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
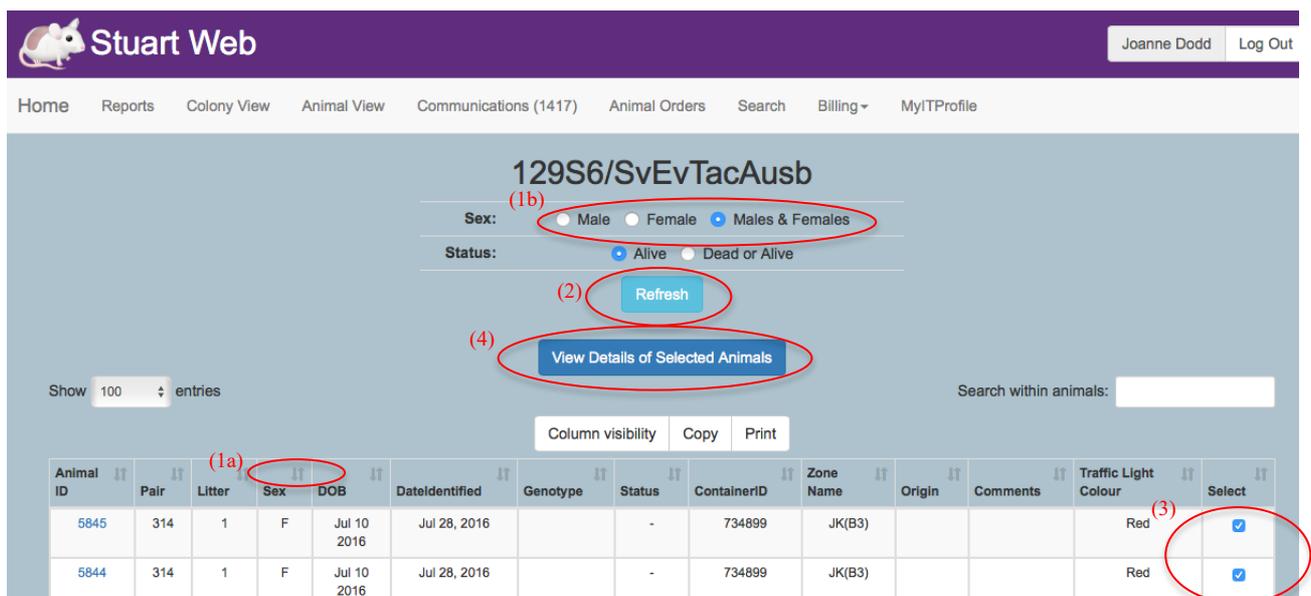
a) Click on Animal View from the StuartWeb main menu

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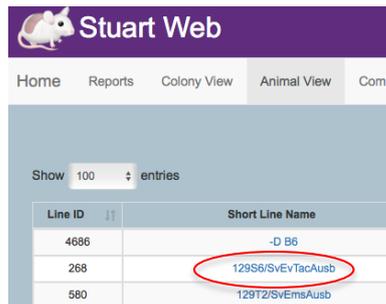
c) In the Animal View of the specific Line

- 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).

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.

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

APPENDIX

Table 1- Deadlines for Van Deliveries

Delivery day	Deadline	Facilities
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