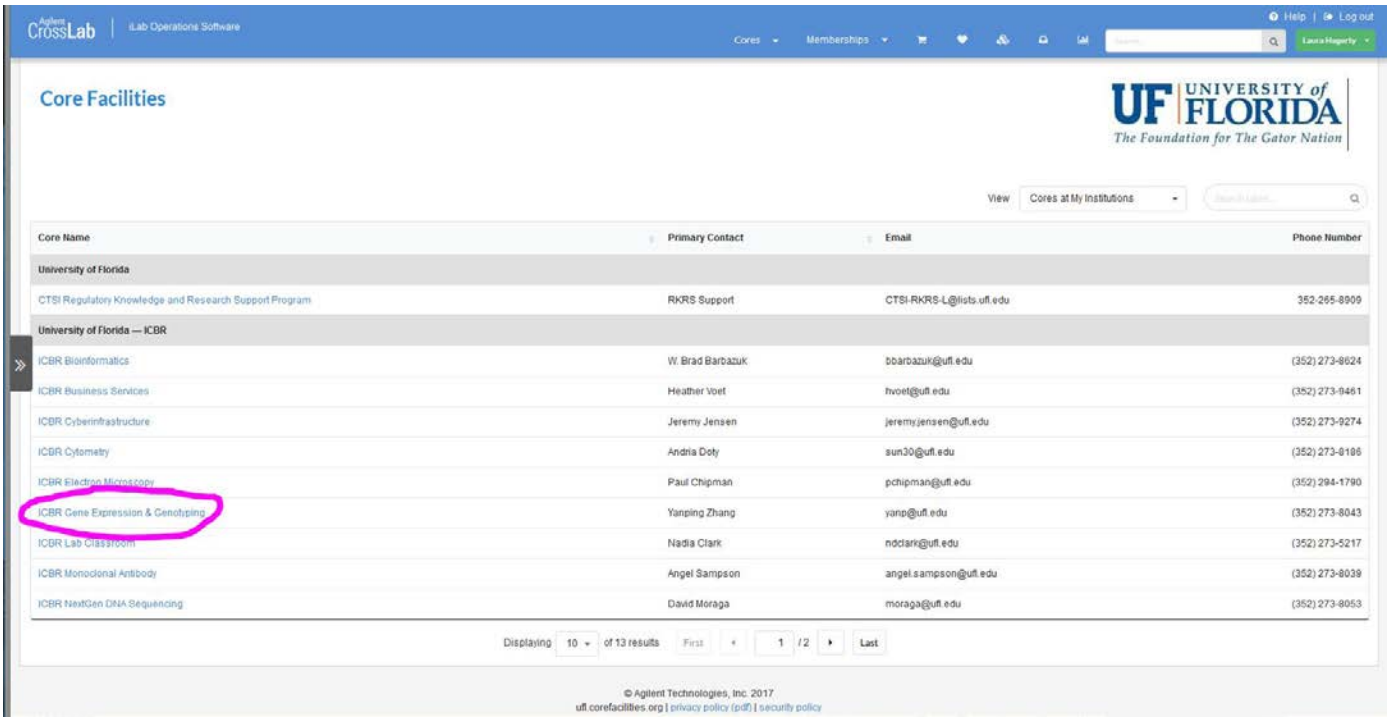
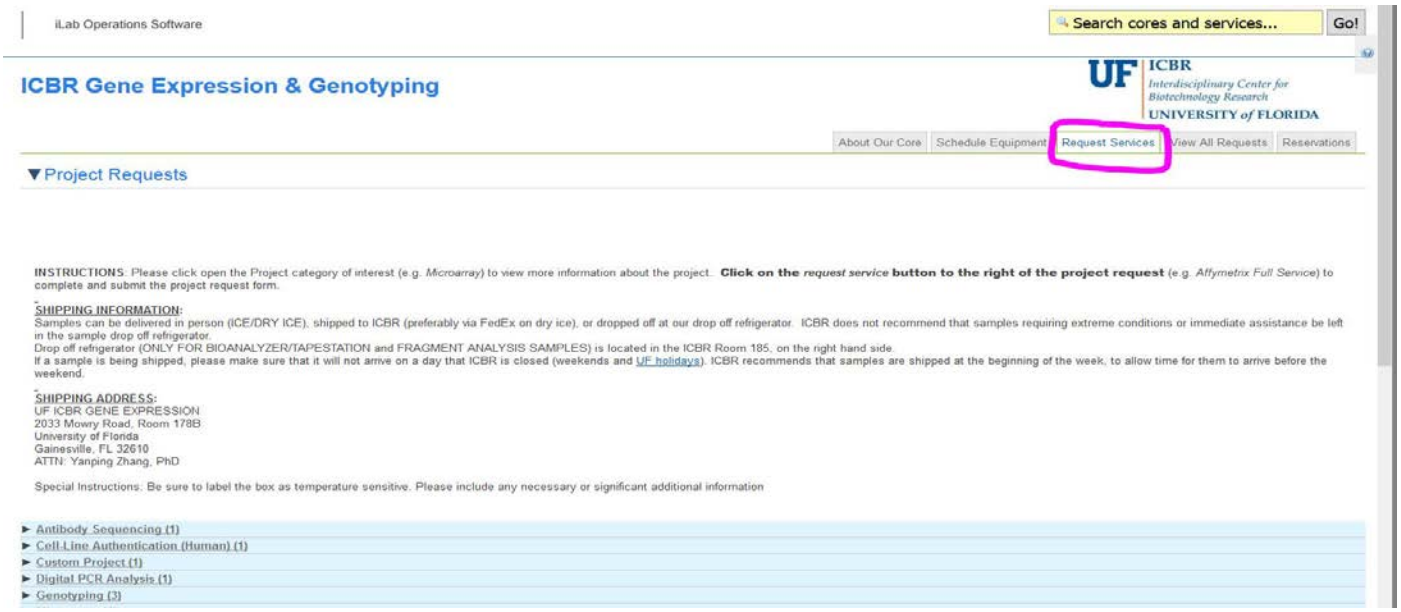
Creating a Service Request in the iLab/CrossLab System *October 2017*

