



ANIMAL RESOURCE CENTER

Properties

Software Version 11.02.01

Manual Version P1

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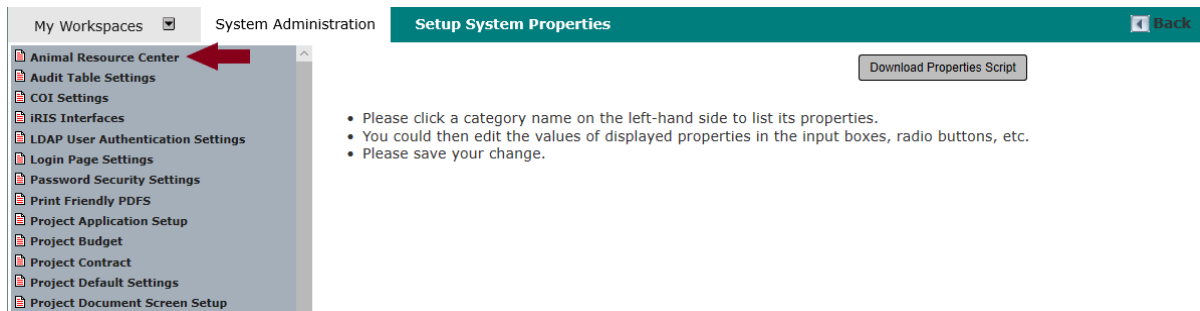
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Introduction

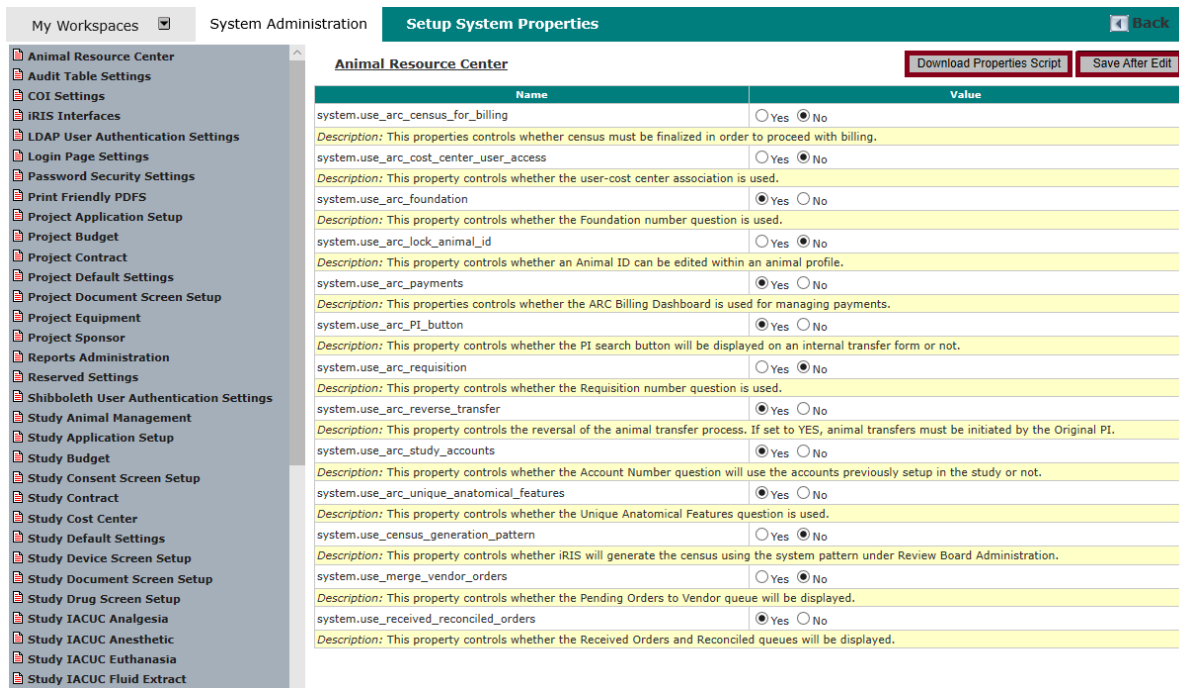
The iRIS™ system is highly configurable. Systemwide and module-specific properties are provided for the System Administrator to enable or disable certain fields and/or features.

