Group leader account
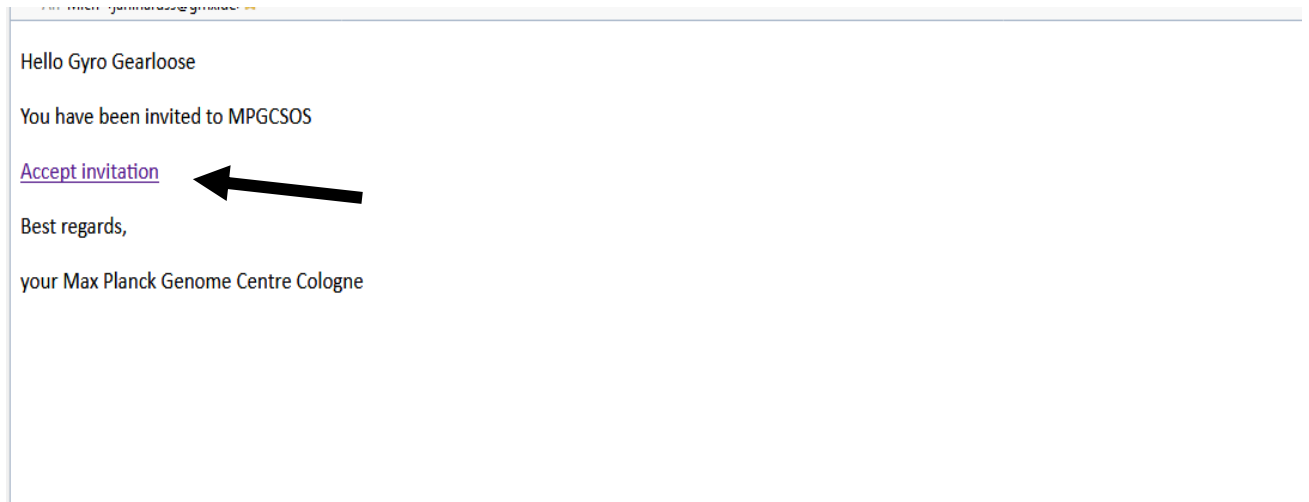
In case a user signs up to our new ordering system and the group leader and working group do not yet exist in the database, an automatic E-mail will be sent to the group leader:

After you receive the E-mail, you should accept the invitation:

You will be forwarded to our sign up page, where you should enter a password and a phone number:

After you have done this, one pf us will confirm your account and you can sign in automatically as a group leader, which gives you some features, users normally don't have. This includes adding new people to your working group, adding and removing new cost centers or adding people of your group to new cost centers.

