LAS – Request animals
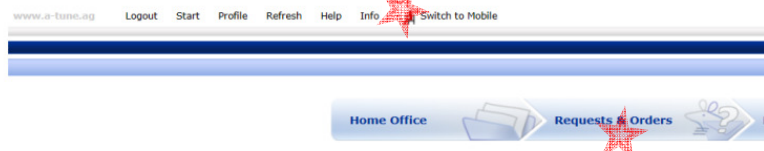## Step by step

1: Prepare and plan (as always)
*Which and how many animals
*Which account are paying? Get the account registered in LAS before you start. Talk with the animal technicians.
*Which stable are to be used, and does it have room available?
*Do you need to order equipment og medicine?
*Tal with the local animal staff!

2: Log on to las.au.dk
*Use your AUID og password.
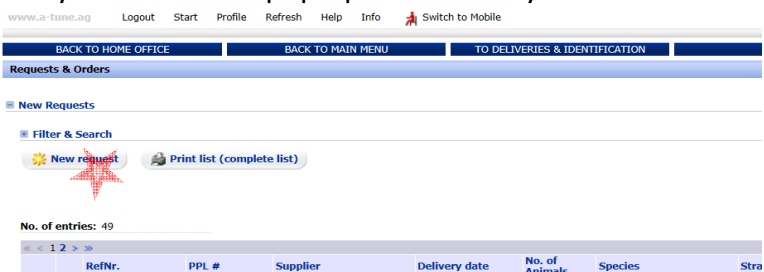*Use a browser on a computer, tablet or smartphone.

3: Click "Request & Orders"
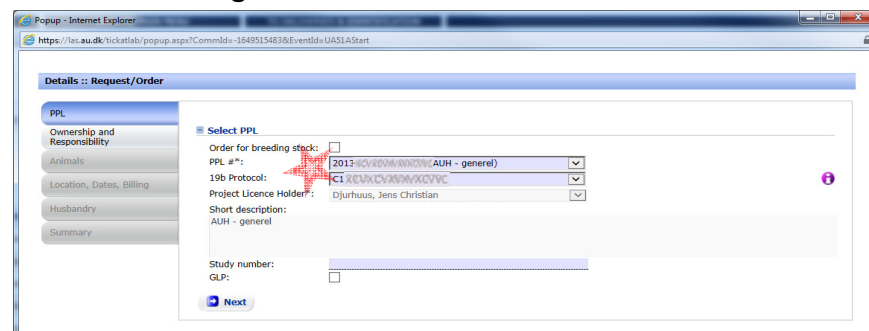*"Switch to mobile" switches between mouse or touchscreen.

4: Click "New Request"
*This opens a pop-up window, where the request in entered.
*You may need to allow pop-up windows in your browser.

5: Choose permit number and C-scheme
*PPL is the animal experiment permit number.
*19b is C-scheme.
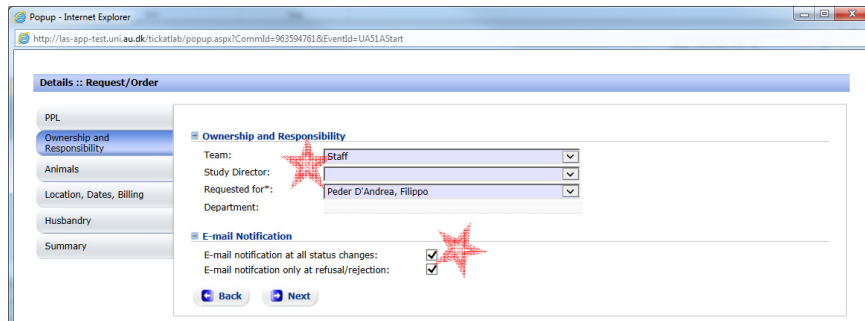*We are working on a Danish version of LAS.AU.DK
*Click "Next" to go on.

