AOps: How to Submit a Protocol 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.

10) Click “Yes” if you are transferring the cage to another protocol
11) Click on the gray ellipsis box to select a protocol

12) Select your desired protocol and click “OK”

13) You may also change the ABSL status of these animals at this point if you desire
14) You may also change the pain category or “group” of the animals if required by the protocol.

15) Click on the desired group.

16) Follow the directions on “How to Submit”. Clicking “Finish” DOES NOT submit the request.