Order creation instructions

1. Login to internal services.

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:

Press “NGS” at “Service name” box.
3. 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.

![Image of order form](image)

4. The following screen will appear:

![Image of order form](image)

A. The important section in this page is “**Order lines**”.
   Click “**Add Row**” button and you will see the following:
B. Click on “LIST” and you will see this list appear in a new window:

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:
D. IMPORTANT: fill the “Quantity” field.
E. Press “Add Row” to add more items, the page will look like this:

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