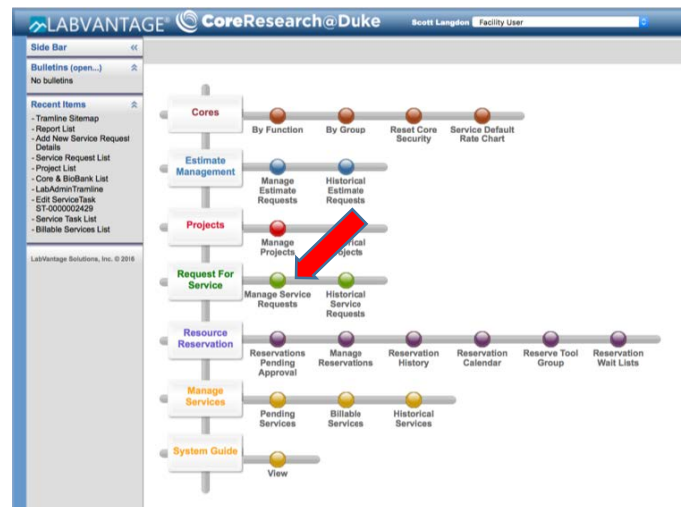


How to Place a BioSight Order in CoreResearch@Duke

CoreResearch@Duke reminders:

- URL = Coreresearch.duke.edu
- Firefox is NOT a supported browser
- To place BioSight orders you must be linked in CoreResearch@Duke to the fund codes you want to use.
- Your grant manager can link you to the fund codes

1. Log into CoreResearch@Duke (coreresearch.duke.edu) using your NetID.
2. Select Request for Service>Manage Service Request



How to Place a BioSight Order in CoreResearch@Duke

3. Create a new service request
Select 'Add New Request'



4. Enter Title (this cannot be blank), Core and Project ID (Fund code)

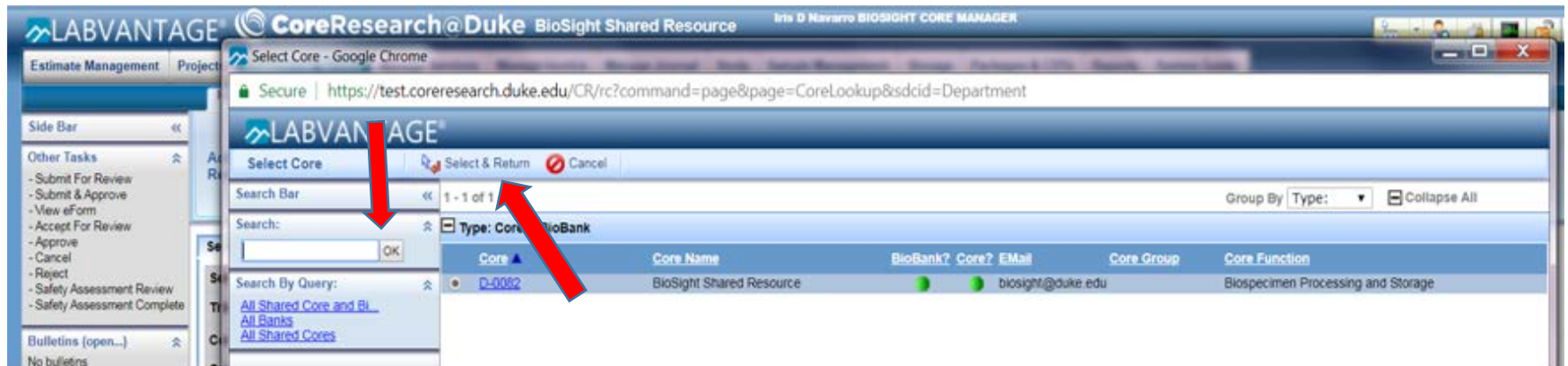


How to Place a BioSight Order in CoreResearch@Duke

Select Core. (BioSight).

