ANIMAL PROCUREMENT AND INVOICING

eSirius 3G Training Materials
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LOGGING IN TO eSIRIUS

1. Go to esirius.uwo.ca
2. Input your Western One Id and Password.
   a. If you don’t have a Western One ID and Password, contact esirius3g@uwo.ca
3. Click ‘Login’, or press enter.

HOMESCREEN

There are two main components of the homescreen:

1. The Mailbox
2. The Alert Tables

THE MAILBOX

The mailbox does the following:

1. Highlights the module under which you are working
2. Allows you to open the fly-out menu
3. Shows you how many documents are sitting with you
4. Allows you to open the Alert Tabs
The Fly Out Menu allows to:

1. Run high-level summary reports on previous orders and received animals
2. Search your previous orders in detail

The Alerts Tabs
The Alerts Tabs are where you’ll find the various actions and their processes associated with Animal Procurement through ACVS-Managed Facilities. The various tabs are as follows:

<table>
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<th>Tab</th>
<th>Description</th>
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<tr>
<td>Order Animals</td>
<td>This is your main actions tab. This tab will house all your currently approved AUPs and their animal balances, as well as the buttons to start commercial and non-commercial (import) orders, standing orders, and view your register.</td>
</tr>
<tr>
<td>Draft Orders</td>
<td>Unfinished commercial orders are found under this tab</td>
</tr>
<tr>
<td>Draft Imports</td>
<td>Unfinished non-commercial orders are found here</td>
</tr>
<tr>
<td>Draft Standing Orders</td>
<td>Unfinished Standing Orders found here</td>
</tr>
<tr>
<td>New Orders</td>
<td>Unconfirmed but submitted Commercial Orders</td>
</tr>
<tr>
<td>New Imports</td>
<td>Unconfirmed but submitted Non-Commercial Orders</td>
</tr>
<tr>
<td>New Standing Orders</td>
<td>Unconfirmed but submitted Standing Orders</td>
</tr>
<tr>
<td>Confirmed Orders</td>
<td>Confirmed Commercial and Non-Commercial Orders</td>
</tr>
<tr>
<td>Confirmed Standing Orders</td>
<td>Confirmed Standing Orders</td>
</tr>
<tr>
<td>Wait Listed</td>
<td>Orders that have been waitlisted by the vendor</td>
</tr>
<tr>
<td>Standing Shipments</td>
<td>Ongoing standing orders</td>
</tr>
<tr>
<td>Received (in the last 7 days)</td>
<td>Receipts for Orders whose dates have passed in the last 7 days</td>
</tr>
</tbody>
</table>

To start a new action on most tabs—but primarily the Order Animals Tab—first select the AUP in question, and click the corresponding button above:

![Image of the Order Animals tab interface](image-url)
To continue an action or begin a review on the other tabs, simply click the underlined order line item:

![Image of order line item](image)

**Completing Orders**

1. All the high-level, AUP-related information, as well as the Order Number, are held at the top of the page. Before creating the order, be sure to confirm this order is for the right AUP.

2. For the vendor information, please choose your Vendor and include any notes you wish for the vendor to see concerning your order.

3. The line item information table requires a different step than what you’d expect for the first line item. You must select the 1st line item and click ‘Edit’, instead of ‘Add’. All Subsequent line items will be added through the ‘Add’ function.

4. When you have completed you order, ‘Save’ the order. Once you’ve done so, the ‘Save’ button will disappear and a ‘Submit’ button will appear in its place. Click ‘Submit’ to submit the order to the Animal Procurement Administrator.
1. The date will only allow for the days that vendor delivers.
2. The strains must be on your AUP for you to choose them in this line item.
3. Don’t worry if you are unsure of the room in which the animals will be placed. ACVS will inform you in a follow-up communication of any changes made.
4. Be sure you have access to the Account Number.
5. These remarks will appear on every cage card associated with this order.
Once you’ve saved the usual order information on a Standing Order, you’ll have the opportunity to click a new button, called ‘Recurrence’. This will open a pop-up screen:

This box will give you the option to repeat orders on a weekly or monthly basis, ending either:

1. On the date you choose
2. After X many occurrences

Click Ok and submit as usual.
CHANGE REQUESTS

If you require to change information on an order after it has been submitted to the Animal Procurement Administrator, highlight the order under ‘New’ or ‘Confirmed’ Orders Tabs and click the ‘Change Request’ button.

Fill out the one required field on the screen and click ‘Submit Change Request’. This will notify the Animal Procurement Administrator of your intent to change the order. Change Requests will not be accepted less than 7 days before delivery. If the Change Request is approved by the facility and the vendor, you will receive email notification and the line item to be changed will appear as changed in the New or Confirmed Order Tabs.

WAITLISTED ITEMS

If an item has been waitlisted by the vendor, you will receive email notification and it will move to the Waitlisted Tab, with a new delivery date of when the vendor expects to delivery it.
REGISTERS

Selecting your AUP on the homescreen and clicking the ‘Register’ button will allow you to see the summary of the animal usage for that AUP.

Clicking the AUP number will allow you to see the register detail of the AUP.
INVOICING

To view your monthly invoices, click the ‘Financials’ Tab in the Mailbox.

The first Alert Tab is the ‘Trial Invoices’ Tab. This tab will allow you to see a Trial Invoice for the current period, when ACVS runs Trial Period Closes. We are expecting to run Trial Closes on a weekly basis.

INVOICE DETAIL

To view your invoice, click on the Speed Code link.

The top of the invoice gives you the overhead detail for that invoice.

There are 4 tables in the invoice detail:

1. Animal Purchases
2. Animal Care Days, including cage-level detail for all rooms housing your animals
3. Services rendered
4. A Summary of Census Activities

You can export the invoice to a .csv file or preview the invoice as a separate page you can print from with the buttons at the bottom of the page.