



# TCAG Online Customer Services

Web address: <http://tocs.tcag.ca>

Support email: [oligo@sickkids.ca](mailto:oligo@sickkids.ca)

Version: 1.1

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## A quick tutorial for TOCS customers

Junjun Zhang

Jan. 12, 2006

# Outline

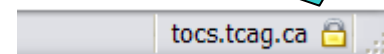
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1. About the TOCS project.
2. What can TOCS do for you?
3. How are ***user accounts*** organized?
4. Roadmap for TOCS customers.
5. How to create and manage ***user account*** in your group?
6. How to create and manage ***payment account*** in your group?
7. How to order oligos and check order status?
8. How to view orders placed by your group members?
9. How to get your group's invoices?
10. Things need to keep in mind.

# 1. About the TOCS project

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- Laboratory Information Management System (LIMS):
  - Sample tracking
  - Workflow controlling
  - Data gathering and storing
  - Result reporting and accessing
- TOCS is a web-based LIMS, plus e-business enabled:
  - Widely accessible through Internet.
  - Online ordering and billing.
  - TOCS is a secure site. Your data is protected.



## 2. What can TOCS do for you?

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- TOCS is widely accessible through Internet, with a web browser you can:
  - Order services, eg, DNA synthesis, DNA sequencing.
  - Track the status of your orders.
  - Access results, eg, DNA sequences, genotypes.
  - Get invoices.
- Currently, only DNA synthesis facility has been implemented. Ultimately, TOCS will cover all TCAG facilities.
- First testing version was formally released on Aug 22, 2005.

### 3. How are *user accounts* organized?

- In order to use TOCS, every user needs a *user account*.
- Users are organized into *user groups*, a group is typically a research lab.
- There are three types of users in a user group: *PI*, *superuser* and *normal user*.
- Every group must have one and only one *PI* or *Supervisor*.
- For any user group, firstly, its *PI* account has to be created by TCAG. Then the PI can login to TOCS, and create *superuser*(s) and/or *normal user*(s) in his/her group.

# Example showing one *user group*, *user accounts*, and *user types*.

Welcome, Jennifer Skaug!  
Logout

## TCAG Online Customer Services (v0.2.0)

Home   Synthesis   Sequencing   FISH
Help

- My account
- Change password
- Group ordered services
- Invoices
- Payment info
- Group members
- Logout
- Contact us

### Group members

Below is the members in your group (click user ID to edit):

<a href="#">All / None</a>	User ID	User type	Name	Email	Telephone	Status	Date created	Date modified	Expiry date
	<a href="#">10051</a>	PI	Steve Scherer	steve@genet.sickkids.on.ca	416-813-7613	activated	Aug 17,2005	Aug 17,2005	Never
	<a href="#">10052</a>	superuser	Jennifer Skaug	jskaug@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 22,2005	Never
<input type="checkbox"/>	<a href="#">10053</a>	normal user	Yan Ren	yanren@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 02,2005	Never
<input type="checkbox"/>	<a href="#">10054</a>	normal user	Lars Feuk	lars@genet.sickkids.on.ca		activated	Aug 17,2005	Aug 17,2005	Never
<input type="checkbox"/>	<a href="#">10057</a>	normal user	Shin-ichi Horike	shinichi@genet.sickkids.on.ca		activated	Aug 17,2005	Aug 17,2005	Never
<input type="checkbox"/>	<a href="#">10058</a>	normal user	Kohji Okamura	kohji@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 01,2005	Never
<input type="checkbox"/>	<a href="#">10059</a>	normal user	Dorota Kwasnicka-Crawford	dorota@genet.sickkids.on.ca		activated	Aug 17,2005	Nov 17,2005	Never
	<a href="#">10060</a>	superuser	Jo-Anne Herbrick	joanne@genet.sickkids.on.ca	416-813-8319	activated	Aug 17,2005	Nov 22,2005	Never

[Create new member](#)

## What's the differences of the three user types

Operations User type	User account management *	Assigning superuser	Payment account management **	Viewing invoices	Viewing group members' orders	Viewing own orders	Placing orders
<b>PI</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>superuser</b>	Yes	No	Yes	Yes	Yes	Yes	Yes
<b>normal user</b>	No	No	No	No	No	Yes	Yes

