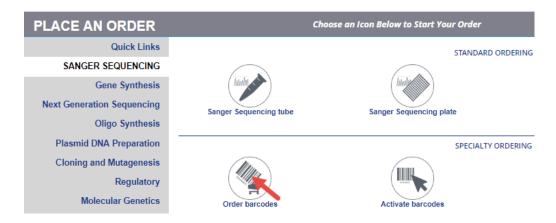


Welcome to the new Barcodes for Sanger Sequencing on GENEWIZ's Laboratory Information Management System (CLIMS). This At-A-Glance will walk you through the new Barcode feature.

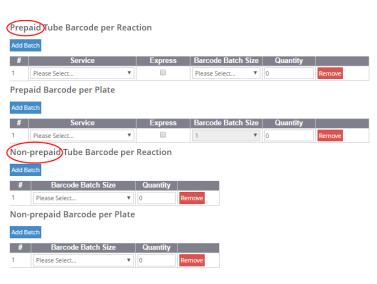
1. Getting Started

To get started, log into your CLIMS account. To order Barcodes for Sanger Sequencing, select the "Order Barcodes" icon found under "Sanger Sequencing" on the CLIMS homepage.



2. Ordering Barcodes for Sanger Sequencing

You now can select per Reaction in Tubes or Plates and have the option to choose between Prepaid or Non-Prepaid Barcodes as a payment option.

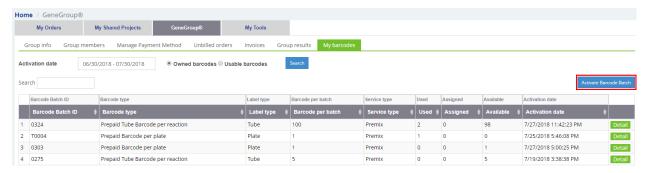


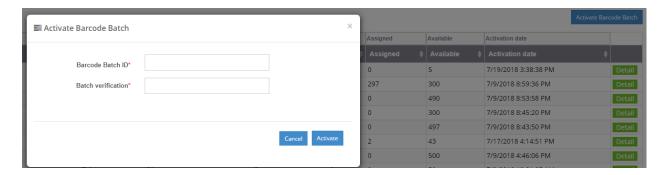
- To order, choose your payment option, select service type, batch size and quantity and click "Save and Review". To add multiple batches, click "Add Batch".
- This will take you through to your order summary. To proceed with your order, click "Add To Cart".
- To complete your order, enter shipping details and payment preference, then "Check Out".
- As soon as you receive your barcodes, label your samples (use 1.5 ml Eppendorf tubes) and submit them to GENEWIZ according to our Sample Submission Guidelines.



3. Activating Barcodes for Sanger Sequencing

Most barcodes are already pre-activated on your CLIMS account. However, if your barcodes have not been activated, for e.g if you have received promotional barcode labels not assigned in your account, please follow these simple steps.

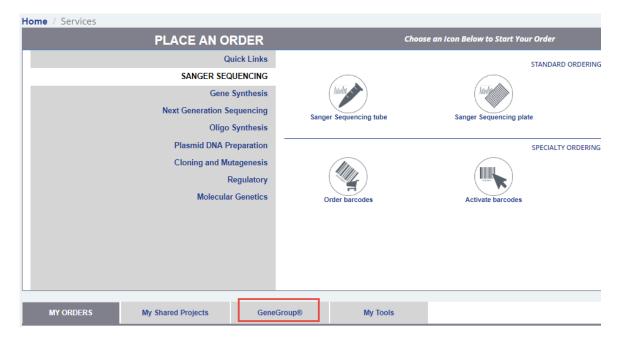




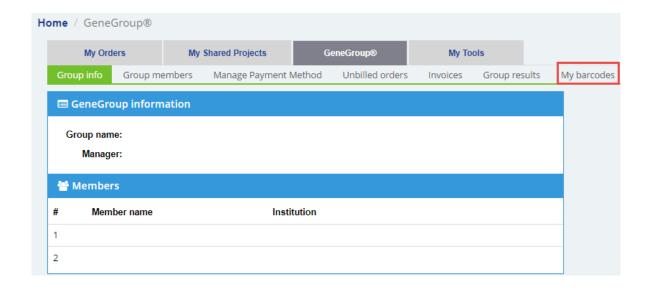
- Once you have received your Non-Prepaid Barcodes, log into your CLIMS account.
- If you need to activate your received barcodes, click "Activate Barcodes" found under "Sanger Sequencing" on the CLIMS homepage and you will be directed to your GeneGroup® page.
- Under the "My Barcodes" tab, click "Active barcode batch".
- In the window that opens, add unique Batch ID and Batch Verification No. you received with your barcodes and then click "Activate".



4. Assigning & Sharing Barcodes for Sanger Sequencing

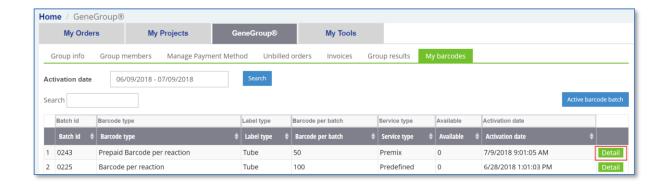


To share available Barcodes for Sanger Sequencing within your institution, choose GeneGroup® and click "My Barcodes" tab to allocate barcodes from your account to your colleagues.

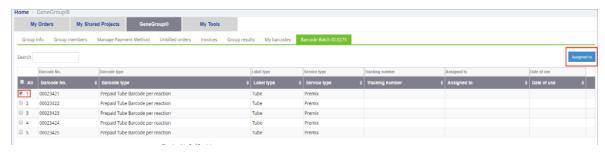




You can search for the barcode batch by activation date or you can free type the Barcode Batch ID in the Search box. Once you have found the correct batch click on "Detail".



On the next page, select the barcodes you wish to allocate and click "Assign To" on the top right. In the window that opens, enter the group member's email address and click "Assign" to complete.







Please note: To add/manage members, go to "GeneGroup®", click on the "Group members" tab, click "Invite Colleague" and fill in the details.

First Name*	
Last Name*	
Email*	
Confirm email*	
Please choose which email notifications you would like to receive for this member.	 Notify me when this user creates an order. Notify me when this user's samples are received. Notify me when the data for this user's order becomes available.