



King Abdullah University
of Science and Technology



KAUST Core Labs RFS User Manual

For Principal Investigator

(KAUST and KAUST Research Park Tenant)

For Authorized Person

(External)

Version: 2.1

Document History

References

Document Name	Version	Remarks
KAUST_CL-RFS_SDD_V1.7	V1.7	
Core Labs_RFS System_Blueprint_V2.0_Updated Final[1][1]	V2.0	

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Revision History

Date	Author	Version	Change Reference
20-Jan-17	Ashvitha Loganathan/ Jyothi Kumar	V0.1	Draft
23-Jan-17	Rahul Billorey	V1.0	Review & Release
02-Feb-17	Rahul Billorey	V2.0	Incorporated feedback from CL team
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1. Login Process

KAUST and Research Park Tenant (RPT) Principal Investigator (PI) login with their KAUST credentials.

PI role is to approve access to the Core Labs facilities. If an RPT PI is to submit a service request, the PI needs to follow a User role in the system where an account using the company's email address needs to be created. Please refer to RPT user manual for further information.

External Authorized Person needs to create an account in the RFS system.

To access the system, please visit the Core Labs website:

<https://corelabs.kaust.edu.sa/services/request>

Please use Google Chrome, Firefox Mozilla or Safari and do not use Internet Explorer.

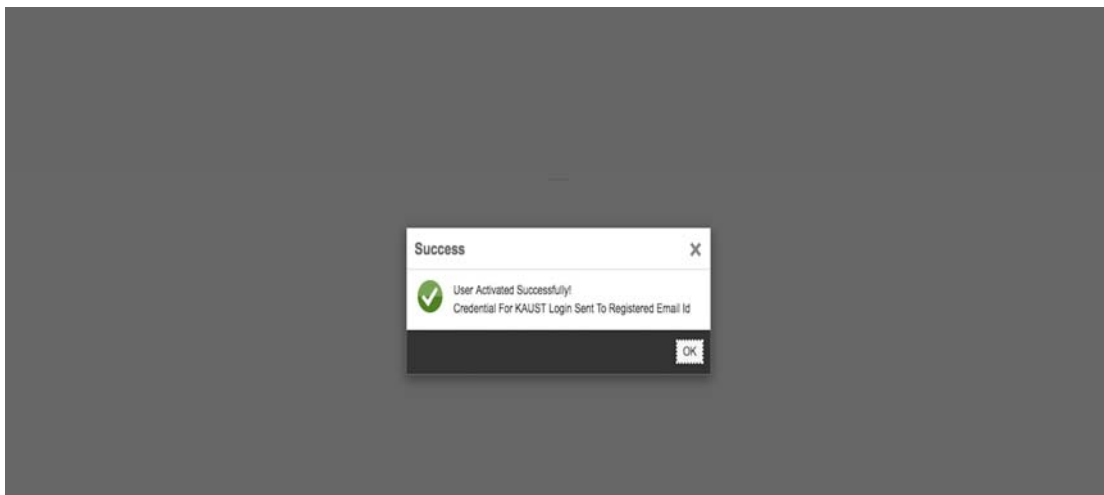
2. Account Creation - External Authorized Person

To create an account please go the Log in page through the URL address provided in Section 1. b) or 1. c) above and select 'Create an account' button.

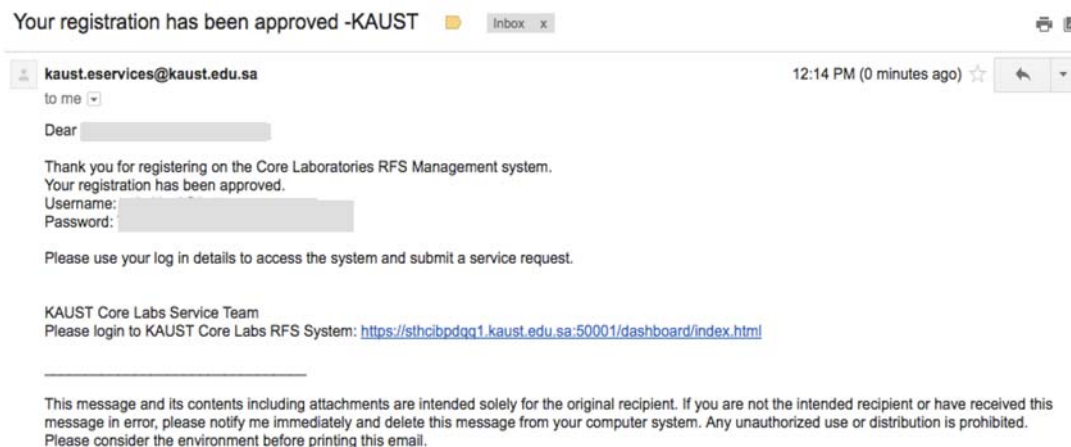


Registration window will pop up as shown below. The requester needs to fill all the mandatory fields and click on 'Register' button, as shown in below screenshot.

