Division of Advanced Research Technologies (DART)
High Throughput Biology Laboratory (HTB)
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In order to sign up for equipment, every user must be associated with a project in LabVantage.

Instructions for setting up a project with the NYU HTB Lab

1 Please fill out the form in the tab: "User and Project Form."

2 **External Users**: The HTB needs PI and Screener birthday in order to generate an NYU Kerberos ID.

3 For new projects:

Internal NYU users: your PI, lab manager, or department administrator will create a project for you. See the tab: "Creating a Project" for instructions.

External Institutions users: HTB staff will create a project in LabVantage for you.

4 Email Laboratory staff to set up equipment training appointments if necessary.

All equipment reservations must be made **24 hours in advance**. (See tab: "Reserving instruments")

5 Save this file as: Kerberos IDs and LabVantage Form **_LABNAME_YOURNAME_DATE**.xls

6 Email back to laboratory staff at #htb@nyumc.org

NYU High Throughput Biology (HTB)

NYU Langone Medical Center

Skirball Research Building Lab 3 - 7

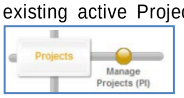
office: 212-263-9080

lab: 212-263-7928

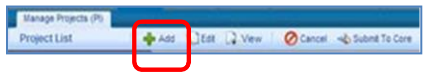
Information for Kerberos IDs & LabVantage Calendar		
Investigator information	**PI First Name**	
	PI Last name	
	PI Email	
	PI Kerberos ID (If you are an External User, provide PI Birthday)	
Screener information	**Screener First name**	
	Screener Last name	
	Screener Email	
	Screener Kerberos ID (If you are an External User, provide your birthday)	
Lab info	**Lab Phone #**	
	NYU Department or External Institution Name	
Project information	**Project Name**	
	Screen or Non-Screen?	
	Is the project stem cell related?	
	Payment info (Credit Card / Chartfield / Subsidy)	

How to Create a Project

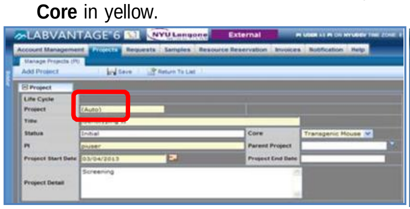
- From the LIMS Home Page, click the **Manage Projects** Tram Stop. The Project Lists displays listing all existing active Projects by Core.

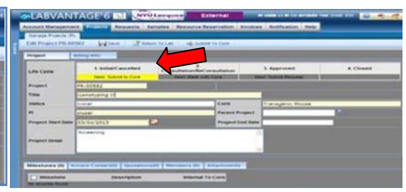


From the top button bar, click **Add.**

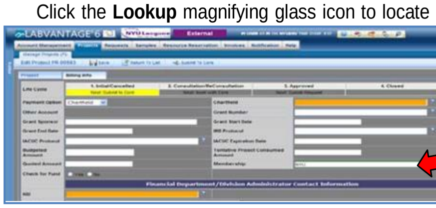


- Complete all required fields then click **Save**. A Project ID number is automatically generated with a Project ID Number, such as PR-00582. A Real-time Life Cycle lists the current status, as **Initial/Cancelled** with the next step of **Submit to Core** in yellow.

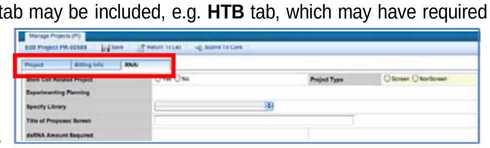




- Complete the second Project Tab, **Billing Information**. Enter the required fields in amber, such as **Payment Option Chartfield, Budgeted Amount**, **Check for Funds, Membership,** and **Department Administrator Name**.
  Click the **Lookup** magnifying glass icon to locate the desired DA (Department Administrator) name.

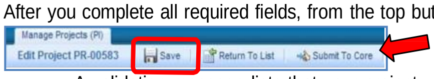


Optional: Core specific project detail tab may be included, e.g. **HTB** tab, which may have required fields that must be completed prior to submitting to core.

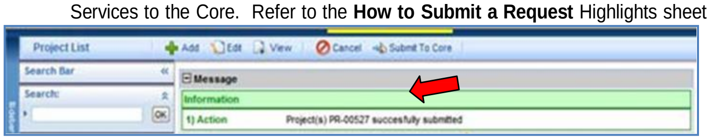


Use the **Attachments** detail tab to upload your required documents by clicking the **Manage** button.

- Click the **Members** tab at the bottom of the page to add Members to the Project.
- After you complete all required fields, from the top button bar click **Save** then **Submit to Core**.



  - A validation message lists that your project was submitted to the Core successfully.
    Note that after the Project is Submitted and approved, a PI or a Submitter Requester can place a request for Services to the Core. Refer to the **How to Submit a Request** Highlights sheet for more information.



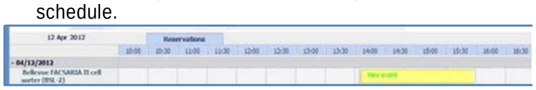
Reserving Instruments

Making a reservation

- Click the **Reservation Calendar** Tram Stop.

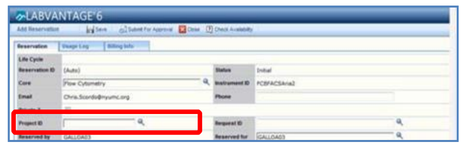
- Select the NYU Core and Instrument Type..

- From the Resource Reservation Calendar, click the desired date. The system retrieves all current reservations for the selected date. The daily schedule lists all available instruments and scheduled times.
- Click and drag the desired time range in the schedule.



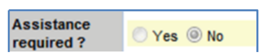
Reserving Instruments Cont'd

- From the Reservation window click the Project **Look up** (hourglass) icon. Your Reservation is placed against this selected Project.



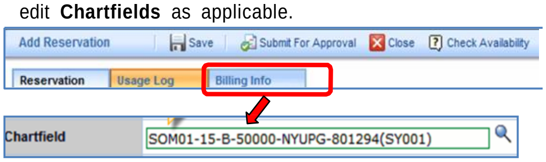
- . All approved Projects that you are a member of display. Select the desired **Project** hyperlink.

- Select Assistance required for usage and infectious item if mandatory. Note that Approvals are required when requesting assistance or selecting infectious item. Type the experiment information, e.g laser APC, PE-Cy7, Sytox blue



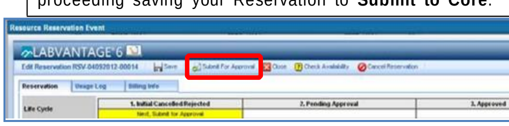
Adding Accessories - optional

- From the Billing Info tab, verify **Billing Information** and edit **Chartfields** as applicable.



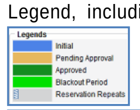
- Click **Save**. A unique Reservation ID is generated.
- Click the **Usage Log tab** to make room for reservation detail section, and then in the Accessories tab, located in bottom section, click Add to insert accessories.
- Click the **Accessory Name** check box then click **Select & Return**. Click **Close.** You can make necessary changes while the reservation is in initial status.

> *Note*: *Final Step.* Click the **Submit for Approval** button proceeding saving your Reservation to **Submit to Core**.



Managing Reservations

- Once **Approved** the reservation status color changes from Pending Approval to Approved as listed in the Resource Reservation Calendar Legend, including Blackout Periods.



An email with attached .ics file is sent to your PI and all core staff notifying them of your approved Reservation.

- Click the **Reservations Pending Approval (PI)** or **Manage Reservations** Tram Stops to view your pending or approved Reservations.

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