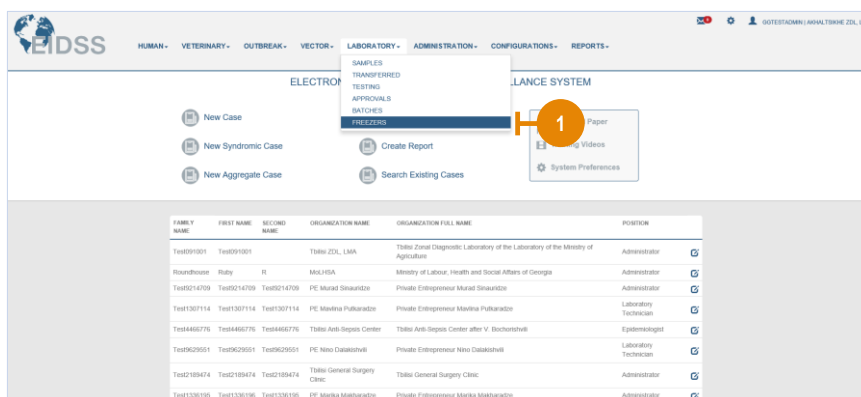


# Configure a Freezer

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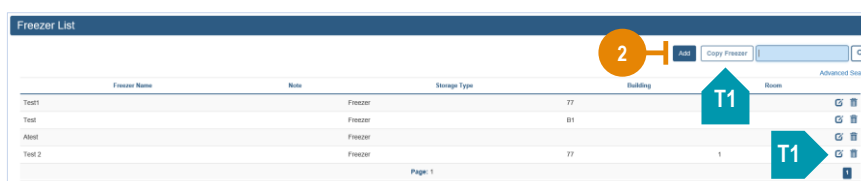
An EIDSS user with the appropriate permissions can set up storage locations for samples. This quick guide presents the steps to configure a freezer.

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



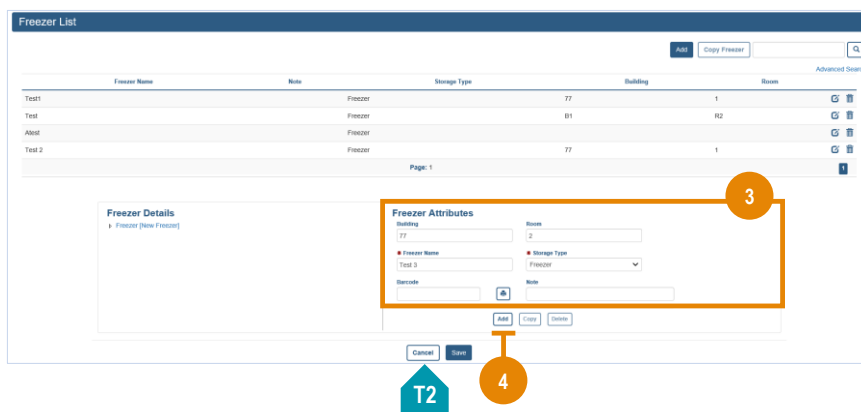
2. Click **Add. Freezer [New Freezer]** appears in the **Freezer Details** section.

**Tip 1:** To create a new freezer based on an existing configuration, click the **Edit** icon corresponding to the desired **Freezer Name**, click **Copy Freezer**, update the attributes of each level listed under **Freezer Details**, and click **Save**.



3. Complete the **Freezer Attributes** section. **Note:** Fields marked with a red asterisk are mandatory.

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



4. Click **Add. Shelf [New Shelf]** appears in the **Freezer Details** section and the subdivision attributes section appears.

## Configure a Freezer

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5. Enter subdivision information.

**Tip 3:** To expand a freezer's levels, use the **Show/Hide** icons in the **Freezer Details** section.

6. Repeat steps 4 and 5 to configure additional levels as needed. **Note:** At the **Box** level, click **Box [New Box]** in the **Freezer Details** section to select a location to represent the physical location of the sample; selected locations will turn orange, and unavailable locations will be grayed out.
7. Click **Save**. A pop-up appears confirming successful configuration of the freezer.

**Freezer List**

Freezer Name	Note	Storage Type	Building	Room	
Test1		Freezer	T7	1	⊞ ⊞
Test		Freezer	B1	R2	⊞ ⊞
Alert		Freezer			⊞ ⊞
Test 2		Freezer	T7	1	⊞ ⊞

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**Freezer Details**

Freezer Test 2

⊞ (New Box)

Subdivision Name: [Text Field] Subdivision Type: [Dropdown Menu] (5)

Number of Locations: [Text Field]

Barcode: [Text Field] Note: [Text Field]

[Save] [Cancel] [Save] (7)