Signing in at https://mpgc-sos.mpipz.mpg.de/:
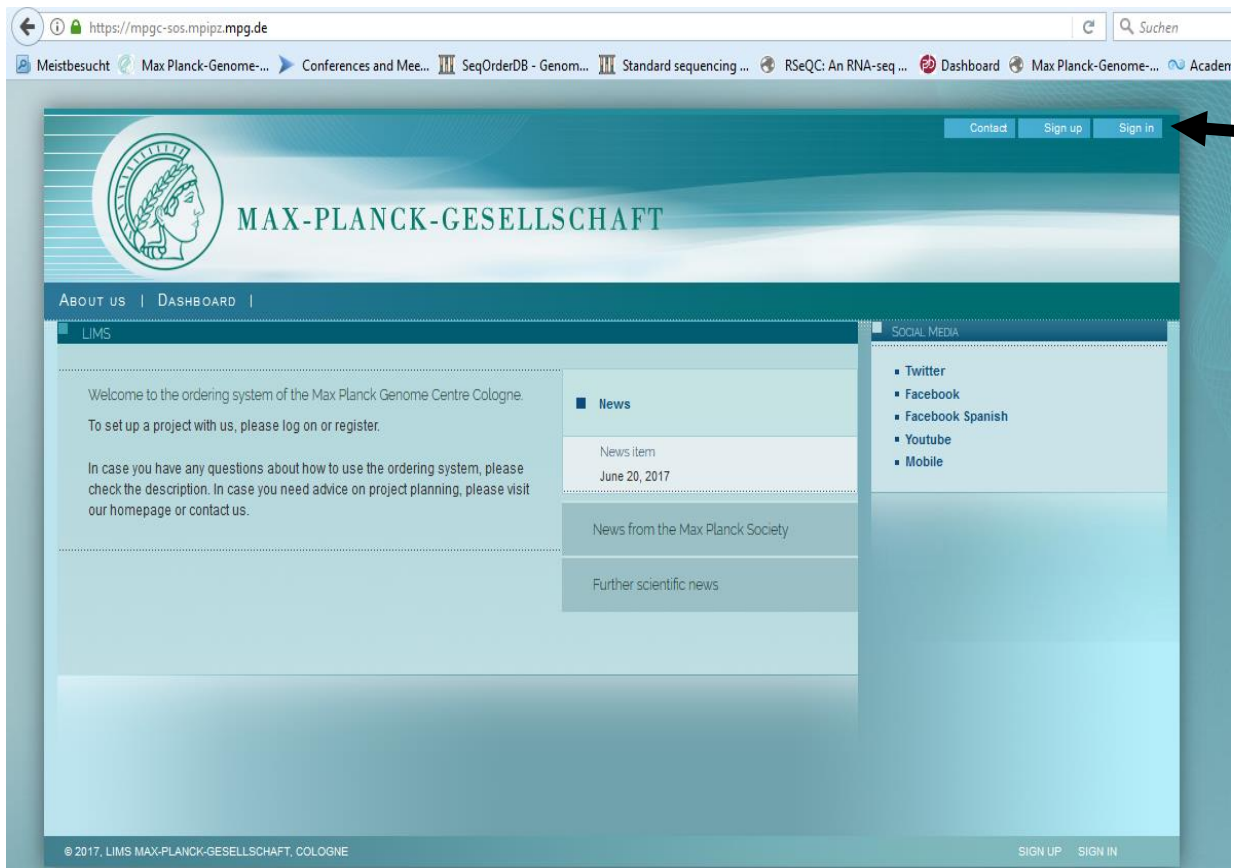
After signing in, you will get to a start page, that will show you all projects from your work group and in addition a link to do administrative task within your work group.

When you mouse over Work Group, you can either Add new Cost Centers and invite new people to your group, or you can go to an overview of all administrative tasks by clicking on Work Group:
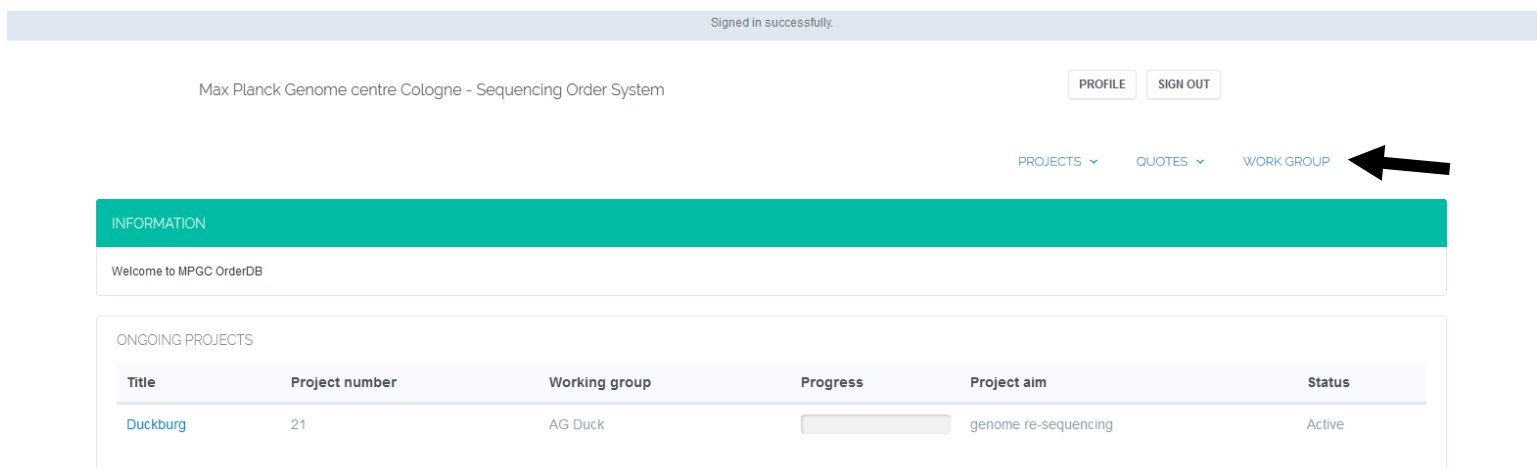
You will get to the overview page, where you can see who is currently in your group in the right hand box and who is signed up for your group but not included in the left hand box. By clicking on the names, you can include others or remove people who left. Afterwards, you'll need to press save.