User must click on the provided link in the email to activate the profile. User will get the below message upon successful activation of the profile.



Upon successful activation of the profile, User will receive Username and Password on the registered email. Please use this credentials to log in.




The system facilitates password reset and unlock account functions in case of forgotten password.


3. Team Member Registration by Principal Investigator - KAUST and Research Park Tenant User only

A PI can register his students/team member to access the Core Labs. This is required for first time User, for one PI only.


*Note: RPT users need to create an account prior to PI Registration. Please go to **2 above** for details.*



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Core Labs





Vinuta Sangondimatt


NAVIGATION



 PI Registration



 PI Approval



 New RFS



 My Open Task


 My Documents



 Reports



 RFS Detailed


 PI Approved Users


 Registered Users

PI Registration Form


 Add



 Remove

<input type="checkbox"/>	KAUST ID	User Name	User Email Address	Assigned Pocket ID
<input type="checkbox"/>		Enter atleast 4 characters		<div>Select Pocket ID</div> <div></div>


By Submitting this I am indicating the following

- * The users listed above are pre-approved to use services of Core Laboratories and Major Facilities.
- * I confirm that I have sufficient funds to cover the cost incurred by the pre-approved users listed above.
- * I authorise the changes for the usage of Core Laboratories and Major Facilities to be allocated to the relevant Pocket ID's and to the respective pre-approved users listed above.
- * Any changes to this form will be communicated to all relevant parties.


Register



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Core Labs



Vinuta Sangondimath

NAVIGATION

- PI Registration
- PI Approval
- New RFS
- My Open Task
- My Documents
- Reports
- RFS Detailed
- PI Approved Users
- Registered Users

PI Registration Form


+ Add
Remove

<input type="checkbox"/> KAUST ID	User Name	User Email Address	Assigned Pocket ID
<input type="checkbox"/>	<div> <input type="text" value="rahul"/> <div> <div>B, Rahul</div> <div>rahul.billorey@incture.com</div> </div> </div>		<input type="text" value="Select Pocket ID"/>

By Submitting this I am indicating that:


- The users listed above are pre-approved for KAUST Core Labs Major Facilities.
- I confirm that I have sufficient funding to support the users listed above.
- I authorise the changes for the KAUST Core Labs facilities allocated to the relevant Pocket ID's and to the respective pre-approved users listed above.
- Any changes to this form will be reflected in the KAUST Core Labs system.

