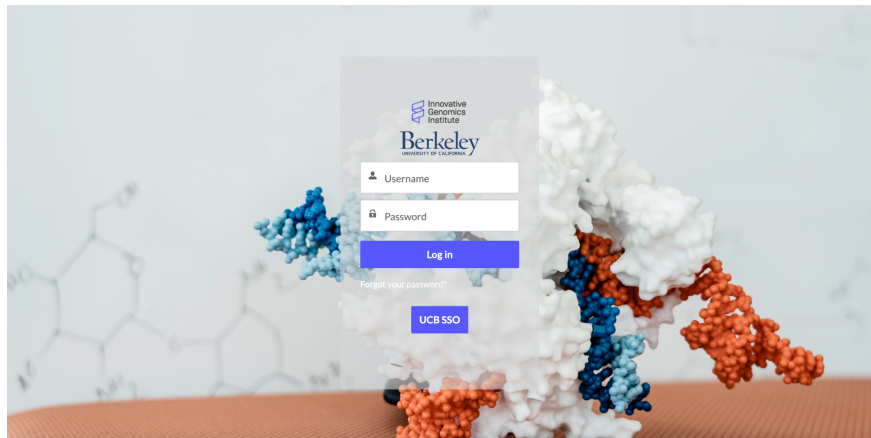


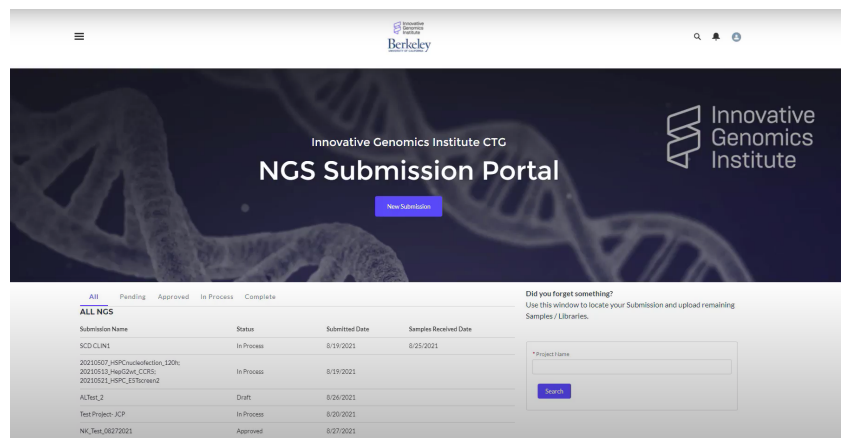
# NGS Core Portal Instructions

Please log in to the [NGS Core](#) portal and enter your username and password.



## Home Page

The Home Page contains information about your projects and their status to track the progress of your submission/s. If you are a PI, not only can you view projects that you have submitted, but you can also view and track all your team's projects.



Innovative Genomics Institute CTG  
NGS Submission Portal

[New Submission](#)

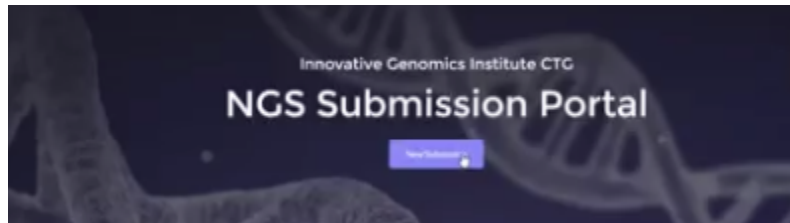
Did you forget something?  
Use this window to locate your Submission and upload remaining Samples / Libraries.

