

Manage Emails

Managing emails is done from the user preference icon located in the top-right corner of the browser window.

1. Click on the “User Preference” icon (the person with a star).



2. Click on the “Reservation Event Notification Preference” tab.
3. Click on the “Add” button.

Click on the “Reservation Event Notification Preference” tab



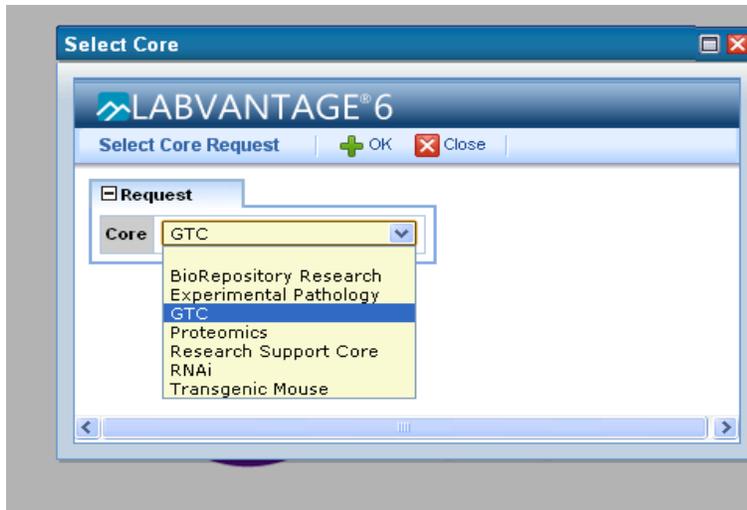
Click on the “Add” button

4. Select the messages to be emailed by enabling with a check under each message type, and click the “Save” button at the top of the page.



Check which messages to be emailed

- Select a core lab to submit the request to. If you don't see any cores listed in the drop-down to choose from, you were not assigned to a project. Please be sure you are assigned to a project before submitting a request.



- Below is a sample Request Form pre-populated with information from a project. Step through the form filling out all required information, and then click the "Save" button.

Document: (new) New* GTC Form (v1) User1 Page 1 of 1

Request Title

Demographics & Billing Information

Core: GTC Project: Principal Investigator: Submitter: Thomas Winner Date of Submission: 06/29/2012

Membership: Payment Option:

Major Services: Sequenome Mass Array Sequencing Services Gene Expression Profiling RIA/DNA QC Micro RIA Profiling Custom Bioinformatics Quantitative Real-Time PCR

Please Select Application: Genotyping-iPlex DNA-Methylation-Epi typer DNA-Methylation-Epi typer

Sample well sequence Orientation: Horizontal Vertical

GTC Sample Library: Sequenome

Sequenome Sample Submission

Sample ID	Sample Name	Concentration (mg/ml)	Volume	Tissue of Origin	Specimen (FFPE, Frozen, Blood, Other)	Source (Normal, Primary, Metastasis, Cell line or Xenograft, Other)	WGA Pass/Fail	CpG Island Genome Coordinates	Number of amplicons per CpG Island
Please place cursor in field to copy from and hit ctrl-d to fill down values to rows below									

+ Add Sample Use Sample