

Import New Multiple Samples to boxes



Pic 1

Open a box of samples. In Action menu click Import Samples.

Import Samples

Advanced Import: Please choose a file and click the Import button

A few notes:

- 1) You can import only a comma-separated or semicolon-separated CSV file.
- 2) The first line in the file should be a header line. All names are **case-sensitive**. The order of columns is not important.
- 3) You must format the columns in the CSV file to match the fields in a Sample Type you have already created.
- 4) A column **Position** must be present to specify the sample position in the box (Examples: 1, 2, A/3, 5/5).
- 5) The CSV file must contain a mandatory sample **Name** column.
- 6) [Click here](#) to view a sample CSV file.
- 7) Check the **Importing Samples** section of the User Guide for more details.

Strict Import: All Included User-Fields must be defined for the Sample Type

File: Separator:

Specify Sample Type to import (otherwise Import File must contains *Sample Type* field)

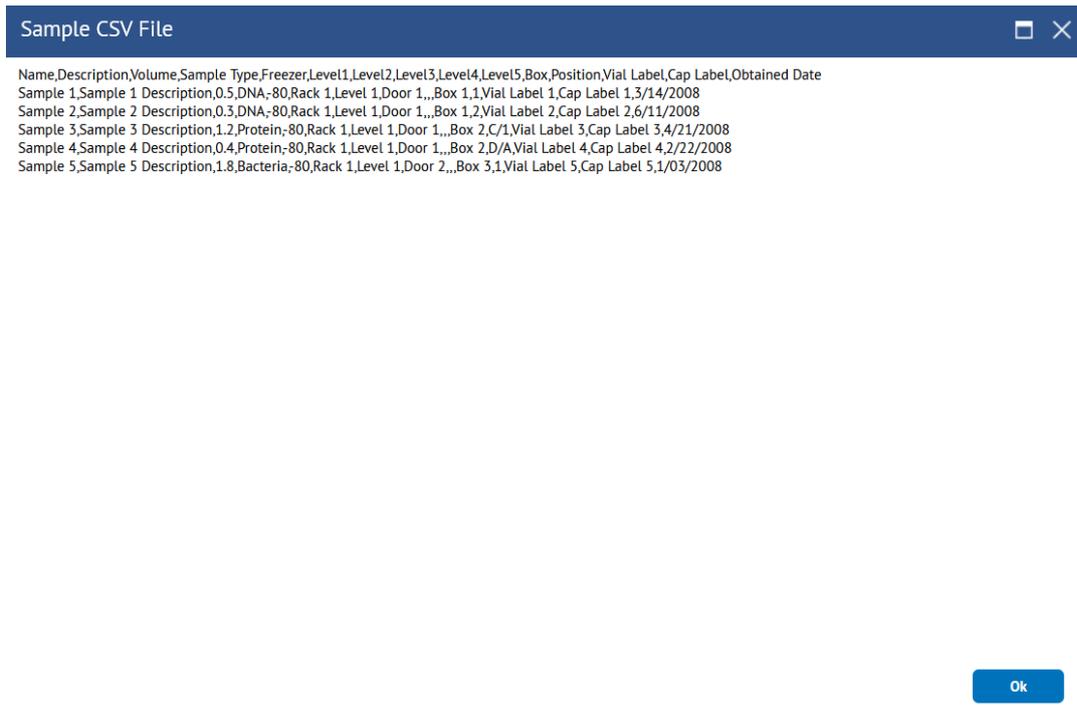
Sample Type:

Automatically create Freezers/Subdivisions/Boxes if specified in the Import File

Pic 2

In the "A few notes" No 6. You can click the "Click here" link and view a sample CSV file

If using box type BAG, no "Position" column is needed.



Pic 3

Sample view och CSV file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Name	Description	Volume	Sample Type	BloodSubType	SCID	Obtained Date	SamplingDate	SamplingTime	FreezingDate	FreezingTime	FrozenW4h	StudyName	Freezer	Level1	Level2	Level3	Box	Position
2	Sample 1	Sample 1 Description	0.5	Blood	EDTA (PED)	BBK-01234	2022-01-21	2022-01-21	11:15	2022-01-21	14:30	YES	Study123	K-S_U220_10_3200_Freezer_10D	Shelf 02	Rack 10D13	A:03	2064.17	73
3	Sample 2	Sample 2 Description	0.3	Blood	EDTA (PED)	BBK-01234	2022-01-21	2022-01-21	11:15	2022-01-21	14:30	YES	Study123	K-S_U220_10_3200_Freezer_10D	Shelf 02	Rack 10D13	A:03	2064.17	H/4
4	Sample 3	Sample 3 Description	1.2	Blood	EDTA (PED)	BBK-01234	2022-01-21	2022-01-21	11:15	2022-01-21	14:30	YES	Study123	K-S_U220_10_3200_Freezer_10D	Shelf 02	Rack 10D13	A:03	2064.17	H/5
5																			

Pic 4

Add all needed column names (fields) you need to for the sample. In this example we added columns from Sample Type "Blood". Marked fields in pic 5-7 is used in first row as columns.

