

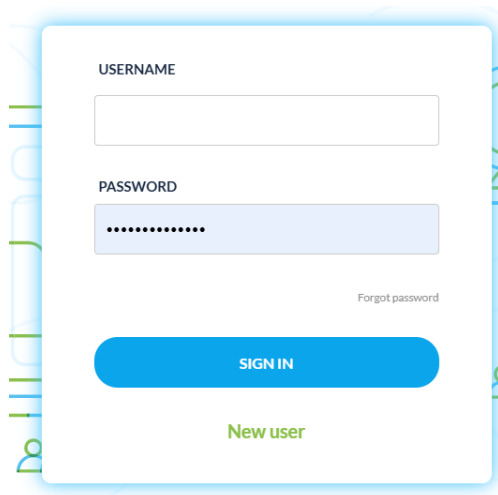
## Sanger Sequencing Order Management in BookItLab

### Introduction

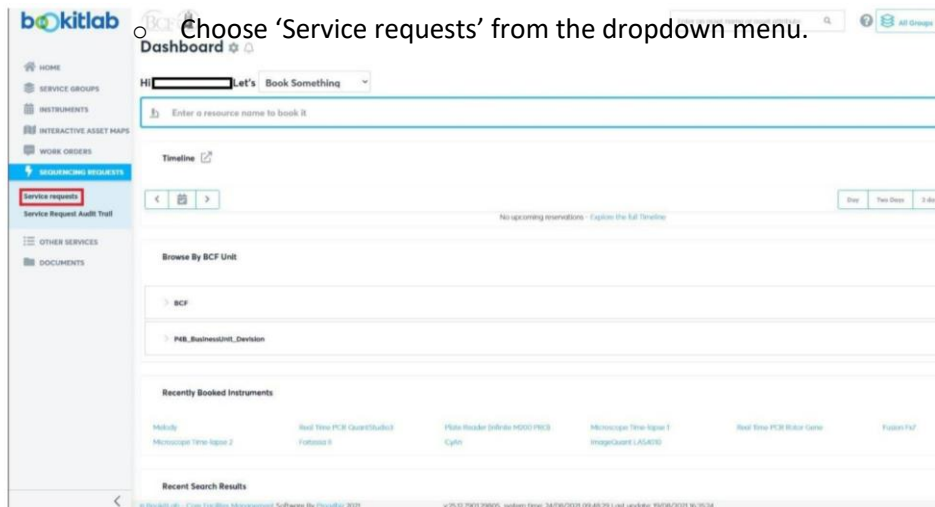
This manual provides a step-by-step guide on how to [place Sanger sequencing orders](#) on the BookItLab system and how to [view results](#).

### Placing a New Sequencing Order

1. **Log In:** Enter the BookItLab system using your username and password.



2. **Navigate to Sequencing Requests:**
  - Go to 'Sequencing requests' on the left-hand side.
  - Choose 'Service requests' from the dropdown menu.

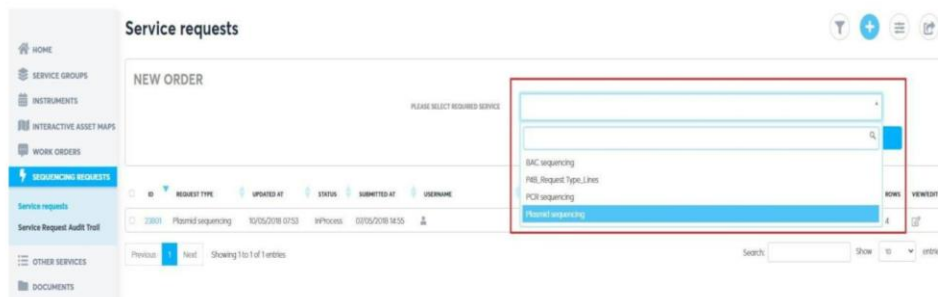


### 3. Create a New Order:

- Click the '+' sign on the right-hand side to initiate a new order.



- Select the order type (Plasmid / PCR / BAC) from the dropdown menu.




- Click 'Select'.



