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

a. Log in with your UWNetID.

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.

2) Click on the top navigation bar: Animal Operations
4) You will see a list of the PI’s active protocols.

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
6) Choose “Animal Transfer”

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

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

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

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

14) Following the directions on how to submit your request. Clicking “Finish” DOES NOT submit the request
Navigate to final steps by clicking the Complete Transfer button then following workflow to insert the date (NOTE: CANNOT BE A FUTURE DATE)

<table>
<thead>
<tr>
<th>Date Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Submission</td>
</tr>
</tbody>
</table>

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

**Cage Cards**

<table>
<thead>
<tr>
<th>ID</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00000012 E</td>
<td></td>
</tr>
</tbody>
</table>

1 items