



## **Animal Resource Center**

### *Properties*

Software Version 11.02.01

Manual Version P1

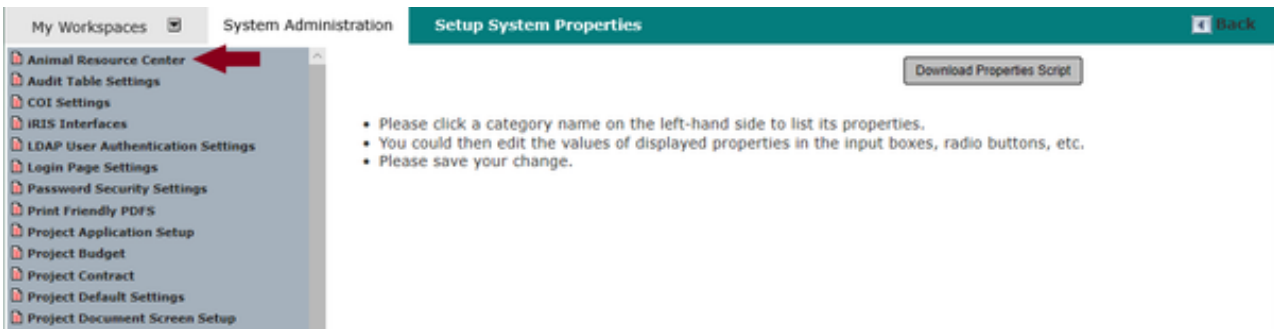
Manual Published: 11/18/2019

## Introduction

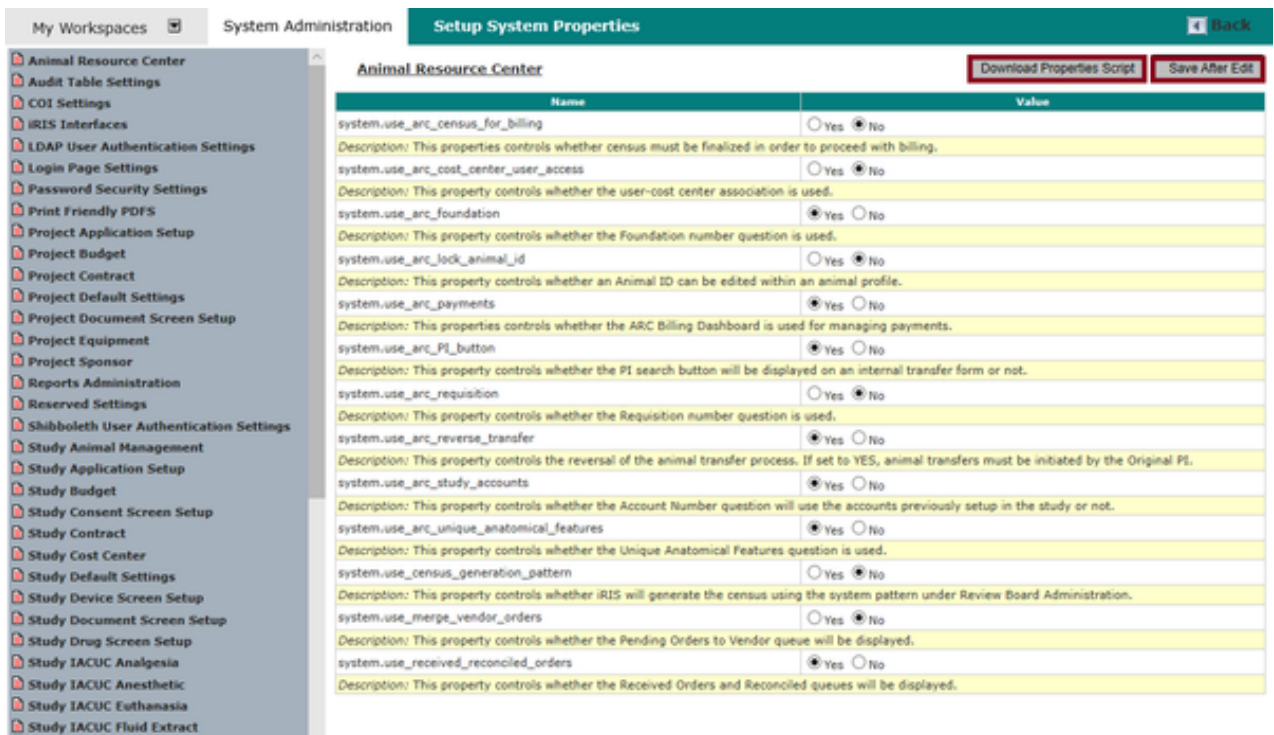
The iRIS™ system is highly configurable. Systemwide and module-specific properties are provided for the System Administrator to enable or disable certain fields and/or features.

