HOW TO PLACE A REQUEST FOR THE "QUANTITATION OF DNA/RNA" SERVICE AT MICROMON USING iLab

LOGIN TO iLab

This guide assumes that you already have a registered account in iLab.
Use the following access link:

monash.ilab.agilent.com/service_center/show_external/4451

At the top right, click the blue 'sign in' button.

- Select Monash if you are a Monash staff or student
- Select AAF if you belong to an academic institution or one of the listed government owned agencies.
- Select iLab if you are an external customer not on the AAF list.

You will be taken to your account homepage that will display all your active requests.
At the top left-hand corner, click the three-line 'Menu' icon and the navigation panel will open.
Click 'Core Facilities' and the range of Monash platforms will display for your selection.

On future logins, Micromon will be shown as a 'Frequently Used Core'.

NAVIGATING THE MICROMON PAGE

There are four tabs which will allow you to see Micromon contact information, make requests and view current and previous requests.

- About Our Platform
- Request Services
- View My Requests
- Contact Us (you can still contact us directly by regular email)

Select the 'Request services' tab which will display the page with the available Micromon services.

For the item '**Quantitation of DNA/RNA**', click the 'Request Service' button at the right-hand side. This is the service item for Fluorimetric DNA or RNA concentration measurement using the Qubit fluorimeter or DeNovix DS-11FX fluorimeter.

If you are associated with more than one lab, choose your lab from the drop-down box, and the form will be displayed. Otherwise, the form will be displayed automatically.

1) FORMS AND REQUEST DETAILS

Project Name
Enter a short, unique project name. Your results will bear this name in your results report.

Is this a DNA or RNA submission
Specify whether these samples are DNA or RNA samples. If some of your samples are DNA and some are RNA, please submit them as separate orders. If your samples contain both DNA and RNA, specify which QC type you would prefer.

When you select one of the options, a line will appear asking you to submit the number of samples requested for quantitation. Enter the number then click the 'Add Selected Services' button. A green tick will appear to the right-hand side to show that a charge has been generated. There will also be a one-off charge of $4.00 for the set up (standards).

Would you also like a specific DNA/RNA quantitation?
If you choose RNA, you will be asked if you would also like a DNA concentration measurement, and vice-versa. Sometimes it is useful to obtain a measurement of contaminating DNA in your RNA samples, or RNA in your DNA samples (for example, after DNase treatment of total RNA for transcriptomics, or RNase treatment of DNA for genomics). Please note that this attracts an additional charge.

Will these samples be submitted for Next-Generation Sequencing at Micromon?
Specify whether these samples are destined for next-generation sequencing at Micromon. We include one QC assessment per sample in NGS projects, so you can use this as your QC measurement. It also means that we can avoid using more of your sample for an additional QC measurement after NGS submission. Please select 'yes' only if your samples will be submitted relatively soon after measurement (i.e. you are carrying out the measurement to evaluate their suitability for submission).

Quantitation method
Please tell us how you quantitated your samples before bringing them to Micromon. If your method is not in the list, choose "Other", and you will be provided with space to write a brief description. If you have not measured the concentration, then specify "Not quantitated".

Do you require this data by a certain date/time?
We always endeavour to provide your data as quickly as possible. However, if you have genuine pressing deadline, you can request that the analysis be completed by a particular date and time. Please be aware this this is a request only. Although we will do our best, we are not obliged by this setting and it does not form part of our contract. If you select "Yes", you will be present with a date and time selection box.

Additional instructions
Please provide any additional instructions. You can use this box to describe specific running instructions or background information that we may need to know to properly process your samples. For example, your samples may be very dilute, or you may request a certain specific volume to be loaded onto the instrument.

Sample Details
Enter your sample details using the grid. The grid has unlimited rows, not just the ten displayed. If you have a large number of samples, you can download a grid template in Microsoft Excel format using the 'upload or download data to the grid from excel'. Clicking this option reveals a grid template download link, and an 'upload file' button.

When you have completed the form, click the 'SAVE COMPLETED FORM' button.

You will see a list of milestones, which you can check at any time to examine the progress of your samples during processing.

2) COST

The total cost of your order will be displayed after submission. Micromon will calculate the total cost and update this section appropriately.

3) PAYMENT INFORMATION

Monash customer: enter your fund code (you can also split code your charges).

External customer: enter your purchase order number or organisation account number or prepaid (if relevant). You must enter something so if any of these are not known, please enter TBC or similar. If you intend to pay the invoice using a corporate credit card, select the credit card option.

4) SEND THE REQUEST

When you are satisfied that your order is complete, click the 'SUBMIT REQUEST TO CORE' button at the bottom of the page. You can also save the request as a draft for despatch later.

The request will then be Accepted by Micromon and the job commenced when you deliver your samples to our facility.

For external (non-Monash customers), if your PI has not set a spending threshold (limit) for you in iLab, each and every request you submit will be initially redirected to your PI for financial approval before the job can be commenced by Micromon. It is strongly advised that you ask your PI to set a spending threshold (see separate guide for this procedure) in order to avoid the financial approval step. For your PI to be able to set the threshold, they must also be registered in iLab.

5) REQUEST STATUS

You can check the status, follow the progress and check details of your request by selecting the VIEW MY REQUESTS tab. The status of your request is shown in the 'Status' column and you can check whether your request has been received and if completed. We will always send a notification email when the request is completed and the data is available.

To check request details, click the blue arrow on the left-hand side of the desired request, then the 'Forms and Request Details' arrow.

The three icons at the far right-hand side will allow you to update your payment information e.g. fund code or purchase order, send a message to the Micromon facility, and print your form if desired.