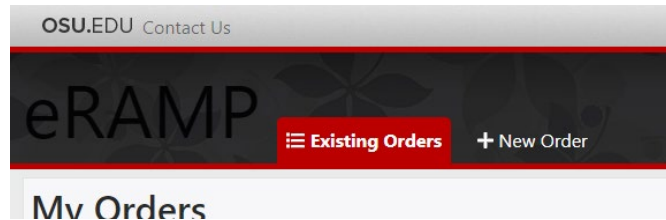


Placing Orders

The first step is to click the 'New Order' button from the main page of eRAMP



Select the appropriate Shared Resource and click 'Save and Next':

ACSR i Analytical Cytometry	Admin i Admin	BISR i Biomedical Informatics
BMSR i Behavioral Measurement	BSSR i Biospecimen Services Shared Resource - TCC	BSSR-BR i BSSR - Biorepository
CCC-IT i Cancer Program IT	CLAMS i Comprehensive Lab Animal Monitoring System	CMIF i Microscopy
COM - IR i College of Medicine Irradiator Core	CPMPSR i Comparative Pathology and Mouse Phenotyping	CRC i Clinical Research Center
GEMMC i Genetically Engineered Mouse Modeling Core	Genomics i Genomics	Glassware i Glassware

Cancel Save Save and Next

Choose a PI and click 'Save and Next':
(Name column headers can be filtered)

Order

Select a Principal Investigator

Is This Order Federally Funded?

Last Name	First Name	Institution	Program	
Aarnes	Turi	The Ohio State University	Non-Member	<input type="checkbox"/>
Abamonte	Donald	Non-OSU	Non-Member	<input type="checkbox"/>
Abas	Motaz	The Ohio State University	Non-Member	<input type="checkbox"/>
Abbot	Patrick	Vanderbilt-Ingram Cancer Center-Vanderbilt University	Non-Member	<input type="checkbox"/>
Abdel Karim	Nagla	The Ohio State University	Non-Member	<input type="checkbox"/>
Abdel-Misih	Sherif	The Ohio State University	Non-Member	<input type="checkbox"/>
Abdel-Rahman	Mohamed	The Ohio State University	Molecular Biology and Cancer Genetics	<input type="checkbox"/>

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Cancel Save Save and Next

Choose a collaborator (optional) and click 'Save and Next'
 (Name column headers can be filtered)

