Flow Cytometry User Guide

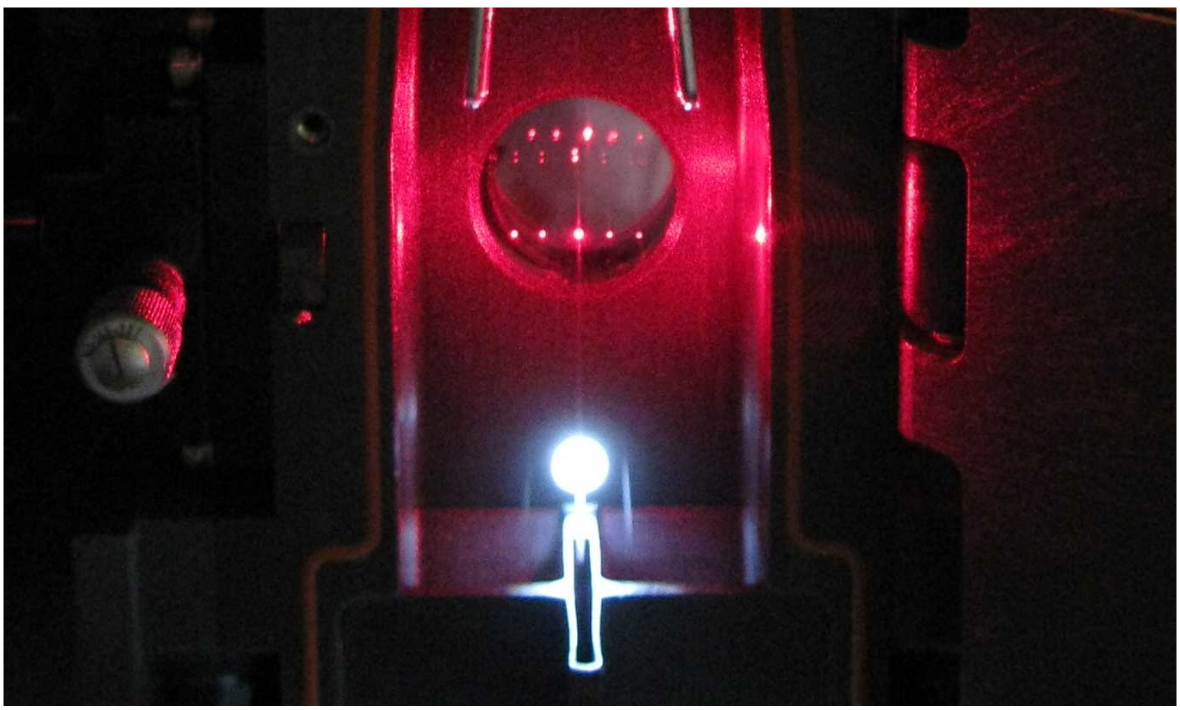

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TABLE OF CONTENTS

TABLE OF CONTENTS 3
INTRODUCTION 4
PURPOSE 4
TROUBLESHOOTING 4
Tutorials 5
Tutorial 1: Accessing the Application 5
Tutorial 2a: Initial Login 6
Tutorial 2b: Logging into the 8
Tutorial 3: Changing Your Password 9
Tutorial 4: Creating A New Request 10
Tutorial 5: Viewing and Updating a Request 13
Tutorial 6: Actual Usage Sign In for Luminex100 14
Tutorial 7: Reserving Training with Technicians 15
Tutorial 8: Dropping a Request 17
Tutorial 9: Viewing Invoices 18
Tutorial 10: Viewing Calendar (Main Menu) 20

This application is optimized for use with Internet Explorer. Other browsers may result in errors. If you have any problems, please contact BIC.

INTRODUCTION

This guide will be used with the Biomedical Instrumentation Center (BIC) application. Although the application contains modules for each of the three sections in BIC; Imaging, Flow Cytometry and Synthesis and Sequencing (Proteomics/Genomics), this particular guide is for the users of the Flow Cytometry section only. There are separate guides for each of the three sections, as well as separate guides for the Administrators of each section. This application is replacing the paper and online system that BIC used in the past. This is an online system and does not contain a client module. Regular users, principle investigators (PIs), and administrators will access this system online with the use of logins, passwords and or pin numbers.

PURPOSE

The purpose of this guide is to instruct all users with how each area of the functions is used in the Flow Cytometry section. It is intended to provide easy step by step instructions in a tutorial format that will allow the user to complete a particular process.

