

JAXConnect™

Colony Management User Guide



**The Jackson
Laboratory**

*Leading the search
for tomorrow's cures*

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Welcome!

JAXConnect™ Colony Management is an intuitive and powerful online project management tool that saves you time without sacrificing control. 24-hour access to mouse-level colony information gets you the answers you need when you need them. Direct collaboration features empower you to direct action within your colony without having to pick up the phone. Customizable views let you see your mice in the way that you want.

Features:

- Communicate directly with your project manager to ensure project alignment.
- Up-to-date mouse-level information puts all necessary information at your fingertips.
- Filter and sort your colony information to find answers quickly.
- Individual or group-level permissions give you control over colony visibility within your organization.

You can access JAXConnect™ Colony Management directly at:
breedingservices.jax.org.

We hope you enjoy the new JAXConnect™ Colony Management.

Getting Started

Upon starting a Services Project with The Jackson Laboratory, your JAX® Services Project Manager will provide you with a username. You will need to change the password, using the 'Forgot your Password' link at the bottom of the log in page, immediately to something more secure and memorable. Your password must contain:

- A minimum of 8 characters
- 1 number
- 1 uppercase letter
- 1 lowercase letter
- 1 special character

Access

Only you and your desired colleagues will have access to your projects in JAX-Connect™ Colony Management unless you are the administrator at your facility.







Browsers

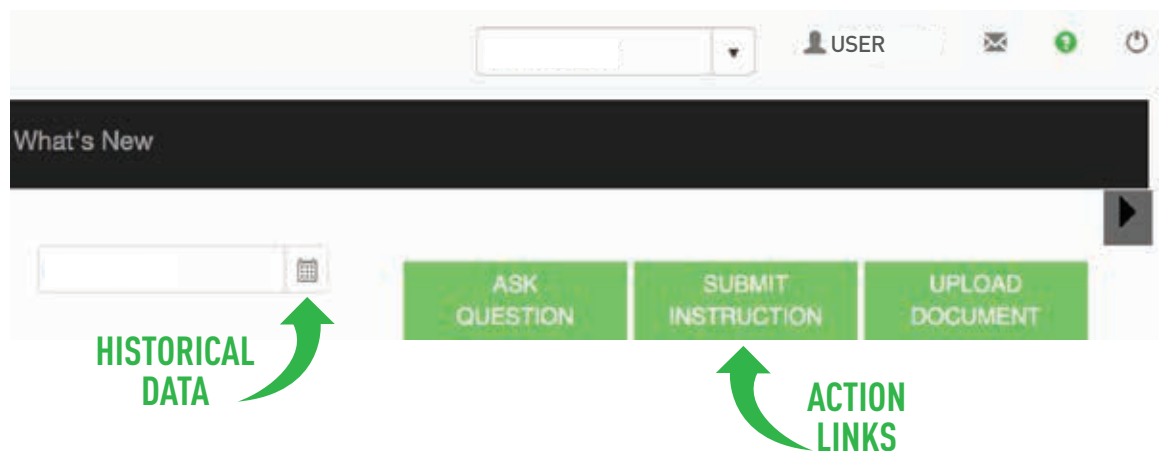
- Firefox is the preferred browser.
- Google Chrome and Internet Explorer version 10 or greater may also be used.

Questions

Questions regarding your username, password, or access rights should be directed to your dedicated JAX project manager or jcmadmin@jax.org.

Helpful Hints

-  **Profile Icon:** Manage your contact information and change your password.
-  **Power Icon:** Click to log out of your session.
-  **Question Icon:** FAQ link.
-  **Red Lock Icon:** Once a conversation is completed, the thread can be locked becoming read-only. Anyone can view a locked thread.
-  **Envelope icon:** The notification panel will update you with any new correspondence or action items from your project manager.
-  **Expand icon:** Expand or collapse the interaction section to maximize your screen real estate.



The calendar allows you to view historical data on your project.

Grayed out dates have no available data.

