

## PI Information Section of ACAP

### Manage Cages

#### Wean – within a breeding protocol

1. Choose Manage Cages from the PI Information section of the ACAP home page
2. Choose Wean/Separation
3. Select the appropriate protocol number
4. Enter the date you are requesting the wean
5. The same location check box is the default. If you will be moving the animals to a different room uncheck this box.
6. Complete the information requested for as many rows as needed. Do not uncheck the Wean check box. Four rows are shown by default; you need a minimum of one row to submit the request. If you need more than four rows select Add Row.
7. IF there was not a change of location you will be able to print the cages cards at one of the LACU cage card printers.
8. The number of animals weaned will be counted towards the protocol

#### Wean – directly to a new protocol

Enter an animal order form indicating Other-UTHSC Investigator as the vendor. This will allow you to add the weaned animals directly to the new protocol without them counting on the breeding protocol. The animals will be counted towards the new protocol.

#### Separation – fighting, etc.

1. Choose Manage Cages from the PI Information section of the ACAP home page
2. Choose Wean/Separation
3. Select the appropriate protocol number
4. Enter the date you are requesting the separation
5. The same location check box is the default. If you will be moving the animals to a different room uncheck this box.
6. Complete the information requested for as many rows as needed. Remember to uncheck the Wean check box. Four rows are shown by default; you need a minimum of one row to submit the request. If you need more than four rows select Add Row.
7. IF there was not a change of location you will be able to print the cages cards at one of the LACU cage card printers.

#### Modify existing cage information by Card ID – protocol, account, location, or cage type

This is useful if you only have one or two cages to modify

1. Choose Manage Cages from the PI information section of the ACAP home page
2. Choose Modify Cages by Card
3. Enter the card ID of the cage(s) you would like to modify – the existing information will be populated. You will be able to change any values that have dropdown boxes.
4. Protocol – You will be able to change the protocol if you have animal order rights on both protocols.
5. Account – You must have account access to the new account to make changes and the account must be owned by the same PI
6. Location – location changes will be sent to the building supervisor for approval and printing

7. Cage type – may be limited based on the location chosen
8. Click Submit request
9. IF there was not a change of location you will be able to print the cages cards at one of the LACU cage card printers.

### **Modify existing cage information by IACUC ID – protocol, account, location, or cage type**

Useful if you would like to move many cages from a single protocol

1. Choose Manage Cages from the PI information section of the ACAP home page
2. Choose Modify Cages by IACUC
3. Select the Protocol number of the cage(s) you would like to modify – the existing cages and their information will be listed with a check box next to each cage number
4. Enter the new information for the cages you will be transferring – It is very important to remember that this new information will be given to each of the cages you select in the next step – including location and cage type. If the protocol has several cage types or location you may need to use the form more than once.
  - a. Date of transfer – today or later
  - b. IACUC ID – limited to the same PI (the other PI should place an order changing PI)
  - c. Cage type – all selected cages will be changed to the value chosen here
  - d. Account – all selected cages will be changed to the value chosen here. You will only see accounts listed on which you have been given account access.
  - e. Building – all selected cages will be changed to the value chosen here (location changes will be sent to the building supervisor for approval).
  - f. Room – all selected cages will be changed to the value chosen here (location changes will be sent to the building supervisor for approval).
5. Select the cages you would like to transfer by clicking the box to the left of the cage number
6. Click *Transfer Cages*
7. If there was not a change of location you will be able to print the cages cards at one of the LACU cage card printers. If there is a location change the building supervisor will approve and LACU print new cards and move the cages.

### **Receive animals from another PI**

The receiving PI submits an animal order in ACAP (Animal Orders and other LACU Requests).

