

MICROMON SANGER SEQUENCING

HOW TO PLACE A REQUEST USING THE ILAB OPERATIONS SOFTWARE

SAMPLES PROVIDED IN FULL PLATES

LOGIN TO iLab

This guide assumes that you and your PI (or delegated lab group manager) already have a registered account in iLab. Please note that iLab is not configured for use on mobile devices.

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 outside iLab)

Select the REQUEST SERVICES tab which will display the page with the available Micromon services.

Find the Sanger sequencing item for tubes that you require:

- Sanger Sequencing (Sanger - Full Plate)

and click the 'REQUEST SERVICE' button at the right-hand side.

FORMS AND REQUEST DETAILS (1)

This will display the sequencing order form. For your first request in this system, please read the preamble at the top of the form which provides important information on sample submission.

Request Submission Type

Enter a name for your plate.

Select Services

Mark the checkbox alongside the type of service you need eg. Reaction and Separation, OR Separation only. Only do this step once otherwise more than one set of charges will be generated. PeakTrace analysis is also an optional extra if you require this service.

Enter Sample Information

You can enter your sample information directly into each cell in the grid. Alternatively, you can download an Excel template, enter your sample information offline and then upload your file into the grid. The latter option is preferable for full plates because it will allow you to quickly drag your sample names through the cell range – this is not possible directly in the iLab grid online.

When you have completed the sample name entry, click the CONFIRM button. Sample information can still be amended by clicking the EDIT button.

Template DNA Details

Select the template type.

Save the Form

When you have completed the form, click the **'SAVE COMPLETED FORM'** button. The form will minimise and the charges for your order will be displayed.

COST (2)

The total cost of your order will be displayed directly in your VIEW ALL REQUESTS tab when the job is accepted by Micromon staff.

PAYMENT INFORMATION (3)

Monash customer: enter your fund code or select your PAG from the dropdown list (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.

SEND THE REQUEST

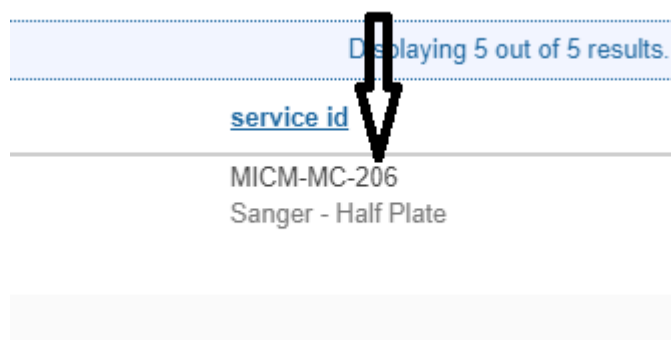
When you are satisfied that your order is complete, click the **SUBMIT REQUEST TO CORE** button at the bottom of the page.

The request will then be Accepted by Micromon and the job commenced when the plate is received and the job commenced.

For external (non-Monash customers), if your PI (or delegated lab manager) 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.

DELIVER YOUR PLATE TO MICROMON

Deliver your plate to the facility. If delivering in person, when you enter your name and number of samples in the receipt register, you will also be required to enter your unique iLab request number that is shown on your form in iLab. This CID or customer ID is unique per request to Micromon. It will be displayed on your 'View All Requests Page'.



This identifier is also provided in the request form when you upload the grid.

*Please label your plate with this identifier as well as your plate name. No hard print is required.

REQUEST STATUS

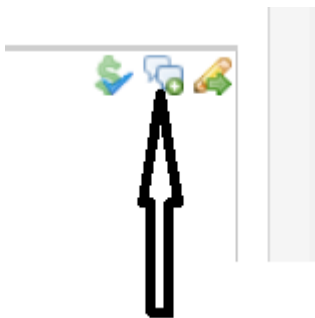
You can then check the status, follow the progress and check details of your request by selecting the VIEW MY REQUESTS tab. The status of your request is shown in the 'Status' column and you can check whether your request has been received and if completed. We will always send a notification email when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

To check request details, click the blue arrow on the left-hand side of the desired request, then the 'Forms and Requests' 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 for your own local records if desired.

SENDING ADDITIONAL INFORMATION TO THE FACILITY

To send a request-related message to us via iLab, if desired, in the VIEW MY REQUESTS tab, at the far right-hand side, click the messaging icon.



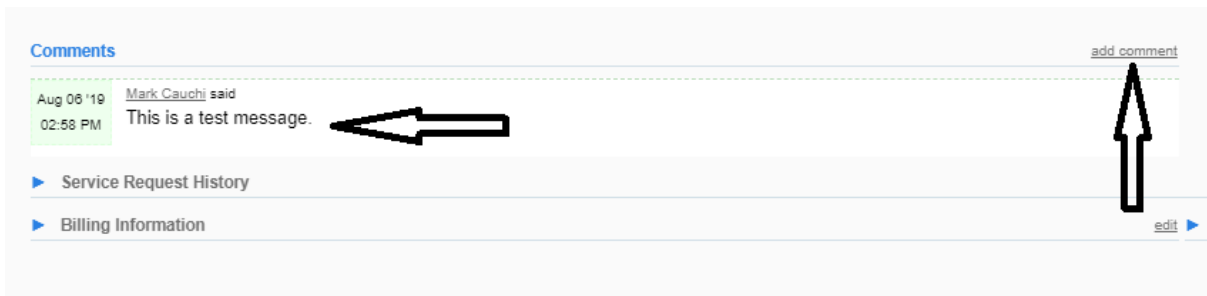
In the box that opens, ensure you check this item

DNA Service<sequence@monash.edu> Phone: 0399054847

then type your message into the text box and 'Send'.

The text of your message shows up as a record under the 'Comments' section at the bottom of your displayed form as well as any responses by Micromon to your message.

Messages/comments can also be added and/or sent by clicking the 'Add Comment' link in this section.



Alternatively, simply send an email directly to sequence@monash.edu or call us on 9905 4847.