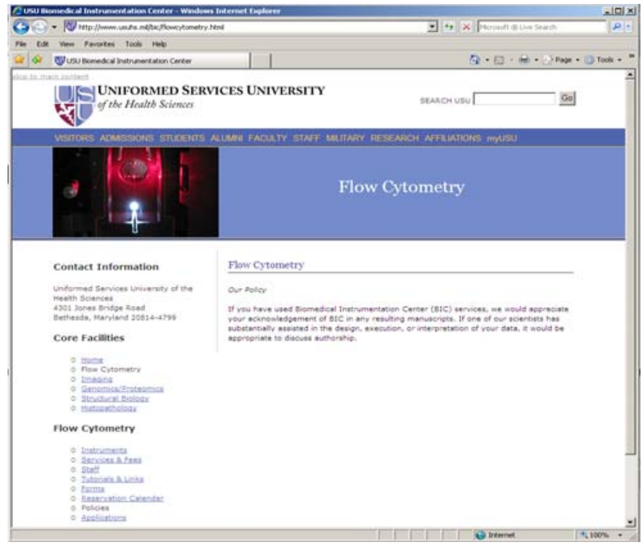
TROUBLESHOOTING

If you have problems with the user guide or technical issues with the application, please contact the administrators in BIC (Flow Cytometry).

Tutorials

Tutorial 1: Accessing the Application

The purpose of this tutorial is to guide you through accessing the main page of the application.

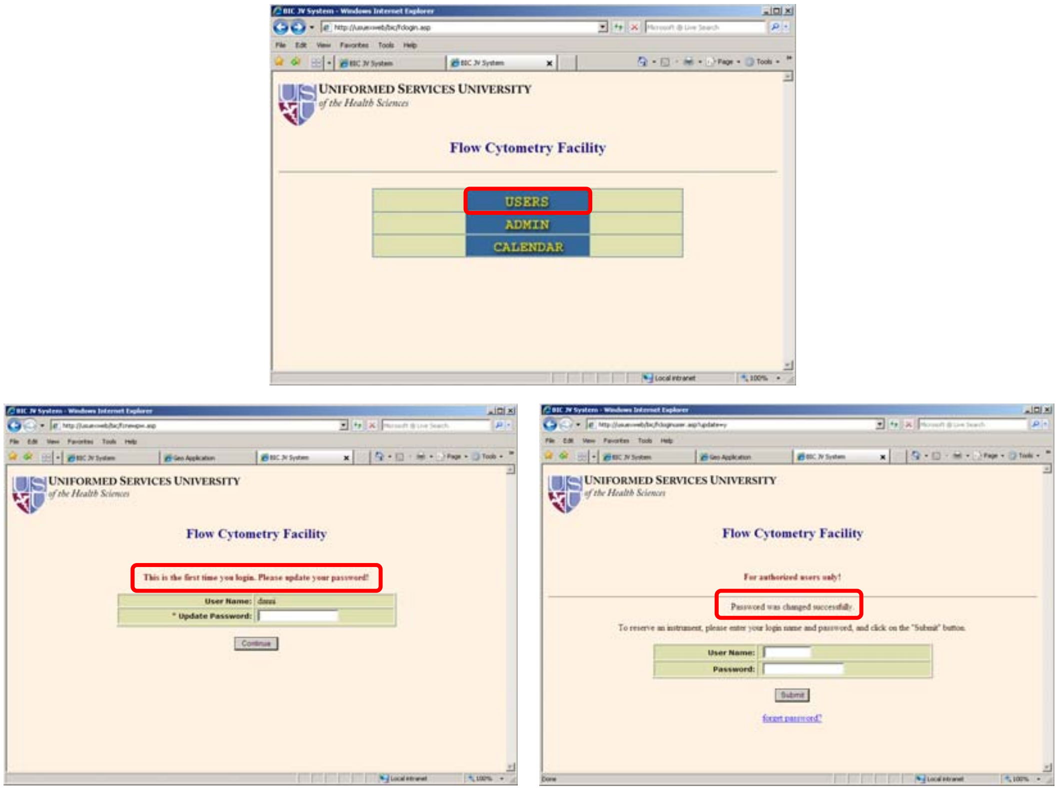


1. Open your internet browser and type the following url in the address bar: http://www.usuhs.mil/bic and press enter on your keyboard.
2. Click **'Flow Cytometry'** under the ***Core Facilities*** section (on the left) or around the BIC "diamond" in the center of the page.
3. Click '**Online Reservations'** under the **Flow Cytometry** section on the next page.
4. Click the OK link on the **DOD NOTICE AND CONSENT BANNER** page.

> ***Note: For all users, the administrative staff will have to first create an account for you. You will then be asked to change the password upon your first login. First time users should proceed to Tutorial 2A. All other users should proceed to Tutorial 2B.***

Tutorial 2a: Initial Login

The purpose of this tutorial is to guide you through logging in and creating a password to the Flow Cytometry section for the first time.

