

LGTC tracking system v3

Next-gen sequencing samples

MANUAL

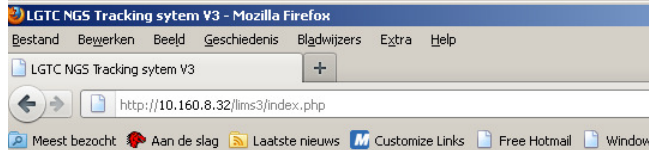
Active in the LUMC network only.

1- Open the LGTC LIMS

To enter your samples in the LGTC LIMS type this link in your browser
<http://10.160.8.32/lms3/index.php> and log in with:

Username: lgtc

Password: lgtc



Request an account by mailing b.r.ten_broeke@lumc.nl or m.van_galen@lumc.nl

Please enter login information:

Username: Please fill in a username

Password: Please fill in a password

2- Fill out the form

Fields with a * are required.

September 12, 2011

You are logged in as :
lgtc

[Add Order](#)
[Logout](#)

Select a Machine

Number of Samples* 2

Sample Code Prefix 2

Sample Prep

Indexing tags used 2

LGTC order reference nr.*2

Date Sample Delivery 2011-09-12

Data analysis only. 2

I agree with LGTC terms and conditions and I agree with the costs of this project.
Terms and conditions can be found at the [LGTC website](#)

I agree that the quality, concentration and volume of the submitted samples meet the LGTC requirements.
More information can be found [here](#)

The manual for LIMS can be found [here](#).
Please make sure all required fields are completed.

- Select a machine (Helicos or Illumina) with the drop down list
- Enter the number of samples you are submitting
- If you want to, you can give a prefix to all your samples. For example your initials.
- Select if you have done the sample prep yourself or if the LGTC does the sample prep. This needs to be included in your quotation.
- When you have done the sample prep, we need to know if you will multiplex your samples.
- Fill in your LGTC order reference number. This is the LGTC number of your quotation. Your quotation has to be valid, and handed over to the LGTC with a valid project code and a signature. Without a valid quotation you will not be able to submit your samples. Contact the LGTC via info@lgtc.nl for more information or to request a quotation if you do not have one.
- If it is a data analysis only project use the check box "data analysis only". In other cases, do not check this box.
- You have to agree with our terms & conditions which can be found on our website and that you know the LGTC sample requirements.
- Click on continue

3- Fill the table for the sample information

3.1 Sample prep by user. For sample prep by LGTC go directly to 3.2.

September 12, 2011
 You are logged in as: lgtc
[Add Order](#)
[Logout](#)

ORDERFORM

Sample properties

LGTC requirements: you must deliver your samples in ready a ready to use 2nM concentration in 15ul volume. In case of multiplexing, the samples should already be mixed in equimolar amounts. Please label the tubes according the given "tube ID". Only correctly labeled tubes will be considered for sequencing. For more information see [LGTC website](#)

samples	Code	Molarity (nM)	index used [?]	multiplex pool tube ID [?]
sample1		2	MP_index1	5043
sample2		2	MP_index1	5043
sample3		2	MP_index1	5043

Fields with a * are required

LGTC User Information

Name*
 Phone
 E-mail*

Sample & Project Information

Sample type*
 Source of material*
 Short project description*
 Sample Prep protocol*
 Data Analysis*

- Give a code/name to your samples.
- Choose the indexes used with the drop down list.
- Indicate which sample are present in which tube you submit. The molarity is fixed. The "multiplex pool tube ID" is generated automatically. You have to pool your samples in equimolar amounts

when multiplexing and you have to use the automatically generated "multiplex pool tube ID" to label your tubes.
 Wrong (or unreadable) labeled tubes will not be sequenced.

3.2 Sample prep by LGTC.



September 12, 2011

You are logged in as : lgtc

[Add Order](#)
[Logout](#)

ORDERFORM

Sample properties

sample prep LGTC				
samples	Code	concentration(ng/ul)	Volume(ul)	tube ID ?
sample1				5043
sample2				5044
sample3				5045

- Give a code/name to your samples.
- Fill the concentration and the volume of your samples.

4- Enter your contact and project information and submit

Fields with a * are required.

Fields with a * are required

LGTC User Information

Name*

Phone

E-mail*

Sample & Project Information

Sample type*

Source of material*

Short project description*

Sample Prep protocol/kit*

Data Analysis*

Comments

Comments

5- Follow up & sample delivery

- After submitting, you will receive an automatically generated e-mail that your submission is completed and successful.
- After a few days you will receive a mail mentioning that your submission has been approved and that your samples have been added to the waiting list with a reminder how you should label the tubes.
- The submission can also be discarded when information is not submitted correctly.
- Please contact the LGTC when you do not receive the mail within a few working days.
- Only once your submission approved, you can deliver your samples at the LGTC, freezer room R5-23, double silver freezer, left door, box labeled "sample intake".
- Wrong and/or unreadable labeled tubes will not be sequenced. Not approved or discarded orders will not be sequenced.