Clarity LIMS Sample Submission Instructions:

The Clarity LIMS may be found at: *https://lims.flsi.vt.edu/lablink/Welcome.do*

SUBMITTING SAMPLES

1. Log into the Clarity LIMS using the link above.
2. The sign-in page will open. Enter your *User name* and *Password* and click **'Sign In'**.
3. The **'Home Page'** will open with your projects listed.
4. On the left-hand side of the page, open the appropriate "*Sample Submission Form*" for your samples by clicking on "***Get Sample Submission Forms and Instructions***" link. You may save these blank submission forms to your desktop to use later if desired. Fill out the appropriate form with all of the required sample information and save the file to your computer with the project name. We have several different sample submission sheets depending on the service you're requesting and the number of samples you are submitting. For Sanger Sequencing, you may submit in a plate **only** if submitting more than 48 samples.
5. In the LabLink sidebar along the left-hand side of the page, click on **'Submit Samples'**. The Sample Submission page will open.
6. Enter the Project name using the same name as the sample sheet you created. Continue filling out all required information (boxes outlined in red) and click '**Next**'.
7. The '***Enter Sample Information for Project'*** page will open.
8. Click on '***Choose File'*** and select the sample sheet you created to be uploaded. Click **'Next'**.
9. Review your sample information and click **'Agree'** if all looks good. Click **'Disagree'** if it is incorrect.
10. **'Summary of Submitted Samples'** page will open. You may print this page for your records but we ***do not require*** that you submit a copy of this page with your samples. Do not worry if your samples appear to be out of order in this printed copy or on the screen. They will be run according to your uploaded submission form.
11. Click **'Done'**.

The submission process is complete!! You may now **'Sign out'** (upper right corner).