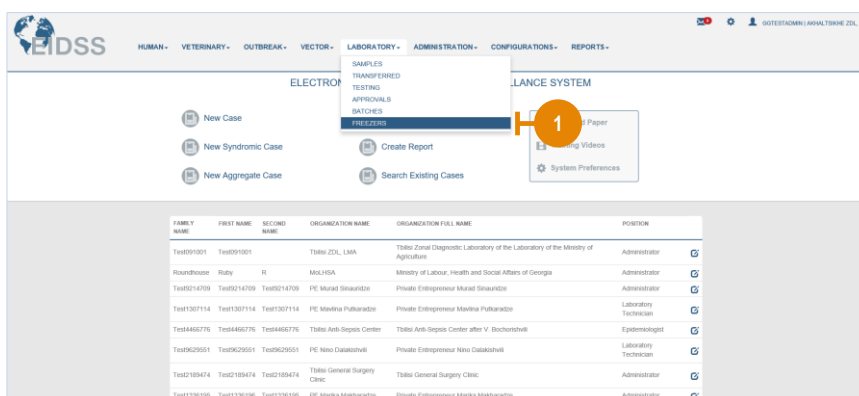


Edit a Freezer

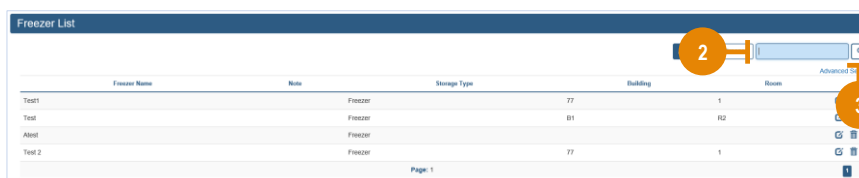
Pg. 1 of 2

An EIDSS user with the appropriate permissions can revise storage locations for samples. This quick guide presents the steps to edit a freezer.

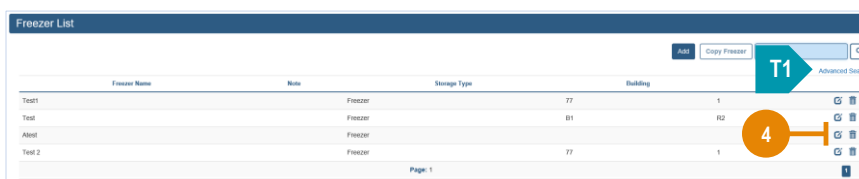
- From the **EIDSS Dashboard**, choose **FREEZERS** from the **LABORATORY** drop-down menu. The **Freezer List** screen appears.



- Enter a search parameter for the freezer you wish to edit. **Note:** Searching may not be necessary if the desired freezer appears in the **Freezer List**.
- Click the **Search** icon. The **Freezer List** screen refreshes displaying the search results.



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



- Click the **Edit** icon corresponding to the desired freezer. The **Freezer List** screen refreshes displaying the **Freezer Attributes** section and the chosen **Freezer Name** in the **Freezer Details** section.

Edit a Freezer

Pg. 2 of 2

- Make any necessary revisions to the **Freezer Attributes** section.
- Use the **Show/Hide** icons to access and revise each freezer subdivision (**Shelf**, **Rack**, and **Box**) as needed.

Tip 2: To return to the previous screen without saving entered information, click **Cancel**.

- Click **Save**. The freezer is modified in the database.

The screenshot shows the 'Freezer List' interface. At the top, there's a table with columns: Freezer Name, Note, Storage Type, Building, and Room. Below the table, there's a 'Freezer Details' section on the left and a 'Freezer Attributes' form on the right. The 'Freezer Attributes' form includes fields for Building, Room, Freezer Name, Storage Type, Barcode, and Make. At the bottom of the form are 'Cancel', 'Save', 'Add', 'Edit', and 'Delete' buttons. Numbered callouts are present: 5 points to the 'Freezer Attributes' form; 6 points to the 'Freezer Details' section; 7 points to the 'Save' button; and T2 points to the 'Cancel' button.