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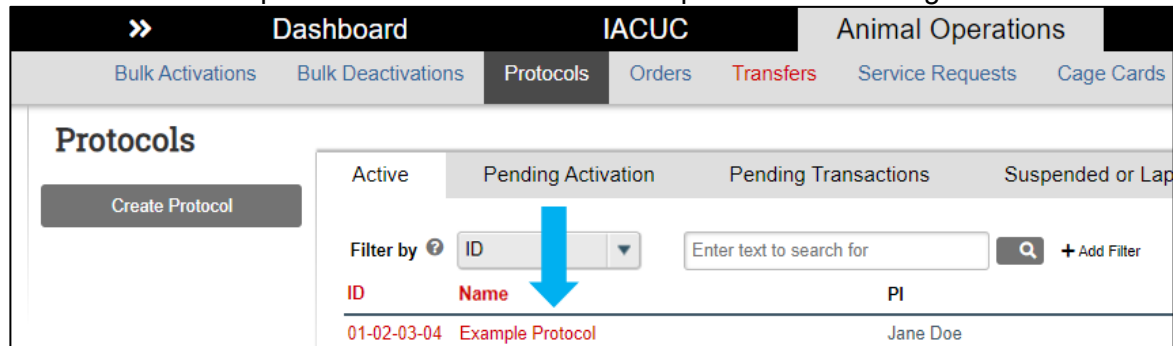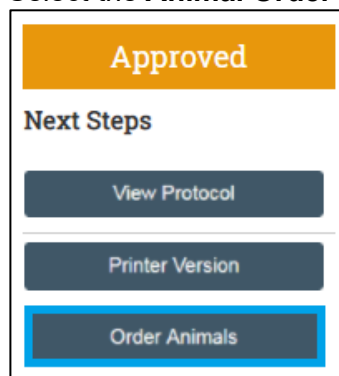
1. Log in to **RAP AOPS** with your UC credentials. Click on **Animal Operations**, then select the ID or Name of the active protocol from which the animals per diems are being transferred.

