



## ANIMAL RESOURCE CENTER

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### *Facilities*

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## Introduction

iRIS™ includes numerous tools to assist with facilities management related to subject animal husbandry and study activity. This manual covers facility management operations in iRIS™, including setup and maintenance of facility, building, floor and room records.

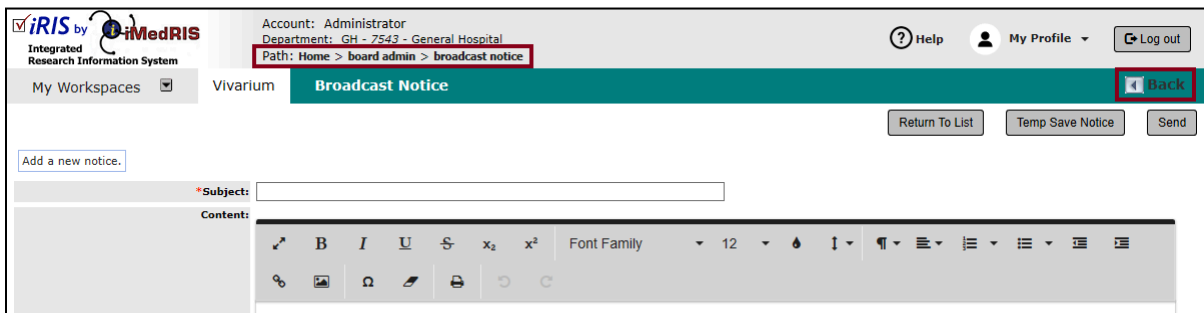
## Navigation in iRIS™

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.

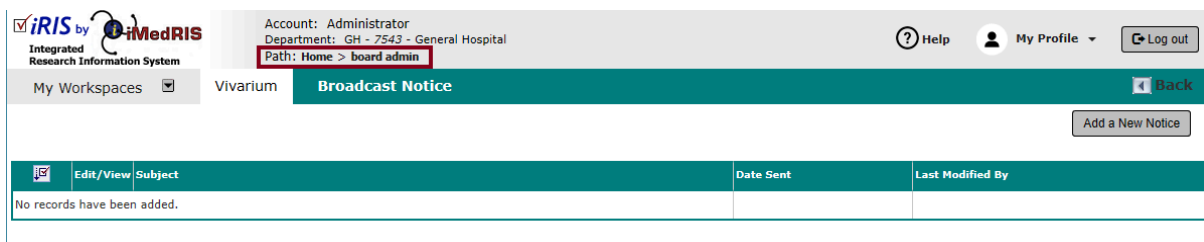
## Path Directory Tree

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

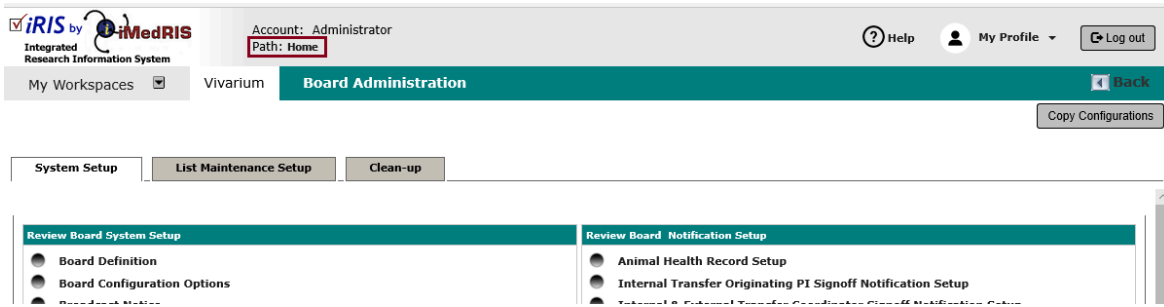
In the example shown the user is viewing the **Broadcast Notice Add a new notice** page. This page is nested three levels beneath the main workspace page, as indicated by the three links available in the **Path** directory tree: **Home**, **board admin** and **broadcast notice**.



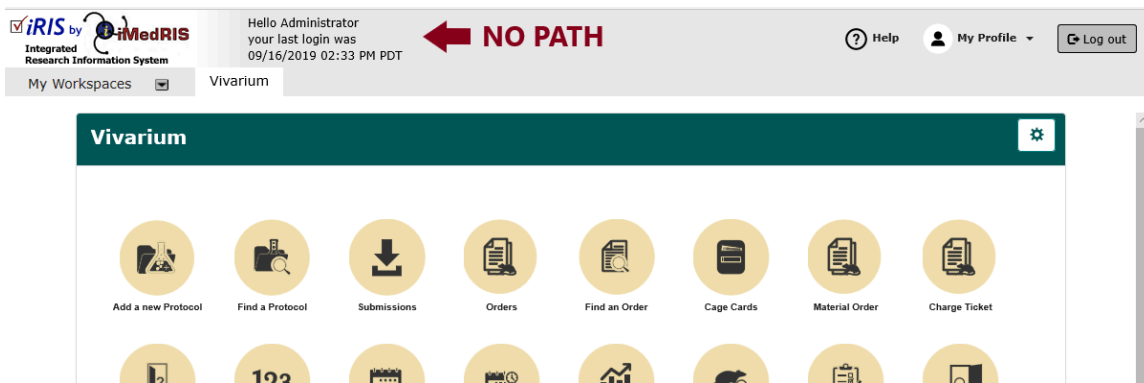
Click on **broadcast notice** in the **Path** to navigate up one level in the directory tree, to the main **Broadcast Notice** page. There are now two levels in the **Path** directory tree: **board admin** and **Home**.



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**.

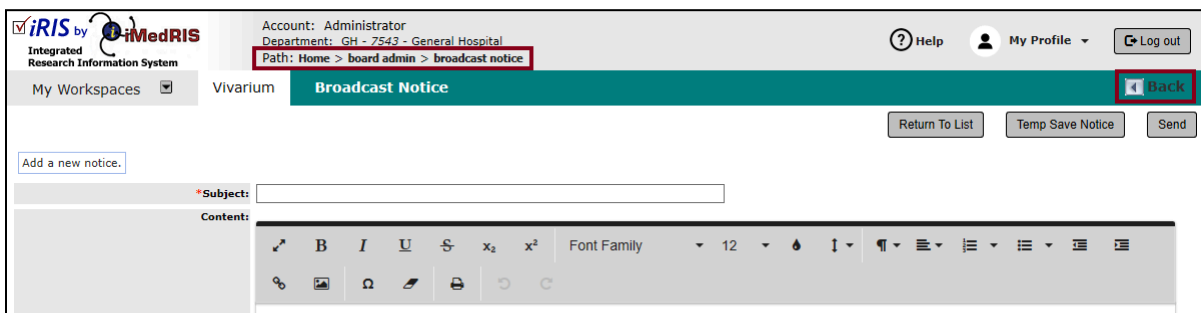


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

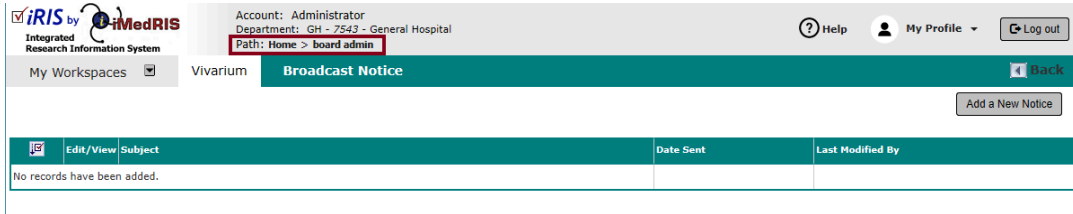


## Back Button

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:



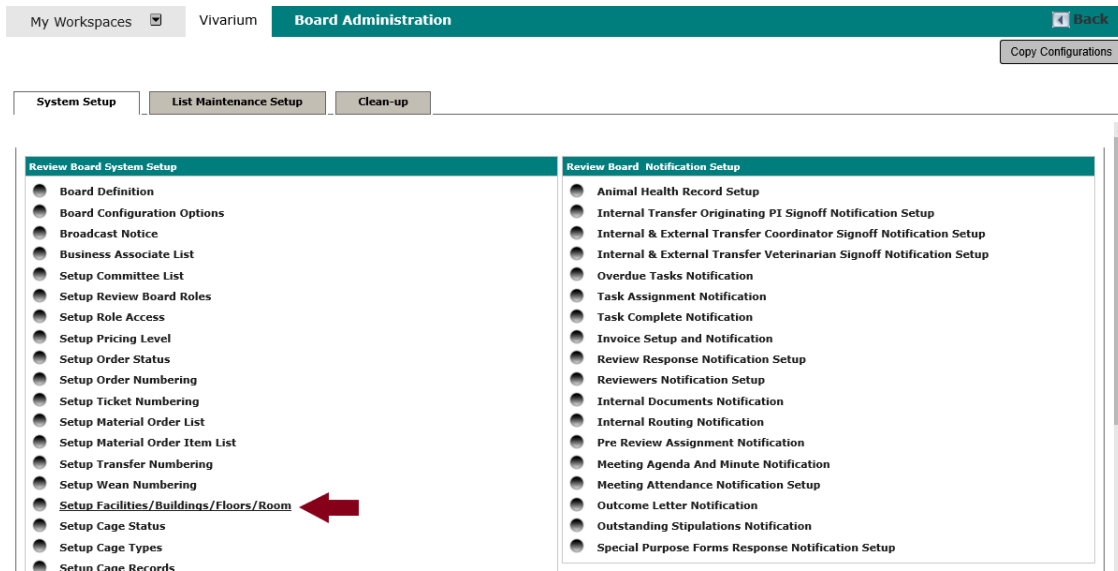
Clicking the **Back** button on the **Broadcast Notice** page returns the user to the Board Administration page, as indicated by the last link in the **Path** directory tree shown in the screenshot above.

