Procedure To Cancel an Animal Order:

ORDERS MUST BE CANCELED PRIOR TO THE ORDERING

DEADLINE. All orders not canceled will be the investigator's responsibility.

After logging in click "Order Entry" from the lower menu bar as illustrated in Figure 1.

File Edit View Favorites Tools Help			1		
🔆 Back 🔹 💮 🖌 📓 🐔 🔎 Search 🤺 Favorites 🧭 - 🌽 🖬 🔹 🗾 [· 🕉	Figure	1.		
Address 🗃 https://vprgsecure.web.virginia.edu/ccm/ccmframes.cfm			💌 🛃 Go Links		
Center For Comparative Medicine	19:10:39 P.M. Date 1/	5/2006			
U.U. Manager	Select Module	•			
nello margaret					
Margaret 's Inbox					
Welcome to the Center For Compa Online Business Syst	arative Medicine rem				
Please note the species' quantities Your order will not be allowed to exce	s remaining. eed this amount.				
Species Allowed Used Remaining					
Project: 2838 Rodent Embryo Cryopreservation (Core and Rederivation La				
Mice 876 56 820					
Project: 3452 Transgenic Mouse Core Facility					
Mice 10990 0 10990					
Project: 3520 Production and Preservation of Ge	netically Engineered M				
Mice 2240 337 1903					
Place Regular Order Nov Place Standing Order Nov	v Place Egg Order Now				
To start canceling p	rocess				
To start calcoling process,					
Click "Order Entry					
i l			1		
Breeding & Transfers Fiscal Tech Order Entry L	.ogoff Update Profile				
			internet		

Click "Open Orders"

🚈 CCM Online System - Microsoft Internet Explorer			_ 8 ×
File Edit View Favorites Tools Help		Figure 1A	1
Ġ Back 🔹 🕤 - 🖹 😫 🏠 🔎 Search 👷 Favorites 🚱 🍰 🥥 📼 🚽 📑 🕻	1 🗭 🍪	8	
Address 😹 https://vprgsecure.web.virginia.edu/ccm/ccmframes.cfm		💌 🛃 Go	Links »
Center For Comparative Medicine	20:50:01 P.M. Date 1/6/2006		
Hello Margaret	Select Module		
Order Entry			
main vendor deadlines new reg. order new Standing order egg order protocol qty			
Main Page Search for Your Orders DI/04/2006: XU, WENHAO GO Open Orders Completed Orders Cancelled Orders All Orders Create an Order New Regular Order New Standing Order	rders		
Breeding & Transfers Fiscal Tech Order Entry Logoff	Update Profile		test
https://vprgsecure.web.virginia.edu/ccm/Cart/cart_main.cfm?sectionid=1		📄 🔒 💕 Internet	

The next screen will list all open orders.

	Choose Figure 2	cancel on the open orde 2: there is only one orde	er you want to cancel. In r available to cancel.			
Center For Comparative Medicine			19:12:49 P.M. Date 1/5/2006 Select Module			
order E	ntry					
ain vend	or deadlines nev	w reg. order new Standing or	der			
8	Open Or	ders				
	Order Date	PI	Account	Status	Total	
	02/20/2001	Pearson-White, Sonia	1007501011 00000010115	Open	15.60	view
	04/30/2001	Pearson-White, Sonia		Open	41.60	view
	01/22/2002	PEARSON-WHITE, SONIA	·····	Open	.00	view
	04/07/2003	PEARSON-WHITE, SONIA		Open	492.00	view
	12/06/2005	XU, WENHAO		Open	.00	view
	12/06/2005	XU, WENHAO		Open	0.00	view
	12/21/2005	XU, WENHAO		Open	.00	view
	01/04/2006	XU, WENHAO		Open	.00	view cancel
			Back	Click the "ca	ncel" op	ption

The next screen will list the order.

🚰 CCM Online System - Microsoft Internet Explorer				X
File Edit View Favorites Tools Help			Figure 3:	
🔾 Back 🔹 🐑 - 💌 😰 🏠 🔎 Search 🕚	📩 Favorites 🥝 🍰 🎍	🖻 • 🔜 💽 🦓		
Address 🚳 https://vprgsecure.web.virginia.edu/ccm/ccmfr	ames.cfm			💌 🛃 Go 🛛 Links »
Center For Comparative M	edicine	19:12:02 P.M. Da	te 1/5/2006	
Hello Margaret		Select Module	X	
Order Entry				<u> </u>
main vendor deadlines new reg. order n	ew Standing order			
1 .	Cancel Ord	er Number 24346	Review o	order to
Or Projec Acco C Desi D Filled D House Sta Orde Rece Remain	tin State St	Item on this Order Species Mice Strain C57BL/6 Sex F Pregnant No Weight or 3 weeks Age 3 weeks Age 3 weeks Age Contract Stability of the second stabil	Click the button to order.	"Cancel" delete the
Ordered Ordered	By I At 01/04/06 9:40 AM	Handling Total Cancel Root h Order Entry Logoff Update Profile	\$0.00	v Test

NOTE: Once you cancel, there is no "Undo" button. If you decide later you needed this animal order you will have place the order again.

Please note there are other methods of finding your order to cancel, but this is provided as the simplest. Also listed on the Main Page of the ordering screen will be a link to review any canceled orders that you have made.