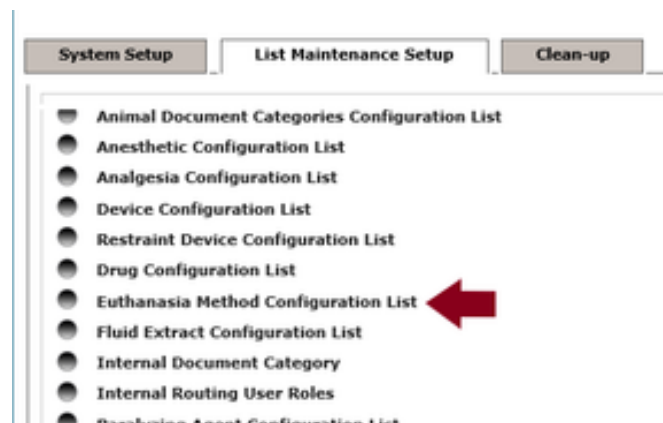
Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	=100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Edit Euthanasia Method

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia List** page is opened. Click the icon in the **Edit** column for the applicable record. In this example, the equals sign (=) is being deleted from the **Dose** field in the second “American Crow (USDA E)” record.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	=100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

Save Changes

*Species Name: American Crow (USDA E) ▼

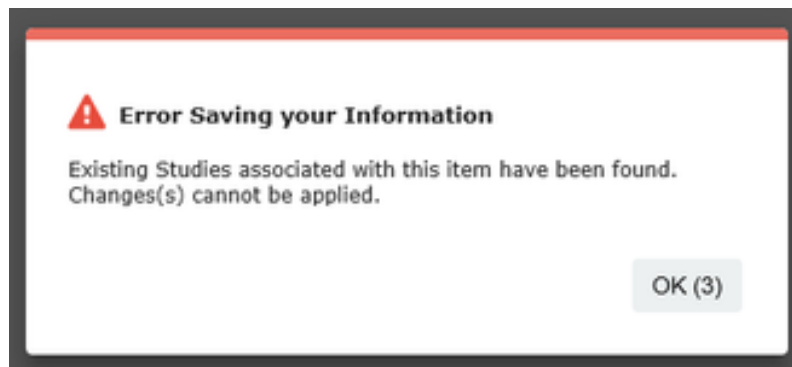
*Euthanasia Method: Sodium Pentobarbital ▼ or create New

*Route: IV ▼ or create New

*Dose: 100 mg/kg

*Monitoring: Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.

When an attempt is made to change the **Species Name** or **Euthanasia Method** in a euthanasia method record that is already assigned to one or more studies, the following warning popup window appears and the record is not edited.



Otherwise, the record is revised on the **Setup Euthanasia List** page.

My Workspaces Vivarium **Setup Euthanasia Method List** Back

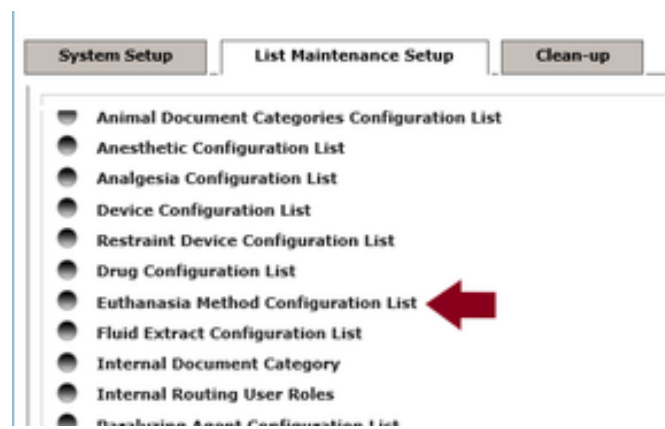
Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Delete Euthanasia Method

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia List** page is opened. Click the icon in the **Delete** column for the applicable record.

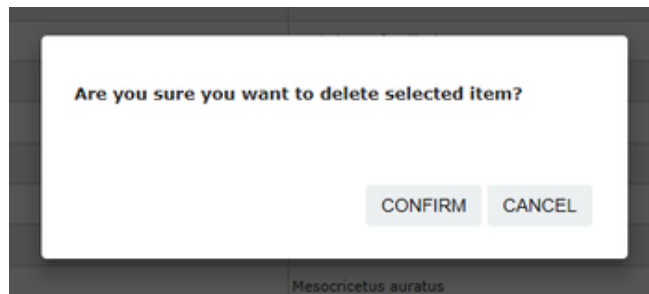
My Workspaces Vivarium **Setup Euthanasia Method List** Back

Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

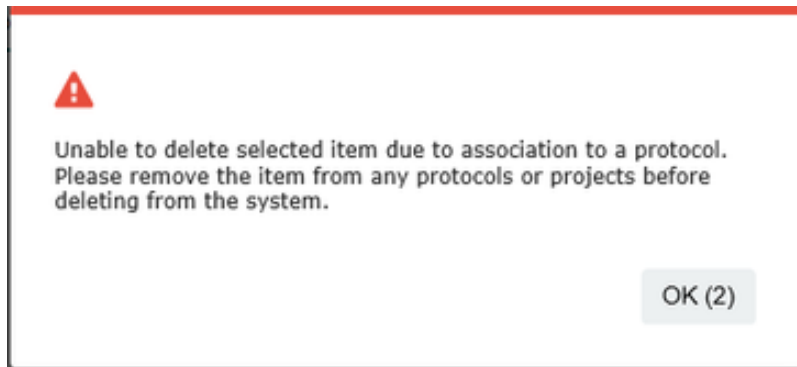
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Euthanasia Method List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Euthanasia Method List** page.

When an attempt is made to delete a euthanasia method already assigned to one or more studies, the following warning popup window appears and the record is not deleted.

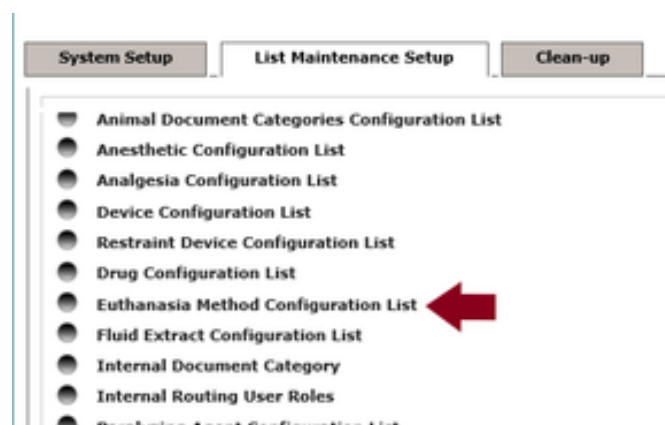


Merge Euthanasia Method Records

Sometimes a duplicate or erroneous euthanasia record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous euthanasia record can be merged with a valid euthanasia record. The valid euthanasia record is then substituted for the duplicate/erroneous euthanasia record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia Method List** page is opened. Click the **Merge Euthanasia Records** button.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

Merge Euthanasia Records **Add a New Record**

6 result(s) found... 1 - 6

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
<input checked="" type="checkbox"/>		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
<input checked="" type="checkbox"/>		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate with O2	
<input checked="" type="checkbox"/>		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus-B.
<input checked="" type="checkbox"/>		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
<input checked="" type="checkbox"/>		Mouse	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
<input checked="" type="checkbox"/>		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

In the example shown above, the second “Carbon Dioxide” record was created in error. This record may have been assigned to one or more studies and must be merged with the first “Carbon Dioxide” record. Click the **Merge Selected Records** button to begin. A merge panel opens.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Species name	Euthanasia Method	Route	Dose	Monitoring
<input checked="" type="checkbox"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
<input checked="" type="checkbox"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate with O2	
<input type="checkbox"/>	American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus-B.
<input type="checkbox"/>	Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
<input type="checkbox"/>	Mouse	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
<input type="checkbox"/>	Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

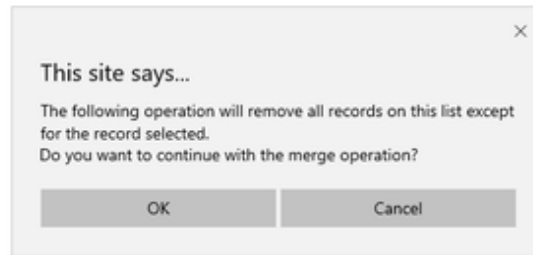
Merge **Cancel**

Select the record you want to keep after merging.

Select	Species name	Euthanasia Method	Route	Dose	Monitoring
<input checked="" type="radio"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
<input type="radio"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate with O2	

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the Setup Euthanasia page, where the merge can be confirmed.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

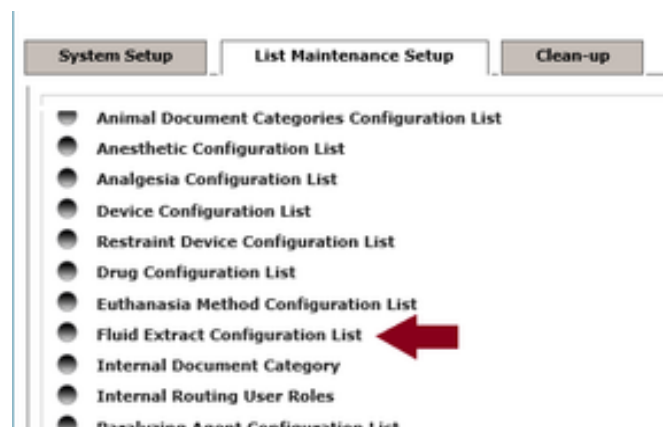
Merge Euthanasia Records Add a New Record

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

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Fluid Extract Configuration List

The **Fluid Extract Configuration List** is where a list of fluids that may be extracted from animal subjects in a study (e.g., blood, urine, etc.) is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened.

My Workspaces ▾ Vivarium **Setup Fluid Extract List** Back

Merge Fluid Extract Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw

Fluid Extract List Implementation – Application Side

The fluid extract list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Fluid Extract List is made available to an IACUC / ARC application via the **Add a New Fluid Extract to the Study** button

Add a New Fluid Extract to the Study

Delete Fluid Extract	Edit	View Details	Species	Fluid Extraction	Frequency	Volume	Method of Collection
No Fluid Extracts have been added to this Study							

IACUC / ARC Study Application — the Fluid Extract List is made available to an IACUC / ARC application in the **Blood/Tissue/Other Samples collected** section

8.7 Blood/Tissue/Other Samples collected:

If blood, tissue, or other samples will be collected from living animals, please fill out the table below.

If the samples will be collected for all species, select one of the species in the list from 5.1 and then select Yes below.

Yes No

Species	Type of Sample	Collection Method	Volume/Amount	Number and Frequency of Collection
No records have been added				

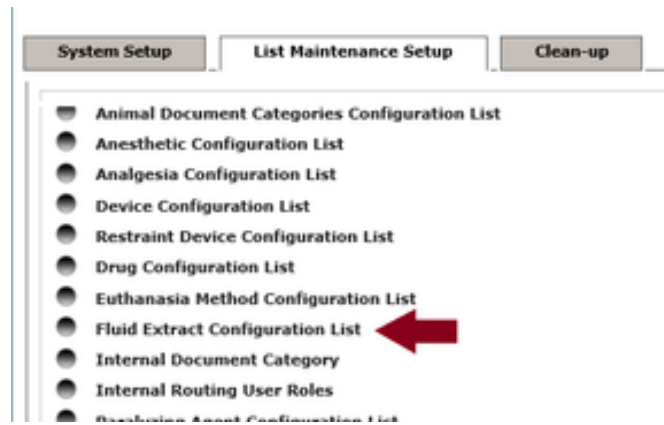
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Fluid Extract List Implementation – Board Side

Fluid extracts are added on the application side where required and are not generally subject to direct revision by the board.

Add Fluid Extract

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** Back

Merge Fluid Extract Records **Add a New Record**

4 result(s) found... 1 - 4

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw

An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** Back

Save Changes

*Species Name: --select--

*Fluid Extraction:

*Frequency:

*Volume:

*Method of Collection:

or create New

or create New

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Click on the **Fluid Extraction** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

***Species Name:** Rat (USDA D) ▼

***Fluid Extraction:** --none-- or create New CSF

***Frequency:** Blood or create New

Saliva

Urine

***Volume:**

***Method of Collection:**

Save Changes

Click on the **Frequency** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

***Species Name:** Rat (USDA D) ▼

***Fluid Extraction:** --none-- or create New CSF

***Frequency:** --none-- or create New Monthly

Daily

Weekly

***Volume:**

***Method of Collection:**

Save Changes

Enter **Volume** and **Method of Collection** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

***Species Name:** Rat (USDA D) ▼

***Fluid Extraction:** --none-- or create New CSF

***Frequency:** --none-- or create New Monthly

***Volume:** 25 mL

***Method of Collection:** Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure.

Save Changes

The new record is added on the **Setup Fluid Extract List** page.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

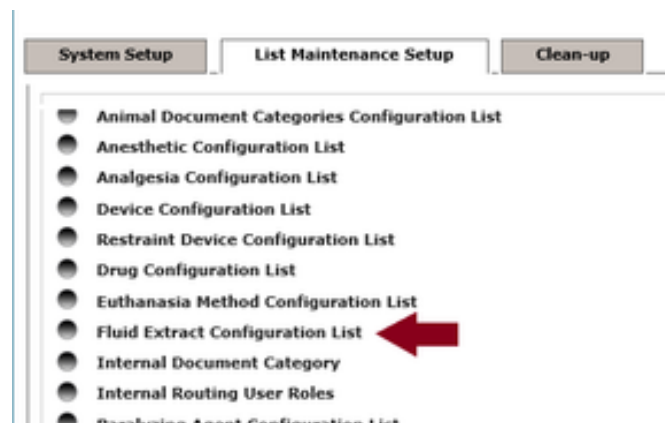
Merge Fluid Extract Records Add a New Record

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

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
✖	✍	American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
✖	✍	Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
✖	✍	Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
✖	✍	Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
✖	✍	Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure.

Edit Fluid Extract

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

Merge Fluid Extract Records Add a New Record

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

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
✖	✍	American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
✖	✍	Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
✖	✍	Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
✖	✍	Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
✖	✍	Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure.

The record is opened in a panel with editable fields. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ← Back

Save Changes

*Species Name: or create New

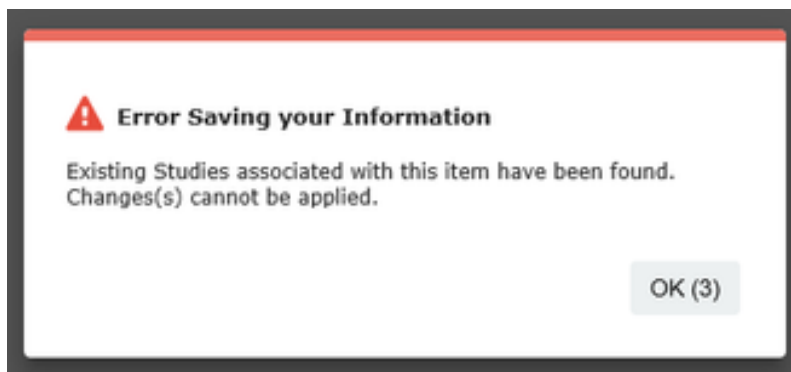
*Fluid Extraction: or create New

*Frequency:

*Volume:

*Method of Collection:

When an attempt is made to change the **Species Name** or **Fluid Extraction** in a fluid extract record that is already assigned to one or more studies, the following warning popup window appears and the record is not edited.



Otherwise, the record is revised on the **Setup Fluid Extract List** page.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ← Back

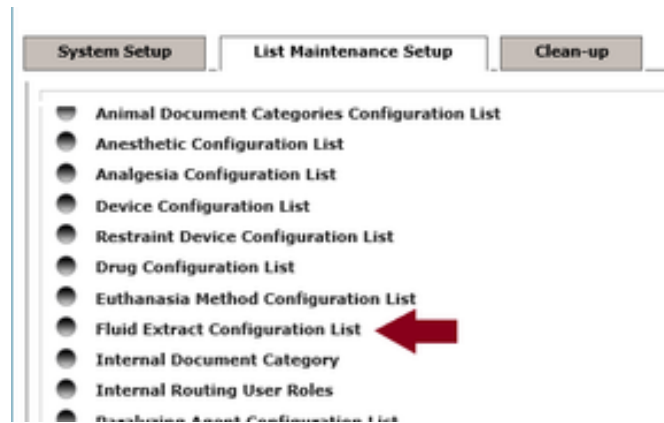
Merge Fluid Extract Records Add a New Record

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

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

Delete Fluid Extract

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened. Click the icon in the **Delete** column for the applicable record.

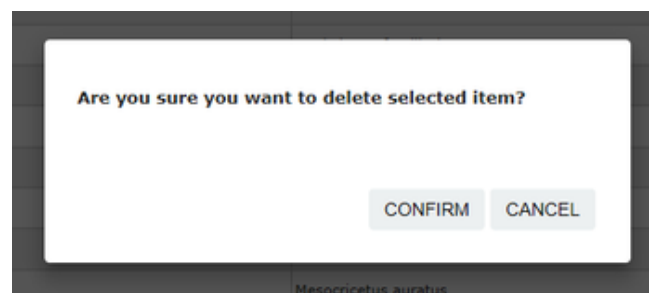
My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

Merge Fluid Extract Records + Add a New Record

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

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

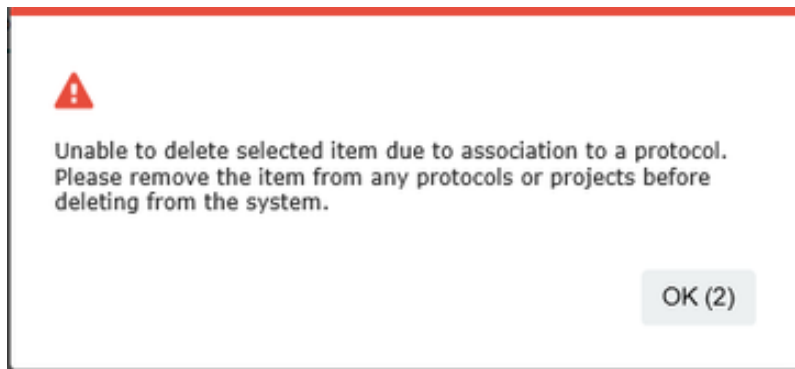
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Fluid Extract List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Fluid Extract List** page.

When an attempt is made to delete a fluid extract method already assigned to one or more studies, the following warning popup window appears and the record is not deleted.

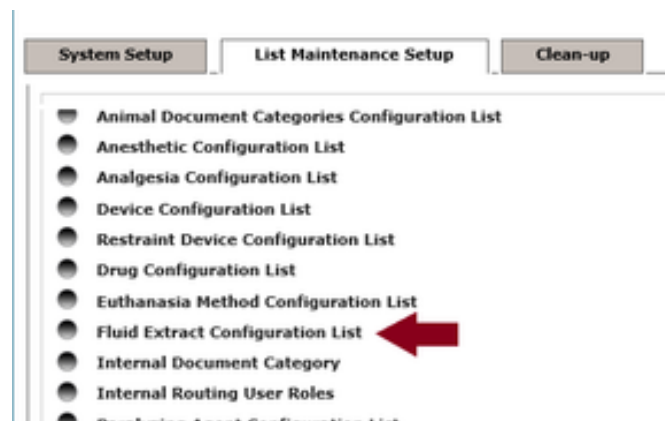


Merge Fluid Extracts

Sometimes a duplicate or erroneous fluid extract record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous fluid extract record can be merged with a valid fluid extract record. The valid fluid extract record is then substituted for the duplicate/erroneous fluid extract record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened. Click the **Merge Fluid Extract Records** button.

My Workspaces Vivarium **Setup Fluid Extract List** Back

Merge Fluid Extract Records Add a New Record

6 result(s) found... 1 - 6

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw.
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

In the example shown above, the first fluid extract record for “Rat (USDA D)” was created in error. This record may have been assigned to one or more studies and must be merged with the second fluid extract record for “Rat (USDA D)”. Click the **Merge Fluid Extract Records** button to begin. A merge panel opens.

My Workspaces ▾ Vivarium Setup Fluid Extract List Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
<input type="checkbox"/>	American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
<input type="checkbox"/>	Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
<input type="checkbox"/>	Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
<input checked="" type="checkbox"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw
<input checked="" type="checkbox"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
<input type="checkbox"/>	Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium Setup Fluid Extract List Back

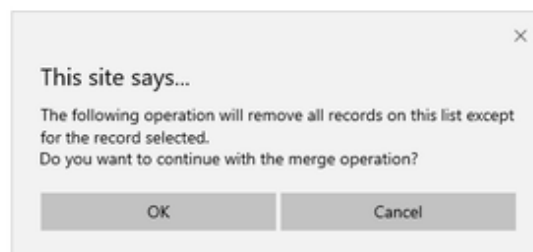
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
<input type="radio"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw.
<input checked="" type="radio"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Fluid Extract List** page, where the merge can be confirmed.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** Back

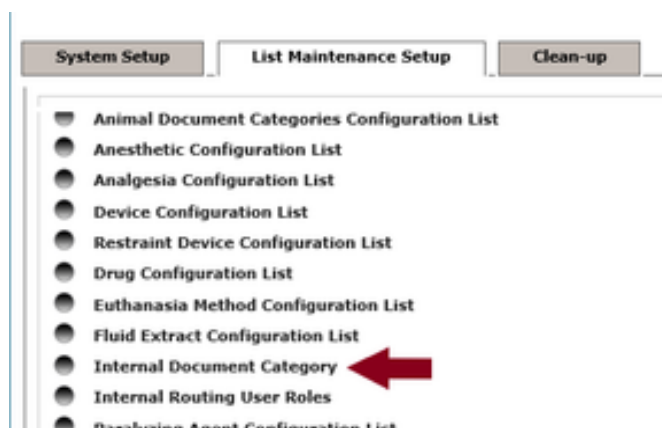
Merge Fluid Extract Records Add a New Record

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

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

Internal Document Category

The Internal Document Category list is where a list of standard, internal review board documents is maintained. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



The **Setup Board Internal Document Category List** page is opened.

My Workspaces ▼ Vivarium **Setup Board Internal Document Category List** Back

Add a Document Category Delete Selected Document Category(s)

	Edit	Document Category
<input type="checkbox"/>		Lab Equipment Cleaning Protocol
<input type="checkbox"/>		Rodent Care Sheet
<input type="checkbox"/>		Supplier Manifest

Internal Document List Implementation – Application Side

The internal document list is employed in the following areas on the application side of iRIS™.

Animal Procurement and Maintenance Information section — any supporting document(s) pertaining to animal subject adoption procedures can be added to an IACUC / ARC study in the **Completed Experiment** section of the application form

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant | IACUC APPLICATION (ANIMALS) (Version 1.0) | Back

Section view of Application | Entire view of the 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 Personal Identification and Qualifications
7.0 Project Description and Procedures
8.0 Drug/Agent Administration
9.0 Pain and Distress
10.0 **Animal Procurement and Maintenance Information**

10.6 Completed Experiment

Please note: To allow other PIs to utilize unused animals from your study when possible and encourage collaboration between PIs, "Internal transfer to another AUP" is automatically applied to all AUPs as an option for final disposition of animals. ****Please note -- animal transfers will need to be coordinated through the Attending Veterinarian's office.****

Please check all possible final dispositions for the animals after the completed experiment or class:

- Animals remain under private ownership
- Slaughter (Assure appropriate drug withdrawal times if applicable)
- Planned Euthanasia
- Release (Field studies only)
- Other (Specify):

Please Specify:

Outside Agency/Institution Please Note: transfers must be coordinated through the Office of the Attending Veterinarian.

Please Specify:

Adoption

Describe your adoption procedures or upload your adoption policy or form.

Details	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.								

IACUC Funding Questions — any supporting document pertaining to IACUC funding can be added to an IACUC / ARC study in the **IACUC Funding Questions** section of the application form

5.3 IACUC Funding Questions

Please indicate source of funding

- Internal
- External
- Both
- None

Is there a grant, proposal, or scope of work associated with this AUP?

Yes No

Please upload the grant, proposal, or scope of work and any additional documentation here or when you reach the Attach Documents screen near the end of the AUP submission process in IRIS.

Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

Name of funding source

View Details	Sponsor Name	Sponsor Type	Funding Through	Contract Type	Project Number	Award Number
<input type="checkbox"/>	3-M Pharmaceuticals	Pharmaceutical				
Sponsor Name:		3-M Pharmaceuticals				
Sponsor Type:		Pharmaceutical				
Sponsor Role:						
Funding Through:						
Is Institution the Primary Grant Holder:		No				
Contract Type:						
Project Number:						
Award Number:						
Grant Title:						
PI Name: (If PI is not the same as identified on the study.)						
Explain Any Significant Discrepancy:						

Please list any internal funding associated with this application.

Initial Review Submission Form — internal study documents can be attached to the application in the **Other Study Documents** section

My Workspaces IACUC Number: IACUC-2019-094 Study Assistant Initial Review Submission Form - (Version 1.0) Back

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Transitioning to Initial Review Submission
2.0 IACUC - Initial Review Submission Packet
3.0 Application Form
4.0 Other Study Documents

4.0 Other Study Documents

4.1 If a document was already attached in the Study Application, DO NOT upload it again here. This will create duplicates of documents which will need to be voided later. In this section, you can upload and attach any other study documents (e.g. protocol, investigators brochure, recruitment materials, instruments, case report forms, study handouts or other miscellaneous documents) that have not been attached as part of the Study Application. Click on the Help icon (?) on the right for instructions.

Add a New Document Add Multiple Documents

Detach	Version	Document Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.								

Review Board Internal Documents — Review Board Internal Documents added to a study can be accessed on the application side via IACUC/Animal Resource Center > Find a Study > [study opened] > Study Management tab > Study Summary/Profile link > Study Management tab > Review Board Internal Documents link

My Workspaces IACUC Number: IACUC-2019-094 Vivarium Study Management

Study Status: Draft IACUC Number: IACUC-2019-094 Study Title: Effects of Amo

Submissions Study Management Animal Management

Study Details

- Study Summary/Profile
- External Study Personnel
- Department Access
- Study Site Access
- Associated projects
- Associated Studies

Sponsors & Subrecipients

- Sponsor
- Subrecipients
- Study Umbrella

Administrative Management Tools

- Stipulation History
- Letter Generation & Tracking
- Notebook
- Review Board Internal Documents

Drugs and Devices

- Drug/Biologic/Chemical agents

Finance Set
Study
Const
Finance Tra
Invoi
Gene
Animal Tra
Speci
Strain
Analq
Anesi
Euthu
Fluid
Paral
Perm
Restr
Spaci
Subst

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Internal Document List Implementation – Board Side

The internal document list is employed in the following areas on the review board / system setup side of iRIS™.

Review Board Internal Documents add form — board members can add internal documents via the Review Board Internal Documents add form

*Title: Internal Document Attachment

*Version Number: 1 .0

Version Date: 02/17/2014

Category: Additional Documents

Description:

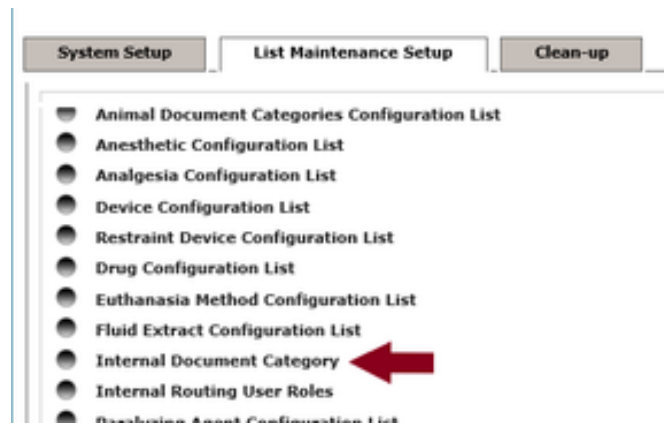
- Additional Documents
- Flyers
- Internal Document(s)

Load the document into IRIS: Upload ...

Save the Document to my machine: Download ...

Add Internal Document Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



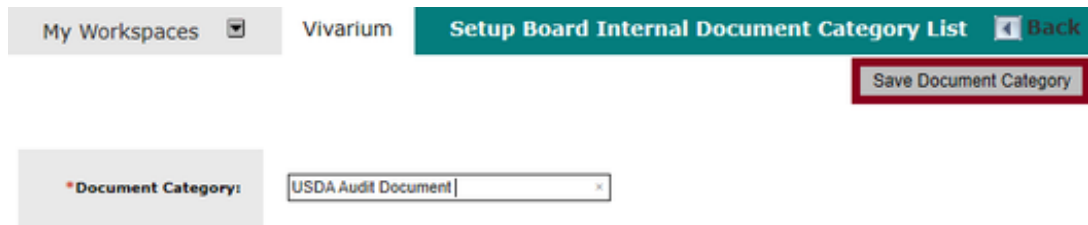
The **Setup Board Internal Document Category List** page is opened. Click the **Add a Document Category** button.

My Workspaces Vivarium **Setup Board Internal Document Category List** Back

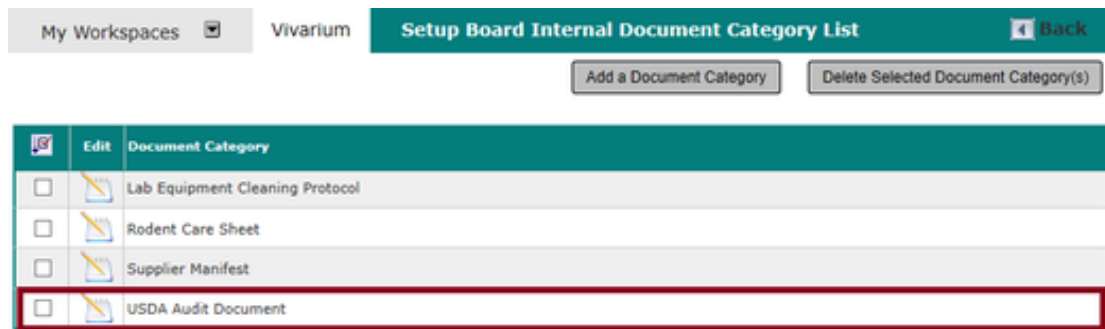
Add a Document Category Delete Selected Document Category(s)

<input type="checkbox"/>	Edit	Document Category
<input type="checkbox"/>		Lab Equipment Cleaning Protocol
<input type="checkbox"/>		Rodent Care Sheet
<input type="checkbox"/>		Supplier Manifest

An add panel is opened for creation of the new record. Enter the new **Document Category** and click the **Save Document Category** button.

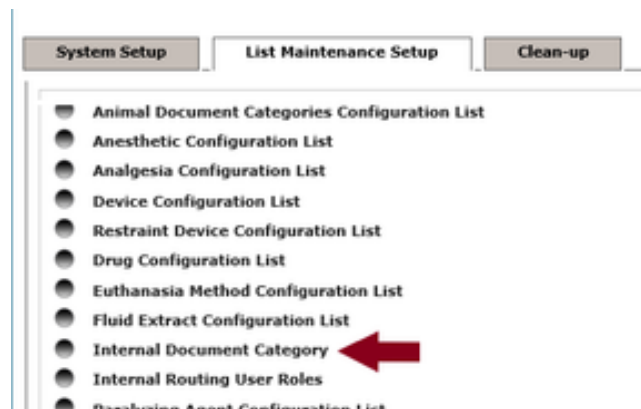


The record is added to the list on the main **Setup Board Internal Document Category List** page.

