



Idea Elan



uOttawa

**Idea Elan**

**2022**

**INFINITY**

Comprehensive Online Solution for Lab  
and Core Facility Management

**User Guide**

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# Quick Startup Guide


## Login Instructions


URL: <https://secure17.ideaelan.com/uOttawa/Public/>

Go to the following URL and follow the way you would like to <**authenticate**>.



Options de connexion / Sign-in Options

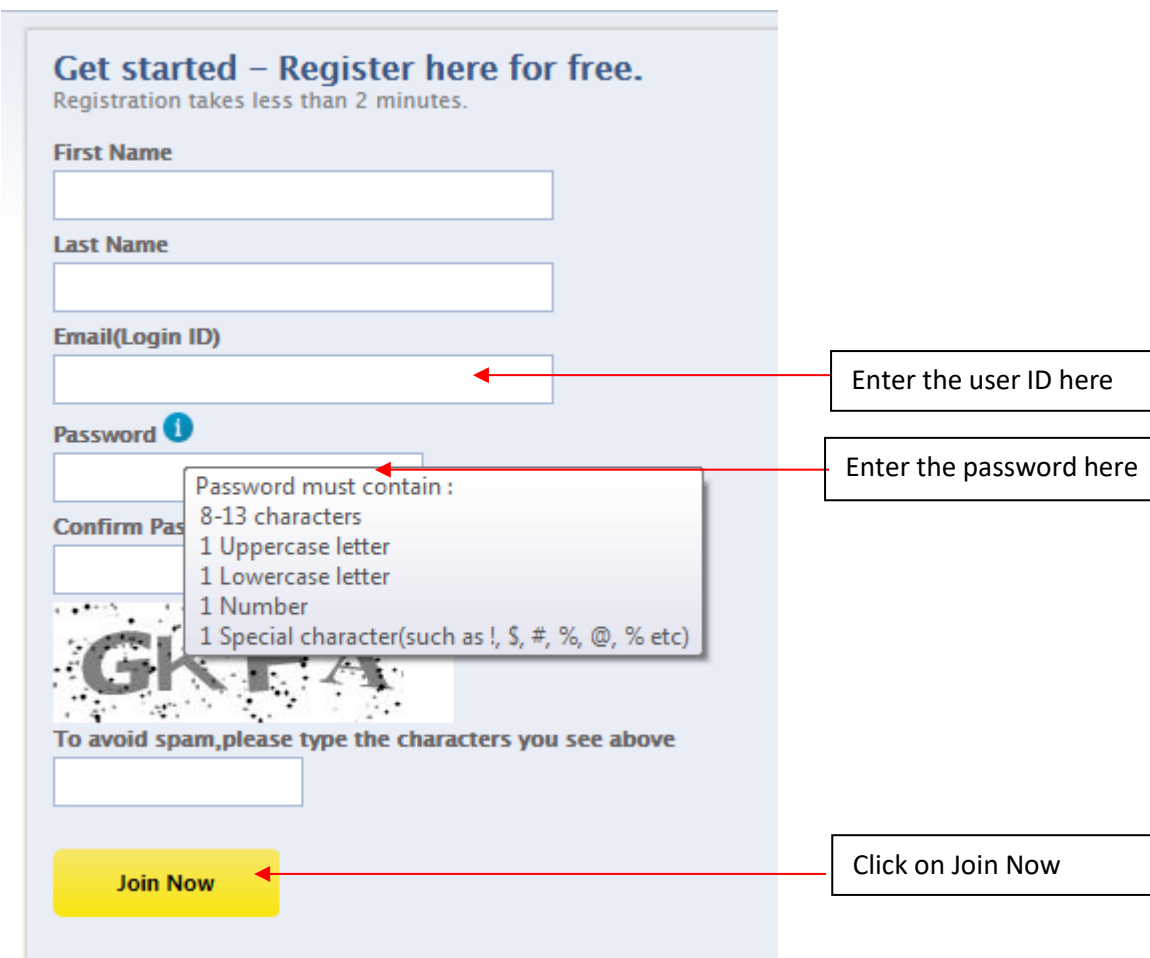
 **uOttawa**  
Connectez-vous avec votre compte @uottawa.ca.  
Sign in with your @uottawa.ca email account.

 **Autres / Others**  
Connectez-vous avec le compte de votre organisation.  
Sign in with your organization email account.

## New User Sign-up (For external users only)

New External Users can register on the login page of the Infinity link.

- Enter First Name, Last Name, Email ID, Password and click on the Join Now Button.



The image shows a registration form titled "Get started – Register here for free." with the subtext "Registration takes less than 2 minutes." The form includes fields for First Name, Last Name, Email(Login ID), Password, and Confirm Password. A CAPTCHA image with the text "GKTA" is shown below the password fields. A yellow "Join Now" button is at the bottom. Red arrows point from text boxes to specific fields: "Enter the user ID here" points to the Email(Login ID) field, "Enter the password here" points to the Password field, and "Click on Join Now" points to the Join Now button. A tooltip for the Password field lists requirements: 8-13 characters, 1 Uppercase letter, 1 Lowercase letter, 1 Number, and 1 Special character (such as !, \$, #, %, @, % etc).

**Get started – Register here for free.**  
Registration takes less than 2 minutes.

**First Name**

**Last Name**

**Email(Login ID)**

**Password** ⓘ

**Confirm Password**

**GDPR**

To avoid spam, please type the characters you see above

**Join Now**

Enter the user ID here

Enter the password here

Click on Join Now

Password must contain :  
8-13 characters  
1 Uppercase letter  
1 Lowercase letter  
1 Number  
1 Special character(such as !, \$, #, %, @, % etc)

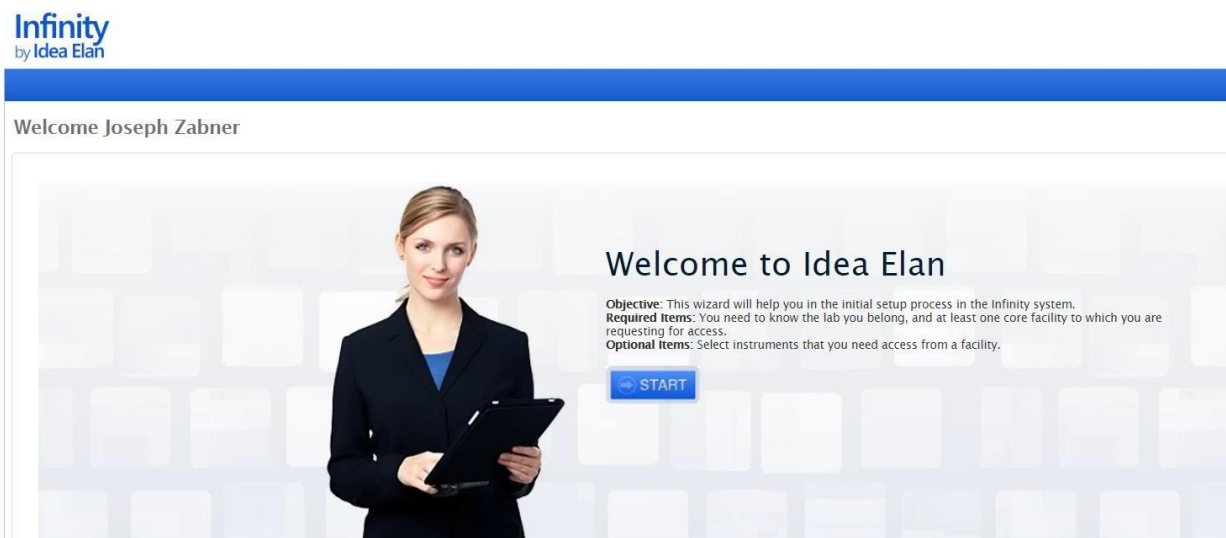
- After registering, a confirmation message will appear on the screen. Click the verification link sent to the email provided.

