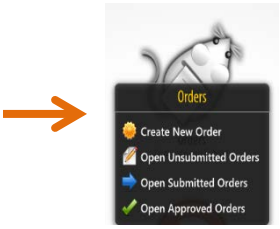
CREATING ANIMAL ORDERS

Animal Orders

Creating an Animal Order Request (PI's use)

1. Log into TOPAZ
2. Under the Operations Icon click **Animal Orders**
   - If needed, hit F11 (print screen) to view the entire screen. The scroll down function is not available.
   - Do not hit the "back arrow". If hit, TOPAZ will log the user out of the application.
3. Hover over the **Orders** Icon
   - A new menu/options box will appear 

4. Click **Create New Order** from the menu/options box
5. Click **Animal Order Request Form**
   - ***NOTE:*** There are 3 Sections to complete:
     - Protocol Information
     - Order Information – *strain information*
     - Deliveries – *all other order specifics*
6. Protocol Information:
   - ❑ The Request ID is automatically populated
   - ❑ Select the **Protocol & Species** by clicking the green sign in the protocol and species box.
     - Use filters if necessary to locate the protocol needed
     - Click the **SAVE**

icon. You ***must*** hit save in order to complete the other sections.
     - Click

Creating an Animal Order Request Cont'd.

7. Order Information:

1. To select Vendor, click the green ⊕ sign in the Vendor box & select the approved Vendor.
2. Click

to select the needed age/weight, sex and strain.
   - **NOTE:** The quantity of animals will be selected later in the order process.
   - **NOTE:** You can only select 1 male strain and 1 female strain per order.
3. Select the strain(s) needed and then click

4. If needed, add any **Vendor Notes** such as a specific genotype request.
5. If needed, enter any special notes regarding the **Age and/or Weight.**
   - When ordering timed pregnant mice, the user will need to indicate the gestational age in this field.
6. If needed, change the **Requester.**
   - The **requester** is the animal/study owner, not necessarily the PI.
   - This can be changed by clicking on the **Select Staff** Icon. Select the person who will be working with these animals.
7. Click **Next**

❖ **NOTE**: The **Order Information** section allows the user to select the strain to be ordered. The quantity and other order specifics will be selected in the next section – **Deliveries**.

8. Deliveries:

1. Click the

Icon. *(Located on the right side of page)*
2. Click the requested delivery date for the order to arrive
   - Some dates will be blocked out. The Vendor does not deliver on those dates.
   - **NOTE:** To select multiple deliveries or reoccurring orders, just keep clicking on additional dates. For additional details on placing orders with multiple delivery dates, see the next page for instructions.
3. Click

4. Click

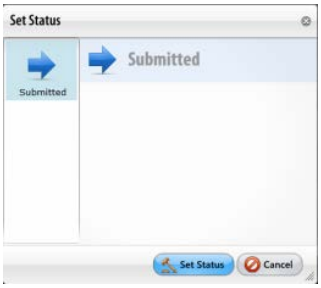
Icon. *(Located at the bottom of the screen)*
   - This section will ask the user to enter in the number of animals needed.
5. Enter in the quantity of males/ females needed for the order in **Animals per Pain Category** box.
6. Enter the number of animals housed in each cage upon arrival in the **Number Per Cage** box**.**
   - **NOTE:** The maximum number allowed is 5 mice per cage.
7. If needed, enter any **Delivery Comments** for DAC Technicians
   - EXAMPLE: Do not feed upon arrival or special housing requests.

Creating an Animal Order Request Cont'd.

8. Deliveries Continued:
   9. Click the green sign in the **Housing Location** box to select your animal room
      - **NOTE:** Click the triangle next to the descriptions for a list of animal rooms.
      - Once you've located the room, Click OK
   10. Select the Facility Location in the **Ship to Address** box
   11. Select the **Cage Type** by using the drop down menu
   12. In the **Bill To Account** box, click the green sign to find and select the Center Number.
      - **NOTE:** The "Bill To Account" is used to cover the cost of the Animal Order.
   11. In the **Per Diem Account** box, Click the green sign to find and select the Center Number
      - **NOTE:** The "Per Diem Account" is used to cover the cost of Division of Animal Care daily housing costs.
9. Click the SAVE Icon

10. Click the Submit Icon.

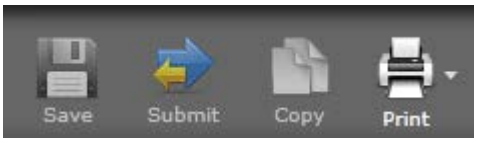
11. A new window will appear and **"Submitted"** will be highlighted.



