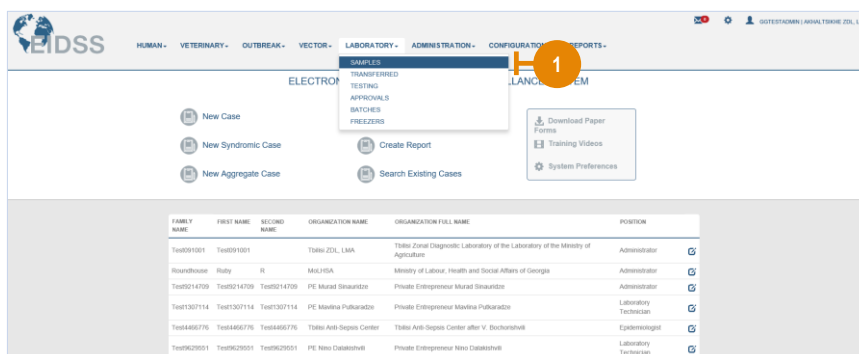


# Transfer a Sample

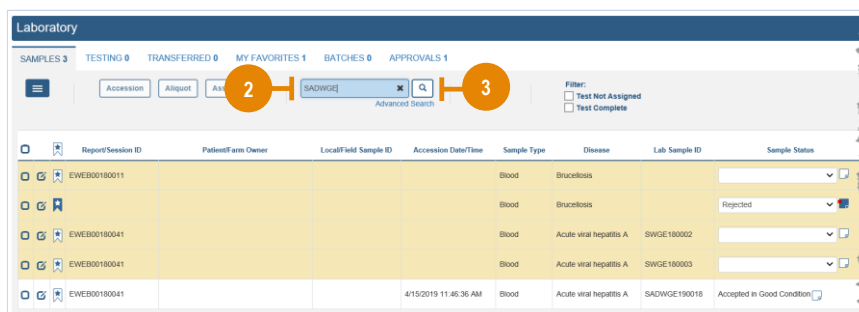
Pg. 1 of 2

An EIDSS user with the appropriate permissions can move accessioned samples in the database. This quick guide presents the steps to transfer a sample.

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

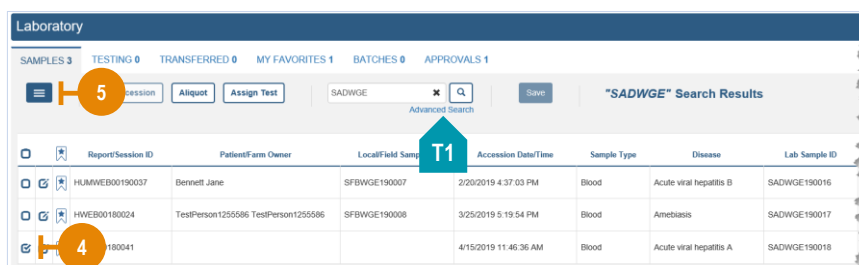


2. Enter a search parameter for the sample you wish to transfer. **Note:** Searching may not be necessary if the desired sample appears in the grid.
3. Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results**.



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

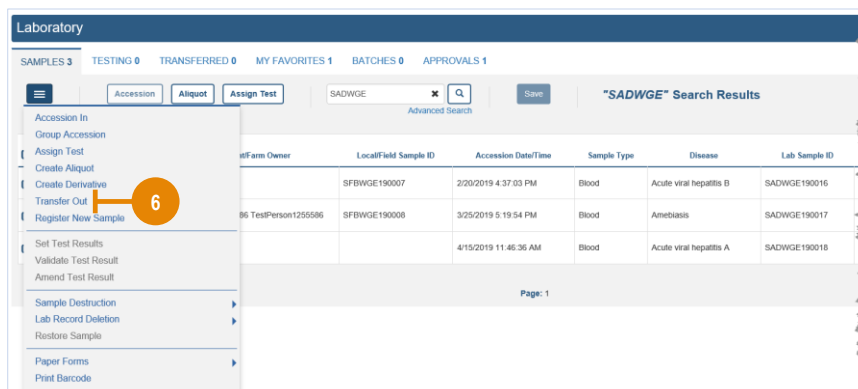
4. Check the box of the desired sample.
5. Click the **Samples Menu** icon. The **Samples Menu** appears.



## Transfer a Sample

Pg. 2 of 2

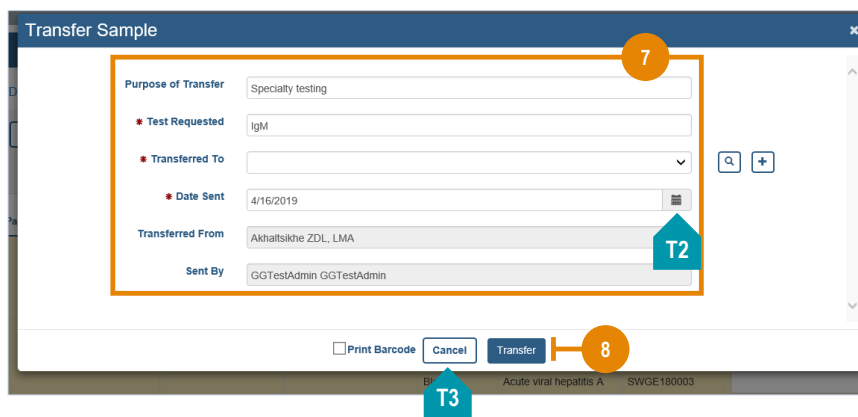
- Click **Transfer Out**. The **Transfer Sample** window appears.



- Complete the **Transfer Sample** window. **Note:** Fields marked with a red asterisk are mandatory. **Note:** To print barcodes, check the **Print Barcode** box and then click **Print** on the **Bar Code Labels** window that appears.

**Tip 2:** To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

**Tip 3:** To delete entered information and close the window, click **Cancel**.



- Click **Transfer**. The sample is transferred and the sample record appears within the **TRANSFERRED** tab.