

*Reports Guide*



This document was developed in the United States of America by:

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# Preface

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**W**elcome to the Animal Resource Management (ARM) Reports Guide. This guide provides you with the information necessary to easily use and understand the reports in the ARM system.

The ARM document library consists of the Reports Guide as well as the following:

- The Animal Resource Management User Guide contains information about installing the program as well as step-by-step general instructions to help you use ARM.
- Online help (available by pressing F1) contains descriptions of the screens and prompts present in ARM.
- The ARM Technical Reference contains the data structures for the ARM program as well as other internal system information.

## Animal Resource Management Reports Guide Structure

The chapters in this reports guide explain how to use the reports available in the program to assist in managing an animal research facility. The guide covers everything from running a Protocol Listing report to running a Breeding Generations report:

- Chapter One explains and shows examples of the reports that contain protocol information.
- Chapter Two explains and shows examples of the reports that contain contact information.
- Chapter Three explains and shows examples of the reports that contain training information.

- Chapter Four explains and shows examples of the reports that contain photo ID information.
- Chapter Five explains and shows examples of the reports that contain funding information.
- Chapter Six explains and shows examples of the reports that contain billing information.
- Chapter Seven explains and shows examples of the reports that contain End of Month information.
- Chapter Eight explains and shows examples of the reports that contain animal information.
- Chapter Nine explains and shows examples of the reports that contain veterinary information.
- Chapter Ten explains and shows examples of the reports that contain drug information.
- Chapter Eleven explains and shows examples of the reports that contain breeding information.

These chapters work together to supply you with the necessary information to use and get results from reports in the ARM system.

## Conventions Used in This Guide

The conventions used in this guide are text in **bold** and icon helpers which alert you to read additional text information.

### Type Conventions **Bold text signifies:**

- A choice name (e.g., **OK**)
- A menu selection (e.g., **Browse Contacts** on the Contact menu)
- A screen name (e.g., **Contacts Browse Screen**)

### Icon Conventions **The icon helpers are:**



Note: this icon calls your attention to additional information to be noted.

Reference: This icon names a reference to another section of the guide which gives more in-depth information about the subject matter.



F1: This icon reminds you that, while you are in the system, you can access online help about the topic by pressing the F1 key.

### Verb Conventions **This guide also includes several verbs to describe actions you can make:**

- **Press** means to press a key on the keyboard.
- **Select** means to use the mouse or keyboard to highlight an item.
- **Click** means to use the mouse to activate an option.

# Customer Support

Reporting questions and problems is very important to Animal Resource Management. Our first concern is to provide and maintain stable, high quality products and services. Should you have any questions or comments or encounter any difficulty with the system, we encourage you to contact ARM.

**ARM Hot Line:  
1-888-683-8330**



# Chapter One: Protocol Reports

---

**P**rotocol reports allow you to print different types of protocol information in report formats. The reports can contain everything from a list of protocols to animal usage.

All protocol information is contained in the protocol record. The people on protocols are also added and edited in the protocol module. The protocol record contains all the important information pertaining to the protocol. The PI and animal information is included as well as the veterinary information.

The protocol information is used through out the entire system. Most of the functions in the ARM system center around the protocol information. All animals in the system need to be assigned to a protocol. Each PI who is to deal with these animals is assigned to that protocol.

Archived protocols are contained in the Protocol module. Archived protocols are protocols that have been completed and contain no open orders.

# Protocol Listing

This report is a one-line list of protocol/species showing the protocols satisfying the standard protocol selection. It is used for answering inquiries and ad-hoc requests for information.



For more information on printing protocol listings, refer to the ARM User Guide.

## To print a protocol listing:

1. Choose **Protocol Listing** from the Protocol module Print menu.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print the list of protocols that fulfill your criteria. ARM displays the **Sort by** prompt.
6. Choose which item you want the list sorted by. The example on the next page is sorted by PI name. ARM displays a **Print, preView or Cancel** prompt.
7. Choose **Print** to print the list of protocols. Choose **preView** to view the list of protocols on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab

01/13/1999 14:59

PROTLIST

PROTOCOL LIST BY PI

Page 1

PI_NAME	Protocol	Species	Vi	Begin	Expires	# Appr.	# Avail.	Fund Source
ARC - STOCK ANIMALS	ARC-STOCK	CT CAT		05/07/1996	08/30/2101	0	0	
ARC - STOCK ANIMALS	ARC-STOCK	K9 DOG		05/07/1996	08/30/2101	0	0	
ARC - STOCK ANIMALS	ARC-STOCK	RB RABBIT		05/07/1996	08/30/2101	99999	99999	
Dr. Mary Jane Biorkles	96-01005G1	AM AMPHIBIAN	G-4332	01/12/1997	01/11/2000	30	26	R01 NIH GM 45201 5-3
Dr. Mary Jane Biorkles	96-01005G1	MO MOUSE		01/12/1997	01/11/2000	100	100	R01 NIH GM 45201 5-3
Dr. Mary Jane Biorkles	96-01005G1	RT RAT		01/12/1997	01/11/2000	45	37	R01 NIH GM 45201 5-3
Dr. Mary Jane Biorkles	96-01013X2	SH SHEEP		09/30/1996	10/28/1993	4	4	CORPORATE
Dr. Mary Jane Biorkles	96-02002J2	SW SWINE		10/20/1996	10/20/1998	45	28	2-13691-3333
Dr. Mary Jane Biorkles	96-03008CF5	MO MOUSE		12/21/1996	08/30/1997	220	220	LDS HOSPITAL DESERET
Sallie Mae Blumenthal, DVM	96-02001J1	RT RAT		08/31/1997	08/29/2000	3960	3960	NIDA/DA 00869 5-35
Sallie Mae Blumenthal, DVM	96-03003J0	RB RABBIT		12/13/1996	12/12/1999	60	60	NIH, R01GM48715-01A2
Sallie Mae Blumenthal, DVM	96-03005G14	MO MOUSE		12/13/1996	12/12/1999	90	90	NCI# R01CA46269 UU#
Sallie Mae Blumenthal, DVM	96-03007DH2	SW SWINE		12/17/1996	08/30/1997	20	20	DEPARTMENTAL
PA-C, Ph.D Donald M. Duckbill	96-01006X2	RT RAT		09/30/1996	10/01/1997	40	22	PRIVATE
PA-C, Ph.D Donald M. Duckbill	96-01009A2	SW SWINE		10/08/1996	12/28/1997	42	28	ETHICON ENDOSURGICAL
PA-C, Ph.D Donald M. Duckbill	96-01011X1	CV CALVES		10/29/1996	10/29/1998	14	14	CORPORATE
PA-C, Ph.D Donald M. Duckbill	96-04009A2	CV CALVES		12/29/1996	12/29/1998	5	5	CORPORATE
PA-C, Ph.D Donald M. Duckbill	9811S22203	CT CAT		03/23/1996	03/23/1998	12	4	6-40410-3500
PA-C, Ph.D Donald M. Duckbill	9811S22203	K9 DOG		03/23/1996	03/23/1998	68	55	6-40410-3500
PA-C, Ph.D Donald M. Duckbill	9811V00051	LA LAMB		/ /	10/05/2001	0	0	
Christopolous Fidone	1123-10	AM AMPHIBIAN		11/14/1996	12/31/1999	44	4	NSF; NIH
Christopolous Fidone	92-2407	CT CAT	OCT	02/28/1994	12/27/1998	100	100	5-35029
Christopolous Fidone	92-2407	RB RABBIT	OCT	02/28/1994	12/27/1998	900	768	5-35029
Christopolous Fidone	92-2407	RT RAT	OCT	02/28/1994	12/27/1998	1500	1204	5-35029
Christopolous Fidone	93-524B	CT CAT	OCT	02/20/1995	09/21/1998	131	131	NIH
Christopolous Fidone	93-524B	RB RABBIT	OCT	02/20/1995	09/21/1998	1762	1364	NIH
Christopolous Fidone	93-524B	RT RAT	OCT	02/20/1995	09/21/1998	711	701	NIH

# Protocol Personnel

This report shows the personnel working on the protocols included in the report. The report has two forms:

- *Protocol and PI*, which shows all the protocols individually with the personnel working on each protocol listed.
- *PI*, which shows all the personnel working on protocols for each Principal Investigator.



For more information on printing protocol personnel reports, refer to the ARM User Guide.

## To print a report:

1. Choose **Protocol Personnel** from the Protocol module Print menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print report. ARM displays the **Sort by** prompt.
6. Choose which item you want the report sorted by. ARM displays an **Organized by** prompt.
7. Choose **Protocol and PI** or **PI only**. ARM displays a **Print, preView or Cancel** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab

## PROTOCOL PERSONNEL LIST

04/01/1999 10:50

PROTLST2

SPC\_CODE ="RT"

Page 1

Department: Immunology

Name	Phone	Mailcode
Wayne H. Gretsky	93-185	
Jack grinka		
JOE		
STEVE WHITE		
JOSIE WOODHEAD		
Wayne H. Gretsky	93-188	
STEVE WHITE		
JOSIE WOODHEAD		
Wayne H. Gretsky	GRET-02	
STEVE WHITE		
JOSIE WOODHEAD		
Jean Oridel	96-01014J2	
Amelia Burroughs		
JOHN HAYES		
MARK HULSEY		
SCOTT MCJAMES		
MARK WISNIEWSKI		
Jean Oridel	96-02010G3	
GRANT CANNON		
MARIE GRIFFITHS		

# Protocol Print

This report is a complete printout of all the ARM information for protocols satisfying the standard protocol selection. Use this report to see the training records for all of personnel.

To print a single protocol, you may locate the protocol record from the **Protocols browse screen**. Choose the protocol and press **Edit**. ARM displays the protocol record. From the **Protocol record**, press **Print**. ARM automatically prints a copy of the protocol containing all of the information in the record.



For more information on printing protocols, refer to the ARM User Guide.

## To print more than one protocol at a time:

1. Choose **Protocol Printout** from the Protocol module Print menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print the protocols that fulfill your criteria. ARM displays the **Sort by** prompt.
6. Choose which item you want the protocols sorted by. ARM displays the **Show training** prompt.
7. Choose **Yes**, **No** or **Cancel**. ARM displays the **Print, preView or Cancel** prompt.
8. Choose **Print** to print the protocols. Choose **preView** to view the protocols on the screen as they would look if you printed them out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab  
 Raynes, Rachel

01002-T

12/28/1998  
 Encology

Protocol: 1244-32

Last update: 09/16/1998

Title: The degeneration of column-visceral tissues in the lower thoracic region while under the influence of chemo-dedicatious substances ingested in the dark.

Received: 01/12/1993 Approved: 01/31/1993 Sig. Chg.: 03/02/1998

Expires: 01/30/1998 Vet Appr.: / /

Procedures: Non-survival surgery

Funding sources :NIH 5-34075; NSF 48-14W

Admin Apprvd: 01/22/1993

Protocol Conditions: (None)

Species :	RT	RAT				
		Total	A	B	C	
Approved:		22	22	0	0	Prior year: 0
Ordered:		0	0	0	0	Prior year: 0
Adjusted:		0	0	0	0	
Remaining:		22	22	0	0	
Purpose:						

Special Care: JG22,LA

Veterinary Summary: (None)

Comments:

Housing in micro-isolator cages; chow and water is to be autocloned. Bedding changes in laminar flow hood only.

Contacts:	Function	Phone	Emergency
Gretsky, Wayne H.	I Investigator	17988	
Raynes, Rachel	P PI	13013	200-4320
Saylor, John L.	LAT	16840	B:481-2578

# Special Labels

Mailing labels are printed for the personnel listed on the protocols which satisfy the standard protocol selection. This option only shows the PI or the PI and all personnel. Duplicate names are eliminated.



For more information on printing special labels, refer to the ARM User Guide.

## To print special labels:

1. Choose **Special labels** from the Protocol module Print menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print the protocols that fulfill your criteria. ARM displays the **Sort by** prompt.
6. Choose which item you want the protocols sorted by. ARM displays the **List whom?** prompt.
7. Choose **PI only**, **All contacts**, or **Quit/cancel**. ARM displays the **Label format** prompt.
8. Choose **1 across**, **2 across**, or **3 across** (small print). The sample on the next page is 2 across, two labels printed across the page. ARM displays the **Print, preView or Cancel** prompt.
9. Choose **Print** to print the protocols. Choose **preView** to view the protocols on the screen as they would look if you printed them out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARC - STOCK ANIMALS  
CT

Dr. Mary Jane Biorkles  
CVRTI 207 CRVTI  
AM

Sallie Mae Blumenthal, DVM  
Medicine X-221  
RT

PA-C, Ph.D Donald M. Duckbill  
DFPM/PA PROGRAM 11002-W  
RT

Christopolous Fidone  
PHYSIOLOGY 1122-2  
FE

Wayne H. Gretsky  
Immunology 408 BIOPOL  
MO

Wayne H. Gretsky  
408 BIOPOLYMERS RESEARCH BLDG  
SALT LAKE CITY UT 84112

Jack Jones  
Medicine FDFDF  
AM

Jean Oridel  
Immunology EE-12  
GP

Jean Oridel

Matthew Phillips  
VM-144  
MO

Rachel Raynes, Phd  
Encology 01002-T  
RT

Rachel Raynes, Phd

Dr. Hubert A. Researcher  
NEPHEWOLOGY 221-11  
RB

# Mail Merge

This report produces a standard Mail Merge File in DBF format for the protocols which satisfy the standard protocol selection. A control report is printed showing the name of the merge file, the number of records, the list of merge fields available, and a short description of the selected protocols. It is useful for sending notices of critical events such as expirations or renewals.



For more information on printing mail merges, refer to the ARM User Guide.

## To generate a mail merge:

1. Choose **Mail merge** from the Protocol module Print menu.
2. Specify the name of the merge file. The default is **Merge.dbf** in the ARM\RUN directory on your computer.
3. Use the arrow keys or mouse to choose the criteria you want to consider.
4. Press **Enter** to select the highlighted criteria and enter specific information.
5. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
6. Press **ESC** to print the protocols that fulfill your criteria. ARM displays the **Sort by** prompt.
7. Choose which item you want the protocols sorted by. ARM displays the **List whom?** prompt.
8. Choose **PI only**, **All contacts**, or **Quit/cancel**. ARM displays the **Print, preView or Cancel** prompt.
9. Choose **Print** to print the protocols. Choose **preView** to view the protocols on the screen as they would look if you printed them out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

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Protocol Mailmerge File

01/13/1999

Structure for database: C:\ARM\RUN\MLMERGE.DBF

Number of data records: 11

Date of last update : 01/13/1999

Code Page : 0

Field	Field Name	Type	Width	Dec	Index	Collate
1	PI_NAME	Character	35			
2	PI_MAIL	Character	10			
3	PI_DEPT	Character	20			
4	PI_SCHOOL	Character	20			
5	PROTOCOL	Character	11			
6	SPECIES	Character	60			
7	STRAIN	Character	20			
8	VIVARIUM	Character	12			
9	FUNDSOURCE	Character	30			
10	TITLE	Character	80			
11	D_RECEIVED	Character	10			
12	D_APPROVED	Character	10			
13	D_BEGIN	Character	10			
14	D_EXPIRED	Character	10			
15	D_REVISED	Character	10			
16	NUMUSED	Character	5			
17	NUMREQ	Character	5			
18	L_PROCS	Character	254			
19	L_CONDS	Character	254			
20	L_SUMMS	Character	254			
21	L_PEOPLE	Character	254			
22	VET_APP	Character	10			
23	D_AD_APPRV	Character	10			
24	PRIM_REVWR	Character	30			
25	NUMUSEDY	Character	5			
26	NUMREQCY	Character	5			
27	PROPERNAME	Character	40			
**	Total **		1475			
1	ARC - STOCK ANIMALS			ARC-STOCK		CAT, DOG, RABBIT
2	Mary Jane Biorkles			96-01005G1		AMPHIBIAN, MOUSE, RAT

# Protocol Synopsis

This is a multiple-line report for the protocols satisfying the standard protocol selection. It shows the protocol number, Principal Investigator, title, procedures, and conditions.



For more information on printing Protocol Synopsis reports, refer to the ARM User Guide.

## To print a Protocol Synopsis report:

1. Choose **Protocol synopsis** from the Protocol module Reports menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print report. ARM displays the **Sort by** prompt.
6. Choose which item you want the report sorted by. ARM displays the **Report options** prompt.
7. Enter a report heading, choose to print a summary also (**Yes** or **No**), and choose to create a new page on each change (**Yes** or **No**). ARM displays a **Print, preView or Cancel** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab

PROTOCOL SYNOPSIS

12/28/1998 15:22

Page 2

Protocol	PI Name	Phone	Mail code	Species	Expires	Reviewed
96-01005G1	Dr. Mary Jane Biorkles	181183	207 CRVTI	AMPHIBIAN	01/11/2000	01/12/1998
<p>Title: TRANSLATIONAL REGULATION OF FERRITIN SYNTHESIS - Positive Testing of Uncontrolled Substances In a Mixture Conducive to Low Anmopedic Interferences.</p> <p>Procedures: Complete Freunds Macrophage Collection Survival surgery</p> <p>Conditions: Animals need to be kept far from the DNA research area. They are highly adaptive and could change, which would dramatically affect the results of the experiment.</p>						
96-01005G1	Dr. Mary Jane Biorkles	18183	207 CRVTI	MOUSE	01/11/2000	01/12/1998
<p>Title: TRANSLATIONAL REGULATION OF FERRITIN SYNTHESIS - Positive Testing of Uncontrolled Substances In a Mixture Conducive to Low Anmopedic Interferences.</p> <p>Procedures: Complete Freunds Macrophage Collection Survival surgery</p> <p>Conditions: Animals need to be kept far from the DNA research area. They are highly adaptive and could change, which would affect the results of the experiment. dramatically</p>						
96-01005G1	Dr. Mary Jane Biorkles	18183	207 CRVTI	RAT	01/11/2000	01/12/1998
<p>Title: TRANSLATIONAL REGULATION OF FERRITIN SYNTHESIS - Positive Testing of Uncontrolled Substances In a Mixture Conducive to Low Anmopedic Interferences.</p> <p>Procedures: Complete Freunds Macrophage Collection Survival surgery</p> <p>Conditions: Animals need to be kept far from the DNA research area. They are highly adaptive and could change, which would dramatically affect the results of the experiment.</p>						

# Selected Persons List

This report shows the personnel listed on the protocols which satisfy the standard protocol selection. The report has two options:

- Show only the Principal Investigator
- Show all personnel listed, including the Principal Investigator.