Max Planck Genome centre Cologne - Sequencing Order System

PROFILE   SIGN OUT

PROJECTS ⌄   QUOTES ⌄   WORK GROUP

| Information | Cost Centers | Timeline |

Title
AG Duck

Members   Available   Included

                                            Mickey Mouse
                                            Donald Duck

                              ⇄

Save

When you click on Cost Centers, you will get to a page where all cost centers associated with your group are stored.

Work group was successfully updated.

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PROFILE   SIGN OUT

PROJECTS ⌄   QUOTES ⌄   WORK GROUP

| Information | Cost Centers | Timeline |

COST CENTERS   ADD NEW COST CENTER

UNCLESCROOGE

Title   UncleScrooge

Members   Available   Included

                              Mickey Mouse
                              Donald Duck

                    ⇄

Save

You can add and remove people from a cost center the same way as from the group. When you click on Add New Cost Center, you'll have the possibility to enter a new cost center name and also add people of your work group to that cost center.

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PROFILE   SIGN OUT

PROJECTS ⌄   QUOTES ⌄   WORK GROUP

New Cost Center

Title

Members

Available

Mickey Mouse

Donald Duck

⇄

Included

Save

After people are added to the cost centers, they can add projects billed to those cost centers.

Cost center was successfully created.

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PROFILE   SIGN OUT

PROJECTS ⌄   QUOTES ⌄   WORK GROUP

Information	Cost Centers	Timeline

Title

AG Duck

Members

Available

⇄

Included

Mickey Mouse

Donald Duck

Save

If you want to invite new people from your group to also be able to order sequencing, you can us the Work Group -> Invite button:

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PROFILE   SIGN OUT

DUCKBURG

PROJECTS ⌄   QUOTES ⌄   WORK GROUP

Information	Libraries	Timeline	Order sheet	Import data	Invoice	Copy as new	Edit	Pause

PROJECT

PROJECT TITLE

Duckburg

New cost center

Invite

Owner

Name
Mickey Mouse

There, you can enter the name and the e-mail address of the person to add and he or she will get an invite to be a user in our ordering system. Alternatively, they can also just click on Sign up on https://mpgc-sos.mpipz.mpg.de/ and enter the work group manually.

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PROFILE   SIGN OUT

PROJECTS ∨   QUOTES ∨   WORK GROUP

INVITE NEW CLIENTS

Name

Email

Institute

Select an Option   ▼

Invite

In addition, you can enter projects and create quotes like every other user as well. If you have questions, please contact mpgc@mpipz.mpg.de or use the chat interface on the sign in page https://mpgc-sos.mpipz.mpg.de/ .