

Group Administration Tool

Create And Manage Your Own Community

Create your own research communities with your colleagues using our Group Administration Tool.

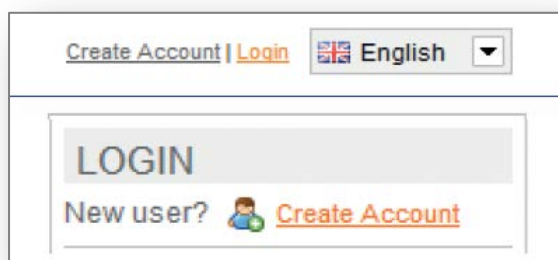
The Group Administration Tool in your online account allows you to setup and manage different research communities in order to share different types of data and information.

Group Administration Tool Functionalities

- ✓ **Share oligo orders**
- ✓ **Share SmartSeq runs**
- ✓ **Share sequencing results**
- ✓ **Share stored sequencing primers**
- ✓ **View sequencing barcode labels**

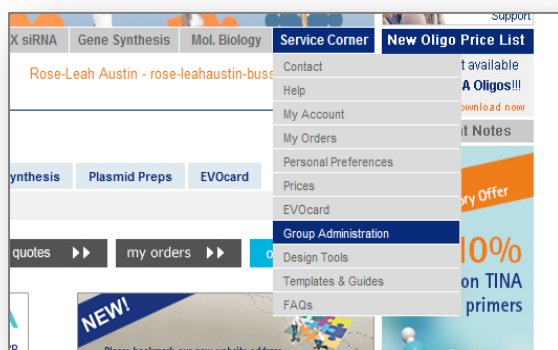
The current membership status of your community is displayed under “My Orders” and on every sequencing order page so you can view and modify your research community settings anytime.

How to Create Your Own Research Community



1. Login to Ecom

Login to your secure online account at **eurofinsgenomics.com**. If you don't have an account, simply create a new account by clicking **Create Account**.



2. Access Group Admin Tool

Select **Group Administration** from the Service Corner drop-down menu.

Create Group

Create a new Research Group

Our Group Administration tool allows you to share oligo orders (O), sequencing data (D) and stored sequencing primers (P) with other researchers.

You can create a new group and invite any person of your choice by typing in their email addresses to allow them to share information with you.

As soon as you create a group you automatically become the group administrator. Additionally, it is also possible to assign other group members with administration rights. Administrators can also delete members from the group at any time.

A group will be deleted if no members are left.

Name of new group:

Description:

Create Group

3. Create New Group

Enter the name of your new group and click **Create Group**. You may also add a brief description to the group. You automatically become the group administrator once the group has been created.

Create Group

Group has been added!

Create Group Show Groups(5)

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A group will be deleted if no members are left.

Name of new group:

Description:

Create Group

4. View Group Settings

Select **Show Groups** to obtain a complete overview of your newly created group. Groups without members are automatically deleted.

Show Groups

Create Group Show Groups(5)

Group Name: **rosl**

Group Info:

Group Members:

Delete Member

My Share Options:

- ☐ Share Oligo Orders (O)
- ☐ Share SmartSeq Runs (S)
- ☐ Share all Sequencing Results (except SmartSeq Runs) (D)
- ☐ Share Sequencing Primers (P)
- ☐ View Sequencing Barcodes (B)

Change Options

Invite new members by email: as admin

an admin can invite new members or remove members from the group.

Invite

Leave the Group:

Leave Group Manager:

5. Manage Group Account

Delegate data sharing options to group members by selection one of the share options under **My Share Options** or invite new members to your group by entering their email address. You may also assign group administration rights to other group members.