

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.

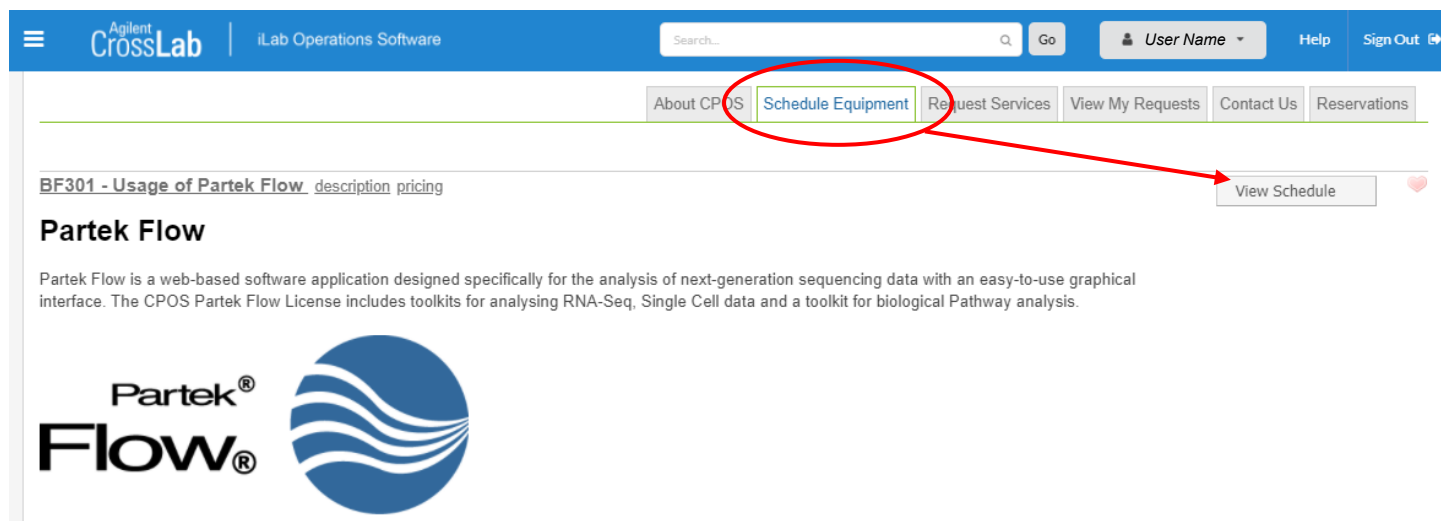
## Important Notes

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 1-2 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 2 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***



Agilent CrossLab | iLab Operations Software

Search... Q Go User Name Help Sign Out

About CPOS **Schedule Equipment** Request Services View My Requests Contact Us Reservations

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

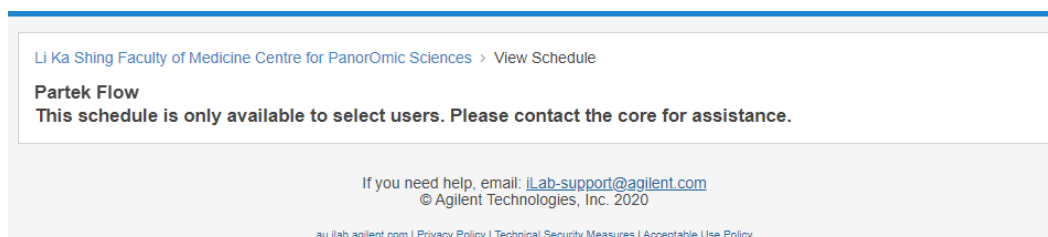
**Partek Flow**

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 License includes toolkits for analysing RNA-Seq, Single Cell data and a toolkit for biological Pathway analysis.