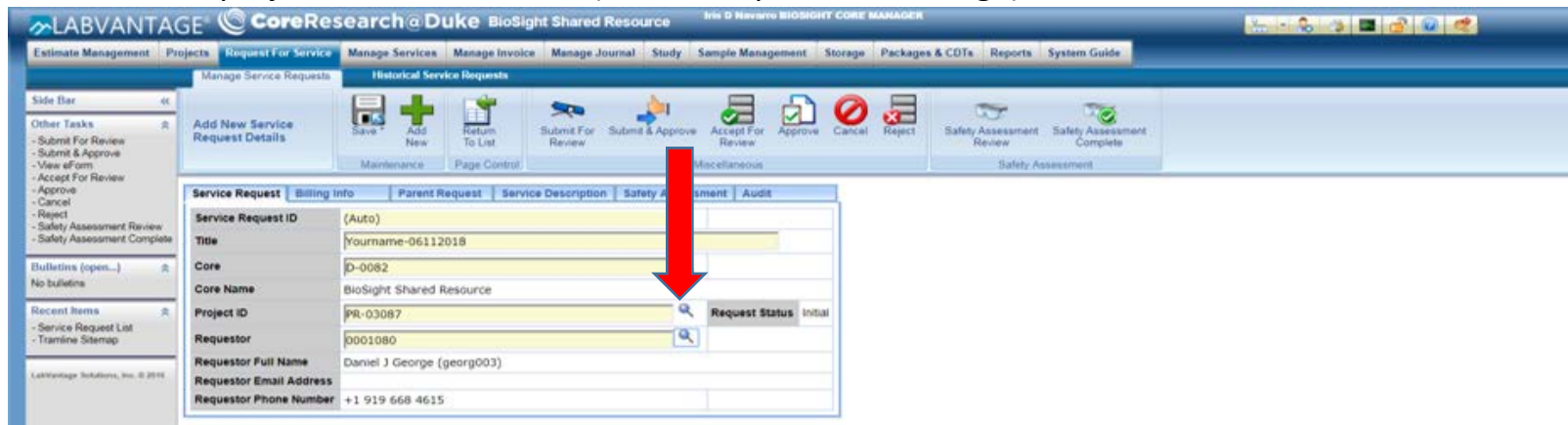
Click magnifying glass and enter 'BioSight'

in Search box > OK. Select D-0082> Select & Return



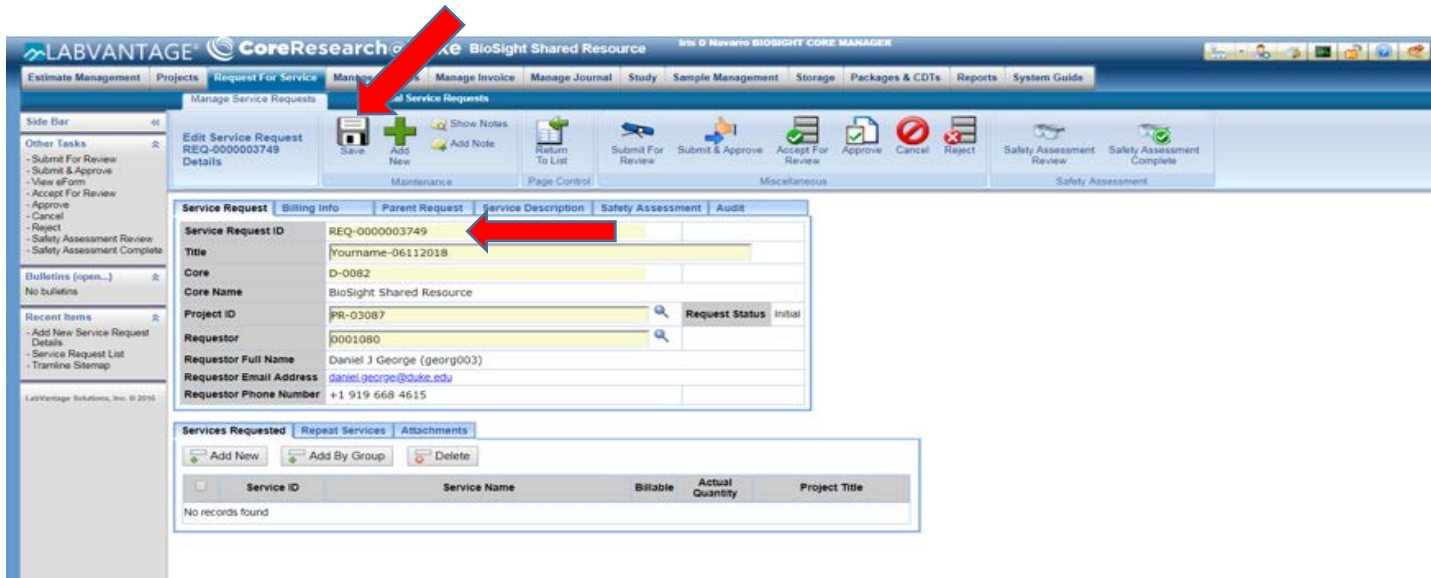
Select Project ID (Duke fund code). Click magnifying glass and enter your fundcode in Search box >OK.

