

iLab instructions for capillary sequencing requests in Biocenter Oulu Sequencing Center

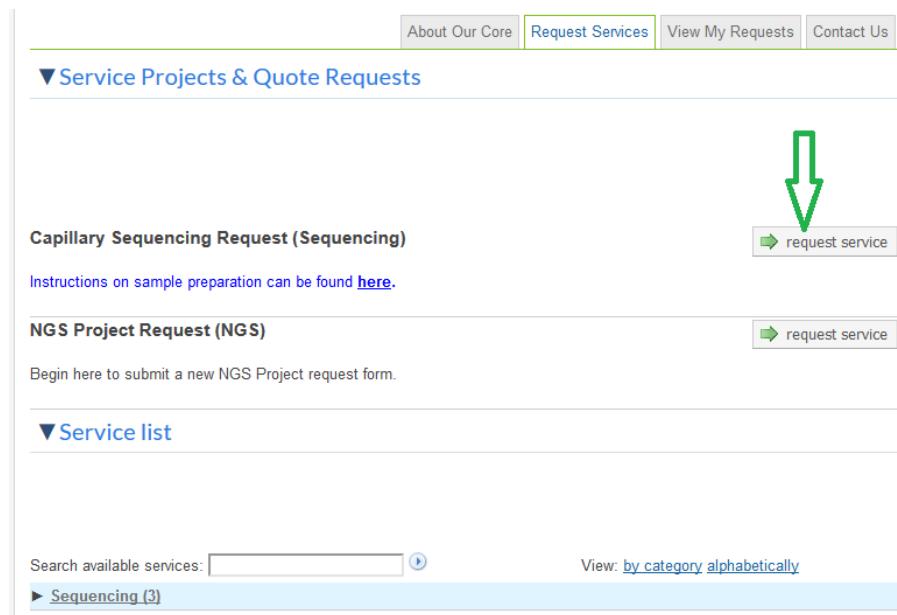
To get started, you must register for an account:

1. Navigate to the core page: https://oulu.ilab.agilent.com/service_center/show_external/3641
2. In the upper right-hand corner of the screen, click 'Sign In'. Next, select the option to sign in as a University of Oulu user (HAKA/UNIV)
3. You will be directed to an authentication page where you will need to enter your institution credentials
4. Once you have entered your credentials, click the 'Login' button
5. You will be directed to an iLab Registration page where you will need to select your PI/Lab, and verify your contact information
6. Once your registration has been submitted, your PI will receive a notification that you have requested membership to their lab in iLab. They will need to approve your membership and assign any Cost Centers for your use

How to make a capillary sequencing request

Sign in with your University of Oulu credentials in https://oulu.ilab.agilent.com/service_center/show_external/3641

Select Request services tab – click request service (capillary sequencing)



The screenshot shows the iLab service center interface. At the top, there are four tabs: 'About Our Core' (disabled), 'Request Services' (selected and highlighted in green), 'View My Requests', and 'Contact Us'. Below the tabs, there is a section titled '▼ Service Projects & Quote Requests' which is currently collapsed. Under this section, there is a 'Capillary Sequencing Request (Sequencing)' section. To the right of this section is a green 'request service' button with a green arrow pointing to it. Below this section, there is an 'NGS Project Request (NGS)' section with a 'request service' button. At the bottom of the page, there is a 'Service list' section with a search bar and a link to view services by category.

▼ Service Projects & Quote Requests

Capillary Sequencing Request (Sequencing)

Instructions on sample preparation can be found [here](#).

NGS Project Request (NGS)

Begin here to submit a new NGS Project request form.

▼ Service list

Search available services: [View: by category alphabetically](#)

► Sequencing (3)

Fill in the sample information. All rows marked with a star are obligatory.

Capillary Sequencing Request

Request Name: BSC-AT-[CID]
Customer: Anna Tervasmäki Lab: A
Email: anna.tervasmaki@oulu.fi Phone:

← iLab gives you here a short name, don't change it

Labels

Usually you don't have to write anything here

Forms and Request Details

(see bottom of list to add items to this request) 

 [View Form](#): Sequencing Request Form     

Please bring samples in 1.5 ml Eppendorf tubes, strips or on a plate. If you have more than 8 samples, please use strips or a plate.

The following information is REQUIRED in order to process your samples: 

★ Contact Phone:

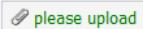
Invoicing Address: (non-OULU users only): ← UNIV-users don't fill in this address

NOTE: University users will be required to choose a cost center under the 'Payment Information' section below.

★ Total number of samples:

Sample Instructions: There is no limit for the size of the sample name, but they should NOT include Scandinavian letters, spaces or any of the following: \/:*?";<>| Sample names should start with your initials (for example MM_1_DN13_COL1A2_e5F).
NOTE: To avoid mistakes in the analysis, please do not use the whole sample name when marking individual tubes. Your initials and running number in tubes relative to your excel file is sufficient and more easily readable.
Please [read the instructions before bringing your samples](#).

Please download this file and complete the sample information: [Sample_sheet_excel_file_iLab.xls](#)

★ Please upload your completed sample information here: 

★ Sequencing needed: Full Service Sequencing Ready-to-run Sequencing

★ Template: PCR Product Plasmid

Results can be expected within three (3) working days

For UNIV users from the following server:
\\ipastolyo-yhteiset\\$\\Projektit\\BCO_ABIVABIDATA

For non-OULU University/non UNIV users: email only.

- Download the excel sheet, fill in the sample names and annealing temperatures (50, 55 or 60°C) and upload the completed sheet

- If you have samples with several annealing temperatures, please arrange them in order (50 → 55 → 60) and not mixed if possible

- Remember your initials and no spaces/special letters to sample names

Additional Comments:

Save your completed form (after this you still need to submit it)

Please save your form!   [save completed form](#)  [save draft of form](#)  [lock and save form](#) 

Cost

The core will review and update this projected cost. You will only be billed for completed work.

Total Projected Cost: €

THERE IS NO COST FOR SUBMITTING THIS REQUEST

Don't fill in this!

The bills go to the research group as before and not to single researchers

Payment Information

Please enter the po number.

You will have the opportunity to review the quote before being billed. 

%
1 %

Project 

100.0% Total Allocated 

Select the project/PO number of your group from the dropdown menu

(Your PI must have approved a cost center for you)

 Split Charge

enter additional payment information

Submit your sequencing request

 submit request to core

save draft request

 Cancel

Bring your samples to the Biocenter Oulu cold room 448B. You don't have to print the form.

Results are transferred to the university server within a few working days: *yo-yhteiset (\lipasto) (Y:) – Projektit – BCO_ABI - ABIDATA*

If you have any questions please contact lbkseq@oulu.fi or anna.tervasmaki@oulu.fi

Instructions: <https://www.oulu.fi/biocenter/sequencing-center/capillary-sequencing>