Order

Select a Principal Investigator

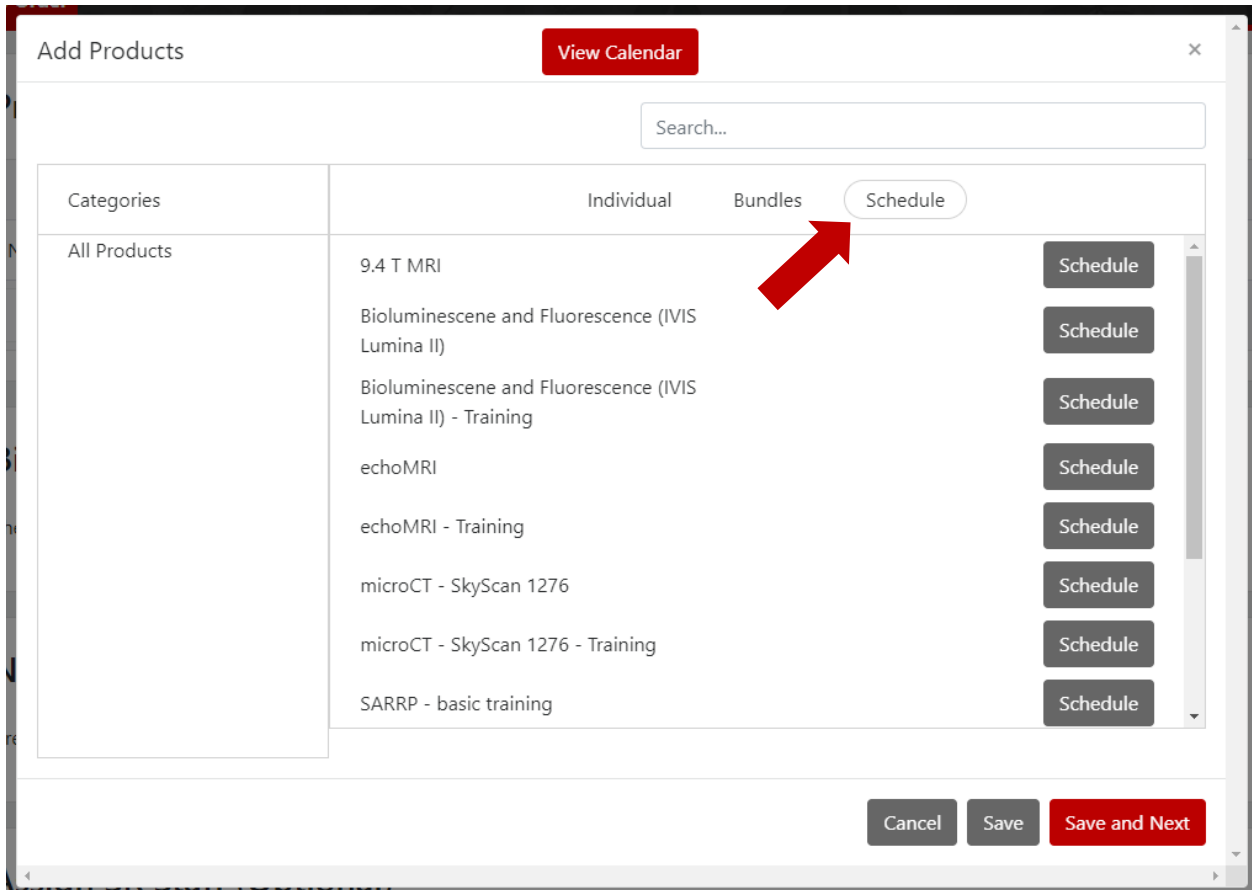
Is This Order Federally Funded?

Last Name	First Name	Institution	Program	
Aarnes	Turi	The Ohio State University	Non-Member	<input type="checkbox"/>
Abamonte	Donald	Non-OSU	Non-Member	<input type="checkbox"/>
Abas	Motaz	The Ohio State University	Non-Member	<input type="checkbox"/>
Abbot	Patrick	Vanderbilt-Ingram Cancer Center-Vanderbilt University	Non-Member	<input type="checkbox"/>
Abdel Karim	Nagla	The Ohio State University	Non-Member	<input type="checkbox"/>
Abdel-Misih	Sherif	The Ohio State University	Non-Member	<input type="checkbox"/>
Abdel-Rahman	Mohamed	The Ohio State University	Molecular Biology and Cancer Genetics	<input type="checkbox"/>

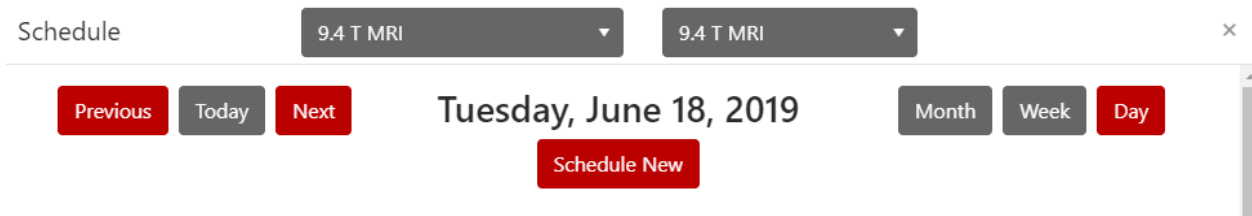
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Cancel Save Save and Next

Schedule time on a resource by selecting the 'Schedule' option:



Click the "Schedule" button next to the appropriate machine to access the calendar view. Select the appropriate day and click "Schedule Now" near the top of the window:



Make sure to select a start time, end time, indicate whether assistance is needed and add any relevant notes. Once you are done, select save and close out of the calendar popup box.

Next, enter the relevant billing information. To add billing information, select 'Add Account' and enter the correct chartfield combination OR enter a PO number if you are an external user.

Next, under the Forms section select the 'Submit Form' button for the Core Access form, complete the form and follow the instructions.

Finally, depending on the order, either request the quote or submit the order using the bottom navigation bar