**Partek® Flow®**

[View Schedule](#)

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



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

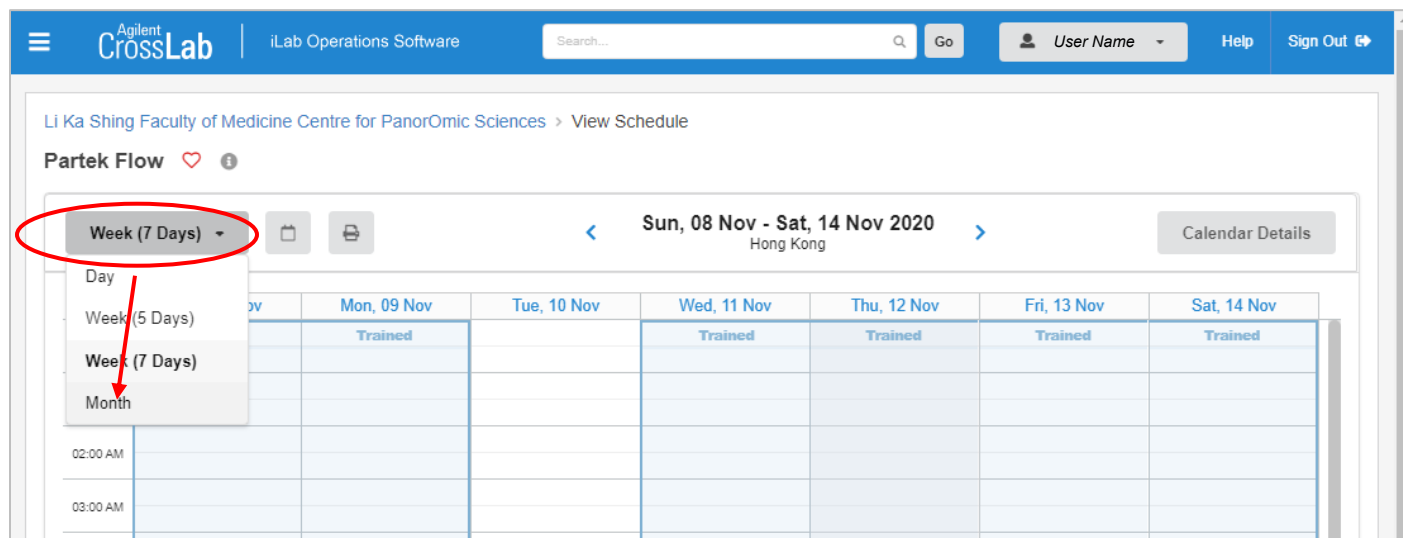
**Partek Flow**

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

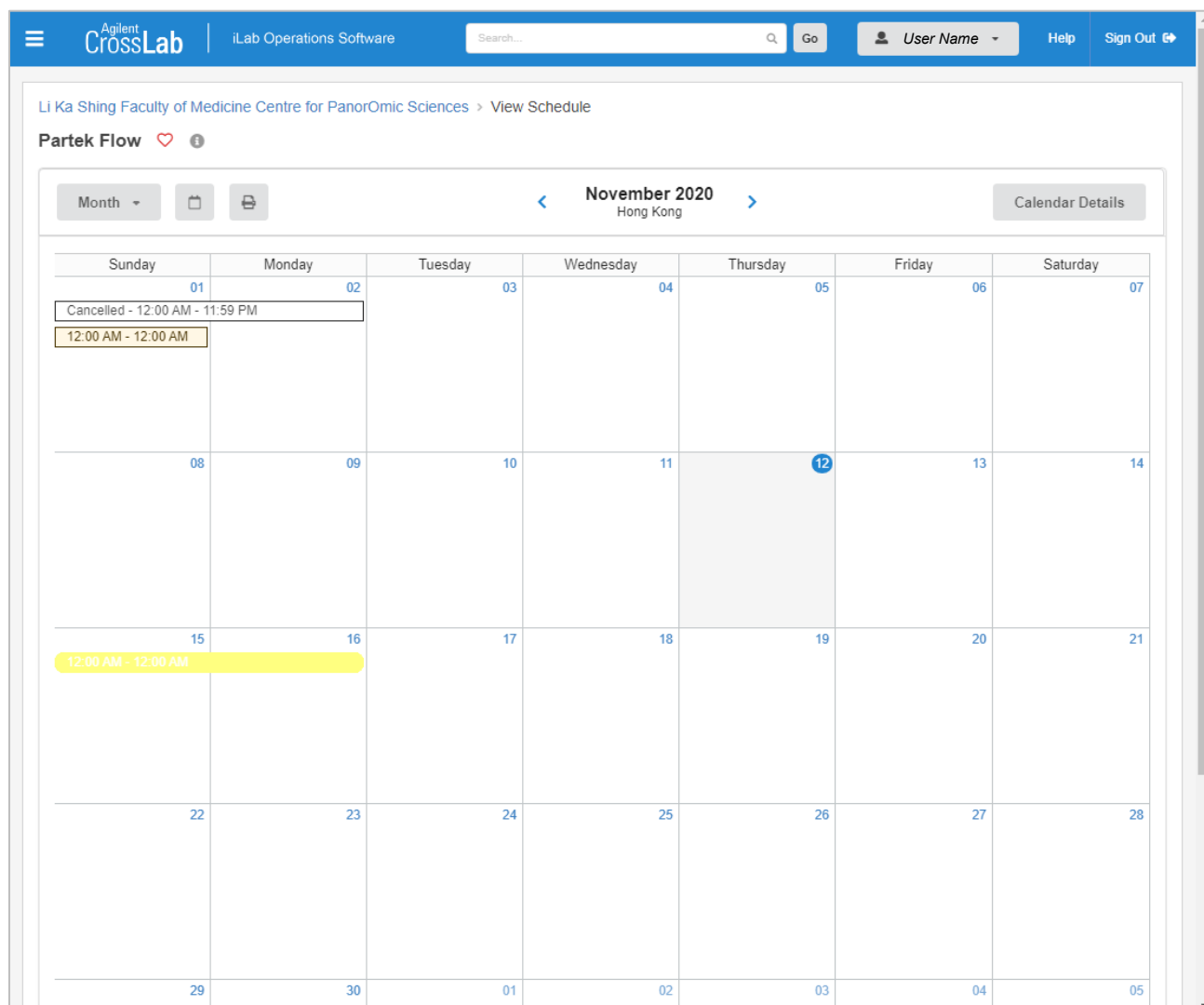
If you need help, email: [ilab-support@agilent.com](mailto:ilab-support@agilent.com)  
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- To schedule by day, change the display period from Week (7 Days) to Month.



- 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.

**General** | Comments | Contacts

**Reservation details** ⚠️ Unsaved reservation - click save reservation

For: Software 1 - Standard \$0.00/hr (Trained) (needs approval) - My Reservation  
 Lab: [PI Group](#)  
 Created on: May 15, 2023 09:52

**Specify the required resource:** Software 1  
Software 2 Choose from "Software 1" and "Software 2" for the available license

Event Notes:  Input your note here if needed: change to "note visible to owner and core staff only"

☐ note visible to owner ☒ Copy notes to the charges and display on the invoice

**Times**

	Start	End
Scheduled	May 17 2023 12:00 AM	May 17 2023 11:59 PM <span style="color: red;">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</span>

This event can be modified or deleted before it is approved by the core. Once approved, further modifications may be disallowed.

**You are affected by the following capping rules**

Scope	Booked amount	Capped amount
BF301 - Usage of Partek Flow	0.0 hours	168.0 hours

\* Booking Partek Flow requires approval. Once approved, direct change on booking detail will not be allowed  
\* Total days for each user's active bookings is capped at 2 days.

**Use and cost of reservation**

Duration	Effective Rate	Amount	Use Type
24.0 hours	\$0.00	\$0.00	Standard Base Rate
24.0 hours	<b>Total Cost</b>	\$0.00	HKU Academics

[Pricing Details](#)

**Payment information**

Please enter the HKU billing account number ?

