

# 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.**

**Heflin Genomics Core Lab**  
Logout

**Login**

Login

Password

Login

If this is your first time to enter this website please, create a profile here

Please use the sample templates provided:  
[Sanger Sequencing](#)  
[All Other Assays](#)

**Click on the link to create your profile**

Once you 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.

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

**Heflin Genomics Core Lab**  
Logout

**Add/Edit User Record**

\* First Name  \* Last Name

\* Position  \* Dept

\* Building  \* Room

\* Address

\* City  \* State  \* Zip

\* Lab Phone  \* Office Phone  \* Fax

Research Area

\* Email

Re-enter Email

First time users must create an account. You may use your Blazer ID or set up a your lab account

If you have a Blazer ID, please enter it below:

Blazer ID

If you do not have a Blazer ID or if you would like to create a different login, please enter a username and password below:

User Name

Password

Add

**Heflin Genomics Core Lab**  
 Logout  
 Enter a New Lab Request

**List of Your Previous Requests**

Request ID	Billing Info	Samples	Summary Page	Confirmation Page	Submission Date	Results File
49					3/18/2013	

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...

**Heflin Genomics Core Lab**  
 Logout

**Enter Core Lab Request**

Please complete this entire form. All fields are required.

PI Center Affiliation  CCC  CFAR  NORC  UDP

Project Title

Brief Description

Please note: Each assay or project requires a separate submission form.

Service Requested  Assay Requested  Comment/Other Organism

Methylation  Select Value

Data Analysis Requested  NOTE: Only microarray analysis and NGS analysis are provided by the core

Number Samples

Discard Unused Samples\*  Yes  No **\*All samples will be discarded 5 days after project completion**

Container Type  # Tubes/Plates

Tubes

All plates should be labeled with PI name, project name, and Plate #

96 Well Plates

Matrix Plates

**Heflin Genomics Core Lab**  
 Logout

Account(s) to be Used for this Request	List of Previously Entered Accounts								
<table border="1"> <thead> <tr> <th>Account Num</th> <th>Account Alias</th> </tr> </thead> <tbody> <tr> <td colspan="2">No records</td> </tr> </tbody> </table> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	Account Num	Account Alias	No records		<p>You may use an account that you have previously entered. To choose an account, click Use Account and it will appear on the left. To edit information on a previously entered account, click the Account Num. To enter a new account click Enter New Account below:</p> <table border="1"> <thead> <tr> <th>Account Num</th> <th>Account Alias</th> </tr> </thead> <tbody> <tr> <td colspan="2">No records</td> </tr> </tbody> </table> <p><a href="#">Enter New Account</a></p>	Account Num	Account Alias	No records	
Account Num	Account Alias								
No records									
Account Num	Account Alias								
No records									

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.

**Add New Billing Information**

Account Number

Account Alias (nickname)

Billing Instructions

Billing Address for Non-UAB Customers

Principle Investigator

First Name

Last Name

Email Address

Phone Number

Financial Contact

First Name

Last Name

Email Address

Phone Number

Account(s) to be Used for this Request	
Account Num	Account Alias
0001-4512*123132-1123	Obesity Study <a href="#">Remove from Request</a>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

  

List of Previously Entered Accounts		
You may use an account that you have previously entered. To choose an account, click Use Account and it will appear on the left. To edit information on a previously entered account, click the Account Num. To enter a new account click Enter New Account below:		
Account Num	Account Alias	
		<input type="button" value="Use Account"/>
0001-4512*123132-1123	Obesity Study	<input type="button" value="Use Account"/>
<input type="button" value="Enter New Account"/>		

If the account has already been added, click 'Use Account' to select which account will be billed for this project.

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.

Upload Your Sample File	
Please upload your sample file (EXCEL FILES ONLY) using the browse button below. If you need the sample template you may download it by clicking here:	
	<a href="#">Sanger Sequencing</a> <a href="#">All Other Assays</a>
Sample File	<input type="button" value="Choose File"/> no file selected
Electronic Submission cutoff time for standard sequencing is 10:30 AM. Samples entered AFTER 10:30 AM will processed on the next business day. The deadline for samples to arrive in the lab to be processed that day is 11:00 AM.	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

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'.

Please upload your sample file (EXCEL FILES ONLY) using the browse button below. If you need the sample template you may download it by clicking here:	
	<a href="#">Sanger Sequencing</a> <a href="#">All Other Assays</a>
Sample File	Huffman_Huffman_3_19_13.xlsx 47318 <input type="button" value="Delete"/>
Electronic Submission cutoff time for standard sequencing is 10:30 AM. Samples entered AFTER 10:30 AM will processed on the next business day. The deadline for samples to arrive in the lab to be processed that day is 11:00 AM.	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

## Heflin Genomics Core Lab

[Logout](#)

### 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 with PI name, project 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		

[Print](#)

[Back to Home](#)

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.