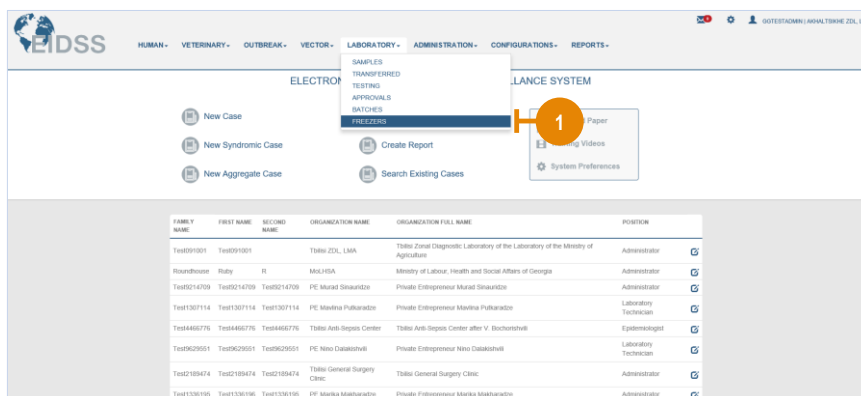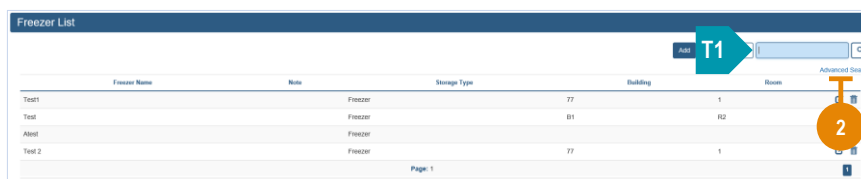# Search for a Freezer

An EIDSS user with the appropriate permissions can locate freezers in the database. This quick guide presents the steps to search for a freezer.

1. From the **EIDSS Dashboard,** choose **FREEZERS** from the **LABORATORY** drop-down menu. The **Freezer List** screen appears.

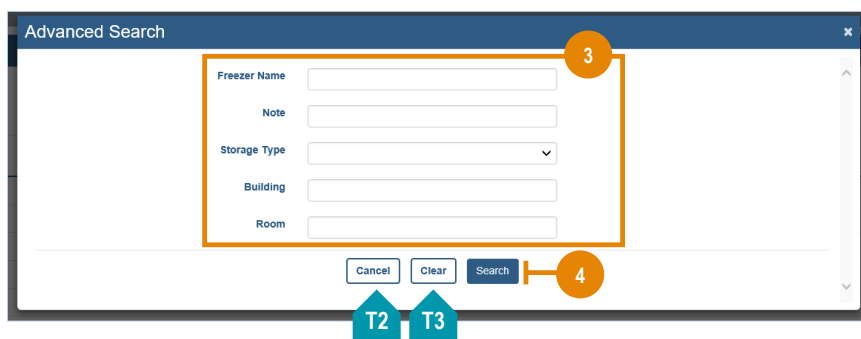2. Click **Advanced Search.** The **Advanced Search** window appears.

   Tip 1: To perform a basic search, enter a full or partial **Freezer Name** in the text box and click the **Search** icon.

3. Enter as much information as possible about the freezer for which you are searching.

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

   Tip 3: To delete entered information, click **Clear.**

4. Click **Search.** The **Freezer List** screen refreshes displaying the freezers that match your search criteria.