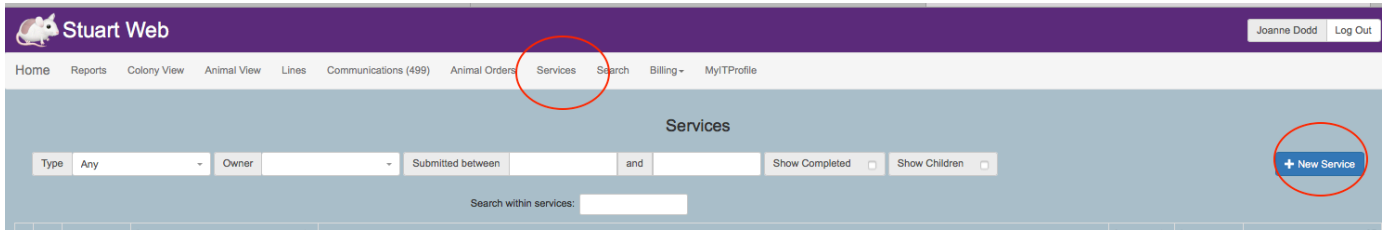


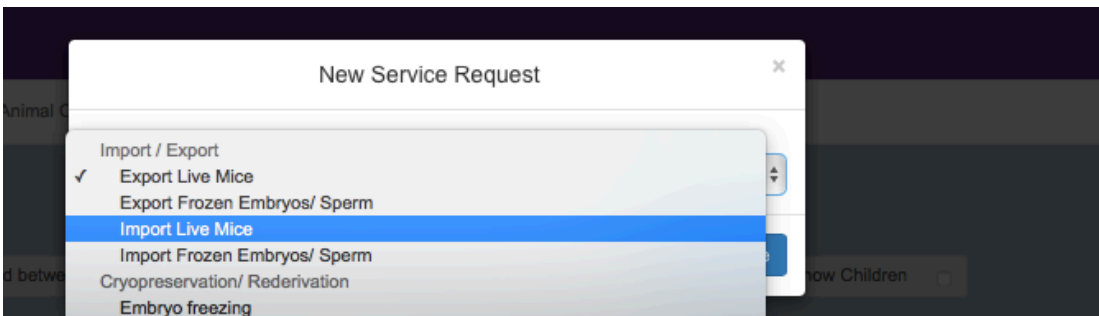
Importing Live Mice Using StuartWeb



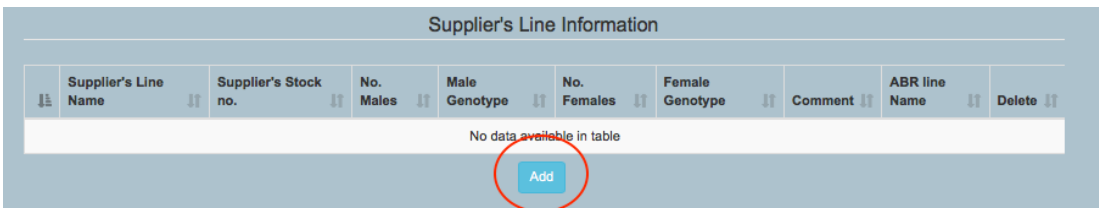
Use the Services and click “+New Service”



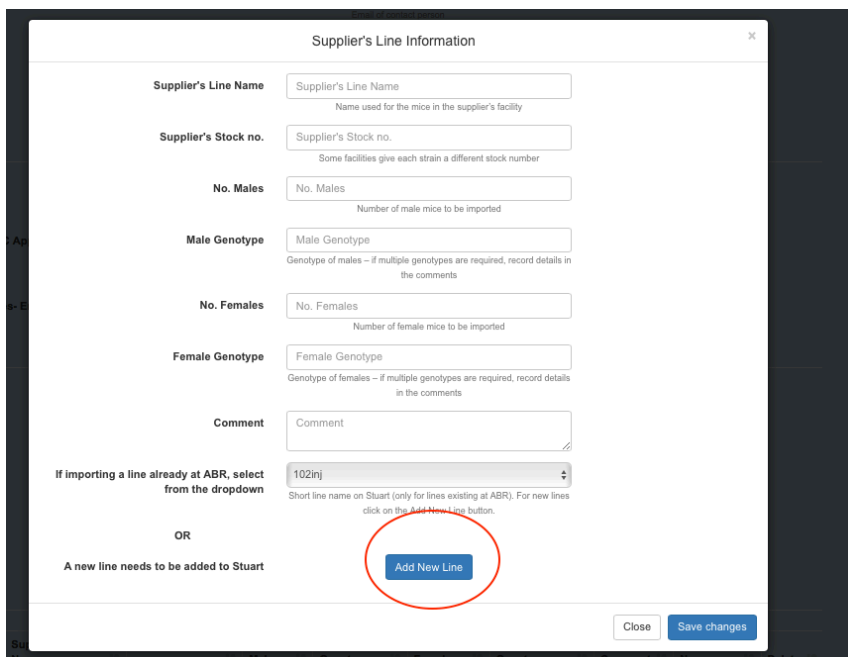
Using the drop down book select “Import Live Mice”



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’



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
+		
ID	Type	Status
302	Line Information	
301	Line Information	