

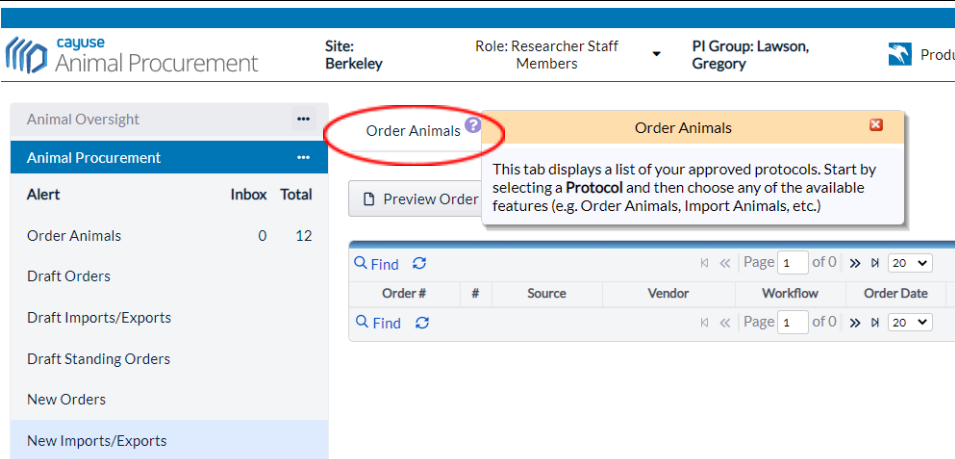
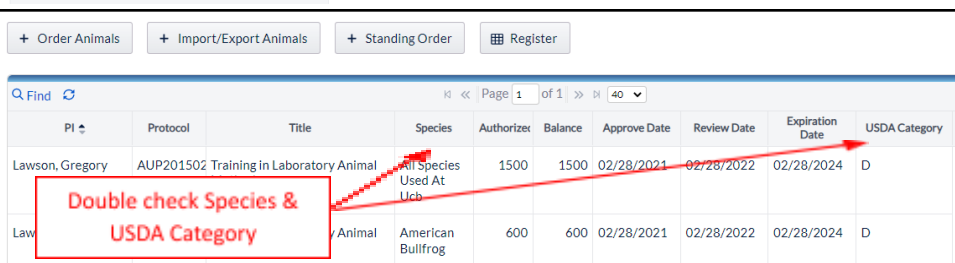
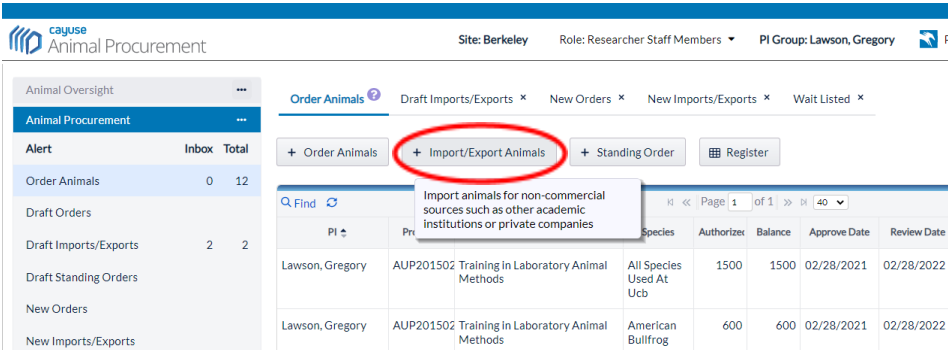
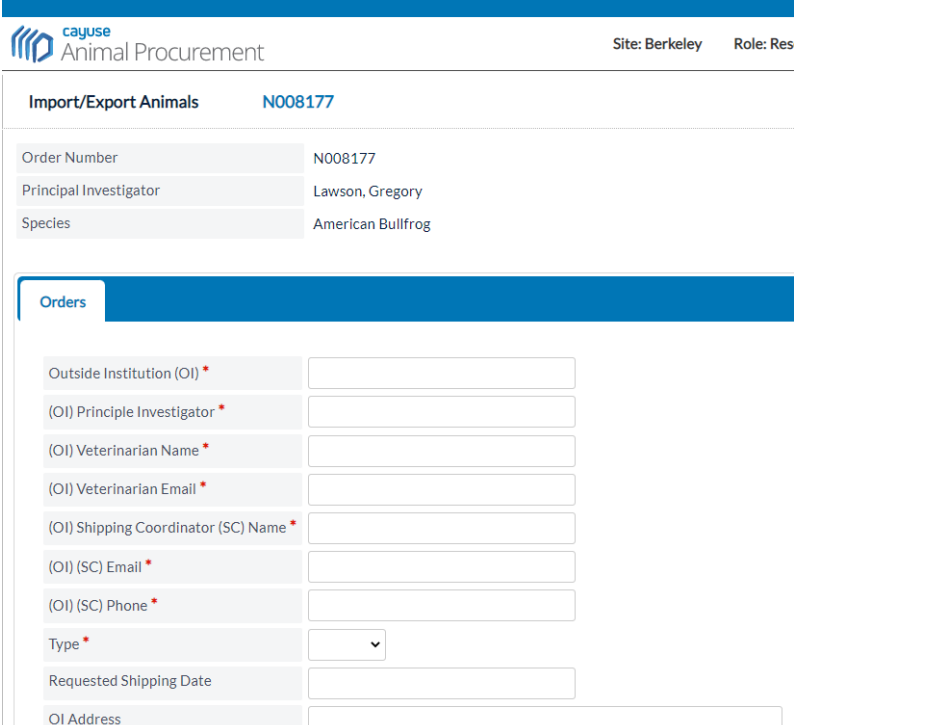
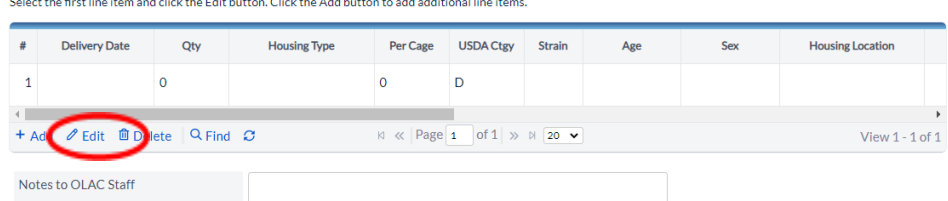


