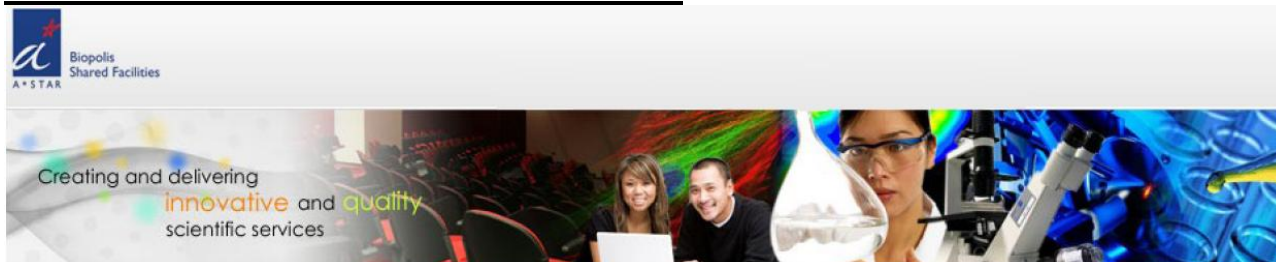


HOW TO USE THE BSF SCIENTIFIC PORTAL



Introduction

The BSF Web Portal is a Service Request management website. With a built-in approval flow, the system is able to generate an automatic purchase request (PR) per booking / quotation order simplifying our current paperwork processes for both customers and staff of BSF.

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1. Overview of the BSF Workflow.....	2
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Part 1 - Overview of the BSF Workflow

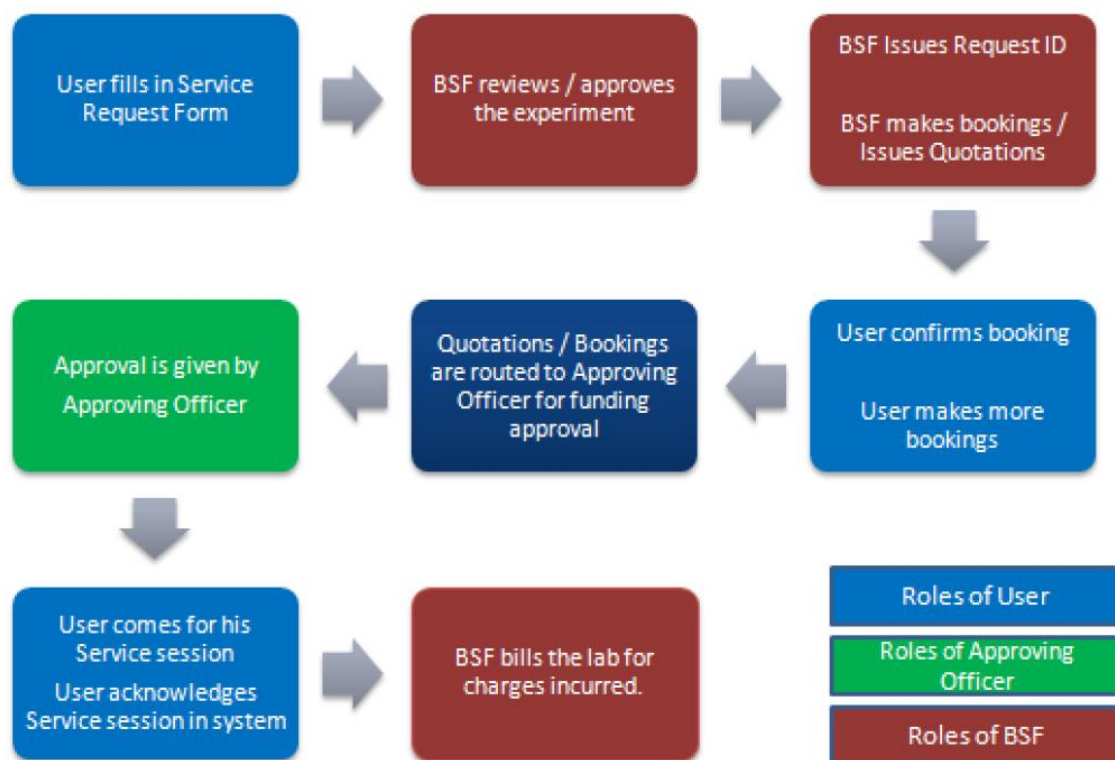


Figure 1: Schematic representation of the BSF booking/quotation workflow

A Request ID is important because it informs BSF of what your experiment plans are so that the staff in BSF will know how to set-up the instruments / get the reagents you require ready when you come for service.

