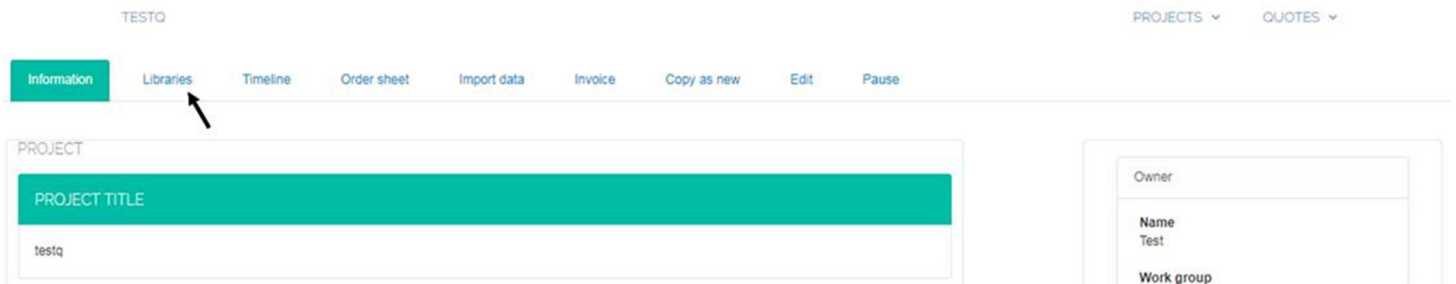


Adding new libraries to a project

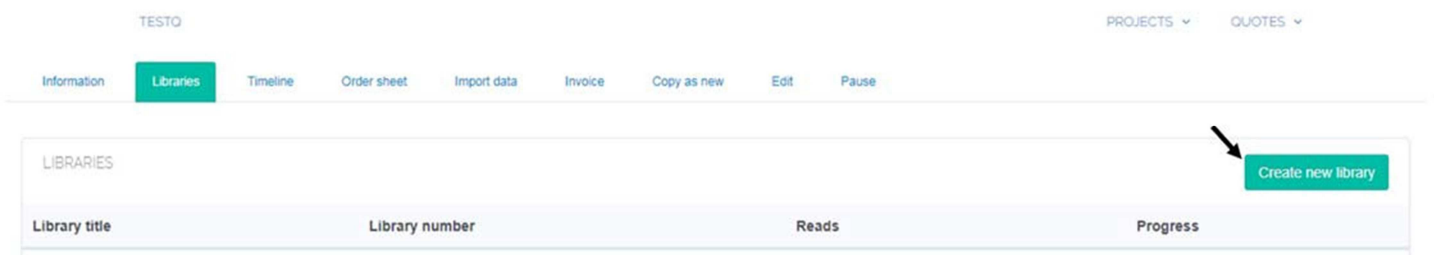
After the creation of a project, you will be at the project overview page. There you have several choices in the tabs bar. The first possibility to add libraries to your project, is suitable for small projects with one or two libraries:

Small projects:

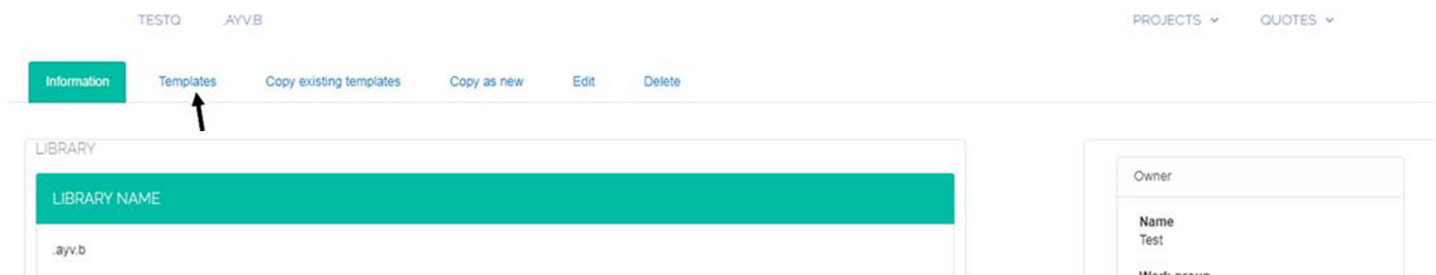
Click on the libraries tab:

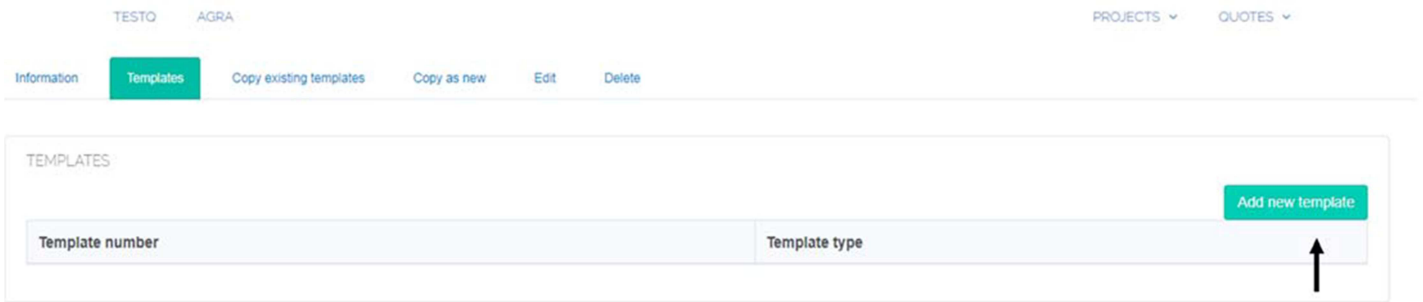


On the library overview page, you can see all previously added libraries (if present). To add a new library, please click the “create new library button”.



After entering all library data and saving it, you have to add at least one template to this library. That template can be Cells/Tissues in case you want us to do the DNA extraction, it can be DNA or RNA, if you extracted those yourself or it can be “user-made library” in case you went through the whole library preparation process. To add one or more templates, please click on the Templates tab and there choose “add new template”:



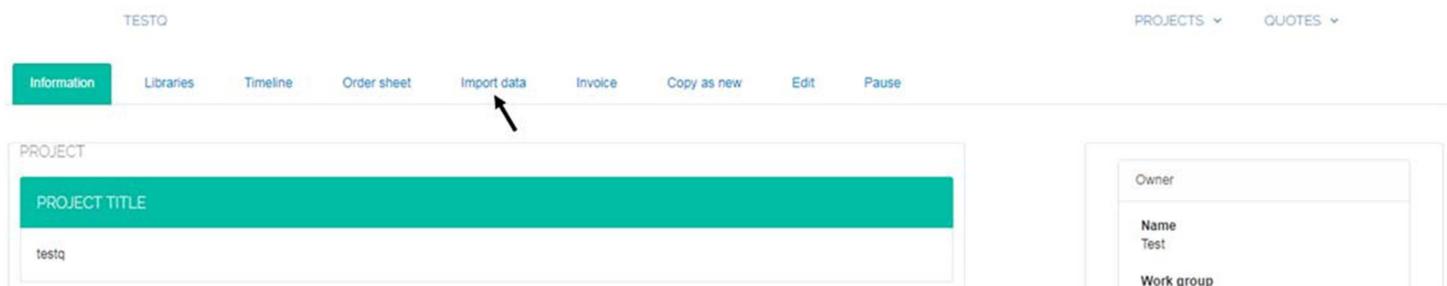


You can on the library level and on the template level decide to Copy this template as a new template ("copy as new") or you can decide to copy it from one of your previous projects ("copy existing template/library").

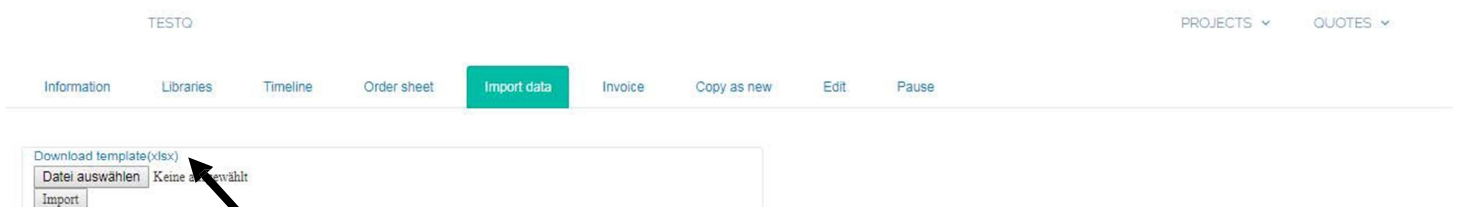
To add another library to the project, you'll have to go back to the project level (click on the project name above the tabs) and then start from clicking on the library tab again.