This manual addresses properties specific to the Animal Resource Center (ARC) module.

To access the ARC properties configuration area, navigate to iRIS™ home > System Administration > System Configuration, and click the **Animal Resource Center** link.



The **Animal Resource Center** properties page opens.



Setting a property to “Yes” enables it and/or makes its system field(s) visible to users. Setting a property to “No” disables it and/or hides its system field(s) from users.

**CAUTION:** Changing a property’s status from “Yes” to “No” in a live iRIS™ system can result in the loss of data entered in the field(s) that are changing from enabled to disabled.

Notice the two buttons at the upper right.

The **Save After Edit** button is used to save changes made to properties on this page.

The **Download Properties Script** button is used to download a SQL query script that can be run against any iRIS™ system with the ARC module installed to automatically update all the properties shown here at once. Click the button to open a download dialog box, as shown below, and save the script to a known location on the local computer.

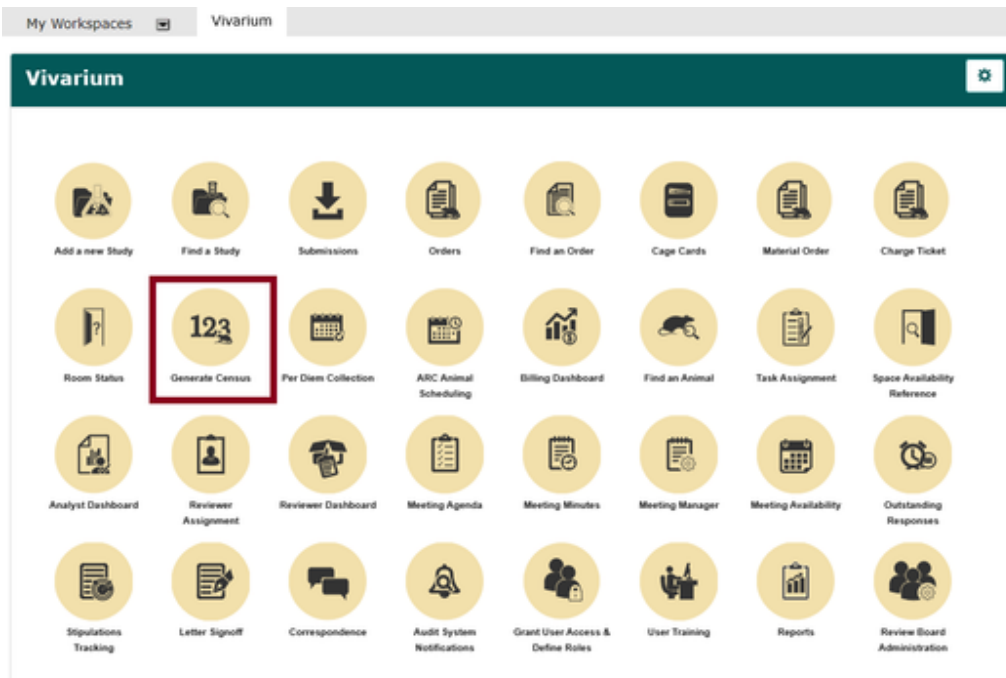
The screenshot shows the 'Setup System Properties' interface for the 'Animal Resource Center'. The page has a sidebar with a list of settings categories and a main table of properties. The table has columns for 'Name' and 'Value'. A red arrow points to the 'Download Properties Script' button in the top right corner. Below the table, a dialog box is open, asking 'What do you want to do with System1\_properties.sql?' with the source 'From: sb1imedris.net'. The dialog box has buttons for 'Open', 'Save', and 'Cancel'.

Name	Value
system.use_arc_census_for_billing	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description: This properties controls whether census must be finalized in order to proceed with billing.	
system.use_arc_cost_center_user_access	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description: This property controls whether the user-cost center association is used.	
system.use_arc_foundation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This property controls whether the Foundation number question is used.	
system.use_arc_lock_animal_id	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description: This property controls whether an Animal ID can be edited within an animal profile.	
system.use_arc_payments	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This properties controls whether the ARC Billing Dashboard is used for managing payments.	
system.use_arc_PI_button	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This property controls whether the PI search button will be displayed on an internal transfer form or not.	
system.use_arc_requisition	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description: This property controls whether the Requisition number question is used.	
system.use_arc_reverse_transfer	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This property controls the reversal of the animal transfer process. If set to YES, animal transfers must be initiated by the Original PI.	
system.use_arc_study_accounts	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This property controls whether the Account Number question will use the accounts previously setup in the study or not.	
system.use_arc_unique_anatomical_features	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This property controls whether the Unique Anatomical Features question is used.	
system.use_census_generation_pattern	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description: This property controls whether iRIS will generate the census using the system pattern under Review Board Administration.	
system.use_merge_vendor_orders	<input type="radio"/> Yes <input checked="" type="radio"/> No
Description: This property controls whether the Pending Orders to Vendor queue will be displayed.	
system.use_received_reconciled_orders	<input checked="" type="radio"/> Yes <input type="radio"/> No
Description: This property controls whether the Received Orders and Reconciled queues will be displayed.	

