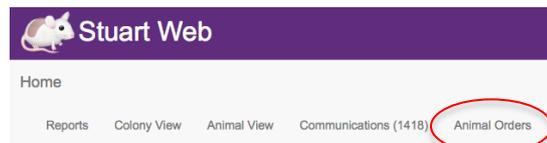# Ordering Sale Strain Mice using StuartWEB

1. Introduction

All orders for ABR sale strain mice must be placed using the StuartWEB Animal Orders interface. This interface will give each animal order an ABR order no. and will allow you to track the progress of your order.

After entering your user name and password click on the *Animal Orders* tab in the top menu.

2. Overview – Animal Orders Home Page
The home page shows a sortable list of orders that have been entered.

a) Searching for orders

Each column can be sorted by clicking on the arrows at the top of the table (1a). Additional sort choices are available at the top and the bottom of the orders list eg. you can sort for *Line* or a *Delivery Date* (1b) range. You can also tick the *Special Request* (1c) box for orders that require additional procedures (*See Order Types below*). In addition, there is a search box to look for specific text (1d). Once you find the order of interest, click on the order to see further details (2). Changes to the order can be processed using this interface (See *Section 4 Cancelling or Changing an Existing Order & Section 5 – Details about My Order).*

b) Order status

Each order is given a status so you can track its progress:

Awaiting Delivery – Mice are reserved & booked in for delivery on a van.

Leaving Facility Today – Mice leave for delivery today.

Pending – Either the order is a special request that is waiting to be processed by ABR staff, or mice for the order are not yet weaned.

In Progress – A special request that has been processed by ABR staff and is in the system.

Future Order – Used for a repeat order that is too far in advance for the van run to be listed. Mice will be booked in once the van run becomes available and the status will change to *Awaiting Delivery*.

Failed – Either the mice were not available for this date, or the van was full.

Completed – Mice have been delivered.

Cancelled – The order has been cancelled.

c) Order Types

Orders can take three forms:

Standard – Any order that can be automatically processed by Stuart.

Repeat Order – Any order that is repeated at regular intervals.

Special Request – Any request that cannot be automatically processed by Stuart & requires intervention by the ABR orders team. These include:

- Time mated/pregnant
- Tail tattooed
- Weaners
- Aged stock
- Ex-breeders
- Female with litter
- Weight range
- Courier

3. Placing an Animal Order
a) Click on the + New Order button

b) Complete the delivery details (See screen below)

- Tick the *Terms and Conditions* box (1).
- Select *Destination* from the drop-down list (1).
- Select the *Delivery Date*. Note – If you select a courier delivery you will be charged the full cost of the courier (1).
- For a courier delivery tick the box *'Use courier instead of ABR delivery van (additional charges apply')* (1). You will then be able to select the Destination in the drop down box.
- Repeat orders can be entered by clicking on the *Repeat Order* button. Enter the number of weeks between deliveries and select the no. of repeats needed (1).
- In the *PO Number* text box record the Purchase Order no. from your own institute (if applicable) (1).
- Select the strain you want to order from the drop-down list next to *Add to order animals from line,* (2) then click on the + *Add to Order* button (3).

c) Adding the animal details

- After clicking +*Add to Order* a screen appears allowing you to enter the details of the animals – *Quantity, Gender, Age & Genotype* (if relevant). (*See screen below*). (1)
- Select *Owner* and *Protocol* (AEC project) (2) from the drop-down list. If you are an ABR partner, there will be a generic protocol provided for your institute for the purposes of Stuart. Please record your real AEC protocol no. in the Non-Garvan AC Protocol text box (6)
- The contact person for the mice/ order should be written in the Order Contact text box (5) text box.
- Any additional information can be entered in the Issue Instructions text box (7)
- The *Study* drop-down is only for studies set up on Stuart. (3)
- The *Special Request* (4) drop-down list must be used for any of the following orders:
  - Time mated/ pregnant – Add details of requirements in *Issue Instructions* eg. Deliver at E14.
  - Tail tattooed
  - Weaners
  - Aged stock
  - Ex-breeders
  - Females with litter – Add details such as age of litter in *Issue Instructions*.
  - Weight range- Add details of required weight range in *Issue Instructions*.
  - Courier
- If you have entered a *Standard Order* you can now check the availability of mice by clicking on the *Check Availability* (8) button. This will confirm if mice have been found.
- If mice are not available, the order can still be placed and a member of the Mouse Orders team will be in contact with you to discuss alternatives.
- Additional orders can be added by selecting the strain from the *Add to order animals from line* drop-down and clicking again the + *Add to Order* button. (10)
- *Note – Only one special order can be made at a time.*
- If a mistake is made on the order, it can be removed from the list by clicking on the *Remove from order* button. (9)

d) *Reviewing & confirming the order*
- When all orders have been added, click on the *Review Order (11)* button.
- A summary of the order/s will appear in a pop-up screen, and you will be asked to confirm by clicking on the *Confirm Order* button.