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.



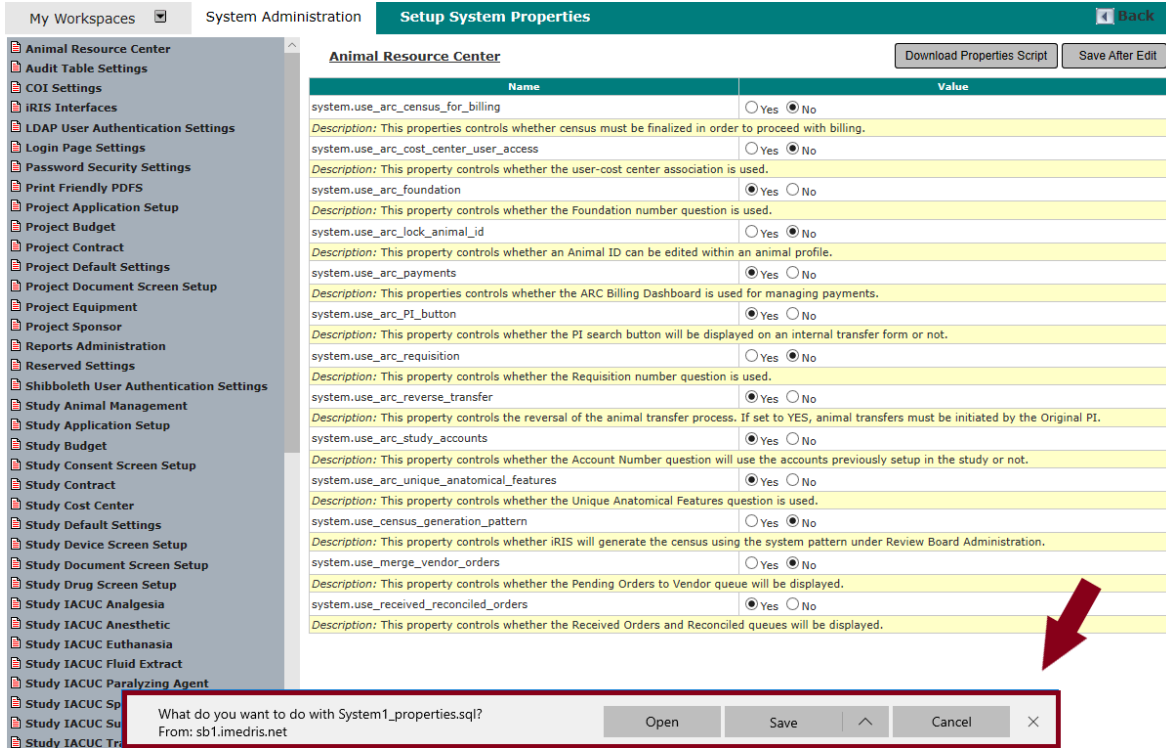
Setting a property to “Yes” enables it and/or makes its system field(s) visible to users. Setting a property to “No” disables it and/or hides its system field(s) from users.

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.

