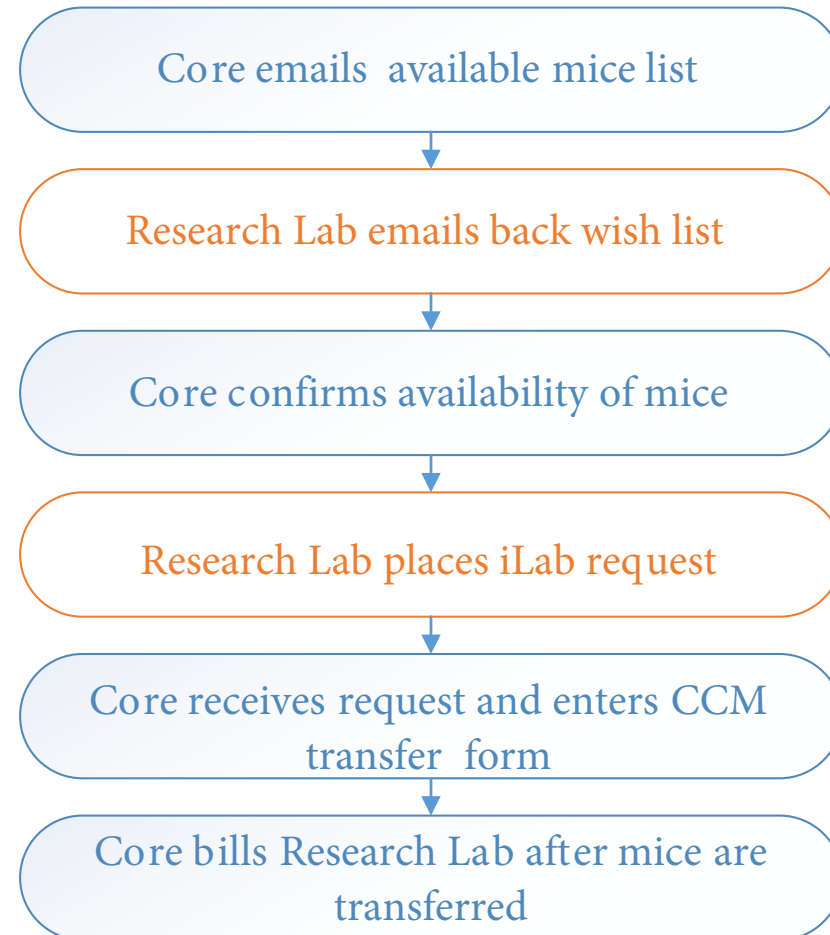


Aim: improve the workflow of transferring mice from the PDX core to research labs.