Register



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Core Labs



Alanya Puhar

NAVIGATION

PI Registration

PI Approval

New RFS

My Open Task

My Documents

Reports

PI Registration Form

+

Add

✖

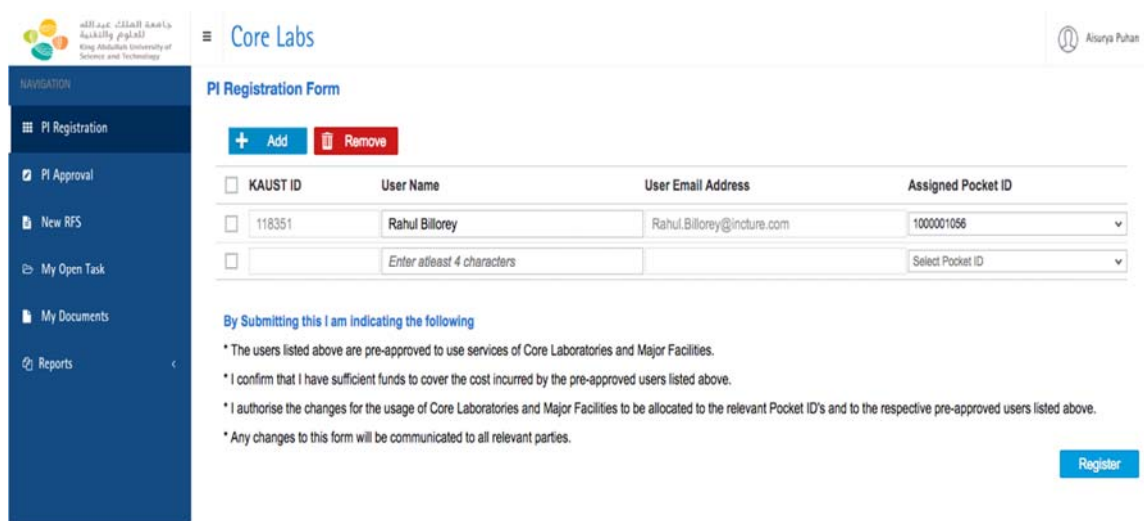
Remove

KAUST ID	User Name	User Email Address	Assigned Pocket ID
<input type="checkbox"/> 118351	Rahul Billore	Rahul.Billore@icture.com	<input type="text" value="1000001056"/> <div> 1000001056 BAS/1/1010-01-01 3500000001-05 URF/1/1389-01 URF/1/1389-01-01 URF/1/1700-01 URF/1/1700-01-01 URF/1/1877-01 URF/1/1877-01-01 3200000006 RGC/3/1482-01 RGC/3/1482-01-01 </div>

By Submitting this I am indicating the following

- * The users listed above are pre-approved to use services of Core Laboratories and Major Facilities.
- * I confirm that I have sufficient funds to cover the cost incurred by the pre-approved users listed above.
- * I authorise the changes for the usage of Core Laboratories and Major Facilities to be allocated to the relevant Pocket ID's and to the responsible parties.
- * Any changes to this form will be communicated to all relevant parties.

PI can register more than one User at a time. To register multiple users, click on 'Add' button and repeat the process.



The screenshot shows the 'PI Registration Form' interface. On the left is a navigation menu with options: PI Registration, PI Approval, New RFS, My Open Task, My Documents, and Reports. The main content area has a header with 'Core Labs' and a user profile 'Aisarya Puthan'. Below the header are '+ Add' and '- Remove' buttons. A table lists pre-approved users:

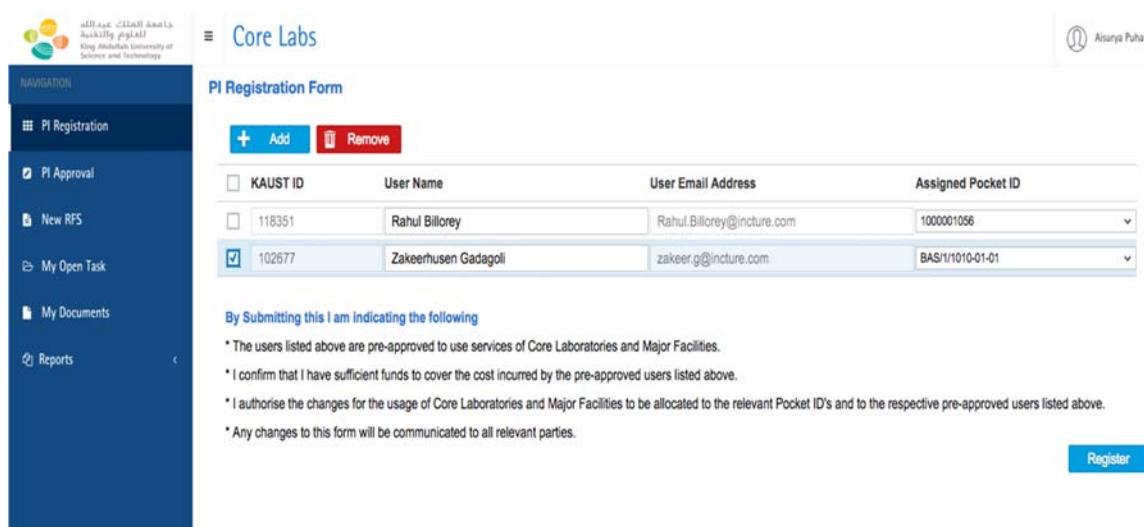
<input type="checkbox"/>	KAUST ID	User Name	User Email Address	Assigned Pocket ID
<input type="checkbox"/>	118351	Rahul Billorey	Rahul.Billorey@incture.com	1000001056
<input type="checkbox"/>		Enter atleast 4 characters		Select Pocket ID

Below the table, a section titled 'By Submitting this I am indicating the following' contains four statements:

- * The users listed above are pre-approved to use services of Core Laboratories and Major Facilities.
- * I confirm that I have sufficient funds to cover the cost incurred by the pre-approved users listed above.
- * I authorise the changes for the usage of Core Laboratories and Major Facilities to be allocated to the relevant Pocket ID's and to the respective pre-approved users listed above.
- * Any changes to this form will be communicated to all relevant parties.

