**Create sample folders**

1. Open Clinical Sample Receipt Log and Make\_Folder.xlsx
2. In Clinical Sample Receipt Log, copy column D to I for samples in batch
3. Paste into Make\_Folder.xlsx - MAKE\_FOLDER tab (column A to F)
4. Open notepad and copy column J (md Dxxxx\_00000)
5. Save as folders.cmd in result folder, change Save as type to All Files and close
6. Double click file to create folders then close Make\_Folder.xlsx and delete .cmd file

**Copy worksheets to folders**

1. Select appropriate template from R:\CANCTR RSCH\CMOL\Assay Results\Clinical Data\NGS\Result Summary Analysis Workbooks and copy to result folder
2. Open file and add initials/date, close file.
3. Place copy of 1\_Copy \_Worksheet\_to\_Folder.ps1 to result folder, right click and choose Run with Powershell, delete file and initial template when done

**Rename the worksheets**

1. Place copy of 2\_Rename\_Worksheet.ps1 to result folder, double click to open
2. Change N541 to current run number and close
3. Right click on 2\_Rename\_Worksheet.ps1 and choose Run with Powershell then delete file
4. Manually add control(s) folder/template

**Move files to folders**

1. After result files have been pasted from CLC computer, place copy of 3\_Move\_Files\_to\_Folder.ps1 in result folder and choose Run with Powershell then delete file

**Create xml file and API upload**

1. Open either Comp\_xml.xlsm or Heme\_xml.xlsm depending on panel
2. Copy and paste patient info from receipt log to Patient\_Info tab
3. Copy and paste .vcf file name, including file extension, into 2F of XML tab and click Copy and Convert
4. Double check fields highlighted in yellow on row 10
   1. 10G – confirm diagnosis
   2. 10P – add blast count or other relevant cellular info for bone marrow/blood and % tumor content for solid tumors
   3. 10Q – change semicolons to commas between names
   4. 10S - remove Hospital if sample is from The University of Kansas Hospital
   5. Confirm the accession ID of the sample is consistent between field 10F and 10N.
5. Click Developer then Export and save as XML to sample result folder, close .xlsm file
6. In sample result folder, select .vcf file then XML file, right click and select Send to -> Compressed (zipped) folder