INSTRUCTIONS FOR ENTERING SAMPLES FOR THE HEFLIN CORE LAB

ALL users will need to create a new profile before logging in. This will update your contact information in our database. This only has to be done the first time you log in. All samples submitted for processing must have a lab request form entered from this site.

Click on the link to create your profile

Once your have create your profile, you can log in using your Blazer ID and password.

Excel templates for Sanger Sequencing and all other assays can be found on this page.

Enter the information requested to create your user profile. If you have a Blazer ID, you can create your account.

Please use the sample templates provided:

Sanger Sequencing

All Other Assays

If you would like to create a generic lab account, create a user name and password.

Remember, anyone who has this password can edit your information, including sample submissions

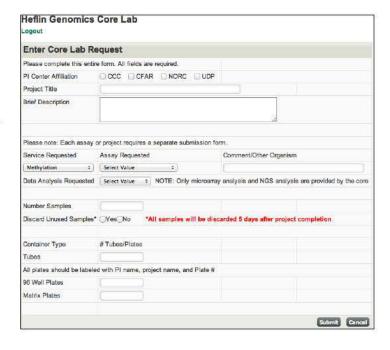
Add/Edit U	ser Record				
* First Name		* Last Name			
* Position	Select Value 💠	* Dept	Select Value		
* Building		* Room			
* Address					
* City		* State	Select Value ‡	* Zip	
* Lab Phone		* Office Phone		* Fax	
Research Area					
* Email					
Re-enter Email					
	must create an account.	You may use y	our Blazer ID or set up a	your lab account	
First time users					
	azer ID, please enter it be	low:			
	azer ID, please enter it be	low:			
If you have a Bi Blazer ID	azer ID, please enter it be		ite a different login, pleas	e enter a username <mark>a</mark> r	nd password below:
If you have a Bi Blazer ID			ate a different login, pleas	e enter a username ar	nd password below:



When you log in, you can view submitted lab request, retrieve your data, or enter a new lab request. Each column is sortable by clicking on the title.

Complete the information as requested. Select a service and assay from the drop-down boxes.

Submit to continue...





Use the Enter New Account link to add your financial information. You can add multiple accounts if your billing needs to be split between accounts.

If this is a new account or the account is not listed, enter your account information for this project and submit.

When you submit this information, the account will be listed under previously entered accounts on the accounts screen.

Account Number	
Account Alas (nickname)	
Billing Instructions	
Biling Address for Non-UAB Customers	
Principle Investigator	
First Name	
Lest Name	
Email Address	
Phone Number	
Financial Contact	
First Name	
Last Name	
Email Address	
Phone Number	



This account information will be moved to 'Account(s) to be Used for this Request'. Accounts may be removed using the 'Remove from Request' link. This does NOT remove the account your record, just from this project. Once all account information has been added, Submit.



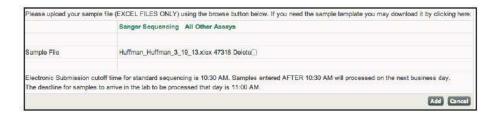
All project request must be received in an Excel format. Open the template for 'Sanger Sequencing' or 'All Other Assays' whichever is appropriate. This will open a template that can be saved to

your computer.

Once you have completed the template, save with the following file name: Pllastname submitterlastname date.

For example if Susie Jones works in Bob Smith's lab and wants to submit samples, the file name would be 'smith_jones_3_18_13'. If Bob wanted to submit his own samples, the file name would be 'smith_smith_3_18_13'.

Verify that your file has been loaded and 'Add'.



Heflin Genomics Core Lab

Order Confirmation

Susan Huffman you have submitted a project request for ImmunoChip for 15 samples on 03/18/2013 2:25 PM.

Please print your Excel template and this page as a record and bring with you when you bring your samples to the Core Facility.

Electronic submission cutoff time for standard sequencing is 10:30AM. Samples entered AFTER 10:30AM will be processed on the next business day.

The deadline for samples to arrive in the core facility to be processed that day is 11:00AM.

Samples arriving AFTER 11:00AM (even if the 10:30AM electronic submission cutoff is met) will not be processed until the next day.

User Information:								
User Name	Susan Huffman							
Department	310008300							
Phone	4-7331							
PI Center Affiliation	CCC NORC							
Brief Description	Exercise study							
Project Title	Tiger Study							
Service Requested	Genotyping							
Assay Requested	ImmunoChip							
Other Organism/Comment								
Data Analysis Requested	None							
Number of Samples	15							
Discard Unused Samples	Yes							
Container Type	#Tubes/Plates							
Tubes	15							
All plates should be labeled v	with PI name, project i	name, and Plate#						
96 Well Plates								
Matrix Plates								
Sample File								
Account Number	Alias	Principal Investigator	Email	Phone	Financial Contact	Email	Phone	
0001-4512*123132-1123	Obesity Study							
	Billing Instructions				Billing Address			

Please verify, and then print the confirmation page. Bring this page along with a print out of the sample submission template to the lab with your samples.