

Ordering Sequencing Samples via Excel Spreadsheet

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 **System**, select **Downloads**.
3. Click on “96 Well Plate Form” from the available chart.
4. If your browser doesn't automatically download, then save this form to your computer.
5. Open this form in Microsoft Excel. (Open Excel, then using the **Open** command, then navigate to the downloaded file.)
6. In the **Label** column, fill in your template name, primer name and the well position in the following format (mytemplate-myprimer-A01). Note that this template is in column format, so you should enter the names from wells A1-H1, and then the wells from A2-H2. This is also the way partial plates should be filled. Use only alpha-numeric characters in your template and primer names. DO NOT use any spaces.
7. If you would like, you may also enter the appropriate information in the **Template** and **Primer**, columns, but they may also be left blank.
8. Enter the **Folder** information corresponding to the samples you wish to run. The folder name must match an existing folder on the Finch server. If you wish to create a new folder, you must do so before you place the request, by

selecting **Admin** on the left hand side of the page, then clicking on **Add Folder** and giving the new folder a name.

9. In the **Chemistry** column, type “DAF-3730” in every row which contains a sample.
10. Delete any rows that do not contain any information.
11. Go to **File** and select **Save as** and name your file. Select **Tab Delimited Text** from the **Format** pop-up list. Use the extension .txt or .plt when saving.
12. Log into the Finch Server, select **New Requests** from the left and side, fill in the required information, including budget number, and then select the **Upload Request** button.
13. Select **Choose File** and navigate to where your file has been saved. “Choose” it and select **Add New Request**
14. Your request should now be listed as **Pending** on the Sequencing Requests page.
15. Write the request ID on the outside of the plate before dropping off the samples.