



# Northwestern

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CENTER FOR  
COMPARATIVE MEDICINE

**AQPS**  
Animal Operations System

# AOPs Access & General Information

# AOPs Access

- Navigate to: [aops.northwestern.edu](https://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](mailto:ccmbusinessoffice@northwestern.edu)

# Login to AOPs

- Navigate to: [aops.northwestern.edu](https://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



# Study Staff Set-up

# Study Staff Set-up

- Allows a PI to define what each member listed on a protocol will be able to do within AOPs
- PI will define the following:
  - Who is able to submit animal orders
  - Who will receive notifications from AOPs
  - Who will receive health report notifications from AOPs
  - Who will be able to view Invoices (Protocol Bills)

# Study Staff Set-up

- Select the Protocols Tab
- Select the desired protocol to modify access for study staff



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 x 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




# Study Staff Set-up

- Select “Edit Protocol Team” on the left-side frame

**AOPS** Animal Operations Staging Hello, Joe Quenneville ▾

» **My Inbox** **IACUC**

**Approved**

**AOPS Protocol (IS00003681)** 

IS00003681

**Next Steps**

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

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

**Animal Groups:**

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

# Study Staff Set-up

- Another window appears
- Click the “Update” button next to the protocol team member that needs to be updated.

The screenshot shows the AOPS web application interface. On the left, there is a navigation menu with 'My Inbox' and 'IACUC' tabs. Below this, there is a 'Next Steps' section with buttons for 'View Protocol', 'Create Service Request', 'Create Order/Transfer', 'Reserve Equipment', 'Reserve Surgery Room', and 'Reserve Procedure Room'. A checkbox for 'Edit Protocol Team' is checked. The main content area displays 'AOPS Protocol (IS00003681)' with a 'Staging' label. Below this, there is a 'Regulatory Information' section with 'Total Approved:', 'Used:', 'Available:', and 'On Order:' labels. The 'Edit Protocol Team' window is open, showing a table of team members with 'Update' buttons for each.

	Last Name	First Name	Ordering?	Receive Notification?	Receive Health Report?	Review Invoice?
<input type="checkbox"/> Update	Kane	Pat	yes	no	yes	no
<input type="checkbox"/> Update	Sharp	Pat	yes	no	yes	no
<input type="checkbox"/> Update	Toews	Jon	yes	yes	yes	no

OK Cancel

# Study Staff Set-up

- Another window appears
- Make desired changes by selecting the radio button after each question
- Click “OK” when done in the window displayed below. Click “OK” when done in the window displayed on the previous slide.

The screenshot displays the AOPS (Animal Operations) web application interface. The main page shows a navigation bar with 'My Inbox' and 'IACUC' tabs. A 'Staging' badge is visible in the top left. The main content area is titled 'AOPS Protocol (IS00003681)' and includes a 'Next Steps' section with buttons for 'View Protocol', 'Create Service Request', 'Create Order/Transfer', 'Reserve Equipment', 'Reserve Surgery Room', and 'Reserve Procedure Room'. A 'Regulatory Information' section is also visible, showing 'Total Approved', 'Used', 'Available', and 'On Order' counts. A table of 'Animal Groups' is partially visible, showing 'Mice - D' with a count of 8922.

Two browser windows are overlaid on the main page:

- Edit Protocol Team**: This window shows the 'Edit Protocol Team' form. It includes a 'Protocol Team Member' field with the name 'Pat Kane' and five required questions with radio button options for 'Yes' and 'No', and a 'Clear' link for each question:
  1. Protocol Team Member: Pat Kane
  2. \* Is this person authorized to order animals?  Yes  No [Clear](#)
  3. \* Is this person authorized to receive notifications?  Yes  No [Clear](#)
  4. \* Is this person authorized to receive health reports?  Yes  No [Clear](#)
  5. \* Is this person authorized to review invoices?  Yes  No [Clear](#)
- Edit Study Team Member**: This window shows the 'Edit Study Team Member' form, which is currently blank.

At the bottom of the 'Edit Study Team Member' window, there are 'OK' and 'Cancel' buttons. A legend at the bottom left of the window indicates that '\*' denotes a required field.

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 ▾

» My Inbox IACUC

### My Inbox

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### My Alerts

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Action Items Protocols Orders Transfers Service Requests Reservations ...

# AOPs Support

A decorative graphic in the top-left corner 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)