

# Gene Targeting Facility (GTF) & Transgenic Laboratory (TGL) project managing program user's guide

## Introduction

The GTF & TGL electronic managing program and database will serve the purpose of data storage, data management and online interaction between the GTF/TGL staff and users. Investigators will be able to make reservations for GTF/TGL service and to view the progress of their projects on line. While the GTF/TGL staff and users will share the project data at the same time each investigator's privacy will be protected. Please read the following instructions for usage.

### I. Entering the site

To submit a project or to view an ongoing project online, you will need to access the GTF project home page; the URL for the project home page is:

<http://gtf.rockefeller.edu>

You can use Netscape, Internet Explorer or Safari to view the website. When using Netscape, please unblock the "pop-up window" by selecting preferences, then go to "privacy & security"- "popup windows", and click "allowed sites" and add <http://gtf.rockefeller.edu> .

### II. Logging in

You will need to enter the following information in the login page:

Lab Name: (your lab name)

Username: (your username)

Password: (your password)

(For first time usage see below.)

Once you have filled in the above information, click the "submit" button then enter the project page. You will see many icons on the tool bar the meaning of which are as follows:



managing a project: to view an ongoing project, GTF/TGL data entry and

investigator feedback.



scheduling: to apply for GTF/TGL service, to view a project on the waiting list.



creating projects: to submit a new project.



help



log out



refresh

### III. Applying for service

When you enter the page, click "Schedule"  located on the left side of the

tool bar. Then click "create project"  and fill out the application form on the right hand side of the screen. Please make sure to fill in the information as accurate as possible since it will follow along the project in the database. Click "create" after you have finished filling in the project information. If the application is successful you should see your project on the waiting list on the left panel of the screen.

You may log out by clicking  on the right side of the tool bar.

Note: when applying for blastocyst injection each ES clone will be considered as a single project the name of which should include the clone ID number. If the same project is resubmitted please add R1, R2, ... ("R" = repeat) to specify a repeat.

### IV. Viewing an ongoing project

You will be notified by the GTF/TGL of the scheduled date to launch your project one to two weeks in advance. Your project should disappear from the waiting list as soon as it gets started. You can then view your ongoing project

by clicking the project manager symbol . As you enter the page you will need to select the type of project that you want to view. The selection keys are located on top left panel.

B-Inj: blastocyst injection

GT: gene targeting

P-Inj: pronuclear injection

You may log out by clicking  by the time you finish.

#### V. Contact information

For the first time users, please e-mail Flora (email: hanc, Tel: 8650) at the GTF to get your ID and password. If you encounter any problems in using the program please contact her also.