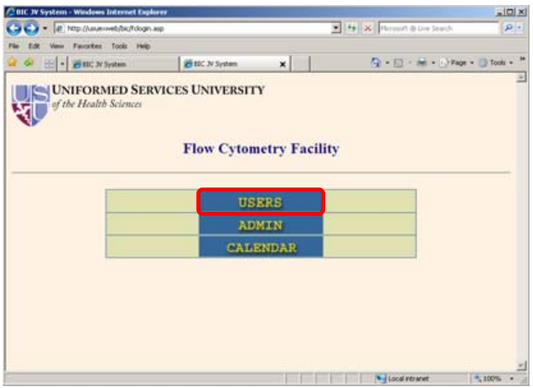


1. Click the USERS button on the Flow Cytometry Menu. This will take you to the Flow Cytometry login page.
2. In the **User Name** field, enter your username. The default username is the first initial of your first name and your full last name. The login field is not case sensitive. There are however, exceptions to this rule, so if you are not able to access the application, please check with the administrator in the Flow Cytometry section. Ex. John Smith would log in with “jsmith” or “JSmith”
3. In the **Password** field, enter ***“password”***. You will get a message telling you to update your password.
4. Enter a new password in the **Update Password** field and click the Continue button. Y***ou will have to log in again.***
5. Enter your username again in the **User Name** field.

6. Enter the password you just created in the **Password** field and click the Submit button. This will take you to the main menu. Again, if you are unable to access the application, please contact the administrator in Flow Cytometry.

Tutorial 2b: Logging into the Flow Cytometry Section

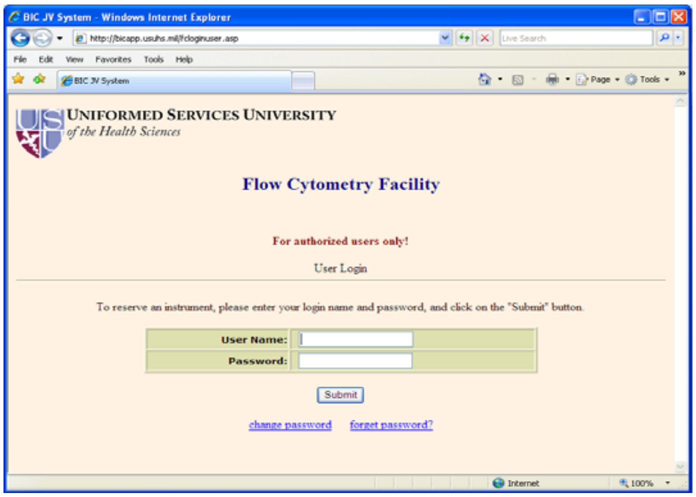
The purpose of this tutorial is to guide you through logging into the user module of the Flow Cytometry section.

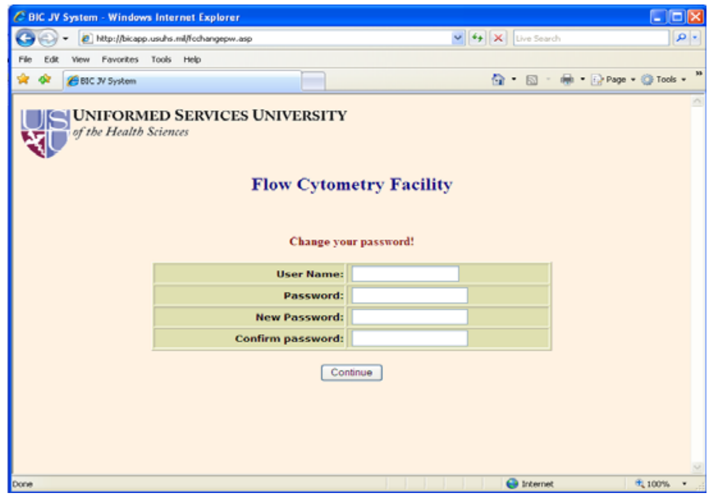


1. Click the USERS button on the Flow Cytometry Menu. This will take you to the Flow Cytometry login page.
2. In the **User Name** field, enter your username.
3. In the **Password** field, enter your password and click the Submit button. This will take you to the main menu. If you are unable to access, please contact the administrator in Flow Cytometry.

Tutorial 3: Changing Your Password

The purpose of this tutorial is to guide you through changing your password. You may change your password anytime.

