

# CMARC Experimental Stock SOP

\*This SOP and further training are available on the CMARC website:  
[www.mcgill.ca/cmarc/ams-cmarc](http://www.mcgill.ca/cmarc/ams-cmarc)

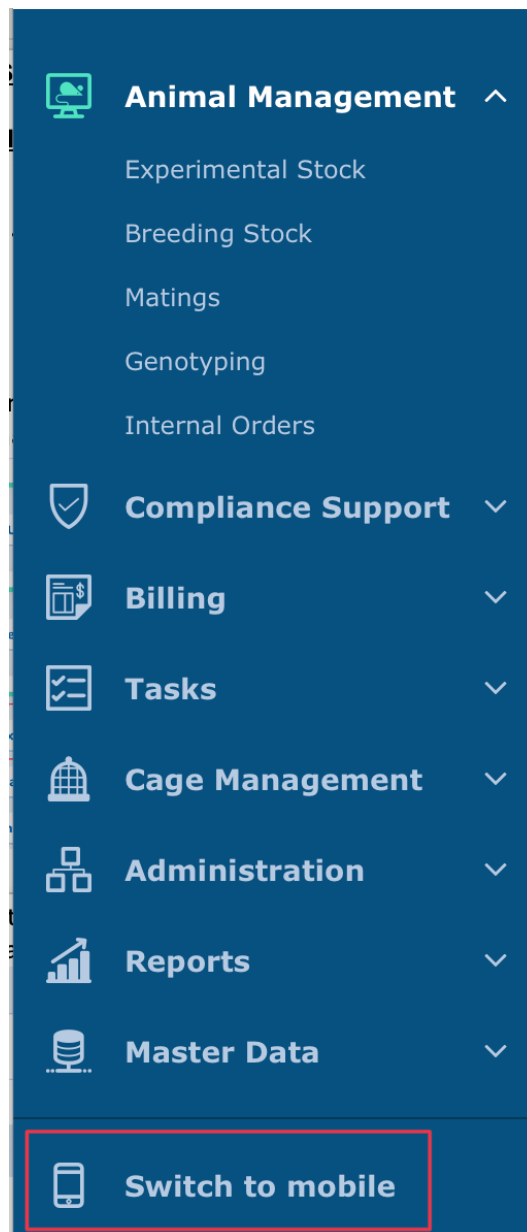
## Enabling Tablet mode

Settings -> System -> Tablet -> Change the setting from "Use appropriate mode for my hardware" and select "Always use Tablet mode."

Open AMS in Chrome

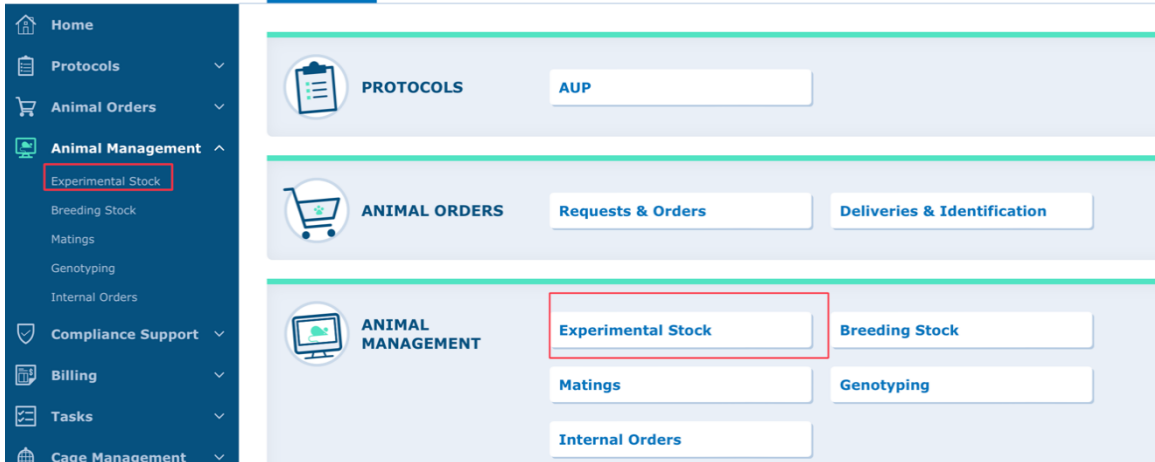


Once you open AMS, on the right, select '**Switch to Mobile**'. This will make it easier to do some tasks inside AMS.



