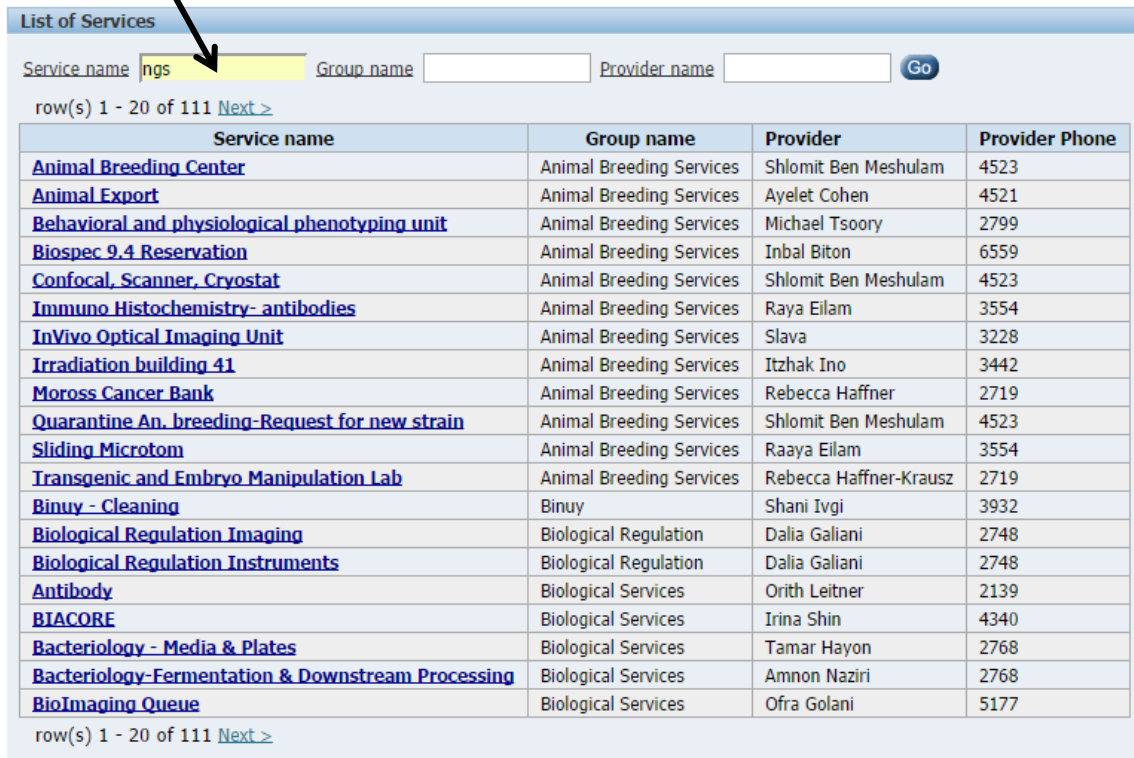


Order creation instructions

1. Login to internal services.



List of Services

Service name Group name Provider name

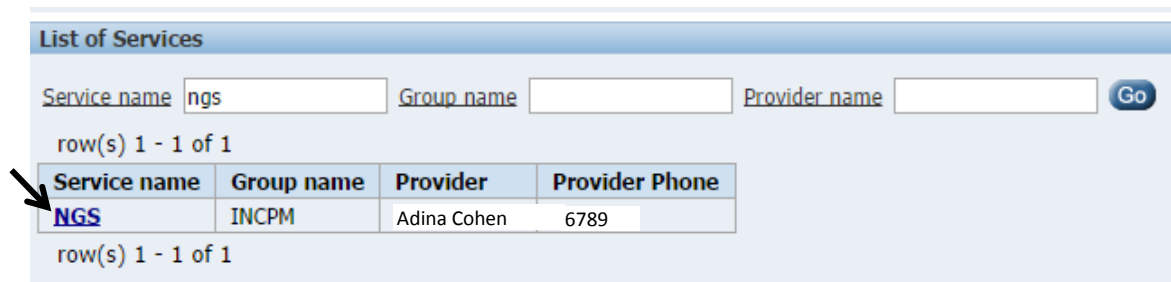
row(s) 1 - 20 of 111 [Next >](#)