The following sections describe each ARC property’s purpose and, where applicable, its associated data fields.

## system.use\_arc\_census\_for\_billing

In installations where the Billing Dashboard is enabled (see system.use\_arc\_payments section of this manual), this property dictates whether a subject animal census must be finalized before billing processing can proceed.



When set to “Yes”, the census must be finalized. If the user attempts to process billing before the census is finalized the system will return an error message, prompting the user to complete the census task.

When set to “No”, billing processing can proceed regardless of census status.

### system.use\_arc\_cost\_center\_user\_access

This property dictates whether system users will be associated with a cost center in the system, thereby automatically assigning that cost center to charge items generated by the user.

When set to “Yes”, user-associated accounts are automatically assigned to charge items and cannot be edited.

My Workspaces | IACUC Number: IACUC-2019-044 | Study Assistant | Arc Order Form - (Version 6.0) | Back

Study Status: Open | IACUC Number: IACUC-2019-044 | Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for 2394- | IACUC Expiration Date: 03/08/2019

Special Care: N/A  
Special Conditions: N/A  
Breeding:  Yes  No  
Number of Requested Males: 0  
Number of Requested Females: 5  
Number of Animals per Approved Pair Category:

	B	C	D*	E*
	5	0	0	0

Proposed Location:

Number of Cages: 1

Cage Type	Facility	Building	Floor	Room	Number of Males	Number of Females	Total
Large Mouse Cage	California State University	Murrow Hall	3	102	0	5	5
					0	5	5

Funding:

Federal PO #: 2

Federal (Upload Document):	Name	Date	View the Document
No documents have been uploaded.			

Foundation (Enter PO #): 2

Charge Account:

Order Charge Account:	General Account ( 55555 )
Housing Charge Account:	General Account ( 55555 )

When set to “No”, blank fields are provided for manual entry of charge account numbers.

## system.use\_arc\_foundation

This property dictates whether the user is prompted to enter a Foundation Purchase Order (PO) number when placing animal orders.

As shown in the screenshot below, when this property is set to “Yes” **Foundation (Enter PO#)** is included as a required field in the **Funding** section of the order form.

The screenshot displays the Arc Order Form (Version 7.0) interface. At the top, it shows the user's workspace, IACUC Number (IACUC-2019-044), and Study Assistant information. The study title is "Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-". The IACUC Expiration Date is 03/08/2019. The form is divided into sections: "Proposed Location" (with a table for cage locations), "Funding" (with a "Federal PO #" field and a "Federal Document (Upload File)" section), and "Charge Account". The "Foundation: (Enter PO #)" field is highlighted with a red border, indicating it is a required field when the property is set to "Yes".

Cage Type	Facility	Building	Floor	Room	% Available Room Space	% Available after receipt	Number of Males	Number of Females	Total
No Cages have been entered.									

Delete	Name	Date	View the Document
No documents have been uploaded.			

When this property is set to “No”, the **Foundation (Enter PO #)** field does not appear on the order form.

## system.use\_arc\_lock\_animal\_id

This property controls whether the **Animal ID** field in an animal profile is locked or editable.

As shown in the screenshot below, when the property is set to “No” the **Animal ID** field in the **Animal Profile** page is unlocked and can be edited.

My Workspaces | IACUC Number: IACUC-2019-044 | Study Assistant | Animal Management | Back

Study Status: Open | IACUC Number: IACUC-2019-044 | Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZD94- | IACUC Expiration Date: 03/08/2019

