Creating an Animal Requisition in LARS

The URL for Colorado State University's eProtocol/LARS: [https://csu.keyusa.net/](https://csu.keyusa.net/)

**Figure 1**

Once at the homepage (Figure 1) enter your credentials, you will be taken to the eProtocol Investigator Home (Figure 2).
Here you can see your lists of protocols that are associated with your account.

Note: You will have access to both eProtocol and eAnimal Ordering, they are unique and separate units. If you cannot find a specific feature that you are looking for, please ensure that you are in the correct "area" (eAnimal Ordering or eProtocol).
From here we will mouse over the "eAnimal Ordering" banner at the top of the screen and then move the mouse down to "Investigator" where we will click to take us to the eAnimal Ordering portion of the site (Figure 3).
You will now be at the Investigator Homepage showing four different areas of interest. To create a requisition we will want to look at the "Available Protocols" and then click on the correct protocol that we want to order animals for. (Figure 4)

*Figure 4*

On this screen we can see the basic information about this specific protocol. We should chose the check box for the species of animal that we want. Once we have the correct boxed checked, then we will click the "Create Requisition" button. (Figure 5)

*Figure 5*
Here we can see the information for this specific requisition that we have created. We need to assign the person that will be responsible for the animals once they get to campus (this person must be on the protocol). We will next click on the species name and enter the order line particulars. (Figure 6)

Figure 6
There are eight fields that must be filled out, and any of the remaining are optional to ensure that any animal specifics are defined. (Figure 7)

**Figure 7**

![REQUISITION form](image)
Further down the form we need to select which fund/account (PTA) will be applied to the order ("Purchase PTA") and the per diem ("Perdiem PTA"). Here we will need to click on the first (Figure 8) next to "Purchase PTA" which will open a new window. (Figure 9) (Note: if the new window does not appear it might be hiding behind the requisition window.)

Figure 8
After the Purchase PTA window (Figure 9) pops up select the check box(s) for the account/fund that you wish to be charged for the purchase of the animals, and then the percentage you want each account charged. (Note: the system will not let you allocate more or less than 100%, do not worry about calculation errors here.) Now click save in the top right corner.

Click on the same symbol (_printer icon) for the "Perdiem PTA" and follow the same procedure as above. Select the check box(s) for the account/fund that you wish to be charged for the purchase of the animals, and then the percentage you want each account charged. Save the window and you will go back to the original window.

Figure 9
From here double check to ensure that all of the parameters for the animals, and that the funds for the animal purchase and the per diem are correct. Once everything is as required, click ok at the top of the page and you will be taken back to the requisition home page. (Figure 10)

Figure 10
There might be two options depending on your roll in the protocol within eProtocol. (Figure 11) You will have the option to save in order to allow changes to be made later.

Figure 11

If there is the option to "Submit to ARC", selecting that option will send this requisition to LAR and will be processed to be ordered. (Figure 12)

Figure 12
If the save option is selected then you will be taken back to the Investigator Homepage where this requisition has been added to the "Action Required". (Figure 13) As far as we are aware, the PI, Co-PI, Admin Contact, and Other Submitter are the only people that are allowed to "Submit to ARC".

Figure 13