

Navigating BookItLab

(click below to skip to slide)

[Registering as a New User](#)

[Creating a New Project](#)

[Adding a Comment or Attachment to Project](#)

[Cancelling a Project](#)

bookitlab



G | M | C | F

Genomics and Microbiome
Core Facility

The background features two stylized human figures. One is light blue and the other is light green. They are positioned behind the main text, with their arms and legs spread out in a way that suggests movement or interaction. The figures are semi-transparent, allowing the text to be clearly visible over them.

Registering as a New User

[Back to Title Page](#)

Log in to your account

Join your laboratory as a [New User](#)

User Name

UserName is a required field

Password

Password is a required field

Remember Me

[I forgot password](#)

Sign In

For support please contact

[Back to Title Page](#)

Click on New User

New User

Fill in your details to complete registration and get your user approved.

Account Details

<input type="text" value="User Name"/> <small>User Name is a required field</small>	<input type="text" value="Email"/> <small>Email field is mandatory</small>
<input type="text" value="Password"/> <small>Password must not be empty</small>	<input type="text" value="Password Confirmation"/> <small>Password Confirmation is mandatory</small>
<input data-bbox="127 678 891 749" type="text" value="User Group"/> <small>User group field is mandatory pick NEW USER if your user group is not in the list.</small>	<input type="checkbox"/> I am not registering to any specific cores
<input data-bbox="127 806 1656 878" type="text" value="Service Group"/> <small>Service Group Field Is Mandatory</small>	

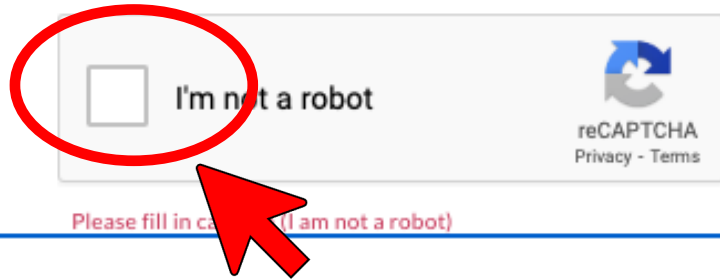
User Profile

<input type="text" value="First Name"/> <small>First Name is required</small>	<input type="text" value="Last Name"/> <small>Last Name is required</small>
<input type="text" value="Mobile"/>	<input type="text" value="Office/Lab phone:"/> <small>Office/Lab phone is Mandatory</small>

Fill out details accordingly

[Back to Title Page](#)

Step 1.



A screenshot of a registration form. On the left, there is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a red circle around it. Below the checkbox is the text "Please fill in captcha (I am not a robot)". To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". On the right side of the form is a dark grey button labeled "Sign Up". A red arrow points to the "Sign Up" button.

Step 2.

Once complete, fill in captcha, and
click “Sign Up”

Creating a New Project

[Microbiome-Amplicon NGS Projects](#)

[Next Generation Sequencing Projects](#)

[Nucleic Acid Isolation Projects](#)

[Real-Time PCR Projects](#)

For any other projects not listed, please contact
GMCF staff directly via email.

[Back to Title Page](#)

[+ Reservation](#)[Dashboard](#)[Service Groups](#)[Instruments](#)[Location Maps](#)[Reservations](#)[Training](#)[Consumables](#)[Request Services](#)[Sample Requests](#)[Service Request A](#)[Work Orders](#)[Budgets](#)[Messages](#)[Reports](#)

Genomics ...