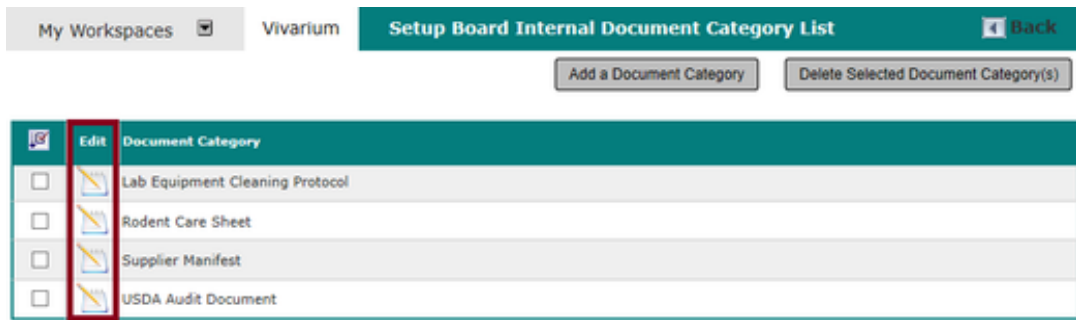


Edit Internal Document Category

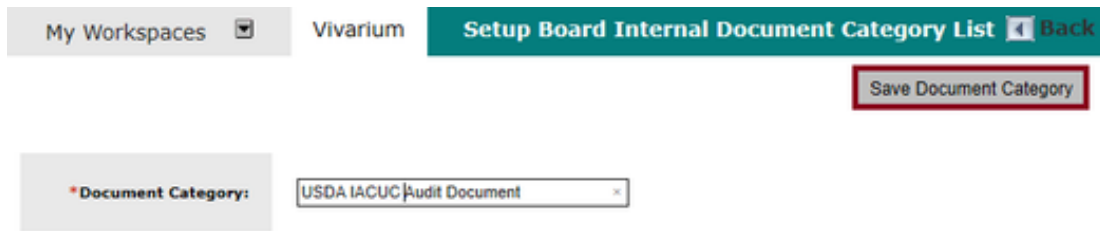
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



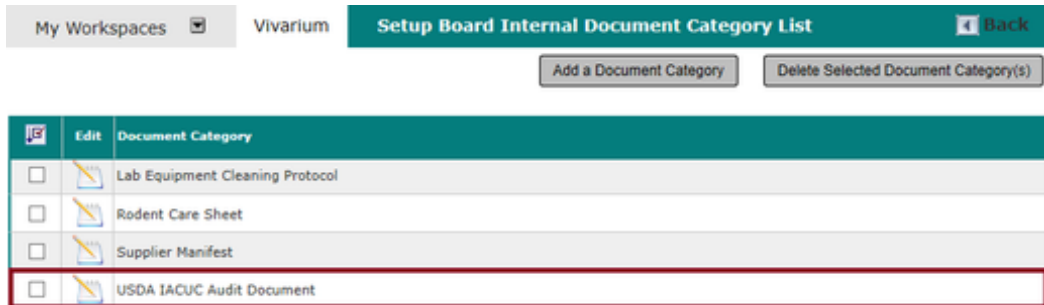
The **Setup Board Internal Document Category List** page is opened. Click the icon in the **Edit** column for the applicable record.



An edit panel is opened. Enter desired changes and click the **Save Document Category** button.

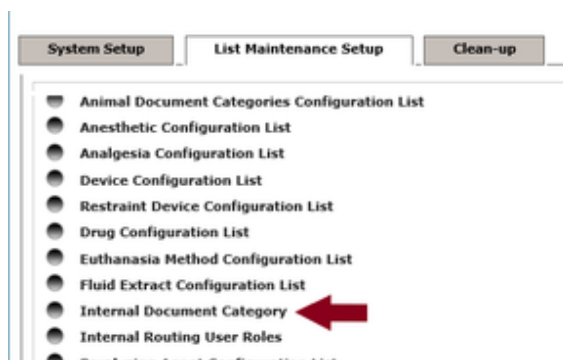


The record is revised on the main **Setup Board Internal Document Category List** page.

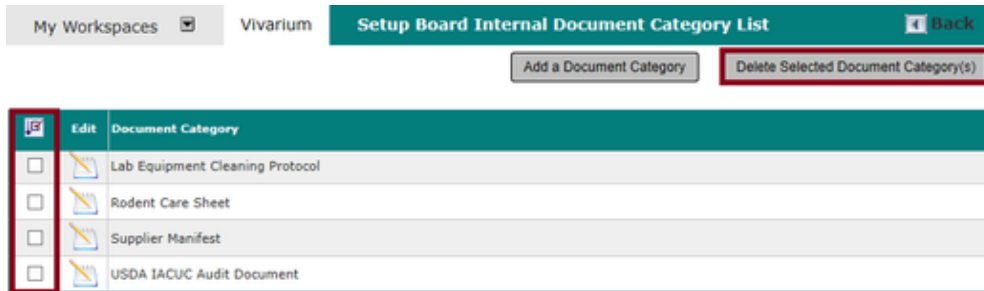


Delete Internal Document Category

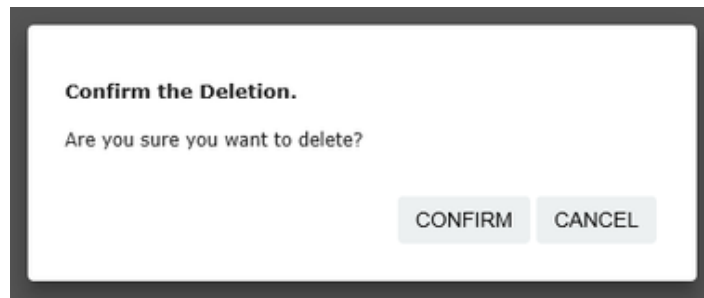
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



The **Setup Board Internal Document Category List** page is opened. Select the checkbox in the far-left column for the applicable record and click the **Delete Selected Document Category(s)** button.



A confirmation popup window appears.

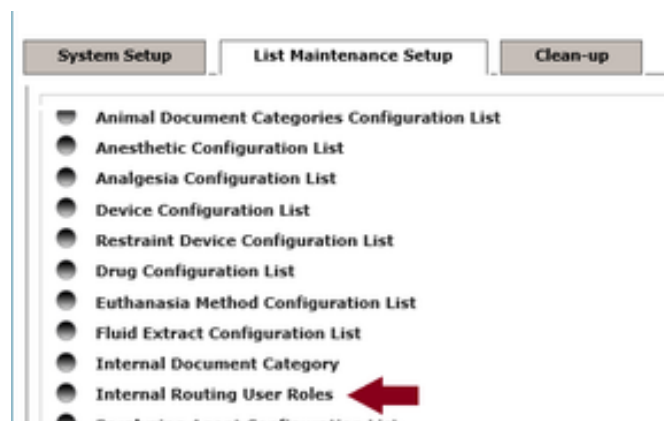


Click **CANCEL** to close the popup without deleting the record.

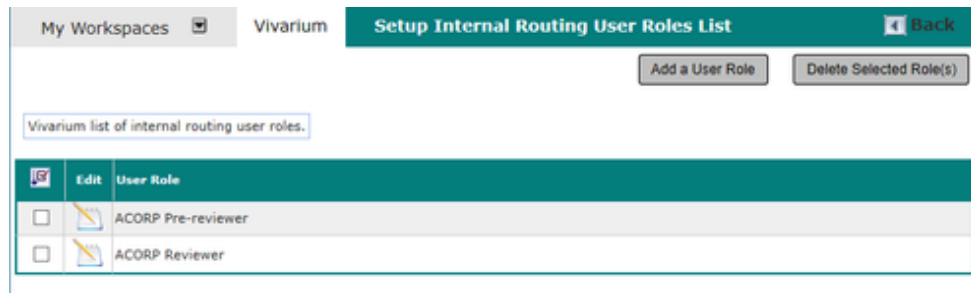
Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Board Internal Document Category List** page.

Internal Routing User Roles

The Internal Routing User Roles list is where a list of study roles involved in study document review and signoff is maintained. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



The **Setup Internal Routing User Roles List** page is opened.



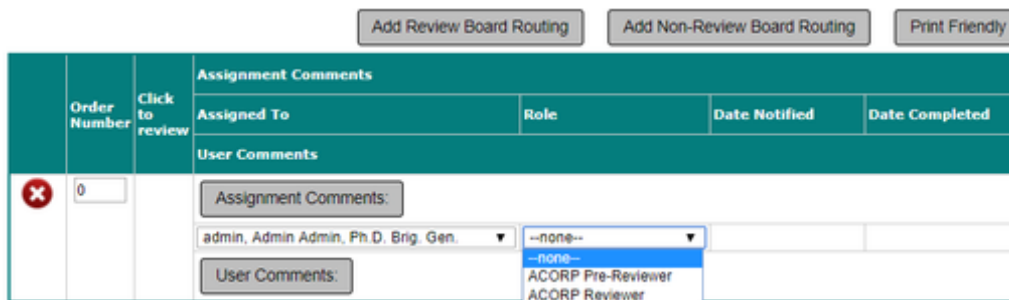
Note: the review board property `rb.useReviewRouting_user_role` must be set to "Yes" in order to use the Internal Routing User Roles feature.

Internal Routing User Role List Implementation – Application Side

Note: the review board property `rb.useReviewRouting_user_role` must be set to "Yes" in order to use the Internal Routing User Roles feature.

The internal routing user role list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the internal routing user role dropdown is employed when making internal routing assignments for a submission



IACUC / ARC Study Application — the internal routing user role dropdown is employed in the **Assign Reviewers** section of the **Pre-review Screening** tab

My Workspaces | Study Number: 14797389237 | IACUC Administrator | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Microbiological Investigation and Biochemical Characterisation of Brucella Strains Isolated from Animal Samples in the Country of Georgia

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | **Pre-review Screening** | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: [None] | View Analyst Workload

IACUC Number: [] | Generate Number

Determine Review Process

- Not Assigned
- Full Committee Review
- Expedited
- Pre-Review Forward to another Board/Committee
- Pre-Review changes requested
- Process Administratively

Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has CDE?	Date Notified	Date Completed
Admin Review	[None]	No			



Note that selection of an Ad Hoc reviewer role unlocks fields for selection of a named reviewer.

My Workspaces | Study Number: 1472322753 | IACUC Investigator: Principal | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | **Pre-review Screening** | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: [Boardmember] | View Analyst Workload

IACUC Number: [] | Generate Number

Determine Review Process

- Not Assigned
- Full Committee Review
- Expedited
- Pre-Review Forward to another Board/Committee
- Pre-Review changes requested
- Process Administratively

Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has CDE?	Date Notified	Date Completed
Admin Review	Known System identified User: [None] OR First Name: [] Last Name: []	No			



For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

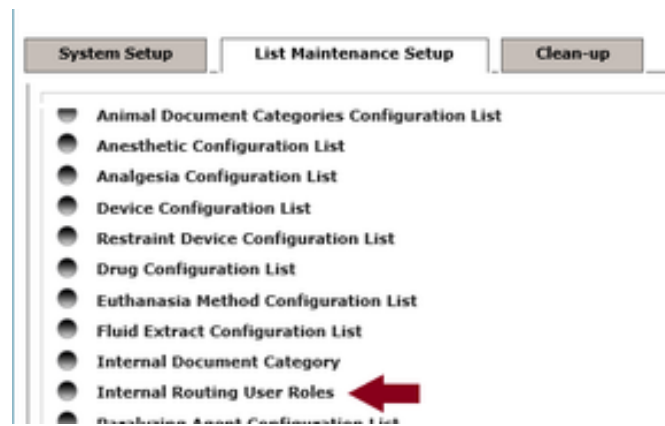
Internal Routing User Role List Implementation – Board Side

The internal routing user role list is utilized during Pre-Review screening, as described in the previous section, and routing assignments made at that time are not generally subject to direct revision by the board.

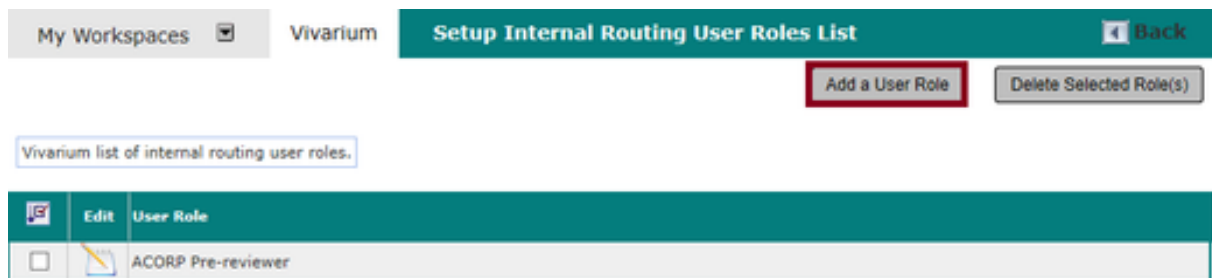
Add Internal Routing User Role

Note: the review board property `rb.useReviewRouting_user_role` must be set to “Yes” in order to use the Internal Routing User Roles feature.

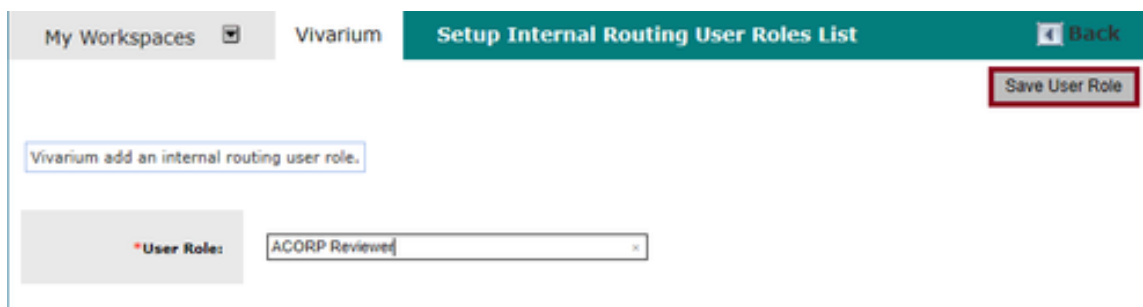
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



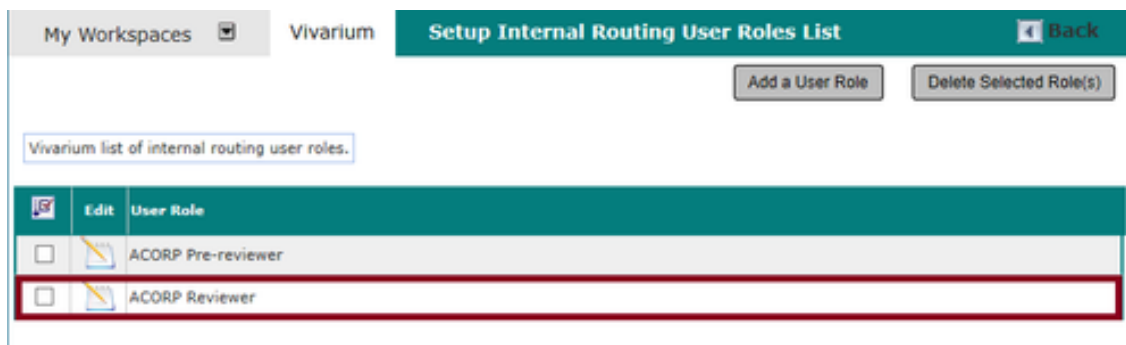
The **Setup Internal Routing User Roles List** page is opened. Click the **Add a User Role** button.



An **add an internal routing user role** panel is opened for creation of the new record. Enter the new **User Role** and click the **Save User role** button.



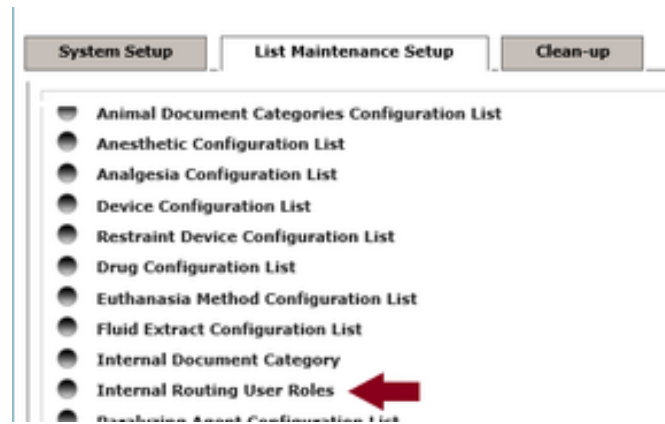
The add panel is closed and the record is added to the list on the **Setup Internal Routing User Roles List** page.



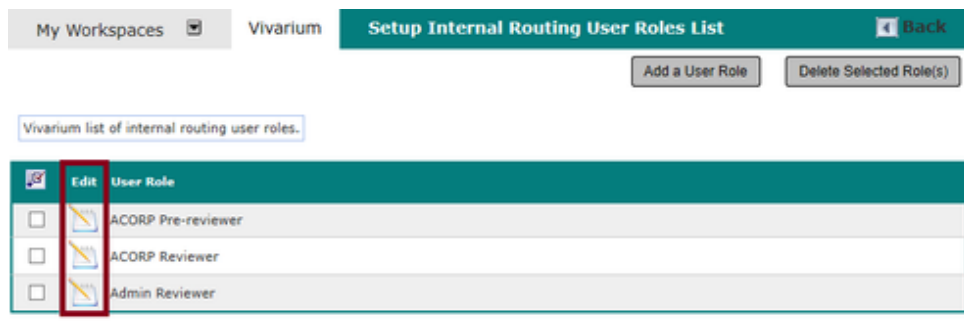
Edit Internal Routing User Role

Note: the review board property `rb.useReviewRouting_user_role` must be set to "Yes" in order to use the Internal Routing User Roles feature.

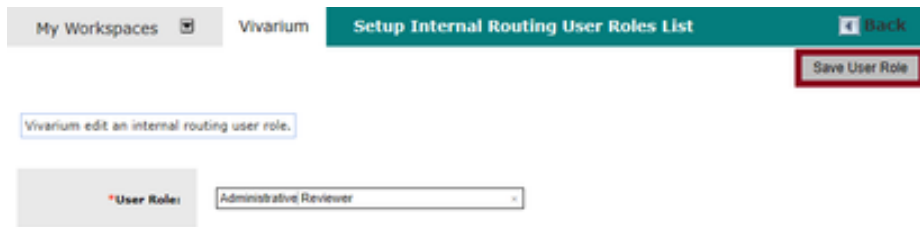
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



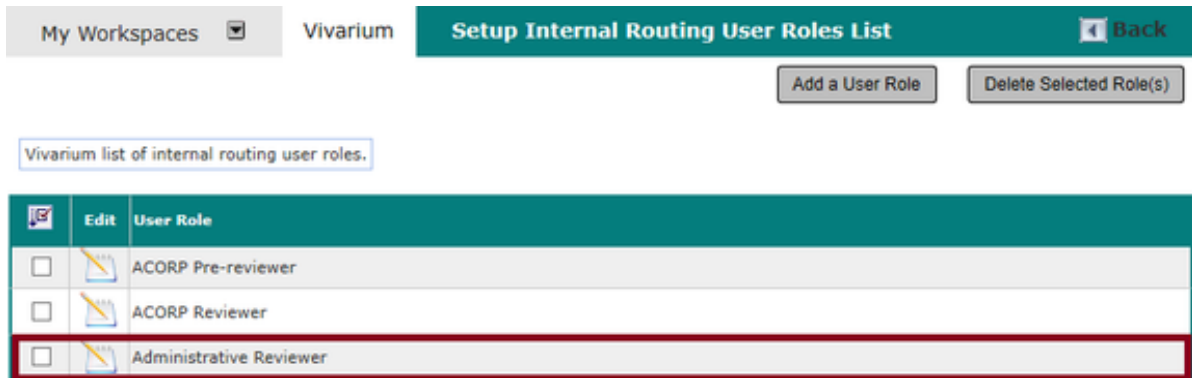
The **Setup Internal Routing User Roles List** page is opened. Click the icon in the **Edit** column for the applicable record.



An **edit an internal routing user role** panel is opened. Enter desired changes and click the **Save User Role** button.



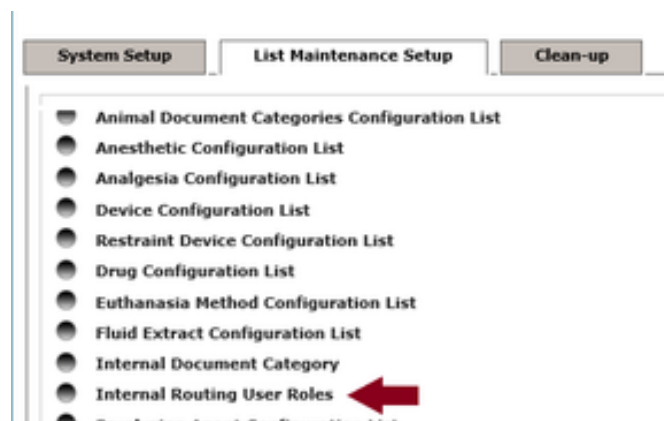
The edit panel is closed and the record is revised on the **Setup Internal Routing User Roles List** page.



Delete Internal Routing User Role

Note: the review board property `rb.useReviewRouting_user_role` must be set to “Yes” in order to use the Internal Routing User Roles feature.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



The **Setup Internal Routing User Roles List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Role(s)** button.

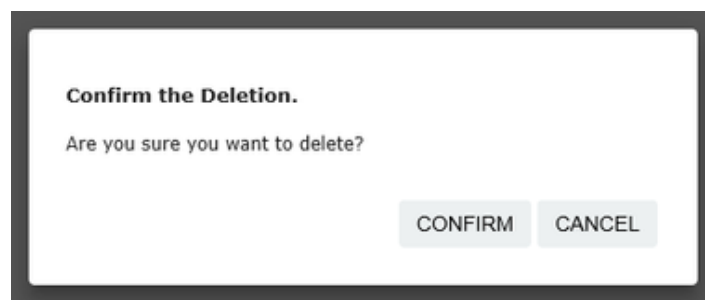
My Workspaces ▾ Vivarium **Setup Internal Routing User Roles List** [Back](#)

[Add a User Role](#) [Delete Selected Role\(s\)](#)

Vivarium list of internal routing user roles.

<input checked="" type="checkbox"/>	Edit	User Role
<input type="checkbox"/>		ACORP Pre-reviewer
<input type="checkbox"/>		ACORP Reviewer
<input type="checkbox"/>		Administrative Reviewer

A confirmation popup window appears.



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

Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Internal Routing User Roles List** page.

Paralyzing Agent Configuration List

The Paralyzing Agent Configuration List is where a list of paralytic agents approved by the institution for use in animal studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.

System Setup | **List Maintenance Setup** | Clean-up

- Internal Routing User Roles
- Paralyzing Agent Configuration List** ←
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

The **Setup Paralyzing Agent List** page is opened.

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia

Paralyzing Agent List Implementation – Application Side

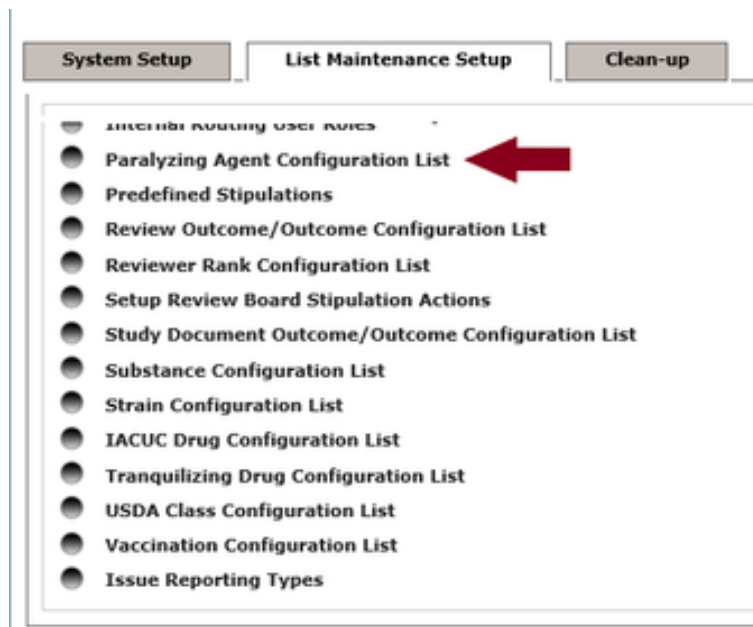
Where this field is in use by the institution, it appears in the study application form.

Paralyzing Agent List Implementation – Board Side

Paralyzing agents are added on the application side where required and are not generally subject to direct revision by the board.

Add Paralyzing Agent

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened. Click the **Add a New Record** button.

My Workspaces		Vivarium	Setup Paralyzing Agent List				Back
						Merge Paralyzing Agent Records	Add a New Record
1 result(s) found...						1 - 1	
Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor	
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia	

An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces
Vivarium
Setup Paralyzing Agent List
Back

Save Changes

*Species Name:

*Paralyzing Agent:

*Route:

*Dose:

Monitoring:

--none--

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Doat (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

or create New

or create New

Click on the **Paralyzing Agent** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces
Vivarium
Setup Paralyzing Agent List
Back

Save Changes

*Species Name:

*Paralyzing Agent:

*Route:

*Dose:

Monitoring:

Rat (USDA C)

--none--

- Gallamine triethiodide

or create New

or create New

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ← Back

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ← Back

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

The new record is added on the **Setup Paralyzing Agent List** page.

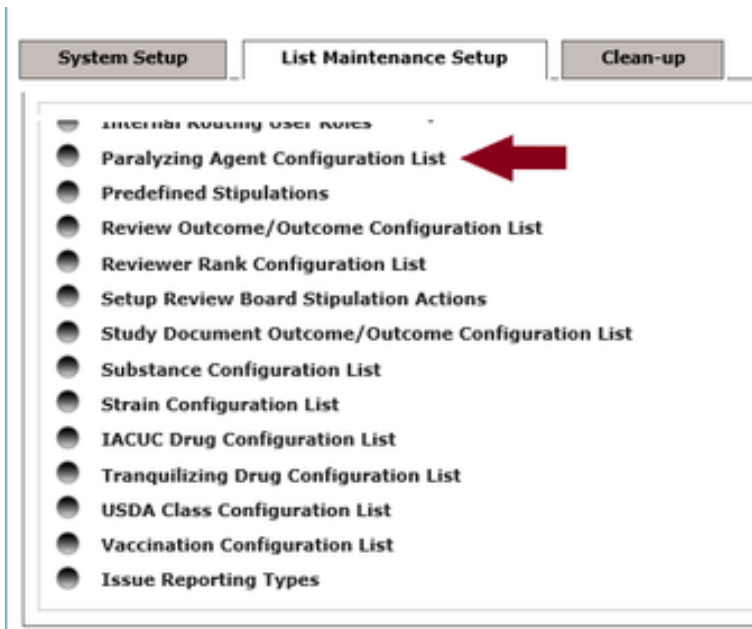
My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ← Back

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

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor red cell acetylcholinesterase in follow up blood work

Edit Paralyzing Agent

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ⏪ Back

Merge Paralyzing Agent Records + Add a New Record

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

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor red cell acetylcholinesterase in follow up blood work

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ⏪ Back

Save Changes

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

The record is revised on the **Setup Paralyzing List** page.

My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ⏪ Back

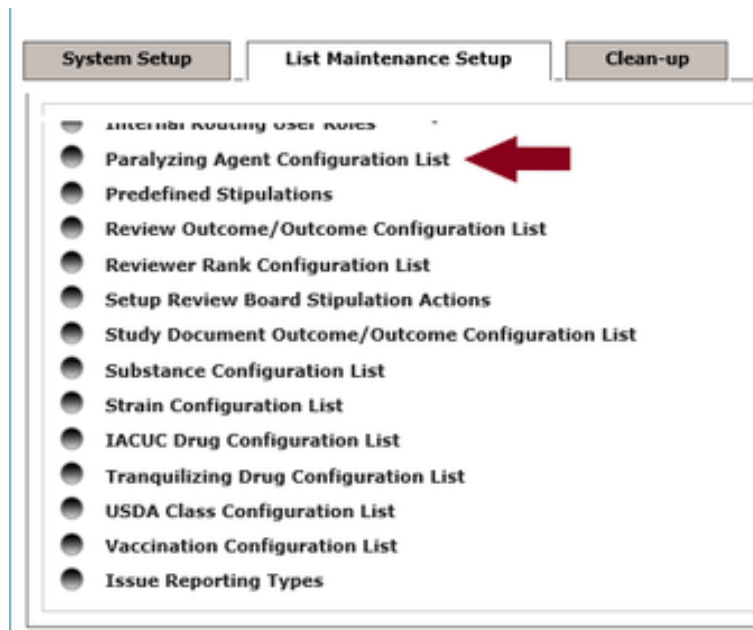
Merge Paralyzing Agent Records Add a New Record

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

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor for elevated red cell acetylcholinesterase in follow up blood work

Delete Paralyzing Agent

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened. Click the icon in the **Delete** column for the applicable record.

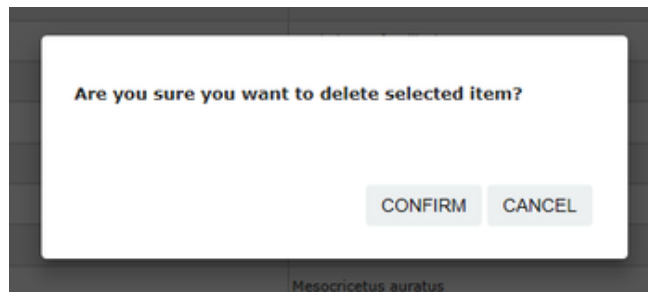
My Workspaces ▼ Vivarium **Setup Paralyzing Agent List** ⏪ Back

Merge Paralyzing Agent Records Add a New Record

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

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor for elevated red cell acetylcholinesterase in follow up blood work

A confirmation popup window displays.

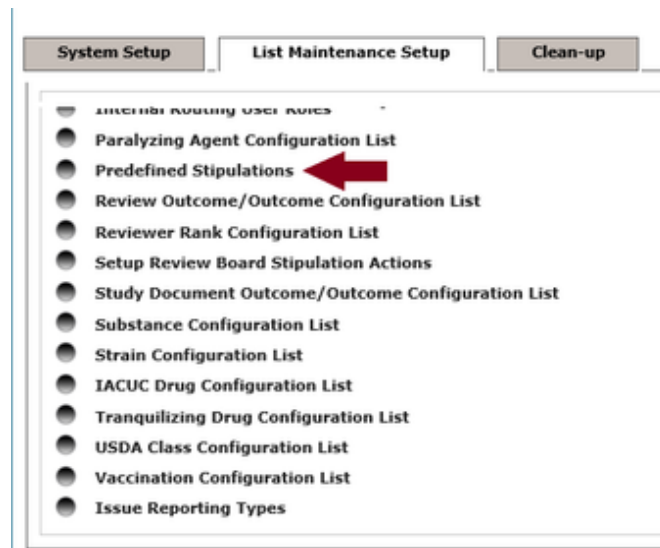


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Paralyzing Agent List** page.

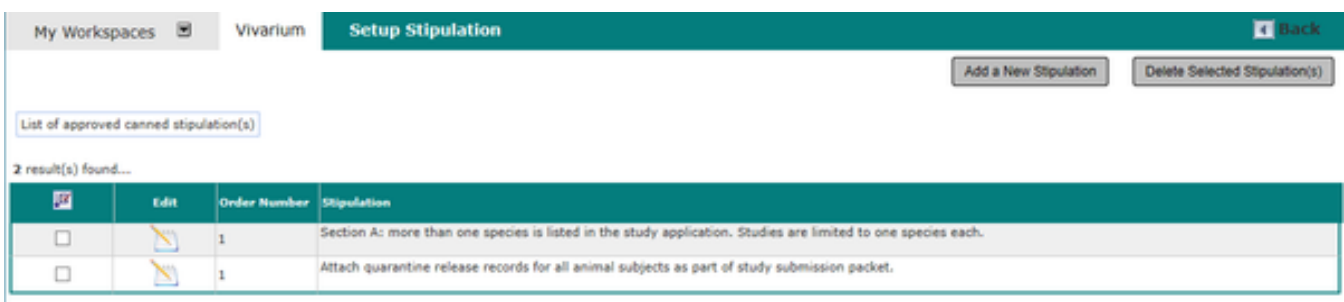
Click **CONFIRM** to complete deletion of the record and return to the **Setup Paralyzing Agent List** page.

Predefined Stipulations

The Predefined Stipulations List is where a list of boilerplate stipulations approved by the institution for use in studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened.



Predefined Stipulation List Implementation – Application Side

Stipulations are generally assigned and tracked by the applicable review board, making this functionality inapplicable on the application side.

Predefined Stipulation List Implementation – Board Side

The predefined stipulation list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC / ARC Study Application — the Predefined Stipulation List is employed on the **Stipulation** tab of the **Initial Review Submission Packet**, which is accessed via IACUC / ARC > Submissions > [submission opened for editing]

My Workspaces | Study Numbers: IA797389237 | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Bacteriological Investigation and Biochemical Characterisation of Brucella Strains Isolated from Animal Samples in the Country of Georgia

Print Friendly | Add Multiple | Add New | Add Pre-defined

General Information | Submission Components | Correspondence | Submission History | Pre-review Screening | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | **Stipulation** | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Stipulations to be sent for Response

Delete	Edit	Sorting Number	Stipulation Type	Follow-up Due	Stipulation	Created By	Link To Component
No Stipulations entered							

Stipulations with the responses from the previous submission

No response Stipulations entered

Click the **Add Pre-defined** button to open the predefined stipulations list.