Submission Name	Status	Submitted Date	Sample Received Date
SCC-CLINE	In Process	8/19/2021	8/25/2021
20210507_SBP-ChuCollection_120%	In Process	8/19/2021	
20210513_HsuChai_CCR5	In Process	8/19/2021	
20210521_SBP-ESRochev2	In Process	8/19/2021	
ALTest_2	Draft	8/26/2021	
Test Project - JCP	In Process	8/20/2021	
NIK_Test_06272021	Approved	8/27/2021	

\*Project Name  
  
[Search](#)

# How do I create new Submissions?

**Step1:** Please use the button "New Submission" to create a new submission.



**Step2:** The first page is the submission form. Please fill in all the details and click "Next". Please note that any field that has a red asterisk is a required field.

A screenshot of the UC Berkeley CTG NGS Web Submission Portal. The page title is "Welcome to the UC Berkeley CTG NGS Web Submission Portal". The form is divided into several sections: "Project Information" with fields for "Project Name" (required), "Test Submission Project", "Workflow Name" (with a dropdown menu), and "Workflow Date" (with a calendar icon); "Project Contact Details" with fields for "Principal Contact Name", "Principal Contact Email", "PI Name", and "PI Email"; and "Sample Information" with a field for "Number of Samples".

In the **Number of Samples** field, enter the exact number of samples you submit to the NGS Core. If you submit a Pooled Library, this number would be the number of Samples/Libraries in the Pool.

Select the **Submitted Sample Status** From the drop-down list, choose your sample's current step of the Library prep. The choices are:

- Tissue: If you are submitting the tissue sample for DNA extraction. Also, enter the PCR1 (amplicon/primer details) you would like to use.
- Cells: If you are submitting cells. Also, enter the PCR1 (amplicon/primer details) you would like to use.
- Cell Pellets: When you are submitting the Cell pellet with or without extract. Also, enter the PCR1 (amplicon/primer details) you would like to use.
- DNA: This option is for gDNA submissions for Full Amplicon Library Prep only. Also, enter the PCR1 (amplicon/primer details) you would like to use.

- PCR1 Product: Select this option when you are submitting the post-PCR1 product.
- Pooled Library: Select this option if you are submitting a Library Pool for Sequencing only. Also, enter the Pool name. The Pool name can be the same as your project name or a unique name.

**Step3:** Sample Template Completion - On the next page, please click on "Template" on the line "Click here to open the Template for download" to download a CSV sample template.

Great job; you're almost there!

Please use the below links to upload your manifest(s).

1. After Uploading your records, close the upload tab and return to this screen.
2. Click **Next** and the system will verify the number of records submitted matches the expected number.

Click here to open the Template for download.

Click here to upload sample information.

Don't forget to close the upload tab after uploading your .csv to return here for the final step.

Next

- Open the CSV template in Excel.
- Fill out all details of the sample information in the downloaded template.
- **Do not change** the contents of wells "A" and "F". These have been generated from your LIMS submission and are hardcoded. Simply copy down cells A and F to match the number of samples that you are submitting. Please make sure the data matches all the wells above for cells A and F.
- The data you enter on the Submission Form, such as the Project Name and Submitted Sample Status, must match the template data.
- **Sample names must be unique.** You cannot have duplicate names on the template or use a sample name that you used in a previous submission. When uploading the template, LIMS checks each sample's history to ensure that sample names are unique, and you will receive an error message if you use a previously used sample name.
- Save your file as a CSV file.

**Step4:** Uploading the completed template - Please upload the saved CSV template from Step 3 by clicking on the sentence "Click here to upload sample information."

- A new tab will open. Click on "Choose file" and then click on "Looks good import!".
- **The program will check the imported template for errors. If there are no errors in the template, you will see the following message: "Success! # records were inserted". If there are errors, you will need to return to the spreadsheet, correct them, and repeat the process until you have entered all data correctly.**
- Once you receive the "Success" message, you can close the tab.
- Navigate back to the submission tab and click "Next".
- You will receive the following message: **"Congratulations! Your Project has been submitted. If you haven't already, please physically submit your samples to the laboratory to begin processing."**

## Project Status

Click on the Home page to see the Project information and status. Here, you can view and track the progress of all your projects.