

## Biomedical Core Facility

The Ruth & Bruce Rappaport Faculty of Medicine  
Technion - Israel Institute of Technology



## מרכז תשתיות ביורפואי

הפקולטה לרפואה ע"ש רות וברוך רפפורט  
הטכניון - מכון טכנולוגי לישראל

# Sequencing Orders

**Create a new order**

**Edit an existing order**

**Results**

### Create a new order:

1. Enter the site using your username and password

The image shows a web login interface for 'BOOKITLAB'. At the top, there is a blue header with the 'BOOKITLAB' logo in white and green, and the tagline 'CORE FACILITIES MANAGEMENT SOLUTION' below it. To the right of the header is a small white padlock icon. Below the header, the main content area has a light gray background. It starts with the text 'Sign In' on the left, followed by two links: 'new user' and 'Forgot Password'. Below these links are two white input fields for username and password. To the right of the password field is a 'Sign In' button. At the bottom of the form, there is a line of text: 'For support please contact support@prog4biz.com.'

- Go to the tab **'Sequencing requests'**. Choose the type of reaction (plasmids/PCR/BAC) in the dropdown list located in the **'New Order'** section. Click **'Select'** to continue

BOOKITLAB  
CORE FACILITIES MANAGEMENT SOLUTION

Ami Aronheim (Aronheim Ami) | Log Out | Help

Home Instructions **Sequencing Requests** Other Services Billing Summary

Service Requests

## Sequencing Requests

Filter

Show 10 results per page

Search

<input type="checkbox"/>	ID	Request Type	Updated At	Status	Submitted At	Username	Last Comments	Last Comment At	Last Comment By	Comments	Rows	View/Edit
<input type="checkbox"/>	411	PCR	15/09/2014 14:44:40	Not Started		Ami				0	2	
<input type="checkbox"/>	407	PCR	15/09/2014 14:56:15	Not Started		Ami	dfgdfgdfgdfgdfgfhghgh	15/09/2014 14:56:14	admin	2	2	
<input type="checkbox"/>	404	PCR	15/09/2014 14:44:40	Not Started		Ami				0	2	
<input type="checkbox"/>	402	PCR	15/09/2014 14:44:40	Not Started		Ami				0	2	

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

### New Order

Please select the required lab service:

Export To CSV

Genomics

- BAC
- PCR
- Plasmid

Test Service Group

- Test copy
- Test Sample Type

Select

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3. Fill in your order in the '**request lines**' section. You can add lines by clicking the '+' symbol at the right hand side of the table or subtract lines by clicking the trash symbol. In case you have a large number of samples you can download a CSV template, fill your order and upload it to the site

#### New Service Request

Submission Details

Budget: 2018446

Contact Details

Name: Ami Aronheim

Email: bofficesecretary@gmail

Phone: 8295221

Mobile: 8295221

Location: Technion

Request Lines

Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label
User		N/A			User		N/A

Import From Spreadsheet: Download CSV Template for filling in Browse Upload

Request Comments/Files

Comments:

Save

Cancel

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v2.4.40 server time: (UTC+02:00) Jerusalem 30/06/2014 13:55:43 30/06/2014 13:55:43 +03:00

4. Fill in all the fields (template name, size, concentration, etc.) without spaces. All fields are mandatory

Request Lines

Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label
User	13009-1	N/A	400	30	User	p3009-1	N/A
User	13009-2	N/A	500	60	User	p3009-2	N/A
User	13009-3	N/A	800	70	Core	T7	N/A

Import From Spreadsheet: Download CSV Template for filling in Browse Upload

5. To use samples from a previous order select **'Previous Submission'** in the **'template/primer source'** dropdown list. Choose the sample in the **'Template/Primer Name'** dropdown list according to the date of the previous order. **Please note that samples/primers are stored for 6 months only**

The screenshot shows the 'Request Lines' form with the following fields: Template Source, Template Name, Template Label, Size, Conc ng/ul, Primer Source, Primer Name, and Primer Label. The 'Previous Submission' dropdown is highlighted with a red circle. Below the form are buttons for 'Import From Spreadsheet', 'Download CSV Template for filling in', 'Browse...', and 'Upload'.

6. To use a core primer choose **'Core'** under **'Primer Source'** then choose the primer from the list in the dropdown list under **'Primer Name'**

The screenshot shows the 'Request Lines' form with the 'Core' dropdown selected under 'Primer Source'. The 'Primer Name' dropdown is open, showing a list of primers: GMV-PRO, M13-40-F, M13-F-20-, M13-R-20-, PGEX-3-R, PGL-F, PGL-R, SP6, T3, and T7. A red arrow points to the 'Core' dropdown. Below the form is a 'Request Comments/Files' section with a 'Comments:' label and a text area with formatting options.

7. You can add a comment to the order in the '**Comments**' field.

Request Lines

Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label
User	t3009-1	N/A	400	30	User	p3009-1	N/A
User	t3009-2	N/A	500	60	User	p3009-2	N/A
User	t3009-3	N/A	800	70	Core	T7	N/A

Import From Spreadsheet: Download CSV Template for filling in Browse... Upload

Request Comments/Files

Comments:

Formats B I

Save Cancel

8. After you finish click '**Save**'

Request Lines

Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label
User	t3009-1	N/A	400	30	User	p3009-1	N/A
User	t3009-2	N/A	500	60	User	p3009-2	N/A
User	t3009-3	N/A	800	70	Core	T7	N/A

Import From Spreadsheet: Download CSV Template for filling in Browse... Upload

Request Comments/Files

Comments:

Formats B I

Save Cancel

9. The order will now be visible in the main table under '**Sequencing Requests**'. The order status will be 'Not Started' until labels are printed

