

# ATTENTION 7900 SDS USERS!

If you set up real-time PCR in your lab and use the FGC 7900 SDS for your runs, please read the following notice:

We are pleased to announce the implementation of Real Time PCR LIMS, the counterpart to DNA Sequencing LIMS!!! Using LIMS, you will create your SDS sample sheet in your lab, upload your request, and drop off your submission form and reaction plate for us to run. An automated email notification will inform you that the run is complete. Forget your disks – your data will now be internet accessible through your user account!

Please review the following tutorial for submitting your real-time PCR plates using LIMS. All sample plates must be registered using LIMS.

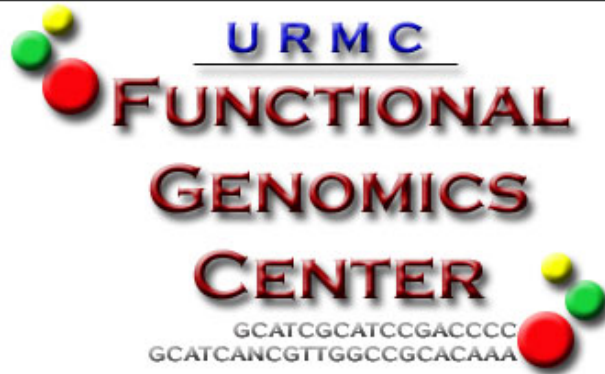
## Creating your LIMS account:

(You DO NOT need to create an account if you already have one for DNA sequencing. Skip to scheduling a run time)

1. Visit our website (<http://fgc.urmc.rochester.edu>) and click “Connect to dnaLIMS”

The screenshot shows a Microsoft Internet Explorer browser window displaying the website for the Functional Genomics Center (FGC) at the University of Rochester Medical Center. The address bar shows <http://fgc.urmc.rochester.edu/>. The website features a navigation menu on the left with buttons for: Connect To dnaLIMS (highlighted with a red arrow), Fees For Services, Staff Contact Information, Submit Samples, Equipment Reservation Calendar, Computer Assistance, FGC News, and Link To URMC. The main content area includes the FGC logo, a banner about public workstation access, a description of the center's services, and a grid of service buttons: DNA/RNA Extractions and Bioanalyzer Quality Assesment, DNA Sequencing, DNA Fragment Analysis Genotyping, Real Time PCR, Microarray, Automation, Microarray Analysis Tools, Consulting Experimental Design Data Interpretation, Reagents, and Clinical Research.

2. Create your account by filling in appropriate information. Once submitted, your account is active.



[Login to LIMS](#)

[Create Login Account for LIMS](#)

[Forgot Your Login Information?](#)

[Instruction Sheet](#)



Functional Genomics Center

**New Account Setup for dnaLIMS**

Login Information	* Required Fields	Contact Information	
Login Name *	<input type="text"/>	Name *	<input type="text"/>
Password *	<input type="password"/>	Phone *	<input type="text"/>
Re-Type Password *	<input type="password"/>	Department *	<input type="text"/>
First Name *	<input type="text"/>	PI *	<input type="text"/>
Last Name *	<input type="text"/>		
Email Address *	<input type="text"/>		

Clear Validate Form Submit

### **Scheduling a Run Time:**

- All 7900 runs MUST be scheduled on the FGC Equipment Reservation Calendar prior to submitting a run request.** For standard Taqman runs, schedule a 2 hour time slot. For SYBR green runs with a melting curve, schedule a 2.5 hour time slot. **If you need to change/cancel your time slot, you must update your slot on the calendar (or notify FGC staff) at a MINIMUM of 3 hours in advance.**

<http://fgc.urmc.rochester.edu>

1. Click on the time you want the run to begin under the 7900 Real Time PCR column and fill in appropriate information to reserve your time. Please keep in mind the submission deadlines (see below) and plan accordingly.

*Submission Deadlines*

8 AM – 12 PM; plate must be at Drop-off location by 2:50 PM the day BEFORE the run  
 12 PM – 4 PM; plate must be at Drop-off location by 10:20 AM the day of the run

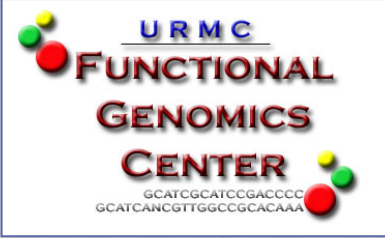
Resource Scheduling - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fgc.urmc.rochester.edu/web/day.php?year=2008&month=06&day=12&area=3

The FGC Resource Scheduling

12 Jun 2008 goto Admin Report Search: Unknown user Log in



GCATCGCATCCGACCCC  
GCATCANCGTTGCCGCACAAA

May 2008 June 2008 July 2008

Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Thursday 12 June 2008

<< Go To Day Before Go To Today Go To Day After >>

Time:	7900 Realtime PCR	NanoDrop G7415
08:00am	*	*
08:30am	*	*
09:00am	*	*
09:30am	*	*
10:00am	*	*
10:30am	*	*
11:00am	*	*
11:30am	*	*
12:00pm	*	*
12:30pm	*	*
01:00pm	*	*
01:30pm	*	*
02:00pm	*	*
02:30pm	*	*
03:00pm	*	*
03:30pm	*	*
04:00pm	*	*
04:30pm	*	*

<< Go To Day Before Go To Today Go To Day After >>

- 2.
3. Use "fgc" as the login and password when prompted and click "Log in"

The FGC Resource Scheduling

4 Jun 2008 goto

**The login and password is fgc.**

Name

Password

Log in

4. Enter the information as directed to make your reservation and click "Save" when done.

The FGC Resource Scheduling

12 Jun 2008 goto Admin Report Search: You are fgc Log Off

### Add Entry

Enter your name: Enter Your name here

Full Description: (Please include your PI's name, phone and e-mail)  
PI name  
your phone number  
your e-mail

Date: 12 Jun 2008

Time: 10:00 am pm

Duration: 2 hours All day

Resources: 7900 Realtime PCR NanoDrop G7415 Use Control-Click to select more than one room

Type:

Repeat Type:  None  Daily  Weekly  Monthly  Yearly  Monthly, corresponding day  n-Weekly

Repeat End Date: 12 Jun 2008

Repeat Day: (for (n-)weekly)  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Number of weeks (for n-weekly):

Save

View Day: Jun 06 | Jun 07 | Jun 08 | Jun 09 | Jun 10 | Jun 11 | [ Jun 12 ] | Jun 13 | Jun 14 | Jun 15 | Jun 16 | Jun 17 | Jun 18 | Jun 19  
View Week: May 12 | May 19 | May 26 | Jun 02 | [ Jun 09 ] | Jun 16 | Jun 23 | Jun 30 | Jul 07  
View Month: Apr 2008 | May 2008 | [ Jun 2008 ] | Jul 2008 | Aug 2008 | Sep 2008 | Oct 2008 | Nov 2008 | Dec 2008

Print Preview

### ***Submitting a Run Request:***

1. Visit our website (<http://fgc.urmc.rochester.edu>) and click "Connect to LIMS"
2. Login to LIMS with your username and password, select Real Time PCR, and Submit.

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Please Login

Login Name:

Password:

Select LIMS

Please note: The Login  is sensitive.

Supported Browsers [Learn More](#)

3. Download Applied Biosystems SDS v2.2 software if you do not currently have this on your PC. (Note if you are a MAC user, you can use a FGC public workstation.)

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[rt-PCR](#) [dnaLIMS](#)

**RT-PCR User Tools**

RT-PCR	User Profile	Other Tools
<p><b><a href="#">Download and Install SDS Application Software on Your PC.</a></b></p> <p><small>You only need to download and install the SDS software once.</small></p> <ol style="list-style-type: none"> <li>■ <a href="#">1. Use SDS v2.2 Software to create your 7900 runfile.</a></li> <li>■ <a href="#">2. Upload .sds file into LIMS to create a request</a></li> <li>■ <a href="#">3. Retrieve Results</a></li> </ol>	<p>■ <a href="#">Contact Info.</a></p>	<p>■ <a href="#">Logout</a></p>

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4. Step 1 directs you to launch the SDS software, create your run file, and save this file to your PC/disk.

5. Click on Step 2 [Upload .sds file into LIMS to create a request](#)

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[rt-PCR](#) [dnaLIMS](#)

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6. Fill in information fields.

7. Browse to select your SDS2.2 (this file will have a **.sds** extension) file. You must configure an SDS2.2 file with the appropriate detectors applied to the appropriate wells, the thermal profile set for your application (default setting is for two step Taqman cycling, SYBR Green users may need to modify this) and the correct sample volume set (default setting is 20ul). **Without an SDS2.2 file accompanying your LIMS request your plate cannot be run.** Follow the instructions below to attach your SDS2.2 file:

- In the "Choose File" field, right click "Browse..."
- and locate the SDS2.2 file you have just configured in your computer's directories.
- Highlight the SDS2.2 file by right clicking on the file
- Right click on the "Open" button.
- The "Choose File:" window should then reflect the location of your SDS2.2 file.

## Upload the .sxx File to the coreLIMS RT-PCR Server

Billing Information \*required

Department:	robotics
PI:	Rosie
Email:	Manvel_Chavez@urmc.rochester.edu
Account Num:	<input type="text" value="1234567890"/> * (10 Characters)
Barcode Number:	<input type="text" value="B0000001"/> * (REQUIRED)
<b>ATTENTION: your run date/time must be scheduled using the <a href="#">FGC Equipment Reservation Calendar</a></b>	
Run Date:	<input type="text" value="10-27-05"/> Example: 10-27-05
Run Time:	<input type="text" value="1PM-3PM"/> Example: 1PM-3PM

Comments:

Select the Browse or Choose File button to locate the .sxx file.

Choose File:

After selecting the file, depress the Submit button to upload the .sxx file to the server.