Enter an asset name or asset

Requests

Search



Active: Yes

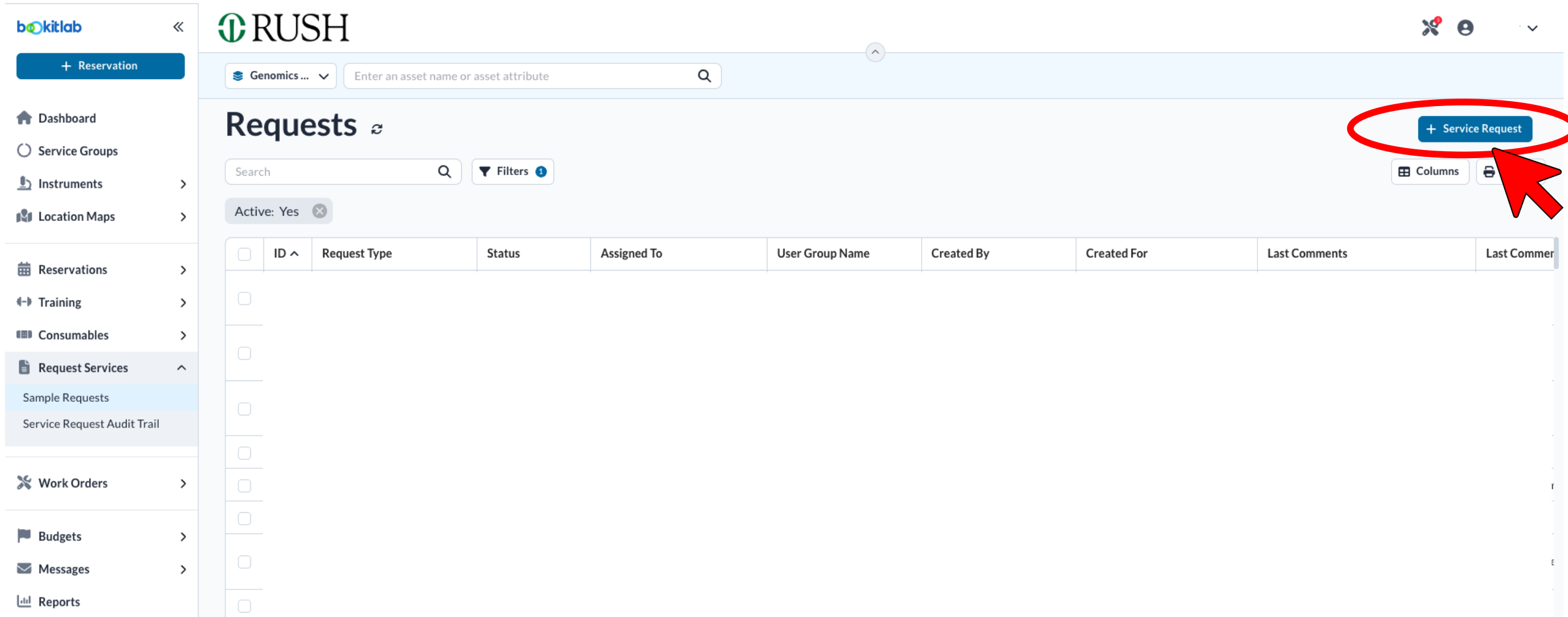


<input type="checkbox"/>	ID ^	Request Type	Sta
<input type="checkbox"/>		Nucleic Acid Isolation	Qu
<input type="checkbox"/>		Microbiome-Amplicon NGS	Qu
<input type="checkbox"/>		Next Generation Sequencing	Qu
<input type="checkbox"/>		Microbiome-Amplicon NGS	Dr
<input type="checkbox"/>		Next Generation Sequencing	Qu
<input type="checkbox"/>		Microbiome-Amplicon NGS	Dr
<input type="checkbox"/>		Microbiome-Amplicon NGS	Qu
<input type="checkbox"/>		Next Generation Sequencing	Qu

Go to “Sample Requests”
under “Request Services”

[Back to Title Page](#)

Click on “+Service Request”



The screenshot shows the RUSH software interface. On the left is a navigation sidebar with the 'bookitlab' logo and a list of menu items: Reservation, Dashboard, Service Groups, Instruments, Location Maps, Reservations, Training, Consumables, Request Services (expanded to show Sample Requests and Service Request Audit Trail), Work Orders, Budgets, Messages, and Reports. The main header area includes the RUSH logo, a search bar for 'Genomics ...', and a '+ Service Request' button circled in red with a red arrow pointing to it. Below the header is a 'Requests' section with a search bar, a 'Filters' button, and a table with columns: ID, Request Type, Status, Assigned To, User Group Name, Created By, Created For, Last Comments, and Last Comment. The table currently contains no data rows.

