



Resources at Dartmouth User's Manual

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Click Ctrl + Topics for Direct Links to Pages

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ABOUT RADAR

RaDar (Resources at Dartmouth) is the Norris Cotton Cancer Center (NCCC) portal which allows researchers to request services from Shared Resource Departments, and to make reservations to use Shared Instruments.

Orders for both Services and Assisted or Unassisted Instrument use from Shared Resources Departments typically incur charges. Unassisted use of NCCC Shared Instruments does not incur charges.

Administrators for Shared Resource Departments and Instruments use RaDar to manage orders and any associated billing and reporting.

REQUEST A RADAR ACCOUNT

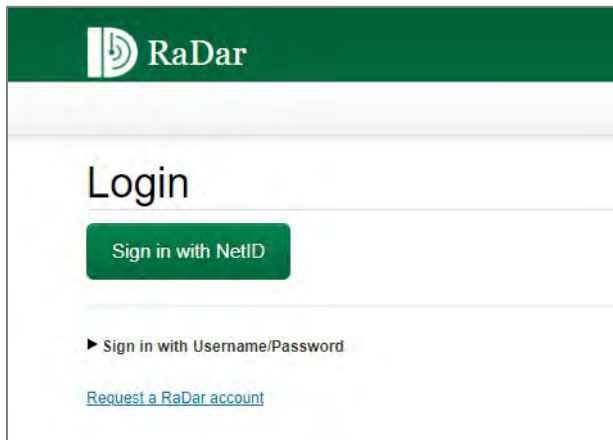
All RaDar users must have a Dartmouth NetID. Individuals not associated with Dartmouth, can request a sponsored NetID account.

To request an account, email ccops@dartmouth.edu.

Please provide the name and email that should be associated with the account, as well as your NetID if you have one. You will need to provide a billing chartstring number to associate with the account. The chartstring is required regardless of your use of chargeable resources.

LOGGING IN

Go to radar.dartmouth.edu/users/sign_in

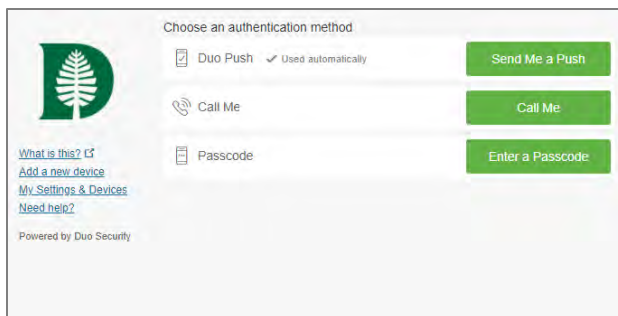
The image shows the RaDar login interface. At the top is a green header with the RaDar logo and name. Below the header, the word "Login" is centered. There is a green button labeled "Sign in with NetID". Below that, there is a link "Sign in with Username/Password" with a right-pointing triangle icon. At the bottom, there is a link "Request a RaDar account".

DUO SECURITY

You may be requested to use Duo Security as a secondary authentication to log in.

For more information on Duo Security, visit:

services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=64933

The image shows the Duo Security authentication screen. On the left is the Duo logo. To the right of the logo, there is a heading "Choose an authentication method". Below this heading are three options: "Duo Push" (with a checkmark icon and "Used automatically" text), "Call Me" (with a phone icon), and "Passcode" (with a key icon). To the right of each option is a green button: "Send Me a Push", "Call Me", and "Enter a Passcode". At the bottom left, there are links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". At the bottom center, it says "Powered by Duo Security".

BROWSING RESOURCES

NOTE:

Dependent on your level of system access, there may be slight variations to what you see on your screen. These instructions are intended to cover the functions for standard resource users.

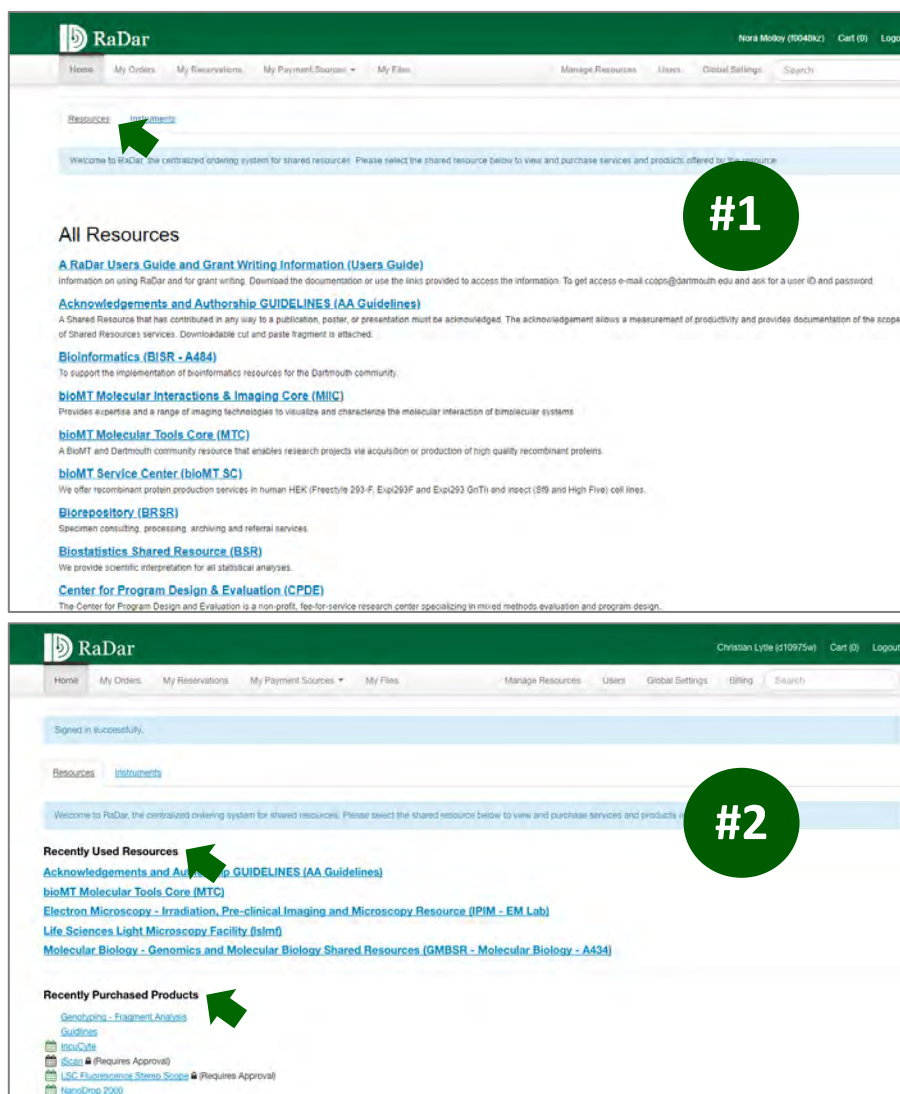
RESOURCES TAB:

