

## IIGB Reservation System “Bookit -Lab” Instructions

IIGB has updated our reservation system to the new “Bookit Lab” reservation system. Due to system and programming that is outdated we have updated our system.

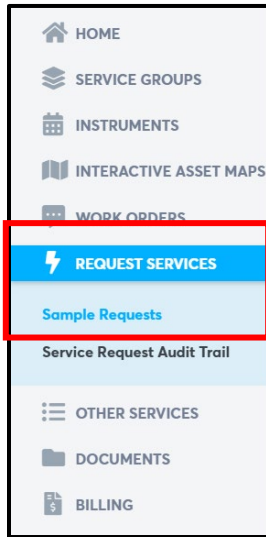
- Each User will need to create their account
  - All users will be linked to a “User Group”,
  - PI’s are identified as a User Group
  - All FAU’s are entered by IIGB Admin and will be linked to a User Group
- All current PI’s using the Cores have been added to the Book-it system along with their recently used FAU’s, referred to as “**Budget**” in Book-it.

There are two types of Requests, a Service request and an equipment bookable request (Genomics only). The first section will discuss submitting a service request. Page XX discusses the bookable equipment requests.

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## How to Submit a Service Request



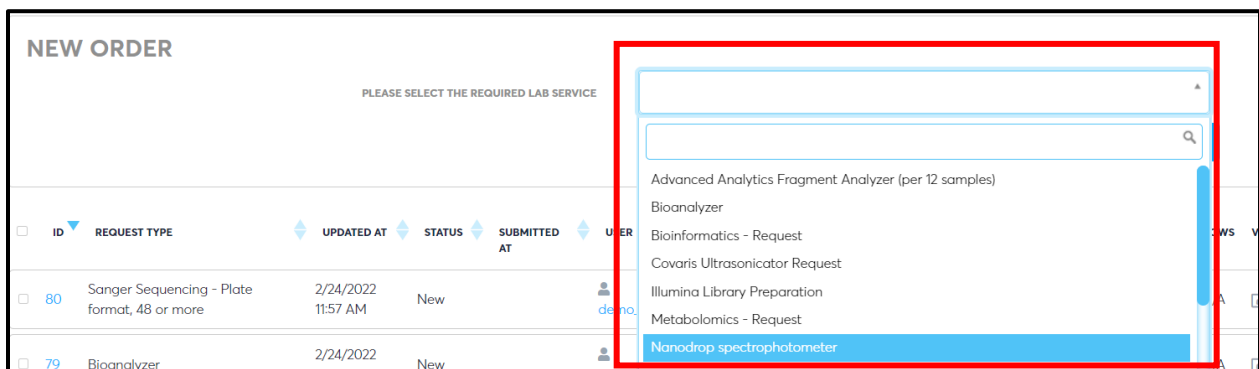
From the Home Screen go to **Request Services**, then select **Sample Request**

To create your request, click on the **+**

ID	REQUEST TYPE	UPDATED AT	STATUS	SUBMITTED AT	USER	LAST COMMENTS	LAST COMMENT AT	COMMENTS	BUDGETID	BUDGET NUMBER	ROWS	VIEW/EDIT
80	Sanger Sequencing - Plate format, 48 or more	2/24/2022 11:57 AM	New		demo_user			0			N/A	
79	Bioanalyzer	2/24/2022 11:48 AM	New		demo_user			0	10	A01619-19900-40-MEFFH-MEAWA	N/A	
78	Sanger Sequencing - Plate format, 48 or more	2/23/2022 2:25 PM	New		demo_user			0	10	A01619-19900-40-MEFFH-MEAWA	N/A	
77	Tube - Seq Reaction + DNA Seq.	2/23/2022 2:25 PM	New		demo_user			0	10	A01619-19900-40-MEFFH-MEAWA	2	

A **New Order** screen will appear with a drop down menu:

- All Items to request for services are in the list from all Cores (Bioinformatics, Genomics, Metabolomics, Proteomics)



## Requests for Bioinformatics/Metabolomics/Proteomics

For a **Bioinformatics/Metabolomics/Proteomics** Request select **Core** then press **Select**

NEW ORDER

PLEASE SELECT THE REQUIRED LAB SERVICE

Metabolomics - Request

Select

User will need to identify their FAU **"Budget"**

Submission Details

Status: New

User Group: Ameae Walker

Budget:

This field is required.