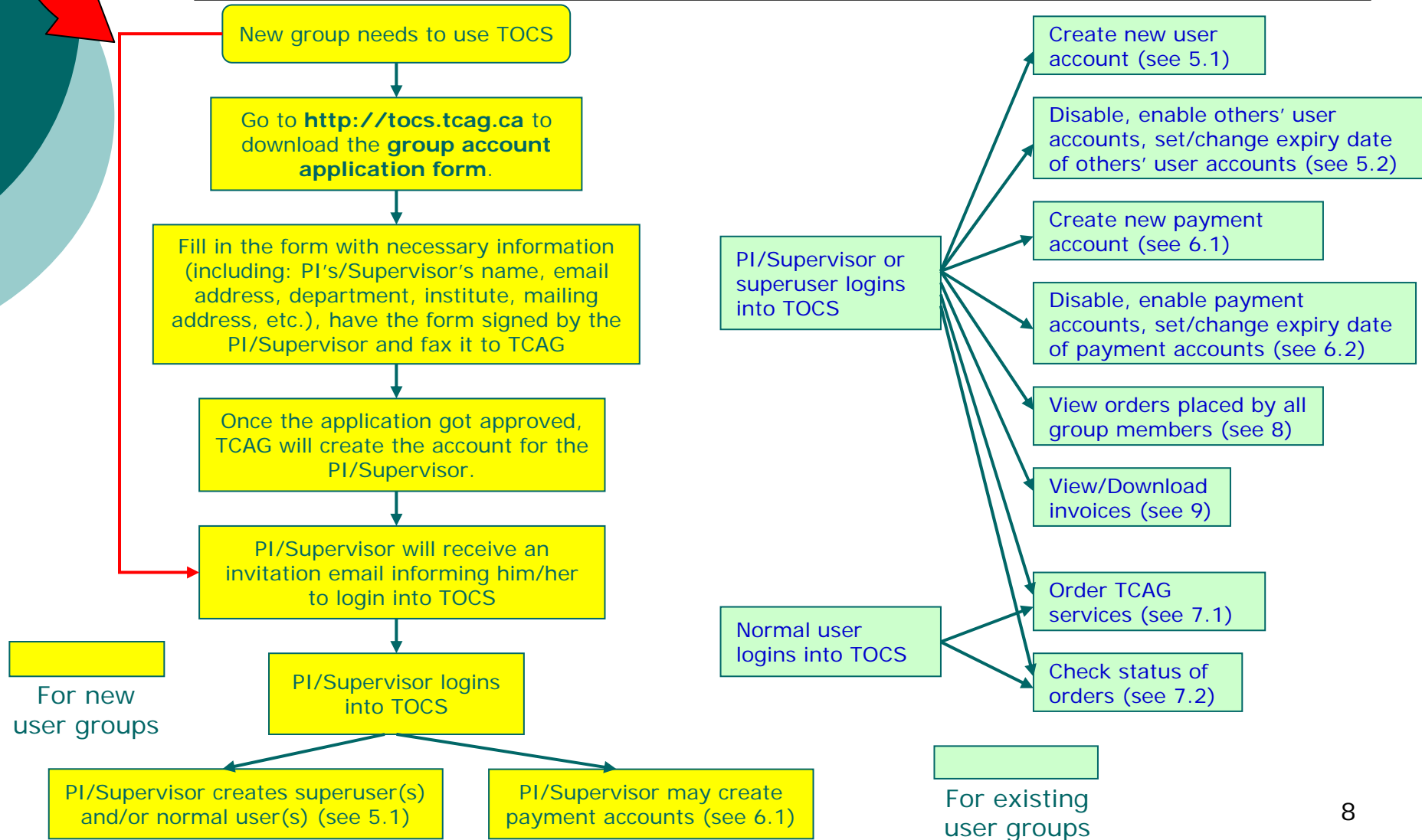
\* Includes: creating, disabling and enabling user account, and setting the expiry date of user account.

\*\* Includes: creating, disabling and enabling payment account, and setting the expiry date of payment account.

The reason we need **superuser** is that, in case PI is too busy, he/she can assign somebody in the group to be a superuser, so that the superuser can perform necessary managerial activities. Of course, if PI prefers to take care of user accounts and payment accounts in the group by himself/herself, he/she doesn't need to assign any superuser in the group.

Note: at the initial process of setting up TOCS, TCAG directly creates accounts for the existing customers in the attempt to minimize the work on customer's side, i.e., customers used TCAG facilities in the past months don't need to submit an application form.