Part 2 - How to get account on the system

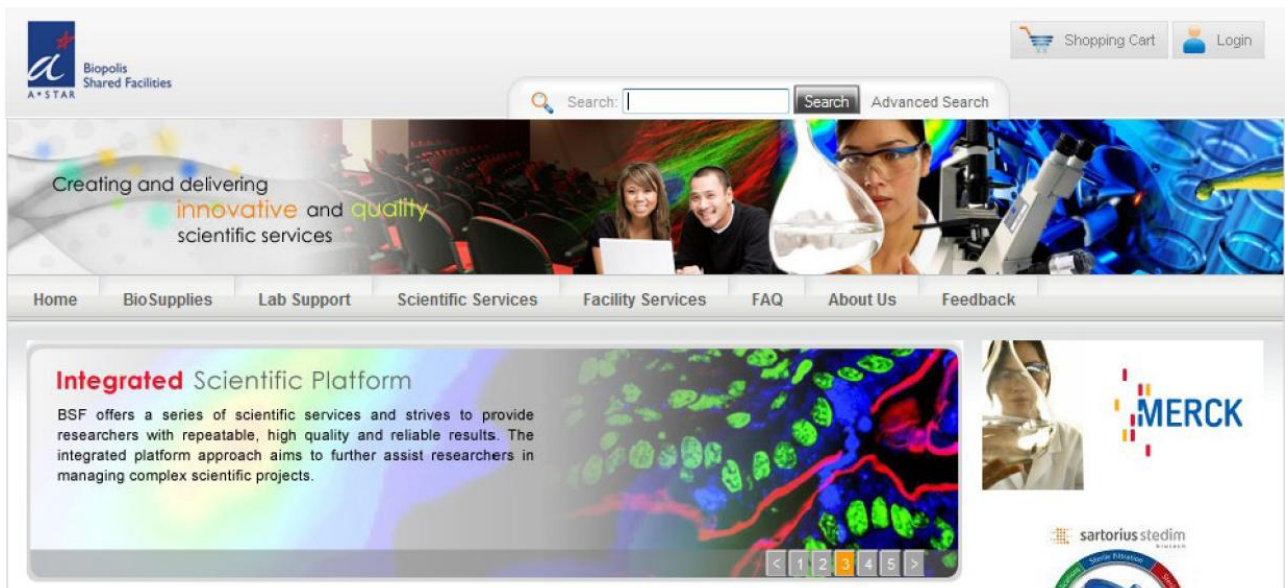
Accounts for the BSF Web Portal (a.k.a. BSF Web Ordering System) are managed by local representatives of each individual institute. To check who the representative of your institute is, please send an email to enquiries@bsf.a-star.edu.sg


The account on the BSF Web Portal is a billing account. Your local representative should register you under your proper lab and links up your account with the cost centre / WBS element which you can charge your project costs to.

Your PI / Approving Officer should also be registered on the system so that he/she can approve the funding for your projects.

Part 3 – Filling in the Service Request Form

Step 1) Surf to <http://www.bsf.a-star.edu.sg/default.aspx>

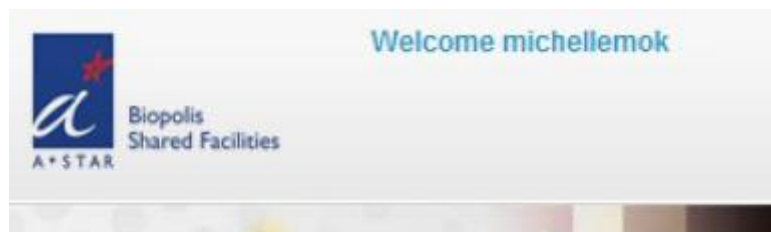


Click on Login Button ( Login) on the top right hand corner to proceed

Step 2) Choose your correct organization. Login to the BSF Web Portal using your assigned WINDOWS login/ password.

The image shows a login form with three input fields. The first field is labeled 'Organization:' and contains a dropdown menu with 'Institute of Molecular and Cell Biology (IMCB)' selected. The second field is labeled 'User Name:' and contains the text 'login'. The third field is labeled 'Password:' and contains five black dots. Below the fields is a 'Log In' button.

Step 3) You will find your name displayed on the top left hand corner if you have logged in successfully.



Step 4) Click on Scientific Services tab



Step 5) You will reach the Scientific Services Home Page. Begin the workflow by choosing the option “Submit New Request”, alternative you can click on the first box in the workflow posted on the right.

ImageJ Training Course
 Learn to do quantitative image analysis, 2D and 3D visualization, colocalization studies, montaging, segmentation, and many more...
 CONTACT :: 6407 0145 or imaging@bsf.a-star.edu.sg

Engage our services in 5 easy steps!

- STEP 1**: Submit Service Request Form (SRF)
- STEP 2**: BSF Sends Request ID
- STEP 3**: Make a Booking
- STEP 4**: Use the Service
- STEP 5**: Acknowledge BSF

Click on either of these to begin the "New Request" workflow

Biopolis Shared Scientific Services

BSF's platform based integrated scientific service proactively manages complex projects across a series of different technologies. By providing an integrated platform, managed and supported by an expert team of technical staff, BSF can provide researchers with efficient, high quality and reliable results to support the science. Users may also engage in our services in stand-alone mode, both self-help and staff-assisted services are available to all researchers. Training on various equipment may also be available upon request.

Contact Us

- Make Booking
- View Bookings
- Staff Directory

Project Management

- My Project View
- Submit New Request**
- Share / Edit my Project
- View Quotation(s)

General Information

- Information for New Users
- Scientific Services User Guide [PDF]
- Service Policy

Step 6) You will come to the Create Project page. There are 2 key areas to this page.