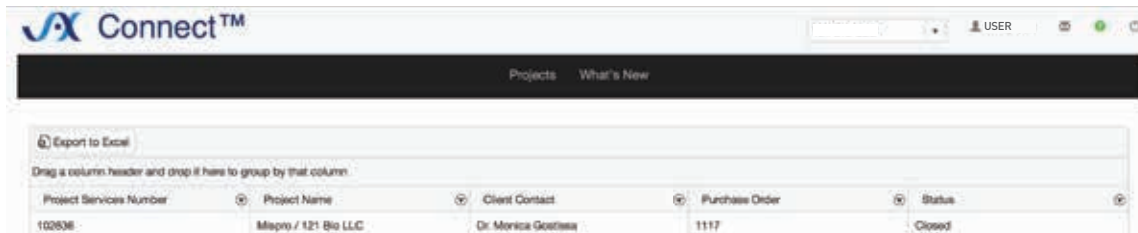
The action links are always in context to the project you are currently viewing. Here you can:

- Ask a question
- Submit instructions
- Upload a document
- View historical questions, instructions or documents
- Make comments to documents or reply to your project manager

Note: Your project manager will respond to your questions within one business day. You will also receive a daily summary email regarding missed communication on your projects.

Project Details

After logging in, the first page you will see is the Project Details screen. This page features all your projects, their status (active or closed), primary contact of the project, purchase order the project will bill against, and a project name or alias.



Project Services Number	Project Name	Client Contact	Purchase Order	Status
102538	Mispro / 121 Bio LLC	Dr. Monica Gottlieb	1117	Closed

Single click on a line to dive into that project.

Colony Summary

At a glance totals provide an overview of colony status:

F – Number of females in colony

M – Number of males in colony

BU – Number of breeding units

P – Number of pups in colony

C – Number of cages in colony



Project Services Number	Project Name	Client Contact	Purchase Order	Status
000957				
+ 371097 -- R6/2.C57BL/6J (CAG 200-250) AX3 (Active) Room: AX3-BS F: 57 M: 40 BU: 52 P: 14 C: 32 3/19/2017				

Expand the colony to see a summary inventory by clicking the “+” icon.

The project overview displays the associated colonies and the total number of mice and cages. The details can further be refined by clicking on Mice Held for Shipping, Breeders & Litters, Pending Genotyping, and Replacement Breeders pen roles.

See values per colony of mice broken down by their respective pen roles.

- Mice Held for Shipping – Mice that are saved to eventually be shipped at your request are here.

- **Breeders and Litters** – Breeder mice and the pups they produce are here. When the pups are weaned from their cages, they move to a different pen role. The breeder mice stay.
- **Pending Genotyping** – If the mice do not have a known genotype, they are held in this pen role until a genotype is assigned. Samples are taken and tested, and the mice are then processed out of this pen role with a genotype.
- **Replacement Breeders** – To keep the colony healthy and fresh or to expand a colony, some mice are designated as “Replacement Breeders”. The mice in this pen role are not for shipping; they are to replace the current breeders as they are removed.

The screenshot shows the JAXConnect™ interface. At the top, there's a navigation bar with "Projects" and "What's New". Below that, a dropdown menu shows "000957" and a date "3/19/2017". A summary bar indicates: "371097 -- R6/2.C57BL/6J (CAG 200-250) AX3 (Active) Room: AX3-BS F: 57 M: 40 BU: 52 P: 14 C: 32 3/19/2017".

Below the summary, there are four summary boxes for different pen roles:

Mice Held For Shipping	Breeders & Litters	Pending Genotyping	Replacement Breeders
Females: 9 Cages: 6	Females: 26 Cages: 13	Females: 12 Cages: 8	Females: 10 Cages: 5
Males: 6	Males: 12	Males: 17	Males: 5

There is an "Export to Excel" button and a "Serialized View" toggle set to "OFF". Below that, a table lists individual mice with columns for Cage, Strain, Role, Gender, Age, Average, Genotype, and Qty.