## 4. Roadmap for TOCS customers





# 5.1. How to create a new *user account* in your group? (1)

TCAG Online Customer Services (v0.2.0) Welcome, Jennifer Skaug!  
Logout

[Home](#) [Synthesis](#) [Sequencing](#) [FISH](#) Help

My account  
Change password  
Group ordered services  
Invoices  
Payment info  
**Group members**  
Logout  
Contact us

**Group members**  
Below is the members in your group (click user ID to edit):

<a href="#">All / None</a>	User ID	User type	Name	Email	Telephone	Status	Date created	Date modified	Expiry date
	<a href="#">10051</a>	PI	Steve Scherer	steve@genet.sickkids.on.ca	416-813-7613	activated	Aug 17,2005	Aug 17,2005	Never
	<a href="#">10052</a>	superuser	Jennifer Skaug	jskaug@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 22,2005	Never
<input type="checkbox"/>	<a href="#">10053</a>	normal user	Yan Ren	yanren@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 02,2005	Never
<input type="checkbox"/>	<a href="#">10054</a>	normal user	Lars Feuk	lars@genet.sickkids.on.ca		activated	Aug 17,2005	Aug 17,2005	Never
<input type="checkbox"/>	<a href="#">10057</a>	normal user	Shin-ichi Horike	shinichi@genet.sickkids.on.ca		activated	Aug 17,2005	Aug 17,2005	Never
<input type="checkbox"/>	<a href="#">10058</a>	normal user	Kohji Okamura	kohji@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 01,2005	Never
<input type="checkbox"/>	<a href="#">10059</a>	normal user	Dorota Kwasnicka-Crawford	dorota@genet.sickkids.on.ca		activated	Aug 17,2005	Nov 17,2005	Never
	<a href="#">10060</a>	superuser	Jo-Anne Herbrick	joanne@genet.sickkids.on.ca	416-813-8319	activated	Aug 17,2005	Nov 22,2005	Never

[Create new member](#)

Go to this page first

Then click here

Note: only PI and superuser have the privilege to create new user account.

# 5.1. How to create a new *user account* in your group? (2)

My profile  
Change password  
Group ordered services  
Invoices  
Payment info  
Group members  
Logout  
Contact us

**Create a new member in Steve Scherer's group:**

Group's PI: Steve Scherer  
Group account status: activated  
Group type: internal  
Department: Genetics and Genomic Biology  
Institute: The Hospital for Sick Children

**A. Please provide the following information of the new group member:**

Name:   
E-mail:   
*(Please ensure inputting a correct email address, you can NOT change it later!)*  
Telephone:   
Fax:   
Full mailing address:  Room 14-704, TMDT East Building, MaRS Centre, 101 College Street  
*(including building, street, room number, etc)*  
City:  Toronto  
Province:  Ontario  
Country:  Canada  
Post code:  M5G 1L7

**B.  This user is a superuser**  
(Note: *Superuser* can perform many management activities of the group, including creating members, maintaining group payment accounts, etc. PI is automatically a superuser.)

**C. Expiry date:**  (mm/dd/yyyy)  Never expires.

**D. Invitation email:**  
 Send an invitation email to the new member. (Invitation email can also be sent later).

**E. User confirmation:**  
 User's confirmation needed  
 Don't need confirmation, activate the new member immediately

Once you submit this form, TOCS will automatically send an invitation email (containing some basic instructions and login password) to the new user. And the initial status of the new user account is "**await confirmation**". After the user got the invitation email and logged into TOCS, his/her account status turns to "**activated**".

If you are the PI of this group, you can assign the new user to be a *superuser* by checking here

If you did accidentally create a user account with a non existing email address. You can simply leave it there, since no one will be able to use it. TOCS system will automatically clean it up at a proper time.

Fill in the form, then click this button

## 5.1. How to create a new *user account* in your group? (3)

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- After account creation, usually the new user will receive the invitation email in a few minutes.
- But, if the new user didn't get the invitation email even a couple of days after his/her account creation:
  - You can re-send him/her the invitation email (see 5.2 for how to re-send the invitation email).
  - If this still didn't work, likely the invitation emails were treated as spam by the user's email provider (eg. Yahoo).
  - So whenever possible, ask the new user to use an institute email account instead of a public one.
  - Ask the user to add ***oligo@sickkids.ca*** to his/her contact list, if he/she has to use a public email account. Then emails from TOCS system will not be treated as spam.
- You can always contact us at ***oligo@sickkids.ca*** if problem persists.

