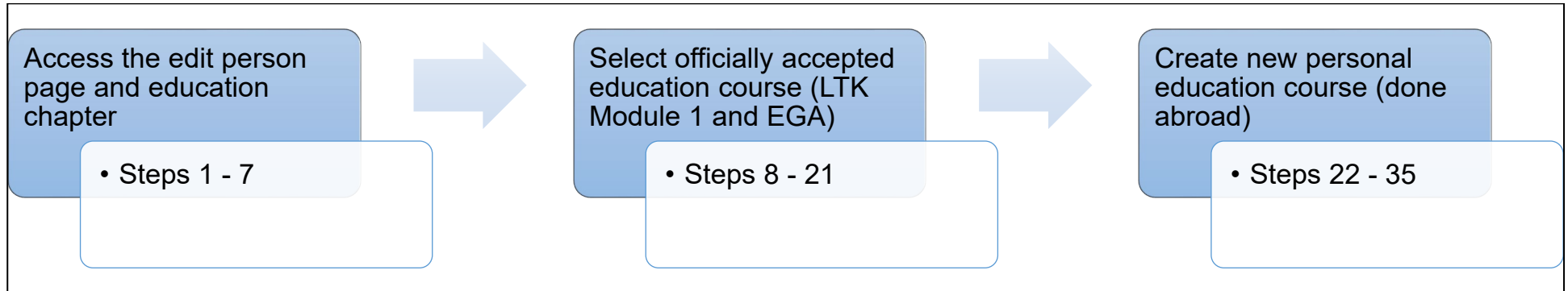


How to upload education files



NOTES:

- Every person with access to the system can upload education files for themselves (in the profile)
- Only the Resource Manager (RM), the ASI when assignor is a RM and the AWOI can upload education files for other persons

STEPS 1 – 7

1. Click-on “My profile” to upload an education file for yourself → continue with step 6

The screenshot shows the user interface of the animex-ch system. At the top left, there is a logo for the Swiss Confederation and the text 'animex-ch'. On the top right, the user's name 'Hans Muster' is displayed, along with language selection options (DE, FR, IT, EN) and a dropdown menu for the user's role and training institute. Below the header is a navigation bar with tabs for 'Start page', 'Tasks, notifications and open forms', 'Animal Experiments', and 'Courses'. The main content area is titled 'Start page' and is divided into four sections: 'Welcome', 'Warnings', 'About me', and 'Other information'. In the 'About me' section, the user's name 'Aretusa Apladas' and location 'Zurich' are listed. A yellow circle with the number '1' highlights a red circle around the 'My profile' link, which is also underlined. Below the 'About me' section, there is a 'Valid Approvals' section with a 'Qualification status' indicator. The footer contains the text 'Federal Food Safety and Veterinary Office' on the left and 'User Support Legal Framework Impressum v0.6.3.25-f804244' on the right.

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

animex-ch

Hans Muster DE FR IT EN

Study Director of Institute (SDI)
Training institute 072

Start page Tasks, notifications and open forms Animal Experiments Courses

Start page

Welcome

Welcome to the training system.
You can now get acquainted with animex-ch.
For confidentiality reasons, please use only fictitious data.

Warnings

Attention: Due to the software update, test data, in particular requests for experiences on animals could not be migrated.

About me

Aretusa Apladas
Zurich
Study Director of Institute (SDI)

Valid Approvals:
Qualification status : ●

1 My profile
My system roles

Other information

User and training manuals, questions and answers, as well as tutorial videos are available on the support page with the link at the bottom of each application page and [here](#).