## How to: **Animal Import or Export Request**

1	Login to Cayuse	<a href="https://cal.app.cayuse.com/">https://cal.app.cayuse.com/</a>  The Import/Export Request in Cayuse functions for either rodents or zebrafish.
2	Check that <b>Research Staff Members</b> Role is displayed	
3a	Select <b>Animal Procurement</b> by toggling arrow next to Products (optional)	
3b	Or - Select <b>Animal Procurement</b> in sidebar "Mailbox" (dark blue highlight will display)  Click on <b>Order Animals button</b> (a list of AUPs as options will be in table) > <b>Click on desired Protocol to highlight choice</b>	
3c	If you see multiple lines for one AUP, check for the correct <b>species</b> and <b>USDA pain category</b> for your new cages. > <b>Click on desired AUP to highlight choice</b>	

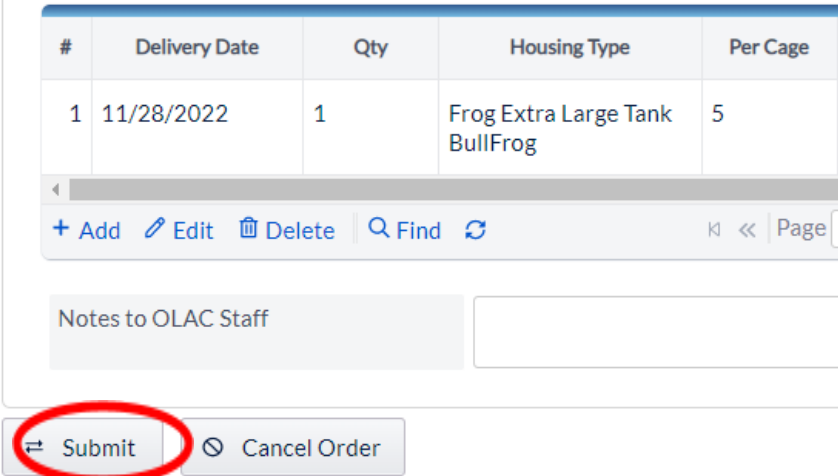
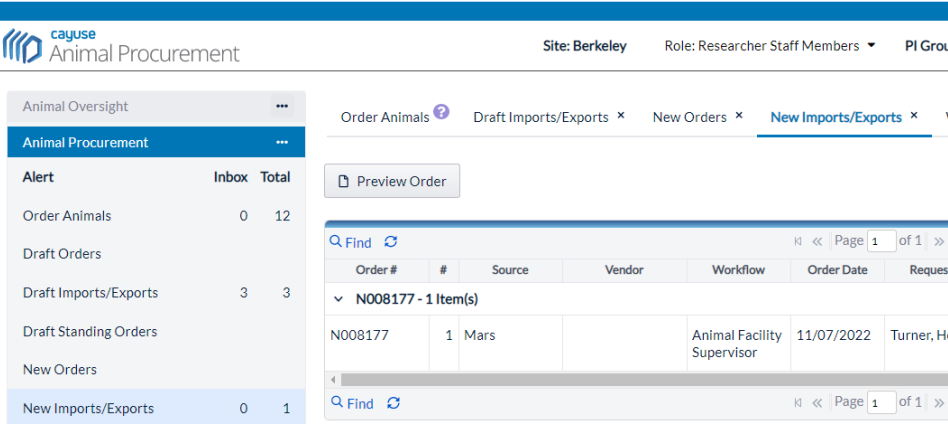
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<p><b>4</b> Click on <b>Import/Export Animals</b> button</p>	
<p><b>5</b> Fill in Shipping Institution information with as much information as known of the other institution.</p> <p>Fields with an asterisk are required. Enter "unknown" if needed (must be updated later).</p> <p><b>Import</b> or <b>export</b> is noted here in the "Type" field.</p>	
<p><b>6</b> Click on <b>Item info</b> table, <b>highlight 1<sup>st</sup> row</b>, Click <b>Edit</b> button to create first line item</p>	

