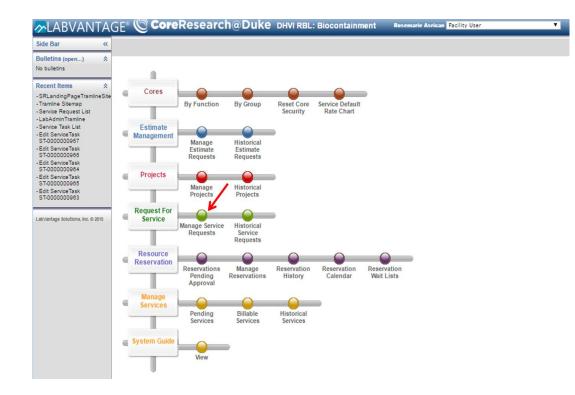
## **Duke** Human Vaccine Institute *RBL: Biocontainment*

## Submitting a New Request for Equipment Decontamination

We are using the CoreResearch@Duke shared resource management system (<u>coreresearch.duke.edu</u>) 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:

- 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.)
- 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



4. Click on "Add New Request" from the operations bar at the top.

Cores Estimate Manage	ment Projects Request For Ser	vice Resource Reservation	Manage Services System Guide							
Manage Service Requests Historical Service Requests										
Side Bar         <		dd New Add EForm Edit Request List Co	a Show Notes	Submit For Review Miscellaneous						
- Cancel	Search Bar «									
Details A -Attachments	Search: *	·								
Bulletins (open)       ♠         No bulletins       ♠         SRLandingPageTramineSite       •         Tamine Sitemap       ●         Service Request List       •         •LabAdminTramine       ●         •Service Task       List         •Edit ServiceTask       ST-000000006         •Edit ServiceTask       ST-000000066         •Edit ServiceTask       ST-000000066	Search By Query: RepeatingNeedsNewProject RequestByProject RequestByProjectStatus RequestByNembership RequestBySafetyAssess RequestBySafetyAssess RequestBySafetyAssess RequestBySafetyAssess RequestBySafetyAssess RequestBySafetyAssess RequestBySafetyAssess RequestBySafetyAssess RequestByCafet									
LabVantage Solutions, Inc. © 2015										

The following screen will appear:

🖟 LABVANTAGE" 🖤 CoreResearch@Duke DHVI RBL: Biocontainment 🛛 Resemarie Asrican Facility User 🔹 👘 🐔										
Cores Estimate Managem	nent Projects Request Fo	r Service Resource Reservation Manage Services System Guide								
	Manage Service Requests	Historical Service Requests								
Side Bar ≪ Other Tasks ☆ - Submit For Review - View eForm - Cancel	Add New Service Request Details	Submit For Cancel								
		Maintenance Page Control Miscellaneous								
Bulletins (open)	Service Request Billing Info Parent Request Service Description Safety Assessment									
	Service Request ID	(Auto)								
Recent Items	Title	Dr. Smith Decontamination Request								
- Service Request List - SRLanding/PageTrainlesSte - Tramine Stemap - LabAdmin Tramine - Service Task List - Edit Service Task ST-000000607 - Edit Service Task ST-000000606 - Edit Service Task ST-000000665 - Edit Service Task - ST-00000665 - Edit Service Task - ST-00000665 - Edit Service Task - ST-00000665 - Edit Service Task - ST-0000066 - ST-0000066 - Edit Service Task - ST-0000066 - Edit Service Task - ST-0000066 - ST-0000066 - ST-0000066 - ST-000066 - ST-0000066 - ST-0000066 - ST-000066 - ST-0000066 - ST-0000066 - ST-0000066 - ST-000066 - ST-00006 - ST-000066 - ST-000066 - ST-000066 - ST-000066 - ST-0006	Core	D-0035								
	Core Name	DHVI RBL: Biocontainment								
	Project ID	PR-37588 Request Status Initial								
	Requestor	0577805								
	Requestor Full Name									
	Requestor Email Address									
	Requestor Phone Number									
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## J Duke Human Vaccine Institute **RBL:** Biocontainment

- 5. Service Request Tab: fill out any necessary fields or selections. Mandatory fields are highlighted yellow.
  - a. <u>Title</u>: 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.)

	GE® <b>© Core</b> Res	search@Duke DHVI	RBL: Biocontainment	Rosemarie As	rican Facility User	۲	* /		
Cores Estimate Managem	ent Projects Request Fo	or Service Resource Reservation	Manage Services System Gu	ide					
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Side Bar «	Edit Service Request REQ-000000603 Details	Show Notes	<b>T</b>	0					
Other Tasks - Submit For Review - View eForm		Save * Add Add Note	Return Submit For To List Review	Cancel					
-Cancel		Maintenance	Page Control	neous					
Bulletins (open)	Service Request Billing	Info Parent Request Servic	e Description Safety Assess	ment					
	Service Request ID	REQ-000000603							
Recent Items 🛛 🛠	Title	Dr. Smith Decontamination Request							
- Add New Service Request Details	Core	D-0035							
- Service Request List - SRLandingPageTramineSite	Core Name	DHVI RBL: Biocontainment							
- Tramine Stemp - LabAdmi Tramine - Senice Task List - Belt Service Task - Stramon Task - Stramon Task - Stramon Task - Stramon Task - Stramon Task - Stramon Service Task	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 ODelete								
	Service ID	Service Name	e Billable	Actual Quantity	Project Title				
	ST-000000859	Equipment Decon (	(HPV)	1					
	* New Item								

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