Federal Food Safety and Veterinary Office

User Support Legal Framework Impressum v0.6.3.25-f804244

2. Go to «Person» if you want to upload an education file for another person → only possible for RM, ASI if assignor is RM and AWOI
3. Search for a specific person by entering the name (at least 3 characters required!) in the full text search
4. Click-on “Search”

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Confederaziun svizra

animex-ch

Hans Muster DE FR IT EN

Resource Manager (RM)
Training institute 072

Start page Tasks, notifications and open forms Animal Experiments **Person** Courses

2

Search person

New person

Full-text Extended search

Full text search: 3

4

Clear Search

5. Click-on the person's name to access the “Edit person” page

10 per page

Total: 2 Entries

Previous 1 Next

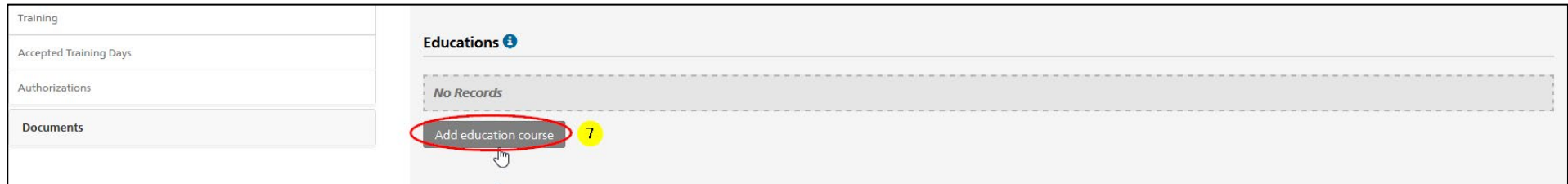