## How to: **Animal Import or Export Request**

<div>7a</div>	<div><p>Fill in pop-up window form with as much info as known. Fields with an asterisk are required.</p><p>Note: Delivery day will depend on courier availability and shipping institution.</p><p>Please allow at least 3 weeks for processing time for requested import.</p><p>Click <b>Save</b> button</p></div>	<div><div><div>Edit Item</div><div><div>#</div><div>1</div><div>(R)</div></div><div><div>Delivery Date</div><div></div><div>*</div></div><div><div>Qty</div><div>0</div><div>*</div></div><div><div>Housing Type</div><div></div><div>*</div></div><div><div>Per Cage</div><div>0</div><div>*</div></div><div><div>USDA Ctgy</div><div>D</div><div>*</div></div><div><div>Strain</div><div></div><div></div></div><div><div>Age</div><div></div><div>*</div></div><div><div>Sex</div><div></div><div>*</div></div><div><div>Housing Location</div><div></div><div>*</div></div><div><div>Room</div><div></div><div>*</div></div><div><div>Housing Account</div><div></div><div>*</div></div><div><div>Purchase Account</div><div></div><div>*</div></div><div><div>Remarks</div><div></div></div><div><div>Primary Contact</div><div></div><div>*</div></div><div><div>Primary Contact Phone</div><div></div></div><div><div>Primary Contact Email</div><div></div></div><div><div>Save</div><div>Cancel</div></div></div></div>																
<div>7b</div>	<div><p>Click on the <b>Save changes</b> button at bottom left of page.</p></div>	<div><div><div>Select the first line item and click the Edit button. Click the Add button to add additional line items.</div><div><table><thead><tr><th>#</th><th>Delivery Date</th><th>Qty</th><th>Housing Type</th><th>Per Cage</th><th>USDA Ctgy</th><th>Strain</th><th>Age</th></tr></thead><tbody><tr><td>1</td><td></td><td>0</td><td></td><td>0</td><td>D</td><td></td><td></td></tr></tbody></table><div><div>+ Add</div><div>Edit</div><div>Delete</div><div>Find</div><div></div><div>Page 1 of 1</div><div>20</div></div><div><div>Notes to OLAC Staff</div><div></div></div><div><div>Save changes</div><div>Cancel changes</div></div></div></div></div>	#	Delivery Date	Qty	Housing Type	Per Cage	USDA Ctgy	Strain	Age	1		0		0	D		
#	Delivery Date	Qty	Housing Type	Per Cage	USDA Ctgy	Strain	Age											
1		0		0	D													
<div>7c</div>	<div><p>To add more or edit line items, Click on Item info table, Click "+Add" button, and fill in the pop-up window table.</p></div>	<div><div><div>Select the first line item and click the Edit button. Click the Add button to add additional line items.</div><div><table><thead><tr><th>#</th><th>Delivery Date</th><th>Qty</th><th>Housing Type</th><th>Per Cage</th><th>USDA Ctgy</th><th>Strain</th><th>Age</th></tr></thead><tbody><tr><td>1</td><td>11/28/2022</td><td>1</td><td>Frog Extra Large Tank BullFrog</td><td>5</td><td>D</td><td></td><td>adult</td></tr></tbody></table><div><div>+ Add</div><div>Edit</div><div>Delete</div><div>Find</div><div></div><div>Page 1 of 1</div><div>20</div></div></div></div></div>	#	Delivery Date	Qty	Housing Type	Per Cage	USDA Ctgy	Strain	Age	1	11/28/2022	1	Frog Extra Large Tank BullFrog	5	D		adult
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## How to: **Animal Import or Export Request**

<p><b>7d</b></p>	<p>Be sure to click <b>Submit</b> on the subsequent screen to confirm.</p> <p>If not submitted and the window is closed, the request will be saved as a draft – see <b>Draft Import/Export</b> tab.</p>	
<p><b>8</b></p>	<p>Check the New Imports/Exports tab, or from the side bar, for a list of requests.</p>	
<p><b>9</b></p>	<p>Return to Cayuse to check the status of requests.</p>	<p>Please <b>allow at least 3 weeks</b> for processing time for requested import.</p>
<p><b>10</b></p>	<p><b>Change Requests</b></p>	<p>Contact OLAC Import coordinator at <a href="mailto:importexport@berkeley.edu">importexport@berkeley.edu</a> ASAP for any changes needed to import or export requests.</p>