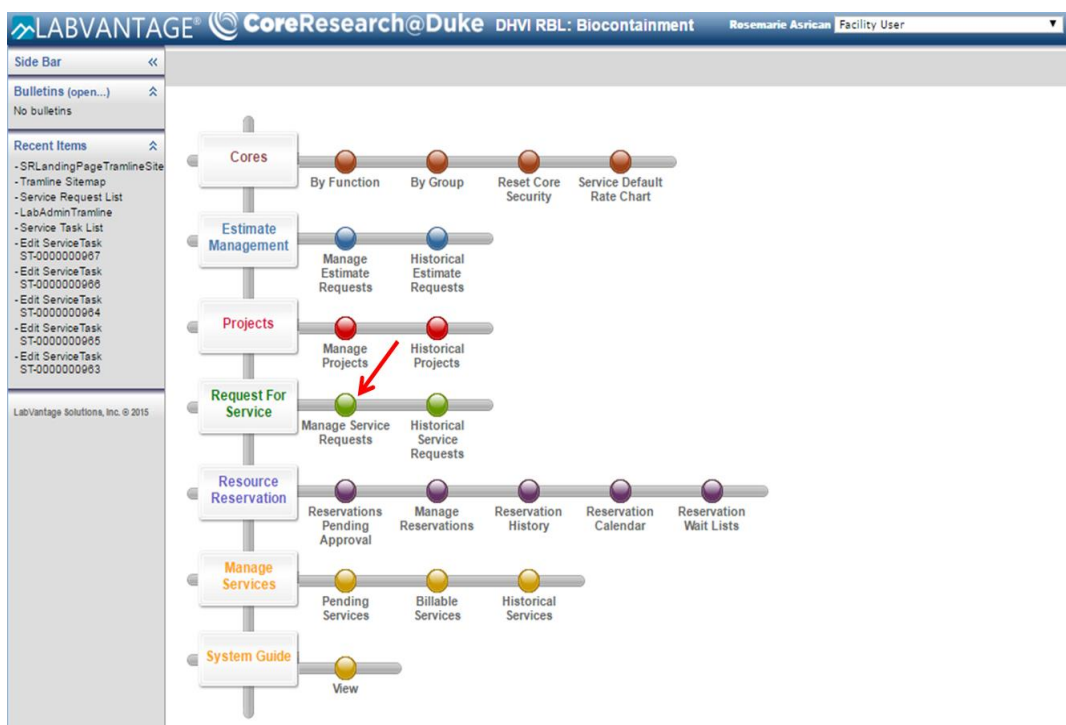


Submitting a New Request for Equipment Decontamination

We are using the CoreResearch@Duke shared resource management system (coreresearch.duke.edu) that has been developed for all shared resource core labs at Duke. All work done for Duke facility users will be requested and billed through this system. Please follow the steps below to request work to be performed by our facility:

1. If not done previously, please **have your PI or PI Delegate log into the system to link you as a user of their fund codes**. Contact Joe Rusnak (joseph.m.rusnak@dm.duke.edu) for help with this quick process.
2. **Log in** to the system using your NetID. (**You may not be able to login into the system if step 1 has not been done.)
3. Select the **“Manage Service Requests”** Tramstop from the **“Request For Service”** Tramline (Green).



Rose Asrican, M.S.

