



# Tutorial for AniMatch-Administrators

## Important steps to setup an organisation

### Introduction

This tutorial will support you to setup an organisation within the AniMatch-System. In addition, we will explain why some steps are mandatory. AniMatch offers an updated hygiene management system that allows to increase the safety level in terms of hygiene as well as the quality control of organs and tissues. This tool also allows you to get an overview on incoming and outgoing tissues and organs within your organisation.

The setup of an organisation will take some time while the subsequent maintenance is less time-consuming and works mainly automatically.

If you have any questions or suggestions, please do not hesitate to get in contact with us. We are happy to support you → [lang@animatch.eu](mailto:lang@animatch.eu)

### Administrator's Overview

The screenshot shows the AniMatch administrator setup page. The interface includes a navigation menu at the top with options like 'Startseite', 'About AniMatch', 'Our Solutions', 'Join In', 'ReThink Jr', and 'The Team'. The main content area is titled 'Welcome to AniMatch! Setup your Organisation - Create Animal Facilities and Laboratories'. It contains several sections: 'Organisation Information', 'Email Domains', 'Addresses', and 'Latest Signups'. Callout boxes provide the following information:

- Upload-Area for hygiene certificates that are needed for the hygiene management matching.** (Points to the 'Certificates' tab in the navigation menu)
- Change to the platform - Here you can search or offer tissues and organs.** (Points to the 'Find organs' and 'Offer animals' tabs)
- Login data - Under settings you can change your personal data or logout** (Points to the user profile icon 'info@animatch.eu')
- Name of your organisation including units and persons** (Points to the 'Organisation Information' section)
- List of e-mail domains of your organization - Just „Add“ more!** (Points to the 'Email Domains' section)
- Addresses of your organisation, animal facilities and laboratories - You can add further information and addresses** (Points to the 'Addresses' section)
- NEW! The Organisation-Assistent will support you in creating Animal Facilities and Laboratories** (Points to the 'Add Organisation Assistant' button)
- Here you can manage which researchers have access to the platform by activating and deactivating them** (Points to the 'Latest Signups' table)
- Switch language** (Points to the language selection dropdown)



## Step 1: Add addresses and e-mail domains to the organisation

The implementation of e-mail domains allows us to assign automatically researchers to your organisation. Since, we setup the basic settings for your organisation, your own e-mail domain is directly added. But you can add as many as you need.

In a next step, please add all addresses also for potential animal facilities (units) or laboratories. Without the addresses you are not able to add a units or laboratories.

