



Northwestern

CENTER FOR
COMPARATIVE MEDICINE

AQPS
Animal Operations System

AOPs Access & General Information

AOPs Access

- Navigate to: aops.northwestern.edu
- Requires an NU NetID and password
- You must be listed on an IACUC protocol to login

AOPs - General Information Continued

- Chartstring – for new protocols or to update a chartstring on an existing protocol, continue to email the information to:
ccmbusinessoffice@northwestern.edu

Login to AOPs

- Navigate to: aops.northwestern.edu
- Use your NetID and password to access the system

Northwestern

ONLINE PASSPORT

Your single sign-on access to University systems

User Name:

Password:

NetID Password

LOG IN

Trouble Logging In?

This page should not be bookmarked.

Multi-factor Authentication powered by Duo Security



Invoices (Protocol Bills)

Invoices (Protocol Bills)

- PIs and their designated proxies will view protocol bills within AOPs, they will no longer be sent via email
- Historical protocol bills that are generated by AOPs will be viewable to PIs and their designated proxies
- Protocol bills prior to February 2018 will not be available in AOPs
- The PI or PI Proxies must grant permission to lab members to view the Protocol Bills through the Study Staff Update feature. Please refer to the Study Staff Set-up slides

Viewing Invoices (Protocol Bills)

- Select the Protocols Tab
- To view a protocol bill, select the desired protocol from the list



Hello, Joe Quenneville ▾

» My Inbox IACUC

My Inbox

- Create Order/Transfer
- Create Service Request
- Reserve Equipment
- Request Housing Space
- Reserve Surgery Room
- Reserve Procedure Room

Welcome to My Inbox. From here, you can see any submission which is currently awaiting your action.

- The **Action Items** tab shows items requiring action by you. Use the **Actions** link to take action on any item in your inbox.
- The other tabs allow you to monitor the progress of other submissions you have access to. Click into the item and view the History tab to see details on the status.
- The **My Alerts** section shows important warnings requiring immediate action.

My Alerts

There are no alerts for Joe Quenneville at this time.

Action Items Protocols Orders Transfers Service Requests Reservations ...

Filter ? ID ID Enter text to search for Go + Add Filter ✕ Clear All Export

ID	PI	Date Approved	Date Expiration	Status	Modified Date
IS00000706	Kershaw, Clayton	5/6/2015	9/23/2017	Lapsed	1/9/2018 1:23 AM
IS00000750	Quenneville, Joe	6/26/2017	1/6/2018	Approved	1/9/2018 1:22 AM
IS00003681	Quenneville, Joe	6/26/2017	7/25/2019	Approved	1/8/2018 3:56 PM
IS00005800	Quenneville, Joe	6/26/2017	4/18/2020	Approved	10/12/2017 4:52 PM
IS00005420	Quenneville, Joe	6/26/2017	3/22/2020	Approved	10/12/2017 4:52 PM
IS00003894	Turner, Justin	7/12/2017	7/21/2019	Approved	10/12/2017 4:50 PM

Viewing Invoices (Protocol Bills)

- Within the workspace, select the ellipses (“...”) icon for additional menu options.
- Select “Invoices”



Hello, Joe Quenneville ▾

»
My Inbox
IACUC

Approved

Next Steps

View Protocol ▾

Create Service Request

Create Order/Transfer

Reserve Equipment

Reserve Surgery Room

Reserve Procedure Room

Edit Protocol Team

AOPS Protocol
(IS00003681)

IS00003681

Summary	Orders	Imports	Transfers	Exports	Reservations	...
Regulatory Information: [View IACUC Submission Details]						
Total Approved:	8922			Approved:	6/26/2017	
Used:	3679 (41.2%)			Expires:	7/25/2019	
Available:	5203 (58.3%)			PI:	Joe Quenneville	
On Order:	40			On Census:	0	

Animal Groups:

Group	Approved	Usage	Used	% Used	Available	% Available	On Order/Transfer
Mice - D	8922	<div style="width: 41.2%; height: 10px; background-color: #28a745;"></div>	3679	41.2%	5203	58.317%	40

Viewing Invoices (Protocol Bills)

- Within the workspace, select the desired invoice to view



Hello, Joe Quenneville ▾

» My Inbox IACUC

Approved

Next Steps

- View Protocol ▾
- Create Service Request
- Create Order/Transfer
- Reserve Equipment
- Reserve Surgery Room
- Reserve Procedure Room

Edit Protocol Team

AOPS Protocol (IS00003681)

IS00003681

Summary	Orders	Imports	Transfers	Exports	Reservations	Invoices	...
Filter [?] ID <input type="text" value="Enter text to search for"/> <input type="button" value="Go"/> <input type="button" value="+ Add Filter"/> <input type="button" value="✕ Clear All"/> <input type="button" value="Export"/>							
ID	Amount	Start	End	Amount	Status	Modified Date	Invoice
INV00000444	\$4,324.50	12/1/2017	12/31/2017	\$4,324.50	Draft	1/8/2018 10:22 AM	Invoice-IS00003681-12/1/2017 - 12/31/2017(0.01)
INV00000277	\$20,418.60	11/1/2017	11/30/2017	\$20,418.60	Draft	12/3/2017 10:02 AM	Invoice--11/1/2017 - 11/30/2017(0.01)
INV00000089	\$20,535.48	10/1/2017	10/31/2017	\$20,535.48	Draft	12/1/2017 4:47 PM	Invoice--10/1/2017 - 10/31/2017(0.01)

3 items page of 1 / page

Viewing Invoices (Protocol Bills)


- A summary of expenses appears in the next workspace
- Click on the blue highlighted link next to “Invoice” to obtain a PDF of the bill



Hello, Joe Quenneville ▾


» My Inbox IACUC

Draft

Invoice
(INV00000444) 

Next Steps

[View Details ▾](#)


 [Log Comment](#)

PI: Quenneville, Joe **Amount Invoiced:** \$4,324.50

Protocol: IS00003681 **Period Start:** 12/1/2017

Invoice: [Invoice-IS00003681-12/1/2017 - 12/31/2017\(0.01\)](#) **Period End:** 12/31/2017

Details History

Filter  [Go](#) [+ Add Filter](#) [x Clear All](#) [Export](#)

Date	Type	Chart String	Amount	Charge Notes
12/31/2017	Per Diem Charges	610-5108000-60043687-01	\$255.75	
12/31/2017	Per Diem Charges	610-5108000-60043687-01	\$1,371.75	
12/31/2017	Per Diem Charges	610-5108000-60043687-01	\$2,627.25	
12/31/2017	Per Diem Charges	610-5108000-60043687-01	\$23.25	
12/31/2017	Per Diem Charges	610-5108000-60043687-01	\$46.50	

5 items < page 1 of 1 > 25 / page

The background consists of several overlapping, semi-transparent purple shapes in various shades, creating a dynamic, abstract geometric pattern. The colors range from a deep, dark purple to a lighter, more vibrant purple.

Logoff from AOPs

Logoff from AOPs

- Click on your name in the upper right hand corner
- Select “Logoff” from the dropdown menu that appears

AOPS
Animal Operations

Staging

Hello, Joe Quenneville ▾

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My Inbox

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Action Items Protocols Orders Transfers Service Requests Reservations ...

AOPs Support

A decorative graphic in the top-left corner of the slide, consisting of several overlapping, semi-transparent purple triangles and polygons that create a layered, geometric effect.

AOPs Support

Send emails to:

[CCM AOPS support@northwestern.edu](mailto:CCM_AOPS_support@northwestern.edu)