This is the RaDar homepage (**FIGURE 1**) which shows a list of the resource categories (i.e. NCCC Shared Instruments) and shared resources “cores” or departments (i.e. Life Sciences Light Microscopy Facility.)

Note that within these categories and departments, RaDar users can request both Services and Instruments. Services and Instruments have slightly different process flows through the system, and both will be described in the coming pages.

Figure #1 below shows the view of the **Home Page** that a new user will have.

Figure #2 below shows the view of the **Home Page** that will appear once a user has begun to utilize **RESOURCES**. The user’s recently used resources and recently ordered products will be moved to the top of the page for faster access.



BROWSING RESOURCES (continued)

The Resources listed in blue include both NCCC resources, as well as resources available through other **Geisel and Dartmouth entities**. Clicking on the blue name of a resource category or department will take you to a page with a brief description of what is offered (**FIGURE #3**). It may be a combination of both services and instruments. You can click on an individual item name to get more information. Services (**FIGURE #4**) have an **ADD TO CART** button while instruments can be scheduled by the user directly utilizing a calendar function (**FIGURE #5**). See also **Ordering Services and Reserving Instruments** on page 7.

RaDar Nora Mulloy (004)

Home My Orders My Reservations My Payment Sources My Files Manage Resources Users Global Settings Search

Home > Genomics and Microarray > Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431)

Genomics and Microarray - Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431)

The Microarray and Next-Gen Sequencing Shared Resource provides technologies to Cancer Center and Dartmouth community investigators that enable profiling of RNA, DNA and epigenetic marks on a genome scale. Our long-term goal is to provide an efficient and affordable fee-for-service operation that will provide high quality genomics and microarray data for the growing number of Cancer Center investigators.

Pricing and additional information can be found on the [GSR Website](#)

Use of any of the Shared Resource services or instrumental needs to be acknowledged in any publications or presentations along with NCI Cancer Center Support Grant EP30CA23105.

[Daily View](#)

Instruments

- [NextSeq500](#) (Requires Approval)
- [MinSeq500](#) (Requires Approval)

Items

- [microarrays \(hidden\)](#)

Services

- [Affymetrix Clariom-S Gene Expression Array](#)
- [Affymetrix Clariom-S Gene Expression Array](#)
- [Affymetrix Clariom-S Gene Expression Array](#)
- [Affymetrix Clariom-S Gene Expression Array](#)
- [Affymetrix Clariom-S Gene Expression Array](#)

RaDar Nora Mulloy (004)

Home My Orders My Reservations My Payment Sources My Files Manage Resources Users Global Settings Search

Home > Genomics and Microarray > Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431) > Affymetrix Clariom-S Gene Expression Array

Genomics and Microarray - Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431)

Affymetrix Clariom-S Gene Expression Array

This service includes preparation of up to 10 samples for mRNA expression profiling using the Affymetrix Clariom-S Gene Expression Array. This product is designed to measure >20,000 mRNA species from Human, Mouse or Rat samples. For preparing FFPE or low-input samples, please contact the core for more information.

For more information see the [Clariom-S Product Page](#), or download the Technical Data Sheet from the link on the right.

Price listed is per sample and includes initial RNA QC, RNA labeling, labeled RNA QC and array scanning.

Documentation

- [Custom Array TDS](#)

Add to cart

RaDar Nora Mulloy (004) Call (1) Logout

Home My Orders My Reservations My Payment Sources My Files Manage Resources Users Global Settings Search

Home > Genomics and Microarray > Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431) > Create Reservation

Genomics and Microarray - Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431)

This user you are ordering for is not on the authorized list for this instrument.

NextSeq500

Please reserve machine for 24 hours for a 75 or 150-cycle run and 48 hours for a 300-cycle run.

Payment Source: 7819 / 30 058 280000 540000 0000

Note: Visible to facility staff only

Reserve Start: 04/16/2021 2:00 PM Duration: 24:00

Reserve End: 04/18/2021 2:00 PM Error: "total included" or "hours included"