Cage ...	Strain	Role	Gender	Age	Avera...	Genot...	Qty
Pending Genotyping	371097 B6 x B6.CBA-Tp(H-Dixon)162 LOW CAG	DGeno	M	4	2/21/2017	UNK UNK	3
Replacement Breeders	000664 C57BL/6J	Dmate	M	6	2/7/2017	N/A N/A	2
Breeders and Litters	000664 C57BL/6J	Breeder	M	16	11/29/2016	N/A N/A	4
Breeders and Litters	000664 C57BL/6J	Breeder	M	26	9/20/2016	N/A N/A	1

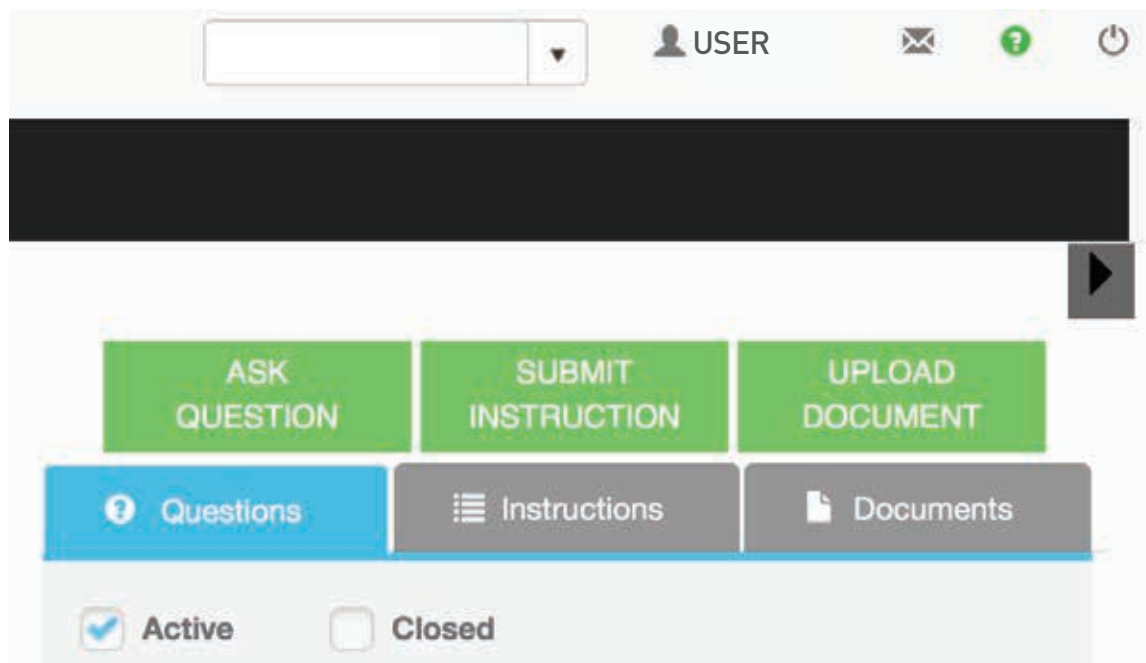
Select a pen role to further refine your summary inventory.

The colony report is sorted by cage type, strain number, sex, age, cage role, born date, genotype, and quantity.

Switch to a different project using the drop down menu at the top left of the page.

Display your mice in a way convenient to you. Drag a column header and drop it below “Export to Excel” to group by that column.

Colony Details—Questions



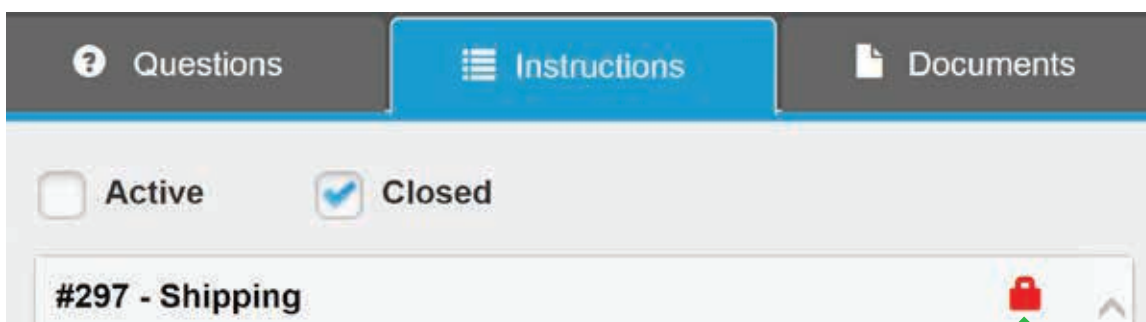
Do you have a colony specific question for your project manager? Select Ask Question from the action links. Optionally, choose the specific colony or specific mice about which you want to ask a question.