Save Selected Stipulations for Study

List of approved canned Stipulation

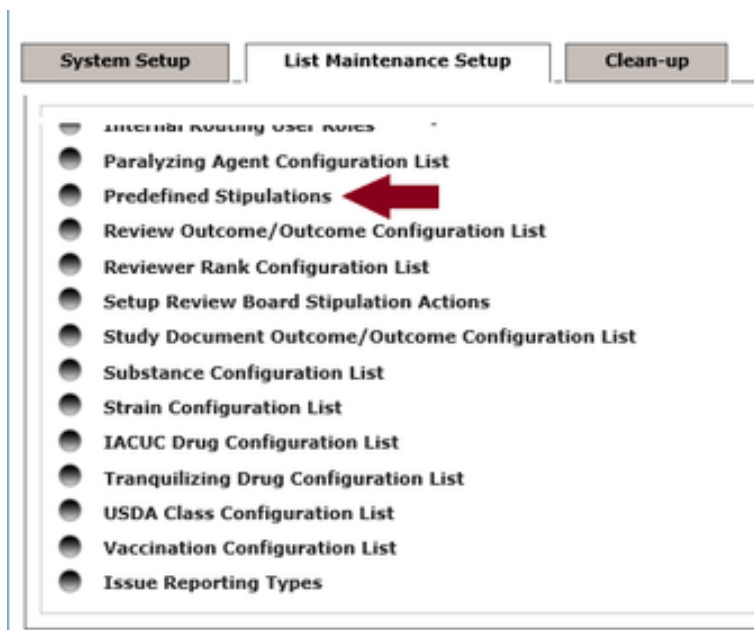
74 result(s) found... | 1 - 10

Category	Stipulation
<input type="checkbox"/> Category I	Section A: More than one species is listed in the protocol (protocols are limited to one species only).
<input type="checkbox"/> Category I	Pre Defined Stipulation for IACUC - 7/15/2019

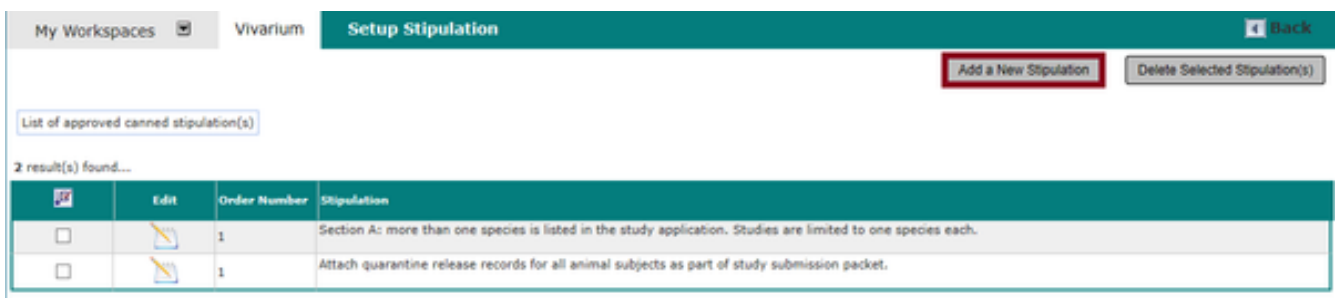
For more information about IACUC study application processing, see the IACUC Assistant manual.

Add Predefined Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened. Click the **Add a New Stipulation** button.



The **Add a stipulation to the system** panel is opened.



Enter desired stipulation text in the **Stipulation Content** area. Use the toolbar buttons to format the text, insert links or insert images. Enter a numeric **Order** value to indicate routing priority order for the stipulation.

If stipulation categories are in use at the institution (property rb.use_stipulation_category set to “Yes” under Animal Resource Center > Review Board Administration > Board Configuration Options > Recommendations and Stipulations) a **Category** field is also included at the top of the page, as shown below. Select the applicable **Category** from the dropdown list.

My Workspaces ▾ IACUC Setup Stipulation Back

Save Stipulation

Add a stipulation to the system.

* Category: Category I ▾

* Stipulation Content:

* Order: 1

In the example below, the add panel is complete. Click the **Save Stipulation** button to save the new record and close the add panel.

My Workspaces ▾ Vivarium Setup Stipulation Back

Save Stipulation

Add a stipulation to the system.

* Stipulation Content:

Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

* Order: 2

The new stipulation is added on the main **Setup Stipulation** list page.

My Workspaces ▾ Vivarium Setup Stipulation Back

Add a New Stipulation Delete Selected Stipulation(s)

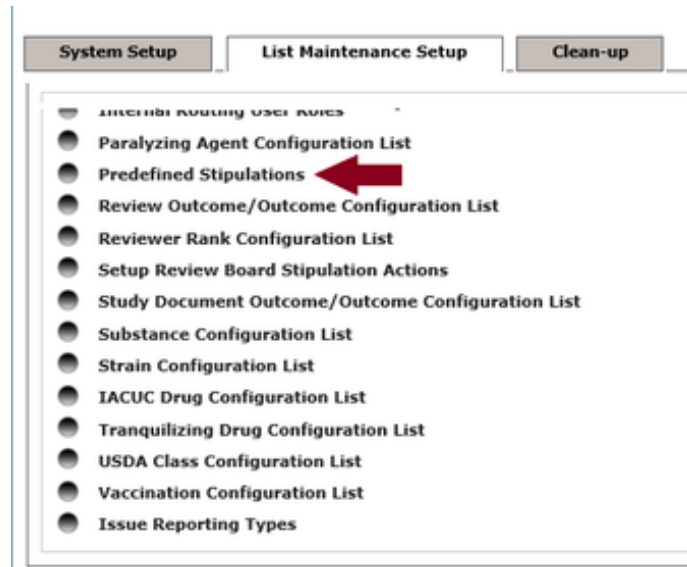
List of approved canned stipulation(s)

3 result(s) found...

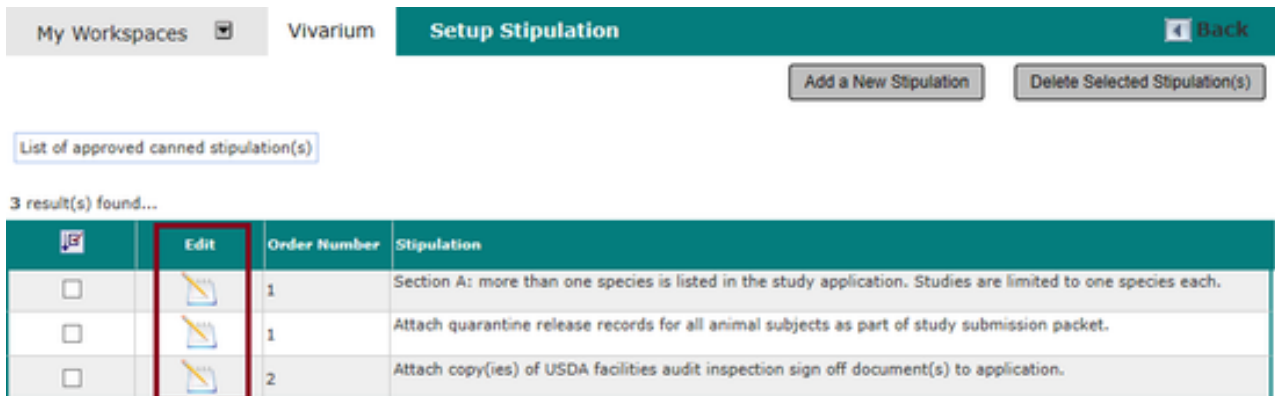
	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	Section A; more than one species is listed in the study application. Studies are limited to one species each.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

Edit Predefined Stipulation




Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



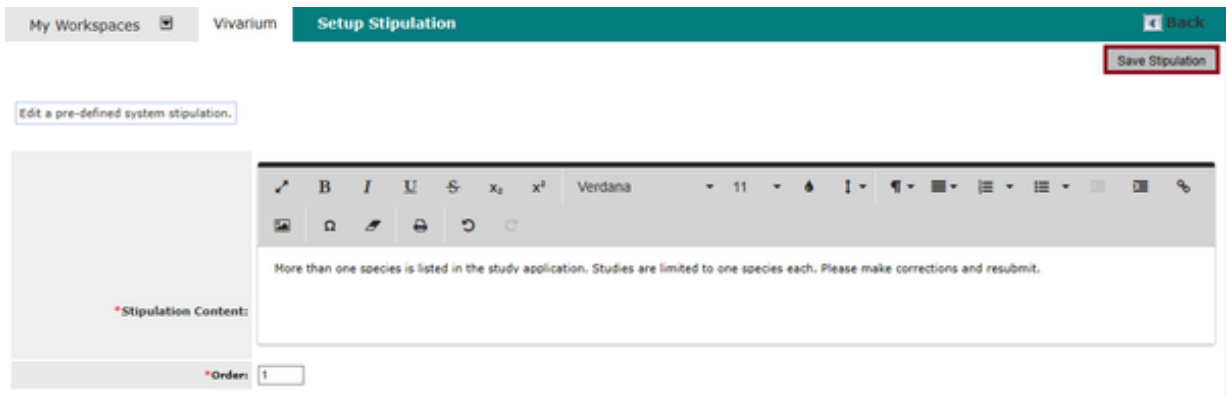
The **Setup Stipulation** page is opened. Click the icon in the **Edit** column for the applicable record.



The screenshot shows the 'Setup Stipulation' page. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Stipulation'. Below the tabs are buttons for 'Add a New Stipulation' and 'Delete Selected Stipulation(s)'. A search bar contains the text 'List of approved canned stipulation(s)'. Below the search bar, it says '3 result(s) found...'. A table with three columns is displayed: 'Edit', 'Order Number', and 'Stipulation'. The 'Edit' column contains a pencil icon for each row, and this column is highlighted with a red box. The table contains three rows of stipulations.

Edit	Order Number	Stipulation
	1	Section A: more than one species is listed in the study application. Studies are limited to one species each.
	1	Attach quarantine release records for all animal subjects as part of study submission packet.
	2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

The selected record is opened in an **Edit a pre-defined system stipulation** panel.



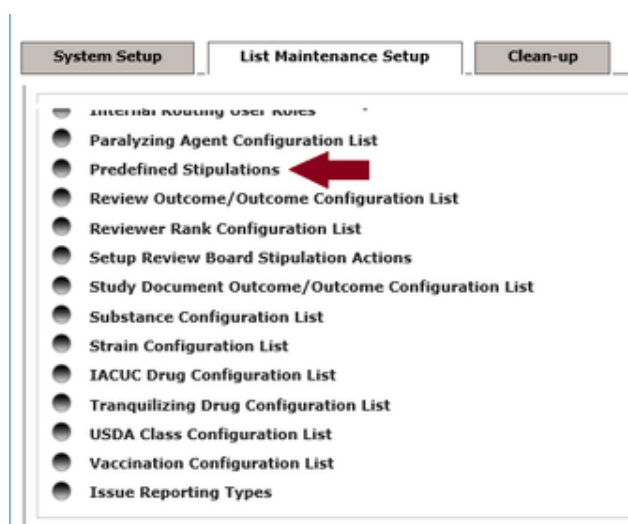
Note that if stipulation categories are in use at the institution (property `rb.use_stipulation_category` set to "Yes" under IACUC Assistant > Review Board Administration > Board Configuration Options > Recommendations and Stipulations) a **Category** field is included in the edit panel.

Make desired changes and click the **Save Stipulation** button to save changes and close the edit panel. The record is updated on the **Setup Stipulation** list page.

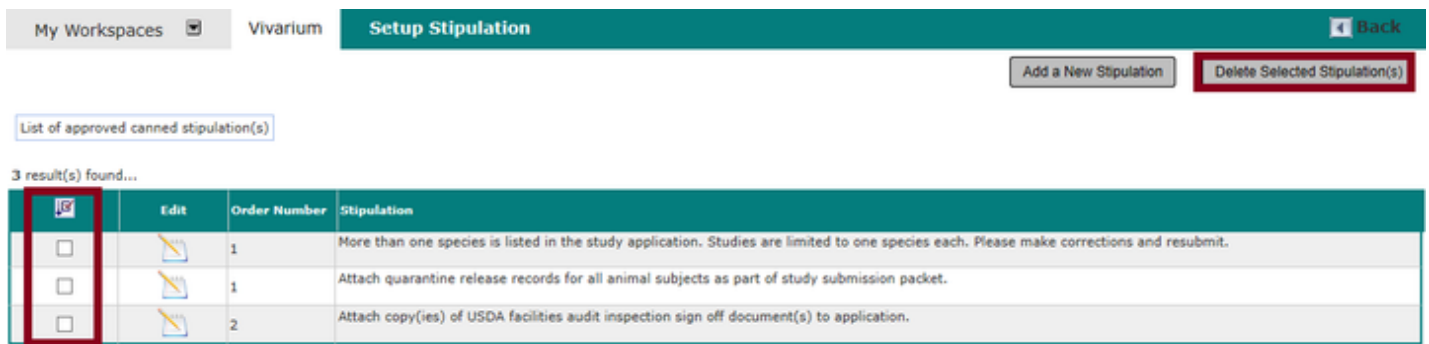
<input type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

Delete Predefined Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Stipulation(s)** button.



My Workspaces ▾ Vivarium **Setup Stipulation** [Back](#)

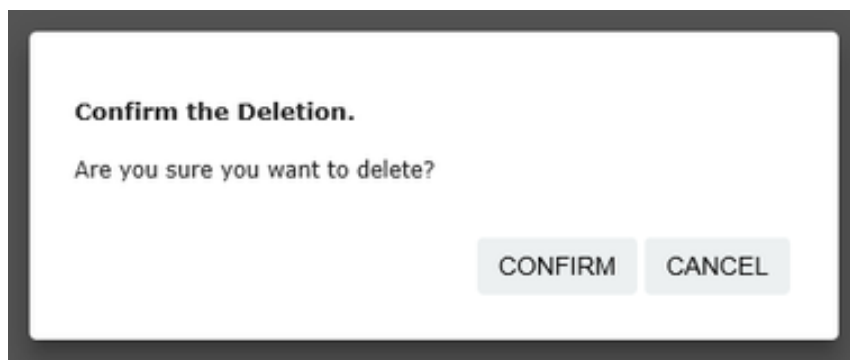
[Add a New Stipulation](#) [Delete Selected Stipulation\(s\)](#)

List of approved canned stipulation(s)

3 result(s) found...

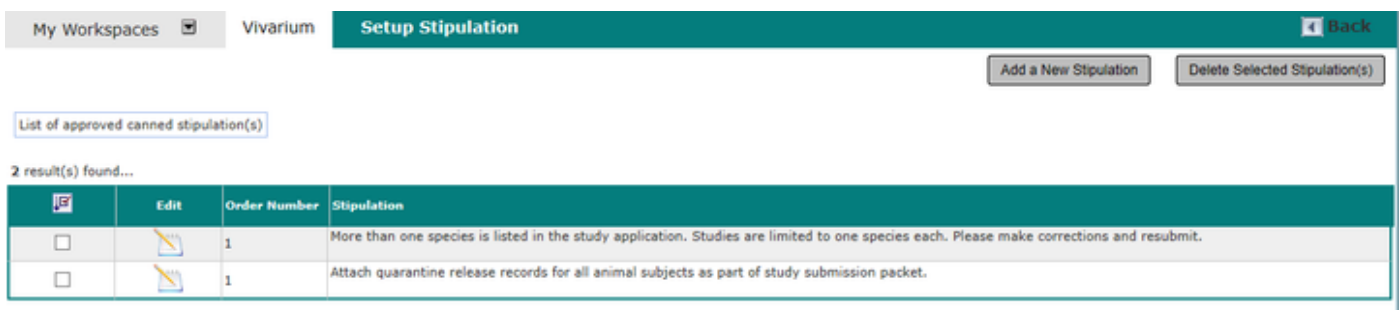
<input type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Stipulation** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Stipulation** page. The record is deleted from the **Setup Stipulation** page.



My Workspaces ▾ Vivarium **Setup Stipulation** [Back](#)

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

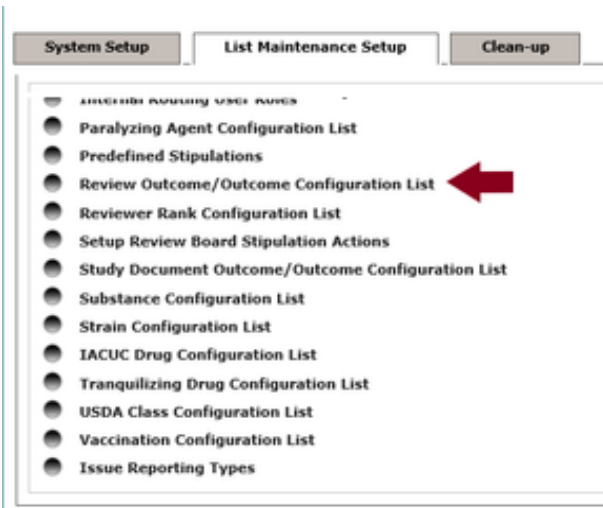
List of approved canned stipulation(s)

2 result(s) found...

<input type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.

Review Outcome/Outcome Configuration List

The Review Outcome / Outcome Configuration List is where a list of predefined review outcomes is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.



The **Setup Board Review Outcome List** page is opened.

My Workspaces ▼ Vivarium **Setup Board Review Outcome List** ⏪ Back

Add a New Action Delete Selected Action(s)

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No

Review Outcome List Implementation – Application Side

Review outcomes are generally assigned by the applicable review board, making this functionality inapplicable on the application side.

Review Outcome List Implementation – Board Side

The review outcome list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC / ARC Submission — the **Review Outcome** dropdown list is employed in the Outcome tab within submission processing screens

My Workspaces IACUC Number: IACUC-2018-3991 IACUC Initial Review Submission Packet Back

Protocol Items Miscellaneous IACUC Items Submission Forms

Ref Number: IACUC-2018-3991-777-1.0 IACUC Number: IACUC-2018-3991 Protocol Title: Management, Handling, Husbandry, Medical and Surgical Techniques of Small Laboratory Animals utilizing the Mouse (*Mus musculus*), the Rat (*Rattus norvegicus*), the Hamster (*Mesocricetus auratus*), the Guinea Pig (*Cavia porcellus*) and the Rabbit (*Oryctolagus cuniculus*).

Protocol Status: Pending - Submitted for Initial Review

Save the Submission Outcome

IACUC Review Outcome

Review Outcome: **Review Outcome**
 Approved
 Approved - Pending Decision letter
 Response Required
 Returned for Corrections

Additional information required:

Submission Approval:

Internal Comments:

Shared Comments:

Take Notes:

Review Cycle: --none--

Teaching: Yes No

Protocol Status: Pending - Submitted for Initial Review

Committee Name: --none--

Assign the Submission to Agenda:

Meeting Date: --none-- or click here to select past meetings

Agenda Category: --none--

IACUC Initial Approval:

IACUC Expiration Date:

Add Review Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.

System Setup List Maintenance Setup Clean-up

AMERICAN PARULID STATE BIRDS

- Paralyzing Agent Configuration List
- Predefined Stipulations
- **Review Outcome/Outcome Configuration List**
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

The **Setup Board Review Outcome List** page is opened. Click the **Add a New Action** button.

My Workspaces ▾ Vivarium **Setup Board Review Outcome List** [Back](#)

Add a New Action Delete Selected Action(s)

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No

The **add a review outcome** panel is opened. Note the default selections of “No” for **Response Required**, **Submission Copy required** and **Use Sub-Workflow**.

My Workspaces ▾ Vivarium **Setup Board Review Outcome List** [Back](#)

Save Review Outcome

Vivarium add a review outcome.

*Review Outcome:

*Response Required: Yes No

*Submission Copy required: Yes No

*Use Sub-Workflow: Yes No

A selection of “Yes” for **Response Required** means that where this outcome is assigned, an application / submission will be returned and held from further progress until the required response is received.

A selection of “Yes” for **Submission Copy Required** means that where this outcome is assigned, a copy of the submission will be added to the Not Assigned queue. This option is typically used for tabled submissions that are to be assigned to a future meeting.

A selection of “Yes” for **Use Sub-Workflow** means that where this outcome is assigned, the system will trigger a sub-workflow that must be completed before submission for final approval.

Enter a **Review Outcome** and click to select “Yes” or “No” for **Response Required**, **Submission Copy required** and **Use Sub-Workflow**, then click the **Save Review Outcome** button.

My Workspaces ▼ Vivarium **Setup Board Review Outcome List** ← Back

Save Review Outcome

Vivarium add a review outcome.

***Review Outcome:**

***Response Required:** Yes No






***Submission Copy required:** Yes No

***Use Sub-Workflow:** Yes No

The record is added on the main **Setup Board Review Outcome List** page.

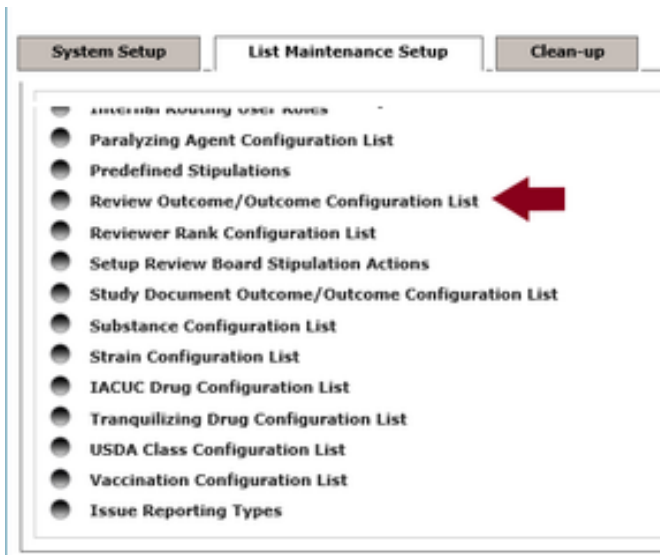
My Workspaces ▼ Vivarium **Setup Board Review Outcome List** ← Back

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

Edit Review Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.









The **Setup Board Review Outcome List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Board Review Outcome List** ⏪ Back

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

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		On Hold	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

The record is opened in an **edit a review outcome** panel.

My Workspaces ▼ Vivarium **Setup Board Review Outcome List** ⏪ Back

[Save Review Outcome](#)

Vivarium edit a review outcome.

*Review Outcome:

*Response Required: Yes No

*Submission Copy required: Yes No

*Use Sub-Workflow: Yes No

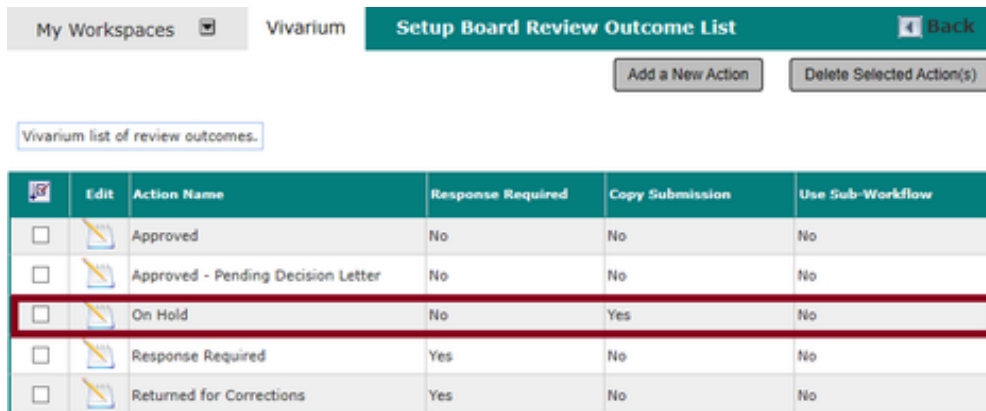
A selection of “Yes” for **Response Required** means that where this outcome is assigned, an application / submission will be returned and held from further progress until the required response is received.

A selection of “Yes” for **Submission Copy Required** means that where this outcome is assigned, a copy of the submission will be added to the Not Assigned queue. This option is typically used for tabled submissions that are to be assigned to a future meeting.

A selection of “Yes” for **Use Sub-Workflow** means that where this outcome is assigned, the system will trigger a sub-workflow that must be completed before submission for final approval.

Make desired changes and click the **Save Review Outcome** button.

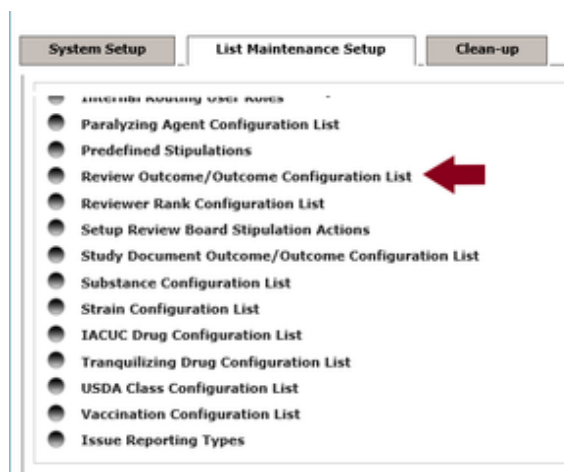
The edit panel is closed and the record is updated on the **Setup Board Review Outcome List** page.



	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		On Hold	No	Yes	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

Delete Review Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.



The **Setup Board Review Outcome List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted, then click the **Delete Selected Action(s)** button.

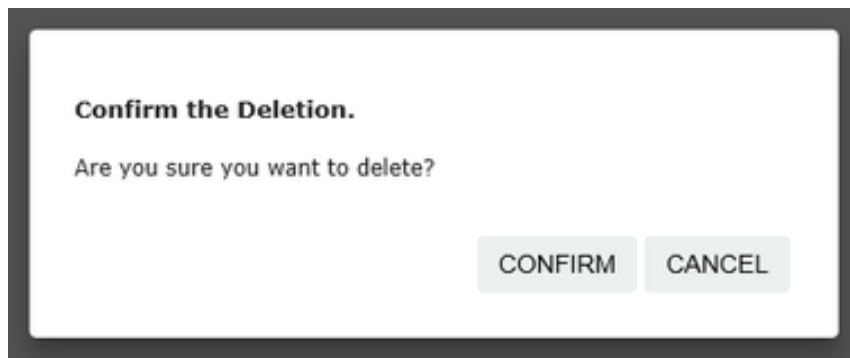
My Workspaces Vivarium **Setup Board Review Outcome List** Back

Add a New Action **Delete Selected Action(s)**

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		On Hold	No	Yes	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

A confirmation popup window displays.

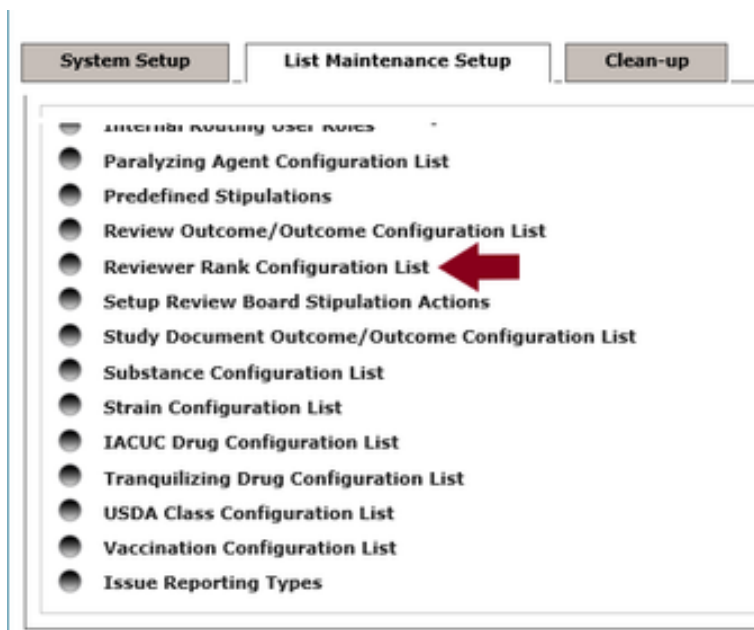


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Board Review Outcome List** page.

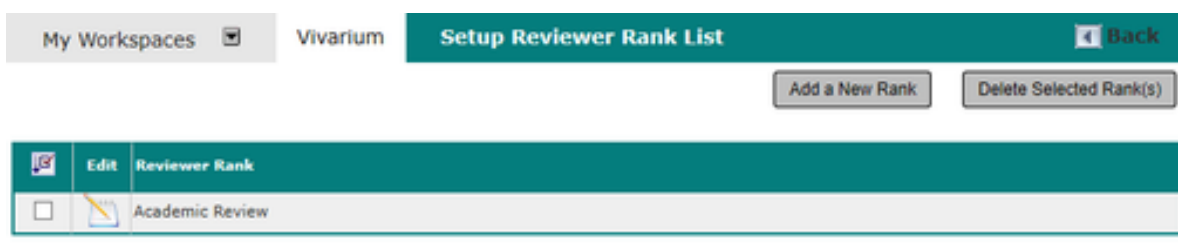
Click **CONFIRM** to complete deletion of the record and return to the **Setup Board Review Outcome List** page. The record is deleted from the **Setup Board Review Outcome List** page.

Reviewer Rank Configuration List

The Reviewer Rank Configuration List is where a list of predefined reviewer ranks is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened.



Reviewer Rank List Implementation – Application Side

Reviewer ranks are generally assigned and tracked by the Coordinator and/or applicable review board, making this functionality inapplicable on the application side.

Reviewer Rank List Implementation – Board Side

The reviewer rank list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC / ARC Application — the Reviewer Rank List is employed on the **Pre-review Screening** tab of the **Initial Review Submission Packet**, which is accessed via IACUC / ARC > Submissions > [submission opened for editing]

My Workspaces | Study Number: SA797389231 | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Bacteriological Investigation and Biochemical Characterisation of Brucella Strains Isolated from Animal Samples in the Country of Georgia

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | Pre-review Screening | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: [None] | View Analyst Workload

IACUC Number: [] | Generate Number

Determine Review Process

Not Assigned
 Full Committee Review
 Expedited
 Pre-Review Forward to another Board/Committee
 Pre-Review changes requested
 Process Administratively

Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has CD? ?	Date Notified	Date Completed
<input checked="" type="radio"/> Admin Review <input type="radio"/> Full Board Primary Reviewer <input type="radio"/> Admin Reviewer		No			



If the reviewer rank selected in the **Reviewer Role** column is an Ad Hoc rank, additional fields populate in the **Reviewer** column for entry of the reviewer name.

My Workspaces | Study Number: SA72532753 | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | Pre-review Screening | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: Boardmember | View Analyst Workload

IACUC Number: [] | Generate Number

Determine Review Process

Not Assigned
 Full Committee Review
 Expedited
 Pre-Review Forward to another Board/Committee
 Pre-Review changes requested
 Process Administratively

Assign Reviewers

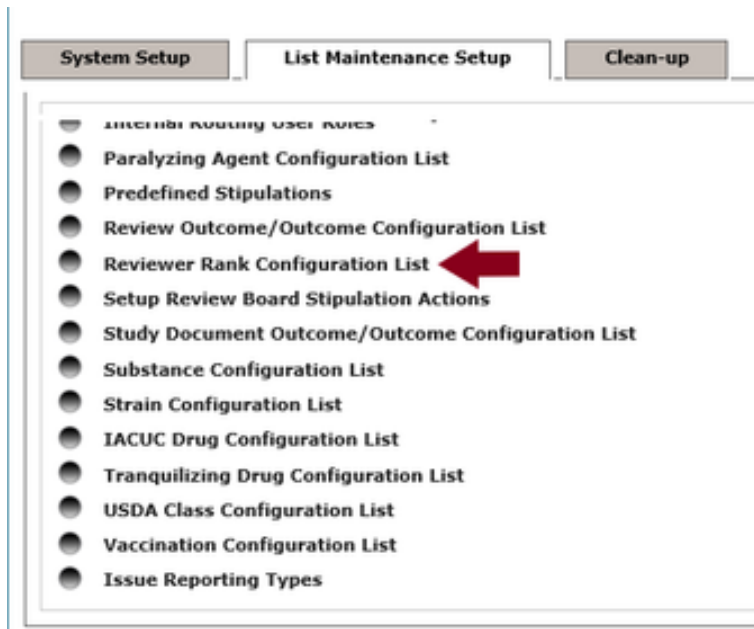
Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has CD? ?	Date Notified	Date Completed
<input checked="" type="radio"/> Admin Review <input type="radio"/> Full Board Primary Reviewer <input type="radio"/> Admin Reviewer	Known System identified User: [None] OR First Name: Last Name:	No			



Add Reviewer Rank

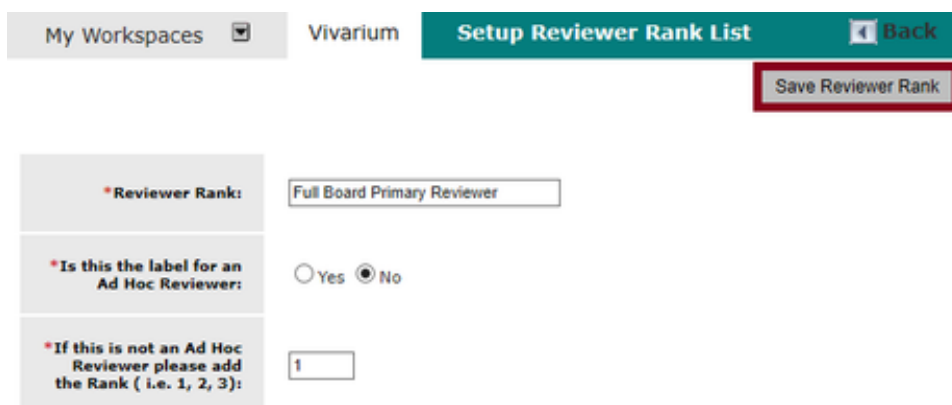
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened. Click the **Add a New Rank** button.



