Quick Cards are used for tracking animals that were not bred or ordered. PIs/Lab Personnel will usually request Quick Cards from an active USE form workspace (other than Shipping Form – Export). Quick Cards can also be requested from an approved protocol’s workspace.

**USE Form Workspace**

1. Click **Request Quick Cards** from the active USE form workspace (or protocol workspace).

**Request Quick Cards Page**

2. Verify the correct species displays. **Note:** If desired, click **Select** to choose a different species. Only those species identified on the protocol will display.

3. Select the appropriate **Use Category**.
4. Select the desired **Barcode Format**.
5. Enter the **Number of Barcodes**.
6. Enter the **Activation Date**.
7. Select the **Per Diem Shortcode**.
8. Select the **Per Diem Rate**.
9. Select the **Housing Location**

**Notes:**
- Only 10 locations will display at a time. Click **Next** or **Previous** to view additional locations.
- You may search for specific locations using the **Search** field above the list of locations. Only locations identified on the protocol will display.

10. Click **OK**.
USE Form Workspace

Once you have successfully submitted a Quick Card request, a message displays in the USE form workspace and an Action Item is created.

Action Items tab

Progress of the Action Item can be tracked on the Action Items tab in either the associated USE form workspace or protocol workspace. It contains three lists:

- **Open Action Items** - Once created, the Action Item initially displays in this list as it is processed.
- **Verify Action Items** - Once the Action Item has been completed, if it requires verification from the assignee, it displays in this list in the state of Action Item Complete. No verification is needed for Quick Card requests.
- **Closed Action Items** - Once the Action Item has been completed and closed, it displays in this list in the state of Action Item Closed.