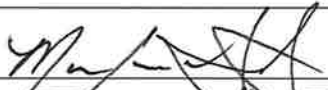
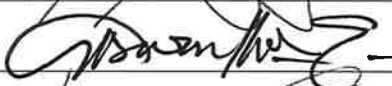





OFFICE OF LABORATORY ANIMAL CARE

Working Instructions

WIN Number:	625	Census Scanning	Revision #:	0
Date Effective:	11/30/23		Supersedes:	0

Author(s):	Markshaun Fields	Sign:		Date: 11/29/23
Author(s):	Richard Duru	Sign:		Date: 12/1/23
Director:	Dr. Gregory Lawson	Sign:		Date: 11-29-2023

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)