

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 1-3 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 3 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.

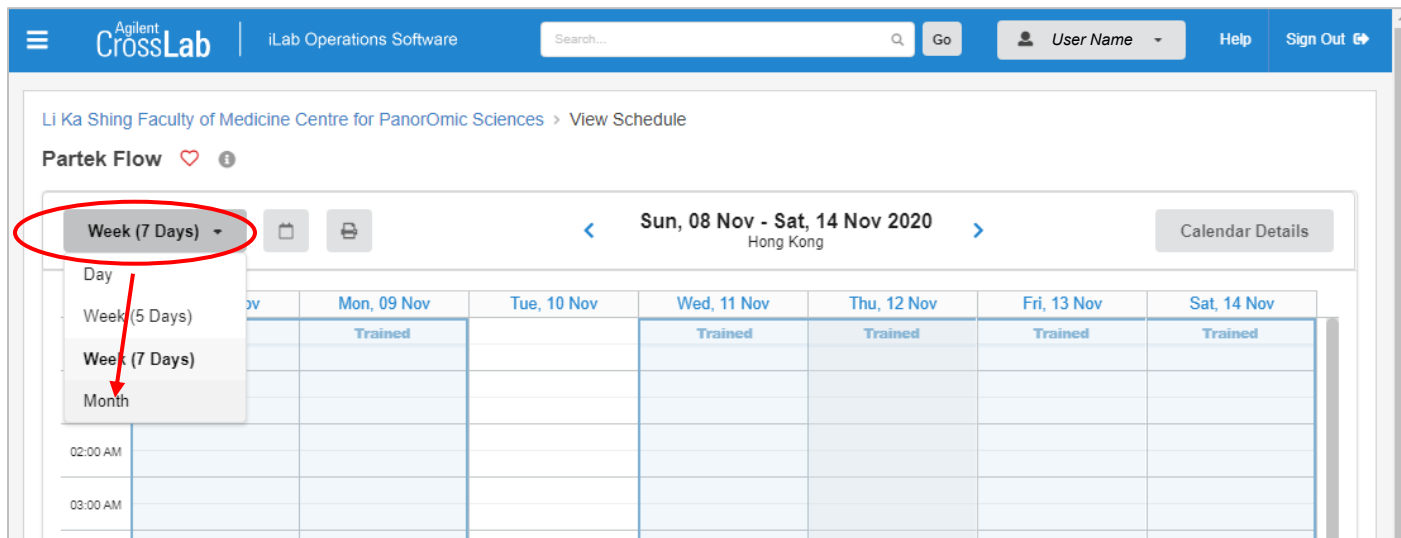
1. Log in with your iLab account
2. Click **Schedule Equipment** tab
3. Click **View Schedule**

The screenshot shows the Agilent CrossLab iLab Operations Software interface. The top navigation bar includes the Agilent CrossLab logo, the text 'iLab Operations Software', a search bar, and user information. Below the navigation bar, there are several tabs: 'About CPOS', 'Schedule Equipment', 'Request Services', 'View My Requests', 'Contact Us', and 'Reservations'. The 'Schedule Equipment' tab is highlighted with a red circle, and a red arrow points from it to the 'View Schedule' button on the right side of the page. The main content area displays the title 'BF301 - Usage of Partek Flow' with links for 'description' and 'pricing'. Below the title is the 'Partek Flow' logo and a description of the software application. The Partek Flow logo consists of the text 'Partek' and 'Flow' next to a circular graphic with blue and white wavy lines.