Create Cancel

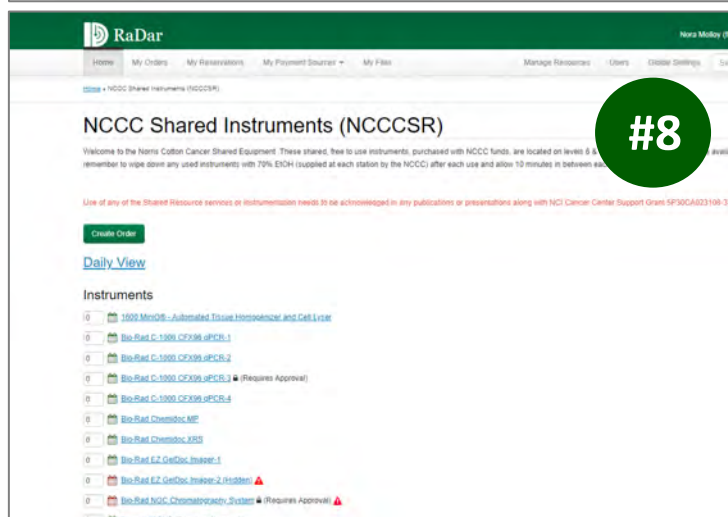
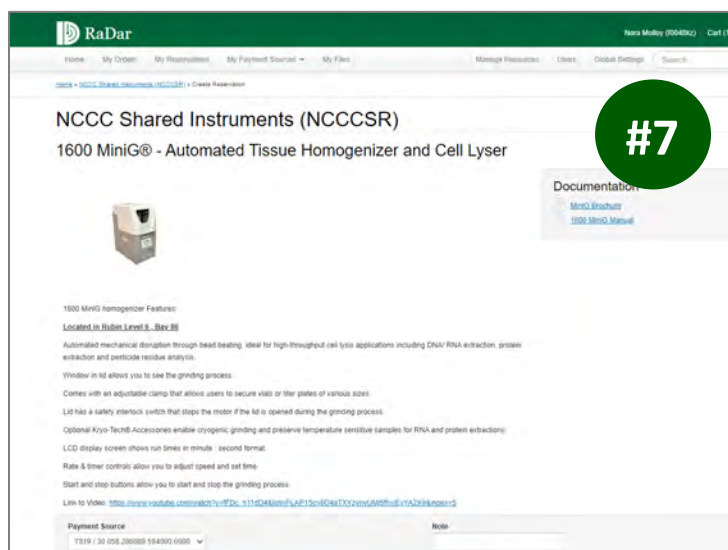
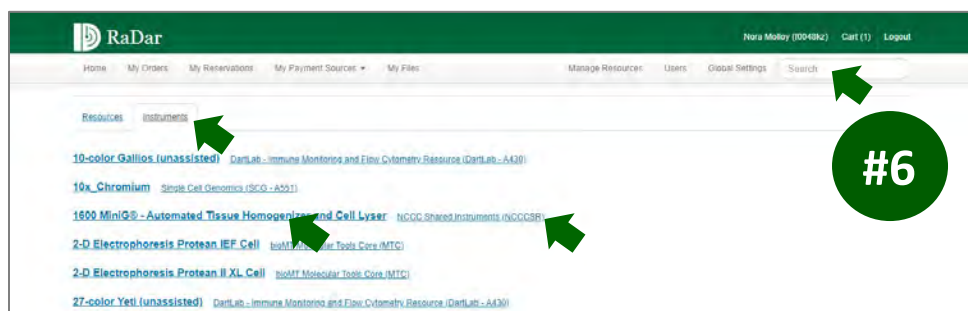
Apr 11 - 17, 2021

Sun 4:11 Mon 4:12 Tue 4:13 Wed 4:14 Thu 4:15 Fri 4:16 Sat 4:17

INSTRUMENTS TAB

Returning to the **HOME PAGE**, adjacent to the **RESOURCES TAB**, is the **INSTRUMENTS TAB**. These are the same instruments found within the different Resource Categories on the **RESOURCES TAB**, but from the **INSTRUMENTS TAB** (FIGURE #6), they can be searched directly.

Each instrument listed has two links associated with it. Clicking on the instrument name will take you directly to that instrument's page where you will see the description and can schedule use (FIGURE #7). The second link, in smaller text, is a direct link to the page of the Resource Category or Department the where the instrument is located (FIGURE #8).



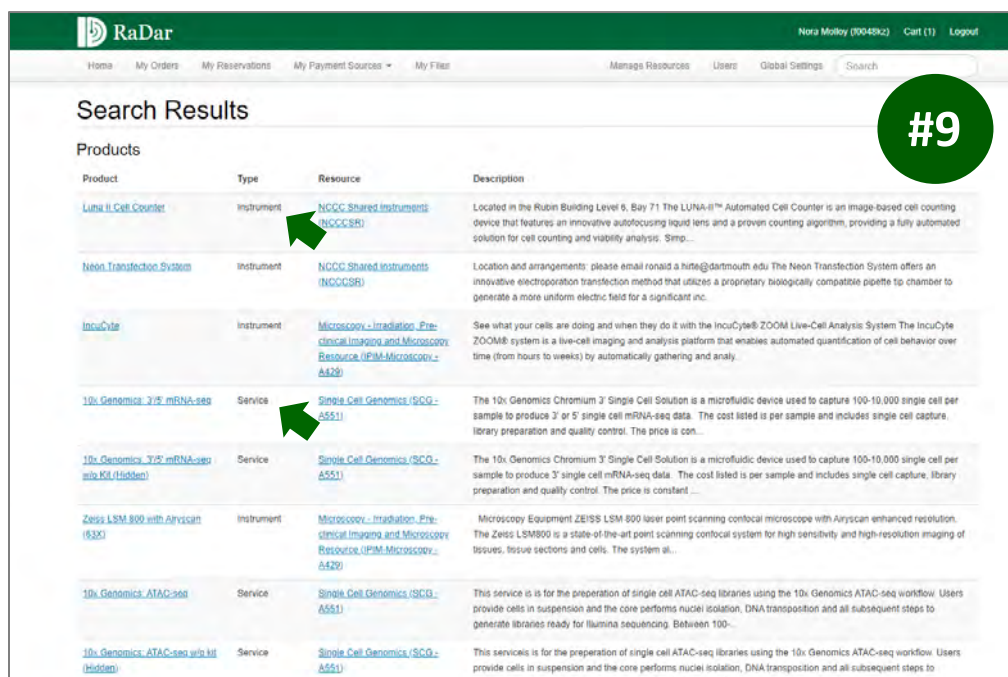
SEARCH FUNCTION

The **SEARCH** box will always be in the top right corner. Any key word you search will pull from all areas of RaDar, so you may see results from *products, resources, instruments, your existing reservations*, etc. (**FIGURE #9**) It is searching both titles and descriptions. This is a great tool when you need to search for a service or an instrument and are not sure where to find it.

SEARCH FUNCTION TIPS:

There are some limitations in the search function. The tips below will help you get the best results.

1. A RaDar search **will not produce results based on partial words**. This means that searching on “molec” will not pull up all results containing “molecular”. But searching “molecular” will pull up more than a dozen results. This also means that terms like “cell” vs. the plural “cells” will turn up different results.
2. Use equipment manufacturer names if known. It is a very specific search that can narrow your results. (Bio-Rad, Sorvall, Beckman etc.)
3. Use words that may be part of the description of an instrument or resource department. For example, what test or capabilities you are looking for. Terms such as chromatography or nucleic acid will turn up a diverse set of results.



