

# Memo



**To:** All Investigators  
**From:** OLAC Management  
**Date:** August 5, 2020  
**Re:** Change in Software - PI Training

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## IMPORTANT

As of September 1, 2020, OLAC will be changing software from the old home grown OASIS to Cayuse. As with any change, there will be difficulties but we hope you will be helpful in making this transition. There will be new expectations on investigators, however, the changes will be positive and allow for greater transparency, timely billing, more accurate cage census and bar coding. Please note: If you are not on a protocol, you will not have access to the software.

Processes that will have a direct impact on investigators include:

1. Animal Ordering
2. Import/Export Forms
3. Animal Transfers
4. Cage Card Ordering
5. Health Case Reporting and Responding
6. Responding to a Health Case (currently no video training available - in progress)

You will find the training videos on the OLAC website: <https://www.olac.berkeley.edu> under "Memos" (home page, lower right quadrant), PI Resources (last selection titled Video Training for Cayuse), or Training (Video Training for Cayuse).

**Review and take notes on each of the processes that pertain to you.** These include:

1. General Application - Dashboard Training (for everyone)
2. Animal Inventory - Request Cage Cards (for everyone)
3. Animal Inventory - Transfer Requests (for everyone)
4. Animal Procurement - Animal Order and Change Request

5. Animal Procurement - Animal Import
6. Animal Procurement - Register, Reports and Searches
7. Animal Procurement - Standing Order
8. Business Office - Billing

Below is the link to the sandbox for both the computer and mobile devices. Processes for mobile devices are extremely limited..

**Staging site:** <https://cal.stg-esirius.cayuse.com>

**Mobile Site for:** <https://cal.stg-esirius.cayuse.com/esirius3g/esirius3gmobile.aspx>

On September 1, we will send everyone the link to the actual software. But for now, make all of your mistakes in the sandbox, learn how to navigate your areas.

If you have any questions, please contact Gbenga Adesida [gbengaadesida@berkeley.edu](mailto:gbengaadesida@berkeley.edu) or [olacit@berkeley.edu](mailto:olacit@berkeley.edu)

DrG