For more information on printing Selected Persons lists, refer to the ARM User Guide.

## To print a Selected Persons list:

1. Choose **Selected persons list** from the Protocol module Reports menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print report. ARM displays the **Sort by** prompt.
6. Choose which item you want the report sorted by. ARM displays the **Do you want PI only or all contacts** prompt.
7. Choose **PI only**, **All contacts** or **Cancel**. ARM displays a **Print, preView or Cancel** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab  
PROTREP2

## PROTOCOLS FOR SELECTED PERSONS

12/28/1998 15:28

Page 1

Name	Phone	Mailcode
Species	Protocols	

-----  
ARC - STOCK ANIMALS

CAT	ARC-STOCK
DOG	ARC-STOCK
RABBIT	ARC-STOCK

Total for ARC - STOCK ANIMALS: 3

## Dr. Mary Jane Biorkles

18183

207 CRVTI

AMPHIBIAN	96-01005G1
MOUSE	96-01005G1
RAT	96-01005G1
SHEEP	96-01013X2
SWINE	96-02002J2
MOUSE	96-03008CF5

Total for BIORKLES, MARY JANE: 6

## Sallie Mae Blumenthal, DVM

321-0112

X-221

RAT	96-02001J1
RABBIT	96-03003J0
MOUSE	96-03005G14
SWINE	96-03007DH2

Total for BLUMENTHAL, SALLIE MAE: 4

## PA-C, Ph.D Donald M. Duckbill

17766/17764

11002-W

RAT	96-01006X2
SWINE	96-01009A2
CALVES	96-01011X1 96-04009A2
CAT	9811S22203
DOG	9811S22203
LAMB	9811V00051

Total for DUCKBILL, DONALD M.: 7

## Christopolous Fidone

15987

1122-2

FERRET	1123-01
AMPHIBIAN	1123-03
FERRET	1123-09
AMPHIBIAN	1123-10

## Selected Protocol List

This report shows the protocols which satisfy the standard protocol selection. It shows the protocol number, Principal Investigator, species, and fund sources. The fund sources may be shown as entered, or shown individually. A semi-colon (;) separates the individual fund sources.



For more information on printing Selected Protocol lists, refer to the ARM User Guide.

### To print a Selected Protocol list:

1. Choose **Selected protocol list** from the Protocol module Reports menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print report. ARM displays the **Sort by** prompt.
6. Choose which item you want the report sorted by. ARM displays the **Do you want this report to show all Funding sources** prompt.
7. Choose **Yes**, **No**, or **Cancel**. ARM displays a **Print, preView or Cancel** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab

## SELECTED PROTOCOLS

12/28/1998 15:33

PROTREP3

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Protocol	Species	Name	Phone	Mailcode	Fund Source
96-01005G1	AMPHIBIAN	Dr. Mary Jane Biorkles	18183	207 CRVTI	R01 NIH GM 45201 5-3
96-01005G1	MOUSE	Dr. Mary Jane Biorkles	18183	207 CRVTI	R01 NIH GM 45201 5-3
96-01005G1	RAT	Dr. Mary Jane Biorkles	18183	207 CRVTI	R01 NIH GM 45201 5-3
96-01013X2	SHEEP	Dr. Mary Jane Biorkles	18183	207 CRVTI	CORPORATE
96-02002J2	SWINE	Dr. Mary Jane Biorkles	18183	207 CRVTI	2-13691-3333
96-03008CF5	MOUSE	Dr. Mary Jane Biorkles	18183	207 CRVTI	LDS HOSPITAL DESERET
Totals for Biorkles, Mary Jane: 6					
96-02001J1	RAT	Sallie Mae Blumenthal, DVM	321-0112	X-221	NIDA/DA 00869 5-35
96-03003J0	RABBIT	Sallie Mae Blumenthal, DVM	321-0112	X-221	NIH, R01GM48715-01A2
96-03005G14	MOUSE	Sallie Mae Blumenthal, DVM	321-0112	X-221	NCI# R01CA46269 UU#
96-03007DH2	SWINE	Sallie Mae Blumenthal, DVM	321-0112	X-221	
DEPARTMENTAL Totals for Blumenthal, Sallie Mae: 4					
96-01006X2	RAT	PA-C, Ph.D Donald M. Duckbill	17766/17764	11002-W	PRIVATE
96-01009A2	SWINE	PA-C, Ph.D Donald M. Duckbill	17766/17764	11002-W	ETHICON ENDOSURGICAL
96-01011X1	CALVES	PA-C, Ph.D Donald M. Duckbill	17766/17764	11002-W	CORPORATE
96-04009A2	CALVES	PA-C, Ph.D Donald M. Duckbill	17766/17764	11002-W	CORPORATE
9811S22203	CAT	PA-C, Ph.D Donald M. Duckbill	17766/17764	11002-W	6-40410-3500
9811S22203	DOG	PA-C, Ph.D Donald M. Duckbill	17766/17764	11002-W	6-40410-3500
Totals for Duckbill, Donald M.: 6					
92-2407	CAT	Christopolous Fidone	15987	1122-2	5-35029
92-2407	RABBIT	Christopolous Fidone	15987	1122-2	5-35029
92-2407	RAT	Christopolous Fidone	15987	1122-2	5-35029
93-524B	CAT	Christopolous Fidone	15987	1122-2	NIH
93-524B	RABBIT	Christopolous Fidone	15987	1122-2	NIH
93-524B	RAT	Christopolous Fidone	15987	1122-2	NIH
96-01001M1	RAT	Christopolous Fidone	15987	1122-2	NIH R01-AI-34133 5
96-01002D5	RAT	Christopolous Fidone	15987	1122-2	DEPARTMENTAL
96-02007M0	AMPHIBIAN	Christopolous Fidone	15987	1122-2	2-13152-3500
96-02007M0	CHICKEN	Christopolous Fidone	15987	1122-2	2-13152-3500
Totals for Fidone, Christopolous: 10					

# AAALAC Report

This report is the standard report requested by the AAALAC. It lists the protocols satisfying the standard protocol selection. For each, it shows the protocol number, Principal Investigator, title, procedures, species, vivarium, lab room, and quantities approved by pain level (categories of invasiveness).



For more information on printing selected AAALAC reports, refer to the ARM User Guide.



This report can only be printed on an HP Laser Jet printer. It assumes that the printer can print in landscape mode with small print.

## To print an AAALAC report:

1. Choose **AAALAC report** from the Protocol module Reports menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the protocols you want to print.
5. Press **ESC** to print report. ARM displays the **Sort by** prompt.
6. Choose which item you want the report sorted by. ARM displays a **Print, preView or Cancel** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab		AAALAC REPORT		03/31/1999 at 11:58		
PROTREP6				Page 18		
Protocol	PI Name	Title & Procedures	Species	Vivarium	Lab Room	Qtys Approved
						A B C
-----						
	Procedures:	Bone Spur Multiple Surgeries				
96-01016DH0	Jack Zenkoria, Phd		MOUSE		900	0 0
		DEVELOPEMT OF TISSUE CULTURE SYSTEMS FOR NEURONAL CELL FROM ADULT MOUSE CEREBELL				
96-02008M0	Jack Zenkoria, Phd		AMPHIBIAN		348	0 0
		LAB COURSE: BIOL 318 "CELLULAR NEUROBIOLOGY LABORATORY"				
	Procedures:	Bone Marrow Chimeras				
96-02008M0	Jack Zenkoria, Phd		CHICKEN		300	0 0
		LAB COURSE: BIOL 318 "CELLULAR NEUROBIOLOGY LABORATORY"				
	Procedures:	Bone Marrow Chimeras				
96-02013G14	Jack Zenkoria, Phd		MOUSE		0	0 150
		HUMAN MAMMARY EPITHELIAL CELLS TRANSPLANTED INTO NUDE RATS AND SCID MICE				
96-02013G14	Jack Zenkoria, Phd		RAT		0	0 150
		HUMAN MAMMARY EPITHELIAL CELLS TRANSPLANTED INTO NUDE RATS AND SCID MICE				
Z10	Jack Zenkoria, Phd		AMPHIBIAN		1000	0 0

# CCAC Animal Use Data

This report is the standard report for the CCAC. A date range is specified and the protocols whose approval date or expiration date cover that period are selected. The report shows the protocol number, categories of invasiveness (pain levels), purpose of animal usage, Principal Investigator, date of approval, date of expiration, comments, species, quantity approved, and quantities used by calendar year. These quantities are derived from the order information. The report can only show up to four calendar year periods.



For more information on printing CCAC Animal Use Data reports, refer to the ARM User Guide.



This report can only be printed on an HP Laser Jet printer. It assumes that the printer can print in landscape mode with small print.

## To print a CCAC Animal Use Data report:

1. Choose **CCAC Animal use data** from the Protocol module Reports menu. ARM displays a **date range** prompt.
2. Enter the start date and the end date for the range of Approved and Expired dates to appear in the report. ARM displays a **Print, preView or Cancel** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

Arm Research Lab  
 PROTREP7

CCAC ANIMAL USE DATA REPORT

06/18/1999 at 16:59  
 Page 1

Protocol	CI	PAU	PI Name	Approved	Expires	Description	Species	Qty Appd	Used:		
									1999	1998	1997
ARC-STOCK	-		ARC - STOCK ANIMALS	05/07/1996	08/30/2101		CAT	0	0	0	0
ARC-STOCK	-		ARC - STOCK ANIMALS	05/07/1996	08/30/2101		DOG	0	0	0	0
ARC-STOCK	A		ARC - STOCK ANIMALS	05/07/1996	08/30/21010		RABBIT	99999	0	0	0
96-01005G1	C	3	Dr. Mary Jane Biorkles	01/12/1997	01/11/2000	This protocol is a candidate for the Millenium Project.	AMPHIBIAN	30	0	0	0
96-01005G1	B		Dr. Mary Jane Biorkles	01/12/1997	01/11/2000	This protocol is a candidate for the Millenium Project.	MOUSE	100	0	0	0
96-01005G1	B		Dr. Mary Jane Biorkles	01/12/1997	01/11/2000	This protocol is a candidate for the Millenium Project.	RAT	45	0	8	0
96-02002J2	C		Dr. Mary Jane Biorkles	10/20/1996	10/20/1998		SWINE	45	0	0	0
96-03008CF5	-		Dr. Mary Jane Biorkles	12/21/1996	08/30/1997	THE HAZARDOUS AGENT IS COXSACKIE B3 VIRUS.4/30/96, SRC.	MOUSE	0	0	0	0
96-02001J1	ABC		Sallie Mae Blumenthal, DVM	11/12/1996	08/29/2000		RAT	3960	0	0	0
96-03003J0	B		Sallie Mae Blumenthal, DVM	12/13/1996	12/12/1999		RABBIT	60	0	0	0
96-03005G14	C		Sallie Mae Blumenthal, DVM	12/13/1996	12/12/1999		MOUSE	90	0	0	0

# Animal Usage

This report shows all active protocols that have specified procedures. It is organized by procedure showing:

- The number of protocols included with that procedure
- Species
- Total quantities by categories of invasiveness (pain levels)
- Principal Investigator
- Vivarium



For more information on printing Animal Usage reports, refer to the ARM User Guide.



This report can only be printed on an HP Laser Jet printer. It assumes that the printer can print in landscape mode with small print.

## To print a Animal Usage report:

1. Choose **Animal usage** from the Protocol module Reports menu. ARM displays the a **Print, preView or Cancel** prompt.
2. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

ARM Research Lab  
 PROTREP8

Animal Usage Report

12/28/1998 at 15:42  
 Page 1

Procedure	# Prot	Species	# / year	PI Name	Vivarium
Antibody production	1	FERRET	A 22	Raynes, Rachel	
Antibody production	4	MOUSE	A 2550 B 9375 C 90	Raynes, Rachel	
Antibody production	1	RAT	A 1410	Oridel, Jean	
Antibody Production	1	MOUSE	A 100	Smith, Jonathan	
Behavioral condition	1	FOWL	B 122 A 44 B 55 C 66	Gretsky, Wayne H.	55 west
Biohazard materials	1	MOUSE	A 400	Researcher, Madelaine G.	
Biohazard. materials	1	RABBIT	C 20	Tarry, A. While	
Biohazard. Materials			2 RAT A 80 B 50	Fidone,Christopolous Researcher, Madelaine G.	
Bone Marrow Chimeras	1	AMPHIBIAN	A 348	Zenkoria, Jack	
Bone Marrow Chimeras	1	CAT	B 80 C 20	Fidone, Christopolous	
Bone Marrow Chimeras	1	CHICKEN	A 300	Zenkoria, Jack	
Bone Marrow Chimeras	1	RABBIT	A 400 B 400 C 100	Fidone, Christopolous	

# Animal Usage II

This report shows all active protocols that have specified procedures. It is organized by procedure showing:

- The number of protocols included with that procedure
- Species
- Total quantities by categories of invasiveness (pain levels)
- Principal Investigator
- Locations of animals

The locations of animals are taken from the order information for those protocols. This report differs only slightly from the Animal Usage report.



For more information on printing Animal Usage II reports, refer to the ARM User Guide.



This report can only be printed on an HP Laser Jet printer. It assumes that the printer can print in landscape mode with small print.

## To print an Animal Usage II report:

1. Choose **Animal usage II** from the Protocol module Reports menu. ARM displays the **data range** prompt.
2. Enter a start date and an end date for the range of dates to appear in the report. ARM displays a **Print, preView or Cancel** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

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 PROTREP9

Animal Usage Report II

12/28/1998 at 15:43

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Approved between 12/28/1997 and 12/28/1998

Procedure	# Prot Species	# Used by PL	PI Name	Protocol	Location of Use
Antibody production	1 FERRET	A 22	Raynes, Rachel	94-R012	ARC-RODENT FACILITY ARC-LARGE ANIMAL FACILITY
Antibody production	2 MOUSE	A 2550 B 4975	Raynes, Rachel	94-R012 95-R201	ARC-RODENT FACILITY ARC-LARGE ANIMAL FACILITY
Biohazard. Materials	1 MOUSE	A 400 B 300	Researcher, Madelaine G.	95-R321	ARC-RODENT FACILITY
Biohazard. Materials	1 RAT	B 50	Researcher, Madelaine G.	95-R321	ARC-RODENT FACILITY
Bone Marrow Chimeras	1 CAT	B 80 C 20	Fidone, Christopolous	92-2407	ARC-RODENT FACILITY ARC-LARGE ANIMAL FACILITY
Bone Marrow Chimeras	1 RABBIT	A 400 B 400 C 100	Fidone, Christopolous	92-2407	ARC-RODENT FACILITY ARC-LARGE ANIMAL FACILITY
Bone Marrow Chimeras	1 RAT	B 1200 C 300	Fidone, Christopolous	92-2407	ARC-RODENT FACILITY ARC-LARGE ANIMAL FACILITY
Bone Spur	1 MOUSE				
Drug Inbibing	1 CAT	A 600 B 80	Zenkoria, Jack	96-01010X0	

# List Protocols with No Approval Date

This report shows all active protocols that do not have an approval date. It is organized by protocol showing:

- The protocol number
- The investigator
- The received date
- The expired date



For more information on printing Protocols with No Approval Date reports, refer to the ARM User Guide.

## To print a List Protocols with No Approval Date report:

1. Choose **List protocols with NO approval date** from the Protocol module Utilities menu. ARM displays a **Print, preView or Cancel** prompt.
2. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Protocol module menus.

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03/31/1999

PR\_LNOAP

NO Approval Date

Page 1

Protocol	Investigator	Received	Expired
223322	Raynes, Rachel	/ /	/ /
33332--112	Raynes, Rachel	/ /	/ /
34432--112?	Raynes, Rachel	/ /	/ /
9999??	Raynes, Rachel	/ /	/ /
33332--112?	Raynes, Rachel	/ /	/ /
GRET-02	Gretsky, Wayne H.	/ /	/ /
1123-03	Fidone, Christopolous	/ /	/ /
1123-09	Fidone, Christopolous	/ /	/ /
1244-31	Jones, Jack	/ /	/ /
GRET-09	Gretsky, Wayne H.	/ /	/ /
1123-01	Fidone, Christopolous	/ /	/ /
GRET-10	Gretsky, Wayne H.	/ /	/ /
1244-33	Jones, Jack	/ /	/ /
1244-34	Jones, Jack	/ /	/ /
1244-35	Jones, Jack	/ /	/ /
1244-36	Jones, Jack	/ /	/ /
R98-123	Smith, Jonathan	/ /	/ /
1258-01	OEC MEDICAL SYSTEMS, INC	/ /	/ /



## Chapter Two: Contacts

---

**C**ontact information is available for editing and viewing through the Contacts browse screen. The browse screen contains all the contacts that are currently in the system. You can view the contact record, which is where much of the contact data is entered, from the browse screen.

You can print a list of contacts as well as print labels that contain contact information.