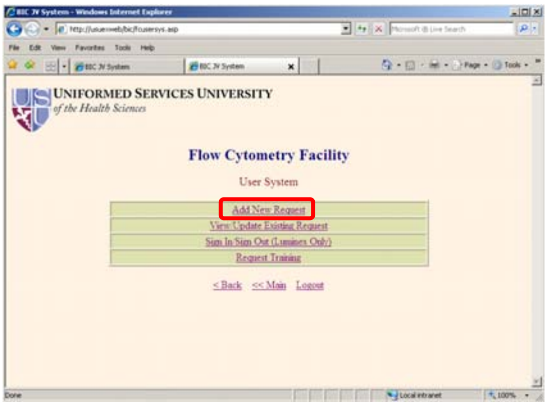


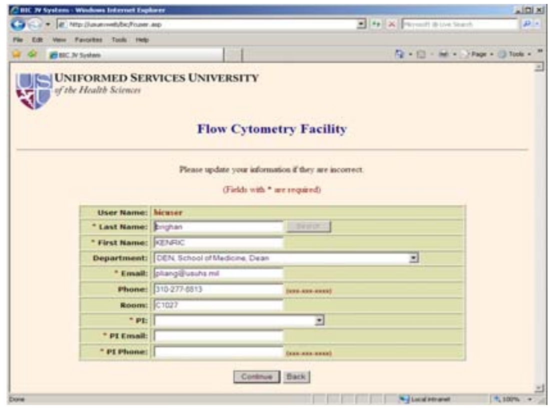


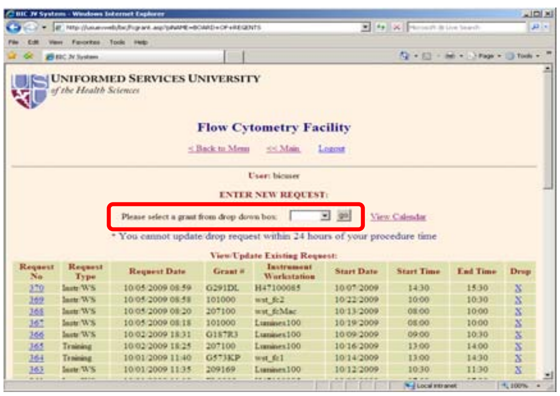
1. Click the change password link on the Flow Cytometry login page. This will take you to the **Change Your Password** page.
2. In the **User Name** field, enter your username.
3. In the **Password** field, enter your current password
4. In the **New Password** field, enter a new password.
5. Enter the new password again in the **Confirm Password** field and click the Continue button. You will get a confirmation that your password has been changed. Now, log in using your new password.

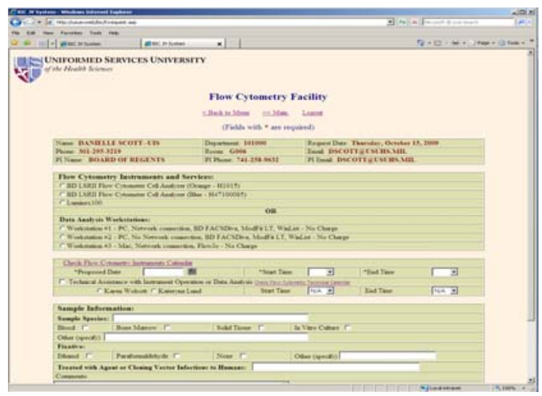
Tutorial 4: Creating A New Request

The purpose of this test is to create a new request to utilize the equipment in the Flow Cytometry area.









1. Click the Add New Request link on the menu.
2. If your information is incorrect in the **Department**, **Email**, **Phone**, or **Room** fields, please correct that information. If it is correct, skip to the next step.
3. Click the arrow in the **PI** field and select your PI from the list.
4. If the PI's email is not filled in, enter his/her email in the PI **Email** field.
5. Enter the PI's phone number in the **PI Phone** field if it is not filled in and click the Continue button.
6. Under the phrase, '***Enter New Request:***' click the arrow and select a grant that this work will be charged to, then click the go button.

> ***Note: This list will only contain grants that are associated with the PI you are working for and are valid in CUFS.***

7. On the request page, select either an instrument or a workstation to reserve by clicking the radio button to the left of the instrument/workstation.
8. You may want to check the calendar for availability before you enter your date and time. Click the Check Flow Cytometry Instruments Calendar link to open the calendar. This may open in another tab or another window.
9. Use the calendar to check the date that you would like to reserve an instrument/workstation. Use the View Next Month link at the top of the calendar to move to the next month.
10. Once you have confirmed that your date is available click the Close link at the top of the calendar.
11. When you get the confirmation page asking do you want to close the tab or window, click the Yes button to return to the request page. If you are using a browser other than IE, you may not be asked, it may just close.
12. Click the calendar icon at the end of the **Proposed Date** field.
13. Click the arrow to open the list and select a month from the list.
14. After you have selected a month, click the date you want to reserve the instrument.
15. Click the arrow in the **Start Time** field and select the time you would like to begin your experiment.
16. Click the arrow in the **End Time** field and select the time you anticipate your experiment will end.
17. If you would like to request technical assistance, you may do that by clicking the radio button next to the technician's name who you want to assist you.
18. Click the arrow in the **Start Time** and **End Time** fields respectively and select the start and end time of your assistance request. Again, we recommend that you check the availability of the technicians by clicking the Check Flow Cytometry Technical Calendar link.

