

DUKE UNIVERSITY DNA ANALYSIS FACILITY

Finch LIMS – Create An Order

Instructions:

1. Go to: <http://lims.duhs.duke.edu:8080/Finch>
2. Log in with your Username and Password.
3. Select “New Order”
4. Create New Order page:
 - Primary Service (“Standard sequencing” always selected)
 - Select any “Other services”
 - Enter “Sample Label” (same as sample name)
 - Enter “Comment” (you must enter at least a space, cannot be empty)Or –
 - Download the Finch XLS template to your computer (link at bottom of order window)
You must use the Finch XLS template file (short_96-well_form.xls).
Finch does not accept other excel files.
 - Fill out sample name column only (don’t use volume, DNA Conc. or primer name fields)
 - Save file with unique name
 - Upload Excel file using “Choose File”**If you have more than 96 samples, create multiple XLS files and use ‘Add Samples’ button to upload one file at a time.**
5. Select “Save & Continue” (at bottom of New Order window)
6. Select “Edit Purchasing Information”
 - Change Order Name to something meaningful (ex. Initials_062406)
 - Ignore “Select Billing Address” (we don’t use this).
 - Select payment method – Duke fund code or PO#
(Enter fund codes in the format 3031111 with no spaces or hyphens)
 - Save & Continue
7. Review Order Details.
 - Add or Delete samples as needed.
8. When everything is correct, select “Submit Order”
9. Open the newly placed order by selecting the Order Name
 - **Print out Order details and drop them off when you drop off your samples.**
10. Drop off your samples in 135 Jones Bldg. **No Order details = No DNA sequencing!**
Drop off the Order details printout at the same time so we know you have dropped off your tubes!

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