Export

ROLES LIST	FIRST NAME	LAST NAME	E-MAIL	PHONE	NUMBER OF RUNNING EXPERIMENTS	ACTIVE
+	5 Jane	Doe	jane.doe@institute.ch		0	<input checked="" type="checkbox"/>
+	Jane Ann	Doe	janedoe@institute.ch		0	<input type="checkbox"/>

6. Click-on “Education” on the left navigation menu



7. Click-on “Add education course” → a pop-up window opens



STEPS 8 – 21

The following steps describe the upload and submission of files of an officially accepted education course. You can recognize an accepted course by a statement on the certificate of participation (see screenshot).

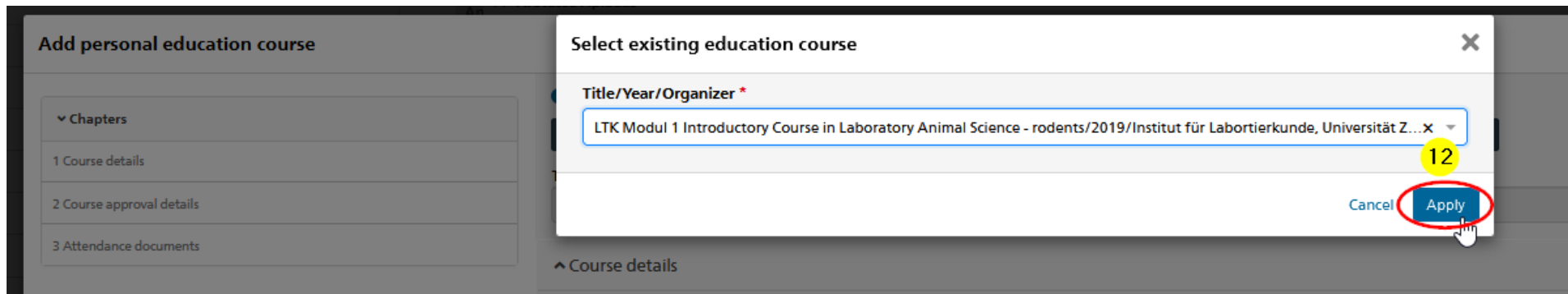
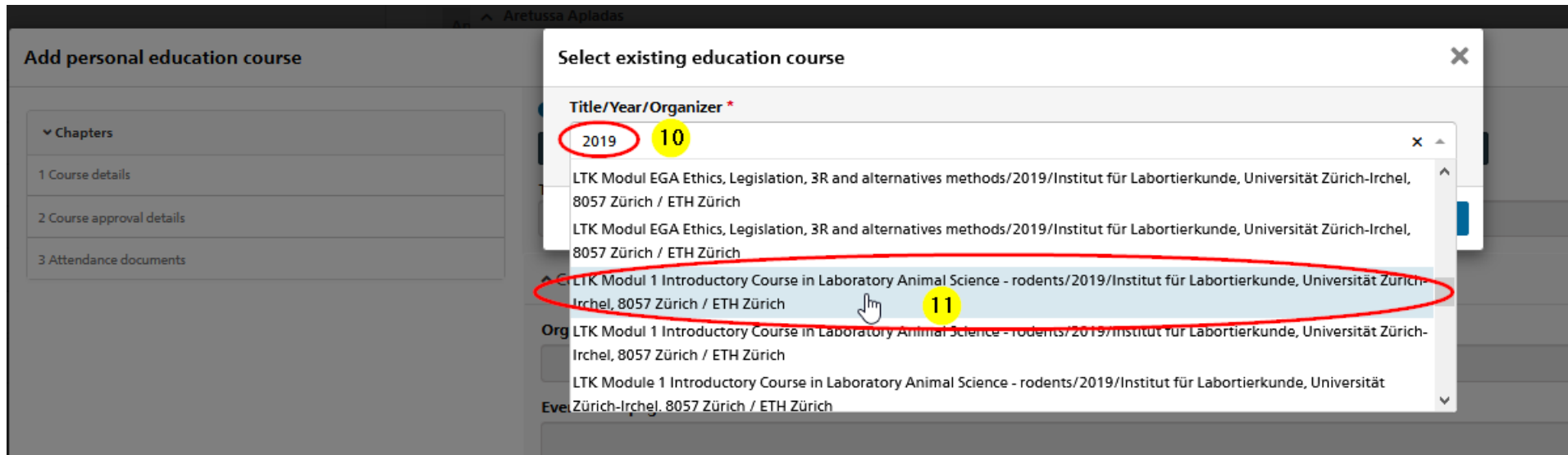
That event has been recommended by the Federation of Swiss Cantonal Veterinary Officers for recognition by all authorities responsible for animal experimentation.