Cancel - Return to List | Save

**Animal Records**

**Animal Profile - IACUC-2019-044\_M\_00001**

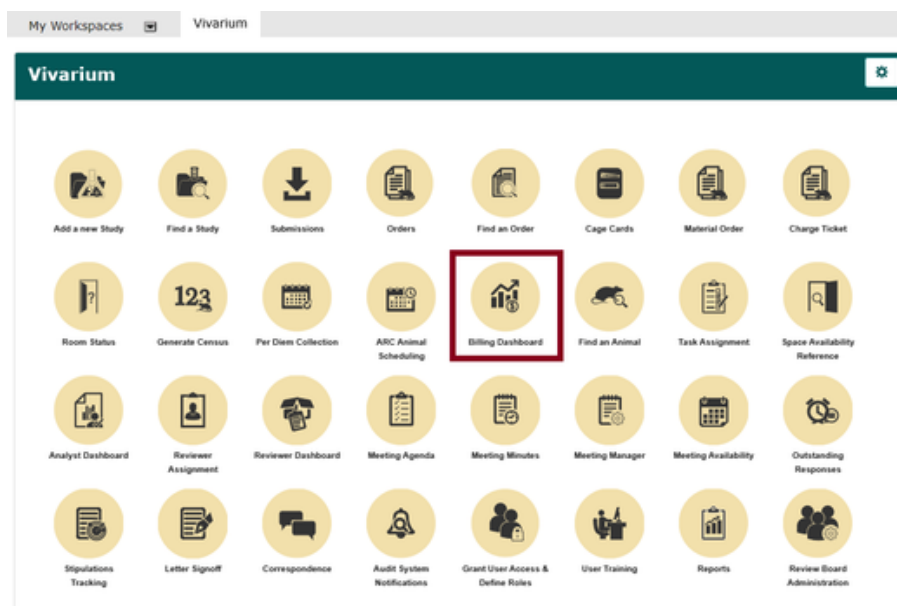
Species: Mouse  
 Strain: C57BL6  
 Animal ID: IACUC-2019-044\_M\_00001  
 Tag Number:  
 Animal Alias:  
 Breeding #: <None Selected> Select a Breeding Record  
 Generation: --none--  
 Date of Birth:  
 Sex:  Male  Female  Unknown  
 USDA Category: --none--  
 Life Status: Alive  
 Health Status: --none--  
 Deactivation Date:  
 Breeding Status:  Breeding  Retired Breeder  Unknown  Virgin  
 Cage ID: IACUC-2019-044\_00003 Select a Cage Create a New Cage  
 Coat Color: --none--  
 Diet: --none--  
 Animal received by: Order  
 Order Number:

When the property is set to “Yes” the **Animal ID** field is displayed as view-only.

## system.use\_arc\_payments

This property controls whether the **Billing Dashboard** is made available to users on the ARC Workspace page. **Billing Dashboard** provides tools for accounting processes related to animal studies (e.g., generating invoices, processing payments, etc.).

As shown in the screenshot below, when this property is set to “Yes” the **Billing Dashboard** icon is provided and accounting functionality is enabled in the system.



When the property is set to “No” the **Billing Dashboard** icon does not appear on the ARC Workspace page and accounting functionality is not enabled in the system.

## system.use\_arc\_PI\_button

This property determines whether a search button for looking up the Primary Investigator (PI) is provided on the Internal Transfer form.

As shown below, when this property is set to “Yes” the **Search PI** button appears on that form.

The screenshot shows the 'Internal Transfer Form - (Version 2.0)' interface. At the top, it displays 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'Study Assistant: JPS, Samson, John', and a 'Back' button. Below this, there are fields for 'Study Status: Open', 'IACUC Number: IACUC-2019-044', 'Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for Z194', and 'IACUC Expiration Date: 03/08/2019'. A 'Save Form' button is visible on the right. The main form area is divided into sections. The 'Study Transfer' section is highlighted in orange. It contains two panels: 'Transfer Animals FROM' and 'Transfer Animals TO'. The 'Transfer Animals TO' panel has a 'Search PI' button highlighted with a red arrow. Below these panels, there are fields for 'Case(s) to Transfer Animals From:' and 'Total Quantity of Animals: 0'. At the bottom, there are 'Search Animals' and 'Search Cages' buttons, and a table header with columns 'Case ID', 'Animal ID', and 'Qty'.

When the property is set to “No” the **Search PI** button does not appear on this form.

## system.use\_arc\_requisition

This property is used to enable or disable the **Requisition (Enter Requisition #)** field on the order form.

The screenshot shows the 'Arc Order Form - (Version 6.0)' interface. At the top, it displays 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'Study Assistant: JPS, Samson, John', and a 'Back' button. Below this, there are fields for 'Study Status: Open', 'IACUC Number: IACUC-2019-044', 'Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for Z194', and 'IACUC Expiration Date: 03/08/2019'. The main form area is divided into sections. The 'Funding' section is highlighted in orange. It contains fields for 'Federal PD #: 2', 'Foundation (Enter PD #): 2', and 'Requisition (Enter Requisition #): 2', with the last field highlighted by a red arrow. Below this, there are 'Change Account:' fields for 'Order Charge Account:' and 'Housing Charge Account:', both set to 'General Account ( 5555 )'. The 'Proposed Location' section is also highlighted in orange and contains a table with columns: 'Cage Type', 'Facility', 'Building', 'Floor', 'Room', 'Number of Males', 'Number of Females', and 'Total'. The table has one row with data: 'Large Mouse Cage', 'California State University', 'Murrow Hall', '3', '102', '0', '5', '5'.