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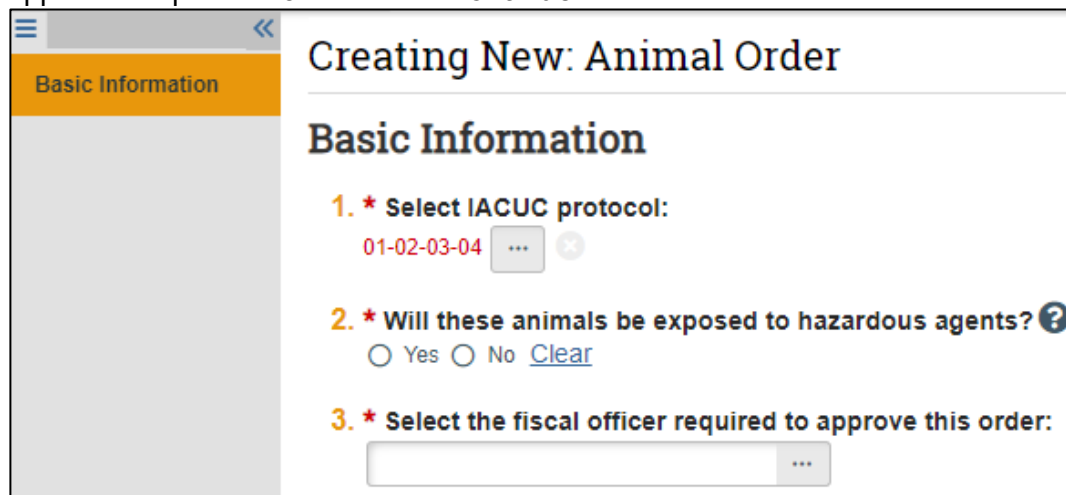
3. In the **Basic Information** section, select **Yes or No** for question 2 and select the appropriate fiscal approver in question 3. Press the **Continue** button to advance to the next section of the form.
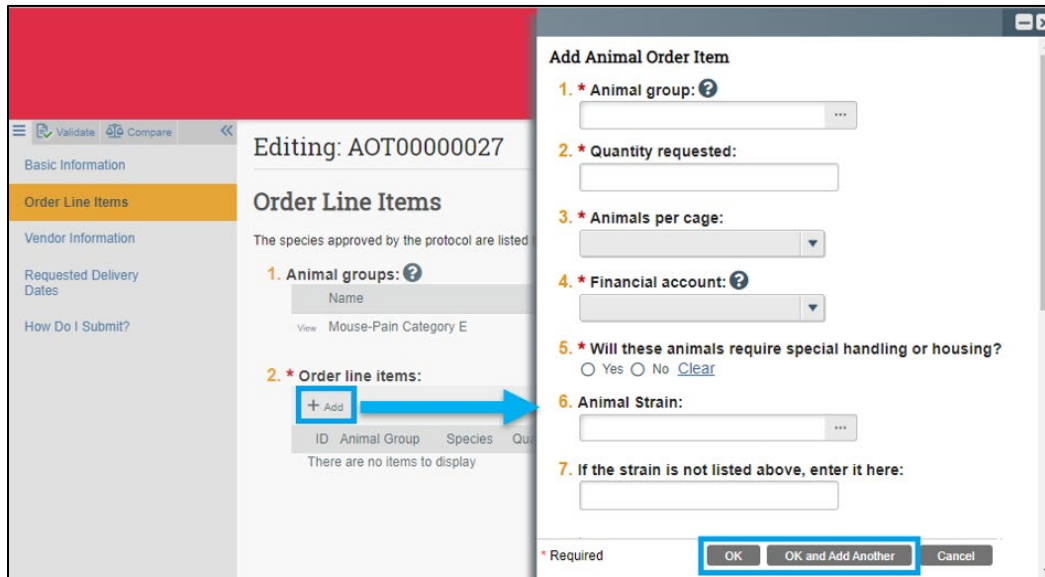
4. In the **Order Line Items** section, select the **+ Add** button for question 1 to generate the **Add Animal Order Item** form in a popup window. After completing the popup form, press the **Continue** button to advance to the next section of the form.
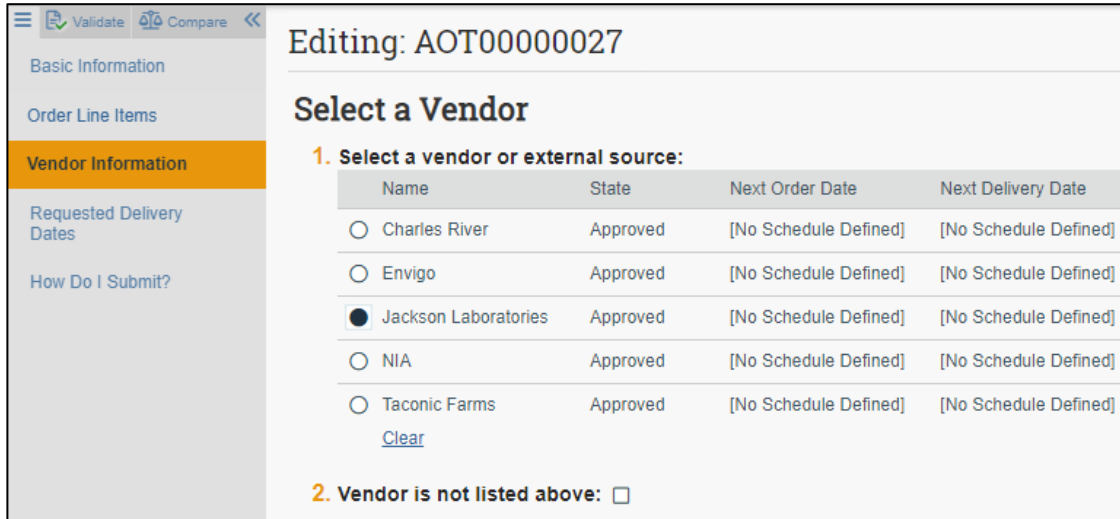

Completing the Add Animal Order Item Form
   a. **Animal group:** click the ellipsis button (**…**) to see available choices. Select your choice and press the **OK** button.
   b. **Quantity requested:** total number of animals on this line item
   c. **Animals per cage:** indicate how many animals should 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.

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5. In the **Vendor Information** section, select the appropriate vendor and press the **Continue** button to advance to the next section of the form.
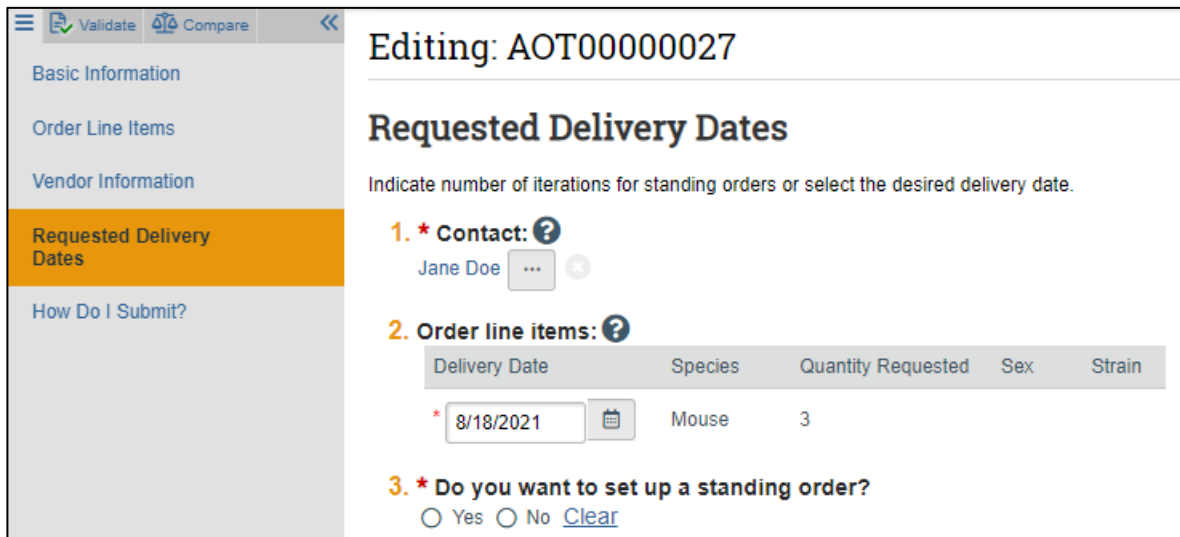

