

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

Results

Create a new order:

1. Enter the site using your username and password

A screenshot of the BOOKITLAB login page. The page has a blue header with the 'BOOKITLAB' logo and the tagline 'CORE FACILITIES MANAGEMENT SOLUTION'. Below the header, there is a 'Sign In' section with two input fields for username and password, and a 'Sign In' button. There are also links for 'new user' and 'Forgot Password'. At the bottom of the page, there is a footer with the text 'For support please contact support@prog4biz.com.' and a version number 'v:2.4.40'.

2. Go to 'Sequencing requests' on the left hand side and choose 'Service requests'

The screenshot shows the BookItLab dashboard. On the left sidebar, under 'SEQUENCING REQUESTS', the 'Service requests' option is highlighted with a red box. The main content area shows a 'Dashboard' header with a search bar and a 'Book Something' button. Below this is a 'Timeline' section with navigation arrows and a 'Browse By BCF Unit' section with expandable items for 'BCF' and 'P4B_BusinessUnit_Devison'. A 'Recently Booked Instruments' section displays a grid of instrument cards including 'Melody', 'Real Time PCR QuantStudio3', 'Plate Reader (Infinite M200 PRO)', 'Microscope Time-lapse 1', 'Real Time PCR Rotor Gene', and 'Fusion FX7'. At the bottom, there is a 'Recent Search Results' section and a footer with version and system information.

3. Press the '+' sign on the right hand side to create a new order

The screenshot shows the 'Service requests' page. At the top right, there is a '+ New order' button circled in red. Below the header is a table with columns: ID, REQUEST TYPE, UPDATED AT, STATUS, SUBMITTED AT, USERNAME, LAST COMMENTS, LAST COMMENT AT, COMMENTS, BUDGETID, BUDGET, ROWS, and VIEW/EDIT. A single entry is visible with ID 23801, REQUEST TYPE 'Plasmid sequencing', and STATUS 'InProcess'. Below the table are pagination controls and a search bar.

4. Select the order type (plasmid / PCR / BAC) from the drop down menu

The screenshot shows the 'NEW ORDER' form. A dropdown menu is open, displaying a search bar and a list of options: 'BAC sequencing', 'P4B_Request_Type_Lines', 'PCR sequencing', and 'Plasmid sequencing'. The 'Plasmid sequencing' option is highlighted. Below the dropdown is the same table as in the previous screenshot, showing the existing request with ID 23801.

5. Press 'Select'

Service requests

NEW ORDER

PLEASE SELECT REQUIRED SERVICE: Plasmid sequencing

Select

ID	REQUEST TYPE	UPDATED AT	STATUS	SUBMITTED AT	USERNAME	LAST COMMENTS	LAST COMMENT AT	COMMENTS	BUDGETID	BUDGET	ROWS	VIEW/EDIT
23801	Plasmid sequencing	10/05/2018 07:53	InProcess	07/05/2018 14:55		NOTHING WORKED I WILL REP	09/05/2018 11:01	1	1157		4	

Showing 1 to 1 of 1 entries

6. Fill in your order in the 'Request lines' section. Add the first row by clicking the '+' symbol at the left hand side of the table

Requests > Plasmid sequencing

Submission details

Status: New

User group: Shenker Ofer lab

Budget: Shenker Ofer budget

Updated by: udi shenker

Updated at: 8/15/18

Contact details

Contact Name: udi shenker

Contact Email: shenkar@technion.ac.il

Contact Phone: 5354

Contact Mobile: 0524568846

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
+									

Showing 0 to 0 of 0 entries

First Previous Next Last

Import Template File Choose File No file chosen

- Fill in all the fields (template name, size, concentration and primer name) without spaces or special characters. All fields are mandatory. In case you have a large number of samples you can download a CSV template by clicking '**Import template**', fill your order and upload it to the site

Requests > Plasmid sequencing

Submission details

Status: New

User group: Shenker Ofer lab

Budget: Shenker Ofer budget

Updated by: udi shenker

Updated at: 5/15/18

Contact details

Contact Name: udi shenker

Contact Email: shenker@technion.ac.il

Contact Phone: 5364

Contact Mobile: 0524568846

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	This field is required.		This field is required.	This field is required.	User		This field is required.

