Animal Resource Office

Topaz Elements On-line Animal Order Training Guide

How-to Summary

Signing in

1. Open your browser (IE or Chrome with IE extension tab) and go to:

https://elementsweb-n.urmc-sh.rochester.edu/Elements/app/login/login.html *

2. You will see the Elements log-in screen, type in your [URMC-SH domain] username and password.

   * The Animal Ordering Module of Elements still requires Microsoft silverlight and that must be installed or else you will not be able to use this module.
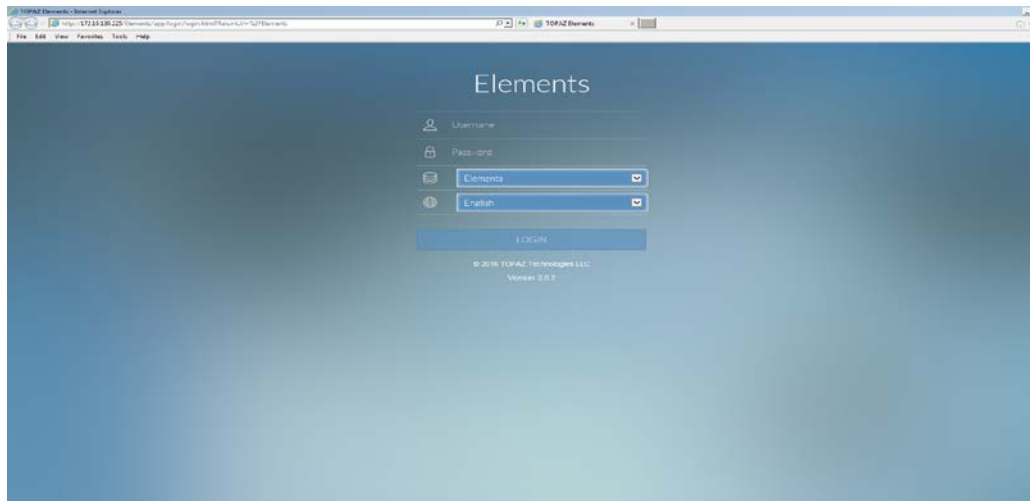
3. Click **Log on.**

4. The following screen will appear: (appearance may vary depending on peoples access rights in Elements)
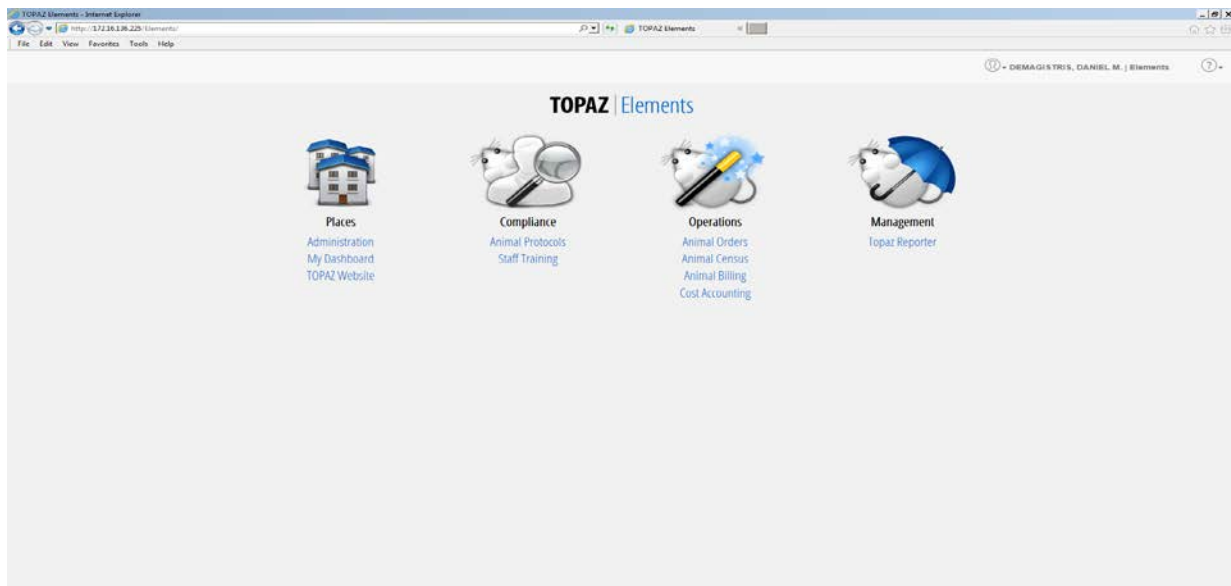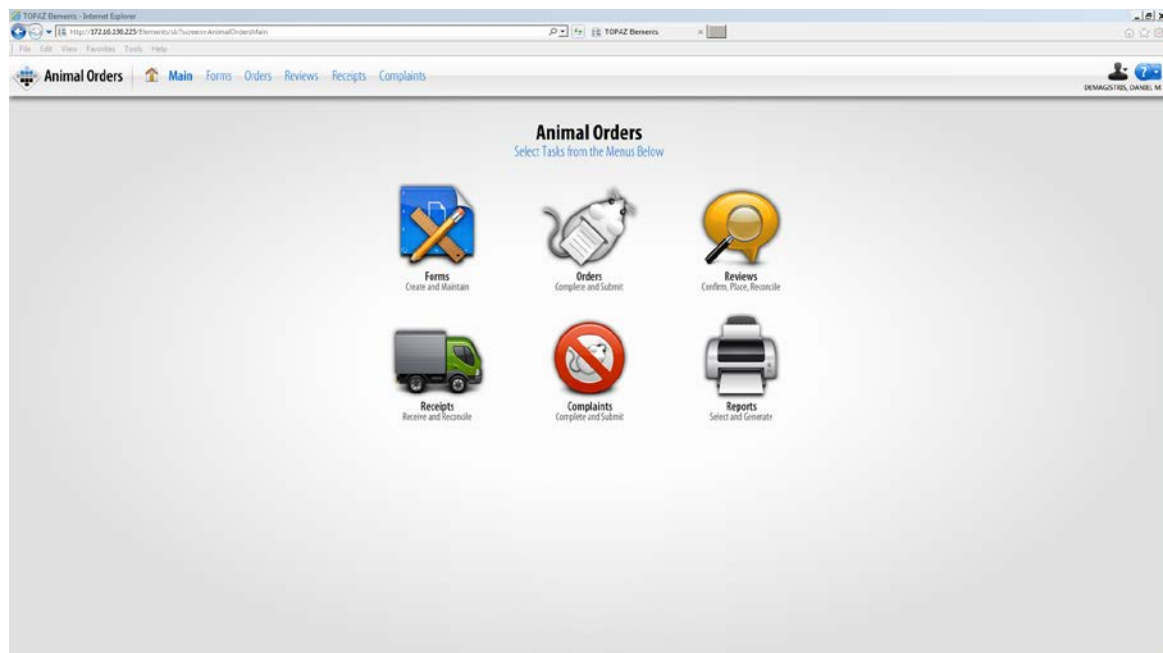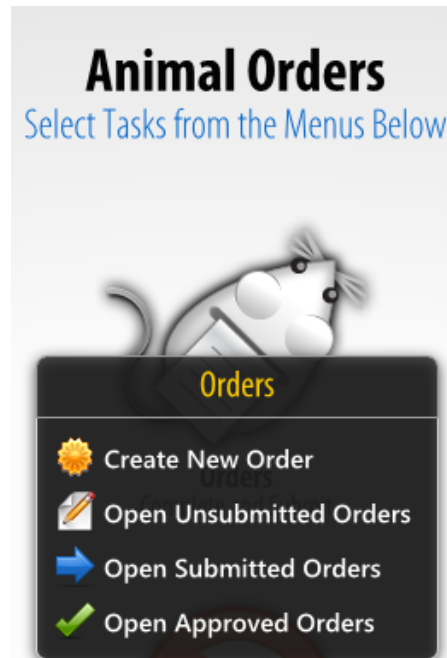
Creating a New Animal Order

