

TITLE: QR Card Scanning Process (Birth, Overcrowded, Sick, ETC)

SOP Category: Husbandry

CMR SOP #: 3.21

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Effective Date: 4/12/24

Approval: *Lisa Antonucci*

Revisions:

SCOPE:

This document describes the procedures to be followed when using the tablets for scanning QR codes on cage cards for entering births, reporting overcrowded and sick, and other applications added. This SOP applies to all Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), and Research Staff members (RS) at the Rutgers University facilities.



OBJECTIVE:

This SOP describes the processes for scanning QR cage cards in animal rooms for entering data in ACFC and communicating with PI staff on overcrowded cages and sick animals. Any smart device with a camera can be used, tablets will be provided to CMR staff.

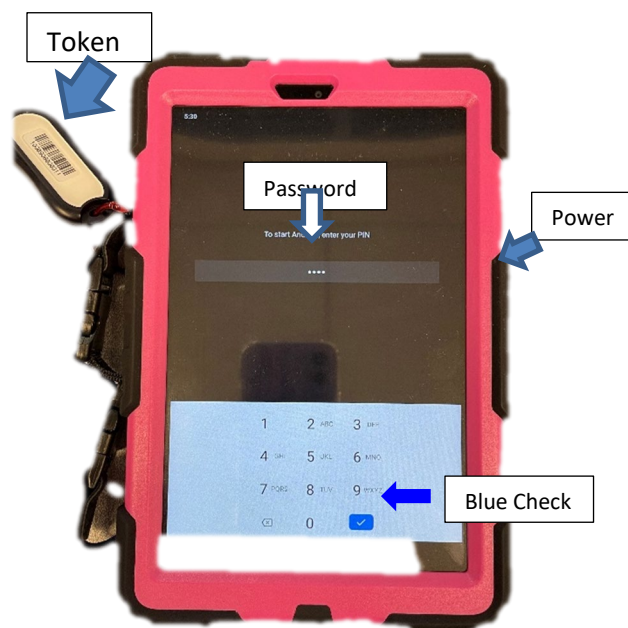
PROCEDURES:

QR Scanning

- All Care Techs have been assigned tablets that are housed in designated locations in each facility.
- ACT are assigned tokens to complete "Duo" security authentication. Tablet and Token are stored together for convenience.
- Prior to using tablet access, you need ACFC access.

Entering Birth

- Turn on Tablet
- Enter password -hit blue check mark
- There are two password requests (same password for each one – say Blue check to enter)



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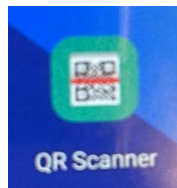
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Select QR scanner icon card



QR Icon



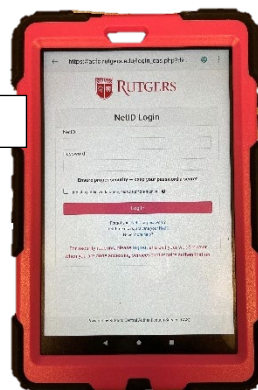
Scan QR on Cage



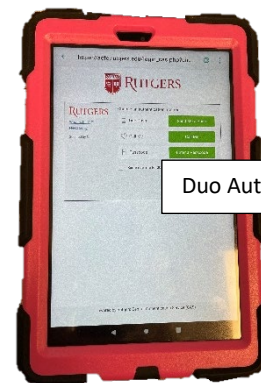
Scanning the QR will bring you to ACFC log in page

- Log into ACFC
- Authenticate with Duo
- Select "Animal Born"

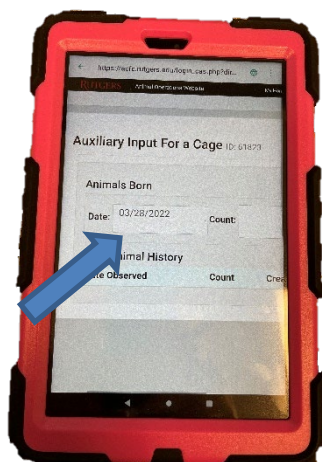
ACFC log in



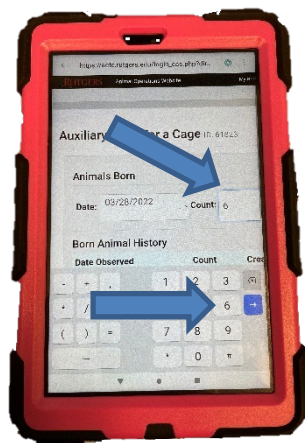
Duo Authentication



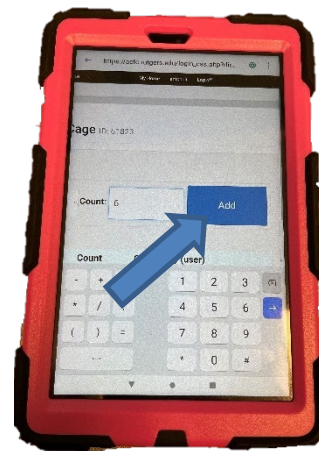
- Once in ACFC Verify date (change if necessary)
- Enter # pups born, scroll over and hit "add"
- Record show created



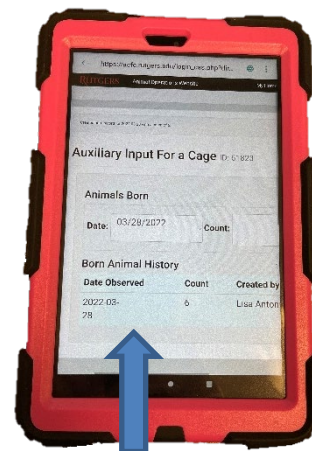
Confirm or change date



Add # pups



Hit add



Entering Overcrowded Cage

- Start the same way

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- Select QR scanner icon
- Scan QR on cage card
- Log into ACFC
- Authenticate with Duo (see above photos
- Select "Overcrowded"
- Indicate reason for overcrowded