



Ramaciotti Centre for Genomics

Guide to Online Submission of Samples

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Some notes before you begin the online submission process:

- New users must register and be approved before samples can be submitted online.
- Only institute, company or student emails will be accepted when applying for a user ID i.e. no gmail etc.
- Duplicate sample names are not allowed.
- Sample names can only have alphanumerical characters or underscores, no spaces are allowed.
- Have note of our quote number and either the purchase order number or UNSW account code as it will be required to complete the form. If you have paid in advance, please provide brief details.

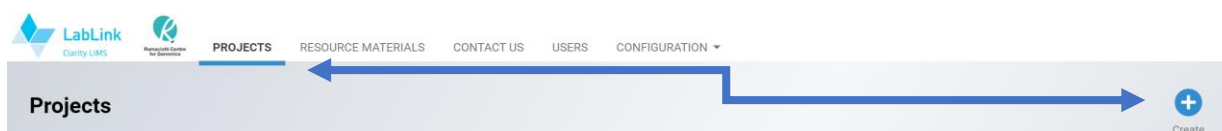
Submitting Samples Online Using LabLink:

1. Navigate to the LabLink sample submission portal:
<https://ramaciotti.claritylims.com/lablink/login>.
2. Log in using your User ID and password.
3. Within the **RESOURCE MATERIALS** tab, download the sample submission form for the service you require. Be careful to select the correct form. If in doubt contact us.



RESOURCE MATERIAL tab

4. Complete the form in full. Instructions on how to complete are provided in each form.
5. Once complete, save a copy of the form.
6. Return to LabLink submission portal. Click on the **PROJECTS** tab. Then click on the **Create** button.



Samples are submitted via the PROJECTS tab, "Create" button.

Projects / Create A New Project

1 **Project Information ***

Project Name* (max characters: 128)

Write your project name here

This field is required

Project Notes

Add comments to your project. This note will be shared to the lab.

0/1024

Continue

2 **Upload Samples ***

3 **Upload Additional Documents**

4 **Review Project ***

Cancel Submit Project

Home screen for creating a new project/sample submission.

7. Give your project name. Click **Continue**. Including your surname your surname in the project name is a good idea a including information that will help to differentiate this project from any past or future projects you have/plan to submit.
8. Upload the completed saved submission form. Click **Continue**.

Projects / Create A New Project

✓ Project Information * Edit

2 **Upload Samples ***

Please use a sample submission template located under Resource Materials to create your sample submission document. Documents should be in xls or xlsx format. Each document should be smaller than 20B.

RAMAC_PacBio_Sample_Submission_Form_Test.xlsx Replace

SAMPLE/NAME	CONTAINER/TYPE	CONTAINER/NAME	SAMPLE/ WELL LOCATION	UDF/QUOTE NO.	UDF/PURCHASE ORDER_UNSW ACC CODE	UDF/CUSTOMER STATE	UDF/INSTITUTE	UDF/RESEAR
A	Tube	--	--	TestQuote1	123456.0	NSW	University	Agriculture
B	Tube	--	--	TestQuote1	123456.0	NSW	University	Agriculture
C	Tube	--	--	TestQuote1	123456.0	NSW	University	Agriculture
--	--	--	--	--	--	--	--	--

Total Samples: 4

Continue

3 **Upload Additional Documents**

4 **Review Project ***

Cancel Submit Project

On upload of submission sheet, the sample information can be reviewed.

9. If you have any additional documentation, you can upload the document in the **Upload Additional Documents** section. Click **Continue** or **Skip**.
10. You will be asked to review your sample details and agree to our [Standard Service Terms](#). To enable the **Submit Project** button, you will need to acknowledge the three check boxes.

Review Project *

Project Name *
Test

Notes
You have not written any notes for this project

Samples *
RAMAC_PacBio_Sample_Submission_Form_Test.xlsx
Total Samples: 4

Additional Documents
You have not uploaded document(s) in this project

Disclaimer
The Ramaciotti Centre for Genomics (RCG) is part of the University of New South Wales (ABN 57 195 873 179). Use of the RCG services and consumables are governed by a set of standard service terms which can be found on our website: <http://www.ramaciotti.unsw.edu.au/sample-submission/standard-service-terms>
By clicking the Submit Project button you are acknowledging your acceptance of these standard service terms. Projects covered by contract or laboratory service agreement are exempt.

Project cannot be changed once it's submitted *

- I have read the above information and confirm that the information I entered is correct
- I cannot make changes to the project name or samples once it's submitted
- In case changes are needed, I need to contact the lab

Cancel Submit Project

The three tick boxes must be selected to be able to click "Submit Project". Clicking the "Submit Project" confirms clients acknowledgement of the Ramaciotti Centre's standard service terms.

11. After clicking on Submit Project, click View Confirmation.

Project Submitted

Your project has been successfully created and submitted!

View Confirmation OK

Confirmation that the project has been submitted. Click "View Confirmation".

12. You will be prompted to print out your submission form. Please print, sign, and send this form with your samples. This form also contains the assigned sample LIMS ID's.

By clicking the Submit Project button you are acknowledging your acceptance of these standard service terms. Projects covered by contract or laboratory service agreement are exempt.

Project cannot be changed once it's submitted *

- I have read the above information and confirm that the information I entered is correct
- I cannot make changes to the project name or samples once it's submitted
- In case changes are needed, I need to contact the lab

Your Name (Print)

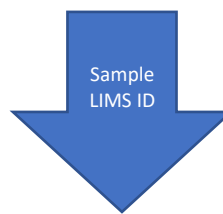
Signature

Date of Signature

Appendix: Uploaded Sample Information

Samples * Total Samples: 3

#	SAMPLE NAME	CONTAINER NAME	CONTAINER TYPE	SAMPLE WELL LOCATION	SAMPLE LIMS ID
1	A	27-139015	Tube	--	RUS8207A1
2	B	27-139016	Tube	--	RUS8207A2
3	C	27-139017	Tube	--	RUS8207A3



Print out and sign the confirmation form. This form includes the LIMS sample ID's assigned to the project.

13. **If submitting samples in tubes:** Please clearly label your tubes on both the top and side of the tube, with the corresponding sample LIMS ID (e.g. RUS8207A1).

If submitting samples in plates: Plates should be labelled with the overarching LIMS project ID and the container name as referred to in your submission form e.g. RUS8204 plate 1, RUS8204 plate 2.

14. The samples are now ready to send to the Centre.

We look forward to receiving your samples!