User-Defined Fields BloodSubType (pic 5) is only present in Sample Type "Blood". Therefore, you can only have Sample Type of Blood in this CSV file. Always use one CSV file per Sample Type (DNA, Blood, Urin etc)

Date format must be in Swedish format (YYYY-MM-DD)

Add New Sample Blood

Standard Fields

Name:

Description:

Volume (mL):

Sample Source: Choose a Sample Source

Sample Groups: Click the "..." button to select sample group(s)

Sample Owner: Administrator (admin)

User-Defined Fields

Units:

Patient ID:

EPN:

SCID:

BloodSubType:

Collection Date:

Pic 5

User-Defined Fields BloodSubType is only present in Sample Type "Blood"

Add New Sample Blood

Obtained Date:

Obtained From:

FreezingDate:

FreezingTime:

SamplingDate:

SamplingTime:

Expiration Date:

Concentration:

Barcode_Sample:

Anatomical Site:

FrozenWith (clear): YES NO

Thawed (clear): YES NO

Pic 6

Add New Sample Blood

FreezingTime: [] [v]

SamplingDate: [] [calendar icon]

SamplingTime: [] [v]

Expiration Date: [] [calendar icon]

Concentration: []

Barcode_Sample: []

Anatomical Site: []

FrozenW4h (clear): YES NO

Thawed (clear): YES NO

Comments: []

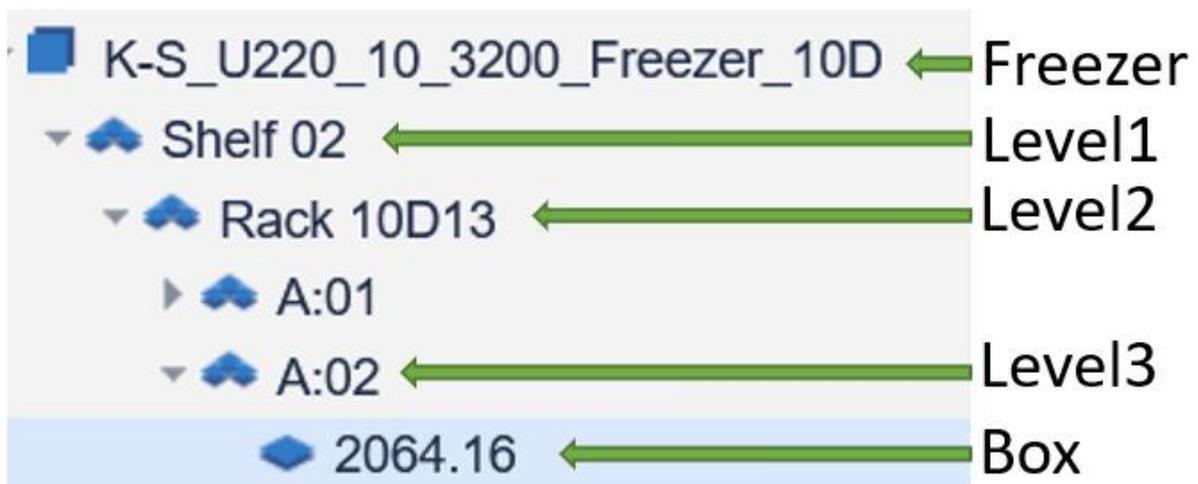
StudyName: []

[Add] [Cancel]

Pic 7

Also Add columns for new location. Freezer(Name), Level1(Name), Level2(Name), Level3(Name), Box (Name) and Position (format A/1 or position number (1) in box). Example: Position I/1 = position number 85 in a box type 10x10.

Examples:



Pic 8

With Shelf



Pic 9

Without Shelf

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- 4) A column **Position** must be present to specify the sample position in the box (Examples: 1, 2, A/3, 5/5).
- 5) The CSV file must contain a mandatory sample **Name** column.
- 6) Click [here](#) to view a sample CSV file.
- 7) Check the **Importing Samples** section of the User Guide for more details.

Strict Import: All Included User-Fields must be defined for the Sample Type

File: **Separator:**

Specify Sample Type to import (otherwise Import File must contains *Sample Type* field)

Automatically create Freezers/Subdivisions/Boxes if specified in the Import File

Pic 10

Make sure that Strict Import is unchecked.

If you have added column Sample Type in your file, make sure that Specify Sample Type to import is unchecked. Otherwise you can remove Sample Type column (also *SubType in this example BloodSubType) in the CSV file and choose a Sample Type here when importing CSV file.

Select your CSV file, Select Separator “;” and click on Import button.



Pic 11

Samples imported into Freezerpro Freezer

Sample 1

ID: 1970942

Position: **H / 3**
[Blood](#) (Blood (BLD))

Description: Sample 1 Description
Barcode: 11946421
RFID Tag: 355AB1CBC0000010001DB335
Volume: 0.5 mL. (Total volume in all vials: **0.5 mL**.)
Total number of **Sample 1 vials in all freezers:** **1**

Created: 2022-01-24

Notes:

SCID	BBK-01234
BloodSubType	EDTA (PED)
Obtained Date	2022-01-21
FreezingDate	2022-01-21
FreezingTime	14:30
SamplingDate	2022-01-21
SamplingTime	11:15
FrozenW4h	YES
StudyName	Study123

Pic 12

Sample 1 information after import.

Best Regards

Boris Schubert