*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.*

### Facility Management in iRIS™

In iRIS™ facilities records are broken out into a hierarchy of four types: Facility, Building, Floor and Room. Rooms are assigned to floors, floors are assigned to buildings, and buildings are assigned to facilities. In this context, “facility” refers to the institution (e.g., UCLA) or physical site (e.g., NIH Atlanta GA Campus) where buildings used for study purposes are located.

Facilities record setup and maintenance is accessed via the Animal Resource Center > Review Board Administration > **Setup Facilities/Buildings/Floors/Room** link. Click that link to begin.



The **Setup Facilities/Buildings/Floors/Rooms** page is displayed.

My Workspaces		Vivarium	Setup Facilities/Buildings/Floors/Rooms	Back
			Add a New Facility	Delete Selected Facilities
<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0

Existing facility records are listed in a table with columns for **Facility Name**, **Facility Code** and **Total Number of Rooms**.

**Total Number of Rooms** refers to the number of room records created in iRIS™ that are assigned to the respective iRIS™ building record. It is not a count of actual rooms that exist in the actual building.

### Add Facility

Click the **Add a New Facility** button to create a new facility record.

My Workspaces		Vivarium	Setup Facilities/Buildings/Floors/Rooms	Back
			Add a New Facility	Delete Selected Facilities
<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0

An add panel opens, containing fields to create a new facility record.

My Workspaces		Vivarium	Setup Facilities/Buildings/Floors/Rooms	Back
			Save Facility	
<b>Facility</b>				
Facility Code:	<input type="text"/>			
*Facility Name:	<input type="text"/>			
Street1:	<input type="text"/>			
Street2:	<input type="text"/>			
City:	<input type="text"/>			
County/Parish:	<input type="text"/>			
State:	<input type="text"/>			
Province:	<input type="text"/>			
Country:	<input type="text"/>			
Zip/Postal Code:	<input type="text"/>			

Enter a **Facility Name** and complete other fields as desired and click the **Save Facility** button to continue. The page refreshes as shown below.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ⏪ Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia ▼

Province:

Country: USA: UNITED STATES ▼

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)** ←

**Facility Building** Add Buildings

Edit Building

No Buildings have been added

Tabs at the bottom of the panel provide access to records for **Building(s)**, **Floor(s)** and **Room(s)** assigned to the Facility record shown at top. In this case there are not yet any associated **Building(s)**, **Floor(s)** or **Room(s)**, so there are no records in any of the tabs for this facility.

### Edit Facility

To edit an existing facility record, navigate to ARC > Review Board Administration > Setup Facilities/Buildings/Floors/Room and open the applicable facility record by clicking on the icon in the **Edit** column for the corresponding facility.

An editable **Facility** panel opens for the chosen facility record.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ⏪ Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia ▼

Province:

Country: USA: UNITED STATES ▼

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** Add Buildings

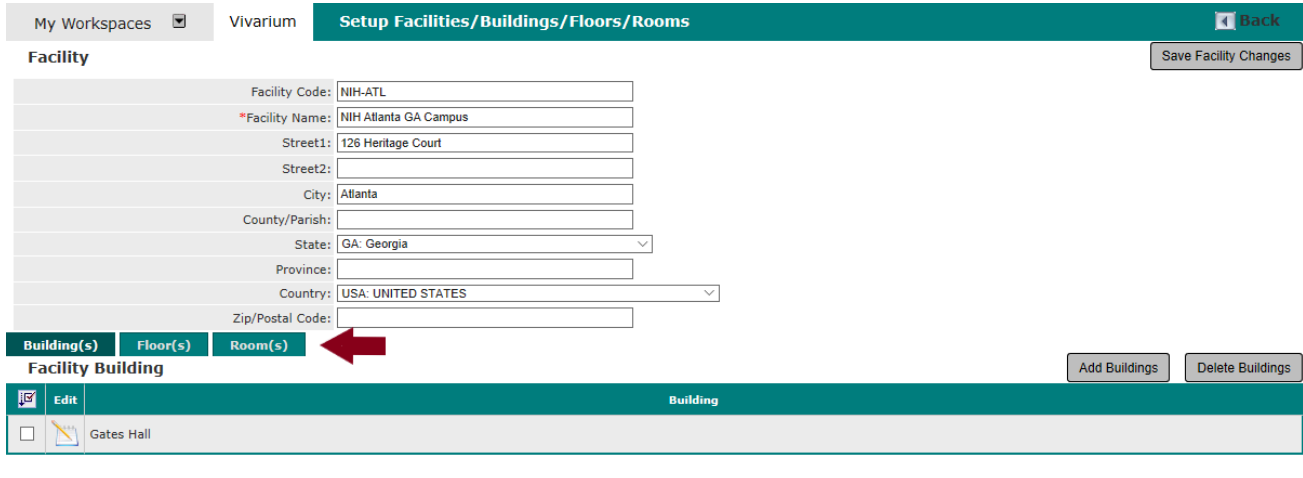
Edit Building

No Buildings have been added

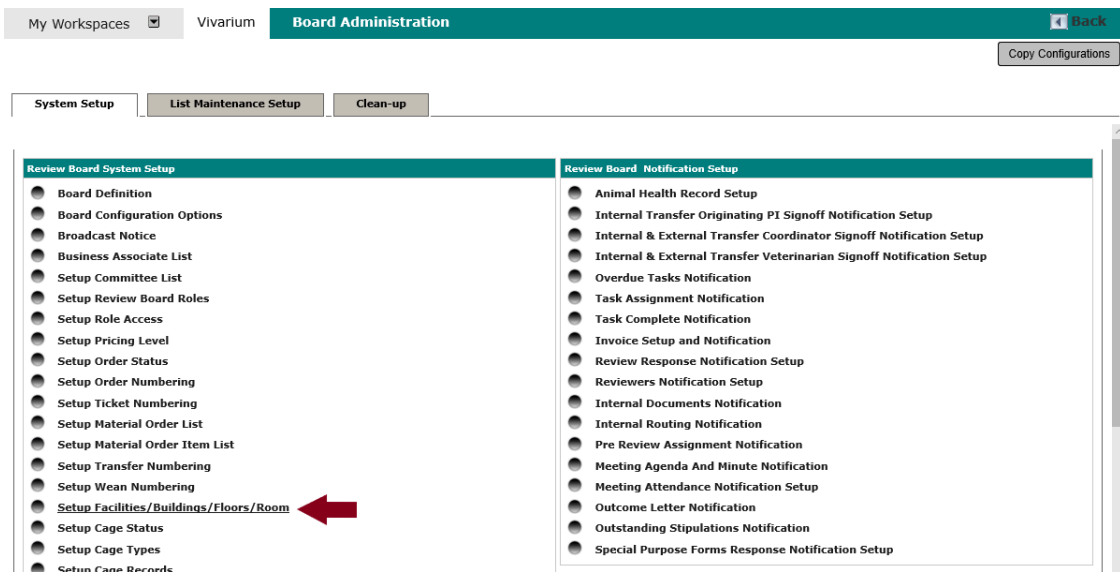
Make any desired changes to the facility fields and click the **Save Facility Changes** button to save the record.

### Add Building

Before a building record can be created, the facility to which the building record will be assigned must exist. The tabbed control for addition and management of **Building(s)**, **Floor(s)** and **Room(s)** records can only be accessed from within the facility record to which those items are or will be assigned.



To add a building record, navigate to ARC > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.



