University of California, Berkeley

OFFICE OF LABORATORY ANIMAL CARE

Working Instructions

WIN Number:	**625**	**Census Scanning**	**Revision #:**	0
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PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

1. Census Scanning:
    a. Go to Home screen on the scanner and select **Google Chrome**
    b. Go to bookmarks and select **Cayuse - Desktop**
    c. Enter your Calnet ID and password
    d. Go to bookmarks and select **Cage Inventory**
    e. Select the date under **Inventory List** (The date that the current scan was opened)
    f. Under the drop-down menu select **Building**
    g. Under **Buildings** select the facility again to open the room list drop down menu
    h. Select the specific room number to scan
    i. Select rack number (if applicable)
    j. Select card ID field and begin scanning
        - Hold the scanner 4-10 inches from the barcode on the cage card
        - Aim the red beam on the barcode
        - Two (2) audible beeps indicate a successful scan of the barcode
    k. Update the rack number before continuing to scan a new side of the rack
    l. After scanning the entire room, select the finish button

2. Errors while scanning will make an audible cranking sound.
    a. "Server Error"- Wifi may not be connected
        - Check WIFI connection on device & wait until Wifi reconnects then continue scanning.
        - **Note:** Promptly report all errors to the supervisor and/or assistant supervisor.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	**AUTHOR(S)**	**EFFECTIVE DATE**	**REVISION(S)**