#### 4. Fill-in Order Details:

- Add a row by clicking the '+' symbol on the left side of the table under 'Request lines'.

Requests > Plasmid sequencing 

Submission details

Status: New

User group: Sherkar Ofer lab

Budget: Sherkar Ofer budget

Updated by: udi sherkar

Updated at: 5/15/18

Contact details

Contact Name: udi sherkar

Contact Email: sherkar@technion.ac.il

Contact Phone: 5364

Contact Mobile: 0524555545

Request lines

10 records per page


ID	Status	Template Source	Template Name	Template Label	Size (bp)	Conc (ng/ul)	Primer Source	Primer Name	Primer Label
1									

Showing 1 to 1 of 1 entries

First Previous Next Last

Import Template File Choose File No file chosen

- Enter details such as template name, size, concentration, and primer name. Avoid using spaces or special characters; all fields are mandatory.  
For large sample orders, download the CSV template by clicking 'Import template', complete it, and upload it back.

Requests > Plasmid sequencing 

Submission details

Status: New

User group: Sherkar Ofer lab

Budget: Sherkar Ofer budget

Updated by: udi sherkar

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Contact details

Contact Name: udi sherkar

Contact Email: sherkar@technion.ac.il

Contact Phone: 5364

Contact Mobile: 0524555545

Request lines

10 records per page

ID	Status	Template Source	Template Name	Template Label	Size (bp)	Conc (ng/ul)	Primer Source	Primer Name	Primer Label
1	New	User	This field is required.		This field is required.	This field is required.	User		This field is required.

Showing 1 to 1 of 1 entries

First Previous Next Last

Import Template File Choose File No file chosen

## 5. Add or Edit Rows:

- To duplicate a row, click the '+' symbol on the right of a filled line.
- For a blank row, click the '+' on the left.
- To delete a row, click the 'trash' symbol.

## 6. Use Previous Samples or Primers:

- Select 'Previous Submission' in the 'Template/Primer source' dropdown.
- Choose the sample from the 'Template/Primer name' list based on the submission date.
- Once you choose a previously submitted sample the 'Template name', 'Size' and 'Concentration' fields will be filled automatically.
- Note: Samples/primers are stored for 6 months only. Ensure the label appears; if not, contact the ATGC team.

Request lines

10 records per page

ID	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	Previous Submission	I2(judi shenker 3/5/2018)	T19-2443	600	50	User		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Import Template File Choose File No file chosen

## 7. Core Primers:

- Choose 'Core' under 'Primer source' and select the primer from the 'Primer name' dropdown.
- Labels will not be printed for core primers.

Request lines

10 records per page

ID	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	I2	N/A	600	50	Core	<div> <input type="text"/> <ul style="list-style-type: none"> <li>-20M13F</li> <li>-20M13R</li> <li>CMV-PRO</li> <li>M13-40-F</li> <li>PGEV-3-R</li> <li>PGL-F</li> <li>PGL-R</li> <li>SP6</li> </ul> </div>	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Import Template File Choose File No file chosen

8. **Add Comments:** Use the 'Comments' section for relevant notes about the order.

CONTACT NUMBER: 0524568845  
Contact Mobile: 0524568845

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	dt1		555	64	User	vb	
72313	New	User	dt1		555	64	User	plm	

Showing 1 to 1 of 1 entries

Import Template File Choose File No file chosen

Request comments/files

test

9. **Automatic Saving:** Changes are saved automatically; no need to manually save.

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	12	N/A	600	50	Core	SP6	N/A

Showing 1 to 1 of 1 entries

Import Template File Choose File No file chosen

Request comments/files

test

All changes are automatically saved.

- Your order will now be visible in the main table under 'Sequencing requests'. The order status will be 'New' until labels are printed.