Service name	Group name	Provider	Provider Phone
Animal Breeding Center	Animal Breeding Services	Shlomit Ben Meshulam	4523
Animal Export	Animal Breeding Services	Ayelet Cohen	4521
Behavioral and physiological phenotyping unit	Animal Breeding Services	Michael Tsoory	2799
Biospec 9.4 Reservation	Animal Breeding Services	Inbal Biton	6559
Confocal, Scanner, Cryostat	Animal Breeding Services	Shlomit Ben Meshulam	4523
Immuno Histochemistry- antibodies	Animal Breeding Services	Raya Eilam	3554
InVivo Optical Imaging Unit	Animal Breeding Services	Slava	3228
Irradiation building 41	Animal Breeding Services	Itzhak Ino	3442
Moross Cancer Bank	Animal Breeding Services	Rebecca Haffner	2719
Quarantine An. breeding-Request for new strain	Animal Breeding Services	Shlomit Ben Meshulam	4523
Sliding Microtom	Animal Breeding Services	Raaya Eilam	3554
Transgenic and Embryo Manipulation Lab	Animal Breeding Services	Rebecca Haffner-Krausz	2719
Binuy - Cleaning	Binuy	Shani Ivgi	3932
Biological Regulation Imaging	Biological Regulation	Dalia Galiani	2748
Biological Regulation Instruments	Biological Regulation	Dalia Galiani	2748
Antibody	Biological Services	Orith Leitner	2139
BIACORE	Biological Services	Irina Shin	4340
Bacteriology - Media & Plates	Biological Services	Tamar Hayon	2768
Bacteriology-Fermentation & Downstream Processing	Biological Services	Amnon Naziri	2768
BioImaging Queue	Biological Services	Ofra Golani	5177

row(s) 1 - 20 of 111 [Next >](#)

Our service is called "NGS". You can find it by typing "ngs" in the "Service name" box (see picture above). Press **Enter**.

2. The following screen will appear:



List of Services

Service name Group name Provider name

row(s) 1 - 1 of 1

Service name	Group name	Provider	Provider Phone
NGS	INCPM	Adina Cohen	6789

row(s) 1 - 1 of 1

Press "NGS" at "Service name" box.

- The following screen will appear:
 Fill in the **Account** box, select from list.
 Fill in the **Ordered for** box, unix user ID of the PI.
 If you wish enter **notes**.
 Click "Next" button.

NGS/Shlomit Gilad-5173 Order Form-

Userid Name

*Phone

*Account [Click for List](#) *Ordered for

Have to register the UID of the scientist is allowed in unix

Notes

Date sent

- The following screen will appear:

Provider

Service:

NGS/Shlomit Gilad-5173 Order Form- 3400241

Userid Name

*Phone

*Account [Click for List](#) *Ordered for

Have to register the UID of the scientist is allowed in unix

Notes

Date sent

Order lines

Click Add row to add a new empty row to the table
 Click on LIST in an empty row to choose an item.
 Field "Ordered For" must be a valid Unix user.

All prices are in [Details of Service Items](#)

<input type="checkbox"/>	List	Item	Description	Price	Quantity	Total
No data found.						

- The important section in this page is "Order lines".
 Click "Add Row" button and you will see the following:

Order lines Delete Save

Click Add row to add a new empty row to the table
Click on LIST in an empty row to choose an item.
Field "Ordered For" must be a valid Unix user.