Updated By: demo\_user

Updated At: 25/02/2022 09:36

There is nothing to add for **Addon Charges**, leave blank

Addon Charges

DATE	SERVICE/CHARGE	QUANTITY	UNIT	RATE	AMOUNT	REMARKS	INVOICE	UPDATED BY
+ Add A Service								
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Add"/>

User may add Comments and details of service request so Core member may reach out for more information.

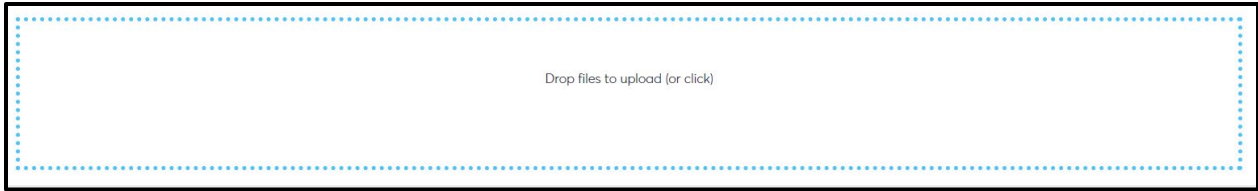
Request Comments/Files

demo\_user (demo\_user) Requesting service for Metabolomics services of XXXXX  
2/25/2022 9:43 AM

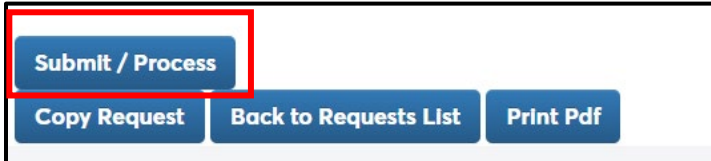
Notify To Users:

Requesting service for Metabolomics services of XXXXX

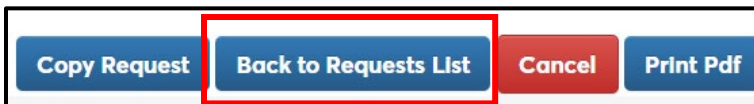
User may upload any files necessary



Select **Submit/process** request



Then Select **Back to Requests List** to log out of request



## For Genomics Requests

### Genomics Bioanalyzer Request

Select **Bioanalyzer** from drop down then press **Select**

Be sure to enter FAU **“Budget”**

Users **MUST** identify the type of Bioanalyzer request under the **Addon Charges** section, select from the drop down, **AND** must select **Quantity** then press **ADD**. No remarks are needed. *Requests are submitted in a que and processed accordingly.*

The screenshot shows the 'Addon Charges' form with a table header containing columns: DATE, SERVICE/CHARGE, QUANTITY, UNIT, RATE, AMOUNT, REMARKS, INVOICE, and UPDATED BY. Below the header is a '+ Add A Service' button. A dropdown menu is open, listing various bioanalyser services. A red box highlights the dropdown menu. Another red box highlights the 'Quantity' input field, and a third red box highlights the 'Add' button.

Once addon has been completed, request will view as below

The screenshot shows the 'Addon Charges' form with a table containing one entry. The table header is the same as in the previous screenshot. The entry has the following data: DATE: 25/02/2022, SERVICE/CHARGE: Bioanalyser - DNA HS Per Chip, QUANTITY: 1, UNIT: Run, RATE: \$80.00, AMOUNT: \$80.00, REMARKS: (empty), INVOICE: (empty), and UPDATED BY: Dominica Adriana Albitre. There are edit and delete icons to the right of the entry. A '+ Add A Service' button is visible at the bottom left.