As shown in the screenshot above, when this property is set to “Yes” the **Requisition (Enter Requisition #)** field appears in the **Funding** section of the order form. In this example the order was created previously so the field is no longer

editable. When the form is opened to create a new order the **Requisition (Enter Requisition #)** field provides a text box for entry of the requisition number.

When the property is set to “No” the **Requisition (Enter Requisition #)** field does not appear on the order form.

## system.use\_arc\_reverse\_transfer

This property is used to implement an additional layer of control over animal transfer orders.

As shown in the screenshot below, when the property is set to “Yes” animal transfer orders *from* the current PI to another PI can only be requested by the **Original PI**. The **Original PI**'s name is automatically populated as view-only in the **Transfer Animals FROM:** panel.

The screenshot displays the 'Internal Transfer Form - (Version 2.0)'. At the top, it shows 'My Workspaces' with a dropdown, 'IACUC Numbers: IACUC-2019-044', 'PI: Samson, John', 'Study Assistant', and a 'Back' button. Below this is a summary bar with 'Study Status: Open', 'IACUC Number: IACUC-2019-044', 'IACUC Expiration Date: 03/08/2019', and 'Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-'. A 'Save Form' button is on the right. The main form area includes fields for '\*Stock #/Order Code:', '\*Age/Size:', and 'Special Conditions:'. Below is the 'Study Transfer:' section, which is highlighted in orange. It contains two panels: 'Transfer Animals FROM:' and 'Transfer Animals TO:'. The 'FROM:' panel has a red box around the '\*Original PI: John Samson' field with a red arrow pointing to it. Other fields in this panel include '\*Original Study Number: IACUC-2019-044', 'Original Animal Order Number' (dropdown), 'Lab Contact Person', 'Phone Number', 'Email', 'Current Location' (with 'Current Building' and 'Current Room' dropdowns), and 'Cage(s) to Transfer Animals From:'. The 'TO:' panel has a 'Search PI' button and fields for '\*PI:', 'Study Number', 'Order Charge Account', 'Lab Contact Person', 'Phone Number', 'Email', 'Cage Type', 'Requesting Location', 'Transfer to Building', and 'Transfer to Room'. At the bottom, there is a 'Total Quantity of Animals: 0' and 'Search Animals' and 'Search Cages' buttons. The very bottom shows a table header with 'Cage ID', 'Animal ID', and 'Sex'.

When the property is set to “No” the PI field in the **Transfer Animals FROM:** panel is unlocked, providing the ability to specify a different PI.

## system.use\_arc\_study\_accounts

This property dictates whether the Charge Account fields in the **Funding** section of the order form provide a picklist of accounts previously set up for the study.

As shown in the screenshot below, when the property is set to “Yes” dropdown lists of pre-existing account numbers are provided for the **Order Charge Account** and **Housing Charge Account** fields on the order form.

My Workspaces | IACUC Number: **IACUC-2019-044** | Study Assistant | Arc Order Form - (Version 7.0) | Back

Study Status: **Open** | IACUC Number: IACUC-2019-044 | Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for Z1P4- | IACUC Expiration Date: 03/08/2019

Save Form

\*Number of Cages:

\*Cage Location(s):

Cage Type	Facility	Building	Floor	Room	% Available Rooms (Space)	% Available after receipt	Number of Males	Number of Females	Total
No Cages have been entered.									

\*Funding:

Federal PO #:

Federal Documents (Upload File):

Drag your file here or click in this area.

Delete	Name	Date	View the Document
No documents have been uploaded.			

\*Foundation (Enter PO #):

Charge Account:

\*Order Charge Account: **NIH Grant ( 2209 )** | **General Account ( 55555 )** ←

\*Housing Charge Account: General Account ( 55555 ) ←

The accounts used to populate these dropdown lists are set up on the **Study Cost Center(s)** page, as shown below.

My Workspaces | IACUC Number: **IACUC-2019-044** | Study Assistant | Study Cost Center(s) | Back

Study Status: **Open** | IACUC Number: IACUC-2019-044 | Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for Z1P4- | IACUC Expiration Date: 03/08/2019

Timesheet Association | Add a New Cost Center | Delete Selected Cost Center(s)

2 result(s) found...