All prices are in [Details of Service Items](#)

<input type="checkbox"/>	List	Item	Description	Price	Quantity	Total
<input type="checkbox"/>	LIST	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row

B. Click on "LIST" and you will see this list appear in a new window:

List of Items

Code Description Go

Select	Category	Itemcode	Description	Price	Cur.
SELECT	Run Mode HiSeq2500	<input type="text" value="7"/>	SR 50 (High Output) (one lane)	<input type="text" value="4693"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="8"/>	SR100 (High Output) (one lane)	<input type="text" value="6388"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="9"/>	PE 2x50 (High Output) (one lane)	<input type="text" value="7797"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="10"/>	PE 2x100 (High Output)(one lane)	<input type="text" value="10761"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="11"/>	SR 50 Rapid (one lane)	<input type="text" value="5456"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="12"/>	SR 100 Rapid (one lane)	<input type="text" value="6728"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="13"/>	SR 150 Rapid (one lane)	<input type="text" value="8065"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="14"/>	PE 2x100 Rapid (one lane)	<input type="text" value="10900"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="15"/>	PE 2x50 Rapid (one lane)	<input type="text" value="7902"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="16"/>	PE 2X150 Rapid (one lane)	<input type="text" value="12826"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="23"/>	SR 50 rapid on board (same sample on two lanes)	<input type="text" value="7597"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="24"/>	PE 2x100 rapid on board (same sample on two lanes)	<input type="text" value="16798"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="25"/>	SR 100 rapid on board (same sample on two lanes)	<input type="text" value="10142"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="26"/>	PE 2x50 rapid on board (same sample on two lanes)	<input type="text" value="12468"/>	NIS
SELECT	Run Mode HiSeq2500	<input type="text" value="27"/>	PE 2x150 rapid on board (same sample on two lanes)	<input type="text" value="22016"/>	NIS

1 - 15 [Next >](#)
Cancel

Note: there is more than one page – click "Next" in the bottom right-hand corner to view more items (sample prep etc.).

C. Click "SELECT" to choose one of the items.

In the above example, after choosing the first item from the list (Itemcode 7), the pop-up window will be closed. The following will appear in the "Order lines" window:

Order lines Delete Save

Click Add row to add a new empty row to the table
Click on LIST in an empty row to choose an item.
Field "Ordered For" must be a valid Unix user.

All prices are in [Details of Service Items](#)

<input type="checkbox"/>	List	Item	Description	Price	Quantity	Total
<input type="checkbox"/>	LIST	<input type="text" value="7"/>	SR 50 (High Output) (one lane)	4693	<input type="text"/>	<input type="text"/>

Add Row

D. IMPORTANT: fill the "Quantity" field.

E. Press "Add Row" to add more items, the page will look like this:

Order lines Delete Save

Click Add row to add a new empty row to the table
Click on LIST in an empty row to choose an item.
Field "Ordered For" must be a valid Unix user.

All prices are in [Details of Service Items](#)

<input type="checkbox"/>	List	Item	Description	Price	Quantity	Total
<input type="checkbox"/>	LIST	<input type="text" value="7"/>	SR 50 (High Output) (one lane)	4693	<input type="text" value="1"/>	<input type="text" value="4693"/>
report total:						4693

1 - 1
Add Row

F. Here is a complete order for a single lane of SR 50 (High Output mode) and 96 libraries using INCPM DNA Seq protocol.

NGS/Shlomit Gilad-5173 Order Form- 3400240 Send

Back Name

*Phone Datedue

*Account [Click for List](#) *Ordered for

Notes

Date sent

Order lines Delete Save

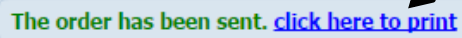
Click Add row to add a new empty row to the table
Click on LIST in an empty row to choose an item.
Field "Ordered For" must be a valid Unix user.

All prices are in [Details of Service Items](#)

<input type="checkbox"/>	List	Item	Description	Price	Quantity	Total
<input type="checkbox"/>	LIST	<input type="text" value="7"/>	SR 50 (High Output) (one lane)	4693	<input type="text" value="1"/>	<input type="text" value="4693"/>
report total:						4693
<input type="checkbox"/>	LIST	<input type="text" value="22"/>	INCPM DNA seq	251	<input type="text" value="96"/>	<input type="text" value="24096"/>

1 - 1
Add Row

5. Once done, press the **“Send”** button on the top right-hand corner.
The following message will be displayed:



The order has been sent. [click here to print](#)

6. If you press **“click here to print”**, a window will be opened with the order details:
order number, items selected, etc.