**How to create cards that debit the animal use protocol (Deduct animals from the total allotment).** \*This is only for the weaning of new animals.

1. Now you're ready to create your first batch, select **'Experimental Stock'** under "Animal Management." (note, what you see will be different depending on the Access roles you have)



2. Once in the Experimental Stock screen, scroll to the bottom and select the '+' logo to open the animal view.

**Experimental Stock**

Animals Cages

Hide | Show  ?

Select the desired filter criteria below from the drop-down list. You can also add specific criteria under the 'File-General' and/or 'Document' tabs (which will expand once clicked), then click 'Apply filter'. You can use the asterisk \* as a wild card.

My Filter Sets:

Project Code:	<input type="text"/>	Properties / Icons:	<input type="text"/>
Cost Center:	<input type="text"/>	Tags:	<input type="text"/>
AUP:	<input type="text"/>	Species:	<input type="text"/>
Team:	<input type="text"/>	Strain:	<input type="text"/>
Investigator:	<input type="text"/>	Site:	<input type="text"/>
Lab Technician:	<input type="text"/>	Building:	<input type="text"/>
Batch Status:	<input type="text"/>	Floor:	<input type="text"/>
Batch-IDs (all):	<input type="text"/>	Section:	<input type="text"/>
Batch-Name:	<input type="text"/>	Room:	<input type="text"/>
Supplier:	<input type="text"/>	Cage type:	<input type="text"/>
Ref. No. Request:	<input type="text"/>	Cage-IDs (all):	<input type="text"/>
Purchase Order Number:	<input type="text"/>	Keyword:	<input type="text"/>
Delivery Date:	From: <input type="text"/> <input type="calendar"/> To: <input type="text"/> <input type="calendar"/>	Study Number:	<input type="text"/>
		Display Animals:	<input type="text" value="Stock"/>

**EXPERIMENTAL STOCK**

3. Once the view is expanded, you will now see all the batches that pertain to your protocol. From there, we can begin to create our first batch. To do so, select the option 'Create New Batch' to bring up the pop-up window.

Delivery Date: From: [ ] To: [ ] Study Number: [ ]  
Display Animals: Stock [ ]

**EXPERIMENTAL STOCK**

+ Create new batch Upload CV/History Data Export to Excel

No. of entries: 659 Selection

4. Once in the Create Batch screen, you will need to fill out the required information.

ams.research.mcgill.ca

General Animal History Tasks Cages Notes Attachment Weight progression

Print Cage Card Save Reset

**IDENTIFICATIONS**

**GENERAL**

AUP\*: MCGL-10004 Planned end of Exp.\*: 26-Apr-2024  
Batch: [ ] No. of Animals\*: 3  
Name: [ ] Status: [ ]  
Species/Strain\*: Fish (excluding Zebrafish) Study Number: [ ]  
Species: Fish (excluding Zebrafish)  
Strain\*: Lepomis gibbosus (Pumpkinseed)  
USDA Pain Category\*: B  
Highest USDA Pain Category: [ ]

**RESPONSIBILITY AND BILLING**

Team\*: ACO  
Project Code\*: 0000-AUDF (For ACO usage only)  
Responsible User\*: Gagliano, Anthony Mr  
Investigator\*: Gagliano, Anthony Mr

**HUSBANDRY**

(FOR THE 'GROUP SIZE', MAKE SURE THAT IT IS THE SAME NUMBER AS THE 'NUMBER OF ANIMALS' FIELD. I.E. IF THERE ARE 5 'NUMBER OF ANIMALS' THERE SHOULD BE 5 IN 'GROUP SIZE')

**HUSBANDRY**

<b>Safety Level*:</b>	<input type="text" value="N/A"/>
<b>Sanitary Status:</b>	<input type="text"/>
<b>Building / Floor:</b>	<input type="text"/>
<b>Room*:</b>	<input type="text" value="105a"/>
<b>Cage Type*:</b>	<input type="text" value="0000-AUDF"/>
<b>Group size:</b>	<input checked="" type="radio"/> <input type="text" value="3"/>
<b>No. of Cages:</b>	<input type="radio"/> <input type="text" value="1"/>
<b>Enrichment:</b>	<input type="radio"/> <input type="text"/>

