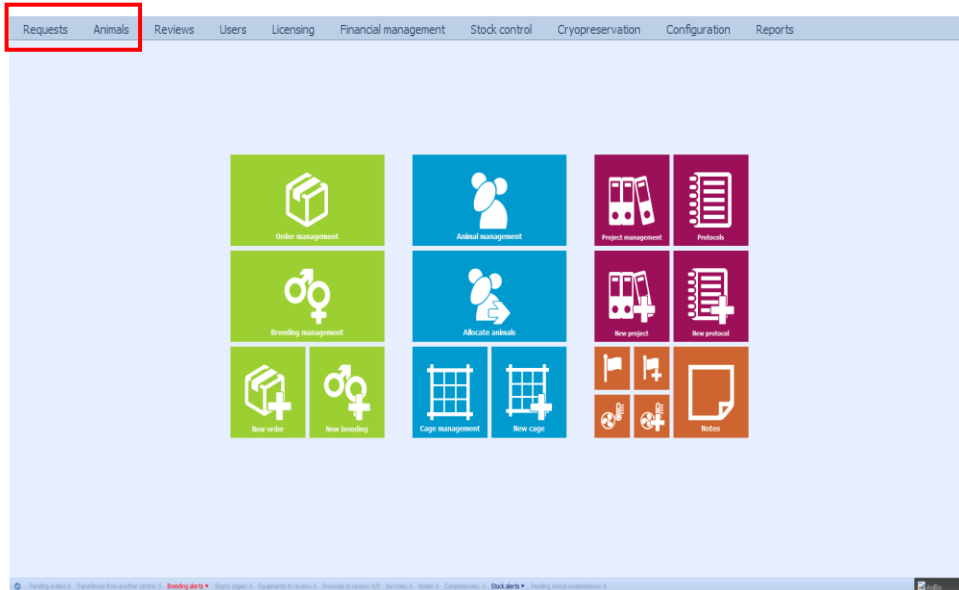


# Services – Make an Order or Service



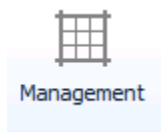
There are 4 ways you can go to make an order or service:



Option 1: Through “**Animal Management**” in the Animals tab.



Option 2: Through “**Allocate Animals**” in the Animals tab.



Option 3: Through “**Cage Management**” in the Animals tab.



Option 4: Through the “**New**” in the Requests tab (Services module).

# Services – Option 1 (Animal Management)

1. Search criteria (click here to show/hide the criterias)

2. Select animals (checkboxes)

3. Block actions menu: Create new service

Mark	Sex	DOB	Age (days)	Gene	Genotype	Generation	Backcross	In breeding
40	Female	2021-01-05	125	Not genotyped	*			<input checked="" type="checkbox"/>
2	Female	2021-01-05	125	Not genotyped	*			<input checked="" type="checkbox"/>
	Male	2021-01-05	125	Not genotyped	*			<input checked="" type="checkbox"/>
5	Female	2021-01-09	121					<input checked="" type="checkbox"/>
	Male	2021-01-03	127				F2N6F12	<input checked="" type="checkbox"/>
	Female	2020-08-01	282	Ins1    Apollo	+/-    +/-			<input checked="" type="checkbox"/>
	Male	2020-08-01	282	Ins1    Apollo	-/-    +/+			<input checked="" type="checkbox"/>
	Male	2021-04-12	28	Ins1    Apollo	*    *			<input checked="" type="checkbox"/>
	Female	2021-02-10	89	Ins1    Apollo	*    *		N3F20N2	<input checked="" type="checkbox"/>
60	Female	2021-05-10		Ins1    Apollo	*    *		N1	<input type="checkbox"/>

1. You begin with either using the **“Search Criterias”** (to narrow down your search) or just press **“Search”** (to get EVERY animal associated to your Etichal Permit).

