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
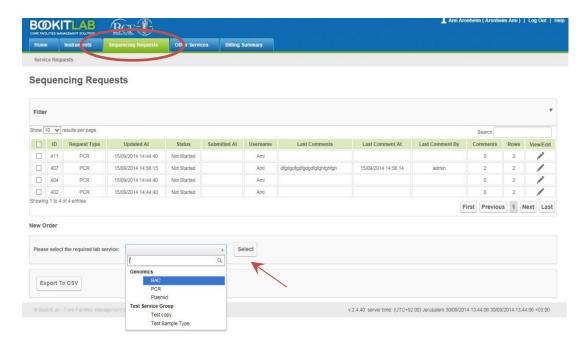
Results

Create a new order:
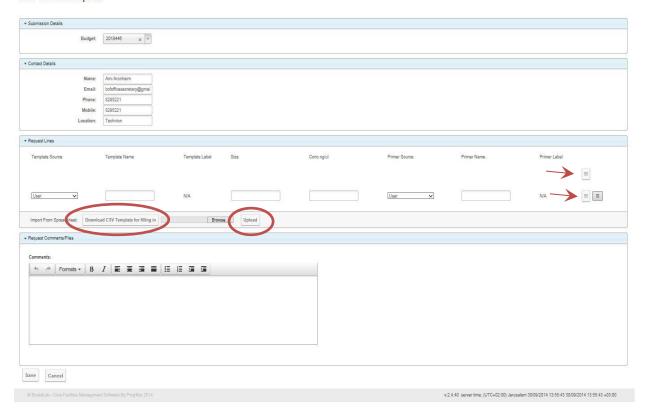
1. Enter the site using your username and password

2. 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
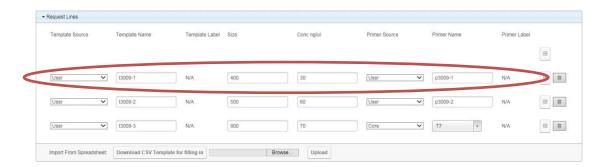
3. Fill in your order in the **'request lines'** section. You can add lines by clicking the **'+'** symbol at the right hand side of the table or subtract lines by clicking the trash symbol. In case you have a large number of samples you can download a CSV template, fill your order and upload it to the site
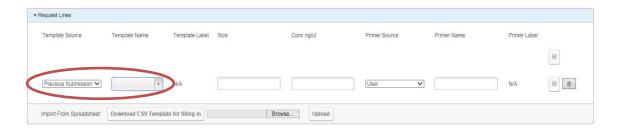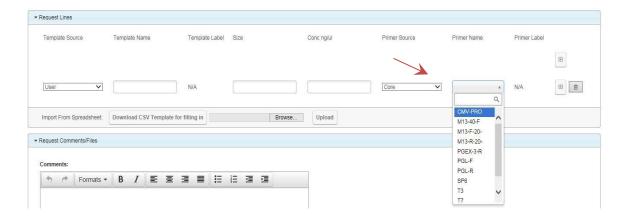

4. Fill in all the fields (template name, size, concentration, etc.) without spaces. All fields are mandatory
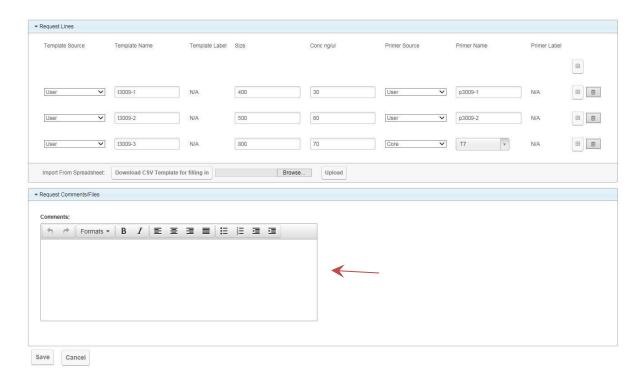
5. To use samples from a previous order select **'Previous Submission'** in the **'template/primer source'** dropdown list. Choose the sample in the **'Template/Primer Name'** dropdown list according to the date of the previous order. **Please note that samples/primers are stored for 6 months only**
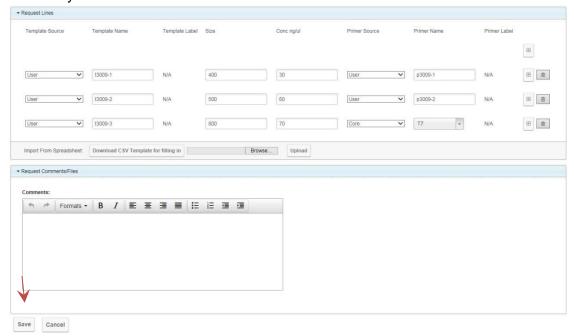

