

Use this as a guide to submit your samples online for routine services. This includes Sanger sequencing, fragment separation and fragment analysis.

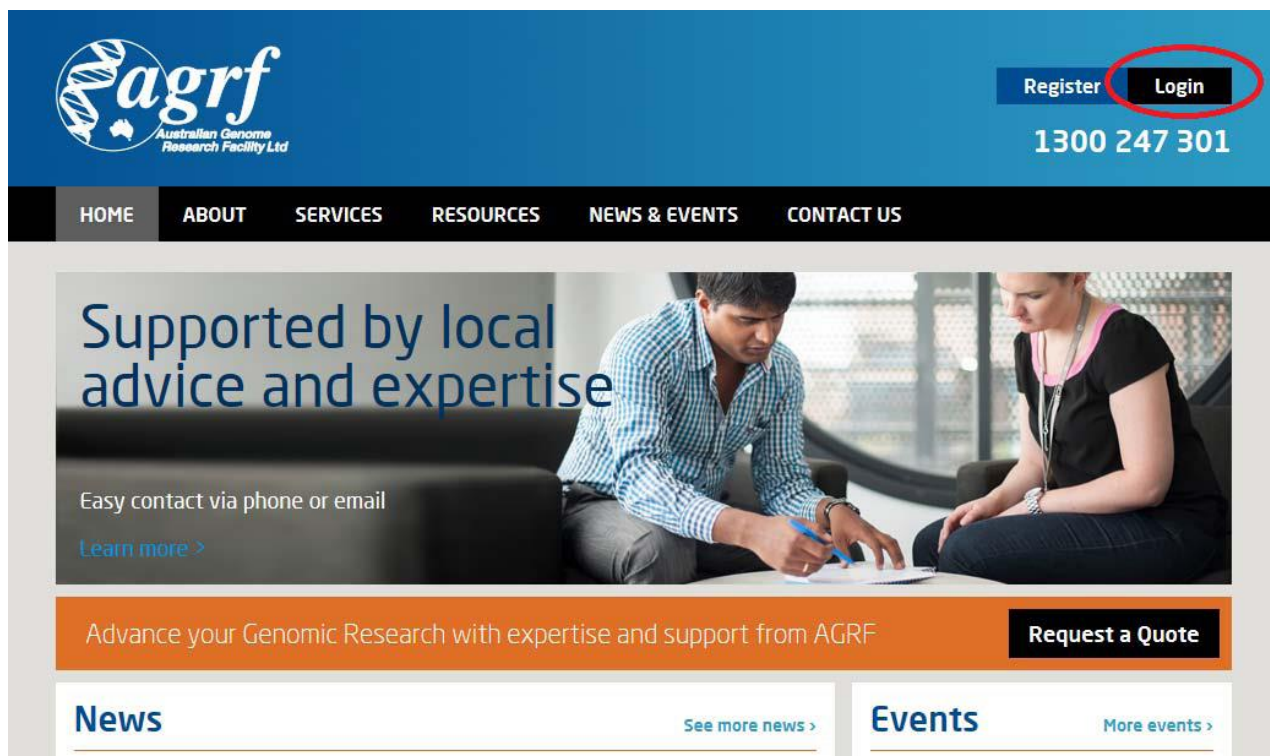
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1 Online Sample Submission

1.1 Submit sample details

1. Navigate the web browser to the AGRF homepage: www.agrf.org.au
2. If you already have an account, click into the Login Section
3. If you are a new user you will need to click the register section



The screenshot shows the AGRF website homepage. At the top left is the AGRF logo. To the right of the logo are 'Register' and 'Login' buttons, with the 'Login' button circled in red. Below these is the phone number '1300 247 301'. A navigation bar contains links for 'HOME', 'ABOUT', 'SERVICES', 'RESOURCES', 'NEWS & EVENTS', and 'CONTACT US'. The main content area features a banner with the text 'Supported by local advice and expertise' and 'Easy contact via phone or email', with a 'Learn more >' link. Below the banner is an orange bar with the text 'Advance your Genomic Research with expertise and support from AGRF' and a 'Request a Quote' button. At the bottom, there are sections for 'News' with a 'See more news >' link and 'Events' with a 'More events >' link.

4. Once login is selected you will see a field like this. Fill in details to log in.

Login

New customers/submitters will need to [register](#) with AGRF before submitting samples.

User Name:
 Password:

[Change Password](#) [AGRF Home](#)

5. For new users, the following page will load with prompts to complete the details displayed. There are three sections to be completed:

1. Your details
2. Invoicing details
3. Login details

Use the TAB key to move to the next field as each field is completed. Your Username will be generated based on your First and Last names.

