

Procedure for Ordering Mice from a Researcher's Own Colonies

1. Introduction

If you do not already have access to StuartWEB, please complete the StuartWEB access form (<http://www.abr.org.au/ordering/set-up-account-or-stuartweb-access>) and return the form to orders@abr.org.au.

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

The procedure for ordering mice from a researcher's own colonies on StuartWEB mirrors exactly the procedure on Stuart. Only mice with a status '-', or 'A' can be selected for delivery.

2. Summary of the live Stuart/ StuartWEB status

The Status on Stuart/ StuartWEB tells you about the availability of mice, their current use or their final use.

a) Live status

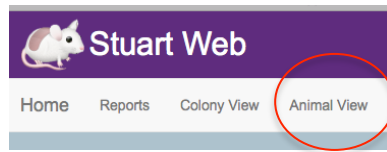
- - Unassigned stock
- A Breeding pair
- B Future breeder
- D Issued
- RI Request issue
- ARI Breeder request issue
- RX Request export
- ARX Request breeder export

b) Dead status

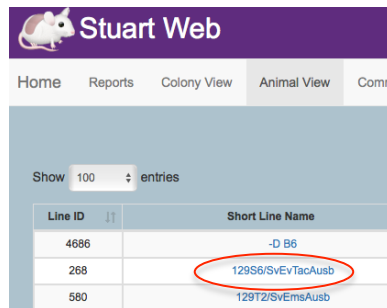
- U Used in research
- I Culled at end of breeding
- Q Used in rederivation or cryopreservation
- L Culled sick
- O Found dead
- J Culled wrong genotype
- G Culled researcher request
- H Culled aged stock
- P Sent to ABR partner institute

3. Selecting mice for delivery

a) Click on *Animal View* from the *StuartWEB* main menu

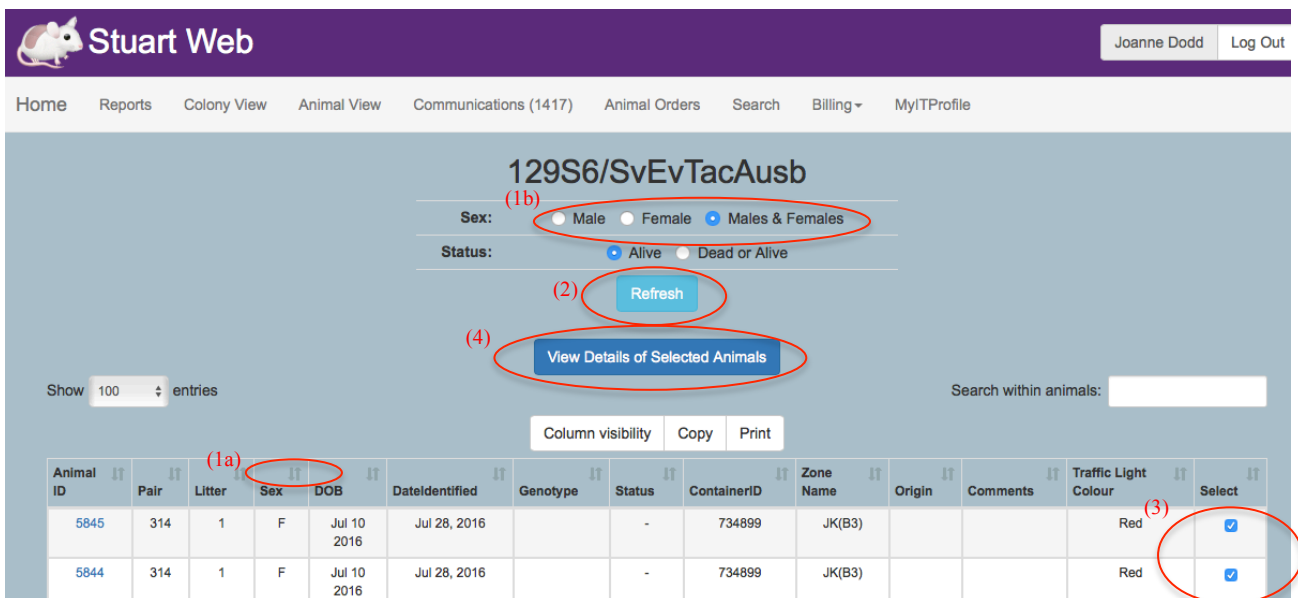


b) Click on the *Line name* in the *Short Line Name* column (this will take you to the *Animal View* screen for the selected Line.)



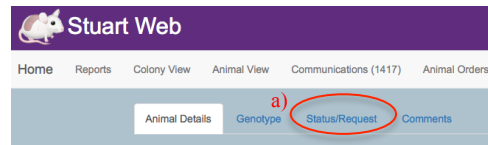
c) In the *Animal View* of the specific Line

- Sort the available mice either by using the arrows (1a) at the top of each column OR by clicking on either the *Male*, *Female* or *Males & Females* button (1b) and then clicking the *Refresh* (2) button.
- Select the mice for delivery by clicking on the tick box in the *Select* (3) column. Then click on *View Details of Selected Animals* (4).



4. Entering the delivery details

a) On the Animal details page click on the Status/ Request link



b) Select RI Request Issue from the Status dropdown. If you want to issue a breeding pair select *ARI Paired – Request for Issue*. Then select the relevant *Protocol* (AEC protocol), *Owner*, *To Zone* (where mice will be delivered), and *Van Run* (shipping date).

c) Under *Instructions* include details about housing requirements on arrival or the relevant contact person & extension no.

d) Click on *Save* at the bottom of the page and the delivery of mice has been requested.

A screenshot of the 'Status/Request' form in the Stuart Web application. The form is titled 'Status:' and has a dropdown menu showing '-'. Below this, there is a section titled 'For Issue requests, please complete below details'. This section contains several dropdown menus: 'Protocol:', 'Owner:', 'To Zone:', and 'Van Run:'. Below these is a large text area labeled 'Instructions:'. At the bottom of the form, there are input fields for 'PO Number:' and 'Order No:', and a label 'Issue status:'. At the very bottom of the form is a blue button labeled 'Save Changes'. Red circles and labels 'b)', 'c)', and 'd)' are used to highlight the 'Status' dropdown, the 'Instructions' text area, and the 'Save Changes' button, respectively.

5. Changing or cancelling the request for delivery

Changing or cancelling the request for delivery can be done using the same interface as long as this is done prior to the delivery deadline.

The delivery deadline is 11am two working days prior to the delivery eg. The deadline for Tuesdays delivery is 11am on the preceding Friday. For a full list of delivery deadline see *Appendix 1* on page 10.

To cancel the delivery simply change the status back to ‘-‘. To change the delivery details use the relevant dropdown to select a different *Protocol, Owner, To Zone* (delivery destination), *Van Run* or *Study*.

6. Troubleshooting

For further assistance in using the interface individualised training can be provided by phone or in person (depends on location). Please contact ABR on orders@abr.org.au

APPENDIX

Table 1- Deadlines for Van Deliveries

Delivery day	Deadline	Facilities
Monday	11am Thursday	Uni. Sydney, Centenary Inst., Heart Research Inst. UoW
Tuesday	11am Friday	Garvan, VCCRI, UNSW, NeuRA, CCIA, Western Sydney Uni.
Wednesday	11am Monday	Uni. Newcastle
Thursday	11am Tuesday	Garvan, VCCRI, UNSW, NeuRA, CCIA, Western Sydney Uni.
Friday	11am Wednesday	Garvan, VCCRI, ANZAC, Westmead