

# 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.

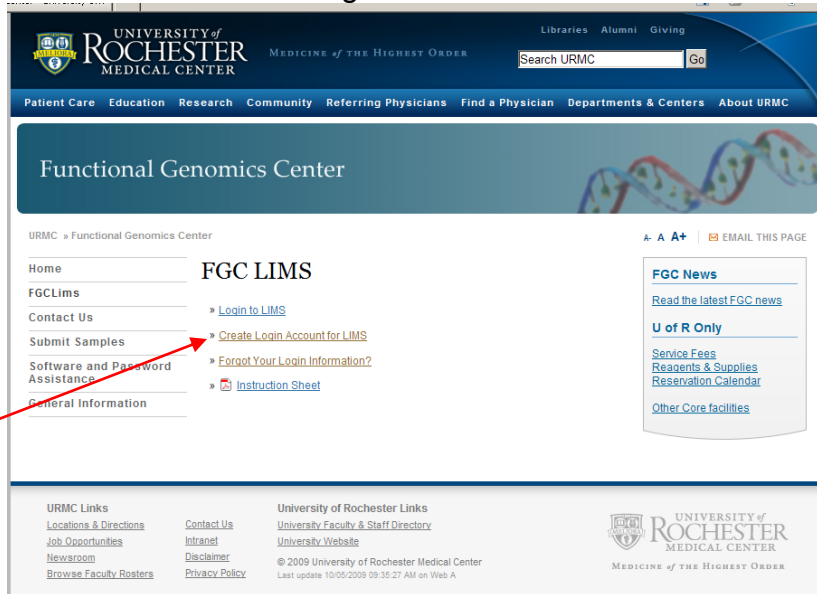
## Creating your LIMS account:

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

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


The screenshot shows the Functional Genomics Center website in a Windows Internet Explorer browser window. The browser's address bar shows the URL <http://www.urmc.rochester.edu/fgc/>. The website header includes the University of Rochester Medical Center logo and navigation links for Patient Care, Education, Research, Community, Referring Physicians, Find a Physician, Departments & Centers, and About URM. The main content area features a large blue banner with the text "Functional Genomics Center" and a DNA double helix graphic. Below the banner, a navigation menu on the left lists: Home, FGCLims (highlighted with a red arrow), Contact Us, Submit Samples, Software and Password Assistance, and General Information. The main content area displays a welcome message and a list of services provided by the FGC, including DNA/RNA Extractions and Bioanalyzer Quality Assessments, DNA Sequencing, DNA Fragment Analysis / Genotyping, Real Time PCR, Microarray, Consultation / Experimental Design / Data Interpretation, and Clinical Research Genotyping Core Facility. A sidebar on the right contains "FGC News" and "U of R Only" sections with links to service fees, reagents, and reservations. The footer includes URM Links, University of Rochester Links, and copyright information for 2009.

## 2. Click on the Creat Login Account for LIMS link.



The screenshot shows the University of Rochester Medical Center website. The header includes the logo and navigation links. The main content area is titled 'Functional Genomics Center'. A sidebar on the left lists various links, with a red arrow pointing to 'Create Login Account for LIMS' under the 'Submit Samples' category. Other links include 'Login to LIMS', 'Forgot Your Login Information?', and 'Instruction Sheet'. A 'FGC News' section is also visible on the right.

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



The screenshot shows the 'New Account Setup for dnaLIMS' form. The form is divided into two main sections: 'Login Information' and 'Contact Information'. The 'Login Information' section includes fields for 'Login Name', 'Password', and 'Re-Type Password'. The 'Contact Information' section includes fields for 'Name', 'Phone', 'Department', and 'PI'. Below the form are buttons for 'Cancel', 'Clear', 'Validate Form', and 'Submit'. The form also includes a copyright notice at the bottom: 'Copyright (c) 1998-2009 by dnaTools. All Rights Reserved.'

## Scheduling a Run Time:

1. All 7900 runs MUST be scheduled on the FGC Equipment Reservation Calendar prior to submitting a run request. For standard Taqman runs (40 cycles), 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) with a MINIMUM of 3 hours in advance.

The Reservation Calendar can be found on our website (see below).

