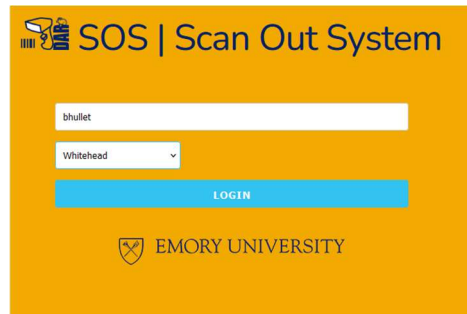


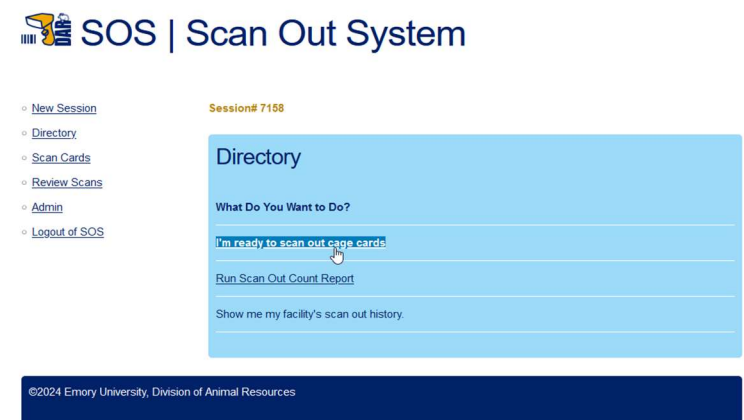
Scan Out System v2.0

The look of this application has changed but the functionality has not. **It still works in the same way.** Instructions below.

1. [Login to SOS](#) with your EmoryID and choose the facility where you are scanning cage cards out. Click the **Login** button.



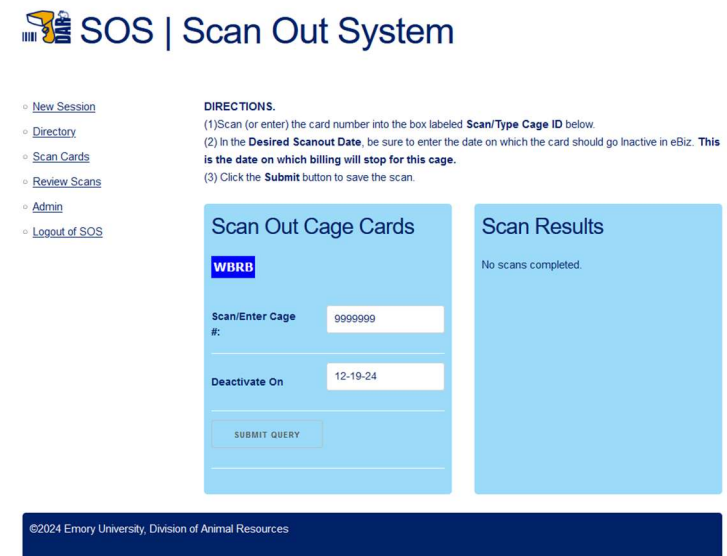
2. On the **Directory** screen, click on “I’m ready to scan out cage cards” to begin scanning.



3. Begin scanning the cage cards.

Be sure to enter/select the date on which the cards should be scanned out/deactivated in eBiz.

NOTE: As you scan a card, the cage card number should automatically save, and you should be able to scan the next card without hitting enter. If it does not, click the Enter button to advance and let DAR IT know that your scanner needs to be adjusted.



4. The list of cages to be scanned out will build on screen under **Scan Results**.



The screenshot shows a light blue interface with the title 'Results' at the top. Below the title, it says 'Scans completed so far...'. There is a table with three columns: 'Cage #', 'Scan Count', and 'Success?'. The table contains two rows of data, both showing a scan count of 1 and a success status of 'Y'.

Cage #	Scan Count	Success?
9999990	1	Y
9999999	1	Y

5. When you have scanned all the cards that need to be scanned out, click the [Review Scans](#) link on the menu to the left.



- [New Session](#)
- [Directory](#)
- [Scan Cards](#)
- [Review Scans](#)
- [Admin](#)
- [Logout of SOS](#)

6. On the Review screen, the cards you scanned will be listed along with the date(s) they will be deactivated in eBiz along with some other details. If you had any duplicated scans, they will be listed as well, and SOS will resolve them upon Validation. Click the **Validate** button to continue.

- [New Session](#)
- [Directory](#)
- [Scan Cards](#)
- [Review Scans](#)
- [Admin](#)
- [Logout of SOS](#)

2 Cards scanned out this session:

CC#	Deactivate On	Scan By	Facility	Load DTS	Status
9999999	12/19/2024	bhullet	WBRB		Uploaded
9999990	12/19/2024	bhullet	WBRB		Uploaded

0 Duplicate scans

CCID	Times Scanned
------	---------------

0 Duplicate scans listed to be deleted on Validate:

CCID

IMPORTANT!
Did you enter the wrong Deactivation/Scan Out Date for these cards?
If so, [click here to Update ScanOut Date for All Cards above.](#)



7. On the next screen, under Validated Scans, you will see a list of the cards that will be uploaded for scanning out.

Click the **Upload** button to submit them to Customer Service to be processed.

- [New Session](#)
- [Directory](#)
- [Scan Cards](#)
- [Review Scans](#)
- [Admin](#)
- [Logout of SOS](#)

Validated Scans

Duplicate scans deleted.

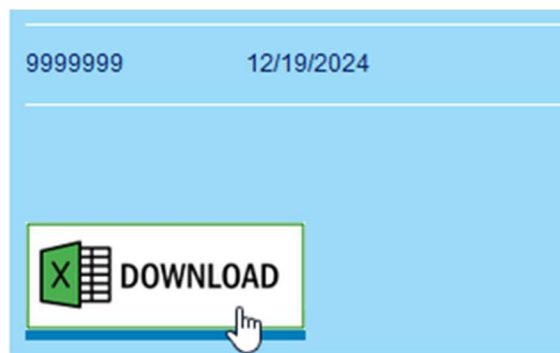
The following validated scans are ready to be uploaded for processing by Census Admin. To upload your validated scans, click the **UPLOAD** button below the list.

CC#	Deactivate On	Scan By	Facility	Status
9999990	12/19/2024	bhullet	WBRB	Valid
9999999	12/19/2024	bhullet	WBRB	Valid



8. Finally, on the last screen, your scans will be confirmed, and you will see a list of the cards that were uploaded. If you would like a record of your submission, you can click the **Download** button to download an Excel spreadsheet containing a list of the cages you scanned.

You are done! Click the [Logout of SOS](#) link on the menu and close the browser.



sion of Animal Resources