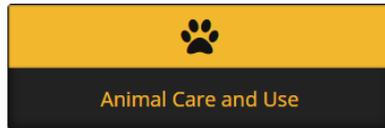


Ordering Animals in eCompliance

1. Log onto eCompliance with your credentials
 - a. <https://ecompliance.missouri.edu/login>

2. Click on the Animal Care and Use block



3. Click "View my approved protocols"
4. Click view on the protocol you want to order animals from
5. Click "Animal orders"
6. Click "Create an animal order"
7. Choose the type of request
 - a. Most will fall under "Animal Order"
8. Choose the contact and authorized signer
 - a. Start by typing the last name and choose the desired person
9. Choose the vendor from the drop down menu
 - a. If your vendor is not listed, enter the vendor in the text box
10. Select the desired animal species
11. Select a delivery date on the calendar
12. Enter in the number of males and females desired
 - a. Use the arrows next to the box, or type in the number
13. Select a housing location
 - a. Clicking the location box will open a pop-up
 - b. Type the name of the facility you wish to house your animals in
 - c. Click search to view all the animal housing rooms in that facility
 - d. Click "select" next to the area where you'd like your animals housed
 - i. This is where your animals will be delivered
14. Select the desired cage type
 - a. Click the drop-down menu to select the cage type
 - b. Alternatively, click the textbox and press backspace to erase the text
 - i. Begin typing the desired cage type
15. Enter in any special instructions

16. Choose the MO code you'd like to use for animal ordering and per diem billing
 - a. The MO codes associated with the PI on the protocol will appear in the drop-down menu
 - i. If a MO code is missing, please contact:
 1. Christy McDow (mcdowc@missouri.edu)
 - ii. Jeff Henegar (henegarj@missouri.edu)
17. Enter any additional comments
18. Click "+ Add delivery to order" when finished
19. Ensure the information is correct
 - a. Information can be changed by clicking the "edit" button next to the order
20. Once complete, click submit