

## AOps: How to Transfer Financial Accounts

**NOTE: Budget (Account) transfers should not be done in advance. Please start and complete them on the day you want the transfer to take place. If you do them in advance and end up inactivating a cage or activating a new cage, those activities will be blocked by the transfer!**

**Make sure you COMPLETE the activity at the end (after submit, must click COMPLETE)**

### 1) Navigate to the Aops Website



Login as

User Name:

Password:

Remember me

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

#### a. Log in with your UWNNetID.

2) The first page you will see is your **Inbox**. This is where all pending items and items that require attention show up. This is also where you can see the status of any pending orders.

3) Click on the top navigation bar: **Animal Operations**

The screenshot shows the HURON Animal Operations website interface. The top navigation bar includes 'My Inbox', 'Animal Operations' (circled in red), 'Facilities', and 'IACUC'. Below the navigation bar, the 'My Inbox' page is displayed, featuring a search filter and a table of pending items.

ID	Name	Date Created	Date Modified	State	Coordinator
AOT00000038	Animal Order-VA-123-Abate	10/30/2019 4:30 PM	11/5/2019 6:16 PM	Quarantine Review	Study Staff
AOT00000037	Animal Order-VA-123-Abate	10/30/2019 12:18 PM	10/30/2019 12:19 PM	Quarantine Review	Study Staff
CON00002445	test concern 112	10/29/2019 4:45 PM	10/29/2019 5:27 PM	Pre-Review	
AOT00000007	Animal Order-PROTO201600012-Fuller	10/23/2019 12:13 PM	10/29/2019 4:19 PM	Pre-Submission	Charlie C Hsu
CON00002439	test 132.2	10/29/2019 3:42 PM	10/29/2019 3:42 PM	Pre-Review	
CON00002437	test 133.2	10/29/2019 3:35 PM	10/29/2019 3:36 PM	Pre-Review	
AOT00000005	Animal Order-PROTO201600084-Disteche	10/21/2019 4:27 PM	10/29/2019 3:34 PM	Pre-Submission	Charlie C Hsu

4) You will see a list of the PI's active protocols.

The screenshot shows the 'Protocols' page in a web application. At the top, there is a navigation bar with tabs for 'My Inbox', 'Animal Operations', 'Facilities', and 'IACUC'. Below this is a secondary navigation bar with links for 'Protocols', 'Orders', 'Transfers', 'Service Requests', 'Cage Cards', 'Billing', and 'Events'. The main content area is titled 'Protocols' and features a filter bar with tabs for 'Active', 'Pending Activation', 'Suspended or Lapsed', 'Closed', and 'All Protocols'. A search bar is present with the text 'Enter text to search for' and a search icon. Below the search bar is a table with the following columns: ID, Name, PI, Date Modified, Date Approved, Date of Expiration, Cage Cards on Census, and Percent Used. Two protocols are listed:

ID	Name	PI	Date Modified	Date Approved	Date of Expiration	Cage Cards on Census	Percent Used
PROTO201700220	2174-31: Reversing Alzheimers Disease	Warren C. Ladiges	11/18/2019 3:42 PM	12/6/2018	10/4/2020	0	0
PROTO201700045	2174-23: Aging Intervention	Warren C. Ladiges	11/13/2019 1:52 PM	10/28/2019	3/29/2021	0	0.1

At the bottom of the table, it indicates '2 items' and 'page 1 of 1'. There is also a '10 / page' setting.

All activity in Aops requires you to choose the appropriate protocol to initiate an action. Protocols are automatically pushed into the system once approved by IACUC in Hoverboard. Click on the protocol that you wish to order animals under.

5) Initiate a Transfer

The screenshot shows the details for protocol '2174-23: Aging Intervention' (PROTO201700045). The status is 'Approved'. On the left side, there is a 'Next Steps' menu with several buttons: 'View Protocol', 'Printer Version', 'Transfer/Export Animals' (highlighted with a red circle), 'Report Animal Event', 'Request Service', 'Request Inventory', and 'Create Reservation'. The main content area displays the following information:

- Approved: 9103
- Used: 73
- On Order: 104
- Available: 8926
- Cage cards on Census: 16
- Total number of animals currently on census: 108
- Approval Date: 10/28/2019
- Expiration Date: 3/29/2021
- Created by: System Administrator
- Principal Investigator: Warren C. Ladiges
- Related IACUC submission: PROTO201700045: 2174-23: Aging Intervention

At the bottom, there is a table for 'Animal Groups' with the following data:

Group	Species	# Births	# Weaned	# Culled	# Used	% Used	# On Order	# Available	% Available	Pain Category
View Mice	Mice	18	16	2	73	0.8	104	8926	98.1	N/A

6) Choose "Animal Transfer"

### Basic Information

1. \* Select IACUC protocol:

PROTO201700045

\* Request type:

Animal Transfer

Animal Export

Clear

3. \* Contact:

Warren C. Ladiges

7) Select the cage card of the animal you wish to transfer by clicking the gray ellipsis box

### Transfer Information

1. \* Cage card selector:

Cage Card ID	Facility	Protocol
There are no items to display		

2. \* Requested transfer date:

3. Have these animals undergone any tests or procedures?

Yes  No Clear

8) Select a transfer date by writing in the date (MM/DD/YYYY) or clicking on the calendar icon and choosing your desired date. You may not choose a date in the past.

