

Partek Flow Booking Guide

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Introduction to Partek Flow

Partek Flow is a web-based software application designed specifically for the analysis of next-generation sequencing data with an easy-to-use graphical interface. The CPOS Partek Flow includes tools for analysing bulk and single-cell RNA-Seq, and tool for downstream biological pathway analysis.

General Information

1. Partek Flow is cloud-based, located in CPOS, and available 24/7 (<http://pelican.cpos.hku.hk:8080/flow/>).
2. All bookings can be made via iLab (<https://au.ilab.agilent.com/sc/4486/li-ka-shing-faculty-of-medicine-centre-for-panoromic-sciences/>).
3. Always refer to [Partek Flow Documentation](#) or How-To Videos (available only within Partek Flow) for further information.

Important Notes

1. First time Partek Flow users will need to contact CPOS Bioinformatics Core for booking.
2. Same HKU email account will be used for iLab booking and Partek Flow user account.
3. Each booking will be 1-7 days and need to be reserved at least 1 working day in advance.
4. The total number of days for each user's active bookings is capped at 7 days.
5. Start and end of the booking will be at 10 AM on workdays.
6. Service charges of Partek Flow consist of a software usage fee and a data storage fee.
7. The software usage fee is charged on daily basis and will be waived for CPOS 10X users.
8. The data storage fee is charged on monthly basis.
9. All bookings require approval from the administrators.
10. For any amendments / changes / cancellation of the booking, seek help from the administrators.
11. No-show or low usage of the booking will result in lower priority/account suspension.

Making a Reservation

You can make a booking for usage of Partek Flow on iLab through the [Schedule Equipment](#) tab.

1. Log in with your iLab account
2. Click **Schedule Equipment** tab
3. Click **View Schedule**

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes a search field, a user profile dropdown, and links for Help and Sign Out. Below the navigation bar, there are several tabs: About CPOS, Schedule Equipment (highlighted with a red circle), Request Services, View My Requests, Contact Us, and Reservations. The main content area displays information for 'BF301 - Usage of Partek Flow', including a description, pricing, and a 'View Schedule' button (highlighted with a red arrow). The Partek Flow logo is also visible.

Notes: If you're not allowed to schedule the equipment, the following message will appear.

The screenshot shows an error message box with the following text:

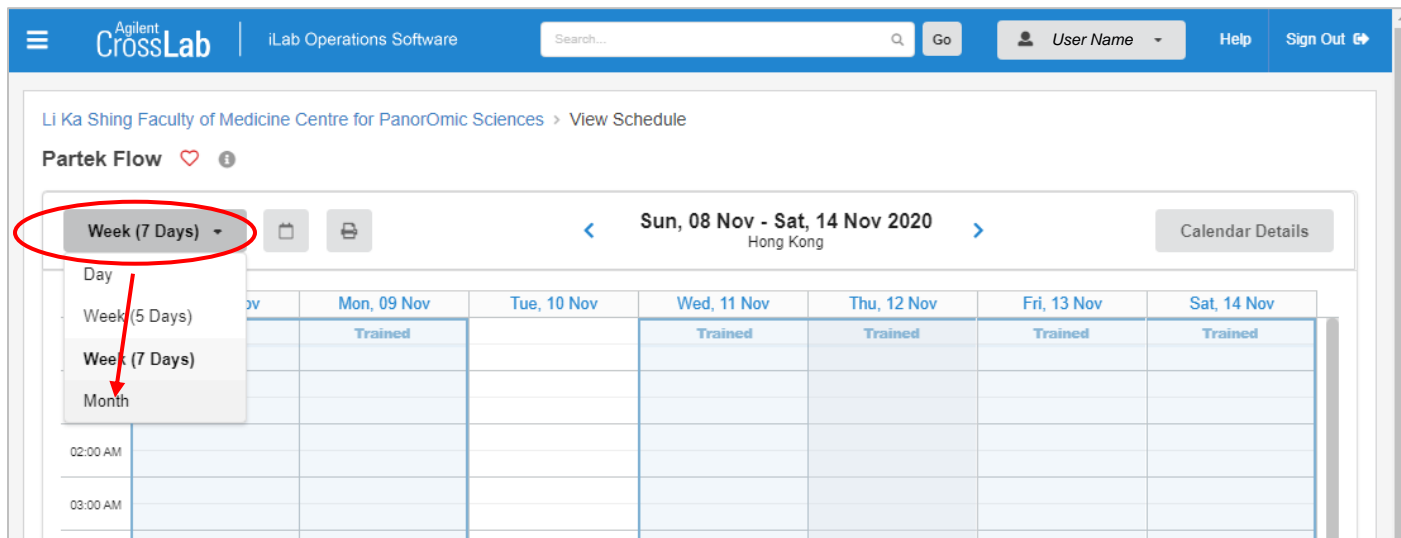
Li Ka Shing Faculty of Medicine Centre for PanorOmic Sciences > View Schedule