%  
1 100.0 %

**HKU billing account number**  Input billing information for software and storage charge. \*NO software charge for CPOS 10X users

**100.0%** **Total Allocated** ?

☒ Use the same payment information for all add-on charges

[+ Split Charge](#)

**Service Project**

Assign to an ongoing project of the same researcher and group

Select existing project Select existing project

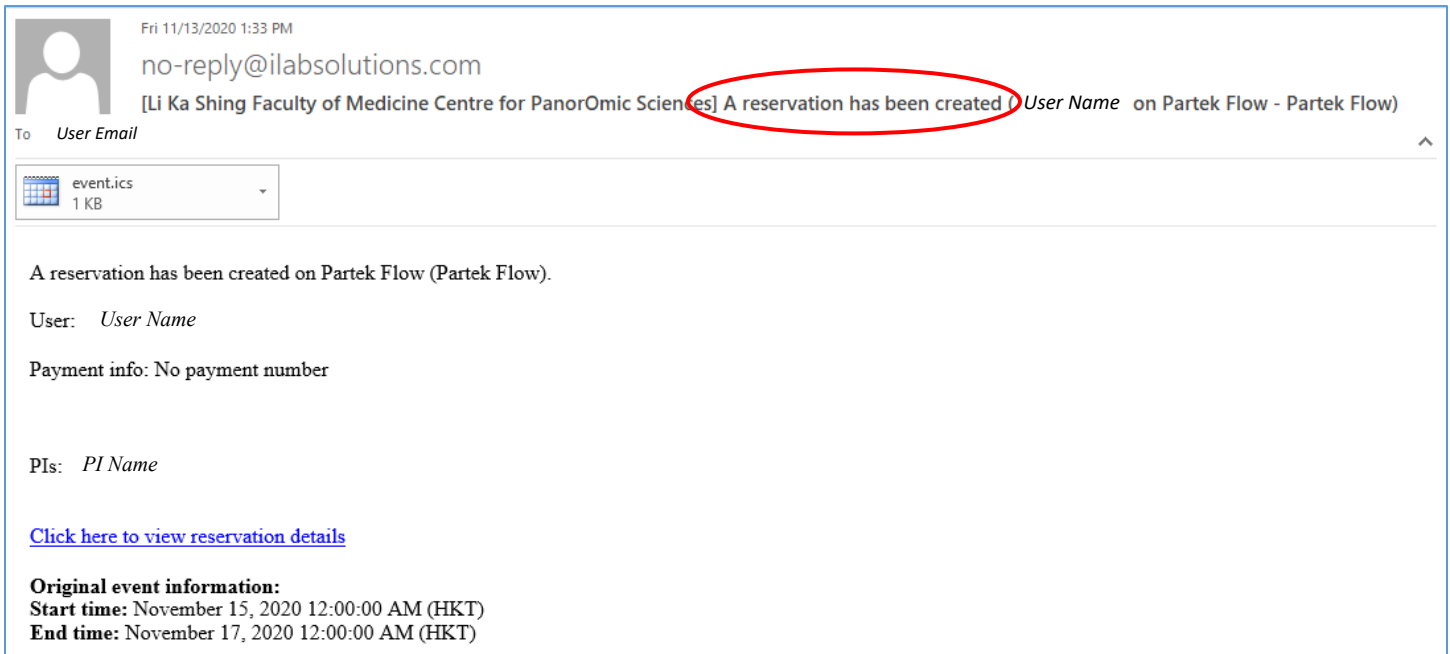
**Invite additional people to this event by email** ?