# 5.2. How to manage *user account* in your group? (1)

**TCAG Online Customer Services (v0.2.0)** Welcome, Jennifer Skaug!  
Logout

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**Group members**

Below is the members in your group (click user ID to edit):

<a href="#">All / None</a>	User ID	User type	Name	Email	Telephone	Status	Date created	Date modified	Expiry date
	<a href="#">10051</a>	PI	Steve Scherer	steve@genet.sickkids.on.ca	416-813-7613	activated	Aug 17,2005	Aug 17,2005	Never
	<a href="#">10052</a>	superuser	Jennifer Skaug	jskaug@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 22,2005	Never
<input type="checkbox"/>	<a href="#">10053</a>	normal user	Yan Ren	yanren@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 02,2005	Never
<input type="checkbox"/>	<a href="#">10054</a>	normal user	Lars Feuk	lars@genet.sickkids.on.ca		activated	Aug 17,2005	Aug 17,2005	Never
<input type="checkbox"/>	<a href="#">10057</a>	normal user	Shin-ichi Horike	shinichi@genet.sickkids.on.ca		activated	Aug 17,2005	Aug 17,2005	Never
<input type="checkbox"/>	<a href="#">10058</a>	normal user	Kohji Okamura	kohji@genet.sickkids.on.ca		activated	Aug 17,2005	Dec 01,2005	Never
<input type="checkbox"/>	<a href="#">10059</a>	normal user	Dorota Kwasnicka-Crawford	dorota@genet.sickkids.on.ca		activated	Aug 17,2005	Nov 17,2005	Never
	<a href="#">10060</a>	superuser	Jo-Anne Herbrick	joanne@genet.sickkids.on.ca	416-813-8319	activated	Aug 17,2005	Nov 22,2005	Never

[Create new member](#)

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Then click the user's ID to make change to his/her account

# 5.2. How to manage *user account* in your group? (2)

- My profile
- Change password
- Placed orders
- Invoices
- Payment info
- Group members
- Logout
- Contact us

### Edit customer account information:

Group's PI: Steve Scherer  
Group account status: activated  
Department: Genetics and Genomic Biology  
Institute: The Hospital for Sick Children

If you are the PI of this group, you can change the user type: **normal user** ⇔ **superuser**

### A. Update information of user (Kohji Okamura):

User ID: 10058  
User account status: activated  
User type: normal user  
User name: Kohji Okamura  
E-mail: kohji@genet.sickkids.on.ca  
Telephone:  
Fax:  
Full mailing address: MaRS Centre - East Tower, Room 14-701, 101 College Street  
(including building, street, room number, etc)  
City: Toronto  
Province: Ontario  
Country: Canada  
Post code: M5G 1L7  
Expiry date:  (mm/dd/yyyy)  Never expires.

You can set the **expiry date** of the user's account. After the expiry date, the user will not be able to login or order any services.

You can also turn off / on the user's account.

For an "await confirmation" account, a "**Send invitation**" button will show up here. You can use it to re-send the invitation email.

B. Other management activities you can do to the user's account

# 6.1. How to create *payment account* in your group? (1)

Before you can order TCAG services, you have to set up payment account(s) first.

Only *activated* and *not expired* payment accounts can be used while placing orders

TCAG Online Customer Services (v)

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Payment info  
Group members  
Logout  
Contact us

**Payment information**

Below is the payment information for your group (click payment ID to edit payment info.):

<a href="#">All / None</a>	Payment ID	Payment type	Payment number	status	Date created	Date modified	Expiry date
<input type="checkbox"/>	<a href="#">24</a>	HSC CCN	23[REDACTED]5	activated	Dec 01,2005	Dec 01,2005	Never
<input type="checkbox"/>	<a href="#">1</a>	HSC CCN	32[REDACTED]1	disabled	Aug 17,2005	Dec 08,2005	Never
<input type="checkbox"/>	<a href="#">39</a>	HSC CCN	32[REDACTED]4	disabled	Dec 08,2005	Dec 08,2005	Never
<input type="checkbox"/>	<a href="#">2</a>	HSC CCN	34[REDACTED]1	activated	Aug 17,2005	Nov 15,2005	Nov 30,2005
<input type="checkbox"/>	<a href="#">3</a>	HSC CCN	34[REDACTED]0	activated	Aug 17,2005	Nov 19,2005	Never
<input type="checkbox"/>	<a href="#">4</a>	HSC CCN	34[REDACTED]2	activated	Aug 17,2005	Nov 19,2005	Never
<input type="checkbox"/>	<a href="#">5</a>	HSC CCN	34[REDACTED]4	activated	Aug 17,2005	Dec 02,2005	Never