An add panel is opened for creation of the new record.



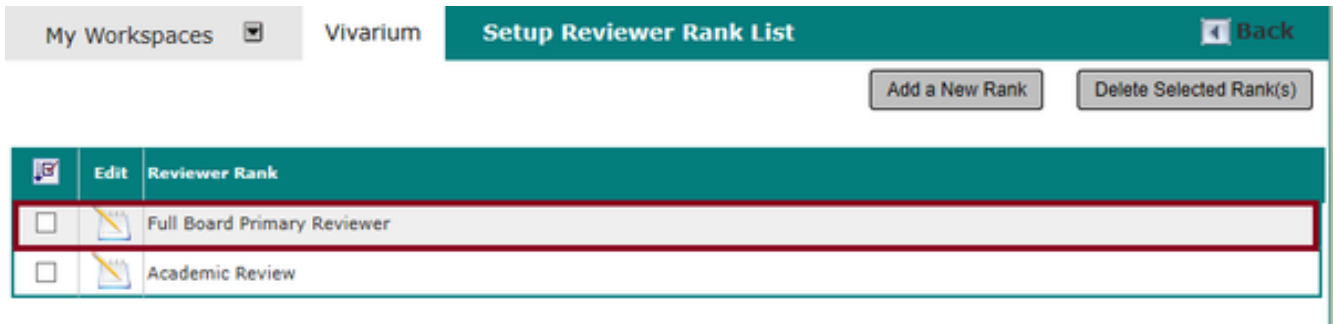
Enter a **Reviewer Rank**.

Click to select "Yes" or "No" for **Is this the label for an Ad Hoc reviewer**. Note that the field defaults to "Yes".

In the **If this is not an Ad Hoc Review please add the Rank (e.g., 1, 2, 3)** field, enter a single digit from zero (0) through three (3). “0” indicates an Ad Hoc reviewer. “1” indicates a Primary Reviewer. “2” indicates a Secondary Reviewer. “3” indicates any other review level. “0” indicates Ad Hoc.

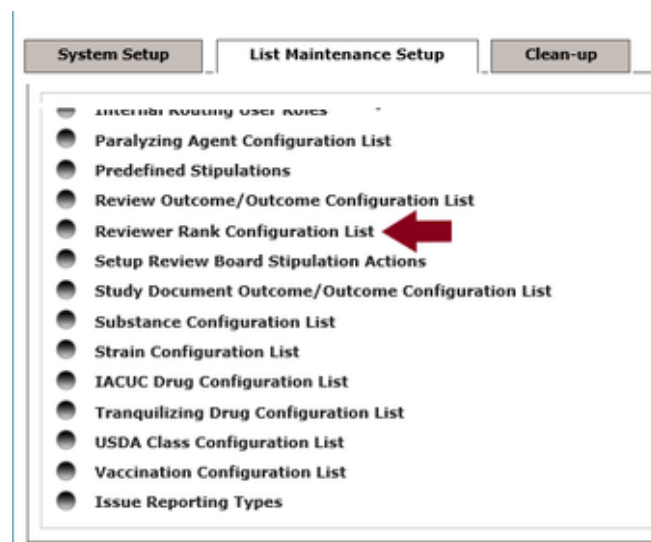
*Note that if no entry is made in the **If this is not an Ad Hoc Review please add the Rank (e.g., 1, 2, 3)** field a default value of “0” will be stored by the system, indicating this is an Ad Hoc Reviewer role.*

Click the **Save Reviewer Rank** button to close the add panel. The record is added on the **Setup Reviewer Rank List** page.

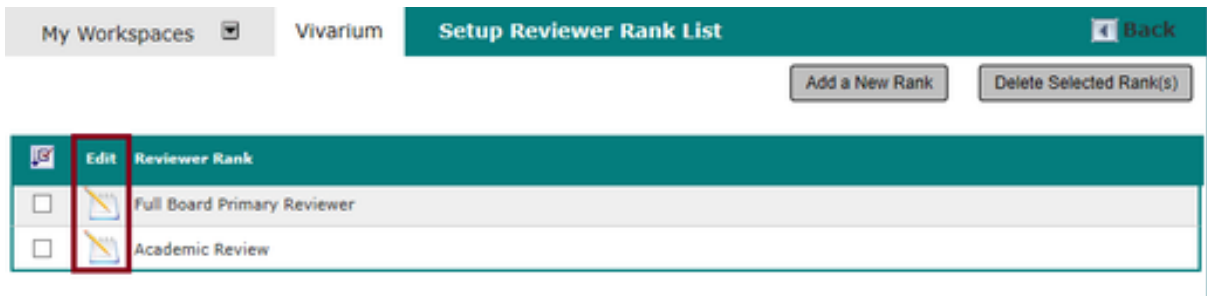


Edit Reviewer Rank

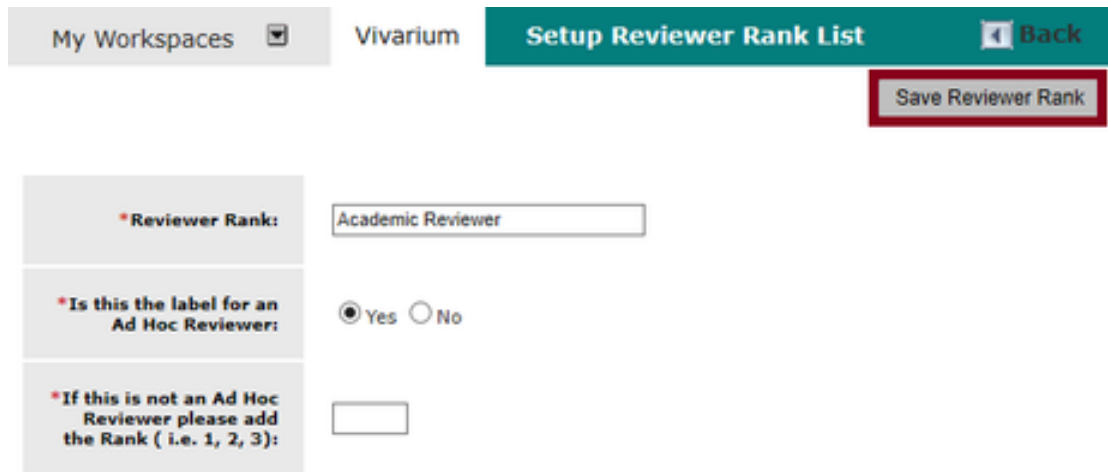
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened. Click the icon in the **Edit** column for the applicable record.



The record is opened in an edit panel. Make desired changes and click the **Save Reviewer Rank** button.

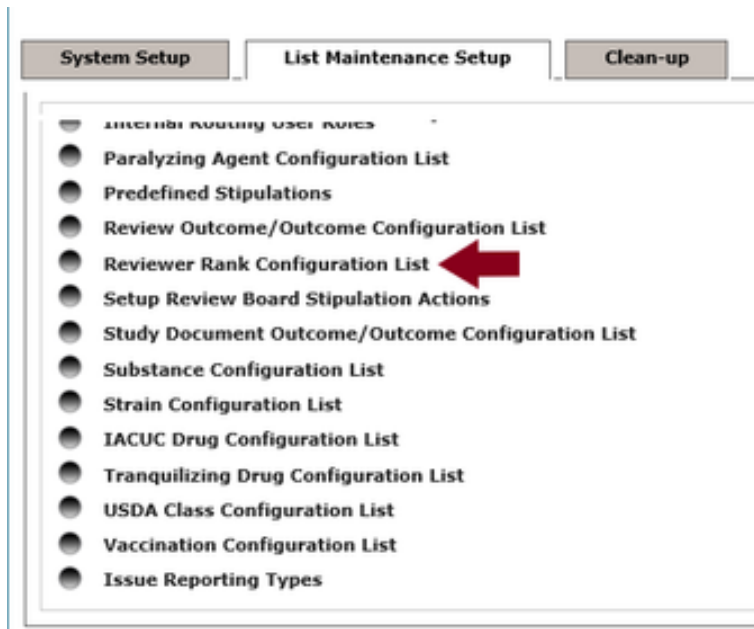


The edit panel is closed and the record is revised on the **Setup Reviewer Rank List** page.

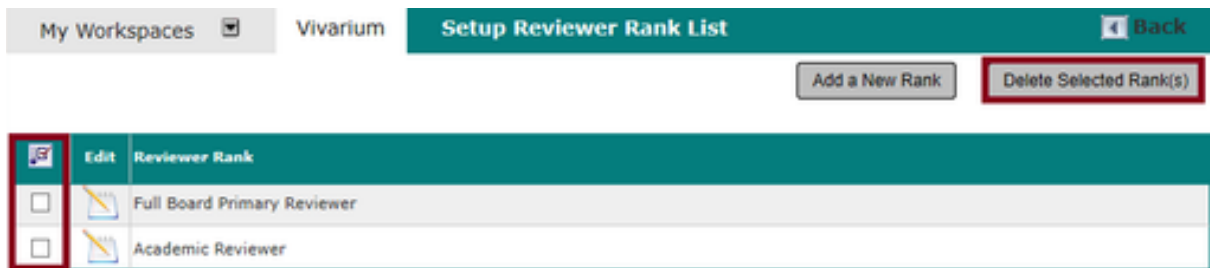


Delete Reviewer Rank

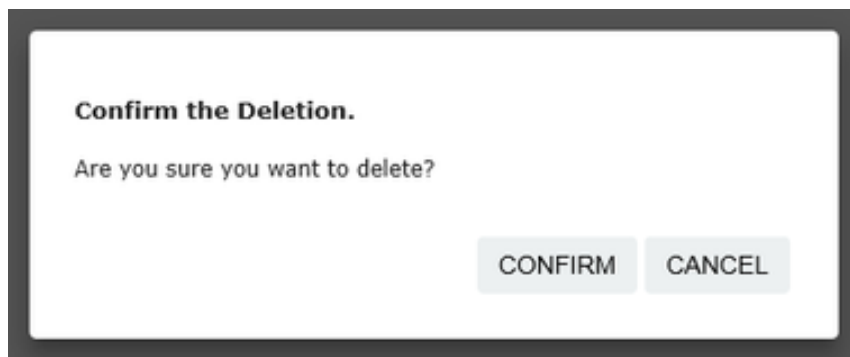
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Rank(s)** button.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Reviewer Rank List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Reviewer Rank List** page. The record is deleted from the **Setup Reviewer Rank List** page.

Setup Review Board Stipulation Actions

The Review Board Stipulation Actions List is where a list of boilerplate review board stipulation actions approved for use in studies is maintained in the iRIS™ system.

These actions are applied to stipulations when a study submits its response to the review board. Review board stipulation actions determine if the incoming stipulation can be closed as complete or must be retained as an outstanding item to the study.

To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



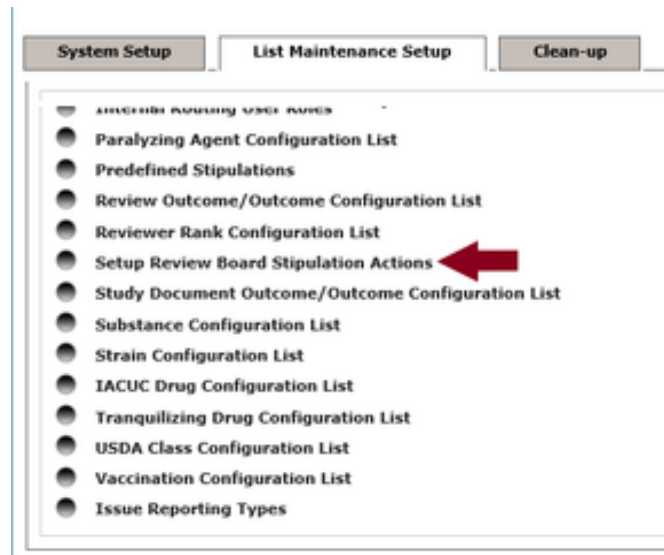
The **Setup Stipulation Review Board Actions** page is opened.

The screenshot shows the 'Setup Stipulation Review Board Actions' page. At the top, there are tabs for 'My Workspaces' and 'Vivarium'. Below the tabs, there are two buttons: 'Add a Stipulation Action' and 'Delete Selected Stipulation Action(s)'. The main content is a table with the following structure:

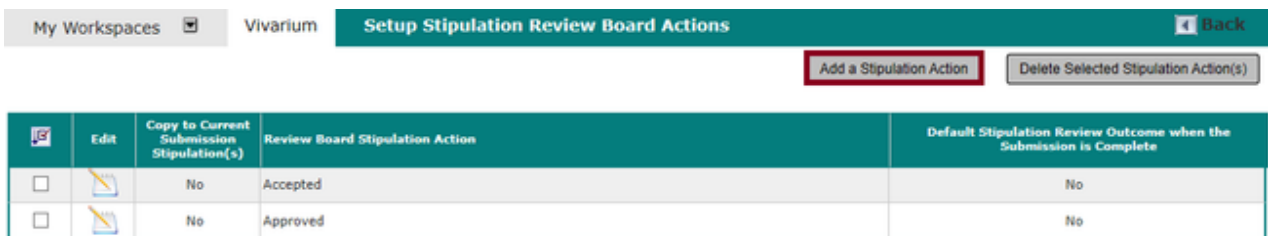
	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No

Add Review Board Stipulation

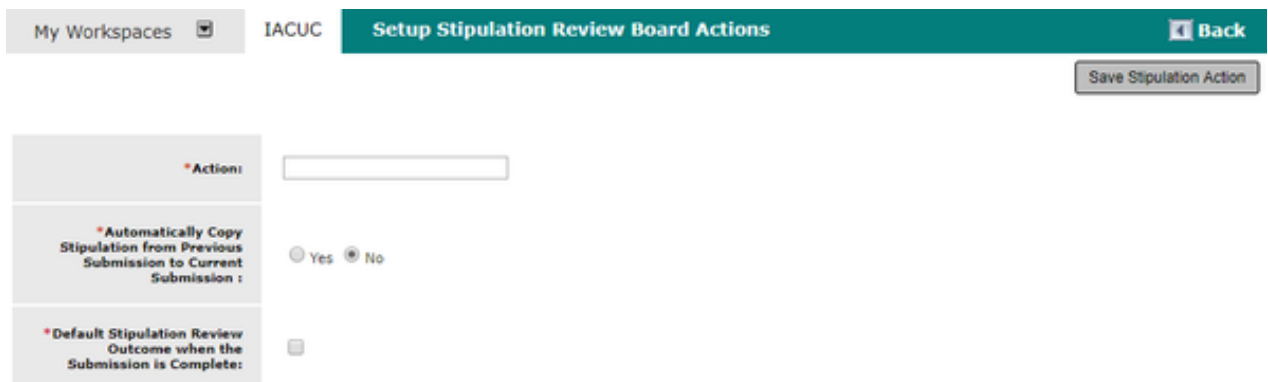
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



The **Setup Stipulation Review Board Actions** page is opened. Click the **Add a Stipulation Action** button.



An add panel is opened for creation of the new record.



The **Automatically Copy Stipulation from Previous Submission to Current Submission** setting controls whether the stipulation is to be closed as completed or copied to the current submission and remain as an outstanding item to the study. “No” indicates the stipulation is to be closed. “Yes” indicates the stipulation will remain as an outstanding item to the study.

The **Default Stipulation Review Outcome when the Submission is Complete** selection dictates whether a closed status is to be automatically assigned to the stipulation. Click the **Save Stipulation Action** button to add the record to the list.

Complete the form as desired and click the **Save Stipulation Action** button.

My Workspaces ▾ Vivarium **Setup Stipulation Review Board Actions** [Back](#)

Save Stipulation Action

***Action:**

***Automatically Copy Stipulation from Previous Submission to Current Submission :** Yes No

***Default Stipulation Review Outcome when the Submission is Complete:**

The record is added to the **Setup Stipulation Review Board Actions** list page.

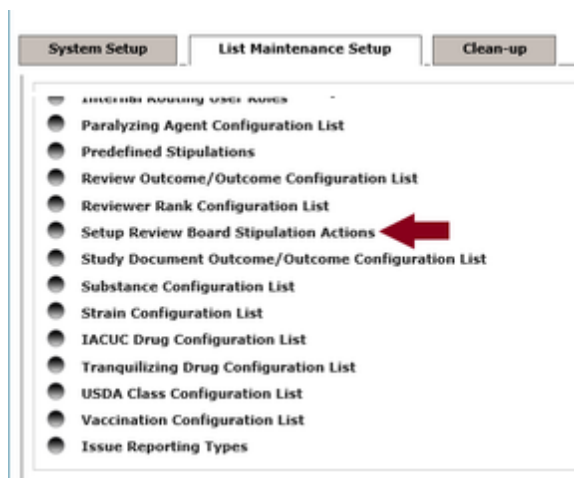
My Workspaces ▾ Vivarium **Setup Stipulation Review Board Actions** [Back](#)

[Add a Stipulation Action](#) [Delete Selected Stipulation Action\(s\)](#)

	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		Yes	Rejected	No

Edit Review Board Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



The **Setup Stipulation Review Board Actions** page is opened. Click the icon in the Edit column for the applicable record.

My Workspaces Vivarium **Setup Stipulation Review Board Actions** Back

	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		No	Rejected	No

The record is opened in an edit panel. Make desired changes and click the **Save Stipulation Action** button.

My Workspaces Vivarium **Setup Stipulation Review Board Actions** Back

*** Action:**

*** Automatically Copy Stipulation from Previous Submission to Current Submission :** Yes No

*** Default Stipulation Review Outcome when the Submission is Complete:**

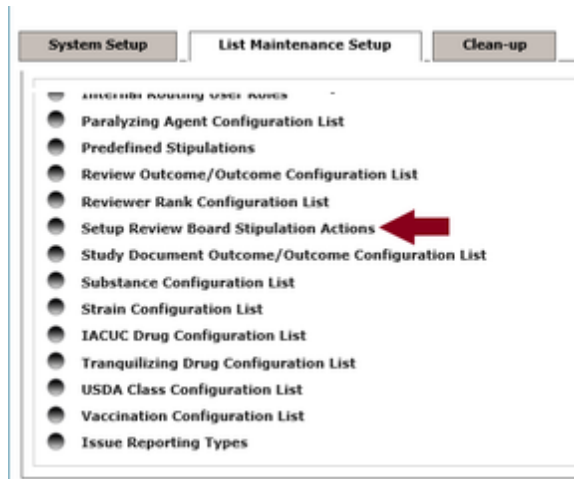
The edit panel is closed, and the record is revised on the **Setup Stipulation Review Board Actions** list page.

My Workspaces Vivarium **Setup Stipulation Review Board Actions** Back

	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		Yes	Rejected	No

Delete Review Board Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.

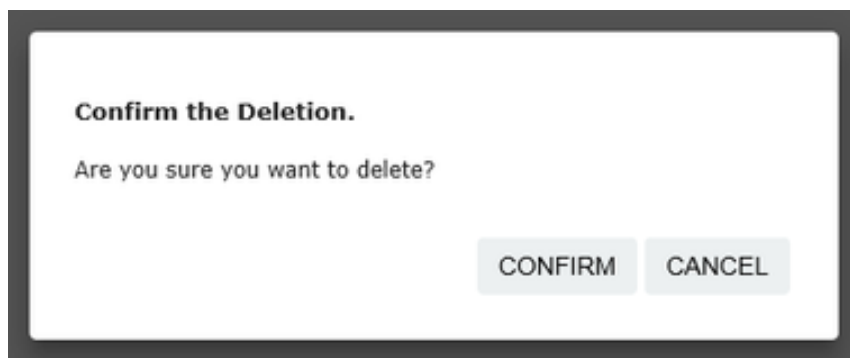


The **Setup Stipulation Review Board Actions** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Stipulation Action(s)** button.

The screenshot shows the 'Setup Stipulation Review Board Actions' page. At the top, there are tabs for 'My Workspaces', 'Vivarium', and 'Setup Stipulation Review Board Actions'. Below the tabs are two buttons: 'Add a Stipulation Action' and 'Delete Selected Stipulation Action(s)'. The 'Delete Selected Stipulation Action(s)' button is highlighted with a red border. Below the buttons is a table with the following data:

<input type="checkbox"/>	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		Yes	Rejected	No

A confirmation popup window displays.

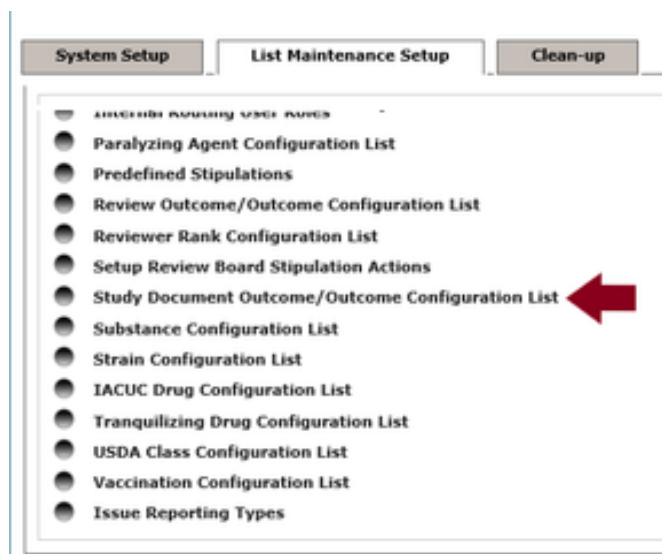


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Stipulation Review Board Actions** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Stipulation Review Board Actions** page. The record is deleted from the **Setup Stipulation Review Board Actions** page.

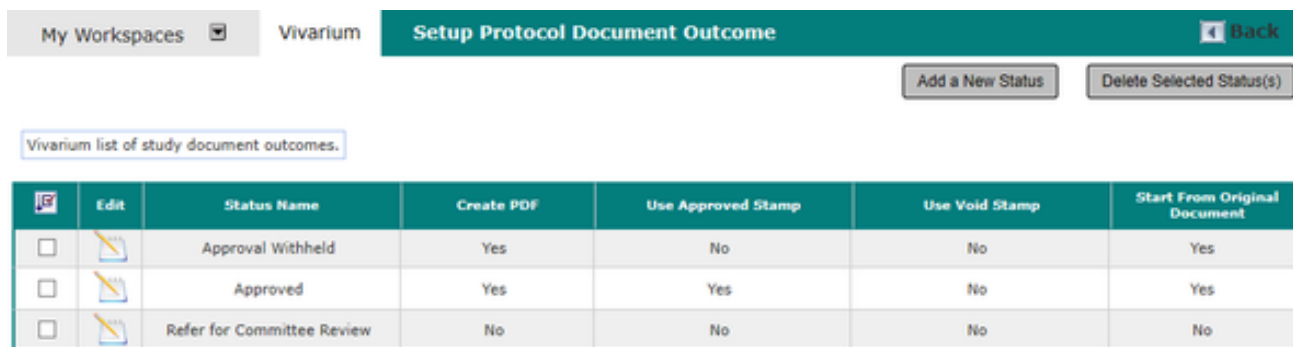
Study Document Outcome/Outcome Configuration List

The Document Outcome/Outcome Configuration List is where a list of boilerplate outcome statuses approved for use in studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.



The **Setup Protocol Document Outcome** page is opened.

Note that at some institutions, the term "Study" is substituted for "Protocol". These terms may be used interchangeably in manual text and screenshots.



The screenshot shows the 'Setup Protocol Document Outcome' page. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Protocol Document Outcome' with a 'Back' button. Below the tabs are two buttons: 'Add a New Status' and 'Delete Selected Status(s)'. A text box contains the text 'Vivarium list of study document outcomes.' Below this is a table with the following data:

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

Study Document Outcome List Implementation – Application Side

Study document outcomes are assigned by the applicable review board, making this functionality inapplicable on the application side.

Study Document Outcome List Implementation – Board Side

The study document outcome list is employed in the following areas on the review board / system setup side of iRIS™.

Submission processing — the Study Document Outcome list is employed as a dropdown picklist in the **Outcome** field when approving a study document within submission processing screens

My Workspaces ▼ IACUC Number: **A12-020** IACUC St

Alias: VA Merit: Arrestin Regulation o ...
PI: Hauger, Richard L.

*Document Title: 12-020 Figure 1

* Category: ACORP Diagram ▼

Comments:

Description: ACORP Section C2 Figure 1

Version Date: 07/26/2012

*Version Number: 1.0

Sponsor Version:

Outcome: --none-- ▼


Approval Date: Approval Withheld
Approved

Expiration Date: Modifications Required to Secure Approval with DMR
Modifications Required to Secure Approval with FCR
Refer to Full Committee Review
Void

Add Study Document Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.

System Setup | List Maintenance Setup | Clean-up

Paralyzing Agent Configuration List
 Predefined Stipulations
 Review Outcome/Outcome Configuration List
 Reviewer Rank Configuration List
 Setup Review Board Stipulation Actions
 Study Document Outcome/Outcome Configuration List 
 Substance Configuration List
 Strain Configuration List
 IACUC Drug Configuration List
 Tranquilizing Drug Configuration List
 USDA Class Configuration List
 Vaccination Configuration List
 Issue Reporting Types

The Setup Protocol Document Outcome page is opened. Click the **Add a New Status** button.

My Workspaces ▼ Vivarium **Setup Protocol Document Outcome** ◀ Back

Add a New Status Delete Selected Status(s)

Vivarium list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

An **add a review outcome** panel is opened for creation of the new record. Below, the blank form is shown with the default selection of “No” in place for **Create PDF**.

My Workspaces ▼ Vivarium **Setup Protocol Document Outcome** ◀ Back

Save Protocol Document Outcome

Vivarium add a review outcome.

*Outcome Status:

*Create PDF: Yes No

When “Yes” is selected for **Create PDF**, indicating that the document given this outcome is to be converted to a PDF, three additional fields pertaining PDF settings are unlocked with default selections set to “No”.

*Note that **Create PDF** must be set to “Yes” for any document to which an electronic document stamp will be applied.*

My Workspaces ▼ Vivarium **Setup Protocol Document Outcome** ◀ Back

Save Protocol Document Outcome

Vivarium add a review outcome.

*Outcome Status:

*Create PDF: Yes No

*Use Approved Stamp: Yes No

*Use Void Stamp: Yes No

*Start From Original Document: Yes No

Use Approved Stamp – This option is only available where the review board property “rb.stamp_study_doc” review board property “rb.stamp_study_doc” (under Animal Resource Center > Review Board Administration > Board Configuration Options > Document Processing) is turned on. When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic approval stamp applied.

Use Void Stamp – When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic VOID watermark applied.

Start From Original Document - When this option is set to “Yes”, the assigned outcome is applied to the original document. When this option is set to “No”, the assigned outcome is applied to a PDF of the original document that was previously created as part of a prior outcome.

*This setting is useful in cases where the review board needs to revisit a study document and assign a different outcome. For example, when a PDF document with a VOID watermark is subsequently approved, **Start from Original Document** must be set to “Yes” to ensure the VOID watermark is removed from the document.*

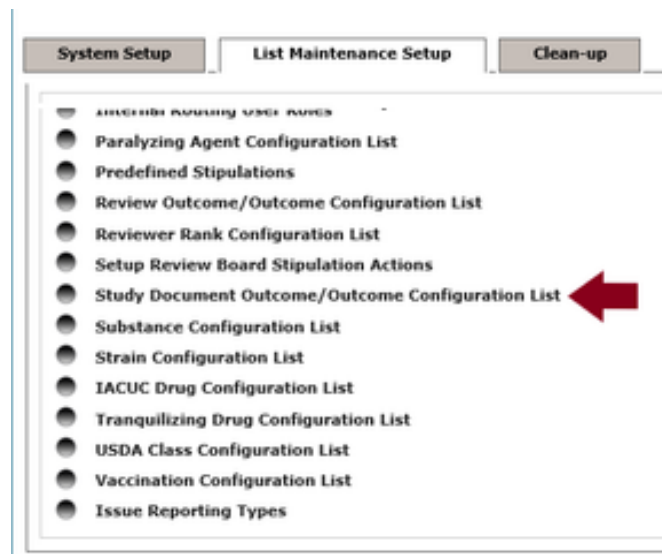
Fill the form as desired and click the **Save Study Document Outcome** button.

The outcome is added on the **Setup Protocol Document Outcome** list page.

<input type="checkbox"/>	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

Edit Study Document Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.








The **Setup Protocol Document Outcome** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Protocol Document Outcome** ⏪ Back

Add a New Status Delete Selected Status(s)

Vivarium list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

The record is opened in an **edit a review outcome** panel.

My Workspaces ▼ Vivarium **Setup Protocol Document Outcome** ⏪ Back

Save Protocol Document Outcome

Vivarium edit a review outcome.

*Outcome Status:

*Create PDF: Yes No

When “Yes” is selected for **Create PDF**, indicating that the document given this outcome is to be converted to a PDF, three additional fields pertaining PDF settings are unlocked with default selections set to “No”.

*Note that **Create PDF** must be set to “Yes” for any document to which an electronic document stamp will be applied.*

Use Approved Stamp – This option is only available where the Review Board Property “rb.stamp_study_doc” review board property “rb.stamp_study_doc” (under Animal Resource Center > Review Board Administration > Board Configuration Options > Document Processing) is turned on. When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic approval stamp applied.

Use Void Stamp – When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic **VOID** watermark applied.

Start From Original Document - When this option is set to “Yes”, the assigned outcome is applied to the original document. When this option is set to “No”, the assigned outcome is applied to a PDF of the original document that was previously created as part of a prior outcome.

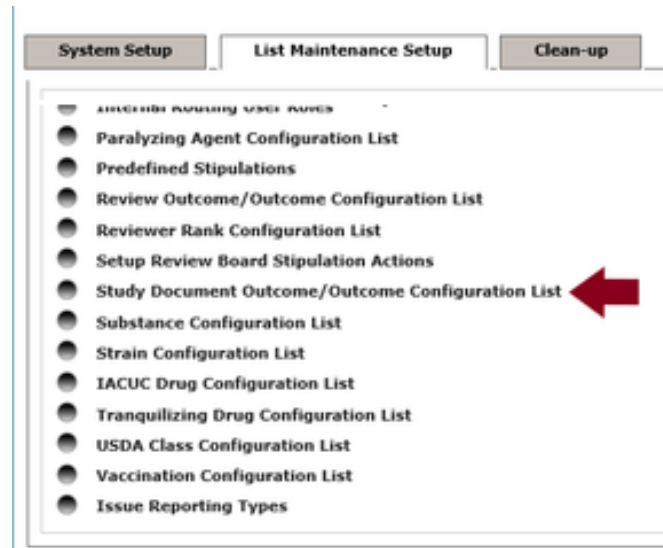
*This setting is useful in cases where the review board needs to revisit a study document and assign a different outcome. For example, when a PDF document with a VOID watermark is subsequently approved, **Start from Original Document** must be set to “Yes” to ensure the VOID watermark is removed from the document.*

Edit the record as desired and click the **Save Protocol Document Outcome** button. The edit panel is closed, and the record is revised on the **Setup Protocol Document Outcome** list page.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Full Committee Review	No	No	No	No

Delete Study Document Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.



The **Setup Protocol Document Outcome** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Status(s)** button.

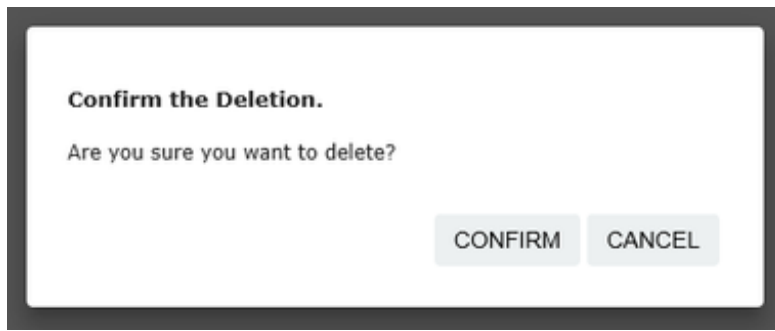
My Workspaces Vivarium **Setup Protocol Document Outcome** Back

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

Vivarium list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Full Committee Review	No	No	No	No

A confirmation popup window displays.

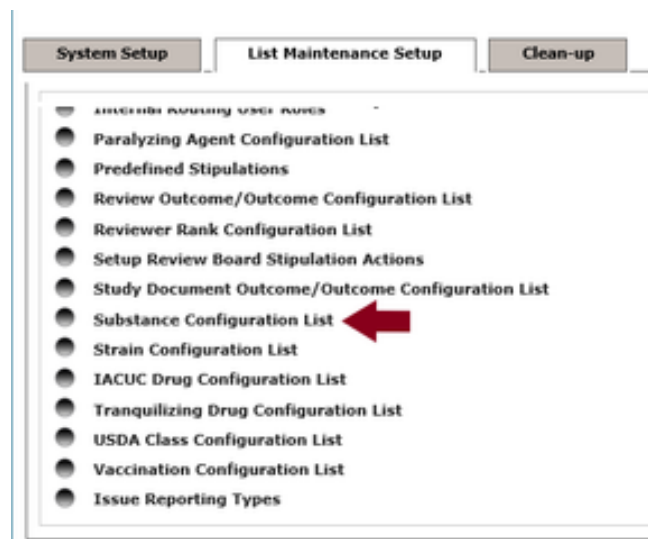


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Protocol Document Outcome** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Protocol Document Outcome** page. The record is deleted from the **Setup Protocol Document Outcome** page.