1. Select *Other-UTHSC Investigator* in the Vendor dropdown box
2. In the Vendor Notes field, include as much detail as possible about the cages to be transferred:
  - a. Sending IACUC ID, Contacts, etc.
  - b. Enter additional information: cage number, location, and sending PI contact information in the *Instructions to Vendor* box. This information will be given to the LACU building supervisor.
  - c. Enter requested transfer date in the Requested Delivery Date box
  - d. Enter other information order information (age, weight, strain, quantity)
  - e. Enter new housing location
  - f. Enter billing information – the account will be used for per diem only
  - g. Submit the Order

## View Accounts

Lists accounts you own

Lists accounts you have been authorized to use

If you are an invoice viewer on the account you will also have listed expired or expiring accounts. You can use this page to transfer all account activity for an expiring account to a new account. The new account must already be set up by LACU. If you have an account that is expiring but you do not yet have the new number your business manager may request and advance account from Sponsored Projects Accounting (This process takes about two weeks).

### Transfer cages and/or information from an expiring account to a new account

1. Choose View Accounts from PI Information Section
2. Select the account you would like to transfer
3. Choose the new account number for the PI from the dropdown box – if there are no new numbers you will need to send the account information to LACU so the account can be added.
4. Select users - If you would like to move access for people to the new account leave the users boxes selected. If you would like their access to not be added uncheck the box.
5. Cages – Active cages will be summarized by protocol. You will be able to move some or all of the cages to the new account. Choose Review/Select. A pop box just for that protocol will open. The default is to have all the cages selected. You may also choose select all or select none at the top of the page. After you have made selections for the protocol choose update at the bottom of the page. You will be returned to the protocol summary section that shows how many cages have been selected to move to the new account. Repeat this for each protocol on the account. Alternatively, if you will be moving all the cages you do not need to look at each protocol unless you would like to verify cage card numbers.
6. Pending Transfers – in the unusual situation that there is a transfer pending for a cage on the old account another section will appear where you can include or exclude those cages from this account change request.
7. Pending Orders – In the unusual situation where you have placed an order on the expiring account that has not been delivered you will be able to select that order here. The order will still be invoiced to the account the order was place on. If you would like to change this send an email to [lacu@uthsc.edu](mailto:lacu@uthsc.edu). This section allows you to have the per diem charges for the animals on the order to immediately begin on the new account. Select orders that you would like to have the per diems begin on the new account when the animals arrive.
8. Select Move Items after you are satisfied with the selections you have made. Do not make any other choices until you get the confirmation screen – including using the browser back arrow. This process is fast if you have only a few cages but it will take a few minutes if you have hundreds of cages.
9. You will be given the option of immediately viewing the new account.
10. If you are moving cages to more than one account you should come back to this page to select the items to be moved to the second account.

## View Inventory

You may view your current cage inventory on this screen. Protocols listing you as the **PI or an animal orderer** will be listed here. Clicking on the protocol will give you a listing of each cage, location, PI, account, cage type, and the number or days since the card was last scanned.

You can use this page to identify situations where a card may not have been returned to be deactivated. Cards are billed as long as they are within the system so you should quickly notify a building supervisor if you see a discrepancy.

### **View Charges**

Current month - You may use this screen to drill down to see charges as they accrue throughout the month. The screen defaults to the current month and lists cages associated with protocols and are grouped by account. Clicking on an account will expand the selection to show the protocols with cages on that account. Then clicking on the protocol will give a summary of cages listed by cage type. Choosing any one of the summary numbers will show the exact cage numbers for the underlying data. A running total of care days is listed at the cage type drill down level. A running total of cost is listed to the right for all drill down levels.

Previous months – To see the same information for previous months select that desired month in the drop down box and choose *Submit Query*. Your screen will show that month's data in the same format as described for the current month.

### **View Finalized Statements**

You may view statements once they have been finalized on this screen. Select the statement you would like to view.

If you would like to download the statements as PDFs choose the check box and click download files.

Whom to contact to:

Request animal order status on a protocol – PI sends an email to [iacuc@uthsc.edu](mailto:iacuc@uthsc.edu)

Request account order status – PI or Business Manager sends an email to [lacu@uthsc.edu](mailto:lacu@uthsc.edu)

Request invoice viewer/receiver status – PI or Business Manager sends an email to [lacu@uthsc.edu](mailto:lacu@uthsc.edu)