

Quick Tutorial: How to Submit Samples and Libraries

- 1. Access the Platform:**
 - Go to: <https://ige3.lims.unige.ch/app/>
- 2. Fill in PI and User Details:**
 - Enter the Principal Investigator (PI) and user information.
 - **Important:** Do not use special characters, including accented letters (e.g., é, ï).
- 3. Choose Read Length:**
 - Select the desired read length for your submission.
- 4. Specify the Total Number of Reads Needed:**
 - This number applies to the entire submission.
 - To calculate the correct value:
 - Multiply the number of samples by the reads required per sample.
 - Choose the closest multiple of **200 million reads**.
- 5. Identify Submission Type:**
 - Indicate whether you are submitting **samples** (RNA, DNA, cells) or **pre-prepared libraries**.
- 6. Select the Appropriate Protocol:**
 - All samples in a single request must follow the same protocol.
 - If you have different types of submissions (e.g., RNA for RNA-seq and DNA for CHIP-seq), submit **separate requests** for each.
- 7. Sample & library names :**
 - Use only **letters, numbers, and underscores**. Avoid spaces, hyphens (-), and other special characters.
- 8. Batch Submission (Optional):**
 - Download the template for batch submission.
- 9. Tube Labeling:**
 - Ensure that the **tube label** matches what is physically written on the tube.
 - **Sample names** can differ from tube labels if needed.
- 10. Index Information (for Library Submissions only):**
 - Download the list of indexes included in our database ("Indexes in the database").
 - If your index is listed:
 - Only fill in the "1st index name" column (and the "2nd index name" column if applicable).
 - If your index is not listed:
 - Provide the sequence in the "1st index sequence" column (and the **rev-comp** sequence in the "2nd index sequence" column if applicable).
- 11. Submit Your Request:**
 - Complete your submission through the platform.
- 12. Confirm Your Request:**
 - Once you receive a confirmation email, reply to it to validate your submission.