Requested Project: Cell Line Authentication

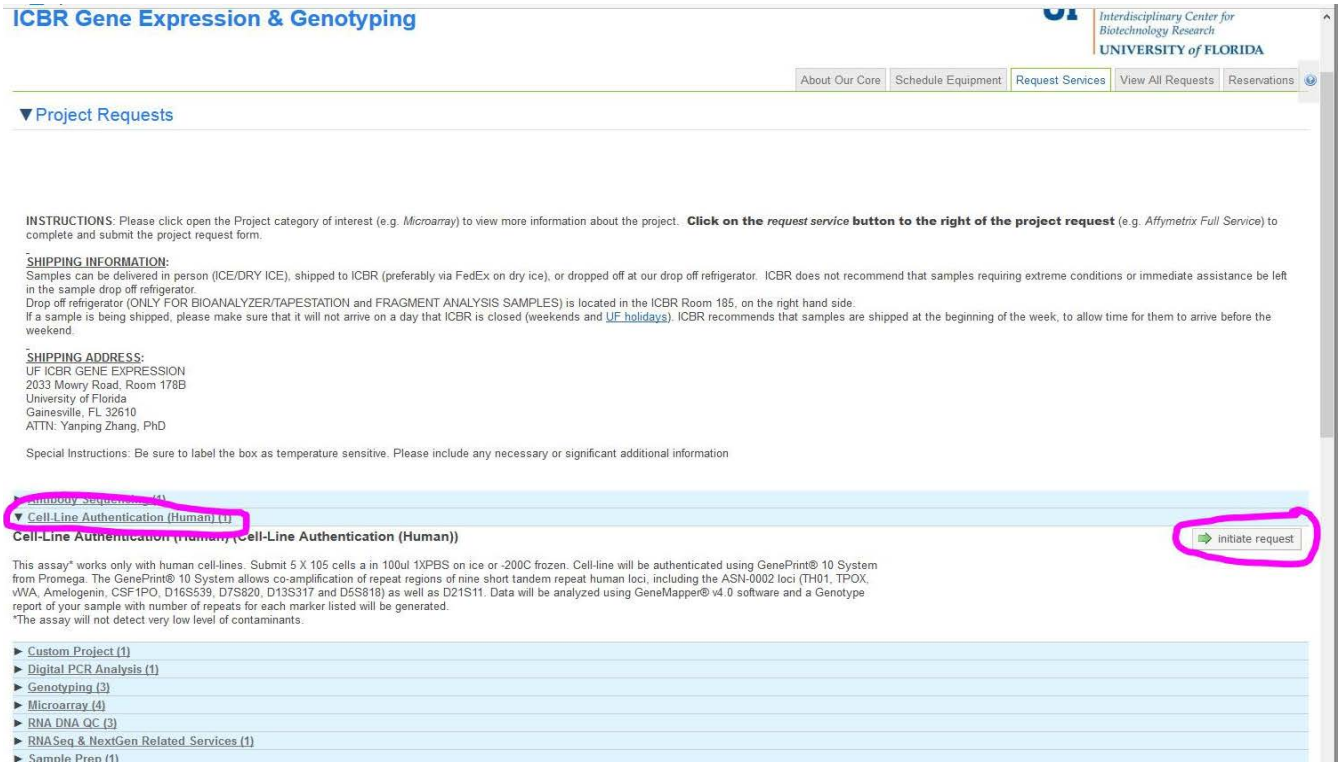
1. After creating an account and logging in, navigate to our core by clicking "list all cores", then selecting ICBR Gene Expression & Genotyping.