The **Setup Facilities/Buildings/Floors/Rooms** page is displayed. Open the applicable facility record by clicking on the icon in the **Edit** column for the corresponding facility.

My Workspaces  Vivarium **Setup Facilities/Buildings/Floors/Rooms**

<input type="checkbox"/>	<input type="checkbox"/> Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>	<input type="checkbox"/>	California State University	CSU	2
<input type="checkbox"/>	<input type="checkbox"/>	General Facility	900XXM	2
<input type="checkbox"/>	<input type="checkbox"/>	Main Campus	555	0
<input type="checkbox"/>	<input type="checkbox"/>	NIH Atlanta GA Campus	NIH-ATL	0

Below, a facility record is open for editing.

My Workspaces  Vivarium **Setup Facilities/Buildings/Floors/Rooms**

**Facility**

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building**

Edit **Building**

No Buildings have been added

Notice that the **Building(s)** tab is selected by default. Note that **Facility** details remain open for editing at top. Click the **Add Buildings** button at the lower right to add and assign a building to the facility shown at the top of the page.

The **Setup Building** form opens in a popup window.

**Setup Building**

Facility : NIH Atlanta GA Campus

\*Building Name:

Building Use:

Building Description:

Building Status: Active

Building Comments:

Enter a **Building Name** and other building details as desired.

**Building Use** and **Building Description** fields are used to distinguish this building from other, possibly similar buildings assigned to the same facility.

**Building Use** examples could include “Vivarium”, “Research Administration”, “Test Labs” or “Veterinary Clinic”.

The **Building Description** field is used to describe the building in whatever manner is most effective for the individual institution. **Building Description** examples could include the building location on campus (e.g., “North Campus”), the part of the building being used for study purposes (e.g., “Marion Whalley wing”), or an actual building address (e.g., “2648 Whittier Blvd., Atlanta GA”).

**Building Status** is used to indicate whether the building is currently in use for study or project purposes. The field is set to “Active” by default. Later, after the building has been in use, its **Building Status** can be changed to “Inactive” in order to prevent the building from being used on future studies while still retaining its historical records.

*Note that a **Building Status** of “Inactive” prevents transfers, orders and similar activity records from being associated with the building.*

The **Building Comments** field is used to enter any further details about the building that are not applicable to other fields. **Building Comments** examples could include key card or passcode requirements, names of contact personnel in the building, or acceptable parking locations for the building.

An example of the filled form is shown below.

The screenshot shows a 'Setup Building' dialog box with the following fields and values:

- Facility: NIH Atlanta GA Campus
- \*Building Name: Gates Hall
- Building Use: Research Administration
- Building Description: East Wing
- Building Status: Active (dropdown menu)
- Building Comments: Entrance on Keller Plaza, level 2 key card required for entry. Park in structure 5.

A 'Save Building' button is located at the bottom right of the form. A red 'X' icon in the top right corner indicates the close button.

Click the close window control (red **X**) at the upper right corner to close the popup window without saving the building record.

Click the **Save Building** button to save the building record and assign it to the currently active facility record. The **Setup Building** popup window closes, and the building is added to the **Building(s)** tab for the currently active facility record.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

Facility Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** Add Buildings Delete Buildings

Building(s)	Floor(s)	Room(s)
<input type="checkbox"/> Gates Hall		

### Edit Building

To edit an existing building record, navigate to Animal Resource Center > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.

My Workspaces ▾ Vivarium **Board Administration** Back

Copy Configurations






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

Review Board System Setup	Review Board Notification Setup
<ul style="list-style-type: none"><li>● Board Definition</li><li>● Board Configuration Options</li><li>● Broadcast Notice</li><li>● Business Associate List</li><li>● Setup Committee List</li><li>● Setup Review Board Roles</li><li>● Setup Role Access</li><li>● Setup Pricing Level</li><li>● Setup Order Status</li><li>● Setup Order Numbering</li><li>● Setup Ticket Numbering</li><li>● Setup Material Order List</li><li>● Setup Material Order Item List</li><li>● Setup Transfer Numbering</li><li>● Setup Wean Numbering</li><li>● <b>Setup Facilities/Buildings/Floors/Room</b></li><li>● Setup Cage Status</li><li>● Setup Cage Types</li><li>● Setup Cage Records</li></ul>	<ul style="list-style-type: none"><li>● Animal Health Record Setup</li><li>● Internal Transfer Originating PI Signoff Notification Setup</li><li>● Internal &amp; External Transfer Coordinator Signoff Notification Setup</li><li>● Internal &amp; External Transfer Veterinarian Signoff Notification Setup</li><li>● Overdue Tasks Notification</li><li>● Task Assignment Notification</li><li>● Task Complete Notification</li><li>● Invoice Setup and Notification</li><li>● Review Response Notification Setup</li><li>● Reviewers Notification Setup</li><li>● Internal Documents Notification</li><li>● Internal Routing Notification</li><li>● Pre Review Assignment Notification</li><li>● Meeting Agenda And Minute Notification</li><li>● Meeting Attendance Notification Setup</li><li>● Outcome Letter Notification</li><li>● Outstanding Stipulations Notification</li><li>● Special Purpose Forms Response Notification Setup</li></ul>

In the **Setup Facilities/Buildings/Floors/Rooms** page, click the icon in the **Edit** column for the facility to which the building to be edited is assigned.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

Add a New Facility Delete Selected Facilities

<input type="checkbox"/>	 <b>Edit</b>	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

The facility record is opened for editing. Click the icon in the **Edit** column for the applicable building.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

Save Facility Changes

**Facility**

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia



Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** Add Buildings Delete Buildings

<input type="checkbox"/>	 <b>Edit</b>	Building
<input type="checkbox"/>		Gates Hall

The **Setup Building** popup window opens for editing. Make any desired changes to the record.

**Setup Building** X

Facility : NIH Atlanta GA Campus

\*Building Name: Gates Hall

Building Use: Research Administration

Building Description: East Wing

Building Status: Active

Building Comments: Entrance on Keller Plaza, level 2 key card required for entry. Park in structure 5.

Save Building

Click the close window control (red X) at the upper right corner to close the popup window without saving changes.

Click the **Save Building** button to save the building record and close the popup window.

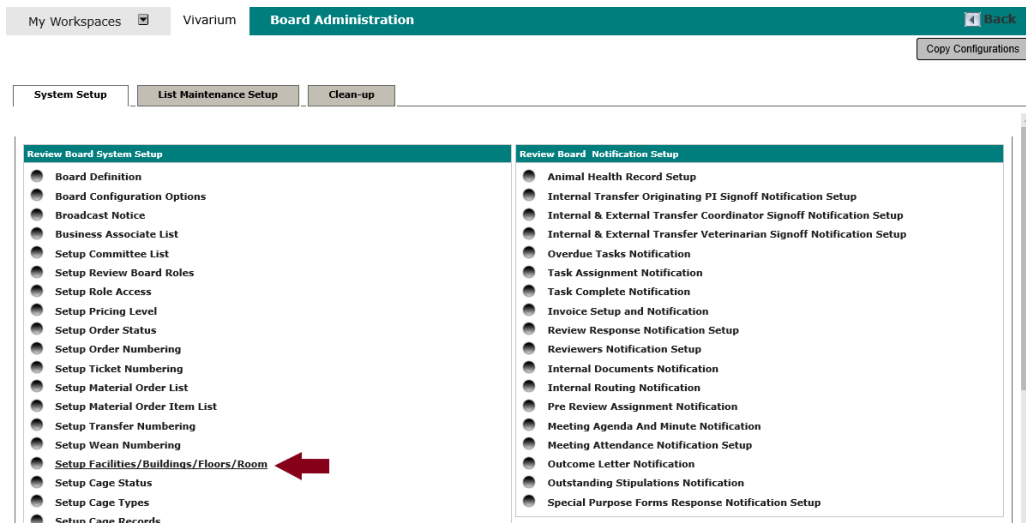
### Delete Building

Before deleting a building record, any floors and rooms assigned to the facility must be deleted to avoid creating “orphaned” records. Orphaned records are records that still exist in the system but are no longer associated with any *other* records in the system.

Deleting a building record when that record has floors assigned to it will orphan those floor records. If the orphaned floor records have rooms assigned to them, those room records will also be orphaned.

*To avoid creation of orphaned records in this linked hierarchy delete room records first, then floors, then buildings.*

To delete building record(s), navigate to Animal Resource Center > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.



In the **Setup Facilities/Buildings/Floors/Rooms** page, click the icon in the **Edit** column for the facility to which the building to be deleted is assigned.

