



This document will assist in completing the sample submission form for samples that are submitted for project based services. This includes all AGRF services excluding Sanger Sequencing.

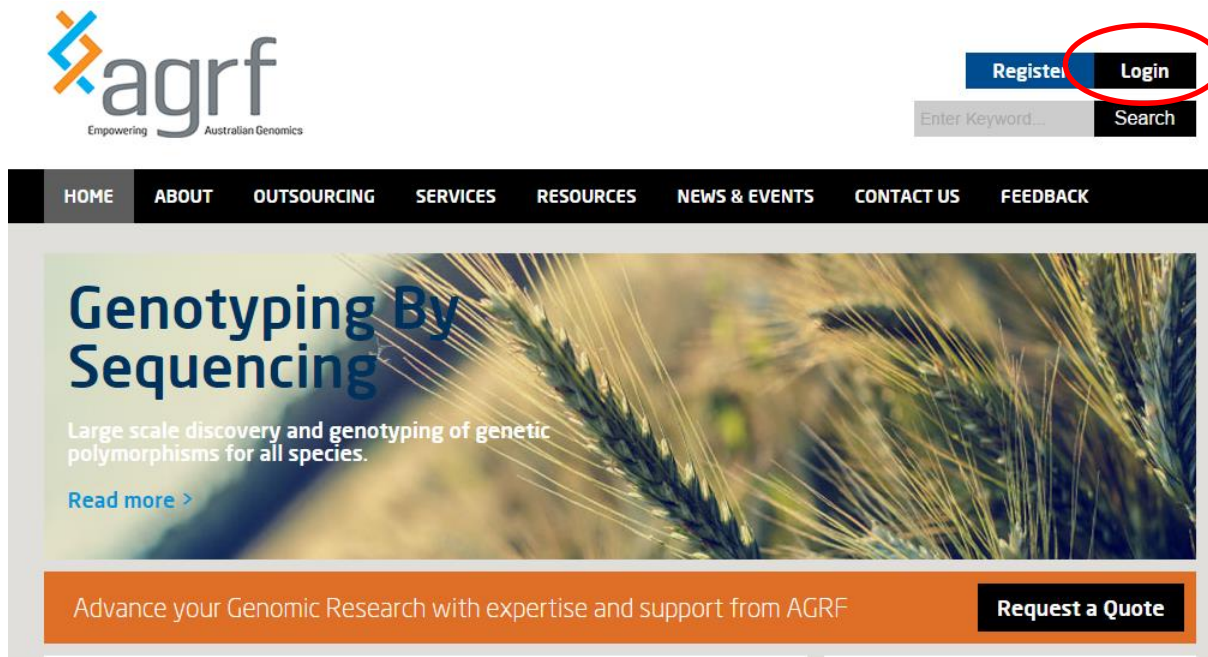
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## 1 Login to your account

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To submit samples online you must be a registered sample submitter with a valid user name and password.

Steps:

- Access the AGRF Login site via: <https://lims.agrf.org.au/ClientSubmission/Logon.aspx>
- If you are registered for an account:
  - Enter your User Name and Password
  - Click the Login button

If you are a new submitter:

Register for an account by accessing the link on this page.

## Your Home Page

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Once you have successfully logged in, your home page is displayed as shown.



- Client Home
- Submit Samples
- Retrieve Data
- My Details
- My Agreements
- My Submissions
- Request Quote
- Help
- Logoff

## Home

### Client Messages

Welcome to your AGRF Home page. Please select fr

## AGRF Melbourne Users

The AGRF Melbourne Node will be closed at 10:30am

## Submitting Samples

Steps:

- Click the Submit Samples from the left side menu



- Client Home
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## Sample Submission

Client Code:	AGFSEQKM	Submitter Name:
Organisation:	Australian Genome Research Facility Sequencing	Submitter Phone:
Agreement Id:	CSEQAGFSEQM0409	Submitter Email:
		Submitter Organisation:
Service Type:*	<input type="text"/>	
Your invoice(s) for this submission/project will be sent to:		
Accounts Payable Organisation:	Australian Genome Research Facility Perth	Accounts Payable Phone:
		Accounts Payable Email:

Note: \* denotes a required field.

Please carefully read the [Key Terms and Conditions](#)

- Complete the Client information section by selecting the relevant Agreement Id. If you have multiple agreements, you will be able to select the relevant agreement from the drop down Agreement Id list. If only one agreement is linked to the client then that agreement Id is displayed instead of the drop down list.



