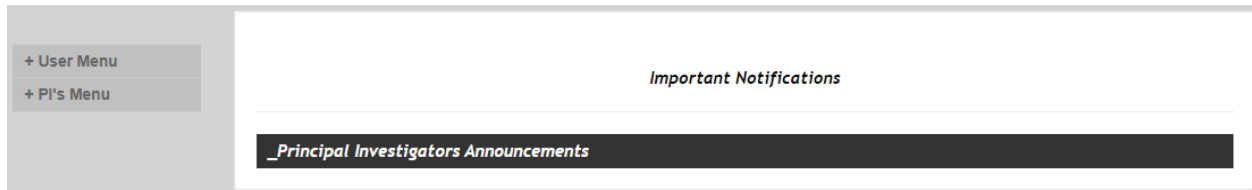


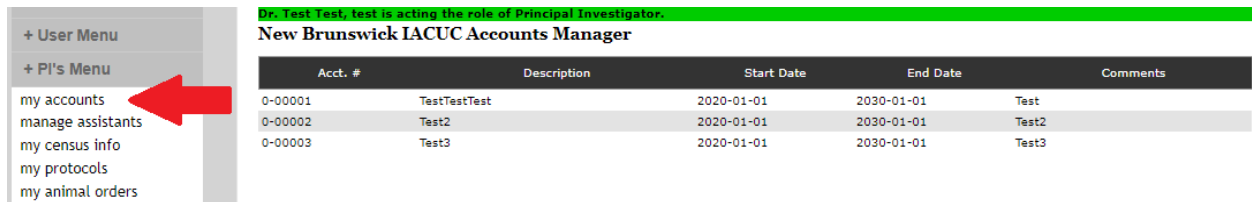
How do I access ACFC?

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



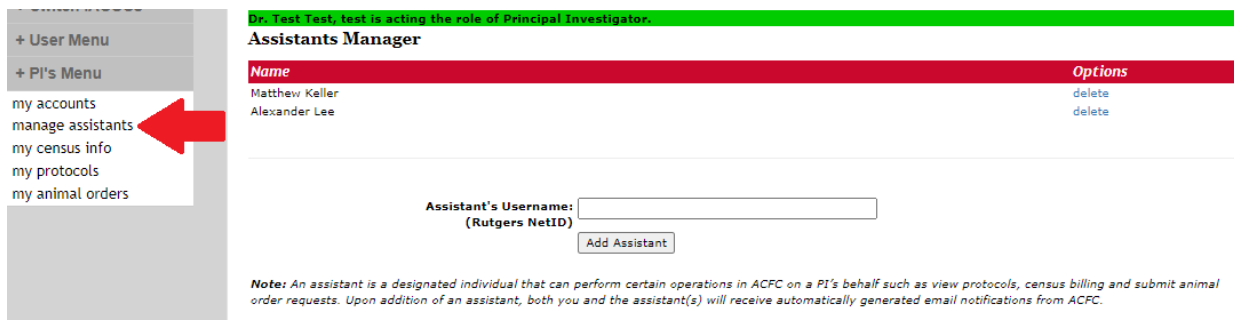
How do I check the Accounts (Oracle Project #s) associated with me in ACFC?

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.



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.

The image consists of three screenshots illustrating the process of generating a Monthly Census Report by Account in the New Brunswick IACUC Census Manager.

First Screenshot: Shows the "New Brunswick IACUC Census Manager" interface. The left sidebar has a "PI's Menu" section with "my census info" highlighted by a red arrow labeled "1". The main content area shows "For P.I.s:" with a list of options: "Monthly Census Report by Account" (highlighted by a red arrow labeled "2") and "Request Census Account Change".

Second Screenshot: Shows the "Monthly Census Report by Account" page. The "Account:" dropdown menu is open, showing "ALL ACCOUNTS" selected, highlighted by a red arrow. Below the dropdown, there is a "Census Date:" dropdown menu and a "Generate Report *" button.

Third Screenshot: Shows the "Monthly Census Report by Account" page. The "Census Date:" dropdown menu is open, showing "January 2021" selected, highlighted by a red arrow labeled "1". The "Account:" dropdown menu is also open, showing "ALL ACCOUNTS" selected, highlighted by a red arrow labeled "2". The "Generate Report *" button is visible.

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.

New Brunswick IACUC Census Manager

For P.I.s:

- Monthly Census Report by Account
- [Request Census Account Change](#)

Census Account Change Request

Note: this page will not function properly if JavaScript is disabled.

Please fill out the following form to put in a Census account change request

Change Account Allocation for Census ID:

4500

Census Account Change Request

Note: this page will not function properly if JavaScript is disabled.