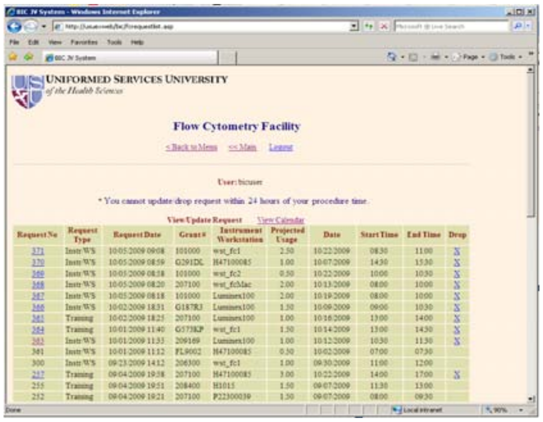
The next few steps are not required, but allow the user to enter the information if they choose.

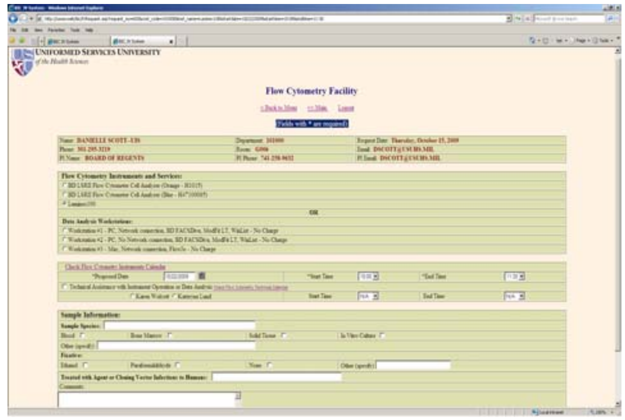
19. If you have a sample species, you may enter that in the Sample Species field. To select the types of samples, simply click in the checkbox.

20. Select one or more items under the **Fixative** field by placing a checkmark in the box or typing your own in the **Other** field.
21. If you have samples that have been treated with agent or cloning vector infectious to humans, enter that in the appropriate field.
22. Lastly, if you have any additional comments, enter that information in the **Comments** field.
23. Click the Submit button. As long as that date and time are available, you will receive a confirmation message with a tracking number on the next page. If the date or time is not available, you will receive a message indicating that and you will need to click the **Back** button on your browser to go back to the request page and select another date and/or time. You will also receive an email once your reservation is submitted successfully.
24. If you had to change your time, click the Submit button again to see your tracking number.
25. If you need to make another reservation, click the << Back to Menu link to return to the main menu and repeat steps 1 – 24. If you are done, you may click the Logout link to exit the system.

Tutorial 5: Viewing and Updating a Request

The purpose of this tutorial is to allow you to view and update a request. This list will contain all of your requests. Requests listed that are 24 hours prior to the Start date will not be available for viewing or update.

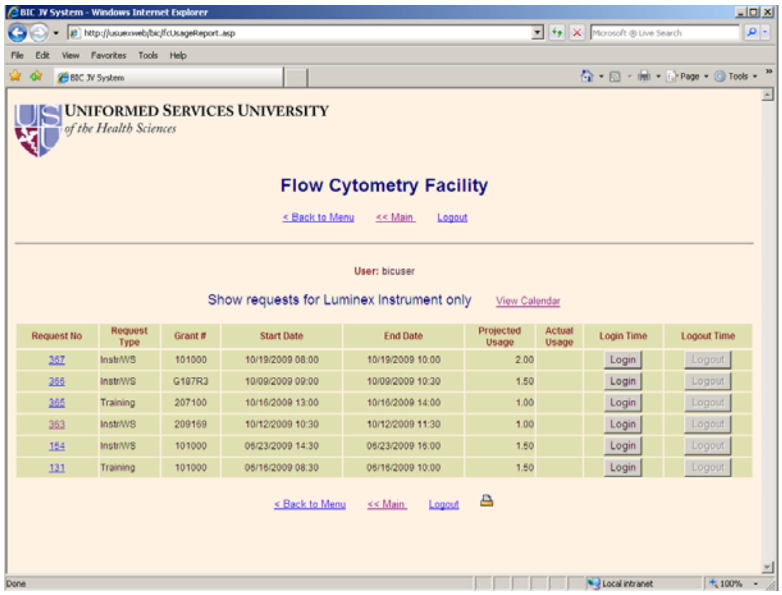




1. Return to the Flow Cytometry menu then click the View/Update Existing Request link.
2. The list shows all the requests that you have submitted. To view the details, click the link in the **Request No** field.
3. If you need to change the instrument, date or time, you may do so now. We recommend that you check the calendar for availability before entering new information.
4. Click the Submit button to save your changes. As long as the time, date or instrument is available, you will see a confirmation message that the request has been updated. If the time is not available, you will see a message telling you that as well.
5. If you want to view or change another request, click the << Back to Menu link to return to the main menu and repeat steps 1 – 4. If you are done, you may click the Logout link to exit the system.