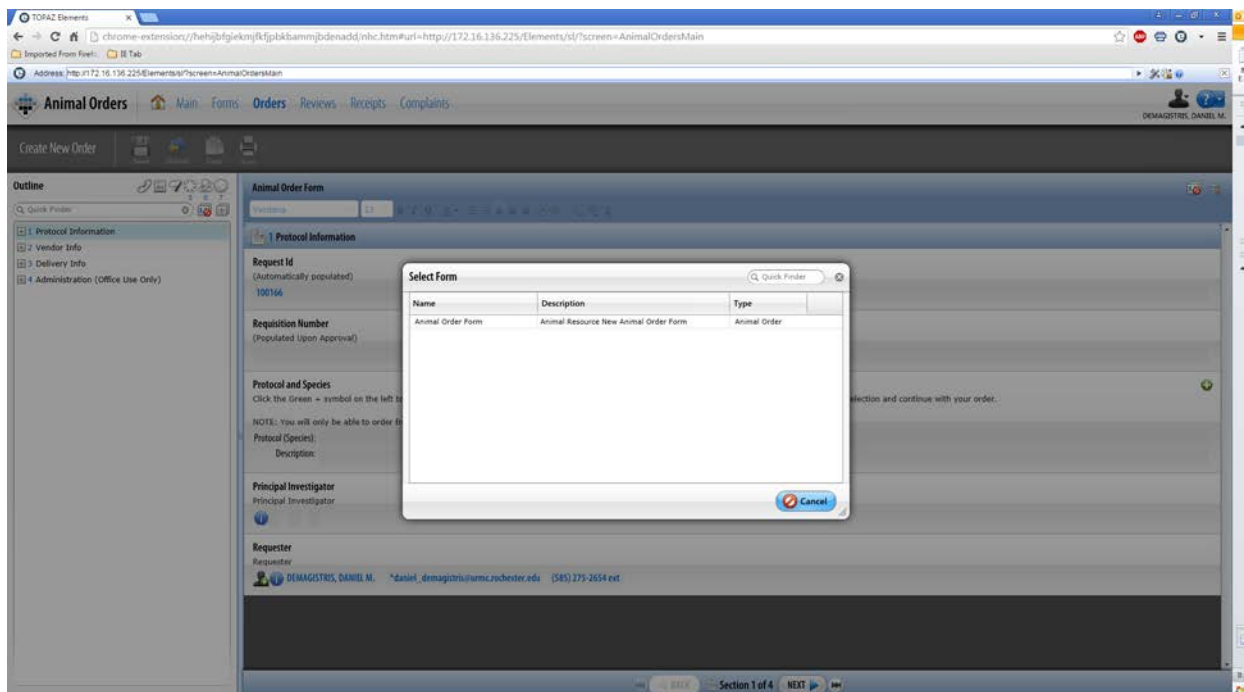1. In the Operations Row Click on Animal Orders:

