# Adding SPECTRUM scs metadata into eLab Inventory Database

1. Input all metadata into *eLab\_Tissue\_Data\_Input\_Spreadsheet.xlsx*
2. Create a new folder for Patient ID, if not already created in:

*“smb://penssur2/GynLab/Weigelt Lab/Jamie/wet\_lab/SPECTRUM/Cases/SPECTRUM”* for SPECTRUM or

“*smb://penssur2/GynLab/Weigelt Lab/Jamie/wet\_lab/SPECTRUM/Cases/17-182”*

for 17-182

1. Save excel spreadsheet into corresponding folder
2. Once spreadsheet accurately complete, click “Expand Columns and Copy Data to Clipboard” on eLab data entry spreadsheet
3. Open eLab Inventory in browser, click on “Inventory”, then “Sample List”
4. Click on the “Import” button
   1. Number of samples to add
   2. Location start position (GYN Freezer 🡪 Select rack 🡪 Select box)
      1. Open “*scs Aliquot Storage Map\_corrected*” to locate appropriate box and sample location in box
   3. Sample type to import: Tissue
   4. Click “Start Import”
5. Click on empty field under “Name” to initiate cursor
6. Click “Paste from Clipboard” on top right side of UI
7. Paste (cmd+V) into field, and the fields should populate
8. Double check to make sure that the entries are accurate and in the correct fields
9. Click “Import” on top right corner of UI
10. Select all patients with the same patient ID that you just added (box on left)
11. Go to the drop down menu (--Sample Actions--) on the top right and select “Create Series”
12. Click on the series and check that the correct samples were added to the series