Select correct project> Select & Return (similar step to above image)

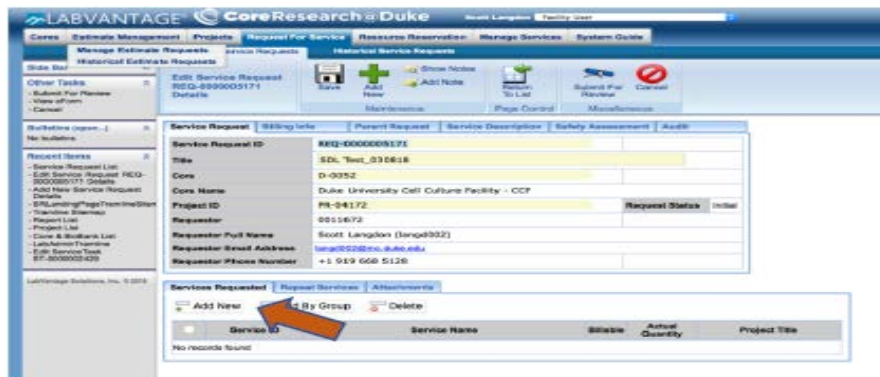


How to Place a BioSight Order in CoreResearch@Duke

5. Select Save to create a Service Request. A Service Request ID will be created automatically.

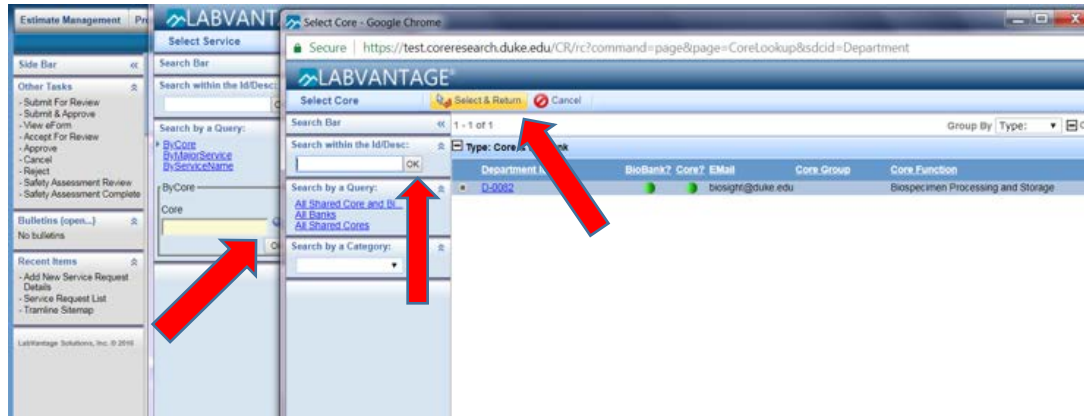


6. Services >Add New.

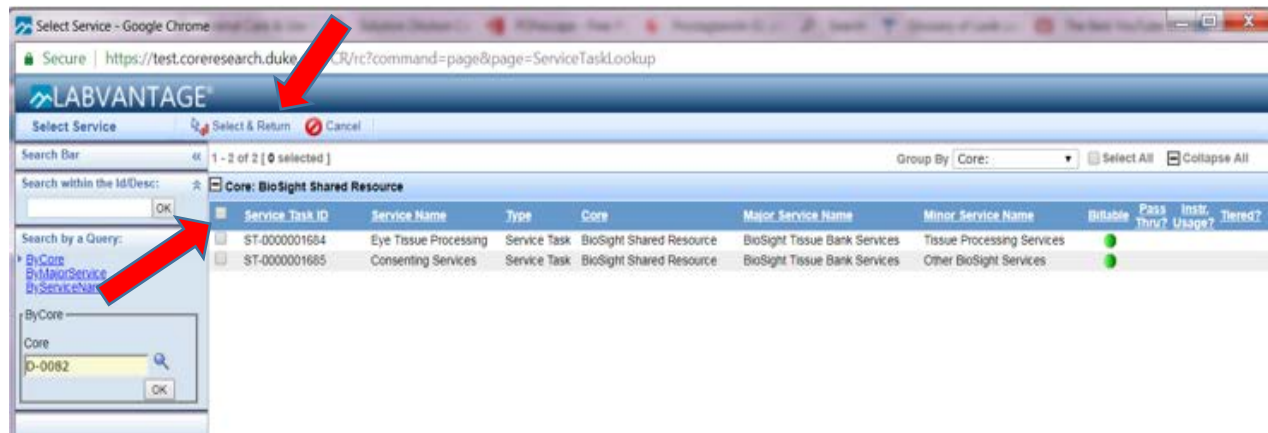


How to Place a BioSight Order in CoreResearch@Duke