Once all relevant fields are completed, click the submit button. Please make a note of your Username (generated) and Password (chosen) on this screen as this will be your future login.

New Submitter

Please register your details with AGRF before submitting your samples. These details simply provide us with your contact and billing information.

NB: * denotes a required field.

Your Details:

First Name: * Email Address: *
 Last Name: * Phone Number: * ()
 Organisation: * Other Number:
 Institution/Faculty/Department:

Invoicing Details:

Accounts Payable Contact: As Above Contract Id: (if known)
 First Name: * Email Address: *
 Last Name: * Phone Number: * ()
 Organisation: * Other Number:
 Institution/Faculty/Department: Fax. Number: * ()
 Billing Address: State: *
 Street: * Postcode: *
 Suburb: * Country: *

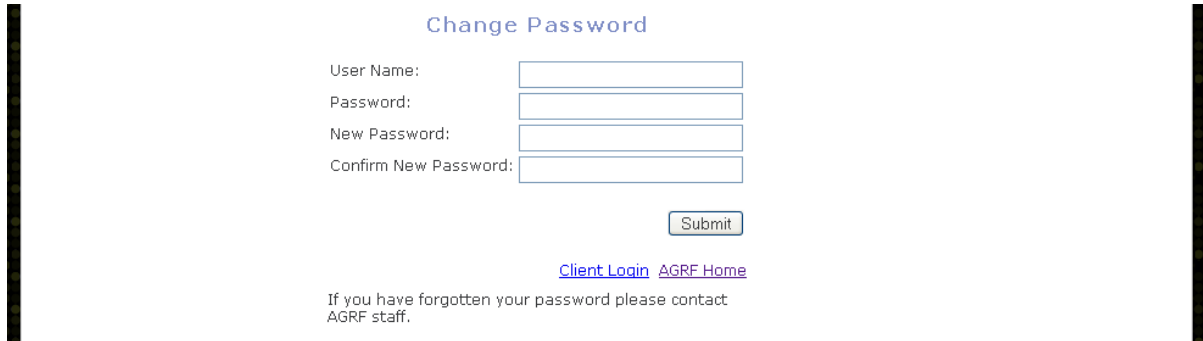
To complete the AGRF User Registration process, a user name has been automatically generated for you. Please provide us with a password and confirm your password before clicking the Submit button.

Login Details:

User Name:
 Password: *
 Confirm Password: *

[Client Login](#) [AGRF Home](#)

- To change the password, click the Change Password link on the Client Login page, enter your username and your password followed by your new password. Confirm your new password and click submit.



Change Password

User Name:

Password:

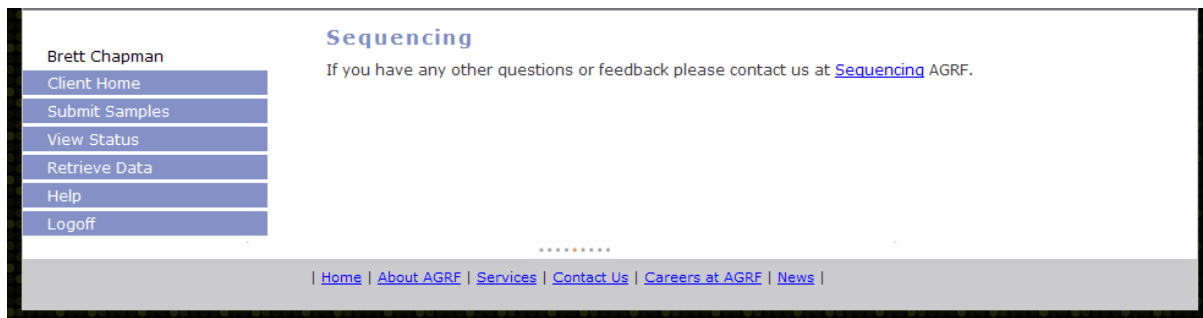
New Password:

Confirm New Password:

[Client Login](#) [AGRF Home](#)

If you have forgotten your password please contact AGRF staff.

- Once this is done you will need to return to the main login page and login using your username and new password.
- Once you have logged in you will enter your own LIMS Home page



Brett Chapman

Client Home

Submit Samples

View Status

Retrieve Data

Help

Logoff

Sequencing

If you have any other questions or feedback please contact us at [Sequencing](#) AGRF.