The screenshot shows the RaDar web application interface. At the top, there is a navigation bar with the RaDar logo and user information (Nora Molloy 0004902, Cart (1), Logout). Below the navigation bar, there is a search bar and a 'Search' button. The main content area is titled 'Search Results' and displays a table of products. The table has four columns: Product, Type, Resource, and Description. The products listed are:

Product	Type	Resource	Description
Luna II Cell Counter	Instrument	NCCC Shared Instruments (NCCCSB)	Located in the Rubin Building Level 6, Bay 71 The LUNA-II™ Automated Cell Counter is an image-based cell counting device that features an innovative autofocus liquid lens and a proven counting algorithm, providing a fully automated solution for cell counting and viability analysis. Simp...
Neon Transfection System	Instrument	NCCC Shared Instruments (NCCCSB)	Location and arrangements: please email ronald.a.hite@dartmouth.edu The Neon Transfection System offers an innovative electroporation transfection method that utilizes a proprietary biologically compatible pipette tip chamber to generate a more uniform electric field for a significant inc.
IncuCyte	Instrument	Microscopy - Irradiation, Pre-clinical Imaging and Microscopy Resource (IPM-Microscopy - A426)	See what your cells are doing and when they do it with the IncuCyte ZOOM Live-Cell Analysis System The IncuCyte ZOOM system is a live-cell imaging and analysis platform that enables automated quantification of cell behavior over time (from hours to weeks) by automatically gathering and analy...
10x Genomics 3' v2 mRNA-seq	Service	Single Cell Genomics (SCG - A551)	The 10x Genomics Chromium 3' Single Cell Solution is a microfluidic device used to capture 100-10,000 single cell per sample to produce 3' or 5' single cell mRNA-seq data. The cost listed is per sample and includes single cell capture, library preparation and quality control. The price is con...
10x Genomics 3' v2 mRNA-seq with K10 (Hidden)	Service	Single Cell Genomics (SCG - A551)	The 10x Genomics Chromium 3' Single Cell Solution is a microfluidic device used to capture 100-10,000 single cell per sample to produce 3' single cell mRNA-seq data. The cost listed is per sample and includes single cell capture, library preparation and quality control. The price is constant...
Zeiss LSM 800 with Airyscan (S30)	Instrument	Microscopy - Irradiation, Pre-clinical Imaging and Microscopy Resource (IPM-Microscopy - A426)	Microscopy Equipment ZEISS LSM 800 laser point scanning confocal microscope with Airyscan enhanced resolution. The Zeiss LSM800 is a state-of-the-art point scanning confocal system for high sensitivity and high-resolution imaging of tissues, tissue sections and cells. The system al...
10x Genomics ATAC-seq	Service	Single Cell Genomics (SCG - A551)	This service is for the preparation of single cell ATAC-seq libraries using the 10x Genomics ATAC-seq workflow. Users provide cells in suspension and the core performs nuclei isolation, DNA transposition and all subsequent steps to generate libraries ready for Illumina sequencing. Between 100...
10x Genomics ATAC-seq with kit (Hidden)	Service	Single Cell Genomics (SCG - A551)	This service is for the preparation of single cell ATAC-seq libraries using the 10x Genomics ATAC-seq workflow. Users provide cells in suspension and the core performs nuclei isolation, DNA transposition and all subsequent steps to

ORDERING SERVICES AND RESERVING INSTRUMENTS

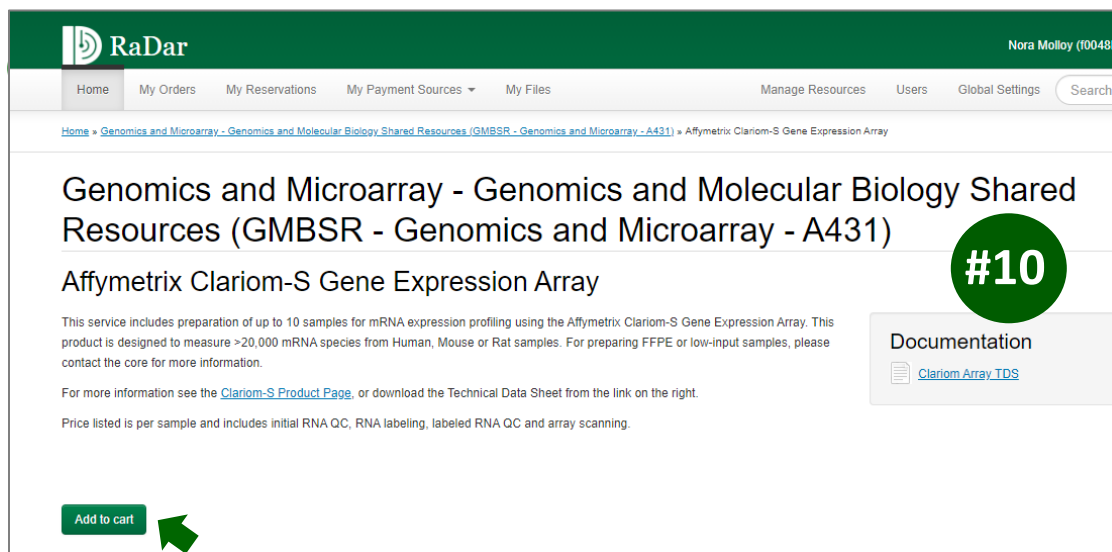
Ordering Services and Reserving Instruments have different processes for ordering, so they are separated into different sections below.

In general, it is typically preferred that users initiate their requests for instruments and services through RaDar, but Resource Departments and RaDar administrators do have the ability to place orders on a user's behalf if necessary.

ORDERING SERVICES

Because of the diversity of services provided, users are asked different questions specific to that service. Not all can be covered here. If you have questions, contact the Shared Resource you are ordering from directly for help.

1. Go to Radardartmouth.edu
2. **LOG IN** using the button in the upper right corner.
3. Click on **HOME** from the main menu.
4. Click on the **RESOURCES** tab.
5. Select the Resource Department you wish to order from.
6. Select the service you want to order and click **ADD TO CART** or **CREATE ORDER (FIGURE #10)**.



