CLUSTERMARKET Booking System - Step by Step Guide

1 User Registration

- 1.1 Kindly send an email to <u>H.Lab@qu.edu.qa</u> requesting access to the QU Health Research Labs account on Clustermarket.
- 1.2 You will then receive an invitation email.

Dear **Constant of the second s**

By following the unique access link below, you can be up and running in seconds. Alternatively if you'd prefer to receive a personal introduction from a member of our team, please don't hesitate to reach out via the contact details below.

Join QU Health Research Labs on Clustermarket

Please note that you have **30 days** to respond to this invitation before the unique access link expires. Should you wish to respond after the 30 days have elapsed, you will need to contact the person who invited you for a new invitation. If you have already registered under a different email address, you may login using the prompt through the link and can then accept the invitation to add QU Health Research Labs to your accessible accounts.

Some email clients block links in emails. If this is the case, please copy and paste the full link below into your browser address bar: https://app.clustermarket.com/register/sNWG028woPZxyOZXgx4dwg

Click on the Join QU Health Research Labs on Clustermarket link.

1.3 Fill in the Sign Up details and use **your QU email address**.

Sign Up

Already have an account? Login here.

First Name	Last Name				
Administrator	Administrator				
Email					
H.Lab@qu.edu.qa					
Phone					
(optional)					
Password					
•••••	@				
Sector					
Choose a sector	~				
How did you hear about us?					
Select a source	~				
I agree to the Terms of Use and Privacy Policy .					
Sign up					

Log in with your organisation

1.4 Click on the blue Sign Up button

Booking Equipment (Internal Users) 2

2.1 Click on Lab Dashboard in the left sidebar. If the left sidebar is not visible click on \equiv icon located on the top left side of the window. the

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*	My Dashboard							
<u>_</u>	My Bookings		Му	My Lab Activities				
≖	My Orders		Lab					
	My Projects	~	Lab	Lab Activities				
*	My Reviews		Calendar - Click in the calendar or equipment name to book equipment within this lab.					
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	J Health Research La	bs ~				Mon 27		
				Flow Cytometer Analyser	00	12	O O	
*	Lab Dashboard		8	Building H10 - Zone 4 - Room C121				
<u></u>	Equipment	~		Stem Cell Culture Lab - C121				
Д	Services 1	~	Ξ	Building H10 - Zone 4 - Room C122				
20	Users	~		Class II A2 Biosafety Cabinet				
	Projects	~		CO2 Incubator				
	FIOJECIS	Ť		CO2 Incubator				
F 1	Announcements			Isothermal Titration Calorimeter				
[ail	Reports			Multimode Microplate Reader				
\$	Settings		Ξ	Building H10 - Zone 4 - Room C125				
*	Reviews			Biomolecular Imager				
~	Referal ab			FPLC				
	Nerer a Lab			Light Scattering Detector				
			Ξ	Building H10 - Zone 4 - Room C126				

- 2.2 Click on equipment name in the first column of the calendar, a new page Equipment Details will appear
- 2.3 Click and drag in the calendar to schedule time
- 2.4 Scroll down, select optional add-ons in the cost breakdown (currently not required) and write an optional note providing more details if necessary. <u>You can add notes</u> <u>before, during and after the booking to inform the lab about malfunctions or other</u> <u>events that are directly related to the booking session</u>
- 2.5 Click on the available projects to allocate the booking costs to funding code(s) if applicable (currently not available)
- 2.6 Click the Book equipment/Request equipment button

If the booking calendar is completely greyed out please contact the admin or instructor to get access.

Currently, all equipment booking requests are automatically accepted if there is an empty slot.

3 Requesting an Internal Service (including RA and Lab Tech Support)

- 3.1 Click on Services in the left sidebar. If the left sidebar is not visible click on the \equiv icon located on the top left side of the window.
- 3.2 Select Overview from the services submenu. A list of all provided services will appear
- 3.3 Click on the service you are interested in. A service detail page will appear (for RA and Lab Tech Support Services, you can also find attached their CV and a list of the laboratory techniques that are experienced in). In case you are requesting RA or Lab Tech support, kindly download and fill the QU Health Service Request Form V1.00.pdf form, located in the related documents section

Request a quote

Details

Lab Technician Support - Mrs. Mubeena Category Other Name Chalakkal Service description Senior Lab Technician Support for QU Health Pls Mrs. Mubeena Chalakkal is experienced in the following laboratory techniques: 1. Western blotting 2. Cell culture maintenance & treatment 3. Storage of cell culture samples 4. Microscopic examination Staining of cells
 Cell viability test Protein assay
 Optimization& performance of ELISA for Methylglyoxal and CEL, Salivary cortisol 9. Optimization & Performance of Enzyme activity assay (Glyoxalase 1) 10. Nitrite/nitrate calorimetric assay 11. Sample receiving, labelling and analyses for blood, urine, body fluids & stool 12. Preparation od sterilized culture media, reagents & chemicals Kindly download, fill in and attach the QU Health - Service Request Form (see links below) when submitting your request. Related documents & CV- Mubeena Chalakkal - Jan 2022.pdf & QU Health - Service Request Form V1.00.pdf

3.4 Click the blue Request a quote button

Service - Details



Lab Technician Support - Ms. Badrya Radwani

QU Health Research Labs



3.5 Kindly provide more details in the message section if necessary. In case you are requesting RA or Lab Tech support, <u>you must upload</u> the QU Health - Service Request Form V1.00.pdf form along with your request. Then click the send request button.

Request a quote

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Details		~

- 3.6 Your request will be then reviewed by the appropriate committee and you will soon receive an email with their decision.
- 3.7 The current status of all your requests can be also viewed by clicking on My orders in the left sidebar

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-		Research Assistant Support - Mrs. Hanan Abunada	QU Health Research Labs	Ø Internal	06/03/2022 07:11	0.01 USD	Completed	
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