



Drexel
University
DragonSPOT
Animal Cage
Card Requests
User Guide

Office of Research and Innovation
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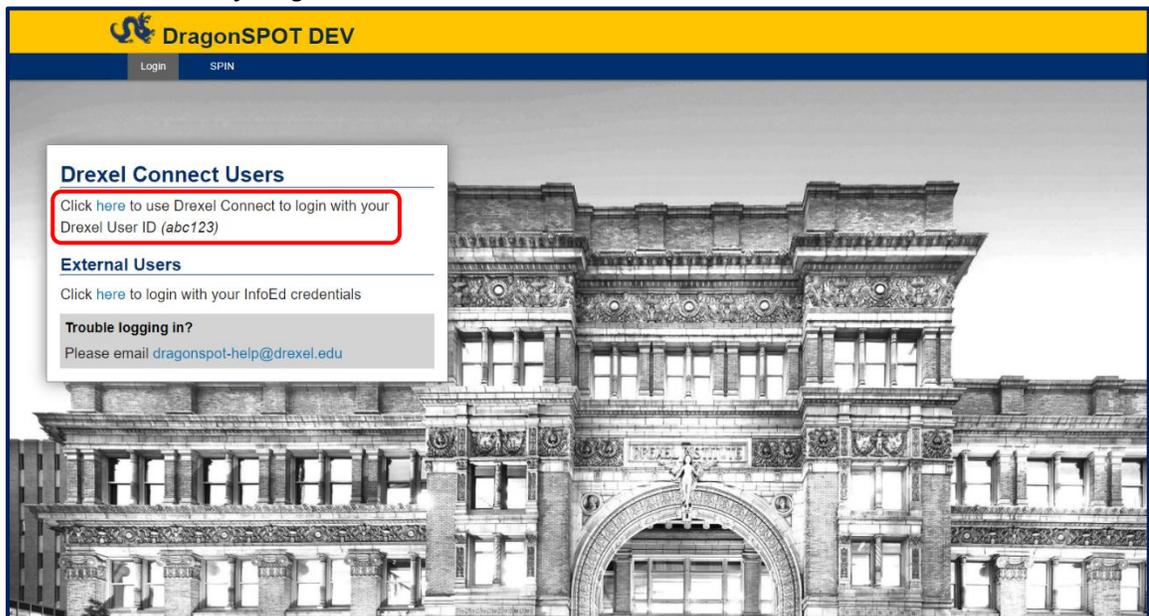
Introduction

The DragonSPOT Animal Facilities module is a streamlined way to order, organize, and monitor lab animals connected to IACUC protocols. Once a protocol has been approved by the IACUC team in DragonSPOT, investigators can access the Animal Facilities module to order their species, monitor requests, and view inventory and charges. This module is also where animal procurements and card requests occur. The ULAR team will be able to review and process orders, as well as handle billing within the system.

If any ULAR-specific questions arise throughout your protocol submission process, please reach out to ular@drexel.edu. For technical questions, please contact DragonSPOT-help@drexel.edu.

Accessing Drexel's DragonSPOT portal

- Log into Drexel's DragonSPOT at <https://dragonspot.drexel.edu/>. Click the link under **Drexel Connect Users**: "Click here to use Drexel Connect to login with your Drexel User ID (abc123)."
 - ✓ Note: You can access DragonSPOT on any of these browsers – Safari, Firefox, Chrome, or Microsoft Edge.

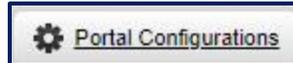


- You will then be taken to the Drexel Connect page where you can log in with your Drexel user ID (abc123) and password.

A screenshot of the Drexel Connect login page. The page has a blue header with the text "DREXEL CONNECT". Below the header, there is a form with the following fields: "Enter your user ID and password.", "USER ID (WITHOUT @DREXEL.EDU)", "PASSWORD", and a yellow "CONNECT" button. To the right of the form, there is a text box that says "Drexel Connect allows you to access many Drexel services without needing your password again." At the bottom left, there is a link for "HELP & SETTINGS".