10. In order to finalize the order you need to print out labels. This can only be done at the BCF computer connected to the label printer. Log in to BookItLab and choose your order by clicking the order ID. Print the labels by clicking '**Print all Labels**' at the bottom of the page

**Note:**

**Labels can only be printed using Internet Explorer**

**When printing labels, do NOT highlight any of the lines as this will cause errors in the labels**

- If all labels are printed correctly, make sure to press “**Yes**” in the popup window. Failing to do so will leave the order as 'New' and it will not be processed. Only in case of a problem with the printing click 'No' and re-print the labels

Submission details

Status: Not Started  
User Group: Shenker Offer  
Budget: Shenker Offer budget  
Submitted by: doronf90  
Updated by: 18/12/2014 11:28:00

Contact details

3687333
Name: doron fogel  
Location:

Request lines

	Id	Serial	Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label	Line comments/files
<input type="checkbox"/>	3571	897	User	1	T14-0709	100	50	User	p	P14-0308	(0)  (0)

Please confirm all labels were printed OK. Click yes to submit the request (Yes/No)

Phone: 8295221
Mobile: 052-

- Make sure you apply the labels on the tubes so that the writing is visible.  
After printing is confirmed, the order status will change to '**Started**'

## Sequencing Requests

Filter

Show 10 results per page

Search

<input type="checkbox"/>	ID	Request Type	Updated At	Status	Submitted At	Username	Last Comments	Last Comment At	Last Comment By	Comments	Rows	Amount	View/Edit
<input checked="" type="checkbox"/>	448	Plasmid	01/10/2014 14:55:35	Started	01/10/2014 14:39:27	Ami				0	3		
<input type="checkbox"/>	411	PCR	15/09/2014 14:44:40	Not Started		Ami				0	2		
<input type="checkbox"/>	407	PCR	15/09/2014 14:56:15	Not Started		Ami	dfgdgdgdfgdgdgdfgfhghgh	15/09/2014 14:56:14	admin	2	2		
<input type="checkbox"/>	404	PCR	15/09/2014 14:44:40	Not Started		Ami				0	2		
<input type="checkbox"/>	402	PCR	15/09/2014 14:44:40	Not Started		Ami				0	2		

Showing 1 to 5 of 5 entries

First
Previous
1
Next
Last

**Edit an existing order**

- 1. Select your order by clicking the order ID or the 'pencil' symbol at the right hand side of the table and click **'Edit'** at the bottom of the page

▼ Request Lines

	Id	Serial	Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label	Line Comments/Files
<input type="checkbox"/>	668	0	User	ttt	N/A	122	22	User	ttt	N/A	(0)  (0)
<input type="checkbox"/>	669	0	User	ttt	N/A	122	22	User	ttt	N/A	(0)  (0)

▼ Request Comments/Files

Comments:

Files:

Print all Labels

Print Template Labels

Print Primer Labels

Edit

Copy request

Back to Requests List



2. Edit your order and click '**Save Changes**' at the bottom

Request Lines

	Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label	Line Comments/Files
<input type="checkbox"/>	User	fff	N/A	122	22	User	fff	N/A	+ (0) (0) (0)
<input type="checkbox"/>	User	fff	N/A	122	22	User	fff	N/A	+ (0) (0) (0)

Import From Spreadsheet: Download CSV Template for filling in

Request Comments/Files

Comments:

Files:

## Results

1. Once the reaction is finalized the order status will change to '**Done**'

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DNA DELIVERY LABORATORY SOLUTION

BCF  
Biochemical Core Facility

Amo Arushom (Arushom Amo) | Log out | Help

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Service requests

### Sequencing requests

Filter

Show 10 results per page

Search

<input type="checkbox"/>	ID	Request type	Updated at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	Amount	View/edit
<input type="checkbox"/>	55	PCR	17/11/2014 14:44	Done	17/11/2014 14:37:47	Amo				0	3		
<input type="checkbox"/>	56	Plasmid	17/11/2014 14:49:44	Done	17/11/2014 14:36:26	Amo				0	3		

Showing 1 to 2 of 2 entries (filtered from 46 total entries)

New order

Please select required service:

2. In order to view the results first enter your order by clicking the order ID

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Service requests

### Sequencing requests

Filter

Show 10 results per page Search

ID	Request type	Updated at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	Amount	View/edit
562	PCR	17/11/2014 14:49:44	Done	17/11/2014 14:37:47	Ami				0	3		<a href="#">View</a> <a href="#">Edit</a>
563	Plasmid	17/11/2014 14:49:44	Done	17/11/2014 14:36:26	Ami				0	3		<a href="#">View</a> <a href="#">Edit</a>

Showing 1 to 2 of 2 entries (filtered from 46 total entries)

First Previous 1 Next Last

New order

Please select required service:  Select

Export To CSV

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3. Once you've entered the order you will be able to see the result of each line at the right hand side of the table. In order to download all the results at once click '**Download all files**' at the bottom of the page

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Service requests

### PCR Service request details

+ Submission details

+ Contact details

+ Request lines

ID	Serial	Template Source	Template Name	Template Label	Size	Conc ng/ul	Primer Source	Primer Name	Primer Label	Line comments/files
1225	304	User	tem	T14-0113	750	35	User	qp	P14-0111	+ <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download</a>
1226	305	User	plate	T14-0112	800	50	User	qp	P14-0111	+ <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download</a>
1227	306	User	TS	T14-0111	800	20	User	tem	P14-0112	+ <a href="#">View</a> <a href="#">Edit</a> <a href="#">Download</a>

+ Request comments/files

Copy request Back to request list Download all files

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