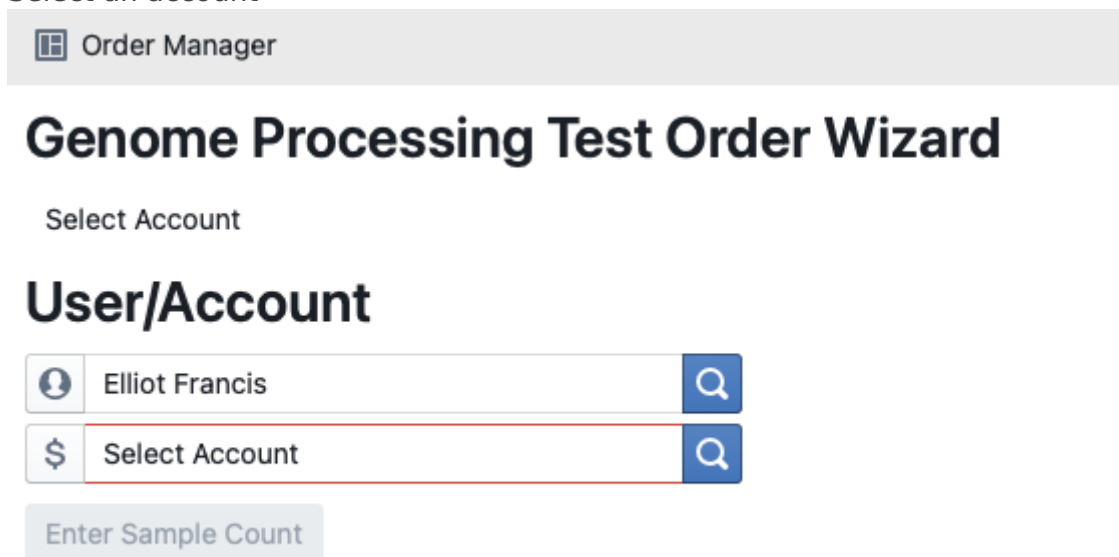


Create a Black Box Sample Processing Order

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


1. Select an account


 Order Manager


Genome Processing Test Order Wizard


Select Account

User/Account

 Elliot Francis




 Select Account



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)

 Order Manager

Genome Processing Test Order Wizard

Select Account > Sample Count

Set Number of Samples

Number of Samples(required)

2

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

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