Reminders

NO Computer Work while instrument is in use. Multitasking will cause the current run to crash, and all data will be lost.

Please NO FLASH DRIVES.
Here are several “safe” alternatives to move your data.
1. E-mail results to yourself for 96-well plates.
2. Use the Duke Express Repository.

The new software sometimes defaults to the ‘Fast’ Setting. ‘Fast’ is NOT COMPATIBLE with our machine.
To fix this go to Instrument Tab, Thermal Cycler Tab and ensure ‘Standard’ or ‘9600 Emulation’ is chosen.

Absolute Quantification is now called “Standard Curve (AQ)"
Relative Quantification is now called “deltadeltaCt (RQ)"

NOTE: If you mistakenly run Relative Quantification instead of Absolute Quantification SDS 2.4 is available to convert your data. Contact hhemric@duke.edu for the link.

To analyze Relative Quantification data you will need to exit the SDS 2.3 software and open the RQ Manager. You will be directed to add plates and then generate your Ct values.

Gather the following BEFORE using the new Sign-Up Calendar:

1. GCB net ID
   a. Go to this link to create a GCB net ID https://igspnet.genome.duke.edu/user/create_account
2. Business Contact Name (Business Contact person must have a GCB net ID)
3. Fund Code
4. New Project Folder in the Duke Express Repository for your RT-PCR data
   a. https://discovery.genome.duke.edu/express/projects/create

To access the RT-PCR Instrument Sign-Up Calendar

1. Go to: http://osforms.genome.duke.edu/
2. Enter your NetID and Password
3. Under “Reserve Time for”, choose “Instrument Use”
4. Enter your Charge Code (xxx-xxxx); choose a discount type from the pull down menu. Type your billing contact’s last name. Click on their entire name once it is automatically populated.
    If your Billing Contact does not have a GCB net ID they will need to follow the Instructions at the link below. https://igspnet.genome.duke.edu/user/create_account
    Once your billing contact has created a GCB account, you will be able to choose them to populate the billing contact field.
5. Choose Project
    If you do not already have a Project Folder in the Duke Express Repository choose “Create New” and follow the instructions.
6. Choose Equipment -> RT-PCR
7. Enter Number of Plates
8. Choose Array Plate Type and Quantification Type from the drop down menu
    [SYBR Green = Absolute Quantification (AQ); TaqMan = Relative Quantification (RQ)]
9. Click on Select Time
   At this point you will be re-directed to a message informing you that your request will be approved within the next 2 business days.

Once you receive an e-mail notifying you that you have been approved, follow the above instructions (steps 1-9) and this time you will be allowed to reserve a time to use the machine. (see below)

10. Click on Select Time
   You will be directed to the “RT-PCR Reservation Calendar”
11. CLICK on the date (number) you would like to use the machine
12. Enter the time you would like to begin (HH:MM am/pm)
   The signup sheet will automatically reserve the number of hours you will need the machine. You may edit the number of hours if necessary.
13. CLICK “Next”
   You will be directed to the “Current Submission Summary” page.
   If your reservation is correct click on “Reserve Time” and “OK”.

Please note: This reservation may be cancelled up until the start time by clicking on “cancel” in the Upcoming Reservations table on the Home page.

Please be courteous to others in promptly removing reservations that you will not be able to use.