



# RII Division Flow Core

## MGB CMS User Instructions

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**PREREQUISITE:** All users must complete our Orientation process and an Attestation form, prior to gaining access to our core. For more information, please go to our website: <https://facs.bwh.harvard.edu/orientation-training/>

1. Navigate to: <https://researchcores.partners.org/>
2. New Users –
  - a. Click “Sign Up”
  - b. Input Partners/MGB ID – Click “Lookup Information” on top right
  - c. If you’d like invoices to go directly to a Financial Contact, add “Alternative Email” and change “Send Communication To” to “Both”. (Note: PIs associated with the fund you use will automatically receive a copy of the invoice, regardless of whether you add Alt Email or not)
  - d. Verify all information is correct
  - e. Click “Create Account”
3. Existing Users –
  - a. Log in to MGB CMS account using Partners/MGB credentials
  - b. If you’d like to add a Financial Contact to automatically receive invoices, Click “Account” on top right
  - c. Add “Alternative Email” and change “Send Communication To” to “Both”. (Note: PIs associated with the fund you use will automatically receive a copy of the invoice, regardless of whether you add Alt Email or not)
  - d. Click “Update Account”
4. Adding Funds to your account
  - a. After logging into MGB CMS account, click “User” Menu > “Funds”
  - b. Click “+ New Fund” on the right
  - c. Enter 6-digit Partners/Peoplesoft Fund Number and click “Lookup”
  - d. Verify all information is correct, then click “Assign Fund”
5. Navigate to RII Division Flow Core Page
  - a. Click “Core Services” Menu
  - b. Click “Flow Cytometry” link on the left
  - c. Click “RII Division Flow Core”
6. Submit Training Request to access calendar system
  - a. Click “Equipment & Pricing” Link

- b. Click “Training Request” button next to the equipment (3L vs 5L) *NOTE: you will need to create separate training requests for each instrument*
    - c. Fill out relevant information
    - d. Click “Create this Training Request”
    - e. Await response from core personnel to approve Training Request to give you access to the calendar system
  7. Booking an event on the calendar
    - a. Click on the link for either “3L Schedule” or “5L Schedule” to view each instrument calendar and availability
    - b. Click on the calendar on the specific date and time you wish to book
    - c. Adjust times, select specific services, and add a 6-digit Peoplesoft fund or existing fund from the menu to be billed for the experiment
    - d. Click “Create”
  8. Modifying or cancelling an event
    - a. Click on the experiment block on the calendar that you wish to modify/cancel
    - b. Modify: adjust any information and click “Save”
    - c. Cancel: click “Cancel Event”
    - d. *Note: See Cancellation Policy in Rules & Regulations below*
  9. Invoices
    - a. Invoices will be sent monthly, 7 days after the end of the month when event took place. *(e.g. Usage Month: April; Invoices Sent: May 7<sup>th</sup>)*
    - b. Review invoices thoroughly and notify core personnel of any discrepancies or changes needed. Core personnel will make changes and issue a new invoice
    - c. On the 14<sup>th</sup> day following the previous months’ service, core personnel will no longer be able to manually adjust previous events, and all changes must be made via MGB CMS administrators *(e.g. Usage Month: April, Invoice Changes by: May 14<sup>th</sup>)*
    - d. Invoices will be fulfilled electronically and automatically between ~30-60 days after event takes place *(e.g. Usage Month: April, Electronic Transfer: May 31<sup>st</sup>)*

## 10. RULES & REGULATIONS

- a. Each user must complete our full Orientation & Training process to gain access to the core
- b. Each user is required to have an individual log-in and cannot use a general lab account
- c. Users are allowed to book up to a maximum of 2 hours at a time during “peak hours” *(Mon-Fri 12-5pm)*
- d. Each user is responsible for making sure the instrument is shutdown or passing that responsibility on to the next user on the calendar. DO NOT assume the next user will show up for their time without having contacted them directly to confirm. Otherwise, when in doubt, shut the instrument down after your usage.
- e. **CANCELLATION POLICY:**
  - i. **Users must cancel unused bookings >6 hours before the start time of the event to avoid charges**
  - ii. **If a user cancels their booking <6 hours until their start time, and the vacated time goes unused, the user will be charged**