A 'Register' button is located at the bottom right of the form.

To remove any row, select the checkbox of that row and click on 'Remove' button.



This screenshot shows the same 'PI Registration Form' but with two users listed. The second user's row is highlighted, and its checkbox is checked:

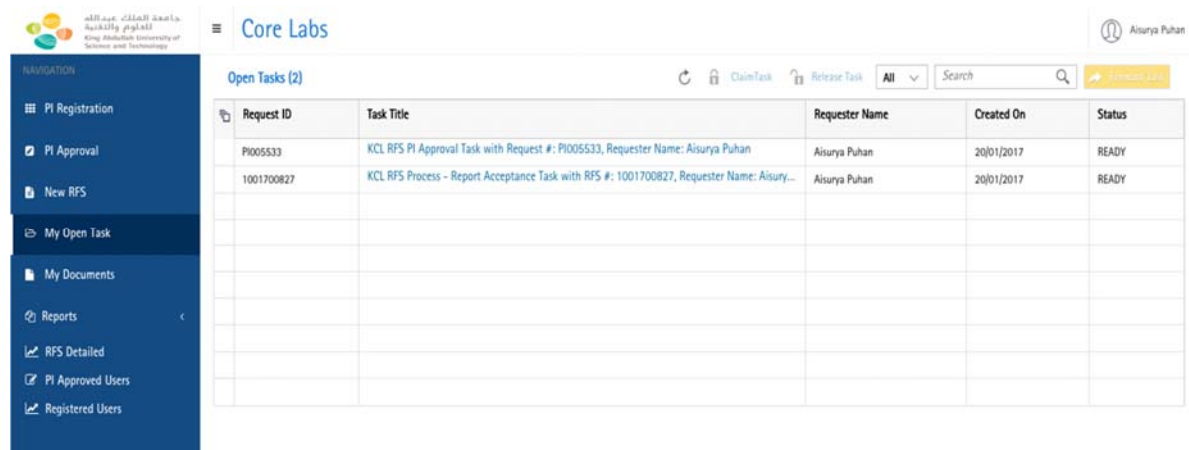
<input type="checkbox"/>	KAUST ID	User Name	User Email Address	Assigned Pocket ID
<input type="checkbox"/>	118351	Rahul Billorey	Rahul.Billorey@incture.com	1000001056
<input checked="" type="checkbox"/>	102677	Zakeerhusen Gadagoli	zakeer.g@incture.com	BAS/1/1010-01-01

The rest of the interface, including the navigation menu, statements, and 'Register' button, remains the same.

Upon clicking 'Register' button, a success alert as shown in below screenshot will appear.

4. Principal Investigator Approval - KAUST and Research Park Tenant User only

Subsequent to submitting a PI Approval request by User, the relevant PI will have “PI Approval Task” under the ‘Task Title’ column in ‘My Open Task’ as shown below. PI Approval is required for first time User only.



The screenshot shows the 'Core Labs' interface with a sidebar menu on the left. The main area displays a table titled 'Open Tasks (2)'. The table has columns for Request ID, Task Title, Requester Name, Created On, and Status. Two tasks are listed, both with a status of 'READY'.

Request ID	Task Title	Requester Name	Created On	Status
P1005533	KCL RFS PI Approval Task with Request #: P1005533, Requester Name: Aisurya Puhon	Aisurya Puhon	20/01/2017	READY
1001700827	KCL RFS Process - Report Acceptance Task with RFS #: 1001700827, Requester Name: Aisurya Puhon	Aisurya Puhon	20/01/2017	READY