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FIND YOUR SDS FILE



7. Click Submit and print two copies of your request form.

## Real Time PCR Request

### Upload SDS .sxx File

File Name is: monkey\_Jan-18-2006\_\_1262.sds

Filename format: UserName\_Date\_OrderNumber

Order Information			
PI:	Rosie	Contact:	chavez,manvel
Acct Num:	1234567890	Phone:	2750684
Date:	Jan-18-2006	Email:	Manvel_Chavez@urmc.rochester.edu
Barcode:	B0000001	UID:	1704
Run Date:	10-27-05	Order Num:	1262
Run Time:	1PM-3PM		
Comments:	please save plate!		

Please print 2 copies and turn in one copy with your plate. Please do not forget to submit your physical plate. You must seal your plate with a foil adhesive seal, place your sealed plate inside a ziplock bag with this request form and bring to our Drop-off location. The FGC staff will centrifuge and seal your plate with an optical seal prior to your run.

The request is entered, your order number is 1262.

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### **Submitting Your Plate:**

2. You must seal your plate using a foil adhesive seal and place your sealed plate inside a Ziploc bag with 1 copy of the request form. Make sure to press the foil seal firmly down on top of the wells all over the plate and around the edge to prevent leaks.
3. Bring the bag to our Drop-off location (G7814) and place in the 4 degree C refrigerator in the plastic box labeled for real time PCR plates.  
*Note that storage at 4 degrees C will not affect the results.*
4. Your samples will be delivered via courier service to the FGC staff. Scheduled pick-up times are 10:30 AM and 3 PM, Monday – Friday.  
*Note that if you are using a One-Step RT-PCR kit and your reaction template is RNA (not cDNA), please email Michelle Zanche ([Michelle\\_Zanche@urmc.rochester.edu](mailto:Michelle_Zanche@urmc.rochester.edu)) Andy Cardillo ([Andrew\\_Cardillo@urmc.rochester.edu](mailto:Andrew_Cardillo@urmc.rochester.edu)) to make special arrangements ahead of time.*
5. Submission deadlines for scheduled runs:  
8 AM – 12 PM; plate must be at Drop-off location by 2:50 PM the day BEFORE the run  
12 PM – 4 PM; plate must be at Drop-off location by 10:20 AM the day of the run
6. The FGC staff will centrifuge your plate and seal your plate with an optical heat seal prior to your run. An automated email will notify you that your run is complete and you can download your .sds file from LIMS.

### **Downloading Your Data:**

1. Visit our website (<http://fgc.urmc.rochester.edu>) and click “Connect to LIMS”
2. Login to LIMS with your username and password.
3. Click Real Time PCR LIMS
4. Click on Step 3. Retrieve Results

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[rt-PCR](#) [dnaLIMS](#)

**RT-PCR User Tools**

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5. Select your order number and click Submit

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[Retrieve Results](#)
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**Retrieve Real Time PCR Data**

Order Number Sheet Search		Order#	Process Date	Results Filename	Barcode
<input type="text" value="1037"/>		1037	Aug-24-2005	jerryt_Aug-24-2005_1037	bar-12345
		1028	Aug-23-2005	jerryt_Aug-23-2005_1028	BAR-5000
		1027	Aug-23-2005	jerryt_Aug-23-2005_1027	bar1000

Select a drop box entry to retrieve results from your Order.  
 Then open the file using SDS software and save the file to your computer/disk.

6. Left click your Results File, click Open, and open with SDS software.

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[Retrieve Results](#)
[Menus](#)
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**Retrieve Real Time PCR Data for cardillo,andy**

UID	Order	Template Filename	Results File	Submit Date	Process Date	PI	Acct	Barcode
1929	1047	andy Aug-25-2005 1047	<a href="#">andy Aug-26-2005 1047</a>	Aug-25-2005	Aug-26-2005	Welle	1234567890	B00001340

To download specific files:  
**Mac:** Hold down Control Key, Click Mouse. Select Save Linked File As...  
**PC:** Right Mouse Click, Save Link As...

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**Retrieve Real Time PCR Data for tuneberg,jerry**

UID	Order	Template Filename	Results File	Submit Date	Process Date	PI	Acct	Barcode
216	1028	<a href="#">jerryt_Aug-23-2005_1028</a>	<a href="#">jerryt_Aug-23-2005_1028</a>	Aug-23-2005	Aug-23-2005	ILT	AC-1234567	BAR-5000

To download specific files:

**File Download**

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: jerryt\_Aug-23-2005\_1028  
 File type:  
 From: fgcilms.umc.rochester.edu

Would you like to open the file or save it to your computer?

Always ask before opening this type of file

**Open With**

Click the program you want to use to open 'jerryt\_Aug-23-2005\_1028[1]'. If the program is not in the list, click Other.

Choose the program you want to use:

- Notepad
- PowerDVD
- Roxio EasyCDCreator
- SDS2
- Spybot - Search & Destroy
- Windows Media Player
- WinZip

Always use this program to open these files

7. Save your results file to your PC/disk.

8. Logout of LIMS.