The screenshot shows the RaDar website interface. At the top, there is a green header with the RaDar logo and the user's name 'Nora Molloy (f0048k)'. Below the header is a navigation bar with links: Home, My Orders, My Reservations, My Payment Sources, My Files, Manage Resources, Users, Global Settings, and a Search button. The main content area displays the title 'Genomics and Microarray - Genomics and Molecular Biology Shared Resources (GMBSR - Genomics and Microarray - A431)' and the service 'Affymetrix Clariom-S Gene Expression Array'. A description of the service is provided, along with a link to the 'Clariom-S Product Page' and a link to the 'Clariom Array TDS' documentation. At the bottom left, there is a green 'Add to cart' button with a green arrow pointing to it. A large green circle with the number '#10' is overlaid on the right side of the page.

ORDERING SERVICES *(continued)*

7. In the **CART**, (**FIGURE #11**) select the **PAYMENT SOURCE** (chart string account) you wish to use for the service and click **CONTINUE**. If you do not have an active payment source, you will need to contact your Department Business Administrator to have one added. A chart string is required for all orders even when there is no expected fee.
8. Complete any additional fields that are requested based on your selection.
9. Confirm your quantity is correct and be sure to click **UPDATE** to save any changes.
10. Click **SAVE SUBMISSION** if asked.
11. Click **PURCHASE**

Cart

Your cart will be saved between visits and can be added to, or your order completed at a later time.

Payment Source
7819 / 30.058.286009.594000.0000
[Change Payment Source](#)

Product	Quantity	Estimated Price	Estimated Total
Remove Affymetrix Clariom-S Gene Expression Array Note <div></div>	1	\$254.00	\$254.00
Estimated Totals		\$254.00	\$254.00

All prices are estimates. Actual cost is assigned when the order is complete.

By making this purchase you are required to acknowledge any Shared Resource and/or Shared Resource personnel in any resulting papers, posters or presentations. See Acknowledgements and Authorship Guidelines on the RaDar Home page for more information.

Note that if you do not complete an order/purchase, the service will remain in your cart and you can access it later.

MY ORDERS TAB *(Reviewing existing orders)*

The **MY ORDERS** tab (**FIGURE #12**) lets you quickly look at both **PENDING** (incomplete) or **ALL** your service orders by toggling between the tabs at the top of the page. (Note that **MY RESERVATIONS** shows your instrument use reservations. **ORDERS** are for **SERVICES** and **RESERVATIONS** are for scheduled **INSTRUMENT** use. Clicking the blue **ORDER NUMBER** will take you to specific information about that order.

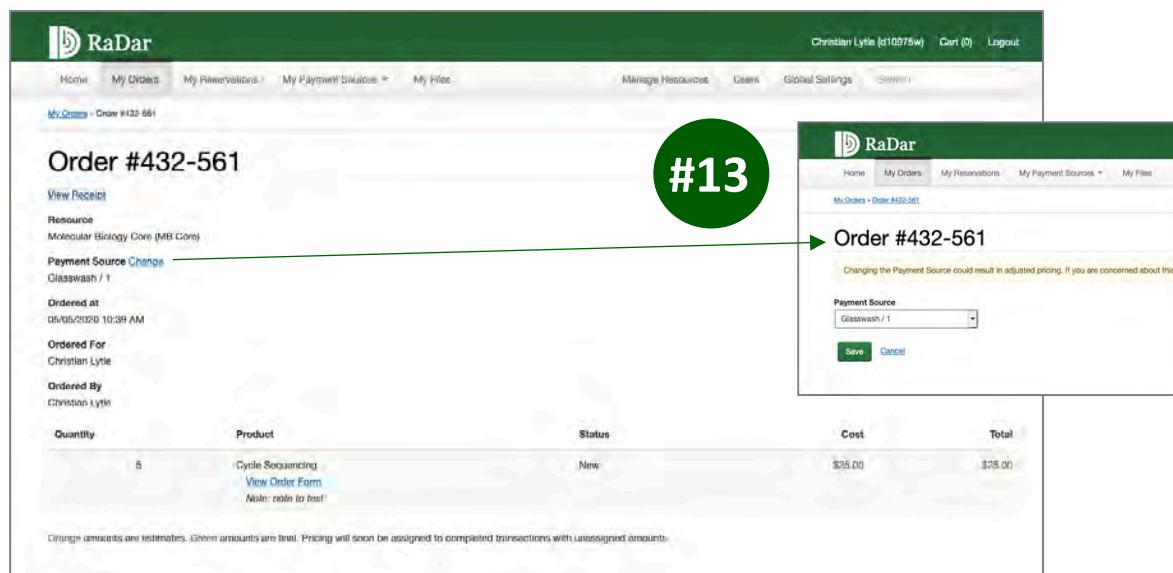
My Orders

[Pending](#) [All](#)

Order #	Ordered Date	Quantity	Product	Status	Price
80932-145277	02/12/2020 6:30 AM	2	GMBSR - Molecular Biology - A434 / Sanger - Cycle Sequencing	Canceled	\$110.00
93631-145274	02/12/2020 6:06 AM	2	GMBSR - Molecular Biology - A434 / Sanger - Cycle Sequencing	Canceled	\$110.00
73854-145273	02/12/2020 5:46 AM	2	GMBSR - Molecular Biology - A434 / Sanger - Cycle Sequencing	Canceled	\$110.00
12172-46368	08/22/2018 10:41 AM	3	GMBSR - Molecular Biology - A434 / Sanger - Cycle Sequencing	Canceled	\$165.00
29613-39445	11/21/2017 11:09 AM	1	AA Guidelines / Guidelines	Complete	Unassigned
136108-24204	09/06/2017 3:06 PM	1	GMBSR - Molecular Biology - A434 / Sanger - Cycle Sequencing	Canceled	\$4.00

When looking at the details of a specific order (**FIGURE #13**) you can:

- **VIEW RECEIPT** (and print) if needed.
- Review and change your **PAYMENT SOURCE**.
- View the **ORDER FORM**.
- View **PRICING**. Note that the prices in orange are estimates, and those in green are final.