9) Select "Yes" or "No" if the animals "have undergone any tests or procedures recently?" If "Yes", a box will appear below to describe the procedure.

### Transfer Information

1. \* Cage card selector:

Cage Card ID	Facility	Protocol	Per Diem Account	State	Species	Capacity
C00000012	ARCF Viv N040	PROTO201700045	65-4321	Active	Mice	5

2. \* Requested transfer date:

11/27/2019

3. Have these animals undergone any tests or procedures?

Yes  No Clear

4. \* Provide an explanation of procedures the animal(s) experienced prior to transfer other than genotyping and identification (i.e. substance administrations, surgeries, dietary restrictions, etc.):

Test

10) Click “Yes” if you are transferring the cage to another financial account

#### Transfer Details

1. \* Are you transferring to another financial account?

Yes  No [Clear](#)

2. \* Select the destination financial account:

3. \* Are you transferring these animals to another vivarium, or a BSL-2 or BSL-2+ room?

Yes  No [Clear](#)

4. Comments:

11) A box will appear that will allow to choose the destination financial account

#### Transfer Details

1. \* Are you transferring to another financial account?

Yes  No [Clear](#)

2. \* Select the destination financial account:

3. 56-7890  
63-8971  
65-3496

4. 63-8971

61-6253

61-3032

61-8764

12-3456

61-6565

61-6566

65-4321

12-0215

[Back](#)

12) If you are also transferring BSL status, you may click “Yes”. A change in BSL status will be covered on the [How to Transfer: BSL Status](#)

#### Transfer Details

1. \* Are you transferring to another financial account?

Yes  No [Clear](#)

2. \* Select the destination financial account:

3. \* Are you transferring these animals to another vivarium, or a BSL-2 or BSL-2+ room?

Yes  No [Clear](#)

4. Comments:

13) The next screen is a review of your selected cage and financial account

HURON RESEARCH SUITE Edit: Animal Order - AOT00000101

« Back Save Exit Hide/Show Errors Print Jump To ▾ Continue »

### Transfer Group

1. Number of cages to transfer:  
1

2. Total animals:  
13

3. Are you moving these animals to a new animal group?  
 Yes  No [Clear](#)

4. Cage cards to be transferred:

ID	Species	Facility	Protocol	Group	Number of Animals	State	Pain Category
C00000001	Mice	ARCF Viv B141B	PROTO201700045	Mice-Pain Category C	13	Active	

« Back Save Exit Hide/Show Errors Print Jump To ▾ Continue »

14) Following the directions on how to submit your request. Clicking "Finish" **DOES NOT** submit the request

### How Do I Submit?

**Important!** Clicking "Finish" does not submit this transfer.

Clicking "Finish" will return you to the transfer workspace. The transfer will be in a draft state until you are ready to submit. Once you are ready to submit, return to the transfer workspace and click on the Submit button in the left-hand navigation. This will route the order to the next stage in the process

#### Next Steps

- [Edit Animal Transfer/Export](#)
- [Printer Version](#)
- [Submit](#)
- [Cancel](#)

Receiving PI:  
Receiving Facility:  
Date Requested to

Pre-Submission

Cage Cards

Email AOpsHelp@juw.edu with any questions.

« Back Save Exit Hide/Show Errors Print Jump To ▾ Finish

- 15) Navigate to final steps by clicking the Complete Transfer button then following workflow to insert the date (**NOTE: CANNOT BE A FUTURE DATE**)

The screenshot shows a web interface with a list of actions on the left and a sidebar on the right. The 'Complete Transfer' button is highlighted with a red circle. The sidebar contains a 'Date Requested' section with a 'Pre-Submission' button, a 'Cage Cards' section with a 'Filter by' dropdown, and a table with one row of data.

**View Animal Transfer/Export**

**Printer Version**

- Refer to Vet
- Cancel
- Complete Transfer**
- Print Transfer Cage Cards
- Report Problem

**Date Requested**

Pre-Submission

Cage Cards

Filter by ?

ID	S
C00000012	E

1 items