



era**track** USER GUIDE



126 Corporate Boulevard, South Plainfield, New Jersey 07080



<http://www.admerahealth.com>



custom-services@admerahealth.com

Rev. 003



908-222-0533

Contents

Admera Health Company	1
Welcome to EraTrack	2
Getting Started	2
Resources.....	2
Project Resources	2
Create Account.....	2
Activate Account	3
Login to Your EraTrack Account.....	3
Updating My Profile.....	3
Logout of your EraTrack Account	4
Start A Project	4
My Projects Page.....	5
Group Projects.....	5
Principal Investigator (PI) Projects.....	7
Your Project.....	9
Last Page.....	11

Admera Health Company

Admera Health is a global provider of advanced genomic and bioinformatic support that leverages Next-Generation Sequencing expertise to serve researchers in academia, biotech, pharma, government, and animal health companies.

Located in New Jersey, offering a comprehensive suite of services for all species such as genomics, transcriptomics, epigenomics, single-cell omics, spatial transcriptomics, bioinformatics, and tailored solutions. All samples are managed with exceptional attention and upheld to the highest quality standards, processed in a CLIA/CLEP-certified and CAP-accredited environment.

Admera Health is at the forefront of research utilizing innovative next-generation sequencing technologies to provide comprehensive solutions. Our expert team employs state-of-the-art platforms and tools to deliver robust results through cutting-edge sequencing and bioinformatics.

For more information, please visit <http://www.admerahealth.com>.

Welcome to EraTrack

EraTrack is your new hub for managing all your Admera Health projects.

We created this tool to give you a platform that perfectly balances innovation, identity, and purpose, launching your research into the **Advanced Molecular Era**.

We believe your research deserves a platform that keeps pace with your innovation. With EraTrack, we've developed a system that gives you the visibility and control you need to succeed, ensuring your project is always on the right track.

Get ready to experience seamless collaboration and a new level of transparency. You'll be able to see real-time updates on your projects, view your data, and easily connect with our team. Think of EraTrack as your dedicated partner, empowering you to make informed decisions and drive your research forward.

Getting Started

Resources

Project Resources

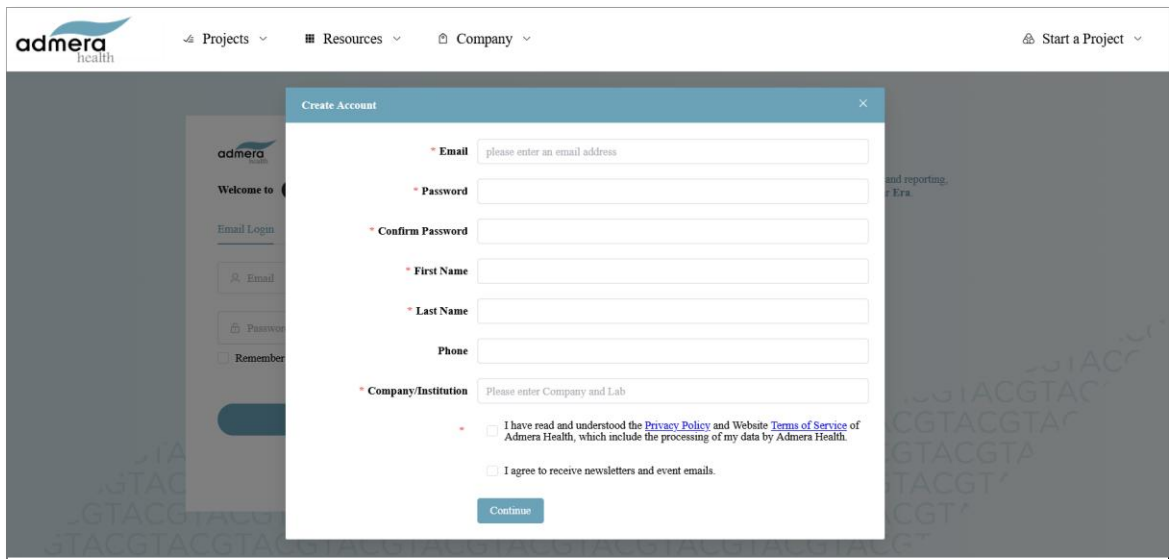
Here are resources to help with your project. These resources are designed to provide guidance, support, and reference material as you move forward. Please review the available documentation, guides, and sample data to ensure a smooth workflow.