The screenshot shows the 'Setup Facilities/Buildings/Floors/Rooms' page. At the top, there are tabs for 'My Workspaces' and 'Vivarium'. Below these, there are buttons for 'Add a New Facility' and 'Delete Selected Facilities'. The main content is a table with the following data:

<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

The facility record is opened for editing. Select the checkbox(es) to the left of the applicable building(s) and click the **Delete Buildings** button.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL  
\*Facility Name: NIH Atlanta GA Campus  
Street1: 126 Heritage Court  
Street2:  
City: Atlanta  
County/Parish:  
State: GA: Georgia  
Province:  
Country: USA: UNITED STATES  
Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** Add Buildings Delete Buildings

<input checked="" type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

No confirmation popup window displays, the building record(s) is(are) immediately deleted from the facility record.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL  
\*Facility Name: NIH Atlanta GA Campus  
Street1: 126 Heritage Court  
Street2:  
City: Atlanta  
County/Parish:  
State: GA: Georgia  
Province:  
Country: USA: UNITED STATES  
Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** Add Buildings

<input checked="" type="checkbox"/>	Edit	Building
No Buildings have been added		

### Add Floor

Before a floor record can be created, a building record for the building to which the floor is assigned must exist.

To add a floor record, navigate to ARC > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.

My Workspaces ▾ Vivarium **Board Administration** Back Copy Configurations

System Setup | List Maintenance Setup | Clean-up

**Review Board System Setup**

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Business Associate List
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Pricing Level
- Setup Order Status
- Setup Order Numbering
- Setup Ticket Numbering
- Setup Material Order List
- Setup Material Order Item List
- Setup Transfer Numbering
- Setup Wean Numbering
- **Setup Facilities/Buildings/Floors/Room**
- Setup Cage Status
- Setup Cage Types
- Setup Cane Records

**Review Board Notification Setup**

- Animal Health Record Setup
- Internal Transfer Originating PI Signoff Notification Setup
- Internal & External Transfer Coordinator Signoff Notification Setup
- Internal & External Transfer Veterinarian Signoff Notification Setup
- Overdue Tasks Notification
- Task Assignment Notification
- Task Complete Notification
- Invoice Setup and Notification
- Review Response Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Special Purpose Forms Response Notification Setup

The **Setup Facilities/Buildings/Floors/Rooms** page is displayed. Open the applicable facility record by clicking on the icon in the **Edit** column for the corresponding facility.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back Add a New Facility Delete Selected Facilities

<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

Below, a facility record that has one building record assigned is open for editing.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back Save Facility Changes

**Facility**

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** | **Floor(s)** | Room(s)

**Facility Building** Add Buildings Delete Buildings

<input type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

Notice that the **Building(s)** tab is selected by default. Click the **Floor(s)** tab to select it.

My Workspaces  Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Floors** Add Floors

Edit Floor

No Floors have been added

Click the **Add Floors** button to add a floor record. The **Setup Floor** popup window opens.

**Setup Floor** X

Facility : NIH Atlanta GA Campus

\*Building: --none--

\*Floor:

Floor Use:

Floor Description:

Floor Status: Active

Floor Comments:

Save Floor

Notice that the read-only **Facility** field prepopulates with the currently active facility name.

Select the applicable **Building** from the dropdown list. All building records assigned to the currently active facility are included in the list.

The screenshot shows a 'Setup Floor' dialog box with the following fields and values:

- Facility: NIH Atlanta GA Campus
- \*Building: --none--
- \*Floor: Gates Hall
- Floor Use: (empty)
- Floor Description: (empty)
- Floor Status: Active
- Floor Comments: (empty)

A 'Save Floor' button is located at the bottom right of the dialog box.

**Building** is a required field, the floor record cannot be saved until a building selection is made.

**Floor Use** and **Floor Description** fields are used to distinguish this floor from other floors assigned to the same **Building**.

**Floor Use** examples could include “Sleep Study Ward”, “Neonates”, “Lab Equipment and Storage” or “Library and Records”.

The **Floor Description** field is used to describe the floor in whatever manner is most effective for the individual institution. **Floor Description** examples could include secure/public status (e.g., “Level 3 keycard access only”), quarantine status, or other important details (e.g., “Veterinary staff on this floor Tu-Th”).

**Floor Status** is used to indicate whether the floor is currently in use for study or project purposes. The field is set to “Active” by default. Later, after the floor has been in use, its **Floor Status** can be changed to “Inactive” in order to prevent the floor from being used on future studies while still retaining its historical records.

*Note that a **Floor Status** of “Inactive” prevents transfers, orders and similar activity records from being associated with the floor.*

The **Floor Comments** field is used to enter any further details about the floor that are not applicable to other fields. **Floor Comments** examples could include key card or passcode requirements, names of contact personnel on the floor, or notes about available equipment.

An example of the filled form is shown below.

Setup Floor

Facility : NIH Atlanta GA Campus

\*Building: Gates Hall

\*Floor: 5

Floor Use: Peds Studies

Floor Description: Open to the public

Floor Status: Active

Floor Comments: Physical therapy in rooms 508-09.

Save Floor

Click the close window control (red X) at the upper right corner to close the popup window without saving changes.

Click the **Save Floor** button to save the floor record and close the popup window. The floor record is added to the **Floor(s)** tab on the **Setup Facilities/Buildings/Floors/Rooms** page.

My Workspaces Vivarium Setup Facilities/Buildings/Floors/Rooms Back

Save Facility Changes

Facility

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

Building(s) Floor(s) Room(s)

Facility Floors Add Floors Delete Floors

	Edit	Floor
<input type="checkbox"/>		5

### Edit Floor

To edit an existing floor record, navigate to Animal Resource Center > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.

My Workspaces ▼ Vivarium **Board Administration** ← Back Copy Configurations

System Setup | List Maintenance Setup | Clean-up

**Review Board System Setup**

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Business Associate List
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Pricing Level
- Setup Order Status
- Setup Order Numbering
- Setup Ticket Numbering
- Setup Material Order List
- Setup Material Order Item List
- Setup Transfer Numbering
- Setup Wean Numbering
- **Setup Facilities/Buildings/Floors/Room** ←
- Setup Cage Status
- Setup Cage Types
- Setup Cane Records

**Review Board Notification Setup**

- Animal Health Record Setup
- Internal Transfer Originating PI Signoff Notification Setup
- Internal & External Transfer Coordinator Signoff Notification Setup
- Internal & External Transfer Veterinarian Signoff Notification Setup
- Overdue Tasks Notification
- Task Assignment Notification
- Task Complete Notification
- Invoice Setup and Notification
- Review Response Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Special Purpose Forms Response Notification Setup

In the **Setup Facilities/Buildings/Floors/Room** page, click the icon in the **Edit** column for the facility to which the floor to be edited is assigned.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ← Back Add a New Facility Delete Selected Facilities

<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

The facility record is opened for editing. Click the **Floor(s)** tab to open it.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ← Back Save Facility Changes

**Facility**

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** | **Floor(s)** | **Room(s)** Add Buildings Delete Buildings

<input type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

Click the icon in the **Edit** column for the applicable floor.

The **Setup Floor** popup window opens for editing. Make any desired changes to the record.

Click the close window control (red **X**) at the upper right corner to close the popup window without saving changes.

Click the **Save Floor** button to save changes to the floor record and close the popup window.

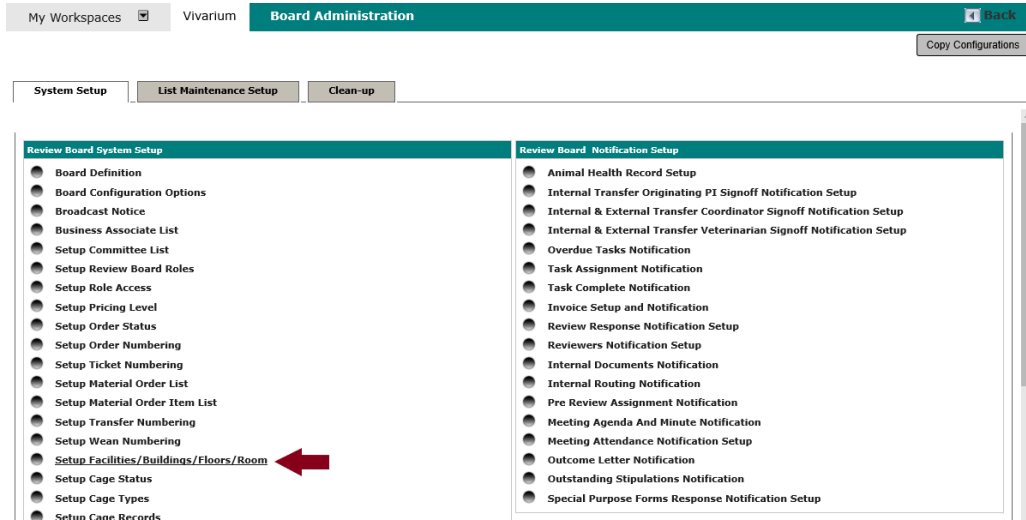
**Delete Floor**

Before deleting a floor record, any room records assigned to the floor must be deleted to avoid creating “orphaned” records. Orphaned records are records that still exist in the system but are no longer associated with any *other* records in the system.