ORDERING SERVICES AND RESERVING INSTRUMENTS *(continued)*

RESERVING INSTRUMENTS

There are a few different navigation routes that can be followed to be able to submit an instrument reservation. This manual will cover two options.

OPTION 1:

This option is great when you have just one instrument you are looking to reserve for a single time slot.

1. Go to Radar.dartmouth.edu
2. **LOG IN** using the button in the upper right corner.
3. Click on **HOME** from the main menu.
4. Click on the **INSTRUMENTS** tab.
5. Click on the instrument you want to reserve to proceed to the scheduling page (**FIGURE #14**)
6. Select the **PAYMENT SOURCE** (chart string account) for the service. If you do not have an active payment source, contact your Business Administrator to have one added.
7. The block calendar at the bottom of the page shows availability. Select the date and times you wish to use the instrument which will then appear in the calendar below.
8. Click on the **CREATE** button. If you are making a reservation for immediate use, the button will say **CREATE AND START**.
9. A window will open and let you know that your reservation was successful or if there is a scheduling problem and you need to select a different time.

OPTION 2:

This option is great when you have multiple instruments and/or multiple time slots that you want to make reservations for.

1. Go to Radars.dartmouth.edu
2. **LOG IN** using the button in the upper right corner.
3. Click on **HOME** from the main menu.
4. Navigate the alphabetical list and open **NCCC Shared Instruments (NCCCSR)**. This would work for any of the Shared Resource listings on this page, but for this explanation, we are using the Cancer Center Shared Instruments.
5. A list of instruments will appear. You can click on an instrument name to read about an instrument. (**FIGURE #15**).
 - a. Click on the calendar icon to see the availability of that instrument (**FIGURE #16**). (Note on this calendar page that you can switch between daily, weekly, and monthly views.) In the upper right corner, you can click **PLACE RESERVATION** to be taken to the page where you can set your reservation date and time (**FIGURE #14**). From here, the steps follow the same as OPTION 1.

OR

- b. If you want to order multiple instruments, from the instrument list, enter the number of reservations you wish to make for each instrument. For example, if you wanted to reserve something for an hour every morning for a week, you could enter "5". Click **CREATE ORDER** and you will be taken to your **CART** where you can enter the details for each individual request (**FIGURE #17**).

RaDar

Home
My Orders
My Reservations
My Payment Sources
My Files
Manage Resources

[Home](#) > [NCCC Shared Instruments \(NCCCSR\)](#)

NCCC Shared Instruments (NCCCSR)

Welcome to the Norris Cotton Cancer Shared Equipment. These shared, free to use instruments, purchased with NCCC funds, are located on level 3. Please remember to wipe down any used instruments with 70% ETOH (supplied at each station by the NCCC) after each use and allow 10 minutes in between uses.

Use of any of the Shared Resource services or instrumentation needs to be acknowledged in any publications or presentations along with NCI Cancer Therapy Evaluation Program.

Create Order

Daily View

Instruments

0

1520 MiniQ® - Automated Tissue Homogenizer and Cell Lyser

0

Bio-Rad C-1000 CFX96 qPCR-1

0

Bio-Rad C-1000 CFX96 qPCR-2

#15

RaDar

Nora Mulloy (804)462...
Cart (0)
Logout

Home
My Orders
My Reservations
My Payment Sources
My Files
Manage Resources
Users
Global Settings
Search

[Home](#) > [NCCC Shared Instruments \(NCCCSR\)](#) > [Nanodrop 2000 Spectrophotometer-1 Schedule](#)

NCCC Shared Instruments (NCCCSR)

Nanodrop 2000 Spectrophotometer-1 Schedule

Apr 18 – 24, 2021

<

>

today

day

week

month

Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23	Sat 4/24
	<div>8:00 - Reservation</div> <div>10:00 - Reservation</div> <div>11:00 - Reservation</div>	<div>9:00 - Reservation</div>				

#16

RaDar

Nora Mulloy (804)462...
Cart (4)
Logout

Home
My Orders
My Reservations
My Payment Sources
My Files
Manage Resources
Users
Global Settings
Search

[Home](#) > [NCCC Shared Instruments \(NCCCSR\)](#) > [Cart](#)

Cart

Your cart will be saved between visits and can be added to, or your order completed at a later time.

Payment Source: 7819 / 30 058 286089 594006 0000
[Change Payment Source](#)

Product	Quantity	Estimated Price
Remove <div>Please make a reservation</div> Bio-Rad C-1000 CFX96 qPCR-3	1	Unassigned
Remove <div>Please make a reservation</div> Nanodrop 2000 Spectrophotometer-1	1	Unassigned
Remove <div>Please make a reservation</div> Nanodrop 2000 Spectrophotometer-1	1	Unassigned
Remove <div>Please make a reservation</div> SpectraMax 13x	1	Unassigned

#17

Located in the Bldg. Building Level 3, Box 22

Thermo Scientific™ NanoDrop 2000 and 2000c are full spectrum, UV-Vis spectrophotometers used to quantify and assess purity of DNA, RNA, proteins and more. The NanoDrop 2000 and 2000c are the only microvolume spectrophotometers with patented sample retention technology that measures sample volumes as small as 0.5 µL.

Link to Video: [https://www.thermo.com/assets/Assets/Science/Assets/2017/2/2017-02-20/Thermo_Scientific_NanoDrop_2000_2000c_UV-Vis_Spectrophotometer_Demonstration_Video](#)

Payment Source: 7819 / 30 058 286089 594006 0000

Note:

Reserve to facility staff only

Reserve Start: 04/19/2021 12:00 PM

Reserve End: 04/23/2021 12:00 PM

Duration: 0:00

Enter "total minutes" or "hours:minutes"

Apr 18 – 24, 2021

Sun 4/18	Mon 4/19	Tue 4/20	Wed 4/21	Thu 4/22	Fri 4/23
	<div>8:00 - Reservation</div> <div>10:00 - Reservation</div> <div>11:00 - Reservation</div>	<div>9:00 - Reservation</div>			

MY RESERVATIONS TAB

The **MY RESERVATIONS** tab (**FIGURE #18**) allows you to view your instrument reservations. Use the tabs **UPCOMING** and **ALL** (includes past orders).

