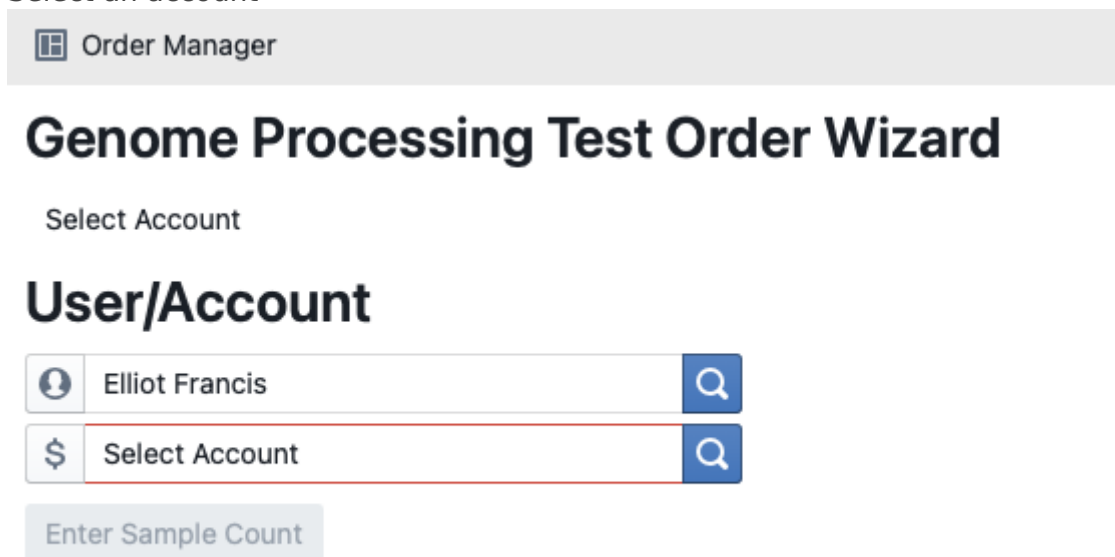


Create a Black Box Sample Processing Order

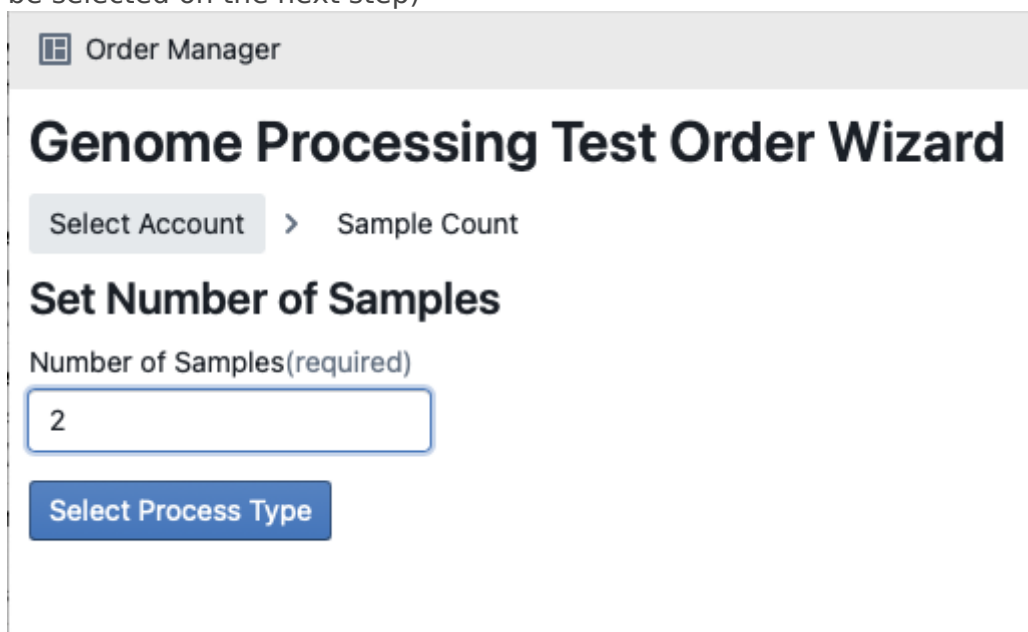
The Black Box Sample processing system uses an order wizard that will guide the user through the ordering process.

1. Select an account



The screenshot shows the 'Order Manager' header and the title 'Genome Processing Test Order Wizard'. Below the title is the instruction 'Select Account'. The main heading is 'User/Account'. There are two search bars: the first contains 'Elliot Francis' and the second contains 'Select Account', both with search icons. At the bottom is a button labeled 'Enter Sample Count'.

2. Enter the number of samples to be submitted (Note: This can affect what processes can be selected on the next step)



The screenshot shows the 'Order Manager' header and the title 'Genome Processing Test Order Wizard'. Below the title is a progress bar with 'Select Account' and 'Sample Count', where 'Sample Count' is the active step. The main heading is 'Set Number of Samples'. Below it is the instruction 'Number of Samples(required)'. A text input field contains the number '2'. At the bottom is a button labeled 'Select Process Type'.

3. Select from the available processes that can be performed

Order Manager

Genome Processing Test Order Wizard

Select Account > Sample Count > Select Process

Select Process

Tubes (Minimum 1 Samples) Plate (Minimum 95 Samples) 4 Plate (Minimum 380 Samples)

Enter Samples

4. Enter the sample information

Order Manager

Genome Processing Test Order Wizard

Select Account > Sample Count > Select Process > Enter Samples


Enter/Upload Samples

Upload File

Index	Sample Name	Sample Type
1	<div>TestSet As Empty</div>	<div>One</div>
2	<div>EmptySet Open</div>	<div>Two</div> \$1.00

Next

5. Enter any additional order details or instructions

 Order Manager

Genome Processing Test Order Wizard

Select Account > Sample Count > Select Process > Enter Samples > Notes

Enter Notes

Description

None


Notes to Core Facility

None

Administrator Notes

Verify Submission

6. Review the submission data and click the submit button

 Order Manager

Genome Processing Test Order Wizard


Select Account > Sample Count > Select Process > Enter Samples > Notes > Verify

Verify Submission

Ordered For/By : Elliot Francis
Account to charge : Developer Test Dummy Account (x)
Number of Samples : 1
Selected Process : Tubes

Submit Order

7. The system will then display your order number and send you to the "Order Manager" page so you can view your submitted orders and their status.

 Order Manager

Genome Processing Test Order Wizard

Select Account > Sample Count > Select Process > Enter Samples > Notes > Verify

Verify Submission

Ordered For/By : Elliot Francis
Account to charge : Developer Test Dummy Account (x)
Number of Samples : 1
Selected Process : Tubes

Order Manager

Viewing : Submitted

[New Order](#)

 Order ID #

[Open Order](#)

Order Number	Service Name	Actions	# of Samples	Processing Status	Owner (PI)	Not
305302	Genome Processing Test	Q Details	2	Submitted	Elliot Francis EIHG IT Group	Yes
232885	MSSP Testing	Q Details	1	Submitted	Elliot Francis EIHG IT Group	No

Revision #3

Created 8 April 2021 18:12:08 by Elliot Francis

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