

Quick Start

Step 1.

Download Mouse Colony (runtime, stand alone application) or Mouse Colony Net (requires FileMaker Pro to run, see below) and run the installer in the computer in which the program will be used. The installer should place both versions of Mouse Colony in the program's folder by default. However, if this is not the case, we recommend that you manually place it there for best performance.

DO NOT RENAME OR REMOVE THE COMPONENTS OF THE ORIGINAL MOUSE COLONY FOLDER SINCE THESE PROCEDURES MAY ALTER THE FUNCTIONALITY OF THE SOFTWARE.

MAKE SURE YOU HAVE A WORKING INTERNET CONNECTION before opening Mouse Colony or Mouse Colony Net for the first time. In this way, your copy will be authenticated by our server. Remember, Mouse Colony or Mouse Colony Net must be installed in the computer in which it will be used when you open it for the first time. From this point on, this guide will refer to both versions of the application (Mouse Colony Net and Mouse Colony) as Mouse Colony unless it is otherwise noted.

The installer for the PC version usually creates a shortcut for Mouse Colony on the desktop (look for the Mouse Colony icon). Double click on this shortcut or open the Mouse Colony folder located in "Programs" and Double Click the file with the Folder Icon. The latest version (June/2010) of Mouse Colony does not require that you use a special Login until you create the first user account. Additionally, it is not required, although recommended, that you Register your copy of Mouse Colony. Copies that are registered will receive updates and other important information by email. Your information will be only used by Simplified Data Tracking, Inc, the official distributor of Mouse Colony. **Read the End User License Agreement (EULA).**

If you accept the agreement, you will be requested to create the first user account. Mouse Colony will offer you to registrater and/or purchase the software every time you launch the application.

After sending the Registration, we will email you the serial number (SN). Enter the Serial Number and follow the on-screen instructions. Remember that the free trial ends 90 days after you open Mouse Colony for the first time.

Step 2.

You are ready to create your first colony:

- a) If the "New Colony" window is not open, click on New Colony. Select "Other" from the pulldown for Colony Name.
- b) Enter a designation for the gene under study in Gene 1.
- c) Enter the name of the Principal Investigator responsible for the colony.
- d) The rest of the fields are optional. However, it is recommended that you fill them out because the information will show up in the Cage Cards. Follow the screen instructions. You can enter the first animal now or later. However, you will not see the Colony name in the Mouse ID form until you enter the first animal.
- e) When you are ready to enter the first animal, open Mouse ID and click the New Record button. You will need a cage number and the remaining information for this mouse, such as Mouse ID (if you are not using Auto ID), coat color, date of birth, etc. Enter all new animals to the colony following the

same steps. For animals born from matings of parents already present in the colony, a Mouse ID must be created from the Mating form.

Tips

If you are starting a brand new colony, it is best to assign the founders the lowest ID numbers since the Automatic ID feature adds 1 to the highest ID in the colony or the entire database, depending on your selection.

What is the best way to transfer a preexisting mouse line to Mouse Colony?

*If you already have a line that has been around for several years and you want to start tracking it with **Mouse Colony**, there are several options:*

***First**, you can enter the original founders and then, recreate the crosses that originated the rest of the colony. After a mating record is created for a particular litter, you should enter the pups either manually or using Auto ID. From the Mating page, you can create individual Mouse ID records for all the pups very fast (only cage number, date, fur color, tag and genotype have to be entered). Follow the same approach for every litter until all the animals are in the database. The mechanics of record creation used by **Mouse Colony** makes this approach much faster than one may anticipate and hundreds of animals can be entered in a very short time.*

***Second**, if you have a very large colony that has been around for years, and you do not want to start from the beginning, it is possible to start by creating Mouse ID records for those mice whose mating originated the animals that are currently alive in the colony. Then, create the matings that generated their descendants, which are currently alive. If this approach is followed, it is advisable to start with an ID number that is high, i.e. start in 1001 instead of 1, since this will leave room to enter earlier animals if you decide to do so later.*

*Let's assume that a couple of months later you decide to enter the rest of the animals. You can start with an earlier Mouse ID and follow the same procedure. However, you will have to keep in mind that the first set of animals used to "initiate" the colony will be included as pups in a mating. This is fine, just remember that they have been assigned an ID and you do not have to create a record for them. Additionally, the **Automatic ID feature cannot be used** to enter the second set because it would generate IDs starting with the highest value in the database. Set Auto ID to inactive until you finish entering older animals. Once you are done, Auto ID can be turned on again.*

Q: What is the difference between Mouse Colony and Mouse Colony Net?