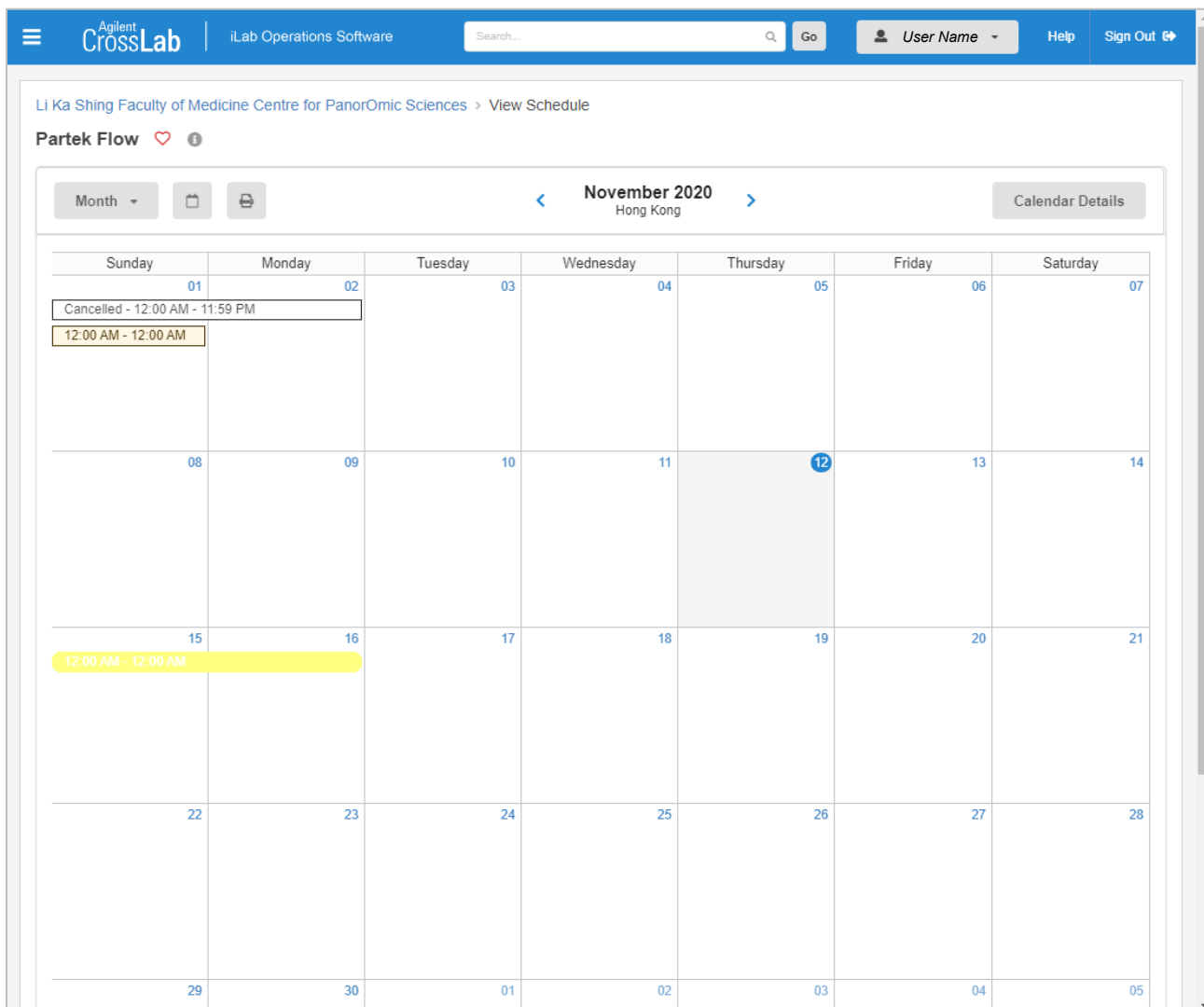
Notes: If you're not allowed to schedule the equipment, the following message will appear.

The screenshot shows an error message displayed on the iLab interface. The message is contained within a light gray box with a blue border. At the top of the box, it says 'Li Ka Shing Faculty of Medicine Centre for PanorOmic Sciences > View Schedule'. Below this, the text reads 'Partek Flow' followed by 'This schedule is only available to select users. Please contact the core for assistance.' At the bottom of the box, there is contact information: 'If you need help, email: ilab-support@agilent.com' and '© Agilent Technologies, Inc. 2020'. Below the box, there are links for 'au.ilab.agilent.com', 'Privacy Policy', 'Technical Security Measures', and 'Acceptable Use Policy'.