6. In the **Requested Delivery Date** section, add a delivery date to Question 2 and answer Question 3 based on your research needs. If you select **Yes** for Question 3, you will be prompted to provide information regarding standing order frequency. Press the **Continue** button to advance to the next section of the form.
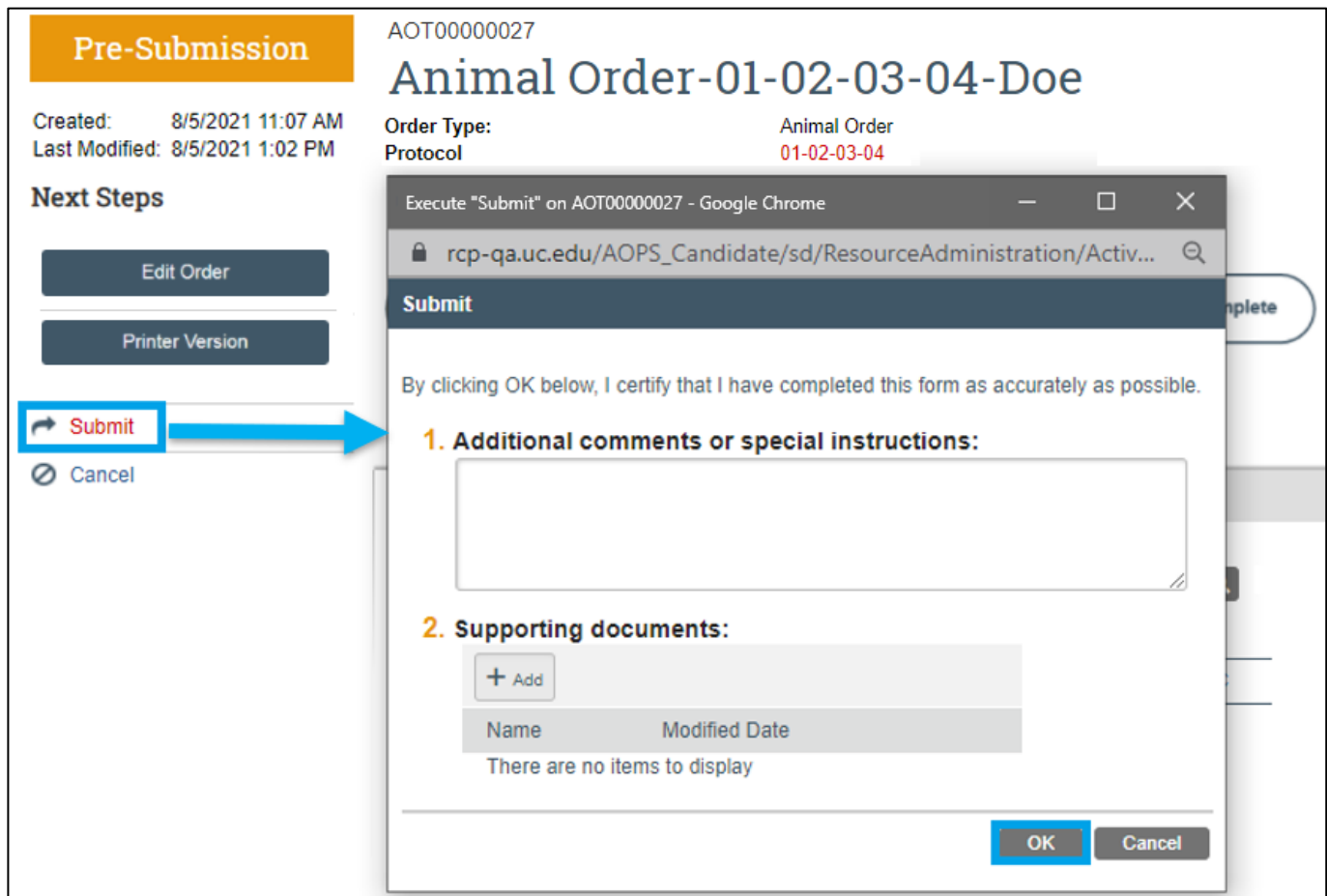
7. The last section of the form is the **How Do I Submit?** section, which includes information on how to submit your transfer. Press the **Finish** button to save changes, close the form, and return to the animal order workstation.

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

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