Tutorial 6: Actual Usage Sign In for Luminex100

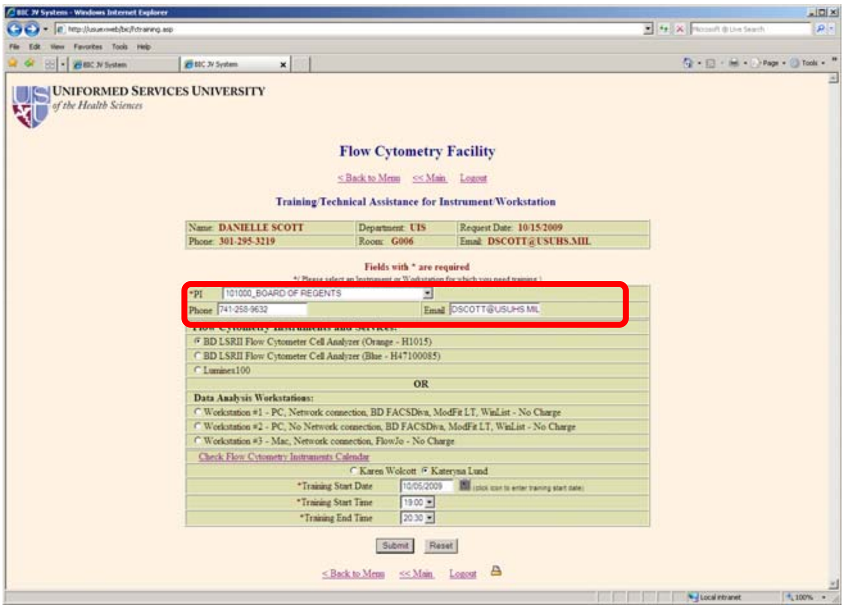
The purpose of this tutorial is to guide the user through the sign in and sign out when he/she is ready the Luminex instrument so that the system will track the exact usage on the equipment. If you have requested use of the Luminex, you will not need this tutorial.



1. Click the Sign In/Sign Out (Luminex Only) link on the Flow Cytometry menu.
2. Click the Login button on the row that contains the equipment you are getting ready to use. You will see the system date and time displayed immediately. If you are sing more than one piece of equipment, you may click the Login on the row of the request you made as well.
3. When you are done with your experiment(s), return to this screen and click the Logout button on the row that contains the equipment you are finished working with. You will see the system date and time displayed immediately.
4. For now, click the << Back to Menu link to return to the main menu or click the Logout link to exit the system.

Tutorial 7: Reserving Training with Technicians

The purpose of this tutorial is to allow you to reserve some time for training on a particular instrument or workstation or for technical assistance from the technicians. This request form is similar to the equipment request except you need to select a PI.