Please enter a comma separated list of valid email addresses

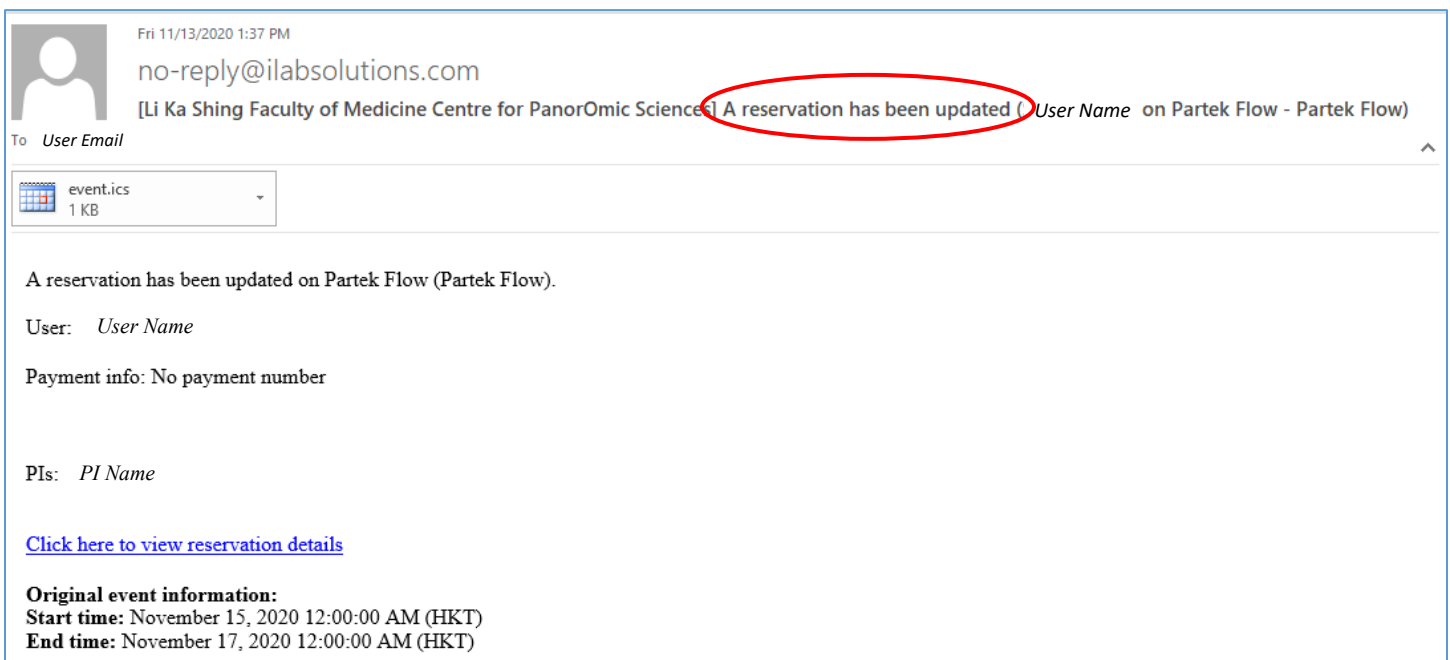
[Save Reservation](#) [Cancel Changes](#) [Delete Reservation](#)

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.

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iLab Operations Software

Search... [Go](#)

User Name [Help](#) [Sign Out](#)

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

Partek Flow [Heart](#) [Info](#)

Week (7 Days) [Calendar](#) [Print](#)

Sun, 08 Nov - Sat, 14 Nov 2020  
Hong Kong

[Calendar Details](#)

Day	Mon, 09 Nov	Tue, 10 Nov	Wed, 11 Nov	Thu, 12 Nov	Fri, 13 Nov	Sat, 14 Nov
02:00 AM	Trained		Trained	Trained	Trained	Trained
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.

