



Dynasys[®] RFID Animal Care Warehouse Management System

Animal Ordering

Investigators/Labs

- Animal orders are placed online by each of the labs.
- Animal ordering form can be configured to require that investigator account payment information is in the system before allowing orders to be submitted.
- Vendor selections specify which days each vendor delivers on.
- Form can record the location the animals are desired to be located in.
- Lab can copy an existing order to generate a new order if the order is nearly the same, which will save time by pre-filling all the fields.
- Order form can be configured specifically for the institutions needs, meaning only ask questions that the institution wants the answers too.

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Dynasys® RFID Animal Care Warehouse Management System



Animal Ordering **(features continued from page 1)**

Animal Care Staff

- After the lab submits the animal order, it will go through an approval process designed by the institution.
- A sample approval process
 - Order comes to administrative office. They approve it or reject it.
 - If approved, then the order is sent to husbandry to ensure there is room for these animals on the specified arrival date. They approve or reject it.
 - If approved, then the order is sent back to the administrative office where the orders are placed with the vendor.
 - Once the order is placed with the vendor, then the order goes to a page that lists all orders awaiting delivery.
 - When animals arrive, the orders are all checked off on the page above, and emails are automatically generated and sent out to the labs.
- During the entire approval process, the lab can log on and check the status of the order.
- A vendor waitlist function is available if a vendor waitlists an order.
- Ordering errors can be tracked, such as wrong number of animals received, etc.
- Reports are available on all animal orders, such as filtering by orders waiting to arrive, and can be filtered based on species, location, vendor and many more.
- Animal orders that need to be billed back to the investigators need to have the appropriate information generated. The orders are selected to be billed, and each order can have additional charges added on, such as crates, a surcharge, etc.

Administrative Functions

- Add/Modify vendors/delivery days
- Add/Modify locations (locations are the same as in the census module)

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