Registered successfully!! Click the verification link in the email sent to confirm your registration.

- Once the email is verified, the page will be redirected to a registration wizard.
- Click on the start button to go through the registration process.

## Registration Wizard:

All new users in Infinity need to complete the registration wizard and request access to labs facilities and instruments.



- Upon clicking start, the next page asks you to select access to labs by clicking on “Request Access.”

Welcome UOT User1

Start Lab Access Facility Access Instrument Access

< Previous Next >

+ ADD NEW LAB

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	Search here X	Search here X	Search here X	All
	Abdelbary, Hesham	Abdelbary Hesham	University of Ottawa	Request Access
	Abizaid	Abizaid Alfonso	University of Ottawa	Request Access
	ACVS	Orlando Holly	University of Ottawa	Request Access
	Adamo, Kristi	Kristi Adamo	University of Ottawa	Request Access
	Addison, Christina	Addison Christina	University of Ottawa	Request Access
	Agbayani, Gerard	Agbayani Gerard	University of Ottawa	Request Access
	Aguer, Celine	Celine Aguer	University of Ottawa	Request Access
	Akache, Bassel	Akache Bassel	University of Ottawa	Request Access
	Alain, Tommy	Alain Tommy	University of Ottawa	Request Access
	Albert, Paul	Paul Albert	University of Ottawa	Request Access

Page size: 10 279 items in 28 pages

Export to W Export to X Export to J

**Note:** most access requests need manual approval from the PI, others may be automatically approved (based on lab settings).

- Now, select a default lab and click on “Next”.
- **Enter and select the Lab Name for the PI of your lab or Add New Lab if your PI’s name does not appear.**

Welcome UOT User1

Start

Lab Access

Facility Access

Instrument Access

< Previous

Next >

+

ADD NEW LAB

Set Default Lab	Lab Name	Lab Admin	Institution	Permission Status
	Search here	Search here	Search here	All
<input type="radio"/>	Abdelbary, Hesham	Abdelbary Hesham	University of Ottawa	Waiting for approval
	Abizaid	Abizaid Alfonso	University of Ottawa	Request Access
	ACVS	Orlando Holly	University of Ottawa	Request Access
	Adamo, Kristi	Kristi Adamo	University of Ottawa	Request Access
	Addison, Christina	Addison Christina	University of Ottawa	Request Access
	Agbayani, Gerard	Agbayani Gerard	University of Ottawa	Request Access
	Aguer, Celine	Celine Aguer	University of Ottawa	Request Access
	Akache, Bassel	Akache Bassel	University of Ottawa	Request Access
	Alain, Tommy	Alain Tommy	University of Ottawa	Request Access
	Albert, Paul	Paul Albert	University of Ottawa	Request Access

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Page size: 10

279 items in 28 pages

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- In the next page, select access to facilities.
- **Select StemCore Laboratories.**

**Note:** The facility admin can decide whether to automatically approve or manually approve, depending on their facility settings. In some cases, facilities require facility access forms to be completed and reviewed before approval.

Welcome UOT User1

Start

Lab Access

Facility Access

Instrument Access

< Previous

Next >

Facility Name	Address	Facility Admin/Director	Institution	Permission Status
Search here	Search here	Search here	Search here	All
Cellular Imaging and Cytometry Facility (CICF)	30 Marie Curie Private Ottawa Ontario K1N6N5	UOT Fac1,UOT Fac2	University of Ottawa	Approved
Louise Pelletier Histology Core	451 Smyth rd, Roger Guindon room 4145 Ottawa Ontario K1H6M5	UOT Fac1,UOT Fac2,Giassi Ana,Ticas Zaida,Dong Li,Alazzabi Mufida,Agah Olga,Faulkes Sharlene,Lab Path,Mahani Marjan,Labelle Eric,Lévesque Manon	University of Ottawa	Approved
Flow Cytometry and Virometry	Faculty of Medicine, University of Ottawa, RGN 3171, 451 Smyth Road Ottawa ON K1H8L6	UOT Fac1,UOT Fac2,Tang Vera	University of Ottawa	Approved
Cell Biology and Image Acquisition (CBIA) Core Fac	University of Ottawa Faculty of Medicine RGN 3171 451 Smyth Road Ottawa ON K1H8M5	UOT Fac1,UOT Fac2,Copeland John,Daniel Redaet,Core CBIA,Van Costende-Triplet Chloe	University of Ottawa	Approved
Behaviour and Physiology Core	451 Smyth, RGN Ottawa ON K1H8L6	UOT Fac1,UOT Fac2,Stephen Ferguson,Ure Kerstin,Kealey Sarah	University of Ottawa	Approved
John Holmes Mass Spectrometry	124 Dlorio Hall and (chemistry), Room 02 Marion Hall (biology) Ottawa Ontario K1H8L6	UOT Fac1,UOT Fac2,Curtis Sharon	University of Ottawa	Approved
NMR	10 Marie Curie Private, Ottawa Ontario K1N6N5	UOT Fac1,UOT Fac2	University of Ottawa	Approved
Marion Data Centre		UOT Fac1,UOT Fac2,Jarno van der Kolk,Paul Mercier	University of Ottawa	Approved
INSPIRE	136 Jean-Jacques-Lussier Vanier Hall, room 5074 Ottawa Ontario K1N6N5	UOT Fac1,UOT Fac2,Beaudry Simon,Admin Inspire,Azzi Stephanie,Lefebvre Andrea	University of Ottawa	Request Access

Export to

Export to

Export to



- Next request access to applicable instruments within a facility. This can be done by clicking on “Request Access” on the right of each instrument. Instrument access request forms may also be applicable.

