



# GSL Project Management System

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A guide for users

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The Genomic Services Laboratory project management system is used to manage project samples, track project progress, and provide data access to users.

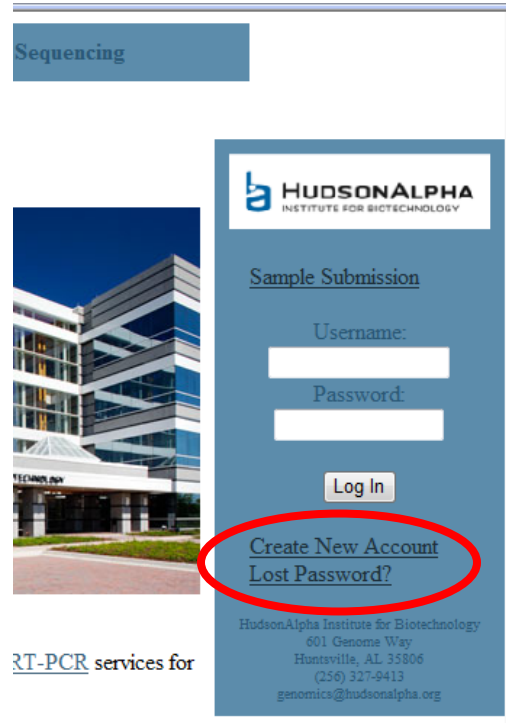
### Creating a user account

To create a user account, click the **Create New Account** link on the right toolbar. Fill out the form with your current contact information and click Register. An email will then be sent to you that will include instructions to finalize your account. Click on the link provided in the email and your account will be successfully created. You can then login.


The GSL does not have access to passwords and cannot retrieve your password if you forget it. Instead, you may reset your password using the **Lost Password?** link on the right toolbar.

The Principal Investigator of a project is the person responsible for payment. He or she will need to have an account in the GSL project management system before samples can be submitted in a project under their name.

An important note about user accounts: each person in your lab who needs access to the project should create their own user account. Please do not create a generic lab account and share the password with others. Adding and removing individual users on your project is easy and allows for a much higher level of security than sharing a generic user account.



Sequencing

 **HUDSONALPHA**  
INSTITUTE FOR BIOTECHNOLOGY

Sample Submission

Username:

Password:

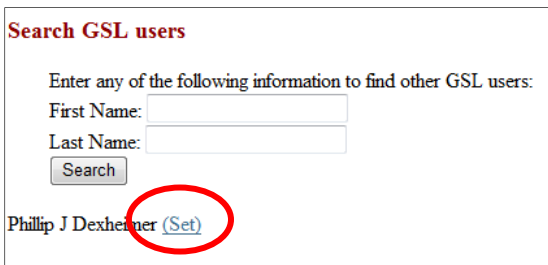
Log In

**Create New Account**  
**Lost Password?**

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### Creating a Project

After logging in, you will see a My Projects page which contains a list of all projects that you have access to. To create a new project, click the **Create New Project** link on the page or on the right toolbar. First, you must assign a PI for your project. The PI is the person ultimately responsible for payment and is usually the PI of the lab. If you are the PI, click the **I am the PI** link. Otherwise, search the GSL User List



**Search GSL users**

Enter any of the following information to find other GSL users:

First Name:

Last Name:

Search

Phillip J Dexheimer **(Set)**

for your PI using the form and click **Set** next to his or her name. Your PI must have a GSL account before the project can be created.

After setting the PI of your project, enter a Project Title and Abstract and click the **Create New Project** button. You will then see the details of your project separated

into different sections. At the top is basic project information like project number, title, abstract, creation date, PI, and contacts. Your project number is in the format “haib-year-PI initials-x” where x is the unique serial project number; for example haib09SEL4. This project number will be used to identify all samples and should be included on all shipments (written on the side of the box and on internal shipping documents). In addition, it should be referenced when corresponding with GSL staff members about a project.

### Samples Section

The Samples section is where new samples are submitted. Select the sample type (DNA or RNA) then click the **Submit New Samples** button. The Sample Submission page will open with your first sample created with the nomenclature x-PI initials-y, where x is the unique project serial number and y is the

#### DNA Sample Submission

| Name                                | Volume (µl) | Conc (ng/µl) | Organism | Sample Description    |
|-------------------------------------|-------------|--------------|----------|-----------------------|
| <a href="#">(Edit)</a> 1015-AR-0005 | 12          | 250          | Human    | heart tissue          |
| <a href="#">(Edit)</a> 1015-AR-0006 | 12          | 250          | Human    | heart tissue, treated |

1015-AR-0007 (New Sample)

Volume:  µl

Concentration:  ng/µl

Organism:

Sample Description:

Special Instructions:

samples are FFPE

unique sample number starting from 1 (for example, 4-SEL-1). Enter the sample details, providing as much information as possible to allow us to effectively work with your samples. Note the concentration is requested in ng/µl. When all fields are completed, click **Add Sample** and the first sample will appear in the table at the top of the page with form for the next sample (y+1) ready to be completed. Continue to enter samples until all submitted samples are listed in the table at the top of the page. If you make a mistake on a sample, you can click Edit and modify the sample.