# Contact Lists

ARM contains a Print Contact Lists option that allows you to choose different formats for a contact list. These lists provide an easy reference for the contacts currently contained in the system. The alphabetical lists contain the following information:

- Contact name
- School
- Phone number
- Department
- Location
- Emergency phone number
- Type of contact



For more information on printing contact lists, refer to the ARM User Guide.

## To print a list of contacts:

1. Choose **Print Contact Lists** from the Reference module Contacts menu. ARM displays the **You may print the list of contacts** prompt.
2. Press **All** to print a list of contacts that includes all of the contacts in the system. ARM displays the **Print, preView, or Quit** prompt.

Press **Department** to print a list of all the contacts sorted by department. ARM displays the **Print, preView, or Quit** prompt.

Press **Organization** to print a list of all contacts sorted by organization. ARM displays the **Print, preView, or Quit** prompt.

Press **Type** to print a list of contacts of a specific type. ARM displays an Enter Type field. Enter the type of contact you want listed on the report and press **Enter**. ARM displays the **Print, preView, or Quit** prompt.

Press **PI Group** to print a PI Group phone list. ARM displays the **Print, preView, or Quit** prompt.

3. Press **Print** from the **Print, preView, or Quit** prompt to print any of the reports. Press **preView** to display report on the screen as it would appear in print. Press **Quit** to exit without printing and return to the Reference module menus.

ARM Research Lab

01/13/1999 15:09

CTLIST

CONTACT LIST

Page 1

All by Name

Contact Name Organization	Phone	Em. Phone	Mail Code	Type	Department
ABILDSKOV, J A	18183		BLDG 207	PBQ	Immunology
ABUDARA, VERONICA				E	
ADDERSON, ELISABETH	1-6791/5-5005	266-8207	2R022 SOM		Psychology
ALVES, JOSE				E	
ANDERSON, DALE				E	
ANDERSON, FRED	17715		SOM 4A148	EB	CARDIOLOGY
ANDERSON, KELLEY	17715		4A136	PB	CARDIOLOGY
ANESTHESIOLOGY DEPARTMENT	1-6393		3C444 SOM	B,F	ANESTHESIOLOGY
ARANEO, BARBARA	13013	464-6104/6100	5C130 SOM	PBQ	Psychology
ARC - RODENT AREA	1-6430		BLDG 587	RBF	ANIMAL RESOURCES
ARC - STOCK ANIMALS				RB	
ARC PROFESSIONAL DEVELOPMENT	1-6430		58701	R B F	ANIMAL RESOURCES
ARC-SURGICAL SERVICES	1-6966		BLDG 587	RBQ	ANIMAL RESOURCES
ARCHAEOLOGICAL CENTER	1-8663		117 ST	RBF	
ASH, OWEN	583-2787 X 2157	263-3524	5C130 SOM	PBFQ	PATHOLOGY
AUTOPSY DEPARTMENT	1-2508		A551 U HOS	B	AUTOPSY DEPT
BACHUS, KENT	1-7601	1-7601	VAMC	BF	ORTHOPEDIC SURG
BARINGER, J. RICHARD				Q	NEUROLOGY
BECKERLE, MARY	14485		228 BIOLOG	ES	BIOLOGY
BILLITER MARJORIE J	1-4818	17833	SO. BIOLOG	B	BIOLOGY
BIOLOGY DEPARTMENT			201 BIOL B	RBQ	BIOLOGY
Biorkles, Mary Jane	18183		207 CRVTI	B,P	CVRTI
BIRD, JEAN			BLDG 587	E	CUSTODIAL
BLINDAUER, KIM				E	
Blumenthal, Sallie Mae	321-0112	213-1112	X-221	PV	Medicine
Dental College					
Bord, Dominic	581-7007		BLDG 587	TB	ANIMAL RESOURCES
Burroughs, Amelia				SEQ	
fDuckbill, Donald M.	17766/17764	409-1122	11002-W	PB	DFPM/PA PROGRAM
Fidone, Christopolous	15987	9998	1122-2	P	PHYSIOLOGY

# Contact Labels

ARM allows you to print contact information in the form of labels by using the contact label option. You can select criteria to include on the labels and then select whether you want PIs only or all contacts.



For more information on printing contact labels, refer to the ARM User Guide.

## To print contact labels:

1. Choose **Print Contact Labels** from the Reference module Contacts menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the contact information you want to print.
5. Press **ESC** to print the report. ARM displays the **List** prompt.
6. Choose whether to include **PI** only information or **All** contacts. ARM displays the **Sort by** prompt.
7. Choose which item you want the report sorted by. ARM displays the **Labels** prompt.
8. Choose whether you want the labels to print **1** across, **2** across, or **3** across (small print). ARM displays the **Print, preView, or Quit** prompt.
9. Press **Print** from the **Print, preView, or Quit** prompt to print any of the reports. Press **preView** to display the labels on the screen as they will appear in print. Press **Quit** to exit without printing and return to the Reference module menus.

J A ABILDSKOV  
 Immunology BLDG 207  
 BLDG 207

VERONICA ABUDARA

ELISABETH ADDERSON  
 Psychology 2R022 SOM  
 2R022 SOM

JOSE ALVES

DALE ANDERSON

FRED ANDERSON  
 CARDIOLOGY SOM 4A148  
 SOM 4A148

KELLEY ANDERSON  
 CARDIOLOGY 4A136  
 4A136

ANESTHESIOLOGY DEPARTMENT  
 ANESTHESIOLOGY 3C444 SOM  
 3C444 SOM

BARBARA ARANEO  
 Psychology 5C130 SOM  
 5C130 SOM

ARC - RODENT AREA  
 ANIMAL RESOURCES BLDG 587  
 BLDG 587

ARC - STOCK ANIMALS

ARC PROFESSIONAL DEVELOPMENT  
 ANIMAL RESOURCES 58701  
 BLDG 587



## Chapter Three: Training

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**T**rainning reports allows you to track the training of individuals through the system. The system uses the courses entered by the facility to allow you to assign courses to individual training records after the courses are completed. This shows what individuals have accomplished and what tasks they have been trained to do. You may add and edit a contact's training from the **Training browse screen**. The **Training Course browse screen** allows you to view and edit the classes supported by the facility.

ARM allows you to print a variety of reports that contain the training information for specific individuals in the system. You may narrow the reports by choosing criteria for the records included in the report.

# Training Report

ARM allows you to print a Training report that contains the training of each individual in the system. This allows you to track the progress of an individual's training as well as make sure all the individuals are sufficiently trained.

You can select the information to appear in the report from the following criteria:

- All individuals
- A specific PI Group
- A specific course
- A specific name
- A specific department
- A specific mail address
- A date range



For more information on printing Training reports, refer to the ARM User Guide.

## To print a Training report:

1. Choose **Training Report** from the Reference module Training menu. ARM displays the **Training Report by Individual** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the training information you want to print.
5. Press **ESC** to print the report. ARM displays the Sort by prompt.
6. Choose which item you want the report sorted by. ARM displays a **New page for each** prompt.
7. Choose **Yes** to print each new record on a new page, or choose **No** to continue with a new record on the same page.
8. Choose to Show **Name** only or to Show **Dept.** and mail also. ARM displays a **Print, preView or Cancel** prompt.
9. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Reference module menus.

ARM Research Lab

## INDIVIDUAL TRAINING

By PI

12/28/1998 17:14

Page 1

Name	Course	Date
ABILDSKOV, J A Principal Investigator	Immunology BLDG 207	
	ARC101 LAB ANIMAL CARE & USE CORE	06/22/1996
	ARC205 PRIMATES	11/04/1996
	ARC209 AMPHIBIANS	12/17/1996
ABUDARA, VERONICA		
	ARC101 LAB ANIMAL CARE & USE CORE	06/03/1994
	ARC101 LAB ANIMAL CARE & USE CORE	03/25/1996
	ARC201 RODENTS	06/25/1994
AKALA, EMMANUEL O		
	ARC101 LAB ANIMAL CARE & USE CORE	03/09/1996
	ARC201 RODENTS	03/09/1996
	ARC202 RABBITS	03/09/1996
	ARC302 SURGERY	03/09/1996
ALBANIL, AIDA		
	ARC101 LAB ANIMAL CARE & USE CORE	01/30/1994
	ARC101 LAB ANIMAL CARE & USE CORE	05/11/1996
	ARC201 RODENTS	05/11/1996
ALBENSI. BEN		
	ARC201 RODENTS	07/24/1994
	ARC301 PAIN MANAGEMENT	07/24/1994
	ARC302 SURGERY	07/24/1994
ALBERTINE, KURT		
	ARC101 LAB ANIMAL CARE & USE CORE	07/07/1996
	ARC201 RODENTS	07/07/1996
ALBURGES, MARIO		
	ARC201 RODENTS	05/28/1994
	ARC301 PAIN MANAGEMENT	05/28/1994
	ARC302 SURGERY	05/28/1994
ALDER, TODD		
	ARC101 LAB ANIMAL CARE & USE CORE	10/03/1995
ALLEN, GARY		
	ARC101 LAB ANIMAL CARE & USE CORE	04/16/1994
ALLEN, LEE		
	ARC101 LAB ANIMAL CARE & USE CORE	08/18/1996
ALLEN, TODD		
	ARC101 LAB ANIMAL CARE & USE CORE	02/24/1995
	ARC206 SWINE	02/24/1995
ALVES, JOSE		
	ARC101 LAB ANIMAL CARE & USE CORE	08/31/1995
	ARC201 RODENTS	/ /
	ARC201 RODENTS	01/02/1998
	ARC301 PAIN MANAGEMENT	03/09/1996
	ARC302 SURGERY	/ /
	C-G01 General Animal Handling	07/24/1994 CERT
ANDERSON, DALE		
	ARC101 LAB ANIMAL CARE & USE CORE	08/31/1995
	ARC101 LAB ANIMAL CARE & USE CORE	07/13/1996
	ARC201 RODENTS	07/13/1996
	ARC301 PAIN MANAGEMENT	04/02/1994
	C-G01 General Animal Handling	11/30/1996 CERT

# NO Training Report

ARM allows you to print a report that lists the names of individuals and the courses that they are lacking in their training. This way you can keep track of the training that individuals are missing.

You can select the information to appear in the report from the following criteria:

- All contacts
- A specific PI Group
- A specific name
- A specific department
- A specific mail address
- A specific type
- A specific organization



For more information on printing NO Training reports, refer to the ARM User Guide.

## To print a NO Training report:

1. Choose **NO Training Report** from the Reference module Training menu. ARM displays the **NO Training Report** prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the training information you want to print. Choose **Continue** when you are done selecting criteria. ARM displays the **Course criteria** prompt.
5. Enter the course ID, or leave it blank to include all courses. Enter a starting date and an ending date for the date range. ARM displays a **Print, preView or Cancel** prompt.
6. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Reference module menus.

ARM Research Lab

12/28/1998 17:19

NO TRAINING for ANY Course; During 12/01/1996-12/28/1998

Page 1

ALL Contacts

Name	Type	Department	MailCode	Phone
ABUDARA, VERONICA	E			
ADDERSON, ELISABETH		Psychology	2R022 SOM	1-6791/5-5005
ANDERSON, DALE	E			
ANDERSON, FRED	EB	CARDIOLOGY	SOM 4A148	17715
ANDERSON, KELLEY	PB	CARDIOLOGY	4A136	17715
ANESTHESIOLOGY DEPARTMENT	B,F	ANESTHESIOLOGY	3C444 SOM	1-6393
ARANEO, BARBARA	PBQ	Psychology	5C130 SOM	13013
ARC - RODENT AREA	RBF	ANIMAL RESOURCES	BLDG 587	1-6430
ARC - STOCK ANIMALS	RB			
ARC PROFESSIONAL DEVELOPMENT	RBF	ANIMAL RESOURCES	58701	1-6430
ARC-SURGICAL SERVICES	RBQ	ANIMAL RESOURCES	BLDG 587	1-6966
ARCHAEOLOGICAL CENTER	RBF	117 ST		1-8663
ASH, OWEN	PBFQ	PATHOLOGY	5C130 SOM	583-2787 X 2157
AUTOPSY DEPARTMENT	B	AUTOPSY DEPT	A551 U HOS	1-2508
BACHUS, KENT	BF	ORTHOPEdic SURG	VAMC	1-7601
BARINGER, J. RICHARD	Q	NEUROLOGY		
BECKERLE, MARY	ES	BIOLOGY	228 BIOLOG	14485
BILLITER MARJORIE J	B	BIOLOGY	SO. BIOLOG	1-4818
BIOLOGY DEPARTMENT	RBQ	BIOLOGY	201 BIOL B	
Biorkles, Mary Jane	B,P	CVRTI	207 CRVTI	18183
BIRD, JEAN	E	CUSTODIAL	BLDG 587	
BLINDAUER, KIM	E			
Blumenthal, Sallie Mae	PV	Medicine	X-221	321-0112 Bord,
Dominic	TB	ANIMAL RESOURCES	BLDG 587	581-7007
Burroughs, Amelia	SEQ			
Duckbill, Donald M.	PB	DFPM/PA PROGRAM	11002-W	17766/17764
Gretsky, Wayne H.	PB	Immunology	408 BIOPOL	17988

408 BIOPOLYMERS RESEARCH BLDG  
SALT LAKE CITY, UT 84112  
(801)581-7988

Grinka, Jack	E, P, Q, R, V, Y, Z			
Jones, Jack	?	Medicine	FDFDF	3334
OEC MEDICAL SYSTEMS, INC	BPR			(801)328-9300

ATTENTION: R. BUCKINGHAM  
P.O. BOX 25296  
SALT LAKE CITY, UT 84125-0296  
OEC MEDICAL SYSTEMS

OLSON, RANDALL	Z			
OLSON, RANDALL John	R, S, W, Y	OPHTHALMOLOGY		
Oridel, Jean	VBP	Immunology	EE-12	123-1554
ORTHOPEDIC BIOMECHANICS INSTIT	RBF			(801) 269-4030
ATTN: JIM HEALY				
5848 SOUTH 300 EAST				
SALT LAKE CITY, UT 84107				
ORTHOPEDIC BIOMECHANICS INSTIT				

# Deficit Training Report

The Deficit Training report lists the Training records that do not have a date specified. This indicates that they have not received the training they need.



For more information on printing Deficit Training reports, refer to the ARM User Guide.

## To print a Deficit Training report:

1. Choose Deficit Training Report from the Reference module Training menu.
2. Choose **OK** to print the report, or choose **Cancel** to return to the Reference module menus. If you choose OK, ARM displays a **Print, preView or Cancel** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Reference module menus.

ARM Research Lab  
TR\_REP4

12/28/1998 17:21

Page 1

TRAINING REQUIRED REPORT

Name	Type	Course	MailCode	Phone	Department
ALVES, JOSE	E	ARC201RODENTS			
ALVES, JOSE	E	ARC302 SURGERY			
ANDERSON, KELLEY	PB	ARC205 PRIMATES	4A136	17715	CARDIOLOGY
Biorkles, Mary Jane	B,P	ARC205 PRIMATES	207 CRVTI	18183	CVRTI
Burroughs, Amelia	SEQ	ARC202 RABBITS			
Duckbill, Donald M.	PB	ARC201 RODENTS	11002-W	17766/17764	DFPM/PA PROGRAM
Duckbill, Donald M.	PB	ARC301 PAIN MANAGEMENT	11002-W	17766/17764	DFPM/PA PROGRAM
Fidone, Christopolous	P	ARC101 LAB ANIMAL CARE & USE CORE	1122-2	15987	PHYSIOLOGY
Gretsky, Wayne H	PB	ARC205 PRIMATES	408 BIOPOL	17988	Immunology

408 BIOPOLYMERS RESEARCH BLDG  
SALT LAKE CITY, UT 84112  
(801)581-7988

Grinka, Jack	E,P,Q,R,V,Y,Z	ARC204 CATS			
Grinka, Jack	E,P,Q,R,V,Y,Z	ARC208 CATTLE			
Grinka, Jack	E,P,Q,R,V,Y,Z	ARC302 SURGERY			
Zenkoria, Jack	A,E,P	C-202 RABBIT CERTIFIED		213-2345	Medicine

# Protocol Training Report

The Protocol Training report contains training information for selected protocols. You can choose what criteria you use to produce the report so that you can narrow down the content.



For more information on printing Protocol Training reports, refer to the ARM User Guide.

## To print a Protocol Training report:

1. Choose **Protocol Report** from the Reference module Training menu. ARM displays the criteria prompt.
2. Use the arrow keys or the mouse to choose the criteria you want to consider.
3. Press **Enter** to select the highlighted criteria and enter specific information.
4. Repeat until you have selected sufficient criteria to identify the training information you want to print.
5. Press **ESC** to print the report. ARM displays the **Sort by** prompt.
6. Choose which item you want the report sorted by. ARM displays the **Report Options** prompt.
7. Enter a report heading. Choose **Yes** to print a summary or **No** to not print a summary. Choose **Yes** to start a new page with each change, or **No** to stay on the same page with a change. ARM displays a **Print, preView or Cancel** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Reference module menus.

MAIL TO: Dr. Mary Jane Biorkles  
 CVRTI  
 207 CRVTI

ARM Research Lab

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PROTREP1

TRAINING BY PROTOCOL  
 Active protocols

Protocol	PI Name	Phone	Mail code	Species	Expires	Reviewed
----------	---------	-------	-----------	---------	---------	----------

96-01005G1	Dr. Mary Biorkles	18183	207 CRVTI	RAT	01/11/2000	01/12/1998
------------	-------------------	-------	-----------	-----	------------	------------

Title: TRANSLATIONAL REGULATION OF FERRITIN SYNTHESIS - Positive  
 Testing of Uncontrolled Substances In a Mixture Conducive to  
 Low Anmopedic Interferences.