Welcome UOT User1

Start
Lab Access
Facility Access
Instrument Access

Continue

< Previous

Instrument Name	Facility Name	Institution	Permission Status
Search here <span style="float: right;">✕</span>	Search here <span style="float: right;">✕</span>	Search here <span style="float: right;">✕</span>	All <span style="float: right;">▼</span>
Antigen Retrieval	Louise Pelletier Histology Core	University of Ottawa	Approved
Drop-off of samples	Louise Pelletier Histology Core	University of Ottawa	Approved
Leica CM 1850-3-1	Louise Pelletier Histology Core	University of Ottawa	Approved
Leica CM 3050S-3-1-1	Louise Pelletier Histology Core	University of Ottawa	Approved
Leica RM 2135	Louise Pelletier Histology Core	University of Ottawa	Approved
Microm HM 330	Louise Pelletier Histology Core	University of Ottawa	Approved
Microm HM 500 M	Louise Pelletier Histology Core	University of Ottawa	Approved
Pick Up of samples	Louise Pelletier Histology Core	University of Ottawa	Approved
Thermo Shandon HM 525 MX	Louise Pelletier Histology Core	University of Ottawa	Approved
Thermo Shandon HM 525 NX	Louise Pelletier Histology Core	University of Ottawa	Approved

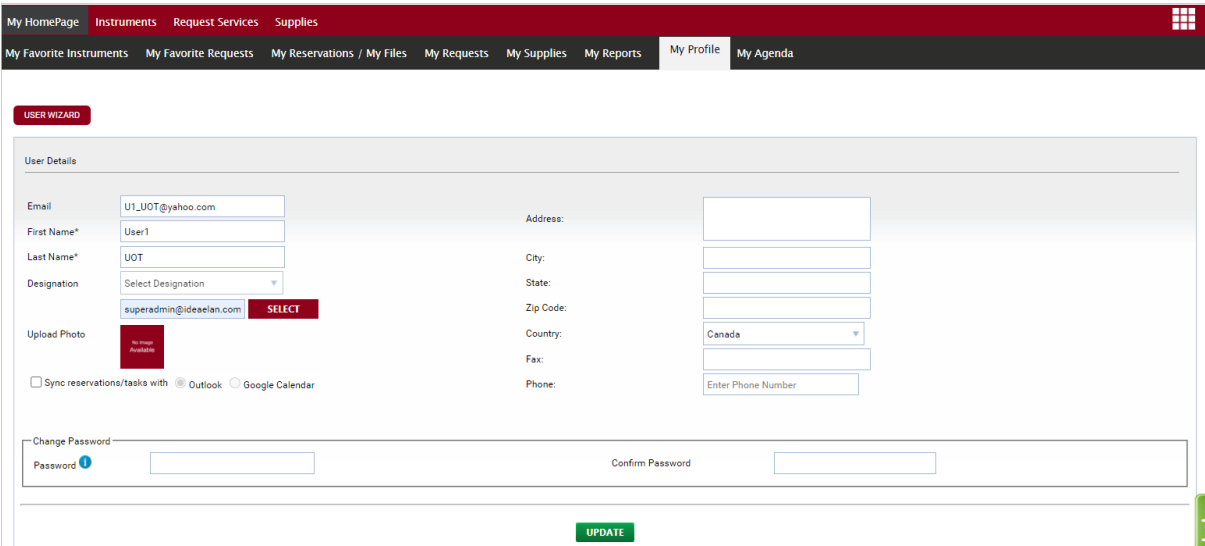
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Page size: 10

197 items in 20 pages

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Export to

- Click on Continue to exit the wizard.
- The last part of the user registration process gives quick links to edit the user profile, reserve instruments, and/or submit a sample form. A search bar is also provided to search through the software.



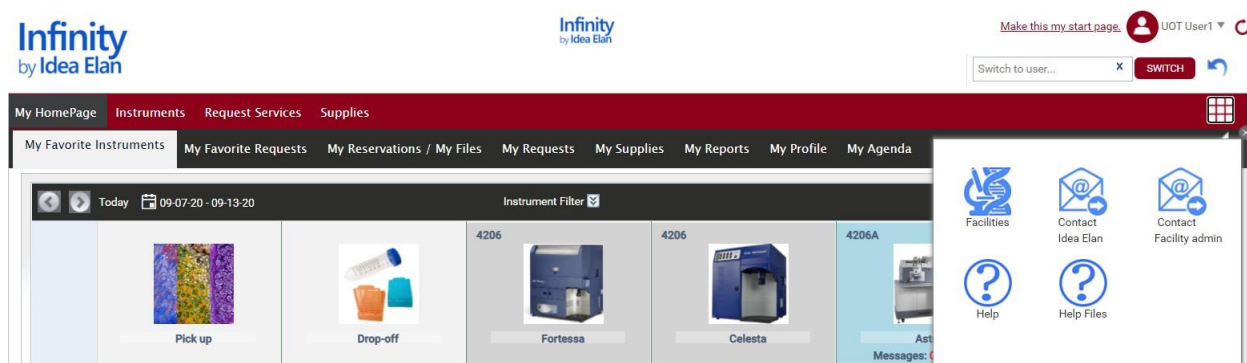
The screenshot shows the 'USER WIZARD' registration page. At the top is a navigation bar with links: My HomePage, Instruments, Request Services, Supplies, My Favorite Instruments, My Favorite Requests, My Reservations / My Files, My Requests, My Supplies, My Reports, My Profile, and My Agenda. The 'My Profile' link is active. Below the navigation bar is a red 'USER WIZARD' button. The main form area is titled 'User Details' and contains two columns of input fields. The left column includes fields for Email (U1\_UOT@yahoo.com), First Name\* (User1), Last Name\* (UOT), Designation (a dropdown menu with 'superadmin@ideeelan.com' selected and a 'SELECT' button), and an 'Upload Photo' section with a 'No image Available' placeholder. Below these are checkboxes for 'Sync reservations/tasks with' and radio buttons for 'Outlook' and 'Google Calendar'. The right column includes fields for Address, City, State, Zip Code, Country (a dropdown menu with 'Canada' selected), Fax, and Phone (a field with the placeholder 'Enter Phone Number'). At the bottom of the form is a 'Change Password' section with 'Password' and 'Confirm Password' fields. A green 'UPDATE' button is located at the bottom center of the form. A green 'help' button is located on the right side of the form.

- The new user registration process is now complete.