2. The following screen should appear Animal Orders (appearance may vary depending on your access):

3. Hover your mouse pointer over Orders and the following options will appear:
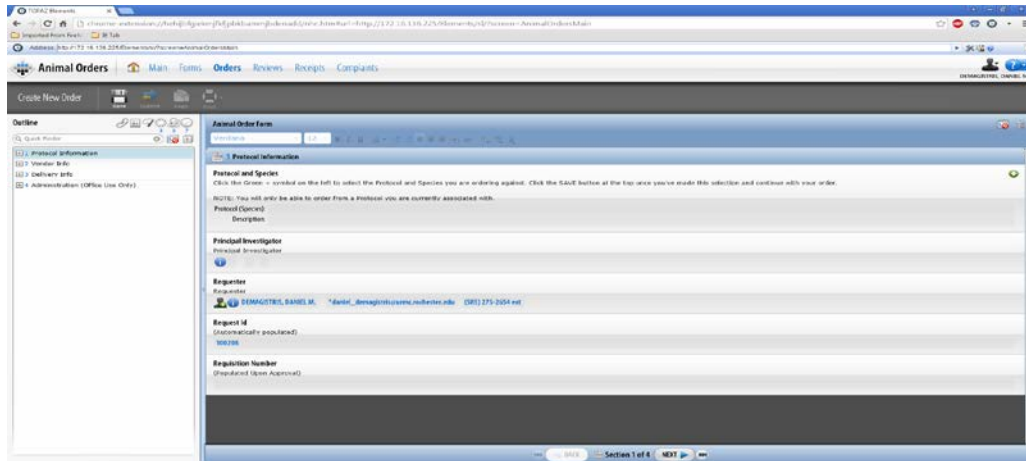

4. Click Create New Order and the following screen will appear:

5. Click on the option Animal Order Form

6. Once Animal Order Form is clicked the animal order process will begin.

7. Your screen should look like the one below:

8. On the left side you will see the outline with 4 sections:
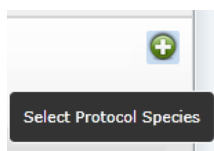
1. Protocol Information
2. Vendor Information
3. Delivery Information
4. Administration (Office Use Only)

9. If you click the little plus button it will expand all items in those sections, as seen here:
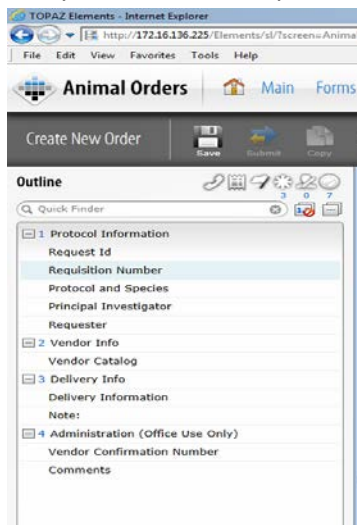
Section 1 Protocol Information

1. Click on the Green + symbol on the left to select the Protocol and Species you are ordering against:

2. You should see the following screen with the list of Protocols you are authorized to order animals on:

3. Select the Protocol you wish to order the animals on and then hit the save button :

4. Once you hit save, the PI's information should populate and then you can proceed to Section 2.

Section 2 Vendor Information

1. You can get to the Vendor information section two ways, either by clicking the next button as seen below or by clicking the Vendor Info in the Outline area:

            Or

2. Once you have selected make your way to the Vendor info section the following screen will appear:
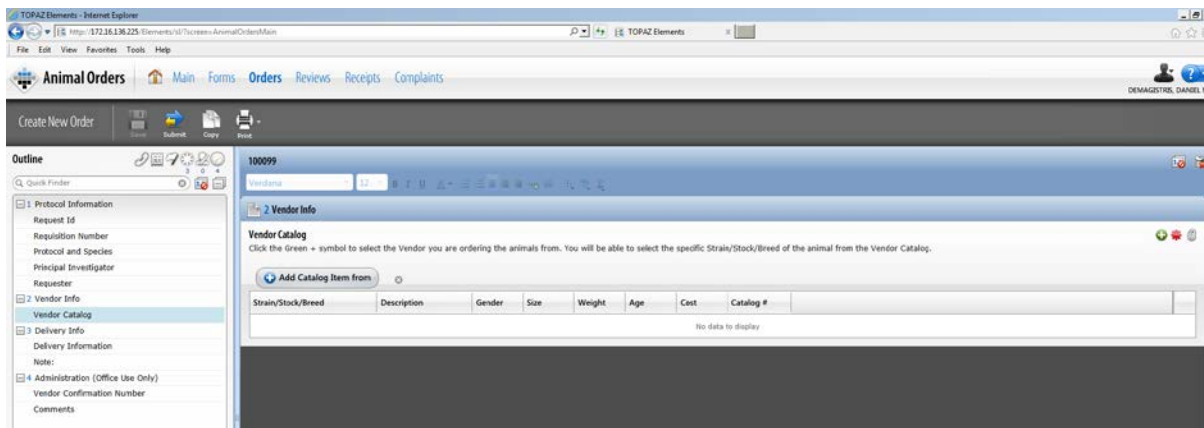
3. Click the Green + symbol to select the Vendor you are ordering animals from, you will be able to select the specific Strain/Stock/ Breed of the animal from the Vendor Catalog:

4. The Select Vendor Catalog window should appear (you will only be able to see the vendors of whichever species is on the protocol segement you selected i.e. mouse segment will only see the mouse vendors):
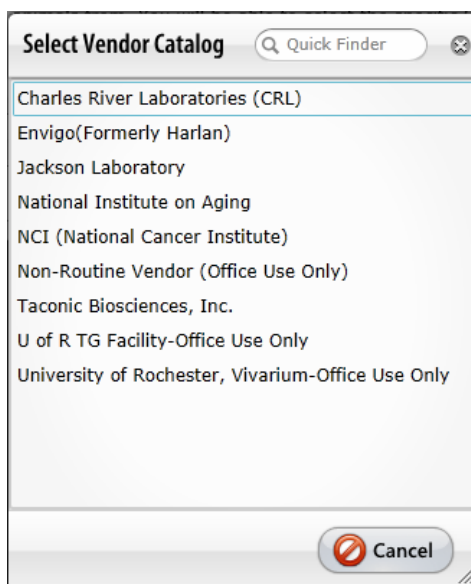
5. Click on the vendor you wish to order from, the window should close and the screen should look like this:
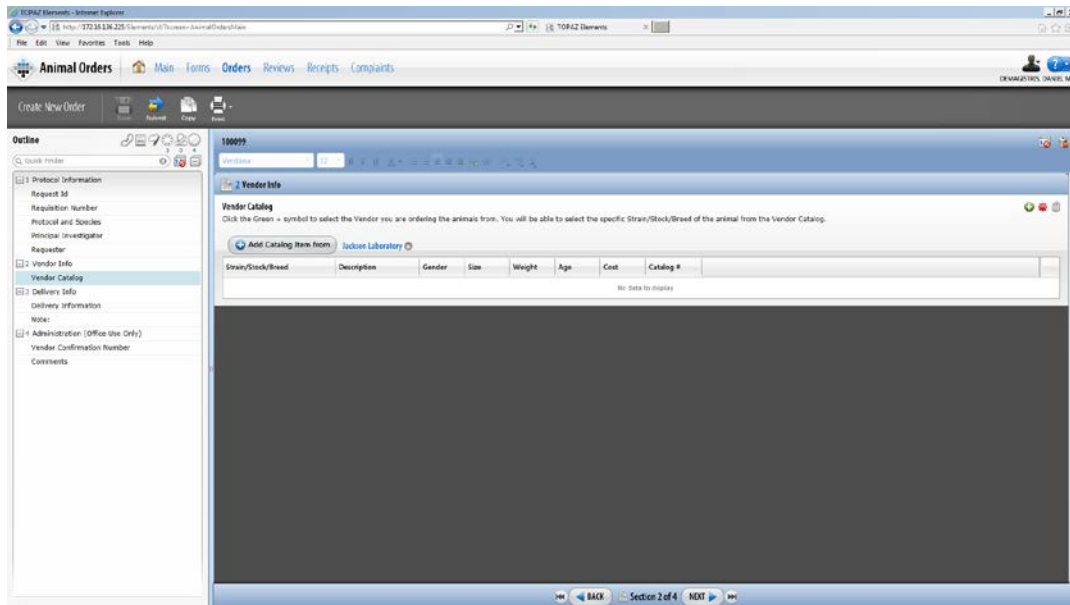
6. Click on:

7. The Select Vendor Catalog window should pop-up, this is where you can select the Strain/Stock/Breed you are looking for the default gender is male but you will be able to select the genders later on in the ordering process: (If you are ordering males and females of the same age than you can do one delivery, if they are different ages then you need to do separate deliveries for separate ages. You can only order one strain per Animal Order, so if you have multiple strains you need to make multiple orders.)

	Strain/Stock/Breed	Gender	Catalog #	Age	Cost	Weight	Size
☐	129X1/SvJ	Male	691	0	0.00		0
☐	A/J	Male	646	0	0.00		0
☐	B6(Cg)-Tlr4tm1.1Karp/J	Male	24872	0	0.00		0
☐	B6(Cg)-Tyrc-2J/J	Male	58	0	0.00		0
☐	B6.129(Cg)-Ccr2tm2.1Ifc/J	Male	17586	0	0.00		0
☐	B6.129(Cg)-Gt(ROSA)26Sortm4(ACTB-t	Male	7676	0	0.00		0
☐	B6.129P2(Cg)-Cdh1tm1Cle/J	Male	16933	0	0.00		0
☐	B6.129P2(Cg)-Cx3cr1tm2.1(cre/ERT2)Lit	Male	21160	0	0.00		0
☐	B6.129P2-Apoetm1Unc/J	Male	2052	0	0.00		0
☐	B6.129P2-Gt(ROSA)26Sortm1(DTA)Lky/.	Male	9669	0	0.00		0
☐	B6.129P-Cx3cr1tm1Litt/J	Male	5582	0	0.00		0
☐	B6.129S2-Cd28tm1Mak/J	Male	2666	0	0.00		0
☐	B6.129S4(FVB)-Insrtm1Khn/J	Male	6955	0	0.00		0
☐	B6.129S6-Sh2d1atm1Pls/J	Male	25754	0	0.00		0
☐	B6.129S7-Il1r1tm1Imx/J	Male	3245	0	0.00		0
☐	B6.129-Tg(Pcp2-cre)2Mpin/J	Male	4146	0	0.00		0
☐	B6.129X1-Gt(ROSA)26Sortm1(EYFP)Cos,	Male	6148	0	0.00		0
☐	B6.Cg-Acantm1(cre/ERT2)Crm/J	Male	19148	0	0.00		0
☐	B6.Cg-Acdtm1.1Cek/J	Male	21983	0	0.00		0