A record of all your projects at BSF

My Projects:

Project ID	Created By	Customer ID	Created Date
CGH	ALIM	114016	10/30/2008 2:39:47 PM
Analysis	ALIM	114016	10/30/2008 2:36:14 PM
Gene Exp	ALIM	114016	10/29/2008 5:31:15 PM
Dapi	ALIM	114016	10/29/2008 3:29:26 PM
GFP Mouse	ALIM	114016	10/28/2008 9:22:40 AM
MCF10A	ALIM	114016	10/26/2008 11:23:18 AM

A form to start creating a new project

 Create New Requests:

Project ID :

Please Select Lab :

114016 - Medicinal / Peptide Chemistry

- Confocal
- Flow Cytometry
- High Content Screening
- Histology
- Microarray

Step 7) Give your project a name (this is up to you, for your personal reference), and select the related facility services this project would require. You may select just 1 facility or multiple facilities.

 Create New Requests:

Project ID : Project 123

Please Select Lab : 114016 - Medicinal / Peptide Chemistry

- Confocal
- Flow Cytometry
- High Content Screening
- Histology
- Microarray

Step 8) You will be required to fill in a Biosafety Declaration Form followed by a Facility Form for **each facility** selected. The number in the 2nd row indicates how many forms you have to fill up.

Project ID : Project 123

Form : Biosafety Declaration (1 out of 3)

Indicates the number of forms you have to fill



Biopolis Shared Facilities

Address: 30 Biopolis Street #B2-14 Matrix S138671
DID : +65 64788604/ 8609

Website: <http://bsf.a-star.edu.sg>

Fax : +65 6478 9924

BIOPOLIS SHARED FACILITIES (BSF)

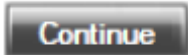
SERVICE REQUEST FORM Ver. 2.1

COMMON

BIO SAFETY DECLARATION

1. Are any of your samples of human origin? If yes, please indicate tissue origin. Yes No

As you finish filling up the forms, click “Continue” to proceed.



Step 9) You will reach a summary page for all the forms you are going to submit.

You have requested submission for the following form:

- 1. Biosafety Declaration
- 2. Flow Cytometry
- 3. High Content Screening

Click 'Submit' to proceed. To reset, click 'Cancel'.

Step 10) After you press “Submit” you will return to the Scientific Services Home Page. You have successfully submitted the form.

Step 11) Upon successful generation of your Request ID. You will receive an email notification like this. Once you have this email notification, your Request ID is ready for use.

From: BSF Web Admin

Sent: Wed 29/10/2008 12:07 PM

To:

Cc:

Subject: Approval of Request ID

Dear Wee Boon Yu,

Thank you for choosing BSF Scientific Services!

Your Request ID no. N90800010 has been accepted by Flow Cytometry.

Please contact Flow Cytometry to arrange sample submission, service sessions and results collection.

If you are using the Flow Cytometry, Confocal or High Content Screening facility, you may also use the book-a-service page to fix an appointment for yourself.

You may visit the "My Project" page to check the most recent updates to your experiment.

Regards,
BSF Scientific Services

Part 4 – Adding a New Request to an Existing Project ID

Step 1) Login to the BSF Web Portal.

Organization: Institute of Molecular and Cell Biology (IMCB) ▾

User Name : login

Password: ●●●●

Log In

Step 2) Surf to Scientific Service



Step 3) Under “Project Management”, click on “Share/Edit my Project”

Contact Us	Project Management	General Information
<ul style="list-style-type: none">Make BookingView BookingsStaff Directory	<ul style="list-style-type: none">My Project ViewSubmit New RequestShare / Edit my ProjectView Quotation(s)	<ul style="list-style-type: none">Information for New UsersScientific Services User Guide [PDF]Service Policy

Step 5) You will find a list of Projects you previously created for BSF.

My Projects:

Project ID	Created By	Customer ID	Created Date
CGH	ALIM	114016	10/30/2008 2:39:47 PM
Analysis	ALIM	114016	10/30/2008 2:36:14 PM
Gene Exp	ALIM	114016	10/29/2008 5:31:15 PM
Dapi	ALIM	114016	10/29/2008 3:29:26 PM
GFP Mouse	ALIM	114016	10/28/2008 9:22:40 AM
MCF10A	ALIM	114016	10/26/2008 11:23:18 AM

Step 6) Click on the Project ID you wish to add a new Request to.

My Projects:

Project ID	Created By	Customer ID	Created Date
Project 123	ALIM	114016	11/3/2008 10:43:39 PM ▾

Step 7) You will come to the edit Project ID page. There will be several Request ID under a Project ID depending on the number of requests.

Project ID: Project 123 ▾

Requests:

Request ID	Facility Name	Biosafety Declaration	Facility Form	Created Date	Status	Details
NS-0800010	Flow Cytometry	Open	Open	11/3/2008 10:43:39 PM	Request Received	View
NL-0800007	High Content Screening	Open	Open	11/3/2008 10:43:39 PM	Request Received	View

Shared to:
There are no data records to display.

[New Request](#) [Share Project](#) [Back to Project List](#)

Step 8) Click on “New Request”

Project ID: Project 123 ▾

Requests:

Request ID	Facility Name	Biosafety Declaration	Facility Form	Created Date	Status	Details
NS-0800010	Flow Cytometry	Open	Open	11/3/2008 10:43:39 PM	Request Received	View
NL-0800007	High Content Screening	Open	Open	11/3/2008 10:43:39 PM	Request Received	View

Shared to:
There are no data records to display.

