# Adding cfDNA metadata into eLab Inventory Database

1. Open cfDNA Data Reporting application
   1. Click “Load” and select date range based on last filled entry, and click “ok”
   2. Click “Export” and save file in folder: */Users/limj/Desktop/MSKCC/ARCHIVE\_SPECTRUM/Lab Medicine/cfDNA*
2. Open “*mrn\_record.xlxs*” and update records
3. Open PyCharm “merge\_cfDNA\_reports.py” file
4. Run convert\_cfdna\_reports\_for\_elab\_entry
   1. Update file names:

convert\_cfdna\_reports\_for\_elab\_entry(**Monthly File,**  "mrn\_record.xlsx", **Saved Filename**)

1. Import *Saved Filename* into excel and copy and paste data into eLab data entry spreadsheet
2. Save eLab data entry spreadsheet in Lab Medicine, cfDNA folder
3. Transfer metadata into eLab UI
4. Open eLab Inventory in browser, click on “Inventory”, then “Sample List”
5. Click on the “Import” button
   1. Number of samples to add
   2. Location start position (Blood storage 🡪 drawer 1 🡪 *select box and next available spot*)
   3. Sample type to import: Blood
6. Click “Expand Columns and Copy Data to Clipboard” on eLab data entry spreadsheet and copy the data into eLab’s UI
7. Click “Import” on eLab’s UI
8. Add each aliquot to their corresponding series
   1. Click on the sample series
   2. Click on “+ Series” button at the top of the page
   3. Locate the sample either using List View or Box View
   4. Add the sample to the series
   5. Double check in list that the correct sampled was added to the series