

Automated Sample Submission for DNA Sequencing

The Molecular Biology and Proteomics Core has switched to a new sample database management system. This system makes it easier to submit samples while giving the user automated data delivery, direct access to old data, sample billing information, etc.

An important feature of this system is that it will assign a sample number to each of the samples you submit. For the system to work correctly you will need to use the assigned numbers on the sample tubes you submit. A sheet is provided to enter your own sample names as a cross reference (see below). Alternatively user sample names can be written on a copy of the sample submission printout.

The new sample numbering system works as follows: Assigned sample numbers will start with your initials, followed by the last two digits of the year, followed by the sample number. The numbers will be consecutive and pick up where the previous sample set left off. For example if Chris Lytle submitted 4 samples the specimen numbers would be:

CL0500001
CL0500002
CL0500003
CL0500004

The specimen numbers will continue to be consecutive and will not reset back to the number 1 except at the beginning of each New Year. The next time 4 samples are submitted the numbers would be:

CL0500005
CL0500006
CL0500007
CL0500008

In some cases sample numbers will not follow consecutively from the previous set. This occurs when someone has the same initials as you. In this case you will see gaps between sets of assigned sample numbers. This system insures unique sample ids and only effects sample numbering, it will not interfere with the delivery of the correct data to you.

It is important to use the assigned sample number by the data processing system on your tubes. Once the sample enters the processing queue this number is the only identifier. You can simplify the numbering on the tube by dropping the year and any 0's preceding your number. So the sample number CL0500001 can be CL1 on your sample tube.

The sample submission website is located on the Center for Environmental Health Sciences at Dartmouth page and can be found at:

http://coreserver.dartmouth.edu/cehsweb/svc_logon.aspx

You may want to Bookmark this webpage.

1. Enter your user ID*.

That will be the first initial of your first name followed by your last name, with no space in between. (Chris Lytle would be CLytle)

Enter in your password.

All accounts have been set up with a password. It will be “test” or it will be “temp”. Please change your password following the directions in step 4.

2. Click on Logon button.

This opens your “Service Request” page. At the top of this page you will see tabs for Lab Services, User Admin, Financial, Reports, and Logout

3. Click on the User Admin tab.

Here you will find your “User Setup”. Verify the information on this page is correct and change your password. You can also change any information on this page that is incorrect if the box is active (with dark lettering). If the information in an inactive box (with gray lettering) is incorrect please contact the MB&P Core, as we will need to change it for you.

4. Click on the “Save” button at the top of the page to save the changes.

When you have finished reviewing or changing your user profile you will not need to do this step again unless you need to update your profile.

5. Click on the Lab Services tab.

This is the page that opened when you first logged onto the program. It is also the page used to submit your sequencing samples.

6. Verify that the account number is the one that you plan to use for the samples you are about to submit.

If you have more than one account number and need to change the number displayed click on the arrow and chose the account number you would like to use. If you need to add a new account number or remove an old one please contact the MB&P Core.

7. Choose the sequencing “Service”.

Click on the arrow at the right side of the box and select the service you want to use. You can only select one service per “Service request sheet”. You will need to fill out a new “Service request sheet” for each different service ordered.

8. Click on the blue “ Add Service” text to the right of the box.

A green box will appear which shows the service you have selected. This locks in that service and sets the charge rate for each sample. If you have chosen the wrong service just click on the blue “ Remove Service” at the end of the box and go back to step 8 to pick the correct one.

9. Enter the number of samples you are submitting in the “Number of Samples” box.

There is no limit on the number of samples you can submit at one time

10. Click on the “Submit Request” text located at the top or the bottom of the page.

You have now entered your samples into the database. A new page will appear with sample numbers assigned (as described above) for each of these samples. There are boxes next to each sample in which you can enter sample information and/or primer information. The information can be entered by hand or you can click on the purple “Orders” text at the bottom of the sample box.

11. Print out a copy of the “Service Confirmation” sheet and submit it with your samples.

Samples drop off is the same. There is no change in the times or the places that you can drop off your samples.

* Anyone who has submitted DNA sequencing samples between October, 2005 and May, 2005 should have an account in the database. If you have not submitted DNA sequencing samples recently or are sequencing for the first time contact the Molecular Biology and Proteomics Core to have an account set up.