



## Setting up a login account

- Go to <http://sequencing.ramaciotti.unsw.edu.au/>
- Follow the link to '**Create login account for dnaLIMS**' and set up a login name and password for yourself. Please ensure that you complete all of the required information. Select the '**Validate Table**' button and then '**Submit**'.
  - Affiliation: The type of facility where you work
  - Discipline: The field of your research
  - PI (primary investigator): this is your supervisor (or yourself where relevant)

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Login Information		* Required Fields.
Login Name *	<input type="text"/>	
Password *	<input type="password"/>	
Re-Type Password *	<input type="password"/>	
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Email Address *	<input type="text"/>	

Affiliation	
Select the Affiliation Type then PI before filling in Contact Info.	
Affiliation *	<input type="text" value="-Select-"/>
Discipline *	<input type="text" value="-Select-"/>
PI *	<input type="text"/> (Last, First)
<small>(Name of the Senior Researcher for your lab or project)</small>	

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Contact Information	
Billing Information (Accounts Payable)	
Name *	<input type="text"/>
Institution *	<input type="text"/>
Dept.	<input type="text"/>
Address *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State or Territory *	<input type="text" value="-Select-"/>
Postal Code *	<input type="text"/>
Phone *	<input type="text"/> Ext. <input type="text"/>
Fax	<input type="text"/>
Email *	<input type="text"/>
Shipping Information	
Name	<input type="text"/>
Institution	<input type="text"/>
Dept.	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State or Territory	<input type="text" value="-Select-"/>
Postal Code	<input type="text"/>
Phone	<input type="text"/> Ext. <input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
<input type="button" value="Copy Billing to Shipping"/>	
<input type="button" value="Copy Shipping to Billing"/>	
<input type="button" value="Clear Billing"/>	
<input type="button" value="Clear Shipping"/>	

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- Changes can be made using the "**Change User Profile**" link on the User Tools page.

# Submitting samples

All sequencing and fragment analysis requests will only be accepted using dnaLIMS.

- Select the '**Login to dnaLIMS**' hyperlink – this will take you to the dnaLIMS User Tools page.



- There are two formats for sample submissions, individual 1.5mL tubes or 3730-compatible 96-well plates. Sample names for individual tubes can be entered via the '**Enter Individual DNA Sequencing Requests**'/'**Enter Individual Fragment Analysis Requests**' links or by uploading a completed Excel template that can be obtained via the '**Upload and Import DNA File**' or '**Upload and Import Fragment Analysis File**' links.

For individual tubes:

- Click the 'Enter Individual DNA Sequencing Requests' button or 'Enter Individual Fragment Analysis Requests' link, depending on the analysis being requested. Enter number of samples and then 'Submit'.

Enter the Number of Reactions to Create Sequencing Requests For:

Dried samples should be submitted in either 1.5mL microfuge tubes or for large sample numbers in 96 well AB3730 trays.

Clear

Submit

- Fill in the required details on the DNA Sequencing or Fragment Analysis Request Form. It is essential that you enter your account code at the top. Users paying with UNSW accounts please enter your full Fund-Department-Project code such as GI123-BABS-PS12345. Users not paying with UNSW accounts, please enter a Purchase Order number and/or billing contact.
- Use the fill, clear, and toggle buttons to help fill in the sample names on your form. Use the index button to enter consecutive sample numbers. For example: For samples named AB1-10, enter AB, click on index, enter the number "1" and it will automatically populate the template name boxes with the correct numbering. Sample names are limited to 15 characters consisting only of letters, numbers, and hyphens. Use the drop down options where available if appropriate. These sample names can be written on the **sides of the tubes** if desired. (Sequencing example shown below.)

#### DNA Sequencing Submission Form

UNSW Fund Number:	( Fund - Dept - Project ) <-- Fields ( GI123 - BABS - PS12345 ) <-- Example <input type="text"/> - <input type="text"/> - <input type="text"/>
Principal Investigator:	Koval, Jason
Dye Chemistry:	BigDye_V3.1
Print Chromatograms:	no Will result in additional \$1.00 charge per page.
Comments to Lab:	<input type="text"/>

Clear

Validate Table

Submit

No Validation response means all required fields are filled in.

Sample Name	Template Information	
Name Index Fill Fill 2X Clear	Type Fill Clear	Size bp Fill Fill Clear
1 <input type="text"/>	Select <input type="text"/>	<input type="text"/>
2 <input type="text"/>	Select <input type="text"/>	<input type="text"/>
3 <input type="text"/>	Select <input type="text"/>	<input type="text"/>
4 <input type="text"/>	Select <input type="text"/>	<input type="text"/>

- Press 'Validate Table' and then 'Submit' to submit your sample request. Record your order number.
- WRITE YOUR **ORDER NUMBER** ON THE TOPS OF YOUR TUBES ALONG WITH THE SAMPLE NUMBER FOR THAT ORDER. For example Order # 110 having 3 samples would be labelled 110-1, 110-2, 110-3. **THIS MUST BE WRITTEN ON THE TOPS OF THE TUBES OR THEY WILL NOT BE PROCESSED!** You can label the side of the tubes with your initials and sample names if desired.

For submitting large numbers of samples or samples in 3730-compatible 96-well trays:

- Select ‘**Upload and Import DNA File**’ or ‘**Upload and Import Fragment Analysis File**’.
- Follow the instructions for downloading the Excel template file and uploading the sample names. (Fragment Analysis example shown below).

