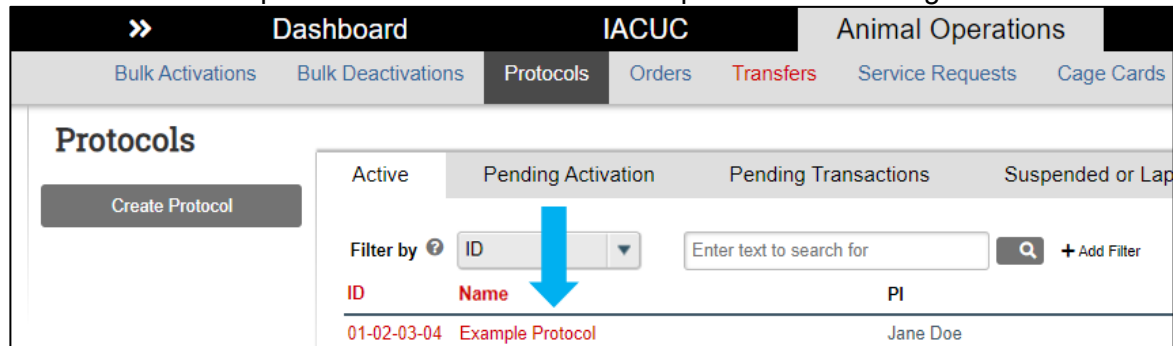


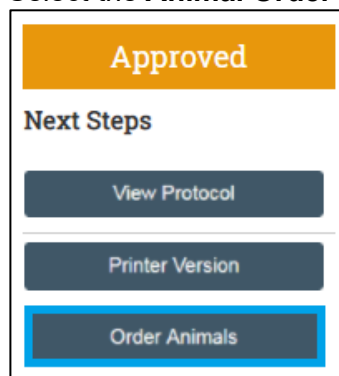
How to Create an Animal Order

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.



Dashboard		IACUC		Animal Operations		
Bulk Activations	Bulk Deactivations	Protocols	Orders	Transfers	Service Requests	Cage Cards
Protocols						
Create Protocol						
Active		Pending Activation		Pending Transactions		Suspended or Lap
Filter by	ID	Enter text to search for		Q	+ Add Filter	
ID	Name			PI		
01-02-03-04	Example Protocol			Jane Doe		

2. Select the **Animal Order** button.



Approved

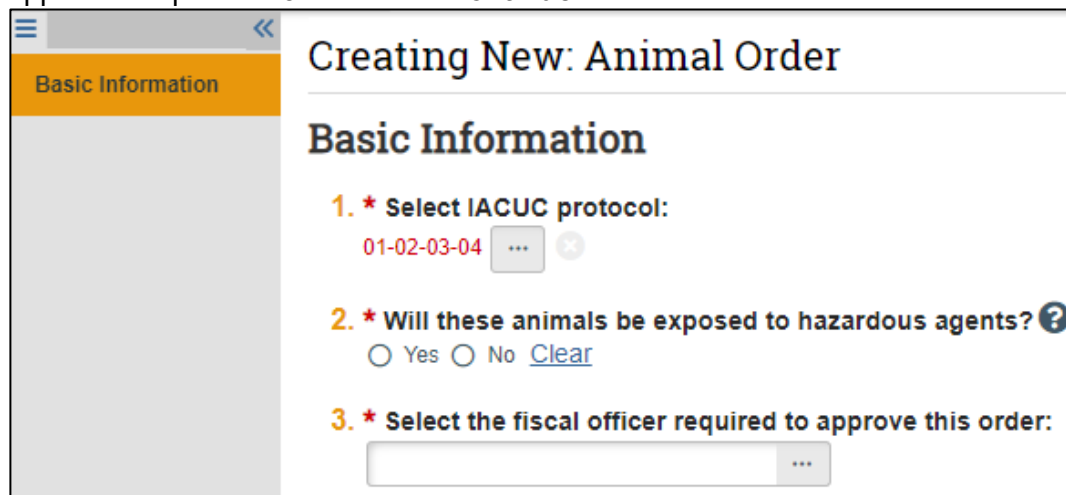
Next Steps

[View Protocol](#)

[Printer Version](#)

[Order Animals](#)

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.

