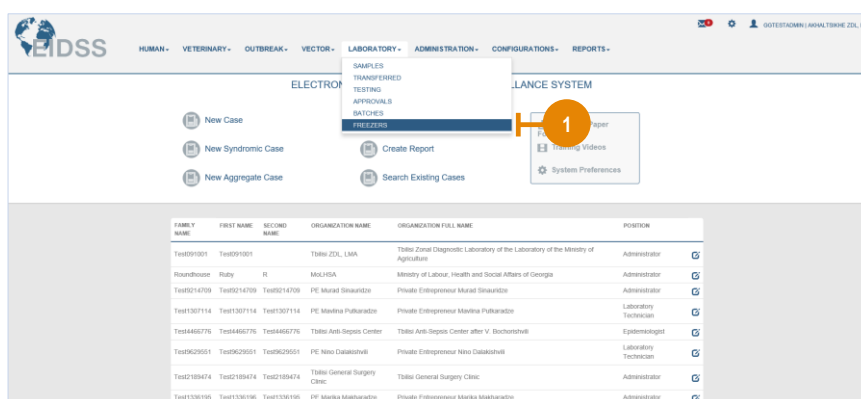


Delete a Freezer

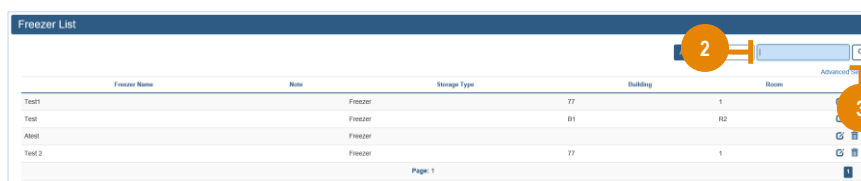
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An EIDSS user with the appropriate permissions can remove storage locations for samples. This quick guide presents the steps to delete a freezer.

- From the **EIDSS Dashboard**, choose **FREEZERS** from the **LABORATORY** drop-down menu. The **Freezer List** screen appears. **Note:** A freezer containing samples cannot be deleted. **Note:** Any subdivisions (**Shelf**, **Rack**, or **Box**) must be removed before a freezer can be deleted. **Note:** Once a freezer is deleted it can no longer be used or restored.



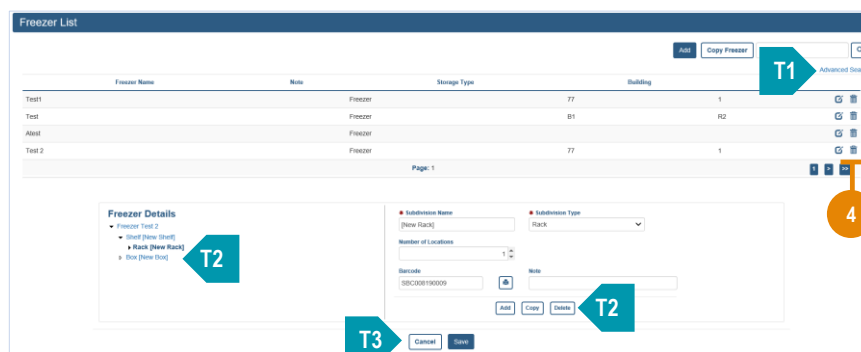
- Enter a search parameter for the freezer you wish to delete. **Note:** Searching may not be necessary if the desired freezer appears in the **Freezer List**.
- Click the **Search** icon. The **Freezer List** screen refreshes displaying the search results.



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

Tip 2: To delete a freezer level (**Shelf**, **Rack**, or **Box**), click the desired level in the **Freezer Details** section and click **Delete**; before a level can be deleted, any associated samples must be removed.

Tip 3: To return to the previous screen without saving entered information, click **Cancel**.



- Click the **Delete** icon corresponding to the desired freezer. A confirmation dialog box appears.

Delete a Freezer

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5. Click **Yes**. The freezer is deleted from the database and no longer appears in the **Freezer List**.