[Home](#) | [About AGRF](#) | [Services](#) | [Contact Us](#) | [Careers at AGRF](#) | [News](#) |

- There are six options in the menu on the left hand side of the page. Clicking the Submit Samples button will link to the Sample Submission page.

1.2 Sample Submission:

- All personal details will be automatically filled based on the user login. The drop down boxes should be completed and any further notes regarding the submission should be added. The Sample names can be filled out individually or by using the Sample Name Range boxes combined with the Sample Prefix box and pressing Apply Names. As H1 is where the AGRF control is placed, the maximum number of samples per plate that can be submitted to AGRF is 95. Once all the relevant information has been added and samples have been named, press the Submit Button to lodge your samples with AGRF. For further information on submitting samples please refer to the Sample Submission User Guide (available on the sample submission website page).



The screenshot shows the 'Sample Submission' form on the AGRF website. The form includes a navigation menu on the left with options like 'Client Home', 'Submit Samples', and 'View Status'. The main content area contains a header with the AGRF logo and a 'QUOTE Request' button. Below this is a navigation bar with links for 'Home', 'About AGRF', 'Services', 'Contact Us', 'Careers at AGRF', and 'News'. The form itself is titled 'Sample Submission' and includes a note about referring to the 'User Guide'. It contains several input fields and dropdown menus for 'Client Code', 'Agreement', 'Service Type', 'Service', 'Sample Format', 'Product Type', 'Payment Method', and 'Payment Number'. There are also checkboxes for 'AQIS' and 'Rerun'. A 'Notes' section is provided for additional information. Below the notes, there are instructions for sample submission and a section for entering sample names, including a 'Sample Name Range' field and a 'Sample Names' table. The table has columns for sample ranges and names, with the first two rows containing 'Test1-3' and 'Test13-15'. At the bottom of the form are 'Cancel' and 'Submit' buttons.

2. Once the submit button has been clicked, the web page will be updated with the BATCH ID. There will also be a statement about the changes being submitted successfully and a reminder to please print the sample submission report. The sample submission report can be found by clicking the view sample submission report link. Please note that this report should be printed out and submitted with your samples.

2 AGRF Sanger Sequencing Delivery Addresses:

Adelaide Node:

AGRF
c/o Plant Genomics Centre
University of Adelaide
PMB1 Glen Osmond
Urrbrae SA 5064

Melbourne Node:

AGRF
c/o WEHI
1G Royal Parade
Parkville VIC 3050

Brisbane Node:

AGRF
c/o Level 5 Gehrman Laboratories
University of Queensland
Research Road
St Lucia, Qld 4072

Sydney Node:

AGRF
c/o Westmead Millennium Institute Building
176 Hawkesbury Road
Westmead NSW 2145

Perth Node:

AGRF
c/o Harry Perkins Institute for Medical Research
QEII Medical Centre
QQ block, level 1
6 Verdun St,
Nedlands WA 6009

Samples can be dropped off in person to the laboratory, sent by courier or mailed. All samples need to be accompanied by a completed Sample Submission Form (See 1.2: Using AGRF online Sample Submission). Please use Express Post satchels (plastic), padded envelopes or bubble wrap when posting samples to prevent sample damage.

3 Monitoring Sample Status:

Now that you have successfully submitted your batch you can check the status of your samples by clicking the view status link on the left hand side menu below the submit samples button. By entering either a valid BatchID or sample name and clicking search you will be able to see the status of your batch or samples.



Matthew Johnson

- Client Home
- Submit Samples
- View Status
- Retrieve Data
- Help
- Logoff

View Status

Batch:

Sample:

[Home](#) | [About AGRF](#) | [Services](#) | [Contact Us](#) | [Careers at AGRF](#) | [News](#) |

The status will be displayed as one of the following:

- i) **Submitted** – The samples have been submitted to AGRF
- ii) **Received** – The samples have been received by AGRF
- iii) **Sorted** – The samples have been arrayed into running order
- iv) **Transferred** – The samples have been transferred to AGRF Run plates
- v) **Sequence Setup** – The plate has been set up for sequencing reaction (PD samples only)
- vi) **Cycled** – The plate has finished the sequencing reaction (PD samples only)
- vii) **Cleaned** – The plate has been cleaned using CleanSeq post Sequencing (PD samples only)
- viii) **Loaded** – The plate has been loaded onto the AB3730xl Platform
- ix) **Sent for scoring** – The results have been put through AGRFs autoscoring (and QC pipeline)
- x) **Analysed** – The results have been analysed for QC by AGRF staff
- xi) **Sent to Client** – The results have been sent out to a secure FTP folder