- [Frequently Asked Questions \(FAQ\)](#)
- [Sample Submission Guidelines](#)
- [Catalog](#)
- [Promotions](#)

Should you need further assistance, please reach out to the support team or consult the provided materials for more information.

Create Account

1. Go to **ui.admerahealth.com**.
2. Click **Login** and then click **Create Account**.
3. A window is prompted for you to complete the **Create Account Form**.



The screenshot shows the 'Create Account' form on the Admera Health website. The form is a modal window with a blue header and a white body. It contains the following fields and options:

- Email:** A text input field with a placeholder 'please enter an email address'.
- Password:** A text input field.
- Confirm Password:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Phone:** A text input field.
- Company/Institution:** A text input field with a placeholder 'Please enter Company and Lab'.
- Terms and Conditions:** Two checkboxes. The first is 'I have read and understood the [Privacy Policy](#) and Website [Terms of Service](#) of Admera Health, which include the processing of my data by Admera Health.' The second is 'I agree to receive newsletters and event emails.'
- Continue:** A blue button at the bottom.

- a. Password requirements:
 - i. **Format:** Must start with a letter
 - ii. **Length:** 6-16 characters
 - iii. **Allowed characters:** Letters (a-z, A-Z), numbers (0-9), and underscores (_)
4. Select **Continue**.

Activate Account

1. An email will be sent to you to **Verify Your Email Address**.
2. Click the link in the email to **Complete Account Registration**.
3. You will be returned to your personal EraTrack Project Management page.
4. Check your spam or junk folders if you have not received the email notification.
 - a. If you still have not received the email notification after 5 minutes, please reach out to **custom-services@admerahealth.com**.

Login to Your EraTrack Account

1. Go to **ui.admerahealth.com**.
2. Enter your Email and Password.
3. If you forgot your password, click **Forgot Password**.
 - a. An email with instructions will be sent on how to **Reset Password**.
4. (optional) Select **Remember Me** if this is your preference.
5. Click **Login**.

Updating My Profile

Once you're logged in, access your profile by **Hovering** your Profile Icon and selecting "My Profile." From there, you can update your profile as needed.

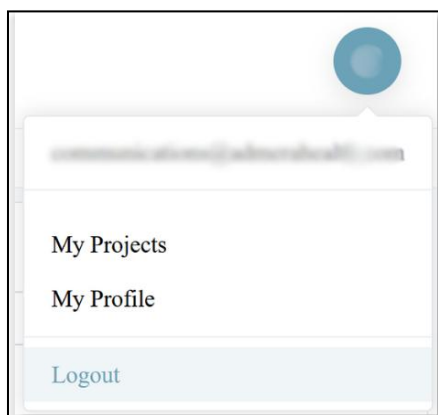
To update your profile, **Hover** over the Profile Icon and click on My Profile.

1. Hover over the Profile Icon.
2. Select My Profile.
3. Edit your name, email, company, addresses, or password as needed.



Logout of your EraTrack Account

1. While logged in, **Hover** on your Profile Icon on the top right-hand corner.



- 2.
3. **Select Logout.**

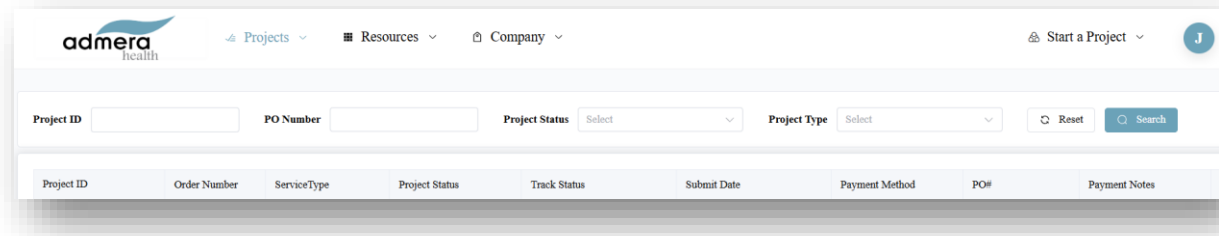
Start A Project

1. Go to **Start a Project** in the Navigation Bar and select the **Service Type**.
2. Complete all fields based on your requirements.
3. Click **Submit Request**.
4. A window will be prompted with your Unique **Project ID**.
5. Click **Take Me to My Project**.
 - a. A confirmation of your request will be emailed to you.
 - i. A Quote Request will be sent to the Admera Health Project Management Team (PM Team).