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.

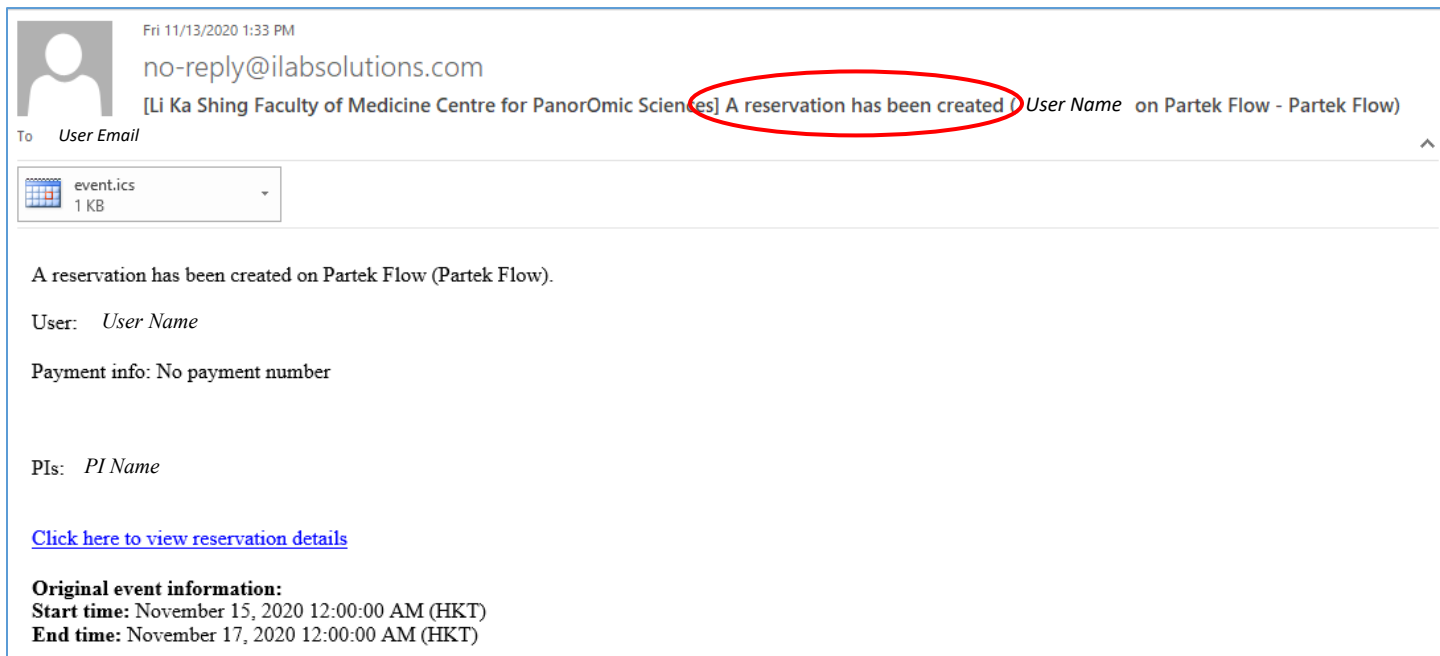
The screenshot shows a booking details page with several sections and annotations:

- 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 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 capping rules for "BF301 - Usage of Partek Flow". An annotation states: "* Booking Partek Flow requires approval. Once approved, direct change on booking detail will not be allowed". Another annotation states: "* Total days for each user's active bookings is capped at 7 days.".
- Payment information:** A section for entering HKU billing account numbers. An annotation points to the input field: "Input billing information for software and storage charge. *NO software charge for CPOS 10X users".
- Buttons:** At the bottom, there are buttons for "Save Reservation", "Cancel Changes", and "Delete Reservation".