→ Continue with step 22 if such a statement is not on your certificate of participation.

8. Choose “Select education course”
9. Click-on “Select education course” → a pop-up window opens

The screenshot shows a web form titled "Add personal education course" with a close button (X) in the top right corner. On the left, there is a sidebar with a "Chapters" dropdown menu containing three items: "1 Course details", "2 Course approval details", and "3 Attendance documents". The main content area has two radio buttons at the top: "Select education course" (selected, marked with a blue dot and a yellow circle with the number 8) and "Create new personal education course". Below the radio buttons is a dark blue button labeled "Select education course" (marked with a yellow circle with the number 9). Underneath is a "Title" input field. At the bottom of the main area, there is a section header "Course details" with an upward-pointing arrow.

10. Type title, year or organizer to search for an existing course
11. Select the education course from the list
12. Click-on "Apply"



13. Check if the date under “Duration” is correct before you continue with the process

Add personal education course ✕

Switzerland

Duration

From date		To date	Action
08.04.2019	13	17.04.2019	

14. Select the “Responsible canton”

15. Fill in the “Requested days” → cannot exceed the number of days written in “Accredited days” (on same page)

Course approval details

Responsible canton *


Zürich 14 ✕ ▾

Requested days *

5 15

Approved days

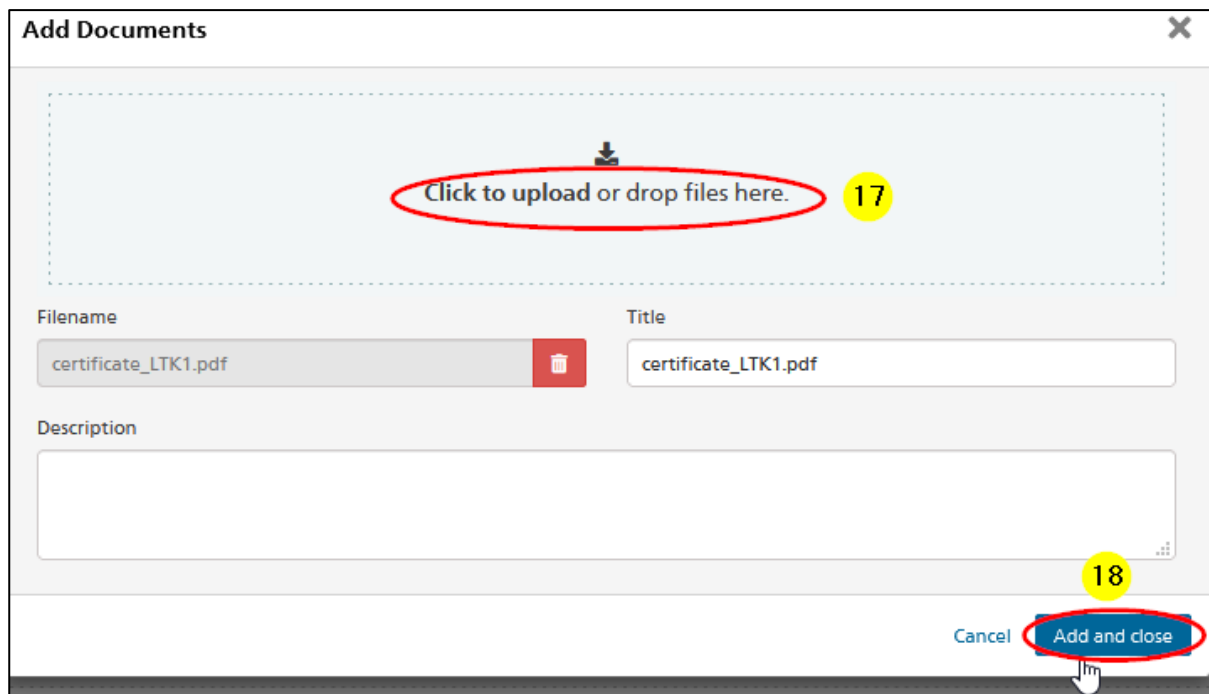
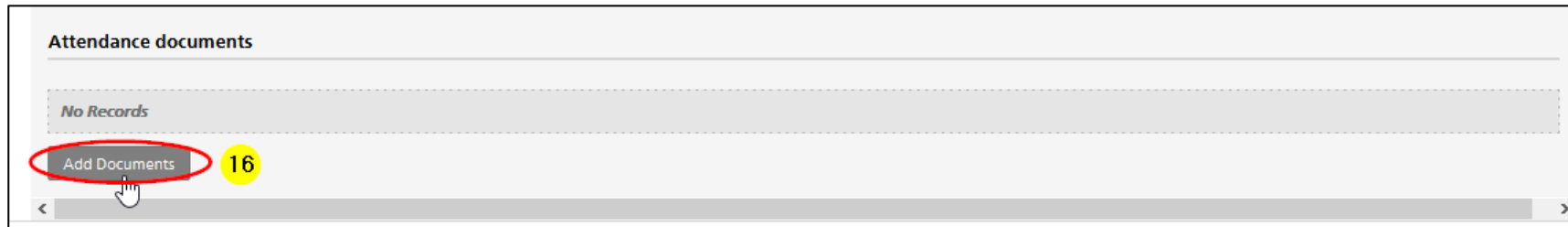
Last attended day



