



## Sample Submission User Guide – Capillary Separation, Purified DNA and Unpurified PCR Product Sequencing Services

**Introduction:** This document will assist in completing the sample submission document for samples that are submitted for the Capillary Separation (CS), Purified DNA (PD) or Unpurified PCR Product (PD+) Services.

### Step 1:

- Log into your user account on the website ([www.agrf.org.au](http://www.agrf.org.au)). You will be prompted to change your password if this is the first time you have logged in
- Select “Submit Samples” from the links on the left of the page

### Step 2:

- At the top of the page is a box (**Box 1**) which will contain your Client Code, Submitter Name, Submitter Phone and Submitter Email.
- Choose your agreement (**1a**) and service type from the dropdown boxes (if you only have a sequencing agreement, you only need to select the service type). If you have more than one Agreement with AGRF a drop-down box will list all your agreements. Please choose the appropriate sequencing Agreement.
- If you do not have a signed Agreement with AGRF, your Client Code and Agreement details will be blank.
- Select the service type from **1b**. A drop-down box will list the different service types available.

### Step 3:

- Select the service for which you are submitting samples (**2a**) from CS (capillary separation, PD (purified DNA) or PD+ (unpurified PCR Product). If you are submitting samples for more than one service, please complete separate forms for each service: e.g. one for CS samples and one for PD samples.
- Select the Sample Format (**2b**): This refers to the vessel in which you will send your sample i.e. tube or plate.
- Select the Product type (**2c**) from:
  - PCR (100 – 200 bp) – PCR product between 100 and 200 bp
  - PCR (200 – 500bp) – PCR product between 200 and 500 bp
  - PCR (>500 bp) – PCR product larger than 500 bp
  - Plasmid
  - gDNA

This does not affect how your samples are processed, but provides AGRF with information to assist our quality control.
- Choose a Payment method from the dropdown box (**2d**). Four choices are available to you:
  1. Purchase Order
  2. Grant Code
  3. Cost Centre Code
  4. Credit card

- If you choose one of the first 3 options, you will be prompted to enter the code / order number into a text box (**2e**). Contact a financial representative from your organisation to check what information they require to be entered here (the information will appear on your invoice). If you choose credit card, you will be asked for your credit card details on receipt of your invoice. These options are designed to help your finance department identify which submissions belong to you so if you are not sure of which code you should use, please contact your finance department.
- Tick Rerun (**2f**) if you have contacted AGRF for some troubleshooting, and you have been informed that a re-run can be undertaken (provided that we have these samples available at our facility to be re-tested). Please enter the exact names of the samples you require to be “re-run” and include in the notes field the “Batch i.d” under which these samples were originally submitted. If you are submitting “new” samples for a troubleshooting-run, also tick the re-run box (**2f**), and add a note saying that you are submitting new samples for the re-run request..
  - Tick the AQIS box (**2f**) if you are sending your samples with an AQIS permit
  - Use the ‘Notes’ box (**Box 2**) to let us know any other information that you think may be useful for us when processing your samples.

**Step 4:**

- Complete the sample names in the table provided or browse for a file to upload (**3a**).
- To simplify the sample naming process for numbered only samples, enter your first sample number (eg 1) in **3b** and your last sample number (eg 39) in **3c** and click ‘Apply Names’. The software will then automatically load your sample numbers into the correct sample name cell/s: starting at Plate Position 1 (A1) and ending at Plate Position 51 (D3) (only if you had selected “plate” as the sample format). You may also choose to prefix the sample number with the same prefix – enter the numbers as above and then complete the sample prefix (**3d**) before clicking ‘Apply Names’. For example, your samples may range from ‘dec 1’ to ‘dec12’ – place dec in the Sample Prefix box, ‘1’ in **3b** and ‘12’ in **3c** and click ‘Apply Names’.
- Filling ‘By Row’ will complete the grid by filling Row A first then Row B (etc.) in a pattern across the grid.
- Filling ‘By Column’ will complete the grid in a downward fashion via column 1 first then column 2 etc..

**Step 5:**

- Click ‘Submit’ once you have completed your form.
- Following submission of samples you will receive a message informing you that your submission has been accepted (see **4a**). You will then need to print a copy of the submission receipt (which is hyperlinked to your form) and send this receipt with your samples to the AGRF. The submission receipt will automatically generate a Batch ID for your sample submission which is based on your User Name. This Batch ID identifies your samples to you.
- If this page refreshes but does not give you the acceptance message, it is likely that the form is incomplete. A red asterisk will indicate where further information is required. Please enter this information and proceed to step 4.

## Screen Shot during the Sample Submission Process:

**Box 1** ← Client Home

1a ← Submit Samples

2b ← Service Type: Service Sequencing - Brisbane

2c ← Sample Format: Plate

2d ← Product Type: PCR (200 - 500bp)

**Box 2** ← Sample Name Range: 1 to 52

3a ← Sample Names grid

3b ← Sample Name Range: 1 to 52

3c ← Sample Names grid

1b → Submitter Name: Team Service

2a → Service Type: 6220 - Purified DNA (PD) - Brisbane

2e → Payment Number: 123456 TS

2f → Notes

3d → Sample Names grid

Sample Name	1	2	3
A	Test1	Test2	Test3
B	Test13	Test14	Test15
C	Test25	Test26	Test27
D	Test37	Test38	Test39
E	Test49	Test50	Test51
F			
G			
H			

## Screen Shot following the Sample Submission Process:

4a → Your submission has been accepted. Please print a copy of the submission receipt for your records and to send with your samples. [Submission Receipt](#)

4a → Create New Submission

Sample Name	1	2	3
A	est1	est5	est16
B	est2	est9	est17
C	est3	est10	est18
D	est4	est11	
E	est5	est12	
F	est6	est13	
G	est7	est14	
H		est15	