Organization Information

Animatch

2 Units | 3 People

No email domains

**Add email domains**

**Add address**

Street: Friedrichstraße 100  
Postcode: 10117  
City: Berlin  
Country: DE

Street: Scheunestraße 1  
Postcode: 1112  
City: München  
Country: DE

**Add email domain**

Cancel **Update**

Label signs

Manage permission

Scientist Three (scientist3@animatch.eu) **Add**

Scientist Two (scientist2@animatch.eu) **Add**

Scientist One (scientist1@animatch.eu) **Add**

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General

Name: Animatch

Email domains

Label: animatch.eu

Add email domain

Cancel **Update**

Add address to organization Animatch

Street

Postcode

City

Country: Germany

Cancel **Add Address**

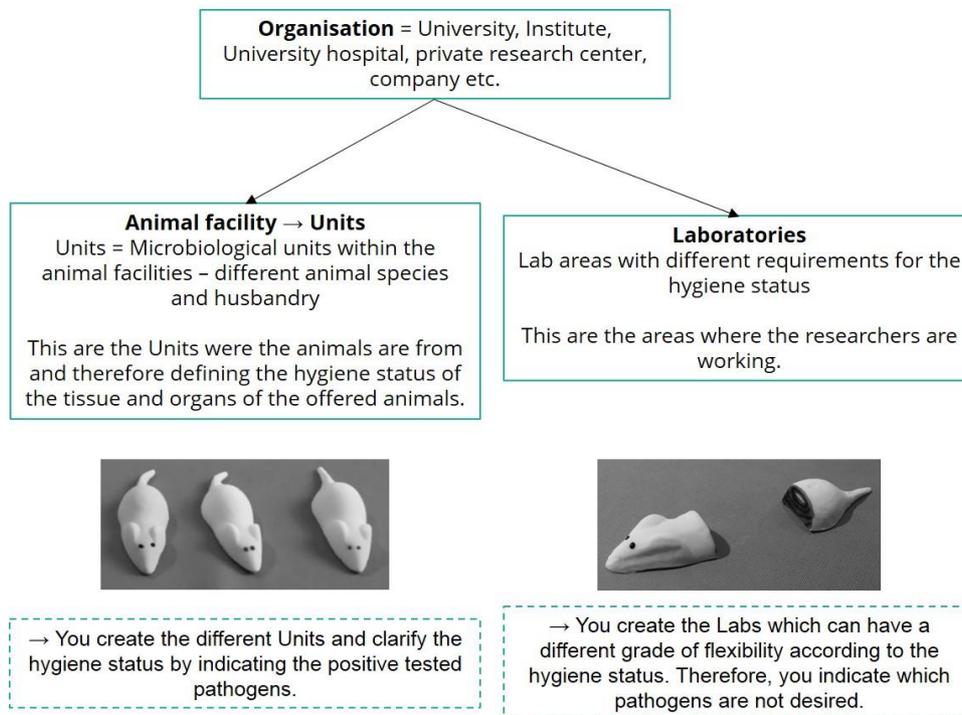
If you wish, you can add more domains that are assigned to your organization. Press „Update“. The domains allow us to automatically assigne new registered researchers to their organization.

Insert the main address of your organization. Via „Add“ you should also include the addresses of the units.



## Step 2: Setup animal facilities and laboratories

### Organisational Structure within the AniMatch-Hygiene-Management-System



An animal facility can include different units which are microbiological units defined by the FELASA involving one species and one husbandry system. This is the step where you need to specify the hygiene status according to the FELASA guidelines. If you are not following the FELASA guidelines, you can still participate.

In a first step give the unit an own name that can be identified by the researchers. By using commas you can specify the unit and also state the species within the name. If you have more than one animal facility, indicate the abbreviation of each animal facility in front of the units name. Subsequently, choose the species and the address for the unit. The indication of the addresses is important since the researchers choose from which unit the animals are coming and the addresses are exchanged between the researchers.

Afterwards the list of potential pathogens for the chosen species is shown. You have to indicate which pathogens are tested negative (turn the red cross into a blue checkmark). The red cross indicates that the pathogen was tested positive.



**Start the Assistant**

**Edit the address and settings of the unit**

**Delete the unit from your organisation**

**Add a animal facility = unit**

**Fill in the name of the unit**

**Choose the species in the unit. If you have more species please add an unit per species.**

**Choose the address of the unit from the list. The address should be added within your organization.**

**Please press „Add“**

**Chosen species**

**Hygiene status**

Please activate the pathogens that have been positive tested for this animal facility, (blue = negative; red = positive)

Mouse

Bacterium

| Tested negative                     | Pathogen name                         |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/>            | Cilia-associated respiratory bacillus |
| <input type="checkbox"/>            | Citrobacter rodentium                 |
| <input checked="" type="checkbox"/> | Clostridium piliforme                 |
| <input type="checkbox"/>            | Corynebacterium kutscheri             |
| <input type="checkbox"/>            | Helicobacter spp.                     |
| <input type="checkbox"/>            | Klebsiella oxytoca                    |
| <input checked="" type="checkbox"/> | Klebsiella pneumoniae                 |
| <input type="checkbox"/>            | Mycoplasma pulmonis                   |
| <input type="checkbox"/>            | Other Pasteurellaceae                 |
| <input checked="" type="checkbox"/> | Pasteurella pneumotropica             |
| <input type="checkbox"/>            | Pneumocystis murina                   |
| <input type="checkbox"/>            | Pseudomonas aeruginosa                |
| <input type="checkbox"/>            | Salmonella spp.                       |