Edit	Primary	Cost Center Number	Cost Center Name	Cost Center Status	Date Opened	Date Closed
<input type="checkbox"/>	No	78900	NIH Grant	Open	03/01/2019	
<input type="checkbox"/>	Yes	55555	General Account	Open	03/08/2019	

The **Study Cost Center(s)** page is accessed via the **Study Accounts** link in the **Finance Set-up** section of the **Study Management** tab.

My Workspaces | IACUC Number: **IACUC-2019-044** | Study Assistant | Study Management | Back

Study Status: **Open** | IACUC Number: IACUC-2019-044 | Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for Z1P4- | IACUC Expiration Date: 03/08/2019

Submissions | Study Management | Animal Management

- Study Summary/Profile
- Screen Access
- Key Personnel
- External Personnel
- COI Status
- Review Board Selection
- Department Access
- Associated Projects
- Activity Log / Negotiation History
- Associated Studies

Finance Set-up

- Study Accounts** ←
- Construct Animal Treatment Plan

Finance Tracking

- Invoice Management
- General Ledger

Miscellaneous

- Equipment

Animal Tracking

When the `system.use_arc_study_accounts` property is set to “No”, the user is not limited to selection of pre-existing accounts in the Charge Account fields on the order form.

## system.use\_arc\_unique\_anatomical\_features

This property determines whether the **Unique Anatomical Features/Phenotype** field appears in the **Requested Animals** section of the order form.

The screenshot displays the Arc Order Form (Version 7.0) interface. At the top, there is a header with 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'PI: Investigator, John Samson II, B.S.', 'Study Assistant', and 'Arc Order Form - (Version 7.0)'. Below the header, there is a summary section with 'Study Status: Open', 'IACUC Number: IACUC-2019-044', 'Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-', and 'IACUC Expiration Date: 03/08/2019'. A 'Save Form' button is located on the right side. The main form area contains several fields: 'Order Date: 11/12/2019', 'Preferred Delivery Date', 'Preferred Vendor: --none--', 'Vendor Notes', 'Requested Animals' section (highlighted in orange), 'Requested Species: --none--', 'Requested Strain: --none--', 'Total Approved Animals: 0', 'Total Available Animals: 0', 'Stock #/Order Codes', 'Age/Size', 'Health Status' (with radio buttons for SPF, Conventional, Immune Compromised, Wild-caught, and Germ-free), 'Unique Anatomical Features/Phenotype' (highlighted with a red box and a red arrow), 'Special Care', and 'Special Conditions'.

As shown above, when the property is set to “Yes” the **Unique Anatomical Features/Phenotype** field is present on the form, and set as a required field.

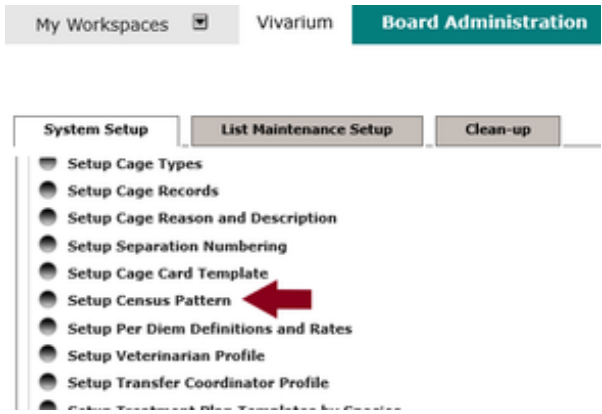
When the property is set to “No” this field does not appear on the order form.

## system.use\_census\_generation\_pattern

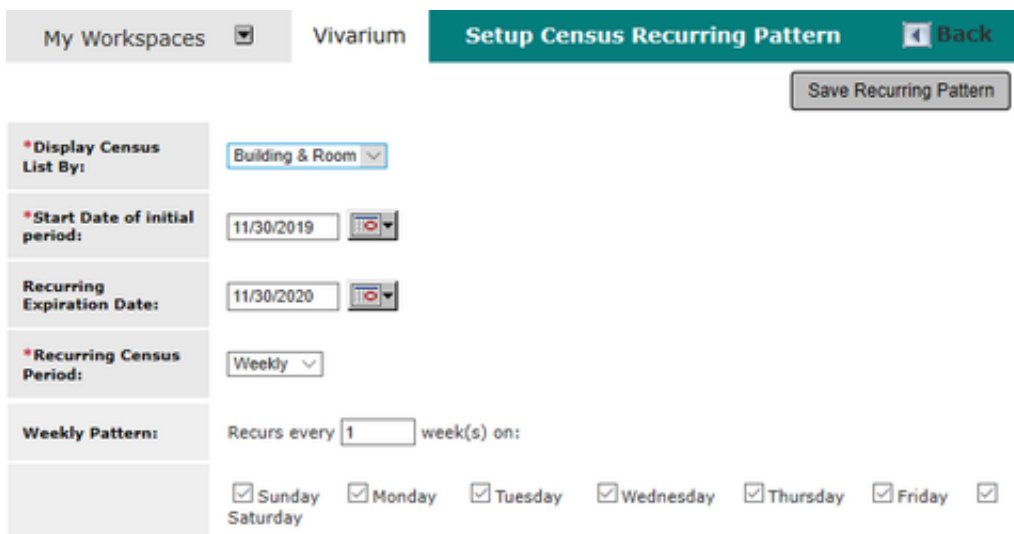
This property specifies whether a standardized census pattern schema is applied for generation of an animal census.

