

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!

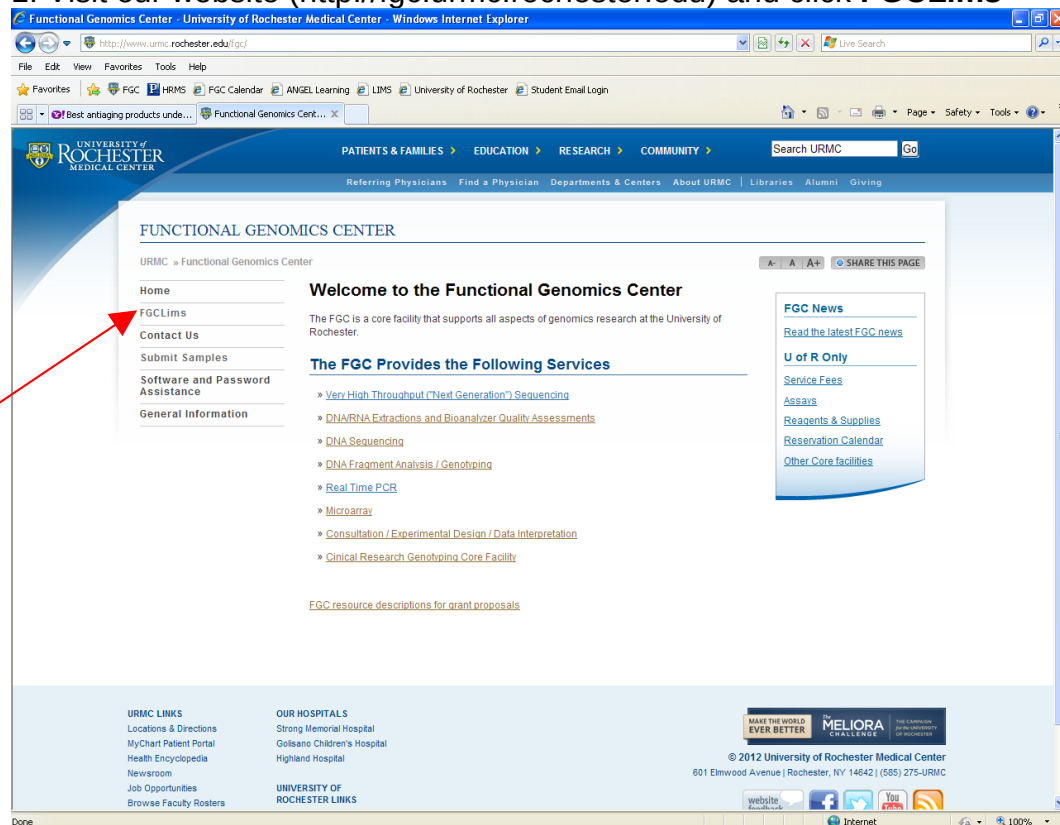
Please review the following tutorial for submitting your real-time PCR plates using LIMS.

All sample plates must be registered using LIMS.

Creating your LIMS account:

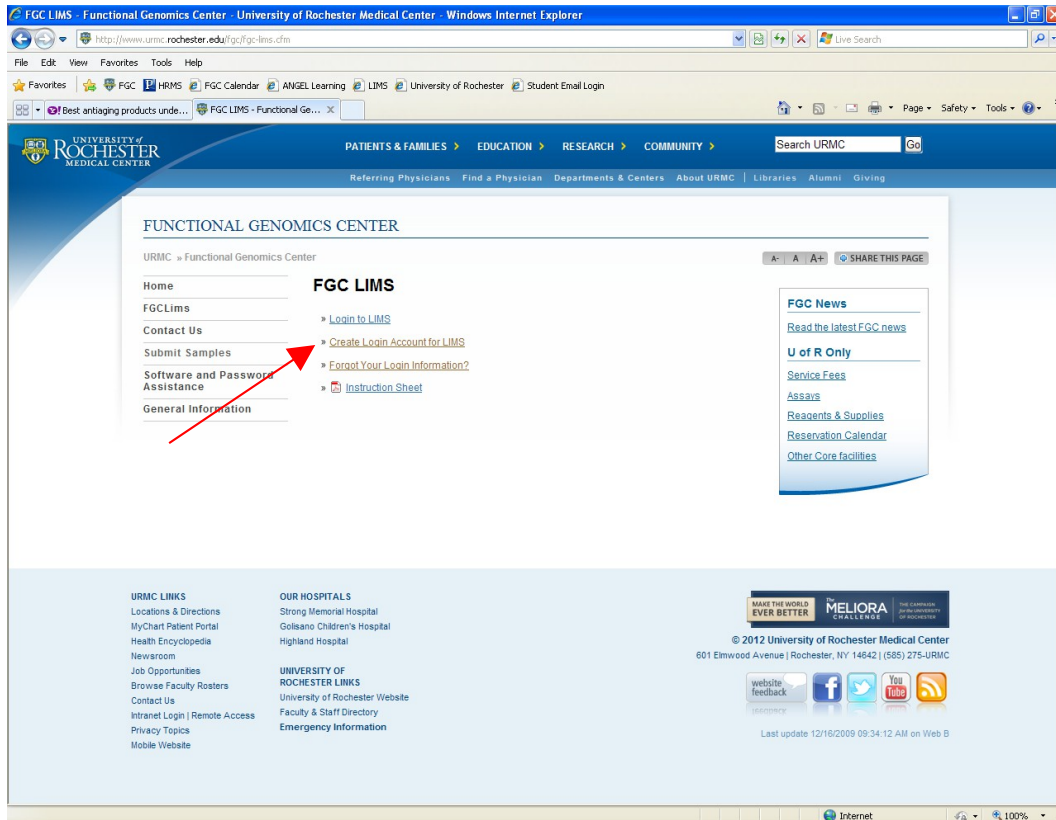
(You DO NOT need to create an account if you already have one for DNA sequencing. Skip to Submitting a Run Request).