**Red cross = tested positive**  
**Blue check mark = tested negative**  
 → change by clicking on the red cross

**Press „Done“ to save your inputs.**

**Done**

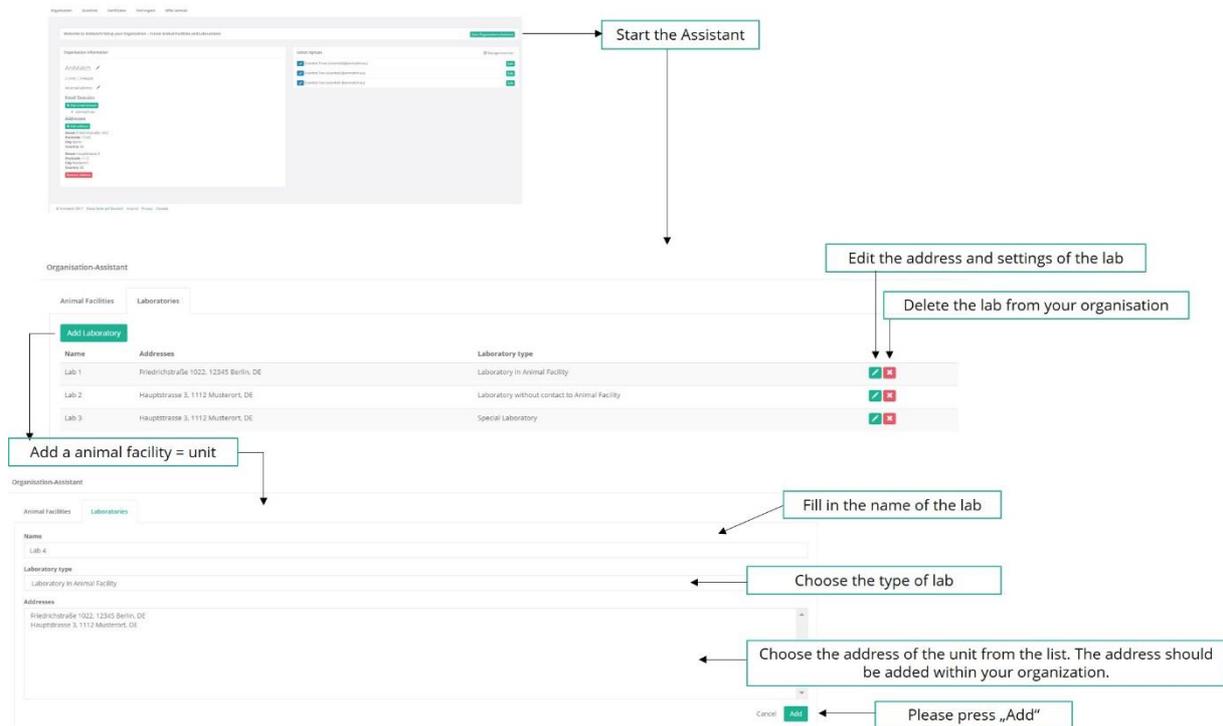
As most of the certificate are expired after 3 months, we will ask you on a regular base if something has changed according to the hygiene status. You can edit the settings at any time point.

Remarks to Large Animal Models (Goat, Sheep, Pig): There is no standardised hygiene status for large animal model available. Therefore, you only need to upload the actual hygiene certificate.



As researchers rather work in the labs with the tissues and organs than in the animal facility, we now included the setup of laboratories (lab areas). These lab areas can have different requirements according to pathogens.

In a first step give the laboratory an own name that can be identified by the researchers. The dropdown list provides you with 4 different categories to which the lab can be assigned. Indicate the address of the lab. Subsequently, the list including all potential pathogens independent of any species is shown. Turn the red cross into a blue checkmark, if the pathogen **must** be negative. The red cross indicates that the status is unimportant.



Animal Facilities
Laboratories

### Hygiene requirements

Please activate the pathogens that must not be in this laboratory. (blue = must be negative; red = Status unimportant)

**Bacterium**

| Should be negative | Pathogen name                         |
|--------------------|---------------------------------------|
| ✖                  | Bordetella bronchiseptica             |
| ✖                  | Chlamydomphila caviae                 |
| ✖                  | Cilia-associated respiratory bacillus |
| ✖                  | Citrobacter rodentium                 |
| ✖                  | Clostridium piliforme                 |
| ✖                  | Clostridium piliformes                |
| ✖                  | Clostridium piliformes                |
| ✔                  | Clostridium spp.                      |
| ✖                  | Clostridiumpiliformes                 |
| ✖                  | Corynebacterium kutscheri             |
| ✖                  | Corynebacteriumkutscheri              |
| ✖                  | Dermatophytes                         |
| ✖                  | Encephalitozoon cuniculi              |

Red cross = status unimportant  
 Blue check mark = must be negative  
 → change by clicking on the red cross

Press „Done“ to save your inputs.