6: Choose animals
*Fill out amount, species and strain.
*Supplier is filled out automatic.
*Click under "Choice", for the sex and size you request.
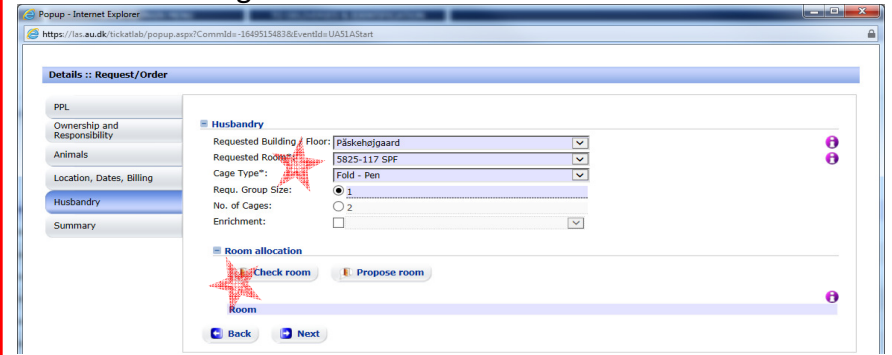*Fill in "Additional …" with message for supplier or animal staff.
*Click "Next" to go on.

7: Ownership and Responsibility

*"Team" and "Requested for" is filled out automatically.
*If not, the choose your "Team" and for whom you are ordering.
*Ignore "Study Director"
*If Email is unwanted, then remove ticks.
*Click "Next" to go on.

8: Delivery location, date and payment

*Choose "Delivery location".
*Choose your account under "Project code".
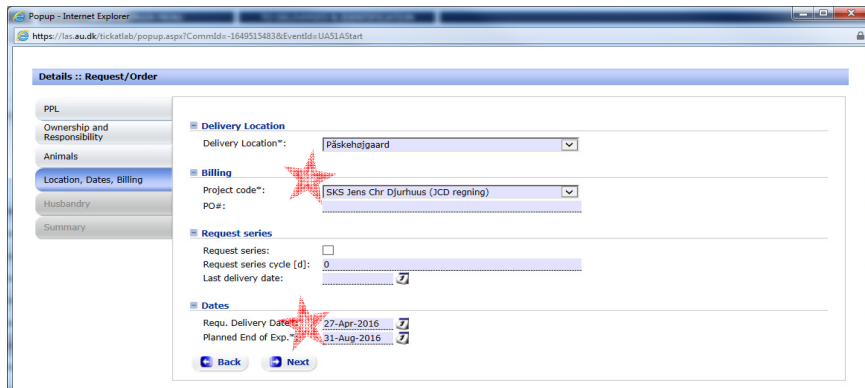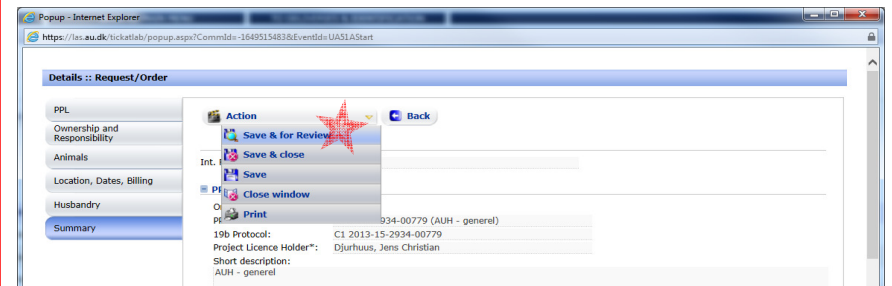*Choose a delivery date and expected end date for experiment.
*Click "Next" to go on.

9: Husbandry

*Choose stable and room
*Choose cage type and group size (how many in each cage).
*Click "Check Room" to see available space in stable.
*If no available space, then contact animal staff.
*Click "Next" to go on.

10: Summary and send request

*Go through summary. Correct errors by going back.
*Click "Action" then "Save & for Review" to send to animal staff.

11: Request is then handled in two ways …

*SKS, DNC, TNU and Biomedicine: Request is sent to the animal staff, who will order the animal at the supplier.
*EKO and MEA: Researchers order the animals themselves.
*Then sit back and await delivery.

12: Errors, omissions or suggestions.

*Contact the animal staff or filippo@clin.au.dk