Create new payment account    Disable    Activate

Go to this page first

Then click here

Note: only PI and superuser have the privilege to create new payment account.

# 6.1. How to create *payment account* in your group? (2)

My profile  
Change password  
Placed orders  
Invoices  
Payment info  
Group members  
Logout  
Contact us

### Create new payment account for Steve Scherer's group (1051)

I want to:  
 add a normal payment account:

Payment account type: Internal Cost Center Number (sick kids user) (Credit card payment will be supported soon)  
Number: (Please ensure the number is correct, you can NOT modify it later.)

Please input the following information for the new payment account:

**Billing address:**

ATTN to: Room 14-704, TMDT East Building, MaRS Centre  
Full mailing address: (including building, street, room number, etc)  
City: Toronto  
Province: Ontario  
Country: Canada  
Post code: M5G 1L7

Payment account expiry date: (mm/dd/yyyy)  Never expires

If you did accidentally create a wrong payment account, please email us to fix it.

You can set the **expiry date** of the payment account. After the expiry date, the payment account can not be used.

Fill in the form, then click this button

# 6.2. How to manage *payment account* in your group? (1)

TCAG Online Customer Services (v0.2.0) Welcome, Jennifer Skaug! Logout

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[Contact us](#)

### Payment information

Below is the payment information for your group (click payment ID to edit payment info.):

<a href="#">All / None</a>	Payment ID	Payment type	Payment number	status	Date created	Date modified	Expiry date
<input type="checkbox"/>	<a href="#">24</a>	HSC CCN	23[REDACTED]5	activated	Dec 01,2005	Dec 01,2005	Never
<input type="checkbox"/>	<a href="#">1</a>	HSC CCN	32[REDACTED]1	disabled	Aug 17,2005	Dec 08,2005	Never
<input type="checkbox"/>	<a href="#">39</a>	HSC CCN	32[REDACTED]4	disabled	Dec 08,2005	Dec 08,2005	Never
<input type="checkbox"/>	<a href="#">2</a>	HSC CCN	34[REDACTED]1	activated	Aug 17,2005	Nov 15,2005	Nov 30,2005
<input type="checkbox"/>	<a href="#">3</a>	HSC CCN	34[REDACTED]0	activated	Aug 17,2005	Nov 19,2005	Never
<input type="checkbox"/>	<a href="#">4</a>	HSC CCN	34[REDACTED]2	activated	Aug 17,2005	Nov 19,2005	Never
<input type="checkbox"/>	<a href="#">5</a>	HSC CCN	34[REDACTED]4	activated	Aug 17,2005	Dec 02,2005	Never

[Create new payment account](#)

Go to this page first

Then click the payment ID



# 6.2. How to manage *payment account* in your group? (2)

- My profile
- Change password
- Placed orders
- Invoices
- Payment info
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- Logout
- Contact us

## Edit group payment account information:

Group's PI: Steve Scherer

Group account status: activated

Department: Genetics and Genomic Biology

Institute: The Hospital for Sick Children

### A. Update information of the payment account:

Payment account ID: 4

Payment account status: activated

Payment account type: Internal Cost Center Number (sick kids user)

Cost center number: 34[REDACTED]2

### Billing address:

ATTN To:

Full mailing address:   
(including building, street, room number, etc)

City:

Province:

Country:

Post code:

Payment account expiry date:  (mm/dd/yyyy)  Never expires.

[Cancel](#)

### B. Other management activities you can do to the group's account

[Disable](#) [Activate](#)

You can update these fields

You can also turn off / on the payment account.

# 7.1. How to order oligos (1)

Go to the Synthesis facility first

TCAG Online Customer Services (v0.2.0) Welcome, Jennifer Skaug!  
Logout

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Order oligos

## Order oligos (Step 1 of 3)

How many oligos do you want to order:

(max. 100 oligos per order. If you need to order more, please place multiple orders.)

