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.

				7			
BACK TO	D HOME OFFICE		BACK TO MAIN MENU	TO DEL	IVERIES & IDEN	TIFICATION	
Requests & Orde	ers						
New Requests							
🖲 Filter & Sea	rch						
💥 New rea	uest 🔒 P	Print list (compl	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		
2		
wnership and esponsibility	Select PPL Order for breeding stock:	
imals	PPL #*: 2013 COROMONICAUCAUH - generel)	<u>_</u>
cation, Dates, Billing	19b Protocol: C1 XCLXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
isbandry	Short description:	
immary	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				
۳L					
mership and	Supplier Catalog	Selection			
sponsibility	1. No. of Animals*	2			
mals	2. Species*:	Svi	in - Pigs	×	
ation, Dates, Billing	3. Strain*:	Ku	rsusgris	×	
	4. Supplier*:	SPI	F-Danmark	×	
	5. Catalog details*	Gri	ise til ekstern kursusvirks	omhed/Pigs for external b	
nmary	Supplier Area:			\checkmark	
	E Supplier catalog	lotaile			
	a supplier cutalog	recurs.			
	Specifications				4
					View
	By catalog				3 Sec.
	Age	Weight	Pregnant Gestation	Additional specification	Choice
	♀ od	38 - 42 kg	0 d	SST 40 kg	0
	Additional informat	ion for exter	nal supplier		
	Comme	ents to	supplier reg	arding animal or delivery.	
				0	
	Additional internal	information f	for handling during anima	I receipt	
	Comm		staff regard	ing food modicing or buchandry	
	Comme	ents to	i stan regard	ing reed, medicine of husbandry.	
	87				

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.

pup - internet explorer ttp://las-app-test.uni. au.dk /ticka	lab/popup.aspr?Commld=963394761&EventId=UA51AStart	
PPL Ownership and Responsibility Animals Location, Dates, Billing	Ownership and Responsibility Team: Study Director: Requested for: Pader D'Andrea, Filippo V	
Husbandry	E-mail Notification	
Summer,	E-mail notification at all status changes: E-mail notification only at refusal/rejection: Back Next	

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		
PDI		
Ownership and Responsibility Animals	Delivery Location* Päskehsigaard	
Location, Dates, Billing Husbandry Summary	Project code*: SKS Jens Chr Djurhuus (JCD regning)	
	Request series: Request series cycle [d]: 0 Last delivery date: Dates Reque Delivery Date: 72.Arr-2016 7	

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:	Päskehøjgaard 🗸	0
	Case Tree®	5825-117 SPF	•
cation, Dates, Billing	Rogu Group Sizor	Pold - Pen	
usbandry	No. of Cares:		
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	R R R LANDER & BREEFERING	
https://las.au.dk/tickatlab/popup.as	px?Commld=-1649515483&EventId=UA51AStart	
		^
Details :: Request/Order		
PPL Ownership and Responsibility Animals Location, Dates, Billing	Action C Save & for Reviewed Int, t Save & close Save Pirit C Save Pirit C Save	
Summary	O	
	19b Protocol: C1 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