Reply to a project manager by selecting a question.

Your project manager will respond to your question within one business day. You will also receive daily email of missed notifications on your project(s).

A red lock will appear when a conversation thread has been closed/locked.

Conversations that have been locked can still be viewed but cannot be reopened.



LOCKED CONVERSATION

- Anyone can lock a conversation once it is completed. A prompt will appear when closing the thread, asking you to confirm before locking.

Colony View—Submitting Instructions

SELECT SUBMIT INSTRUCTION

SELECT A LINE

POP-UP WINDOW

The interface shows a 'Serialized View' of a colony with summary boxes for 'Mice Held For Shipping', 'Breeders & Litters', 'Pending Genotyping', and 'Replacement Breeders'. Below these is a table with columns for Cag..., Strain, Role, Gen..., Age, Avs..., Gen..., and Qty. A 'Submit Instruction' button is visible in the top right. A 'Submit Instruction' form is open, showing a dropdown for '371097 --', a dropdown for 'Examination', and a text area for 'Enter Comment Here'. A 'Submit' button is at the bottom of the form. A 'Pop-up window' titled 'Edit Instruction Details' is shown over the table, with a 'Qty' input field, a 'When' dropdown, and 'Save' and 'Cancel' buttons.

Do you need to send instructions about your colony to your project manager? Select Submit Instruction to send your project manager your requests. Select the Specific Instruction from the drop down menu. (Examination was selected in the example above.)

Discard/Sac – Request mice to be removed. Certain mice (like breeder mice) cannot be removed without a conversation with your project manager.

Breeding/Mating/Encounters – This is to request additional mice to be put together to produce pups. This request may incur additional charges outside of the original statement of work.

Examination – If you want to know more about a mouse, choose examination and describe what you would like to have performed.

Shipping – To move mice from The Jackson Laboratory to your facility, choose the shipping instruction type.

If your instructions require additional information regarding specific mice select a line on the left by clicking the check box. The checkbox will turn from blue to green when selected.

The pop-up box allows you to specify quantity and indicate when the task must be completed:

- Priority – Indicates now. Please contact your project manager directly by phone or email to ensure your request can be met.
- Next Available – This is most often used to schedule routine shipments or discard to be completed within the next 7 days.
- Select Date - Please tell us the date you need the instruction completed. If used on a shipment, please note there are only select dates that mice can be shipped to your facility per week.
- To submit your instructions, click save.

Documents—Uploading & Viewing

The screenshot shows the 'Upload Document' form within the JAXConnect interface. At the top, there are three green buttons: 'ASK QUESTION', 'SUBMIT INSTRUCTION', and 'UPLOAD DOCUMENT'. Below these is a navigation bar with three tabs: 'Questions' (with a question mark icon), 'Instructions' (with a list icon), and 'Documents' (with a document icon). The 'Documents' tab is selected. The main form area is titled 'Upload Document' and contains the following elements:

- A dropdown menu labeled '(Select Colony)'.
- A dropdown menu labeled '(Select Document Type)'.
- A section titled 'Document Name:' with a text input field containing the placeholder text 'Enter a name for the document *'.
- A section titled 'Select File To Upload:' with a file selection input field and a 'Browse...' button.
- At the bottom right, there are two buttons: a green 'Submit' button and a white 'Cancel' button.

The document upload enables you to store all your relevant colony information in one location. Accepted file formats: PDF, Word, Excel, PowerPoint, GIF, JPEG. Documents are saved in chronological order based on when you uploaded the file.

You may add comments to the documents, download it to your computer, or close the thread to stop others from making comments on the document.

Serialization (Individual Mouse ID)

If your colony tracks the individual mouse identification numbers, it is a “Serialized” colony. You will have the option to view the mouse ID by clicking the On/Off slider at the top of your colony view. If you do not have a slider, your colony is not serialized.