Payment information: (choose a payment type, then input a proper number)

Internal Cost Center Number (sick kids user)

Delivery address:

Oligos will be delivered to the following address:  
Room 14-601, MaRS Centre - East Tower, 101 College Street, Toronto, Ontario

If you want oligos to be delivered to a different address, please enter the address below:

*Note: address information must be all in one line, with max 255 characters*

Then click here

Fill in necessary fields, then go to the next step.

The payment account you input must have been created already in your group. If the account does not exist, the system will advise you to create it first. (see 6.1 for how to create payment account)

# 7.1. How to order oligos (2)

Order oligos

## Order Oligos (step 2 of 3)

Oligo Information

Note: 40 nmole (provides min. of 25 ug); 200 nmole (provides min. of 100 ug); 1000 nmole (provides min. of 500 ug)

#	Oligo name	Oligo sequence	Scale	Purification method	Special	Lyophilization
#1	test1	TTCCAGGTCATGAC	40 nmole	Desalting		Lyophilized
#2	test2	CAG GTC AGT ACG GCA TGC TAT ACT AC	200 nmole	Cartridge	5' modification with 6-FAM	Lyophilized

Fill in necessary fields, then go to the next step.

# 7.1. How to order oligos (3)

Order oligos

## Order Oligos (step 3 of 3)

Please confirm your order:

### Payment information:

Account type: Cost Centre Number (sickkids user)

Account number: 2234199999

### Delivery address:

Room 14-601, MaRS Centre - East Tower, 101 College Street, Toronto, Ontario, Canada, M5G 1L7

### Oligos:

#	Name	Sequence	Length	Scale	Purify	Special	Lyophilization	Price
#1	test1	TTC CAG GTC ATG AC	14	40 nmole	Desalting		Lyophilized	\$30.00
#2	test2	CAG GTC AGT ACG GCA TGC TAT ACT AGC TAT CAT GCA GCT ATC ATC TAC	48	200 nmole	Cartridge	FA	Lyophilized	TBD
Total price:								TBD
<input type="button" value="Confirm and Submit"/> <a href="#">Cancel</a>								

Note: You can't cancel the order after submission.

Double check your order information, then submit

# 7.2. How to check your order status

TCAG Online Customer Services (v0.2.0) Welcome, Jennifer Skaug!  
Logout

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Order oligos

Your oligo orders (10 orders per page):

Show  orders

List for choosing

- All
- Ordered
- In process
- Completed
- Billed
- Await approval
- Declined

<< Previous    Next >>

Order Date	Order ID	Order Method	Oligo ID	Name	Sequence	Status	Total Yield nmole,ml;tubes	Date Completed
Jan 05,2006	10104	online	100228	test1	TTC CAG GTC ATG AC	ordered		
			100229	test2	CAG GTC AGT ACG GCA TGC TAT ACT AGC TAT CAT GCA GCT ATC ATC TAC	ordered		
Dec 08,2005	10099	online	100218	t1	TCA GGA TCA GT	completed	595.9;1.0;1	Dec 08,2005
			100219	t2	CCA GTT CAG T	completed	666.0;1.0;1	Dec 08,2005
			100220	t3	CAG TTG GAC CTT AGG CTT	completed	363.3;1.0;1	Dec 08,2005
Dec 08,2005	10098	online	100216	t	TCA GGA TCA GT	completed	297.9;1.0;1	Dec 08,2005
			100217	c	CGA TAC GTA CT	completed	301.5;1.0;1	Dec 08,2005
Oct 06,2005	10061	by email	100153	1	TCA GGG GGG G	completed	66.0;1.0;1	Oct 06,2005
Oct 06,2005	10055	by email	100125	t1	ATA CTA GCT ATC ATG CAG CTA TCA TCT AC	completed	0.0;1.0;2	Oct 06,2005
			100126	t2	TCA GGC CAA	completed	0.1;1.2;1	Oct 06,2005
Sep 02,2005	10045	by fax	100106	t	TCA GGC CAA TCA GGC CAA TCA GGC CAA TCA GGC CAA TCA GGC CAA TCA GGC CAA TCA GGC CAA	completed	25.4;1.2;2	Sep 03,2005
Sep 02,2005	10036	by email	100089	t1	TCA GGC CAA	completed	90.7;1.2;1	Sep 03,2005
Aug 25,2005	10022	by email	100055	test1	TCA GAC TAG CAG TCA G	rejected	0.0;0.0;0	Aug 26,2005
			100056	test2	TCA GGA CCA TTA CAG ATC AGA CTA CTC AGG ACC	rejected	0.0;0.0;0	Aug 26,2005