[New Request](#) [Share Project](#) [Back to Project List](#)

DID YOU KNOW?

On this page you can also:

- Share this Project ID to another person (e.g. your collaborator / lab partner) so that everyone can use the same Request ID to book services / receive quotations from, for easy traceability.
- This step will help to inform BSF of the people that are sharing the same project, so that the staff will know to call up the same instrument settings / experiment details when you come for service.
- For instructions on how to share please refer to the next section of this guide.

Step 9) You will go back to the page where you can create new Request ID. You will notice that the Project ID field is already filled with the project you have selected.

[Create New Requests:](#)

Project ID:

Please Select Lab:

Confocal
 Flow Cytometry
 High Content Screening
 Histology
 Microarray

[New](#) [Cancel](#) [Delete](#)

Step 10) Choose the facility your new Request is for, then click on “New”. You will then return to the same pages you have seen when creating a Project ID/Request ID for the first time. For reference please refer to Step 8 of Part 3 of this guide.

Part 5 - Sharing your Project ID

Step 1) At the Share/Edit Project page you will find your newly submitted project.
Click on your Project ID will take you to a detailed page about this project.

My Projects:

Project ID	Created By	Customer ID	Created Date
Project 123	ALIM	114016	11/3/2008 10:43:39 PM

Step 2) You will come to the edit Project ID page. There will be several Request ID under a Project ID depending on the number of requests.

Project ID: Project 123

Requests:

Request ID	Facility Name	Biosafety Declaration	Facility Form	Created Date	Status	Details
N9-0800010	Flow Cytometry	Open	Open	11/3/2008 10:43:39 PM	Request Received	View
NL-0800007	High Content Screening	Open	Open	11/3/2008 10:43:39 PM	Request Received	View

Shared to:
There are no data records to display.

[New Request](#) [Share Project](#) [Back to Project List](#)

Step 3) Click on “Share Project”

Project ID: Project 123

Requests:

Request ID	Facility Name	Biosafety Declaration	Facility Form	Created Date	Status	Details
N9-0800010	Flow Cytometry	Open	Open	11/3/2008 10:43:39 PM	Request Received	View
NL-0800007	High Content Screening	Open	Open	11/3/2008 10:43:39 PM	Request Received	View

Shared to:
There are no data records to display.

[New Request](#) [Share Project](#) [Back to Project List](#)

Step 4) Enter your lab partner's / collaborator's **windows login** to share the project with him/her.

Share to: [Search](#) [Add](#)

Shared to:

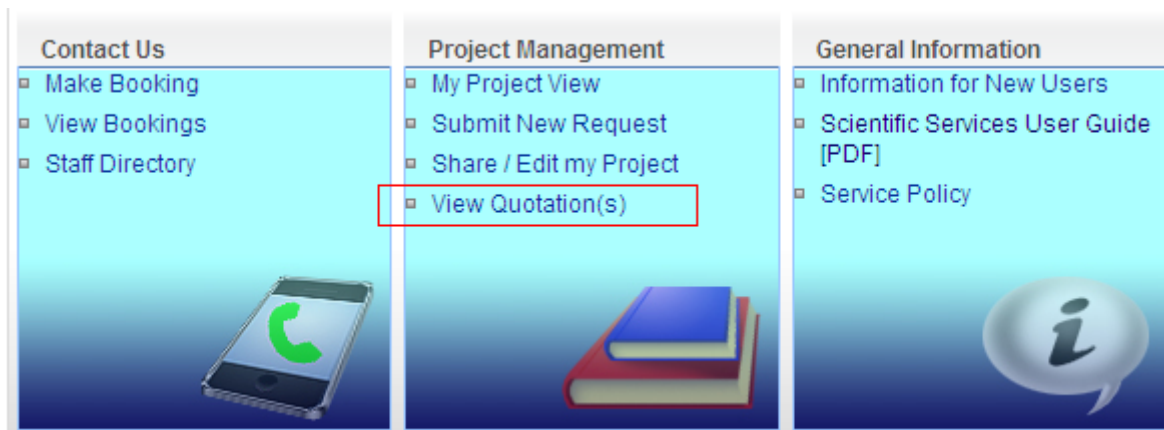
User Name	Contact Number	
Ong Bee Tien Ariel	65869738	Medicinal / Peptide Chemistry

[Back](#)


Tip!
Can use the Search function to locate your collaborator's / lab partner's windows login via email or name. If it cannot be found, please check that your collaborator / lab partner has been registered on the BSF website.

Part 6 – Accepting / Receiving Quotations from BSF

Step 1) From the Scientific Services Homepage, click on “View Quotation(s)”



Step 2) You will reach the list of quotations you have received from BSF.

Project ID	Request ID	Name of Service Unit	Status	Action
CGH	N7-0800011	Microarray	Quotation Issued	 View

Step 3) Any quotation with the status “Quotation Issued” requires your attention.

Step 4) Click on “View”

Step 5) You will see a detailed view of the Quotation.

