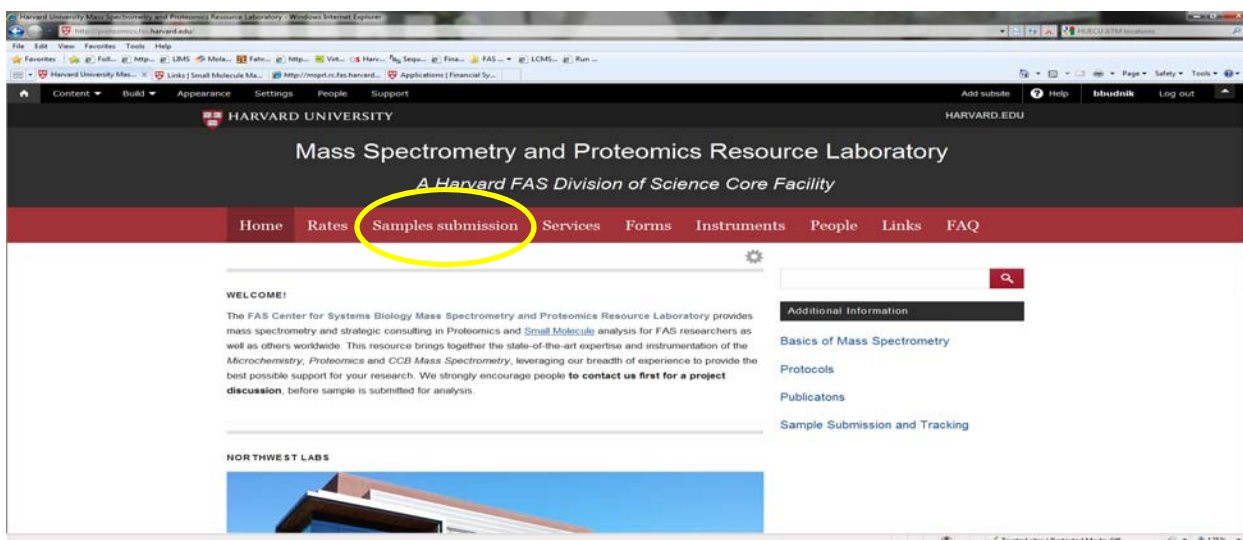


# Instructions for User Registration and Sample Submission

You can submit samples and track their progress on our laboratory information management system (LIMS or MiniLIMS).

- 1) Click on “**Sample Submission**” from the top menu of our Home Page



- 2) If you have previously logged into our site enter your Username and Password
- 3) If you have not previously logged into our system then click on “[**New users register here**]” found below the Harvard Seal at the bottom of the page.

Mass Spectrometry Core  
Faculty of Arts and Sciences, Harvard University

### Sample Tracking Login

Username

Password

Login



[\[New users register here\]](#)

- 4) This will take you to the registration page. Please fill in all the boxes and hit the submit button.

### User Registration for Harvard Mass Spectrometry Submissions

Please enter your user details below. When an admin has approved your login you will receive an email

Passwords must be at least 8 characters containing both letters and numbers

\* Name

\* Email

\* Phone

\* Password

\* Confirm Password

\* Institution

\* Street Address

\* City

\* State

\* Zip

PI

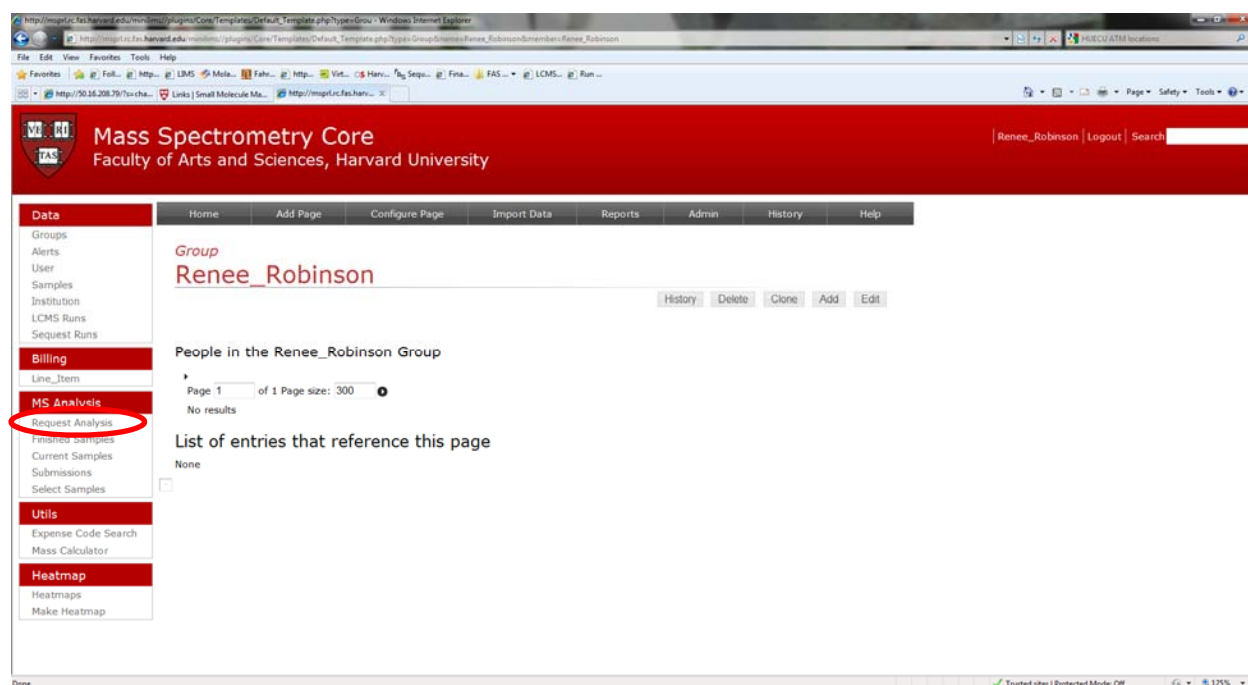
Submit

\* - Required field

Note: Once your information has been reviewed by the administrator of the site, you will be entered in as a valid user. This is typically very quick! Once registered, you can simply login to the webpage for our sample tracking and login with your user information and password.