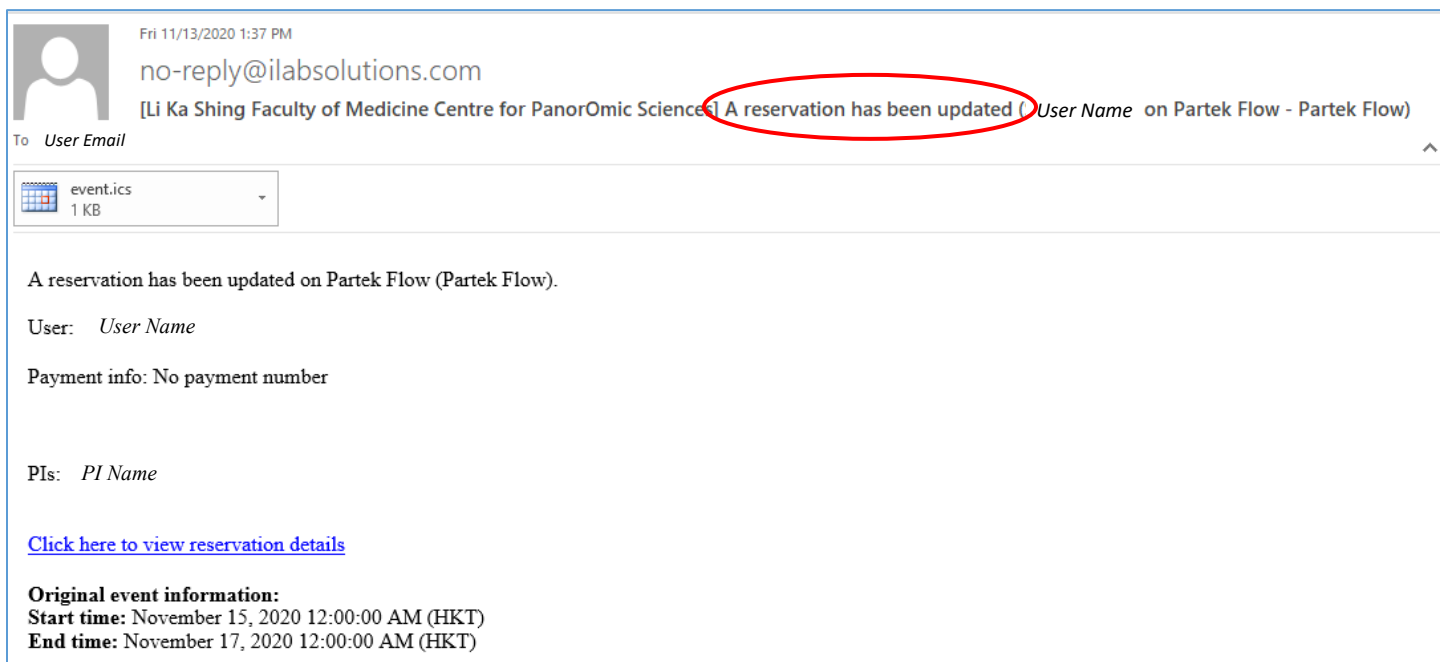
7. Choose from "Software 1" and "Software 2" for the available license at *Specify the required resource* on top of the booking page

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, 09 Nov, Wednesday, 11 Nov, and Saturday, 14 Nov. 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 tooltip is displayed over this reservation, containing the following information: "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)". Red arrows point from the text "Reservation detail will pop up when pointing to a booking period" to the tooltip. Other annotations include "Last month" and "Next month" with arrows pointing to the navigation arrows above the calendar header, and "Calendar Details" button.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 Cancelled - 12:00 AM - 11:59 PM 12:00 AM - 12:00 AM	02	03	04	05	06	07
08	09	10	11	12	13	14
15 12:00 AM - 12:00 AM	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