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

The screenshot shows the website for the Functional Genomics Center at the University of Rochester Medical Center. The page features a navigation menu with links for Patient Care, Education, Research, Community, Referring Physicians, Find a Physician, Departments & Centers, and About URM. Below the navigation is a search bar and a list of services provided by the FGC, including DNA/RNA Extractions and Bioanalyzer Quality Assessments, DNA Sequencing, DNA Fragment Analysis / Genotyping, Real Time PCR, Microarray, Consultation / Experimental Design / Data Interpretation, and Clinical Research Genotyping Core Facility. A sidebar on the right contains links for FGC News, U of R Only, Service Fees, Reagents & Supplies, Reservation Calendar, and Other Core Facilities. A red arrow points to the Reservation Calendar link. The footer includes URM Links, University of Rochester Links, and contact information.

2. 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

Functional Genomics Center  
Resource Scheduling

10 Dec 2009 goto Help Admin Report Search: You are fgc Log Off

November 2009 December 2009 January 2010

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

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

**Note:** Your data will be uploaded by 8:00PM same day

**Thursday 10 December 2009**

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

Time	7900 Realtime PCR	Nano Drop CVRI	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			
05:00PM			

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

View Day: Dec 04 | Dec 05 | Dec 06 | Dec 07 | Dec 08 | Dec 09 | Dec 10 | Dec 11 | Dec 12 | Dec 13 | Dec 14 | Dec 15 | Dec 16 | Dec 17  
View Week: Nov 08 | Nov 15 | Nov 22 | Nov 29 | Dec 06 | Dec 13 | Dec 20 | Dec 27 | Jan 03  
View Month: Oct 2009 | Nov 2009 | Dec 2009 | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010

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

Functional Genomics Center  
Resource Scheduling

9 Dec 2009 goto Help Admin Report Search: Log in

Login name is fgc with a password of fgc

Name:

Password:

Log in

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

**Add Entry**

Brief Description:

Full Description:

Date: 10 Dec 2009

Time: 11:00 AM

Duration: 1 hours

Resources: 7900 Realtime PCR, Nano Drop CVRI, NanoDrop G7415

Type:

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

Repeat End Date: 10 Dec 2009

Repeat Day:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Number of weeks:

Save

View Day: Dec 04 | Dec 05 | Dec 06 | Dec 07 | Dec 08 | Dec 09 | Dec 10 | Dec 11 | Dec 12 | Dec 13 | Dec 14 | Dec 15 | Dec 16 | Dec 17  
View Week: Nov 08 | Nov 15 | Nov 22 | Nov 29 | Dec 06 | Dec 13 | Dec 20 | Dec 27 | Jan 03  
View Month: Oct 2009 | Nov 2009 | Dec 2009 | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010

## 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

Functional  
Genomics  
Center

University of Rochester  
Functional Genomics Center  
211 Bailey Rd., Suite 101  
West Henrietta, NY 14586  
585 276-9994 voice  
585 427-9334 fax

**DNA Sequencing Ordering and Sequence Retrieval System**

**Please Login**

Login Name:

Password:

Select LIMS: Real Time PCR

Please note: The Login and Password are case sensitive.

Supported Browsers [Learn More](#)

1-300x59d29115  
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Submit.

3. Download Applied Biosystems SDS v2.3 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.)

[Logout](#) [Genotyping](#) [RNA](#) [RT-PCR](#) [DNA](#) **RT-PCR**

**Announcements:**

\*\*\*Upgrading to SDS2.3\*\*\* As of July 27th the Functional Genomics center will be upgrading the software package that controls the 7900HT real time PCR instrument from SDS2.2 to SDS2.3. You will need to download SDS2.3 by clicking the link in the box below. Please see additional details on our website. If you encounter problems with downloading or installing SDS2.3 please contact Arnold Walker (Arnold\_walker@urmc.rochester.edu or call 276-9998).

RT-PCR	User Profile	Other Tools
<p style="text-align: center;"><a href="#">Download and Install SDS Application Software on Your PC.</a></p> <p style="font-size: small;">You only need to download and install the SDS software once.</p> <ul style="list-style-type: none"><li>■ <a href="#">1. Use SDS v2.3 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></ul>	<p style="text-align: center;"><a href="#">Contact Info.</a></p>	<p style="text-align: center;"><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 disk or PC.

