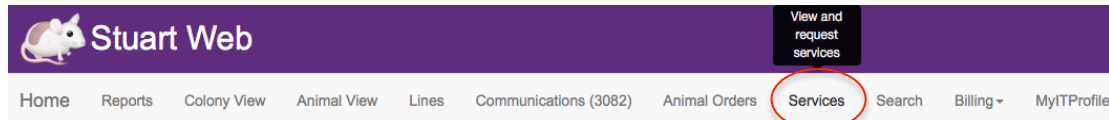


Ordering Services using StuartWeb

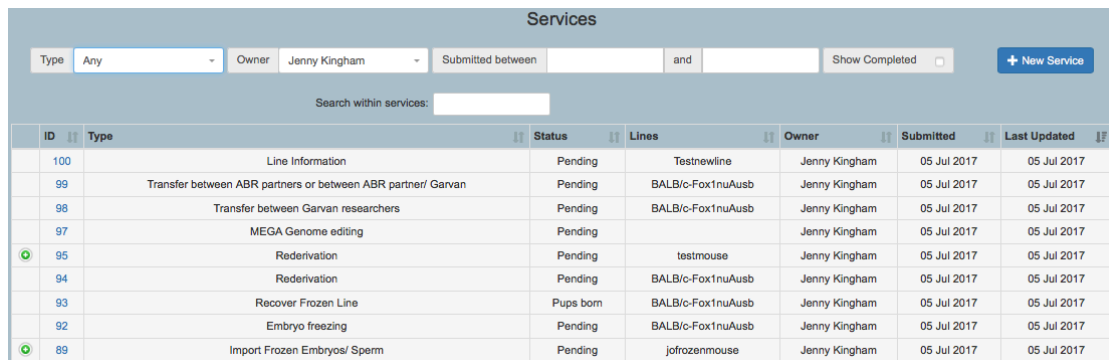
If you do not already have access to StuartWEB, please complete the [StuartWeb Access Form](#) and return the form to orders@abr.org.au.

StuartWEB can be accessed via the [ABR website](#) by clicking on the StuartWEB button or at <https://abr.garvan.org.au/>.

To order services or access information about current services click the *Services* tab on the main menu of StuartWeb.

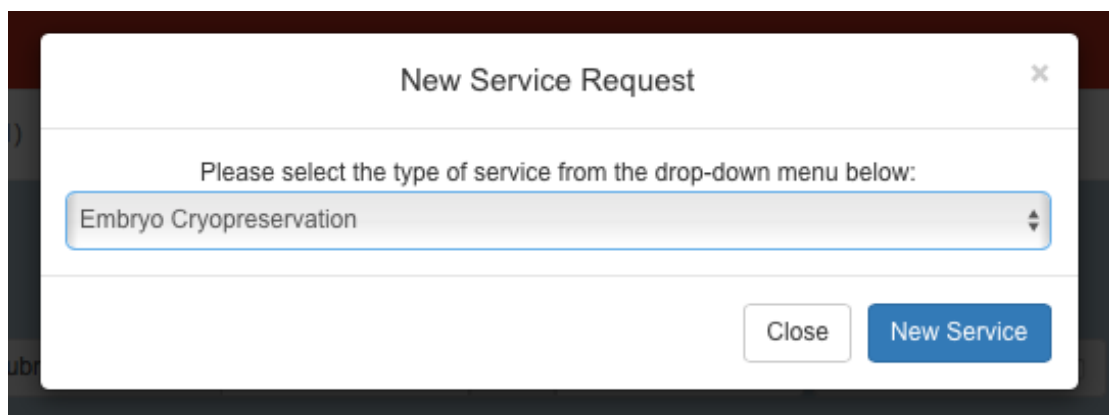


The *Services* page consists of a section that allows you to search for current, or completed services and a table that shows all current services, their type, status, when they were submitted and the last update. Projects can be sorted using the arrows in the table headings.



ID	Type	Status	Lines	Owner	Submitted	Last Updated
100	Line Information	Pending	Testnewline	Jenny Kingham	05 Jul 2017	05 Jul 2017
99	Transfer between ABR partners or between ABR partner/ Garvan	Pending	BALB/c-Fox1nuAusb	Jenny Kingham	05 Jul 2017	05 Jul 2017
98	Transfer between Garvan researchers	Pending	BALB/c-Fox1nuAusb	Jenny Kingham	05 Jul 2017	05 Jul 2017
97	MEGA Genome editing	Pending		Jenny Kingham	05 Jul 2017	05 Jul 2017
95	Rederivation	Pending	testmouse	Jenny Kingham	05 Jul 2017	05 Jul 2017
94	Rederivation	Pending	BALB/c-Fox1nuAusb	Jenny Kingham	05 Jul 2017	05 Jul 2017
93	Recover Frozen Line	Pups born	BALB/c-Fox1nuAusb	Jenny Kingham	05 Jul 2017	05 Jul 2017
92	Embryo freezing	Pending	BALB/c-Fox1nuAusb	Jenny Kingham	05 Jul 2017	05 Jul 2017
89	Import Frozen Embryos/ Sperm	Pending	jfozenmouse	Jenny Kingham	05 Jul 2017	05 Jul 2017

