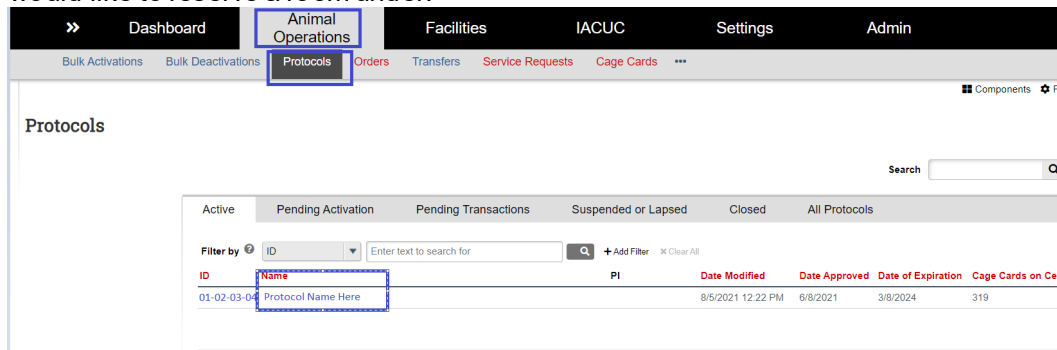


How to Submit a Room Reservation

1. Log in to RAP AOPs with your UC credentials and click on **Animal Operations** and then **Protocols** to see the protocols where you are a team member. Click on the protocol that you would like to reserve a room under.



Dashboard | **Animal Operations** | Facilities | IACUC | Settings | Admin

Bulk Activations | Bulk Deactivations | **Protocols** | Orders | Transfers | Service Requests | Cage Cards | ...

Components

Protocols

Search

Active | Pending Activation | Pending Transactions | Suspended or Lapsed | Closed | All Protocols

Filter by ID Enter text to search for + Add Filter X Clear All

ID	Name	PI	Date Modified	Date Approved	Date of Expiration	Cage Cards on Cer
01-02-03-04	Protocol Name Here		8/5/2021 12:22 PM	6/8/2021	3/8/2024	319

2. Click **Create Reservation** from the menu on the left

Approved

Next Steps

- View Protocol
- Printer Version
- Order Animals
- Transfer/Export Animals
- Report Animal Event
- Request Service
- Request Inventory
- Create Reservation**

3. From the drop-down menu, select **Facility** as the reservation type, select the room you wish to reserve, enter the start and end dates/time, then click Finish
Please note, you can view reservable rooms by clicking the ellipsis

Creating New: Reservation

Reservation Request

1. * Reservation type:
Facility

2. * Facility to reserve:
 ...

3. * Start date and time:
8/5/2021
noon

4. * End date and time: