

Clarity LIMS

Intuitive Lab Management

Quick Start Guide

What is LabLink?

- Biocomplexity Institute LabLink is the customer portal for submission of samples for Sanger and Next Generation Sequencing.
- Sequencing data can be retrieved by the submitter through LabLink or by anyone with the custom GSC Pickup Site URL.
- Our system ensure accurate billing, quick distribution of data and comprehensive instrument reporting.

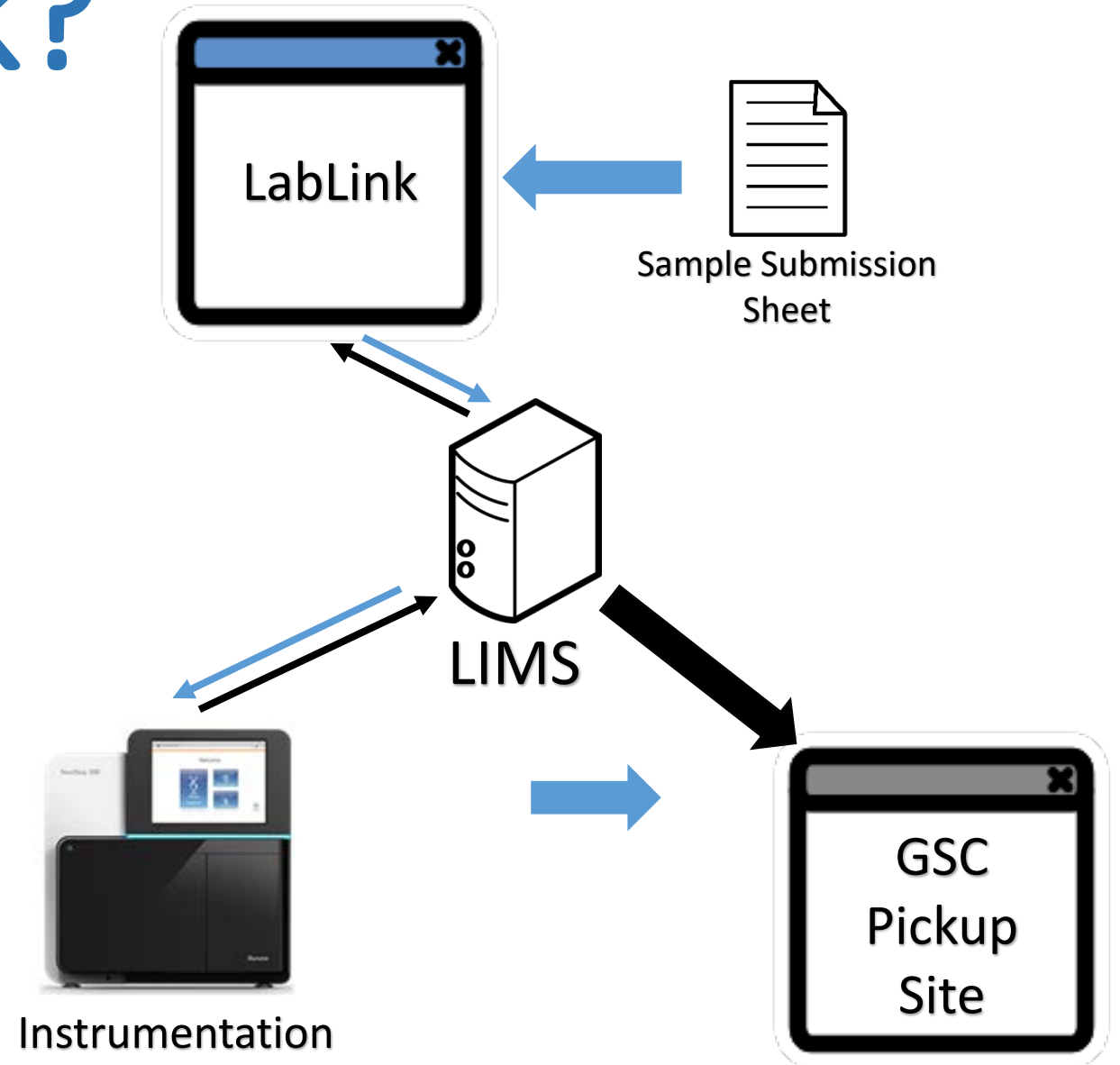


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LabLink

- In order to submit samples to the GSC, users will need to login to [LabLink](https://lims.bi.vt.edu/lablink/Welco) (https://lims.bi.vt.edu/lablink/Welco me.do)

The screenshot shows a web browser window with the URL <https://lims-dev.bi.vt.edu/>. The page header includes the Biocomplexity Institute logo and the text "Genomics Sequencing Center - LabLink" with a date of "May 11, 2018". A sidebar on the left contains links for "Request a User ID" and "Forgot Your Password?". The main content area features a login form with a blue callout box that reads: "Are you new to LabLink? To get started, click the 'Request a User ID' link in the LabLink sidebar." Below this, there are input fields for "User name:" and "Password:", followed by a "Sign In" button. The footer of the page displays the Virginia Tech logo and the text "Powered by [GenoLogics](#)".

Requesting a User Account

- Click on Request a User ID
- Enter the required information ensuring you select the correct account name (Lab Group) from the dropdown.

LabLink Sign Up

Request a User ID
Forgot Your Password?

Required fields have a red outline.

Submit Cancel

Personal Information

First name:

Last name:

Title:

Phone:

Fax:

Email address:

Facility: GSC

Account name:

Are you the PI: Yes

PI Org (VT/Non-VT):

PI Dept/Org Name:

PI Email:

PI Phone:

Accounts Admin Name:

Accounts Admin Email:

Accounts Admin Phone:

Supervisor / PI

First name:

Last name:


Account Information

User name:

New password:

Verify new password:

Submit Cancel



Submitting Samples

- Click on Submit Samples
- Projects in LIMS are single groups of samples, additional samples cannot be added to a project after they are submitted.
- Name the project for easy retrieval by using the PI's name_date_unique ID
 - Example:
Briggs_051518_IHG7Run1

Required fields have a red outline.

Next Cancel

Enter Project Information

Project name:

PI Dept/Org:

PI Name (F/L):

Work Flow:

Project Type:

Credit Card:

Quote Number:

PO/Fund Number:

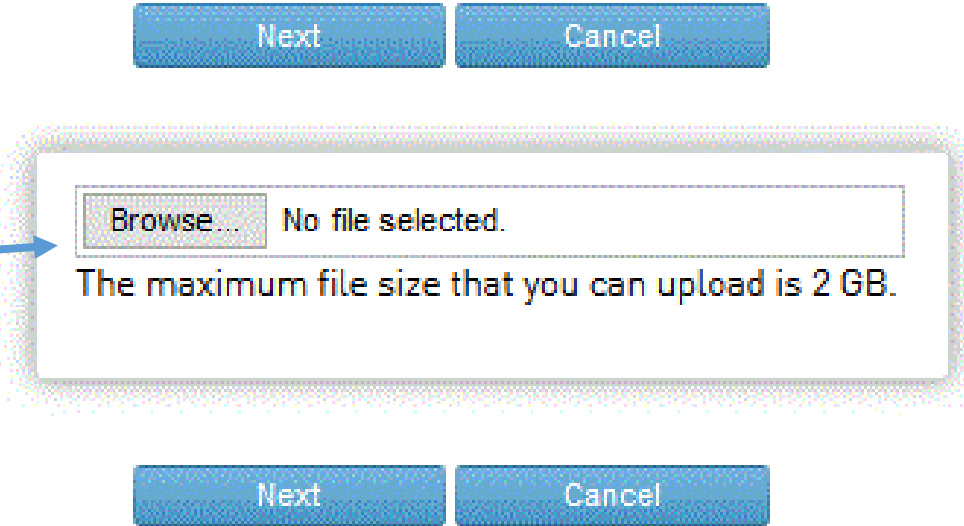
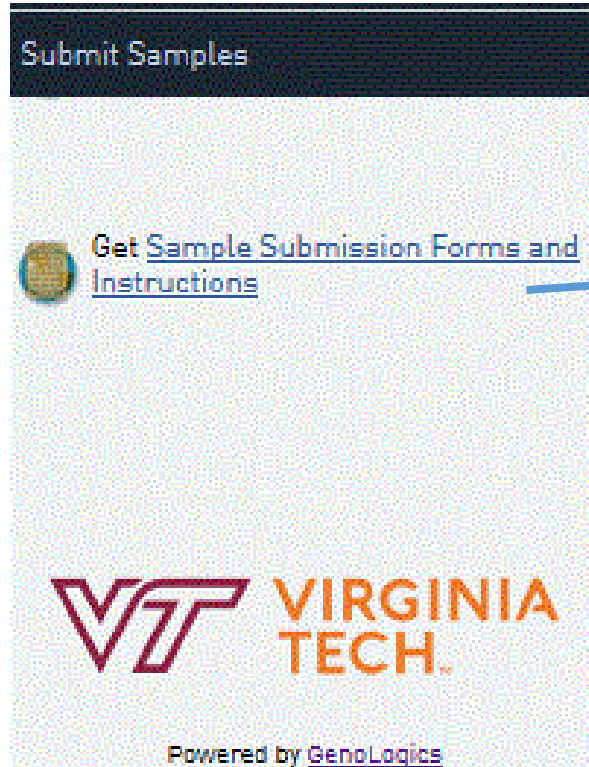
ISR Number:

Note:

Next Cancel

Submitting Samples

- Upload the completed submission form (found at the Samples Submission Forms and Instructions link)
- Click Next



Sample Review

Please review your sample information. Click Agree to signify your understanding and agreement.