[Back to Title Page](#)

New Order

Please select the required lab service
All Values

- Microbiome-Amplicon NGS
- Next Generation Sequencing
- Nucleic Acid Isolation
- Real Time PCR

New Order

Please select the required lab service
Microbiome-Amplicon NGS

Please Select a User

Funding Type
All Values

- Internal
- External

Budget is a required field

Choose desired lab service and appropriate Funding Type

For internal customers, budget numbers will automatically populate, please select the correct one before confirming

[Back to Title Page](#)

New Order ×

Please select the required lab service
Microbiome-Amplicon NGS ▼

Please Select a User ▼

Funding Type
All Values ▼

Funding type is required

Please select a Budget Number ▼

Budget is a required field

Confirm Cancel

Once filled, select
the clickable
“Confirm” button



[Back to Title Page](#)

Microbiome-Amplicon NGS Projects

NGS Amplicon (Microbiome) Sequencing

Project Description

Sample Submission Form

Upload File | Please select a file...

Samples are sent as:



Sequencing Protocol



How many different primer sets does the project have?

What is(are) the expected size(s) of the PCR products?

What is(are) the primer set(s) requested (or used)?

What is(are) the forward primer sequence(s)?

What is(are) the reverse primer sequence(s)?

Which Bioinformatics analysis option would you like?



Gene of interest



Annotation reference



Pre-processing steps



Clustering style



Fill out project details **AND/OR** upload/attach the sample submission form below in comment section.

[Back to Title Page](#)

Next Generation Sequencing Projects (shotgun/WGS/ssDNAseq/RNAseq)

Next Generation Sequencing Project Request

Please provide a description of your project? What do you want to accomplish?

You may also upload a document of your propose project and needs
Upload File | Please select a file...

What is the sample?

Nucleic acids extraction is need?

Have these samples been exposed to any infectious agents?

Please indicate which agents.

Have these samples gone through any treatment?

Please indicate what treatments.

What shall we do with leftover samples, if any?

If you would like us to ship them back, please provide us with an address

Lane/s and their concentrations

[Library_preparation_methods_info_sheet.pdf](#)

Transfer info sheet text here

Please provide us with NGS method information, What is the preferred library preparation method?

What is the preferred sequencing method? Sequencing method info sheet / Requested sequencing depth / SE or PE reads Sequencing depth info sheet / Read Length.

What is your Illumina BaseSpace Account?

Fill out project details **AND/OR** upload/attach the sample submission form below in comment section.

Nucleic Acid Isolation Project

GMCF Sample Submission form

Lane/s and their concentrations

PCR Instructions

Primer set

PCR Sequencer

Samples are?

Lane/s and their concentrations

DNaseq Instructions

(DNA) Sample type/host

(DNA) Library protocol

(DNA) Shearing?

DNA Sequencer

(DNA) Size selection

Lane/s and their concentrations

RNAseq Instructions

(RNA) Sample type/host

(RNA) Library protocol

Fill out sample details (*and downstream sequencing details if necessary*) **AND/OR** upload/attach the sample submission form below in comment section.

[Back to Title Page](#)

Real Time PCR Projects

Real Time PCR Project Request

Please provide a description of your project? What do you want to accomplish?

You may also upload a document of your proposed project and its needs
Upload File | Please select a file...

What is the sample? *

What is the sample? select option is required.

Have these samples been exposed to any infectious agents? *

Have these samples been exposed to any infectious agents? select option is required.

Please indicate which agents.

Have these samples gone through any treatment? *

Have these samples gone through any treatment? select option is required.

Please indicate what treatments.

What shall we do with leftover samples, if any? *

What shall we do with leftover samples, if any? select option is required.

If selected Ship back please provide us with an address

How many replicates should we run?

Would you like us to analyze your data? *

Would you like us to analyze your data? select option is required.

Fill out project details **AND/OR** upload/attach the sample submission form below in comment section.

[Back to Title Page](#)

Adding a Comment or Attachment to Project

ALWAYS upload electronic sample submission forms to BookItLab (or email GMCF staff) & include hard copy in sample shipment

Use **comments** to contact us about any project inquiries, status updates, or questions.

