

Licencing flags have been added to MCMS to assist with the Home Office Returns reports. The flags can be set at the Project licence, protocol, colony or individual animal level. The flags are:

Place of birth
Genetic status
Creation of a new genetic line

Roles needed to add/edit flags

PPL contact - to edit at licence level
Colony contact - to edit at a colony level

To set flags via the licence

This will update all animal records.

From the Admin menu > Project licences > Search project licences

In the filter choose PPL holder. Search for the PPL holder's name. Run live.

Choose 'edit' for the active PPL

Project Licences

PPL	PPL Title	PPL Holder	Start Date	End Date	Is Expired?	Licensing Flags	Protocol Flags
view edit	PP1234567	Example project licence	Mary Ann Haskings	16-Nov-2022	01-Nov-2023	No	

From the 'Licencing flags' box, select the flag to be added and click '+' to add

Edit Project Licence

Licence number * PP1234567
Title * Example project licence
Start date * 16-Nov-2022
End date * 01-Nov-2023

^ **Licensing Flags** Place of birth +
No records

^ **Contacts** +

Contact Type	Contact	Reason	Notifications	Remove
Licence Holder	Mary Ann Haskings		✓	✕
Deputy	Mary Haskings		✓	✕

^ **Associated Files**

File Name	Description	Remove
No records		

Select the correct option from the dropdown menu, repeat for each flag required. This will add these categories to the Home office returns report for all animals under the PPL.

^ **Licensing Flags** Purpose +

Flag	Value *	Remove
Place of birth	Animals born in the UK at a licensed establishment	✕
Genetic status	Not genetically altered	✕
Creation of new genetic line	✓	✕

No
Yes

When 'creation of a new genetic line' is used, the options 'Purpose' and 'Sub-purpose' are also available. Save the record.

Licence Information

Licence number PP1234567

Title Example project licence

Holder Mary Ann Haskings

Start date 16-Nov-2022

End date 01-Nov-2023

Status Valid

^ Contacts

Contact Type	Contact	Reason	Notifications
Licence Holder	Mary Ann Haskings		Yes
Deputy	Mary Haskings		Yes

^ Associated Files

No records

^ Licensing Flags

5 records

Flag Type	Flag Value	Flag Level
Place of birth	Animals born in the UK at a licensed establishment	Project Licence
Genetic status	Not genetically altered	Project Licence
Creation of new genetic line	Yes	Project Licence
Purpose	Basic Research	Project Licence
Sub-purpose	Oncology	Project Licence

If some animals have different specifications, these can be updated via the colony or animal record. For instance, a wild type colony.

To set flags at the colony level

From the Colony information page, choose edit

BBBB: Example colony **edit** info card pedigree

Colony Information Dashboard Cryo Resources

^ Colony Information

Colony prefix BBBB

Colony name Example colony

^ Contacts

Contact Type	Contact	Reason	Notifications
Colony Owner	Mary Ann Haskings		Yes

In the licensing flags box '+' the correct flag, select the correct option (as above), save the record.

^ Licensing Flags

5 records

Flag Type	Flag Value	Flag Level
Place of birth	Animals born in the EU (non UK) at a registered breeder	Colony
Genetic status	Not genetically altered	Project Licence
Creation of new genetic line	Yes	Project Licence
Purpose	Basic Research	Project Licence
Sub-purpose	Oncology	Project Licence

To set flags on an individual animal record

From the animal record, select 'edit'

Female Rat M00751103 edit pedigree

Animal Information Genotyping History

General animal label

Name M00751103 (M00751103)
Species Rat
Sex Female
Colour
Earmark
Colony (ABAX) **Wild type colony**
Genetic background Wistar Rat

Update the licencing flags as described above. Save.

Licensing Flags

1 record

Flag Type	Flag Value	Flag Level
Place of birth	Animals born in the EU (non UK) but NOT at a registered breeder	Animal

Bulk editing animal records

Records can be bulk updated from the reports All Animals, Colonies or Home Office Returns

Select the relevant colonies, choose 'Batch edit licencing flags' from the options menu

Colonies 2 selected

Colony Prefix	Colony Name	Primary Gene	Primary Allele	Colony Manager	Colony Owner	Colony Administrator	Other Contacts	PPL Title	Has Live Animals?	GLT Date	Colony Project	Charge Code	Project
BBBB	Example colony			Mary Haskings					No		Cambridge		Cambridge
BBBC	Example colony 2			Mary Haskings					No		Cambridge		Cambridge

Update the flags and save the record.

Edit Licensing Flags return to report Save

Licensing Flags Place of birth

Flag	Value	Remove
Genetic status	☒ --remove flag-- ☐ Not genetically altered ☐ Genetically altered without a harmful phenotype ☐ Genetically altered with a harmful phenotype	Remove

Selected Records

Colony Prefix	Colony Name	Primary Gene	Primary Allele	Colony Manager	Colony Owner	Colony Administrator	Other Contacts	PPL Title	Has Live Animals?	GLT Date	Colony Project	Charge Code	Project	Created Date	Created By	Species	Licensing Flags
BBBB	Example colony			Mary Haskings					No		Cambridge		Cambridge	22-Nov-2022	Mary Ann Haskings	Rat	
BBBC	Example colony 2			Mary Haskings					No		Cambridge		Cambridge	22-Nov-2022	Mary Ann Haskings	Hamster	

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