**Filling Out a Manifest:** part I

**Introduction to the TracSeq Sample Submission**

The TracSeq site is as follows:
<http://tracseq.genomics.unc.edu>

NOTE: It is a single user sign on. You will need to use your INYEN to open the site. You can bookmark TracSeq once it opens for you on your home page. You cannot bookmark it from the SSO (or ONYEN) page.

**TracSeq Home / Current Sample page:**

1. The current sample table will populate with an abbreviated version of the submitted manifest over time for ALL projects you have permissions to access
2. Select “Submit Samples/ Libraries” Tab
	1. At top of screen in blue

**Submit Sample/ Libraries Page**

1. Select material type appropriate for your submission:
	1. RAW DNA/RNA submission
	2. Library Submission

**Step 1: Submit Material Page:**

1. This page will vary slightly on what material type you chose
	1. Submit samples for Library creation AND Sequencing
	2. Submit Libraries for Sequencing
2. Select Manifest Template
	1. Detailed instructions are available in a .pdf version
	2. There is an example of completed manifest you can reference

**On your own desktop**

1. Fill in all fields of the manifest
	1. Use instructions on the second tab of the manifest or the .pdf document
	2. If you want the HTSf staff to review your manifest prior to submission,
		1. please email it to us
		2. we will email the commented version back to you
		3. use this version to assist in filling out a new manifest form TracSeq
		4. Do not upload the emailed version. We have found that when emailing files back and forth, excel inserts code that you cannot see, but is embedded in the document. This code prevents submission and puts up a number of errors.
	3. Save the completed manifest, make sure to date it for future reference

**Step1: Submit material Page**

1. Return to TracSeq Sample Submission page
	1. Browse for your manifest
	2. Select “Submit TracSeq Sample Sheet”
	3. You may need to log back in if it times out

ERROR PAGE:

 The TracSeq site checks manifest for errors and will generate an error message page with a statement about the error. Go back to your manifest and fix the issue, re save, re-browse and resubmit. If you are unable to determine the issue, Contact Karl Eklund <keklund@email.unc.edu>

**Step 2: Confirmation of Manifest Submitted Page**

1. Confirm the correct manifest has been uploaded.
	1. Spot check a couple sample ID
	2. If correct 🡪 Select “yes”
	3. If In correct 🡪 Select “no”
		1. TracSeq will go back to Submit Sample Page
		2. Repeat step #7

**Step3: Current Manifest Submitted Page**

1. Confirmed manifest with TracSeq identifications will populate
	1. TS#: each sample is assigned a unique ID #
	2. Batch # : the entire manifest is assigned a unique number. You will need this when dropping the samples
	3. Save this document, select “Download CSV”
		1. Note this will be a .csv file, open and operates like excel
		2. Save file as an excel format
	4. Print out this document: this is an abbreviated version of what you just submitted
2. The Bottom of the screen has information about dropping off samples. Information is also available in the FAQs at the top of any TracSeq Screen

**You are finished with Sample Submission**

**Other Features of TracSeq:**

**View Full Manifest Tab:**

1. Allows you to pull up all the manifest submitted for a project
2. Download them as .csv file
3. Save files as Excel for future reference

**Manage Studies Tab:**

1. Submit request for creation for a new study
2. Submit request to add users to a current study
3. Request change form; need to make modification to a current study?

**FAQs Tab:**

a series of common questions with answers

**Contacts Tab:**

Names/ contact info of HTSF personnel

**Sample Information Editing Feature form Home Tab:**

You can edit currently submitted BUT not dropped off samples:

1. Open the “home “ page of Tracseq
2. Click on the Sample name in BLUE on the table displaying current submissions
3. A new view will appear listing all info from the manifest

\*Some info will be blank bc it was not required on the manifest version you previously filled out OR was left blank

1. Scroll o the bottom of the displayed info
2. Select “UPDATE this SAMPLE” box
3. Now the fields are editable within the boxes displayed
4. After changes are complete, select submit
5. Your samples data for submission will be update
6. Do not forget to go to the confirmed manifest and re-print the new version for drop off with the samples.