Clicking on your order number will bring up the details of the order and provide you the opportunity to edit the reservation.

- Click on the Date and Time to edit your reservation to a new specific date and time.
- Click on **MOVE UP** to find out the earliest possible availability.
- **REPORT AN ISSUE** if there is a problem with the instrument.
- **CANCEL** will allow you to delete the reservation.

My Reservations

Upcoming All

Order #	Actions	Reservation (Edit/Extend)	Product
120123-174197	Move Up Report an Issue Cancel	Mon 04/26/2021 8:00 AM - 8:30 AM	NCCCSR / Bio-Rad C-1000 CFX96 qPCR-2
120124-174198	Move Up Report an Issue Cancel	Mon 04/26/2021 8:00 AM - 8:15 AM	NCCCSR / Nanodrop 2000 Spectrophotometer-1
119826-173896	Report an Issue	Tue 04/27/2021 8:30 AM - 9:00 AM	NCCCSR / Bio-Rad C-1000 CFX96 qPCR-1

Orange amounts are estimates. Green amounts are final. Pricing will soon be assigned to completed transactions with unassigned amounts.

Order #120123-174197

Nanodrop 2000 Spectrophotometer-1

Report an Issue

Complete this form to alert facility staff about any serious equipment issues discovered before, during, or after usage.

Move Reservation

The earliest time you can move this reservation to begins on April 23, 2021 at 12:31 PM and ends at 12:46 PM.

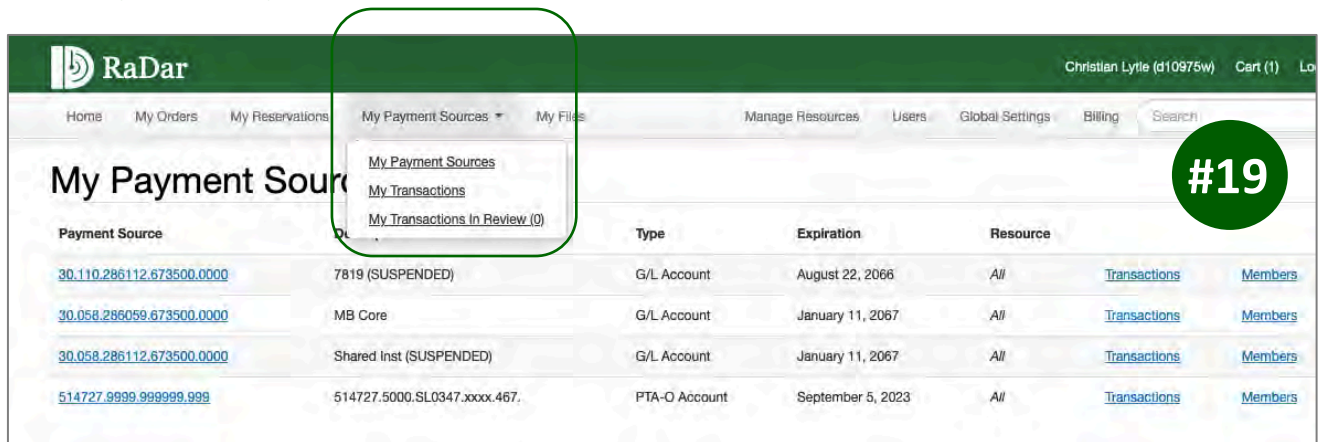
Would you like to move your reservation?

Move Cancel

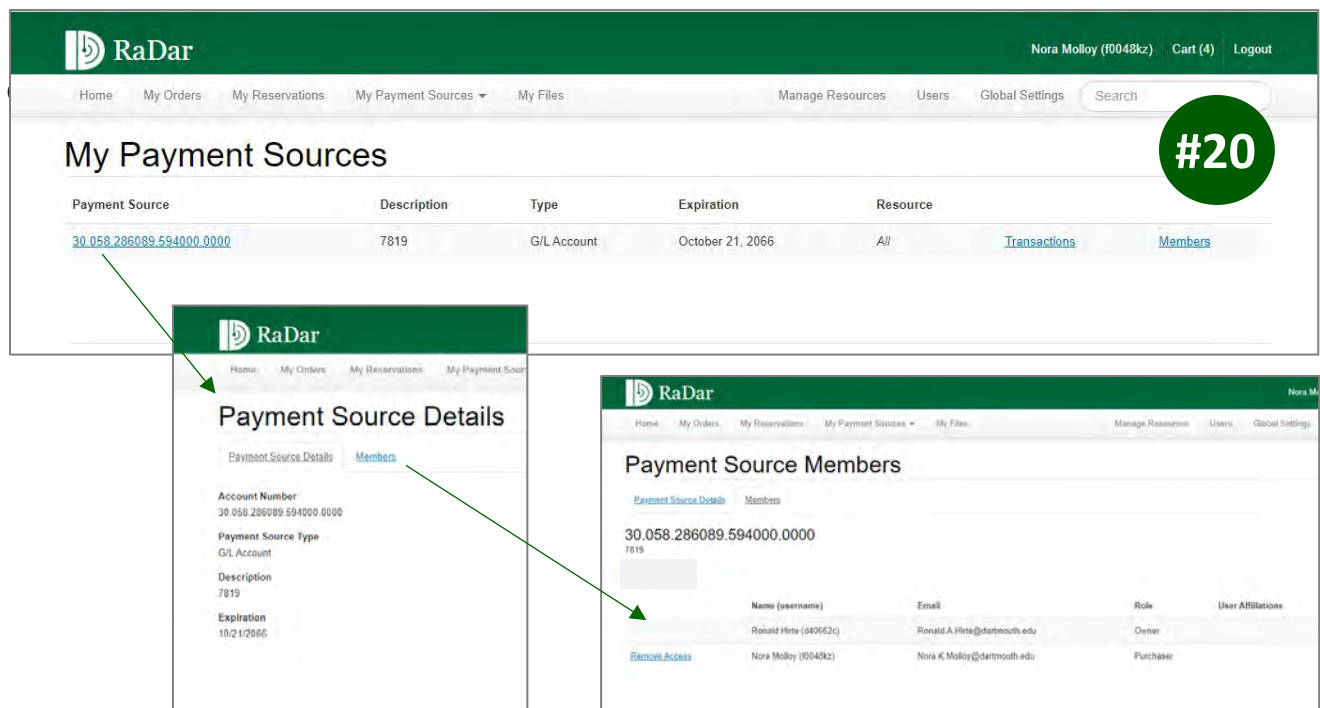
FINANCIAL MANAGEMENT

MY PAYMENT SOURCES

From the HOME page, the **MY PAYMENT SOURCES** dropdown arrow will reveal three different options for viewing payment sources **MY PAYMENT SOURCES**, **MY TRANSACTIONS**, **MY TRANSACTIONS IN REVIEW** (FIGURE #19).