2. After clicking on the core, navigate to the "Request Services" tab where you will see a list of our services offered.

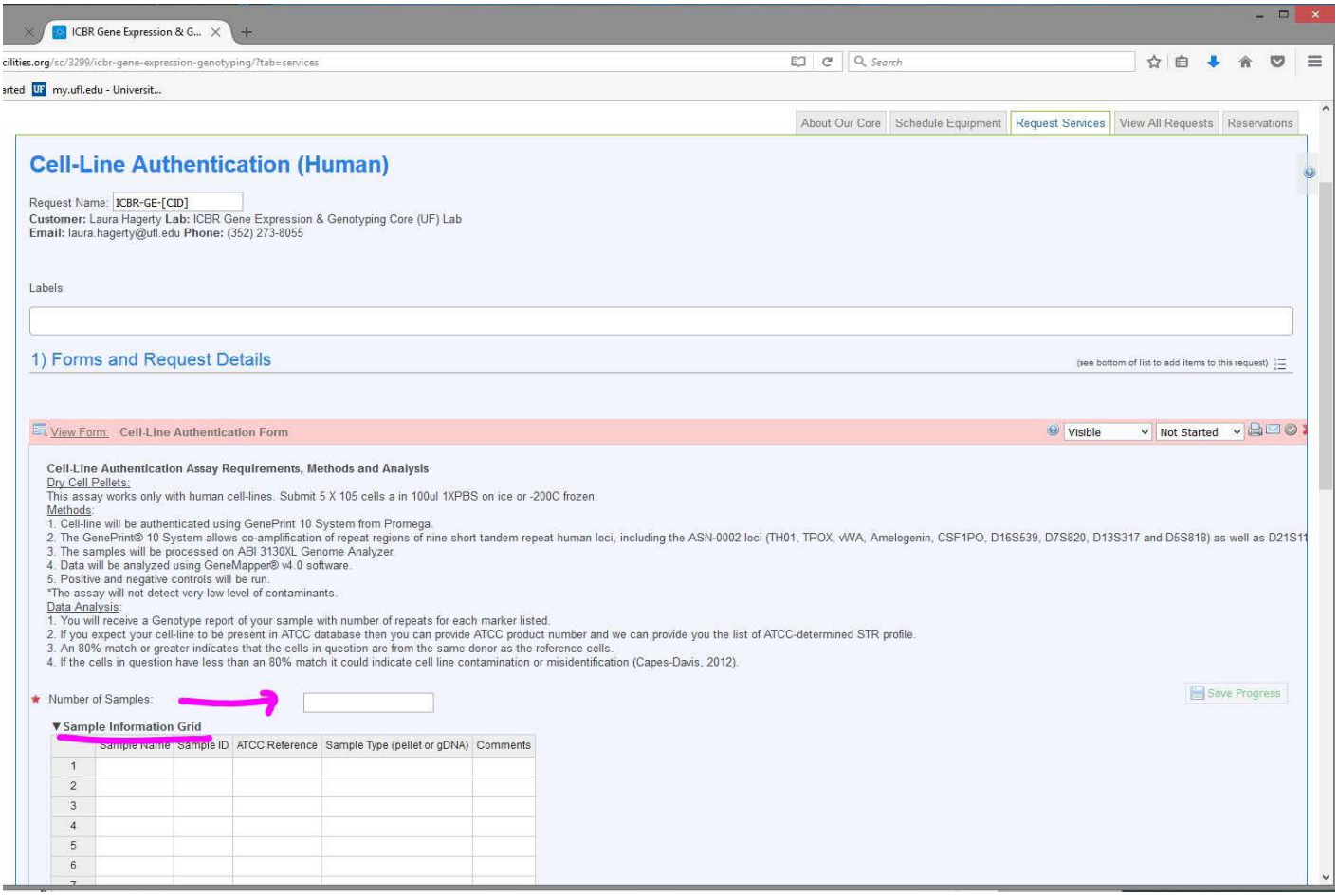


3. Scroll to the category of the project you want, and click the triangle to drop down more information. Select "Initiate Request" after reviewing the description and ensuring this is the correct project.