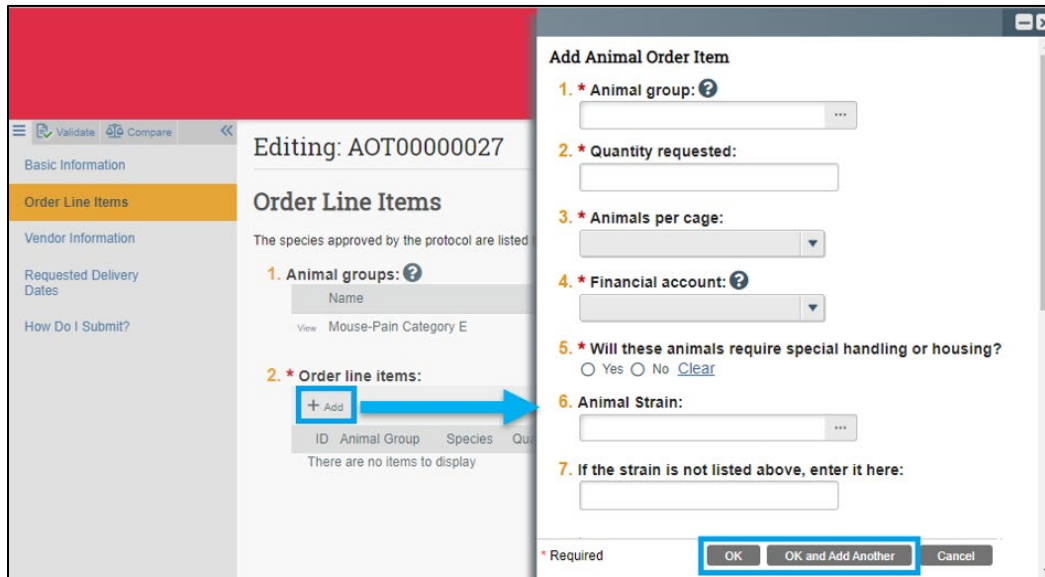


Creating New: Animal Order

Basic Information

1. * Select IACUC protocol:
01-02-03-04 ...
2. * Will these animals be exposed to hazardous agents? ?
 Yes No [Clear](#)
3. * Select the fiscal officer required to approve this order:
...

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.

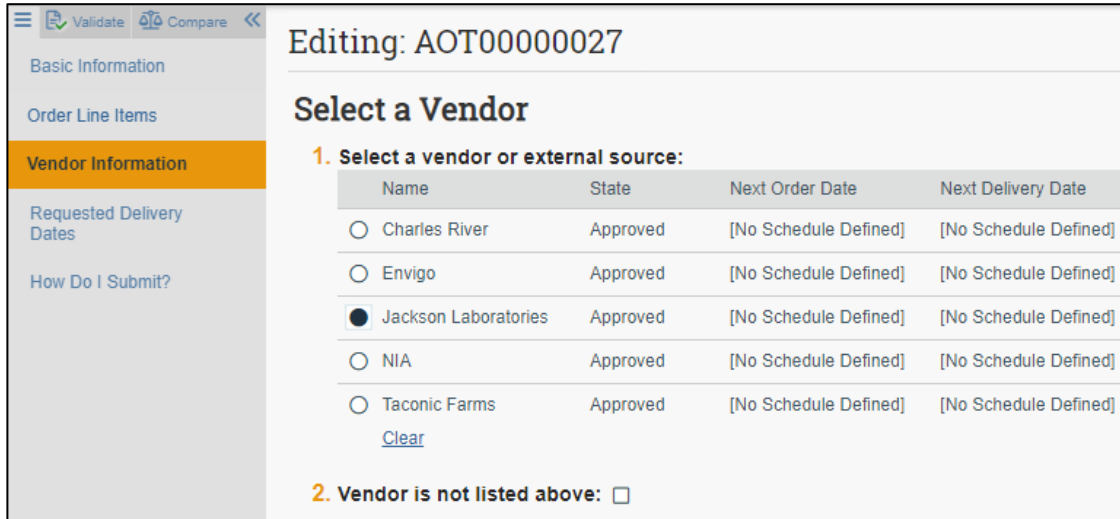


Completing the Add Animal Order Item Form

- Animal group:** click the ellipsis button (...) to see available choices. Select your choice and press the **OK** button.
- Quantity requested:** total number of animals on this line item
- 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.
- Financial account:** use the dropdown menu to select a fiscal account
- 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.
- 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.
- 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.
- Sex:** select from a variety of options in the dropdown menu
- Weight:** if you provide this, include units of measurement (e.g. grams)
- Age:** if you provide this information, include units of measurement (e.g. weeks)
- 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.**
- Cage type:** select applicable cage type (optional not required)
- Ventilation type:** select applicable cage type (optional not required)
- 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.