RBL Operations Coordinator

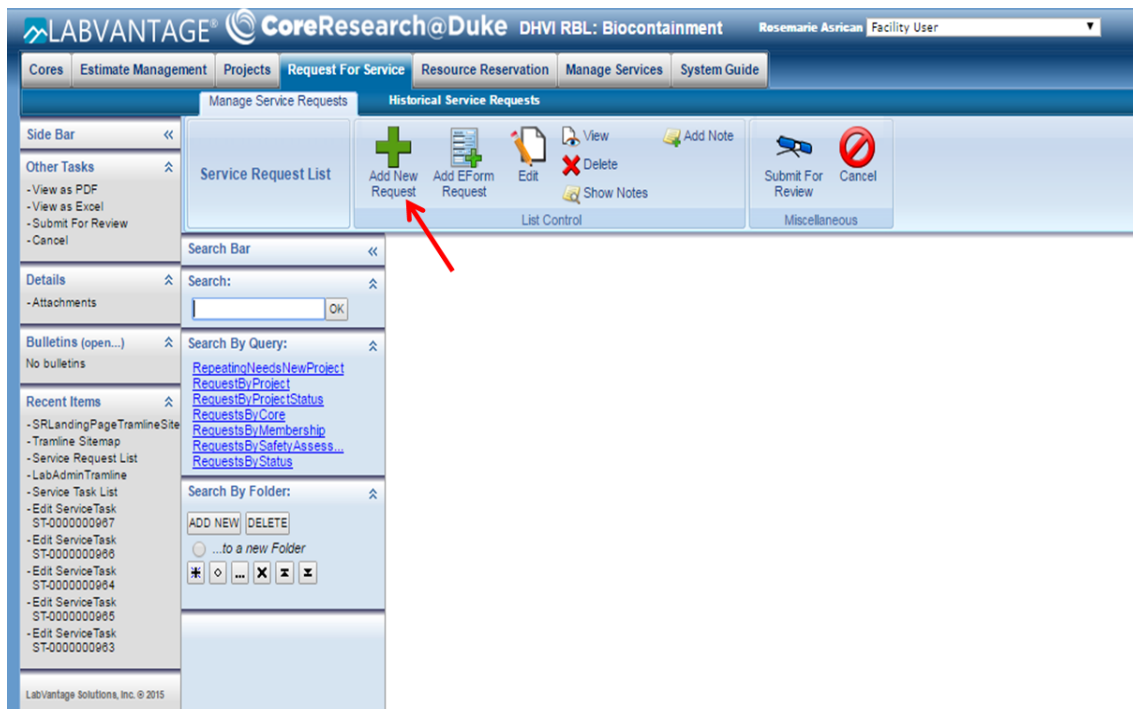
GHRB 1027 | Box 103020 | 909 S. LaSalle St. | Durham, NC 27705

919.681.5480 Office | 919.684.5447 Lab | 919.681.1678 Fax

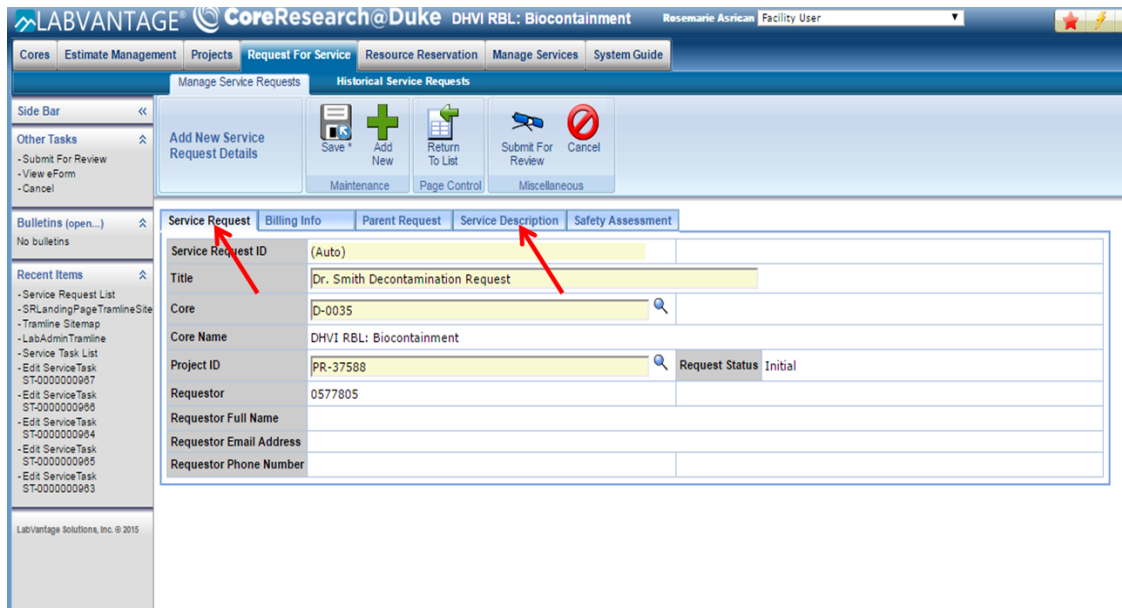
Rosemarie.asrican@duke.edu

 Duke Human Vaccine Institute
RBL: Biocontainment

- Click on “Add New Request” from the operations bar at the top.