16. Click-on “Add Documents” to upload your certificate of participation → a pop-up window opens

17. Add your certificate by “Click to upload or drop files here”

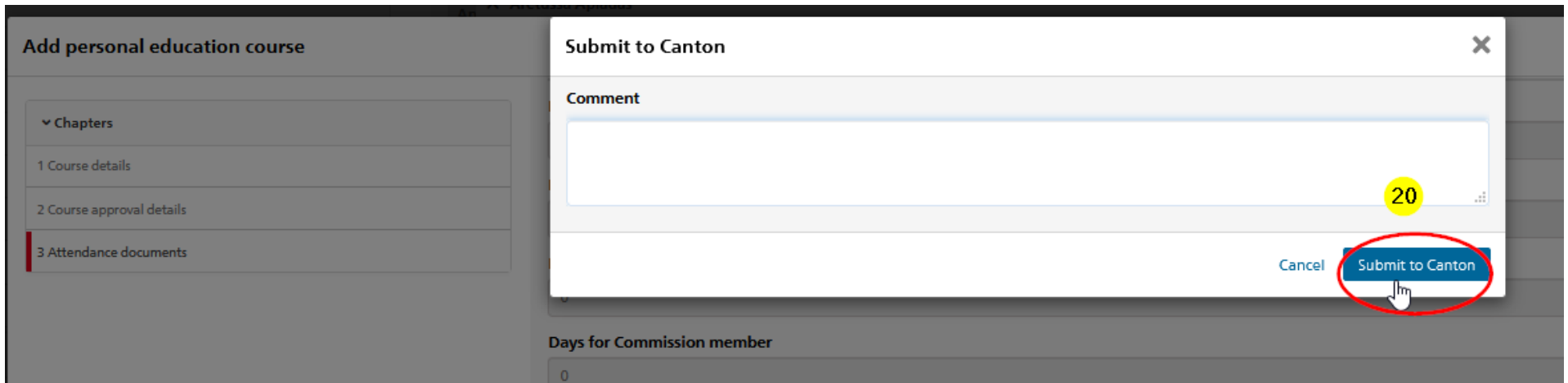
18. Click-on “Add and close”



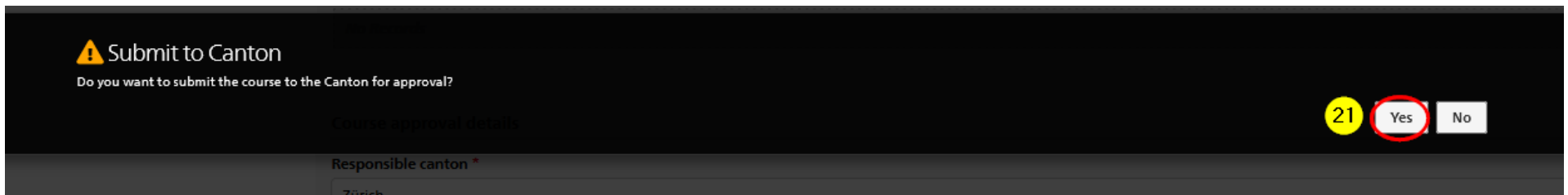
19. Click-on “Submit to Canton” (or “Save and close” or “Save” if you want to submit it on a later time point)



20. Confirm the submission by clicking on “Submit to Canton”



21. Click-on “Yes” to finish the submission



STEPS 22 – 35

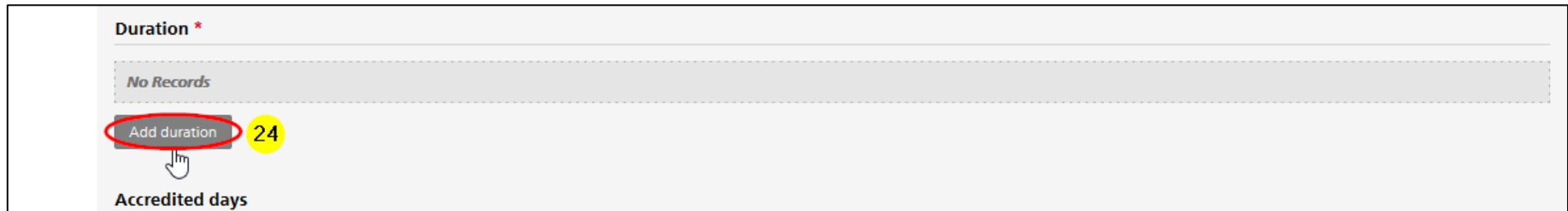
The following steps describe the upload and submission of files of an education course done abroad.