These are the Microarray quotation details for Project ID, CGH, Request ID, N7-0800011. [View Pdf](#)

User details

Name	Lim Huichang Annie	Lab	Medicinal / Peptide Chemistry
Lab Contact No.	65869739	Company	Experimental Therapeutics Centre
Mobile Contact No.		Email	michelle_mok@bsf.a-star.edu.sg

Details of Services

S/N	Service Name	Usage Unit	Unit Price	Quantity	Service Text
1	Nanodrop	Sample	120.00	16	
2	Hybridisation Oven	Day	700.00	1	

Final Charge 2620.00
Prevailing GST 0
Total 2620.00

Kindly click button Accept or Reject for further action.

[ACCEPT](#) [REJECT](#) [REQUOTE](#)

From here you can “Accept” / “Reject” or ask for a “Re-quote”.

Step 6a) If you choose “Accept”, you will be prompted to select your Approving Officer and Cost Centre and/or WBS Element to purchase the items in the quotation.

Step 6b) If you choose Reject or Re-quote. Facility Administrator will be informed of your decision for follow-up.

Part 7 – Making your own Booking

! Note

- Most services for planned experiments require a valid Request ID to make a booking.
- If the service you want cannot be found, please ask your respective facility application specialist.

Step 1) From the Scientific Services Homepage, click on “Make Booking”

The image shows a screenshot of the Biopolis Shared Scientific Services homepage. The main header features a 'Confocal Microscopy Training Course' advertisement. Below this, there is a navigation menu with three sections: 'Contact Us', 'Project Management', and 'General Information'. The 'Contact Us' section includes links for 'Make Booking', 'View Bookings', and 'Staff Directory'. The 'Project Management' section includes 'My Project View', 'Submit New Request', 'Share / Edit my Project', and 'View Quotation(s)'. The 'General Information' section includes 'Information for New Users', 'Scientific Services User Guide [PDF]', and 'Service Policy'. To the right of the homepage, a vertical flowchart titled 'Engage our services in 5 easy steps!' outlines the booking process: STEP 1: Submit Service Request Form (SRF); STEP 2: BSF Sends Request ID; STEP 3: Make a Booking; STEP 4: Use the Service; STEP 5: Acknowledge BSF. A red circle highlights the 'Make a Booking' step, and a red arrow points to it from the text 'Click on either link to "/>

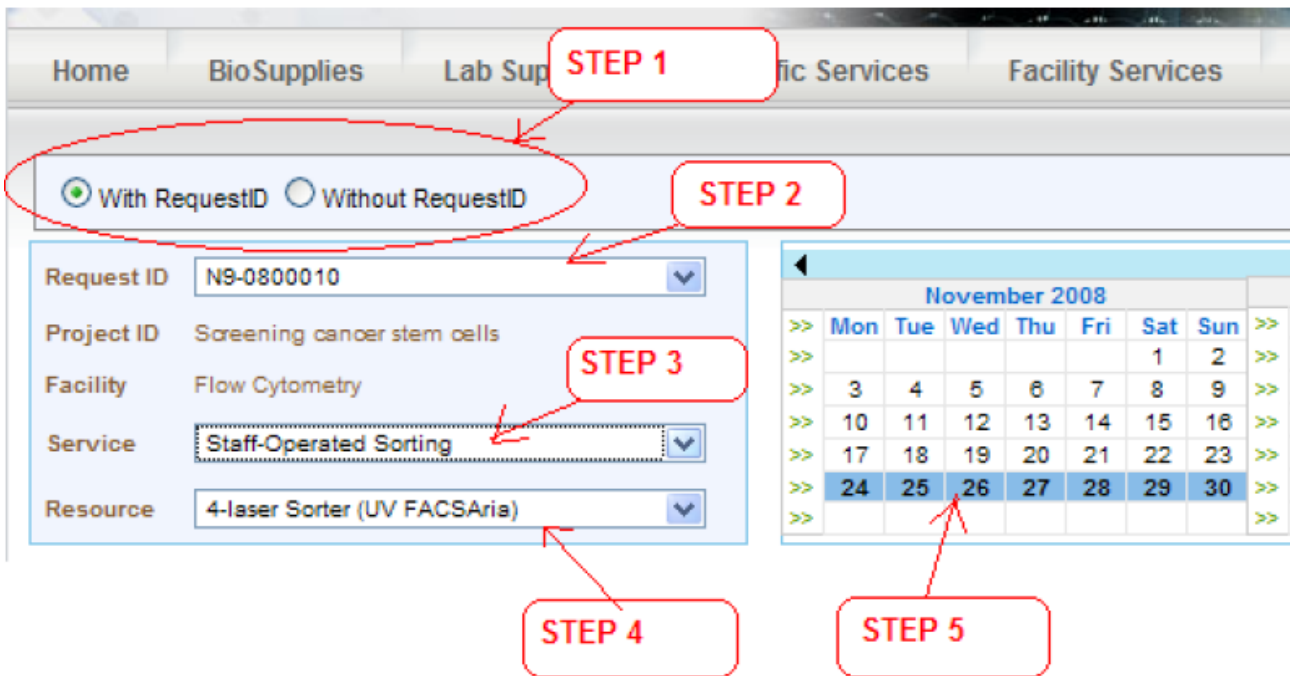
Step 2) You will come to the Booking Scheduler. Choose “with RequestID” or “without RequestID”

If you have a Request ID (if you don't have one, please see next step)

- Select “With RequestID”
- From the Drop-down, choose the RequestID you have
... your Project ID and related facility will be called up
- Choose the Service you wish to use.
...wait while the system looks for suitable equipment

Choose the “Resource” you prefer to use.

