



Ramaciotti Centre for Genomics

Guide to Online Submission of Samples

LIMS Submission Guide

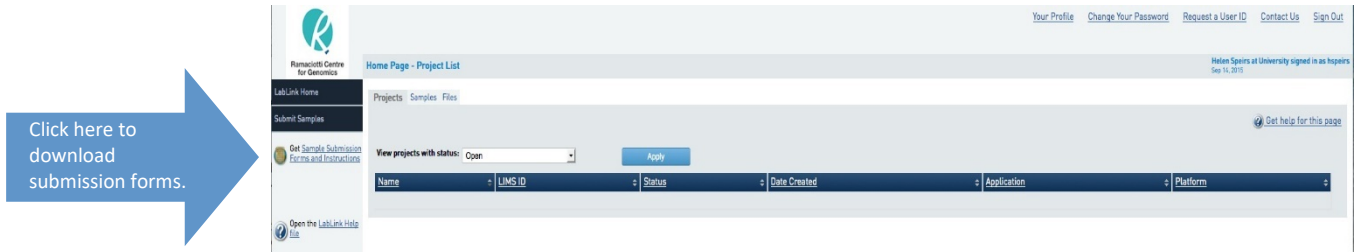


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1. Navigate to the sample submission portal: <https://ramaciotti.clarityLIMS.com/lablink/Welcome.do>
2. Log onto LIMS using your User ID and password. New users must register for a User ID.
3. Click on **Get Sample Submission Forms and Instructions**.



4. Choose the appropriate form for the service you require and download.

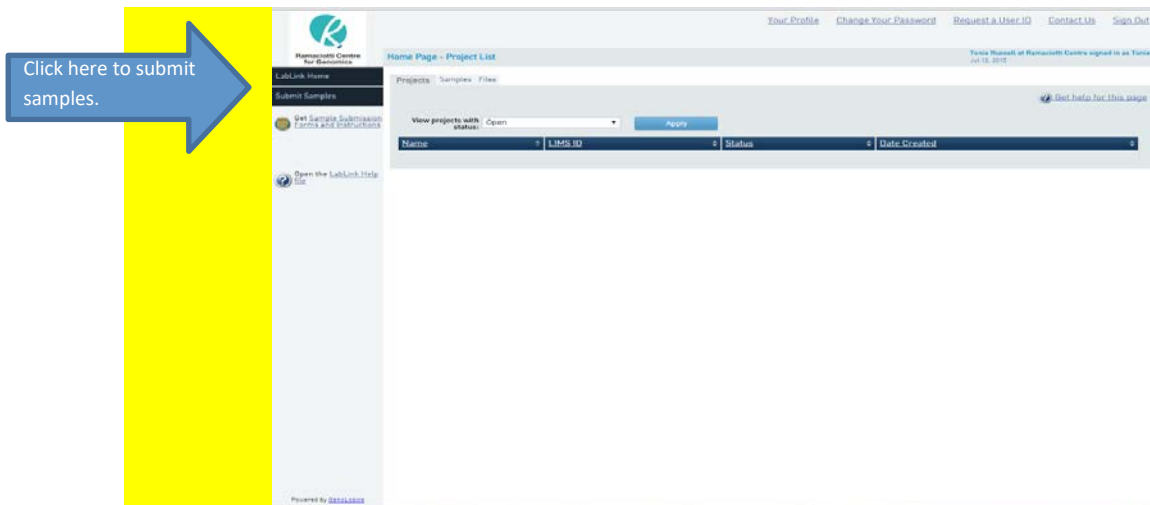


5. Fill in all sections of the form paying close attention to the instructions located at the beginning of the form.
6. Save the form to an appropriate directory on your computer.

Important:

- You cannot submit samples unless you have a Purchase Order (PO) or a UNSW account code (internal UNSW users only). Your finance department can generate a PO against the quote we have issued for your project.
- Do not use duplicate sample names.
- Use only alphanumeric characters and underscores in the sample name.

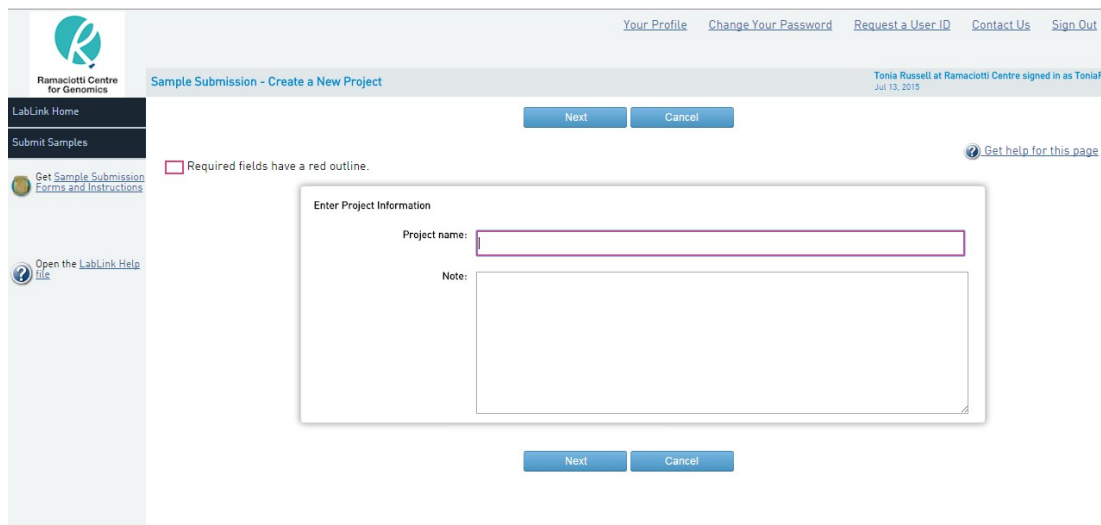
7. Click on **Submit Samples**.