Please fill out the following form to put in a Census account change request

Current account allocation for Census id: 4500

NELSON BIOLOGY LABORATORIES 119 Mouse

Change Account Allocation for Census ID:

4500

Select Account:

- 0-00001 - TestTestTest
- 0-00002 - Test2
- 0-00003 - Test3

+ User Menu

+ PI's Menu

- my accounts
- manage assistants
- my census info
- my protocols
- my animal orders

Census Account Change Request

Note: this page will not function properly if JavaScript is disabled.

Please fill out the following form to put in a Census account change request

Current account allocation for Census id: 4500

NELSON BIOLOGY LABORATORIES 119 Mouse

Change Account Allocation for Census ID:

4500 ▼

Select Account: 0-00001 - TestTestTest ▼ **1**

Select Account Allocation Percentage: 100 **2**

Select Account 2: No account ▼

Select Account 2 Allocation Percentage:

Select Account 3: No account ▼

Select Account 3 Allocation Percentage:

Select Account 4: No account ▼

Select Account 4 Allocation Percentage:

Submit Census Account Change Request **3**

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.

+ User Menu

+ PI's Menu

- my accounts
- manage assistants
- my census info
- my protocols **1**
- my animal orders

New Brunswick IACUC Protocols Manager

Filter by: Protocol# Go Clear Advance Show Archive Show All

Prot #	Old Prot #	Type	P.I.	Title	Species	Status	Options	Exp Date
111111111		-- INITIAL SYSTEM IMPORT --	Test, Test	Fake Protocol #1	Mouse, Rat, Zebrafish.	Approved	view 2	2023-07-29

You do not have rights to submit protocols.

+ User Menu
+ PI's Menu
my accounts
manage assistants
my census info
my protocols
my animal orders

Protocols Manager >> Protocol Version Details


Protocol #: 111111111
Title: Fake Protocol #1
P.I.: Test Test

general info **species (3)**

General Information

Protocol #: 111111111
Old Protocol #:
Title: Fake Protocol #1
P.I.: Test Test
Course (Y/N): N

Approval Date: July 29, 2020
Expiration Date: July 29, 2023
Denovo Date: July 29, 2023
Inactive Date: n/a



+ User Menu
+ PI's Menu
my accounts
manage assistants
my census info
my protocols
my animal orders


Protocols Manager >> Protocol Version Details

Protocol #: 111111111
Title: Fake Protocol #1
P.I.: Test Test

general info **species (3)**

Protocol Species

Mouse (Level: U, Animals: **86** out of 2000 until 07/29/23)



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.

Orders Manager

Filter by:

[Request Animals](#) [More Detailed Animal Orders Report](#)

Order #	Species	Vendor	Submitted On	Status	Options
2020090818355	Mouse	Charles River Laboratories	September 8, 2020	Delivered	view details
2020090418354	Mouse	Charles River Laboratories	September 4, 2020	Delivered	view details
2020082818337	Mouse	Envigo	August 28, 2020	Pending Delivery	view details

Orders Manager >> Viewing Order Details

I. General Information

Order #:	2020090418354
Protocol:	111111111 - Fake Protocol #1
P.I.:	Test, Test
Vendor:	Charles River Laboratories
Vendor Location:	No Preference
Account:	0-00001 - TestTestTest
Requester's Email Address:	asa
Submitted By:	Keller, Matthew
Order Submitted On:	Sep 4, 2020
Order Placed With Vendor On:	n/a
Delivery Date:	Sep 4, 2020
Order Status:	Delivered

II. Animal Information

a)	Species:	Mouse
b)	Strain/Stock/Breed:	CD-1
c)	Vendor Code:	022
d)	Sex:	Male
e)	Age and/or Birth Date:	6 weeks
f)	Weight:	
g)	Number of Animals:	10
h)	Animals per Cage:	5
i)	Preferred Delivery Date:	Sep 4, 2020
j)	Campus:	Busch
k)	Building:	3559 - NELSON BIOLOGY LABORATORIES
l)	Room:	119 - LAB A
m)	Comment:	
n)	Total Cost:	\$100.00
o)	Vendor Confirmation Number:	testest

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 indicated 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.

The screenshot shows the 'Orders Manager' interface. On the left is a sidebar menu with the following items: '+ User Menu', '+ PI's Menu', 'my accounts', 'manage assistants', 'my census info', 'my protocols', and 'my animal orders'. A red arrow with the number '1' points to 'my animal orders'. The main content area is titled 'Orders Manager' and contains a search filter: 'Filter by: [?] OrderNum [v] [] [Go] [Clear] Advance'. Below the filter is a horizontal bar with two buttons: 'Request Animals' and 'More Detailed Animal Orders Report'. A red arrow with the number '2' points to the 'Request Animals' button.