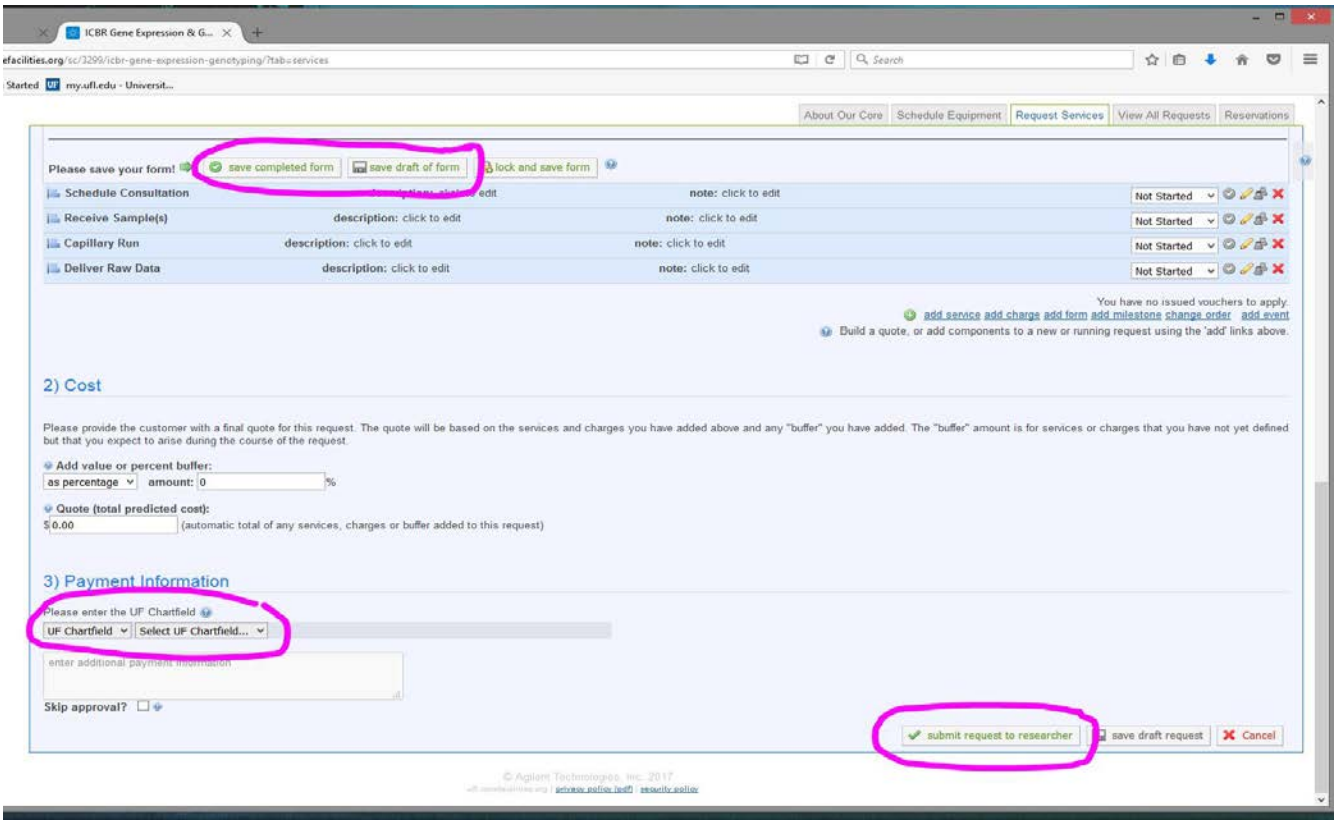


4. Type your name into the search bar, your institution/lab should appear as well. Select it and click “Proceed.”

5. Fill out the details of this form, and fill in the worksheet with your sample names and ATCC reference numbers so we can match them. Do not worry about the request name ICBR-GE-[CID], this will auto-complete upon submission.



6. Save your form if you have finished it, or save a draft to come back to later. Input your payment information, using the account that you would like to project billed to. When you are finished, either submit the request to our core, or save a draft if it is not complete.



7. You are now finished, and should receive an email from no-reply@ilabsolutions.com with a copy of your form and a GE-ID number which we will use to track your project. Please print the form and bring it with you when you deliver your samples.

8. Drop off your samples and form with GE-ID to ICBR Gene Expression & Genotyping Core, located in CGRC Room 178B. If you are shipping your samples, please be sure to include your name, your institution/lab, and GE-ID. We recommend sending temperature-sensitive samples on dry ice. Please clearly address the package as follows:

    UF ICBR GENE EXPRESSION
    2033 Mowry Road, Room 178B
    University of Florida
    Gainesville, FL 32610
    ATTN: Yanping Zhang, PhD

If you have any additional questions, please feel free to contact our core at (352)-273-8036, or email us at ICBR-GeneExpression@ad.ufl.edu. Thank you!