Click here to check your oligo status

# 8. How to view orders placed by your group members?

TCAG Online Customer Services (v0.2.0) Welcome, Jennifer Skaug!  
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My profile

Change password

[Placed orders](#)

Invoices

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Group members

Logout

Contact us

**Placed oligos orders (showing 10 orders per page):**

Group:  Payment account  User:

Number of orders: **94** Number of Oligos: **208** << Previous    Next >>

Order Date	Order ID	User	Payment Info.	Oligo ID	Name	Sequence	Status	Total Yield nmole,ml,tubes	Date Completed
Jan 05, 2006	10104	Jennifer Skaug	34[REDACTED]00 HSC CCN	100228	test1	TTC CAG GTC ATG AC	ordered		
				100229	test2	CAG GTC AGT ACG GCA TGC TAT ACT AGC TAT CAT GCA GCT ATC ATC TAC	ordered		
Jan 05, 2006	10103	Steve Scherer	34[REDACTED]00 HSC CCN	100226	t1	TCA GGC CAA	ordered		
				100227	t2	CAG GTC AGT ACG G	ordered		
Jan 05, 2006	10102	Yan Ren	34[REDACTED]00 HSC CCN	100224	tt1	TCC GCC CAA GGG TTT TCA GTC CAA GGG TTT TCA GTC CAA GGG TTT TCA GTT CAG GCC AAA GGC CAA	ordered		
				100225	tt2	CAG GTC AGT ACG G	in process		
Jan 05, 2006	10101	Yan Ren	1234567890123456 Credit Card	100223	test	TCA GGC CAA TCA GGC CAA TCA GGC C	in process		
Dec 08, 2005	10099	Jennifer Skaug	32[REDACTED]04 HSC CCN	100218	t1	TCA GGA TCA GT	completed	595.9; 1.0; 1	Dec 08,2005
				100219	t2	CCA GTT CAG T	completed	666.0; 1.0; 1	Dec 08,2005
				100220	t3	CAG TTG GAC CTT AGG CTT	completed	363.3; 1.0; 1	Dec 08,2005
Dec 08, 2005	10098	Jennifer Skaug	23[REDACTED]05 HSC CCN	100216	t	TCA GGA TCA GT	completed	297.9; 1.0; 1	Dec 08,2005
				100217	c	CGA TAC GTA CT	completed	301.5; 1.0; 1	Dec 08,2005

Go to Home first

Then click here

Note: only PI and superuser have the privilege to view this page

# 9. How to get your group's invoices?

**TCAG Online Customer Services (v0.2.0)** Welcome, Jennifer Skaug!  
Logout

[Home](#) [Synthesis](#) [Sequencing](#) [FISH](#) [Help](#)

**Invoices: (showing 10 invoices per page):**

Group:  Facility:  Payment account:

Number of orders: 6 Number of Oligos: 12 Total amount: \$999.20 << Previous    Next >>

Billing Date	Invoice ID	Invoice Number	Payment Info.	Total Amount
Dec 02, 2005	<a href="#">110026</a>		34[REDACTED]1 HSC CCN	\$30.00
Dec 02, 2005	<a href="#">110029</a>		34[REDACTED]1 HSC CCN	\$30.00
Oct 06, 2005	<a href="#">110016</a>		34[REDACTED]1 HSC CCN	\$105.60
Sep 03, 2005	<a href="#">110013</a>		34[REDACTED]1 HSC CCN	\$133.60
Aug 18, 2005	<a href="#">110004</a>		34[REDACTED]1 HSC CCN	\$700.00

Go to Home first

Then click here

Download the invoice in PDF by clicking the Invoice ID

Note: only PI and superuser have the privilege to view the invoices

## 10. Things need to keep in mind

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- Bookmark TOCS web address:  
***<http://tocs.tcag.ca>***
- Do not share user account. Everyone should use his/her own account.
- Never tell others your password.
- In case you have any problems with TOCS, please contact us at  
***[oligo@sickkids.ca](mailto:oligo@sickkids.ca)***