

## Specimen Storage

Stored Samples

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ZIP Freezer			<b>Storage Unit</b>	Edit
[ 01 ] Shelf 1			<b>Level</b>	Edit
[ 01 ] Zip Training Box 1				Edit
[ 02 ] Zip Training Box 2			<b>Container</b>	Edit
[ 1, 1 ] 0500-000D4C00-001				Edit
[ 1, 2 ] 0500-000D4C00-002			<b>Specimen</b>	Edit
[ 1, 3 ] 0500-000D4C00-003				Edit

### Adding a New Container

Create Storage Container

ZIP Freezer  
Shelf 1

Number to Add: 1

From Template: Zip box

Number of Rows: 8

1. Click on a **Add New Container** in the **Edit** drop-down menu

2. Use the **Container Template** to setup the box (see reverse)

### Adding Specimens

[ 01 ] Shelf 1

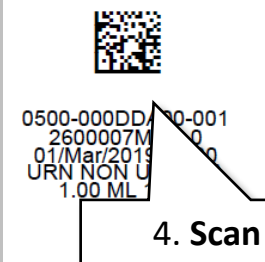
[ 01 ] Zip Training Box 1

[ 02 ] Zip Training Box 2

[ 1, 1 ] 0500-000D4C00-001

3. **Click on the box name**

4. **Scan specimen**



## 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).

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).

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

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

## Container Templates

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

## Administration

Check the **Auto-assign** setting in Lab Settings to facilitate barcode scanning.