Page 1 of 1.
128 total record(s) found.

8. Once you have selected Strain/Stock/Breed your screen should look like the one below:


Section 3 Delivery Information

1. You can get to the Vendor information section two ways, either by clicking the next button as seen below or by clicking the Delivery Info in the Outline area:
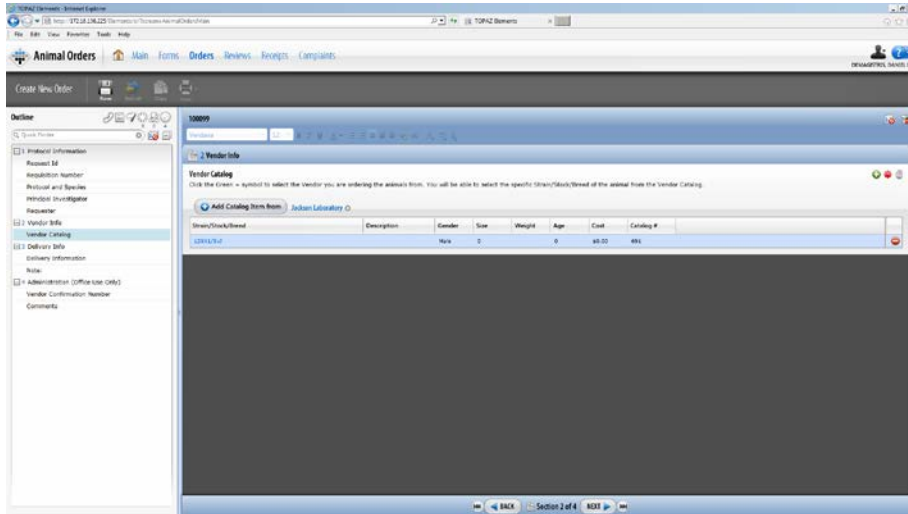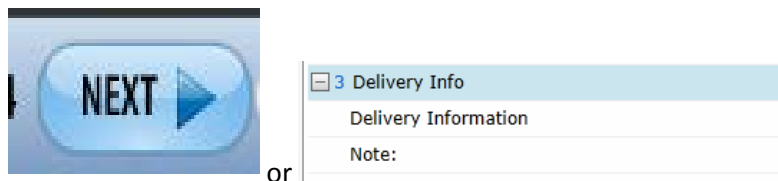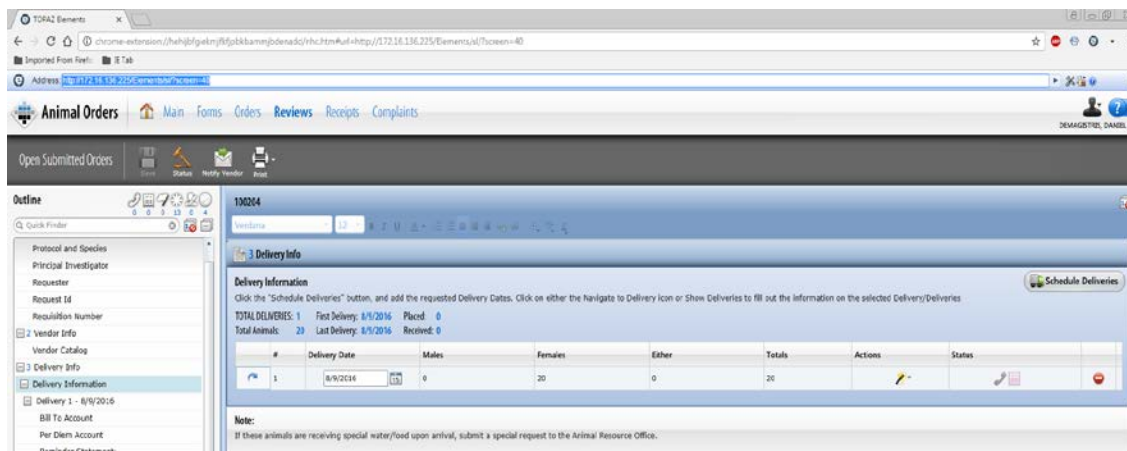
 or

