

# EA Online SSF Tutorial

## 1. Log On

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <https://eassf.expressionanalysis.com>. The page title is "Specimen Submission Form - Mozilla Firefox". The website header features the EA logo (a colorful grid of squares) and the text "ea GENOMIC KNOW-HOW™". The main heading is "Specimen Submission Form".

**Welcome to the Expression Analysis client home page**

To submit specimens, please log in using your assigned EA ID and Password under "Existing Customers with Client ID", or use the information from your Expression Analysis quotation under "New Customers".  
If you do not yet have an EA Client ID or quotation, please contact your Service Consultant directly or Request a Quote by clicking on [http://www.expressionanalysis.com/contact/request\\_a\\_quote/](http://www.expressionanalysis.com/contact/request_a_quote/)

**Existing Customers with Client ID**

Client ID   
Password

**New Customers**

Quote #   
Password   
(Password is the last name of the contact in the "QUOTE TO" field of your Expression Analysis quotation. Password is not case sensitive)

This information can be found in your last Data Delivery email from EA.

This information can be found on the top of the first page of the quote provided by your Sales Consultant.

## 2. Filling in Online Specimen Submission Form (SSF)

SSF Submission - Mozilla Firefox

File Edit View History Bookmarks Tools Help

SSF Submission

http://eassf.expressionanalysis.com/Submit.aspx

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows Pin It

 **Specimen Submission Form**

GENOMIC KNOW-HOW™

[View Submission History](#) || [Sign Out](#)

*If you have any questions about this system or EA's services please contact your Service Consultant.*

Service Consultant:  **Your Service Consultant's Contact Information**

Phone:

Fax:

Email:

**You can also call the main line: 919.405.2248 with questions.**

 **You can view previous submissions by selecting the "View Submission History" link.**

**Client Information**

Quote #:  **Your Quote Number**

Client ID: **Your EA Client ID Number (EA\*\*\*\*, new clients will be blank)**

Organization: **Your Organization**

Client Name: **PI Contact Information**

Client Phone: **(Will pull from quote automatically, can be modified if necessary)**

Client Email:

Client Address:

### Project Contact

Same as Client Information

Project Contact Name \*



This contact will receive information about specimen receipt, processing questions, and data delivery. Multiple contacts may be added.

*The project questions*

*and contacted for*

Project Contact Phone \*

Project Contact Email \*

Additional Contact Emails

*Enter additional Contact Emails seperated by a comma.*

### Billing Information

Same as Client Information

Billing Contact Name



Billing information is not required to ship specimens.

EA will not start processing specimens without a PO/Billing information in place.

Billing Contact Phone

Billing Contact Email

P.O Number

### Quote Information

Item	Service	Description	Quantity
1		This section will list the services that EA is performing on your specimens. If the information is incorrect, please contact your Service Consultant prior to clicking "Submit".	1
2			1

## Specimen Information

Replacement Samples \*  Yes  No

Please select which type of specimen disposition you would like for these specimens \*

Please Select

Comments

(\*140 characters only)

### [Click here to download the Specimen Manifest Template](#)

Please cut and paste your Specimen Information into the EA Specimen Manifest Template and Upload. Note: The EA Specimen Manifest Template must be used, do not upload Excel manifests that are not in EA format.

Upload Specimen Information \*

Browse...

*Click to Browse to select and import your Specimen Manifest*

Submit



Any comments over 140 characters, especially those pertaining to processing instructions should be discussed



You MUST upload the EA approved manifest or your submission will fail. Download template from the link on the left, and enter all specimen information. Completed manifest



SpecimenManifest1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Normal Page Break Preview Ruler Formula Bar Zoom 100% Zoom to Selection New Window Split Arrange All Hide Save Workspace Switch Windows Macros

Page Layout Custom Views Gridlines Headings Message Bar Freeze Panes Unhide

Workbook Views Show/Hide Zoom Window Macros

S19

	K	L	M	N	O	P	Q	R	S
1									
2	at the end of the worksheet.								
3	Specimen Type = Cells			Specimen Type = DNA or RNA				Specimen Type = Blood	
4	Preservation Method	Cell Origin	Count	Concentration	Units	Solvent	Volume (µl)	Extraction Method	Preservation Method
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Orange Section:  
Required for all cell specimens

Green Section:  
Required for any RNA or DNA specimens

Pink Section:  
Required for any blood specimens

SpecimenManifest1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Normal Page Layout Full Screen Workbook Views

Ruler Gridlines Message Bar Show/Hide

Formula Bar Headings

Zoom 100% Zoom to Selection

New Window Split Arrange All Freeze Panes Window

Hide Unhide Save Workspace Switch Windows

Macros

S19 fx

	T	U	V	W	X	Y	Z	AA	
1									
2									
3	Specimen Type = Prepared Library						Specimen Type = Other		
4	Concentration	Units	Solvent	Volume (µl)	Mean Size (Base Pairs)	Sequencing Primer	Preservation Method	Solvent	Specimen
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

1 Purple Section: Required for all sequencing prepared libraries

1 Tan Section: Required for other specimen types requiring isolation

1 White Section: Can be used to add individual comments for each specimen

Specimen Manifest Instructions Specimen Manifest Comparisons

Ready 90%

## 4. Creating Group Comparisons in Specimen Manifest Template

Group comparisons can be defined on the Comparisons tab of the Specimen Manifest Template. This comparison page should only be used for Gene Expression Microarray Group Comparisons. Each comparison must have 2+ specimens.

