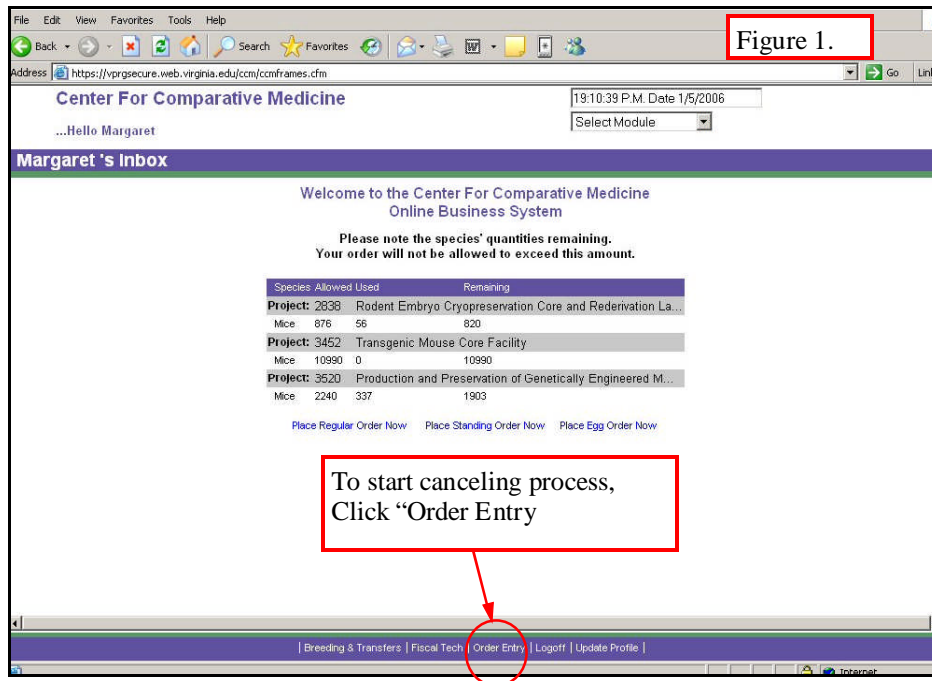


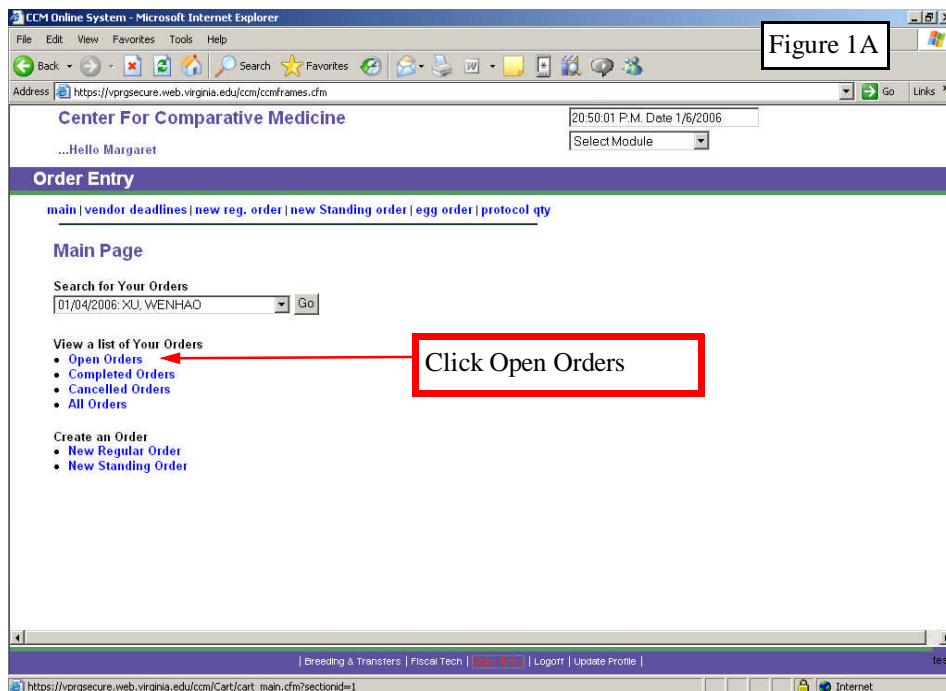
Procedure To Cancel an Animal Order:

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.



Click "Open Orders"



The next screen will list all open orders.

Choose cancel on the open order you want to cancel. In Figure 2: there is only one order available to cancel.

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...Hello Margaret Select Module

Figure 2:

Order Entry
main | vendor deadlines | new reg. order | new Standing order

Open Orders

Order Date	PI	Account	Status	Total	
02/20/2001	Pearson-White, Sonia	[REDACTED]	Open	15.60	view
04/30/2001	Pearson-White, Sonia	[REDACTED]	Open	41.60	view
01/22/2002	PEARSON-WHITE, SONIA	[REDACTED]	Open	.00	view
04/07/2003	PEARSON-WHITE, SONIA	[REDACTED]	Open	492.00	view
12/06/2005	XU, WENHAO	[REDACTED]	Open	.00	view
12/06/2005	XU, WENHAO	[REDACTED]	Open	.00	view
12/21/2005	XU, WENHAO	[REDACTED]	Open	.00	view
01/04/2006	XU, WENHAO	[REDACTED]	Open	.00	view cancel

Back

Click the "cancel" option

The next screen will list the order.

CCM Online System - Microsoft Internet Explorer

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...Hello Margaret Select Module

Order Entry
main | vendor deadlines | new reg. order | new Standing order

Cancel Order Number 24346

Order Number 24346

Billed: No Bill Date: Species: Mice
Strain: C57BL/6
Sex: F
Pregnant: No
Weight or Age: 3 weeks
Vendor: Harlan

Project ID 3520
PI XU, WENHAO
Account Code [REDACTED]
Desired Date 01/16/2006
Filled Date
Housed At G338 MR5
Status Open
Ordered 16
Received 0
Remaining 16
Ordered By
Ordered At 01/04/06 9:40 AM

Item on this Order

Qty	Cost Ea.	Extended	Shipping	Handling	Total
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Comments: [REDACTED]

Cancel

Review order to cancel. Click the "Cancel" button to delete the order.

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.