- An order result screen will appear with details of the order. Click on the *View Order* link to see further information about the order including the animals selected.

Order Result

Your order has been accepted and is being processed.
You may safely close or navigate away from this page.
Details and status of your order items is listed below and will refresh periodically as your order is processed.

5683   5 x F 129S6/SvEvTacAusb for (13/20)   View Order
Animals reserved - scheduled to leave facility 26 Aug 2016

Order (RI) has been closed as all requirements have been met.

Order has been processed, the following 5 animals became RI:
    5787 (2420923)
    5788 (2420924)
    5790 (2420926)
    5795 (2420935)
    5796 (2420936)

4. Cancelling or Changing an Existing Order

a) Cancelling an order

An order can be cancelled using the *Animal Orders* interface as long as it is cancelled before the order deadline (>2 working days prior to van delivery or 4 working days prior to courier deliveries).

- Go to the **Animal Orders** screen and click on the relevant order.

5 x F 129S6/SvEvTacAusb for (13/20)

(1) Cancel Order	**Status:** Animals reserved - scheduled to leave facility 26 Aug 2016 (Closed)
(2) Reduce Quantity	**Owner:**
(3) Change Order	**Destination:** Garvan - 1.64 - JK(1.64)
Set as In-Progress	**Animal Selection**
Add Comment	**Line:** 129S6/SvEvTacAusb
Change Billing	**Quantity:** 5
	Gender: F
	Age (weeks): to
	Genotype:

OrderNo:
Requester:
Submitted:
PO Number:
Shipping Date:
Van/Courier:
Protocol:
Special Request:
Instructions:

- Click on **Cancel order.** (1)

After the deadline, cancelling must be done via email with the ABR mouse orders team at orders@abr.org.au. A list of van run deadline is listed in Appendix 1.

Note – An order cannot be cancelled once the mice have been packed and have left ABR. Cancellation of some special request order is not permitted once the mice have been treated / manipulated to meet the order eg. time mating or tail tattooing.

b) Changing an existing order

Using the same interface as above some changes can be made to existing orders:

- Reducing the no. of mice ordered – Click on *Reduce Quantity* and enter the new order quantity and click *OK*. (2)
- Changing the delivery date or owner – Click on *Change Order* and a *New Delivery Date* or *New Owner* can be selected. (3)

Changes that cannot be made using this interface:
- Increasing the no. – This is done by placing another order for the additional mice needed.
- Changing the strain, sex or age of mice – The existing order must be cancelled and a new order placed.

5. Details about Orders

- Click on the order of interest in the *Animals Orders* list.

5 x F 129S6/SvEvTacAusb for (13/20)

Cancel Order	**Status:**	Animals reserved - scheduled to leave facility 26 Aug 2016 (Closed)	**OrderNo:**	5683-0
	Owner:		**Requester:**	joadod
Reduce Quantity	**Destination:**	Garvan - 1.64 - JK(1.64)	**Submitted:**	2016/08/03 13:55:33
Change Order		**Animal Selection**	**PO Number:**	
	Line:	129S6/SvEvTacAusb	**Shipping Date:**	26 Aug 2016
Set as In-Progress	**Quantity:**	5	**Van/Courier:**	Darlinghurst Friday
Add Comment	**Gender:**	F	**Protocol:**	13/20
	Age (weeks):	to	**Special Request:**	
Change Billing	**Genotype:**		**Instructions:**	

System Log   Animals

Date	Message	User
03-Aug-2016 13:55:45	Order (RI) has been closed as all requirements have been met.	system
03-Aug-2016 13:55:38	Order has been processed, the following 5 animals became RI: 5787 (2420923) 5788 (2420924) 5790 (2420926) 5795 (2420935) 5796 (2420936)	system
Date	Message	User

- At the bottom of the page is a *Systems* log tab and an *Animals* tab.
- The *Systems* log provides an update of how the system has dealt with the order. The order is *Closed* by the system when the mice and van have been found and the system does not need to do any further work.
- The *Animals* tab will provide details of *IDs, Date of Birth & Genotype*.

System Log   **Animals**

UAI	Line	Animal ID	Sex	DOB	Status	Genotype	Location
2420923	129S6/SvEvTacAusb	5787	F	21-Jun-2016	RI		JK(B3)
2420924	129S6/SvEvTacAusb	5788	F	21-Jun-2016	RI		JK(B3)
2420926	129S6/SvEvTacAusb	5790	F	21-Jun-2016	RI		JK(B3)
2420935	129S6/SvEvTacAusb	5795	F	21-Jun-2016	RI		JK(B3)
2420936	129S6/SvEvTacAusb	5796	F	21-Jun-2016	RI		JK(B3)

6. Trouble Shooting

For further assistance in using the interface individualized training can be provided by phone or in person (depends on location). Please contact ABR on orders@abr.org.au

Appendix 1- Deadlines for Van Deliveries

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