

### 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)

#### 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**.

The screenshot shows the 'Configuration' tab in the LDMS software. It features several input fields and a table. The 'Container' radio button is selected. The 'Label' field contains 'Training Box'. The 'No. of Columns' is 9, 'No. of Rows' is 9, and 'No. of Positions' is 81. The 'Labeling Method' is 'Positions Only' and the 'Fill Order' is 'Left to Right, Top to Bottom'. The 'Coordinates' are set to 'Row, Column'. There is an 'Exclusion' section with 'Type' set to 'Corner(s)' and 'Selection' set to 'Upper Left'. A 'Reverse Row Labeling' checkbox is unchecked, and 'Configuration is Active' is checked. Below these settings is a table titled 'Storage Type' with columns for 'Active', 'Label', 'Columns', 'Rows', and 'Positions'.

	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

### 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**

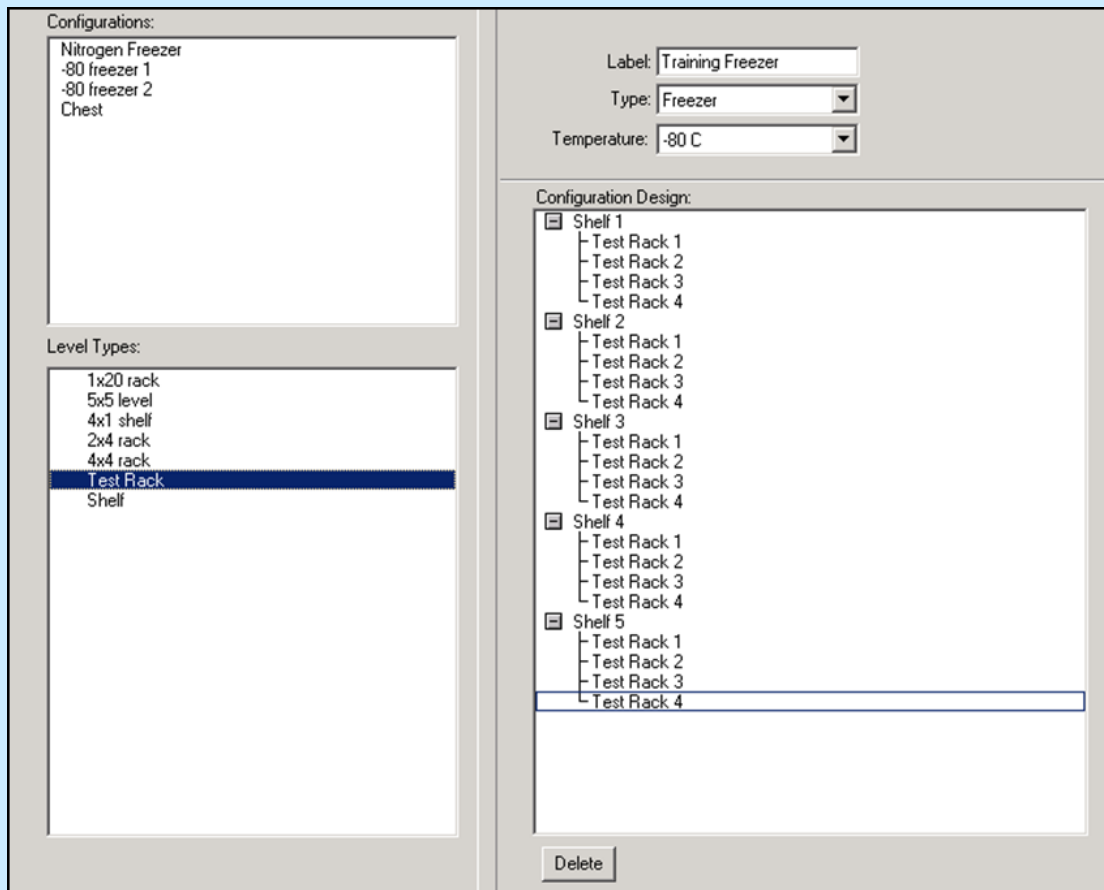
#### Container

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)

The screenshot shows a dialog box titled 'Add' with the question 'Add which item?'. It contains four buttons: 'FREEZER', 'CONTAINER', 'LEVEL', and 'CANCEL'.

## 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**.