Do **not** add comments or additional uploaded documents

Select **Print PDF** to take to the lab (print 2 pages per page to keep the form to 1 page) and **Submit** to push request in reservation system.

The screenshot shows a navigation bar with four buttons: 'Submit / Process', 'Copy Request', 'Back to Requests List', and 'Print Pdf'. Red boxes highlight the 'Submit / Process' and 'Print Pdf' buttons.

Then Select **Back to Requests List** to log out of request

The screenshot shows a navigation bar with four buttons: 'Copy Request', 'Back to Requests List', 'Cancel', and 'Print Pdf'. A red box highlights the 'Back to Requests List' button.

### Genomics Covaris Request

Select **Covaris** from drop down then press **Select**

The screenshot shows the 'NEW ORDER' form. It has two dropdown menus. The first is labeled 'PLEASE SELECT THE REQUIRED LAB SERVICE' and has 'Covaris Ultrasonicator Request' selected. The second is labeled 'PLEASE SELECT A USER' and has 'Dominica Adriana Albitre' selected. A blue 'Select' button is at the bottom right.

Select FAU **"Budget"**

Submission Details

Status: New

User Group: BookitLab Administrators

Created For: Dominica Adriana Albitre

**Budget: P4B budet**

**MUST Select Addon – select Covaris Ultrasonicator – Tube and identify the Qty of tubes, press ADD**

Addon Charges

DATE	SERVICE/CHARGE	QUANTITY	UNIT	RATE	AMOUNT	REMARKS	INVOICE	UPDATED BY
+ Add A Service								
	Covaris Ultrasonicator - Tube	1				Remarks		Add

Request Form

Please add 'Covaris Ultrasonicator - Tube' service in the addon charges window and indicate the number of tubes.

Do **not add** comments or additional uploaded documents

Select **Submit** to push request in reservation system.

**Submit / Process**

Copy Request    Back to Requests List    Print Pdf

Then Select **Back to Requests List** to log out of request

Copy Request    **Back to Requests List**    Cancel    Print Pdf

## Genomics – Illumina Library Prep

Email Genomics core for request, do not use the option in Bookit. This is an internal option for processing the emailed requests.

## Genomics – Nanodrop

Select **Nanodrop spectrophotometer** from drop down then press **Select**

**NEW ORDER**

PLEASE SELECT THE REQUIRED LAB SERVICE: Nanodrop spectrophotometer

PLEASE SELECT A USER: Dominica Adriana Albitre

Select

Select FAU **“Budget”**

Submission Details

Status: New

User Group: BookitLab Administrators

Created For: Dominica Adriana Albitre

Budget: P4B budet

**Must add Addon Charges** to select the service, then identify the **QTY**, press **ADD**

Addon Charges

DATE	SERVICE/CHARGE	QUANTITY	UNIT	RATE	AMOUNT	REMARKS	INVOICE	UPDATED BY
+ Add A Service								
	Nanodrop spectrophotometer - sample	Quantity				Remarks		Add

Do **not add** comments or additional uploaded documents

Select **Submit** to push request in reservation system.

Submit / Process

Copy Request Back to Requests List Print Pdf

Then Select **Back to Requests List** to log out of request

Copy Request Back to Requests List Cancel Print Pdf

## Genomics – Qubit

Select **Qubit Fluorometer** from drop down then press **Select**

**NEW ORDER**

PLEASE SELECT THE REQUIRED LAB SERVICE

PLEASE SELECT A USER

**Select**

Select FAU **“Budget”**

Submission Details

Status:

User Group: **BookitLab Administrators**

Created For:

**Budget:**

Select **Addon Charges** and identify # of samples (*remember to add 2 samples for your standards*), press **ADD**

Addon Charges

DATE	SERVICE/CHARGE	QUANTITY	UNIT	RATE	AMOUNT	REMARKS	INVOICE	UPDATED BY
+ Add A Service								
	<input type="text" value="Qubit Fluorometer(nucleic acid/ protein quantification) -sample"/>	<input type="text" value="Quantity"/>				<input type="text" value="Remarks"/>		<input type="button" value="Add"/>

Request Form

Please book your number of samples and add two additional samples for your standard.