Workflow

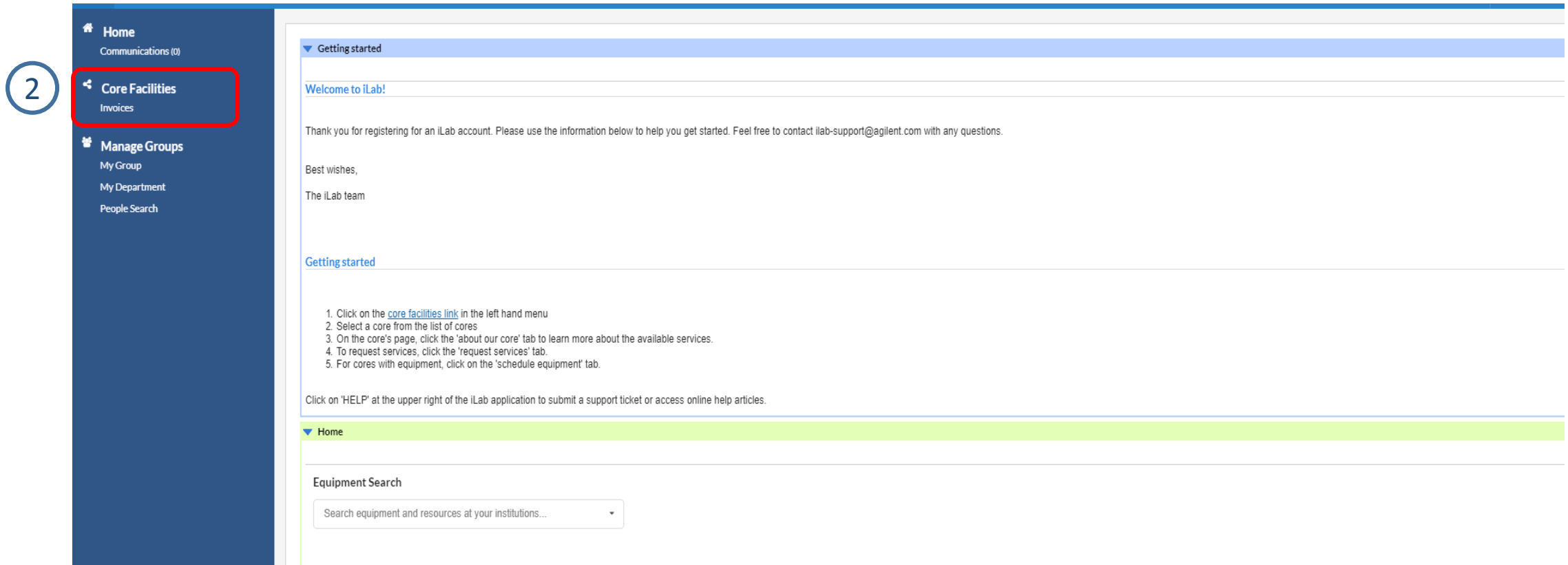


1. Login to iLab.

The screenshot shows a web browser window with the following elements:

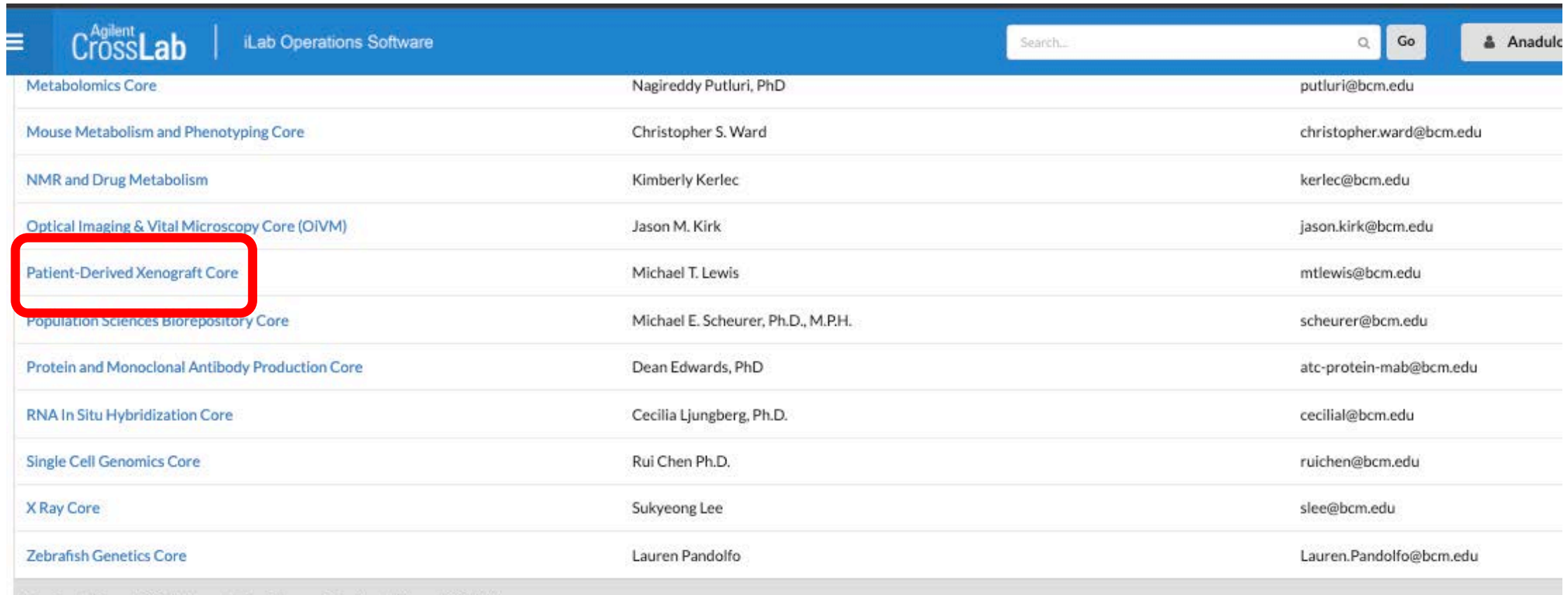
- Browser tab: iLab Organizer :: login
- Address bar: <https://bcm.corefacilities.org/account/login>
- Navigation menu: Agilent CrossLab, iLab Software Help, System Status, Request Demo, Register
- Main content area: A white box with a blue border containing:
 - A blue circle with the number '1'.
 - The Baylor College of Medicine logo.
 - The text: "Sign in using BCM credentials or Sign in using iLab credentials".
- Footer: [Learn more about iLab Operations Software](#) and © Agilent Technologies, Inc. 2019.