Partek Flow
This schedule is only available to select users. Please contact the core for assistance.

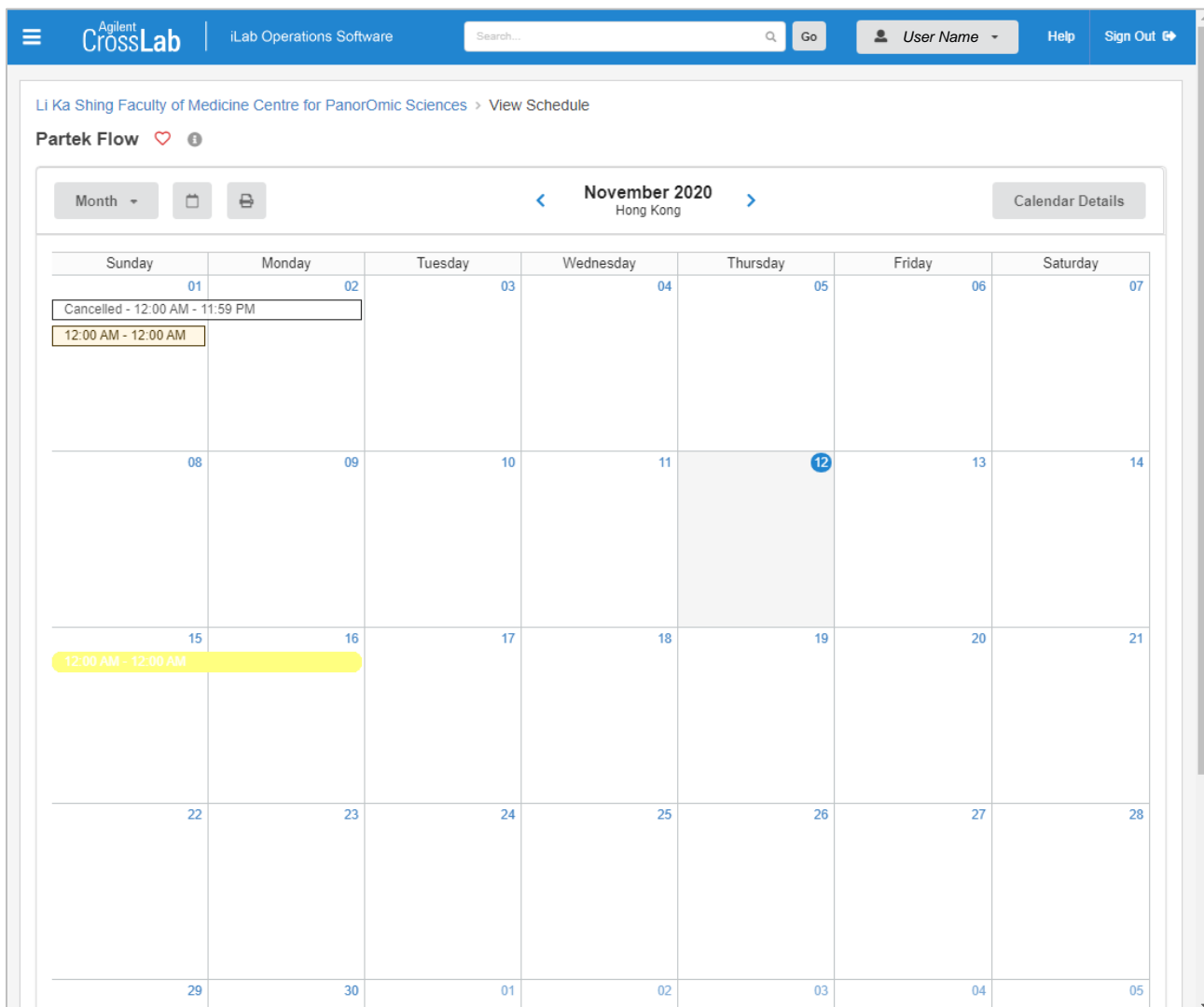
If you need help, email: ilab-support@agilent.com
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4. To schedule by day, change the display period from Week (7 Days) to Month.