To place an order click the **+ New Service** button. A *New Service Request* pop-up screen opens with a drop down list, select the service you require and click *New Service*.



Each service has different sections to complete, however, they all require *Personal Information*.

Each subsequent section is a combination of drop-down boxes where there are limited selections and text boxes for further instructions. Sections that are compulsory and must be filled before the service request can proceed are marked with a *.

Some forms contain sub-fields that require additional information. A blue *Add* button beneath the table for that sub-field indicates these. These sections open in pop-up windows. Once all fields are complete click *Save Changes* to return to the original screen.

The screenshot displays the 'Recover Frozen Line' form, divided into several sections:

- Personal Information:** Fields for Owner* (Jenny Kingham), Principal Investigator* (Jenny Kingham), Contact Name*, Email*, Phone*, and PO Number/ Garvan Grant ID (Please Select).
- Line Information:** A table with columns: Line Name, Sperm or Embryo, Background for recovery, Other Comments, and Delete. The table is currently empty, showing 'No data available in table'. A blue 'Add' button is circled in red below the table.
- Breeding Instruction:** Fields for 'Will the line be bred and housed at ABR?' (No), Name of facility*, Facility address*, Contact Name*, Email Address*, Phone Number*, Genotyping of recovered pups (None), and Comments.
- Terms and Conditions:** A checkbox for 'I hereby accept the Terms and Conditions of Supply*'. A 'Submit' button is at the bottom.

A red arrow points from the 'Add' button to a pop-up window titled 'Line Information'. This window contains fields for Line Name (C57BL/6JAusub), Sperm or Embryo (Sperm), Background for recovery (Background for recovery), and Other Comments. It includes 'Close' and 'Save changes' buttons at the bottom.

Once all fields and subfields are completed click *Submit*. The project will now appear with a *Service ID* and status of *Pending*.

Researchers can check their projects at anytime by clicking on the *Service ID* number. Project tracking is enabled through the use of *Milestones* and email notifications. *Milestones* and associated comments appear in a table at the bottom of the service screen.

Recover Frozen Line: 93			
Personal Information			
Owner	Jenny Kingham (Garvan)		
Principle Investigator	Jenny Kingham		
Contact Name	Joanne Dodd		
Email	j.dodd@garvan.org.au		
Phone	92958167		
PO Number/ Garvan Grant ID	Not Selected		
Line Information			
Line Name	Sperm or Embryo	Background for recovery	Other Comments
BALB/c-Fox1nuAusb	Sperm	Balb/c	
Breeding Instruction			
Will the line be bred and housed at ABR ?	Yes		
Name of facility	ABR		
Facility address	Lackey Rd Moss Vale		
Contact Name	Joanne Dodd		
Email Address	j.dodd@garvan.org.au		
Phone Number	92958167		
Genotyping of recovered pups	None		
Comments			
Milestones			
Submission Date: Jul 5 2017 1:06PM			
Milestone	Comment	User Name	Date
Pups born	24 pups born	jancal	Jul 5 2017 1:39PM
Transfers performed	Pups due in 3 weeks	jancal	Jul 5 2017 1:38PM
Thawing scheduled	IVF booked	jancal	Jul 5 2017 1:38PM

When the service has progressed to a milestone an update will be entered in StuartWeb and email notification sent. Clicking the link in the email will open the Service window directly.

Service Request: Request To Import Live Mice: 85

Stuart Notifications [no-reply@garvan.org.au]

To: abrimports


-----THIS IS A STUART WEB NOTIFICATION. DO NOT REPLY TO THIS EMAIL.-----

Dear User,

A service has been updated.

View Service: <https://testabr.gimr.garvan.org.au/forms/viewService.php?ServiceID=85>

Kind Regards,
Stuart Web

Completed services can be viewed by ticking the *Show Completed* box in the search bar at the top of the page. Sub forms associated with a service can be viewed by clicking the  button next to the Service ID.

If you have any issues with placing orders or would like to cancel an order please contact ABR on (02) 9295 8565 or orders@abr.org.au