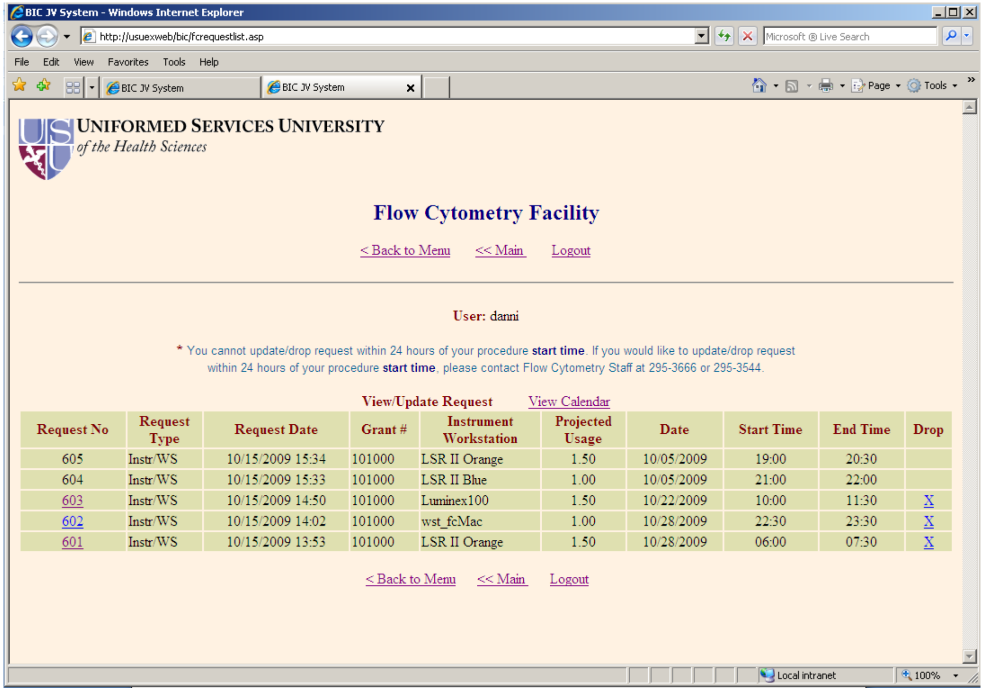


1. Click the Request Training link on the menu.
2. Click the arrow to the right of the **PI** field and select the PI you work for from the list. *In this list, the grant number is attached to the PI.*
3. On the training request page, select either an instrument or a workstation to reserve by clicking the radio button to the left of the instrument/workstation.
4. Click the radio button next to the technician you are requesting. As recommended before, you may want to check the calendar for availability. You may do so by clicking the Check Flow Cytometry Instruments Calendar link above the technicians' names.
5. Click the calendar icon at the end of the Training Start Date field and select a date in the calendar.
6. Click the arrow in the Training Start Time field and select the time you are requesting training/assistance to begin.
7. Click the arrow in the Training End Time field and select the time you anticipate your training may end.

8. Click the Submit button. You will receive a confirmation message with a request number on the next page if your time is available. However, if that time you selected is not available, click the back button on your browser and select and a different date and/or time.
9. If you need to make another reservation, click the << Back to Menu link to return to the main menu and repeat steps 1 – 8. If you are done, you may click the Logout link to exit the system.

Tutorial 8: Dropping a Request

The purpose of this tutorial is to guide the user through dropping an existing equipment or training request. Any requests that do not have an 'X' in the **Drop** column or are within 24 hours of the start time are unavailable for dropping.



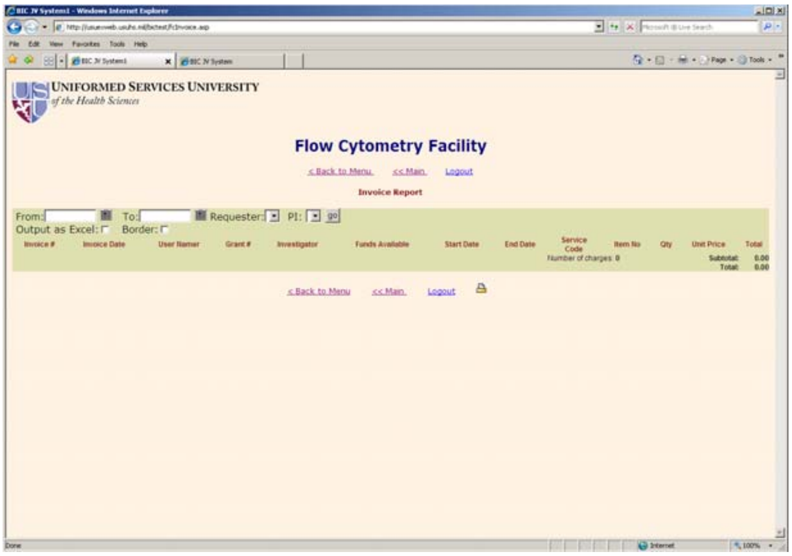
1. Click the View/Update Existing Request link on the main menu.
2. To drop a request, click the 'X' at the end of the row in the **Drop** column.

> ***Note: The Request Type column will indicate which requests are training and which are for the instruments and workstations.***

3. Click the << Back to Menu link to return to the main menu or click the Logout link to exit the system.

Tutorial 9: Viewing Invoices

The purpose of this tutorial is guide the user through viewing invoices for the requests that he/she has entered.