Showing 1 to 1 of 1 entries

Import Template | File | Choose File | No file chosen

- You can add a new row to the order by either clicking the '+' symbol on the right hand side of the filled line, which will create a copy of that row, or by clicking the '+' on the left hand side of the table, which will create a new blank row. You can also erase a row by clicking the 'trash' symbol on the right hand side end of an existing row

Contact Mobile: 0524568846

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	df1		555	64	User	sb	
72313	New	User	df1		555	64	User	plm	

Showing 1 to 1 of 1 entries

Import Template | File | Choose File | No file chosen

Request comments/files

Formats | B | / | [Icons]

test

9. 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**

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	Previous Submission	t1(judi shenker 3/5/2018)				User		

Showing 1 to 1 of 1 entries

First -- Previous 1 Next -- Last

Import Template File Choose File No file chosen

10. Once you choose a previously submitted sample the **'Template name'**, **'Size'** and **'Concentration'** fields will be filled automatically. **Please make sure that the template/primer label appears at this point. In case it doesn't please contact us**

Request lines

10 records per page

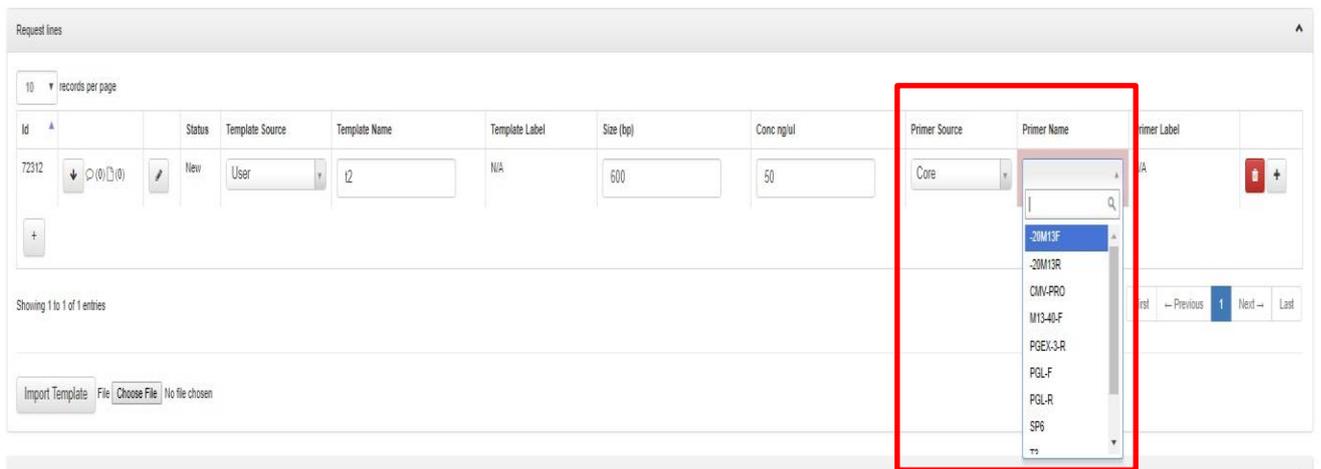
Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	Previous Submission	t2(judi shenker 3/5/2018)	T18-2443	600	50	User		

