LUND PROJECT REQUEST WORKFLOW

1. Customer Submits Request > Completes Project Form
2. Submission of a new request triggers email to core staff. Staff reviews request and adds charges via the 'add service' button.

3. Once charges have been added, core staff agrees to request (click green 'Agree' button). Additional window pops up that will allow staff to send pdf quote to customer. Check box to 'include pdf quote' > Click Submit.

4. Project status is 'Waiting for Researcher to Agree'

5. Customer will receive pdf quote via email. By clicking 'Agree' on their end, the customer is confirming they agree to the quote and staff can begin work on project.
6. Once the customer agrees to the project quote, the project status will update to 'Waiting for Core to Begin'

7. In 'Waiting for the Core to Begin' status, core staff can open up request to mark first milestone (Initiate Request) as 'Finished' AND add additional Samples Processing Form.