When this property is set to “Yes” a **Setup Census Recurring Pattern** page is provided for configuration of a census pattern. To access the page, navigate to ARC > Review Board Administration > **Setup Census Pattern** link.

*Note that this link only appears when the `system.use_census_generation_pattern` property is set to “Yes”.*



The **Setup Census Recurring Pattern** page is opened for configuration of standardized census options.

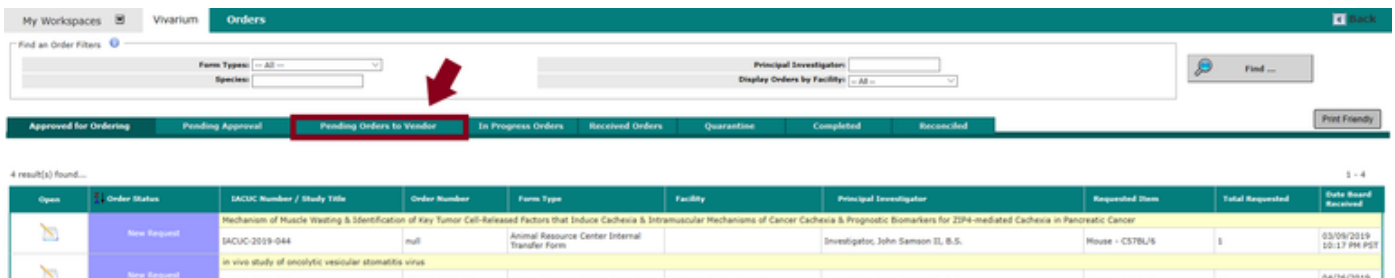


When the `system.use_census_generation_pattern` is set to “No” the **Setup Census Pattern** link does not appear under ARC > Review Board Administration, and no standardized schema is applied to census generation.

## system.use\_merge\_vendor\_orders

This property determines whether the **Pending Orders to Vendor** tab is included on the ARC > Orders page.

As shown below, when the property is set to “Yes” the **Pending Orders to Vendor** tab is included on the **Orders** page.

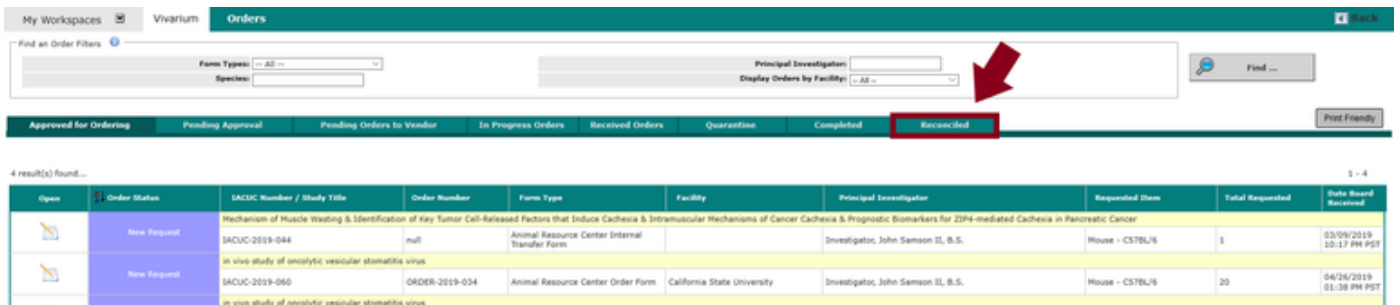


When this property is set to “No” the **Pending Orders to Vendor** tab is not included on the **Orders** page.

## system.use\_received\_reconciled\_orders

This property determines whether the **Reconciled** tab is included on the ARC > Orders page.

As shown below, when the property is set to “Yes” the **Reconciled** tab is included on the **Orders** page.



