

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.

🦛 Stuart Web						View and request services					
Home	Reports	Colony View	Animal View	Lines	Communications (3082)	Animal Orders	Services	Search	Billing -	MyITProfile	

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.

								Services								
	Туре	ype Any - Owner Jenny Kingham - Submitted betwee			and and			1	Show Completed			+ New Service				
					Search with	hin services:										
	ID 🏢	Туре					11	Status		Lines 11	Owner		Submitted		Last Updated	JF
	100 Line Information			Pending		Testnewline	Jenny	Kingham	05 Jul 201	7	05 Jul 2017					
	99 Transfer between ABR partners or between ABR partner/ Garvan			Pending		BALB/c-Fox1nuAusb	Jenny	Kingham	05 Jul 201	7	05 Jul 2017					
	98 Transfer between Garvan researchers			Pending		BALB/c-Fox1nuAusb	Jenny	Kingham	05 Jul 201	7	05 Jul 2017					
	97 MEGA Genome editing				Pending			Jenny	Kingham	05 Jul 201	7	05 Jul 2017				
0	95			F	ederivation			Pending		testmouse	Jenny	Kingham	05 Jul 201	7	05 Jul 2017	
	94 Rederivation		Pending		BALB/c-Fox1nuAusb	Jenny	Kingham	05 Jul 201	7	05 Jul 2017						
	93 Recover Frozen Line			Pups born		BALB/c-Fox1nuAusb	Jenny	Kingham	05 Jul 201	7	05 Jul 2017					
	92 Embryo freezing			Pending		BALB/c-Fox1nuAusb	Jenny	Kingham	05 Jul 201	7	05 Jul 2017					
0	89		Im	nport Fro	zen Embryos/ Spe	m		Pending		jofrozenmouse	Jenny	Kingham	05 Jul 201	7	05 Jul 2017	

To place an order click the + New Service button. A New Service Request popup screen opens with a drop down list, select the service you require and click New Service.

	New Service Request								
)	Please select the type of service from the drop-down menu below: Embryo Cryopreservation	÷							
ubr	Close New Service	9							

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.

	Recover Frozen Line				
	Personal Information				
Owner*	Jenny Kingham 🔶				
	Costs for the service will be charged to the owner				
Principal Investigator*	Jenny Kingham 😫				
rincipa investigator	Researcher who holds the AEC project approval				
Contact Name*	Contact Name				
Contact Name	Best person to contact regarding the service				
Email*	Email				
Lindi	Email of contact person				
Phone*	Phone				
Phone	Phone of contact person				
PO Number/ Garvan Grant ID	Please Select +				
	Purchase order number. For Garvan records this is the Grant ID				
	Line Information				
Line Name II Sperm or Embryo	Background for recovery	Uther Comments	11 Delete 11		
	No data available in table				
	Add Breeding Instruction				
Will the line be bred and housed at ABR ?	No				
Will the line be bled and housed at ABK ?	No				
Name of facility*	Name of facility				
	Facility where mice will be sent once recovered				
Facility address*	Facility address				
	The delivery address for animal facility				
Contact Name*	Contact Name				
	Contact name at recipient facility				
Email Address*	Email Address Email address for contact		Line Informati	on	
		Line Name	C57BL/6JAusb	\$	
Phone Number*	Phone Number				
Genotyping of recovered pups	None \$	Sperm or Embryo	Sperm	÷	
		Background for recovery	Background for reco	wery	
Comments	Comments		If sperm is being recorr background strain of the lin		
	Provide details of tissue/ blood collection if required		IVF.		
	Terms and Conditions	Other Comments	Other Comments		
				11	
I hereby accept the Terms and Conditions of Supply *					_
	Submit			Close	Save change
	Submit				

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 Persor	Frozen I nal Inform						
Owner			Jenny Kingham (Garvan)						
Principle Investigator			Jenny Kingł	am					
Contact Name	Joanne Dodd								
Email		j.dodd@garvan.org.au							
Phone				9295816	7				
PO Number/ Garvan Grant ID)			Not Select	ed				
		Line	Informat	ion					
Line Name	Sperm or Embryo		Backgroun	d for recovery		Other Comments			
BALB/c-Fox1nuAusb	5	Sperm		Balb/c					
		Breed	ing Instru	ction					
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	3	None							
Comments									
		N	lilestones						
		Submission	Date: Jul 5 20	17 1:06PM					
Milestone	Comment			User Name	Date				
Pups born		24 pups born		jancal		Jul 5 2017 1:39PM			
Transfers performed	F	ups 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	S 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 ^(a) 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 <u>orders@abr.org.au</u>