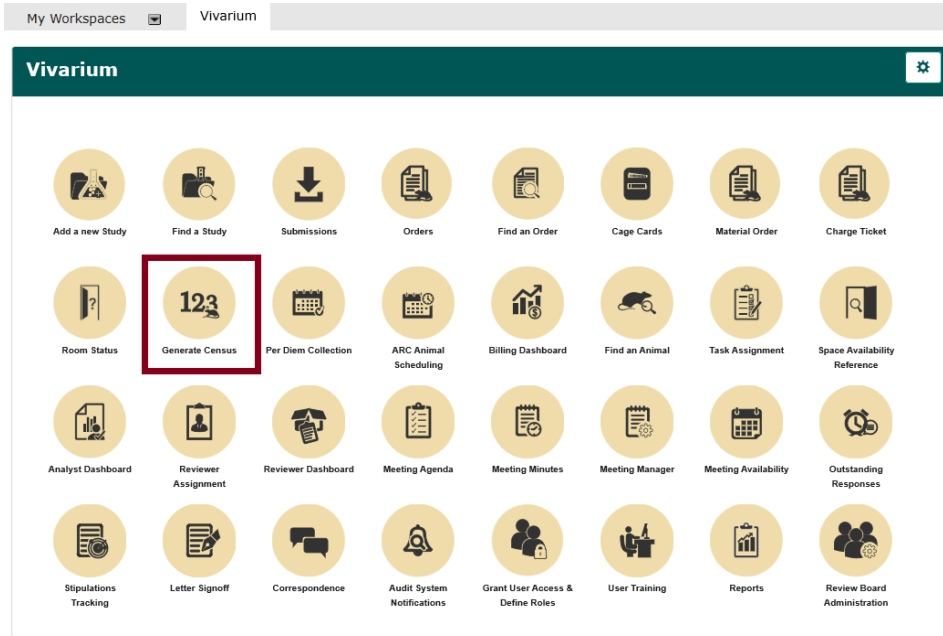
The **Download Properties Script** button is used to download a SQL query script that can be run against any iRIS™ system with the ARC module installed to automatically update all the properties shown here at once. Click the button to open a download dialog box, as shown below, and save the script to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



The 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.



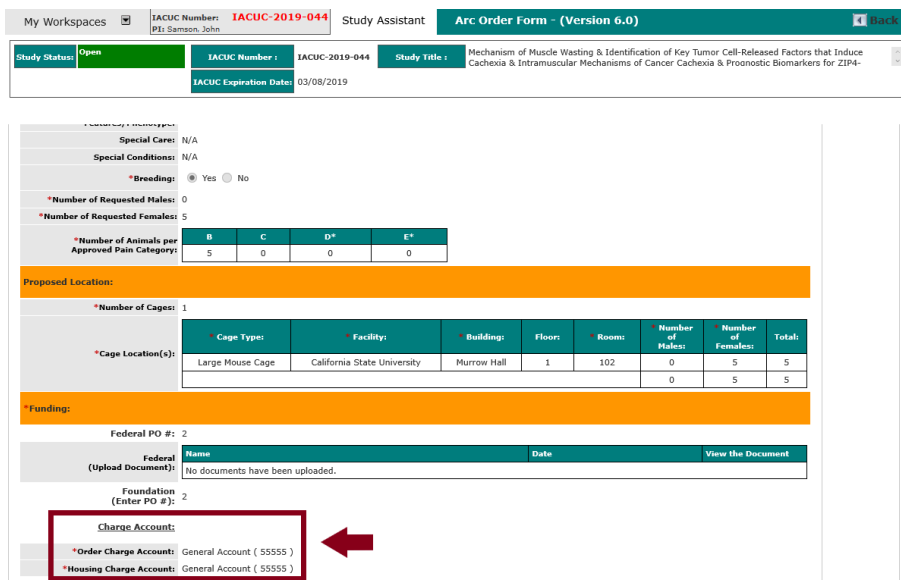
When set to “Yes”, the census must be finalized. If the user attempts to process billing before the census is finalized the system will return an error message, prompting the user to complete the census task.

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.



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 shows the 'Arc Order Form - (Version 7.0)' interface. At the top, it displays 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'PI: Investigator, John Samson II, B.S.', 'Study Assistant', and a 'Back' button. Below this, a summary bar shows '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 located on the right side.