\*\*If you are using a different platform and would like comparison work completed, please contact your Service Consultant.

	Group 1	Group 2	Group 3	Group 4	Group 5
1					
2					
3	Group Name				
4					
5	Specimen 1				
6	Specimen 2				
7	Specimen 3				
8	Specimen 4				
9	Specimen 5				
10	Specimen 6				
11	Specimen 7				
12	Specimen 8				
13	Specimen 9				
14	Specimen 10				
15	Specimen 11				
16	Specimen 12				
17	Specimen 13				
18	Specimen 14				
19	Specimen 15				
20	Specimen 16				
21	Specimen 17				
22	Specimen 18				
23	Specimen 18				
24	Specimen 20				

List which group(s) you would like compared using the Group Names that you provided above.

F22

	A	C	D	E	F	G
	<b>STEP 2: DEFINE COMPARISONS</b>					
27						
28		<b>Baseline Group</b>	<b>Experimental Group</b>	<b>Comments</b>		
29	Comparison 1					
30	Comparison 2					
31	Comparison 3					
32	Comparison 4					
33	Comparison 5					
34	Comparison 6					
35	Comparison 7					
36	Comparison 8					
37	Comparison 9					
38	Comparison 10					
39	Comparison 11					
40	Comparison 12					
41	Comparison 13					
42	Comparison 14					
43	Comparison 15					
44	Comparison 16					
45	Comparison 17					
46	Comparison 18					
47	Comparison 19					
48	Comparison 20					
49						
50						

Specimen Manifest Instructions Specimen Manifest Comparisons

Ready 100%

## 5. Uploading and Submitting Specimen Manifest Template

**Specimen Information**

Replacement Samples \*  Yes  No

Please select which type of specimen disposition you would like for these specimens \*

Comments

(\*140 characters only)

[Click here to download the Specimen Manifest Template](#)  
Please cut and paste your Specimen Information into the EA Specimen Manifest Template and Upload. Note: The EA Specimen Manifest Template must be used, do not upload Excel manifests that are not in EA format.

Upload Specimen Information \*    
*Click to Browse to select and import your Specimen Manifest.*



After uploading your completed Specimen Manifest, select the Submit button.



To upload your completed Specimen Manifest Template, you will need to save it to your computer.



After saving your completed Specimen Manifest, select the Browse button. Choose the completed Specimen Manifest file that you wish to upload.

## 6. Example of Failed Submission

**Specimen Information**

Replacement Samples \*  Yes  No

Please select which type of specimen disposition you would like for these specimens \*  Required Field

Comments

(\*140 characters only)

[Click here to download the Specimen Manifest Template](#)

Please cut and paste your Specimen Information into the EA Specimen Manifest Template and Upload. Note: The EA Specimen Manifest Template must be used, do not upload Excel manifests that are not in EA format.

Upload Specimen Information \*  Browse... Please select the appropriate XLS or XLT file.  
*Click to Browse to select and import your Specimen Manifest.*

Please scroll up to complete mandatory fields.



After you have hit the Submit button, if your submission fails for any reason, the following message will appear  
"Please scroll up to complete mandatory fields."

Fields with errors will have red text and indicate what is missing.  
Please scroll up to fix any errors before selecting Submit again.

## 7. Example of Successful Submission



After clicking the submit button you will see the following screen if the submission was successful.

Please print out a copy of this screen to include as a hard copy with your shipment

Congratulations, you have successfully uploaded your Specimen Manifest. Click 'Print' below to generate a copy of your Specimen Submission form.  
 Please include a copy of the Specimen Submission form in the box with your shipment. You will be contacted by email when your specimens arrive at our facility. Thank you for doing business with Expression Analysis.

**Print page**



### Specimen Submission Form Quote # Your Quote Number

Service Code	Description	Array Type	Quantity
--------------	-------------	------------	----------

This section will list the services that EA is performing on your specimens.  
 Should information be incorrect or have changed, please contact your Service Consultant.  
 EA will not start processing specimens without a PO/Billing information in place.

Client Information		Project Contact
ClientID	Your EA Client ID Number	This person will receive information about specimen receipt, processing questions, and data delivery. May have multiple people if necessary.
Organization	Your Organization	

Principal Investigator	Billing Contact
------------------------	-----------------

PI Contact Information

Billing information is not required to ship specimens.  
 EA will not start processing specimens without a PO/Billing information in place.

## 8. Example of Successful Submission Email

If you selected the Submit button and your submission was successful, the PI and Project Contact will receive an email containing an electronic copy of the SSF.

If an email is not received, please contact your Service Consultant as there may be an error with your submission.

