Create an Aliquot or Derivative
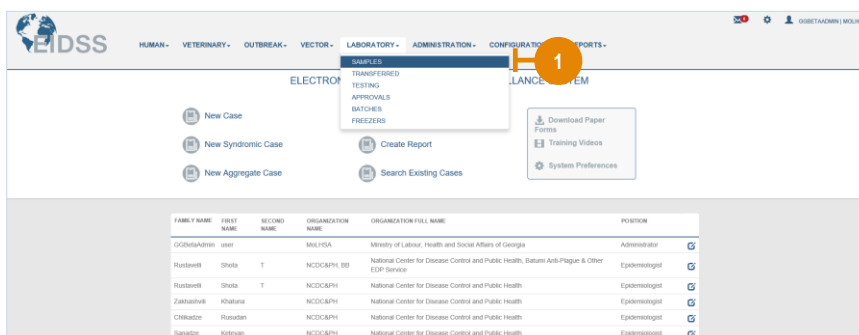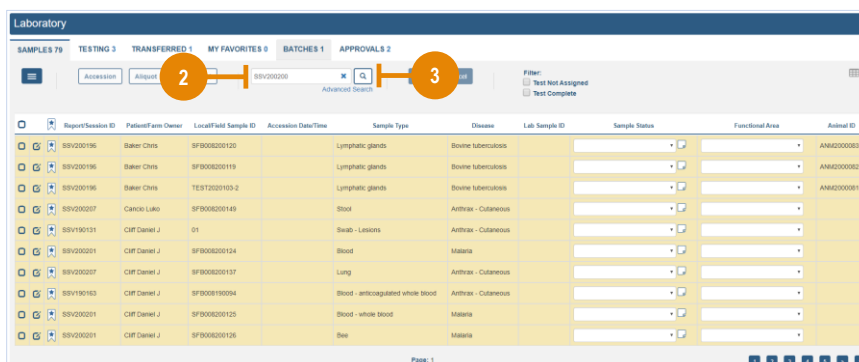
An EIDSS user with the appropriate permissions can create aliquots or derivatives of accessioned samples in the database. This quick guide presents the steps to create an aliquot or derivative.

1. From the **EIDSS Dashboard,** choose **SAMPLES** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **SAMPLES** tab open.

2. Enter a search parameter for the sample for which you wish to create an aliquot or derivative. **Note:** Searching may not be necessary if the desired sample appears in the grid.

3. Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results.**

Tip 1: If the desired sample does not appear, click **Advanced Search,** enter as much information as possible, and click **Search.**

4. Check the box of the desired sample. **Note:** Only accessioned samples can be used to create aliquots and derivatives.

5. Click **Aliquot.** The **Aliquots/Derivatives** window appears**.**

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6. Check the box of the desired sample.

> **Tip 2:** To delete entered information and close the window, click **Cancel.**

7. Select the **Create Aliquot** or **Create Derivative** radio button.

8. Enter the desired number of **New Samples. Note:** If multiple samples are selected, the number entered will apply to all.

9. Choose the **Type of Derivative** from the drop-down menu. **Note: If Create Aliquot** was selected, this menu will be disabled.

10. Click **OK.** The grid refreshes including a **New Lab Sample ID** for each aliquot or derivative.

11. Click the **Storage Location** icon corresponding to a new sample. The storage levels appear.

> **Tip 3:** To collapse/expand a storage level, click the appropriate **Show/Hide** icon.

12. Click the **Box** where you wish to store the new sample.

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13. Click a symbol at the **Box** level to represent the physical location of the aliquot or derivative. **Note:** Symbols will turn orange once chosen; unavailable locations will be grayed out.

14. Enter a comment as needed. **Note:** Repeat steps 11–14 for each new sample created. **Note:** To print aliquot or derivative barcodes, check the **Print Barcode** box and then click **Print** on the **Bar Code Labels** window that appears.

> **Tip 4:** To remove an aliquot or derivative, click the **Delete** icon corresponding to the appropriate sample.

15. Click **Save.** A pop-up appears confirming successful creation of the aliquot or derivative.