

# AIMS Administrator View when in settings

**AIMS**  
Standard 1.0

Home Inventory Strains & Species Search User Guide Settings Logout

Edit My Profile Change Password

**Add New User**

**View All Users**

**Housing Locations**

**Vendors**

**List View Options**

**Housing View Options**

**Mating View Options**

**Delivery View Options**

**Import Animals**

**Name:** System Administrator

**Email:** admin@aims.com

**User Type:** administrator

**Address 1:** Street 1

**Address 2:** Street 2

**City:** City

**State:** State

**Country:** Country

**Contact Number:** 1234567890

**Fax:**

**Mobile Number:** 987654321

**Status:**  Active  Inactive

# New User Setup screen

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## New User

Username:

Password:

4-10 characters: aA-zZ | 0-9 | @ | !

Name:

Email:

Address 1:

Address 2:

City:

State:

Country:

Phone:

Fax:

Mobile Number:

User Type:  ▼

Status:  ▼

# Buildings & Rooms Setup









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## Buildings and Locations

Add new Building

Building	Location	No of Room	Actions
Wilberson Bldg	4100 Linthicum Pkwy	3	   
Smithson Building	23 Tuscany Drive	2	   
Willis Building	122 Charles Street	1	   
Roland Building	344 Charles Street	4	   

**BUILDING: Wilberson Bldg**  
**LOCATION: 4100 Linthicum Pkwy**

Add Room to This Building

Room #	Room Description
23	Surgery
45	Isolation room
67	Experiments

**Add Room to Building:**  
**Wilberson Bldg , 4100 Linthicum Pkwy**

Room#:

Room Description:

Add

# Vendor Setup



Home



Inventory



Strains & Species



Search



User Guide



Settings



Logout



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Add new Vendors

## View Existing Vendors

Name	Contact Person	Address	City	State	Zip	Country	Phone	Fax	Email	Webpage	Actions
Taconic Labs	Jane Doe	1212 Charles Street	Baltimore	Maryland	21222	USA	555	800-555-5555	jdoe@example.co		
Charles River Labs	Bob Smith	5th Avenew	Los Angeles	California	33383	USA	2147483647	800-000-0000	bsmith@someite		

## Add New Vendor

Vendor Name:

Contact Person:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

Email:

Webpage:

www.rayy.com

rayymedia  
web technologies



### Manage Fields To Be Displayed in List View

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Field	Display
Flag	<input checked="" type="checkbox"/>
Reminder	<input checked="" type="checkbox"/>
Alt-ID	<input checked="" type="checkbox"/>
Sex	<input checked="" type="checkbox"/>
DOB	<input type="checkbox"/>
Age	<input checked="" type="checkbox"/>
Wt	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Housing	<input checked="" type="checkbox"/>
Otherloc	<input checked="" type="checkbox"/>
Building	<input checked="" type="checkbox"/>
Room	<input checked="" type="checkbox"/>
Strain	<input checked="" type="checkbox"/>
Species	<input checked="" type="checkbox"/>
Allele	<input checked="" type="checkbox"/>
Genotype	<input checked="" type="checkbox"/>
GeneSymbol	<input type="checkbox"/>
Chromosome	<input checked="" type="checkbox"/>
StrainField1	<input type="checkbox"/>
StrainField2	<input type="checkbox"/>
StrainField3	<input type="checkbox"/>

Save

Controls  
columns that are  
visible to users  
in List, group,  
mating and  
delivery views