The main form area is divided into sections: 'Approved Pain Category:' with four input boxes containing '0'; 'Proposed Location:' with a 'Number of Cages:' input box; and 'Cage Location(s):' with a table header including 'Cage Type', 'Facility', 'Building', 'Floor', 'Room', '% Available Rooms Space', '% Available after receipt', 'Number of Males', 'Number of Females', and 'Total'. Below this is the 'Funding:' section, which contains a 'Federal PO #' input box, a 'Federal Document: (Upload File)' area with a dashed box and the text 'Drag your file here or click in this area.', and a table with columns 'Delete', 'Name', 'Date', and 'View the Document'. Below the table, the text 'No documents have been uploaded.' is displayed. The 'Foundation: (Enter PO #)' field is highlighted with a red box. At the bottom, there is a 'Charge Account:' dropdown menu.

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.

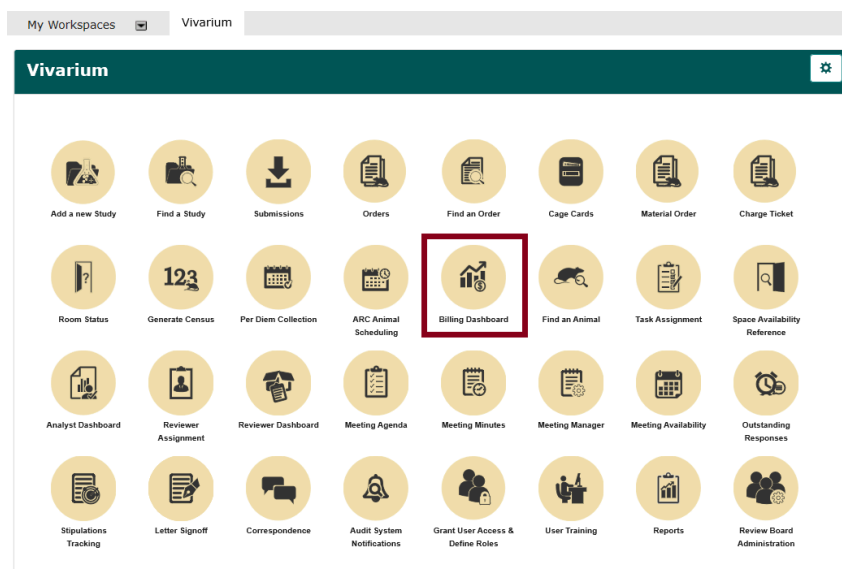
The screenshot shows the 'Animal Management' interface. At the top, there's a header with 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'Study Assistant', and 'Animal Management'. Below this, a summary bar shows 'Study Status: Open', 'IACUC Number: IACUC-2019-044', 'Study Title: Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Pronostic Biomarkers for ZIP4-', and 'IACUC Expiration Date: 03/08/2019'. The main content area is titled 'Animal Profile - IACUC-2019-044_M_00001'. On the left is a sidebar with 'Animal Records' and various icons for 'Animal Profile', 'Animal Document', 'Genotype', 'Scheduling', 'Observations', and 'Medical Conditions'. The main form contains fields for: Species (Mouse), Strain (C57BL/6), Animal ID (IACUC-2019-044_M_00001), Tag Numbers, Animal Alias, Breeding # (with a 'Select a Breeding Record' button), Generation, Date of Birth, Sex (Male, Female, Unknown), USDA Category, Life Status (Alive), Health Status, Deactivation Date, Breeding Status (Breeding, Retired Breeder, Unknown, Virgin), Cage ID (IACUC-2019-044_00003, with 'Select a Cage' and 'Create a New Cage' buttons), Coat Color, Diet, Animal received by (Order), and Order Number. A red arrow points to the 'Animal ID' field.

