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.

a-tune.ag Logout Start Profile Refresh Help Info

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.

	Logout	Start Prome					
BACK TO	HOME OFFICE		BACK TO MAIN MEN	U TO D	ELIVERIES & IDEN	TIFICATION	
Requests & Orde	ers						
New Requests							
🗉 Filter & Sea	rch						
👫 New rea		Print list (comp	ete list)				
No. of entries:	49						
« < 12 > »							
R	efNr.	PPL #	Supplier	Delivery date	No. of Animals	Species	s

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.

tails :: Request/Order			
PL			
wnership and esponsibility	Select PPL Order for breeding stack:		
nimals		M/MMXCArc AUH - generel)	
ocation, Dates, Billing	19b Protocol: C1 XCDXCD Project Licence Holder*: Djurhuus, Je	ARAACCIVIC V	θ
usbandry	Short description:		
ummary	AUH - generel		
	Study number:		
	Next		

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.

tails :: Request/Ord	er				
2					
vnership and sponsibility	Supplier Catalog	Selection			
	1. No. of Animals*				
mals	2. Species*:		n - Pigs	~	
ation, Dates, Billing	3. Strain*:		rsusgris	×	
	4. Supplier*:	(m. 18)	F-Danmark	×	
sbandry	5. Catalog details*	Gri	se til ekstern kursusvirks	omhed/Pigs for external b	
mmary	6. Supplier Area:			\checkmark	
	Supplier catalog	details			
	- outpend on another				
	Specifications				4
	by catalog				No.
	C by catalog				A. 194
	Age	Weight	Pregnant Gestation	Additional specification	Choice
	♀ od	38 - 42 kg	0 d	SST 40 kg	0
	Additional informat	ion for exter	nal supplier		
	Comm	ents to	supplier reg	arding animal or delivery.	
	Additional internal	information f	for handling during anima	l receipt	
				to a final second state a second second second	
	Comm	ents to	staff regard	ing feed, medicine or husbandry.	
	1				

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.

	lab/popup.aspx?Commld=963394761&EventId=UAS1AStart	
PPL Ownership and Responsibility Animals Location, Dates, Billing	Conversible and Responsibility Team: Study Director: Requested for: Department:	
Husbandry Summary	E-mail Notification E-mail notification at all status changes: E-mail notification only at refusa(rejection:	
	Back Steel	

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.

Details :: Request/Order		
PPL		
Ownership and Responsibility	Delivery Location Delivery Location*: Päskehojgaard	
Animals	Billing	
Location, Dates, Billing Husbandry	Project code*: SKS Jens Chr Djurhuus (JCD regning)	
Summary	Request series	
	Request series:	
	Dates Requ. Delivery Dates Z7-Apr-2016 Z Planned End of Exp. 31-Aug-2016 Z	

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.

tails :: Request/Order			
PL			
wnership and esponsibility	Husbandry		0
nimals	Requested Building / Floor: Requested Roding		0
	Cage Type*:	5825-117 SPF	0
cation, Dates, Billing	Regu. Group Size:	Fold - Pen	
usbandry	No. of Cages:		
ummary	Enrichment:		
	Room allocation		
	Check room	Propose room	
	-415		
	Room		0

10: Summary and send request

*Go through summary. Correct errors by going back.

*Click "Action" then "Save & for Review" to send to animal staff.

Popup - Internet Explorer	E. B. HOURT & BREEDERING	
https://las.au.dk/tickatlab/popup.as	px?Commld=-1649515483&Eventld=UA51AStart	
		^
Details :: Request/Order		
PPL Ownership and Responsibility Animals Location, Dates, Billing Husbandry	Action Save & for Review Action Save & for Review Save Save Cose window	
Summary	O pr print 934-00779 (AUH - generel)	
Summary	19b Protocol: C.1.2013-15-2934-00779 Project Licence Holder*: Djurhuus, Jens Christian Short description: AUH - generel	

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