MY PAYMENT SOURCES (FIGURE #20) lists the active and suspended payment sources that have been associated with your account. The **PAYMENT SOURCE** account number is a link to the details and other members with access to that PAYMENT SOURCE. Information on the account includes the “Description” of the account, the “Type” of account it is, the “Expiration” date of the account and which “Resources” it can be used with. The **Transactions** link will show the transactions that have use that account. The **Members** link will show who had access to that account.



MY TRANSACTIONS

Again, from the **MY PAYMENT SOURCES** drop down in the main page menu, **MY TRANSACTIONS** allows you to search your history of past transactions. (**FIGURE #21**)

There are six different search boxes (**A**), each with their own drop-down menu, to help you define your search. You can use as many of these criteria as you wish to define your search.

On the right, are further fields to define the search (**B**)

- Click on the top box, which is unlabeled, and select the **TRANSACTION STATUS** you wish to use. **ORDERED** covers all orders. **FULFILLED** will search only completed orders. **JOURNALED / STATEMENT** will search orders that have been billed and **RECONCILED** will search those that have been paid.
- Select the **START DATE** you wish to use for your search. This box automatically defaults to the first day of the last month.
- Select the **END DATE** you wish to use.
- Click on the **FILTER** button found below the 6 search boxes to initiate the search.

Once you click on the **FILTER** button, the **TRANSACTIONS** meeting the search criteria will appear in a list below the search criteria (**C**). This list can be exported as a .CSV file using the link on the top right of the search results list.

Transaction History

Resources
Molecular Biology Core (B)

Payment Sources
Select payment source

Products
Select product

Order Statuses
Select order status

Owners
Christian Lytle (B)

Ordered For
Select user/role

Filter

B

Ordered
Start Date
09/01/2019
End Date
09/04/2020

#21

C

Order	Detail	Ordered Date	Resource	Description	Ordered For	Payment Source	Owner	Cost	Order Status	Statement
132	Bill	09/02/2020	Molecular Biology Core (MB Core)	Cycle Sequencing (S) Note: role to test	Christian Lytle	PTARD / 510948.5000.1 01338.843	Christian Lytle	Unassigned	New	

[Export as CSV](#)

MY TRANSACTIONS IN REVIEW

Again, from the **MY PAYMENT SOURCES** drop down in the main page menu, **MY TRANSACTIONS IN REVIEW** (FIGURE #22) allows you to see your any of your transactions being reviewed for payment as well as the history of transactions that have taken place.

You do not have to use search functions to see transactions waiting to be processed. However, specific transactions can be found by using the same search functions explained under **MY TRANSACTIONS** on page 14 (A & B).

Once you click on the **FILTER** button, the **TRANSACTIONS IN REVIEW** meeting the search criteria will appear in a list below the search criteria (C).

Transactions in Review

Resources
Select resource

Payment Sources
Select payment source

Products
Select product

Order Statuses
Select order status

Owners
Select owner

Ordered For
Select ordered for

Filter

Fulfilled

Start Date

End Date

No transactions in review were found.

Recently Reviewed

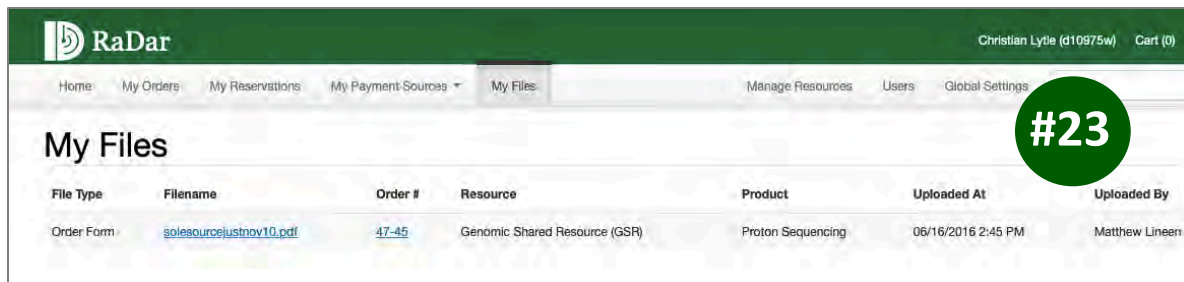
Order	Order Detail	Fulfilled Date	Review Closed	Resource	Description	Ordered For	Payment Source	Owner	Cost	Order Status
308	308	07/17/2018	10/03/2019	DartLab (DartLab)	Cryopreserved human PBMCs (1)	Cham - Kellogg	7819 / 30,000,000,000,000,000	Christian Lyne	\$30.00	Complete Ready for Journal

MY FILES

Service Orders often result in data files being created and attached to the **SERVICE ORDER**. The **MY FILES** tab in the main RaDar menu, allows you to view and download stored files (**FIGURE #23**).

The list shown allows you to see the File Type, Filename, Order #, the Resource department that produced the file, the Product Order and information on who uploaded it when.

To access a file from the list, click on the **FILENAME** to go directly to that specific file or click on the **ORDER #** which will take you to all the files associated with the order.



RaDar						
Christian Lytle (d10975w) Cart (0)						
Home	My Orders	My Reservations	My Payment Sources	My Files	Manage Resources	Users Global Settings
My Files						
File Type	Filename	Order #	Resource	Product	Uploaded At	Uploaded By
Order Form	salesourcejustnov10.pdf	47-45	Genomic Shared Resource (GSR)	Proton Sequencing	06/16/2016 2:45 PM	Matthew Lineen