

NextSeq Booking Quick Guide

IMPORTANT - Before you start: user approval and password

To use the BIO NextSeq550, Pls/VIPs and superusers need to be approved and get a personal password by the NextSeq Admin. Pls/VIPs must sign a User Contract.

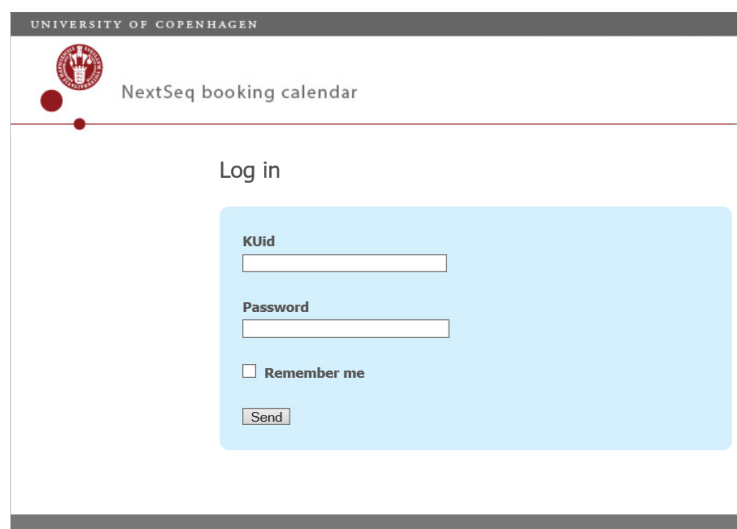
Contact Lisbeth Borbye (lisbeth.borbye@bio.ku.dk).

AN OVERVIEW OF NEXTSEQ BOOKING SYSTEM FEATURES FOR SUPERUSERS AND VIPS.

1. Login
2. See kit types and prices
3. Book NextSeq (2 steps)
 - Step 1: Provide VIP, superuser and alias information, select kit
 - Step 2: Select date(s) for run
4. Booking confirmation
5. Booking overview and how to cancel a booking
6. Who to contact if problems

Login

Use your KU login (abc123) and the password the administrator has provided for your account.



The screenshot shows the 'NextSeq booking calendar' login interface. At the top, there is a header with the 'UNIVERSITY OF COPENHAGEN' logo and name. Below the header, the page title 'NextSeq booking calendar' is displayed. The main content area is titled 'Log in' and contains a light blue login box. Inside this box, there are two input fields: 'KUID' and 'Password'. Below these fields is a checkbox labeled 'Remember me' and a 'Send' button.

See kit types and prices

Select "Kit overview" to see the current kit options and prices.

Kits

These are the kits you can choose from.

You need to book two consecutive days to run 300 cycles kits!

Fees for INTERNAL (BIO) users in USD inclusive 10% surcharge

Fees for EXTERNAL users in USD inclusive 30% surcharge

Prices are valid February 14 2020 – February 14 2021

KIT	NEXTSEQ DESCRIPTION	INTERNAL	EXTERNAL
20024904	500/550 Mid Output (150 cycles)	1.242	1.467
20024905	500/550 Mid Output (300 cycles)	2.000	2.363
20024906	500/550 High Output (75 cycles)	1.702	2.012
20024907	500/550 High Output (150 cycles)	3.263	3.856
20024908	500/550 High Output (300 cycles)	5.226	6.176

Book NextSeq (2 steps)

Step 1: Provide VIP, kit, alias and superuser information

Fill in fields with relevant project information (VIP, kit, alias, superuser). To avoid blocking out other users please only book, if you are confident that you will need to sequence.

Booking (step 1/2)

- Bookings must be booked at least 28 days in advance to ensure kit availability.
- Individual users can book up to 7 days per month.
- Should more runs be needed, contact [admin](#).

Select VIP

-

Select Superuser

-

Select kit

-

UCPH alias no (10 digits)

Send

Step 2: Select date(s) for run

Please book (click on date) 1 day for short runs (shown) and 2 days for long runs (300 cycles).

The example below shows booking of a long run. Please make sure the subsequent date is open.

When 10-07-2020 is selected the next day (11-07-2020) is also automatically booked. This will show up in Bookings.

Booking (step 2/2)

You are booking the equipment in order to run a 300 cycles kit.