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 displays the 'Internal Transfer Form - (Version 2.0)'. At the top, it shows 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'PI: Samson, John', and 'Study Assistant'. The 'Study Status' is 'Open'. 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'. Below this, there are fields for '*Stock #/Order Code:', '*Age/Size:', and 'Special Conditions:'. The 'Study Transfer:' section is highlighted in orange. It is divided into 'Transfer Animals FROM:' and 'Transfer Animals TO:'. The 'Transfer Animals TO:' section includes a 'Search PI' button, which is highlighted with a red arrow. Other fields in this section include '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 are 'Search Animals' and 'Search Cages' buttons, and a table with columns for 'Cage ID', 'Animal ID', and 'Sex'.

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.

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 Z1P4 | IACUC Expiration Date: 03/08/2019

Special Conditions: N/A

*Breeding: Yes No

*Number of Requested Males: 0

*Number of Requested Females: 5

*Number of Animals per Approved Pain Category:

B	C	D*	E*
5	0	0	0

Proposed Location:

*Number of Cages: 1

*Cage Location(s):

Cage Type	Facility	Building	Floor	Room	Number of Males	Number of Females	Total
Large Mouse Cage	California State University	Murrow Hall	1	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

Requisition (Enter Requisition #): 2

Charge Account:

*Order Charge Account: General Account (55555)

*Housing Charge Account: General Account (55555)

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)' interface. At the top, it shows 'My Workspaces', 'IACUC Number: IACUC-2019-044', 'Study Assistant', and a 'Back' button. Below this, a summary bar includes '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. The main form area is divided into two primary sections: 'Transfer Animals FROM:' and 'Transfer Animals TO:'. The 'FROM' section contains fields for '*Original PI: John Samson' (highlighted with a red box and a red arrow), '*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' section includes a 'Search PI' button, '*PI:', 'Study Number:', 'Order Charge Account' (dropdown), 'Lab Contact Person', 'Phone Number', 'Email', 'Cage Type' (dropdown), 'Requesting Location:', 'Transfer to Building' (dropdown), and 'Transfer to Room' (dropdown). At the bottom, there are 'Search Animals' and 'Search Cages' buttons, and a table header with columns for 'Cage ID', 'Animal ID', and 'Sex'. The 'Total Quantity of Animals' is shown as 0.

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

PI: Investigator, John Samson II, B.S.

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 & Proanostic Biomarkers for ZIP4- 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 Document: (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 (78900) **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

PI: Samson, John

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 IACUC Expiration Date: 03/08/2019

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

2 result(s) found...

<input type="checkbox"/>	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.

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.

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.

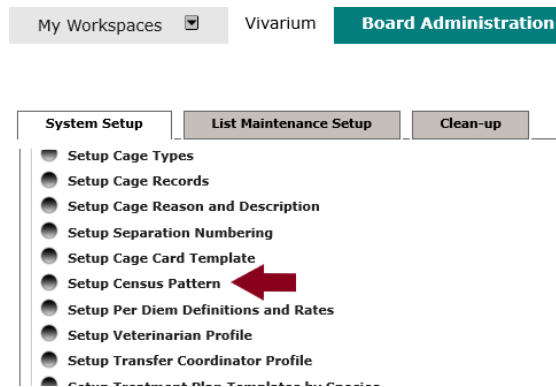
When the property is set to “No” this field does not appear on the order form.

