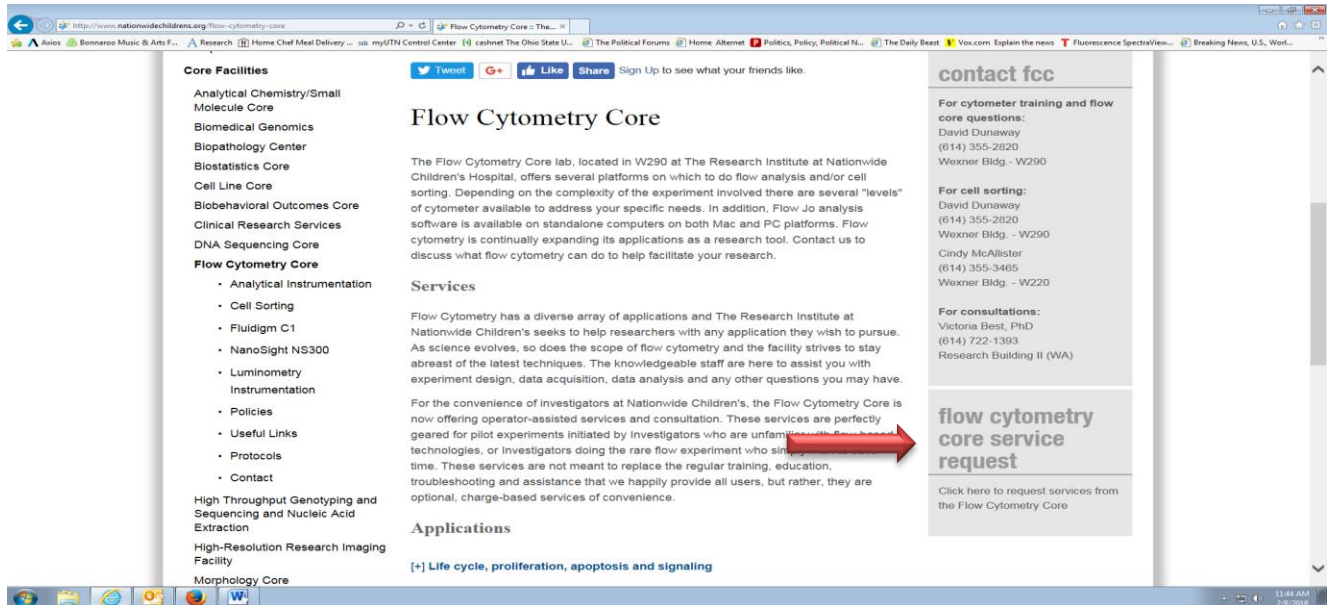


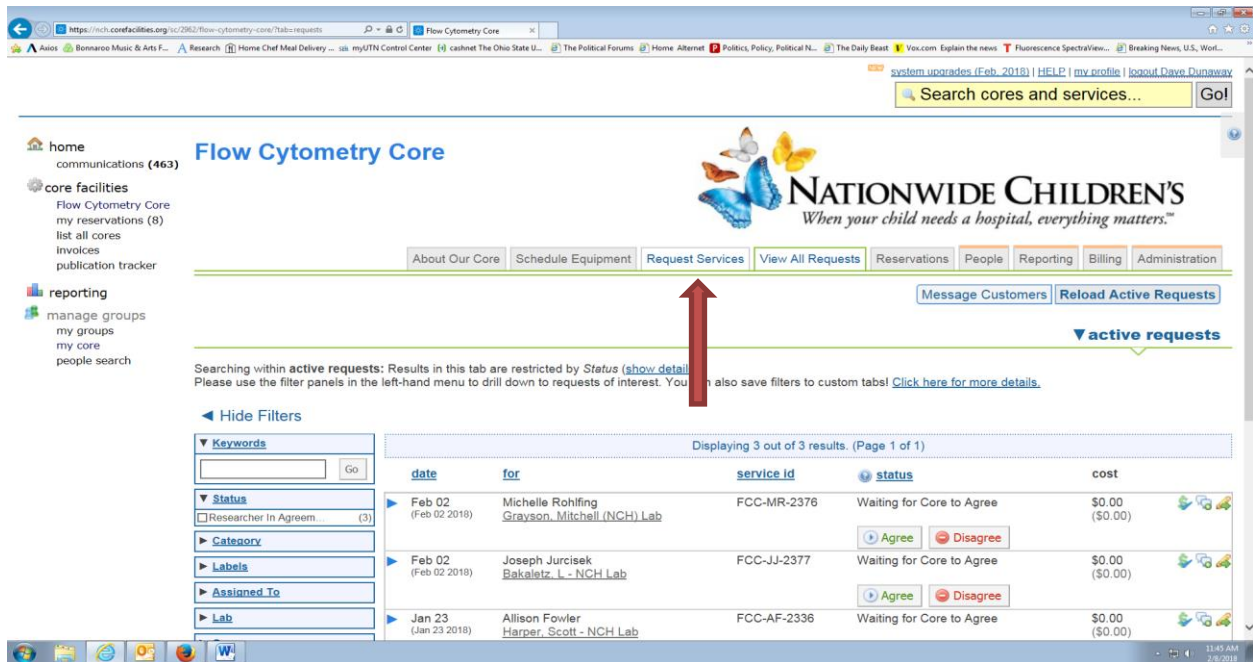
Submit a Service Request

Go to ANCHOR and under Shared Resources click on the Flow Cytometry Core link.

Click on “flow cytometry core service request” in the lower right hand corner of the page.



Click on the “Request Services” tab.



Click on "Initiate Request"

The screenshot shows the 'Flow Cytometry Core' page on the Nationwide Children's website. The page has a navigation menu with options like 'About Our Core', 'Schedule Equipment', 'Request Services', 'View All Requests', 'Reservations', 'People', 'Reporting', 'Billing', and 'Administration'. The 'Request Services' tab is active. Below the navigation, there are sections for 'Complex Projects & Quote Requests' and 'Fixed Cost Services'. In the 'Complex Projects & Quote Requests' section, there is a red arrow pointing to a green 'initiate request' button.

Enter information and "Proceed"

The screenshot shows the 'Flow Cytometry Core Lab Services Request' form. The form has a 'person' field with the name 'Dave Dunaway' and a 'lab' field with the value 'Flano, E - NCH Lab'. There is a 'search within' dropdown menu with options 'current customers', 'this institution', and 'All'. A red arrow points to a green 'Proceed' button.

Fill in info under **“Forms and Request Details”** if necessary

Leave **“Cost”** information blank

Enter **“Payment Information”**

Click on **“submit request to researcher”**

The screenshot shows a web browser window with the URL <https://nch.corefacilities.org/sc/2562/flow-cytometry-core/TabId:services>. The page title is "Flow Cytometry Core Lab Services Request". The request name is "FCC-DD-[CID]". The customer is "Dave Dunaway", the lab is "Flano, E - NCH Lab", and the email is "Dave.Dunaway@nationwidechildrens.org". The phone number is "614-355-2820". There is a "Labels" field which is currently empty. Below this is a section titled "1) Forms and Request