How to create a Per Diem Transfer

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

2. Log in with your UC 6+2 user name and password

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 Transfer Animals. Order/Transfer Contact auto populates. Now click Continue.
6. Fill in the below information to choose the cage or cages to transfer, then click add.

7. If there are any cards you do not want to transfer, click the box to remove.

8. Click remove Selected.
9. Click no for “Have these animals undergone any test or procedures”. This does not matter for Account Transfers. Now click continue.

10. Chose no for the 2 below questions and click continue.

11. Click yes for Change Account and click on the drop down to choose the Account you want to transfer to. Then enter the name of your financial approver (Last name first), and click on the name.

12. Choose no for “Change Destination” (unless you are changing the room), choose a transfer Date, and enter the transfer to Per Diem in the comments. Now click Continue.
13. Choose No for question 3 and then click Finish.

14. Review and click Submit Request.
15. Click OK.

16. Request has been submitted. Once processed, the new cage cards can be printed by the facility Bar Coder.

17. Pick up the Bar Codes from the Bar Code station to be placed on the cages and turn in old cage cards to be deactivated.