Substance Configuration List

The Substance Configuration List is where a list of medicinal, nutritional and other substances approved by the institution for use in studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened.

A screenshot of the "Setup Substance List" page. The page has a header with "My Workspaces" (dropdown), "Vivarium", and "Setup Substance List" (title). There are buttons for "Merge Substance Records" and "Add a New Record". Below the header, it says "4 result(s) found..." and "1 - 4". The main content is a table with columns: Delete, Edit, Species name, Substance, Route, Dose, Frequency, Expected Effect, and Possible Side Effect. The table contains two rows of data.

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA C)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

Substance List Implementation – Application Side

The substance list is employed in the following areas on the application side of iRIS™.

Study application — the Substance Configuration List is available in the IACUC / ARC study application

Delete Substance	Edit	View Details	Species	Substance	Route	Dose	Expected Effect	Possible Side Effect
No Substances have been added to this Study								

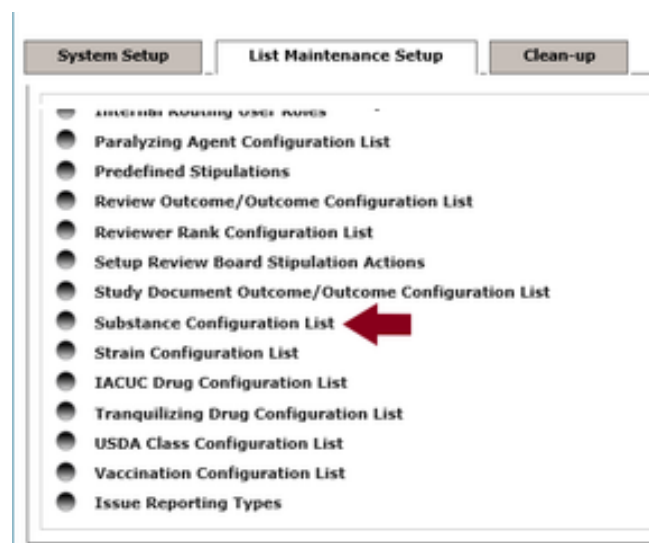
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Substance List Implementation – Board Side

Substances are added on the application side where required and are not generally subject to direct revision by the board.

Add Substance

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened. Click the **Add a New Record** button.

My Workspaces ▾ Vivarium **Setup Substance List** Back

Merge Substance Records **Add a New Record**

4 result(s) found... 1 - 4

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

The screenshot shows the 'Setup Substance List' form in the 'Vivarium' workspace. The 'Species Name' dropdown menu is open, displaying a list of species including American Crow (USDA A-E), Axis Deer (USDA A), Beagle (USDA A), Duck (USDA A), Fruit Fly (USDA C), Goat (USDA A), Guinea Pig (USDA A-E), Mouse (USDA A-E), Rat (USDA A-E), and Syrian Hamster (USDA A). To the right of the dropdown, there are two 'or create New' text input fields. The 'Save Changes' button is visible in the top right corner.

Click on the **Substance** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

The screenshot shows the 'Setup Substance List' form with the 'Species Name' dropdown set to 'Rat (USDA A)'. The 'Substance' dropdown menu is open, showing 'Ivermectin Paste' and 'Mealworms'. The 'or create New' field next to it contains the text 'Applewood Sticks'. The 'Route' dropdown is also open, showing 'Ivermectin Paste' and 'Mealworms'. The 'Dose', 'Frequency', 'Expected Effect', and 'Possible Side Effect' fields are empty. The 'Save Changes' button is visible in the top right corner.

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Substance List** ⌂ Back

Save Changes

*Species Name: Rat (USDA A) ▼

*Substance: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

Enter **Dose**, **Frequency**, **Expected Effect** and **Possible Side Effect** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Substance List** ⌂ Back

Save Changes

*Species Name: Rat (USDA A) ▼

*Substance: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

The new record is added on the **Setup Substance List** page.

My Workspaces ▼ Vivarium **Setup Substance List** ⌂ Back

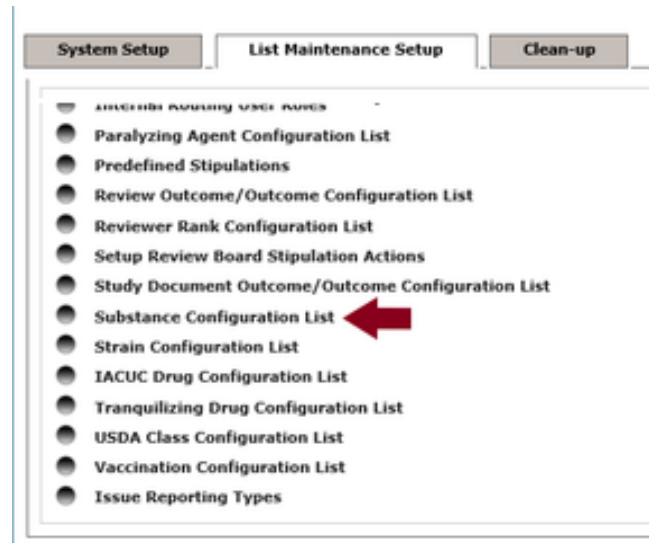
Merge Substance Records Add a New Record

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

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per 2 animals	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

Edit Substance

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

Merge Substance Records Add a New Record

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

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per 2 animals	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

Save Changes

*Species Name:

*Substance: or create New

*Route: or create New

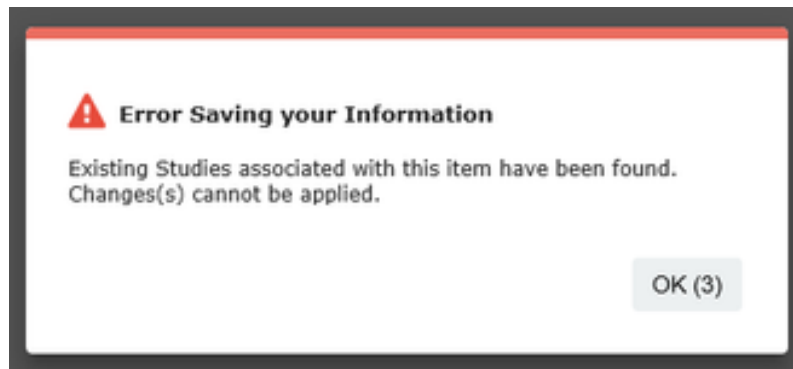
*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

When an attempt is made to change the **Species Name** or **Substance** in a record that is already assigned to one or more studies the following warning popup window appears, and the record is not edited.



Otherwise, the record is revised on the **Setup Substance List** page.

My Workspaces ▾ Vivarium **Setup Substance List** [Back](#)

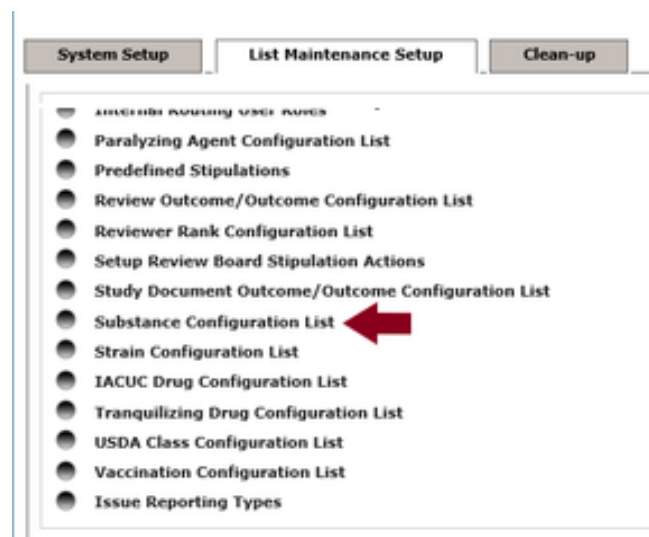
Merge Substance Records Add a New Record

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

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per animal	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

Delete Substance

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened. Click the icon in the **Delete** column for the applicable record.

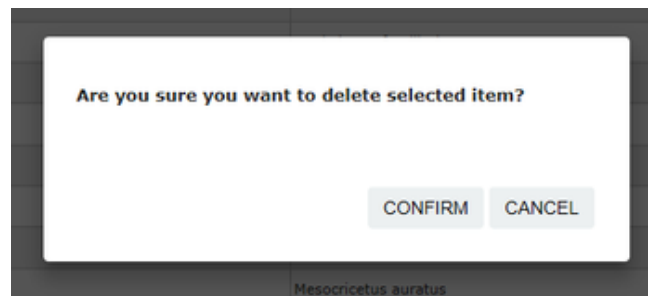
My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

Merge Substance Records Add a New Record

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

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per animal	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

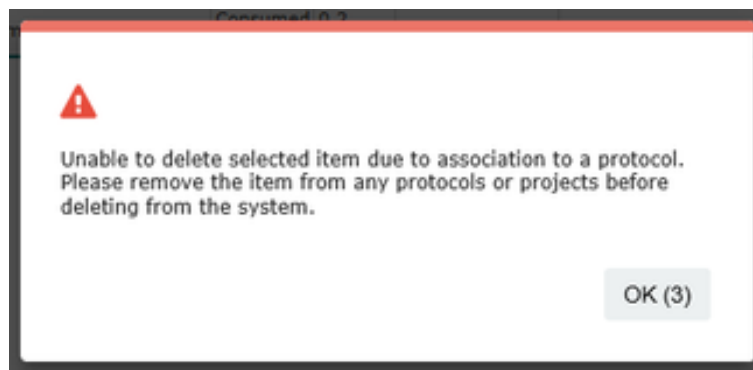
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Substance List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Substance List** page.

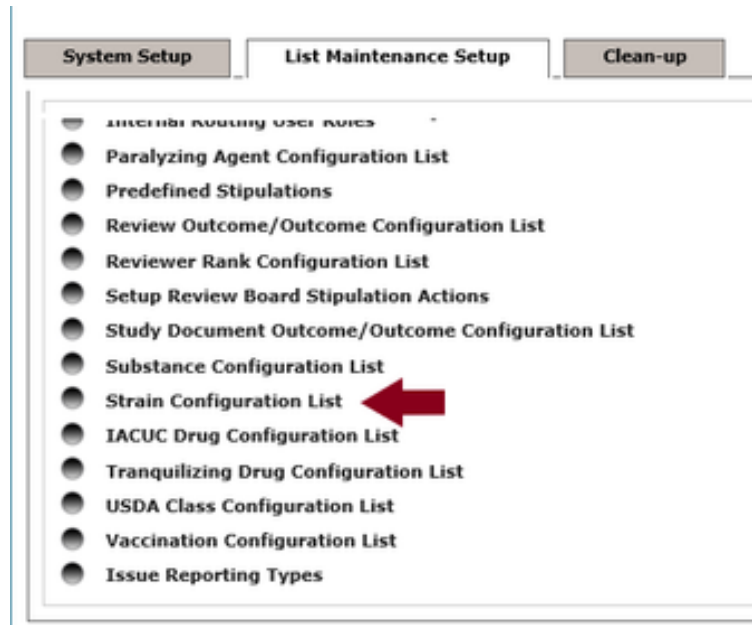
When an attempt is made to delete a substance already assigned to one or more studies the following warning popup window appears, and the record is not deleted.



Strain Configuration List

This is where a list of animal species strains approved for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain**

Configuration List link.



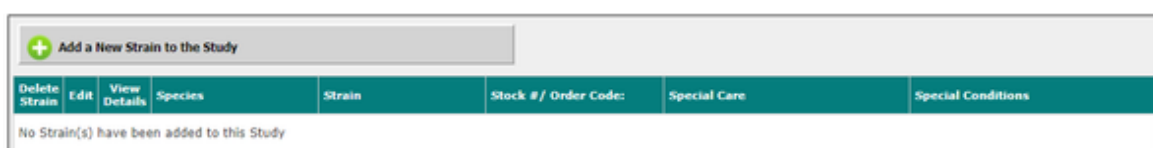
The **Strain List** page is opened.



Strain List Implementation – Application Side

The strain list is employed in the following areas on the application side of the iRIS™ system.

Project Identification section— a strain can be added to a study via the **Add a New Strain to the Study** button on the application form



Study IACUC Species Details:

Species Name:	American Crow (USDA A)
Scientific Name:	Corvus Brachyrhynchos
Common Name:	American Crow
Strain Stock:	Bird
Is USDA:	Yes
* Sex:	--None--
* Age:	
* Weight:	
Category Type:	A
* Total Number Requested:	0
Total Number Approved:	0
Wildlife:	<input type="checkbox"/>
Laboratory:	<input type="checkbox"/>

Pain and Distress section — a strain must be specified when adding a new species pain classification to the study; when the **Add a New Species Pain Classification to the Study** button is clicked, the **Study Pain Classification Details** popup is opened; strain is a required field on the popup

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant | IACUC APPLICATION (ANIMALS) (Version 1.0) | | |

Section view of Application | Entire view of the Application

1.0 General Information
2.0 Setup Department(s) Access
3.0 Grant Key Personnel access to the study
4.0 Farm Information
5.0 Project Identification
6.0 Personnel Identification and Qualifications
7.0 Project Description and Procedures
8.0 Drug/Agent Administration
9.0 **Pain and Distress**

9.0 Pain and Distress Edit

9.1 Pain and Distress Categories

For all animal procedures: Based upon the procedures listed in the Summary of Animal Procedures Table in the Project Description and Procedures section, and using the P/D category descriptions below, please assign the pain and/or distress category that may be experienced by the animals and the anticipated number of animals at each category. Note: Based on federal regulations, any surgical procedure has the potential for pain and/or distress and must be listed as category D or E. Pain and distress determination is subject to IACUC approval.

Please be aware that this total should match the total in section 5.1 (where the species is entered). To see the number of animals, you must click on the + sign.

Delete	Edit	Species Name	Strain	A	B	C	D	E	Total
No Pain Classifications have been added to this Study.									

9.0 Pain and Distress Edit

9.1 Pain and Distress Categories

For all animal procedures: Based upon the procedures listed in the Summary of Animal Procedures Table in the Project Description and Procedures section, and using the P/D category descriptions below, please assign the pain and/or distress category that may be experienced by the animals and the anticipated number of animals at each category. Note: Based on federal regulations, any surgical procedure has the potential for pain and/or distress and must be listed as category D or E. Pain and distress determination is subject to IACUC approval.

Please be aware that this total should match the total in section 5.1 (where the species is entered). To see the number of animals, you must click on the + sign.

Study Pain Classification Details:

* Species:	--None--
* Strain:	--None--
* A:	0
* B:	0
* C:	0
* D:	0
* E:	0
* TOTAL:	0

PAIN AND DISTRESS


- A = Observed pain or distress
- B = Animal in pain or distress
- C = Animal in momentary pain or distress

For more information about the IACUC study application, see the IACUC Assistant - IACUC Assistant Manual.

Arc Order Form — the strain list is employed in the **Requested Animals** section of the **Arc Order Form**

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant: Arc Order Form - (Version 1.0) | PI: Weeks, Janelle K, DVM


Study Status: Pending - Submitted for Initial Review | IACUC Number: IACUC-2019-094 | Study Title: Effects of Amoxicillin on Aspergillosis in Corvids

Order Numbers: <Generated on Save>
 Order Status: Draft
 * Order Date: 12/19/2019
 * Preferred Delivery Date:
 * Preferred Vendor:
 Vendor Notes:
 Requested Animals:
 * Requested Species:
 * Requested Strain: 
 Total Approved Animals: 0
 Total Available Animals: 0
 * Stock #/Order Code:

Internal Transfer Form — the strain list is employed in the **Requested Animal Transfer** section of the **Internal Transfer Form**

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant: Internal Transfer Form - (Version 1.0) | PI: Weeks, Janelle K, DVM

Study Status: Pending - Submitted for Initial Review | IACUC Number: IACUC-2019-094 | Study Title: Effects of Amoxicillin on Aspergillosis in Cor

Transfer Numbers: <Generated on Save>
 Order Status: Draft
 * Request Date: 12/19/2019
 * Date of Proposed Transfer:
 Source: Internal
 Requested Animal Transfer:
 Species: --none--
 * Strain: --none-- 
 * Stock #/Order Code:
 * Age/Size:
 Special Conditions:


Animal Records — the strain list is employed in the search form provided in the **Animal Records** section of the **Animal Management** tab when reviewing a submission

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant: Animal Management | PI: Weeks, Janelle K, DVM

Study Status: Pending - Submitted for Initial Review | IACUC Number: IACUC-2019-094 | Study Title: Effects of Amoxicillin on Aspergillosis in Corvids

Submissions | Study Management | **Animal Management**

Space Management | Animal Orders | Cage Management | Animal Details | **Animal Records** | Animal Progression | Animal Breeding | Forms

Species: All | Strain: All  | Sex: All | Life Status: All | Date of Birth Range: | Generation: All | Cage ID: All | Facility: All | Building: All | Rooms: All | Animal ID: | Animal Tag Numbers: | Origin: All

Find

Animal Records

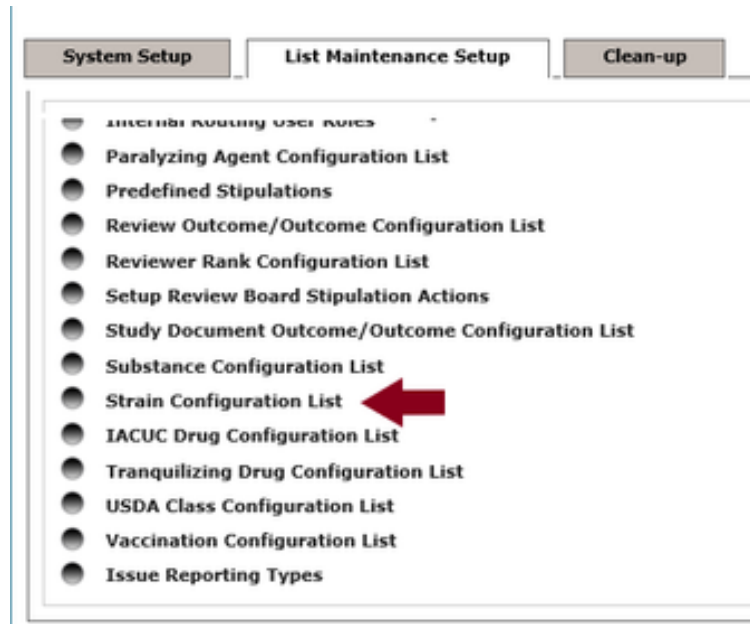
Edit	Life Status	Species	Strain	Animal ID	Sex	DOB	Facility Building Room	Cage ID	Animal received by
No results found.									

Strain List Implementation – Board Side

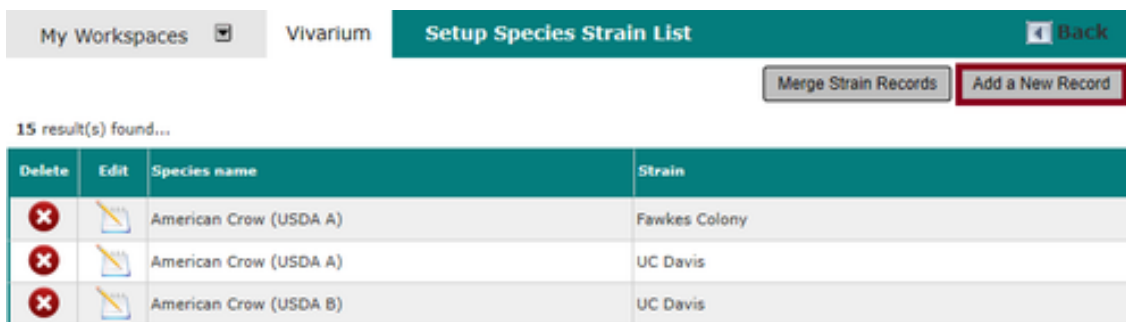
Strains are added on the application side where required and are not generally subject to direct revision by the board.

Add Strain

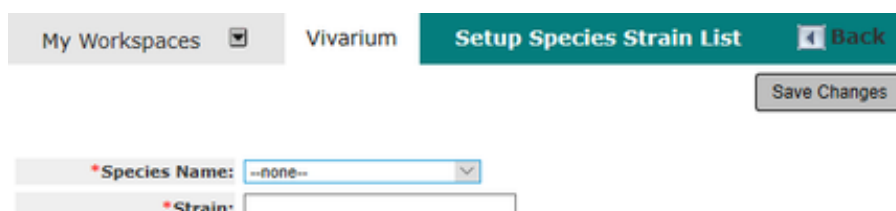
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



The **Setup Species Strain List** page is opened. Click the **Add a New Record** button.



An add panel is opened for creation of the new record.



Select a **Species Name** from the dropdown list.

My Workspaces ▾ Vivarium **Setup Species Strain List** ⏪ Back

Save Changes

*Species Name: --none--

*Strain:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Enter the **Strain** name and click the **Save Changes** button.

My Workspaces ▾ Vivarium **Setup Species Strain List** ⏪ Back

Save Changes

*Species Name: American Crow (USDA D) ▾

*Strain: Texas A&M

The record is added to the **Setup Species Strain List** page.

My Workspaces ▾ Vivarium **Setup Species Strain List** ⏪ Back

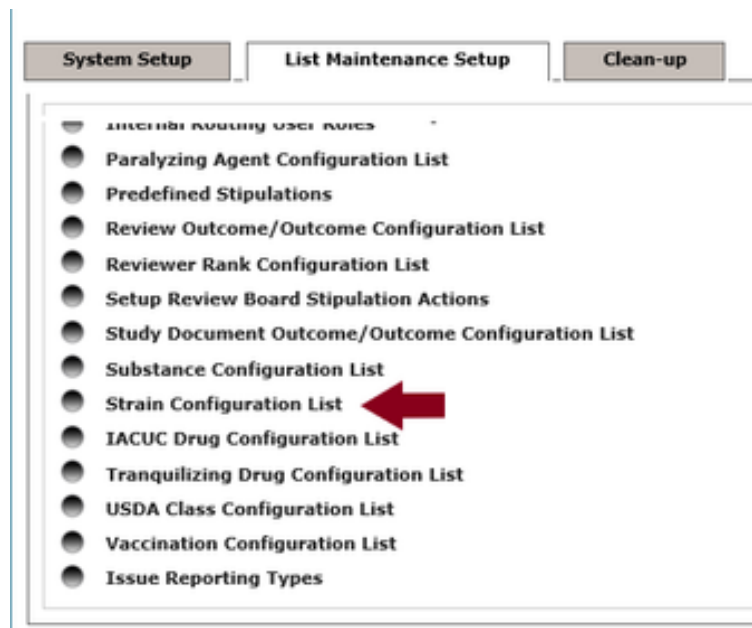
Merge Strain Records Add a New Record

16 result(s) found...

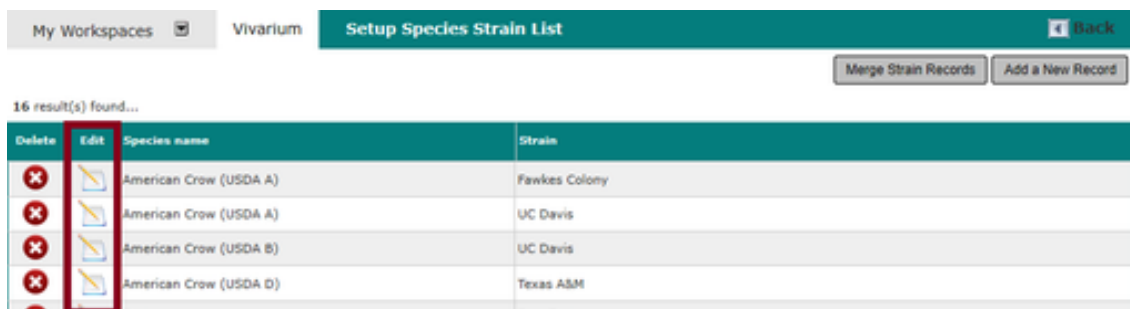
Delete	Edit	Species name	Strain
✖	✎	American Crow (USDA A)	Fawkes Colony
✖	✎	American Crow (USDA A)	UC Davis
✖	✎	American Crow (USDA B)	UC Davis
✖	✎	American Crow (USDA D)	Texas A&M

[Edit Strain](#)

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



The **Setup Species Strain List** page is opened. Click the icon in the **Edit** column for the applicable record.



The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.



The record is revised on the **Setup Species Strain List** page.

My Workspaces ▾ Vivarium **Setup Species Strain List** [Back](#)

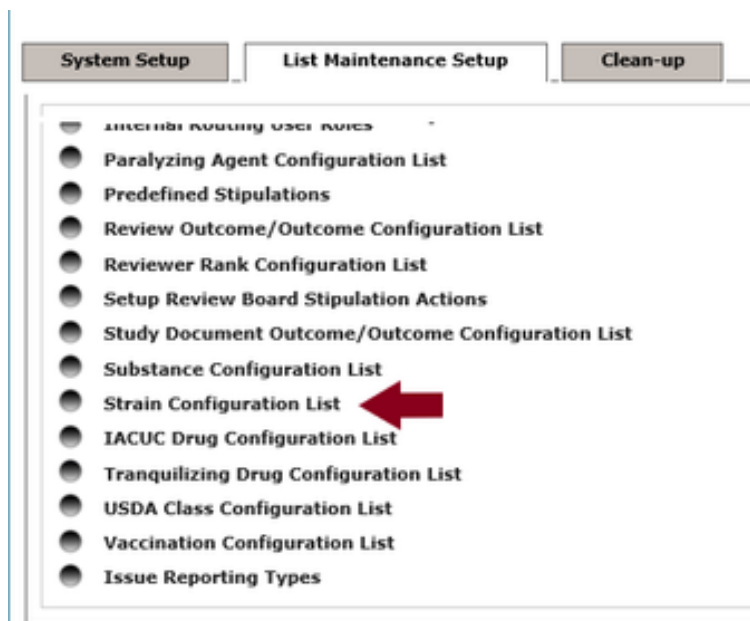
Merge Strain Records Add a New Record

16 result(s) found...

Delete	Edit	Species name	Strain
		American Crow (USDA A)	Fawkes Colony B
		American Crow (USDA A)	UC Davis
		American Crow (USDA B)	UC Davis
		American Crow (USDA D)	Texas A&M

Delete Strain

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



The **Setup Species Strain List** page is opened. Click the icon in the **Delete** column for the applicable record.

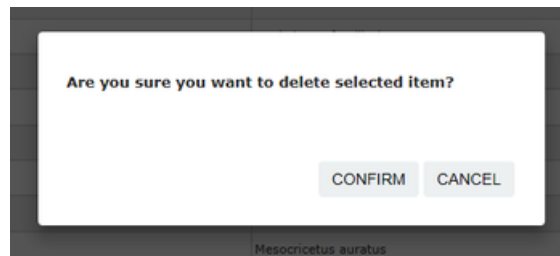
My Workspaces ▾ Vivarium **Setup Species Strain List** [Back](#)

Merge Strain Records Add a New Record

16 result(s) found...

Delete	Edit	Species name	Strain
		American Crow (USDA A)	Fawkes Colony B
		American Crow (USDA A)	UC Davis
		American Crow (USDA B)	UC Davis
		American Crow (USDA D)	Texas A&M

A confirmation popup window displays.

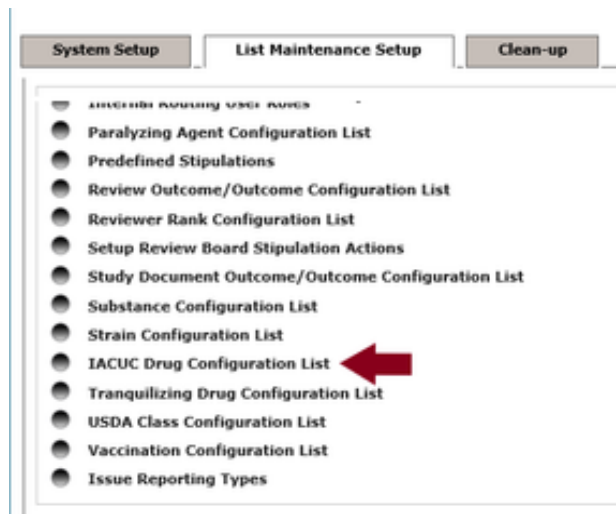


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Species Strain List** page.

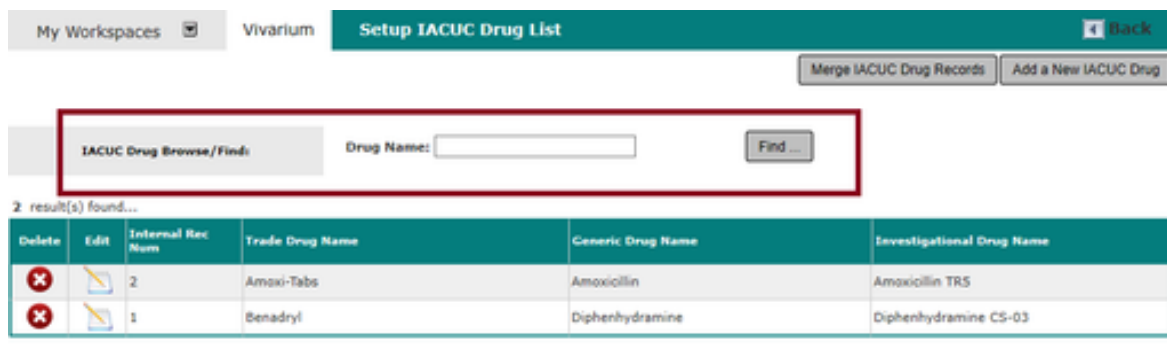
Click **CONFIRM** to complete deletion of the record and return to the **Setup Species Strain List** page.

IACUC Drug Configuration List

The **IACUC Drug Configuration List** is where a list of drugs approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened.



If the drug list is lengthy, use the **IACUC Drug Browse/Find** section above the list to search for records by **Drug Name**.

IACUC Drug List Implementation – Application Side

The IACUC drug list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the IACUC Drug List is made available in an IACUC / ARC application via an **Add a New IACUC Drug to the Study** button



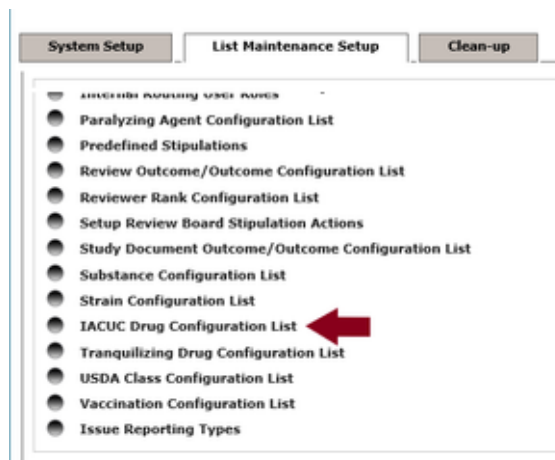
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

IACUC Drug List Implementation – Board Side

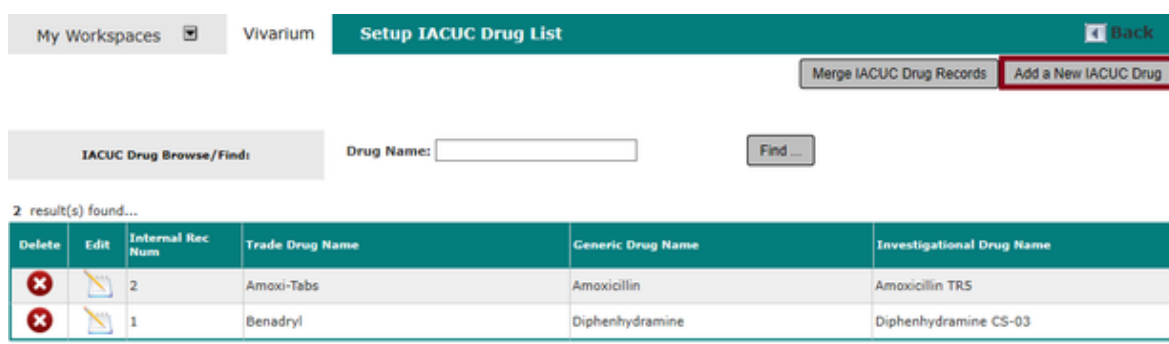
IACUC drugs are added on the application side where required and are not generally subject to direct revision by the board.