2. Select the animals you want to make an order or service on (click in the little check boxes next to them).

3. Next you want to go to the **“Block actions”** button and select **“Create new service”**.

4. Service category

4. Service type

4. Research associate

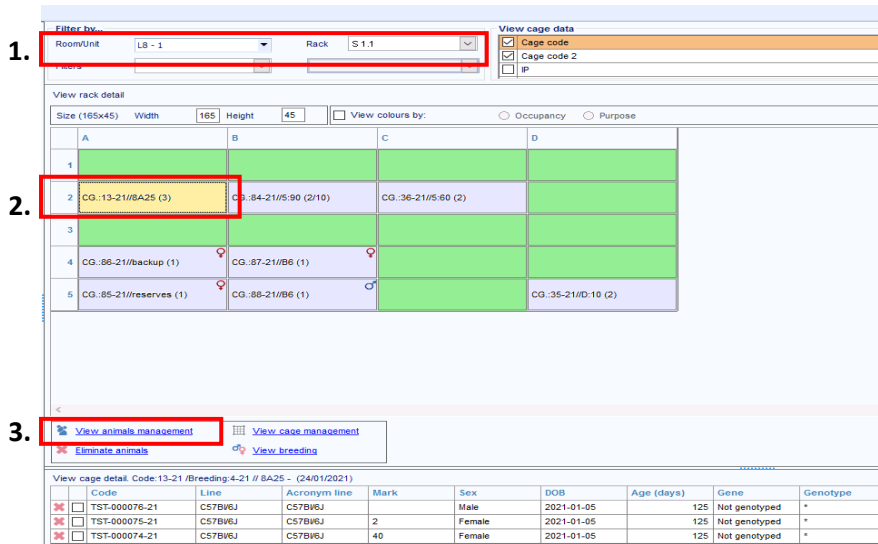
4. Attached files

5. OK

4. You will then be transported to this page, where you need to fill in the necessary info to make an order or service (service category, type, date, research associate and attach files).

5. Press OK when done to make and order or service.

# Services – Option 2 (Allocate Animals)



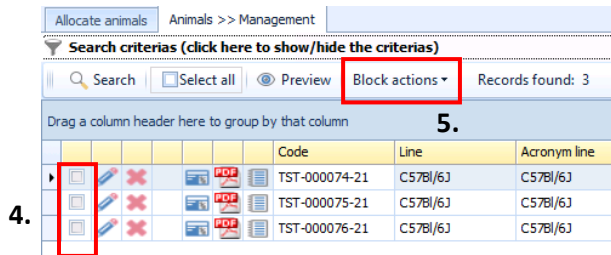
1. You begin with selecting the “Room” and “Rack”, where your animals are located.

This will open up the overview of the cages in the selected rack.

2. Click on the cage you want to make an order or service on.

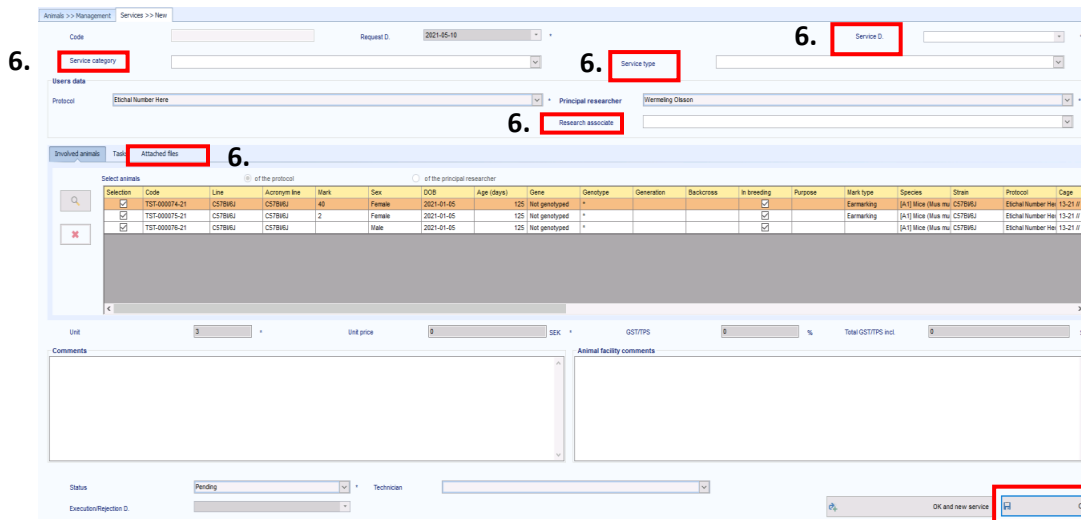
3. A new window will be appear, click the “View animals management”.