Select a date by clicking on the calendar on the right.



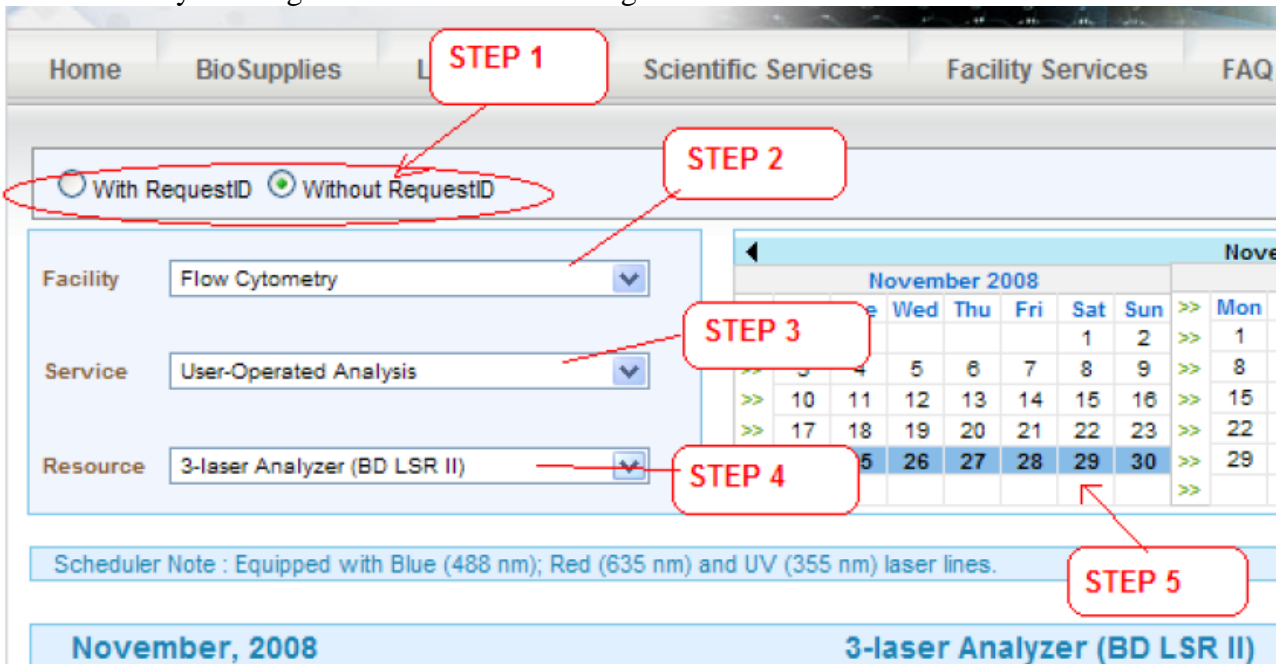
If you do not have a Request ID...

- Select “Without RequestID”
- From the Drop-down, choose the “Facility”
- Choose the “Service” you wish to use.

...wait while the system looks for suitable equipment

Choose the “Resource” you prefer to use.

Select a date by clicking on the calendar on the right.



Step 3) Select a timeslot with your cursor and click on it.

Time	4-laser Sorter (UV FACS Aria)
08:00-08:30	
08:30-09:00	Maintenance
09:00-09:30	"
09:30-10:00	"
10:00-10:30	
10:30-11:00	click here
11:00-11:30	
11:30-12:00	
12:00-12:30	No Operator Available
12:30-13:00	No Operator Available

Step 4) Enter the details about your service session.

Home BioSupplies Lab Support Scientific Services [Contact Us](#) [Feedback](#)

You are now booking [4-laser Sorter \(UV FACS Aria\)](#)

Scheduler Note : Equipped with Blue (488 nm); Red (635 nm); Violet (407 nm) and UV (355 nm) laser lines. UV laser currently broken, expect replacement by End Decemb

* Date: 2008-11-28

Click here to remove timeslots

This is the latest update about the equipment in BSF.