Client Home	<h2>Sample Submission</h2>	
Submit Samples		
Retrieve Data		
My Details		
My Agreements		
My Submissions		
Request Quote		
Help		
Logoff		
Logoff		

Client Code:	AGFSEQKM	Submitter Name:
Organisation:	Australian Genome Research Facility Sequencing	Submitter Phone:
Agreement Id:	CSEQAGFSEQKM0409	Submitter Email:
		Submitter Organisation:
Service Type:*	<input type="text"/>	
Your invoice(s) for this submission/project will be sent to:		
Accounts Payable Organisation:	Australian Genome Research Facility Perth	Accounts Payable Phone:
		Accounts Payable Email:

Note: \* denotes a required field. Please carefully read the [Key Terms and Conditions](#)

- Select the relevant service from the Service type drop down list. If only one service is linked to the contract then that service is displayed instead of a drop down list.

**Note:** If your service type does not appear in the drop down list please contact AGRF.

The sample submission screen for a service consists of the following sections:

- Sample Information section
- Delivery and Packaging Information section

### Sample Information

Sample information that has already been provided to AGRF via a Quote Request will automatically be uploaded onto the Sample Submission form.

### Sample Submission

Client Code:	AGFSEQKM	Submitter Name:
Organisation:	Australian Genome Research Facility Sequencing	Submitter Phone:
Agreement Id:	CSEQAGFSEQKM0409	Submitter Email:
		Submitter Organisation:
Service Type:*	<input type="text" value="Genotyping - Fragment Separation"/>	
Region:*	<input type="text" value="Melbourne"/>	
Your invoice(s) for this submission/project will be sent to:		
Accounts Payable Organisation:	Australian Genome Research Facility Perth	Accounts Payable Phone:
		Accounts Payable Email:

Note: \* denotes a required field.

Please carefully read the [Key Terms and Conditions](#)

Service:*	<input type="text"/>
Species:	<input type="text"/>
Size Standard (if known):	<input type="text"/>
Product Type for Fragment Analysis:*	<input type="text"/>
Product Maximum Size:*	<input type="text"/>
Product Dry:*	<input type="text"/>
Product Details File:	<input type="button" value="Choose file"/> No file chosen <a href="#">Template File</a>
Container Type:*	<input type="text"/>
Sample Ids:*	<input type="checkbox"/> Rerun <a href="#">?</a> <input type="button" value="Choose file"/> No file chosen

Upload completed preformatted excel Template file.

## Steps:

- Complete all the relevant fields for the samples being submitted. *Note: Fields marked with \* are required fields and must be filled*
- Sample details can be provided in an AGRF template or you may use your own excel spreadsheet. These are uploaded via the “Browse” button.
- If there is any other information that you think may be useful for us when processing your samples please advise us through the “Additional Comments” box.

### Delivery and Packaging Information

Delivery Method:

Delivered by/Dropped at:

Temperature:

**Note:** Packages sent on dry ice can not be sent via regular post. Please use a courier service that can transport dry ice or, if possible, drop your material off at an AGRF location.

## Delivery and Packaging Information

Complete the delivery and packaging information for your samples at the bottom of the screen as per the following:

### Delivery method

Please select from the following dropdown choices:

- Courier - please enter the Courier name in the ‘Delivered by’ field
- Drop off - please select either Customer in the ‘Delivered by’ field or select an AGRF Node collection point to indicate where the samples were delivered
- Post - please select either Post Express or Post Normal in the ‘Delivered by’ field
- Internal mail – please type the name of the organisation in the ‘Delivered by’ field

### Delivered by/dropped at

Please select the applicable dropdown option or directly type in the delivery details/drop-off location.

If selecting “courier”, please enter the courier company name after selecting the “Courier – {Enter Name}” option.

### Temperature

Please select from the following dropdown choices:

- Dry ice (note: samples on dry ice cannot be sent through the normal post)
- Ice
- Room Temperature

These delivery and packaging fields are not mandatory but if you are able to provide us with these details, AGRF will use this information to track your samples internally with our electronic tracking system

Once you have confirmed your information is correct, Click the Submit button.

Successful sample submission will display a submission message (see Section 4 below)

## Sample Submission Receipt

Following submission of samples you will receive a message informing you that your submission has been accepted. A Submission Receipt is generated for each batch of samples that are submitted.