12. Click the **Set Status** icon.

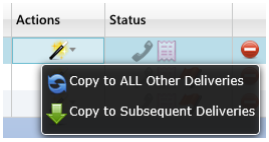
CONGRATULATIONS – Order has been Submitted!

The page will refresh. Only the **Print** Icon will be available to use. All other icons will be greyed out. You will also receive an email confirmation.



Creating an Animal Order Request – Creating Orders with Multiple Delivery Dates

1. To begin, complete **steps 1 to 7** of the normal ordering process.
2. Click Schedule Deliveries. *(Icon Located on the right side of page)*
3. Click the requested delivery dates for the order to arrive
   - **NOTE:** To select multiple deliveries, just keep clicking on additional dates.
   - Some dates will be blocked out. The Vendor does not deliver on those dates.
4. Once all delivery dates have been selected, click OK.
5. Click the **curved arrow** next to the first delivery line.
6. Enter order specifics for first delivery *(see Step 8 – Deliveries (5-11) for details).*
7. Click the **Save** icon.
8. Click the **Deliveries** header to go back to the list of requested delivery dates.
9. Click the **Wand** icon.
   - **NOTE:** When creating an order with more than one delivery date, the **Wand** Icon is used to copy the order specifics from one delivery to the other delivery lines.
     - User has the following two options:

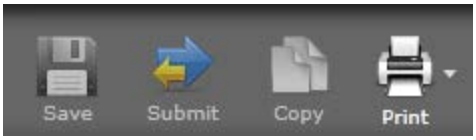


1. **Copy to ALL Other Deliveries:** This copies the order specifics to all delivery dates.
2. **Copy to Subsequent Deliveries:** This copies the order specifics to only those delivery dates occurring after the delivery line selected.

   - **TIP:** After using the wand option, the user has the option to manually edit quantity of animals, cage type, etc. on an individual delivery line by clicking the **curved arrow** icon.
10. Once all the deliveries are complete, Click the **SAVE** Icon.
11. Click the Submit Icon. A new window will appear and **"Submitted"** will be highlighted.
12. Click **Set Status**

CONGRATULATIONS – Order has been Submitted!

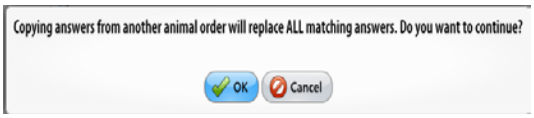
The page will refresh. Only the **Print** Icon will be available to use. All other icons will be greyed out. You will also receive an email confirmation.



Creating an Animal Order Request – Copy Orders from Previous Orders.

1. To begin, complete **steps 1 to 7** of the normal ordering process.
2. Click the **COPY**

icon.
3. Click the **OK** icon to accept the warning.

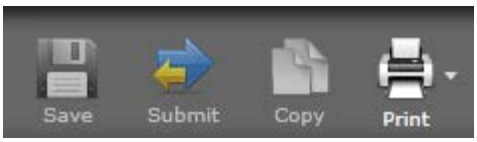


4. A new Window will appear. Click the animal order to be copied.
   - **TIP**: User has the option to select either an Approved or an Unsubmitted order.
5. The window will close and the new order will now be automatically populated with the copied information.
6. ***User must edit the delivery date.*** Click on the "Delivery Date" to change to new arrival date (Section 3 - Deliveries)
   - **TIP:** If needed, any of the other order information can be edited at this time prior to submitting the order. Click SAVE

if additional edits are made to the order.
7. Click Submit

8. Click Set Status

❖ ***TIP****: Users can create Unsubmitted orders to use as templates for future orders.*

CONGRATULATIONS – Order has been Submitted!

The page will refresh. Only the **Print** Icon will be available to use. All other icons will be greyed out. You will also receive an email confirmation.