5. Click and drag on the days for the booking (in this case Partek Flow from Nov 15-16).



6. Booking details page will then appear.

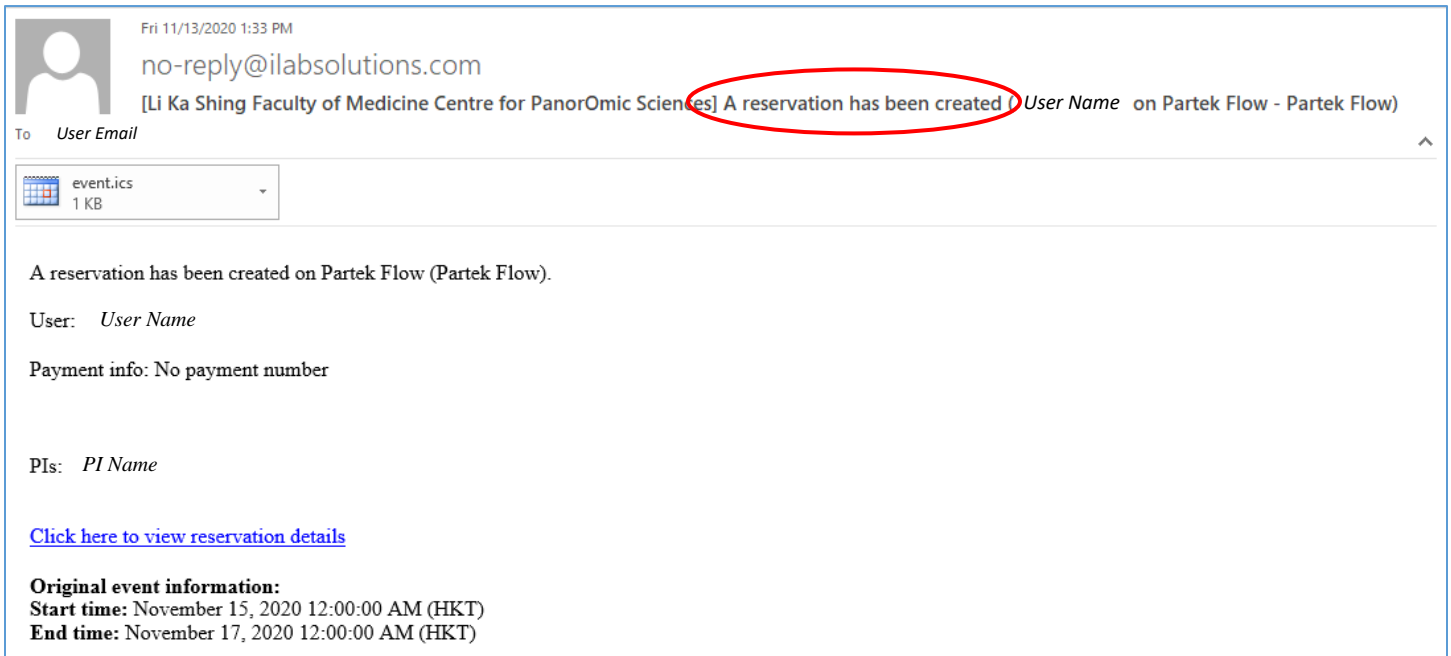
The screenshot shows a booking details page with several sections and annotations:

- Reservation details:** Shows reservation information for "Software 1 - Standard \$0.00/hr (Trained)". A red box highlights the "Specify the required resource" dropdown menu, which contains "Software 1" and "Software 2". An annotation points to this menu: "Choose from 'Software 1' and 'Software 2' for the available license".
- Event Notes:** A text area for notes. An annotation points to it: "Input your note here if needed: change to 'note visible to owner and core staff only'".
- Times:** Shows a scheduled period from "May 17 2023 12:00 AM" to "May 17 2023 11:59 PM". An annotation points to the end time: "Click to adjust the scheduled date. Actual booking period will be from 10 AM on start day to 10 AM on next day of end day".
- Capping rules:** A table showing "Scope" (BF301 - Usage of Partek Flow), "Booked amount" (0.0 hours), and "Capped amount" (168.0 hours). Annotations state: "* Booking Partek Flow requires approval. Once approved, direct change on booking detail will not be allowed" and "* Total days for each user's active bookings is capped at 7 days."
- Use and cost of reservation:** A table showing "Duration" (24.0 hours), "Effective Rate" (\$0.00), and "Amount" (\$0.00). It includes buttons for "Standard", "Base Rate", and "HKU Academics".
- Payment information:** A section for "HKU billing account number". An annotation points to the input field: "Input billing information for software and storage charge. *NO software charge for CPOS 10X users".
- Service Project:** A dropdown menu to "Assign to an ongoing project of the same researcher and group".
- Invite additional people to this event by email:** A text area for "Please enter a comma separated list of valid email addresses".
- Buttons:** "Save Reservation", "Cancel Changes", and "Delete Reservation" are located at the bottom.

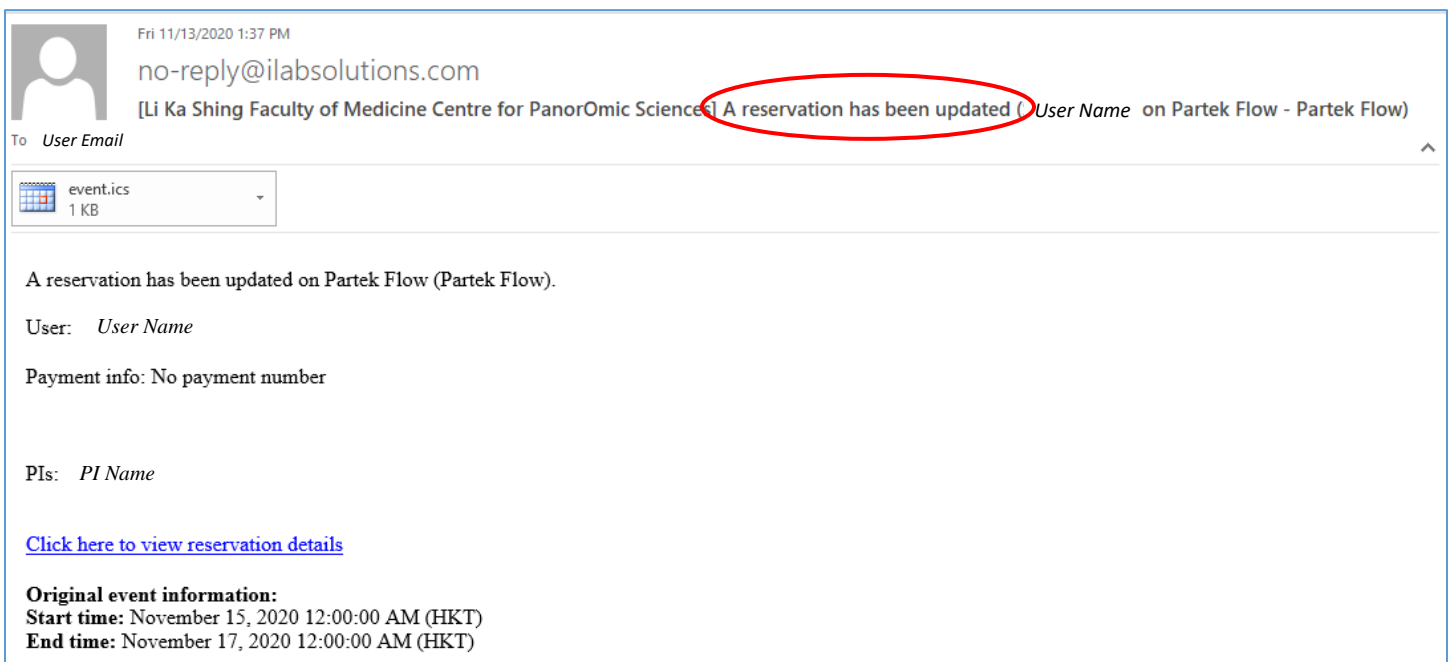
7. Choose from "Software 1" and "Software 2" for the available license at *Specify the required resource* on top of the booking page