<b>Client Home</b>	<b>Sample Submission Confirmation</b>
Submit Samples	Submission Reference(s): GTILCSEQAGFSEQM0409-14
Retrieve Data	Thank you for submitting your sample details online.
My Details	If your submission receipt does not begin downloading within 5 seconds, please download a copy by clicking this <a href="#">direct link</a> . If you have not already done so, please print a copy and ensure that it is sent with your samples to AGRF with the barcode at the top of the page visible.
My Agreements	You have nominated Courier as your preferred delivery method. Please arrange to deliver your samples to AGRF.
My Submissions	Please contact your local AGRF location should you require any assistance. The contact details can be found at our <a href="#">contacts</a> page.
Request Quote	A confirmation email has been sent to your registered email address. If you do not receive it, please check that it has not been placed in your junk mail folder.
Help	
Logoff	

### Steps:

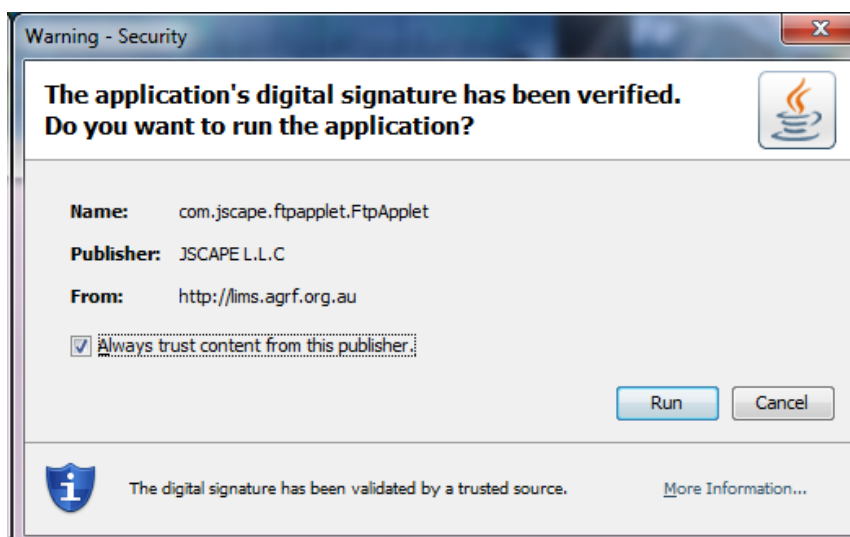
- Click the Submission Receipt that is hyperlinked to your sample submission
- View the receipt and make sure all the details are correct
- Print a copy of the submission receipt and send this receipt with your samples to AGRF
- If this page refreshes but does not give you the acceptance message, it is likely that the form is incomplete. A red asterisk will indicate where further information is required. Please enter this information and continue to the next steps.

## Retrieving Data

FTP Site: By clicking the retrieve data button, data can be retrieved via the FTP site. When retrieving data for the first time, the FTP Applet plugin (which also requires Java Runtime Environment) will need to be installed. You will need to allow the popup security warning (displayed below), by clicking the Run button. You can also tick the Always trust content check box. The following system requirements are needed to install the plugin:

Preferred Operating Systems: Windows 7, XP and Vista, or Mac OS X

Browser: Internet Explorer or Firefox



Once the plug-in is installed, two sets of file systems can be viewed (see picture below). The left window is your local system/computer; the other is your FTP results folder at AGRF. By selecting files from the AGRF FTP folder (right side) you can transfer them to your computer (left side) by clicking on the folder. This will transfer the selected files to the selected folder on your computer. Please note the folder you wish to transfer to should be selected in the top field of the Local System directory. E.g. In the screen shot below, by clicking << the three files highlighted will be transferred to the "C:" root directory not the "Documents and Settings" folder.



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- Client Home
- Submit Samples
- Retrieve Data**
- My Details
- My Agreements
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## Retrieve Data

Connect to:  using  FTP  Secure FTP (FTP over SSL)  HTTP

**Note:** Can't see your data? Try connecting to a different server from the "Connect to" list above.

Folders	Name	Size
 TeamService	 TeamService326.zip	1.50 MB

[Prefer using FTP? Click here!](#)

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The delete button (and drop down list) located above the Local System directory will delete all files in your folder. Selecting a subfolder from the drop down list and clicking delete will delete that subfolder. It is not possible to select individual files for deletion.

Once you have transferred all files you require, please click the Log Off button located in the top right corner (or you will remain logged on to the AGRF system).

*Please note that data is automatically deleted from the FTP site after 30 days.*