22. Select “Create new personal education course”

23. Fill out the mandatory fields

The screenshot shows a web form titled "Add personal education course". On the left is a sidebar with a "Chapters" section containing three items: "1 Course details", "2 Course approval details", and "3 Attendance documents". The main form area has two radio buttons at the top: "Select education course" (unselected) and "Create new personal education course" (selected). A red circle highlights the selected radio button, and a yellow circle with the number "22" is next to it. Below the radio buttons is a "Title *" field containing "Laboratory Animal Science". A section titled "Course details" is expanded, showing several mandatory fields: "Organizer *" with "XY Institute", "Event homepage" (empty), "Address *" with "Street", "Postal Code *" with "8000", and "Town *" with "London". A yellow circle with the number "23" is next to the "Event homepage" field. At the bottom is a "Course type" dropdown menu set to "Education". A mouse cursor is visible in the bottom-left corner.

24. Click-on “Add duration” → a pop-up window opens



25. Fill in the “From date” and the “To date”

26. Click-on “Add and close”



27. Fill in the “Accredited days” for all roles (fill in “0” if you don’t know it for other roles)

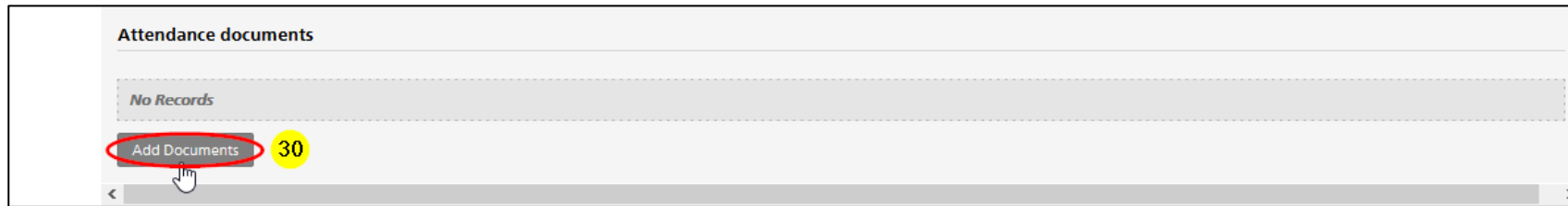
Accredited days	27
Days for Study Director, Animal Welfare Officer *	5
Days for Involved Person *	5
Days for Head Animal Facility *	0
Days for Commission member *	0

28. Select the “Responsible canton”

29. Fill in the “Requested days”

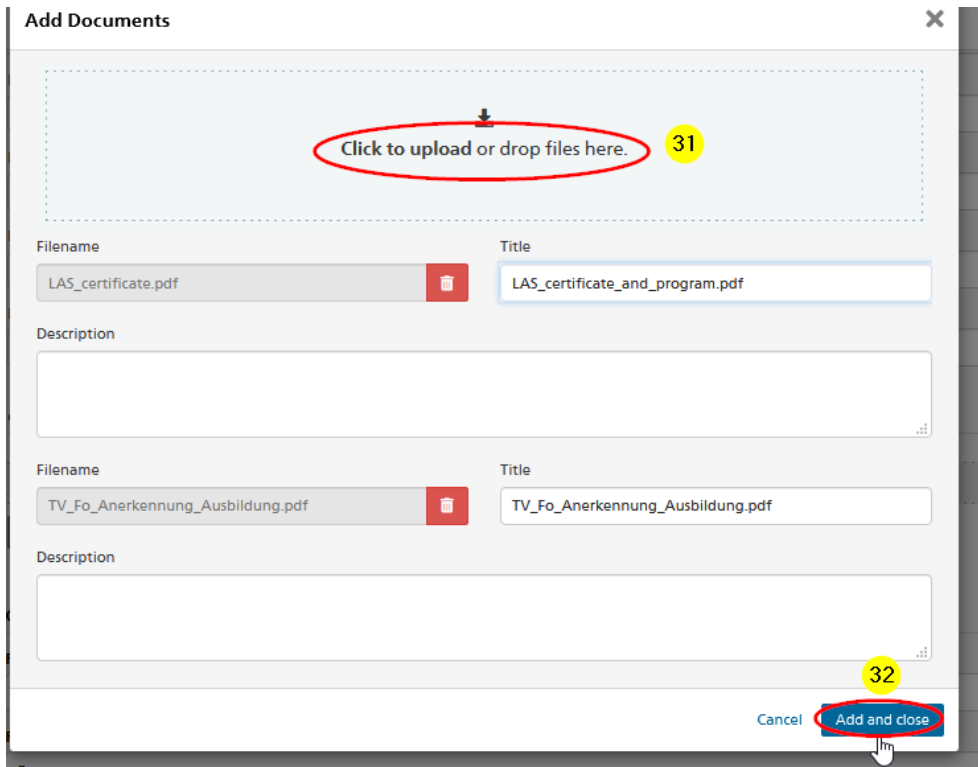
Course approval details	
Responsible canton *	Zürich 28
Requested days *	5 29
Approved days	
Last attended day	

