The Centre for Applied Genomics

Placing an Order using the LIMS

- Go to http://lims1.research.sickkids.ca:8080/lablink/Welcome.do

- Request a UserID if you don't already have one (see Request a UserID instructions).

- Sign in with your User name (UserID) and password. You require a unique UserID for each TCAG facility. Be sure to use the UserID corresponding to the facility to which you wish to submit a service request.

- To submit a new order, click on "Submit Samples" on the left sidebar.

- Fill in required fields as denoted by those boxes with red outlines. The information will be specific to this order being placed.

- Click "Next".

- Upload your service request using the appropriate Excel template. Templates can be downloaded by clicking on "Get Sample Submission Forms and Instructions" on the left sidebar. Be sure to save the Excel file as a .xls file and not a .xlsx file before uploading.

- Click "Next".

- Read the TCAG Terms and Conditions. Click "Accept" to continue.

- Click "Print" to print the order summary page. Provide your signature, as well as that of your supervisor, and include this page with your sample submission. For orders where we are supplying you with material (e.g. FISH probes, control DNA, etc.), this page is not required.

- Click "Done" and your order has been placed.

Tips for completing Excel files to upload into Lab Link

- The file must a .xls (not .xlsx).
- Required fields are sample name, container name, container type, and well location.
- If any of these required fields are filled in, all of the required fields in that row must be filled in.
- Use pull down menus whenever possible.
- Save the file and close it before trying to upload it (ie. Can't upload if the file is open)

Contact Jo-Anne Herbrick with questions: jherbrick@sickkids.ca or 416-813-8140.