How to Create an Animal Order

1. Log in to RAP AOPS with your UC credentials. Click on Animal Operations, then select the ID or Name of the active protocol from which the animals per diems are being transferred.

2. Select the Animal Order button.

3. In the Basic Information section, select Yes or No for question 2 and select the appropriate fiscal approver in question 3. Press the Continue button to advance to the next section of the form.
4. In the **Order Line Items** section, select the + Add button for question 1 to generate the **Add Animal Order Item** form in a popup window. After completing the popup form, press the Continue button to advance to the next section of the form.

![Image of Add Animal Order Item form](image)

**Completing the Add Animal Order Item Form**

a. **Animal group:** click the ellipsis button (…) to see available choices. Select your choice and press the OK button.

b. **Quantity requested:** total number of animals on this line item

c. **Animals per cage:** indicate how many animals should be housed in each cage/pen upon arrival.
   Contact LAMS@uc.edu with questions about cage/pen capacity in LAMS.

d. **Financial account:** use the dropdown menu to select a fiscal account

e. **Will these animals require special handling or housing?** Select Yes or No based on your research needs. If you select Yes, you must enter details in a subsequent textbox.

f. **Animal Strain:** click the ellipsis button (…) to see available choices. If your strain is not available, you may manually enter it in the subsequent textbox below.

g. **Are there any known phenotypical abnormalities for the strain?** Select Yes or No based on the phenotype. If you select Yes, you must enter details in a subsequent textbox.

h. **Sex:** select from a variety of options in the dropdown menu

i. **Weight:** if you provide this, include units of measurement (e.g. grams)

j. **Age:** if you provide this information, include units of measurement (e.g. weeks)

k. **Requested housing location:** click the ellipsis button (…) to see available choices. Select your choice and press the OK button. **If a location does not appear, contact LAMS@UC.EDU.**

l. **Cage type:** select applicable cage type (optional not required)

m. **Ventilation type:** select applicable cage type (optional not required)

n. **Catalog or stock number:** **all orders from Jackson Laboratories must include this information**

When complete, press the OK and Add Another button to make additional entries, or press the OK button to save changes and close the popup.
5. In the **Vendor Information** section, select the appropriate vendor and press the **Continue** button to advance to the next section of the form.

![Vendor Information Selection](image)

6. In the **Requested Delivery Date** section, add a delivery date to Question 2 and answer Question 3 based on your research needs. If you select Yes for Question 3, you will be prompted to provide information regarding standing order frequency. Press the **Continue** button to advance to the next section of the form.

![Requested Delivery Dates](image)

7. The last section of the form is the **How Do I Submit?** section, which includes information on how to submit your transfer. Press the **Finish** button to save changes, close the form, and return to the animal order workstation.

Last Updated 05-AUG-2021
8. On the animal order workstation, select the **Submit** button on the left side of your screen to generate a popup window. You may optionally choose to provide comments, special instructions, or supporting documents. Press the **OK** button to submit your animal order form for fiscal review and approval.

You can review the status of a transfer in the top left corner of the screen (orange rectangle).

**Status Types**
- **Pre-Submission**: the transfer has not been submitted
- **Receiving PI Review**: the transfer has been submitted and is pending receiving PI approval
- **Fiscal Review**: the transfer has been sent to receiving PI’s financial person
- **Processing**: the financial person approved the transfer and has now been sent off to LAMS
- **Complete**: the transfer has been completed by LAMS