When modifications are complete, click **Update** to save your changes. If the sample was submitted in error, you can **Delete** the sample, or if you clicked **Edit** in error, you can **Cancel Edit**. Please note that **if you delete a sample that has samples following it, the remaining sample numbers will change accordingly**. When details for all your samples are finalized, add any special instructions in the space provided. Special instructions may include sample dilution buffer, if samples are amplified, or if samples are unique in any way that would be important for us to know. When you are satisfied with your order, click the **Review Order** button. Please check your order for accuracy and **Edit Order** if necessary. If the information is correct, click the **Place Order** button. A confirmation page will appear and a PDF of your order along with submission instructions will be emailed to you and the PI of your project. This PDF will also be included in the Results section under Experimental Records.

A batch submission process is being tested now. If you have a large number of samples to submit to a project, please contact us for help.

After you have completed the online sample submission process, the samples will appear under the Samples section. Click **Show All** to expand the list or **Hide All** to contract it. You may click on each individual sample to see more information. Most

importantly, the Status column in this table conveys where this sample is in the GSL workflow. When first submitted, sample status will be “In system, awaiting samples”, meaning the GSL has not yet received your shipment. Other status reports may include “In progress” and “Complete”.

### Demo project

**Project Number:** haib09AR1015  
**Creation Date:** 2009-12-08  
**Title:** Demo project  
**Abstract:** This project is used as a demo project for users exploring the GSL project management system. ([Edit](#))  
**PI:** A Researcher  
**Contacts:** Braden Boone ([Add/Remove](#))

**Samples** ([Hide All](#))  
**Samples:** 5

| Name                         | Submitted on | Volume (µl) | Conc (ng/µl) | Organism | Type | Sample Description     | Status                     |
|------------------------------|--------------|-------------|--------------|----------|------|------------------------|----------------------------|
| <a href="#">1015-AR-0001</a> | 2009-12-08   | 11          | 250          | Human    | DNA  | muscle tissue          | Complete                   |
| <a href="#">1015-AR-0002</a> | 2009-12-08   | 11          | 250          | Human    | DNA  | muscle tissue, treated | Complete                   |
| <a href="#">1015-AR-0003</a> | 2009-12-08   | 15          | 400          | Human    | RNA  | muscle tissue          | Complete                   |
| <a href="#">1015-AR-0004</a> | 2009-12-08   | 15          | 400          | Human    | RNA  | muscle tissue, treated | Complete                   |
| <a href="#">1015-AR-0005</a> | 2009-12-08   | 12          | 500          | Human    | DNA  | brain tissue           | In system, awaiting sample |

Sample Type: DNA ▾

### Comments Section

The Comments section serves as a lab notebook for GSL staff to record each step of processing your samples. Project progress can be tracked by viewing the Comments section (click **Show All** to expand comments, **Hide All** to contract comments).

### Results Section

The Results section contains all the files associated with your project. The Quality Assay section contains nanodrop readings, bioanalysis results, and gel images for your samples. The Experimental Records section contains sample submission forms. The Raw Data section contains raw data output from the platform used in the experiment, usually zipped to compress the data. The Analysis section holds all analysis files generated by the GSL. The Other tab is used as a catch-all for additional files or correspondence that does not fit into the other results types. To download a file, right-click on the file name, choose “Save Target As...”, and save it to your computer.

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**Comments** [\(Show All\)](#)

Total: 3

**Braden Boone** *Th...* 12-10-2009  
Samples 1-4 were ... A.

**Braden Boone** *Fr...*  
Samples were name... e found to be with range for the intended assay. DNA  
samples were then... (high molecular weight) with little degradation or  
fragmentation.

**Braden Boone** *Mc...*  
RNA samples were... 28S RNA ratios were 1.8 or higher with RIN values of 9  
and above.

- Open
- Open in New Tab
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Add to Google Photos Screensaver
- Append Link Target to Existing PDF
- Append to Existing PDF
- Convert Link Target to Adobe PDF
- Convert to Adobe PDF
- Google Search
- Send To
- Page Info
- Properties

**Results** [\(Show All\)](#)

Quality Assay: 0

Experimental Records: 3

| Submission Form     | ion      | Size        | File Modified | Date Uploaded |
|---------------------|----------|-------------|---------------|---------------|
| 2009-12-08<br>2.pdf | 2009-12- | 236.9<br>KB | 08 Dec 09     | 08 Dec 09     |
| 2009-12-08<br>3.pdf | 2009-12- | 236.8<br>KB | 08 Dec 09     | 08 Dec 09     |
| 2009-12-08<br>1.pdf | 2009-12- | 236.9<br>KB | 08 Dec 09     | 08 Dec 09     |

Raw Data: 0

Analysis: 0

Other: 0