S/N	Time Start	Duration	
1.	10:00	60 Minute(s)	X
2.	14:00	60 Minute(s)	X

you can book several timeslots within a day

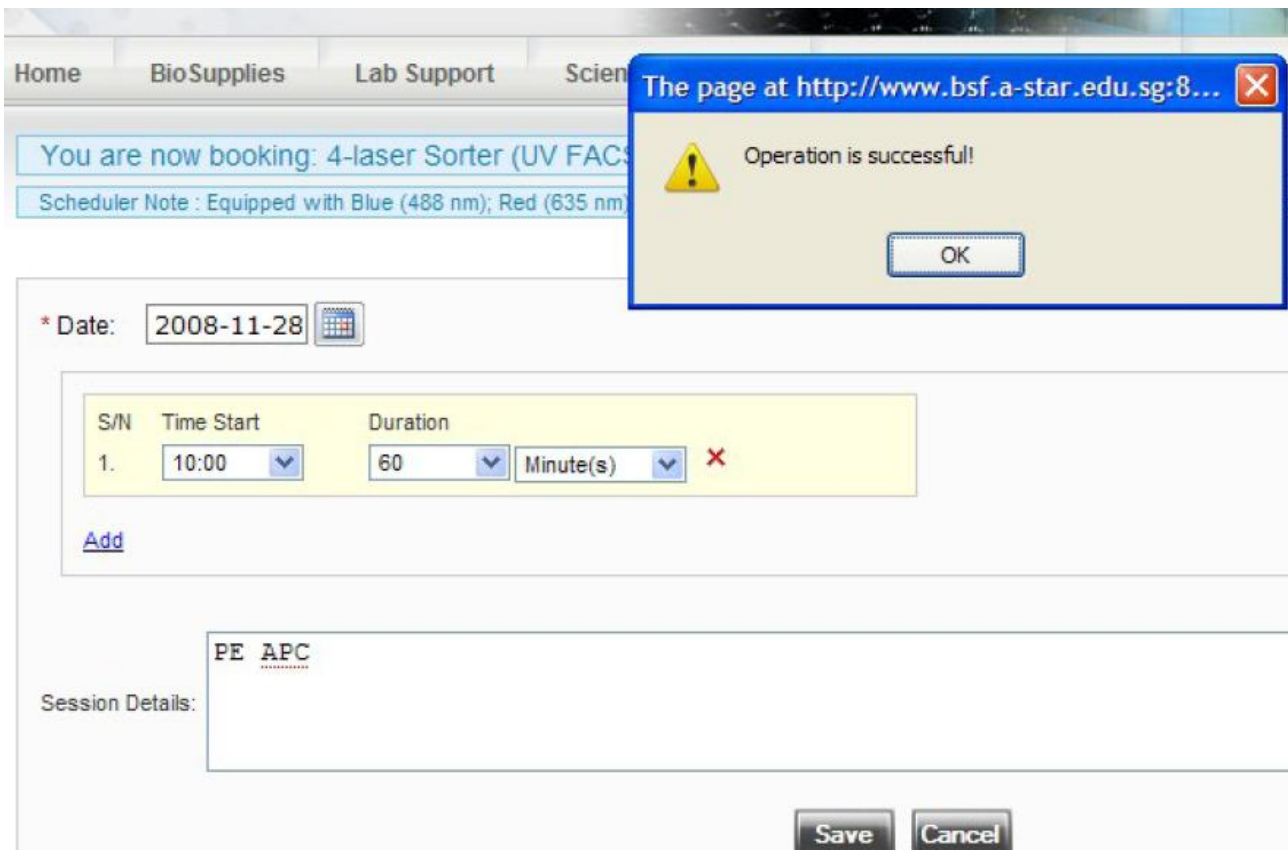
To "Add" more timeslots

Session Details:

- Please let us know
- Type of assay
- Sample type
- Colours used

Save Cancel

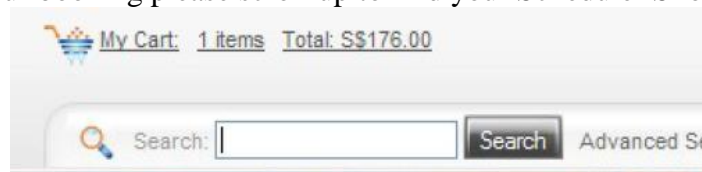
Step 5) Press "Save". A pop-up box will tell you if the machine has been booked successfully.



Step 6) Your booking will appear in “Grey” it is an **unconfirmed booking**. This indicates that the slot is on hold for you for **15mins** and you are required to confirm the booking as soon as possible.

13:00-13:30	Please select the project code / grant to charge this booking to ASAP
13:30-14:00	..
14:00-14:30	..
14:30-15:00	..

Step 7) To confirm your booking please scroll up to find your Scheduler Shopping Cart.



Step 8) Verify all your booking details are in place.

- Select your Lab
- Select your PI / Approving Officer
- Select your WBS Element and /or Cost Centre

The following is your shopping cart list.

1 > 2
 Shopping Cart Confirmation

Please take note of your organisation's procurement policy while making purchases.

S/N	Name of Equipment	Service Name	Date	Time	Duration	Unit Price	Total	Created By	Edit	Remove
1	4-laser Sorter (UV FACSaria)	Staff-Operated Sorting	2008-11-28	10:00-11:00 14:00-15:00	2 Hour(s)	S\$88.00	S\$176.00		Edit	<input type="checkbox"/>

Total before GST : S\$176.00
 GST Amount: NA
 Total Amount: S\$176.00

STEP 1 → Please Select Lab: 103022 - R06001

STEP 2 → Select the Pt: CKOH - Koh Gek Tiang

STEP 3 → Cost Centre: IBN/04-52001-OOE - S01001

STEP 4 → WBS Element: IBN/04-R61007-OOE - Drug Delivery Systems

Delete

Check Out

Check to make sure your booking is correct

Step 9) Click “Check out”

Step 10) Review “User Agreement” and accept it.

Step 11) Your web order number will be generated. Your Web Order number is your PR number.

Thank you! Your order is confirmed.
 Web Order Number: **0000014752**
 Please take note of your above Web Order number for invoicing purposes.

Optional Step) Once you have a web order number, your booking is confirmed. If you surfed back to the booking system you will be able to find your confirmed booking in pink.