6. To use a core primer choose **'Core'** under **'Primer Source'** then choose the primer from the list in the dropdown list under **'Primer Name'**
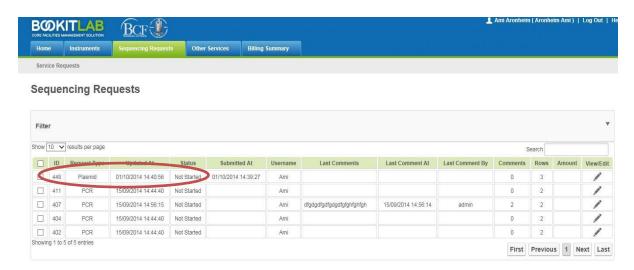
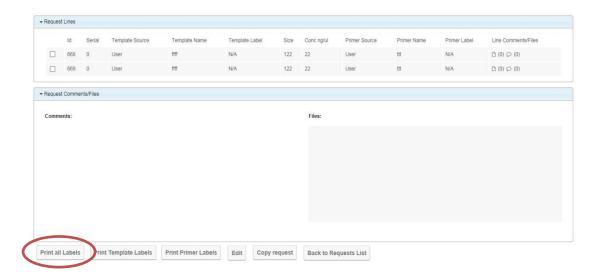7.   You can add a comment to the order in the **'Comments'** field.

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

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
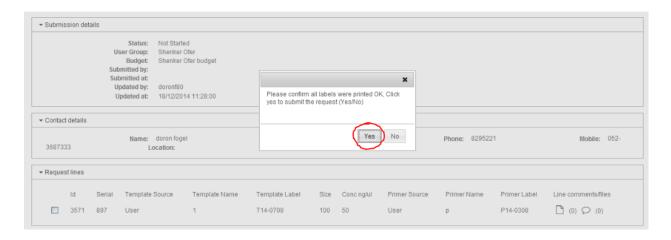

10. In order to finalize the order you need to print out labels. This can only be done at the BCF computer connected to the label printer. Log in to BookItLab and choose your order by clicking the order ID. Print the labels by clicking **'Print all Labels'** at the bottom of the page
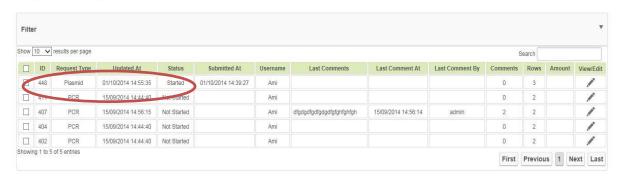

Note:
Labels can only be printed using Internet Explorer
When printing labels, do NOT highlight any of the lines as this will cause errors in the labels

11. 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
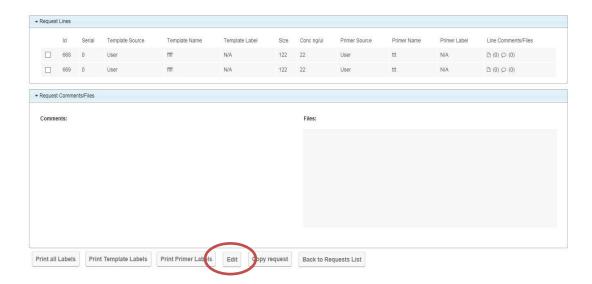

12. Make sure you apply the labels on the tubes so that the writing is visible. After printing is confirmed, the order status will change to **'Started'**
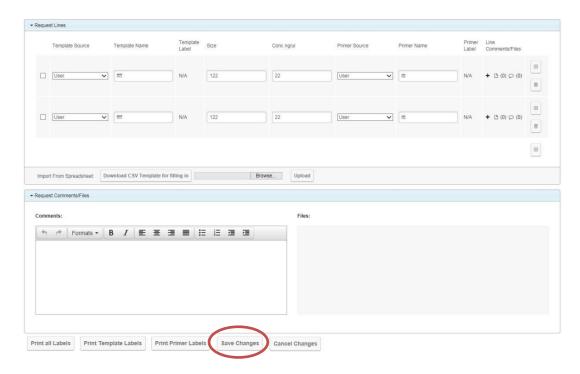
Edit an existing order

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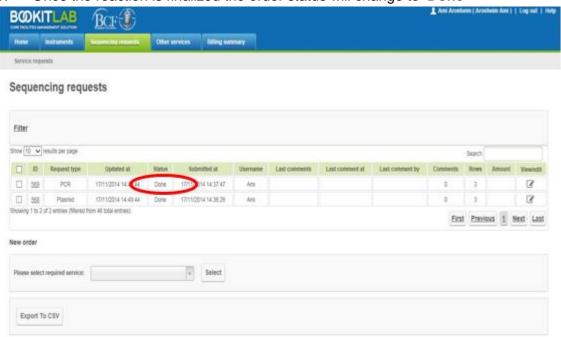
2.	Edit your order and click '**Save Changes**' at the bottom

Results

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

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

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