Navigating the DragonSPOT Homepage

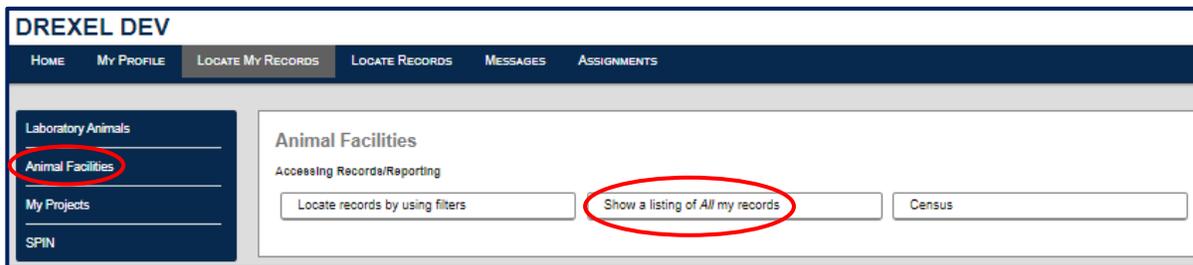
- Once you are logged in, you will see your personalized DragonSPOT homepage.
 - ✓ *Note: Your homepage is customizable and you can add widgets that are most helpful to you. To configure your homepage, press the **Portal Configurations** button in the top right corner.*



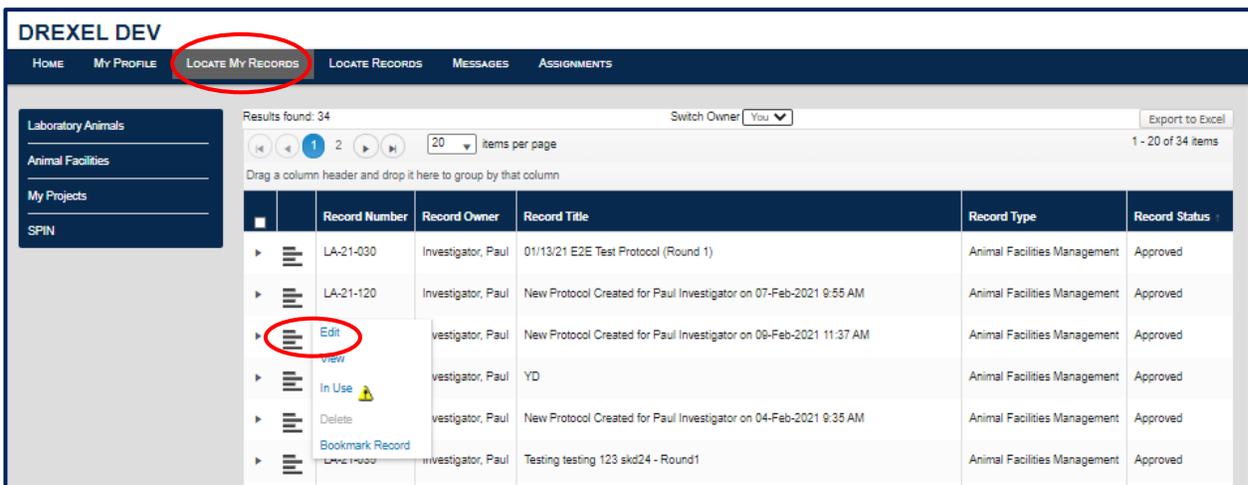
Once you configure your homepage your settings will be saved for the future. Please see the [Portal Configuration Quick Guide](#) for more information on portal features and navigating the homepage.

Accessing Your Record

- Log into DragonSPOT as described above. Locate the protocol for which you would like to order animals.
 - You can do this by clicking on the **Animal Facilities** module on the DragonSPOT homepage and then click on **Show a listing of All my records**.



- Click the bars to the left of the record number and then click **Edit** in the options that appear.



Card Requests

Important: Card requests are only required if you need more cards in addition to the cards already on the cage.

