Sample Sheet instruction

A sample sheet is a .csv file that defines the sample names and index sequences for each sample in your library pool. It also provides configuration parameters to DRAGEN, specifying which analysis to perform and the analysis settings to use. In this instruction, we focus specifically on configuring DRAGEN to run the BCL Convert pipeline (which demultiplex the data and converts basecall files to fastq).

- Log on to https://euc1.sh.basespace.illumina.com/ (register if you do not already have an account).
- Navigate to: **Runs → New Run → Run planning**
- Choose a **Run Name**, we recommend that it includes the current date and your initials (separated by an underscore):
    - Example: **20250101_XX**
- Set **Instrument Platform** to **MiSeq i100 Series.**
- Set **secondary analysis** to **Local.**
- Set chosen **Read lengths.**
- Click **Next.**
- Set **Application** to **Dragen BCL Convert.**
- Choose suitable **Library Prep Kit**
    - “Not specified” is an option if you want to add index/adapter information manually.
- Choose suitable **Index adapter Kit**
    - “Not specified” is an option if you want to add index/adapter information manually. Please note that all added sequences should be in forward orientation.
- Click **Next.**
- **Adapter Read 1** and **Adapter Read 2** information is optional, adapter sequences will be trimmed from sequences if added.
- Add samples (either add manually or import).
    - Option A: Fill in the table manually (not recommended when you have a lot of samples).
    - Option B: Click **Download Template**. Fill in the template and upload it again with **Import Samples → From this computer.**
    - In both cases: The “Well position” refers to the index positions in the index well plate. Also, make sure to fill in the barcode mismatches fields for all samples, otherwise you will have to do this manually when starting the sequencing run.
- It is recommended to use **gzip** as compression format.
- Click **Next.**
- Save the project as Planned.

You can now find the project configuration and export the Sample Sheet at any time by navigating to **Runs → Planned**.