Details" with a sub-section "Sort Sample Monthly Request". This sub-section contains a "View Form" button, a "Visible" dropdown menu, and a "Not Started" dropdown menu. A message states: "Submitting and confirming a request will show a projected cost of \$0 until the sort has been completed at which time actual cost will be applied to the request." There is a question: "Is this a new sort protocol?" with radio buttons for "yes" (selected) and "no". A "Note" says: "You must fill out the Sort Sample Questionnaire for each new protocol. Download the template below, fill it out and save it, then upload it to this request as an attachment." There is a "Template Download" link for "Sorter_Sample_Questionnaire.doc" and a "please upload" button.

The screenshot shows the same web browser window, now displaying sections 2 and 3 of the form. Section 2 is titled "2) Cost" and contains instructions: "Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any 'buffer' you have added. The 'buffer' amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request." There is a field for "Add value or percent buffer:" with a dropdown set to "as percentage" and an "amount:" field set to "0". Below this is a "Quote (total predicted cost):" field set to "\$0.00" with a note "(automatic total of any services, charges or buffer added to this request)". Section 3 is titled "3) Payment Information" and contains instructions: "Please enter the Activity". There is an "Activity" dropdown menu which is currently empty. A message says: "You do not have access to any Activities. To resolve this problem, please contact the PI or financial manager of your lab." There is a field for "enter additional payment information" and a "Skip approval?" checkbox. At the bottom of the form are three buttons: "submit request to researcher" (with a green checkmark icon), "save draft request", and "Cancel" (with a red X icon). A red arrow points to the "submit request to researcher" button.