2. The screen will look like this:

3. Click the "Schedule Deliveries" button, and add the requested Delivery Dates:

4. Click Ok and then click on either the Navigate to Delivery icon or Show Deliveries (bottom left) to fill out the information on the selected Delivery/Deliveries:

 or
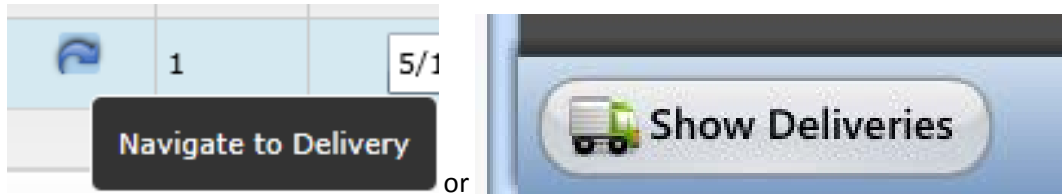
5. The screen should look like this:
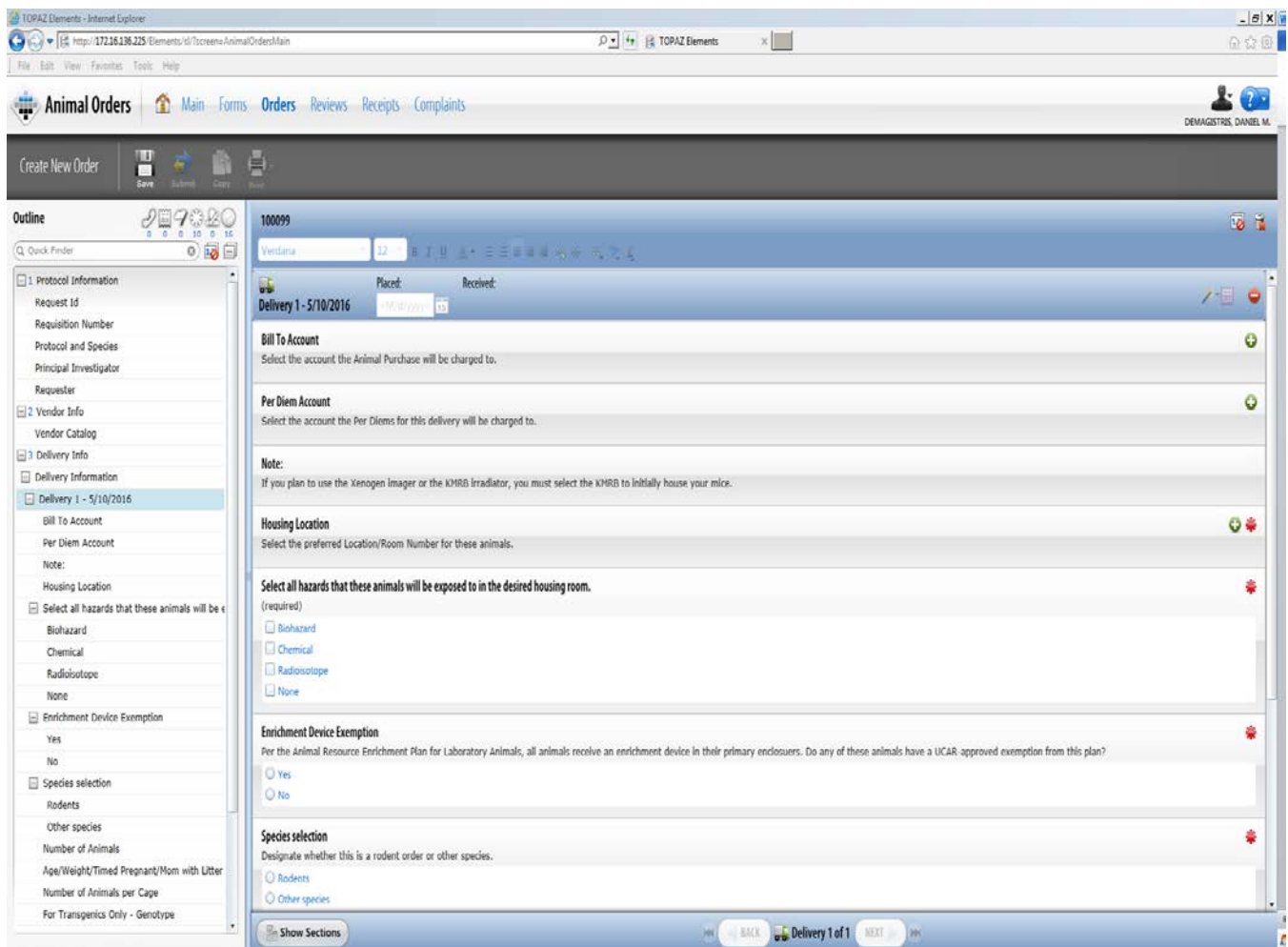
6. Bill to Account click Green + to bring up the bill to accounts you want this order billed to (you will only see the accounts of the PI's that are associated with the protocol you selected):
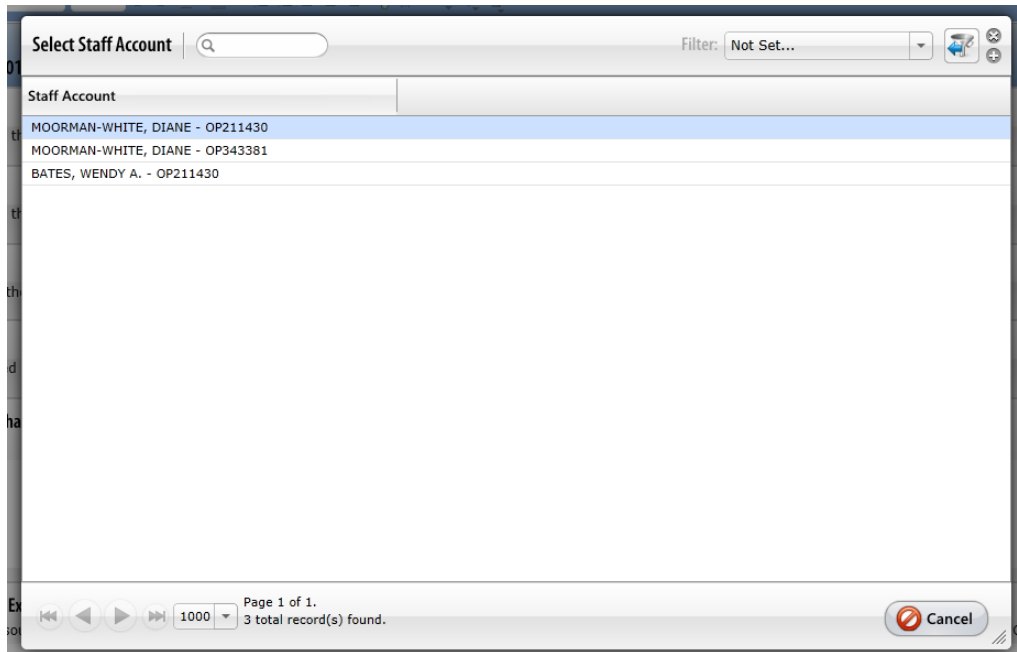
7. Per Diem Account click Green + to bring up the per diem account you want this order to be charged to(you will only see the accounts of the PI's that are associated with the protocol you selected):

