

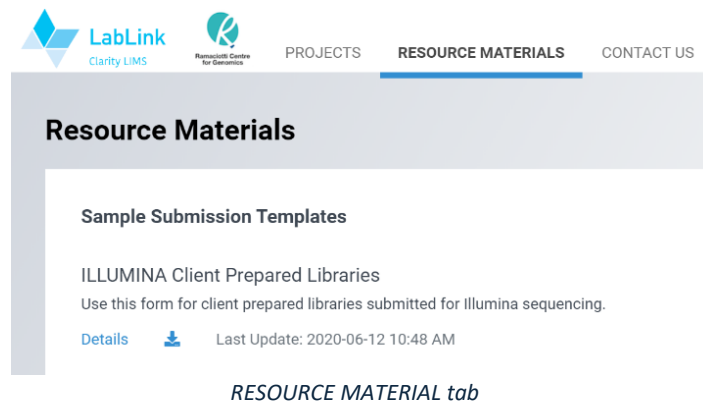


### Some notes before you begin the online LabLink submission process:

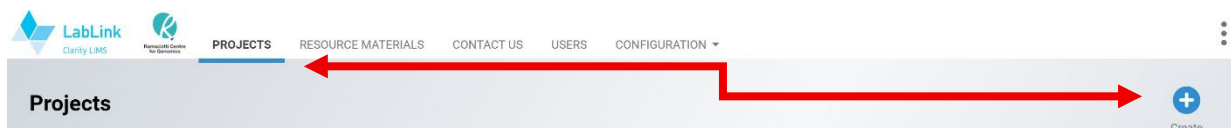
- **New users** must register and be approved before samples can be submitted online.
- Only institute, company or student emails will be accepted when applying for a user ID i.e. no gmail etc.
- Duplicate sample names are not allowed.
- Sample names can only have alphanumerical characters or underscores. **No** spaces or special characters are allowed.
- Have note of our quote number and either the purchase order number or UNSW account code as it will be required to complete the form. If you have paid in advance, please provide brief details.

### Submitting Samples Online Using LabLink:

1. Navigate to the LabLink sample submission portal:  
<https://ramaciotti.claritylims.com/lablink/login>
2. Log in using your User ID and password.
3. Within the **RESOURCE MATERIALS** tab, download the matching Sanger Sample Submission Sheet for your submission type (tubes/plate). If in doubt, contact us – [ramaciotti@unsw.edu.au](mailto:ramaciotti@unsw.edu.au).



4. Complete the form in full. Enter your billing details into the Sanger online submission sheet.
5. Once complete, save a copy of the form.
6. Return to LabLink submission portal. Click on the **PROJECTS** tab. Then click on the **Create** button.



*Samples are submitted via the PROJECTS tab, "Create" button*

7. Give your project name. This should be unique to allow you to differentiate between any other future and past submissions.
8. In the Workflow dropdown box, you will need to select 'Sanger'. Click **Continue**.

**Projects / Create A New Project**

1 **Project Information \***

Project Name \* (max characters: 128)

**Workflow**

Project Notes

*Home screen for creating a new project/sample submission.*

9. Upload the completed saved submission form. Click Continue.

**Projects / Create A New Project**

✓ **Project Information \*** [Edit](#)

2 **Upload Samples \***

Please use a sample submission template located under Resource Materials to create your sample submission document. Documents should be in xls or xlsx format. Each document should be smaller than 2GB.

RAMAC\_PacBio\_Sample\_Submission\_Form\_Test.xlsx [Replace](#)

SAMPLE/NAME	CONTAINER/TYPE	CONTAINER/NAME	SAMPLE/WEEL LOCATION	UDF/QUOTE NO.	UDF/PURCHASE ORDER/UNSW ACC CODE	UDF/CUSTOMER STATE	UDF/INSTITUTE	UDF/RESEAF
A	Tube	--	--	TestQuote1	123456.0	NSW	University	Agriculture
B	Tube	--	--	TestQuote1	123456.0	NSW	University	Agriculture
C	Tube	--	--	TestQuote1	123456.0	NSW	University	Agriculture
--	--	--	--	--	--	--	--	--

Total Samples: 4

[Continue](#)

3 **Upload Additional Documents**

4 **Review Project \***

[Cancel](#) [Submit Project](#)

*Once uploaded, the submission sheet's sample information can be reviewed.*

If you have any additional documentation, you can upload the document in the Upload Additional Documents section.

10. After clicking on **Submit Project**, click **View Confirmation**.

Project cannot be changed once it's submitted \*

☐ I have read the above information and confirm that the information I entered is correct

☐ I cannot make changes to the project name or samples once it's submitted

☐ In case changes are needed, I need to contact the lab

Your Name (Print)

Signature

Date of Signature

Appendix: Uploaded Sample Information

Samples \* Total Samples: 3

#	SAMPLE NAME	CONTAINER NAME	CONTAINER TYPE	SAMPLE WELL LOCATION	SAMPLE LIMS ID
1	A	27-139015	Tube	--	RUS8207A1
2	B	27-139016	Tube	--	RUS8207A2
3	C	27-139017	Tube	--	RUS8207A3

*The confirmation form includes the LIMs sample IDs assigned to the project*

### Physical submission labelling:

- **If submitting samples in tubes:** Please clearly label your tubes on both the top and side of the tube, with the corresponding sample LIMS ID (e.g. RUS8207A1).
- **If submitting samples in plates:** Plates should be labelled with the overarching LIMS project ID and the container name as referred to in your submission form e.g. RUS8204 plate 1, RUS8204 plate 2.
- Any sequencing primer aliquots need to be labelled according to the information provided in the online submission form and provided at 10uM concentration.

### Sanger Sequencing Results QC:

PhredQ20 scores for each sample are provided in the Lablink project: Samples tab

Projects / sanger user test 2 / Results & Documents

PROJECT OVERVIEW **SAMPLES** RESULTS & DOCUMENTS

Sample Information (9)

Q Search for sample name... X

All Sample Status: ☒ Completed

SAMPLE NAME	SAMPLE LIMS ID	LAST SAMPLE NOTE	SAMPLE NOTES	SAMPLE DOCUMENTS	APPLICATION	PROGRESS	QUOTE NO.	RESEARCH DISCIPLINE	PHREDQ20
Example11	CHA13979A1	--			User_Prep	--	3231	Biomedical	
Example22	CHA13979A2	--			User_Prep	--	3231	Biomedical	569

### Sanger Sequencing Results download:

Go to the Results and Documents tab to download the sanger sequencing results for your project. Sample results can be downloaded individually or as a project zip file.

Each sample results folder contains an ABI format chromatogram, QUAL file and SEQ file.

Projects / sanger user test 2 / Results & Documents

PROJECT OVERVIEW SAMPLES **RESULTS & DOCUMENTS**

Project Documents (2)

View any additional information about this project.  
To upload documents to this project, please go to the "Project Overview" page, and click "Upload Documents".

	DOCUMENT NAME
	CHA13979.zip
	20250602_sanger user.xlsx

Sample Results & Documents (9)

Review results and documents of the sample uploaded by yourself or the lab.  
To upload documents to a sample, please go to "Samples" page, and click on Sample Documents icon.

	SAMPLE NAME
	Example11
	Example22
	Example33
	Example44
	Example55
	Example66
	Example77
	Example88
	Example99