13:00-13:30	Screening cancer stem cells N9-0800010	Confirmed Booking
13:30-14:00	"	

Note

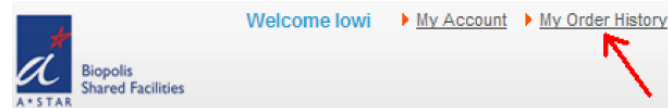
Upon receipt of your web order number, your booking will be routed for Approval to your selected PI / Finance Officer. Please note this is solely *an approval process* and that BSF **does not charge** any payment at this point. Payment is only process after service is rendered.

PART 9 - How to acknowledge your Service at BSF Scientific Services

After service has been rendered, we require you to acknowledge the session. We don't bill you until you acknowledge service has been rendered.

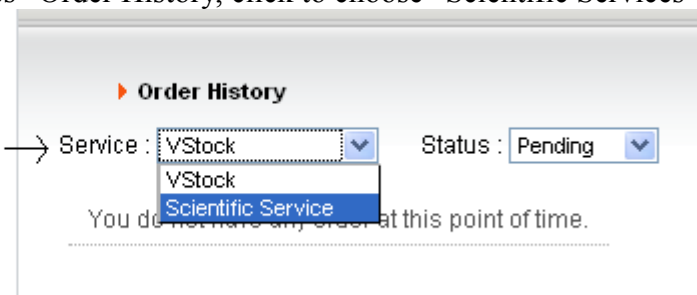
1. Login to the BSF Web Portal

2. Locate at the top the link "Order History"



3. You have choose whether you want to see your "Vstock" Order History (Biopolis Supply Centre) or your "Scientific Services" Order History, click to choose "Scientific Services".

Select "Scientific Services" from this drop down



4. A full overview of your Scientific Services Order History will be displayed. You can select to acknowledge all outstanding orders individually or in bulk.

Request ID Web Order ID Order Date	Booked By	Date & Time of Booking	a)Equipment Name b)Service Name c)Service Text	Duration * Unit Price = Total	Cancel <input type="checkbox"/>	Acknowledge <input type="checkbox"/>
• 0000040924 12/20/2010	Michelle Mok	12/20/2010 17:06	a) b) c)9th September 2010 - 13:00 - 15:00	2 * 72 = \$144	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• 0000040924 12/20/2010	Michelle Mok	12/20/2010 17:06	a) b) c)9th September 2010 - 13:00 - 15:00	2 * 72 = \$144	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• 0000007431 12/19/2008	Michelle Mok	12/19/2008 13:30	a)3-laser Analyzer (Alan - LSR II) b)Staff-Operated Analysis c)	0hr * 48 = \$0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• 0000007431 12/19/2008	Michelle Mok	12/18/2008 14:30	a)3-laser Analyzer (Alan - LSR II) b)Staff-Operated Analysis c)	0hr * 48 = \$0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click here to acknowledge ALL outstanding orders

Click here to acknowledge a single outstanding order

You can click here to view details about your order including charge / cost centre details and approval details

5. Scroll down and click on “Acknowledge”



Tip!
You can use the same flow to Cancel your previously booked appointments. Just select “Cancel” instead of “Acknowledge” for all the steps.

6. Upon receiving acknowledgment for service rendered, BSF will proceed to bill you for the service via SAP. You will receive a tax invoice from BMSI Finance shortly.

Billing generally takes place once a month, there will be 1 tax invoice issued per web order number generated. If you have your tax invoice urgently, please contact your respective facility specialist.

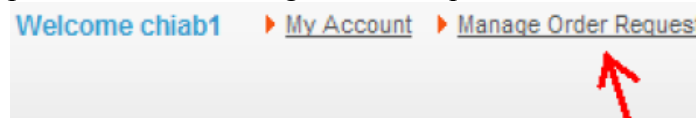
Your Web Order number will be reflected in the PO field of the invoice. You may then proceed to do GR / filing as per your institutional policies.

PART 10 - How to Approve BSF Scientific Services Orders (Approving Officers only)

1. Login into the BSF Web Portal, when prompted for a role choose “Approving Officer”

Organization: Institute of Molecular and Cell Biology (IMCB)
User Name: login
Password: ●●●●
Log In
Please Select a Role: Approving Officer
Management/Administration PI
Approving Officer
Facility Supervisor
Continue
(Biooolis Shared F

2. Locate at the top a link called “Manage Order Request”



3. Click on “Scientific Service” to view orders pending for Approval.

VStock Scientific Service
Order Requests
Status: Pending
Approve Reject Back

4. There are 2 types of order request for Scientific Services.

For orders confirmed via Booking, these are placed under “Scheduler Appointment”
For orders issued via Quotation, these are placed under “By Quotation”

Order Requests
Order Type: BySchedulerAppointment
BySchedulerAppointment
ByQuotation
Status: Approved
Back

5. List of orders pending approval is shown. Check the orders you wish to approve, the press the “Approve” button.

Order Requests

Order Type: Status:

<input type="checkbox"/>	Order ID	User ID	Order Date	Order Status	Cost Centre
<input type="checkbox"/>	0000008051	ALIM	21/01/2009	Pending	Core 2 - C09009
<input type="checkbox"/>	0000008052	ALIM	21/01/2009	Pending	Core 2 - C09009

Check the orders you wish to approve.