Add a New IACUC Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened. Click the **Add a New IACUC Drug** button.



An **Add a new drug to the system** panel is opened for creation of the new record.

The screenshot shows the 'Add a new drug to the system' panel. At the top, there is a navigation bar with 'My Workspaces' (dropdown), 'Vivarium', and 'Setup IACUC Drug List' (highlighted in green). A 'Back' button is on the right. Below the navigation bar is a 'Save Changes' button, which is highlighted with a red border. The main content area contains a text box with the instruction 'Add a new drug to the system.' Below this are three input fields: 'Trade Name:' with the value 'Soloxine', 'Generic Name:' with the value 'Levothyroxine Sodium', and 'If not yet named, Investigational Name:' with the value 'LS-G2006'.

Enter the **Trade Name** and **Generic Name** for the drug.

If the drug is an experimental formulation, complete the **If not yet named, Investigational Name** field.

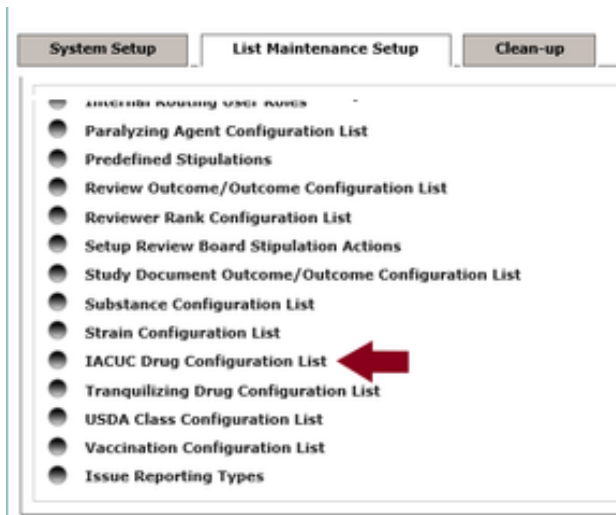
Click the **Save Changes** button to close the add panel and save the record. The record is added on the **Setup IACUC Drug List** page.

The screenshot shows the 'Setup IACUC Drug List' page. At the top, there is a navigation bar with 'My Workspaces' (dropdown), 'Vivarium', and 'Setup IACUC Drug List' (highlighted in green). A 'Back' button is on the right. Below the navigation bar are two buttons: 'Merge IACUC Drug Records' and 'Add a New IACUC Drug'. Below these buttons is a search section with the label 'IACUC Drug Browse/Find:', a 'Drug Name:' input field containing 'Soloxine', and a 'Find...' button. Below the search section, it says '3 result(s) found...'. Below this is a table with the following data:

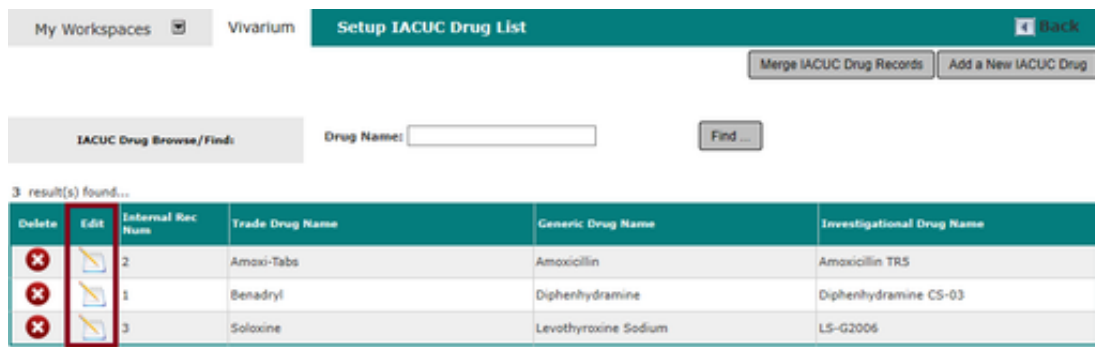
Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin TR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

Edit IACUC Drug

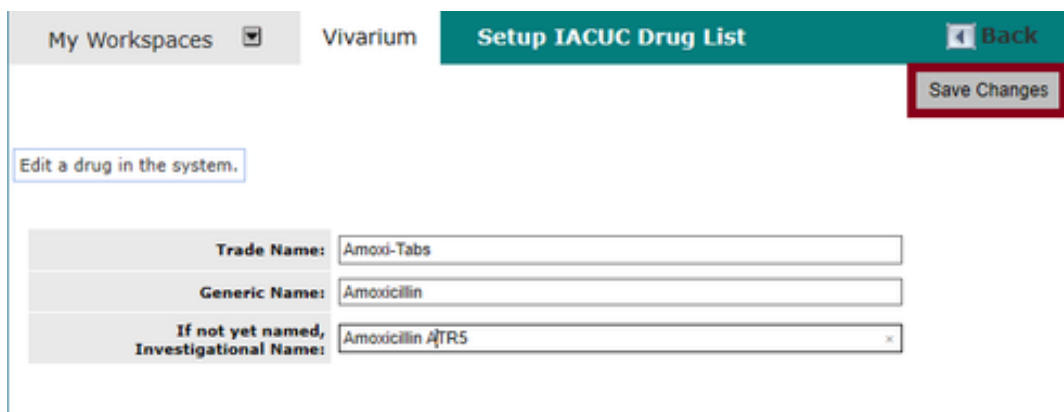
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened. Click the icon in the **Edit** column for the applicable record.



An **Edit a drug in the system** panel is opened with editable fields.



Make desired changes and click the **Save Changes** button to close the edit panel and save the record. The record is revised on the **Setup IACUC Drug List** page.

My Workspaces ▾ Vivarium **Setup IACUC Drug List** Back

Merge IACUC Drug Records Add a New IACUC Drug

IACUC Drug Browse/Find: Drug Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

Delete IACUC Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List**
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

The **Setup IACUC Drug List** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces ▾ Vivarium **Setup IACUC Drug List** Back

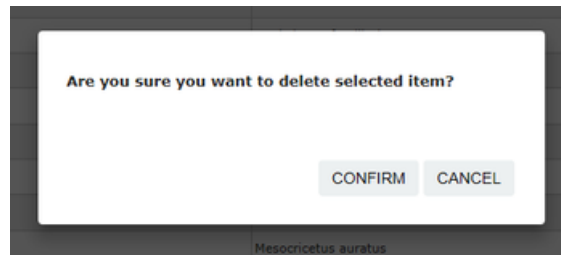
Merge IACUC Drug Records Add a New IACUC Drug

IACUC Drug Browse/Find: Drug Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup IACUC Drug List** page.

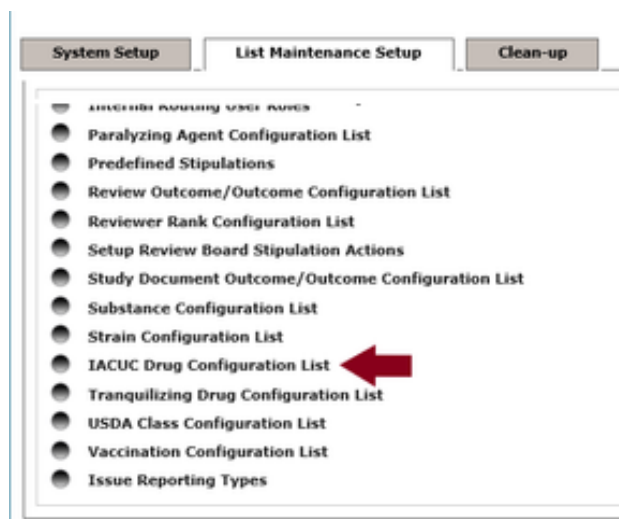
Click **CONFIRM** to complete deletion of the record and return to the **Setup IACUC Drug List** page.

Merge IACUC Drug Records

Sometimes a duplicate or erroneous IACUC drug record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous drug record can be merged with a valid drug record. The valid drug record is then substituted for the duplicate/erroneous drug record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened. Click the **Merge IACUC Drug Records** button.

My Workspaces ▾ Vivarium **Setup IACUC Drug List** ⏪ Back

Merge IACUC Drug Records Add a New IACUC Drug

IACUC Drug Browse/Find: Drug Name: Find ...

4 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	<input type="checkbox"/>	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATRS
<input type="checkbox"/>	<input type="checkbox"/>	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
<input type="checkbox"/>	<input type="checkbox"/>	3	Soloxine	Levothyroxine Sodium	LS-G2006
<input type="checkbox"/>	<input type="checkbox"/>	4	Soloxine	Soloxine	G2006

In the example shown above, the second, inaccurate “Soloxine” drug record was created in error. The erroneous “Soloxine” record may have been assigned to one or more studies and must be merged with the valid “Soloxine” record. Click the **Merge Drug Records** button to begin. The **Merge IACUC Drug Records** page opens.

My Workspaces ▾ Vivarium **Merge IACUC Drug Records** ⏪ Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATRS
<input type="checkbox"/>	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
<input checked="" type="checkbox"/>	3	Soloxine	Levothyroxine Sodium	LS-G2006
<input checked="" type="checkbox"/>	4	Soloxine	Soloxine	G2006

Select the checkboxes at far left for the drug records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium **Merge IACUC Drug Records** ⏪ Back

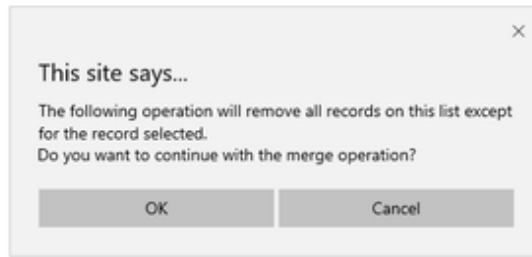
Merge **Cancel**

Select the record you want to keep after merging.

<input type="radio"/>	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input checked="" type="radio"/>	Soloxine	Levothyroxine Sodium	LS-G2006
<input type="radio"/>	Soloxine	Soloxine	G2006

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge IACUC Drug Records** page, where the merge can be confirmed.

My Workspaces Vivarium **Merge IACUC Drug Records** Back

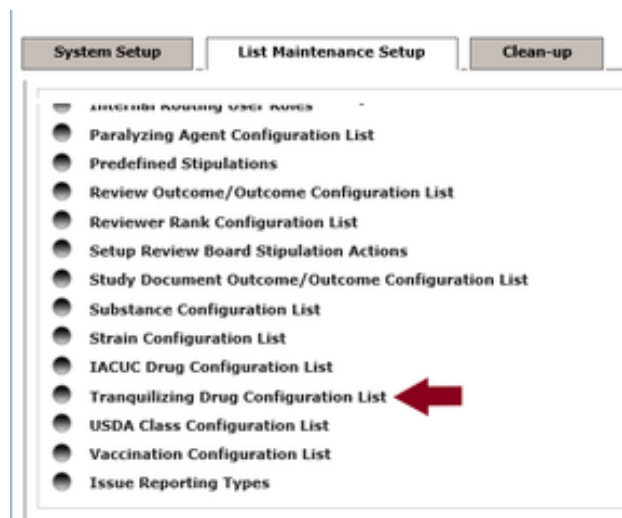
Merge Selected Records

Select two or more records to merge.

	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
<input type="checkbox"/>	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
<input type="checkbox"/>	3	Soloxine	Levothyroxine Sodium	LS-G2006

Tranquilizing Drug Configuration List

The **Tranquilizing Drug Configuration List** is where a list of tranquilizing drugs approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** Back

Merge Tranquilizing Drug Records Add a New Record

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

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Tranquilizing Drug List Implementation – Application Side

The tranquilizing drug list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Tranquilizing Drug List is made available to an IACUC / ARC application via an **Add a New Tranquilizing Drug to the Study** button



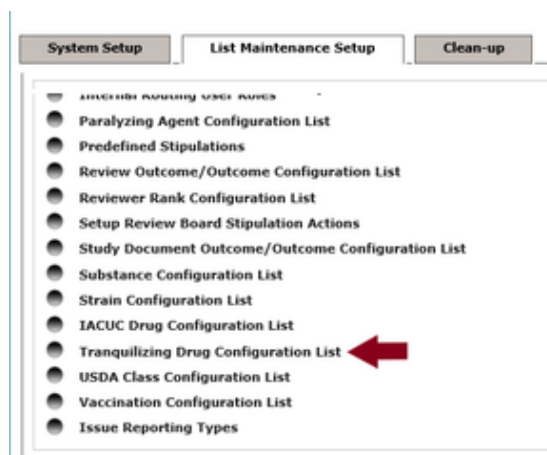
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Tranquilizing Drug List Implementation – Board Side

Tranquilizing drugs are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Tranquilizing Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened. Click the **Add a New Record** button.



My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ⏪ Back

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

Merge Tranquilizing Drug Records ⏪ Add a New Record

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

An add panel is opened for creation of the new record.



My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ⏪ Back

Save Changes

*Species Name:

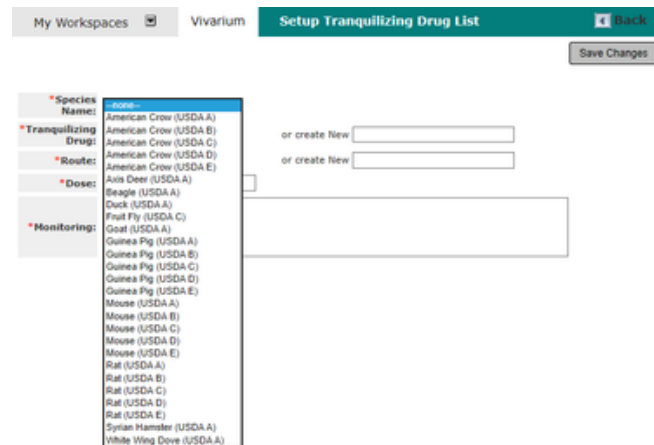
*Tranquilizing Drug: or create New

*Route: or create New

*Dose:

*Monitoring:

Click on the **Species Name** dropdown list to open it and select the desired species.



My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ⏪ Back

Save Changes

*Species Name:

*Tranquilizing Drug: or create New

*Route: or create New

*Dose:

*Monitoring:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Click on the **Tranquilizing Drug** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ⬅ Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: --none-- or create New

*Route: Midazolam or create New

*Dose:

*Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ⬅ Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: --none-- or create New

*Route: --none-- or create New

*Dose:

*Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ⬅ Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: --none-- or create New

*Route: Intranasal or create New

*Dose:

*Monitoring:

The new record is added on the **Setup Tranquilizing Drug List** page.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** Back

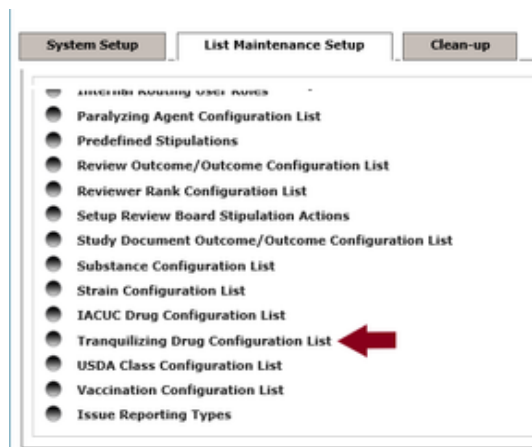
Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midozalim for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Edit Tranquilizing Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** Back

Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midozalim for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

An edit panel is opened for the selected record.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** [Back](#)

Save Changes

*Species Name: American Crow (USDA C) ▾

*Tranquilizing Drug: Butorphanol ▾ or create New

*Route: Intranasal ▾ or create New

*Dose: 1 - 3 mg/kg

*Monitoring:

Make desired changes and click the **Save Changes** button to close the edit panel and save the record. The record is revised on the **Setup Tranquilizing Drug List** page.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** [Back](#)

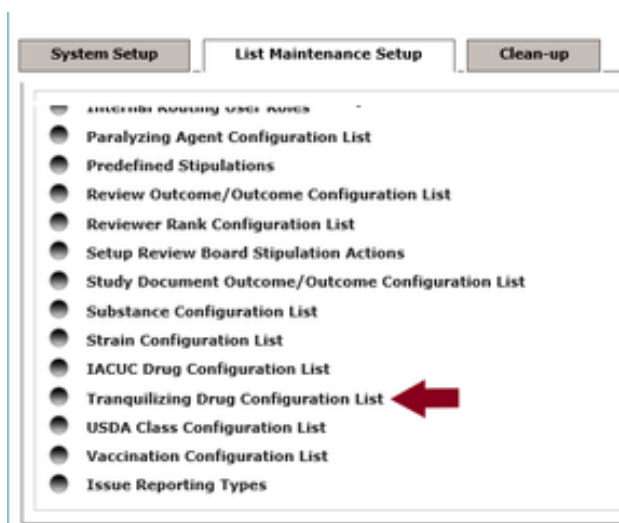
[Merge Tranquilizing Drug Records](#) [Add a New Record](#)

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Delete Tranquilizing Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened. Click the icon in the **Delete** column for the applicable record.

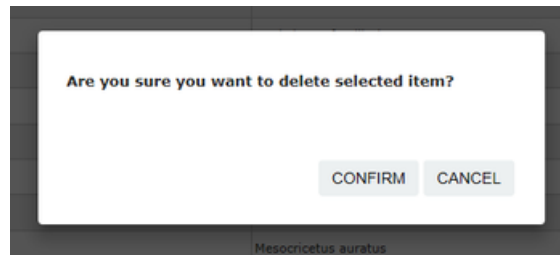
My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** Back

Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Tranquilizing Drug List** page.

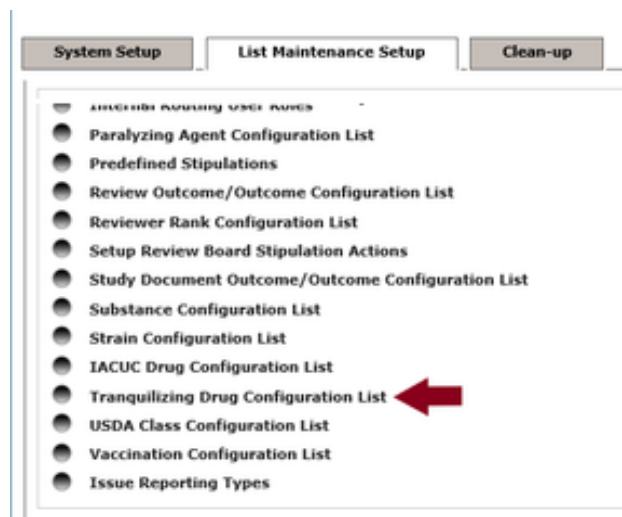
Click **CONFIRM** to complete deletion of the record and return to the **Setup Tranquilizing Drug List** page.

Merge Tranquilizing Drug Records

Sometimes a duplicate or erroneous tranquilizing drug record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous drug record can be merged with a valid drug record. The valid drug record is then substituted for the duplicate/erroneous drug record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** Back

Merge Tranquilizing Drug Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
<input type="checkbox"/>		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
<input type="checkbox"/>		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
<input type="checkbox"/>		American Crow (USDA C)	Midazolam	Intramuscular	1500mg	Can be combined with Butorphanol
<input type="checkbox"/>		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

In the example shown above, the first “Midazolam” drug record in the list is inaccurate and was created in error. The erroneous Midazolam record may have been assigned to one or more studies and must be merged with the valid “Midazolam” record. Click the **Merge Tranquilizing Drug Records** button to begin. A merge panel opens.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Species name	Tranquilizing Drug	Route	Dose	Monitor
<input type="checkbox"/>	American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
<input type="checkbox"/>	American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
<input checked="" type="checkbox"/>	American Crow (USDA C)	Midazolam	Intramuscular	1500mg	Can be combined with Butorphanol
<input checked="" type="checkbox"/>	American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Select the checkboxes at far left for the drug records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** Back

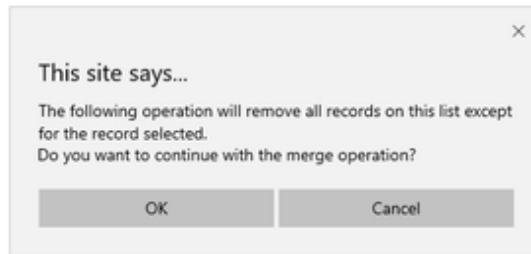
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Tranquilizing Drug	Route	Dose	Monitor
<input type="radio"/>	American Crow (USDA C)	Midazolam	Intramuscular	1500mg	Can be combined with Butorphanol
<input checked="" type="radio"/>	American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Tranquilizing Drug List** page, where the merge can be confirmed.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** Back

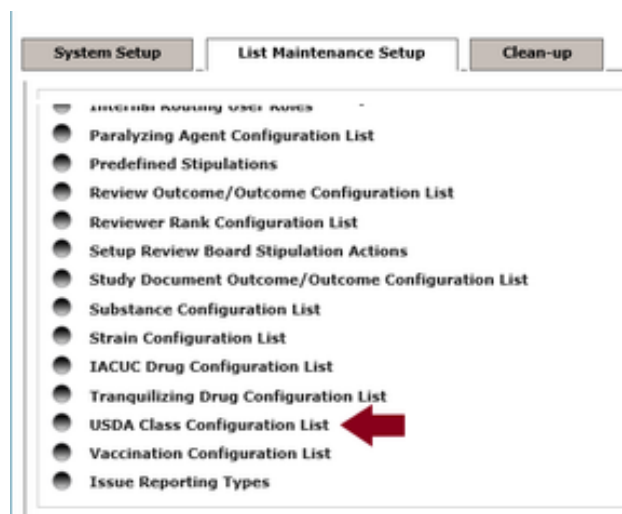
Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

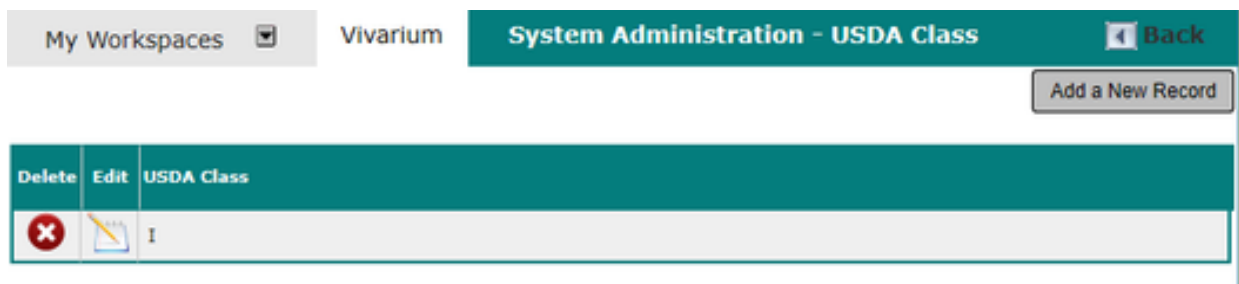
Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

USDA Class Configuration List

The **USDA Class Configuration List** is where a list of USDA animal categories is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



The **USDA Class** page is opened.



USDA Animal Categories

For purposes of veterinary licensing, research regulation and safety oversight, the USDA classifies animals into two general categories.

Category I animals — all animals except food and fiber species, horses, birds, farm-raised aquatic animals, all other livestock species, and zoo animals that can transmit exotic animal diseases to livestock; examples include dog, cat, laboratory animal (rat, mouse, gerbil, guinea pig, hamster), non-human primate, rabbit, ferret, mink, gopher, hedgehog, native non-ruminant wildlife, and marine mammal

Category II animals — all animals; examples include food and fiber animal species (cow, pig, sheep, goat, all ruminant), horse (mule, ass, pony, zebra), all bird species and poultry, farm-raised aquatic animal species, livestock species (bison, captive cervid, llama, alpaca, antelope, other hoofed animal), and zoo animals that can transmit exotic animal diseases to livestock

Note that Category I is a subset of Category II.

For more information about implementation of USDA requirements in institutional research, visit the APHIS Animal Welfare portal at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>.

The iRIS™ system does not enforce the USDA's category designations in the USDA Class Configuration List, nor limit the list to the USDA's two current categories. Some institutions may choose to use this list for tracking subject animal categories or classifications of their own.

USDA Class List Implementation – Application Side

The USDA class list is employed in the following areas on the application side of iRIS™.

Study Profile — the USDA Class list is employed in the **IACUC** section of the Study Profile, accessed via IACUC > Find a Study > [study opened] > Study Management tab > Study Summary/Profile link

IACUC

IACUC Number: IACUC-2019-058

Committee of Record: --none--

Review Cycle: Yearly

Teaching: Yes No

Type Assigned: --none--

Temporary Closed: Yes No

Inspection Required: Yes No

Previous Protocol Number:

IACUC Initial Approval: 04/23/2019

IACUC Expiration Date: 04/22/2020

Full Renewal Expiration: 04/22/2022

USDA Class: --none--

Continuing Review Due:

Species Name				
Sex	Age	Weight	Highest Pain Category	Total
American crow				

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

USDA Class List Implementation – Board Side

The USDA class list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC Review Submission Packet — the USDA Class list is employed in the Outcome tab of the IACUC Review Outcome section of the IACUC Review Submission Packet

My Workspaces | Study Number: 147232733 | IACUC | Initial Review Submission Packet

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Study Status: Pending - Submitted for Initial Review | Study Title: Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Submission Outcome

IACUC Review Outcome

Review Outcome: --none--

Additional information required: No

Submission Approval:

Internal Comments: Comment

Shared Comments:

Take Note: Comment...

Meeting Date: 12/21/2018

Review Cycle: --none--

Teaching: Yes No

Type Assigned: --none--

Temporary Closed: Yes No

Assign the Submission to Agenda:

Committee Name: IACUC

Meeting Date: 12/21/2018

Agenda Category: Initial Reviews

IACUC Initial Approval:

IACUC Expiration Date:

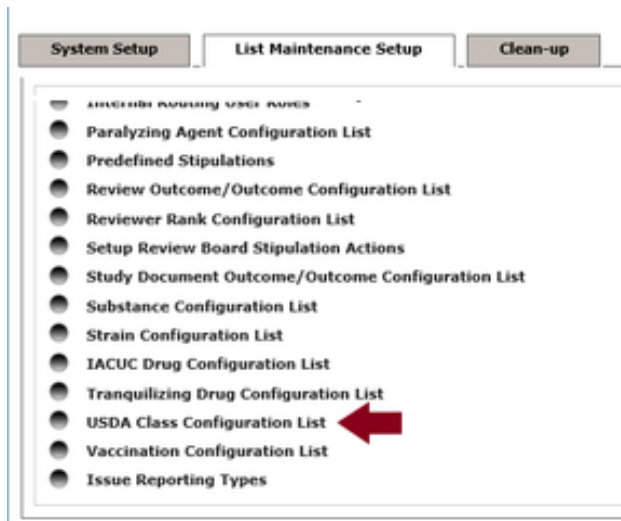
Full Review Expiration:

USDA Class: --none--

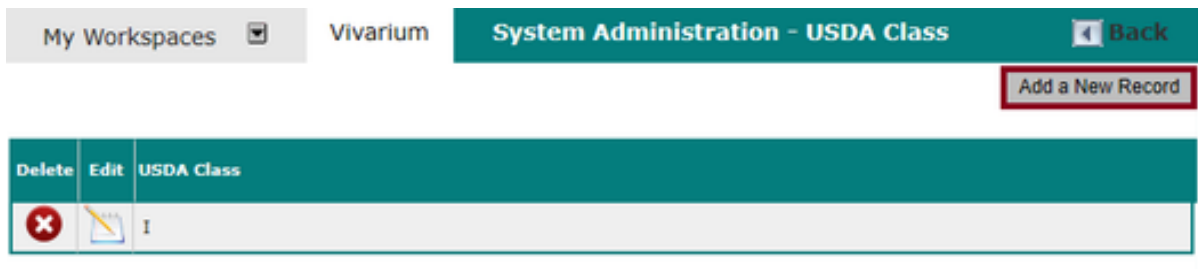
Continuing Review Due:

Add USDA Class

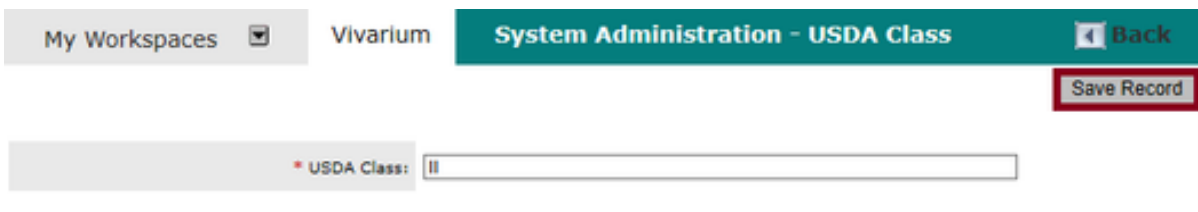
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



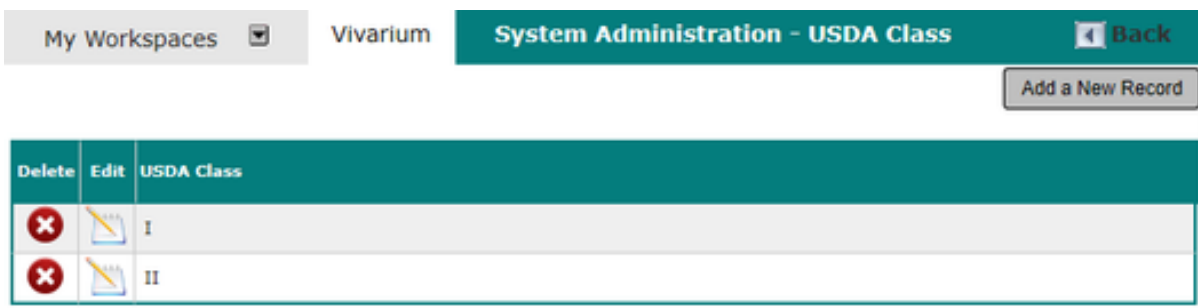
The **USDA Class** page is opened. Click the **Add a New Record** button.

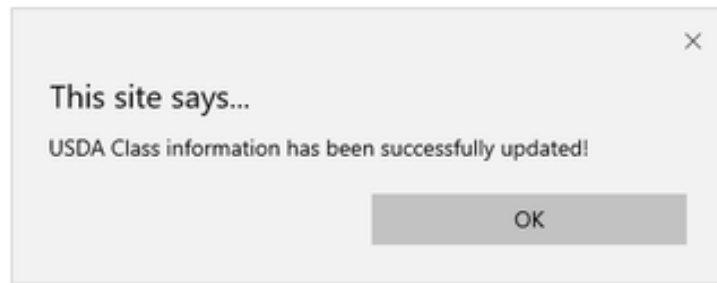


An add panel is opened. Enter the **USDA Class** and click the **Save Record** button.

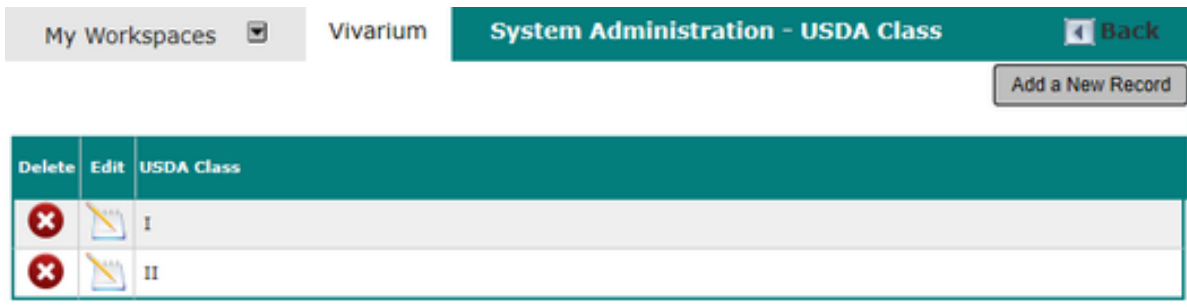


The record is added to the **USDA Class List** page.



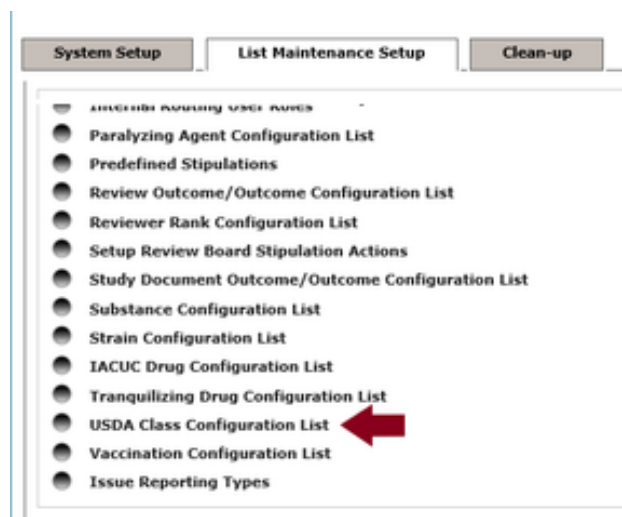


Click the **OK** button to close the popup. The record is revised on the **USDA Class** page.