8. Housing Location click Green + to bring up the animal housing room where you want your animals placed in(you will only 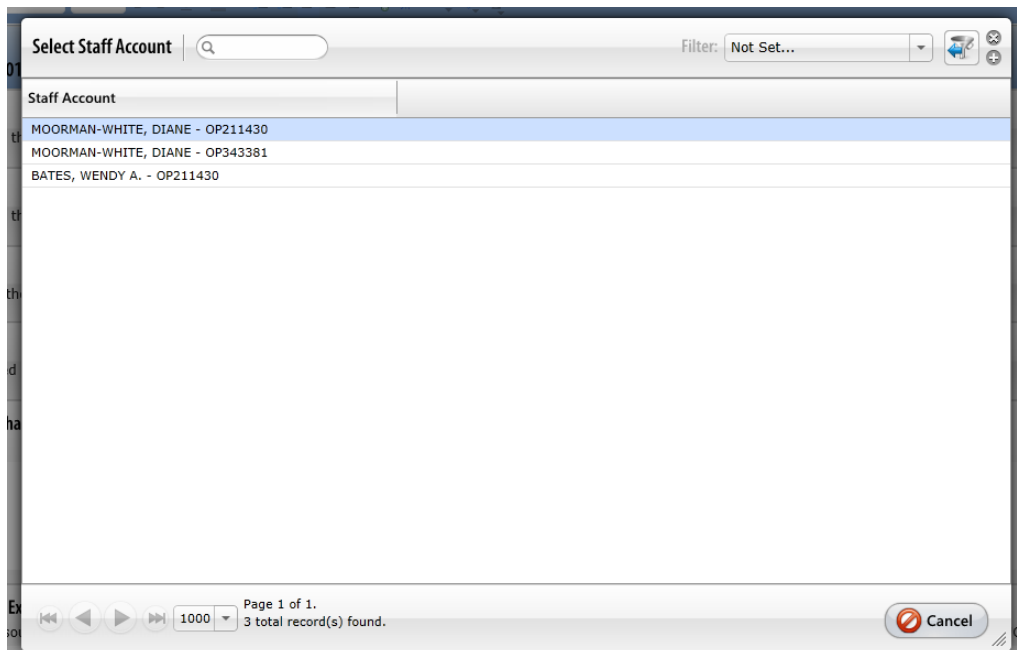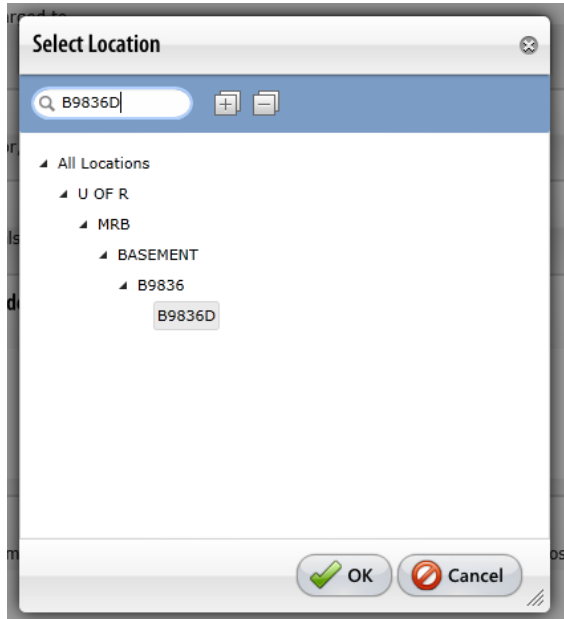be able to search and select animal rooms that the protocol segment shows i.e. mouse should only see mouse rooms). Use the Quick Finder to help your search go faster and then click Ok:

9. Select hazards or choose none if you are not using a hazard with these animals in the housing room you selected previously.