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Search... Go

User Name Help Sign Out

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

Partek Flow

Month

November 2020 Hong Kong

Calendar Details

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

User Name  
Partek Flow (Approved)  
Start: Sunday, November 15 at 12:00 AM  
End: Tuesday, November 17 at 12:00 AM  
Duration: 48 hours  
Type: Trained Price: \$0/hr (Trained)

Reservation detail will pop up when pointing to a booking period



## 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**.

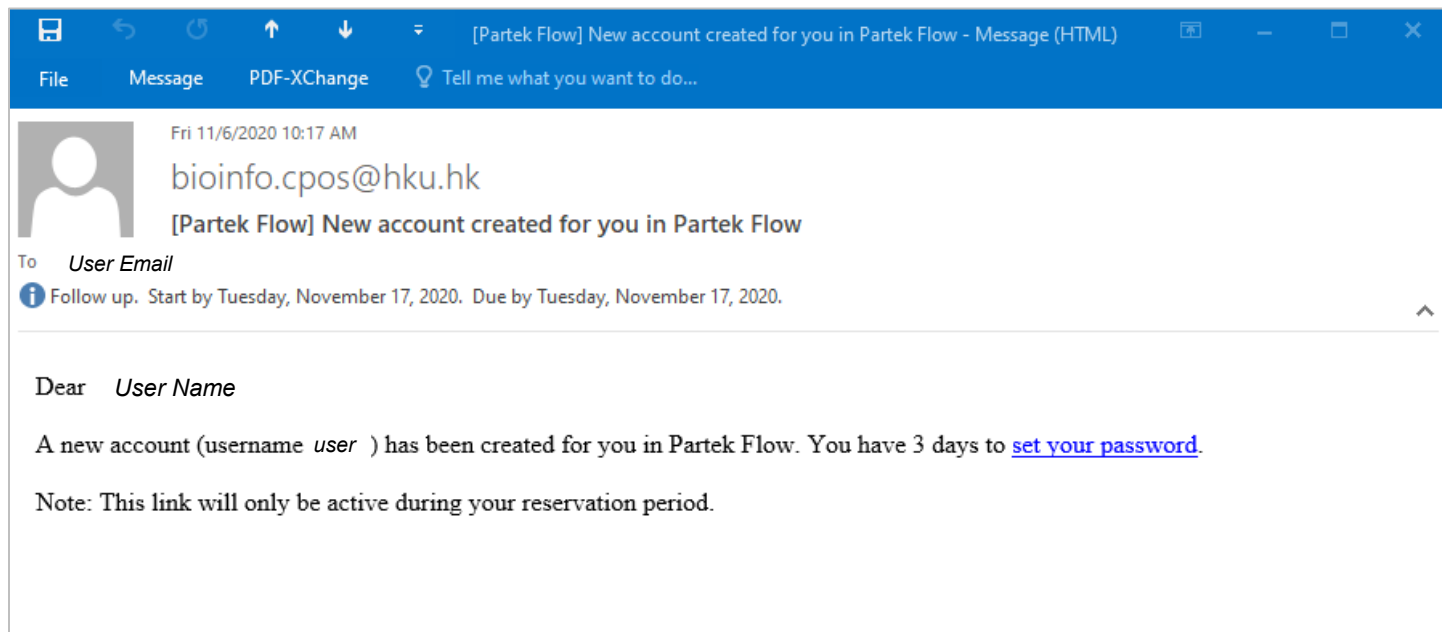
The screenshot shows the iLab reservation management interface. At the top, there are tabs for 'General', 'Comments', and 'Contacts'. The 'General' tab is active. Below the tabs, there are two main sections: 'Reservation details' and 'Required forms'. The 'Reservation details' section shows the reservation is for 'Partek Flow - Trained \$0.00/hr (Trained) (needs approval) - My Reservation', created on November 18, 2020 at 15:04. The 'Required forms' section states 'There are no forms required to make this reservation.' Below these sections, there is an 'Event Notes' field and a 'Times' section. The 'Times' section shows the reservation is scheduled for Nov 20 2020 from 12:00 AM to 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.

A screenshot of the Partek Flow web interface. At the top is the 'Partek Flow' logo. The main heading is 'Reset password'. Below this, there is a 'Username' field with the value 'user'. There are two password fields: 'New password' and 'Confirm password'. A tooltip message 'Please enter a password' is visible over the 'New password' field. At the bottom of the form is a 'Set password' button.