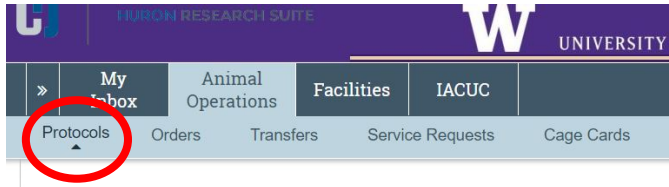


How do I get more reserve cards?

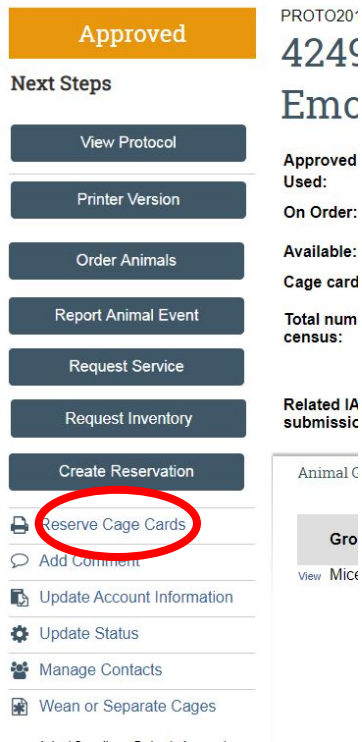
There are two ways – one in AOps and the other on the DCM website

In AOps:

- 1) Sign into AOps and navigate to your protocol



- 2) On the left side of the page, select the Reserve Cage Cards tab



3) Fill in the smart form

- a. Choose the species
- b. Choose the number of cards
- c. Choose the room (please note-Foege rooms are listed as "ARCF Viv [Room number]")
- d. Choose the account (budget)
- e. Choose the per diem (should be Mice Standard Cage or Rat Standard Cage for all cages that are ABSL1 level. If ABSL2 or above, please choose rate based on ABSL level. External rates are only for non-UW customers (22 budget usage))
- f. Select the template (Wean or Separate – do not choose default)
- g. Add comments if you like (but no one will see them except you)

Reserve Cage Cards

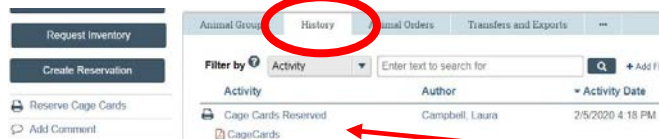
Use this activity to generate blank cage cards for weaning animals

1. * Select the animal group:
Mice
2. * Number of cards to print:
20
3. * Select the room where animals are located:
6FLOOR Viv C618
4. * Select the per diem account:
[Dropdown]
5. * Select the per diem type:
Mice Standard Cage
6. Select the cage card template:
Name
 Default Cage Card Sheet
 Generate Cage Cards Template
 Cage Card - Separate
 Cage Card - Wean
[Clear](#)
7. Comments
[Text Area]

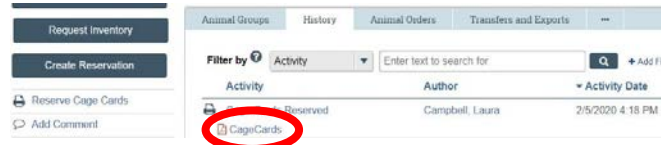
4) Click Next, and it will return to the main page. NO notifications are attached to this function.

<<You must now either print the cage cards yourself or send them to your supervisor to print. >>

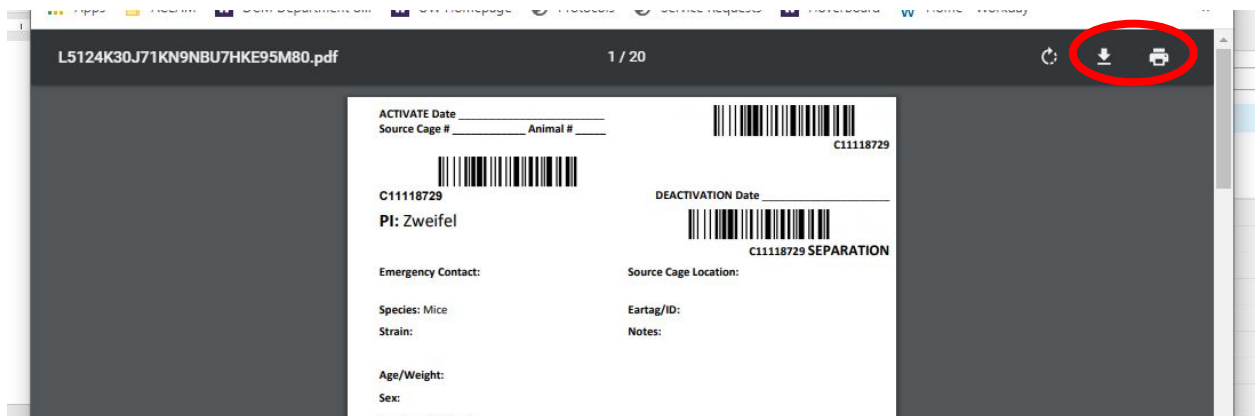
5) Click the History Tab and you will see the cage cards you just made as a PDF with your name and date.



6) Click on the PDF Cage Card icon



7) Download the PDF of the cage cards and either print them or email them as an attachment to the facility supervisor in the animal facility your animals are in



On DCM Website:

<https://www.washington.edu/compmed/animal-resources/>
or <https://www.washington.edu/compmed/1962-2/alphabetical-list-of-all-forms/>

- 1) Hover over Animal Resources and choose:
Cage Card and Per Diem Information
- 2) Fill out form on that page –
 - a. Fill in Animal Facility (then rest of form will appear)
- 3) Choose the type of reserve card (weaning or separation)
- 4) Fill in rest of information
- 5) Choose I agree (check box under Terms of Agreement)
- 6) Submit the request

This will route the request to the proper facility supervisor and PC via standard email, and they will generate the reserve cards in AOPs. Once generated, the facility supervisor/PC will print the cage cards and contact the requestor for pick up/placement in requested room.