**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)

**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**.

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**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**.