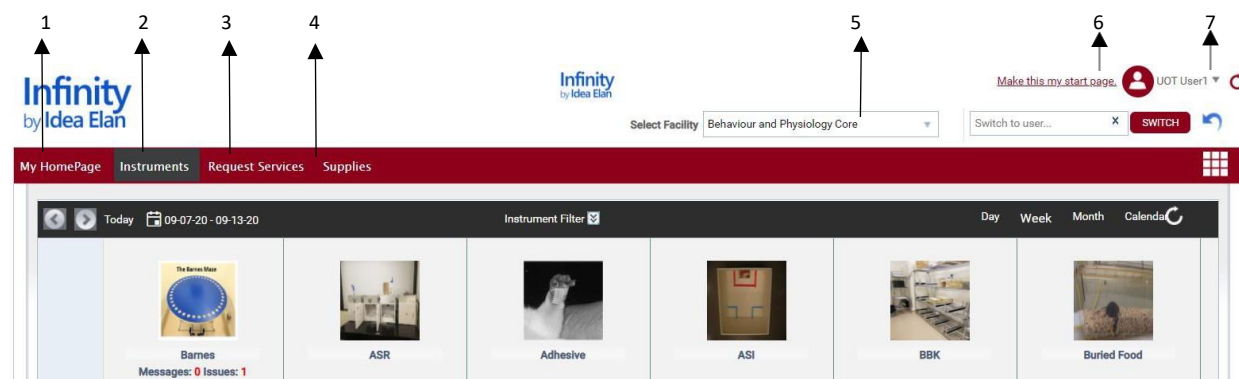


## The User:

- Once logged into INFINITY as a user, a toolbar with tabs will appear that are specific to your role.
- The “9 square box” tool provides the quick links to access facilities, contact Idea Elan, Facility admins, Help files etc.

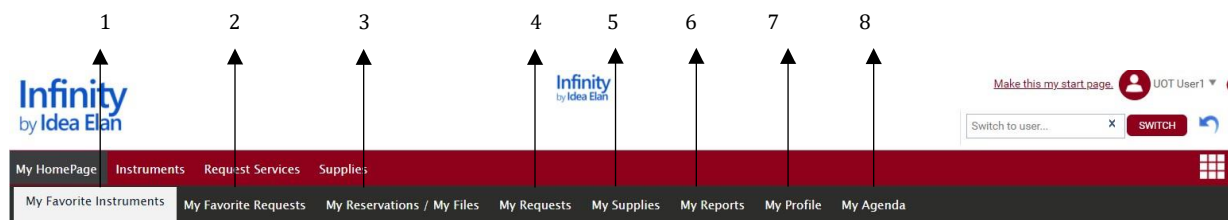


## User Functions:



1. **View a home page** that has specified favorite instruments and sample submissions, reservations, submitted samples, issues, service requests, and user profile.
2. **Instruments:** view and request instruments from the calendar in a facility and make reservations.
3. **Request Services:** Submit sample forms/ service requests for processing.
4. **Supplies:** Place supply orders for new supplies from facilities.
5. **Select the facility** from dropdown box for which you want to access the details, such as instruments, sample submission etc.
6. **Start page:** Click here you can make your current page as the start page.
7. **My Items List:** with quick links to homepage icons, my favorite instruments, favorite requests, etc.

## My Home Page:

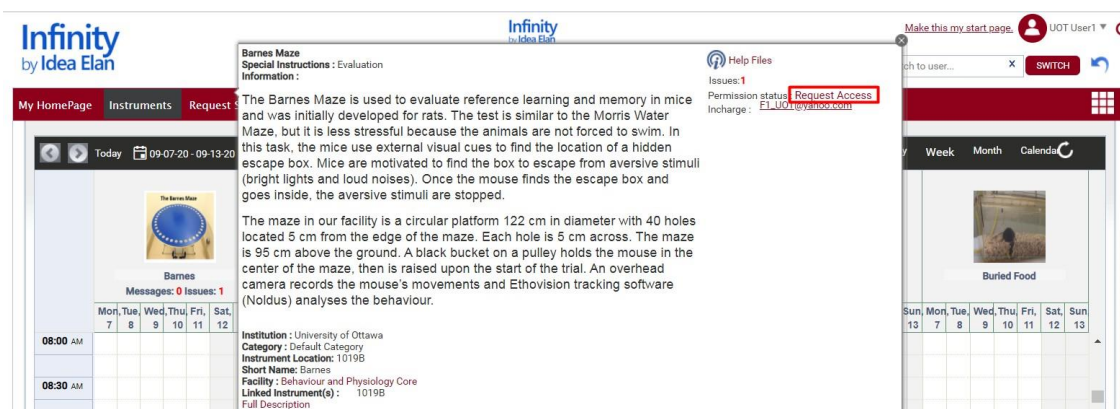


1. **My Favorite Instruments:** Displays Instruments set as favorite with a calendar to aid in making quick reservations.
2. **My Favorite Requests:** Displays all sample submission forms and service requests set as favorite by the user.
3. **My Reservations:** To view the instrument reservations made by the user.
4. **My Requests:** To view sample submissions or service requests made by the user.
5. **My Supplies:** To view submitted supply orders.
6. **My Reports:** Generate reports based on usage across various facilities, instruments, and sample submissions.
7. **My Profile:** Displays the profile of the user; labs and facilities affiliations of the user.
8. **My Agenda:** User can save the tasks to be performed in a day, week, or month with priority.

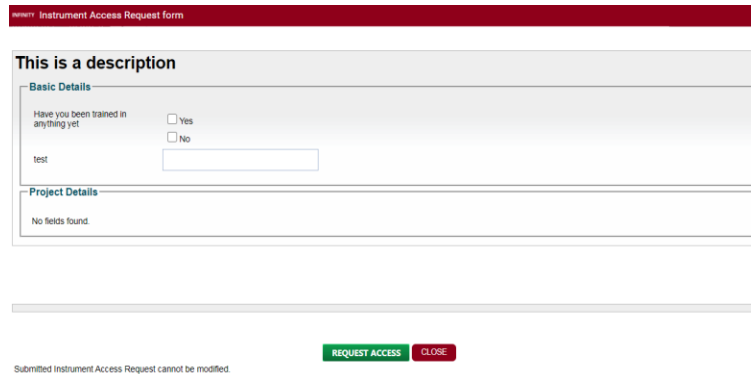
## Instruments

### How to access instruments:

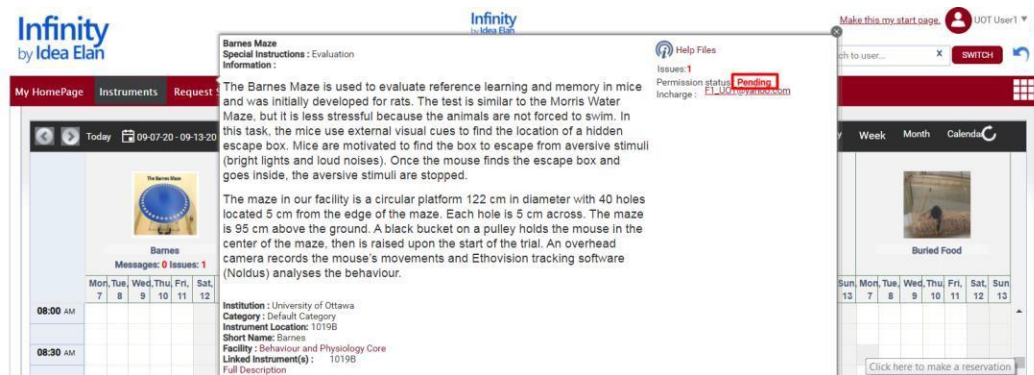
- To request access to instruments, hover over the instrument on the calendar, click on Request Access.
- All Instruments within the facility will be listed.