A: Mouse Colony is a runtime, stand alone application. This means that you do not need any other software to run Mouse Colony on your computer. Simply download it, run the installer and use it. Unlike Mouse Colony, Mouse Colony Net requires that you install FileMakerPro (www.filemaker.com) in order for it to work. If you have FileMaker Pro (version 11 recommended) on your computer, it will open Mouse Colony Net by double clicking on it. The advantage of Mouse Colony Net is that you can access the application from up to 5 additional computers that also have FileMaker installed (for more details see "Using Mouse Colony over a local network")

Q: What happens if at the end of the trial period I do not want to purchase Mouse Colony?

A: You will not lose your data. You can find a spreadsheet that can be opened with any suitable program in the Recovery folder within the main Mouse Colony Folder.

Q: Can I use Mouse Colony on more than one computer?

A: No, the software is set to work on only one computer. If you decide to transfer Mouse Colony to another computer, you MUST deactivate this version and then, copy the entire folder to the new computer. This process requires that you purchase Mouse Colony.

Q: Can I backup Mouse Colony?

A: Yes, it is strongly suggested that you make at least daily backups. The backups will work as long as you load them in the same computer that Mouse Colony was originally activated.

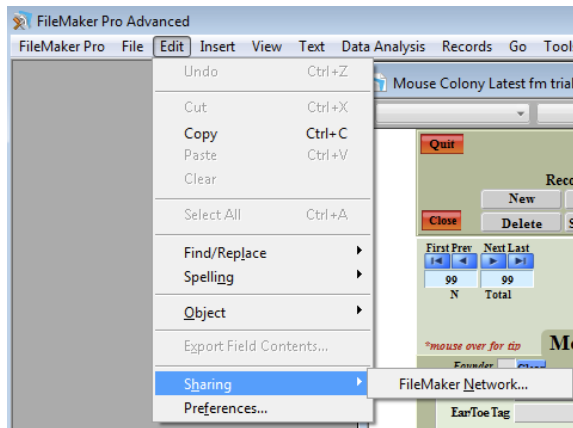
Using Mouse Colony Net via a Local Network. (FileMakerPro-FMP- Version ONLY).

Definitions: **Host** is the computer in which Mouse Colony Net is loaded and functions as a server for the Client computers. **Clients** are those computers that access a copy of Mouse Colony Net in the Host computer via a Local Area Network (LAN) using FileMakerPro (www.filemaker.com).

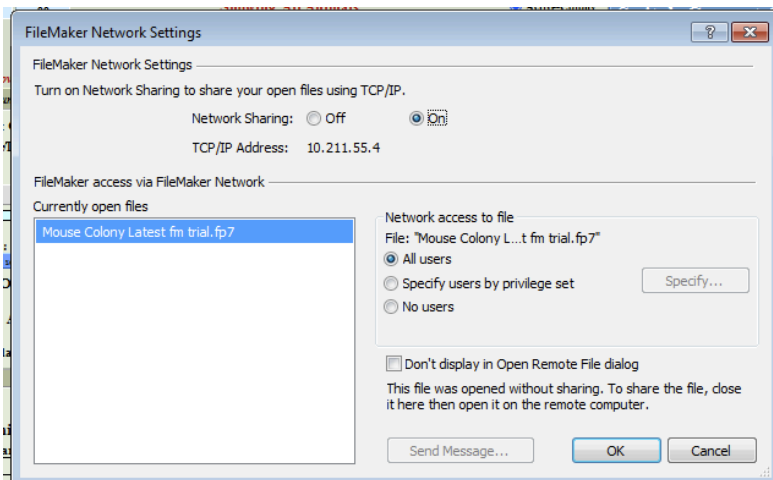
The version of Mouse Colony that can be accessed through a network (**Mouse Colony Net**) is different from the runtime or stand-alone application. While the runtime or stand-alone application DOES NOT need any other support software to run, **Mouse Colony Net** requires that the hosting computer (the computer where Mouse Colony Net is loaded and therefore, functions as a server) as well as the Client computers (those used to remotely access Mouse Colony Net via the network) MUST have FileMakerPro 11 installed. FileMakerPro 11 can be purchased from FileMaker, Inc (www.filemaker.com). Earlier versions of FileMakerPro (FMP) may work, however, some features that are exclusive of FMP11 will not function. This FMP version of Mouse Colony allows up to 5 Clients to access a single copy of Mouse Colony Net simultaneously. If you need access for a larger number of computers, contact us (support@mousecolony.com) for pricing.