Delete USDA Class

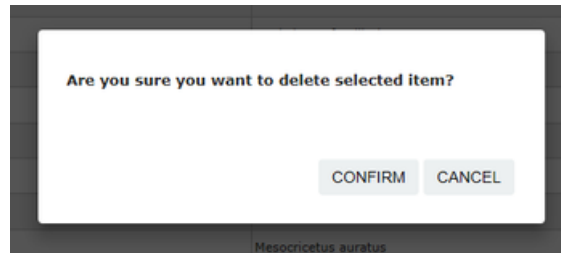
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



The **USDA Class** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces		Vivarium	System Administration - USDA Class	Back
Add a New Record				
Delete	Edit	USDA Class		
		I		
		II		

A confirmation popup window displays.

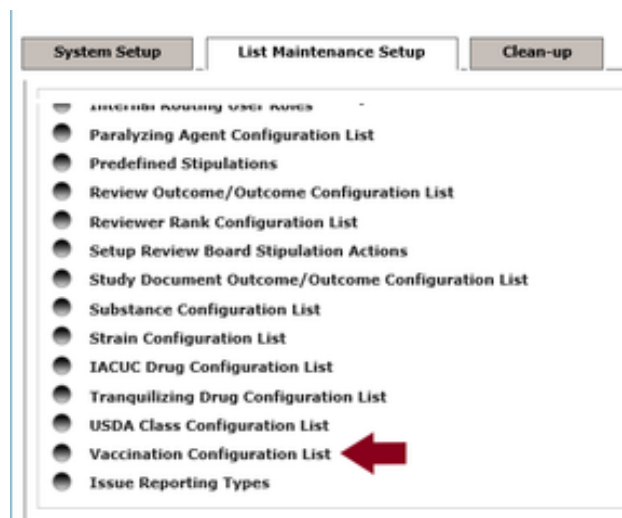


Click **CANCEL** to close the popup without deleting the record and return to the **USDA Class** page.

Click **CONFIRM** to complete deletion of the record and return to the **USDA Class** page.

Vaccination Configuration List

The **Vaccination Configuration List** is where a list of vaccines approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened.

My Workspaces ▼ Vivarium **Setup Vaccination List** ⏪ Back

Merge Vaccination Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Rat (USDA C)	Mycoplasma Pulmonis

Vaccination List Implementation – Application Side

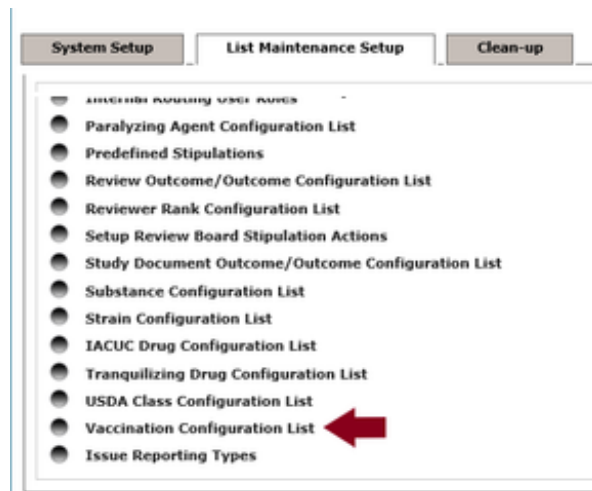
Where this field is in use by the institution, it appears in the study application form.

Vaccination List Implementation – Board Side

Vaccinations are added on the application side where required and are not generally subject to direct revision by the board.

Add Vaccination

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium **Setup Vaccination List** ◀ Back

Merge Vaccination Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Rat (USDA C)	Mycoplasma Pulmonis

An add panel is opened for creation for the new record.

My Workspaces ▼ Vivarium **Setup Vaccination List** ◀ Back

Save Changes

*Species Name: --None--

*Vaccination:

- None---
- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Beagle (USDA B)
- Beagle (USDA C)
- Beagle (USDA D)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)

Click on the **Species Name** dropdown list to open it and select the desired species, then enter the **Vaccination** name and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Vaccination List** ◀ Back

Save Changes

*Species Name: Beagle (USDA C) ▼

*Vaccination:

The new record is added on the **Setup Vaccination List** page.

My Workspaces ▼ Vivarium **Setup Vaccination List** ⏪ Back

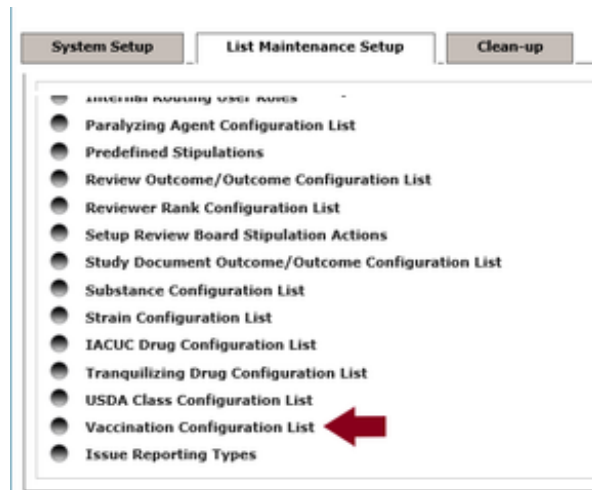
Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Beagle (USDA C)	Rabies
		Rat (USDA C)	Mycoplasma Pulmonis

Edit Vaccination

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Vaccination List** ⏪ Back

Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Beagle (USDA C)	Rabies
		Rat (USDA C)	Mycoplasma Pulmonis

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Vaccination List** ← Back

Save Changes

*Species Name:

*Vaccination:

The record is revised on the **Setup Vaccination List** page.

My Workspaces ▼ Vivarium **Setup Vaccination List** ← Back

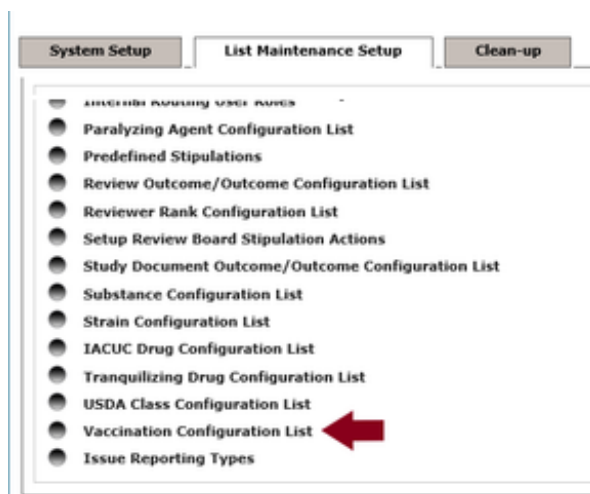
Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA B)	Rabies
		Beagle (USDA C)	Parvovirus
		Rat (USDA C)	Mycoplasma Pulmonis

Delete Vaccination

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened. Click the icon in the **Delete** column for the applicable record.

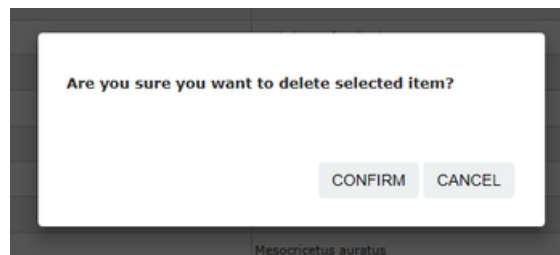
My Workspaces ▼ Vivarium **Setup Vaccination List** ⌂ Back

Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA B)	Rabies
		Beagle (USDA C)	Parvovirus
		Rat (USDA C)	Mycoplasma Pulmonis

A confirmation popup window displays.



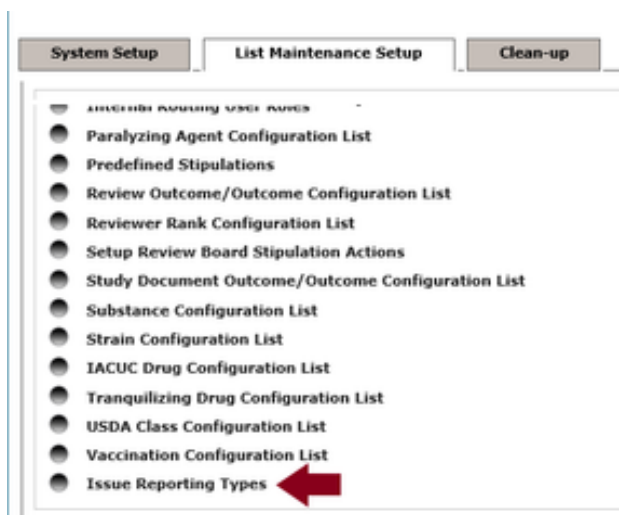
Click **CANCEL** to close the popup without deleting the record and return to the **Setup Vaccination List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Vaccination List** page.

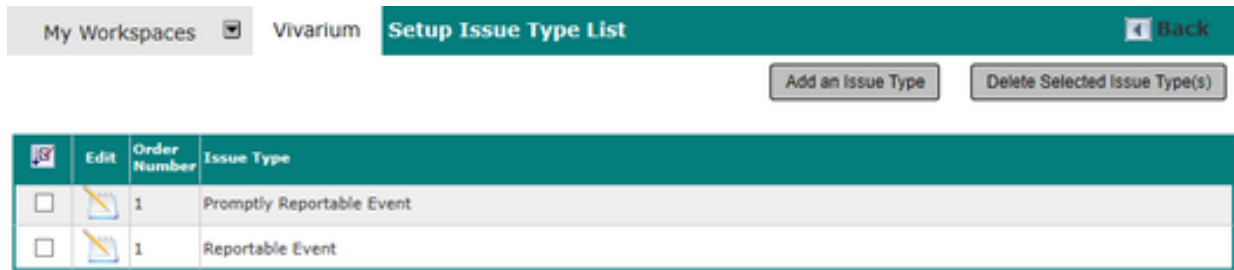
Issue Reporting Types

Institutions involved in IRB or IACUC research activity must report any issues that arise and have the potential to impact on any aspect of research activities. Each institution has its own internal policies for issue reporting, categorization, management and resolution.

The **Issue Reporting Types** list is where a list of issue reporting types can be maintained by institutions in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



The **Setup Issue Type List** page is opened.

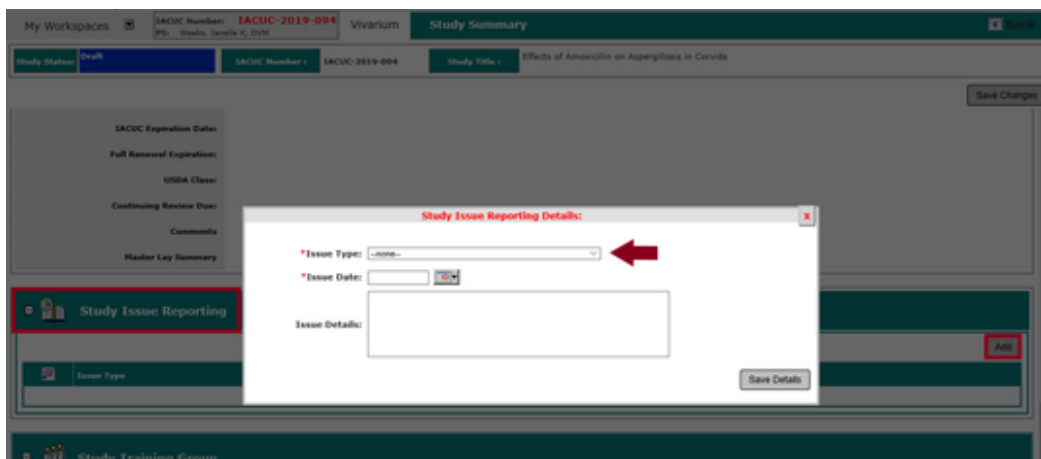


	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Reportable Event

Issue Type Implementation – Application Side

The issue type list is employed in the following areas on the application side of iRIS™.

Issue reporting functionality on the application side is accessed via IACUC/Animal Resource Center > Find a Study > [study opened] > Study Management tab > Study Summary/Profile link.



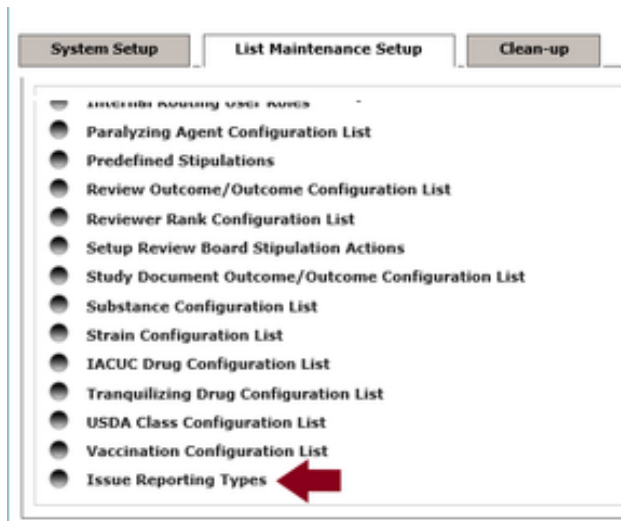
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Issue Type Implementation – Board Side

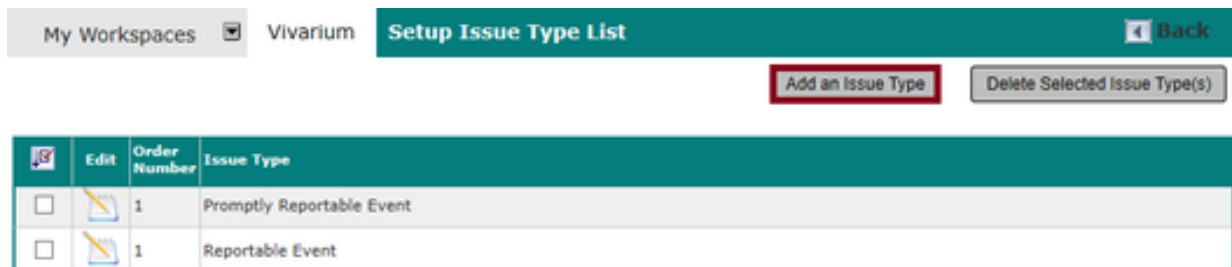
Issues are reported on the application/study side at the time they occur. This list is not applicable to the board side of processing.

Add Issue Type

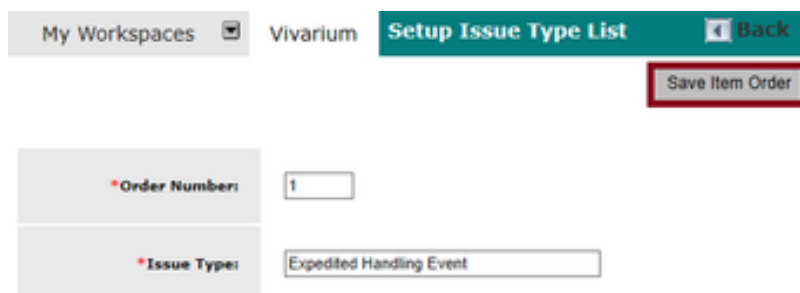
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



The **Setup Issue Type List** page is opened. Click the **Add an Issue Type** button.



An add panel is opened for creation of the new record.







Enter an **Order Number** and enter the desired designation in the **Issue Type** field, then click the **Save Item Order** button to save the record and close the add panel.

*Note that the **Order Number** field is generally used to indicate the priority level of the **Issue Type**, according to the institution's internal policies.*

The record is added to the **Setup Issue Type List**.

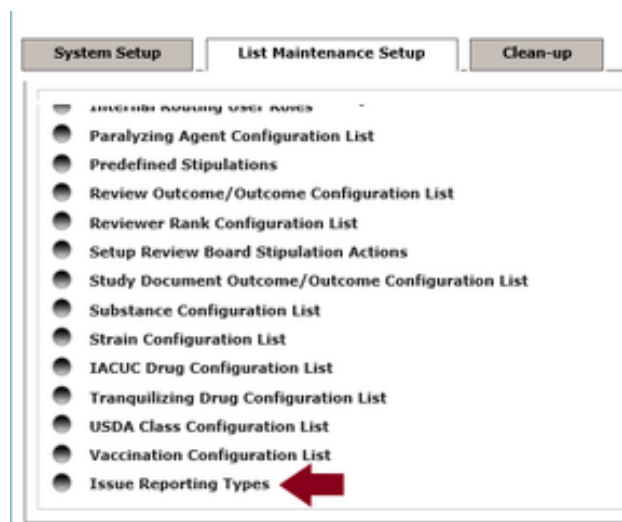
My Workspaces ▾ Vivarium **Setup Issue Type List** ⏪ Back

Add an Issue Type Delete Selected Issue Type(s)

	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Reportable Event
<input type="checkbox"/>		1	Expedited Handling Event

Edit Issue Type





Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



The **Setup Issue Type List** page is opened. Click the icon in the Edit column for the applicable item.

My Workspaces ▾ Vivarium **Setup Issue Type List** ⏪ Back

Add an Issue Type Delete Selected Issue Type(s)

	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Reportable Event
<input type="checkbox"/>		1	Expedited Handling Event

The record is opened in an edit panel.

My Workspaces ▼ Vivarium **Setup Issue Type List** ◀ Back

Save Item Order

*Order Number:

*Issue Type:

Make desired changes and click the **Save Item Order** button to save the record and close the edit panel. The record is revised on the **Setup Issue Type List**.

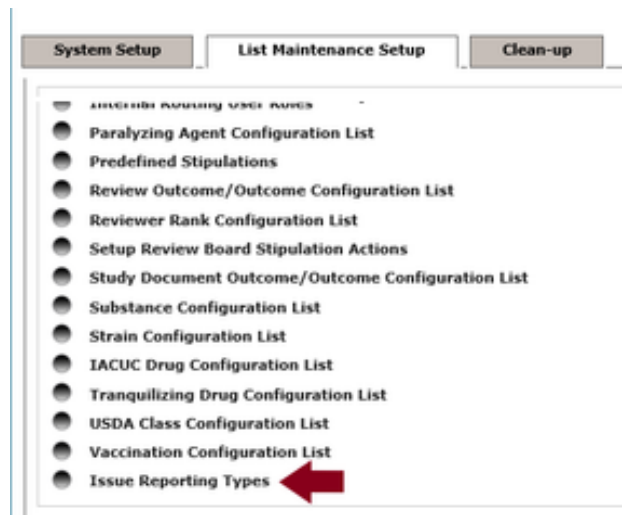
My Workspaces ▼ Vivarium **Setup Issue Type List** ◀ Back

Add an Issue Type Delete Selected Issue Type(s)

<input type="checkbox"/>	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Expedited Handling Event
<input type="checkbox"/>		2	Reportable Event

Delete Issue Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



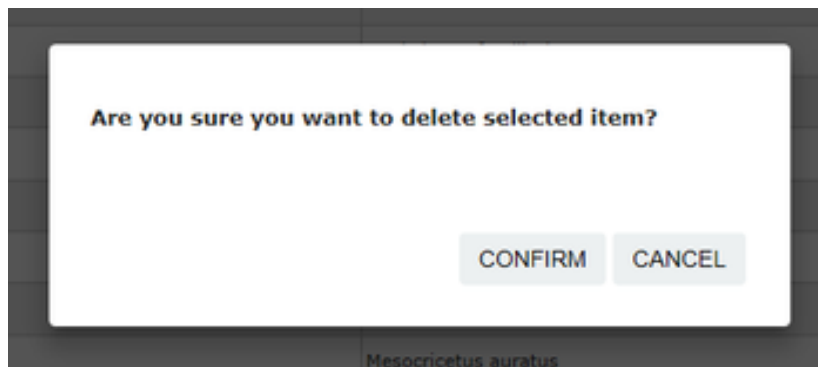
The **Setup Issue Type List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Issue Type(s)** button.

My Workspaces ▾ Vivarium Setup Issue Type List Back

Add an Issue Type Delete Selected Issue Type(s)

<input type="checkbox"/>	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Expedited Handling Event
<input type="checkbox"/>		2	Reportable Event

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Issue Type List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Issue Type List** page. The record is deleted from the list on the **Setup Issue Type List** page.

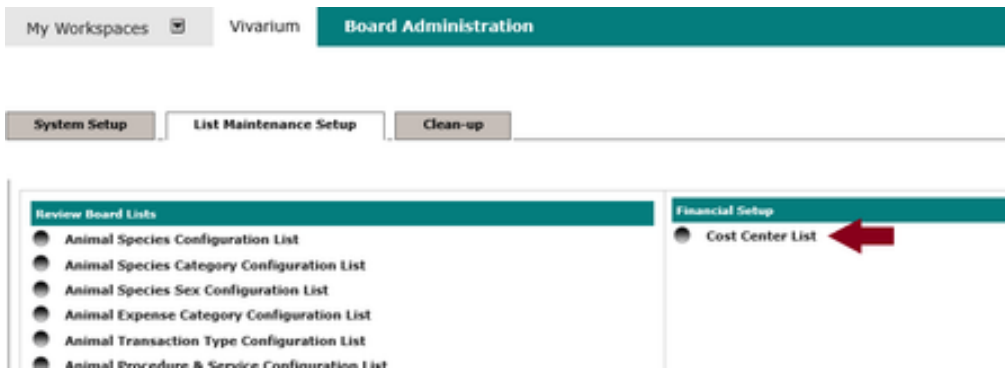
Cost Center List / Account List

The **Define Cost Centers** page is where a list of study cost centers is maintained in the iRIS™ system.

Note that this feature is only available if the `system.use_arc_cost_center_user_access` property under System Administration > System Configuration > Animal Resource Center section is set to “Yes”. Also note that where that property is set to “Yes”, the applicable menu link is only visible to users with appropriate access rights.

To access the list, navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized by the institution and may appear as “Account List”.



The **Define Cost Centers** page is opened.

The screenshot shows the 'Define Cost Centers' page with a table of 4 results. The table has columns for Delete, Edit, Cost Center Name, Cost Center Number, Cost Center Type, Cost Center Status, Date Opened, and Date Closed.

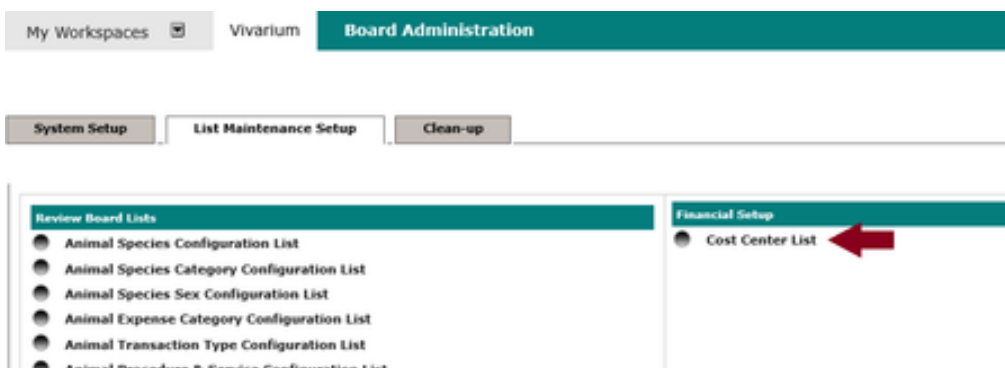
Delete	Edit	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center Status	Date Opened	Date Closed
		Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
		Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
		Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
		Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

Cost center records can be created, edited or deleted from this page.

Add Cost Center

Navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized for the institution and may appear as "Account List".



The **Define Cost Centers** page is opened.

My Workspaces ▼ Vivarium **Define Cost Centers** Back

Add a New Cost Center

4 result(s) found...

Delete	Edit	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
		Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
		Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
		Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
		Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

Click the **Add a New Cost Center** button. An add panel opens, as shown below.

My Workspaces ▼ Vivarium **Define Cost Centers** Back

Save Cost Center

Link to Department

* Cost Center Type: Financial Account

* Cost Center Number:

* Cost Center Name:

* Owner: Add

Description:

* Status: Open

* Pricing Level: None (An additional fee added for external account use)

* Valid From:

* Valid Thru:

Unbilled Order Costs: 0.00

Unbilled Services: 892.30

Active Cage Count: 0

Cost Center Setup **Cost Center Transfer** Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Notice that only the **Cost Center Setup** tab is unlocked on this panel when creating a new cost center. The other tabs, indicated by a red arrow and box in the screenshot above, are only used when working with existing cost centers.

Complete the add panel fields as described below.

Cost Center Number — text entry field; enter the desired cost center number

Cost Center Name — text entry field; enter the desired cost center name

Owner — click the **Add** button to open the **Search User Directory** page for user lookup and selection

My Workspaces ▼ Vivarium **Search User Directory** Back

Directory Browse/Find:

Last Name: (You may enter a partial name to search)

First Name:

Department: All Departments

Find

(search results display here)

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the page and click the **Find** button. Search results display in the lower part of the page.

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Harper, Jill M, M.D., PhD		jharp@msc.edu

Click the checkmark icon in the **Select User** column to assign the applicable user as the owner of the new cost center. Note that only one user can be assigned as cost center owner, though multiple users can have various access rights to a cost center.

The user is added as cost center **Owner**, as shown below. Notice that the selected user is automatically assigned full rights to all cost center functions in the **Authorized To** section at the bottom of the cost center add panel.

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications
Harper, Jill M, M.D., PhD	jharp@msc.edu			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Add** button remains for the **Owner** field, indicating that a different user can be substituted for the one originally selected as owner. Note that any user added in this manner is added to, *and remains in*, the list of users at the bottom of the cost center add panel.

In the example below the **Add** button was clicked again and a different user was assigned as cost center **Owner** (red boxes). Notice that the user previously assigned as owner remains in the list of users assigned to the cost center, but the **Owner** box is no longer selected for that user in the **Authorized To** section at the bottom of the cost center add panel (blue box). Also notice that all **Authorized To** section select boxes at the bottom of the panel are read only.

My Workspaces Vivarium Define Cost Centers Back

[Save Cost Center](#)

[Link to Department](#)

* Cost Center Type: Financial Account

* Cost Center Number: 88254

* Cost Center Name: Administrative Expenses

* Owner: Add Dr. Weeks, Janelle K, DVM

Description:

* Status: Open

* Pricing Level: None (An additional fee added for external account use)

* Valid From: [Calendar]

* Valid Thru: [Calendar]

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Counts: 0

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?
Harpaz, Jil M, Ph.D., Ph.D.	jharpaz@msc.edu			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Weeks, Janelle K, DVM	jkweeks@crk.org			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Because it is not possible to de-select any items in the **Authorized To** section, if the new cost center is saved with both users in the list at the bottom of the page as shown in the screenshot above, both users will have access to the new cost center with assigned rights as shown above.

If user access or rights changes are required after the new cost center is created, those changes must be made via the Edit Cost Center function (see the Edit Cost Center subsection of this manual). Add panel fields in the upper part of the page continue as follows:

Description — text entry box; entire the desired cost center **Description**

Status — click in the field to open a dropdown list containing selections of “Closed”, “Open” and “Pending”, then click the desired option to select it

Pricing Level — click in the field to open a dropdown list of options, then click the desired item to select it; note that this list is configured via Animal Resource Center > Review Board Administration > System Setup > Setup Pricing Level link

Valid From / Valid Thru — click the calendar button to open a calendar widget, then use the widget’s controls to navigate to the applicable date and click to select it

Link to Department (button at upper right) — click this button to open a **Department Search** popup, shown below

Department Search - Microsoft Edge

https://sb1.imedris.net/Dept_Select_Dlg.jsp?FORM_MODE=SELECT_LINK

Select a Department: none--

OK CANCEL

Click the **CANCEL** button to close the popup without linking the cost center to a department.

Click in the **Select a Department** field to open a dropdown list of departments, then click the desired department to select it. Click the **OK** button to close the popup and link the selected department to the new cost center.

As shown below, the selected department is linked on the cost center add panel (red box).

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
Harper, Jill N, M.D., PhD	jharpe@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add

If the department name shown was selected in error, click the **Link to Department** button (blue box) again and make a different selection in the **Department Search** form. Note that only one department can be linked to the cost center at a time.

If a department was linked in error and *no* department link is intended for the new cost center, click the **Remove Link** button (orange box).

In the example below the **Define Cost Centers** page is filled. Click the **Save Cost Center** button to create the new cost center.

My Workspaces ▼ Vivarium **Define Cost Centers** ⏪ Back

Save Cost Center

*** Cost Center Type:** Financial Account ▼

*** Cost Center Number:** 68254

*** Cost Center Name:** Administrative Expense

*** Owner:** Add Harpec, Jill M, M.D., PhD

Description: Administrative and office expense

*** Status:** Open ▼

*** Pricing Level:** Internal ▼ (An additional fee added for external account use)

*** Valid From:** 01/01/2020 ⏪ ⏩

*** Valid Thru:** 01/01/2026 ⏪ ⏩

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Link to Department Remove Link

Department Name: GI Oncology

Cost Center Setup **Cost Center Transfer** Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Authorized To				Add
				Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
Search User 🔍				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Harpec, Jill M, M.D., PhD	jharpe@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The new cost center record remains open and is now shown in an edit panel. The **Cost Center Transfer**, **Charges**, **Invoices** and **Access Audit Log** tabs at the bottom of the page are unlocked.

Back on the **Define Cost Centers** list page, the new cost center is added.

My Workspaces ▼ Vivarium **Define Cost Centers** ⏪ Back

Add a New Cost Center

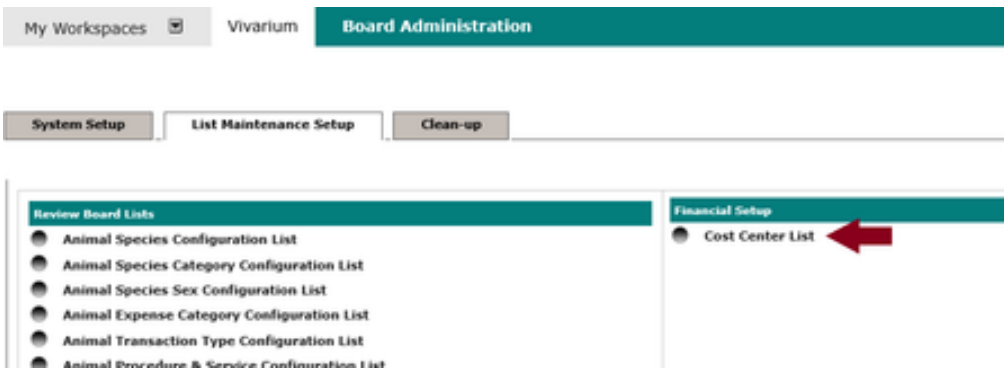
5 result(s) found...

Delete	Edit	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
✖	✏	Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
✖	✏	Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
✖	✏	Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
✖	✏	Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
✖	✏	Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

Edit Cost Center

Navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized by the institution and may appear as "Account List".



The **Define Cost Centers** page is opened.

My Workspaces ▾ Vivarium **Define Cost Centers** Back

Add a New Cost Center

5 result(s) found...

Delete	Edit	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
		Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
		Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
		Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
		Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
		Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

Click the icon in the **Edit** column for the applicable cost center. The cost center is opened in an edit panel, as shown below. Colored boxes and arrows in the screenshot highlight the four types of available edits.

My Workspaces ▾ Vivarium **Define Cost Centers** Back

Save Cost Center

Link to Department Remove Link

Department Name: GH Oncology

* Cost Center Type: Financial Account

* Cost Center Number: 68254

* Cost Center Name: Administrative Expense

* Owners: Add Harper, Jill M, M.D., PhD

Description: Administrative and office expense

* Status: Open

* Pricing Level: Internal (An additional fee added for external account use)

* Valid From: 01/01/2020

* Valid Thru: 01/01/2026

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Cost Center Setup | **Cost Center Transfer** | Charges | Invoices | Access Audit Log

Save

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
<input type="text" value="Search User"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Harper, Jill M, M.D., PhD	jharp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Red boxes / arrow — edits made in the upper portion of the panel pertain to cost center setup and owner details; changes made in this area are saved via the **Save Cost Center** button at the upper right (button may be labeled Save Account at some institutions)

Fluorescent green box / arrow — the Cost Center Transfer tab allows for a cost center to be merged into another, pre-existing cost center assigned to the same owner (see Cost Center Transfer Tab subsection of this manual)

Purple boxes / arrow — edits made in the lower portion of the panel pertain to cost center user additions and **Authorized To** rights assignments (blue box enclosed within purple box), and **Authorized To** rights changes for existing cost center users (orange box enclosed within purple box); changes made in this area are saved via the **Save** button at the lower right

Blue box / arrow — users can be added to the cost center, and their access rights configured, in this section of the **Cost Center Setup** tab

The **Charges**, **Invoices** and **Access Audit Log** tabs are informational only, no changes can be made to the data shown on those tabs.

Revise the fields in the upper section of the edit panel as described below.

