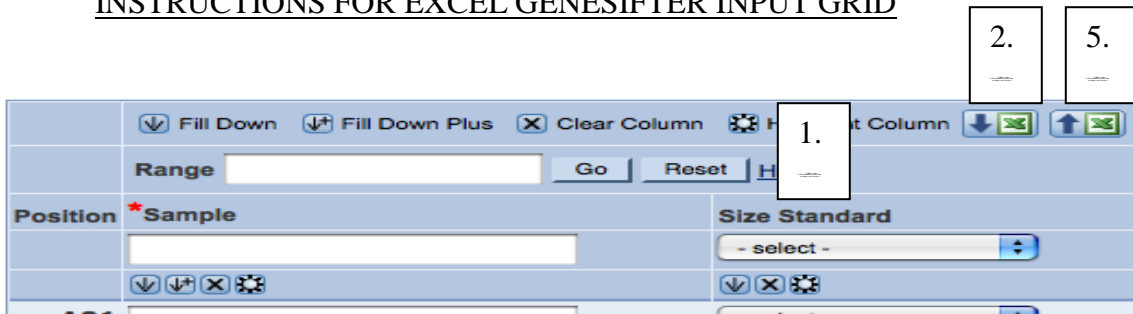


## FRAGMENT ANALYSIS ORDERS

Please use our GeneSifter Lab (formerly Finch) data management server to electronically submit your sample request. Follow the steps below to submit a sample request. If you are not a current GeneSifter Lab user, please click on the following link [Registration Form](#). If you are a past Finch user, you must create a new account in GeneSifter.

1. Log in to GeneSifter Lab at <http://idaho.finchlab.com> If you are not a current GeneSifter Lab user, please click on the following link [Registration Form](#). If you are a past Finch user, you must create a new account in GeneSifter
2. In the left column under Orders, select Place Order
3. Choose Fragment Analysis by clicking either the text or icon
4. Complete the **top section (Order Information)**. All areas with an asterisk\* must be filled
  - A. Order Comment – Enter specific information or requests concerning your samples
  - B. Plate Label – You may enter any label for your plate (no spaces)
  - C. Analysis type – Select the box next to your analysis type
5. Complete the **bottom section (Sample Information)** using one of the following two methods:
  1. Excel GeneSifter Input Grid
  2. Manual entry using GeneSifter Fragment Analysis order form

### INSTRUCTIONS FOR EXCEL GENESIFTER INPUT GRID



1. Select Size Standard under the Size Standard drop down menu (see # 1 above), then select the first radio button (arrow) to fill down  
*Note: Size Standard will fill through H12. This will not affect your ability to submit the order*
2. Locate GeneSifter Input Grid by clicking on the left Excel icon (see # 2 above) in the blue region under Sample Information
3. Enter Sample Name
4. Save the Excel file
5. Click on the right Excel icon (see # 5 above) in the blue region under Sample Information
6. Browse for your saved Excel file and click Upload

7. Click Next at the bottom of the screen
8. Verify that your order is correct
9. Complete your purchasing information by going to the “purchasing information” link. Select your name under Payer, Select Purchase Order under Charge Code Type, enter your PI or account number, then click Next
10. Click on Submit Order
11. After your order is complete, please record the GeneSifter Tracking ID# on the [Job Request Form](#), which must be completed and submitted with your samples

### INSTRUCTIONS FOR MANUAL ENTRY USING GENESIFTER FRAGMENT ANALYSIS ORDER FORM

1. Range – enter the range from A01-H12 for the number of samples you are submitting, then select Go. Examples: If you have 15 samples you would enter A01-G02 under Range, then click Go. If you have 31 samples you would enter A01-G04 under Range, again followed by Go
2. Enter your sample name under \*Sample. If possible, label your samples with a simple name such as test1. If you enter the sample name followed by the number 1 and then choose the second radio button (arrow+), your samples will fill down consecutively (i.e. test1, test2, test3, etc.)
3. Select your size standard under the Size Standard drop down menu, then select the first radio button (arrow) to fill down
4. Click Next at the bottom of the screen
5. Verify that your order is correct
6. Complete your purchasing information by going to the “purchasing information” link. Select your name under Payer, Select Purchase Order under Charge Code Type, enter your PI or account number, then click Next
7. Click on Submit Order
8. After your order is complete, please record the GeneSifter Tracking ID# on the [Job Request Form](#), which must be completed and submitted with your samples

### DATA VIEWING, DOWNLOADING, AND ANALYSIS

Samples are analyzed on an Applied Biosystems 3130XL DNA analyzer. When your fragment analysis samples have finished processing, you will receive an e-mail message with instructions for downloading your data from GeneSifter.

The MRCF uses the Geospiza GeneSifter Lab (formerly Finch) server for data management as well as sample submission. Data can be accessed or downloaded from the

server. Gene Mapper software is installed on a common use Macintosh G4 computer in the MRCF for data analysis. If you are an off-campus researcher, download the [free Peak Scanner software](#) from Applied Biosystems to view and analyze your Fragment Analysis files.