How to create an Animal Order Request

1. (Researcher) Use your web browser and go to rapga.uc.edu/aops

2. Log in with your 6+2 uc user name and password. (use Bearcat17! For password during the testing phase)

3. Click on Create Order/ Transfer

4. You have 2 ways to enter the protocol information.
   Option 1 Enter Protocol number if you know then click the highlighted protocol.
Option 2 click on the 3 dots to search for the protocol number with the filter option (example **Filter by PI Last Name** enter the PI last name and click go.)

Click on the bubble for the correct protocol and click okay.

5. Click on Request Type which should be Animal Order. Order/Transfer Contact auto populates. Now click Continue.
6. Click on the Add button to enter the desired information for the request.

7. Fill in the desired information: Animal Group/Species, Quantity Requested, Animals Per Cage, Procurement Account and Per-diem Account should be the same, yes or no for special handling or housing, for strain use the drop down, if the strain is not listed enter the strain name, yes or no for Phenotypical abnormalities, sex, weight or age, Requested Housing Facility, Cage and Ventilation type, and Catalog or Stock number is optional except for Jackson orders. **All Jackson orders need a stock number.**

Click okay.
8. Click continue

9. Choose the Approved Vendor and answer yes or no for hazardous agents.

10. Type in the last name of the financial approver for your order request and click on the populated name then click continue.
11. Enter 1 if this is a 1 time order and use the drop down to selected the requested delivery date and click Continue.

If this is a standing order then you would enter the number of time this order will be delivered and if it is weekly, monthly, or yearly.

12. Click Finish.
13. Click on Submit Request.

14. Enter any additional comments and click OK.
15. Now the order has been submitted and is pending financial approval from the financial person that was choosen.

16. The Researcher Animal order submission is complete unless the request is sent back to the user.