7. Choose By Core by click magnifying glass beside Search box, > OK Select & Return

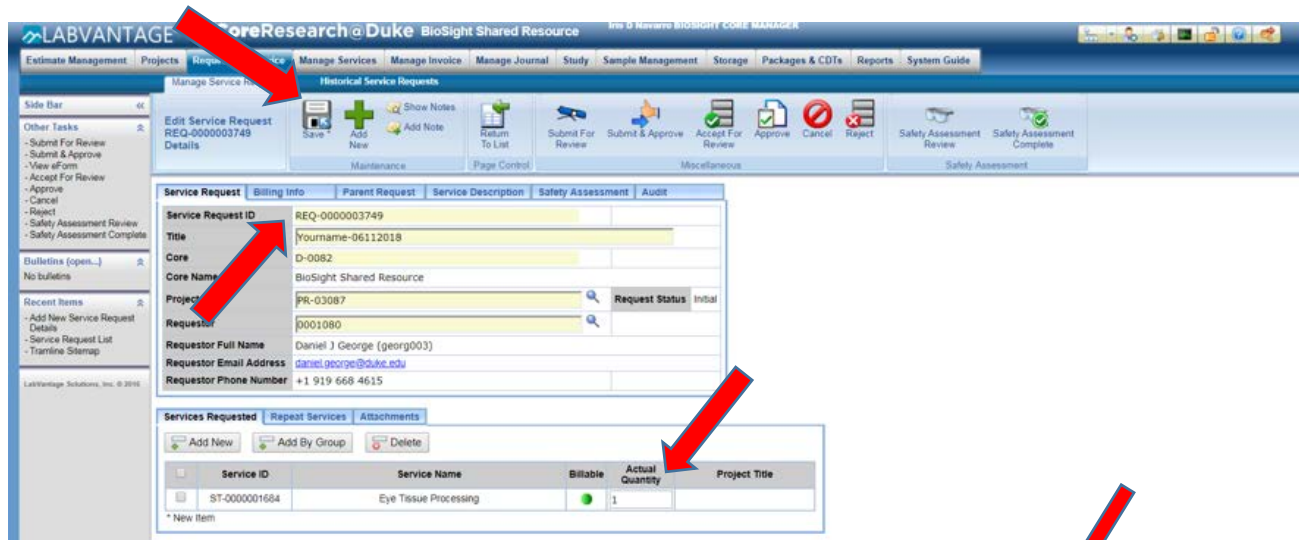


8. Select Service Task ID then click Select & Return



How to Place a BioSight Order in CoreResearch@Duke

- 9. Adjust the quantity if needed. When all items are listed and your Order is COMPLETE -----> Save > Submit for Review. Record the Request # for further reference



- 10. Log out.