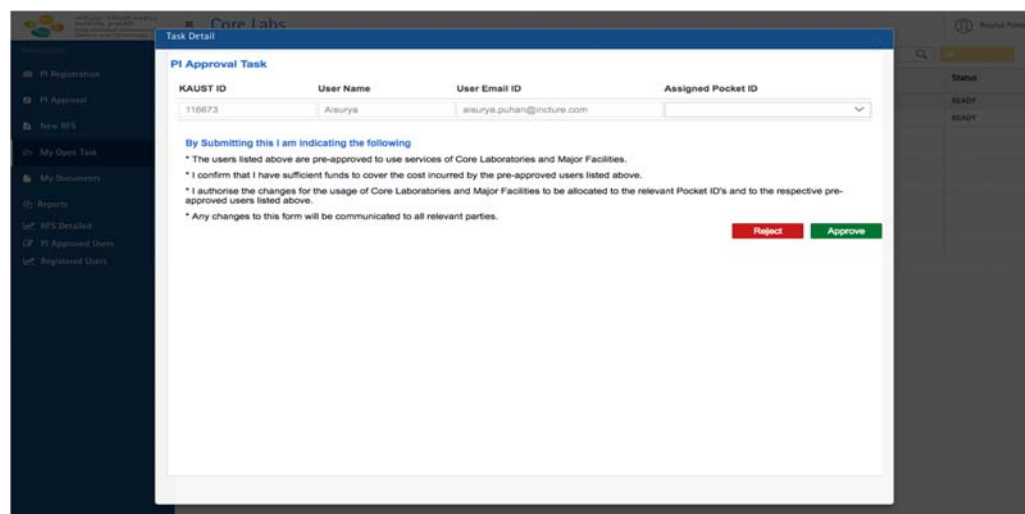


This screenshot shows the 'Core Labs' interface with a sidebar menu. The main area displays a table titled 'Open Tasks (1)'. The 'Task Title' and 'Status' columns are highlighted with yellow boxes. One task is listed with a status of 'READY'.

Request ID	Task Title	Requester Name	Created On	Status
1001700834	KCL RFS Process - Service Scope and Charges Review Task with RFS #: 1001700834, Requester Name: Aisurya Puhon	Aisurya Puhon	22/01/2017	READY

Task ‘Status’ can be or “Ready” before the task is opened, or otherwise “Reserved”. A task status can be changed from “Reserved” to “Ready” by clicking on ‘Release Task’.

To open a task, clicking the task after which a screen as below will appear.



The screenshot shows the 'Task Detail' form for a 'PI Approval Task'. The form includes fields for KAUST ID, User Name, User Email ID, and Assigned Pocket ID. Below these fields, there is a section titled 'By Submitting this I am Indicating the following' with several bullet points. At the bottom right, there are 'Reject' and 'Approve' buttons.

Task Detail

PI Approval Task

KAUST ID: 116673, User Name: Aisurya, User Email ID: aisurya.puhon@ucture.com, Assigned Pocket ID: [Dropdown]

By Submitting this I am Indicating the following

- * The users listed above are pre-approved to use services of Core Laboratories and Major Facilities.
- * I confirm that I have sufficient funds to cover the cost incurred by the pre-approved users listed above.
- * I authorise the changes for the usage of Core Laboratories and Major Facilities to be allocated to the relevant Pocket ID's and to the respective pre-approved users listed above.
- * Any changes to this form will be communicated to all relevant parties.

Reject Approve

On this screen, PI can assign a Pocket ID to the Requester and approve the task. PI can also reject the task by clicking 'Reject' button.

Upon clicking 'Approve', PI will get a success alert as shown in below screenshot.

5. Service Scope and Charges Acceptance Task - Research Park Tenant and External User only

A PI/Authorized Person will need to approve a Service Scope and Charges (SSC) proposed by the Core Labs. The task comes to the PI as 'Service Scope and Charges Acceptance Task' in 'My Open Task' as shown below.

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Core Labs

Open Tasks (19)