2. Select the option “ Core Facilities” from the left panel menu.



The screenshot displays the iLab application interface. On the left, a dark blue sidebar contains a menu with the following items: 'Home' (with a sub-item 'Communications (0)'), 'Core Facilities' (with a sub-item 'Invoices'), and 'Manage Groups' (with sub-items 'My Group', 'My Department', and 'People Search'). A red rectangular box highlights the 'Core Facilities' menu item, and a white circle with the number '2' is positioned to its left. The main content area is white and features a blue header bar with a dropdown arrow and the text 'Getting started'. Below this, the text 'Welcome to iLab!' is displayed. A paragraph follows: 'Thank you for registering for an iLab account. Please use the information below to help you get started. Feel free to contact ilab-support@agilent.com with any questions.' This is followed by 'Best wishes,' and 'The iLab team'. A second blue header bar with a dropdown arrow and the text 'Getting started' is present. Below it, a numbered list of five steps is provided: 1. Click on the [core facilities link](#) in the left hand menu; 2. Select a core from the list of cores; 3. On the core's page, click the 'about our core' tab to learn more about the available services; 4. To request services, click the 'request services' tab; 5. For cores with equipment, click on the 'schedule equipment' tab. A final instruction reads: 'Click on 'HELP' at the upper right of the iLab application to submit a support ticket or access online help articles.' At the bottom, a green header bar with a dropdown arrow and the text 'Home' is visible. Below this, the 'Equipment Search' section contains a search input field with the placeholder text 'Search equipment and resources at your institutions...' and a dropdown arrow.

3. Scroll down until you find the PDX core and select it.



The screenshot shows the Agilent CrossLab iLab Operations Software interface. The header includes the Agilent CrossLab logo, the text 'iLab Operations Software', a search bar, and a user profile icon for 'Anadulc'. Below the header is a table listing various research cores. The 'Patient-Derived Xenograft Core' is highlighted with a red box, and a circled '3' is placed to its left. The table contains the following information:

Core Name	Principal Investigator	Contact Email
Metabolomics Core	Nagireddy Putluri, PhD	putluri@bcm.edu
Mouse Metabolism and Phenotyping Core	Christopher S. Ward	christopher.ward@bcm.edu
NMR and Drug Metabolism	Kimberly Kerlec	kerlec@bcm.edu
Optical Imaging & Vital Microscopy Core (OIVM)	Jason M. Kirk	jason.kirk@bcm.edu
Patient-Derived Xenograft Core	Michael T. Lewis	mtlewis@bcm.edu
Population Sciences Biorepository Core	Michael E. Scheurer, Ph.D., M.P.H.	scheurer@bcm.edu
Protein and Monoclonal Antibody Production Core	Dean Edwards, PhD	atc-protein-mab@bcm.edu
RNA In Situ Hybridization Core	Cecilia Ljungberg, Ph.D.	cecilia@bcm.edu
Single Cell Genomics Core	Rui Chen Ph.D.	ruichen@bcm.edu
X Ray Core	Sukyeong Lee	slee@bcm.edu
Zebrafish Genetics Core	Lauren Pandolfo	Lauren.Pandolfo@bcm.edu

- On the core page, go to the “Request Services” Tab on the right side.
- Under the project request section find “Breeding Colony Request” and click the “request service” button to start a request.

4

The screenshot shows the iLab Request Services interface. At the top, there is a navigation bar with tabs: "About Our Core", "Schedule Equipment", "Request Services" (highlighted with a red box), "View All Requests", "Reservations", "People", "Reporting", "Billing", and "Administration". Below the navigation bar, there are two buttons: "Sort manually" and "Add a Service Project Template".

Below the navigation bar, there is a section titled "To initiate a Project Request:" with a list of five steps:

1. Select the group of interest
2. Click the *Initiate Request* button.
3. Complete and save the *Custom form* and other required information.
4. Click *Submit request to core*.
5. Core will be in touch with you upon review to give you a quote and schedule the requested service.

Below the instructions, there is a list of project request services. The "Breeding Colony Request (PDX)" service is highlighted with a red box. A blue arrow points from the red box to the "initiate request" button for this service, which is also highlighted with a red box. Other services listed include "PDX Tissue Request (PDX)", "PDX Transplant Request (PDX)", "PDX Study Request (PDX)", "PDX Generation Request (PDX)", and "Consultation (PDX)".

5

6. Fill out all the information on the form.

Breeding Colony Request

Request Name:

Customer: Anadulce Hernandez-Herrera Lab: Lewis, Michael - BCM Lab

Email: anadulch@bcm.edu Phone: 713-798-1538

Forms and Request Details (see bottom of list to add items to this request)

View Form: Breeding Colony Request Form Not Started Save Progress

★ **Number of Mice Requested:**

DOB of Mice (see list on Request Services Main page)

Transfer Information

PI:

Lab Contact Name:

Lab Contact Email:

Lab Contact Phone:

Animal Protocol #:

Animal Facility Room:

Animal Facility Rack:

10- Digit Account #:

6

7. Click “save completed form”.
8. Verify charge source.
9. Click “submit request to core”.

ATC Terms and Conditions

Please read the ATC Terms and Conditions document below!
[ATC Terms and Conditions.docx](#)

Selecting the “*I acknowledge and accept the ATC Terms and Conditions*” in the box below, will represent your electronic signature.

★ Electronic Signature:

Please save your form! →

⚠ After saving your form, please submit your request

⚠ Please fill out any forms that are highlighted in red.

Cost

The core will review your request and provide you with a quote for the requested service(s).

Payment Information

Please enter the charge source

% charge source
100.0 % 3351017102 (Expires on December 31, 5000)

100.0% Total Allocated

+ Split Charge

enter additional payment information

10. The core will review the request and complete the CCM transfer form.
11. You should receive confirmation for the transfer of mice.
12. Core will process billing through iLab.

Please remember the terms and conditions of the core:

Acknowledgement of Cores in Publications. Publications containing assay results, data, images or products generated by the core require citation in the acknowledgment section of the paper to include the core name, core personnel and any grants that directly support core operations. Core specific information is below:

Core name: Patient-derived Xenograft

Personnel: Michael T. Lewis, Ph.D., Academic Director, Lacey Dobrolecki, MS, Core Director

Grants: CPRIT Core Facility Award (RP220646) and P30 Cancer Center Support Grant (NCI-CA125123).