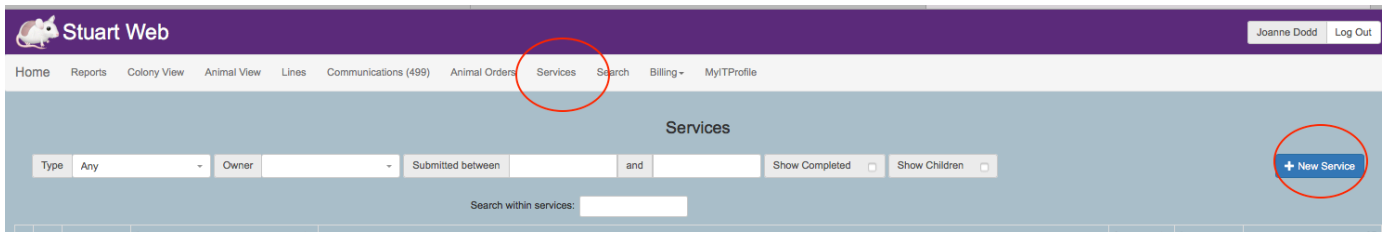


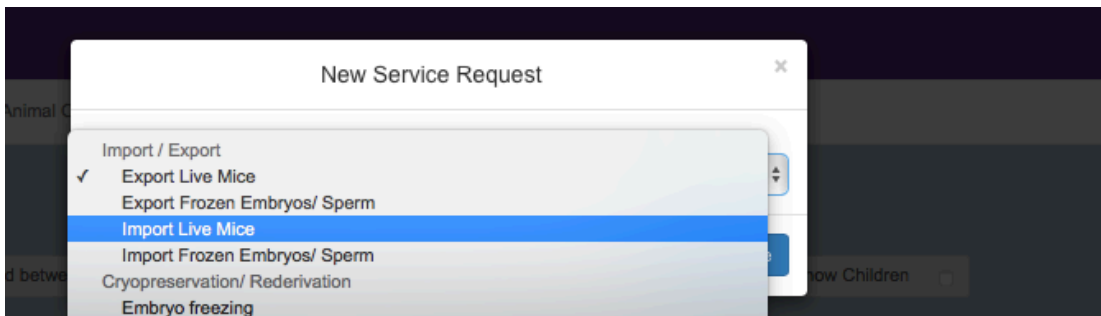


## Importing Live Mice Using StuartWeb

Use the Services tab and click “+New Service”



Using the drop down book select “Import Live Mice”



Fill in the required details and click the “Add” button beneath the ‘Suppliers Line Information’ box.



A pop-up screen will open with details for the Suppliers Line Information. Complete the details and click “Add New Line”. This will open another pop-up screen for ‘Line Information’

The screenshot shows a 'Supplier's Line Information' pop-up form. It contains several input fields: 'Supplier's Line Name' (with a sub-note: 'Name used for the mice in the supplier's facility'), 'Supplier's Stock no.' (with a sub-note: 'Some facilities give each strain a different stock number'), 'No. Males' (with a sub-note: 'Number of male mice to be imported'), 'Male Genotype' (with a sub-note: 'Genotype of males - if multiple genotypes are required, record details in the comments'), 'No. Females' (with a sub-note: 'Number of female mice to be imported'), 'Female Genotype' (with a sub-note: 'Genotype of females - if multiple genotypes are required, record details in the comments'), and 'Comment'. There is also a dropdown menu for 'If importing a line already at ABR, select from the dropdown' with the value '102inj' selected. Below this, there is a note: 'Short line name on Stuart (only for lines existing at ABR). For new lines click on the Add New Line button.' The 'Add New Line' button is circled in red. At the bottom right, there are 'Close' and 'Save changes' buttons.

Enter the Line Information details. After entering the gene name, type and possible genotypes click the “+” button to make sure the data is entered in the table. For multiple genes repeat the process.

Click “Save changes” to close the pop-up screens for Line Information and Suppliers Line Information. Select the appropriate boxes for “Plans for Mice” and complete any additional forms that may open in separate windows. Tick the Terms and Conditions box before clicking “Submit”

Your order will now appear in the services table on the main Services screen. Click the ‘+’ to see any sub-orders (Line information, Rederivation, Cryopreservation etc)

	300	Import Live Mice	Request/Order mice
<b>ID</b>	<b>Type</b>	<b>Status</b>	
302	Line Information		
301	Line Information		