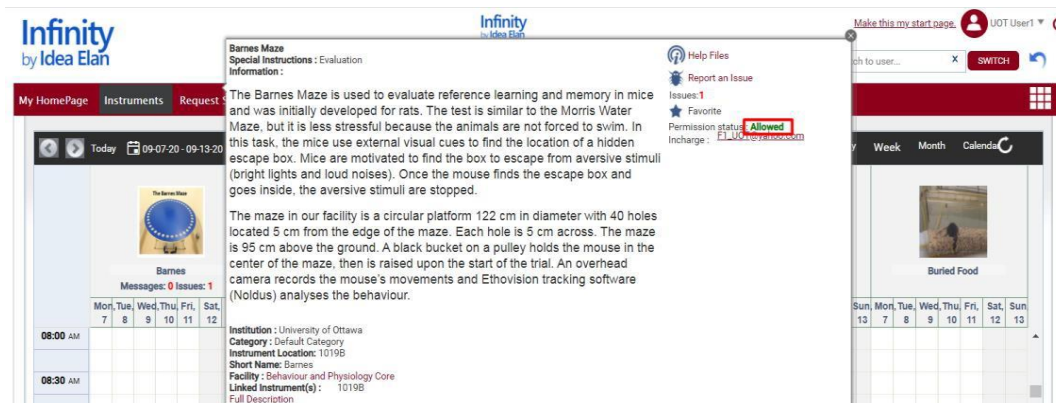
- The user will need to complete the instrument access request form. Once completed, approval will be given by the facility admin.



- The permission status will then change to Pending.

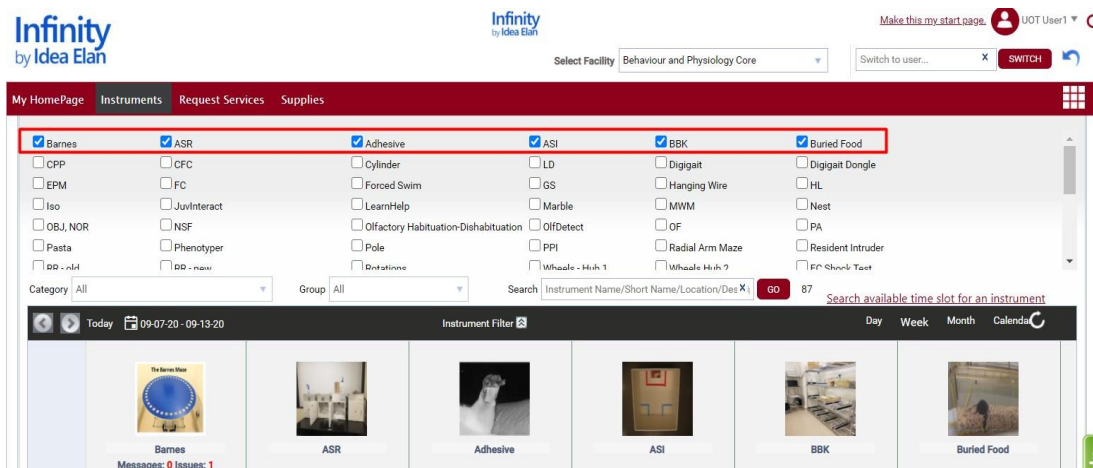


- If the settings are set as auto-approve by the admin, then the request will be automatically approved. The user will then be able to make reservations.

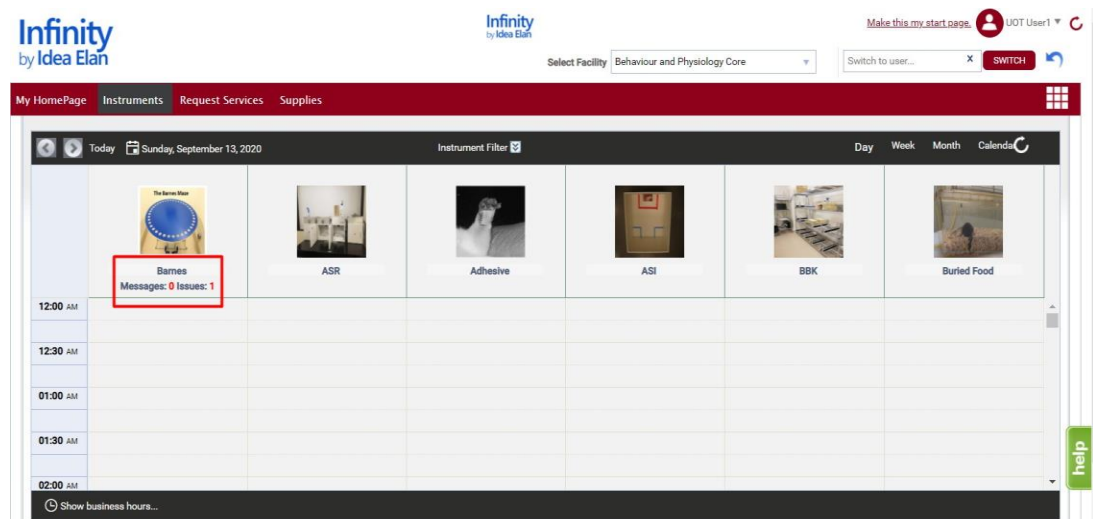


## How to make a reservation:

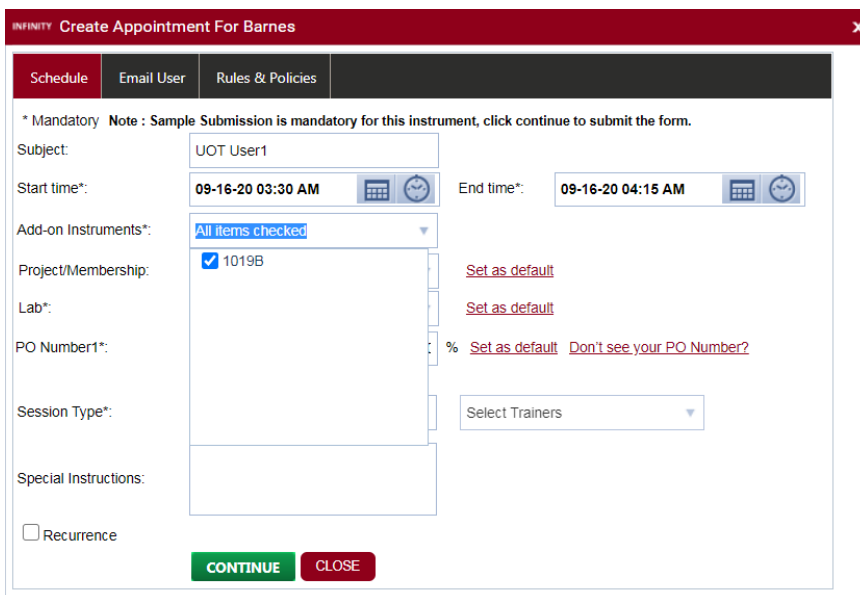
- Click on Instruments tab to view the calendar for instrument reservation.
- The User can filter instruments using filter options.
- Calendar can be seen in day/week/month view based on the selection.