Request ID	Task Title	Requester Name	Created On	Status
1001700802	KCL RFS Process - Service Scope and Charges Acceptance Task for PI/Authorized Person w...	RPT, Alsurya	19/01/2017	READY
1001700803	KCL RFS Process - Draft RFS Task with RFS #: 1001700803, Requester Name: Rahul Billorey	Rahul Billorey	19/01/2017	READY
1001700799	KCL RFS Process - Service Scope and Charges Review Task with RFS #: 1001700799, Requ...	RPT, Alsurya	19/01/2017	READY
1001700797	KCL RFS Process - Draft RFS Task with RFS #: 1001700797, Requester Name: Rahul Billorey	Rahul Billorey	19/01/2017	READY
1001700780	KCL RFS Process - Service Scope and Charges Review Task with RFS #: 1001700780, Requ...	Walid M. Elgamal	18/01/2017	READY
1001700783	KCL RFS Process - Review RFS Task with RFS #: 1001700783, Requester Name: KA, Bushair	KA, Bushair	18/01/2017	READY
1001700782	KCL RFS Process - Review RFS Task with RFS #: 1001700782, Requester Name: KA, Bushair	KA, Bushair	18/01/2017	READY
1001700646	KCL RFS Process - Lab Team Member Assignment Task after Service Scope and Charges Ac...	Barry C. Hogan	18/01/2017	READY
1001700718	KCL RFS Process - Lab Team Member Assignment Task after Service Scope and Charges Re...	Walid M. Elgamal	17/01/2017	READY
1001700721	KCL RFS Process - Service Scope and Charges Review Task with RFS #: 1001700721, Requ...	Walid M. Elgamal	17/01/2017	READY

Upon clicking the task, a screen as shown below will appear.

Core Labs

Task Detail

RFS#: 1001700829
Status: Scope and Charges Approved
Date: 20/01/2017

RFS Submission → Scope and Charges → RFS Report

Service Scope and Charges Form

☐ Routine/Standard
Service scope agreed by the Requestor and Core Lab
Samples clarification
e.g Sample prep, Approval requirements.

☐ Advance/Custom
Method applied
Highlight any method development

Deliverables

Sample(s) storage location and condition

Estimated Service Charge

Equipment

Equipment	Quantity	Unit Price	UOM	Sub Total
1290 LC-PDA_acd	5	60.00	per hour	300.0

Total Equipment Charge: 300.0

Samples or Consumables

Samples/Consumables	Quantity	Unit Price	UOM	Sub Total
Aquakem 250 Autoanalyzer additional samples above 50_acd	1	48.07	per analyte	48.07

Total Samples and Consumables Charge: 48.07

Manpower

Item	Hours	Unit Price	UOM	Subtotal
Analysis & reporting	1	82.25	per hour	82.25
Equipment set up	0	82.25	per hour	0.0
Measurement	1	82.25	per hour	82.25
Request review	1	82.25	per hour	82.25
Sample preparation	1	82.25	per hour	82.25

Total Manpower Charge: 329.0

*Total Estimated Service Charge: 677.07

*Estimated completion date (ECD): 29/01/2017

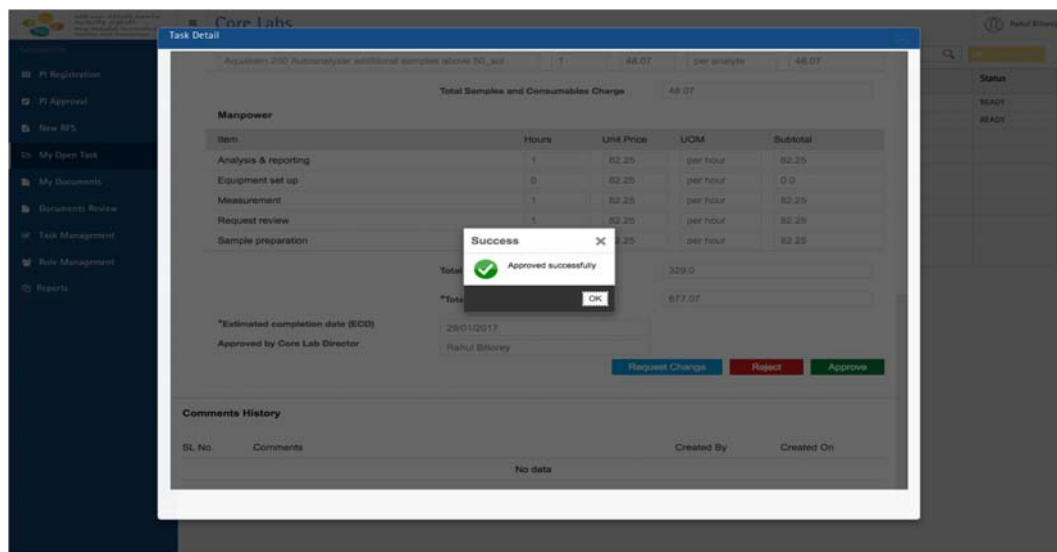
Approved by Core Lab Director: Rahul Billorey

Request Change Reject Approve

Comments History

SL No.	Comments	Created By	Created On
No data			

PI can Accept/Reject/Request Change the SSC Form. Upon accepting the form, success alert as shown below will appear.