Deleting a floor record when that record has rooms assigned to it will orphan those room records.

To avoid creation of orphaned records in this linked hierarchy delete room records first, then floors.

To delete floor record(s), navigate to Animal Resource Center > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.



In the **Setup Facilities/Buildings/Floors/Rooms** page, click the icon in the **Edit** column for the facility to which the floor to be deleted is assigned.

The screenshot shows the 'Setup Facilities/Buildings/Floors/Rooms' page. At the top, there are tabs for 'My Workspaces' and 'Vivarium'. The 'Setup Facilities/Buildings/Floors/Rooms' tab is active, displaying a table with columns for 'Facility Name', 'Facility Code', and 'Total Number of Rooms'. The table contains four rows of data. The 'Edit' column, which contains a pencil icon, is highlighted with a red box. The 'NIH Atlanta GA Campus' row is selected, and its 'Edit' icon is also highlighted with a red box.

	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

The facility record is opened for editing. Click the **Floor(s)** tab to open it.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** [Back](#)

Save Facility Changes

**Facility**

Facility Code: NIH-ATL  
\*Facility Name: NIH Atlanta GA Campus  
Street1: 126 Heritage Court  
Street2:  
City: Atlanta  
County/Parish:  
State: GA: Georgia  
Province:  
Country: USA: UNITED STATES  
Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** [Add Buildings](#) [Delete Buildings](#)

<input checked="" type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

Select the checkbox(es) to the left of the floor(s) to be deleted and click the **Delete Floors** button.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** [Back](#)

Save Facility Changes

**Facility**

Facility Code: NIH-ATL  
\*Facility Name: NIH Atlanta GA Campus  
Street1: 126 Heritage Court  
Street2:  
City: Atlanta  
County/Parish:  
State: GA: Georgia  
Province:  
Country: USA: UNITED STATES  
Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Floors** [Add Floors](#) [Delete Floors](#)

<input checked="" type="checkbox"/>	Edit	Floor
<input type="checkbox"/>		5

No confirmation popup window displays, the floor record(s) is(are) immediately deleted from the facility record.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** [Back](#)

Save Facility Changes

**Facility**

Facility Code: NIH-ATL  
\*Facility Name: NIH Atlanta GA Campus  
Street1: 126 Heritage Court  
Street2:  
City: Atlanta  
County/Parish:  
State: GA: Georgia  
Province:  
Country: USA: UNITED STATES  
Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Floors** [Add Floors](#)

<input checked="" type="checkbox"/>	Edit	Floor
No Floors have been added		

### Add Room

Before a room record can be created, facility, building and floor records to which the room is to be assigned must exist.

To add a room record, navigate to ARC > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.

The screenshot shows the 'Board Administration' interface. At the top, there are tabs for 'System Setup', 'List Maintenance Setup', and 'Clean-up'. Below these are two columns of menu items. The left column is titled 'Review Board System Setup' and includes items like 'Board Definition', 'Board Configuration Options', 'Broadcast Notice', 'Business Associate List', 'Setup Committee List', 'Setup Review Board Roles', 'Setup Role Access', 'Setup Pricing Level', 'Setup Order Status', 'Setup Order Numbering', 'Setup Ticket Numbering', 'Setup Material Order List', 'Setup Material Order Item List', 'Setup Transfer Numbering', 'Setup Wean Numbering', 'Setup Facilities/Buildings/Floors/Room' (highlighted with a red arrow), 'Setup Cage Status', 'Setup Cage Types', and 'Setup Cane Records'. The right column is titled 'Review Board Notification Setup' and includes items like 'Animal Health Record Setup', 'Internal Transfer Originating PI Signoff Notification Setup', 'Internal & External Transfer Coordinator Signoff Notification Setup', 'Internal & External Transfer Veterinarian Signoff Notification Setup', 'Overdue Tasks Notification', 'Task Assignment Notification', 'Task Complete Notification', 'Invoice Setup and Notification', 'Review Response Notification Setup', 'Reviewers Notification Setup', 'Internal Documents Notification', 'Internal Routing Notification', 'Pre Review Assignment Notification', 'Meeting Agenda And Minute Notification', 'Meeting Attendance Notification Setup', 'Outcome Letter Notification', 'Outstanding Stipulations Notification', and 'Special Purpose Forms Response Notification Setup'.

The **Setup Facilities/Buildings/Floors/Rooms** page is displayed. Open the applicable facility record by clicking on the icon in the **Edit** column for the corresponding facility.

The screenshot shows the 'Setup Facilities/Buildings/Floors/Rooms' page. At the top, there are buttons for 'Add a New Facility' and 'Delete Selected Facilities'. Below is a table with the following data:

<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	S55	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

Below, a facility record is open for editing. Notice that the **Building(s)** tab is selected by default. Click the **Room(s)** tab to select it.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** [Back](#)

**Facility** [Save Facility Changes](#)

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** [Add Buildings](#) [Delete Buildings](#)

<input checked="" type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

Click the **Add Rooms** button to add a room record.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** [Back](#)

**Facility** [Save Facility Changes](#)

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Rooms** [Add Rooms](#)

<input checked="" type="checkbox"/>	Edit	Room	Size(Sq.Ft)	Print Card
No Rooms have been added				

The **Setup Room** popup window opens.

**Setup Room**

Facility : NIH Atlanta GA Campus

\*Building: --none--

\*Floor: --none--

\*Room:

\*Room Size (Sq. Ft.):

Room Use:

Room Description:

\*Location ID: LO

Quarantine Use:  Yes  No

Room Status: Active

Delete	Cage Type	Max. Num. of Cages	Add
	No Cage Type selected yet...		

Room Comments:

To close the popup window without adding a room to the facility, click the close window control (red X) at the upper right corner.

Notice that the read-only **Facility** field prepopulates with the currently active facility name.

**Building** is a required field, the room record cannot be saved until a building selection is made.

**Setup Room** X

Facility : NIH Atlanta GA Campus

\*Building: --none--  
Gates Hall

\*Floor: none

\*Room:

\*Room Size (Sq. Ft):

Room Use:

Room Description:

\*Location ID:  Generate ID

Quarantine Use:  Yes  No

Room Status: Active v

	Delete	Cage Type	Max. Num. of Cages	
Cage Type:	No Cage Type selected yet...			<span style="border: 1px solid gray; padding: 2px;">Add</span>

Room Comments:

Save Room

Select the applicable **Building** from the dropdown list. All building records assigned to the currently active facility are included in the list.

**Floor** is a required field, the room record cannot be saved until a floor selection is made. Select the applicable **Floor** from the dropdown list. All floor records assigned to the currently active building are included in the list.

**Setup Room**

Facility : NIH Atlanta GA Campus

\*Building: Gates Hall

\*Floor: --none--

\*Room: 5

\*Room Size (Sq. Ft):

Room Use:

Room Description:

\*Location ID: LO

Quarantine Use:  Yes  No

Room Status: Active

Delete	Cage Type	Max. Num. of Cages	Add
	No Cage Type selected yet...		<input type="button" value="Add"/>

Room Comments:

Enter the **Room Size**, in total square feet.

**Room Use** and **Room Description** fields are used to distinguish this room from other rooms assigned to the same **Floor**.

**Room Use** examples could include “MRI”, “hydrotherapy”, “controlled substance bay” or “IV therapy”.

The **Room Description** field is used to describe the room in whatever manner is most effective for the individual institution. **Room Description** examples could include equipment details (e.g., “cardio setup”), quarantine status, or other important details (e.g., “Booking handled through Dr. Imogen Kray, ext 449”).

**Location ID** is an internal tracking number used to identify the room in reports, documents, orders and transfer records. Each institution chooses whether **Location ID** is entered manually or automatically generated.

If the institution has opted for a manually entered **Location ID**, enter the desired ID for the room in accordance with the institution’s chosen formatting and numbering requirements.

If the institution has opted for an automatically generated **Location ID**, click the **Generate ID** button to populate the field with a system-generated number.

