# Procedure for Verifying and Checking Animal Census for Labs

Purpose: Provide a method to ensure accurate census within the eAnimal Ordering system for all animals under the care of CSU and ensure accurate per diem charges.

Go to csu.keyusa.net and Login with EID and password. On the top right use the menu option eAnimal Ordering-> Investigator -> Reports. Note: do not navigate through “eProtocol”. It is a separate module and will not provide any meaningful information for a labs census.

Click on the report “Cage Room Census”. For a full census encompassing all protocols click the “” next to the “From Date” and choose today’s date. The window will go away; click “OK”. A window will pop up with all of the current animals on census. Note, if any animals were removed from census on the on the same day as the report was run, the cage card number will appear on this report, however there will be a date in the “Check Out Date” field.