### Service requests

Filter											
10	records per page										
ID	Request type	Updated at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	Viewedit
23753	Plasmid sequencing	15/05/2018 08:33:35	New		udi	test	15/05/2018 08:28:59	udi	1	1	
23758	PCR sequencing	07/05/2018 11:01:51	Cancelled	07/05/2018 10:44:10	udi	exo sap	07/05/2018 10:33:59	udi	1	2	
23764	PCR sequencing	06/05/2018 19:07:57	Cancelled	06/05/2018 11:19:53	udi	test	06/05/2018 10:57:56	udi	1	2	
23763	Plasmid sequencing	06/05/2018 11:19:53	Cancelled	06/05/2018 11:10:48	udi	test	06/05/2018 11:00:16	udi	1	2	
23762	Plasmid sequencing	06/05/2018 10:39:12	Cancelled	06/05/2018 10:39:12	udi				0	1	
23761	PCR sequencing	06/05/2018 10:33:48	Cancelled	06/05/2018 10:33:07	udi				0	1	
23775	PCR sequencing	03/05/2018 15:44:09	Cancelled	03/05/2018 15:44:09	udi				0	1	
23769	Plasmid sequencing	03/05/2018 13:51:31	Completed	03/05/2018 13:49:09	udi				0	3	

Showing 1 to 8 of 8 entries

First -- Previous 1 Next -- Last

New order

Please select required service

Select

### 10. Finalize Order:

- Print labels using the BCF computer connected to the label printer.
- Log in to BookItLab, select your order, and click 'Print all labels' at the bottom of the page.
- **Important:** Use Google Chrome. Do not highlight lines when printing, as this may cause errors.
- After printing, the order status will change to 'Started'.

Request lines

10 records per page

ID	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
72312	New	User	12		600	50	Core	SP6	

Showing 1 to 1 of 1 entries

First -- Previous 1 Next -- Last

Import Template File  No file chosen

Request comments/files

New udi shenker 15/05/2018 08:28

Format

All changes are automatically saved

Download all files  Print labels Template Print labels Primer

Copy Request Back to request list

## Viewing Results

1. **Check Order Status:** Once the reaction is complete, the order status changes to 'Completed'.

### Service requests

Filter

Submitted at from:

Submitted at to:

BCF units:

Request type:

User group:

Request status:

Free Text:

[Filter](#) [Reset](#)

10 records per page

ID	Request type	Submitted at	Status	Submitted at	Username	Last comments	Last comment at	Last comment by	Comments	Rows	View/edit
23769	Plasmid sequencing	03/05/2018 13:51:31	Completed	03/05/2018 13:49:09	usi				0	3	<a href="#">View/edit</a>

Showing 1 to 1 of 1 entries

First -- Previous 1 Next -- Last

2. **Access Results:**

- Open the order by clicking the order ID.
- Results will be visible on the left side of each row.

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
71905	Done	User	t1	T10-2442	800	80	User	p1	P10-0917
71907	Done	User	t2	T10-2443	600	50	Core	CMV-PRO	
71910	Done	User	t1	T10-2442	800	80	User	p2	P10-0918

Showing 1 to 3 of 3 entries

First -- Previous 1 Next -- Last

Request comments/files

Download all files

[Copy Request](#) [Back to request list](#)



### 3. Download Results:

- Download individual files by clicking 'Download' at the bottom of each row.
- To download all files at once, click 'Download all files' at the bottom of the page.

Request lines

10 records per page

Id	Status	Template Source	Template Name	Template Label	Size (bp)	Conc ng/ul	Primer Source	Primer Name	Primer Label
71905	Done	User	11	T18-2442	800	80	User	p1	P18-0917

Comments

Files:

Minimize

71907	Done	User	12	T18-2443	600	50	Core	CMV-PRO	
71910	Done	User	11	T18-2442	800	80	User	p2	P18-0918

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Request comments/Files

Download all files

Copy Request Back to request list

### 4. View Results:

- For efficient data analysis, we recommend downloading the free Chromas software from [Technelysium's website](#).
- After installation, import your `.ab1` files into Chromas to view and analyze the electropherograms.
- For a visual guide on using Chromas, you might find the following tutorial helpful: [Sequence Analysis Protocol - Open and View Sequence Files - Chromas PC](#).

### Notes and Tips

- Labels can only be printed using Google Chrome.
- Ensure all fields are completed accurately to avoid delays.
- Contact the ATGC team if any issues arise with labels or previous sample usage.