If the SSC is rejected, the request will be closed.

‘Request Change’ function will allow the PI to submit a query or request a change with respect to the SSC form. Upon clicking the button, a comment box will pop up for PI to describe the query or change request.

Note: Any comments given by system Users can be viewed in comments history irrespective of RFS task and status.

From the opened task, User can check the status of the RFS.



6. Create New Request

When a PI requests a service, his/her role changes to Requester. For first time Requester, PI Approval is required.

Please, refer to KAUST or RPT User Manual to submit PI Approval or create, submit and track the progress of an RFS.

7. Report/Dashboard

RFS Detailed

This feature allows PI to have an overview of all requests submitted by his/her students or team members, and by him/herself. It also allows for viewing or downloading related documents including RFS forms, Service Reports and approval records.

It provides a mechanism to generate various reports of RFS by selecting a single or multiple filtering criteria.

PI can generate service request report for certain period by selecting 'From date' and 'To date' in the calendar that pops up after selecting 'Date Range'.

RFS #	User Type	Organization Type	Country	Samples Received	RFS Status	Current Status	Service Charge(\$)	Service Rating
1001700447	EXTERNAL	Industry	India	12	COMPLETED	Completed	1886.50	Good
1001700331	EXTERNAL	Industry	India	20	WIP	Scope and Charges Review	910.80	
1001700330	EXTERNAL	Industry	India	12	COMPLETED	Completed	2482.06	Good

'Advanced Search' provides multiple criteria to filter certain RFS to be included in the report.

RFS #	User Type	Organization Type	Country	Samples Received	RFS Status	Current Status	Service Charge(\$)	Service Rating
No Data								

User can also download the reports (all data in the table) in excel format by clicking the 'Download' icon.

To view a specific RFS form, click the required RFS number from the table and the following will appear on the screen.

Core Labs

RFS#: 1001700447
Status: Completed
Date: 09/01/2017

RFS Submission → Scope and Charges → RFS Report

Core Laboratory Full Service Report

RFS Number: 1001700447
Report Number: 2001700447
Prepared by: Rahul Sikany

Requester Details

First Name	ASHVITHA	Last Name	LOGANATHAN
KAUST ID	ashvitha.i	Department	IT
Telephone	91-1234567890	Email	ashvitha.i@ncure.com
Organization Name	ABC INDUSTRIES	Country	INDIA
Address	NO.51,5TH CROSS,M.G.ROAD, BANGALORE	Post Code	560234
KAUST Customer Account Number	0010040010		

Service Summary

User can download the documents pertaining to specific an RFS number by clicking the Download icon. The downloaded report in PDF format is shown in below screen.

REQUEST FOR SERVICE

Analytical Chemistry Core Lab

RFS: 1001700447
Status: Completed
Requested Date: 09/01/2017

Requester Information


First Name:	ASHVITHA	Last Name:	LOGANATHAN
KAUST ID:		Telephone:	91-1234567890
Email ID:	ashvitha.i@ncure.com	Department:	IT
Mobile:		Pocket ID:	
Organization Type:	Industry	Organization Name:	ABC INDUSTRIES
KAUST A/C Number:	0010040010	Post Code:	560234
Country:	India	KAUST Research Park Tenant:	<input type="checkbox"/>
Position:	ASSOCIATE CONSULTANT	Authorized Person Name:	
Address:	NO.51,5TH CROSS,M.G.ROAD, BANGALORE	Authorized Person Email:	

Principal Investigator Information

PI Name:		KAUST ID:	
Email ID:		Telephone:	

PI Approved Users

This report contains all approved User by a PI. This report, which includes all data in the table, is downloadable in Excel format by clicking the 'Download' icon.



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NAVIGATION

- PI Registration
- PI Approval**
- New RFS
- My Open Task
- My Documents
- Reports
- RFS Detailed
- PI Approved Users**
- Registered Users

PI Approved Users

PI Name

Date Range

User Name

Search

Clear

Download

User Id	User Name
billorr	Rahul Billorey
billorr	Rahul Billorey

8. Contact Us

For service related queries please contact CoreLabs.Services@KAUST.EDU.SA