

## How to Create Standing Animal Orders

For a PI or other research staff who wants to place animal orders for delivery on a series of dates, there are several features in Elements that makes this very easy!

On the Animal Order form (when you open the Add Deliveries pop up,) you can select multiple dates for your deliveries by simply clicking on the desired dates in the calendar.

### Add Deliveries

#### Delivery Calendar

September, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

October, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

#### Deliveries

#	Expected Date	Remove
1	9/10/18	
2	9/17/18	
3	9/24/18	
4	10/1/18	

OK Cancel

These deliveries will be created on the form and you can proceed to enter the details for the first delivery. To enter the same detail data for each of the multiple deliveries would be rather tedious, especially if you're ordering the same animals each time, just with different delivery dates.

To avoid this tedium, simply save the order after entering the details on delivery 1, then click the "magic wand" button in the delivery header.

The screenshot shows a web browser window with a URL starting with 'http://172.16.136.225/Elements/sl/?screen=40'. The application interface includes a navigation bar with 'Orders', 'Reviews', 'Receipts', and 'Complaints'. Below this is a header for '106531' and a '3 Delivery Info' section. The 'Delivery Information' section contains instructions and a summary: 'TOTAL DELIVERIES: 4', 'First Delivery: 3/13/2019', 'Placed: 0', 'Total Animals: 5', 'Last Delivery: 6/5/2019', and 'Received: 0'. A table follows with columns for '#', 'Delivery Date', 'Males', 'Females', 'Either', 'Totals', 'Actions', and 'Status'. The table lists four deliveries with dates 3/13/2019, 4/10/2019, 5/8/2019, and 6/5/2019. A tooltip is overlaid on the table, showing options to 'Copy to ALL Other Deliveries' and 'Copy to Subsequent Deliveries'. A 'Note' at the bottom states: 'If these animals are receiving special water/food upon arrival, submit a special request to the Animal Resource Office.'

#	Delivery Date	Males	Females	Either	Totals	Actions	Status
1	3/13/2019	0	5	0	5		
2	4/10/2019	0	0	0	0		
3	5/8/2019	0	0	0	0		
4	6/5/2019	0	0	0	0		

As you can see, this gives the option to copy the data from delivery 1 to all the other deliveries in the order.

If your deliveries are *mostly* the same but have some minor differences, you can now just go and edit the delivery data that you need to. No need to enter each one from scratch!