The screenshot shows a 'Setup Room' window with the following fields and values:

- Facility : NIH Atlanta GA Campus
- \*Building: Gates Hall
- \*Floor: 5
- \*Room: 501
- \*Room Size (Sq. Ft): 1000.00
- Room Use: Ultrasound
- Room Description: 2 echo stations
- \*Location ID: LO (with a 'Generate ID' button highlighted)
- Quarantine Use:  Yes  No
- Room Status: Active

Below the fields is a table for Cage Types:

Delete	Cage Type	Max. Num. of Cages	Add
	No Cage Type selected yet...		

At the bottom right of the window is a 'Save Room' button.

**Quarantine Use** indicates quarantine status of the room. “No” is selected by default. Click “Yes” to indicate the room is in a quarantine status.

**Room Status** is used to indicate whether the room is currently in use for study or project purposes. The field is set to “Active” by default. Later, after the room has been in use, its **Room Status** can be changed to “Inactive” in order to prevent the room from being used on future studies while still retaining its historical records.

Note that a **Room Status** of “Inactive” prevents transfers, orders and similar activity records from being assigned to the room.

The **Cage Type** area includes a subform for entry of details about animal subject cages assigned to the room. If no animal subject cages are assigned to the room this section is skipped.

*Add Cage Types to Room*

Click the **Add** button to add cage types and assign them to the room.

**Setup Room** [X]

Facility : NIH Atlanta GA Campus

\*Building: Gates Hall

\*Floor: 5

\*Room: 501

\*Room Size (Sq. Ft): 1000.00

Room Use: Ultrasound

Room Description: 2 echo stations

\*Location ID: LO0000024 [Generate ID]

Quarantine Use:  Yes  No

Room Status: Active

	Delete	Cage Type	Max. Num. of Cages	Add
Cage Type:		No Cage Type selected yet...		

Room Comments:

[Save Room]

The **Adding Cage Type – Search Window** popup window is opened.

X
Adding Cage Type - Search Window

**Species:** --none--

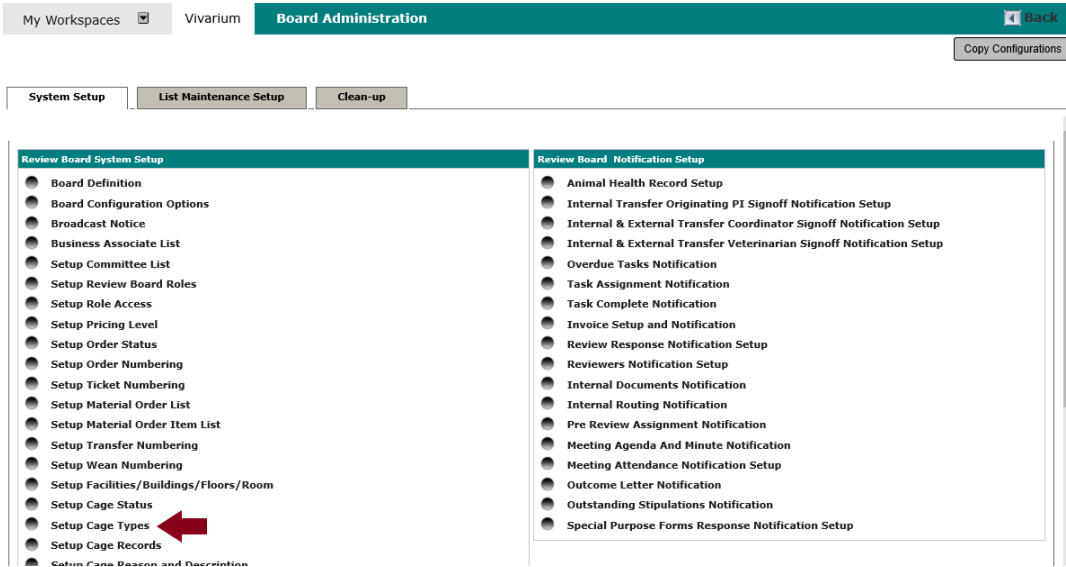
Search

	Cage Type	Species	Size(Floor Space)	Max. Animals Per Cage	Per Diem by	Is Default for Selected Species
<input type="checkbox"/>	Crow Medium Cage	American crow	10.00	10	Cage	Yes
<input type="checkbox"/>	Bird Cage	Bird	5.00	5	Cage	Yes
<input type="checkbox"/>	Canine	Canine	20.00	3	Cage	Yes
<input type="checkbox"/>	Canine small	Canine	10.00	2	Cage	No
<input type="checkbox"/>	Large Goat cage	Goat	1.00	1	Cage	Yes
<input type="checkbox"/>	Large Mouse Cage	Mouse	100.00	25	Cage	Yes
<input type="checkbox"/>	Type A (Small)	Mouse	2.00	2	Cage	No
<input type="checkbox"/>	Large Pig Cage	Pig	200.00	7	Cage	No
<input type="checkbox"/>	Small Pig Cage	Pig	50.00	2	Cage	Yes

Cancel

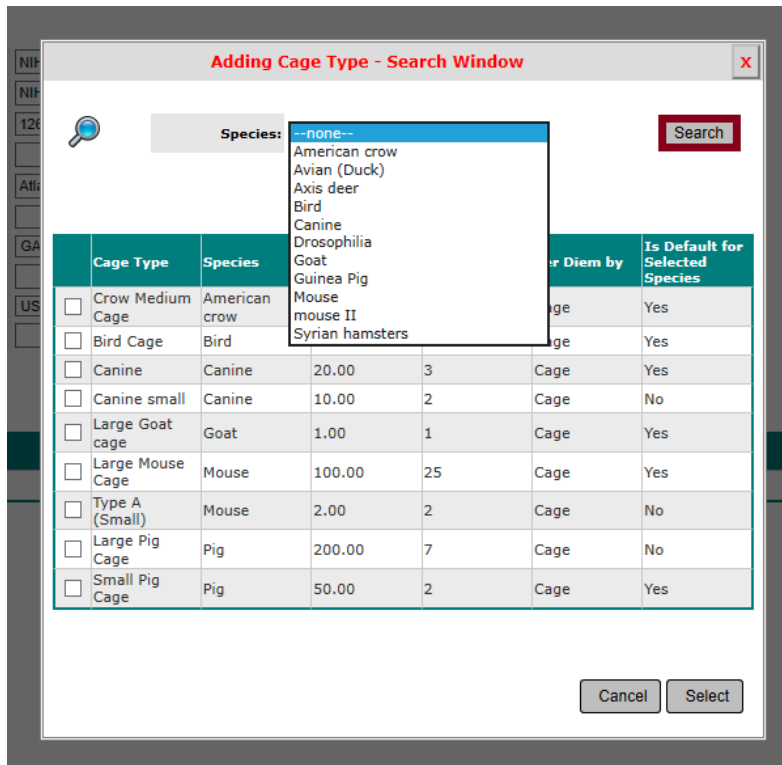
Select

By default, all available cage types are listed on the form. This list is populated by an iRIS™ system administrator via the **Setup Cage Types** link under ARC > Review Board Administration, **System Setup** tab.

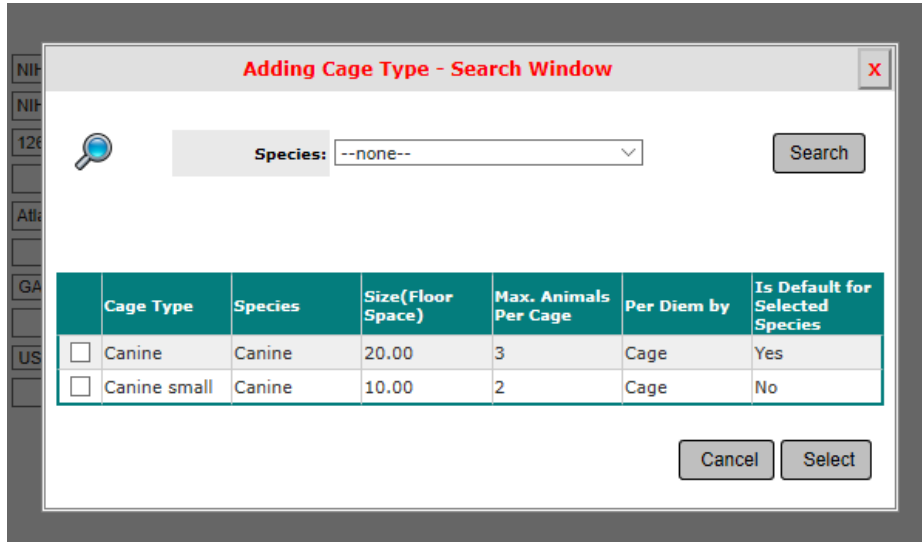


To assign one or more of the cage types shown to the room, select the applicable checkbox(es) and click the **Select** button. Multiple selections are allowed.