Editing: AOT00000027

Select a Vendor

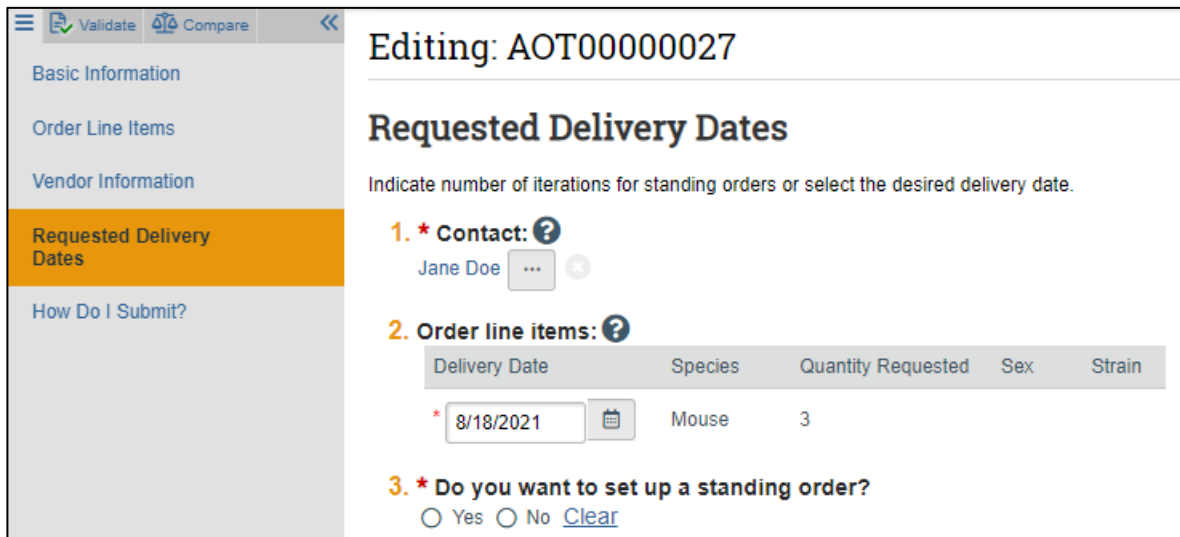
1. Select a vendor or external source:

Name	State	Next Order Date	Next Delivery Date
<input type="radio"/> Charles River	Approved	[No Schedule Defined]	[No Schedule Defined]
<input type="radio"/> Envigo	Approved	[No Schedule Defined]	[No Schedule Defined]
<input checked="" type="radio"/> Jackson Laboratories	Approved	[No Schedule Defined]	[No Schedule Defined]
<input type="radio"/> NIA	Approved	[No Schedule Defined]	[No Schedule Defined]
<input type="radio"/> Taconic Farms	Approved	[No Schedule Defined]	[No Schedule Defined]

[Clear](#)

2. Vendor is not listed above:

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.



Editing: AOT00000027

Requested Delivery Dates

Indicate number of iterations for standing orders or select the desired delivery date.

1. * Contact: ?
Jane Doe ...

