





## The Centre for Applied Genomics

The Centre for Applied Genomics  
 The Hospital for Sick Children  
 Peter Gilgan Centre for Research and Learning  
 686 Bay St., Toronto, ON, Canada M5G 0A4

### How to place an order in Genesifter LIMS (Sanger sequencing)

1. Go to <http://genesifter.research.sickkids.ca/gsle/mainPage> and login using your username and temporary password which is currently set to your 'username'. (You can reset your password after you have signed in for the first time – see item #18 below for more details).
2. Follow the instructions for sample preparation and submission on the Genesifter homepage. This information is also available at this link: <http://tcag.ca/facilities/dnaSequencingSynthesis.html#3>
3. Under the "Orders" tab at the top of the page, or in the 'Orders' box, click "Place Order".
4. Choose the appropriate Order Form (**Sequencing Plasmids PCRs - tubes OR plates OR BACs**)
5. If you are submitting 20 or more samples, use the **Sequencing Plasmids/PCRs-plates** order form, and please submit DNA in 8-strip PCR tubes or 96-well PCR plate format.
6. When using the **Sequencing Plasmids/PCRs-tubes form**, choose the range or number of samples that you would like to sequence. I.e. if you are submitting 15 samples, enter '1-15'. You can also press the 'More Rows' button to enter additional lines (the maximum number of samples allowed on this form is 19) . If you are submitting 20 or more samples, please use the **Sequencing Plasmids/PCRs-plates** form. You can choose the range of wells (eg. A01-B12, etc) on this form as well.
7. Enter sample names in the "Template Label" column. **Include both the Template name and the custom primer name in the "Template Label" field if you want the primer name to appear in the name of the sequence file returned to you. Do not use spaces or any special characters other than dashes or underscores in any entered field.**
8. If you would like to use an excel spreadsheet to enter sample names, choose the range of samples you wish to sequence and then press the  (arrow down) button on the top right of the form to save a template to your desktop and fill out the sheet, OR copy and paste the information from your excel spreadsheet into the provided template (if using a custom primer be sure to include the name along with the template name within the template label field). You can choose the chemistry and primer type after you upload the file back to the website. To re-upload the form, press the  (arrow up) button and choose the file to upload. The system does not accept custom excel spreadsheets, and will only accept the template file. **If you are using the 'tubes' form, please choose the range of samples before downloading and filling out the excel template).**
9. If you are using a facility stock primer, please choose the name of the primer from the drop-down menu. If you are using your own (custom) primer, please choose 'user added' from the drop down menu (be sure to include the custom primer name in the template field). You can use the auto-fill options for filling in the form, as well as regular copy and paste functions.
10. Once all samples are entered, choose the type of chemistry that applies to your samples from the drop-down menu in the last column. (ie. Standard, Difficult template – this includes GC-rich, Repetitive and templates that may contain Secondary Structure). Click "Next".
11. Click the "**Purchasing Information**" link and choose the billing address for the account. For first-time users, a billing address will need to be entered, but the information will be saved for subsequent orders. If the

Facility contacts: Tara Paton ([tpaton@sickkids.ca](mailto:tpaton@sickkids.ca)) or Beverly Apresto ([bapresto@sickkids.ca](mailto:bapresto@sickkids.ca));  
 416-813-8643

address that appears is not your current address, please email Beverly ([bapresto@sickkids.ca](mailto:bapresto@sickkids.ca)) with the new information.

12. The Payor information is the same as the username.
13. Enter **Charge Code Type** - if you are outside The Hospital for Sick Children, choose "PO number" (the PO number will appear on the invoice) or "Issue an invoice - Credit Card or Cheque" from the drop-down menu. Enter 'Credit card' or 'Cheque' in the '**Charge Code**' field. Please note that payment of invoices by credit card is done via our secure website: <https://payments.research.sickkids.ca/>. If you would like to pay your invoice by cheque or PO, please forward invoice to person(s) responsible for payments or your institution accounts payable department.
14. If you are within The Hospital for Sick Children, choose "HSC cost centre number" (this is the same as "Project ID") and enter the 10-digit number in the space provided.
15. Click "Next" and review your order. Once an order has been submitted, you will NOT be able to edit sample information, add or delete samples or edit purchasing information. **Please contact the facility if a change is needed to your order after submission.**
16. Review order submission and if all is correct and complete, click "Submit Order".
17. If you are unable to press the 'Submit Order' button, this means that there is some information that is missing, please review your order to be sure that all required fields are filled out.
18. To reset your password go to the following link:  
<http://genesifter.research.sickkids.ca/gsle/Core/passwordReset> and enter your username and the email address that we have on file for your account. If you need assistance in retrieving this information, please email Beverly ([bapresto@sickkids.ca](mailto:bapresto@sickkids.ca)).
19. Bring or send samples to:
  - DNA Sequencing Facility
  - The Centre for Applied Genomics
  - The Hospital for Sick Children
  - Peter Gilgan Centre for Research and Learning, Rm. 139800
  - 686 Bay St., Toronto, ON, Canada M5G 0A4

Samples can also be submitted to our off-site collection boxes (collected each business day by 2:00pm):

- i. **University of Toronto:** outside the room 7308, Medical Sciences Building (1, King's College Circle).
- ii. **Mars Building, East Tower:** UHN Glass Washing and Sterilization Services. Rm. 4-409 - 4th floor East Tower.
- iii. **Mount Sinai Hospital:** 10<sup>th</sup> floor (Murray St. elevators), across from room 10-91.