Submitting Samples to the Ramaciotti Centre
– Submission form user guide

Web Address: https://ramaciotti.clarityLIMS.com/lablink/Welcome.do

How To Submit Samples

1. Log onto LIMS using your User ID and password.
2. Click on Get Sample Submission Forms and Instructions.
3. Choose the appropriate form for the service you require.

- Whole Human Genome Sample Submission Sheet: Human samples to be run on the Illumina XTen platform.

- PacBio Sample Submission Sheet: Any samples or user prepared library to be run on the PacBio.

- Next Gen Sequencing Sample Submission Sheet: Any samples or user prepared library to be run on either the Illumina MiSeq, NextSeq or HiSeq platforms. Note: Please use the full plate sample sheet option for larger samples.

- Next Gen Full Plate Sample Submission Sheet: Please use if you are submitting larger numbers of samples for the Illumina sequencing platforms in a 96 well PCR plate (this excludes XTen submissions).

- Microarray Sample Submission Sheet: Any samples for all array platforms (Affymetrix, Agilent and Illumina).

- Fluidigm Sample Submission Sheet: Any samples for the Fluidigm service.

- Bioanalyzer Sample Submission Sheet: Any RNA for the Bioanalyzer only service.
4. Fill in all sections of the form paying close attention to the instructions located at the beginning of the form. Save the form to an appropriate directory on your computer.

IMPORTANT:

- Purchase Order: Your finance department will generate a Purchase Order (PO) against the quote we have issued for the project. Please follow your institutions instructions for obtaining a PO.
- You cannot submit samples unless you have received a formal quote and obtained a Purchase Order number (or supplied an UNSW account code if internal). The bioanalyzer service is excepted.

5. Once you have filled in the form correctly, click on Submit Samples.
6. 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.
- If you have any comments, please type them into the notes section.

7. Upload your completed submission form. Click **Next**.
8. 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

B – Print out form & sign

9. Please clearly label your tubes with it’s corresponding LIMS sample ID (e.g. RUS549A1 in screen shot B above). Do not use LIMS IDs if you are submitting for XTen sequencing use either the tubes or barcodes provided by the Centre.

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