

Configuration Tab

Container

1. In the **Configuration** tab, click the **Container** radio button
2. Enter the following information:

Label: (generic name; suggest using catalog number or part number)

of columns; # of rows —these are the dimensions of the box

Labeling Method: If using **Positions Only** positions will be labeled 1, 2, 3,...81

Fill Order: Left to Right, Top to Bottom (most common but all other options are available)

Coordinates: Row, Column or Column, Row (if using **Positions Only** this option will be greyed out)

Storage Type	Active	Label	Columns	Rows	Positions
1	✓	8x8	8	8	64
2	✓	8x8 Alpha	8	8	64
3	✓	8x8 Numeric	8	8	64
4	✓	8x8 Type 2	8	8	64
5	✓	9x9	9	9	81
6	✓	9x9 Alpha/Numeric	9	9	81
7	✓	9x9 Box1 Alpha/Numeric	9	9	81
8	✓	9x9 Numeric/Alpha	9	9	81
9	✓	9x9 Positions	9	9	81
10	✓	IRC Box	9	9	81
11	✓	box	9	9	81

Level (Racks and Shelves)

Click the **Level** radio button

Racks follow the same parameters as containers

Shelves can be configured to hold racks or containers.

Shelves with Racks:

The number of columns reflects the number of racks; the numbers of rows will always be one

Shelves with Containers:

The number of columns and rows reflects the total number of containers on a shelf. The fill order will always be **Bottom to Top**.

Adding Levels and Containers

Level (Shelves or Racks)

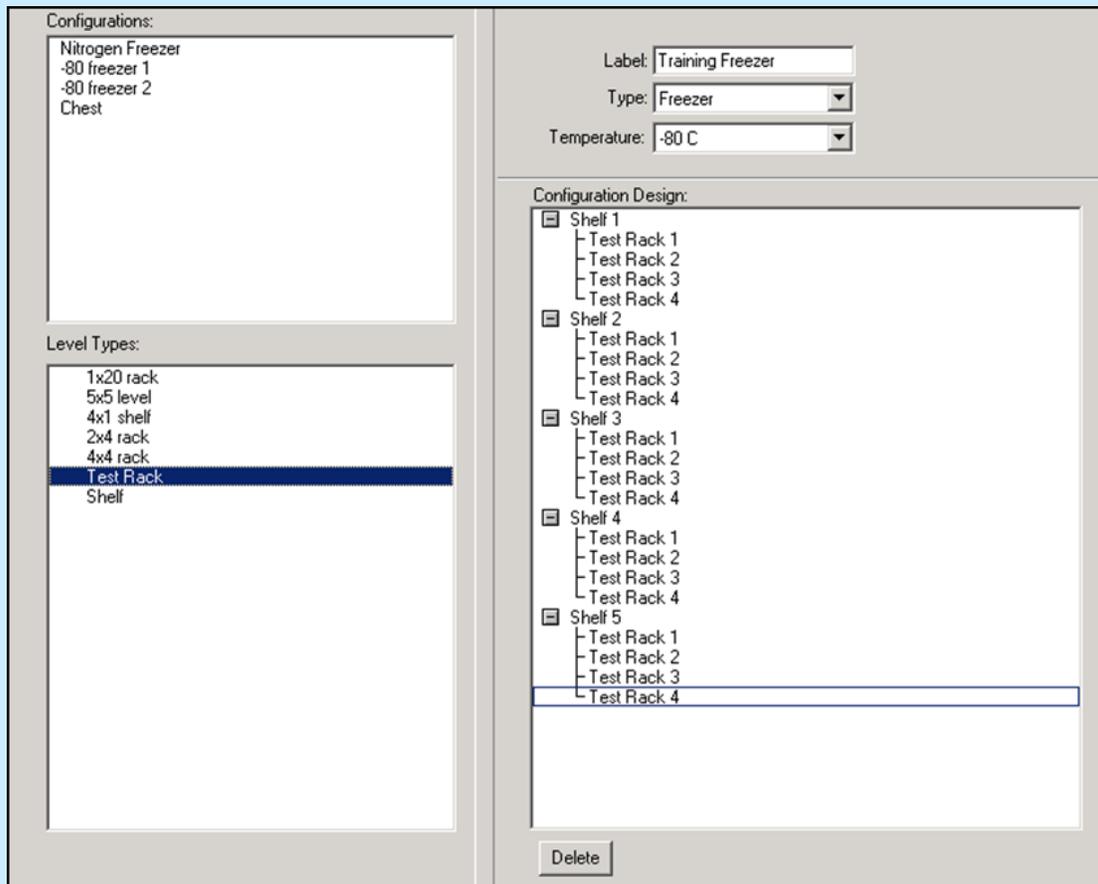
1. Highlight the freezer or shelf that you wish to add the new level to.
2. Click the **Add** button on the LDMS toolbar.
3. The Storage Add dialog box appears. Click **Level**.
4. Select the Level template from the list
5. Enter a name for the level in the **Name** field of the dialog box, and then click **OK**

Container

Highlight the level (shelf or rack) that you wish to add the new container to. Repeat steps 2-5 above. After naming your box, the Position Selection menu will appear to set the position in the rack (or shelf)

Freezer Configuration Tab

1. Enter freezer name in the **Label** field
2. Select the **Type** and **Temperature** in the drop down menu
3. Click and drag the shelf from **Level Types** list to the **Configuration Design** field. The **Level** dialog box appears.
4. Enter the number of shelved in the **Number** field and click **OK**
5. Click and drag the rack from the **Level Types** list to the **Configuration Design** list. The **Level** dialog box appears
6. Select **Shelf 1** from the **Sub Level** box.
7. Enter the of racks the shelf can hold in the **Number** field and click **OK**
8. Repeat for the remaining shelves
9. Click the **Add** button on the LDMS toolbar.



Adding Freezers

1. Click in the Storage Structure hierarchy on the Main View tab.
2. Click the **Add** button on the LDMS toolbar.
3. Click **Freezer**. The **Storage Add** dialog box appears.
4. Click to highlight the freezer template and click **OK**.
5. Enter the freezer name in the **Name** field of the dialog box, and then click **OK**.