1. Visit our website (<http://fgc.urmc.rochester.edu>) and click **FGCLims**

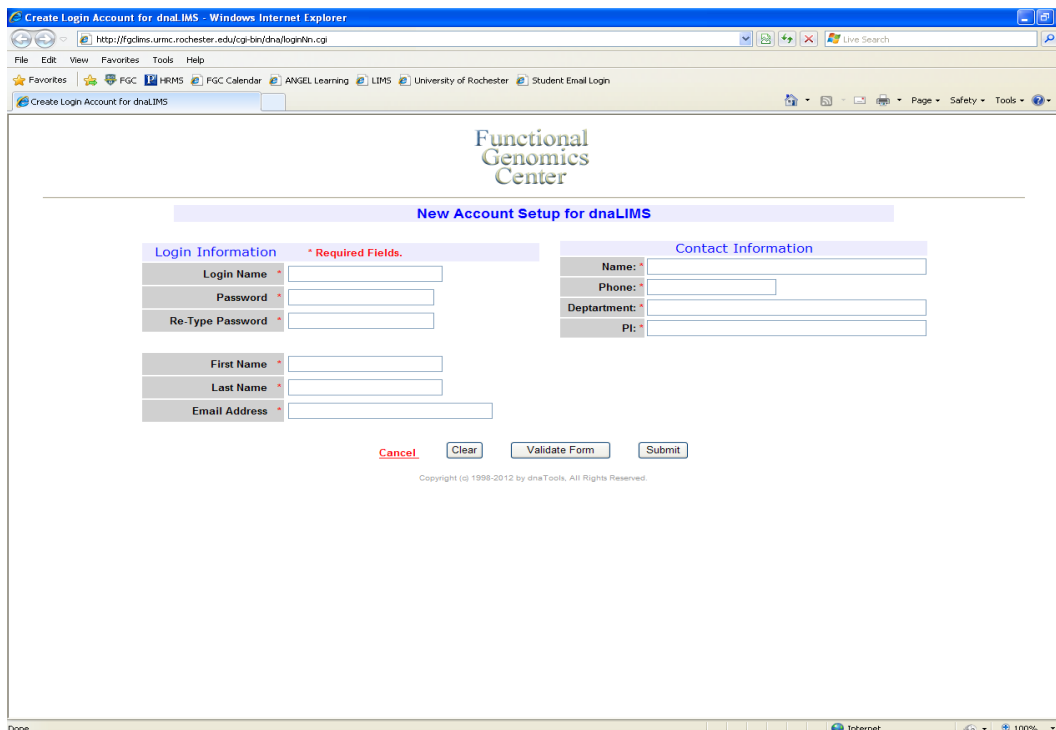


The screenshot shows a web browser window displaying the Functional Genomics Center website. The browser's address bar shows the URL <http://www.urmc.rochester.edu/fgc/>. The website header includes navigation links for PATIENTS & FAMILIES, EDUCATION, RESEARCH, and COMMUNITY, along with a search bar. The main content area features a navigation menu on the left with a red arrow pointing to the 'FGCLims' link. The central text reads 'Welcome to the Functional Genomics Center' and lists various services provided by the FGC, including 'Real Time PCR'. A sidebar on the right contains 'FGC News' and 'U of R Only' links. The footer includes 'URMC LINKS', 'OUR HOSPITALS', and contact information for the University of Rochester Medical Center.

2. Click on the **Create Login Account for LIMS** link.



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



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**.

The screenshot shows the login interface for the DNA Sequencing Ordering and Sequence Retrieval System. It includes the Functional Genomics Center logo and contact information for the University of Rochester. The login form has fields for Login Name, Password, and a dropdown menu for Select LIMS (set to Real Time PCR). A note states that login and password are case sensitive. There are Clear and Submit buttons, and a link for Supported Browsers.

3. Download Applied Biosystems SDS v2.4 and RQ Manager 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.)

The screenshot shows the LIMS website navigation bar with tabs for Logout, Genotyping, RNA, RT-PCR, and DNA. The RT-PCR tab is selected. Below the navigation bar is an Announcements section with a red text box containing instructions to download SDS2.4. The main content area is divided into three columns: RT-PCR, User Profile, and Other Tools. The RT-PCR column contains a link to 'Download and Install SDS Application Software on Your PC' with a red arrow pointing to it, and a list of three steps: 1. Use SDS v2.4 Software to create your 7900 runfile, 2. Upload .sds file into LIMS to create a request, and 3. Retrieve Results. The User Profile column contains a link to Contact Info, and the Other Tools column contains a link to Logout.

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

Logout Genotyping RNA RT-PCR DNA RT-PCR

Announcements:

To use this service, you will need to download SDS2.4 by clicking the link in the box below. Please see additional details on our website. If you encounter problems with downloading or installing SDS2.4 please contact Arnold Walker (Arnold_walker@urmc.rochester.edu or call 276-9998).

RT-PCR	User Profile	Other Tools
<p>Download and Install SDS Application Software on Your PC.</p> <p>You only need to download and install the SDS software once.</p> <ul style="list-style-type: none"> ■ 1. Use SDS v2.4 Software to create your 7900 runfile. ■ 2. Upload .sds file into LIMS to create a request ■ 3. Retrieve Results 	<ul style="list-style-type: none"> ■ Contact Info. 	<ul style="list-style-type: none"> ■ Logout

5. Click on Step 2, **Upload .sds file into LIMS to create a request**, to upload your run file.

Logout Genotyping RNA RT-PCR DNA RT-PCR

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6. Fill in the information fields. You may leave **Run Date** and **Run Time** blank as the FGC will run your plate as soon as possible.

Use to find your SDS2.4 File



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

Billing Information * required

Department:	FGC
PI:	Welle
Email:	Meghann_McBennett@URMC.rochester.edu
Account Num:	<input type="text"/> * (10 Characters)
Barcode Number:	<input type="text"/> * required
ATTENTION: your run date/time must be scheduled using the FGC Equipment Reservation Calendar .	
Run Date:	<input type="text"/> Example: 10-27-05
Run Time:	<input type="text"/> Example: 1PM-3PM

Comments:

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

Choose File Browse...