The following screen will appear:



The screenshot shows the 'Add New Service Request Details' form in the LABVANTAGE CoreResearch@Duke interface. The form is titled 'Add New Service Request Details' and has a 'Save' button. The form fields are organized into a table with the following columns: 'Service Request ID', 'Title', 'Core', 'Core Name', 'Project ID', 'Requestor', 'Requestor Full Name', 'Requestor Email Address', and 'Requestor Phone Number'. The 'Service Request ID' field is set to '(Auto)'. The 'Title' field contains 'Dr. Smith Decontamination Request'. The 'Core' field is set to 'D-0035'. The 'Core Name' field is set to 'DHVI RBL: Biocontainment'. The 'Project ID' field is set to 'PR-37588'. The 'Requestor' field is set to '0577805'. The 'Request Status' field is set to 'Initial'. The 'Requestor Full Name', 'Requestor Email Address', and 'Requestor Phone Number' fields are empty. The form also includes a 'Parent Request' tab and a 'Safety Assessment' tab. The left sidebar contains a 'Service Request List' and a 'Recent Items' list. The bottom status bar indicates 'LabVantage Solutions, Inc. © 2015'.

Rose Asrican, M.S.

RBL Operations Coordinator

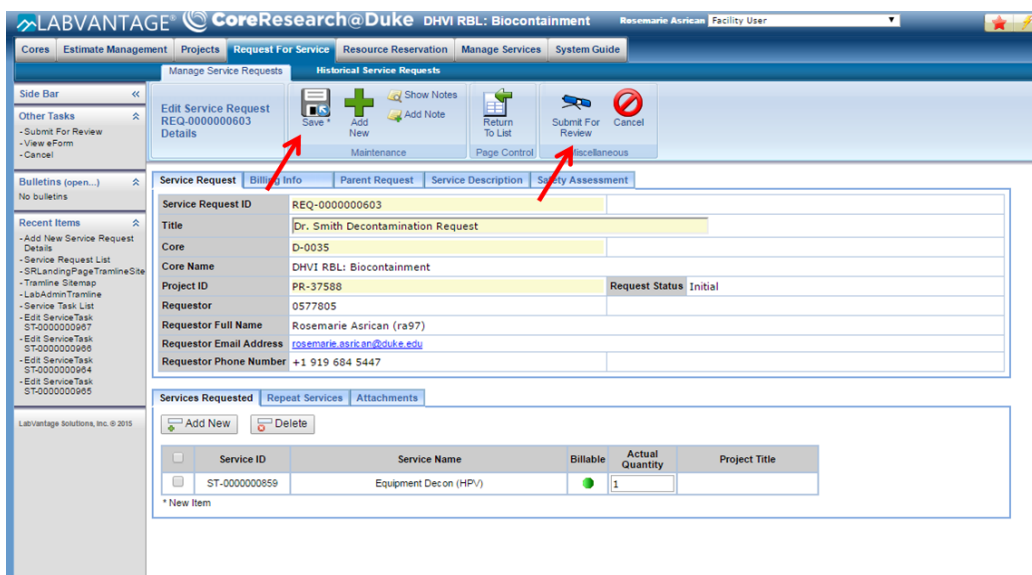
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5. Service Request Tab: fill out any necessary fields or selections. Mandatory fields are highlighted yellow.
 - a. Title: Please include your last name and your PI's last name in the title (ie. Smith/Jones Decontamination Request)
 - b. Core: Select **D-0035** DHVI RBL:Biocontainment from the list that comes up and then click "**Select & Continue**" from the operations bar. (*****NOTE**: If nothing appears in the list, click the "OK" button next to the blank search field at the right.)
 - c. Project ID: The "Project ID" is not the same as Fund Code. Click on the magnifying glass next to the data field. In the new window that comes up, type your 7-digit Duke fund code into the search box (no dashes) and Click "**OK**". Select your fund code and click "**Select & Continue**". If your fund code does not appear in this list, ensure your PI has authorized/linked you to the code in Core Research (see #1 above).
6. Service Description Tab: Include any pertinent information about the equipment to be decontaminated.
7. Click "**Save**".
8. Click "**Submit For Review**". (Submission will not be allowed if form hasn't been saved.)



LABVANTAGE CoreResearch@Duke DHVI RBL: Biocontainment Rosemarie Asrican Facility User

Manage Service Requests Historical Service Requests

Save Add New Add Note Return To List Submit For Review Cancel

Service Request Billing Info Parent Request Service Description Safety Assessment

Service Request ID REQ-0000000603

Title Dr. Smith Decontamination Request

Core D-0035

Core Name DHVI RBL: Biocontainment

Project ID PR-37588 Request Status Initial

Requestor 0577805

Requestor Full Name Rosemarie Asrican (ra97)

Requestor Email Address rosemarie.asrican@duke.edu

Requestor Phone Number +1 919 684 5447

Services Requested Repeat Services Attachments

Add New Delete

Service ID	Service Name	Billable	Actual Quantity	Project Title
ST-0000000859	Equipment Decon (HPV)	1		

* New Item

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