Veterinary Service Request: Isoflurane Machine Rental

General information for filling out the smart forms:

Fill out the information on each of the selected SmartForms as follows:
- For fields with an ellipsis, a pop-up window will display. Click on the circle next to the item needed and click **OK**.
- For fields with a drop-down list, select an item from the list.
- For fields with an Add button, click the Add button and a pop-up window will display. Select an item from the drop-down menu, enter a quantity, and click **OK**.
- For fields with a calendar, select the correct date.
- For fields with free text boxes, type in whatever you need

**Note:** All fields with a red asterisk (*) are required.

1. Log in to AOps.washington.edu
2. Once you log in, the **My InBox** tab will show up on the screen.
   **Note:** **My InBox** will show both AOps and HoverBoard tasks that need to be completed by the user.
3. Click on the **Animal Operations** tab at the top of the page.
4. Navigate to the **Protocols** tab. The **Protocols** tab will always be the first to display.
5. Click on the correct protocol number for this reservation (PROTOXXXXXXXXX) displayed under the **Active** tab. (note:this is the Hoverboard/AOps protocol number. The legacy number is the first 6 characters under the “Name” tab)
6. On the left-hand side of the screen, click **Request Service**. The SmartForms for a Service Request will display.
   **Note:** Refrain from using the back button at the top of the page in the browser. You may use the **Back** button on the SmartForm page.
7. Select the appropriate date as the **Requested service start date.**
   **Note:** The date can only be today’s date or a future date.
8. Click the appropriate circle next to the **Is this request for recurring services?** question.
   Recurring is a service you want repeated every day, or every week, etc. An extra page of questions will appear after the cage card selector if you click a recurring service.
9. Click the circle next to “Veterinary Services” for the **Service request type.**
10. Click the box next to Isoflurane Machine Rental.
    a. Service Request
b. Isoflurane Machine Rental
c. Health Certificate Request
d. Drug Request

**Note:** Do not select Surgery or Anesthesia Request (For DCM Use Only)

11. Click **Continue »** located near the top or bottom of the right-hand side of the page.

**Note:** Clicking **Continue »** helps save the SmartForms. You will now see an SR number (SRXXXXXXXX) on the upper right-hand side of the page (in the purple top area).

You may also navigate between pages using the **Jump To** menu located near the top of the SmartForm page.

12. Skip the cage card selection step (not required, no asterisk)

13. Click **Continue »** located near the top or bottom of the right-hand side of the page.

**Note:** Use the **Filter By** field at the top of the page to filter by certain fields in the drop-down menu. You may use the Advanced hyperlink to filter by more than one field.

14. Select an account from the **Service Account** field by clicking on the ellipsis.

![Ellipsis](...)

15. A pop-up window will display. Click on the circle next to an account number and click **OK**.

16. Skip the Experiment number question (it is not required (no red asterisk))

17. Click **Continue »** located near the top or bottom of the right-hand side of the page.

18. Copy the SR# from the upper right hand side of the page (in the purple box) and save it to put in a later box.

19. Then, carefully read the instructions and click where it says click on link **here**. This will open a new tab in your browser to send you to the Reservation Page.
20. Select Asset/Equipment under Reservations type question

20. Choose the facility and isoflurane machine you would like to reserve. (they are named by facility, and then number. Machines used in ABSL2 rooms have ABSL2 that in the title)

21. Enter start date and time (Note: Scroll down and look at calendar to see if reservations already in place for this machine. If so, try a different machine in the same facility)

22. Enter end date and time (your time will not show up on the calendar until you submit the request)

23. Under notes, put SR # (the number you copied up above)
24. Click Finish

25. Click Submit (on the left side of the screen), review material and then click OK. The “state” in the orange box on the top left will now say “Pending Approval”

26. Go back to the first tab to finish the Service Request.

27. Fill out Service Location, by clicking the ellipsis and the selecting the location.

28. Skip Procedure

29. Add supplies if they are needed (if not skip the question).

30. Add additional information if needed (if not skip the question).

31. Click Continue located near the top or bottom of the right-hand side of the page.

32. Read the information on the How Do I Submit? page and click Finish located near the bottom right-hand of the page.

33. Click Submit on the left-hand side of the screen.

34. Click OK

35. The “state” in the upper left orange box should now say Service Request Review. And the “swim lane” should be on “Review” as shown below

Vet services personnel have to review the request and approve it before it can move to pending Completion. It will be closed once the machine is picked up, used and the time is charged to the selected budget.