Comments

B I U H1 H2 " ☰ ☷ @ 📎

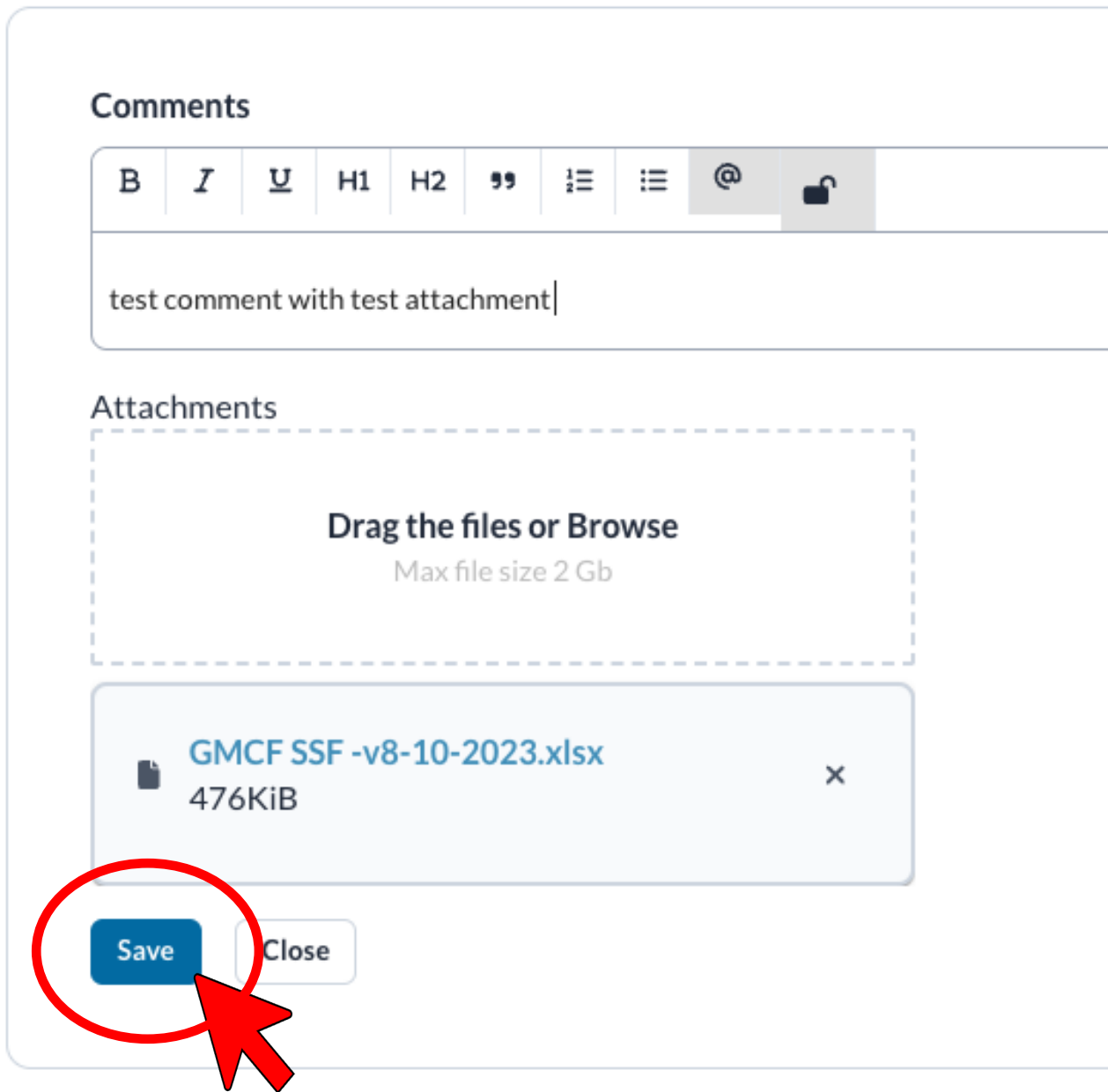
test comment with test attachment|

Attachments

Drag the files or Browse
Max file size 2 Gb

GMCF SSF -v8-10-2023.xlsx
476KiB

Save Close



Add comment an/or attachments, click “Save”

To address and notify any GMCF staff, please @ them in the comments (*see next slide for list of staff users)

