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Genomics & Transcriptomics Laboratory

Important notice: Major update to our TSM - sample management system!

Dear TSM user,

in order to keep pace with the fast developing landscape of Next Generation Sequencing applications and the ever increasing requirements to sequencing facilities we decided to refine our sample management (TSM) system. Therefore, effective from January, 27th we implement a major update into the current version.

This will also come with some changes for you regarding the order procedures but will also give you a whole bunch of new functionalities and possibilities to ease the whole process.

First, login procedure stays the same (e.g. login name, password, location: <https://tsm.gtl.hhu.de/user/loginform>). In addition, your profile information and order history will still be available.

The system now divides into two areas between you can choose after login:

1. **First Generation Sequencing**
including ‘*Sanger Sequencing*’ and ‘*Fragment Analyses*’ services on our ABI Prism 3130XL systems.
2. **Next Generation Sequencing**
including quality control (QC), NGS short-read and NGS long-read (NGS) and DNA microarray (MA) services.

Within the **First Generation Sequencing** area, order process and handling stay the same as before. The **Next Generation Sequencing** area follows a completely new process but we tried to hide these in the background and kept the familiar look and feel of the old system wherever possible to ease the transition for you.

One new feature is the *counseling* tool you can use to get in contact with us in order to discuss and design your projects. Via the form you can provide us with as many information as possible and upon dispatch we get in contact with you as soon as possible to discuss your needs and the possibilities we can offer. Upon completion all information is stored in your account. Additionally we use the counseling to complete your orders with all the information we need to process your samples. It will replace the “*Formblatt Analyseauftrag NGS/MA*” you had to provide to us with your orders. Which also means that all new orders need a counseling. After placing a new order we will get in touch with you proactive to do a counseling if it not happened beforehand.

A second major change is the implementation of unique sample identifiers (sampleID) for your samples. Due to substantial changes to the legislation on data protection and data privacy, easier sample and machine handling and to further reduce the chance of sample mix-up the system now converts your sample names to GTL lab specific sample IDs (anonymization). Upon you successfully placed an order you will get a conversion table on your computer screen that is also send via email to you. Since we do not store this information at any time in our database, **please store the conversion information for your record!** We are solely using the sample IDs in our lab records. These lab specific sample IDs are also used for the result files you receive upon completion of the analysis. Consequently, you are the only one who can assign the results to your samples! **Please be aware of that, we are not able to restore your initial sample names in case you lost the conversion information!**

In case you encounter any difficulties with the new TSM release, please do not hesitate to contact us by mail (bmfz-gtl@hhu.de) or phone. During the implementation phase of the new TSM system, we will have a specific **hotline (81-10476)** in place to answer questions about the new system and to report possible bugs.

We hope you find the new tools as helpful as we do. You are welcomed to give us a feedback about the new update. As we will further develop the system in the near future, you maybe have some valuable hints for improvement we can consider implementing in a next update. Thank you!

Sincerely,

Your GTL Team