Activate the Network Feature of Mouse Colony in the Host (Server) Computer:

a) Open **Sharing** (Menu>Edit>Sharing) and select **FileMaker Network...**



b) In the “FileMaker Network Settings” window, turn “**Network Sharing**” ON. The TCP/IP Address of the Host Computer will appear. This address will be used by the Client computers to Login from outside the network (i.e. from home). Select Mouse Colony Net from the list of “**Current open files**”



In “Network Access to file” select “**All Users**” since the “**Specify users by privilege set**” will not give many options since all users in Mouse Colony have the same privileges. “**No users**” will limit access to the computer in which Mouse Colony Net is loaded and therefore, no remote Clients will be able to access Mouse Colony Net.

e) Click “**OK**” and you are set.

IMPORTANT: Mouse Colony Net MUST BE OPEN in the Host machine to be accessed by the remote Clients.

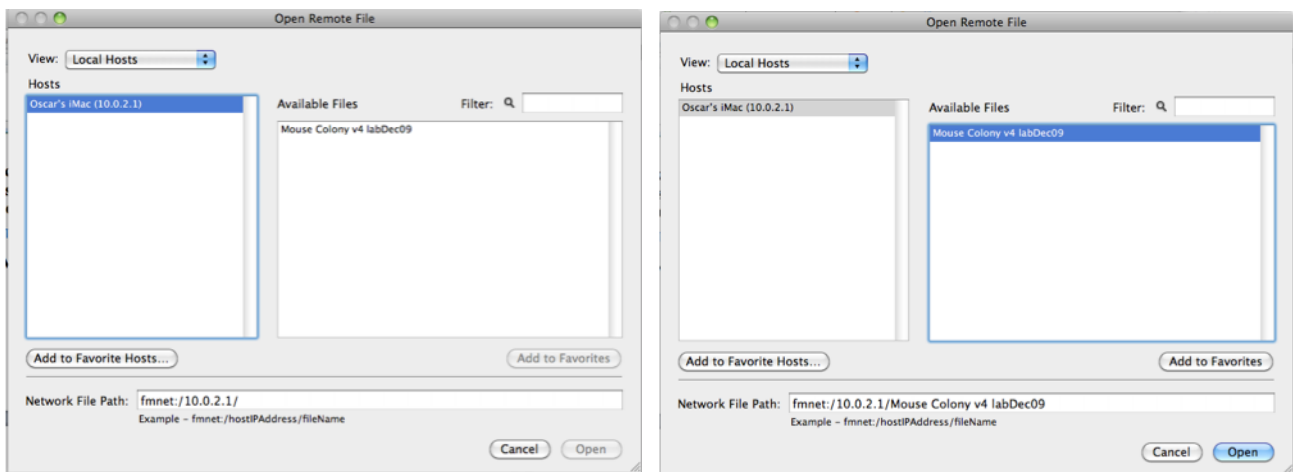
Client Access to the Mouse Colony Net File Hosted by Another Computer:

A Client or remote user can access the FMP version of Mouse Colony Net hosted in another computer in 2 different ways:

