

Ordering Sequencing Samples

1. Login in to the Finch Server, <http://finch.daf.jhmi.edu> using your user name and password.
2. On the left hand side of the screen under **Sequencing**, select **New Request**.
3. With the pull down menus select your **DNA type**, **Service**, and enter in a budget number. You must enter a budget number or credit card code or your samples will not be run.
4. If you have 24 or fewer samples, select **Tube request**. If you have more than 24 samples and would like to bring your samples in a 96 well plate, select **Plate request**.
5. Select the first tube (*Tube Request*) or Well Position (*Plate Request*)
6. Select the **Template** box and type in your template name. You can use letters and numbers in your template names. No spaces or other characters are allowed.
7. Select the **Primer** box and type in your primer name. You can use letters and numbers in your template names. No spaces or other characters are allowed.
8. Go to the pull down menu **Folder** and select the folder that you want your data to be placed into. ***A folder must be selected for each individual sample.***
9. Click the blue **Set Selected** button.

10. Repeat steps 5-9 for each sample. Each time you make a change, you must hit Set Selected. Information in common for multiple tubes/wells may be entered by selecting the “multi” button under the tubes and then selecting multiple tubes/wells at once, entering the information once and pressing Set Selected. You then must return the button under the tubes to the “single” setting and go back to each tube/well individually, enter the unique information separately and hit “Set Selected” after each entry.
11. Click the Blue **View All** button. This will give you a view of your whole request and also let you know if you have made any errors. Errors can still be corrected at this stage, by selecting the incorrect tube/well and changing the information, making sure to hit “Set Selected” after the changes are made.
12. Once all information is correct, select the **Add New Request** button at the bottom of the page to submit your order.
13. Check to make sure that you did not receive an error message and that the status of your request is **Pending**. If your request does not appear, you made an error (probably by putting spaces in your template names), and you need to start over.