Procedures:

- Complete Freunds
- Restraining Devices
- Survival surgery

Conditions:

Animals need to be kept far from the DNA research area.  
 They are highly adaptive and could change, which would  
 dramatically affect the results of the experiment.

Biorkles, Mary Jane	PI					
ARC101 LAB ANIMAL CARE & USE CORE					01/30/1994	
ARC205 PRIMATES				/ /		
C-202 RABBIT CERTIFIED				/ /		

LEIBOLD, ELIZABETH	P PI					
ARC101 LAB ANIMAL CARE & USE CORE					02/20/1994	
YU, YANG	LAB					

(no training) / / / / / / /

96-01013X2	Dr. Mary Jane Biorkles	18183	207 CRVTI	SHEEP	10/28/1993	
------------	------------------------	-------	-----------	-------	------------	--

Title: EVALUATION OF A HEMOCONCENTRATOR DEVICE FOR USE IN  
 EXTRACORP-OREAL CIRCUITS

Procedures:

- Non-survival surgery

BURNS, GREG	P PI					
ARC207 SHEEP AND GOATS					04/19/1994	
ARC301 PAIN MANAGEMENT					04/19/1994	
ARC302 SURGERY					04/19/1994	

Biorkles, Mary Jane	P PI					
ARC101 LAB ANIMAL CARE & USE CORE					01/30/1994	
ARC205 PRIMATES				/ /		
C-202 RABBIT CERTIFIED				/ /		

LLEWELYN, ERIC	LAB					
ARC101 LAB ANIMAL CARE & USE CORE					02/16/1996	
ARC207 SHEEP AND GOATS					03/05/1996	
ARC301 PAIN MANAGEMENT					03/05/1996	
ARC302 SURGERY					03/05/1996	

MOHAMMAD, SYED FAZAL	CO-PI					
ARC101 LAB ANIMAL CARE & USE CORE					04/16/1994	



## Chapter Four: Photo IDs

---

**A**RM contains two different ways to print photo ID card reports. The first is a listing of the photo ID currently in the system and contains only select information from the photo ID record. The second is a list of photo ID descriptions and contains all the information from the photo ID record for each record in the system. Both of the lists can be ordered by the card number or the name on the card.

## List Photo IDs

The List Photo IDs report contains a listing of all the photo IDs currently in the system. You can order the list by the name or the number of the ID.



For more information on printing photo IDs, refer to the ARM User Guide.

### To print a photo ID:

1. Choose **List Photo IDs** from the Reference module Photo ID menu. ARM displays the **Print Photo ID Listing** screen and the **Select Order** prompt.
2. Press **Card #** to print the list ordered by the card number or press **Name** to order the list by the name on the card. ARM displays the **Print, preView, or Cancel** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Reference module menus.

ARM Research Lab  
 University of ARC  
 PHOLIST

03/31/1999 12:23

Photo ID's by Card No

Page 1

Card #	Name/ Door	Key	Bldgs	Req	Date	S
A 1234-11	Researcher, Hubert A. 889,6664	556	30,20,W2	NEW	11/23/1997	P
	Allows access to fire hoses.					
A BDVBDFG	Tarry, A. While 112,142	33332	1		06/20/1997	
I FERER	Fidone, Christopolous				06/20/1997	

# Print Full Photo IDs

The Print Full Photo IDs report contains all the information from the photo ID record for each ID in the system. You can order the report by the card number or by the name.



For more information on printing photo ID card reports, refer to the ARM User Guide.

## To print full photo ID descriptions:

1. Choose **Print Full Photo IDs** from the Reference module photo ID menu. ARM displays the **Print Photo ID Descriptions** screen and the **Select Order** prompt.
2. Press **Card #** to print the list ordered by the card number or press **Name** to order the list by the name on the card. ARM displays the **Print, preView, or Cancel** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Reference module menus.

ARM Research Lab  
University of ARC

PHOTO-ID DESCRIPTIONS  
by Card No

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Page 1

Card No: A 1234-11

Name: Researcher, Hubert A.  
Department: NEPHEWOLOGY  
Mail Code: 221-11  
Phone: 16709  
PI Group: Phillips, Matthew

Request Date: 11/23/1997  
Request No: 223  
Req Type: NEW  
Issue Date: 11/23/1997  
Renewal Date: / /  
Status: P

Fund No: 112-22

Notes: Allows access to fire hoses.

Card No: A BDVBDFG

Name: Tarry, A. While  
Department: CARDIOLOGY  
Mail Code: 112-A2  
Phone: 53885  
PI Group: BARRY, WILLIAM H.

Request Date: 06/20/1997  
Request No:  
Req Type:  
Issue Date: 06/20/1997  
Renewal Date: / /  
Status:

Fund No: 334445

Card No: I FERER

Name: Fidone, Christopolous  
Department: PHYSIOLOGY  
Mail Code: 1122-2  
Phone: 15987  
PI Group:

Request Date: 06/20/1997  
Request No: 2221  
Req Type:  
Issue Date: 06/20/1997  
Renewal Date: / /  
Status:

Fund No: 3343

# Mail Merge

The Mail Merge report option creates a Mail Merge file from the Photo ID information contained in the system. The report contains the card holder name, mail code, and badge number.



For more information on printing mail merges, refer to the ARM User Guide.

## To print a mail merge:

1. Choose **Mail Merge** from the Reference module photo ID menu. ARM displays the **Mail Merge** prompt.
2. Enter the file name and path you want the WordPerfect file to have, or use the default of **Ph\_Merge.DBF** in the ARM2/RUN directory on your computer.
3. Enter the first and last name in the range you want to include, or leave them blank to include all of the names. ARM creates the Mail Merge file and saves it with the name and location you specified.

Structure for database: C:\ARM2\RUN\PH\_MERGE.DBF

Number of data records: 4

Date of last update : 05/16/1999

Code Page : 0

Field	Field Name	Type	Width	Dec	Index	Collate
1	NAME	Character	30			
2	MAILCODE	Character	8			
3	CARD_TYPE	Character	1			
4	CARD_NO	Character	12			
** Total **			52			

1	Fidone, Christopolous	1122-2	I	FERER
2	Gretsky, Wayne H.	408 BIOP	I	333-22144
3	Researcher, Hubert A.	221-11	A	1234-11
4	Tarry, A. While	112-A2	A	BDVBDFG



# Chapter Five: Funding

---

**A**RM tracks funding information in Funding Records. These records contain important information regarding the fund such as the fund number, PI or billing entity, budget, balance, and expiration date.

Using the information in the Funding Records, ARM can produce a Funding List report and a Financial Status Report.

# Funding List

The Funding List report list the Funds in the system and can be narrowed by selection criteria to create a custom report to fit your needs.



For more information on printing funding lists, refer to the ARM User Guide.

## To print a funding list:

1. Choose **Funding List** from the Billing module Reference menu. ARM displays the **Fund List Report** prompt.
2. Choose to select all the funds or choose specific criteria to narrow the report.
3. Choose to sort the report by the **Fund** number, **PI Name**, **Fund Contact**, or **Expiration Date**.
4. Choose to run the report or to cancel. If you run the report, ARM displays the **Print**, **preView**, or **Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab  
Fund Rep2

FUND LIST  
All Records

01/13/1999  
Page 1

Fund	PI name Funding Contact	Phone	Mail Code	Department	Begins Expires	SurCharge
-ARC	2 ARC-SURGICAL SERVICES	RBQ	1-6966	BLDG 587	/ /	AP 20.0%
	ARC-SURGICAL SERVICES	RBQ	1-6966	BLDG 587	07/27/1997	PD 10.0%
						SS 2.5%
0-13141-1330	2 Phillips, Matthew	P V		VM-144	09/30/1996	AP 50.0%
	ORTHOPEDIC BIOMECHANICS INSTIT	P V		VM-144	08/01/1997	PD 50.0%
						SS 50.0%
0-131433	2 Raynes, Rachel	PF	13013	01002-T	02/28/1996	
	Researcher, Hubert A.	PF	13013	01002-T	10/28/1996	
0123456789-12345	3 Fidone, Christopolous	P	15987	1122-2	04/30/1996	
	Zenkoria, Jack	P	15987	1122-2	05/18/1998	
1-03150-3540	1 Phillips, Matthew	P V		VM-144	10/14/1996	AP 3.0%
	Saltz, Renato M.	P V		VM-144	08/21/1997	PD 2.0%
						SS 5.0%
1-03280-3540	1 Biorkles, Mary Jane	B,P	18183	207 CRVTI	/ /	
	BIOLOGY DEPARTMENT	B,P	18183	207 CRVTI	11/29/1996	
1234567890123456	2 RPS PHARMACEUTICALS INC	/ /				AP 50.0%
	NPS PHARMACEUTICALS INC	08/06/1997				PD 50.0%
						SS 50.0%
2-13141-3503	2 Saylor, John	/ /				AP -99.9%
	TAYLOR, JACK	09/05/1997				PD -99.9%
						SS -99.9%
2-131421	1 Raynes, Rachel	PF	13013	01002-T	/ /	
	Raynes, Rachel	PF	13013	01002-T	09/10/1997	
2-13375-3599	1 Researcher, Hubert A.	A,B,P,Q	16709	221-11	11/25/1996	
	Researcher, Hubert A.	A,B,P,Q	16709	221-11	09/25/1997	
2-13781-3318	1 Oridel, Jean	VBP	123-1554	EE-12	12/08/1991	

# Financial Status Report

The Financial Status report contains the budget amount and the current balance of all the Funds in the system. This report can be sorted by the Fund number or by the PI name.



For more information on printing financial status reports, refer to the ARM User Guide.

## To print a financial status report:

1. Choose **Financial Status Report** from the Billing module Reference menu. ARM displays the **Fund Status Report** prompt.
2. Choose to sort the report by **Fund number** or **PI Name**.
3. Enter an end date for the report in the **Charges through** prompt. ARM displays the **Print**, **preView**, or **Quit** prompt.
4. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab

FUND STATUS  
YTD through January, 1999

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Fund	PI Name	Type	Begins	Expires	\$ Budgeted	\$ Expended	Balance
-ARC	ARC-SURGICAL SERVICES	2	/ /	07/27/1997	0.00	0.00	0.00
0-13141-1330	Phillips, Matthew	2	09/30/1996	08/01/1997	0.00	0.00	0.00
0-131433	Raynes, Rachel	2	02/28/1996	10/28/1996	0.00	0.00	0.00
0123456789-12345	Fidone, Christopolous	3	04/30/1996	05/18/1998	1,000.00	521.33	478.67
1-03150-3540	Phillips, Matthew	1	10/14/1996	08/21/1997	0.00	0.00	0.00
1-03280-3540	Biorkles, Mary Jane	1	/ /	11/29/1996	0.00	0.00	0.00
1234567890123456	RPS PHARMACEUTICALS INC	2	/ /	08/06/1997	0.00	0.00	0.00
2-13141-3503	Saylor, John	2	/ /	09/05/1997	0.00	0.00	0.00
2-131421	Raynes, Rachel	1	/ /	09/10/1997	0.00	0.00	0.00
2-13375-3599	Researcher, Hubert A.	1	11/25/1996	09/25/1997	0.00	0.00	0.00
2-13781-3318	Oridel, Jean	1	12/08/1991	10/05/1997	2,223.00	42.10	2,180.90
2-13816-3408	Fidone, Christopolous	3	/ /	10/10/1997	0.00	0.00	0.00
2-3623	Raynes, Rachel	R	/ /	09/29/1999	0.00	0.00	0.00
236256	Raynes, Rachel	1	02/10/1996	09/29/1996	0.00	0.00	0.00
344012	Biorkles, Mary Jane	U	11/29/1996	10/15/1999	0.00	0.00	0.00
4-3625	Raynes, Rachel	1	09/30/1996	10/30/1999	0.00	0.00	0.00
5-1234567890-123	Raynes, Rachel	1	09/30/1996	02/07/1998	0.00	0.00	0.00
5-20764-3800	Researcher, Hubert A.	1	04/11/1930	11/04/1997	0.00	0.00	0.00
5-31228-5000	Gretsky, Wayne H.	1	/ /	11/09/1997	0.00	0.00	0.00
5-31228-5050	Gretsky, Wayne H.	2	/ /	08/19/1999	0.00	0.00	0.00
5-32531-3500	Duckbill, Donald M.	1	/ /	11/14/1997	0.00	0.00	0.00
5-32532-3500	Duckbill, Donald M.	1	/ /	11/19/1997	0.00	0.00	0.00
5-33137-3540	Duckbill, Donald M.	1	06/30/1998	11/24/1999	0.00	0.00	0.00
5-33724-3500	Researcher, Madelaine G.	1	02/28/1996	11/29/1997	0.00	0.00	0.00
5-34076-3500	Researcher, Hubert A.	1	/ /	12/04/1997	0.00	0.00	0.00
5-34076-3599	Researcher, Hubert A.	1	04/30/1996	12/09/1997	0.00	0.00	0.00
5-34076-3800	Researcher, Hubert A.	1	04/30/1996	12/14/1997	0.00	0.00	0.00
5-34130-3500	Tarry, A. While	1	08/17/1996	12/19/1997	0.00	0.00	0.00
5-34139-3500	Tarry, A. While	1	/ /	07/29/1996	0.00	0.00	0.00
5-3500	Raynes, Rachel	1	12/11/1995	09/29/1999	0.00	0.00	0.00
5-35022-3500	Fidone, Christopolous	1	02/28/1996	10/13/1998	0.00	0.00	0.00
5-3620	Raynes, Rachel	1	/ /	09/29/1996	0.00	0.00	0.00
5-3625	Raynes, Rachel	1	12/11/1995	09/29/1996	0.00	0.00	0.00
5-3626	Raynes, Rachel	1	/ /	09/29/1996	0.00	0.00	0.00
5-36413-3500	Raynes, Rachel	1	12/11/1995	02/27/1998	0.00	0.00	0.00
5-36413-3510	Raynes, Rachel	1	12/11/1995	03/04/1998	0.00	0.00	0.00
5-36413-3550	Raynes, Rachel	1	12/11/1995	03/09/1998	0.00	0.00	0.00



## Chapter Six: Billing

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**T**he Billing module contains the billing and charge information for the system. The information entered in the Billing module records is used at the end of the month for the accounting and the billing for the facility. The billing of care days as well as services and supplies is done through this module.

The billing of care days is done through the care days records. These records track the total care received for billing purposes. Records may be added and edited through this module.

The billing of supplies and services is done through the supplies and services transaction records. These records track the charges accrued for funds and PIs in the system. Records may be added and edited through this module.

ARM contains a number of various reports that contain billing information to help you keep track of expenses and money due.

# Check Care-Days

This report checks all Care-Day records and prints a list of all errors found and the total amount that is ready for billing.



For more information on printing Check Care-Day reports, refer to the ARM User Guide.

## To print a Check Care-Days report:

1. Choose **Check Care-Day Charges** from the Billing module Caredays menu. ARM displays the **Check Care-Days** prompt.
2. Choose **OK** to run the report. ARM displays the **Print, preView, or Quit** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab		CARE-DAYS PROBLEMS				03/31/1999	
CDCHECK		from 04/01/1998 thru 04/30/1998				Page 1	
Bldg	PI name	Species	Rate desc	Room	Beg	End	
20	Fidone, Christopolou	RB	01 RABBIT < 8 LBS	1193	1	86	
			Counts not validated				
20	Fidone, Christopolou	RB	01 RABBIT < 8 LBS	1051	0	2	
			Fund/Pi does not match.				
20	Fidone, Christopolou	RB	01 RABBIT < 8 LBS		0	0	
			Counts not validated				
20	Researcher, Hubert A	RB	03 RABBIT < 8 LBS GLP P	1193	2	60	
			WARNING: Protocol 94-R001	Expired:	03/30/1998		
20	Researcher, Madelain	RB	02 RABBIT > 8 LBS	1193	2	4	
			Check Protocol/Species				
20	Tarry, A. While	RB	01 RABBIT < 8 LBS	1193	3	3	
			WARNING: Protocol 95-T881	Expired:	05/01/1997		
30	Gretsky, Wayne H.	MO	04 MOUSE-LARGE BOX	28 BIOPL	11	-1	
			Counts not validated				
			WARNING: Protocol 93-185	Expired:	01/12/1998		
30	Gretsky, Wayne H.	RT	01 RAT-LARGE BOX	32 BIOPL	88	88	
			WARNING: Protocol 93-185	Expired:	01/12/1998		
30	Gretsky, Wayne H.	RT	01 RAT-LARGE BOX	36 BIOPL	53	75	
			WARNING: Protocol 93-188	Expired:	02/27/1998		
30	Gretsky, Wayne H.	RT	01 RAT-LARGE BOX	36 BIOPL	54	21	
			WARNING: Protocol 93-185	Expired:	01/12/1998		
30	Raynes, Rachel	MO	01 MOUSE-SMALL BOX	1551A	73	73	
			WARNING: Protocol 96-1523	Expired:	09/30/1997		
30	Raynes, Rachel	MO	01 MOUSE-SMALL BOX	28 BIOPL	0	0	
			Record not validated				
30	Raynes, Rachel	MO	09 MOUSE-SB-MICRO HOOD	28 BIOPL	11	11	
			WARNING: Protocol 96-1523	Expired:	09/30/1997		
30	Raynes, Rachel	MO	03 MOUSE-SB-LAF	1190	1	1	
			WARNING: Protocol 96-1523	Expired:	09/30/1997		
30	Raynes, Rachel	MO	03 MOUSE-SB-LAF	PHARM	1	10	
			Counts not validated				
30	Raynes, Rachel	MO	01 MOUSE-SMALL BOX	1232	25	25	
			Record not validated				
30	Raynes, Rachel	MO	09 MOUSE-SB-MICRO HOOD	28 BIOPL	3	3	
			Counts not validated				
30	Raynes, Rachel	MO	02 MOUSE-SB-ISOLATION	ISO	0	0	
			Record not validated				
30	Raynes, Rachel	MO	02 MOUSE-SB-ISOLATION	ISO	0	0	
			Record not validated				
			WARNING: Protocol 96-1523	Expired:	09/30/1997		
30	Researcher, Hubert A	MO	01 MOUSE-SMALL BOX	341BIOPL	6	6	
			WARNING: Protocol 93-185	Expired:	01/12/1998		
30	Researcher, Hubert A	MO	04 MOUSE-LARGE BOX	30 BIOPL	58	38	
			WARNING: Protocol 93-185	Expired:	01/12/1998		
30	Researcher, Hubert A	MO	02 MOUSE-SB-ISOLATION	ISO	0	0	
			Record not validated				
			WARNING: Protocol 94-R219	Expired:	02/28/1998		
30	Researcher, Hubert A	RB	02 RABBIT > 8 LBS	ISO	2	2	
			WARNING: Protocol 94-R001	Expired:	03/30/1998		

# Care Day Log

The care day log includes the cumulative care days being charged for each entry. This report lists billable careday charges by operations center and PI. You can also create a summary by species/housing. Only billable charges are included. Run the Care-day check first to be sure all charges are billable. You can print the care day log for the current month or for a previous month if the specified files are on the system.