6. Once a **Draft Quote** is confirmed by the PM Team, you will receive an email with Subject Line: Admera Health Quote **Project Request ID**.

My Projects Page

Go to **Projects** in the Navigation Bar and select **My Projects**. The homepage displays a list of all your projects, each identified by a unique Project ID and a general overview.



Project ID	Order Number	ServiceType	Project Status	Track Status	Submit Date	Payment Method	PO#	Payment Notes
------------	--------------	-------------	----------------	--------------	-------------	----------------	-----	---------------

The following information is available for each project:

- **Project ID:** Your unique Project ID.
- **Order Number:** Your unique Order ID assigned by Admera Health and used to assign a distinct sample ID upon accessioning.
- **Service Type:** Service type for project.
- **Project Status:** Quote Pending, Quote Confirmed, Quote Accepted, Sample Form Submitted, Waiting for Samples, Sample Received, Sample QC Report Ready, Result Delivered, Completed, or Invoiced.
- **Track Status:** Waiting for Response when your attention is required.
- **Submit Date:** Date and time of Submit Quote Request.
- **Payment Method:** Purchase Order, Credit Card, Other.
- **PO#:** Purchase Order number.
- **Payment Notes:** Additional details related to Payment methods.
- **Total Amount:** Project total amount in US Dollars.
- **Finish Date:** Result delivery date (Month, Day, Year)
- **Project Details:** Additional details related to your project.
- **Actions:**
 - **Copy Order:** To duplicate the project to submit another project.
 - **Add to Group:** Assign a Group to a specific project.

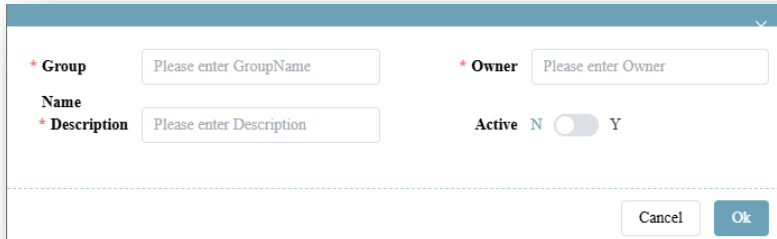
Group Projects

For collaborative projects, you can start or join a group project. This enables you to invite collaborators or create your own group project.

Start a Group Project

1. **Start** a new project.
2. Create a **Group**. As the creator of a Group, you will be the Group owner.

- a. Go to **Projects > Group Project > Group Management**
- b. Select **+ Add** 
- c. A window is prompted to add a unique **Group** name, group **Owner** (email address), and group **Description**. Add the information and **Click** the toggle to **Activate Y**. **Click Ok**.



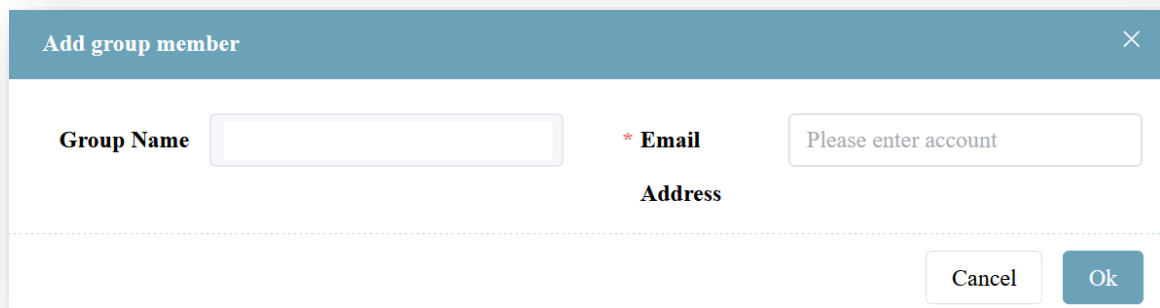
The dialog box has a title bar with a close button. It contains three input fields: '* Group Name' (placeholder: 'Please enter GroupName'), '* Owner' (placeholder: 'Please enter Owner'), and '* Description' (placeholder: 'Please enter Description'). Below the description field is an 'Active' toggle switch with 'N' and 'Y' options. At the bottom right are 'Cancel' and 'Ok' buttons.

