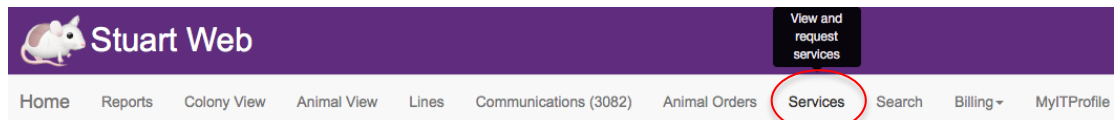# Ordering Services using Stuart Web

To order services or access information about current services click the *Services* tab on the main menu of Stuart Web.

The *Services* page consists of a section that allows you to search for current, or completed services and a table that shows all current services, their type, status, when they were submitted and the last update. Projects can be sorted using the arrows in the table headings.

To place an order click the [+ New Service] button. A *New Service Request* pop-up screen opens with a drop down list, select the service you require and click *New Service*.
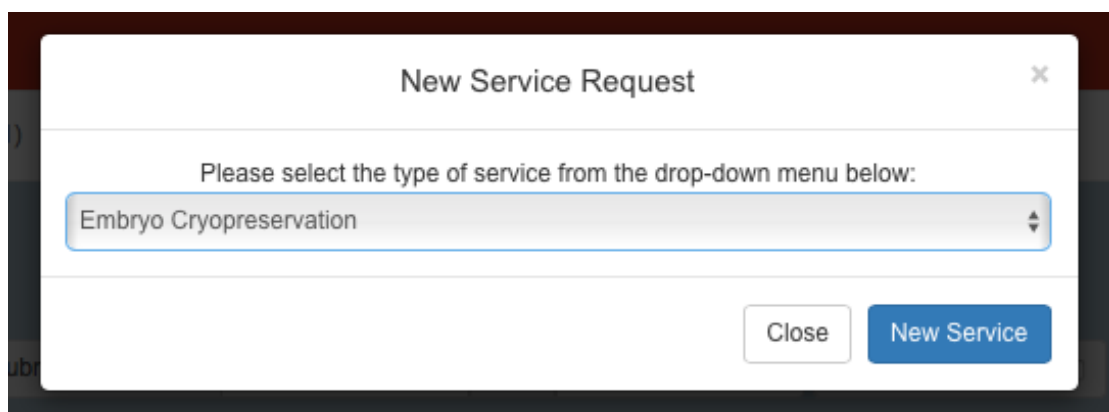
Each service has different sections to complete, however, they all require *Personal Information*.

Each subsequent section is a combination of drop-down boxes where there are limited selections and text boxes for further instructions. Sections that are

compulsory and must be filled before the service request can proceed are marked with a *.

Some forms contain sub-fields that require additional information. A blue *Add* button beneath the table for that sub-field indicates these. These sections open in pop-up windows. Once all fields are complete click *Save Changes* to return to the original screen.

Once all fields and subfields are completed click *Submit*. The project will now appear with a *Service ID* and status of *Pending*.

Researchers can check their projects at anytime by clicking on the *Service ID* number. Project tracking is enabled through the use of *Milestones* and email notifications. *Milestones* and associated comments appear in a table at the bottom of the service screen.

Recover Frozen Line: 93
Personal Information

Owner	Jenny Kingham (Garvan)
Principle Investigator	Jenny Kingham
Contact Name	Joanne Dodd
Email	j.dodd@garvan.org.au
Phone	92958167
PO Number/ Garvan Grant ID	Not Selected

Line Information

Line Name	Sperm or Embryo	Background for recovery	Other Comments
BALB/c-Fox1nuAusb	Sperm	Balb/c	

Breeding Instruction

Will the line be bred and housed at ABR ?	Yes
Name of facility	ABR
Facility address	Lackey Rd Moss Vale
Contact Name	Joanne Dodd
Email Address	j.dodd@garvan.org.au
Phone Number	92958167
Genotyping of recovered pups	None
Comments	

Milestones

Submission Date: Jul 5 2017 1:06PM

Milestone	Comment	User Name	Date
Pups born	24 pups born	jancal	Jul 5 2017 1:39PM
Transfers performed	Pups due in 3 weeks	jancal	Jul 5 2017 1:38PM
Thawing scheduled	IVF booked	jancal	Jul 5 2017 1:38PM

When the service has progressed to a milestone an update will be entered in Stuart Web and email notification sent. Clicking the link in the email will open the Service window directly.

Service Request: Request To Import Live Mice: 85

Stuart Notifications [no-reply@garvan.org.au]
To: abrimports

--THIS IS A STUART WEB NOTIFICATION. DO NOT REPLY TO THIS EMAIL.----------

Dear User,

A service has been updated.

 View Service: https://testabr.gimr.garvan.org.au/forms/viewService.php?ServiceID=85

Kind Regards,
Stuart Web

Completed services can be viewed by ticking the *Show Completed* box in the search bar at the top of the page. Sub forms associated with a service can be viewed by clicking the ⊙ button next to the Service ID.

If you have any issues with placing orders or would like to cancel an order please contact ABR on (02) 9295 8565 or orders@abr.org.au