For more information on printing care day log reports, refer to the ARM User Guide.

## To print a Care-Day Log:

1. Choose **Print Care-Day Log** from the Billing module Caredays menu. ARM displays the **Careday Log** prompt.
2. Choose **OK** to print the report. ARM displays the **Selection for Careday Log Report** prompt.
3. Choose to include all the caredays or only a specific Operation Center or Investigator.
4. Choose a period for the report.
5. Choose whether to include a summary.
6. Choose **Ok, run it** to run the report, or **Cancel** to return to the Billing module menus. ARM displays the **Print, preView, or Quit** prompt.
7. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab  
CDLOG

12/28/1998 16:32

## CAREDAY BILLING BY OPERATIONS CENTER

Page 1

from 04/01/1998 thru 04/30/1998

## 20 ARC-LARGE ANIMAL FACILITY

PI Name	Fund	Species/Housing	Bldg-Room	Days	Charge	Begin	In	Out	End
Fidone, Christopolous	0123456789-12345CH	01 CHICKEN	20-1051	697	586.32	2	28	8	22
Fidone, Christopolous	5-31228-5050	RB 01 RABBIT < 8 LBS	20-1051	131	242.09	0	31	29	2
Fidone, Christopolous	5-35022-3500	RB 01 RABBIT < 8 LBS	30-ISO	1120	2276.74	2	75	14	63
Oridel, Jean	5-37337-3500	RB 01 RABBIT < 8 LBS	20-ISO	14	25.87	0	2	1	1
Oridel, Jean	5-37337-3500	RB 04 RABBIT > 8 LBS GLP P	20-1193	99	411.01	4	3	3	4
Raynes, Rachel	4-3625	MO 01 MOUSE-SMALL BOX	30-1551A	25	5.28	2	3	5	0
Researcher, Hubert A.	5-34076-3599	RB 03 RABBIT < 8 LBS GLP P	20-1193	469	1079.40	2	58	0	60
Researcher, Madelaine G.	5-36965-3500	RB 01 RABBIT < 8 LBS	20-1193	30	55.44	1	0	0	1
Researcher, Madelaine G.	5-36965-3500	RB 02 RABBIT > 8 LBS	20-1193	72	266.26	2	2	0	4
Researcher, Madelaine G.	5-36965-3500	RB 02 RABBIT > 8 LBS	20-1193	325	1201.88	1	22	1	22
Tarry, A. While	5-34130-3500	RB 01 RABBIT < 8 LBS	20-1193	90	166.32	3	0	0	3
Tarry, A. While	5-34130-3500	RB 01 RABBIT < 8 LBS	20-1193	314	580.27	10	2	1	11
Tarry, A. While	5-34130-3500	RB 01 RABBIT < 8 LBS	20-ISO	78	144.14	0	7	1	6
Operations Center Total				3,464	7,041.02	29			199

# Care Day Sheet/Label

The **care days sheets** are used to collect the care days counts for an upcoming month. The care days sheets also generate a room inventory list for each room specified. You can choose to print a worksheet for recording careday information, or if you have pre-printed worksheets, you can print labels containing identifying data.



For more information on printing care day worksheets or labels, refer to the ARM User Guide.

## To print Care Day Sheets/Labels:

1. Choose **Print Care Days Sheets** from the Billing module Caredays menu. ARM displays the **Print Careday Worksheets/Labels** prompt.
2. Enter a beginning date and an ending date.
3. Press **All** to include all buildings and rooms or you can enter a specific building or room number.
4. Choose to skip a record if the **Begin** and end count are zero, just the **End** count is zero, or to skip **None**. (Utah only)
5. Choose **Yes** to show the begin count on the report, or **No** to not show the count.
6. Choose to sort the report by the building and the room as well as the **Room** number, the **PI**, or the **Species**. (Colorado only)
7. Choose to print a **Worksheet** (on 8½ x 11 inch sheets), **Board cards** (on 8½ x 11 inch sheets), or **Labels** (on 4 x 1 labels).
8. Choose **Yes** to print a Room Log for each room, or **No** to not print a Room Log.
9. Choose **OK, Run it** to run the report. ARM displays the **Print**, **preView**, or **Quit** prompt.
10. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.



# Census Activity

The Census Activity report contains all the Census Activity in detail. You can print the report containing all the census records, or only those for a specific Operation Center, or a specific Principal Investigator.



For more information on printing census activity reports, refer to the ARM User Guide.

## To print Census activity

1. Choose **Census Activity** from the Billing module Caredays menu. ARM displays the Census **Activity Report** prompt.
2. Choose **OK**. ARM displays the **Selection for Census Activity Report** prompt.
3. Choose to include **All** census reports, a specific **Operation Center**, or a specific **Investigator**.
4. Choose a **Period** for the report.
5. Choose **OK, run it** to print the report. ARM displays the **Print, preView, or Quit** prompt.
6. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab  
 CDREP4  
 ARC-LARGE ANIMAL FACILITY

CENSUS ACTIVITY REPORT

01/13/1999

Page 1

Period - CURRENT

-----  
 Fidone, Christopolous

Fund	Species	Building	Room	Date	In	Out	Census
0123456789-12345 96-02007M0	CHICKEN	ARC-LARGE ANIMAL FAC	1051	BEGIN 04/01/1998	2		
				IN 04/01/1998	22		24
				IN 04/03/1998	2		26
				OUT 04/06/1998		4	22
				IN 04/07/1998	2		24
				OUT 04/10/1998		1	23
				I/O 04/17/1998	2	3	22
0123456789-12345	CHICKEN	ARC-LARGE ANIMAL FAC	1051	END 04/30/1998			22
5-31228-5050 92-2407	RABBIT < 8 LBS	ARC-LARGE ANIMAL FAC	1051	BEGIN 04/01/1998	0		
				IN 04/03/1998	3		3
				I/O 04/17/1998	23	7	19
				I/O 04/19/1998	3	22	0
				IN 04/20/1998	2		2
5-31228-5050	RABBIT < 8 LBS	ARC-LARGE ANIMAL FAC	1051	END 04/30/1998			2
5-35022-3500 92-2407	RABBIT < 8 LBS	ARC-RODENT FACILITY	ISO	BEGIN 04/01/1998	2		
				<<<<<< DATE OUT OF RANGE <<<<<<			
				IN 03/29/1998	5		2
				IN 04/02/1998	14		16
				I/O 04/07/1998	23	11	28
				IN 04/18/1998	22		50
				I/O 04/25/1998	12	3	59
				IN 04/28/1998	4		63
5-35022-3500	RABBIT < 8 LBS	ARC-RODENT FACILITY	ISO	END 04/30/1998			4

\*\*\*\*\* DOES NOT BALANCE - CHECK \*\*\*\*\*

# Check Protocol Expiration

The Check Protocol Expiration report allows you to check the Care-Day file for expired protocol. All animals with a protocol expiring on or before the specified date are included in the report.



For more information on printing Check Protocol Expiration reports, refer to the ARM User Guide.

## To print a Check Protocol Expiration report:

1. Choose **Check Protocol Expiration** from the Billing module Caredays menu. ARM displays the **Print Careday Check Protocol Expiration Report** prompt.
2. Click **OK**. Enter an expiration date.
3. Press **Enter**. ARM displays the **Print, preView, or Quit** prompt.
4. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab

Reported: 01/13/1999

CDREP5

Careday Protocol Expiration  
Expire on or before: 02/13/1999

Protocol	Exp Date	PI Name	OC	Bl	Room
92-2407	12/27/1998	Fidone, Christopolous	20	30	ISO
92-2407	12/27/1998	Fidone, Christopolous	20	20	
92-2407	12/27/1998	Fidone, Christopolous	20	20	1051
92-2407	12/27/1998	Fidone, Christopolous	20	20	1193
93-185	01/12/1998	Gretsky, Wayne H.	30	30	32 BIOPL
93-185	01/12/1998	Gretsky, Wayne H.	30	30	36 BIOPL
93-185	01/12/1998	Researcher, Hubert A.	30	30	341BIOPL
93-185	01/12/1998	Researcher, Hubert A.	30	30	30 BIOPL
93-185	01/12/1998	Gretsky, Wayne H.	30	30	28 BIOPL
93-188	02/27/1998	Gretsky, Wayne H.	30	30	36 BIOPL
94-R001	03/30/1998	Researcher, Hubert A.	30	30	ISO
94-R001	03/30/1998	Researcher, Hubert A.	20	20	1193
94-R012	10/28/1998	Raynes, Rachel	30	30	28 BIOPL
94-R012	10/28/1998	Raynes, Rachel	30	30	ISO
94-R012	10/28/1998	Raynes, Rachel	30	30	1232
94-R012	10/28/1998	Raynes, Rachel	30	30	PHARM
94-R012	10/28/1998	Raynes, Rachel	30	30	ISO
94-R219	02/28/1998	Researcher, Hubert A.	30	30	ISO
95-784W	09/29/1998	Oridel, Jean	50	20	1190
95-784W	09/29/1998	Oridel, Jean	20	20	ISO
95-784W	09/29/1998	Oridel, Jean	20	20	1193
95-R201	11/28/1998	Raynes, Rachel	30	30	1232
95-R201	11/28/1998	Raynes, Rachel	30	30	1232
95-R201	11/28/1998	Raynes, Rachel	30	30	28 BIOPL
95-R31	10/28/1998	Researcher, Madelaine G.	20	20	1193
95-R31	10/28/1998	Researcher, Madelaine G.	20	20	1193
95-R321	10/23/1998	Researcher, Madelaine G.	30	30	ISO
95-T12	09/29/1998	Tarry, A. While	20	20	1193
95-T12	09/29/1998	Tarry, A. While	20	20	ISO
95-T43	08/30/1997	Tarry, A. While	30	30	2620B&C
95-T43	08/30/1997	Tarry, A. While	30	30	ISO
95-T881	05/01/1997	Tarry, A. While	30	30	ISO
95-T881	05/01/1997	Tarry, A. While	30	30	1550
95-T881	05/01/1997	Tarry, A. While	20	20	1193
96-1523	09/30/1997	Raynes, Rachel	30	30	1551A
96-1523	09/30/1997	Raynes, Rachel	30	30	1190

# Service/Supply Log

The Service and Supply Log may include information about service and supply transactions in the system. You can include the service and supply transactions only, the animal purchases only, or all of the transactions in the report.



For more information on printing Service and Supply logs, refer to the ARM User Guide.

## To print the Service and Supply Log:

1. Choose **Print Service/Supply Log** from the Billing module Services menu. ARM displays the **Supplies & Services Log** prompt.
2. Choose to print the log containing only **S**ervices/Supply transactions (no purchases), or Animal **P**urchases only, or **A**ll transactions. ARM displays the **S**how prompt.
3. Choose whether to include **A**ll the orders, orders **B**etween your specified dates, **S**pecific types of orders, or orders with specific **D**ates, types or Operation Centers. ARM displays the **S**ort by prompt.
4. Choose to sort the log by **P**I name, **O**rders number, or **B**uilding number. ARM displays the **P**rint, **p**reView, or **Q**uit prompt.
5. Choose **P**rint to print the report. Choose **p**reView to view the report on the screen as it would look if you printed it out. Choose **C**ancel to exit, without printing, and return to the Billing module menus.

ARM Research Lab  
SSLOG

SUPPLIES AND SERVICES LOG  
Excluding Purchases, by PI

01/13/1999 15:56  
Page 1

Order No.	Order Type	PI name	OC Fund	ID
		0		0.00 09/22/1998
33	SVC	ARC - STOCK ANIMALS 0 *	20 6-13141-4210 SERVICE FEES	-1900.00 09/02/1997
3333	SVC	ARC - STOCK ANIMALS 0 1SVACAT	20 6-13141-4210 ANESTHETIZE A CAT	0.00 06/06/1997
33111	QAT	Biorkles, Mary Jane 22 1SVTIMR	30 344012 TECHNICAL REGULAR TIME	381.92 01/22/1997
j001\	SVC	Biorkles, Mary Jane 1 *	20 344012 taxicologbowdfuywelfsf	5000.00 12/01/1998
22212	SVC	Duckbill, Donald M. 3 2SPFSWI	50 5-36689-3500 FEED: SWINE	19.47 01/12/1997
		1 1SVTIMR	TECHNICAL REGULAR TIME	17.36 01/12/1997
				----- 36.83
22212	SVC	Duckbill, Donald M. 1 *	20 6-40410-3500 surcharge	10.00 09/22/1998
22212-3	SVC	Duckbill, Donald M. 2 2SPBAYT	30 6-40410-3500 BAYTRIL INJ (20ML)	33.94 09/22/1998

# Care Day Analysis

The Care Day Analysis report shows the care days information for a series of specified months of care-days. You can print the report for the following:

- School and Operation Center
- Department and Operation Center
- School, Department, and Operation Center
- Principal Investigator, Department and Operation Center
- Funding, Principal Investigator and Operation Center
- Principal Investigator, Funding and Operation Center



For more information on printing Care-Day Analysis reports, refer to the ARM User Guide.

## To print the Care-Day Analysis report:

1. Choose **Care-Days Analysis** from the Billing module Reports menu. ARM displays the **Care-Days Analysis** prompt.
2. Choose how to print the report from the following:
  - S**chool, **D**epartment
  - S**chool, **D**ept.
  - P**I\_Name
  - F**und Number
  - P**I\_Name and **F**und
3. Enter the date range. Press **Enter**. ARM displays the **Print, preView, or Quit** prompt.
4. Choose **P**rint to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **C**ancel to exit, without printing, and return to the Billing module menus.

				Report date: 01/13/1999 Page 1		
ARM Research Lab		Care day Analysis for School				
CDREP3		09/30/1996 to 10/28/1996				
				Care	Avg.	Total \$
				Days	Rate	Billed
ARC-LARGE ANIMAL FACILITY AMPHIBIAN				1928	0.223	429.95
ARC-LARGE ANIMAL FACILITY CAT				175	1.967	344.23
ARC-LARGE ANIMAL FACILITY CAT W BREEDING/CAGED				114	2.163	246.58
ARC-LARGE ANIMAL FACILITY CAT:LOOSE W/BREEDING				145	1.638	237.51
ARC-LARGE ANIMAL FACILITY CAT COLONY -LOOSE				104	1.638	170.35
ARC-LARGE ANIMAL FACILITY DOG: KENNEL				632	5.989	3785.06
ARC-LARGE ANIMAL FACILITY GUINEA PIG LARGE BOX				181	1.267	229.33
ARC-LARGE ANIMAL FACILITY PRIMATE				116	5.389	625.12
ARC-LARGE ANIMAL FACILITY RABBIT < 8 LBS				1470	1.848	2716.56
ARC-LARGE ANIMAL FACILITY RABBIT > 8 LBS				500	3.698	1848.99
ARC-LARGE ANIMAL FACILITY RABBIT < 8 LBS GLP PROJECT				987	2.302	2272.07
ARC-LARGE ANIMAL FACILITY SHEEP				184	5.954	1095.54
ARC-LARGE ANIMAL FACILITY SWINE: > 45 KG				64	7.113	455.24
ARC-LARGE ANIMAL FACILITY SWINE: < 23 KG				2	5.675	11.35
ARC-RODENT FACILITY GUINEA PIG LARGE BOX				78	1.267	98.83
ARC-RODENT FACILITY GUINEA PIG-ISOLATION				60	1.405	84.30
ARC-RODENT FACILITY HAMSTER-LARGE BOX				327	0.845	276.32
ARC-RODENT FACILITY HAMSTER-LB-ISOLATION				36	1.014	36.50
ARC-RODENT FACILITY RAT-LARGE BOX				9289	0.845	7849.26
ARC-RODENT FACILITY RAT-LB-ISOLATION				194	0.936	181.50
ARC-RODENT FACILITY RAT-LARGE BOX-LAF				472	0.951	448.88
ARC-RODENT FACILITY RAT-SM DROP CAGE RAC				1815	0.287	521.59
ARC-RODENT FACILITY RAT-MED DROP CAGE RK				877	0.422	370.10
ARC-RODENT FACILITY RAT-LGE DROP CAGE RK				420	0.634	266.29
ARC-RODENT FACILITY RT-LB-W/O LABOR&BEDD				609	0.549	334.34
SS-SURGICAL SERVICES CAT				189	0.000	0.00
SS-SURGICAL SERVICES DOG: KENNEL				328	0.000	-0.01
SS-SURGICAL SERVICES RABBIT < 8 LBS				8	0.000	0.00
SS-SURGICAL SERVICES SWINE: > 45 KG				13	0.000	0.00
Totals				172640		57923.26
Grand Total				172640		57923.26

# Room Occupancy

The Room Occupancy report prints room occupancy by analyzing a series of months of care days. Money billed and care days are shown in columns one and two. Column three is the average care days for the report.