Do **not add** comments or additional uploaded documents

Select **Submit** to push request in reservation system.

**Submit / Process**

**Copy Request** **Back to Requests List** **Print Pdf**

Then Select **Back to Requests List** to log out of request

**Copy Request** **Back to Requests List** **Cancel** **Print Pdf**



## Genomics – Sanger Sequencing - Plate

Select **Sanger Sequencing - Plate** from drop down then press **Select**

**NEW ORDER**

PLEASE SELECT THE REQUIRED LAB SERVICE: Sanger Sequencing - Plate format, 48 or more

PLEASE SELECT A USER: Dominica Adriana Albitre

Select

Select FAU **“Budget”**

Submission Details

Status: New

User Group: BookitLab Administrators

Created For: Dominica Adriana Albitre

**Budget: P4B budet**

**Must add Addon Charges** to select the service (Plate or tube) then identify the **QTY**, press **ADD**.

If a plate is submitted they are **required to add Primer into well**. Plate needs to be **filled in columns**.

Addon Charges

DATE	SERVICE/CHARGE	QUANTITY	UNIT	RATE	AMOUNT	REMARKS	INVOICE	UPDATED BY
+ Add A Service								
		Quantity				Remarks		Add
	qPCR reagent (Sso Adv)							
	qPCR reagent (SYBR SM)							
	Surcharge							
	Covaris Ultrasonicator - Tube							
	Qubit Fluorometer(nucleic acid/ protei							
	Nanodrop spectrophotometer - sampl							
	Tube - Seq reaction + DNA Seq							
	<b>Plate - Seq reaction + DNA Seq 48 or r</b>							

Please identify **Yes/No** in Request form drop down:

Request Form

Was the right type of 96 PCR plate used?: Yes

Please order any color from the following vendors:

Phenix Research Product-cat# MPS-3580 (<http://www.phenix1.com>)

ISC BioExpress-cat# T-3085 (<http://www.bioexpress.com>)

Please identify **Yes/No** in Request form drop down:

Did you bring enough DNA in 6 µl water?:

Has the sequencing quality been checked by a pilot experiment?:

You may **upload excel sheet** with samples, identify how you would like **data sent**.

Upload all your sample names on one excel spreadsheet. please note: an Excel file must be attached (dummy excel file is ok), your sample name will be: your name + well position for all results:

Choose File No file chosen

How would you like your data Sent?:

Please mind, there is a min of 48 samples per plate

Identify Request lines & # of samples in drop down press **+** to add request lines (*Number of samples should match what is added in the **Addon Request** section*)

Request Lines

10 records per page Show / hide columns

<input type="checkbox"/>	ID		STATUS	NUMBER OF SAMPLES PER PLATE (MIN OF 48)		
<input type="checkbox"/>	62		New	<input type="text"/>	<input type="text" value="(0) (0)"/>	
<input style="float: left;" type="button" value="+"/>						

Identify drop down requests, User may import a excel template to populate and export

Update column value across multiple selected rows

Column:

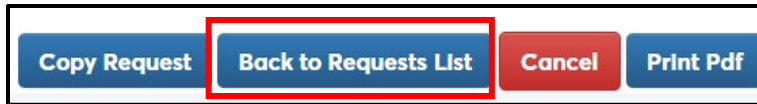
Value:

File  No file chosen

Do **not add** comments or additional uploaded documents

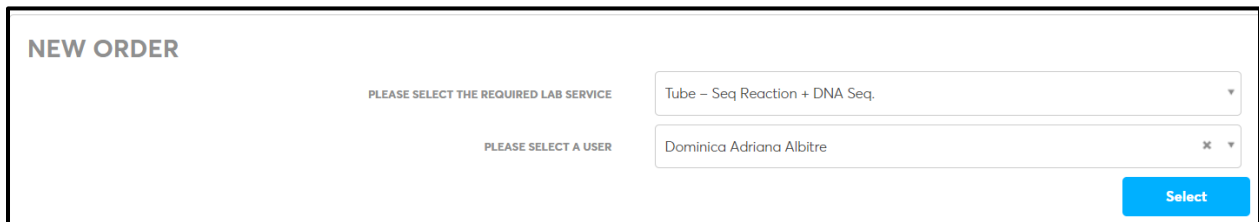
Select **Print PDF** to take to the lab (*print 2 pages per page to keep the form to 1 page*) and **Submit** to push request in reservation system.

Then Select **Back to Requests List** to log out of request



## Genomics – Tube – Seq Reaction + DNA Seq

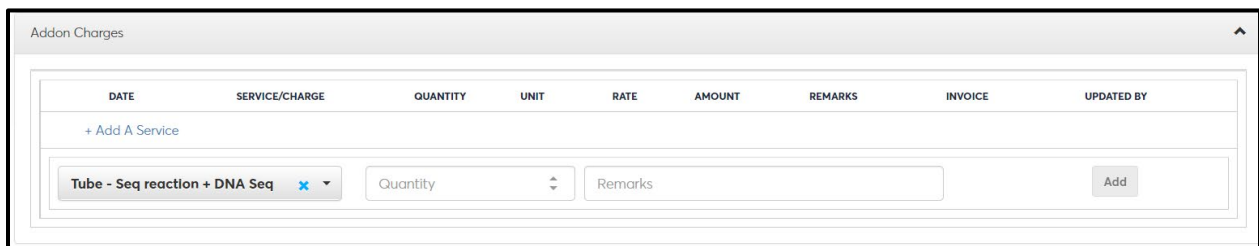
Select **Tube – Seq Reaction + DNA Seq.** from drop down then press **Select**



Select FAU **“Budget”**



**Must add Addon Charges** to select the service, then identify the **QTY**, press **ADD**



Identify how **many samples**, answer **YES/NO** questions



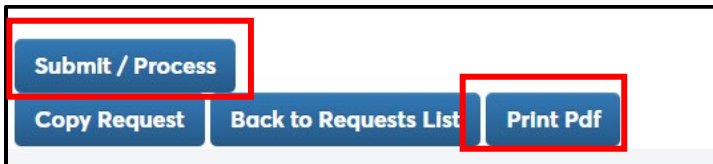
Sample should be brought in **0.2 ml tube** by user for submission

Select + add sample name/template id for each sample, fill in all items below

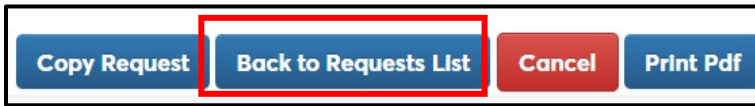
ID	STATUS	REACTION	TEMPLATE ID	PRIMER	SOURCE
Showing 0 to 0 of 0 entries					

Do **not** add comments or additional uploaded documents

Select **Print PDF** to take to the lab (*print 2 pages per page to keep the form to 1 page*) and **Submit** to push request in reservation system.