10. Select Yes or No for the Enrichment Device Exemption question

11 Species select, if you are using rodents select the Rodents wait for the addition questions to populate. If you select Other species please proceed to step 14.

12. Rodents question choose 1-way or 2-way.

13. Housing Strategy question choose Micro or Standard.

14. Acid Water question choose Yes or No.

15. Number of Animals Enter the number of Males, Females or Either for this delivery.

16.Age/Weight/Timed Pregnant/Mom with Litter field:
- Time Pregnant should be entered as **TP 10 day/arr**
- Mom with Litter entered as **Mw 5 (M, F, or Mx) pups 15 day/arr**.
17. Number of Animals per Cage field is the number of animals you want per cage.
18. For Transgenics Only-Genotype field leave blank.
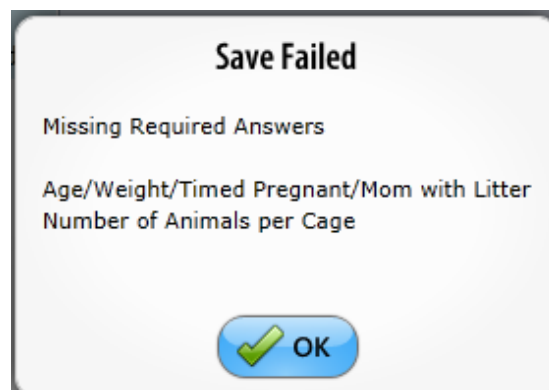19. CO-PI field enter CO-PI if applicable
20. Comments field leave comments if necessary.

21. Click ![Save] to save all the information you just entered and then click ![Submit] to submit your order. The Set Status screen should appear as seen below:
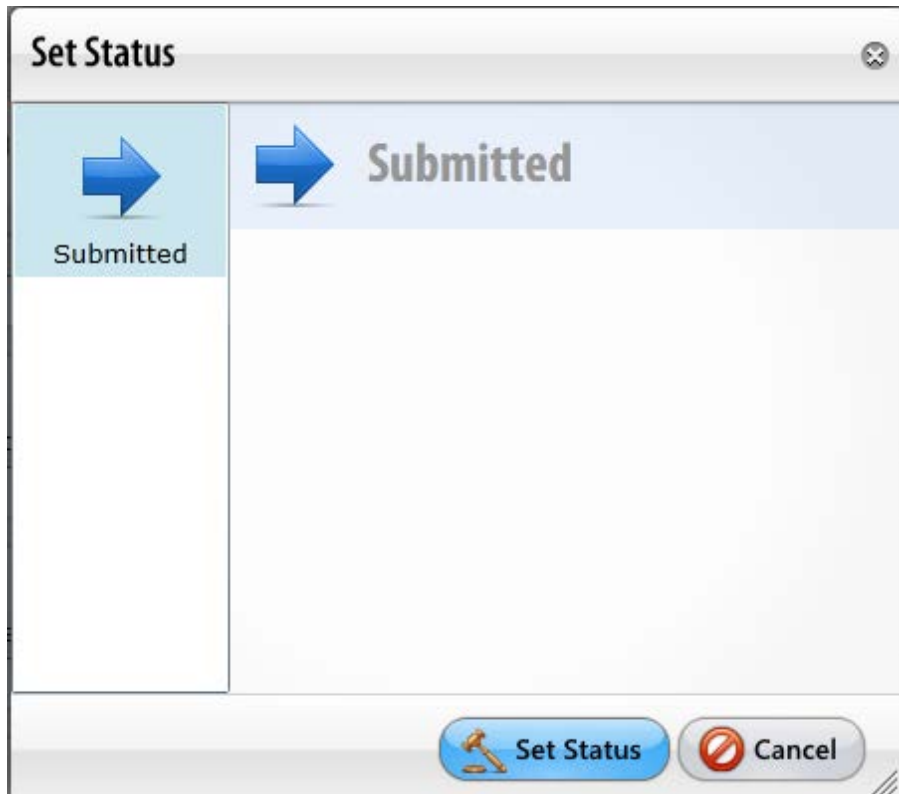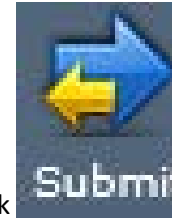
22. Click the Set Status button and if anything of the questions were missed you will receive this pop-up:

 23. Click Ok, close the Set Status window and then fill in missing fields. You can also click on the red * button in the Outline area to see if you missed any of the required questions.

24. Click Save again and then click on the Submit button. The Set Status pop-up will reappear, click on Set Status and if everything is complete the order will be placed.

To verify your order was placed the save and submit buttons will be greyed out.

**Once the order is submitted you will not be able to make changes. Please contact the Animal Resource purchasing coordinator at 275-2654 or <u>daniel_demagistris@urmc.rochester.edu</u>.