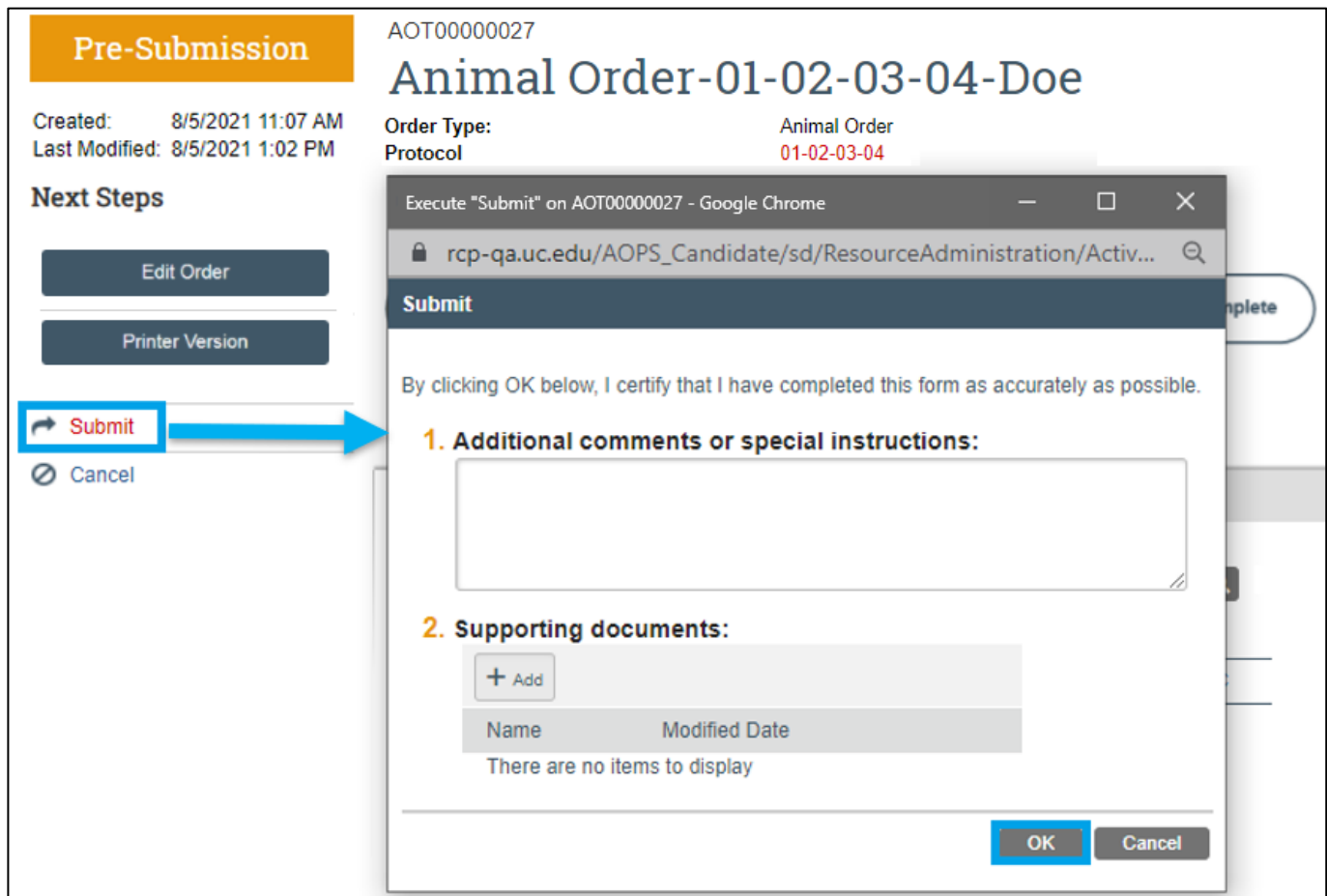
2. Order line items: ?

Delivery Date	Species	Quantity Requested	Sex	Strain
* 8/18/2021	Mouse	3		

3. * Do you want to set up a standing order?
 Yes No [Clear](#)

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.



The screenshot displays the 'Pre-Submission' status for an animal order. The main interface includes a header with the order ID 'AOT00000027' and the title 'Animal Order-01-02-03-04-Doe'. Below this, it shows the order type as 'Animal Order' and the protocol as '01-02-03-04'. The creation and last modification dates are both '8/5/2021'. A 'Next Steps' section contains buttons for 'Edit Order', 'Printer Version', and 'Submit' (highlighted with a blue arrow), along with a 'Cancel' button. A 'Submit' popup window is open, containing a certification statement, a text area for 'Additional comments or special instructions', and a section for 'Supporting documents' with an '+ Add' button and a table with columns 'Name' and 'Modified Date'. The table currently shows 'There are no items to display'. The popup window has 'OK' and 'Cancel' buttons at the bottom.

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