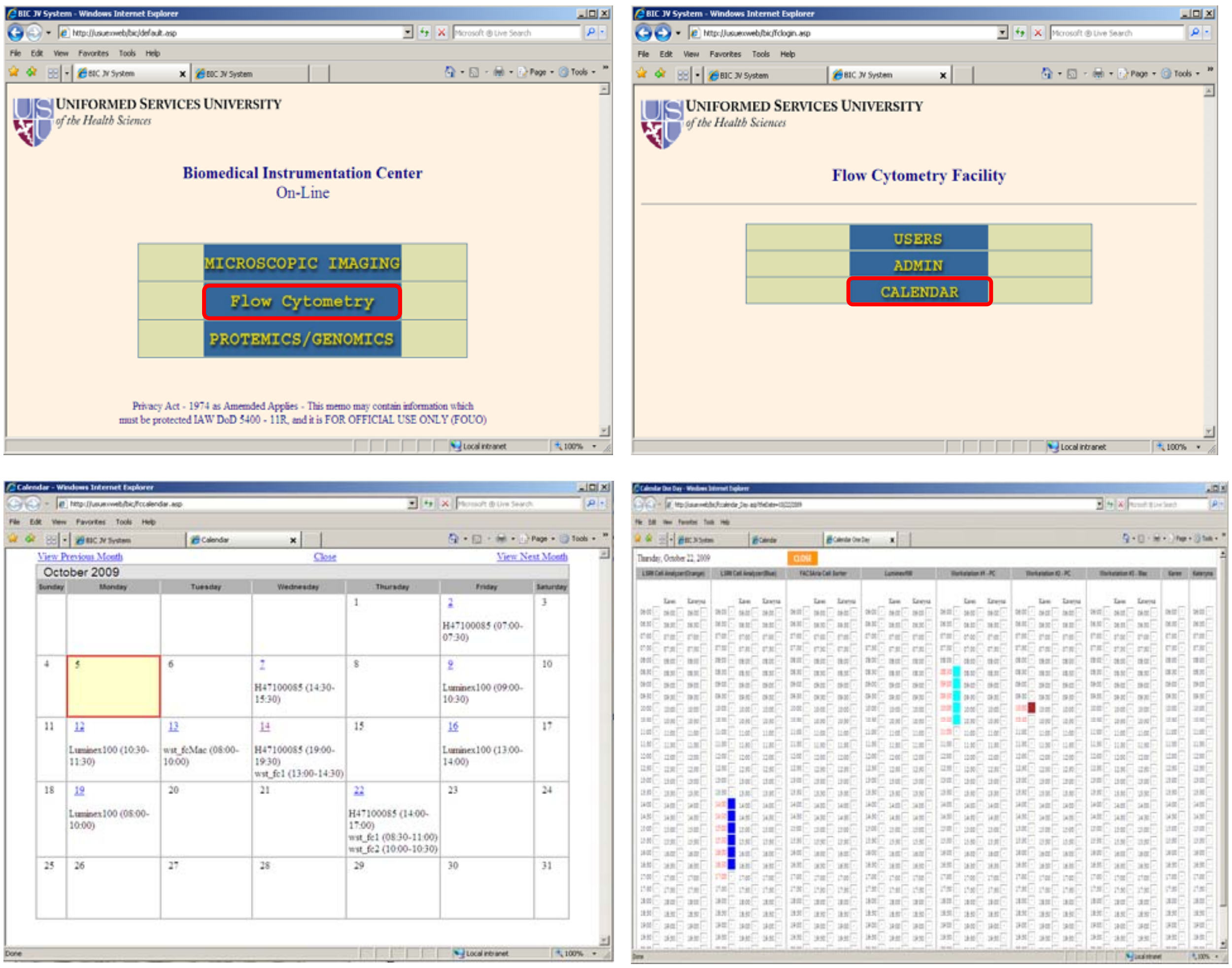
1. Click the View Invoices link on the menu. Once invoices have been created by the administrators, you will be able to see that information in this section.
2. To view the invoices by date, click the calendar icon to the right of the **From** field and select a month and date that you want to begin the search.
3. In the **To** field, click the calendar icon to select a month and date and click the go button at the end of the row. You will see that the list has narrowed from what it originally was. These dates will remain in the field even as you continue to narrow the report with other criteria.
4. If you work with multiple PIs, you may narrow the search by selecting a PI from the **PI:** field and clicking the go button.
5. To return to the original results, click in the **PI** field and select the blank at the top of the list and delete the dates in the **From** and **To** fields, then go button**.**
6. To see a grid around the data, click the empty checkbox to the right of the **Border** field and click the go button. Remove the border, by un-checking the **Border** field and click the go button.

> ***Note: If you would like to perform additional sorts on the data that are not available here, you may export this data to Microsoft Excel. Follow the steps below for more information.***

7. To send the data to Microsoft Excel, click the empty checkbox to the right of the ***Output as Excel*** field and click the  button.
8. You will see a message giving you the option to open or save the file. Click the  button.
9. You may a get a message indicating that the field is in a different format and asking if you want to open the file now. Click the  button to open the file. Once the file is open, you may choose to save it, perform further sorting, print it, or simply close the file.
10. To get back to the Usage report, you may need to close Excel completely or minimize the Excel window. This step will vary depending on the browser.

Tutorial 10: Viewing Calendar (Main Menu)

The main menu allows you to access the Flow Cytometry Calendar directly without logging to the calendar. This tutorial instructs the user on how to navigate through the calendar.



1. Click the Flow Cytometry button on the BIC main menu.
2. Click the CALENDAR button on the Flow Cytometry Menu. This may open in another tab or another window.
3. Use the calendar to view what instruments have been reserved or what dates/times are available.
4. Click the View Next Month link at the top of the calendar to move forward through the months.
5. Click the View Previous Month link at the top of the calendar to go back through the previous months.

6. If you want to see a daily view of each instrument, click any date that has a hyperlink. For example: 14
7. To exit the daily view, click the CLOSE link at the top of the calendar.
8. When you get the confirmation page asking do you want to close the tab or window, click the Yes button to return to the request page. If you are not using Internet Explorer 7.0, you may not get this confirmation page.
9. To exit the monthly view, click the Close link at the top of the calendar.
10. When you get the confirmation page asking do you want to close the tab or window, click the Yes button to return to the request page. Again, you may not get this confirmation if you are using a different browser.
11. Click the << Back to Menu link to return to the main menu or click the Logout link to exit the system.