102970 3/19/2017

024113 - hom(Fxn) hemi(FXN) X hom(Fxn) hemi(FXN) (Active) Room: AX2-BS F: 26 M: 9 BU: 40 P: 21 C: 11 3/19/2017

Serialized View OFF

Mice Held For Shipping Females: 0 Cages: 0 Males: 0	Breeders & Litters Females: 14 Cages: 7 Males: 5	Pending Genotyping Females: 0 Cages: 0 Males: 0	Replacement Breeders Females: 12 Cages: 4 Males: 4
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[Export to Excel](#)

Drag a column header and drop it here to group by that column

Cage ...	Strain	Role	Gender	Age	Avera...	Genot...	Qty
Replacement Breeders	024113 STOCK Fxn<dm1Mkn> Tg(FXN)YG8Pook/2	Dmate	F	12	12/27/2016	M03 HOM HEMI	3

Upon clicking the slider “On,” arrows will appear to the left of the lines of mice. Clicking these arrows will expand the lines of mice and reveal the ID’s and any extra data (Fields of Interest) relevant to the project that has been captured.

024113 - hom(Fxn) hemi(FXN) X hom(Fxn) hemi(FXN) (Active) Room: AX2-BS F: 26 M: 9 BU: 40 P: 21 C: 11 3/19/2017

Serialized View ON List all serialized mice

Show Fields

Mice Held For Shipping Females: 0 Cages: 0 Males: 0	Breeders & Litters Females: 14 Cages: 7 Males: 5	Pending Genotyping Females: 0 Cages: 0 Males: 0	Replacement Breeders Females: 12 Cages: 4 Males: 4
--	---	--	---

[Export to Excel](#)

Drag a column header and drop it here to group by that column

Cage ...	Strain	Role	Gender	Age	Avera...	Genot...	Qty
Replacement Breeders	024113 STOCK Fxn<dm1Mkn> Tg(FXN)YG8Pook/2	Dmate	F	12	12/27/2016	M03 HOM HEMI	3
ID				Actual DOB			
4220				12/25/2016			

Fields of Interest (FOI) may not be recorded for every mouse. To learn more about serialization and fields of interest, please contact your project manager.

While in the serialized view, all functions of JAXConnect™ remain the same as if you were not in the serialized view. However, you have the added benefit of requesting a shipment or discard of a specific mouse.

If you want to view all your serialized mice without the default groupings, click “List all Serialized Mice”. You can make instructions or questions about your mice from this view. To go back to your original view, click “Back to Colony Summary”.

Serialized View Back to Colony Summary

Show Fields

Export to Excel

Cage	Strain	Sex	GenoType	Average ...	Actual DOB	Mouse
Dmate	024113 STOCK Fox<tm1 Mkn> TgFXNjYG8Pook/2J	F	M03	12/20/2016	12/17/2016	4737
Dmate	024113 STOCK Fox<tm1 Mkn> TgFXNjYG8Pook/2J	F	M03	12/20/2016	12/17/2016	4739
Dmate	024113 STOCK Fox<tm1 Mkn> TgFXNjYG8Pook/2J	F	M03	1/10/2017	1/11/2017	4423
Dmate	024113 STOCK Fox<tm1 Mkn> TgFXNjYG8Pook/2J	F	M03	12/27/2016	12/25/2016	4220

1 2 10 Items per page 1 - 10 of 12 items

Examples

“I want to see how many mice are available to ship.”

1. Log in.
2. Select your project from the details screen.
3. Expand your colony.
4. Click on the pen role “Mice Held for Shipping” – these are all the mice that are saved for shipment in your colony.
5. You can filter or group this view to see any mice that are already allocated.

“I want to view the breeder mice per pen in my colony.”

1. Log in.
2. Select your project from the details screen.
3. Expand your colony.
4. Click on the pen role “Breeders and Litters”.
5. Select ‘Cage Report’ view.
6. This breaks down the mice by what pen they are in, and exactly what mice are in that pen.

“I want to request a shipment of all 7 week old homozygous mice.”

1. Log in
2. Select your project from the details screen
3. Expand your colony
4. Click on the pen role “Mice Held for Shipping” – these are all the mice that are saved for shipment in your colony.
5. Filter the Age column for 7 weeks of age and the Genotype column for “HOM”
6. Click “Submit Instruction”
7. Select Instruction type (shipping)
8. Click the check box to the left of the mice you have in your view.
9. Enter the quantity of mice you want.

Contact Us

JAX® Mice, Clinical & Research Services
610 Main Street
Bar Harbor, ME 04609
1.207.288.5845
jcmadmin@jax.org