**ROOM ALLOCATION**

**DETAILS**

<b>Date of Birth:</b>	<input type="text"/>
<b>Development Stage:</b>	<input type="text"/>
<b>Criteria:</b>	<input type="text"/>
<b>Weight:</b>	<input type="text"/> <input type="text" value="g"/>
<b>Pregnant:</b>	<input type="checkbox"/>
<b>Sex*:</b>	<input type="text" value="m"/>
<b>CA (Mammalian):</b>	<input type="checkbox"/>

5. Once all the information has been filled out, you can now click ‘**Save**’ the batch to officially create your batch of animals. **(THIS WILL DEBIT THE PROTOCOL, DO NOT PRESS SAVE UNLESS ALL THE INFORMATION IS CORRECT)**

**Print Cage Card** **Save** **Reset**

**+ IDENTIFICATIONS**

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**- GENERAL**

**AUP\*:**  **Plan Exp.**

**Batch:**

**Name:**  **No. (**

**Stat**

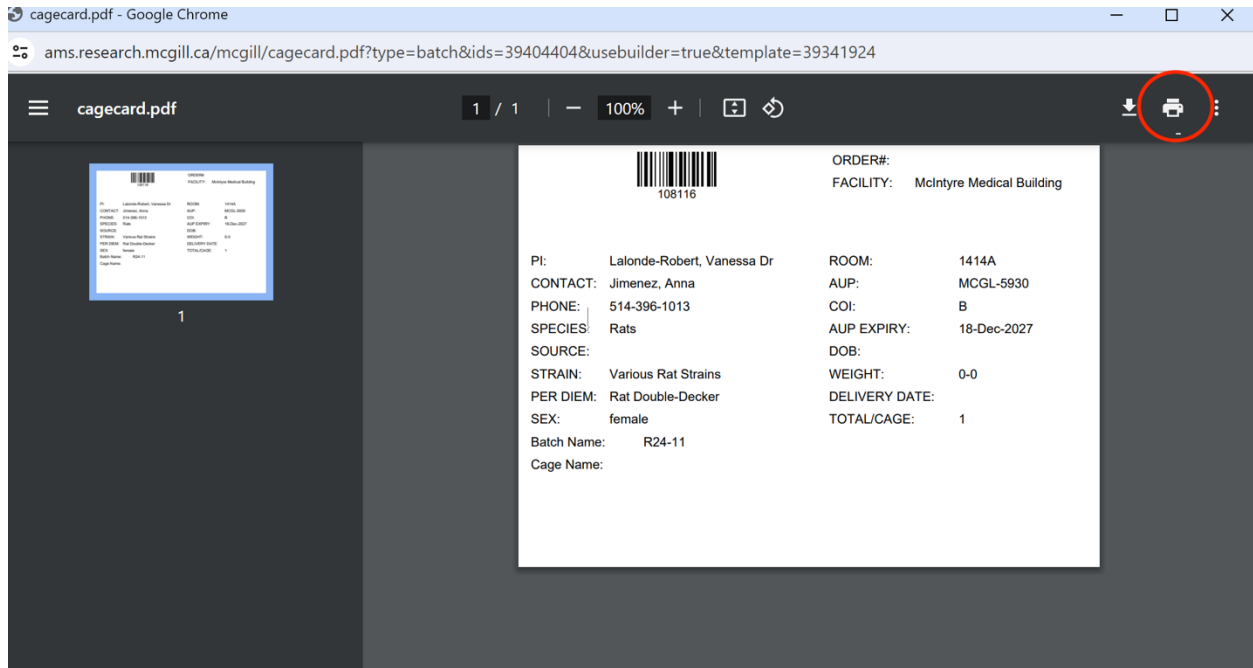
6. From here, you can now print your cage card to put it on your cage. Within the same screen, select the drop down ‘**Print Cage Card**’ and select the ‘**Standard Experimental Landscape – V2**’ (Default)