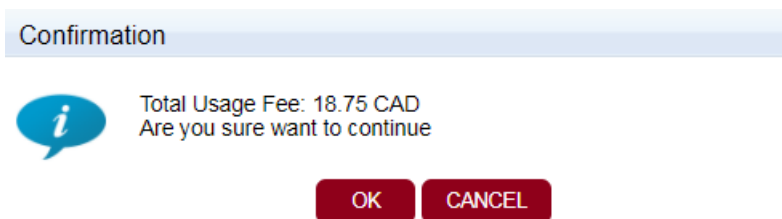
- Select an instrument; drag on the calendar to create a reservation.
- Add-on instruments/test and Add-on rooms. Users can not be in the same room at the same time.
- When creating a reservation, users will first select their test on the calendar (ex. Barnes Maze).



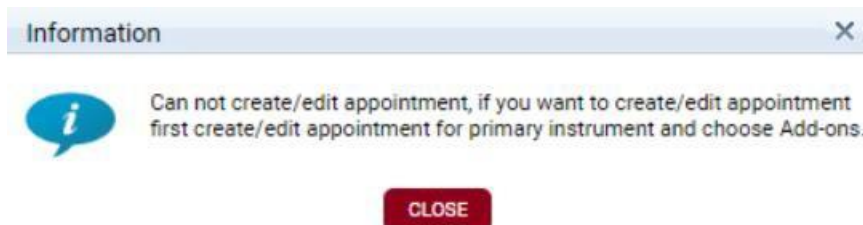
- In the reservation window, users must select the add-on instrument (room, ex. 1019B).  
If the room is already reserved at that time by another user, they will not be able to complete the reservation and will need to select a different time or room.



- Confirm the usage fee and click on OK.

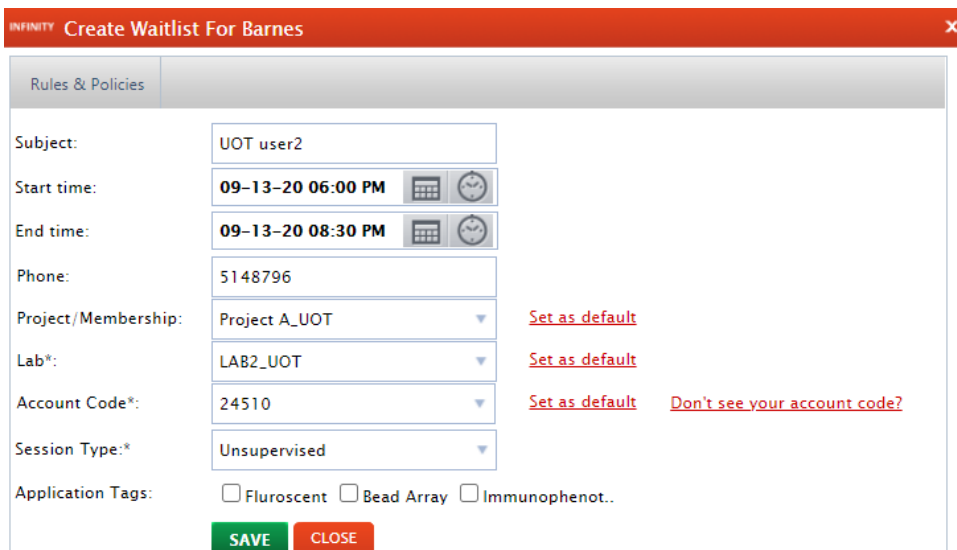


- A reservation will be created.
- Users are not able to book the rooms directly on the room calendar. Users must book the test first and the rooms as add-ons. If a user tries to book a room directly, they will receive the below error message.



### How to make a wait-list appointment:


- When User A has created an appointment and User B wants to have the same slot for the same instrument, then User B creates a wait list appointment by clicking on the appointment created by User A. Then click on SAVE.



- A wait list appointment will be created.

### How to delete a reservation:

- When the User hovers over the appointment to be deleted, an **X** symbol appears. Click on **X** to delete the appointment.

05:00 PM		
06:00 PM	Joseph Zabner , 06:00 PM to 08:30 PM	
07:00 PM	Project A_UOT <a href="#">Submit Sample Submission</a>	delete
08:00 PM		
09:00 PM		

## Request Services

### How to fill out and submit a request form

(For information regarding filling the form for Sanger DNA Sequencing service, click [here](#))

- Sample submission forms are provided for each facility under the “Request Services” tab. Forms can be favorited for quicker access.
- All the Help files uploaded by the admin while creating the sample submission form can be seen beside the favorite icon.
- If the User faces any issue while using the sample submission form, he/she can directly report using the Report Issue icon beside the Help icon.

The screenshot shows the 'Request Services' page in the Infinity by Idea Elan system. The page title is 'Welcome to Behaviour and Physiology Core'. Below the title, there are filters for 'Category' (All) and 'Group' (All), and a search bar. A table lists the available forms:

Form Name	Core Facility	Favorites	Help
<a href="#">Beam Break Setup</a>	Behaviour and Physiology Core	<input type="checkbox"/>	
<a href="#">Running Wheels Setup</a>	Behaviour and Physiology Core	<input type="checkbox"/>	
<a href="#">Necessary Test Information_2020-09-08_12:55:30</a>	Behaviour and Physiology Core	<input type="checkbox"/>	
<a href="#">CLAMS Setup_2020-07-17_08:13:13</a>	Behaviour and Physiology Core	<input type="checkbox"/>	

- To submit a sample form, click on the form name. Fill in the necessary details pertaining to the samples.

The screenshot shows the 'Beam Break Setup' form. It contains several sections for data entry:

- Animal Protocol Number:** A text field for the animal protocol number.
- Number of Animals:** A text field for the number of animals being tested.
- Length of Testing:** A text field for the duration of the test.
- Food:** Radio buttons for 'No food (Maximum 3 hour test length)', 'Normal ACVS chow', and 'Special chow provided by lab'.
- Additional Information:** A text field for any additional information.