8. [Optional] Input your note in *Event Notes* if needed; After input, change reservation note to be visible to owner and core staff only.
9. Input valid HKU billing account number under *Payment information*.
10. Click **Save Reservation** to make the reservation. (DONE)

11. You will then receive an email from iLab confirming the reservation. There is an “event.ics” attachment in the email, which you can double-click to add this reservation to your outlook calendar.



12. You will receive a second email when your reservation is approved by the administrator. Note that once your reservation is approved, direct change on booking detail will not be allowed.



Check Reservations and Availability

You can check your reservations and availability through the [Schedule Equipment](#) tab.

1. Click **View Schedule** of Partek Flow.

BF301 - Usage of Partek Flow [description](#) [pricing](#) View Schedule

Partek Flow

Partek Flow is a web-based software application designed specifically for the analysis of next-generation sequencing data with an easy-to-use graphical interface. The CPOS Partek Flow includes tools for analysing bulk and single-cell RNA-Seq, and tool for downstream biological pathway analysis.

2. A calendar will appear, change the display period from *Week (7 Days)* to *Month* to view all bookings.

The screenshot shows the Partek Flow interface. At the top, there is a navigation bar with the Agilent CrossLab logo, 'iLab Operations Software', a search bar, and user information. Below this, the breadcrumb path is 'Li Ka Shing Faculty of Medicine Centre for PanorOmic Sciences > View Schedule'. The main content area is titled 'Partek Flow' and features a calendar for the period 'Sun, 08 Nov - Sat, 14 Nov 2020' in Hong Kong. A dropdown menu is open over the 'Week (7 Days)' view, with a red circle around the menu and a red arrow pointing to the 'Month' option. The calendar grid shows 'Trained' status for Monday, Tuesday, Wednesday, Thursday, and Saturday. The time slots on the left range from 02:00 AM to 06:00 AM.

Day	Mon, 09 Nov	Tue, 10 Nov	Wed, 11 Nov	Thu, 12 Nov	Fri, 13 Nov	Sat, 14 Nov
02:00 AM						
03:00 AM						
04:00 AM						
05:00 AM						
06:00 AM						

3. Reservation detail will pop up when you point to a specific reservation.

The screenshot displays the Agilent CrossLab iLab Operations Software interface. At the top, there is a navigation bar with the Agilent CrossLab logo, the text "iLab Operations Software", a search bar, and user information including "User Name", "Help", and "Sign Out". Below the navigation bar, the page title is "Li Ka Shing Faculty of Medicine Centre for PanorOmic Sciences > View Schedule". The main content area shows a calendar for "November 2020 Hong Kong". The calendar grid has columns for days of the week and rows for dates. A reservation is highlighted in purple on Sunday, November 15, and Tuesday, November 17, with the text "12:00 AM - 12:00 AM". A red arrow points from the text "Reservation detail will pop up when pointing to a booking period" to this reservation. A pop-up window displays the following details: "User Name: Partek Flow (Approved)", "Start: Sunday, November 15 at 12:00 AM", "End: Tuesday, November 17 at 12:00 AM", "Duration: 48 hours", and "Type: Trained Price: \$0/hr (Trained)". At the top of the calendar, there are navigation arrows and the text "November 2020 Hong Kong". Red arrows point from the text "Last month" and "Next month" to the left and right navigation arrows, respectively. A "Calendar Details" button is located in the top right corner of the calendar area.

Cancel or Delete a Reservation

1. You may cancel (or change) the booking on iLab directly BEFORE it is approved. Click to open the reservation. Click **Delete Reservation**.