- Review the samples information and agree to the statement.
- Click Agree

Name	LIMS ID	Status	Project	Date Received	Last Note	Primer	Primer Tm (C)	Progress	Template Size (bp)
S136	BRI53A31	Pending	Briggs Project			m13	50		100
S137	BRI53A32	Pending	Briggs Project			m13	50		100
S138	BRI53A33	Pending	Briggs Project			m13	50		100
S139	BRI53A34	Pending	Briggs Project			m13	50		100
S140	BRI53A35	Pending	Briggs Project			m13	50		100
S141	BRI53A36	Pending	Briggs Project			m13	50		100
S142	BRI53A37	Pending	Briggs Project			m13	50		100
S143	BRI53A38	Pending	Briggs Project			m13	50		100
S144	BRI53A39	Pending	Briggs Project			m13	50		100
S145	BRI53A40	Pending	Briggs Project			m13	50		100
S146	BRI53A41	Pending	Briggs Project			m13	50		100
S147	BRI53A42	Pending	Briggs Project			m13	50		100
S148	BRI53A43	Pending	Briggs Project			m13	50		100
S149	BRI53A44	Pending	Briggs Project			m13	50		100
S150	BRI53A45	Pending	Briggs Project			m13	50		100

Please request a quote prior to the submission of samples for next-generation sequencing or related services. Services listed below do not require quotes*. All rates and services are subject to change without prior notice. Customers will be billed at the rates effective when the samples were submitted. All services must be pre-authorized by interdepartmental service request (ISR) or other acceptable charge authorization. Unless otherwise agreed upon, samples will be discarded upon completion of services and data links will be deleted after three months.

Customers should validate the sufficiency of sample concentration and purity prior to submission, as these qualities may not be further enhanced during library preparation and sequencing procedures.

*The following services can be performed without any consultation: Sanger, Bioanalyzer, Qubit, QPCR of libraries, and Covaris.

Back

Disagree

Agree

Done

- This page is printable if you so choose, however printing it is not required for sample submission/

Name	LIMS ID	Status	Project	Date Received	Last Note	Primer	Primer Tm (C)	Progress	Template Size (bp)
S136	BRI53A31	Pending	Briggs Project			m13	50		100
S137	BRI53A32	Pending	Briggs Project			m13	50		100
S138	BRI53A33	Pending	Briggs Project			m13	50		100
S139	BRI53A34	Pending	Briggs Project			m13	50		100
S140	BRI53A35	Pending	Briggs Project			m13	50		100
S141	BRI53A36	Pending	Briggs Project			m13	50		100
S142	BRI53A37	Pending	Briggs Project			m13	50		100
S143	BRI53A38	Pending	Briggs Project			m13	50		100
S144	BRI53A39	Pending	Briggs Project			m13	50		100
S145	BRI53A40	Pending	Briggs Project			m13	50		100
S146	BRI53A41	Pending	Briggs Project			m13	50		100
S147	BRI53A42	Pending	Briggs Project			m13	50		100
S148	BRI53A43	Pending	Briggs Project			m13	50		100
S149	BRI53A44	Pending	Briggs Project			m13	50		100
S150	BRI53A45	Pending	Briggs Project			m13	50		100

- Click Done

Generated by Ashley Briggs on May 15, 2018

X _____
Signature

X _____
Secondary signature

Done Print

Data Pick-up

- When a user's sample data is ready the user and PI will receive an email with a link to the data pick-up location.
- Data can also be found by the user on LabLink under the respective projects in the files tab.

Project Detail - xeno sequences Ashley Briggs at Administrative Lab signed in as ashle
May 25, 2018

[Edit Project Details](#) [Add a Note](#) [Import a File](#) [Submit Samples](#)

Project name: xeno sequences	Open date: Thu May 24 00:00:00 EDT 2018
Project LIMS ID: LEE354	Close date:
Status: Open	Invoice date:
Project Type: VT	Fund No: none
ISR No: none	PI Name (F/L): Kris Lee
VT Quote No (NGS only): Required Only for NGS	
PI Dept/Org: BI	
Work Flow: Sanger	

[Samples](#) [Files](#) [Notes](#)

View samples with status: [Apply](#)

Name	LIMS ID	Status	Project	Date Received	Last Note	Progress
TMPR1_22	LEE354A1	Received	xeno sequences	May 24, 2018		Capillary Electrophoresis
TMPR1_22	LEE354A2	Received	xeno sequences	May 24, 2018		Capillary Electrophoresis
TMPR1_22	LEE354A3	Received	xeno sequences	May 24, 2018		Capillary Electrophoresis
TMPR1_22	LEE354A4	Received	xeno sequences	May 24, 2018		Capillary Electrophoresis