This will transport you to the animal management, of the animals in the selected cage.



4. Select the animals you want to make an order or service on (click in the little check boxes next to them).

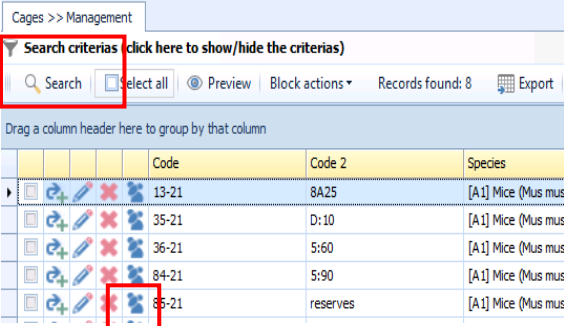
5. Click on “Block actions” and select “Create new service”.



6. You will ones again be transported, but to this page where you need to fill in the necessary info to make an order or service (service category, type, date, research associate and attach files).

7. Press OK when done to make and order or service.

# Services – Option 3 (Cage Management)

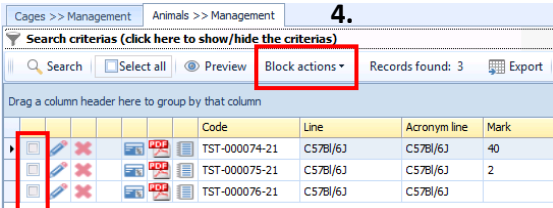
1. 

	Code	Code 2	Species
	13-21	8A25	[A1] Mice (Mus mus)
	35-21	D:10	[A1] Mice (Mus mus)
	36-21	5:60	[A1] Mice (Mus mus)
	84-21	5:90	[A1] Mice (Mus mus)
	85-21	reserves	[A1] Mice (Mus mus)

2.

1. You begin with either using the **“Search Criteria”** (to narrow down your search) or just press **“Search”** (to get EVERY cage associated to your Ethical Permit).

2. Click on the little mouse icon, to view the animals in that cage.

3. 

