



The Centre for Applied Genomics

DNA Sequencing Facility

Placing an Order

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 point #19 below.
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 96well 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 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". You can still edit your order form after this point.
11. Click the "Purchasing Information" link and choose the appropriate address for the account. Most users should have a current address on file. If the address that appears is not your current address, please email Beverly (bapresto@sickkids.ca) with the new information.
12. The Payor information is the same as the username.
13. If you are outside The Hospital for Sick Children, choose "PO number, Cheque, or Credit Card' from the drop-down menu and follow instructions to the side of the box.

Please contact Tara Paton (tpaton@sickkids.ca) or Beverly Apresto (bapresto@sickkids.ca) with questions (416) 813-7654 x308643

14. If you are within The Hospital for Sick Children, choose "HSC cost centre number" and enter the 10 digit cost centre in the box. All HSC users must provide a cost centre for service.
15. **Your purchasing information (ie. Cost centre, last 4 digits of the credit card, or PI lastname), needs to be included with each order. Your sequencing order cannot be processed if this information is incomplete.**
16. 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.**
17. Review order submission and if all is correct and complete, click "Submit Order".
18. 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.
19. To reset your password go to the following link:
<http://genesifter.research.sickkids.ca/gslc/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).
20. Bring or send samples to:
 - a. 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
 - b. Or bring samples to one of our drop-off locations:
 - i. **University of Toronto campus sample drop-off.** On-campus users can drop samples outside the laboratory of Dr. Lucy Osborne, room 7360, Medical Sciences Building (1, King's College Circle).
 - ii. **Mars Building drop-off.** Users in the MaRS centre can drop samples at the **UHN Glass Washing and Sterilization Services. Rm. 4-409 - 4th floor East Tower (Starts June 9th, 2014).**