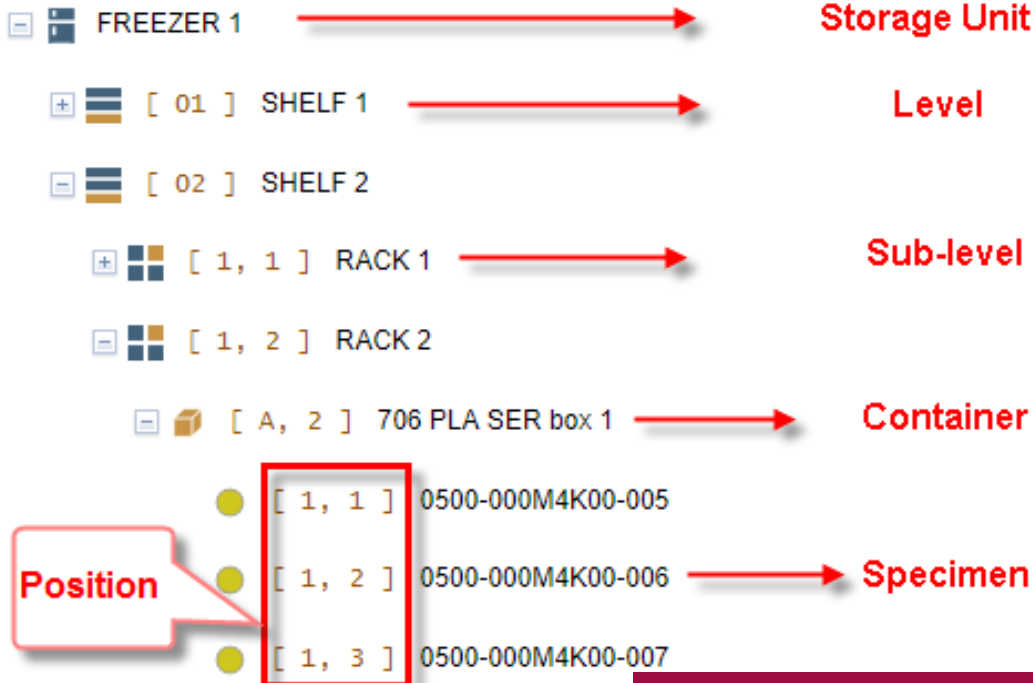


Specimen Storage



Adding Specimens

1. Click on box name

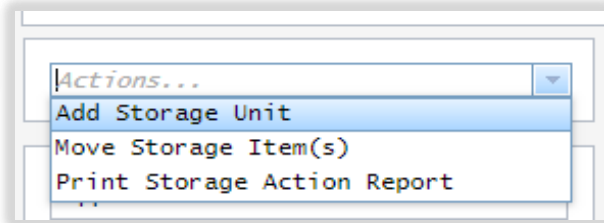
2. Barcode logo changes to plus sign

3. Scan LDMS Barcode

9004-0003MF00-001
 728000011 998 0
 29/Oct/2019 2 Vst
 BLD SST SER N/A
 1.00 ML

Storage setup

Before the Storage module can be used, it must be configured to match the freezer at your lab. The freezer can be set up with one level (shelves only) or two levels (shelves and racks).



To add a new freezer select **Add Storage Unit** from the **Actions** menu

Add Level

Freezer 1

Edit

- Add New Level
- Set Condition Code
- Set Frozen Info
- Mark to Ship
- Print labels
- Delete

From Template: *Select a template...*

Name: Shelf 2 *

Number of Rows: 1 *

Number of Columns: 5 *

Positions Only:

Coordinate Order: Row/Column

Column Labeling: Alphabetic | Left to Right

Row Labeling: Alphabetic | Top to Bottom

Fill Order: Left to Right, Top to Bottom | Reset

Excluded Positions:

Preview:

	1	2	3	4	5

Save As New Template:

New Template Name:

Continue Cancel

After adding a Storage Unit, use the **Add Level** menu to create a shelf.

The shelf can be configured to hold racks (Columns) or boxes (Rows and Columns).

Create Storage Unit

From Template: *Select a template...* Empty Structure

Name: Freezer 2 *

Type: Freezer *

Temperature: -80 C

Number of Rows: 4

Number of Columns: 1

Positions Only:

Coordinate Order: Row/Column

Column Labeling: Alphabetic

Row Labeling: Alphabetic | Top to Bottom

Fill Order: Top to Bottom, Left to Right | Reset

Excluded Positions:

Preview:

	1
	2
	3
	4

Use the **Create Storage Unit** menu to record the actual temperature of the freezer and number of shelves (Rows)

Container Templates

Template Configuration

Name: 9x9 box *

Number of Rows: 9 *

Number of Columns: 9 *

Positions Only:

Coordinate Order: Row/Column

Column Labeling: Numeric | Left to Right

Row Labeling: Numeric | Top to Bottom

Fill Order: Left to Right, Top to Bottom | Reset

Excluded Positions:

Preview:

	1	2	3	4	5	6	7	8	9
1	1,1	1,2	1,3	1,4	1,5	1,6	1,7	1,8	1,9
2	2,1	2,2	2,3	2,4	2,5	2,6	2,7	2,8	2,9
3	3,1	3,2	3,3	3,4	3,5	3,6	3,7	3,8	3,9
4	4,1	4,2	4,3	4,4	4,5	4,6	4,7	4,8	4,9
5	5,1	5,2	5,3	5,4	5,5	5,6	5,7	5,8	5,9
6	6,1	6,2	6,3	6,4	6,5	6,6	6,7	6,8	6,9
7	7,1	7,2	7,3	7,4	7,5	7,6	7,7	7,8	7,9
8	8,1	8,2	8,3	8,4	8,5	8,6	8,7	8,8	8,9
9	9,1	9,2	9,3	9,4	9,5	9,6	9,7	9,8	9,9

Indicate the **Number of Rows**, **Number of Columns**, **Coordinate Order**, and **Fill Order** of a box. The rows and columns indicate how many specimens fit in the box. After the template is set up, it is available in the **Add New Container** menu

Edit

- Add New Container
- Set Condition Code
- Set Frozen Info
- Mark to Ship
- Print labels
- Delete

Notes