**^ General** **^ Animal History** **^ Tasks** **^ Cages**

**Print Cage Card** **Save** **Reset**

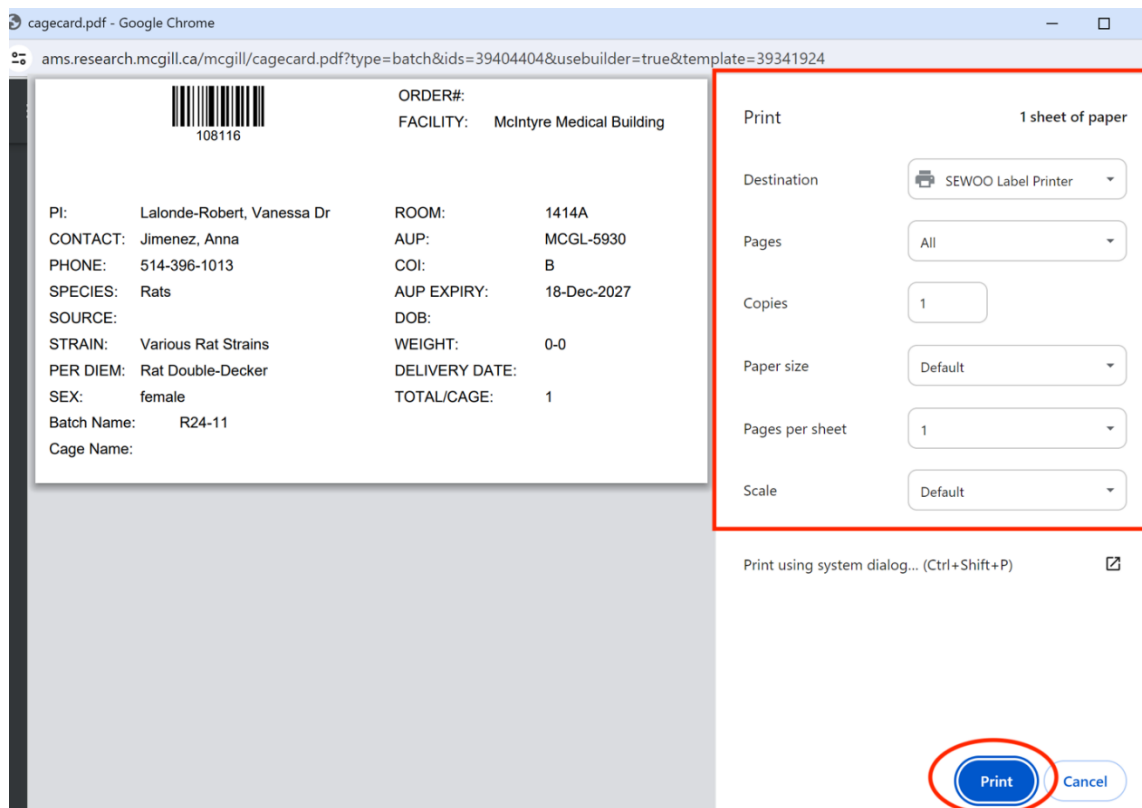
- NEW - Breeding Card Landscape**
- NEW - Standard Experimental Landscape**
- NEW - Standard Experimental Landscape v2**
- Stand Alone PI Labels**
- Standard Experimental Card Landscape**
- Standard Experimental Card Landscape v2**
- Standard Experimental Card Portrait**
- Editor**

7. A popup window will open and will take you through the printer options. Use **CHROME** and follow the steps below.



(MAKE SURE THE SETTINGS BELOW ARE THE SAME AS WHAT YOU SEE ON YOUR SCREEN.)

**\*Note: The first time you print, you will need to select the correct printer.**



8. After selecting 'Print', the cage card will print from the printer at your station. You can then take that cage card and place it on the respective cage. It is already active.

**Shortcut for creating cards that debit the animal use protocol:**

- Duplicating a batch can be used as an easy way to create a new cage that will debit the AUP, without going through and inputting all the information again. To do so, first follow the steps above to create a cage, once the cage is created, find the cage in your list, and right-click and select 'Duplicate Batch'.

The screenshot shows the 'Experimental Stock' interface. A right-click context menu is open over a table entry, with 'Duplicate batch' highlighted in a red box. The table has columns for 'Batch', 'Study Number', 'Supplier', 'Delivery date', 'No. of Animals', 'Room', 'Planned end of Exp.', 'Status', 'Name', and 'Cage-ID'. The 'Duplicate batch' option is the second item in the menu, below 'Details' and above 'Termination'.

