

Instructions for Excel Spreadsheet NMR Sample Submission (20200804)

Sample drop off for Artemis and Callisto must be completed as no-contact. Samples will be run by facility staff. See additional instructions on the MR Facility website here.

Before the first drop off contact NMR staff (nmrstaff@chem.wisc.edu) to have your name added to the submission sheet. Continue only once we have confirmed your request.

- If you have samples that are going to both artemis and callisto, please fill out separate spreadsheets for them, and use two different samples containers for them.
- You must download and fill out the sample submission [Excel spreadsheet](#). Fill out only the cells that have blue headings, as described below. Other cells are generated automatically.

Header: Fill in the header information at the top of the table.

Sample position: Adjust sample position/numbers, but keep them consecutive for each of your samples.. If you need multiple experiments on the same sample, the position has to be the same. Make sure your selections are correct!

Label your samples to match the sample position number in the spreadsheet. Use numbers only, 1,2,3,...,n as labels on your tube caps.

Username: Choose from the dropdown menu. You can simply type it in, but it has to match a name in the dropdown.

If your username is not in the dropdown list contact nmrstaff@chem.wisc.edu to be added to the list. Wait for a confirmation email, then download the excel file again (make sure you clear your browser cache, so you get the new document).. Your username should now appear in the list.

Solvent: Choose from the dropdown. Make sure the solvent is in the list: you can type in dms0 but the correct solvent is DMSO, and the computer won't take your entry. The caps matter! Choose from the list or type it in exactly as on the list, or the experiment will fail.

Title: Add a title to the experiment - no special characters (do not use parenthesis)! It is important that the title be unique; if it is not, the experiment will fail (or earlier data may be written over).

Experiment: If the experiment you want to run is not on the dropdown list please contact nmrstaff@chem.wisc.edu to have it added to the list. Wait for a confirmation email, then download the excel file again (again clear your browser cache). The experiment should now appear in the list.

Expno: The standard experiment number is 10. If you need multiple experiments on the same sample, the experiment number needs to be incremented. (note: the sample number has to be the same!).

The simplest way to get another experiment for the sample is to right-click the row for the experiment you've already setup, and copy-n-paste in below. Edit the new row, keeping the sample number/position the same. Either increment the experiment number in the new row, or modify the title.

Instrument: Choose the instrument for this experiment (note: NMR staff might edit your choice according to availability).

Notes: Note any special characteristics about the sample that we need to know. Send a separate email if your sample(s) is(are) unstable.

Add parameters to the notes section that you would like changed from the standard setup: most common would be **d1** or **ns** changes.

Save the Excel sheet as follows:

Instrum_YYYYMMDD_group_username_4in7in.xlsx

Where Instrum is either av400 or callisto, and 4in7in indicates whether you are using 4in or 7in tubes. Send the Excel sheet to nmrstaff@chem.wisc.edu when you are about ready to deliver your samples to the dropoff area. Follow the MR Facility Covid-19 instructions for prepping and labeling your samples and containers properly.