

Setting up / accessing a CORE LIMS Account

1. Go to <http://128.169.4.12/>
2. Click "Create log-in Account for dnaLIMS"
3. Fill in **all** Required Fields. If you do something "wrong" the system will prompt you. When done, click "SUBMIT", then click on the "Homepage" link.
4. Click on "Log In to dnaLims" and enter your User Name and Password, click "SUBMIT". This will take you to the Menu Page.
5. Under SEQUENCING, click "Enter Individual Sequencing Reactions"
6. Enter the number of "Sequencing Reactions" and Select "Service Requested"-just keep it STANDARD..
7. Click on "Submit" which will bring up the Standard Sequencing Request Form.
8. Enter your current Account Number and any Comments you wish to add; **NB**: this is the good place to let us know if the samples are high in GC or have stem-loops, anything out of the ordinary.
9. Sample Names will be automatically entered and numbered by the software. Note that samples already entered can be changed; for example, you may not want to start numbering at 1. Use the Fill Down button to complete the Columns, and the FillX button to fill down to a specified Row.
10. Be sure to enter the Type and Size of DNA Template, Primer, and whether or not the MRC is to add the Primer (**YES** means the MRC will add the Primer), the Method of Template Purification, and the Vector, if known. Use the "Alternate" button under the Primer heading if you want to alternate the primers used for the samples; for example, if you want to enter samples using the M13 Forward and Reverse primers, enter M13F for the first sample and M13R for the second sample, and hit the "Alternate" button. The software will automatically alternate the primers in the column. If you make an error, just hit "Clear" and the columns will be erased and you can start over.
11. When finished, if you click "Validate Table" it will indicate whether or not all the Required Fields have been entered; if all required fields have been entered, no message prompt will appear.
12. When all the information has been entered, click SUBMIT: a "pop up window" will appear. Click OK to place the order; or if you want to make changes to the Order Form, click CANCEL to go back and modify the Form. **DO NOT USE THE "BACK" ARROW, YOU WILL DUPLICATE THE ORDER!!!**
13. **ORDER SUMMARY-NOTE YOUR ORDER NUMBER!** Print out **2 copies** of the Order Summary and Submit one copy with your Samples when you deliver them to the MRC, and keep the other for your Records. When printing, select a size of 80% in the PRINT PREVIEW, SHRINK TO FIT" to get more of the information on one sheet of paper.
14. When your order has been processed, you will receive an email notification that your data is ready to be downloaded.
15. To **DOWNLOAD SEQUENCING RESULTS**, log on to the dnaLIMS website.
16. Under "Sequencing", click on "Download DNA Results".
17. Select your order number and hit "Submit" and the Sample Table should appear.
18. To download **all** the txt or electropherogram files, select the appropriate button found under "Sequence Output". If you click on "Chromatogram" in the Sample Table, the individual electropherograms can be downloaded or opened; note that the Sequence Scanner program will open the chromatogram, if you have it on your PC. If you don't have a program to view the data files, go to "Resources" on the Homepage and click on "Viewing Your Data" and that will tell you how to get PC or MAC programs to open the .ab1 (electropherogram) files.

Your User Name: _____

Your Password: _____