

Client instructions:

1. Use the CAGE-provided login name and password to log into the database. When you log in, no records are displayed; you must use filter options to select records to display.
2. Use the yellow icons above the check boxes (filter icons) to create filters. Use the filter icon with the red x to clear all filters. For example, to filter the records you see by Sample ID, select the sample IDs you want and click on the filter icon. The selected records will appear below the filter row.
3. The first filter is Experiment Code: you will see multiple options under this filter if you have multiple experiments with us. Most clients will only see one check box here.
4. Filter options can be used in any order, alone or in combination with each other. Working from left to right will apply filters in sequence.
5. Once you have selected the desired records, you can download them to your computer in .fas, .qual, .fas and .qual, or .csv formats. To download records, select records you want to download by clicking the checkboxes on the left (you must first use filters to display a list of records). Once you have the records selected, choose the desired format in the drop-down menu on the bottom of the window (it is set to .fas by default). Type in a desired file name and click the green arrow icon to the right. The database will create your file, and the message: "Click here to download your file:" with a hot link to the new file will appear at the bottom of the window. Files download in a .zip folder.
6. You can use the Share button at the bottom of the screen to post selected records to the public portion of our database -- this will make them visible to guest users who wish to explore the database.
7. To Log Out, press the red power button in the bottom right corner of the screen.