- Some forms may have multiple sections and fields, which will expand depending on the answers selected.
- Once all information has been provided, the last section at the bottom of the form is “Lab and Payment/Account Information”.
- Users can provide phone number, project/membership if applicable, and select Lab. This can be set to default for labs most often used.



**Lab and Payment/Account Information**  
Please select the lab and account code you want to tag this sample submission form to

Phone:

Project/Membership:  [Set as default](#)

Lab\*:  [Set as default](#)

Special Instructions:

[SUBMIT](#) [SAVE AS DRAFT](#) [PREVIEW](#) [CANCEL](#)

Sample Submission cannot be modified.  
Your Sample Submission will be saved in My Requests under My HomePage  
Software is optimized for Google Chrome and Firefox

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Copyright© 2020 Idea Elan, All rights reserved.

- Once the form is ready, click on “Submit”. The form cannot be modified once submitted.

## Request Form Status:



- After submitting the request form, a timeline will appear.
- Depending on facility settings, some forms may undergo the quote process and others may skip this status.
- Users can check on the status by going to My Homepage → My Requests.

## Quote approval:

- If a quote has been provided by the Facility Admin, Users or PI’s can approve the charges (depending on lab settings).
- A comment or a file can also be added to the status section of the form.

**— Change Sample Submission Status —**

Current Status: **Quote**  
Next: **Waiting for approval by User/PI**

Comments:

Upload Files:  [SELECT](#)

[APPROVE QUOTE](#) [REVIEW QUOTE](#) [DENY](#) [CANCEL SAMPLE SUBMISSION](#)

## Cancel a Request Form:

- To cancel a request form, the user can click on an existing request under My Request and cancel the form.

**Change Sample Submission Status**

Current Status: **Approval Process (Approved by User)**

Comments:

**CANCEL FORM**

## Supplies

How to submit a supply order:

**Note:** Supplies may only be available in selected facilities.

- Some facilities provide supplies that are essential for the instrument or analysis.
- Clicking on the “Supplies” tab on the user toolbar redirects to the page that displays the facility and the products available. Click on “Order Supplies” to order the supplies.

**Infinity** by Idea Elan

Select Facility: Behaviour and Physiology Core

Switch to user: **UOT User1** **SWITCH**

**My HomePage Instruments Request Services Supplies**

Name/Address: 451 Smyth, RGN, Ottawa, ON, CA, K1H8L6, 613-562-5800 x5621, <https://med.ottawa.ca/core-facilities/facilities/animal-behaviour>

Ship To: CA

Order Date: 09-10-20

Phone:

Projects: Not Applicable [Set as default](#)

Lab\*: Lab1\_UOT [Set as default](#)

PO Number\*:  100.00 [Set as default](#) [Don't see your PO Number?](#) [Add more](#)

Category: All

Item	Location	Price	Quantity per Unit	Quantity In Stock	Quantity	Total
<input type="checkbox"/> Search here	<input type="checkbox"/> Search here					
<input type="checkbox"/> Sanichips		24.99	1	2.00	0.00	0.00
<input type="checkbox"/> Bleach		3.46	1	1.00	0.00	0.00
<input type="checkbox"/> Linde 24070621 MPRI CO2 0.5%, O2 20.5 %, N2 Bal Sz 200		270.00	1	1.00	0.00	0.00
<input type="checkbox"/> Nitrogen NF Spec 5.0 , Compressed		38.20	1	1.00	0.00	0.00
<input type="checkbox"/> GOJO 516103CT FMX-12 Foam Hand Wash, Cranberry, FMX-12 Dispenser, 1250mL Pump		66.30	3	1.00	0.00	0.00
<input type="checkbox"/> N95 masks		34.96	10	3.00	0.00	0.00

Export to **W** Export to **X** Export to **J**

Sub Total **94.34**

Client Message:

Admin Message:

**SAVE AS DRAFT** **CREATE AN ORDER**

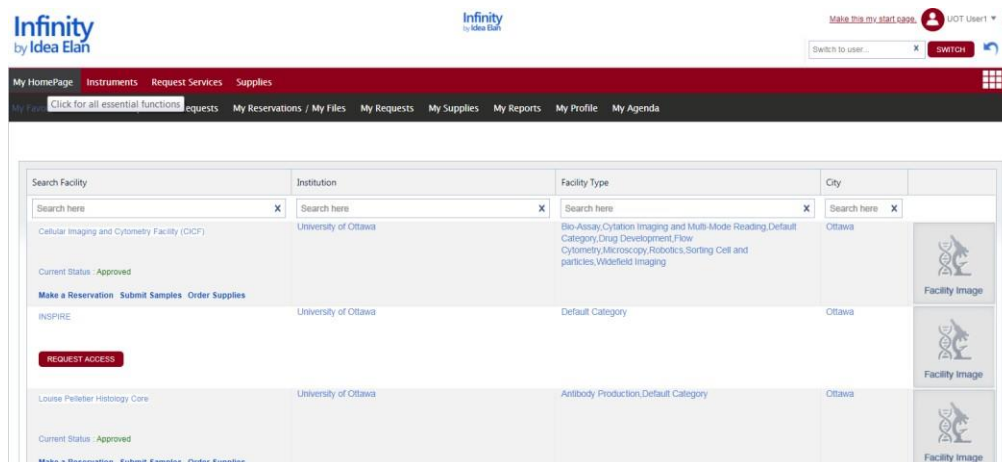
- Select the specific products by clicking on the check box near the item name. Then specify the quantity and click on “Create an Order”.
- The lab name and code need to be added while ordering supplies, or a default lab and Account Code can be set for a user.

## Access other Facilities

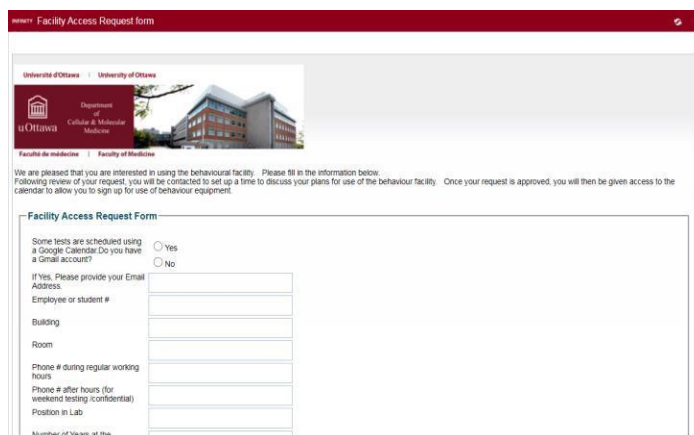
- To request access to other facilities, hover over the 9 square box and click on the blue DNA icon on the far right.