Showing 1 to 1 of 1 entries

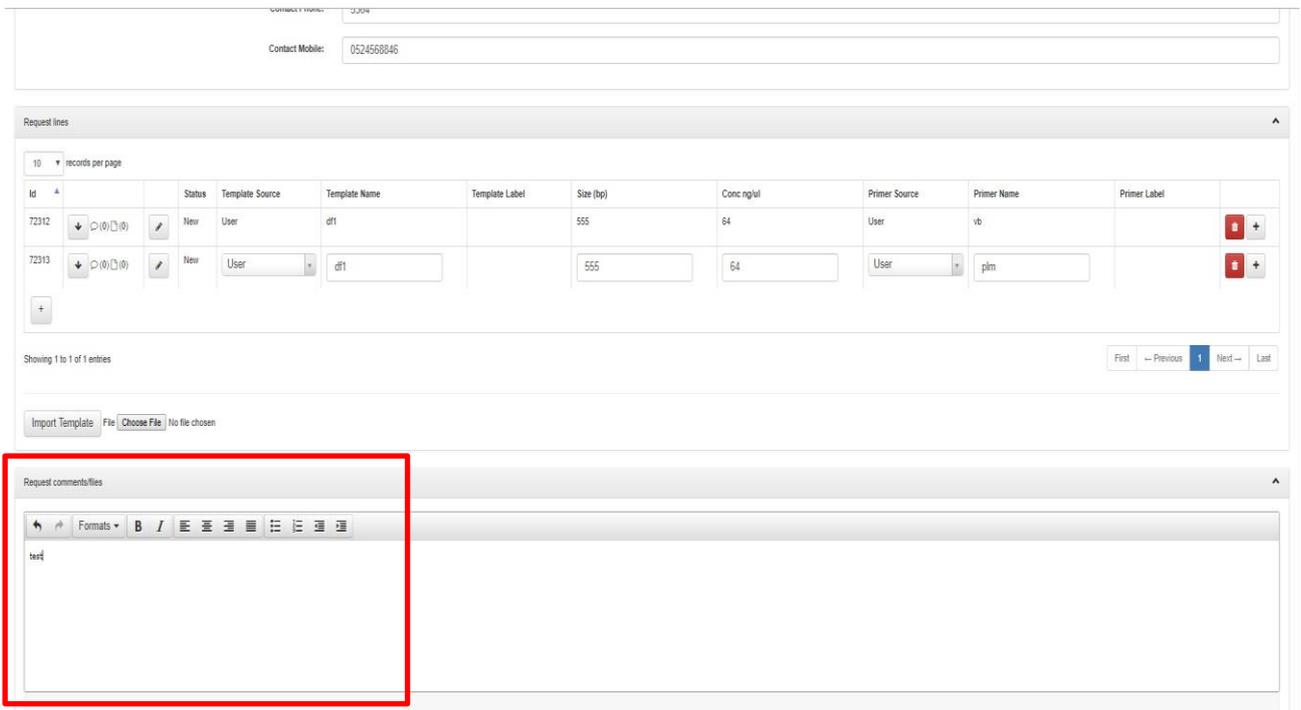
First -- Previous 1 Next -- Last

Import Template File Choose File No file chosen

11. To use a core primer, choose **'Core'** under **'Primer source'** and then choose the primer from the dropdown list under **'Primer name'**. Note that no label will be printed for a core primer



12. If needed, you can add a comment to the order in the **'Comments'** section. Please, only add comments that are directly relevant to the order itself



13. All changes will be saved automatically and there is no need to actively save the order

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	I2	N/A	600	50	Core	SP6	N/A

Showing 1 to 1 of 1 entries

Import Template | File | Choose File | No file chosen

Request comments/files

Formats | B | / | [Icons]

test

All changes are automatically saved

14. The order will now be visible in the main table under 'Sequencing requests'. The order status will be 'New' until labels are printed

Service requests

Filter

10 records per page

ID	Request type	Updated at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	View/edit
23553	Plasmid sequencing	15/05/2018 08:33:35	New		udi	test	15/05/2018 08:26:59	udi	1	1	[Edit]
23798	PCR sequencing	07/05/2018 11:01:50	Cancelled	07/05/2018 10:44:10	udi	exo sap	07/05/2018 10:33:59	udi	1	2	[Edit]
23784	PCR sequencing	06/05/2018 19:07:57	Cancelled	06/05/2018 11:19:53	udi	test	06/05/2018 10:57:56	udi	1	2	[Edit]
23783	Plasmid sequencing	06/05/2018 11:19:53	Cancelled	06/05/2018 11:18:46	udi	test	06/05/2018 11:00:16	udi	1	2	[Edit]
23782	Plasmid sequencing	06/05/2018 10:39:12	Cancelled	06/05/2018 10:39:12	udi				0	1	[Edit]
23781	PCR sequencing	06/05/2018 10:33:48	Cancelled	06/05/2018 10:33:07	udi				0	1	[Edit]
23775	PCR sequencing	03/05/2018 15:44:09	Cancelled	03/05/2018 15:44:09	udi				0	1	[Edit]
23769	Plasmid sequencing	03/05/2018 13:51:31	Completed	03/05/2018 13:49:09	udi				0	3	[Edit]