Cost Center Number — text entry field; enter the desired cost center number

Cost Center Name — text entry field; enter the desired cost center name

Owner — click the **Add** button to open the **Search User Directory** page for user lookup and selection to either assign an owner to a cost center that does not currently have an owner assignment, or to reassign the cost center to a different owner

My Workspaces ▾ Vivarium Search User Directory Back

Directory Browse/Find: Last Name: (You may enter a partial name to search)
First Name:
by Department: Find

(search results display here)

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the page and click the **Find** button. Search results display in the lower part of the page.

My Workspaces Vivarium Search User Directory Back

Save Selected User(s)

Directory Browse/Find: Last Name: Harper (You may enter a partial name to search) First Name: Department: All Departments Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Harper, Jill M, M.D., PHD		JHarp@msc.edu

Click the checkmark icon in the **Select User** column to assign the applicable user as the owner of the new cost center. Note that only one user can be assigned as cost center owner, though multiple users can have various access rights to a cost center.

The user is added as cost center **Owner**, as shown below. Notice that the selected user is automatically assigned full rights to all cost center functions in the **Authorized To** section at the bottom of the cost center add panel.

My Workspaces Vivarium Define Cost Centers Back

Save Cost Center Link to Department

Cost Center Type: Financial Account

Cost Center Number: 00254

Cost Center Name: Administrative Expense

Owner: Add Harper, Jill M, M.D., PHD

Descriptions:

Status: Open

Pricing Level: None (An additional fee added for external account use)

Valid From:

Valid Thru:

Unbilled Order Cost: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications	Add
Harper, Jill M, M.D., PHD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The **Add** button remains for the **Owner** field, indicating that a different user can be substituted for the one originally selected as owner. Note that any user added in this manner is added to, and remains in, the list of users at the bottom of the cost center edit panel.

In the example below the **Add** button was clicked again and a different user was assigned as cost center **Owner** (red boxes). Notice that the user previously assigned as owner remains in the list of users assigned to the cost center, but the **Owner** box is no longer selected for that user in the **Authorized To** section at the bottom of the cost center add panel (blue box).

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?
Harper, M M, R.D., PHD	mharper@medris.edu			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Weeks, Janelle K, DVM	jweeks@crh.org			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Checkboxes in the **Authorized To** section are unlocked. Select / de-select **Authorized To** checkboxes as desired.

Description — text entry box; entire the desired cost center **Description**

Status — click in the field to open a dropdown list containing selections of “Closed”, “Open” and “Pending”, then click the desired option to select it

Pricing Level — click in the field to open a dropdown list of options, then click the desired item to select it; note that this list is configured via Animal Resource Center > Review Board Administration > System Setup > Setup Pricing Level link

Valid From / Valid Thru — click the calendar button to open a calendar widget, then use the widget’s controls to navigate to the applicable date and click to select it

Link to Department (button at upper right) — click this button to open a **Department Search** popup, shown below, to either link the cost center to a department for the first time or to change the department to which the cost center is already linked

Click the **CANCEL** button to close the popup without saving changes.

Click in the **Select a Department** field to open a dropdown list of departments, then click the desired department to select it. Click the **OK** button to close the popup and link the selected department to the cost center.

As shown below, the selected department is linked (red box).

My Workspaces ▼ Vivarium Define Cost Centers Back

Save Cost Center

* Cost Center Type: Financial Account
 * Cost Center Number: 60254
 * Cost Center Name: Administrative Expense
 * Owner: Add Harper, Jill M, M.D., PhD
 Description: Administrative and office expense
 * Status: Open
 * Pricing Level: Internal (An additional fee added for external account use)
 * Valid From: 01/01/2020
 * Valid Thru: 01/01/2026
 Unbilled Order Costs: 0.00
 Unbilled Services: 0.00
 Active Cage Count: 0

Link to Department
Remove Link

Department Name: GH Oncology

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
Search User				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Harper, Jill M, M.D., PhD	jharp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

If the department name shown was selected in error, click the **Link to Department** button (blue box) again and make a different selection in the **Department Search** form. Note that only one department can be linked to the cost center at a time.

Remove Link button (orange box) — click this button to remove a department link

Click the **Save Cost Center** button (red box) to save changes.

Cost Center Setup Tab

The **Cost Center Setup** tab (may be labeled Account Setup at some institutions) is used to assign and manage cost center user rights.

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

Save

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
Search User				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Harper, Jill M, M.D., PhD	jharp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Make desired changes to the **E-mail Address**, **Notes** and **Authorized To** fields for previously assigned users, listed at the bottom of the tab (highlighted in yellow on screen, orange box in screenshot above).

Click the **Search User** button (blue box in screenshot above) to add a new user to the cost center. As shown below, the **Search User Directory** page opens.

My Workspaces ▾ Vivarium Search User Directory Back

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments Find

Enter a full or partial **Last Name** and/or **First Name** to search by name. As shown below, the **Last Name** field offers a dynamic picklist feature that populates as the **Last Name** is typed into the field.

My Workspaces ▾ Vivarium Search User Directory Back

Directory Browse/Find: Last Name: du (You may enter a partial name to search)
 First Name: duvrong
 by Department: All Departments Find

As demonstrated below, clicking on a name shown in the dynamic **Last Name** picklist immediately populates search results with details for that name, it is not necessary to click the **Find** button.

My Workspaces ▾ Vivarium Search User Directory Back Save Selected User(s)

Directory Browse/Find: Last Name: duvrong (You may enter a partial name to search)
 First Name:
 by Department: All Departments Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Duvrong, Rapitha R		rduv@nhvc.com

Click in the **by Department** field to open a dropdown list of departments, then click a department in the list to add this criterion to the search. *Note that it is not possible to search by department alone, full or partial **Last Name** / **First Name** entries are also required.*



When all search criteria are entered, if results are not yet populated click the **Find** button.

As indicated below, the results section of the page offers two methods for adding users to the cost center.

My Workspaces ▾ Vivarium Search User Directory Back Save Selected User(s)

Directory Browse/Find: Last Name: duvrong (You may enter a partial name to search)
 First Name:
 by Department: All Departments Find

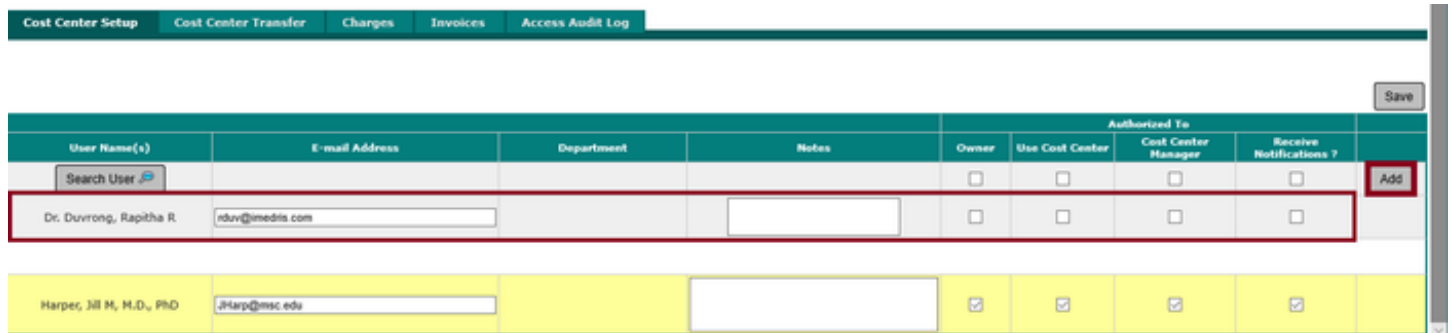
Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Duvrong, Rapitha R		rduv@nhvc.com

Assign multiple users to the cost center — if search results include two or more user names to be added to the cost center, select the **Check for Multiple** checkbox at far left (blue arrow) for each user to be added, then click the **Save Selected User(s)** button at the upper right (blue box)

Assign single user to the cost center — click the green checkmark for the applicable user (red arrow)

When the applicable user(s) is(are) selected from the **Search User Directory** page, that page closes and the name(s) is(are) added to the **Cost Center Setup** tab as shown below.



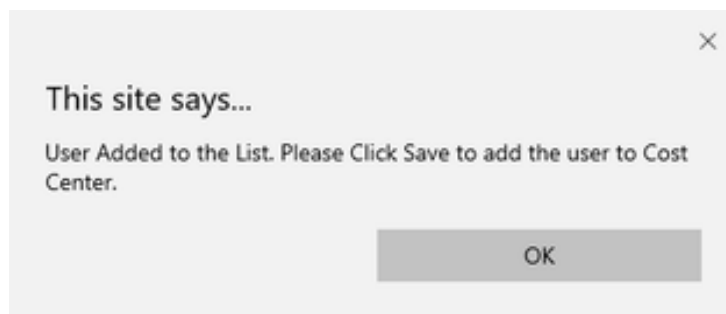
Make any desired changes to the **E-mail Address** and **Notes** field for each added user.

Select the applicable checkboxes in the **Authorized To** section to assign cost center rights for the user.

*Note that only one user can be designated as cost center owner. Selecting the **Owner** checkbox for a different user than the user currently assigned as cost center owner automatically de-selects the **Owner** checkbox for the currently assigned owner. When changes are saved the different user is assigned as cost center owner and the previously assigned owner remains as a cost center user with any remaining **Authorized To** rights.*

When changes are complete click the **Add** button at the far right of the **Cost Center Setup** tab. The new user is added to the user list on the **Cost Center Setup** tab.

A popup appears, warning that the user is added to the list but that these changes are not saved to the cost center record until the **Save** button on the **Cost Center Setup** tab is clicked.

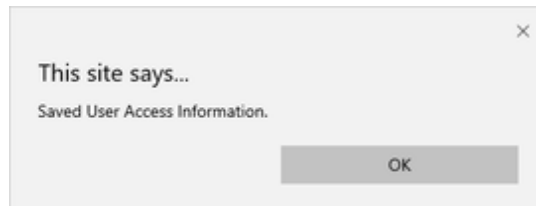


Click **OK** to close the popup and return to the cost center edit panel. The new user(s) is(are) added to the list at the bottom of the **Cost Center Setup** tab.

Make any desired changes to the **E-mail Address** field, **Notes** field and **Authorized To** selections for the added user(s), then click the **Save** button, as shown below.

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications?	
Harper, SE M, M.D., PhD	sharper@mscc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dr. DuVring, Raptha R	rduvring@medrx.com			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

A confirmation popup appears, as shown below.



Click **OK** to close the popup.

The new user(s) is(are) added to the cost center with the selected **Authorized To** rights, it is not necessary to also click the **Save Cost Center** button in the upper portion of the **Define Cost Centers** edit panel.

Cost Center Transfer Tab

The **Cost Center Transfer** tab (may be labeled Account Transfer at some institutions) is used to transfer cages and transactions between cost centers owned by the same user, and to adjust user access rights to the reassigned items.

As highlighted in the screenshot below, item transfers completed here move those items *out of* the cost center shown in the **Cost Center Number** field in the upper portion of the **Define Cost Centers** page edit panel (red arrow) and *into* the cost center selected in the **Transfer To** field (yellow arrow) in the **Cost Center Transfer** tab.

The screenshot shows the 'Define Cost Centers' page with the 'Cost Center Transfer' tab selected. In the upper section, the 'Cost Center Number' field is highlighted with a red arrow. In the lower section, the 'Transfer To' dropdown menu is highlighted with a yellow arrow. The 'Transfer To' dropdown shows a list of cost centers, with the first one selected.

The **Cost Center Transfer** tab is shown in isolation for the remainder of this manual topic.

IMPORTANT: When viewing screenshots of the **Cost Center Transfer** tab for the remainder of this topic, bear in mind that items transferred are being removed from the cost center shown in the upper portion of the edit panel.

Cost Center Setup **Cost Center Transfer** Charges Invoices Access Audit Log

Owner Name: Harper, Jill M, M.D., PhD
*Transfer To: Transfer to Account Save

Personnel (Deselect personnel that should not be transferred to the targeted account)

Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	<input type="text" value="jHarp@imedis.com"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R	<input type="text" value="rduv@imedis.com"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Active Cages

View	Number Selected	Principal Investigator	Date	IACUC Number	Species
	0 of 3	Dr. Duvrong, Rapitha R	10/24/2019	IACUC-2019-2365	Mouse
	0 of 4	Dr. Duvrong, Rapitha R	10/25/2019	IACUC-2019-2366	Mouse

Pending Transactions

Select	Transaction ID	Principal Investigator	Date	Item Type	IACUC Number	Species
<input type="checkbox"/>	ORD-19-757	Dr. Duvrong, Rapitha R	10/24/2019	Orders	IACUC-2019-2365	Mouse
<input type="checkbox"/>	ORD-19-760	Dr. Duvrong, Rapitha R	10/25/2019	Orders	IACUC-2019-2366	Mouse

Colored boxes and arrows in the screenshot above highlight the available features of this tab.

Transfer To — (red arrow) dropdown picklist of cost centers for which the user listed in the **Owner Name** field is owner

Transfer to Account button — (red box) completes cost center item transfers when all desired changes are complete in the tab

Personnel section — (large blue box) provides access to assign listed users to a different cost center, edit listed users' email addresses and assign listed users' cost center rights; changes made in this section are saved via the **Save** button immediately above the section (small blue box)

Active Cages section — lists all active cages currently assigned to the cost center shown in the upper portion of the Define Cost Centers edit panel; icons in the **View** column (orange box) open a separate page for reassigning the cages individually or in bulk

Pending Transactions section — lists all pending transactions currently assigned to the cost center shown in the upper portion of the **Define Cost Centers** edit panel; **Select** boxes are provided to specify items to be transferred to the cost center selected in the **Transfer To** field

The following subsections provide details of each transfer type.

Transfer Personnel

The screenshot below highlights controls used in cost center personnel changes.

Cost Center Setup **Cost Center Transfer** Charges Invoices Access Audit Log

Owner Name: Harper, Jill M, M.D., PhD
*Transfer To: Transfer to Account Save

Personnel (Deselect personnel that should not be transferred to the targeted account)

Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	<input type="text" value="jHarp@imedis.com"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R	<input type="text" value="rduv@imedis.com"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click in the **Transfer To** field (blue arrow) to open a dropdown picklist of available cost centers. The list is limited to cost centers for which the user selected in the upper section of the **Define Cost Centers** edit panel has Owner rights (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel). Click the cost center in the list to which the user(s) is(are) to have rights assigned.

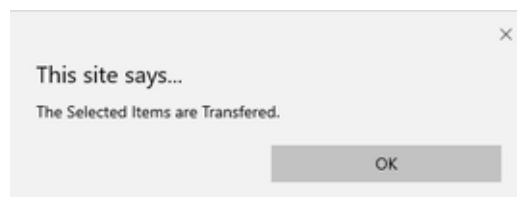
*Note that the first name shown at the top of the **Authorized Users** list will always be the owner of the cost center currently open in the upper section of the **Define Cost Centers** edit panel (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel).*

Select checkboxes for all listed users are selected by default (blue box). As indicated by section instructions (orange arrow), click to de-select the checkboxes for any users who will not be assigned rights to the cost center selected in the **Transfer To** field.

Make any desired edits to the listed users' **E-mail Address(es)** (large yellow box).

Click to select / de-select the checkboxes for rights to be assigned for each user (large yellow box) for the cost center selected in the **Transfer To** field. *Recall that changes made here will only be applied for users with a checkmark in the select box of the **Select** column at far left.*

Click the **Transfer to Account** button (blue box) to complete the new user cost center rights assignments. A confirmation popup displays, as shown below.



Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page.

Personnel Changes in Cost Center Currently Open for Editing

The **Cost Center Transfer** tab can also be used to make changes to listed users' **E-mail Address(es)** and/or cost rights (large yellow box) without assigning rights to other cost centers or transferring any items between cost centers.

Changes made following these directions will only be applied for the cost center *currently open* in the **Define Cost Centers** edit panel (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel).

Select "--none--" in the **Transfer To** box. This selection specifies changes are only to be applied to the cost center *currently open* in the **Define Cost Centers** edit panel.

Make any desired edits to the listed users' **E-mail Address(es)** (large yellow box).

Click to select / de-select the checkboxes for rights to be assigned for each user (large yellow box).

Click the **Save** button (small yellow box) to save changes. A confirmation popup displays, as shown below.

Click the checkbox(es) in the **Select** column to select the cage(s) to be transferred to a different cost center, then click the **Save Changes** button to close this page and return to the **Define Cost Centers** page.

As shown below, the **Number Selected** field updates for the line item where cages are to be transferred (yellow box).

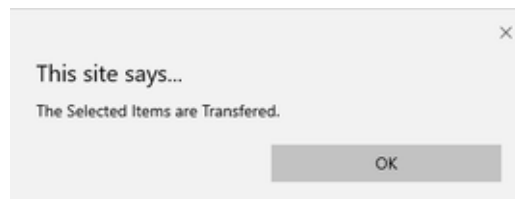
Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

Owner Name: Harper, Jill M, M.D., PhD
 *Transfer To: 85542 Transfer to Account Save

Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	jharp@medris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R.	rduv@medris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

View	Number Selected	Principal Investigator	Date	IACUC Number	Species
	2 of 3	Dr. Duvrong, Rapitha R.	10/24/2019	IACUC-2019-2365	Mouse
	0 of 4	Dr. Duvrong, Rapitha R.	10/25/2019	IACUC-2019-2366	Mouse

Repeat the process of cage selection for any other desired **Active Cages** line items, then click the **Transfer to Account** button (red box in screenshot above). A confirmation popup displays, as shown below.



Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page.

Transfer Transactions

The screenshot below highlights controls used in transfers of **Pending Transactions** between cost centers.

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

Owner Name: Harper, Jill M, M.D., PhD
 *Transfer To: 85542 Transfer to Account Save

Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	jharp@medris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R.	rduv@medris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

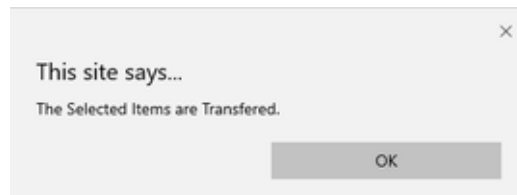
View	Number Selected	Principal Investigator	Date	IACUC Number	Species
	0 of 3	Dr. Duvrong, Rapitha R.	10/24/2019	IACUC-2019-2365	Mouse
	0 of 4	Dr. Duvrong, Rapitha R.	10/25/2019	IACUC-2019-2366	Mouse

Select	Transaction ID	Principal Investigator	Date	Item Type	IACUC Number	Species
<input type="checkbox"/>	ORD-19-757	Dr. Duvrong, Rapitha R.	10/24/2019	Orders	IACUC-2019-2365	Mouse
<input type="checkbox"/>	ORD-19-760	Dr. Duvrong, Rapitha R.	10/25/2019	Orders	IACUC-2019-2366	Mouse

Click in the **Transfer To** field (red arrow) to open a dropdown picklist of available cost centers. The list is limited to cost centers for which the user selected in the upper section of the **Define Cost Centers** edit panel has Owner rights (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel). Click the cost center in the list to which active cages are to be transferred.

Click the applicable checkbox(es) in the **Select** column of the **Pending Transactions** section (red box at lower left of screenshot above) to select transactions to be transferred to the cost center selected in the **Transfer To** field.

A confirmation popup displays, as shown below.



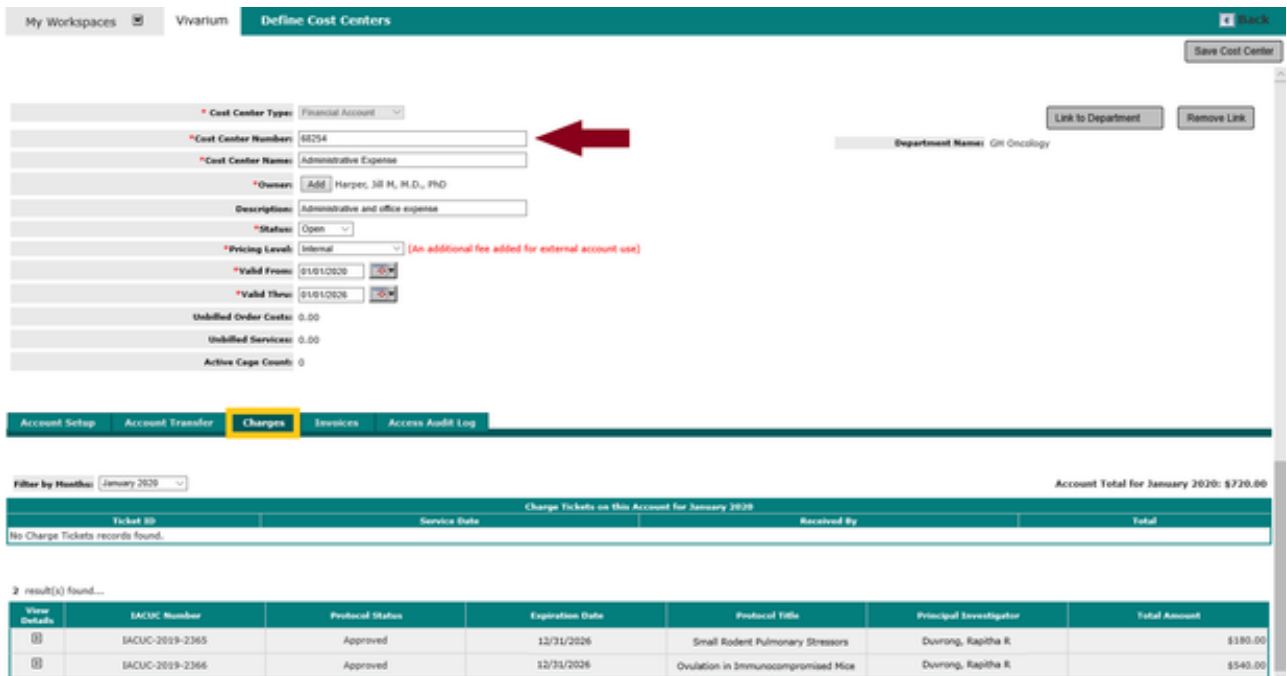
Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page. As shown below, the transferred transaction is removed from the **Pending Transactions** list.

Pending Transactions						
Select	Transaction ID	Principal Investigator	Date	Item Type	IACUC Number	Species
<input type="checkbox"/>	ORD-19-757	Dr. Duvrong, Raptha R.	10/24/2019	Orders	IACUC-2019-2365	Mouse

Charges Tab

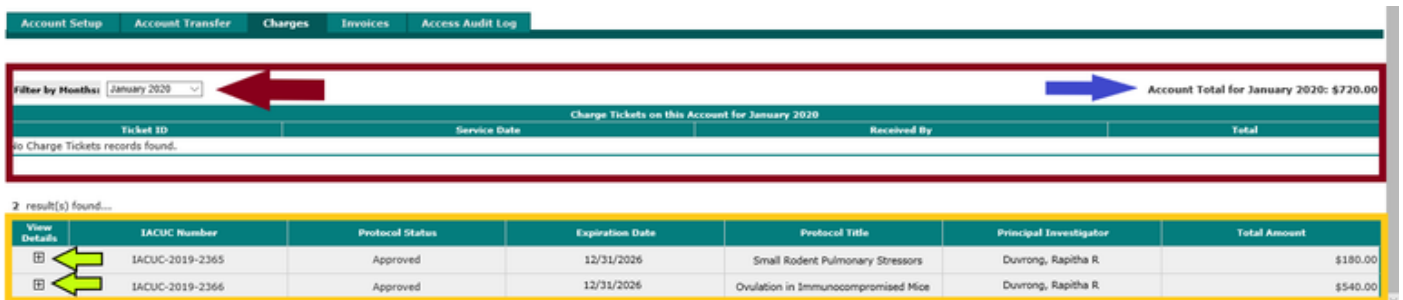
The **Charges** tab is used to view details of charges under the cost center currently open for editing in the **Define Cost Centers** page. Note that data related to cost center charges is presented in the following pages and panels as view only, no editing is allowed.

Charge items displayed here are assigned to the cost center shown in the **Cost Center Number** field in the upper portion of the **Define Cost Centers** page edit panel (red arrow).



The **Charges** tab and related pages are shown in isolation for the remainder of this manual subsection.

The screenshot below highlights the different types of charge item information available via the **Charges** tab.



The total of charges assigned to the cost center that is open for editing is shown at the upper right of the **Charges** tab (blue arrow).

Click in the **Filter by Month** field to open a dropdown picklist of months. The list allows for searching up to twelve (12) months in the past and up to twelve (12) months in the future. Any filter selection made in this field is applied to both the upper (red box) and lower (yellow box) sections of the tab.

The upper section of the tab (red box) is used to view Charge Ticket items. Charge Tickets created, or that are still outstanding, in the selected month automatically populate in the list beneath the **Filter by Month** field.

The lower section of the tab (yellow box) displays a summary view of cage charges. Click the plus sign in the **View Details** column (fluorescent green arrows) to expand a row of daily cage counts for the selected line item.





A countdown popup displays to warn the user it may take several seconds to populate the new data.

This operation may take several seconds.


OK (1)

When the popup closes the **View Details** plus sign icon is changed to a minus sign (red arrow), indicating the row is expanded, and cage count details (blue arrow) are visible for the selected line item in the **Charges** tab.

2 result(s) found...

View Details	IACUC Number	Protocol Status	Expiration Date	Protocol Title	Principal Investigator	Total Amount																																
	IACUC-2019-2365	Approved	12/31/2026	Small Rodent Pulmonary Stressors	Duvrong, Rapitha R	\$180.00																																
	Daily Cage Count for January 2020																																					
	Cage Type	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	31	Collection By	Care Days	Rate	Animal Quantity	Charges	
	House Cage	1	1	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	By Cage	9	\$20.00	By Cage	\$180.00	
																																						
	IACUC-2019-2366	Approved	12/31/2026	Ovulation in Immunocompromised Mice	Duvrong, Rapitha R	\$540.00																																

Click any of the **Daily Cage Count** numbers shown in the cage count detail row to open the **Per Diem** page.

Per Diem												
Account Number: 5522			Account Status: Open									
Active Owner: Harper, Jill M, M.D., PhD			IACUC Number: IACUC-2019-2365									
Account Expiration: 10/22/2026			Principal Investigator: Duvrong, Rapitha R									
Last Scanned Information												
	Cage ID	Facility Building Room	Cage Type	Activated	Changed	Deactivated	Date	Days	Males	Females	Unknown	Origination ID
	IACUC-2019-2365_00001	Animal Housing Facility McMillan Center 24234	House Cage	10/24/2019	01/10/2020		11/05/2019		5	5	0	ORD-19-757

Cage ID, location and other details for the selected cage are presented here. Click the icon in the far-left column of the **Per Diem** page (red box in screenshot above) to open the **ARC-Cage Activity History** page, shown below.

ARC-Cage Activity History

Cage ID: IACUC-2019-2365_00001	Activation Date: 10/24/2019
IACUC Number: IACUC-2019-2365	Origination ID: ORD-19-757
Principal Investigator: Duvring, Raptha B.	Date last modified: 01/10/2020
Account Owner: Harper, JH R, M.D., PhD	Last Scanned: 11/05/2019
Account Number: 5522	Last Printed: 10/24/2019
Cage Status: Active	Deactivation Date:
Cage Type: House Cage	Comments:
Facility: Animal Housing Facility	
Building: McMillan Center	
Room: 24234	

Date & Time	Effective Date	IACUC Number	Cage Type	Facility	Building	Room	Account Number	Activity Description	User
10/24/2019 10:19:02 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is created.	Raptha Duvring
10/24/2019 10:19:08 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.	Raptha Duvring
10/24/2019 10:19:08 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage status is changed.	Raptha Duvring
10/24/2019 10:20:21 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.	Raptha Duvring
10/24/2019 10:20:21 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage status is changed.	Raptha Duvring
10/24/2019 10:20:21 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	barcode is changed.	Raptha Duvring
11/05/2019 01:56:13 PM PST	11/05/2019 12:00:00 AM PST	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.	Raptha Duvring
11/05/2019 01:57:25 PM PST	11/05/2019 12:00:00 AM PST	IACUC-2019-2365	House Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.	Raptha Duvring

Click the red X icon at the upper right corner or the Back button at the lower right to close the **ARC-Cage Activity History** page and return to the **Per Diem** page.

Click the red X icon at the upper right corner of the Per Diem page to close it and return to the **Charges** tab of the **Define Cost Centers** page.

Invoices Tab

The **Invoices** tab is used to view details of invoices under the cost center currently open for editing in the **Define Cost Centers** page. Note that data related to cost center invoices is presented as view only, no editing is allowed.

Invoices displayed here are assigned to the cost center shown in the **Cost Center Number** field in the upper portion of the **Define Cost Centers** page edit panel (red arrow).

My Workspaces ▾ Vivarium **Define Cost Centers** Back

Save Cost Center

* Cost Center Type: Financial Account	* Cost Center Number: 61254	Department Name: Gen Oncology
* Cost Center Name: Administrative Expense	* Owner: Add Harper, JH R, M.D., PhD	Link to Department: <input type="button" value="Link to Department"/> <input type="button" value="Remove Link"/>
Description: Administrative and office expense	* Status: Open	
* Pricing Level: Internal <small>(An additional fee added for external account use)</small>	* Valid From: 01/01/2020	
	* Valid Thru: 01/01/2025	
Unbilled Order Costs: 0.00		
Unbilled Services: 0.00		
Active Cage Count: 0		

Account Setup Account Transfer Charges **Invoices** Access Audit Log

Invoice Number	Billing Cycle	Billing Date	Orders	Services	Per Diem	Invoice Total	View PDF
Billing: 632	10/01/2019 - 10/31/2019	10/24/2019	800.00	0.00	0.00	800.00	<input type="button" value="View PDF"/>

Click the icon in the **View PDF** column (red box in screenshot above) to view a PDF copy of the applicable invoice.

Access Audit Log Tab

The **Access Audit Log** tab is used to view audit log details of the cost center currently open for editing in the **Define Cost Centers** page (red arrow in screenshot below). Note that audit data is presented as view only, no editing is allowed.

My Workspaces ▼ Vivarium **Define Cost Centers** ⌵ Save Cost Center

Cost Center Type: Financial Account

Cost Center Number: 68254 ←

Cost Center Name: Administrative Expense

Owner: Add Harpes, Jil H, M.D., PhD

Description: Administrative and office expense

Status: Open

Pricing Level: Internal (An additional fee added for external account use)

Valid From: 01/01/2020

Valid Thru: 01/01/2026

Unbilled Order Count: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Department Name: GH Oncology Link to Department Remove Link

Account Setup Account Transfer Charges Invoices **Access Audit Log**

Financial Audit Log

Name	Account Membership Dates	Account Access	Modified by	Date Modified
Harpes, Jil H, M.D., PhD	10/25/2019 -	Account Owner, Use Account, Account Manager, Receive Notification	Harpes, Jil H, M.D., PhD	10/25/2019
	10/25/2019 - 10/25/2019	Use Account, Account Manager, Receive Notification	Harpes, Jil H, M.D., PhD	10/25/2019
Dr. Downing, Rajitha R	10/25/2019 -	Use Account, Account Manager, Receive Notification	Harpes, Jil H, M.D., PhD	10/25/2019
	10/25/2019 - 10/25/2019	Account Manager, Receive Notification	Harpes, Jil H, M.D., PhD	10/25/2019
	10/25/2019 - 10/25/2019	Use Account, Receive Notification	Harpes, Jil H, M.D., PhD	10/25/2019
	10/25/2019 - 10/25/2019	Use Account, Account Manager, Receive Notification	Harpes, Jil H, M.D., PhD	10/25/2019
	10/24/2019 - 10/25/2019	Account Owner, Use Account, Account Manager, Receive Notification	Harpes, Jil H, M.D., PhD	10/24/2019

Delete Cost Center

Navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized by the institution and may appear as "Account List".

My Workspaces ▼ Vivarium **Board Administration**

System Setup List Maintenance Setup Clean-up

Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- Animal Species Sex Configuration List
- Animal Expense Category Configuration List
- Animal Transaction Type Configuration List
- Animal Procedure & Service Configuration List

Financial Setup

- Cost Center List** ←

The **Define Cost Centers** page is opened.

My Workspaces Vivarium **Define Cost Centers** [Add a New Cost Center](#)

7 result(s) found...

Delete	Edit	Default	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
			Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
			Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
			Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
			Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
			Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

CAUTION: Deleting a cost center with pending transactions and/or invoices can result in orphaned accounting records. It is the responsibility of the institution to ensure that all accounting records assigned to a cost center are transferred to a different cost center (see Transfer Transactions subsection of this manual), deleted or otherwise reconciled before that cost center is deleted.

Click the icon in the **Delete** column for the cost center to be deleted. A confirmation popup displays, as shown below.

Are you sure you want to delete selected item?

Click **CANCEL** to close the popup without deleting the applicable cost center and return to the **Define Cost Centers** page.

Click **CONFIRM** to delete the applicable cost center and return to the **Define Cost Centers** page. As shown below, the cost center is deleted.

My Workspaces Vivarium **Define Cost Centers** [Add a New Cost Center](#)

7 result(s) found...

Delete	Edit	Default	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
			Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
			Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
			Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
			Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020