

# **TUTORIAL II**

## **Submit Request on Agendo**

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APPROVAL: Joana Rodrigues



Now that you have an Agendo Login and a financial virtual account with money (Tutorial I) you can submit a request.

1. Go to the website: <u>Agendo - Login (agendoscience.com)</u>



- 2. Fill with your credentials and click on "Sign in"
- 3. Go to "Search Agendo" tab (top-left corner) and write "Histolopathology":

	E 🛛 🔒 🏓 Search Agendo 🔍				"Histopatholog	gy" and ${f Q}$
<b>⋒</b>						Configure homepage
0	Whiteboard	Ø	My requests			이 두 더
	What's going on?		All -	From	to	
Ê	YOUR PRESENCE IS NEEDED! :) ~ Dec 1st 🔗		Search request		Nothing selected	<ul> <li>Search Q</li> </ul>
÷	Agendo Support 2021-11-04 11:28:10 CCMA is hosting a session to discuss the different management systems available for core			Show Completed		Show Rejected/Aborted
	facilities. Being an Agendo user, if you are happy with the system and would like to share your experience and brainstorm with your peers, we would like to kindly invite you to		STATE UID		♦ USER	🕆 REQUEST DATE 🚽

4. You will find a list of all the resources and requests available at our platform as shown in the image bellow:

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TOU ATE HETE > Search Agendo					
<ul> <li>Matching - Result</li> </ul>	ts				
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5. Click on the proper category. A pop-up window will appear. Request new permission by clicking Save and return. Once administrator gives you permission you can submit a request.

X Request new permission Submit this form to request usage permission for a specific resource. Your request will be verified by the resource administrator. Press Save and return to request.			
Type * Resource *	Resources Experimental design in microsc	v	
Comment It will be sent to the resource administrator		<i>b</i>	
	Cancel	Save and return	

6. Repeat steps 3 and 4 and select the proper category for your samples. A window similar to the one bellow should appear:

New request form - EM Tasks		
	Submit request on behalf of another user	
	Select user *	0
Account	Select account	For more information, thick here
Normal parent request	Select parent request	
	Una dhà faid to reference a previous required	
Title		
Request form		
EMF Task Number (Filled by E	M)	
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Comm	ert (	
		Essue draft Submit Reset

**Note:** Each category will have its own form. If you have any trouble filling it, please feel free to contact the Histopathology Platform by phone:

- Lisbon: (+351 21 799 9411 and ask to call 47218 or 47230) Monday to Friday from 9:30 to 17:30h.
- **Oeiras:** (+351 21 440 79 19) Monday to Friday from 9:30 to 17:30h.



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7. After the form is carefully filed, click on Submit. From that moment onward, all communication will occur through Agendo, inside each request under the "Comment" section.

#### **IMPORTANT NOTES**

- a) Receiving date will be set once both the samples and the properly filled request are received by the Histopathology Platform.
- b) Urgent requests should be discussed with the platform before sample collection.
- c) Account to charge service from should always be selected by the user before submitting request.
- d) Publication and grant applications presenting data or methods from the Histopathology should include the following acknowledgment:

#### "This work was supported by the Histopathology of GIMM"

<u>Please consider authorship when the scientific input provided allowed the successful</u> <u>outcome of your work. We thank you in advance for contributing to the success of our</u> <u>platform!</u>



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#### **VERSION CONTROL**

Number of Version	Date of version	Summary of changes
V1	27-09-2024	Original version