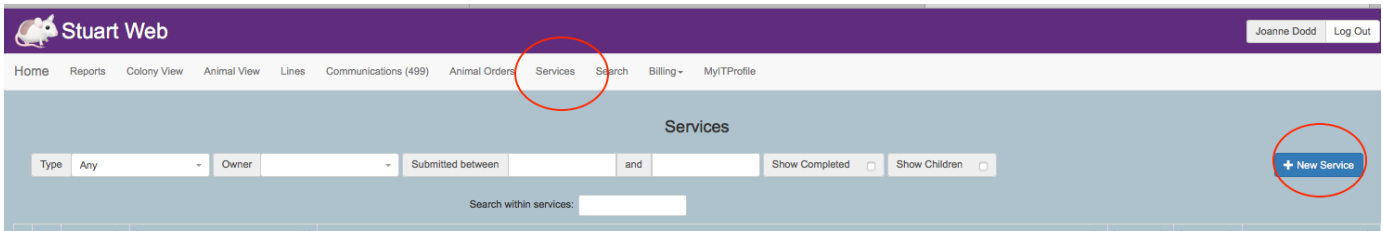


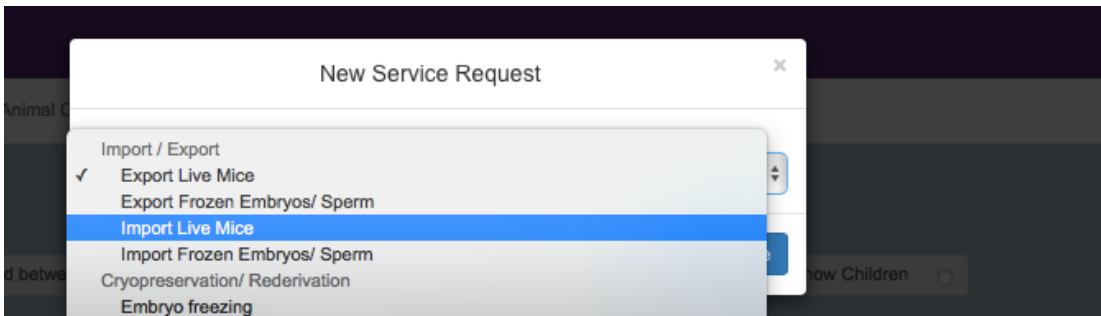


## Importing Live Mice Using Stuart Web

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’

Supplier's Line Information

Supplier's Line Name:  Supplier's Line Name  
Name used for the mice in the supplier's facility

Supplier's Stock no.:  Supplier's Stock no.  
Some facilities give each strain a different stock number

No. Males:  No. Males  
Number of male mice to be imported

Male Genotype:  Male Genotype  
Genotype of males – if multiple genotypes are required, record details in the comments

No. Females:  No. Females  
Number of female mice to be imported

Female Genotype:  Female Genotype  
Genotype of females – if multiple genotypes are required, record details in the comments

Comment:  Comment

If importing a line already at ABR, select from the dropdown:  102inj  
Short line name on Stuart (only for lines existing at ABR). For new lines click on the Add New Line button.

OR

A new line needs to be added to Stuart

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		