As it takes two days to run the cycles you are only allowed to
book a day where the subsequent day also is available!

May	June	July
01-05-2020	02-06-2020	02-07-2020
02-05-2020	03-06-2020	04-07-2020
03-05-2020	04-06-2020	05-07-2020
04-05-2020	05-06-2020	06-07-2020
05-05-2020	06-06-2020	07-07-2020
06-05-2020	07-06-2020	08-07-2020
07-05-2020	08-06-2020	10-07-2020
08-05-2020	09-06-2020	11-07-2020
09-05-2020	12-06-2020	12-07-2020
10-05-2020	13-06-2020	13-07-2020
11-05-2020	14-06-2020	14-07-2020
12-05-2020	15-06-2020	15-07-2020
13-05-2020	16-06-2020	16-07-2020
15-05-2020	17-06-2020	17-07-2020
16-05-2020	18-06-2020	18-07-2020
18-05-2020	19-06-2020	19-07-2020
19-05-2020	20-06-2020	20-07-2020
20-05-2020	21-06-2020	21-07-2020
22-05-2020	22-06-2020	22-07-2020
23-05-2020	23-06-2020	23-07-2020
24-05-2020	24-06-2020	24-07-2020
25-05-2020	25-06-2020	25-07-2020
26-05-2020	26-06-2020	26-07-2020
27-05-2020	27-06-2020	27-07-2020
28-05-2020	28-06-2020	28-07-2020
29-05-2020	29-06-2020	29-07-2020
30-05-2020	30-06-2020	30-07-2020
31-05-2020		31-07-2020

Booking confirmation

Review booking details in system. Please note that the system provides immediate booking addition confirmation and sends an email to the person who is booking and the VIP responsible for the alias.

A. System confirmation

New booking added

The booking for **10-07-2020** and **11-07-2020** has been added successfully!

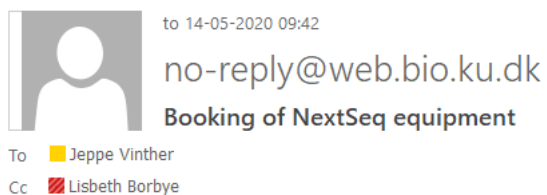
BOOKING DETAILS

VIP: Jeppe Vinther
Kit: 500/550 High Output (300 cycles)
Alias no: 1234123412
Booked by: Lisbeth Borbye

[Make additional bookings](#)

B. Email confirmation(s)

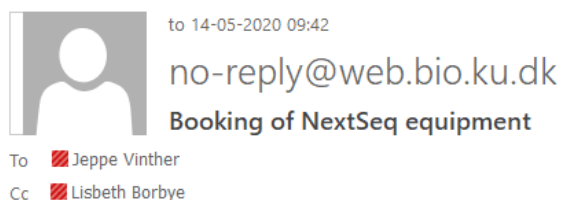
Please note that in the case of 300 cycles/two days, the system sends email confirmation for both days.



A booking has been made by Lisbeth Borbye

Date: 10-07-2020
Alias no: 1234123412
Kit: 500/550 High Output (300 cycles)

Regards
SCARB NextSeq Team



A booking has been made by Lisbeth Borbye

Date: 11-07-2020
Alias no: 1234123412
Kit: 500/550 High Output (300 cycles)

Regards
SCARB NextSeq Team

Booking overview and how to cancel a booking

Select “Bookings” to review your bookings. Click on the date to cancel a booking. Confirm your cancellation when prompted. **For cancellations, we still bill you for the kits unless the kit can be used by another user within its shelf life.**

Booking overview

You can delete your own bookings by clicking on the date.

If you have booked a two day period please remember to delete both!

ACTIVE BOOKINGS

10-07-2020: [Jeppe Vinther](#)

11-07-2020: [Jeppe Vinther](#)

PAST BOOKINGS

Who to contact if problems

Click “Contact” if problems are encountered and communicate with the relevant contact person.

Contact

In case of an emergency please contact [Christian Vaagensø](#) (tel 35 33 68 80).

If you need more than 7 runs pr month please contact [Christian Vaagensø](#).

If you have questions regarding the stock please contact [Amal Al-Chaer](#) (tel 3533 0238).

If you have problems with the booking calendar please contact [Leif Bolding](#).