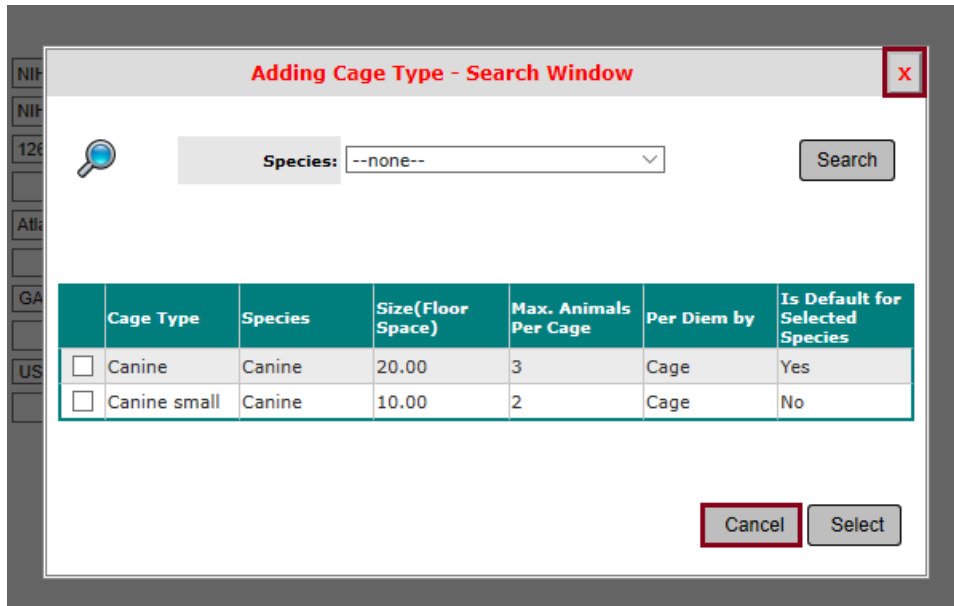
To filter the list of cage types by species, click in the **Species** dropdown list to open it. Click an item in the list to select it, then click the **Search** button to limit the list of cage types to those that are compatible with the chosen species.



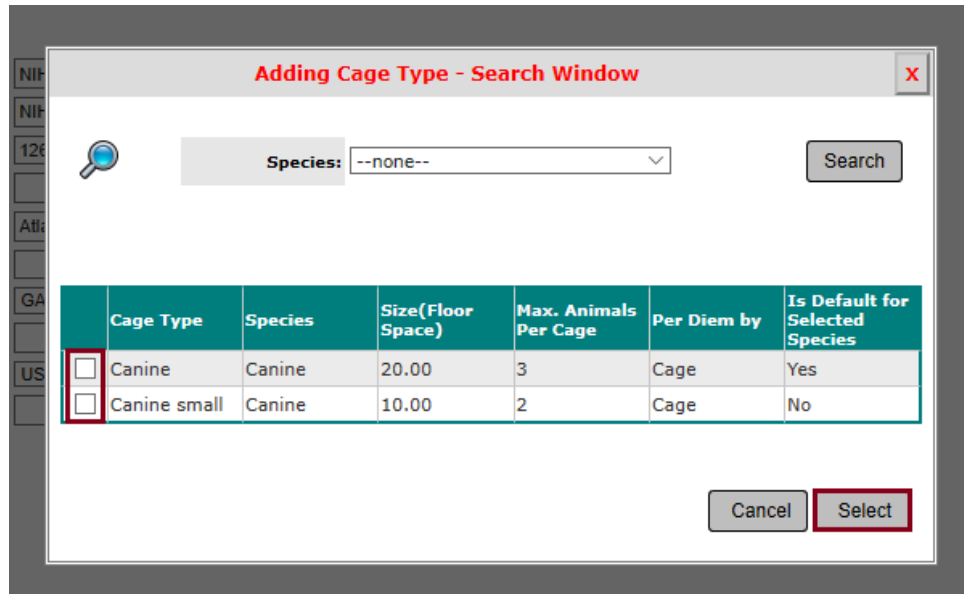
In the example below, "Canine" was selected in the **Species** dropdown list and the **Search** button was clicked.



To close the popup window without selecting a cage type, click the close window control (red **X**) at the upper right corner or the **Cancel** button at the bottom right.



To assign any of the cage types shown to the room, select the checkbox(es) at far left for the applicable cage type(s), then click the **Select** button. Multiple selections are allowed.



The **Adding Cage Type – Search Window** popup window is closed and the cage type is added to the **Setup Room** popup window.

Setup Room
X

Facility : NIH Atlanta GA Campus

\*Building:

\*Floor:

\*Room:

\*Room Size (Sq. Ft):

Room Use:

Room Description:

\*Location ID:  Generate ID

Quarantine Use:  Yes  No

Room Status:

	Delete	Cage Type	Max. Num. of Cages	Add
Cage Type:	<span style="color: red; font-weight: bold;">✕</span>	Canine small	<input type="text" value="0"/>	<span style="border: 1px solid gray; padding: 2px;">Add</span>

Room Comments:

Save Room

The **Max. Num. of Cages** field is used to indicate the maximum number of cages of the specified type that *can be assigned* to the room. By default, the quantity is set to zero. Enter the maximum quantity of the added cage type in the **Max. Num. of Cages** field.

These steps can be repeated as many times as needed to add more cage types to the room.

**Delete Cage Types from Room**

To delete a cage type assignment from a room, click the icon in the **Delete** column for the applicable **Cage Type** in the **Cage Type** section of the **Setup Room** popup window.

**Setup Room** [X]

Facility : NIH Atlanta GA Campus

\*Building: Gates Hall

\*Floor: 5

\*Room: 501

\*Room Size (Sq. Ft): 1000.00

Room Use: Ultrasound

Room Description: 2 echo stations

\*Location ID: LO0000024 [Generate ID]

Quarantine Use:  Yes  No

Room Status: Active

Delete	Cage Type	Max. Num. of Cages	Add
<input checked="" type="checkbox"/>	Canine small	2	

Room Comments:

[Save Room]

The cage assignment is immediately deleted from the **Setup Room** popup window.

**Setup Room**

Facility : NIH Atlanta GA Campus

\*Building: Gates Hall

\*Floor: 5

\*Room: 501

\*Room Size (Sq. Ft): 1000.00

Room Use: Ultrasound

Room Description: 2 echo stations

\*Location ID: LO0000024 Generate ID

Quarantine Use:  Yes  No

Room Status: Active

Delete	Cage Type	Max. Num. of Cages	Add
	No Cage Type selected yet...		

Room Comments:

Save Room

The **Room Comments** field is used to enter any further details about the room that are not applicable to other fields. **Room Comments** examples could include animal subject special requirements, name(s) and location(s) of contact personnel for the room or notes about room equipment.

An example of the filled form is shown below.

Setup Room X

Facility : NIH Atlanta GA Campus

\*Building:

\*Floor:

\*Room:

\*Room Size (Sq. Ft):

Room Use:

Room Description:

\*Location ID:  Generate ID

Quarantine Use:  Yes  No

Room Status:

	Delete	Cage Type	Max. Num. of Cages	
Cage Type:	✖	Canine small	<input type="text" value="2"/>	<span style="border: 1px solid gray; padding: 2px 5px;">Add</span>

Room Comments: 

See Dr. Madrigal in room 504 for applicable husbandry protocols.

Save Room

Click the close window control (red X) at the upper right corner to close the popup window without saving the room record.

Click the **Save Room** button at the lower right corner to save the room record and close the popup window. The room record is added to the **Room(s)** tab on the **Setup Facilities/Buildings/Floors/Rooms** page.

My Workspaces ▾ Vivarium **Setup Facilities/Buildings/Floors/Rooms** [Back](#)

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia ▾

Province:

Country: USA: UNITED STATES ▾

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Rooms** Add Rooms Delete Rooms

<input type="checkbox"/>	Edit	Room	Size(Sq.Ft)	Print Card
<input type="checkbox"/>		501	1000.00	

### Edit Room

To edit a room record, navigate to ARC > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.

