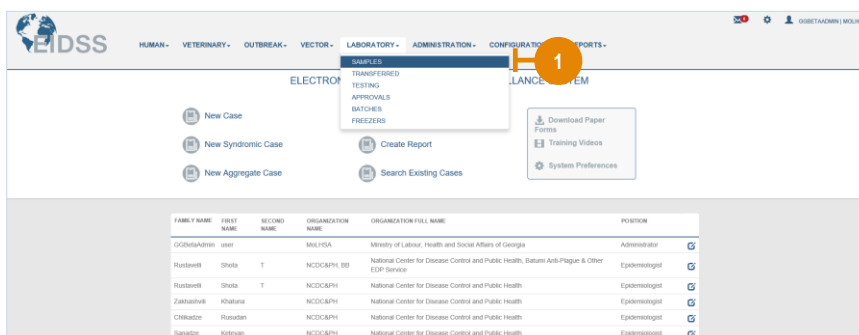


Create an Aliquot or Derivative

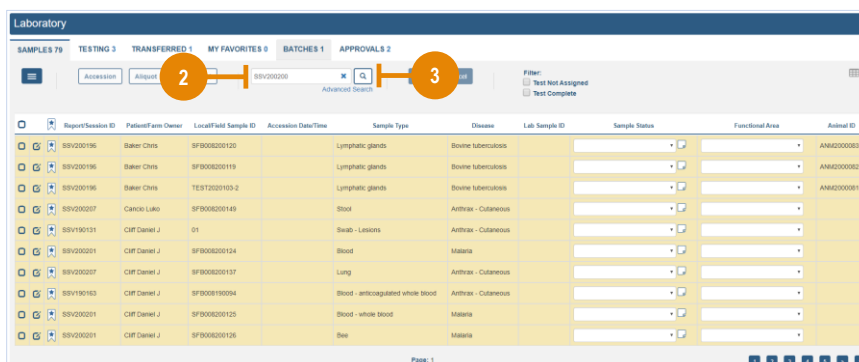
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An EIDSS user with the appropriate permissions can create aliquots or derivatives of accessioned samples in the database. This quick guide presents the steps to create an aliquot or derivative.

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.

Create an Aliquot or Derivative

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- Check the box of the desired sample.

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

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

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

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

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

- 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.

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

Aliquots/Derivatives

Lab Sample ID	Sample Type
SAD008200149	Feces

☐ Create Aliquot
☒ Create Derivative

New Samples: 2

Type of Derivative: Feces

OK

Print Barcode Cancel Save

T2

Aliquots/Derivatives

Lab Sample ID	New Lab Sample ID	Sample Type	Functional Area	Storage Location	Comment
SAD008200149	SAD008200149-1	Feces	Test	<div> <div>Building #B1/Room #R2</div> <div>Freezer Test_2</div> <div>Shelf [New Shelf]</div> <div>Freezer Atest</div> <div>Shelf [New Shelf]</div> <div>Rack [New Rack]</div> <div>Box [New Box]</div> <div>Building #77/Room #1</div> <div>Freezer Test 2</div> <div>Shelf [New Shelf]</div> <div>Rack [New Rack]</div> </div>	
SAD008200149	SAD008200149-2	Feces	Test 0102		

☐ Create Aliquot
☒ Create Derivative

New Samples: 2

Type of Derivative: Feces

OK

Print Barcode Cancel Save

T3

T12

Create an Aliquot or Derivative

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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.

The screenshot shows the 'Aliquots/Derivatives' window. At the top, there are tabs for 'Create Aliquot' and 'Create Derivative', with 'Create Derivative' selected. Below this is a table with columns: Lab Sample ID, New Lab Sample ID, Sample Type, Functional Area, Storage Location, and Comment. The first row shows a sample with Lab Sample ID SAD008200149, Sample Type Feces, and Functional Area Test 0102. The Storage Location is a tree view showing a path to a specific box. A grid of symbols (A-J, 1-10) is displayed, with symbol B-2 highlighted in orange. A comment box is on the right. At the bottom, there are buttons for 'Print Barcode', 'Cancel', and 'Save'. Callout numbers 13, 14, and 15 point to the symbol grid, the comment box, and the Save button respectively. A 'T4' icon is on the right edge.