How do I access ACFC?

Go to [https://acfc.rutgers.edu/](https://acfc.rutgers.edu/) and log in using your Netid/password. Once in, you will be greeted with the below home screen.

![ACFC Home Screen]

How do I check the Accounts (Oracle Project #s) associated with me in ACFC?

Select “PI’s Menu” on the side bar and click “my accounts” tab. Once open, this will display all Account’s associated with your Netid currently entered in ACFC. If you need to make a change to an existing account or would like to add a new one, please contact your CMR admin for assistance.

![ACFC Accounts]

What is an assistant in ACFC and how do I add one to my account?

An assistant is a designated individual that can perform certain operations in ACFC on a PI’s behalf such as view protocols, census billing and submit animal order requests. You can add new assistants by selecting “PI’s Menu” on the side bar and clicking the “manage assistants” tab. Once open, all you need to do is enter the assistant’s Netid and click the “Add Assistant” button. Once added, the PI assistant can log in to ACFC using their Netid/password and be able to perform certain operations using the “PI Assistant’s Menu” on the side bar. Please note, upon addition of an assistant, both you and the assistant(s) will receive automatically generated email notifications from ACFC. If you wish to remove an assistant, click the “delete” button corresponding the assistant you wish to remove.
How do I view a summary of my per diem charges for a given month?

Select “PI's Menu” on the side bar and click “my census info” tab. Once open, click on “Monthly Census Report by Account”. Next, select the specific Account or “ALL ACCOUNTS” you would like to view charges for. After making that selection, choose the month in which you would like to view the charges and click “Generate Report”. A new tab will open on your browser with a summary of charges for the selected Account(s) for the given month.

How do I change the Account assigned to a specific census sheet?

Select “PI’s Menu” on the side bar and click “my census info” tab. Once open, click on “Request Census Account Change”. From here, select the “Census ID” (census sheet number) from the drop-down list. Upon making your selection, choose an Account from the drop-down you wish this census sheet to be associated with. Once an Account is selected, you will have the option to allocate the per diem charges over multiple Accounts. If you wish to only use one Account, enter “100” in the field named “Select Account Allocation Percentage:” located directly below the indicated Account. If you wish to use another Account for this census sheet, select an additional Account from the drop-down named “Select
Account 2”. Afterwards, enter your desired percent allocation in “Select Account 2 Allocation Percentage:”. These steps can be repeated to have up to 4 Accounts associated with a census sheet, but the total values in “Select Amount Allocation Percentage” must equal “100”. Once you are satisfied with your Account(s) and allocation(s), click the “Submit Census Account Change Request” button. An email notification will be sent to a member of our Admin staff to make the requested changes.
How do I see the number of animals used for my protocol?

Select “Pi’s Menu” on the side bar and click “my protocols” tab. Once open, you can see all protocols you are associated with. Find the protocol you wish to enter and click on “view”. From here, you will see a general overview of the protocol details. Locate the tab in the middle of the screen name “species” and select it. This will enable you to see the current animal usage, broken down by the species in the given protocol, as well as the protocol expiration date.
How do I see a record of my previous and pending animal orders?

Select “PI’s Menu” on the side bar and click “my animal orders” tab. Once open, you can see all animal orders you are associated with. The “Status” column indicated whether an order has been previously delivered or is pending delivery. If you wish to view the specific details of an order, select “view details” for the corresponding order. From here, you will be able to view all the relevant information associated with the order such as when it was delivered, number of animals that arrived and the affect on your animal usage allowance.
How do I place an animal order?