Larger projects:

As a second option for more libraries, you can chose on the project overview level to click on "Import Data":



There you can download a prefilled Excel file, where you can enter all your library requests and template information in the respective rows. The remaining rows just stay empty. Do not attempt to add more than 95 samples, please make a second project in case you have more samples.



With the normal "choose file" and "upload" buttons, you can import your libraries and templates into the database.

Submitting the project:

As soon as you are done with the addition of all the libraries and associated templates, you can go back to the project level by clicking on the project name displayed above the tabs. You can also go to the overview of the associated library by clicking on that name.

Max Planck Genome centre Cologne - Sequencing Order System

PROFILE SIGN OUT

TESTO AGADF PROJECTS QUOTES

Information Templates Copy existing templates Copy as new Edit Delete

LIBRARY

LIBRARY NAME

agadf

LIBRARY NUMBER

111111.C

LIBRARY TYPE

RNA library incl. rRNA depletion

RUN CONDITION

READS

100,000,000

Owner

Name
Test

Work group

Group Leader

Project testq

Project Number
111111

Project Aim
genome re-sequencing

Sequencer
Illumina Hiseq2500

Project State
Submitted

Total Libraries
3

On the project overview level, you'll find the tab „Order Sheet”.

TESTO PROJECTS QUOTES

Information Libraries Timeline Order sheet Import data Invoice Copy as new Edit Pause

PROJECT

PROJECT TITLE

testq

Owner

Name
Test

Work group

By clicking on that one, you will see a summary of all libraries and templates you have entered so far. As soon as you are confident that everything is the way you want it, you can click on the “print pdf” button, which will also submit the project to us. Please then print the created pdf and add it to the package/the samples you are sending/bringing to us. Please label the tubes based on the template numbers assigned by the system and indicated on the order sheet.

TESTO

PROJECTS ▾ QUOTES ▾

Information Libraries Timeline **Order sheet** Import data Invoice Copy as new Edit Pause

Printing the PDF will submit the project

Print pdf

Library number	Library name	Library type	Required reads	User comment
111111.A	.ayv.b	RNA library incl. rRNA depletion	100,000,000	
Template No		Template type		
111111.A.1		total RNA		
Library number	Library name	Library type	Required reads	User comment
111111.B	agra	RNA library incl. rRNA depletion	100,000,000	
Template No		Template type		
111111.B.1		smallRNA		
Library number	Library name	Library type	Required reads	User comment
111111.C	agadf	RNA library incl. rRNA depletion	100,000,000	
Template No		Template type		

The order sheet to be printed:

Customer name	Institute	Address	Phone	Email
Test	Max Planck Institute for Plant Breeding Research	Carl-von-Linné-Weg 10 50829 Köln	14457	

PLEASE LABEL THE TUBES CLEARLY WITH TEMPLATE NUMBER ON THE LID; PRINT THIS SHEET AND INCLUDE IT IN THE PACKAGE WITH THE SAMPLES!

ARE THERE SAMPLES OF SEVERAL PROJECTS IN THIS PACKAGE?

YES NO

**Especially
important
when sending
samples on dry
ice!!!**

Library Number	Library title	Library type	Organism	Comments
111111.A	.ayv.b	RNA library incl. rRNA depletion	Beta vulgaris	
Template number	Template Type	Concentration	Measured by	Volume
111111.A.1	total RNA	12.0	Qubit	22.0

Tube label

Library Number	Library title	Library type	Organism	Comments
111111.B	agra	RNA library incl. rRNA depletion	Arabidopsis thaliana	
Template number	Template Type	Concentration	Measured by	Volume
111111.B.1	smallRNA	22.0	Qubit	13.0