



## Ordering Mice from a Researcher's Own Colonies

### 1. Introduction

To issue mice from a research colony login to StuartWeb and use the *Animal View* tab. Only mice with a status '-', or 'A' can be selected for delivery. Please do not change the status of 'B' animals without communicating with our animal technicians. B status animals have been reserved for breeding, issuing B status animals could put the future of the line at risk.

### 2. Summary of 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
- RC Request cull
- ARC Request breeder cull

#### *b) Dead status*

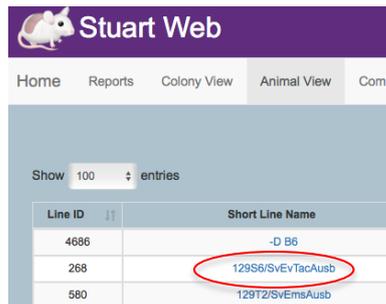
- U Used in research
- I Culled at end of breeding
- Q Used in rederivation or cryopreservation
- L Culled sick
- O Found dead
- J Culled wrong genotype
- G Culled researcher request
- H Culled aged stock
- P Sent to ABR partner institute

### 3. Selecting mice for delivery

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

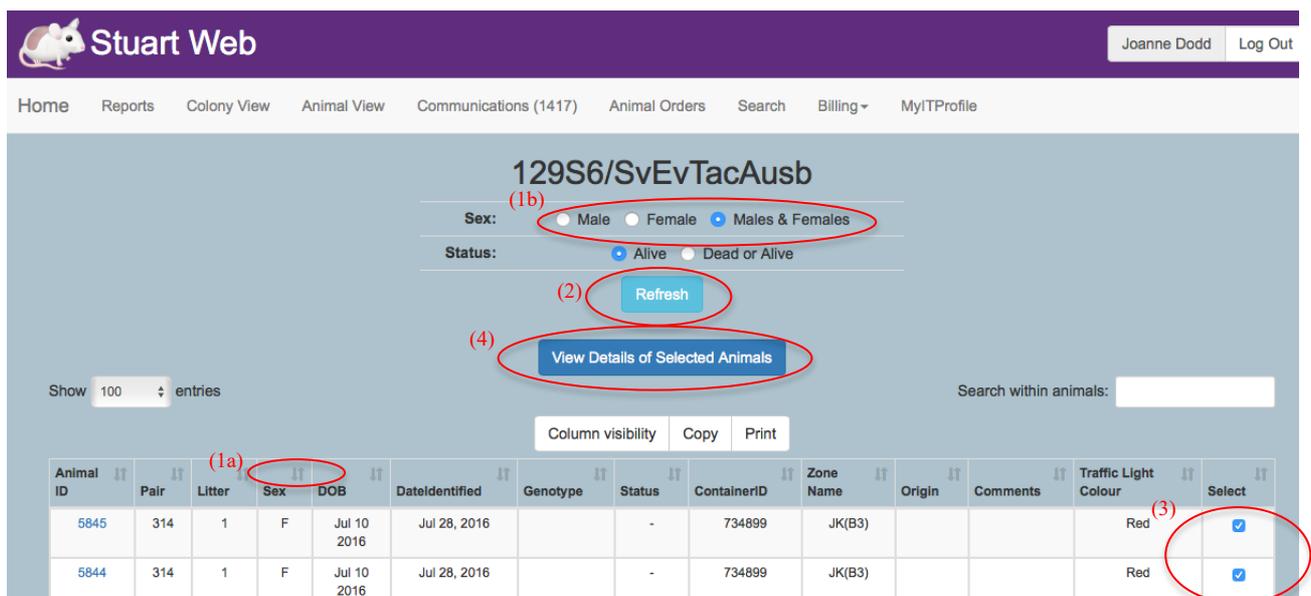


b) Click on the **Line name** in the **Short Line Name** column (this will take you to the **Animal View** screen for the selected Line.)



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).

A screenshot of the Stuart Web Animal View screen for the specific line '129S6/SvEvTacAusb'. The page shows sorting options for Sex (Male, Female, Males & Females) and Status (Alive, Dead or Alive). A 'Refresh' button is circled in red. Below the sorting options is a 'View Details of Selected Animals' button, also circled in red. A table of animals is displayed with columns: Animal ID, Pair, Litter, Sex, DOB, Date Identified, Genotype, Status, Container ID, Zone Name, Origin, Comments, Traffic Light Colour, and Select. The 'Select' column contains checkboxes for two animals, 5845 and 5844, both of which are checked. The 'Sex' column header has a red circle around it with the label '(1a)'. The 'Males & Females' radio button is circled in red with the label '(1b)'. The 'Refresh' button is circled in red with the label '(2)'. The 'View Details of Selected Animals' button is circled in red with the label '(4)'. The checkboxes in the 'Select' column are circled in red with the label '(3)'.

Animal ID	Pair	Litter	Sex	DOB	Date Identified	Genotype	Status	Container ID	Zone Name	Origin	Comments	Traffic Light Colour	Select
5845	314	1	F	Jul 10 2016	Jul 28, 2016		-	734899	JK(B3)			Red	<input checked="" type="checkbox"/>
5844	314	1	F	Jul 10 2016	Jul 28, 2016		-	734899	JK(B3)			Red	<input checked="" type="checkbox"/>

#### **4. Entering the delivery details**

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



**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.

The image shows a screenshot of the 'Status/Request' form in the Stuart Web application. The form is titled 'Status:' and has a dropdown menu. 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 day eg. The deadline for Tuesday delivery is 11am on the preceding Friday. For a full list of delivery deadlines see *Appendix 1*.

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, video conference, or in person (depends on location). Please contact ABR on [orders@abr.org.au](mailto:orders@abr.org.au)

## **APPENDIX**

*Table 1- Deadlines for Van Deliveries*

<b>Delivery day</b>	<b>Deadline</b>	<b>Facilities</b>
Monday	11am Thursday	Sydney Uni., Centenary Inst., Heart Research Inst., Wollongong Uni., UTS
Tuesday	11am Friday	Garvan, VCCRI, UNSW, NeuRA, CCIA, Ingham Institute, WSU
Wednesday	11am Monday	Uni. Newcastle, APF
Thursday	11am Tuesday	Garvan, VCCRI, UNSW, NeuRA, CCIA, Western Sydney Uni., ANZAC, Macquarie Uni.
Friday	11am Wednesday	Garvan, VCCRI, Westmead Hospital, WIMR, SCHN, CMRI, Ingham Institute, WSU