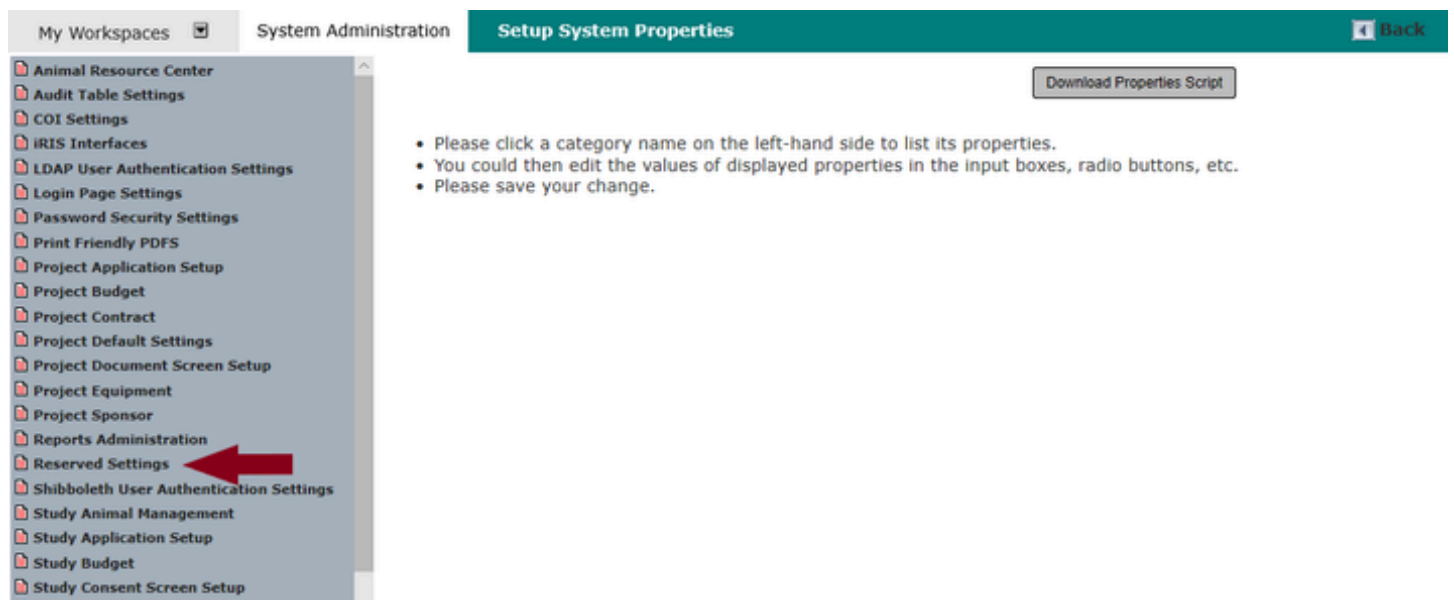
The screenshot shows the 'Orders' page in a web application. At the top, there are navigation tabs: 'Approved for Ordering', 'Pending Approval', 'Pending Orders to Vendor', 'In Progress Orders', 'Received Orders', 'Quarantine', 'Completed', and 'Reconciled'. The 'Reconciled' tab is highlighted with a red box and a red arrow. Below the tabs is a table with 4 results found. The table has columns: Open, Order Status, IACUC Number / Study Title, Order Number, Form Type, Facility, Principal Investigator, Requested Item, Total Requested, and Date Rec'd Received. The first row shows a 'New Request' for IACUC-2019-044, 'Animal Resource Center Internal Transfer Form', with 1 item requested. The second row shows a 'New Request' for IACUC-2019-060, 'Animal Resource Center Order Form', with 20 items requested.

When this property is set to “No” the **Reconciled** tab is not included on the **Orders** page.

## ARC Reserved Settings

Two properties in the **Reserved Settings** area are applicable to ARC. These properties determine whether the ARC module is enabled to run in standalone mode and whether the ARC review board is enabled.

The password-protected **Reserved Settings** area is only accessible to iMedRIS personnel. Please direct any requests for changes to these settings to your designated iMedRIS contact.



The screenshot shows the 'Setup System Properties' page. On the left, there is a list of settings categories. 'Reserved Settings' is highlighted with a red arrow. On the right, there is a 'Download Properties Script' button and a list of instructions:

- Please click a category name on the left-hand side to list its properties.
- You could then edit the values of displayed properties in the input boxes, radio buttons, etc.
- Please save your change.

## system.use\_arc\_standalone

This property enables use of ARC as a standalone module.

When the property is set to “Yes” ARC can be run in standalone mode.

When the property is set to “No” ARC cannot be run in standalone mode.

## **system.use\_rb\_ARC**

This property enables use of ARC review board features, which enables use of the ARC module overall.

When the property is set to “Yes” the ARC module is enabled.

When the property is set to “No” the ARC module is disabled.