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

Copy Configurations

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

Review Board System Setup	Review Board Notification Setup
<input type="radio"/> Board Definition	<input type="radio"/> Animal Health Record Setup
<input type="radio"/> Board Configuration Options	<input type="radio"/> Internal Transfer Originating PI Signoff Notification Setup
<input type="radio"/> Broadcast Notice	<input type="radio"/> Internal & External Transfer Coordinator Signoff Notification Setup
<input type="radio"/> Business Associate List	<input type="radio"/> Internal & External Transfer Veterinarian Signoff Notification Setup
<input type="radio"/> Setup Committee List	<input type="radio"/> Overdue Tasks Notification
<input type="radio"/> Setup Review Board Roles	<input type="radio"/> Task Assignment Notification
<input type="radio"/> Setup Role Access	<input type="radio"/> Task Complete Notification
<input type="radio"/> Setup Pricing Level	<input type="radio"/> Invoice Setup and Notification
<input type="radio"/> Setup Order Status	<input type="radio"/> Review Response Notification Setup
<input type="radio"/> Setup Order Numbering	<input type="radio"/> Reviewers Notification Setup
<input type="radio"/> Setup Ticket Numbering	<input type="radio"/> Internal Documents Notification
<input type="radio"/> Setup Material Order List	<input type="radio"/> Internal Routing Notification
<input type="radio"/> Setup Material Order Item List	<input type="radio"/> Pre Review Assignment Notification
<input type="radio"/> Setup Transfer Numbering	<input type="radio"/> Meeting Agenda And Minute Notification
<input type="radio"/> Setup Wean Numbering	<input type="radio"/> Meeting Attendance Notification Setup
<input type="radio"/> <b>Setup Facilities/Buildings/Floors/Room</b>	<input type="radio"/> Outcome Letter Notification
<input type="radio"/> Setup Cage Status	<input type="radio"/> Outstanding Stipulations Notification
<input type="radio"/> Setup Cage Types	<input type="radio"/> Special Purpose Forms Response Notification Setup
<input type="radio"/> Setup Cane Records	

The **Setup Facilities/Buildings/Floors/Rooms** page is displayed. Open the applicable facility record by clicking the icon in the **Edit** column for the corresponding facility.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ← Back

Add a New Facility Delete Selected Facilities

<input type="checkbox"/>	Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

Below, a facility record is open for editing. Notice that the **Building(s)** tab is selected by default. Click the **Room(s)** tab to select it.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ← Back

Facility Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** Floor(s) **Room(s)**

Facility Building Add Buildings Delete Buildings

<input type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

Click the icon in the **Edit** column to edit the corresponding room record.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** ← Back

Facility Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

Facility Rooms Add Rooms Delete Rooms

<input type="checkbox"/>	Edit	Room	Size(Sq.Ft)	Print Card
<input type="checkbox"/>		501	1000.00	

The **Setup Room** popup window for the selected room is opened for editing.

**Setup Room** [X]

Facility : NIH Atlanta GA Campus

\*Building: Gates Hall

\*Floor: 5

\*Room: 501

\*Room Size (Sq. Ft.): 1000.00

Room Use: Ultrasound

Room Description: 2 echo stations

\*Location ID: LO0000024 [Generate ID]

Quarantine Use:  Yes  No

Room Status: Active

Delete	Cage Type	Max. Num. of Cages	Add
<input type="checkbox"/>	Canine small	2	<input type="button" value="Add"/>

Room Comments: See Dr. Madrigal in room 504 for applicable husbandry protocols.

[Save Room]

Click the close window control (red **X**) at the upper right corner to close the popup window without saving changes made to the room record.

Click the **Save Room** button at the lower right corner to save changes and close the popup window.

### Delete Room

To delete room records, navigate to ARC > Review Board Administration and click the **Setup Facilities/Buildings/Floors/Room** link.

My Workspaces ▼ Vivarium **Board Administration** Back

Copy Configurations

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

**Review Board System Setup**

- Board Definition
- Board Configuration Options
- Broadcast Notice
- Business Associate List
- Setup Committee List
- Setup Review Board Roles
- Setup Role Access
- Setup Pricing Level
- Setup Order Status
- Setup Order Numbering
- Setup Ticket Numbering
- Setup Material Order List
- Setup Material Order Item List
- Setup Transfer Numbering
- Setup Wean Numbering
- **Setup Facilities/Buildings/Floors/Room**
- Setup Cage Status
- Setup Cage Types
- Setup Cage Records

**Review Board Notification Setup**

- Animal Health Record Setup
- Internal Transfer Originating PI Signoff Notification Setup
- Internal & External Transfer Coordinator Signoff Notification Setup
- Internal & External Transfer Veterinarian Signoff Notification Setup
- Overdue Tasks Notification
- Task Assignment Notification
- Task Complete Notification
- Invoice Setup and Notification
- Review Response Notification Setup
- Reviewers Notification Setup
- Internal Documents Notification
- Internal Routing Notification
- Pre Review Assignment Notification
- Meeting Agenda And Minute Notification
- Meeting Attendance Notification Setup
- Outcome Letter Notification
- Outstanding Stipulations Notification
- Special Purpose Forms Response Notification Setup

The **Setup Facilities/Buildings/Floors/Rooms** page is displayed. Open the applicable facility record by clicking the icon in the **Edit** column for the corresponding facility.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

Add a New Facility Delete Selected Facilities

<input type="checkbox"/>	<b>Edit</b>	<b>Facility Name</b>	<b>Facility Code</b>	<b>Total Number of Rooms</b>
<input type="checkbox"/>		California State University	CSU	2
<input type="checkbox"/>		General Facility	900XXM	2
<input type="checkbox"/>		Main Campus	555	0
<input type="checkbox"/>		NIH Atlanta GA Campus	NIH-ATL	0

Below, a facility record is open for editing. Notice that the **Building(s)** tab is selected by default. Click the **Room(s)** tab to select it.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Building** Add Buildings Delete Buildings

<input checked="" type="checkbox"/>	Edit	Building
<input type="checkbox"/>		Gates Hall

Select the applicable checkbox(es) in the far-left column and click the **Delete Rooms** button to delete the corresponding room record(s).

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia

Province:

Country: USA: UNITED STATES

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Rooms** Add Rooms Delete Rooms

<input checked="" type="checkbox"/>	Edit	Room	Size(Sq.Ft)	Print Card
<input type="checkbox"/>		501	1000.00	

No confirmation popup displays, the room record(s) is(are) immediately deleted.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

**Facility** Save Facility Changes

Facility Code: NIH-ATL

\*Facility Name: NIH Atlanta GA Campus

Street1: 126 Heritage Court

Street2:

City: Atlanta

County/Parish:

State: GA: Georgia ▼

Province:

Country: USA: UNITED STATES ▼

Zip/Postal Code:

**Building(s)** **Floor(s)** **Room(s)**

**Facility Rooms** Add Rooms

<input checked="" type="checkbox"/> Edit	Room	Size(Sq.Ft)	Print Card
No Rooms have been added			

### Delete Facility

Before deleting a facility record, any rooms, floors and buildings assigned to the facility must be deleted to avoid creating “orphaned” records. Orphaned records are records that still exist in the system but are no longer associated with any *other* records in the system.

Deleting a facility record when that record has buildings assigned to it will orphan those building records. If the orphaned building records have floors assigned to them, those floor records will also be orphaned. If the orphaned floor records have rooms assigned to them, those room records will also be orphaned.

*To avoid creation of orphaned records in this linked hierarchy delete room records first, then floors, then buildings, and finally facilities.*

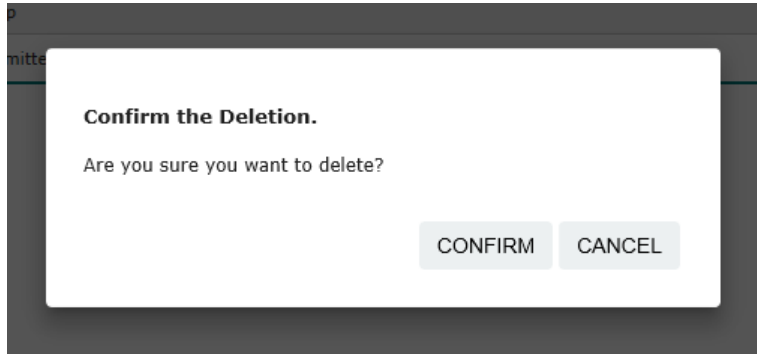
To delete an existing facility record, navigate to ARC > Review Board Administration > Setup Facilities/Buildings/Floors/Rooms. Select the checkbox at left for the facility to be deleted, then click the **Delete Selected Facilities** button at the upper right.

My Workspaces ▼ Vivarium **Setup Facilities/Buildings/Floors/Rooms** Back

Add a New Facility Delete Selected Facilities

<input checked="" type="checkbox"/> Edit	Facility Name	Facility Code	Total Number of Rooms
<input type="checkbox"/>	California State University	CSU	2
<input type="checkbox"/>	General Facility	900XXM	2
<input type="checkbox"/>	Main Campus	555	0

A confirmation popup window appears.



Click the **CONFIRM** button to delete the facility record and return to the Setup Facilities/Buildings/Floors/Rooms page.

Click the **CANCEL** button to return to the Setup Facilities/Buildings/Floors/Rooms page without deleting the facility record.