AOps: How to Submit an Export Request

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 an Export Request

On the left hand navigation bar, you will see a button to “Transfer/Export Animals”. Click this to initiate an Export Request.
6) Select “Animal Export” under Request Type

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

8) Describe any procedures performed on these animals that may impact shipment. Also describe any phenotypes that may require special consideration when being shipped (extra bedding etc.)
9) Fill in the receiving institutions information

10) If the export is going to an international destination, or the receiving institution requests additional testing an account will need to be added to the export request. This is not a required field and may be added later by the Export Coordinator.

11) If there are any other important details for the Export Coordinator to know, add them in the “Additional Comments” box

12) Read the following page “How Do I Submit” carefully. By clicking “Finish”, the export request does not get submitted. Once you click “Finish you will be routed back to the main page where you will click “Submit”.
13) After you click “Submit” the request will be sent to the Export Coordinator. Health Reports and other requested information will continue to be sent via email.