AOps: How to Submit a PI Transfer

1) Log in to Aops Website

   a. Log in with your UWNetID.

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
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.
13) If transferring to another PI, click “Yes”. A box will appear below where you can search the PI by clicking on the gray ellipse box.

14) Select the PI and click “OK”

15) The transfer request will be sent to the receiving PI for approval

16) Submit your request

17) Once approved, you will receive a notification in your AOps inbox.