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

Clear Submit

Browse to select your SDS2.4 file which will have an **.sds** extension. You must configure an SDS2.4 file with the appropriate detectors applied to the appropriate wells, the appropriate 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 (default setting is 20ul). ***Without an SDS2.4 file accompanying your LIMS request your plate cannot be run.*** Follow the instructions below to attach your SDS2.4 file:

- In the "Choose File" field, click "**Browse...**"
- Locate the SDS2.4 file you have just configured in your computer's directories.
- Highlight the SDS2.4 file by clicking on the file
- Click on the "**Open**" button.
- The "**Choose File:**" window should then reflect the location of your SDS2.4 file

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

Real Time PCR Request

Upload SDS .sxx File

File Name is: meghanmcb__Dec-9-2009__3589.sds

Filename format: UserName_Date_OrderNumber

Order Information			
PI:	Welle	Contact:	mcbennett,meghann
Acct Num:	0123456789	Phone:	585-276-9992
Date:	Dec-9-2009	Email:	Meghann_McBennett@URMC.rochester.edu
Barcode:	B00000001	UID:	2061
Run Date:	03-15-10	Order Num:	3589
Run Time:	10AM-12PM		
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 3589.

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Submitting Your Plate:

1. You must seal your plate using an adhesive seal and place your sealed plate inside a Ziploc bag with 1 copy of the request form. Make sure to press the seal firmly down on top of the wells all over the plate and around the edge to prevent leaks.
2. Bring the bag to our Drop-off location (G7814) and place in the 4°C refrigerator in the plastic box labeled for real time PCR plates.

Note that storage at 4°C will not affect the results.

3. 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) or Meghann McBennett (Meghann_McBennett@urmc.rochester.edu) to make special arrangements ahead of time.

4. The FGC staff will centrifuge your plate and seal your plate with an optical 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**

Logout Genotyping RNA RT-PCR DNA **RT-PCR**

Announcements:

To use this service, you will need to download SDS2.4 by clicking the link in the box below. Please see additional details on our website. If you encounter problems with downloading or installing SDS2.4 please contact Arnold Walker (Arnold_walker@urmc.rochester.edu or call 276-9998).

RT-PCR

Download and Install SDS Application Software on Your PC.

You only need to download and install the SDS software once.

- **1. Use SDS v2.4 Software to create your 7900 runfile.**
- **2. Upload .sds file into LIMS to create a request**
- **3. Retrieve Results**

User Profile

■ [Contact Info.](#)

Other Tools

■ [Logout](#)

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5. Select your order number and click **Submit**.

Logout Upload Download View Results Menus **RT-PCR**

Retrieve Real Time PCR Data

Clear Submit

Order Number Sheet Search

Order Number	Order#	Process Date	Results Filename	Barcode
2653	2660	May-7-2008	meghanmcb_May-6-2008_2660_results.sds	XXXXXXXXXX
	2658	May-6-2008	meghanmcb_May-5-2008_2658_results.sds	32400005
	2657	May-6-2008	meghanmcb_May-5-2008_2657_results.sds	32400003
	2656	May-6-2008	meghanmcb_May-5-2008_2656_results.sds	32400001
	2655	May-6-2008	meghanmcb_May-5-2008_2655_results.sds	32400002
	2654	May-6-2008	meghanmcb_May-5-2008_2654_results.sds	32400007
	2653	May-6-2008	meghanmcb_May-5-2008_2653_results.sds	32400008
	2652	May-6-2008	meghanmcb_May-5-2008_2652_results.sds	32400009
	2651	May-6-2008	meghanmcb_May-5-2008_2651_results.sds	32400011
	2650	May-5-2008	meghanmcb_May-1-2008_2650_results.sds	32400010
	2649	May-5-2008	meghanmcb_May-1-2008_2649_results.sds	32400012
	2648	May-5-2008	meghanmcb_May-1-2008_2648_results.sds	32400015
	2647	May-5-2008	meghanmcb_May-1-2008_2647_results.sds	32400014
	2646	May-5-2008	meghanmcb_May-1-2008_2646_results.sds	32400013
	2645	May-5-2008	meghanmcb_May-1-2008_2645_results.sds	32400018
	2644	May-5-2008	meghanmcb_May-1-2008_2644_results.sds	32400019
	2643	May-5-2008	meghanmcb_May-1-2008_2643_results.sds	32400016
	2642	May-5-2008	meghanmcb_May-1-2008_2642_results.sds	32400021
	2641	May-5-2008	meghanmcb_May-1-2008_2641_results.sds	32400020
	2640	Apr-30-2008	meghanmcb_Apr-30-2008_2640_results.sds	XXXXXXXXXX
	2639	Apr-30-2008	meghanmcb_Apr-30-2008_2639_results.sds	XXXXXXXXXX