- d. This functionality allows for collaboration by inviting team members to an existing group associated with a project.
3. To view all group projects you own, Go to Projects > Group Project > **My Group Project**.

**Note: You can only join an existing group.*

Adding members to Group Projects

1. Go to Projects > Group Project > **Group Management**.
Click **Add Member**.
2. A window will prompt you to **Add group members** by entering the **Email Address** of the new member. Click **Ok** to add the member.

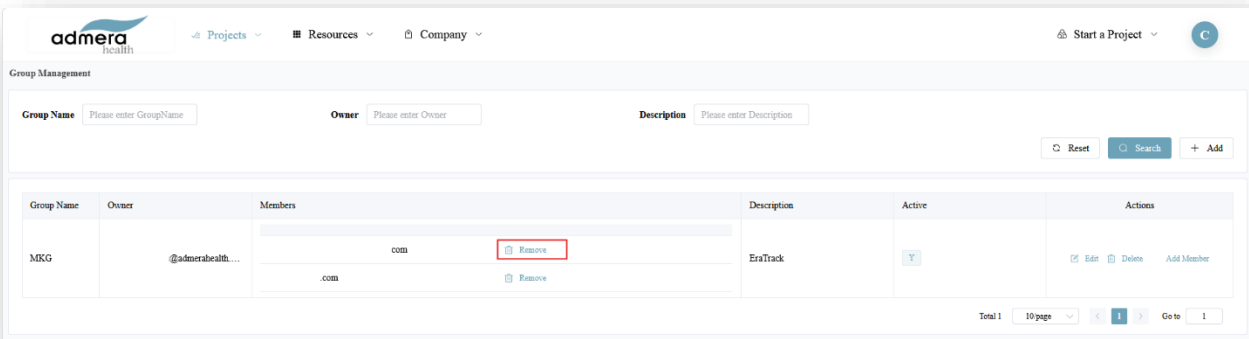


The dialog box has a title bar with a close button. It contains two input fields: 'Group Name' and '* Email Address' (placeholder: 'Please enter account'). At the bottom right are 'Cancel' and 'Ok' buttons.

Removing members from Group Projects

1. Go to Projects > Group Project > **Group Management**.
2. Go to the correct Group Name.

3. In the Members column, click **Remove** to remove a member from the group.



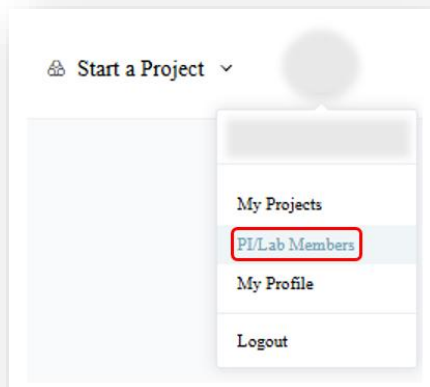
Principal Investigator (PI) Projects

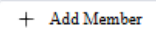
The Principal Investigator feature provides visibility into all projects—whether open, ongoing, or completed—within the lab. To access this feature, you must be a **lab owner**. This ensures PIs have comprehensive oversight of all research activities associated with their group.

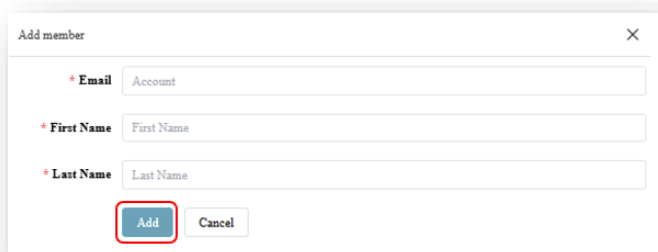
Contact the Admera Health team to become a lab owner and access PI Projects. Once confirmed, you'll see an overview of all projects on the PI Projects page.

To Add Lab Members

1. Go to & **Hover** over your Profile Icon.



2. Click PI/Lab Members.
3. Click **+ Add Member**  and enter Email Account, First Name, and Last Name, and Click **Add**.