When you submit a new animal order, the ULAR team will automatically create cage cards for incoming cages by default. The ULAR team is currently providing extra cards for each room. In each room, there will be a box with the protocol numbers on it where you can find these cards.

The below instructions for Card Requests should only be submitted for any circumstance when you need to use a new card, for example: weaning, separating animals, or surgery.

- Once you open your record following the instructions in the [Accessing Your Record](#) section above, a new window will appear. Click in the **Requests** button in left hand menu. Then click the **Create Request** button in the top right corner.

New Protocol Created for Paul Investigator on 07-Feb-2021 9:55 AM
Investigator, Paul (N/A)

Animal Facilities Management
LA-21-120
View Only Mode - Protocol Linked

Requests

Request Number	Status	Request Type	Species	Qty Requested	Qty Checked In	Del...
Req-21-000036	New Request	Animal Request	Rabbit	0	0	
Req-21-000032	ULAR Approval	Animal Request	Mouse (Mus musculus)	2	2	
Req-21-000029	ULAR Approval	Animal Request	Rabbit	2	2	

- A new window will open. Be sure to select **Card Request** from the dropdown in the top right corner of the pop-up window, as it defaults on **Animal Request**.
- Choose which species you want if there are more than one listed.
- Lastly, under the **Animal Source** at the bottom of the window, select **Vendor**. You will not need to use the other options at this time.
- Press the **Create** button in the top right corner. This will create the card request for the ULAR team and they'll print it out for you.

Create New Request

Request #: Req-21-000037
PI: Investigator, Paul

Animal Request | Create | Close

Select	Species	Approved	On Order	On Hand	Used	Available	Percent Used
<input checked="" type="radio"/>	Species > Rabbit	10	0	2	2	8	20%
<input type="radio"/>	Species > Mouse (Mus musculus)	100	0	49	54	46	54%
<input type="radio"/>	Species > Rat (Rattus rattus)	50	0	0	0	50	0%

Animal Source

Vendor Transfer Import

- Once you have created your card request, you will automatically be returned to the **Requests** page, where you can see your new request was created. It will be listed at the top of your requests. Click on the card request number to open your request and edits the details.
 - ✓ *Note: The status will say New Request until you submit it.*

Request Number	Status	Request Type	Species	Qty Requested	Qty Checked In	Delete
Req-21-000039	New Request	Card Request	Rabbit	0	0	
Req-21-000038	New Request	Card Request	Rabbit	0	0	
Req-21-000037	New Request	Card Request	Rabbit	0	0	

- A new window will appear and you can enter your housing location, housing type, number of cards, enclosure card style, and date cards are needed. Please enter any other relevant information in the comment box. When you are finished, press the **Submit Request** button in the top right corner.
- At this point the request will be submitted to the ULAR team. Please expect a minimum of two days to process your card request. The cards will be placed in your room when they are ready.

Edit Mode
Submit Request

Protocol						
Number LA-21-120	Requested By Set Investigator, Paul					
Title New Protocol Created for Paul Investigator on 07-Feb-2021 9:55 AM						
Approved From 09-Feb-2021	Approved To 08-Feb-2024					
Principal Investigator Investigator, Paul	Department DU & ANS					
Phone 555-555-5555	Fax 555-555-5555					
Email chr43@drexel.edu						
Animal Details						
Species	Approved	On Order	On Hand	Used	Available	Percent Used
Species > Rabbit	10	0	2	2	8	20%
Card Request						
Species: Rabbit	Group: Purchased					
Housing Location: Set Drexel University	Housing Type: * ▼					
Number of Cards: * 2	Enclosure Card Style: Breeding Card					
Cards Needed By Date: * 4/21/2021						
Additional Card Information: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>						

Card Deactivation

When the cage is removed for good, please leave your cards in the basket in the room for deactivation. Do not discard cards or place them on other new cages. Be sure to write the date on the card when you remove it from the cage to be deactivated. This is important because if you do not put your card in the basket, you will continue to be charged census.