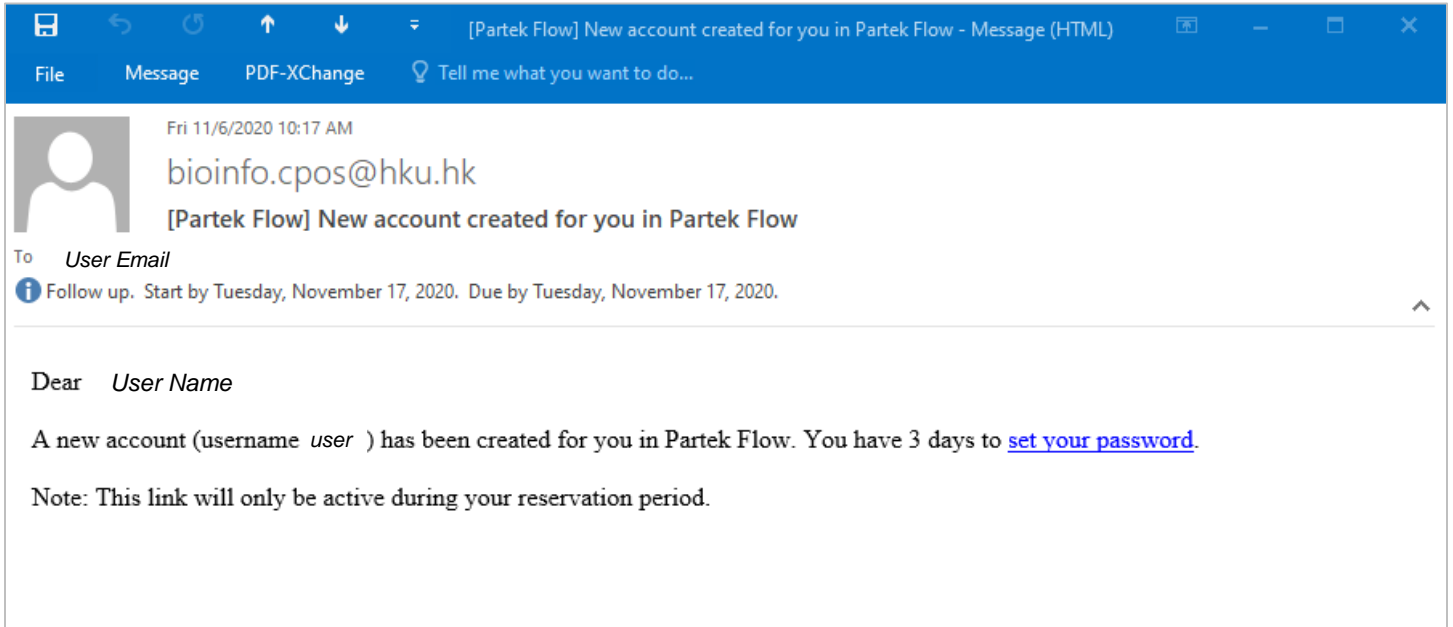
The screenshot displays the 'General' tab of a reservation page. At the top, there are tabs for 'General', 'Comments', and 'Contacts'. The main content area is divided into sections: 'Reservation details' (marked as 'Pending approval by core'), 'Required forms', 'Event Notes', 'Times', and 'Use and cost of reservation'. The 'Reservation details' section shows the reservation is for 'Partek Flow - Trained' at a rate of '\$0.00/hr (Trained) (needs approval)'. The lab is 'PI Group' and it was created on 'November 18, 2020 15:04'. The 'Event Notes' section has a text input field and a dropdown menu set to 'note visible to own'. The 'Times' section shows a scheduled time from 'Nov 20 2020 12:00 AM' to 'Nov 20 2020 11:59 PM'. A yellow warning box states: 'This event can be modified or deleted before it is approved by the core. Once approved, further modifications may be disallowed.' At the bottom, there are buttons for 'Save Reservation', 'Cancel Changes', and 'Delete Reservation'. The 'Delete Reservation' button is circled in red, and a red arrow points to it from the text 'Click to delete this reservation when it is not approved yet.'

2. If the booking has been approved, contact the administrators for change or cancellation of the booking.

Set up User Account in Partek Flow

After your reservation in iLab has been approved, you will be able to use CPOS Partek Flow in scheduled period.

1. You will receive an email from CPOS asking you to set the password of Partek Flow user account. Click **set your password** when your reservation period starts.



2. Set up password for Partek Flow account as instructed. You may now login to start using Partek Flow.

