Click “Report Animal Numbers” link on the left hand side of the protocol homepage. A new window will pop up with the animal numbers’ report that will need to be completed. See Picture 2 below for more details.
## What to Complete on the Animal Numbers Report

- **Transaction Date:** Use the calendar to select the date in which new animals are being reported.

- **Animal Species:**
  - Check the circle next to the species you wish to report the number of animals for. You can only select one species at a time. The only species available will be species approved on your protocol.

- **Number Of Animals:** Enter the number of animals that are new for this reporting period.

- **Comments:** Leave any additional comments.

- **OK**/**Cancel** button: Click “OK” to have these new numbers reported to the protocol.