Orders Manager >> Placing a New Order

Note: this page will not function properly if JavaScript is disabled.

I. General Information

Protocol:
Vendor:

Vendor Location:
Account:
Requester's Email Address *:

Note: If the vendor you are looking for is not listed here, please go to <https://orad.rutgers.edu/animal-shipping> and follow the process for use of a non-approved vendor.

II. Animal Information:

a) Species:

b) Strain/Stock/Breed:
-- OR --
Is this an approved strain on your protocol?

c) Vendor Catalog Number *:
(e.g. Tax-Stock Number, CR-Strain Code, Tazonic-Model Number)

d) Sex:

Note: Please enter either the age or weight of the requested animals.

e) Age and/or Birth Date:

f) Weight:

g) Number of Animals: Remaining: 1914
(Please enter additional information in the comments below.)

h) Animals per Cage:

i) Preferred Delivery Date:

j) Campus:

k) Building:

l) Preferred Room:

m) Comment: (255 Chars)

III. Animal Care Requirements:

A. Are there any special instructions for animal care personnel:

B. Does this group of animals involve (leave blank if answer is No):
Biohazard - Agent:
Radioisotope - Agent:
Chemical - Agent:

NOTE: If answer is yes to any of the above, please indicate special instructions for animal care staff in the space provided above (III.A.6).

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.

Orders Manager

Filter by: [Advance](#)

+ User Menu
+ PI's Menu
my accounts
manage assistants
my census info
my protocols
my animal orders

Animal Order History

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

Get Order History

Generate CSV

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

+ User Menu
+ PI's Menu
my accounts
manage assistants
my census info
my protocols
my animal orders

Animal Order History

Start Date: 06/04/2020 End Date: 09/04/2020 Get Order History

Month: September Year: 2020 Get Monthly Charges

Generate CSV

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

Order Number	Account Number	Protocol Number	Species	Submission Date	Delivery Date	Vendor	Building	Room	Sex	Strain	Number Of Animals Requested	Number of Animals Received	Total Cost	Vendor Confirmation Number	Status
2020090418354	000001	111111111	Mouse	2020-09-04	2020-09-04	Charles River Laboratories	NELSON BIOLOGY LABORATORIES	119	M	CD-1	10	10	100.00	testest	Delivered
2020082018330	000002	111111111	Mouse	2020-08-20	2020-09-01	Charles River Laboratories	NELSON BIOLOGY LABORATORIES	119	F	Cr: CD-1 (ICR) BR	10	10	100.00	123456789	Delivered
2020082618333	000001	111111111	Mouse	2020-08-26	2020-08-26	Archer Farms	LABORATORY FOR CANCER RESEARCH	167	M	Cr: CD-1 (ICR) BR	10	10	53.00	15900000	Delivered
2020082518332	000001	111111111	Mouse	2020-08-25	2020-08-25	Carolina Biological Supply Company	NELSON BIOLOGY LABORATORIES	119	M	CD-1	10	10	111.00	98765	Delivered
2020081418321	000002	111111111	Mouse	2020-08-14	2020-08-24	Charles River Laboratories	NELSON BIOLOGY LABORATORIES	119	F	CD-1	10	10	125.00	123456	Delivered
2020081918327	000001	111111111	Mouse	2020-08-19	2020-08-19	Charles River Laboratories	NELSON BIOLOGY LABORATORIES	119	F	Cr: CD-1 (ICR) BR	10	10	100.00	123456789	Delivered

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.

+ User Menu
+ PI's Menu
my accounts
manage assistants
my census info
my protocols
my animal orders

Orders Manager

Filter by: OrderNum [] Go Clear Advance

Request Animals More Detailed Animal Orders Report

- + User Menu
- + PI's Menu
- my accounts
- manage assistants
- my census info
- my protocols
- my animal orders

Dr. Test, Test, test is acting the role of Principal Investigator.

Animal Order History

Start Date: 06/04/2020 End Date: 09/04/2020 Month: September Year: 2020

Get Order History Get Monthly Charges

Generate CSV

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

- + User Menu
- + PI's Menu
- my accounts
- manage assistants
- my census info
- my protocols
- my animal orders

Dr. Test, Test, test is acting the role of Principal Investigator.

Animal Order History

Start Date: 06/04/2020 End Date: 09/04/2020 Month: September Year: 2020

Get Order History Get Monthly Charges

Generate CSV

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

Account Number	Vendor Confirmation Numbers	Total Cost
000002	123456789	\$100.00
000001	testest	\$100.00