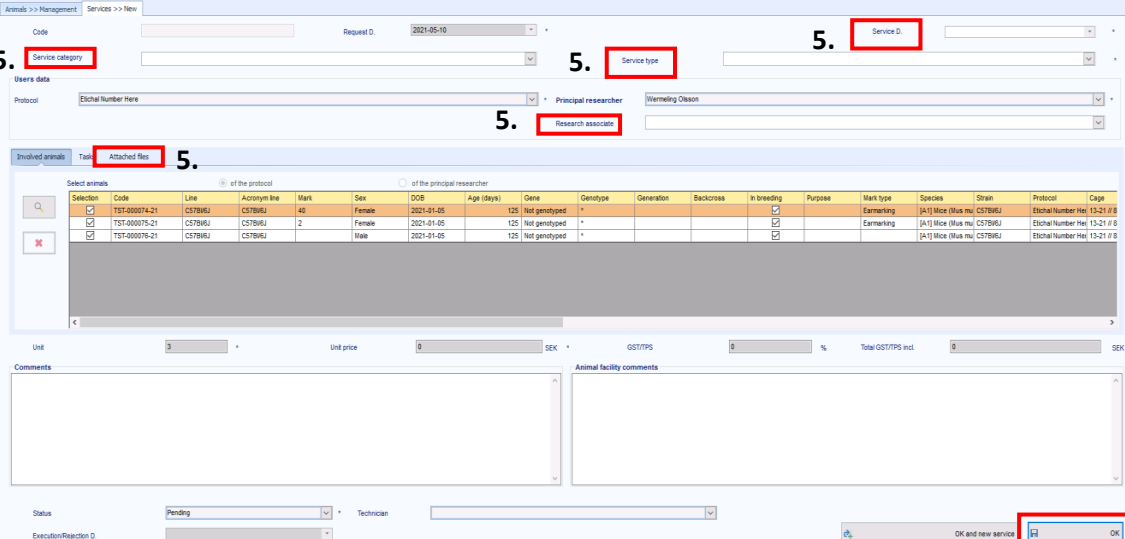
	Code	Line	Acronym line	Mark
	TST-000074-21	C57Bl/6J	C57Bl/6J	40
	TST-000075-21	C57Bl/6J	C57Bl/6J	2
	TST-000076-21	C57Bl/6J	C57Bl/6J	

4.

This will transport you to the animal management of the animals in the selected cage.

3. Select the animals you want to make an order or service on (click in the little check boxes next to them).

4. Click on **“Block actions”** and select **“Create new service”**.

5. 

Selection	Code	Line	Acronym line	Mark	Sex	DOB	Age (days)	Clone	Genotype	Generation	Backcross	In breeding	Purpose	Mark type	Species	Strain	Protocol	Cage
<input checked="" type="checkbox"/>	TST-000074-21	C57Bl/6J	C57Bl/6J	40	Female	2021-01-05	125	Not genotyped	*			<input checked="" type="checkbox"/>		Earmarking	[A1] Mice (Mus mu)	C57Bl/6J	Ethical Number Ref	13-21 #8
<input checked="" type="checkbox"/>	TST-000075-21	C57Bl/6J	C57Bl/6J	2	Female	2021-01-05	125	Not genotyped	*			<input checked="" type="checkbox"/>		Earmarking	[A1] Mice (Mus mu)	C57Bl/6J	Ethical Number Ref	13-21 #8
<input checked="" type="checkbox"/>	TST-000076-21	C57Bl/6J	C57Bl/6J		Male	2021-01-05	125	Not genotyped	*			<input checked="" type="checkbox"/>		Earmarking	[A1] Mice (Mus mu)	C57Bl/6J	Ethical Number Ref	13-21 #8

6.

5. You will ones again be transported, but to this page where you need to fill in the necessary info to make an order or service (service category, type, date, research associate and attach files).

6. Press OK when done to make and order or service.

# Services – Option 4 (New in Services)

1. Here you need to fill in all the necessary info to make an order or service.

**Note:** “*Principal researcher*” and “*research associate*” will open up, ones you have selected your Etichal Permit (“*protocol*”).

2. Click on the magnifying glass to go to the animal management.

3. Check the little box next to the animals you want to make an order or service on.

**Note:** You can either use “*Search Criterias*” (to narrow down your search) or just press “*Search*” (to get EVERY animal associated to your Etichal Permit).

Code	Line	Acronym line	Mark
ST-000074-21	C57Bl/6J	C57Bl/6J	40
ST-000075-21	C57Bl/6J	C57Bl/6J	2
ST-000076-21	C57Bl/6J	C57Bl/6J	
ST-000151-21	anx/anx	anx/anx	

4. Click on the button “**Select**” to be transported back to the order or service you are creating, with the selected animals.

5. The doc Animal Order is mandatory to attach if you are making an Inhouse Breeding order.

6.

6. The “**Comments**” field is not mandatory to fill in.

7.

7. Press OK when you are done, to make the order or service.