- All facilities within the institution will be listed.



- Click on “Request Access” to request access to the facility you want to use. Depending on the facility settings, a manual approval may be necessary.



- If the facility settings are set as auto-approve, then the request will be automatically approved.

## Filling the sample submission form for Sanger Sequencing service at StemCore Laboratories

- On your home screen, choose “Submit Samples”.



- Choose the “Sanger Sequencing\_Sample Submission Form” from the list to go to the Service Request Forms page.



**My HomePage Instruments Request Services**

**Service Request Forms**

### Sanger Sequencing\_\_Sample Submission Form

For detailed information regarding sample preparation, sample submission format, and reaction specifications (including in-house primers) please visit the following link:  
<https://www.ohri.ca/stemcore/LaboratoryServices/DNASequencing.aspx>

To submit samples, you can select one of the 2 options.  
☒ Option 1: select the number of samples in the textbox below and click Go  
☐ Option 2: Download a sample submission excel template, enter the details and upload the file

Option 1

Enter number of rows to start with:  **GO**

Sample ID*	Sample name*	Sample note	Type of Template*	Primer	Template size*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	Select	<input type="text"/>

Add more samples, enter number of rows to add:  **GO**

Select	Service Name	Category	Price	Quantity	Total
<input type="checkbox"/>	Sanger Sequencing	Sanger Sequencing	8.00	<input type="text" value="0"/>	0.00

**Sub Total 0.00**

#### Lab and Payment/Account Information

Please select the lab and account code you want to tag this sample submission form to

Phone\*:

Project/Membership:  [Set as default](#)

Lab\*:  [Set as default](#)

Account Code1\*:   % [Set as default](#)  
[Add more](#)

Special Instructions:

**SUBMIT SAVE AS DRAFT PREVIEW CANCEL**

Sample Submission cannot be modified.  
Your Sample Submission will be saved in My Requests under My HomePage

Software is optimized for Google Chrome and Firefox

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- There are two options for filling the form: online and by uploading a filled-in form.

To submit samples, you can select one of the 2 options.  
☒ Option 1: select the number of samples in the textbox below and click Go  
☐ Option 2: Download a sample submission excel template, enter the details and upload the file

Option 1

Enter number of rows to start with:  **GO**

Sample ID*	Sample name*	Sample note	Type of Template*	Primer	Template size*
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	Select	<input type="text"/>

Add more samples, enter number of rows to add:  **GO**

**Important notes regarding filling the sample form:**

1. The entries that are marked with \* are mandatory in both options.
2. For assigning "Sample ID" to your samples:

- a. Start with “1” and proceed incrementally.
- b. When you submit your form, the system will take you to a page where a unique “Sample Submission ID” is displayed under “Basic Details” heading.

Details	Communication	Activity Log
Basic Details		
Sample Submission ID:	23-11	Project/Membership:

- c. For labeling each sample tube, use your “Sample Submission ID” as a prefix and add the relevant sample ID after it. For example, if your request ID is 23-11, tube labels would be 23-11-1, 23-11-2, 22-11-3, and so on.
3. If you decide to download the template and fill out the form offline, follow the instructions below to avoid encountering errors when uploading:
    - DO NOT change the sheet name "Template".
    - DO NOT change the Template column names.
    - For “Type of Template”, choose only from the following options:
      - PCR Product
      - Plasmid
      - Cosmid/Lambda Phage
      - BAC, Genomic DNA
    - For “Primer”, choose only from the following options:
      - \*\*CUSTOM\*\*
      - M13 Forward
      - M13 Reverse
      - SP6
      - T3
      - T7 Promoter
      - T7 Terminator
      - PGK Promoter
      - EGFP-N
      - EGFP-C
      - CMV Forward
      - BGH Reverse
      - SV40
      - (-21) M13F
      - pFastBac Fwd
      - pFastBac Rev
    - For “GC Rich or Secondary Structure?”, choose only YES or NO.

- After filling in/uploading the form, tick the “Select” box, then enter the number of samples.

Select	Service Name	Category	Price	Quantity	Total
<input type="checkbox"/>	Sanger Sequencing	Sanger Sequencing	8.00	0	0
					Sub Total 0.00

- Fill "Lab and Payment/Account Information" with the required information.
- Click the "SUBMIT" button.

## Filling the sample submission form for Fragment Analyzer and Qubit services at StemCore Laboratories

- Log into Infinity with your username and password.
- On the Homepage, click on the "Submit Samples" icon; or in the User Dashboard, choose "Request Services" tab.
- Click on the Fragment Analyzer/ Qubit Sample Submission Form \_which takes you to the form.
- Assign sample ID for your samples: start from 1 to how many samples you are submitting, The system will give you a final "Sample Submission ID" which you could mention as reference to your request later.
- Fill up the form as much as you can, if you have more than one sample add the numbers in the box (picture below) and get more rows to enter your additional samples

-Add more samples, enter number of rows to add:

- If you have a large number of samples to submit, you can download a sample submission excel template, enter the details and upload the file
- Asterisks are mandatory to fill up.
- Choose the services you would like by checking the boxes on the left of each service item.
- Fill in your information, account number and any specific instructions for your samples.

## Filling the sample submission form for Single cell Profiling service at StemCore Laboratories

- Log into Infinity with your username and password.
- On your home screen, choose "Request Services" tab.
- Click on [Single Cell Sample Submission Form](#) which takes you to the form.
- Assign sample ID for your samples: start from 1 to how many samples you are submitting, The system will give you a final "Sample Submission ID" which you could mention as reference to your request later.
- Fill up the form as much as you can, if you have more than one sample add the numbers in the box (picture below) and get more rows to enter your additional samples

- Add more samples, enter number of rows to add:

- Fields with asterisks are mandatory.
- choose services you would like to be done.
- Fill in your information, account number and any specific instructions for your samples.
- Submit your form and you will receive emails regarding the status or your request 😊



## Filling the sample submission form for NGS services at StemCore Laboratories

- Log into Infinity with your username and password.
- On the Homepage, click on the “Submit Samples” icon; or in the User Dashboard, choose “Request Services” tab.
- Click on the [NGS Sample Submission Form](#) which takes you to the form.
- In “Project Summary, write a short title for your project
- Assign sample ID for your samples: start from 1 to how many samples you are submitting, the system will give you a final “Sample Submission ID” which you could mention as reference to your request later.
- Fill up the form as much as you can, if you have more than one sample add the numbers in the box (picture below) and get more rows to enter your additional samples

-Add more samples, enter number of rows to add:

- If you have a large number of samples to submit, you can download a sample submission excel template, enter the details and upload the file
- Fields with asterisks are mandatory.
- Choose the services you would like by checking the boxes on the left of each service item.
- Fill in your information, account number and any specific instructions for your samples.
- Submit your form and you will receive emails regarding the status or your request.