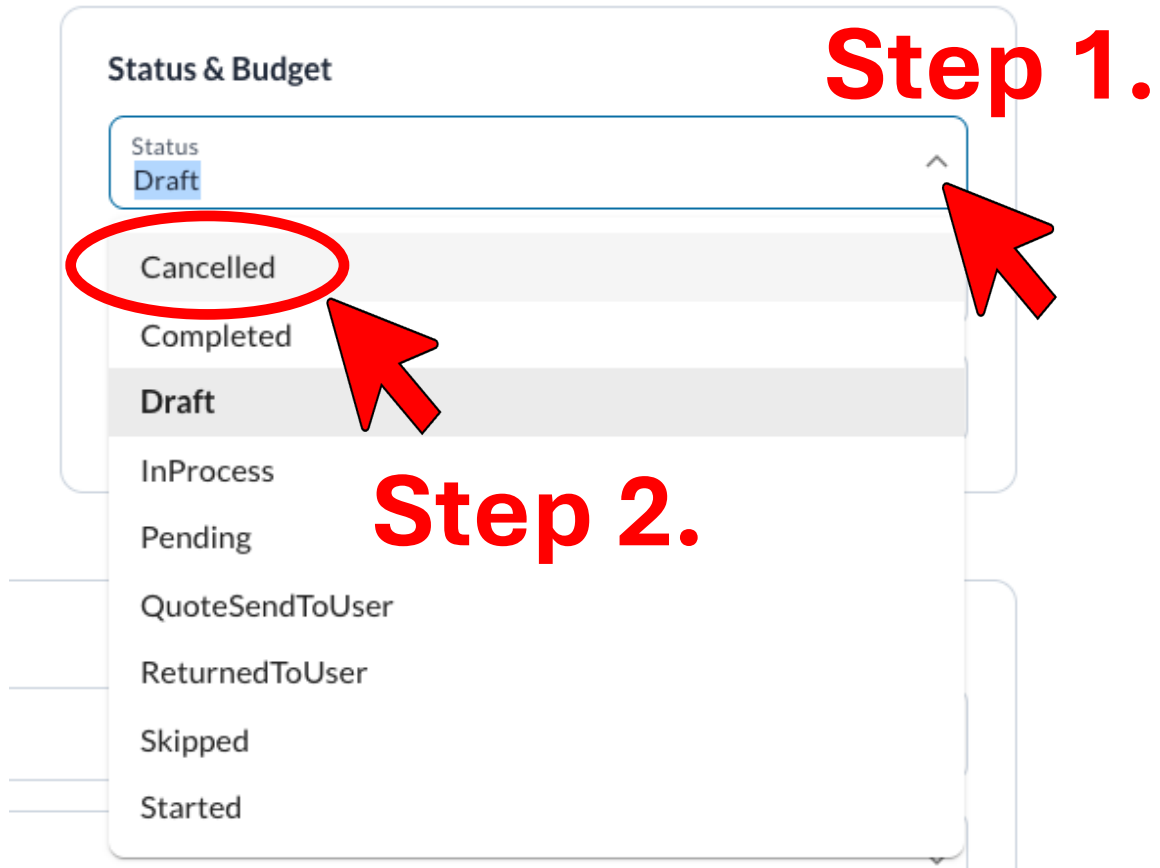
*NOTE: you **MUST** add a comment in order to upload attachment*

GMCF/RRBC Staff	BookItLab User	Email
Stefan Green (Director of Core Services)	@stefang	stefan_green@rush.edu
Kevin Kunstman (Director of GMCF)	@kevink	kevin_kunstman@rush.edu
Ankur Naqib (Director of RRBC)	@ankur	ankur_naqib@rush.edu
Ping Li (Manager, GMCF)	@ping	ping_li@rush.edu
Félix Araujo-Perez (NGS projects)	@perezaf	felix_araujoperez@rush.edu
Edith Perez (RNAseq, Nucleic Acid Isolation projects)	@pereze	edith_perez@rush.edu
Cecilia Chau (ddPCR, qPCR, Amplicon projects)	@chau	cecilia_s_chau@rush.edu
Gian Balangue (NGS, Nucleic Acid Isolation, qPCR, RNAseq projects)	@gianb	giancarlo_s_balangue@rush.edu
Ashley Wu (Amplicon projects)	@ashleyw	lokyiuashley_wu@rush.edu
Trisha Jeon (NGS, Amplicon projects)	@tjeon	trisha_jeon@rush.edu
Marisol Dominguez (NGS projects)	@marisol	marisol_dominguez@rush.edu
Edner Hernandez (Nucleic Acid Isolation projects)	@ehernandez	edner_d_hernandez@rush.edu
Neha Joshi (RRBC)	@neha	neha_joshi2@rush.edu
Surabhi Naik (RRBC)	@surabhi	surabhi_naik@rush.edu
Adit Chaudhary (RRBC)	@adit_chaudhary	adit_chaudhary@rush.edu



Cancelling a Project

[Back to Title Page](#)



Click drop-down options under “Status”, select “Cancel”



Please feel free to let us know
if you need help either by
BookItLab Comments or by
email. Thanks!