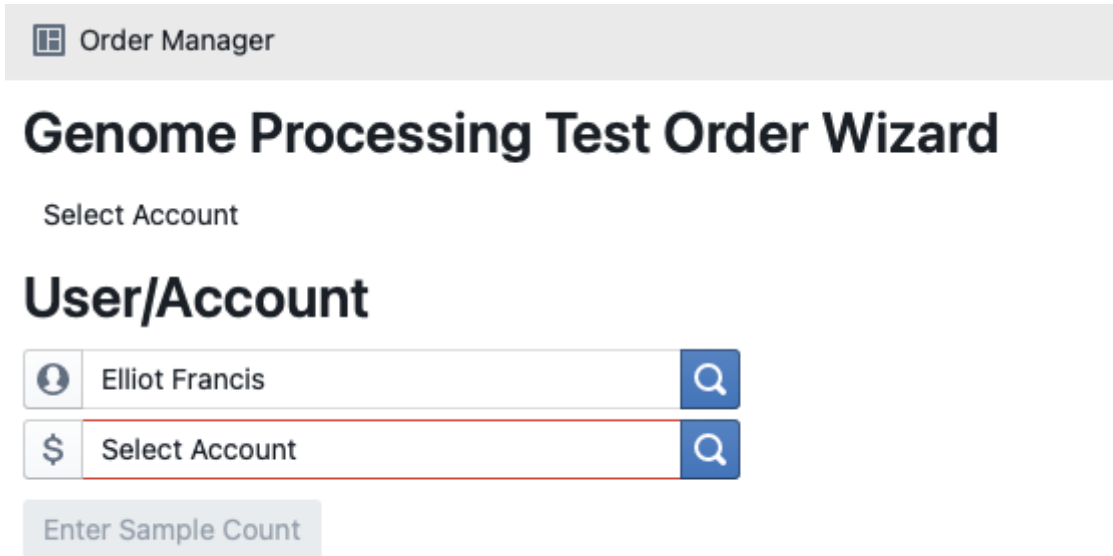


# Create a Black Box Sample Processing Order

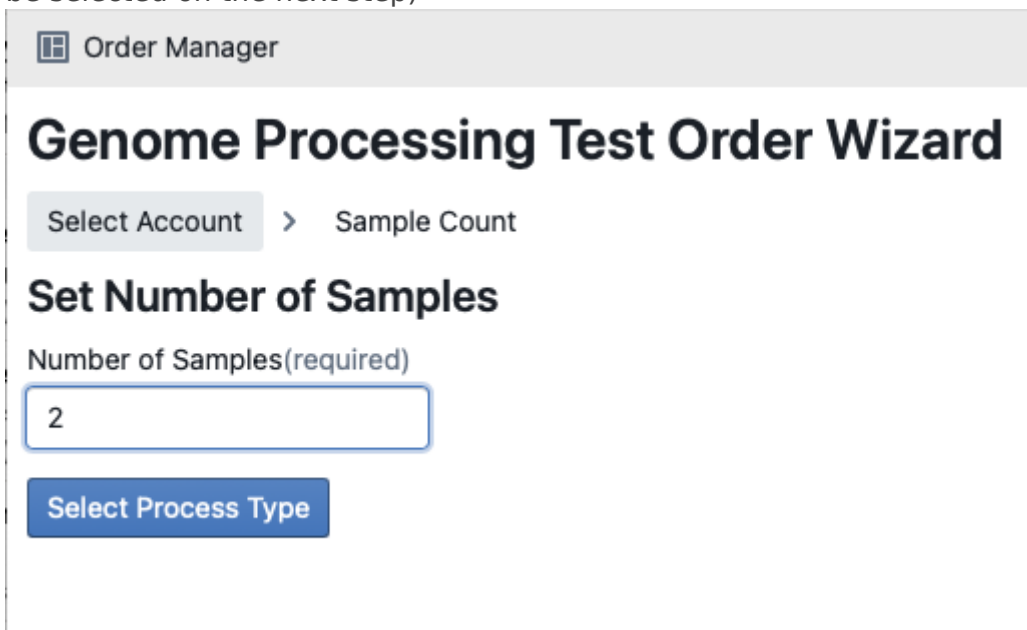
The Black Box Sample processing system uses an order wizard that will guide the user through the ordering process.

1. Select an account



The screenshot shows the 'Order Manager' header and the 'Genome Processing Test Order Wizard' title. Below the title is the instruction 'Select Account'. The main heading is 'User/Account'. There are two search input fields: the first contains 'Elliot Francis' and the second contains 'Select Account'. Below these 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 'Genome Processing Test Order Wizard' title. Below the title is a breadcrumb trail: 'Select Account > Sample Count'. The main heading is 'Set Number of Samples'. Below this is the label 'Number of Samples(required)' and a text input field containing the number '2'. At the bottom is a blue 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	<input type="text" value="Test"/> <input type="button" value="Set As Empty"/>	<input type="text" value="One"/>	
2	Empty <input type="button" value="Set Open"/>	<input type="text" value="Two"/>	\$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

Viewing : Submitted

New Order

Order ID #

Open Order

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

Revision #3

Created 2021-04-08 18:12:08 UTC by Elliot Francis

Updated 2021-04-09 16:15:59 UTC by Elliot Francis