### Import requests from electronic spreadsheets.

Right click to Download this [Fragment Analysis Template 48](#) [Fragment Analysis Template 96](#) to your PC. Edit the template file with the program Excel, i.e. Open Excel first then the file from within Excel. No spaces or illegal characters allowed. Allowable characters include: a - z, A - Z, 0 - 9, and hyphens. Save the edits to a Tab delimited file with a .txt extension on your PC. Use the Choose File button to select the modified template for uploading and importing.

**Do Not have Duplicate Sample and Primer name pairs on multiple lines in the import file.**

<b>Fund Number:</b>	( Fund - Dept - Project ) <-- Fields ( G1123 - BABS - PS12345 ) <-- Example <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Principal Investigator:</b>	Koval, Jason
<b>Service Request:</b>	- Select - <input type="button" value="v"/>
<b>Print Chromatograms:</b>	no <input type="button" value="v"/> Will result in an additional \$1.00 charge per page.
<b>Std Needed:</b>	LIZ500 <input type="button" value="v"/> LIZ is Size Standard
<b>Dye present in Sample:</b>	<input type="checkbox"/> 6-FAM <input type="checkbox"/> VIC <input type="checkbox"/> NED <input type="checkbox"/> PET <input type="checkbox"/> OTHER Enter the Dye Name in the Comments box if OTHER is checked.

**Comments:**

Select the Browse or Choose File button to locate the upload file.

**Upload File:**

After selecting the file, depress the Submit button to upload the file.

- Press ‘**Submit**’ to submit your order. Record your order number
- **WRITE YOUR ORDER NUMBER ON YOUR PLATE** when submitting or it will not be processed.

When delivering samples in person, please write your name and order number on the list on top of the sample freezer. If having your samples delivered via the post or via a courier, please print a copy of your submission summary and include it with your samples.

## Viewing sequencing requests

- View or delete your sequencing requests by Request or Order number by clicking on "**View your requests**". You can view the length of the queue by choosing the "**queue length**" link. Press '**Submit**' after making your choice.

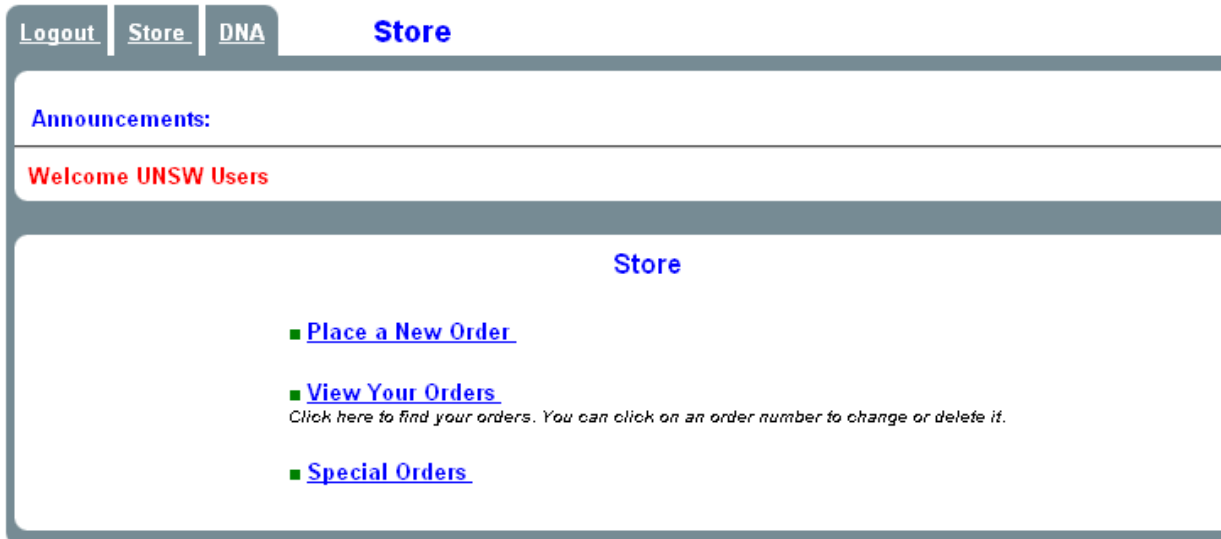
## Retrieving sequencing results

- You can access your files via dnaLIMS. Choose '**Download DNA Results**' or '**Download Fragment Analysis Results**' from the User Tools page, select your order number and press '**Submit**'. Follow the instructions to download individual files or all trace/sequence files in one go. If you download all files together, they will need to be unzipped.

# Store

All consumables and reagents must now be purchased through the dnaLIMS Store module.

Select the '**Login to dnaLIMS**' link and login choosing the '**Stores**' LIMS. This will take you to the dnaLIMS User Tools page.



The screenshot shows the 'Store' module interface. At the top, there are navigation tabs for 'Logout', 'Store', and 'DNA', with 'Store' being the active tab. Below the tabs, there is a section for 'Announcements' with a red heading 'Welcome UNSW Users'. The main content area is titled 'Store' and contains three main links: 'Place a New Order', 'View Your Orders', and 'Special Orders'. The 'View Your Orders' link has a sub-note: 'Click here to find your orders. You can click on an order number to change or delete it.'

Select 'Place a New Order' and then choose the quantity of each item you would like. Next press 'Step 2: Preview Order' to review your selection(s) and enter either your PO number or UNSW Fund-Dept-Project number. When completed, press 'Place Order' to place your order. You may wish to print this page for your records.

You will receive an email when your order is completed. At that point it can be collected in person or it will be delivered if delivery was requested.