system.use_census_generation_pattern

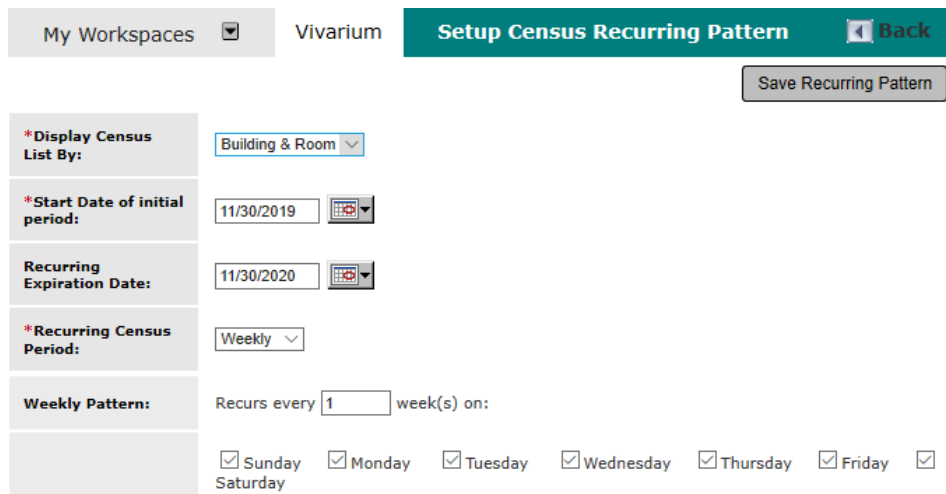
This property specifies whether a standardized census pattern schema is applied for generation of an animal census.

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.

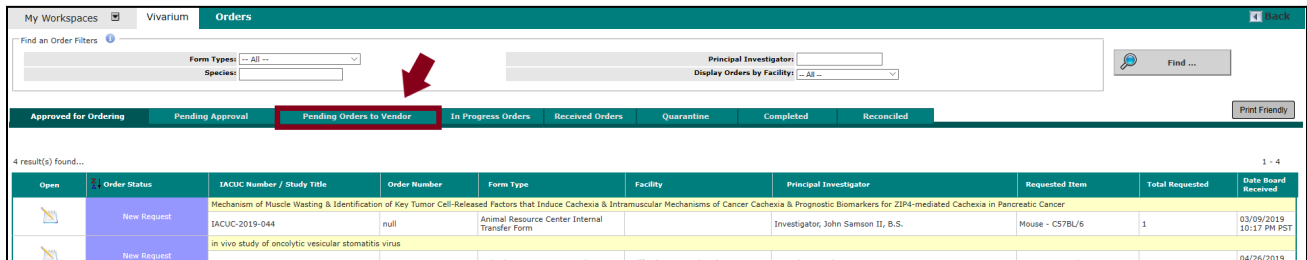


When the system.use_census_generation_pattern is set to “No” the **Setup Census Pattern** link does not appear under ARC > Review Board Administration, and no standardized schema is applied to census generation.

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.

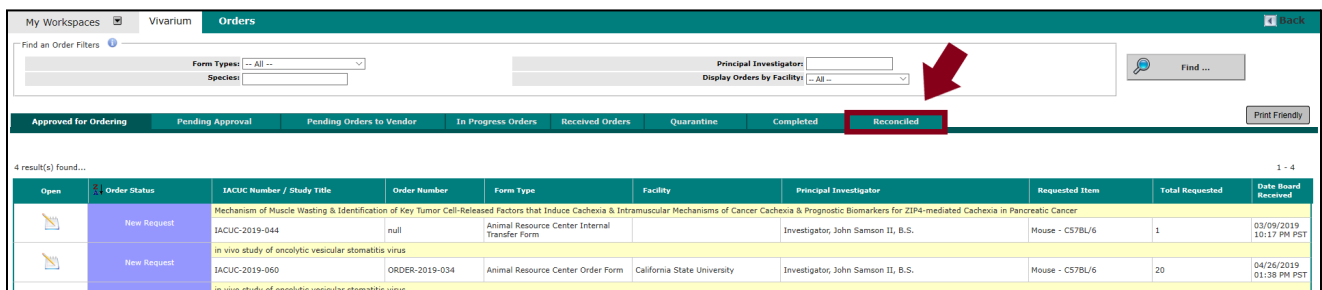


When this property is set to “No” the **Pending Orders to Vendor** tab is not included on the **Orders** page.

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.



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.

My Workspaces System Administration **Setup System Properties** Back

Download Properties Script

- 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.