Done



Based on the information you filled in, a “reverse matching” is made within our system. What does this mean?

1. You activate a researcher and assign her/him to the laboratory, she/he is commonly working in.
2. The activated researcher can publish an order, therefore she/he has to choose from the list of units (that you setup) where the animals come from.
3. Another researcher who is searching for organs and tissue will see in the list (“Find organs”) in the last column of every listed offer, if the hygiene status requirements matches

Scenario 1: She/he is assigned to a lab with no pathogen that must be negative, therefore the hygiene status is green.

Scenario 2: If a specific pathogen must be negative and it is positive in an offer, the status is red and therefore, the exchange is not allowed.

### Step 3: Activation of researchers

Within your Administrator’s overview you have the possibility to activate and deactivate researchers. In addition, you can assign the researcher to a laboratory.

The screenshot shows the 'Scientist Three' configuration page. The 'Laboratory' dropdown menu is open, showing 'Lab 1', 'Lab 2', and 'Lab 3'. The 'Active' checkbox is checked. The 'Update' button is highlighted. Annotations explain the actions: 'Assign the researcher to a lab.' points to the dropdown menu, 'Activate or deactivate the researcher' points to the 'Active' checkbox, and 'Press „Update“ to save your inputs.' points to the 'Update' button.



## Step 4: Take part!

Organisation Scientists Certificates Find organs Offer animals

Welcome to AniMatch! Setup your Organization - Create Animal Facilities and Laboratories [Start Organization Now!](#)

Organisation information

AniMatch ✓  
2 Units | 5 People  
No email address ✓

Email Domains  
[Add new domain](#)  
+ animatch.eu

Addresses  
[Add address](#)

Street: Hirschstrasse 1022  
Postcode: 12345  
City: Berlin  
Country: DE

Street: Hauptstrasse 3  
Postcode: 1112  
City: München  
Country: DE

[Remove Address](#)

Latest signups

Scientist Three (scient3@animatch.eu) [Go](#)

Scientist Two (scient2@animatch.eu) [Go](#)

Scientist One (scient1@animatch.eu) [Go](#)

[Manage scientists](#)

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Search  Type  Sex  Organisation  [Reset](#)

| Species | Type    | Genetics | Sex | Date of birth | Living | Removed organ   | Amount | Period              |
|---------|---------|----------|-----|---------------|--------|---|--------|---------------------|
| Mouse   | C57BL/6 |          | ♀   | 01.04.17      | Yes    |   | 3      | 07.09.17 – 07.09.17 |
| Mouse   | Other   |          | ♂   | 20.01.17      | No     | Bone, Bone marrow, Brain, Cartilage, Colon, Eyes, Gall bladder, Heart, Inner ear, Kidney (left), Kidney (right), Liver, Lung, Lymph nodes, Muscles, Nasal mucosa, Other, Ovaries, Pancreas, Penis, Peritoneum, Pleura, Small intestine, Tendon, Testes, Urinary bladder, Uterus, Vagina, Whole animal | 1      | 13.10.17 – 13.10.17 |
| Mouse   | C57BL/6 | xy KO    | ♀   | 01.02.17      | No     | Heart   | 24     | 28.12.17 – 28.12.17 |
| Mouse   | BALB/c  | wt       | ♀   | 19.04.17      | Yes    |   | 15     | 01.02.18 – 01.02.18 |
| Mouse   | CD-1    |          | ♂   | 18.05.16      | Yes    |   | 6      | 24.08.17 – 28.09.17 |

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Email Domains  
[Add new domain](#)  
+ animatch.eu

Addresses  
[Add address](#)

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[Remove Address](#)

Latest signups

Scientist Three (scient3@animatch.eu) [Go](#)

Scientist Two (scient2@animatch.eu) [Go](#)

Scientist One (scient1@animatch.eu) [Go](#)

[Manage scientists](#)

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### Your offers

Organisation Certificates Find organs **Offer animals**

You currently don't have any offers.

[+ Post a new offer](#)



We wish you much success by using AniMatch and hope to support you by reducing the lab animal usage! If you need further support, please do not hesitate to contact us, we will support you in person or via phone! Please contact us [info@animatch.eu](mailto:info@animatch.eu) or [lang@animatch.eu](mailto:lang@animatch.eu)!

In addition, we are glad for every suggestion and feedback and looking forward to working with you together!

Best wishes,

The AniMatch-Team