Showing 1 to 8 of 8 entries

New order

Please select required service [Dropdown] [Select]

15. 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

The screenshot shows the 'Request lines' section of the BookItLab interface. It features a table with the following columns: Id, Status, Template Source, Template Name, Template Label, Size (bp), Conc ng/ul, Primer Source, Primer Name, and Primer Label. A single entry with ID 72312 is visible. Below the table, there is a 'Request comments/files' section with a rich text editor. At the bottom of the page, there are several buttons: 'Download all files', 'Print all Labels' (circled in red), 'Print labels Template', 'Print labels Primer', 'Copy Request', and 'Back to request list'. A green bar at the bottom indicates 'All changes are automatically saved'.

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

16. After printing the order status will change to **'Started'**

Service requests

The screenshot shows the 'Service requests' section of the BookItLab interface. It features a table with the following columns: ID, Request type, Updated at, Status, Submitted at, Username, Last comments, Last comment at, Last comment by, Comments, Rows, and View/edit. The row with ID 23853 and status 'Started' is circled in red. Below the table, there is a 'New order' section with a dropdown menu and a 'Select' button.

ID	Request type	Updated at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	View/edit
23853	Plasmid sequencing	15/05/2018 08:38:51	Started	15/05/2018 08:38:51	udi	test	15/05/2018 08:26:59	udi	1	1	🔗
23786	PCR sequencing	07/05/2018 11:01:58	Cancelled	07/05/2018 10:44:10	udi	ero sap	07/05/2018 10:33:59	udi	1	2	🔗
23764	PCR sequencing	06/05/2018 19:07:57	Cancelled	06/05/2018 11:19:53	udi	test	06/05/2018 10:57:56	udi	1	2	🔗
23763	Plasmid sequencing	06/05/2018 11:19:53	Cancelled	06/05/2018 11:18:46	udi	test	06/05/2018 11:00:16	udi	1	2	🔗
23782	Plasmid sequencing	06/05/2018 10:38:12	Cancelled	06/05/2018 10:38:12	udi				0	1	🔗
23781	PCR sequencing	06/05/2018 10:33:48	Cancelled	06/05/2018 10:33:07	udi				0	1	🔗
23775	PCR sequencing	03/05/2018 15:44:09	Cancelled	03/05/2018 15:44:09	udi				0	1	🔗
23769	Plasmid sequencing	03/05/2018 13:51:31	Completed	03/05/2018 13:49:09	udi				0	3	🔗

Results

1. Once the reaction is finalized the order status will change to **'completed'**. In order to view the results first enter your order by clicking the order ID

Service requests

Filter

Submitted at from:

BCF units:

User group:

Request status:

Submitted at to:

Request type:

Free Text:

10 records per page

ID	Request type	Submitted at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	View/edit
23789	Plasmid sequencing	03/05/2018 13:51:31	Completed	03/05/2018 13:49:09	udi				0	3	View Edit

Showing 1 to 1 of 1 entries

2. Results will be visible on the left hand side of each line

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
71905	Done	User	t1	T18-2442	800	80	User	p1	P18-0917
71907	Done	User	t2	T18-2443	600	50	Core	CMV-PRO	
71910	Done	User	t1	T18-2442	800	80	User	p2	P18-0918

Showing 1 to 3 of 3 entries

Request comments/files

3. The results can be downloaded either one at a time, by entering each row and clicking **'Download'** at the bottom of each file, or all at once, by clicking **'Download all files'** at the bottom of the page

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ml	Primer Source	Primer Name	Primer Label
71905	Done	User	t1	T18-2442	800	80	User	p1	P18-0917

Comments

Files:



↑ Minimize

71907	Done	User	t2	T18-2443	600	50	Core	CMV-PRO	
71910	Done	User	t1	T18-2442	800	80	User	p2	P18-0918

Showing 1 to 3 of 3 entries

First ← Previous 1 Next → Last

Request comments/files

Download all files

Copy Request Back to request list