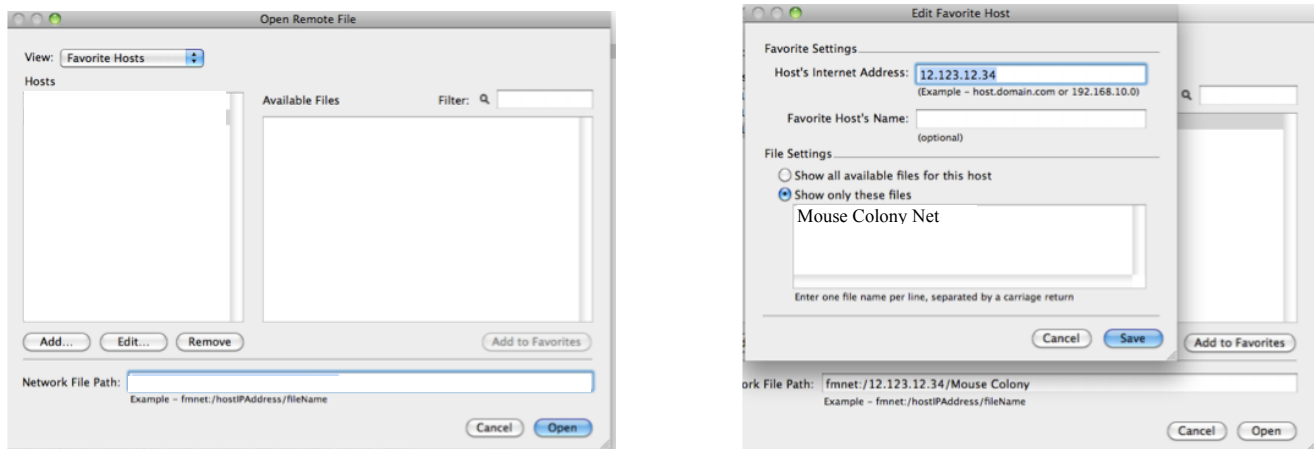
a) Open Remote.

The Client should open FileMakerPro in his/her computer and then select **Open Remote** (Menu>File>Open Remote).

The **Open Remote File** window opens. Under “**View**”, select **Local Hosts**.



First (left panel in the figure above), you will see the computers hosting FileMakerPro files, and select the one which is hosting Mouse Colony Net. Notice that at the bottom, the “**Network File Path**” now displays the IP address of the Host. After selecting the Host (left panel in the figure above), select Mouse Colony Net and the whole path to the file is displayed in the “**Network File Path**” (right panel in the figure above). Click “**Open**” and you will see the Mouse Colony Net Login window. Enter your



Login information and you are set!

You can also use the “Favorite Hosts” option from the “View” pulldown.

Select “**Add**” and the window display above on the right panel will pop up. Enter the “**Host’s Internet Address**”. If you wish, also select a Favorite Host’s Name. In “**File Settings**” select “**Show only these files**” and type in the Box: Mouse Colony Net and “**Save**”.

b) Access through a URL.

Mouse Colony Net can also be accessed using your Web Browser. Type the URL of the Hosting computer using the following URL format:

FMP7://IPv4 or IPv6/Mouse+Colony.fp7

Example for IPv4: FMP7://192.192.192.10/Mouse+Colony+Net.fp7

Example for IPv6: FMP7://1922:0ABC;1922:0ABC: 1922:0ABC;1922:0ABC/Mouse+Colony+Net.fp7

You can also include your Mouse Colony Net account and password to enter directly.

For example: FMP7://Account:Password@192.192.192.10/Mouse+Colony+Net.fp7 (for IPv4) or

FMP7://myaccount:mypassword@1922:0ABC;1922:0ABC:1922:0ABC;1922:0ABC/Mouse+Colony+Net.fp7 (for IPv6)

Keep in mind that although you are initiating the connection to Mouse Colony Net through a browser you still need FMP in the Client’s computer to use Mouse Colony Net. Do not leave spaces in the URL. Use a “+” instead of a space.