Veterinary Services Smart Form

**Step 1:** Enter URL in browser: rep.uc.edu/aops

**Step 2:** Log in with your 6+2 UC user name and password

**Step 3:** Click the Animal Operations tab and click

**Step 4:** Complete “Basic Request Information“ - * indicates mandatory fields

Select Veterinary Services followed by the type of service (You can select multiple services at once and complete all smart forms).
Euthanasia and Necropsy Request: Complete all sections as needed and click continue

Euthanasia and Necropsy Request

Please note euthanasia can only be done on cages of animals, not individuals. Please indicate the animal ID, as well as reason for requesting necropsy.

1. *Select Service:
   Carcass Disposal Fee (per pound)

2. Identify any animals requiring post-euthanasia necropsy:

3. Describe any additional requirements for organ/tissue preservation:

4. Additional Information:

5. Additional contacts for necropsy results:
**Drug Request:** Click “+Add” and select drugs from drop down box that you wanted to request and complete remaining sections as needed. Please use “Additional Information” box for any special instructions or pertinent information specific to this request.

<table>
<thead>
<tr>
<th>Select Drugs</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicate Intended Use</th>
<th>Procedure</th>
<th>Delivery Dose</th>
<th>Drug</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug Locker(if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
</tr>
</tbody>
</table>
**Surgical & Procedure Support**: For this page, indicate procedure name, date, and number of hours of veterinary assistance; click “+Add” and select supplies needed from drop down box. Please use “Additional Information” box for any special instructions or pertinent information specific to this request.
Step 5: Cage Card Selection: If needed, please select the associated cage cards for this request. You can select cards by number, room, species or account. Keep a note that this page is not a mandatory section. You can click “continue” without filling this section.

Cage Card Selection

Please select the associated cage cards for this request. You can select cards by number, room, species or account.

1. Card Number: [ ] Status: [ ]
   Room: [ ] Per Diem: [ ]
   Group/Species: [ ] Selection: 0 of 195
   Account: [ ]

Cage Cards:

<table>
<thead>
<tr>
<th>ID</th>
<th>Facility</th>
<th>Species</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

There are no items to display

2. Additional Instructions

Step 6: Service Request Recurrence: Use this page to indicate if you need this service multiple times on a recurrence schedule. Please use the comments box for any special instructions.

For recurrence requests, select the frequency and the end date.

Service Request Recurrence

Use this page to indicate if you need this service multiple times on a recurrence schedule. Please use the comments box for any special instructions.

1. Requested Service Date (must be at least 3 days in future):
   10/19/2017

2. Setup recurrence for multiple Service Requests?: ☑
   - DAILY
   - WEEKLY
   - MONTHLY
   - CLEAR

*Enter the number of occurrences or end date:
   - End After
   - End By
   - CLEAR

3. Comments:
Step 7: **Responsible Party**: Always select “Vivarium Staff” and click (...) drop down to enter a service account number (Mandatory field) and click “Finish”.
Step 8: Pre Submission: Review the Service Request and charges associated with this request; to edit request select “Edit Request”; if no changes are required, click on “Submit”