Then Select **Back to Requests List** to log out of request

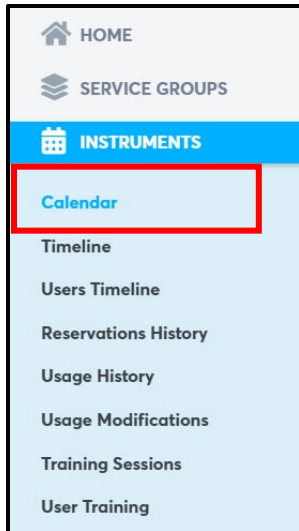


## **How to reserve bookable equipment (Genomics)**

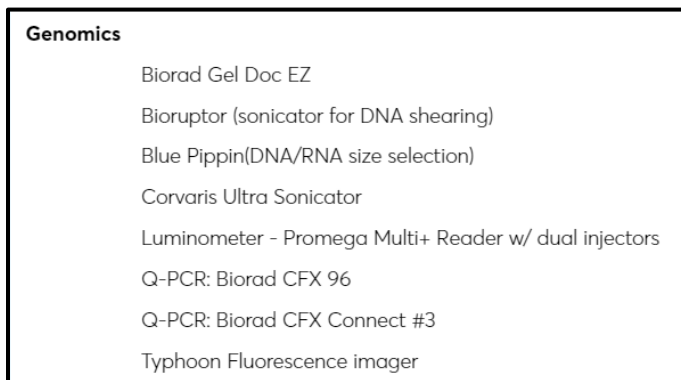
Below is the list of equipment that is bookable for users to use. These bookings are placed on a calendar to prevent double booking of items. All equipment reservations must be booked via the calendar.

- Genomics**
- Biorad Gel Doc EZ
  - Bioruptor (sonicator for DNA shearing)
  - Blue Pippin(DNA/RNA size selection)
  - Corvaris Ultra Sonicator
  - Luminometer - Promega Multi+ Reader w/ dual injectors
  - Q-PCR: Biorad CFX 96
  - Q-PCR: Biorad CFX Connect #3
  - Typhoon Fluorescence imager

Users will go **Instruments**, then select **Calendar** then select the equipment to book



Select the Equipment to book use



**Booking requirements:**

- Biorad Gel Doc is bookable by hour on the hour
- Biorupter is only bookable 8am to 5pm
- BluePippen starts on the hour, minimum 3 hour reservation, bookable 8am to 5pm
- Luminometer is by the hour by the hour
- QPCR's are booked on the hour for a 2-hour minimum
- Typhoon is booked by the usage

Once the Equipment is selected for reservation the calendar will open, **identify Start/End time**

Identify the FAU "**Budget**" and Select **Update**

**Reservation #65**

ONLINE SERVICE ⓘ  
Q-PCR, Biorad CFX 96

START TIME  
26/02/2022 08:00

END TIME  
26/02/2022 10:00

BUDGET NUMBER ⓘ  
A01619-19900-40-MEFFH-MEAWA

REFERENCE ⓘ

REMARKS ⓘ

More Options UPDATE CALCULATE CANCEL

## View submitted requests

From the Home screen, you can view calendared items **equipment booked**:

You can also change how the viewing of the calendared items display (*Day/Week/Month*)

HOME

Hi demo\_user! Let's

Enter a resource name to book it

Timeline

Day Week Month

February 2022 March 2022

Sat 26 Sun 27 Mon 28 Tue 1

Q-PCR: Biorad CFX 96

February 2022 March 2022

HOME

Corvaris Ultra Sonicator P4B Instrument 1 Q-PCR: Biorad CFX 96 Q-PCR: Biorad CFX Connect #3

Ongoing Requests

REQUEST ID	SAMPLE TYPE	#BUDGET	STARTED AT	STARTED BY	REQUEST STATUS	LAST UPDATED AT	LAST UPDATED BY
76	Bioanalyzer	10	2/23/2022 2:23 PM	demo_user	InProcess	2/23/2022 2:23 PM	demo_user
70	Bioanalyzer	10	2/17/2022 2:48 PM	demo_user	InProcess	2/17/2022 2:48 PM	demo_user
47	Bioanalyzer	10	2/16/2022 5:20 AM	demo_user	InProcess	2/16/2022 5:20 AM	demo_user