Add member

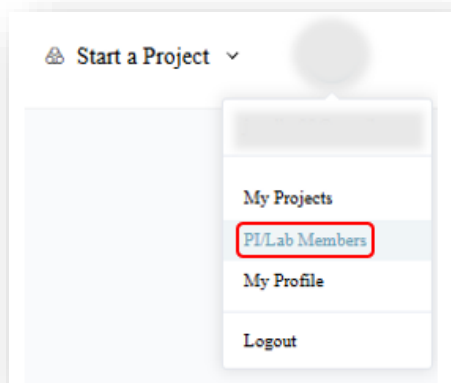
* Email

* First Name

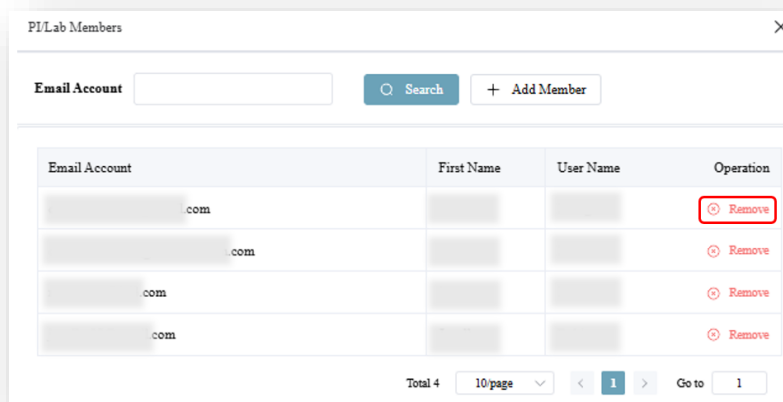
* Last Name

To Remove Lab Members

1. Go to & **Hover** to your Profile Icon.



2. Click PI/Lab Members.
3. Go to the correct Email Account > Operation tab. **Click** Remove.



PI/Lab Members

Email Account

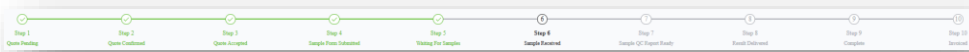
Email Account	First Name	User Name	Operation
.com			Remove
.com			Remove
.com			Remove
.com			Remove

Total 4 10/page < 1 > Go to 1

Your Project

To view detailed information about a specific project, click on the Project ID number. This will open a detailed project page containing comprehensive order and project information.

1. Go to Projects > My Projects and **Click Project ID** to take you to detailed information about the project.
2. **Order Information** includes Project ID, Project Status, Payment Method and Details, Shipping Address, Billing Address, Promo Codes, Project Details, Data Deliver, Project Type, and Submitted Date.
3. The **Progress Bar** indicates the current stage of your project.



- Quote Pending: Your Quote Request has been sent, and the Admera Health Project Management team will send you a draft quote for review.
 - Quote Confirmed: A draft quote has been sent to your email and is awaiting your acceptance.
 - Quote Accepted: You have confirmed and accepted the quote details.
 - Sample Form Submitted: You have downloaded the sample submission form, entered your sample information, and uploaded the completed sample submission form.
 - Waiting for samples: Your sample submission form has been accepted by the Admera Health Project Management team, and we are waiting for your samples to arrive.
 - Sample Received: The Admera Health Project Management team has confirmed your sample arrival.
 - Sample QC Report Ready: Your sample QC is complete, and the sample QC report has been shared with you.
 - Result Delivered: Data for your project has been delivered, and the delivery details can be found under Order Information > Data Deliver.
 - Complete: Your project is complete and has been submitted for invoicing.
 - Invoiced: The Admera Health Accounting team has shared the final invoice with your billing department.
4. Order Details indicates
 - Assay type
 - Species
 - Coverage
 - Kit
 - Data Output (M read pairs)
 - Number of Sample

- Extraction (True/False)
 - Data Analysis (True/False)
 - Analysis Type (If data analysis is required, then details will be displayed)
 - Analyses (If data analysis is required, then details will be displayed)
5. Billing & Quote Information
- Active quote details (available for PDF download)
 - Draft quote details
6. Communications
- Important messages from the Admera Health Project Management team
7. Sample Groups Info
- Sample grouping information for data analysis
8. Reports
- Downloadable reports (e.g. Sample QC Report)

This user guide is designed to help you efficiently navigate and utilize all the platform's features, from account creation to managing your projects. EraTrack offers a streamlined experience that ensures transparency, collaboration, and control over your work with Admera Health.

If you have any questions after reviewing it, please don't hesitate to contact us.

We're here to help!

Get in touch

 126 Corporate Boulevard, South Plainfield, New Jersey 07080

 www.admerahealth.com

 custom-services@admerahealth.com

 908-222-0533