For more information on printing Room Occupancy reports, refer to the ARM User Guide.

## To print the Room Occupancy report:

1. Choose **Room Occupancy** from the Billing module Reports menu. ARM displays the **Room Occupancy** prompt.
2. Choose to print the report by room or by species and housing. Choose **OK** on the next prompt to continue with the report or choose **Cancel** to return to the Billing module menus. If you continue, ARM displays the **Selection for room occupancy report** prompt.
3. Choose to print **All** the care days, only a specific **Operation Center**, or only a specific **Species and Housing**.
4. Enter the date range you want considered for the report.
5. Choose **OK, run it** to run the report. ARM displays the **Print, preView, or Quit** prompt.
6. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

```

+-----+
| ARM Research Lab                                     Report date: 12/28/1998 Page 1 |
| CDREP2R                                           Rm Occupancy for ARC-LARGE ANIMAL FACILITY |
|                                                    11/29/1996 to 10/28/1996 |
| Species and Housing                               | Total $ | Total   Avg. $ | Square  Avg. $. | | |
|                                                    |          | Caredays | /day   | Feet    /Sq ft |
| ROOM                                              |          |          |        |         |         |
|          DOG: KENNEL                             | 11.35 | 2      -0.37 | -      - |         |
+-----+
| TOTAL FOR ROOM                                  | 11.35 | 2      -0.37 | -      - |         |
| ROOM 106                                         |          |          |        |         |
|          DOG: KENNEL                             | 2120.11 | 354   -68.39 | -      - |         |
+-----+
| TOTAL FOR ROOM 106                              | 2120.11 | 354   -68.39 | -      - |         |
| ROOM 109                                         |          |          |        |         |
|          DOG: KENNEL                             | 3970.71 | 663  -128.09 | -      - |         |
+-----+
| TOTAL FOR ROOM 109                              | 3970.71 | 663  -128.09 | -      - |         |
| ROOM 110                                         |          |          |        |         |
|          DOG: KENNEL                             | 287.47 | 48    -9.27 | -      - |         |
+-----+
| TOTAL FOR ROOM 110                              | 287.47 | 48    -9.27 | -      - |         |
| ROOM 111                                         |          |          |        |         |
|          CAT                                     | 359.34 | 60   -11.59 | -      - |         |
+-----+
| TOTAL FOR ROOM 111                              | 359.34 | 60   -11.59 | -      - |         |
| ROOM 1120                                        |          |          |        |         |
|          RABBIT < 8 LBS                         | 820.25 | 417  -26.46 | -      - |         |
+-----+
| TOTAL FOR ROOM 1120                              | 820.25 | 417  -26.46 | -      - |         |
| ROOM 1130                                        |          |          |        |         |
|          RABBIT < 8 LBS                         | 60.99 | 33   -1.97 | -      - |         |
+-----+
| TOTAL FOR ROOM 1130                              | 60.99 | 33   -1.97 | -      - |         |
| ROOM 1130 ISO                                    |          |          |        |         |
|          SWINE: 23-45 KG                        | 35.11 | 19   -1.13 | -      - |         |
+-----+
| TOTAL FOR ROOM 1130 ISO                          | 35.11 | 19   -1.13 | -      - |         |
| ROOM 1135                                        |          |          |        |         |
|          RABBIT < 8 LBS                         | 108.82 | 17   -3.51 | -      - |         |
+-----+
| TOTAL FOR ROOM 1135                              | 108.82 | 17   -3.51 | -      - |
|

```

# Funding Analysis

This report shows the fund number, fund name, and the charges broken out into categories and summed together for each fund closed on the date specified.



For more information on printing Funding Analysis reports, refer to the ARM User Guide.

## To print a Funding Analysis report:

1. Choose **Funding Analysis** from the Billing module Reports menu. ARM displays the **Funding Analysis** prompt.
2. Choose to include the **C**urrent Period or a **P**rior Period in the report. If you choose a prior period, enter a billing period.
3. Press **T**-Fund Types to select a specified type. ARM displays a field. Enter a type.
4. Press **O**-Organization to select a specific organization. ARM displays a field. Enter an organization.
5. Press **D**-Department to select a specific department. ARM displays a field. Enter a department.
6. Press **X**-Sort to select the items to sort the list by.
7. Press **Y**-OK, run it to run the report with the criteria you specified. ARM displays the **Print, preView, or Quit** prompt.  
  
Or press **Z**-Cancel to exit without printing and return to the Billing module menus.
8. Choose **P**rint to print the report. Choose Choose  
**C**ancel to exit, without printing, and return to the Billing module menus.

FUNDING ANALYSIS REPORT  
Type: S1X2UR

P.I. Name	Fund	PROCUREMENT	PERDIEM	SURCHARGE	SPECIAL SVS	TOTAL CHARGE
Dr. Mary Jane Biorkles	344012	0.00	0.00	0.00	381.92	381.92
PA-C, Ph.D Donald M. Duckbill	5-36689-3500	0.00	0.00	0.00	36.83	36.83
Christopolous Fidone	5-35022-3500	12.15	2573.42	265.36	0.00	2850.93
Wayne H. Gretskey	5-31228-5000	602.50	0.00	0.00	649.54	1252.04
Wayne H. Gretskey	5-31228-5050	13.02	4868.27	146.30	0.00	5027.59
Wayne H. Gretskey	6-48615-5500	597.18	160.15	0.00	12.56	769.89
Jean Oridel	2-13781-3318	0.00	0.00	0.00	18.11	18.11
Jean Oridel	5-37337-3500	0.00	436.88	0.00	20.00	456.88
Matthew Phillips	5-37154-3500	13.35	0.00	0.00	0.00	13.35
Rachel Raynes, Phd	4-3625	668.90	31.69	0.00	47.86	748.45
Rachel Raynes, Phd	5-3625	44.00	0.00	0.00	0.00	44.00
Rachel Raynes, Phd	5-36413-3500	0.00	26.45	0.00	0.00	26.45
Rachel Raynes, Phd	5-36413-3550	0.00	69.63	0.00	0.00	69.63
Rachel Raynes, Phd	S-001	0.00	584.56	0.00	57.93	642.49
Dr. Hubert A. Researcher	5-34076-3599	0.00	1531.02	0.00	0.00	1531.02
Dr. Hubert A. Researcher	5-37972-3500	0.00	1505.93	0.00	0.00	1505.93
Madelaine G. Researcher, D.V.M.	5-33724-3500	1302.00	173.40	0.00	0.00	1475.40
Madelaine G. Researcher, D.V.M.	5-36965-3500	24623.00	1533.56	0.00	446.00	26602.56
Madelaine G. Researcher, D.V.M.	5-37115-3500	0.00	18.20	0.00	0.00	18.20
A. While Tarry	5-34130-3500	84.68	1179.51	0.00	47.74	1311.93
Jack Zenkoria, Phd	5-36983-3500	0.00	0.00	0.00	39.06	39.06
PROJECT BILLING TOTALS		27960.78	14692.67	411.66	1757.55	44822.66

# Facility Census

The Facility Census report prints by Operation Center. You can produce the report for any period by selecting the period end date. This produces the counts for that period and the Year to Date counts up through that period.



For more information on printing Facility Census reports, refer to the ARM User Guide.

## To print a Facility Census report:

1. Choose **Facility Census** from the Billing module Reports menu. ARM displays the **Facility Census** prompt.
2. Enter a period from those listed on the prompt.
3. Press **Enter**. ARM displays the **Print, preView, or Quit** prompt.
4. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab

12/28/1998 16:57

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20 ARC-LARGE ANIMAL FACILITY

Facility Census Report  
Through Period 1996/03 - Ending 11/28/1996

```

=====
Care Days      [CURRENT PERIOD      ]  AVERAGE DAILY  TOTAL USE  TOTAL CDAY
                Begin      In      Out      End      Mtd      Ytd      Mtd  Ytd      Mtd  Ytd
-----
AM 01 AMPHIBIAN      68      10      13      65      70      67      13  39      2159 10155
CT 01 CAT              6        4        2        8        8        5        2  13      234   777
CT 02 CAT W BREEDING/CAGED  3        0        1        2        3        3        1   2       88   460
CT 03 CAT:LOOSE W/BREEDING  5        5        0       10        6        6        0   2      188   902
CT 06 CAT COLONY -LOOSE    3        0        0        3        3        3        0   5       93   485
DG 01 DOG: KENNEL     24        4        6       22       21       22       6  23      658  3250
GP 01 GUINEA PIG LARGE BOX  7        1        0        8        7        5        0  12      230   746
GT 01 GOAT             0        0        0        0        0        0        4   0       52
PM 01 PRIMATE         4        0        0        4        4        4        0   0      124   608
RB 01 RABBIT 8 LBS     44       93      82      55      49      35      82 319     1509 5215
RB 02 RABBIT 8 LBS     17        4        7       14       15      20       7  15      470  2965
RB 03 RABBIT 8 LBS GLP PROJECT 56        0        1       55      55      18       1   6     1712 2699
SH 01 SHEEP           10       15      19        6        7        7      19  68      232  1099
SW 01 SWINE: 23-45 KG    0        1        0        1        0        0        0   1       11   18
SW 02 SWINE: 45 KG     1        6        5        2        1        1        5  21       41  128
SW 03 SWINE: 23 KG     0        0        0        0        0        0        1   0        2    6
=====

```



## Chapter Seven: End-of-Month Module

---

**T**he End-of-Month (EoM) processing is done through the Billing module. EoM processing automatically bills the appropriate funds and PIs for the charges accumulated during the month.

The End-of-Month process contains customer statements and summary billing reports which you can print through the Billing module and use for End-of-Month processing.

# Customer Statements

You may print customer statements during end-of-month processing, which helps complete the end-of-month closing and billing process. To print customer statements, run a Trial Close to generate the statements. You may choose whether the statements are printed by PI name or by the fund number and you may choose the starting invoice number.



For more information on printing Customer Statements, refer to the ARM User Guide.

## To print Customer Statements:

1. Choose **Customer Statements** from the Billing module End-of-Month menu. ARM displays the **Print Billing Statements** prompt.
2. Enter the billing date.
3. Choose to print the statements by the **PI** name or by the **Fund** number.
4. Enter a PI name to start with.
5. Choose **Yes** to assign new invoice numbers to the statements or **No** to keep the original invoice numbers on the statements.
6. Enter the first invoice number.
7. Enter a Statement Heading. Press **Enter**. ARM displays the **Print, preView, or Quit** prompt.
8. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.



# Summary Billing Report

You may print a Summary Billing report during end-of-month processing, which helps complete the end-of-month closing and billing process. The report may be printed for the current period or a prior period.



For more information on printing Summary Billing reports, refer to the ARM User Guide.

## To print a Summary Billing report:

1. Choose **Summary Billing Report** from the Billing module End-of-Month menu. ARM displays the **Billing Report** prompt.
2. Choose to print the report for the **Current Period** or the **Prior Period**. If you choose a prior period, enter the billing period and press **Enter**.
3. Press **T** Fund Type to specify a fund type for the report. Enter the fund type and press **Enter**.
4. Choose to show or not show the invoice number in the **V** Invoice option.
5. Choose to sort the report by fund number or PI name.
6. Press **Y** OK, run it to run the report with the criteria you choose. ARM displays the **Print, preView, or Quit** prompt.
7. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Billing module menus.

ARM Research Lab  
BREP02

Project Billing Summary  
TYPE 1 FUNDS  
Report Date: 04/30/1998

CHARGE	NAME	INVOICE #	FUND NUMBER	PROCUREMENT	PERDIEM	SURCHARGE	SPECIAL SVS	TOTAL
	Jean Oridel	9	2-13781-3318	0.00	0.00	0.00	18.11	18.11
	Rachel Raynes, Phd	12	4-3625	668.90	31.69	0.00	47.86	748.45
	Wayne H. Gretskey	6	5-31228-5000	602.50	0.00	0.00	649.54	1252.04
	Madelaine G. Researcher, D.V.M.	20	5-33724-3500	1302.00	173.40	0.00	0.00	1475.40
	Dr. Hubert A. Researcher	18	5-34076-3599	0.00	1531.02	0.00	0.00	1531.02
	A. While Tarry	23	5-34130-3500	84.68	1179.51	0.00	47.74	1311.93
	Christopolous Fidone	5	5-35022-3500	12.15	2573.42	265.36	0.00	2850.93
	Rachel Raynes, Phd	13	5-3625	44.00	0.00	0.00	0.00	44.00
	Rachel Raynes, Phd	14	5-36413-3500	0.00	26.45	0.00	0.00	26.45
	Rachel Raynes, Phd	15	5-36413-3550	0.00	69.63	0.00	0.00	69.63
	PA-C, Ph.D Donald M. Duckbill	2	5-36689-3500	0.00	0.00	0.00	36.83	36.83
	Madelaine G. Researcher, D.V.M.	21	5-36965-3500	24623.00	1533.56	0.00	446.00	26602.56
	Jack Zenkoria, Phd	24	5-36983-3500	0.00	0.00	0.00	39.06	39.06
	Madelaine G. Researcher, D.V.M.	22	5-37115-3500	0.00	18.20	0.00	0.00	18.20
	Matthew Phillips	11	5-37154-3500	13.35	0.00	0.00	0.00	13.35
	Jean Oridel	10	5-37337-3500	0.00	436.88	0.00	20.00	456.88
	Dr. Hubert A. Researcher	19	5-37972-3500	0.00	1505.93	0.00	0.00	1505.93
	Wayne H. Gretskey	8	6-48615-5500	597.18	160.15	0.00	12.56	769.89
PROJECT BILLING TYPE 1 TOTALS				27947.76	9239.84	265.36	1317.70	38770.66



## Chapter Eight: Animals Module

---

**T**he ordering and receiving of orders takes place in the Animals module. An animal order contains the information to order animals from a vendor. The protocol, fund, and vendor information are all included in the animal order.

The information contained in the animal order records is used throughout the system. The Protocol module uses the order information to include in the protocol records. The billing module uses the order information to bill funds and PIs for orders.

ARM provides many different reports that include animal order information. There are reports for ordering animals and for receiving those orders when they arrive. These reports help you keep track of the animals on order, when they are expected to arrive, and where they go when they arrive.

# Animals Ordered Report

The Animals Ordered report searches the History file and prints animal orders that fall within the date range you specify. You can print the report by PI name or by Vendor.



For more information on printing selected Animal Order reports, refer to the ARM User Guide.

## To print an Animals Ordered report:

1. Choose **Animals Ordered Report** from the Animals module Orders menu.
2. Choose **Ok** to continue to print the report, or **Cancel** to return to the Animals module menus.
3. Enter a begin date and an end date for the date range.
4. Choose to show the orders by the PI name or by the Vendor. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
HIST\_R1

Animals Order  
By PI Name  
From 09/01/1996 to 10/01/1996

01/13/1999  
Page 1

	PI Name	Species	Qty
F	Fidone, Christopolous	RT RAT	6
G	Gretsky, Wayne H.	MO MOUSE	1320
	Gretsky, Wayne H.	RT RAT	460
R	Raynes, Rachel	MO MOUSE	23
	Researcher, Hubert A.	RT RAT	7
T	Tarry, A. While	MO MOUSE	42

# Delivery Schedule

This report shows the order records of the orders expected to be received in the date or date range and building you specify.



For more information on printing Delivery Schedule reports, refer to the ARM User Guide.

## To print a Delivery Schedule report:

1. Choose the **Delivery Schedule** option from the Animals module Receiving menu. ARM displays the **Delivery schedule Report** prompt.
2. Enter the date or date range you want the report to cover. To cover a single date, enter the same date in both fields.
3. Choose to sort the report by the **PI** or by the **Vendor**.
4. Enter the building you want specified in the report. Leave this blank to include all of the buildings. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab

DELIVERY SCHEDULE  
ARC-RODENT FACILITY

12/28/1998 16:02

PAGE 2

RecRep01

12/03/1998	* *	12/03/1998	* *	12/03/1998	* *	12/03/1998
PI Raynes, Rachel		VENDOR SIMONSEN		22		Animal Id # 98CV-0001
SPECIES CV	CALVES	REQUEST NUMBER	B7496	ARRIVAL DATE	12/01/1998	
STRAIN	SJL mice	PROTOCOL NUMBER	96-02017A2	INVOICE		
QTY ORDERED	1	BIRTH DATE		QTY RECEIVED	1	Order Completed
AGE	6-8 wks	WEIGHT		FUND 4-3625		
NOTIFY		PHONE		RECEIVED BY		
CONDITIONS				REC COMMENTS		
VEN COMMENTS						
PI Raynes, Rachel		VENDOR SIMONSEN		22		Animal Id # 98CV-0002
SPECIES CV	CALVES	REQUEST NUMBER	B7496	ARRIVAL DATE	12/01/1998	
STRAIN	SJL mice	PROTOCOL NUMBER	96-02017A2	INVOICE		
QTY ORDERED	1	BIRTH DATE		QTY RECEIVED		
1	Order Completed					
AGE	6-8 wks	WEIGHT				
FUND 4-3625				RECEIVED BY		
NOTIFY		PHONE		REC COMMENTS		
CONDITIONS						
VEN COMMENTS						
PI Raynes, Rachel		VENDOR SIMONSEN		22		Animal Id # 98CV-0003
SPECIES CV	CALVES	REQUEST NUMBER	B7496	ARRIVAL DATE	12/01/1998	
STRAIN	SJL mice	PROTOCOL NUMBER	96-02017A2	INVOICE		
QTY ORDERED	1	BIRTH DATE		QTY RECEIVED		
1	Order Completed					
AGE	6-8 wks	WEIGHT				
FUND 4-3625				RECEIVED BY		
NOTIFY		PHONE		REC COMMENTS		
CONDITIONS						
VEN COMMENTS						

# Incoming Animals Report

The Incoming Animals report shows the order records for the animal orders expected to be received on a single specified date. This report is a variation on the Delivery Schedule.