6. Click your results file and then click **Open** to open with SDS software.

Logout Upload Download View Results Menus **RT-PCR**

Retrieve Real Time PCR Data for mcbennett,meghann

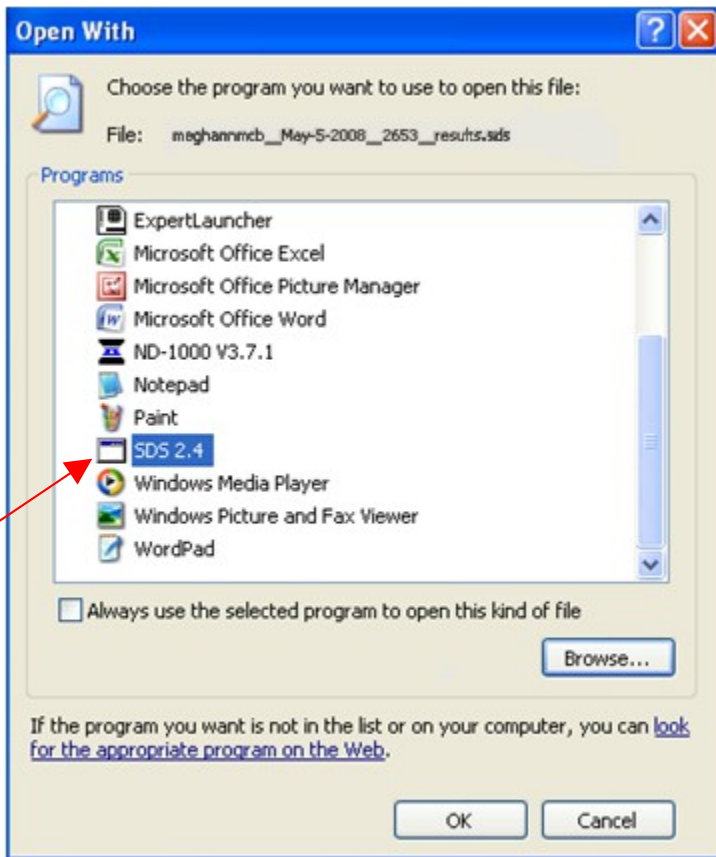
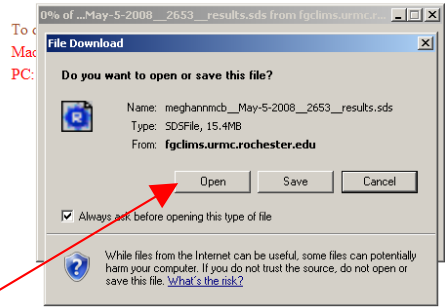
UID	Order	Template Filename	Results File	Submit Date	Process Date	PI	Acct	Barcode
2061	2653	meghanmcb_May-5-2008_2653.sds	meghanmcb_May-5-2008_2653_results.sds	May-5-2008	May-6-2008	Welle	0123456789	32400008

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 mcbennett,meghann

UID	Order	Template Filename	Results File	Submit Date	Process Date	PI	Acct	Barcode
2061	2653	meghanmcb_May-5-2008_2653.sds	meghanmcb_May-5-2008_2653_results.sds	May-5-2008	May-6-2008	Welle	0123456789	32400008



7. Save your results file to your PC/disk.
8. Logout of LIMS.