8. Create a project name. Click **Next**.

Important:

- Please include your surname in the project name.
- Choose a project name that will help to differentiate the project from any past or future projects you have/plan to submit.



9. Upload the completed submission form that you have saved on your computer. Click **Next**.

The screenshot displays the LabLink web interface. At the top, there is a navigation bar with links for [Your Profile](#), [Change Your Password](#), [Request a User ID](#), [Contact Us](#), and [Sign Out](#). Below this, the header shows the Ramaciotti Centre for Genomics logo and the text "Enter Sample Information for Project - ghyhjh". On the right side of the header, it indicates "Tonia Russell at Ramaciotti Centre signed in as ToniaR Jul 13, 2018".

The left sidebar contains several menu items: "LabLink Home", "Submit Samples", "Get Sample Submission Forms and Instructions", and "Open the LabLink Help file".

The main content area features a "Choose File" button, a text input field containing "No file chosen", and a message: "The maximum file size that you can upload is 2 GB." Below this, there are "Next" and "Cancel" buttons. A "Get help for this page" link is also visible in the top right of the main area.

At the bottom left of the page, it says "Powered by [SeqLogic](#)".

- You will be asked to review your sample details and agree to the Ramaciotti Centre Terms and Conditions (Figure A). After clicking agree, you will be prompted to print out your submission form (Figure B). Please print, sign and send to the Ramaciotti Centre with your samples. This form also contains the assigned LIMS sample IDs.

A – Agree to Terms & Conditions

Review Your Samples

Please review your sample information. Click Agree to signify your understanding and acceptance of our Terms and Conditions.

Name	LIMS ID	Status	Project	Date Received	Last Note	Application	Progress	Sample Buffer	Sample Conc. (ng per µl)	Platform	Tissue Type	Extraction Method	Purchase Order UNSW ACC Code	Quote No.	Research Discipline
ABC	RUS549A1	Pending	ghy/hjy			20Kb Genomic		Tris HCL	250.00	PacBio	culture	Qiagen	12345	PacBio0123JUL15	Biology (general)
DEF	RUS549A2	Pending	ghy/hjy			20Kb Genomic		Tris HCL	250.00	PacBio	culture	Qiagen	12345	PacBio0123JUL15	Food/Nutritional Sciences

Terms & Conditions of Service

Use of the Ramaciotti Centre for Genomics (RCG) services and consumables are governed by the following conditions:
 Definitions: In these terms:
 (a) Data means the data or other results generated by RCG from the analysis of the Samples.
 (b) Quote means the document RCG provided to the institution setting out the details of the Services and the pricing.
 (c) Samples means the samples provided by the Institution to RCG to be analysed as part of the Services.
 (d) Services means analysis and related services to be provided by RCG as indicated in the Submission Form and which is further described on the RCG website.
 (e) Submission Form means the document you completed and submitted setting out the services required, sample details and other relevant

Back Disagree Agree

B – Print out form & sign

Summary of Submitted Samples

PLEASE PRINT AND SIGN THIS PAGE. THIS FORM SHOULD BE SENT WITH YOUR SAMPLES.

IMPORTANT:
 Tube submissions must be clearly labeled with the below corresponding sample LIMS ID (e.g. RUS140A1). Do not send your samples unless they are labeled with these IDs.
 Plate submissions should be labeled with your container (plate) name (as shown on your submission form) and Project LIMS ID (e.g. RUS140). Do not send your plates unless they are these IDs.

Name	LIMS ID	Status	Project	Date Received	Last Note	Application	Progress	Sample Buffer	Sample Conc. (ng per µl)	Platform	Tissue Type	Extraction Method	Purchase Order UNSW ACC Code	Quote No.
ABC	RUS549A1	Pending	ghy/hjy			20Kb Genomic		Tris HCL	250.00	PacBio	culture	Qiagen	12345	PacBio0123JUL15
DEF	RUS549A2	Pending	ghy/hjy			20Kb Genomic		Tris HCL	250.00	PacBio	culture	Qiagen	12345	PacBio0123JUL15

Done Print

LIMS Sample ID.

- Please clearly label your tubes or plates with their corresponding LIMS sample ID (e.g. RUS549A1 in screen shot B above). Plates should also be labelled with their container ID e.g. RUS549 plate 1, RUS549 plate 2 etc.

- Once you have clicked the done button, the sample submission form has been submitted to the Centre.