For more information on printing Incoming Animals reports, refer to the ARM User Guide.

## To print an Incoming Animals report:

1. Choose the **Incoming Animals Report** option from the Animals module Receiving menu. ARM displays the **Incoming Animals Report** prompt.
2. Enter the date you want the report to cover. ARM displays the **Print, preView, or Quit** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
RECREP05INCOMING ANIMAL REPORT  
Incoming on : 12/02/199812/28/1998 16:06  
PAGE 1

```
=====
PI          Gretsky, Wayne H.      Vendor      RIM ROCK RABBITRY
Order Number  WM0131                    Qty/Species  5 FOWL      AN. ID 98 MO 0167
Protocol     96-04004E78                Strain       CF1 Mice    Bldg ARC-RODENT FACILITY
Account #   5-31228-5050                Physical     M           12-14g      Room
                                                    # / Cage    5
```

# Incoming Animals Report II

The Incoming Animals II report shows the order records for the animal orders expected to be received on a single specified date. This report is a variation on the Delivery Schedule.



For more information on printing Incoming Animals II reports, refer to the ARM User Guide.

## To print an Incoming Animals report II:

1. Choose **Incoming Animals Report II** from the Animals module Receiving menu. ARM displays the **Incoming Animals Report** prompt.
2. Enter the date you want the report to cover. ARM displays the **Print, preView, or Quit** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
RECREP06

INCOMING ANIMAL REPORT II  
Incoming on : 12/02/1998

12/28/1998 16:11  
PAGE 1

=====

PI	Gretsky, Wayne H.	Qty/Species	5	FOWL
Order #	WM0131	Bldg	ARC-RODENT FACILITY	
Vendor	RIM ROCK RABBITRY	Room		
Strain	CF1 Mice	# / Cage	5	

-----

# Receiving Log

The Receiving Log shows the order records for orders falling within your specified date or date range and building which have not been received yet.



For more information on printing Receiving Log, refer to the ARM User Guide.

## To print a Receiving Log:

1. Choose **Receiving Log** from the Animals module Receiving menu. ARM displays the **Receiving Log** prompt.
2. Enter the date or date range you want the log to cover. To cover a single date, enter the same date in both fields.
3. Enter the building you want specified in the log. Leave this blank to include all of the buildings. ARM displays the **Print, preView, or Quit** prompt.
4. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
 ARC-RODENT FACILITY  
 RecRep02

RECEIVING LOG  
 Received From Date: 12/01/1998 Thru Date: 12/28/1998

12/28/1998 16:04  
 PAGE 2

-----  
 12/03/1998 \* \* 12/03/1998 \* \* 12/03/1998 \* \* 12/03/1998  
 -----

PI Raynes, Rachel		VENDOR SIMONSEN	22
			Animal Id # 98CV-0001
SPECIES CV CALVES		REQUEST NUMBER B7496	ARRIVAL DATE 12/01/1998
STRAIN SJL mice		PROTOCOL NUMBER 96-02017A2	INVOICE
QTY ORDERED 1		BIRTH DATE	QTY RECEIVED 1 Order Completed
AGE 6-8 wks	WEIGHT	SEX F	FUND 4-3625
			RECEIVED BY
NOTIFY		PHONE	REC COMMENTS
CONDITIONS			
VEN COMMENTS			

PI Raynes, Rachel		VENDOR SIMONSEN	22
			Animal Id # 98CV-0002
SPECIES CV CALVES		REQUEST NUMBER B7496	ARRIVAL DATE 12/01/1998
STRAIN SJL mice		PROTOCOL NUMBER 96-02017A2	INVOICE
QTY ORDERED 1		BIRTH DATE	QTY RECEIVED 1 Order Completed
AGE 6-8 wks	WEIGHT	SEX F	FUND 4-3625
			RECEIVED BY
NOTIFY		PHONE	REC COMMENTS
CONDITIONS			
VEN COMMENTS			

PI Raynes, Rachel		VENDOR SIMONSEN	22
			Animal Id # 98CV-0003
SPECIES CV CALVES		REQUEST NUMBER B7496	ARRIVAL DATE 12/01/1998
STRAIN SJL mice		PROTOCOL NUMBER 96-02017A2	INVOICE
QTY ORDERED 1		BIRTH DATE	QTY RECEIVED 1 Order Completed
AGE 6-8 wks	WEIGHT	SEX F	FUND 4-3625
			RECEIVED BY
NOTIFY		PHONE	REC COMMENTS
CONDITIONS			
VEN COMMENTS			

# General Orders List

The General Orders list shows the orders that satisfy the criteria you specify and contains the PI, species, strain, quantity, date expected, requisition number, protocol, and the vendor.



For more information on printing General Orders lists, refer to the ARM User Guide.

## To print a General Orders list:

1. Choose **General Order List** from the Animals module Reports menu. ARM displays the **General Orders Report** prompt.
2. Use the arrow keys or the mouse to choose your criteria.
3. Press **Enter** with the **All** option highlighted to print all of the reports. ARM displays “Selected” by the option to show that it was chosen.

Or press **Enter** to select the highlighted criteria and enter specific information.

4. Press **Finished** when you are done. ARM displays the **sort by** prompt.
5. Choose the item you want the report sorted by. ARM compiles the report and displays the **Print, preView, or Quit** prompt.
6. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
ORDREP01

## GENERAL REPORT OF ANIMAL ORDERS

12/28/1998 15:51

PAGE 1

PI	SPECIES	STRAIN	QTY	D-EXPECT	REQ-NO	PROTOCOL	BL	VENDOR
			0	11/04/1998	1			
Fidone, Christopolous	AM	AMPHIBIAN	NZW	40	01/01/1998	B6467	1123-10	20 ELLIS & PRITCHARD 13
Biorkles, Mary Jane	AM	AMPHIBIAN	NU/NU mice	20	04/18/1998	B8080	96-01005G1	30 SIMONSEN 22
Zenkoria, Jack	AM	AMPHIBIAN	NZW	299	08/24/1997	Z-J-111	Z10	20 U.C. - SANDIEGO
Zenkoria, Jack	AM	AMPHIBIAN	NZW	100	11/30/1997	Z-J-111	Z10	20 U.C. - SANDIEGO
Zenkoria, Jack	AM	AMPHIBIAN	NZW	250	11/30/1997	Z-J-111	Z10	20 U.C. - SANDIEGO
Zenkoria, Jack	AM	AMPHIBIAN	NZW	250	11/30/1997	Z-J-111	Z10	20 U.C. - SANDIEGO
Fidone, Christopolous	CT	CAT	SPD	8	12/28/1996	B6469	92-2407	30 SIMONSEN 22
Oridel, Jean	CT	CAT	NZW	-2	12/03/1998	B7585	92-2407	20 ELLIS & PRITCHARD 13
Oridel, Jean	CT	CAT	NZW	-2	12/03/1998	B7585	92-2407	20 ELLIS & PRITCHARD 13
Duckbill, Donald M.	CT	CAT		4	02/21/1997	B7950B	9811S22203	20 ANIMAL RESOURCE CTR.
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22
Raynes, Rachel	CV	CALVES	SJL mice	1	12/03/1998	B7496	96-02017A2	30 SIMONSEN 22

# Print Animal Orders

Animal Orders show the orders that satisfy the criteria you specify and contains the orders printed out in their entirety.



For more information on printing selected Animal Orders, refer to the ARM User Guide.

## To print Animal Orders:

1. Choose **Print Animal Orders** from the Animals module Reports menu. ARM displays the **Print Selected Orders** prompt.
2. Use the arrow keys, the mouse or press the corresponding letter to choose the kinds of orders you want to include in the report.

Choose **Specific orders** to enter specific orders to include in the report. ARM displays the specific order field. Enter the specific orders to include.

Choose **Date of Request** to include orders by a specified date of request. ARM displays the date of request field. Enter the specific date of request to include.

3. Press **Enter**. ARM compiles the report and displays the **Print, preView, or Quit** prompt.
6. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
ORDREP02

## Animal Acquisition

01/13/1999

Order # B5780-JAN P Date requested 08/31/1996 PO# 80480

PI Tarry, A. While Bldg 20 ARC-LARGE ANIMAL FACILITY  
Phone 53885 M/C 112-A2

Protocol 95-T12 Species RB RABBIT

Strain NZW rabbits  
Age  
Weight 4 lbs  
Sex E

Funding 5-34130-3500  
Vendor ELLIS & PRITCHARD 13  
Requestor  
Auth. by

Qty	Date	Age	Weight	Sex	Strain	ID # /
4 C	09/07/1996		4 lbs	E	NZW rabbits	/

Placed by SIDDOWAY, BONNIE  
Conf. by  
Date / /  
Conditions  
Comments Liping 5-3885  
STANDING ORDER

# Vendor Purchases Report

The Vendor Purchases report shows the orders that satisfy the criteria you specify and contains the vendor, species, quantities, and charges. The report summarizes order charges by vendor for the billing period you specify.



For more information on printing Vendor Purchases reports, refer to the ARM User Guide.

## To print Vendor Purchases reports:

1. Choose **Vendor Purchases Report** from the Animals module Reports menu. ARM displays the **Vendor Purchases Report** prompt.
2. Enter the charge type to be considered for the report.
3. Enter the billing file you want to sum or press **Enter** in the field to accept the default of **BILLING** that will sum the present vendor billing information.
4. Enter the specific month and year plus **BILL** to sum a specific month's vendor billing information.
5. Press **Enter**. ARM compiles the report and displays a Heading field.
6. Enter a heading for the report or press **Enter** to accept the default heading. ARM compiles the report and displays the **Print, preView, or Quit** prompt.
7. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab

12/28/1998 15:55

OR\_VEND

## ANIMAL PURCHASES BY VENDOR

Page 1

Charges from 11/01/1996 thru 04/16/1998

Vendor		Species	#	TotQty	Charges
-----					
(unknown Order #)			1	1	44.00
ELLIS & PRITCHARD	13	RABBIT	4	5	84.68
JACKSON LABS	15	MOUSE	3	202	25,925.00
NCI - C. REEDER	10	MOUSE	1	25	0.00
SIMONSEN	22	RAT	3	95	1,271.40
TORRELL RANCH	45	FOWL	2	64	493.28
TRANSFERRED ANIMALS		MOUSE	1	5	13.35
UTAH WELDERS SUPPLY		MOUSE	1	560	12.76
-----					
TOTAL			16	957	27,844.47

# is number of charges billed

Charges include sales tax and surcharge

# USDA Report

The USDA report shows the animals used during the date range specified and contains the species and the amount used by the pain level designation. This report prints all orders received within the date range you specify. ARM automatically includes both Current Orders and Order History.



For more information on printing USDA reports, refer to the ARM User Guide.

## To print a USDA report:

1. Choose **USDA Report** from the Animals module Reports menu. ARM displays the **USDA Report** prompt.
2. Enter the date range you want considered in the report. ARM searches for entries matching the date range.
3. Enter the heading for the report or press **Enter** to accept the default heading. ARM compiles the report and displays the **Print, preView, or Quit** prompt.
4. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Animals module menus.

ARM Research Lab  
OR\_USDA

12/28/1998 15:57

USDA Report - Animals Used By Species  
Received from 10/01/1998 thru 12/30/1998

Species		Pain Level				
		A	B	C	D	
CV	CALVES	61	0	0	0	61
MO	MOUSE	0	720	20	0	740
RT	RAT	0	0	8	0	8
Totals		61	720	28	0	



## Chapter Nine: Veterinary Module

---

**A**RM provides the Veterinary module to track the care of the animals in the facility. The module contains the treatment information for each animal, as well as PM Sentinel schedule information.

The information contained in the Veterinary module centers around the Health Data record which includes all of the information about the animals' care, treatment, and diagnosis. Diagnosis is made through the Health Data record using the SNOVET codes and dictionary contained in the module.

The PM Sentinel Schedule helps to track the treatment schedule of the animals. Animal care is scheduled and schedules are printed in this module.

# Health and Pathology Treatment Worksheets

The Pathology is the final report on an animal; there is only one pathology per animal. The Health and Pathology Treatment Worksheets allow you print treatment worksheets for the animals in the facility.



For more information on printing Health and Pathology Treatment records, refer to the ARM User Guide.

## To print Health and Pathology Treatment worksheets:

1. Select **Print Treatment Worksheets** from the Veterinary module Health & Pathology menu. ARM displays the **Animal Treatment Worksheets** prompt.
2. Enter the date range for the worksheets.
3. Enter the building codes for the buildings you want to include in the worksheets.
4. Clear the unwanted status codes from the **Status** field.
5. Select **Run**. ARM displays the **Print, preView, or Quit** prompt.
6. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

ARM Research Lab  
 Facility: 20 ARC-LARGE ANIMAL FACILITY

## Treatment Work List

01/13/1999

Page: 1

Animal Id Room	Species Strain	Contact Phone	PI Phone	Vendor Protocol	Date recd
-------------------	-------------------	------------------	-------------	--------------------	-----------

-----

08/28/1996	Assigned to: Burroughs, Amelia				
97RB-0022	RABBIT		KIM, SUNG WAN	ELLIS & PRITCHARD 13	
1135	NZW rabbits			92-2407	09/18/1997
Treatment/Results: Add extra ration of vitamins for next 5 days. Observe behavior and report condition at that time. If necessary provide extra treats.					

-----

A 12/18/1996	Assigned to: Phillips, Matthew				
97RB-0028	RABBIT		ZHANG, JIE	ELLIS & PRITCHARD 13	
1165	NZW rabbits			95-T12	09/18/1997
Treatment/Results: Daily temperature and monitor bowel.					

-----

C 12/20/1996	Assigned to: Phillips, Matthew				
97RT-0001	RAT		ZHANG, JIE	TRANSFERRED ANIMALS	
1165				96-02013G14	/ /
Treatment/Results: Appears sluggish but normal.					

-----

Completed on 12/19/1996 by Phillips, Matthew

-----

A 12/02/1998	Assigned to: Burroughs, Amelia				
97RB-0028	RABBIT		Tarry, A. While	ELLIS & PRITCHARD 13	
	NZW rabbits		53885	95-T12	09/18/1997
Treatment/Results:					

-----

# Sentinel Schedule

You may print a report containing PM schedule information for an operation center and PI that you specify. You may also specify a date range to narrow the report down to include only the information you need.



For more information on printing Sentinel schedules, refer to the ARM User Guide.

## To print the Sentinel schedule:

1. Choose **Print Schedule** from the Veterinary module PM Sentinel menu. ARM displays the **Print Preventive Medicine Schedules** prompt.
2. Enter a specific Operation Center or leave blank for all.
3. Enter a specific PI name or leave blank for all.
4. Enter a date range for the report. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

01/13/1999

PREVENTIVE MEDICINE TESTING SCHEDULE

Page 1

For 22

For 01/01/1996 thru 10/01/1996

Sched Dt	Investigator/Tester	Room/Blg	Species	Note
09/21/1996	Biorkles, Mary Jane	1775 A	RT	
	CVRTI, 207 CRVTI, 18183	22	RAT	
	Gretsky, Wayne H.			
	Immunology, 408 BIOPOL, 17988			
				Fund:5-36689-3540
	Panel:			

# Sentinel Reminder Form

The Sentinel Reminder Form allows you to print out a form for a specific person that contains the necessary information for a test or procedure that is scheduled to take place. This form acts as a reminder to the specified person when the test or procedure is scheduled.



For more information on Sentinel Reminder Forms, refer to the ARM User Guide.

## To print Sentinel Reminder Forms:

1. Choose **Print Reminder and PM Form** from the Veterinary module PM Sentinel menu. ARM displays the **Preventive Medicine Forms** prompt.
2. Highlight **Reminder (by Sched date)** and press **Enter**.
3. Enter a specific Operation Center or leave blank to include all of the Operation Centers.
4. Enter a date range or press **Enter** to accept the default dates. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

On Saturday, September 21, 1998 you are scheduled for preventive medicine testing.

```

-----
Investigator: Biorkles, Mary Jane           Technician: Gretskey, Wayne H.
Department:  CVRTI                         Department: Immunology
MC: 207 CRVTI   Ph: 18183                  MC: 408 BIOPOL   Ph: 17988
Oper. Ctr.:                               Room: 1775 A
Species: RT   RAT                          Contact:
Fund: 5-36689-3540                         2 animals
-----

```

To be completed by investigator (fill in all blanks):(s16.75H

```

      Animal # 1                               Animal # 2
Protocol #:                               Protocol #:
Vendor:                                   Vendor:
Strain:                                  Strain:
Age:                                     Age:
Sex:                                    Sex:
-----

```

To be completed by ?:(s16.75H

```

Type:                                   Type:
Lab #                                  Lab #
Date:                                  Date:
Class:      *****                    Class:      *****
-----

```

```

-----
PARASITOLOGY:                          PARASITOLOGY:
TAPE TEST                               TAPE TEST
OTHER                                   OTHER
SEROLOGY:                               SEROLOGY:
SDA/RCA                                 SDA/RCA
OTHER                                   OTHER
Gross Pathology _____
-----

```

Comments \_\_\_\_\_

# Sentinel PM Form

You may print a report containing PM schedule information for an Operation Center and PI that you specify. You may also specify a date range to narrow the report down to include only the information you need. This differs from the Sentinel Reminder Form in that the individual animals are identified.