Select “PI’s Menu” on the side bar and click “my animal orders” tab. Once open, click the “here” portion of the statement “To place a new order, please click here”. This will direct you to a page containing an order request form. You will be prompted to enter the following information:

1. **Protocol** - select the protocol from the drop-down list
2. **Vendor** - select the vendor you wish to purchase animals from
3. **Vendor Location** - select the location from the drop-down list or select “no preference”
4. **Account** - select one of your Accounts you wish to use to pay for the animals
5. **Requester’s Email Address** - enter the email address of who you wish to be contacted in case of order or delivery issues
6. **Species** - select a species from the drop-down list
7. **Strain/Stock/Breed** - select the desired strain from the drop-down or enter the information in the blank field
8. **Vendor Catalog Number**- enter the vendor ID# for the strain (Please note, for non-standard and transgenic strains, this information is extremely important to ensure that the correct animals are ordered)

9. **Sex**- select the sex of the animals from the drop-down (Please note, if you wish to order age matched males and females, you will select “unspecified” and then elaborate in the comments section)

10. **Age and/or Birth Dates**- enter the age in weeks) you wish the animals to be upon delivery (Please note, if you wish to order animals of different age groups, you will need to create separate orders for each)

11. **Weight**- enter the weight (in grams) you wish the animals to be (Please note, if you wish to order animals of different weight groups, you will need to create separate orders for each)

12. **Number of Animals**- enter the number of animals you wish to purchase

13. **Animals per Cage**- enter the number of animals you wish to house per cage

14. **Preferred Delivery Date**- select the preferred delivery date from the drop-down (Please note, the date you select must be a future date and is subject to the vendor delivery schedule)

15. **Campus**- select the campus from the drop-down where you wish to have the animals delivered

16. **Building**- select the building from the drop-down where you wish to have the animals delivered

17. **Preferred Room**- select the room from the drop-down where you wish to have the animals housed

18. **Comments**- please use this section to enter any relevant information regarding your order such as to indicate time pregnant animals or special handling/delivery requests

*Only one of either “Age and/or Birth Dates” or “Weight” needs to be entered. If you are requesting retired breeders or time pregnant animals, please enter this in either of the fields.

If the animals are subjected to any Biohazard, Radioisotope or Chemical agents prior to arrival, please indicate that in the relevant fields (leave blank if this is not the case). Once the required areas are filled, click the “Notify LAS Staff About this Order” and your request will be sent to our Admin staff for processing. Upon submission, you will receive an email notification with a summary of your order. Once the Admin staff place the order, you will receive another notification stating that the order has been placed and the scheduled delivery date. Once animals are delivered to the facility, you will receive another notification indicating the day of delivery and the number of animals received. If you ever wish to view the status of your order, you can access this from the “my animal orders” tab and selecting “view details” for the corresponding request.
How do I see a report of my animal orders for a given data range?

On the upper left-hand action bar, select "PI Menu". From the options listed under "PI Menu", select "my animal orders". Once on the "Orders Manager" page, click the "More Detailed Animal Orders Report" button located under the button to place new orders. Find the field marked "Start Date" and select the starting date range. Find the field marked "End Date" and select the ending date range. Find and click the "Get Order History" Button. From here, you will see a report of all animal orders delivered within the given date range. This report can also be exported to a CSV file (.csv) by selecting the "Generate CSV" button after the order history is displayed.
How do I see my animal order charges for a given month?

On the upper left-hand action bar, select "PI Menu". From the options listed under "PI Menu", select "my animal orders". Once on the "Orders Manager" page, click the "More Detailed Animal Orders Report" button located under the button to place new orders. Find the field marked "Month" and select the month you wish to view the charges for. Find the field marked "Year" and select the year, corresponding to the earlier selected month, in which you want to view charges. Find and click the "Get Monthly Charges" Button. From here, you will see a report showing total charges assessed to the corresponding accounts for the given month. The “Vendor Confirmation Numbers” field will list all orders associated with the account charges, based on the vendor confirmation numbers. This report can also be exported to a CSV file (.csv) by selecting the “Generate CSV” button after the order history is displayed.
### Animal Order History

**Start Date:** 06/04/2020  |  **End Date:** 09/04/2020

**Month:** September  |  **Year:** 2020

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Vendor Confirmation Numbers</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>000001</td>
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<td>$100.00</td>
</tr>
<tr>
<td>000002</td>
<td>123456789</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

*Note: Delivery Date month indicates the period in which the charges are billed.*