Batch	Study Number	Supplier	Delivery date	No. of Animals	Room	Planned end of Exp.	Status	Name	Cage-ID
I-05499					Goodman Cancer Centr...	26-Apr-2024	Ready		11358 1
I-05492				5 Mice	Goodman Cancer Centr...	14-Nov-2024	Ready		11355 6
I-05480				3 Mice	Goodman Cancer Centr...	23-Apr-2025	Ready	4545,4 546.45 47.454 8.4549	11355 2

- You will then be brought into the Duplicate Batch window, which will look exactly like the 'Create Batch' window. From there, just revise or change any information you want, (i.e. number of animals, strain, location, etc). Once, complete, hit 'Save.'

Effectively, this can be used to create all weaning cages a little faster.

**How to create cards that DO NOT debit the animal use protocol (Deduct animals from the total allotment).** \*This is for every non-weaning scenario like setting up a breeding cage or separating existing animals into new cages.

1. Splitting batches can be used when you want to create a cage but **not** debit the AUP. (i.e. breeding cages, separation of animals). To split a cage, (you must be in the **'Animals tab'** of experimental stock) first find the cage of the animal you want to split. Once found, right-click on the cage and select **'Split.'**

The screenshot shows the 'EXPERIMENTAL STOCK' interface. At the top, there are buttons for '+ Create new batch', 'Upload CV/History Data', and 'Export to Excel'. Below these is a table with columns: Batch, Study Number, Supplier, Delivery date, No. of Animals, Species, Strain, AUP, Room, and Cage-ID. A context menu is open over the first row, with 'Split' highlighted in red. The table contains the following data:

Batch	Study Number	Supplier	Delivery date	No. of Animals	Species	Strain	AUP	Room	Cage-ID
I-05499				5	Mice	C57BL/6	MCGL-7956	Goodman Cancer Centr...	11358 1
I-05492				5	Mice	Fmr1	MCGL-5205	Goodman Cancer Centr...	11355 6
I-05480				3	Mice	FVB	OLD MCGL-5518	Goodman Cancer Centr...	11355 2
I-05479				5	Mice	FVB	OLD MCGL-5518	Goodman Cancer Centr...	11355 1

2. Once inside the popup box, make sure all the information is correct, (you can keep the number at 1 for now) and then click **'Save'**. You have now split 1 animal from the cage, and that new barcode can be used for your new cage.
3. Note, you do not need to split the other cage you are working with. You can just cross out the number on the cage card and correct the number manually. What is important is for the information at the cage level to be accurate to what is inside that cage. Whether it be handwritten or printed.



## DEACTIVATING/RETIRING

\*Note that the deactivation service remains in place. You will now have the option to retire your own experimental stock cages but can continue to deposit the cards in in the 'deactivate' bins for facility staff to process as usual.

### Retiring per cage:

1. Make sure you're in the '**Cages**' tab of Experimental Stock and scroll down to the cage you want to retire. Once there, right click on that batch and select '**Details.**'

Animals **Cages**

No. of entries: 61

<< < 1 2 > >>

Cage-ID	Name	External-ID	Room	Cage Type	Created by	Created at	Last modified by	Last Modification	Project Code	
002116			G-123	Rat	PI-	29-Apr-2022	Douglas, PI-20	29-Apr-2022	2020	
002117			G-123	at room - Ventilated Large	20	PI-	29-Apr-2022	Douglas, PI-20	29-Apr-2022	2020

2. Once the pop-up window opens, you are now in the cage management, from here, you can terminate the cage by selecting the drop down '**Save and Change Status**' and then selecting '**Retired**'.

**Cage: 002116**

General Add. Husbandry Cond. Assignments History

Save Reset Save & change status Print cage card

GENERAL

Retired

Auto-ID: 002116

3. Once the cage is retired, you can close the window with the red "**X - Close Window**" button on the top right. (**DO NOT JUST CLOSE THE BOX LIKE NORMAL, IT WILL NOT SAVE YOUR CHANGES**).

**Cage: 002116**

General Add. Husbandry Cond. Assignments History

Close window X