30. Click-on “Add Documents” → a pop-up window opens



31. Add all required documents by “Click to upload or drop files here”

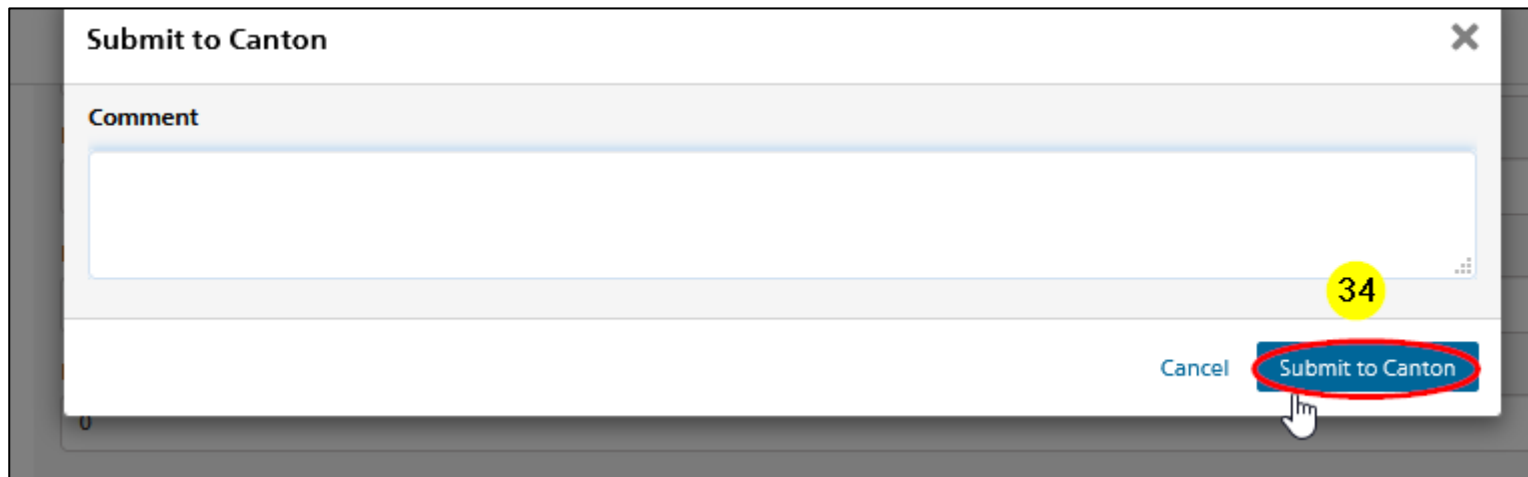
32. Click-on “Add and close”



33. Click-on “Submit to Canton” (or “Save and close” or “Save” if you want to submit it on a later time point)



34. Confirm the submission by clicking on “Submit to Canton”



35. Click-on “Yes” to finish the submission

