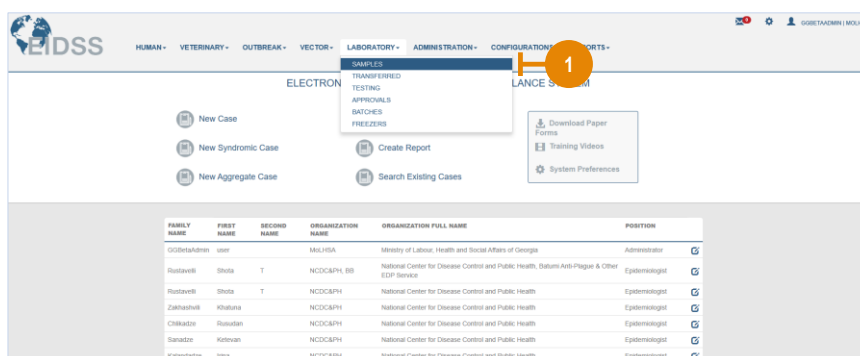


# Accession a Sample

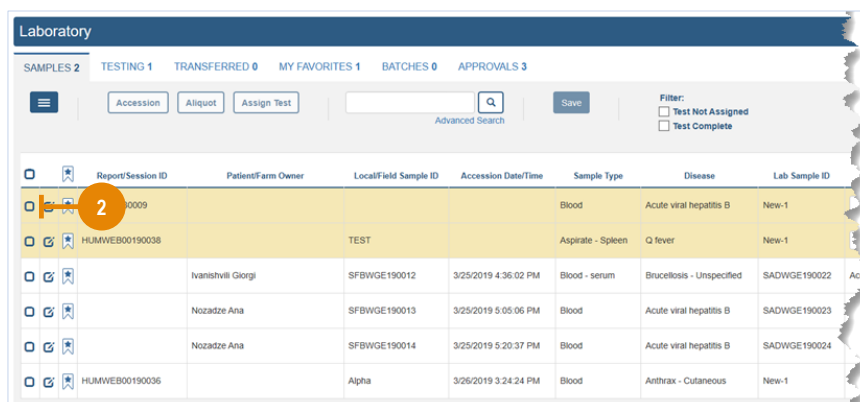
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An EIDSS user with the appropriate permissions can add samples to an existing collection in the database. This quick guide presents the steps to accession a sample.

1. From the **EIDSS Dashboard**, choose **SAMPLES** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **SAMPLES** tab open displaying all samples either unaccessioned (highlighted in yellow) or accessioned and not assigned a test.



2. Check the box of each sample you wish to accession. The **Laboratory** screen refreshes with the **Accession** button enabled.



## Accession a Sample

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- Click **Accession**. A pop-up appears offering additional fields.
- Choose a **Sample Status** from the drop-down menu. **Note:** If multiple samples were selected, the status chosen will apply to all.  
**Note:** If **Accept in Poor Condition** or **Reject** is chosen, a red asterisk will appear next to the corresponding **Comment** icon in the grid indicating a mandatory field.
- Check the **Print Barcode?** box as needed. The **Laboratory** screen refreshes with the modified sample bolded and the **Save** button enabled.  
**Note:** If the box is checked, click **Print** on the **Bar Code Labels** window that appears after saving.
- Click **Save**. A pop-up appears confirming successful accessioning of the sample.

The screenshot shows the 'Laboratory' interface with a table of samples. A pop-up window for 'Accession' is open, showing a 'Print Barcode?' checkbox and a 'Sample Status' dropdown menu. Numbered callouts indicate the following steps:

- 3: Click the 'Accession' button.
- 4: Select a 'Sample Status' from the dropdown menu.
- 5: Check the 'Print Barcode?' checkbox.

Report/Session ID	Patient/Farm Owner	Local/Field Sample ID	Accession Date/Time	Sample Type	Disease	Lab Sample ID
<input checked="" type="checkbox"/> HWEB00180009				Blood	Acute viral hepatitis B	New-1
<input checked="" type="checkbox"/> HUMWEB00190038		TEST		Aspirate - Spleen	Q fever	New-1
<input type="checkbox"/> Ivanishvili Giorgi		SFBWGE190012	3/25/2019 4:36:02 PM	Blood - serum	Brucellosis - Unspecified	SADWGE190022
<input type="checkbox"/> Nozadze Ana		SFBWGE190013	3/25/2019 5:05:06 PM	Blood	Acute viral hepatitis B	SADWGE190023
<input type="checkbox"/> Nozadze Ana		SFBWGE190014	3/25/2019 5:20:37 PM	Blood	Acute viral hepatitis B	SADWGE190024
<input type="checkbox"/> HUMWEB00190036		Alpha	3/26/2019 3:24:24 PM	Blood	Anthrax - Cutaneous	SADWGE190025

The screenshot shows the 'Laboratory' interface after the 'Accession' pop-up has been closed. The 'Save' button is highlighted with a numbered callout 6, indicating the final step in the process.

Report/Session ID	Patient/Farm Owner	Local/Field Sample ID	Accession Date/Time	Sample Type	Disease	Lab Sample ID
<input checked="" type="checkbox"/> HWEB00180009			3/26/2019 3:32:39 PM	Blood	Acute viral hepatitis B	New-1
<input checked="" type="checkbox"/> HUMWEB00190038		TEST	3/26/2019 3:32:39 PM	Aspirate - Spleen	Q fever	New-1
<input type="checkbox"/> Ivanishvili Giorgi		SFBWGE190012	3/25/2019 4:36:02 PM	Blood - serum	Brucellosis - Unspecified	SADWGE190022
<input type="checkbox"/> Nozadze Ana		SFBWGE190013	3/25/2019 5:05:06 PM	Blood	Acute viral hepatitis B	SADWGE190023
<input type="checkbox"/> Nozadze Ana		SFBWGE190014	3/25/2019 5:20:37 PM	Blood	Acute viral hepatitis B	SADWGE190024
<input type="checkbox"/> HUMWEB00190036		Alpha	3/26/2019 3:24:24 PM	Blood	Anthrax - Cutaneous	New-1