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 a reservation management window with the following sections:

- General** (selected tab), with sub-tabs for Comments and Contacts.
- Reservation details** (Pending approval by core):
 - For: Partek Flow - Trained \$0.00/hr (Trained) (needs approval) - My Reservation
 - Lab: [PI Group](#)
 - Created on: November 18, 2020 15:04
 - Event Notes: [Text area] note visible to own [dropdown]
- Required forms**: There are no forms required to make this reservation.
- Times**:

Start	End
Scheduled Nov 20 2020 12:00 AM	Nov 20 2020 11:59 PM

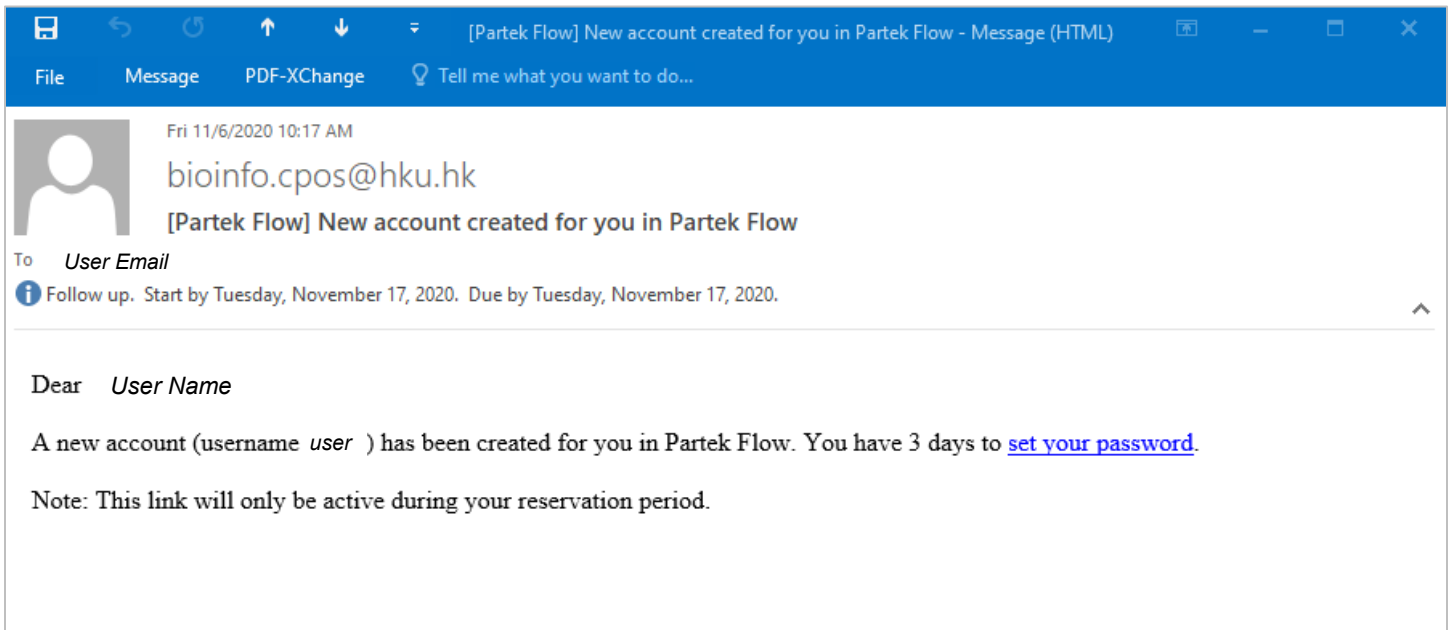
This event can be modified or deleted before it is approved by the core. Once approved, further modifications may be disallowed.
- Use and cost of reservation**: [Empty field]
- Buttons: Save Reservation, Cancel Changes, **Delete Reservation** (circled in red).

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.