[Logout](#) [Genotyping](#) [RNA](#) [RT-PCR](#) [DNA](#) **RT-PCR**

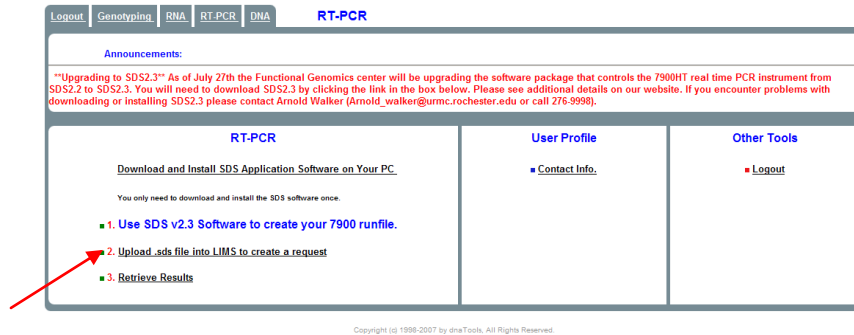
**Announcements:**

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5. Click on Step 2 Upload .sds file into LIMS to create a request



Fill in information fields.

6. Browse to select your SDS2.3 (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 SDS2.3 file accompanying your LIMS request your plate cannot be run.** Follow the instructions below to attach your SDS2.3 file:

- In the “Choose File” field, right click “Browse...”
- and locate the SDS2.3 file you have just configured in your computer’s directories.
- Highlight the SDS2.3 file by right clicking on the file
- Right click on the “Open” button.
- The “Choose File:” window should then reflect the location of your SDS2.3

**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 <a href="#">FGC Equipment Reservation Calendar</a>	
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

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

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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 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.*

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](mailto:Michelle_Zanche@urmc.rochester.edu)) or Meghann McBennett ([Meghann\\_McBennett@urmc.rochester.edu](mailto:Meghann_McBennett@urmc.rochester.edu)) to make special arrangements ahead of time.*

4. 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

5. 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:**

**\*\*Upgrading to SDS2.3\*\*** As of July 27th the Functional Genomics center will be upgrading the software package that controls the 7900HT real time PCR instrument from SDS2.2 to SDS2.3. You will need to download SDS2.3 by clicking the link in the box below. Please see additional details on our website. If you encounter problems with downloading or installing SDS2.3 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 v2.3 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

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

Submit

6. Left click your Results File, click Open, and 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	<a href="#">meghanmcb_May-5-2008_2653.sds</a>	<a href="#">meghanmcb_May-5-2008_2653_results.sds</a>	May-5-2008	May-6-2008	Welle	0123456789	32400008

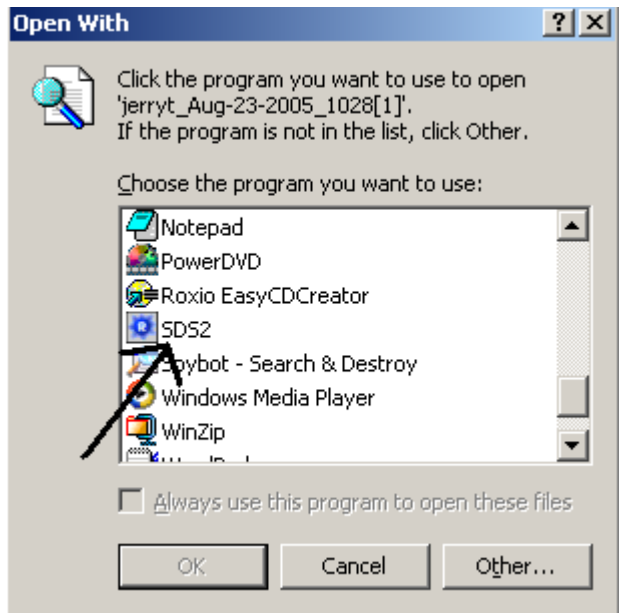
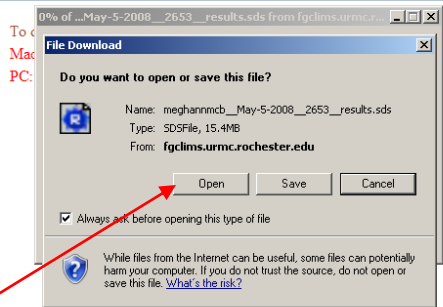
To download specific files:  
**Mac:** Hold down Control Key, Click Mouse. Select Save Linked File As...  
**PC:** Right Mouse Click, Save Link As...

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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	<a href="#">meghannmb_May-5-2008_2653.sds</a>	<a href="#">meghannmb_May-5-2008_2653_results.sds</a>	May-5-2008	May-6-2008	Welle	0123456789	32400008



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