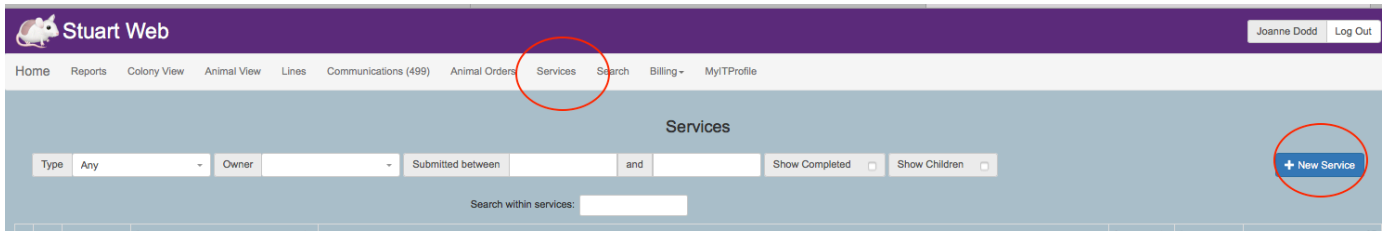


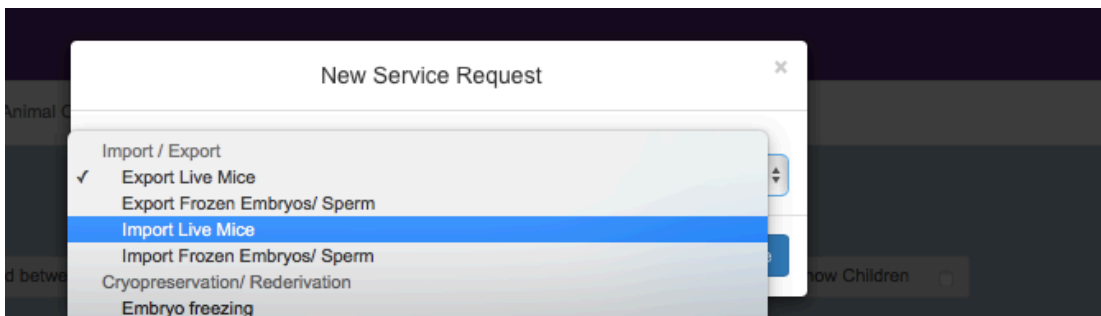


## Importing Live Mice Using StuartWeb

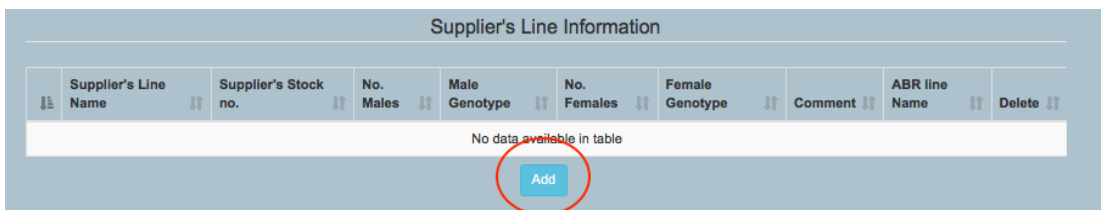
Use the Services tab and click “+New Service”



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’

The screenshot shows the 'Supplier's Line Information' pop-up form. It contains the following fields and options:

- Supplier's Line Name:  (Name used for the mice in the supplier's facility)
- Supplier's Stock no.:  (Some facilities give each strain a different stock number)
- No. Males:  (Number of male mice to be imported)
- Male Genotype:  (Genotype of males – if multiple genotypes are required, record details in the comments)
- No. Females:  (Number of female mice to be imported)
- Female Genotype:  (Genotype of females – if multiple genotypes are required, record details in the comments)
- Comment:
- If importing a line already at ABR, select from the dropdown:  (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:

Buttons at the bottom: Close, Save changes.

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. If you are breeding at ABR, please check with your Facility regarding acceptable Barrier Levels. 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
+		
ID	Type	Status
302	Line Information	
301	Line Information	