## Instructions for Electronic Sample Submission

- 1) Once you have registered and have a login and password, when you log in, you will see your home page which has a menu on the left and all previous samples listed.
- 2) Click "request analysis" from the menu on your left to submit a new sample and enter its relevant information.



- 3) Clicking on Request Analysis will allow you to add a submission. You can copy and add more submissions, keeping the basic information and just changing the name and MW and other variables by clicking the **Add Sample** button circled in red.

**Adding Submission**

Cancel Submit

\* Name: SUB00173

Email: rarobins@mcmb.harvard.edu

Group: MSPRL

PI: Bogdan\_Budnik

Submitter Name: Renee\_Robinson

\* 33 Digit Billing Code/PO Number: ?

\* Charge Type: ?

Purchase Order File:

Status: NEW

Comments:

Enter details about your Sample(s) below.

Sample details **Add Sample**

| No. | File_Stamp | File_Date | Initials | Sample_Short_Name |
|-----|------------|-----------|----------|-------------------|
| 1   |            |           |          |                   |

- 4) You will be required to enter either a Purchase Order (outside Harvard users) or a 33 digit HARVARD code (for inside users). If you are submitting a PO then you are also required to upload a copy or .pdf of the PO document. We will not be able to begin work without this copy of the official PO. This PO must have our correct billing address. It must be a close approximation of the following address with the building, street address and room # being essential:

Harvard University  
 FAS Center for Systems Biology  
 Northwest Building B227.20  
 52 Oxford Street  
 Cambridge, MA 02138

**Adding Submission**

Cancel Submit

\* Name: SUB00173

Email: rarobins@mc.harvard.edu

Group: MSPRL

PI: Bogdan\_Budnik

Submitter Name: Renee\_Robinson

\* 33 Digit Billing Code/PO Number: ?

\* Charge Type: ?

Purchase Order File: Browse...

Status: NEW

Comments:

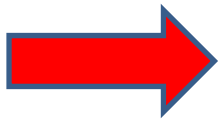
\* = Required field

Enter details about your Sample(s) below.

Sample details Add Sample

| No. | File_Stamp | File_Date | Initials | Sample_Short_Name |
|-----|------------|-----------|----------|-------------------|
| 1   |            |           |          |                   |

- 5) Please contact us if you have any further questions using “sample submission” in the subject ([proteomics@fas.harvard.edu](mailto:proteomics@fas.harvard.edu)).
- 6) You will then print out a copy of the form(s) to send with your sample(s). If you are not bringing your samples to the lab yourself then send your samples on dry ice to the following address:  
  
 Harvard University  
 MSPRL  
 Northwest Building B247  
 52 Oxford Street  
 Cambridge, MA 02138
- 7) You can track the progress of your sample. Click on Current Samples and find your sample. Click on it to see the progress and any results.



Microsoft Word interface showing a document titled "Sample". The left sidebar contains a menu with the following items:

- Groups
- Alerts
- User
- Samples
- Institution
- LCMS Runs
- Sequest Runs
- Billing**
- Line\_Item
- MS Analysis**
- Request Analysis
- Finished Samples
- Current Samples** (highlighted with a red circle)
- Submissions
- Select Samples
- Utils**
- Expense Code Search
- Mass Calculator

The main content area displays "Current Samples" with a table of data. The table has the following columns: Sample, Date\_Created, Group, Group\_Member, Status, and Submission. The data is filtered by "NEW" and sorted by "Date\_Created" in ascending order. The table contains 10 rows of data.

| Sample   | Date_Created | Group  | Group_Member   | Status | Submission |
|----------|--------------|--------|----------------|--------|------------|
| SAM00027 | 2014-06-18   | Kobzic | David_Gregory  | NEW    | SUB00166   |
| SAM00028 | 2014-06-18   | Kobzic | David_Gregory  | NEW    | SUB00166   |
| SAM00029 | 2014-06-18   | Kobzic | David_Gregory  | NEW    | SUB00166   |
| SAM00026 | 2014-06-18   | Kobzic | David_Gregory  | NEW    | SUB00166   |
| SAM00025 | 2014-06-13   | Heaven | Testy_McTester | NEW    | SUB00163   |
| SAM00024 | 2014-06-13   | Heaven | Testy_McTester | NEW    | SUB00163   |
| SAM00023 | 2014-06-13   | Heaven | Testy_McTester | NEW    | SUB00163   |
| SAM00022 | 2014-06-13   | Heaven | Testy_McTester | NEW    | SUB00163   |
| SAM00021 | 2014-06-13   | Heaven | Testy_McTester | NEW    | SUB00163   |
| SAM00020 | 2014-06-13   | Heaven | Testy_McTester | NEW    | SUB00163   |