

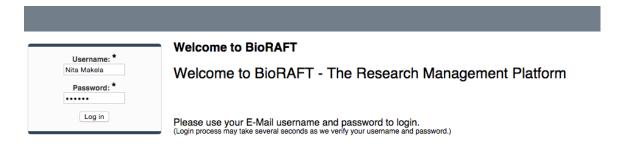
BioRAFT Platform PI Quick Start Guide

Prepared by BioRAFT Professional Services

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To begin, please login with your institution's email username and password



If you have not yet set up your lab, you will see a prompt for the General Lab Setup:

:	Setup Steps
	The following item(s) require your attention. If you have any trouble or need help, please contact us at support@bioraft.com . -Makela Lab Setup - General Setup Wizard Not Complete!
	Skip Setup



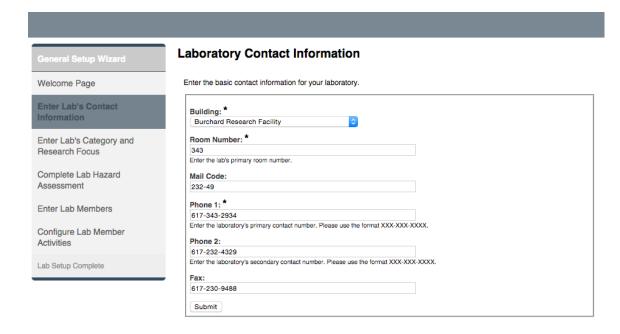


Click "General Setup Wizard" to begin the Laboratory Registration Wizard.

At this point, you may delegate someone else in your lab to complete the Laboratory Registration Wizard. Otherwise, please click "Continue to Laboratory Setup"



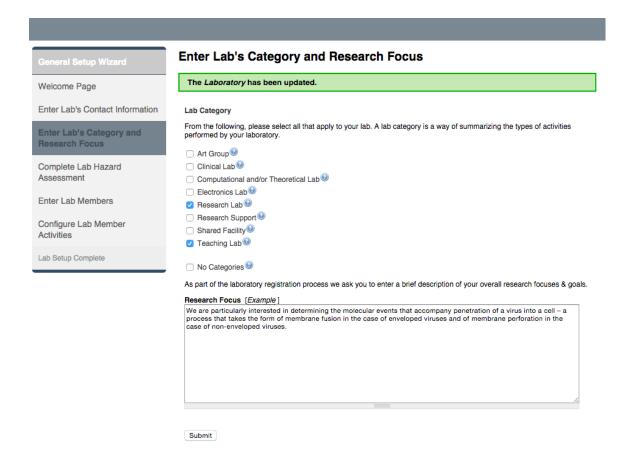
The wizard will prompt you to enter the basic contact information for your laboratory. Some of this data will be pre-populated







Enter your laboratory's Category, a summary of the activities performed by your laboratory, and Research Focus, a short description of your research. Press "Submit" when finished







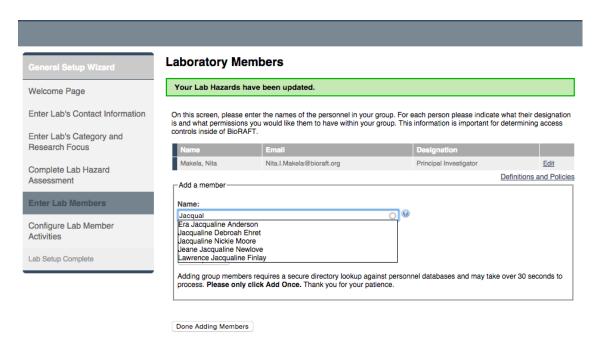
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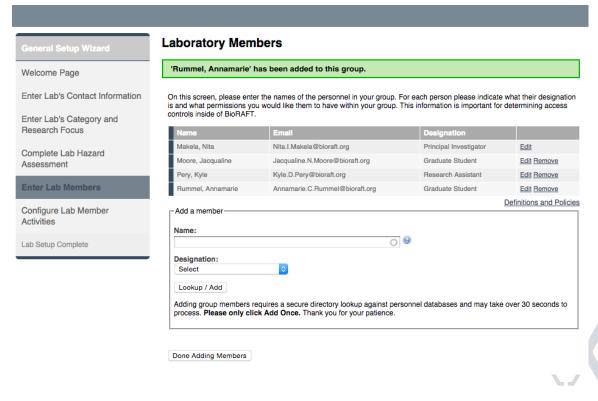




On the Laboratory Members page, add your Lab members by typing in their names. BioRAFT will match what you type with your institution's user directory. Designate each member's role in your laboratory.

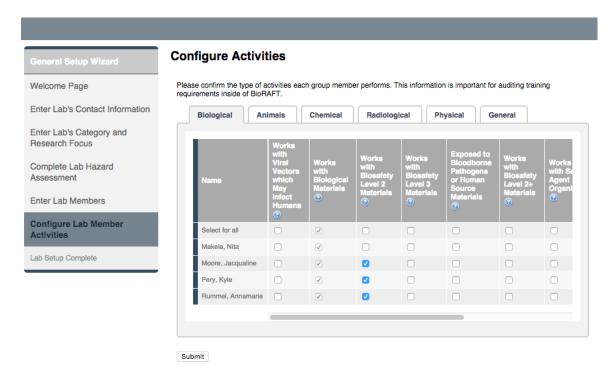


Finally, click on "Lookup/Add". When you have entered all of your lab members, click "Done Adding Members".

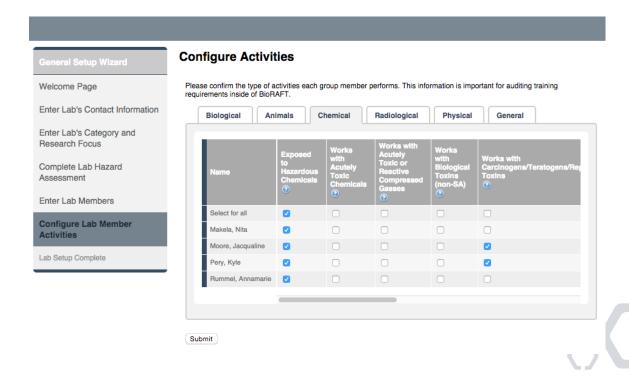




The next step is configuring job activities, the activities your lab members perform.



The job activities are sorted by category in the tabs. Once you have selected the activities for each lab member, click "Submit".





Congratulations! Your Laboratory Setup is complete!

General Setup Wizard

Welcome Page

Enter Lab's Contact Information

Enter Lab's Category and Research Focus

Complete Lab Hazard Assessment

Enter Lab Members

Configure Lab Member Activities

Lab Setup Complete

Laboratory Setup Complete

The roles/activities for this group have been updated.

Thank you for entering your general laboratory information. This information is now stored and available to you and your departmental oversight officers and committees. As your research projects and laboratory staff changes, please login to BioRAFT and update this information.

Please click Continue to proceed. You will be directed back to the Setup Steps if you have more to do, or to your BioRAFT main page. You may click 'logout' to exit the system at any time.

Continue