For more information on printing PM schedules, refer to the ARM User Guide.

## To print the PM form:

1. Choose **Print Reminder and PM Form** from the Veterinary module PM Sentinel menu. ARM displays the **Preventive Medicine Forms** prompt.
2. Highlight the type of form you want to print and press **Enter**.
3. Enter a specific Operation Center or leave blank to include all of the Operation Centers.
4. Enter a date range or press **Enter** to accept the default dates. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

Investigator: Duckbill, Donald M.  
 Department:  
 MC: 11002-W      Ph: 17766/17764  
 Oper. Ctr.:      SS-SURGICAL SERVICES  
 Species: MH      MOUSE HARE  
 Fund: 5-32532-3500

Technician: ALVES, JOSE  
 Department: DFPM/PA PROGRAM  
 MC:                      Ph:  
 Room: 222221  
 Contact:  
 4 animals

Animal # 1	Animal # 2	Animal # 3	Animal # 4
Protocol #: 96-02009_____	Protocol #: 96-02009_____	Protocol #: 96-03007DH2___	Protocol #: 96-02009_____
Vendor: ALLIED LABORAT	Vendor: CHARLES RIVER	Vendor: SALT LAKE COUN	Vendor: ALLIED LABORAT
Strain: B10.S_____	Strain: CBA/J_____	Strain: CF-1_____	Strain: B10.S_____
Age: 2 yr_____	Age: 3 yr_____	Age: 3 mos_____	Age: 6 mos_____
Sex: F_____	Sex: M_____	Sex: F_____	Sex: F_____
Type: VS-0002_____	Type: LA-0011_____	Type: LA-0012_____	Type: VS-0003_____
Lab # 107_____	Lab # B019_____	Lab # B019_____	Lab # 107_____
Date: 02/10/1999___	Date: 02/10/1999___	Date: 02/10/1999___	Date: 02/10/1999___

Gross Pathology

Comments

These animals are sufficient. Results will be sent back to you within 5 days.

# Sentinel Completed Forms

ARM provides the Print Completed Forms option to allow you to print forms that have been completed. This shows the results of the tests for each animal.



For more information on printing completed forms, refer to the ARM User Guide.

## To print a Sentinel Completed form:

1. Choose **Print Completed Forms** from the Veterinary module PM Sentinel menu. ARM displays the **Preventive Medicine Test Results Report** prompt.
2. Enter a specific Operation Center or leave the field blank to include all the Operation Centers.
3. Enter a specific PI name or leave the field blank to include all the PI names.
4. Enter a date range or press Enter to accept the default dates. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

Investigator: Duckbill, Donald M.  
 Department:  
 MC: 11002-W Ph: 17766/17764  
 Oper. Ctr.: SS-SURGICAL SERVICES  
 Species: MH MOUSE HARE  
 Fund: 5-32532-3500

Technician: ALVES, JOSE  
 Department: DFPM/PA PROGRAM  
 MC: Ph:  
 Room: 222221  
 Contact:  
 4 animals

Animal # 1	Animal # 2	Animal # 3	Animal # 4
Protocol #: 96-02009_____	Protocol #: 96-02009_____	Protocol #: 96-03007DH2___	Protocol #: 96-02009_____
Vendor: ALLIED LABORAT	Vendor: CHARLES RIVER	Vendor: SALT LAKE COUN	Vendor: ALLIED LABORAT
Strain: B10.S_____	Strain: CBA/J_____	Strain: CF-1_____	Strain: B10.S_____
Age: 2 yr_____	Age: 3 yr_____	Age: 3 mos_____	Age: 6 mos_____
Sex: F_____	Sex: M_____	Sex: F_____	Sex: F_____
Type: VS-0002_____	Type: LA-0011_____	Type: LA-0012_____	Type: VS-0003_____
Lab # 107_____	Lab # B019_____	Lab # B019_____	Lab # 107_____
Date: 02/10/1999____	Date: 02/10/1999____	Date: 02/10/1999____	Date: 02/10/1999____
PARASITOLOGY:	PARASITOLOGY:	PARASITOLOGY:	PARASITOLOGY:
TAPE TEST -	TAPE TEST +	TAPE TEST -	TAPE TEST -
SEROLOGY:	SEROLOGY:	SEROLOGY:	SEROLOGY:
SDA/RCA +	SDA/RCA -	SDA/RCA -	SDA/RCA -

Gross Pathology

Comments

These animals are sufficient. Results will be sent back to you within 5 days.

# Sentinel Room List

The Sentinel Room List is a list of rooms and Operation Centers that contains the animal types as well as test information and data.



For more information on printing Sentinel Room lists, refer to the ARM User Guide.

## To print a Sentinel Room list:

1. Choose **Print Room List** from the Veterinary Module PM Sentinel menu. ARM displays the **Print Preventive Medicine Room List** prompt.
2. Enter a specific Operation Center or leave the field blank to include all the Operation Centers.
3. Enter a specific PI name or leave the field blank to include all the PI names.
4. Enter a date range or press **Enter** to accept the default dates. ARM displays the **Print, preView, or Quit** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

ARM Research Lab

01/13/1999

ROOMS TESTED  
From 09/01/1996 thru 02/12/1999

Page 1

OC: Species: LE LEMMING

Room: 33

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: ARC-LARGE ANIMAL FACILITY Species: RT RAT

Room: 1123

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: ARC-LARGE ANIMAL FACILITY Species: VO VOLES

Room: B1123

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: ARC-LARGE ANIMAL FACILITY Species: FO FOWL

Room: 221

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: Species: RT RAT

Room: 1775 A

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: SS-SURGICAL SERVICES Species: MH MOUSE HARE

Room: 222221

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: ARC-LARGE ANIMAL FACILITY Species: SW SWINE

Room: Fe33

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----

OC: ARC-LARGE ANIMAL FACILITY Species: VO VOLES

Room: e1123

Test	# of +'s	# Tested	Latest Test
-----	-----	-----	-----
SDA/RCA	0	1	07/28/1998



# Chapter Ten: Drug Module

---

**A**RM contains an extensive drug inventory system to help track the drugs in the facility and their usage. Drug tracking appears in the *Veterinary* module. Drug inventory is tracked as well as usage and purchasing. All the drugs in the ARM system are accounted for in the drug tracking of the *Veterinary* module.

The drug tracking options also include printing reports on drugs. These reports cover all the drug inventory information that is contained in the system.

# List of Drugs

The Drug List lists all the drugs in the facility and includes the drug record information. This option allows you to print a list of drugs for easy reference and tracking. The drug list includes the drug name and all the information in the drug record. The drugs are printed in alphabetical order for easy browsing.



For more information on printing lists of drugs, refer to the ARM User Guide.

## To print a list of drugs:

1. Choose **Browse and Report on Drugs** from the Veterinary module Drug, Monitoring & Lab menu.
2. Choose **List of drugs** from the prompt. ARM displays the **Print, preView, or Quit** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Veterinary module menus.

ARM Research Lab

Drug Listing

01/13/1999

Drug\_Repl

By Drug Name

Page 1

Drug Name	N. D. C.	DEA	Location	Pkg Size	Purchased	Used
Anteministreylyne	1122-43327-42	L	Cabinet	50	23.000 boxes	30.000 tablets
23	Comments: John said OK					
Antiioposis Tricepocithin II	1111-33333-22	3	East Drawer	22	-2.000 bottles	-33.000 pills
MAR98	Comments:					
Aptocillin II	3341-42223-44		West Cabinet	35	4.000 liter	0.000 ml
22133-90	Comments: dsdsd					
Mellioposis Tricepocithin II	6772-42223-44	3	East Drawer	35	206.000 liter	12.000 ml
Penecillin	8111-22223-44	0	West Cabinet	35	2745.000 liters	132.500 ml
1122A-2	Comments: Called by vendor, 12/31/94. Ordered in Feb, 1995. Guaranteed to last 5 years in cool dark storage.					
Penecillin	3341-22223-44	1	West Cabinet	35	701.000 liter	0.000 ml
1233AA-W	Comments:					
Primethedonine	0222-11111-33	1	Basement	200	0.000 ampules	0.000 drops
	Comments: Sally ordered them over six weeks ago. They were delivered by snail mail.					

# Report on Drug Usage/Purchase

The Drug Usage/Purchase report contains all the drug information and includes the usage, purchase, returned, and inventory information. You can use this report to track the drug inventory easily and list the important information that is necessary in keeping a correct drug inventory.



For more information on printing Drug Usage/Purchase reports, refer to the ARM User Guide.

## To print a Drug Usage/Purchase report:

1. Choose **Browse and Report on Drugs** from the Veterinary module Drug, Monitoring & Lab menu. ARM displays a prompt.
2. Choose Report on **D**rug Usage/Purchase from the prompt. ARM displays the **Print, preView, or Quit** prompt.
3. Choose **P**rint to print the report. Choose pre**V**iew to view the report on the screen as it would look if you printed it out. Choose **C**ancel to exit, without printing, and return to the Veterinary module menus.

ARM Research Lab  
Drug\_Rep2

Drug Usage  
By Drug Name

01/13/1999  
Page 1

Drug Name	N. D. C.	DEA	Location	Pkg Size	Purchased	Used
Anteministreylyne 23	1122-43327-42	L	Cabinet	50	23.000 boxes	30.000 tablets
Comments: John said OK						
7.000 tablets	Used	10/31/1996	by joe		Inst.of Aging	
e 23.000 boxes	Purchased	10/31/1996	Invoice 2233445-221		Expires by 01/19/2000	FASSIO EGG FARM 33
23.000 tablets	Used	12/09/1996	by John		DELTA CARGO	
Antiioposis Tricepocithin II MAR98	1111-33333-22	3	East Drawer	22	-2.000 bottles	-33.000 pills
Comments:						
33.000 pills	Used	10/31/1996	by joe		AMERICAN EXCELSIOR	
2.000 bottles	Returned	10/31/1996	by joe		AMERICAN EXCELSIOR	
Aptocillin II 22133-90	3341-42223-44		West Cabinet	35	4.000 liter	0.000 ml
Comments: dsdsd						
5 4.000 liter	Purchased	10/31/1996	Invoice 4423445-221		Expires by 11/27/1999	Inst.of Aging
Mellioposis Tricepocithin II	6772-42223-44	3	East Drawer	35	206.000 liter	12.000 ml
Comments: John has a friend.						
3.000 liter	Purchased	12/31/1994	Invoice		Expires by / /	
203.000 liter	Purchased	12/31/1994	Invoice		Expires by / /	Holte Jan
12.000 ml	Used	12/31/1994	by Samuelson, Gene		Holte Jan	
Penecillin 1122A-2	8111-22223-44	0	West Cabinet	35	2745.000 liters	132.500 ml
Comments: Called by vendor, 12/31/94. Ordered in Feb, 1995. Guaranteed to last 5 years in cool dark storage.						
3.000 ml	Used	10/31/1986	by Samuelson, Gene		CALGON-VESTAL	
w 233.000 liters	Purchased	10/31/1986	Invoice 333		Expires by 05/12/1999	Holtzman Company
23.000 liters	Returned	10/31/1986	by Samuelson, Gene		Bristol-Myers Squibb	
129.500 ml	Used	12/31/1994	by Samuelson, Gene		Inst.of Aging	
3 2500.000 liters	Purchased	09/01/1995	Invoice 4423445-221		Expires by 11/27/1999	Inst.of Aging



# Chapter 11: Breeding

---

**B**reeding information is available for viewing and printing in the Breeding screen. The Breeding Reports menu generates output for all the breeding information that is currently in the system. Criteria settings permit extensive customization of your reports.

You can track breeding of the animals in the test, summarize birth rates, track activity by species or individual, and review cage reports.

# Breeding Report

The Breeding report contains all the breeding information and includes the Dam, Sire, and Date of Birth information. You can use this report to track the species' procreation and list the important information necessary to review or analyze the reproductive progress.



For more information on printing Breeding reports, refer to the ARM User Guide.

## To print a Breeding report:

1. Choose **Breeding Reports (1)** from the Breeding module Reports menu. ARM displays the **criteria** prompt.
2. Use the arrow keys or mouse to choose the criteria you want to consider.
  - **A** – Species: all or a specific species
  - **B** – D o B range: last 12 months or from a beginning date to an ending date
  - **C** – Starting period date: date that report summary starts
  - **D** – Dam ID: all or a specific Dam
  - **E** – Sire ID: all or a specific Sire
  - **L** – Data: select presentation as one line **(1)** or all data **(2)**
  - **X** – Sort by: select sorting method by Dam ID **(1)**, Sire ID **(2)**, or Date of Birth **(3)**.
3. Press **Enter** twice to use more detailed criteria prompts. Scroll in the lists to select desired parameters.
4. Choose **Y** to print the report. ARM displays the **PreView, Print, or Cancel** prompt.
5. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed it out. Choose **Cancel** to exit, without printing, and return to the Breeding Reports menu.

ARM Research Lab  
BR\_R01

BREEDING STATUS REPORT  
D.o.B RANGE 01/13/1998 01/13/1999 ALL PAIRS

01/13/1999  
PAGE 1

SORTED BY DAM ID

DAM ID	SIRE ID	D.o.B.	BEGAN	ENDED	BLDG	LITTER	# SB	# P1	# P2	# P3
98-377	NA	07/25/1998	/ /	/ /	01	5	0	3	0	0
98-380	N/A	07/10/1998	/ /	/ /	01	11	0	10	0	0
98-381	N/A	07/09/1998	/ /	/ /	01	10	0	9	0	0
98-388	N/A	07/09/1998	/ /	/ /	01	9	0	8	0	0
98-394	N/A	04/14/1998	/ /	/ /	01	10	0	10	0	0
98-414	N/A	07/10/1998	/ /	/ /	01	5	0	4	0	0
98-419	N/A	07/10/1998	/ /	/ /	01	10	0	10	0	0
98-517	N/A	/ /	/ /	/ /	01	0	0	0	0	0
98-526	N/A	/ /	/ /	/ /	01	0	0	0	0	0
98-528	N/A	/ /	/ /	/ /	01	0	0	0	0	0
98-529	N/A	/ /	/ /	/ /	01	0	0	0	0	0
N/A	98-370	07/18/1998	/ /	/ /	01	10	0	10	0	0
N/A	98-398	07/16/1998	/ /	/ /	01	13	0	12	0	0
N/A	98-415	07/16/1998	/ /	/ /	01	8	0	8	0	0
N/A	98-500	/ /	08/17/1998	/ /	01	0	0	0	0	0
N/A	98-501	/ /	08/17/1998	/ /	01	0	0	0	0	0
N/A	98-504	/ /	08/17/1998	/ /	01	0	0	0	0	0
N/A	98-508	/ /	08/17/1998	/ /	01	0	0	0	0	0
N/A	98-509	/ /	08/17/1998	/ /	01	0	0	0	0	0
Totals						91	0	84	0	0

Total Born:	91	Conception Rate:	50.0%	1st Period Survival:	92.3%
Total Stillborn:	0			2nd Period Survival:	0.0%
Total Born Alive:	91	Average Litter:	9.10	3rd Period Survival:	0.0%

# Cages Report

The Cages report contains all the cage utilization information. You can use this report to summarize the cage usage and population(s) by cage.



For more information on printing Cages reports, refer to the ARM User Guide.

## To print a Cages report:

1. Choose **Cages Reports (2)** from the Breeding module Reports menu. ARM displays the **preView, Print or Cancel** prompt.
2. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed them out. Choose **Cancel** to exit, without printing, and return to the Breeding Reports menu.

ARM Research Lab  
BL\_R01

Breeding Cages Activity List  
Sorted by Dam/Sire

01/13/1999  
Page 1

98-377            NA                    98-377    C57BL/6 x DBA/2 F1    aP2-GFP-wt  
05/22/1998 01 R247        I-A5  
    Comment: Animal # 2 of 5 founders out of 22

# Breeding Generations

The Breeding Generations report provides a “family tree”, or genealogical chart, for the selected animal.



For more information on printing Breeding Generations reports, refer to the ARM User Guide.

## To print a Breeding Generations report:

1. Choose **Breeding Generations (3)** from the Breeding module Reports menu. ARM displays the **Breeding Pedigree** prompt.
2. Enter the correct information in the **Animal Id** field and press **Enter**. ARM displays the **preView, Print or Cancel** prompt.
3. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed them out. Choose **Cancel** to exit, without printing, and return to the Breeding Reports menu.

BR\_R02  
06/18/1999

## Breeding of RAT2

```
RAT2 -----+ 98-388 -----+ 98RT-0002 -----  
              |              + 98RT-0001 -----  
              |  
              + RAT1123-3 -----+ RAT4 -----+ RAT5567 -----  
              |              + 98-398 -----  
              + 98-415 -----
```

# List Projects

The Project list provides information about each breeding project tracked in ARM.



For more information on printing Project lists, refer to the ARM User Guide.

## To print a list of breeding projects:

1. Choose **List Projects (L)** from the Breeding module Projects menu. ARM displays the **preView, Print or Cancel** prompt.
2. Choose **Print** to print the report. Choose **preView** to view the report on the screen as it would look if you printed them out. Choose **Cancel** to exit, without printing, and return to the Breeding Reports menu.

ARM Research Lab  
PRLIST

Project List  
Sorted by Project Number

01/13/1999  
Page 1

Project	P. I. Name Status	Begin Date End Date	Project Type Fund
100-1	Baetscher, Manfred ACTIVE Title: lox p	07/01/1998 12/31/2099	pronuclear microinjection #1 80170036
101-1	Scott, John D. ACTIVE Title: aP2-GFP-WT	/ / / /	pronuclear microinjection

