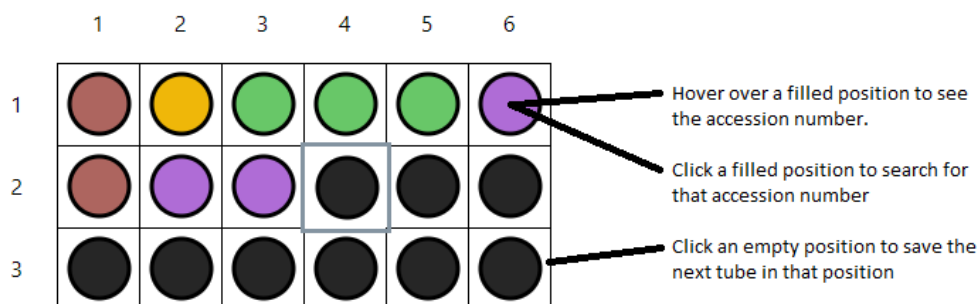## Adding new samples

- Select **Add** from the top menu
- Select **day** and **rack** using the two dropdowns
- Select **sample location** (department)
- **Scan barcode**

The top-leftmost empty position in the rack will be automatically selected. You can hand pick a position to scan into by clicking an empty position in the rack display. The system will return to the top-leftmost empty position after every saved sample.

Hover over a filled position to see the accession number.

Click a filled position to search for that accession number

Click an empty position to save the next tube in that position

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Searching for samples

- Select **Search** from the top menu
- **Type** all or part of the accession
- All matching samples are displayed
- If you remove a sample, click **Delete**

Ensure samples are removed from the rack before clicking delete. There is no way to look up a sample once it has been deleted until it is scanned into a new position.

| | 123 | Search |

Results for: '123'

Shelf	Rack	Column	Row	Accession	Sample type	Timestamp	
F	1	1	2	0022032500123B	Heme/Coag	2020-11-20 07:51:12	Delete
F	2	3	1	0022032401123A	Heme/Coag	2020-11-20 09:04:45	Delete

2 match(es) found out of 176 stored.

Searches are performed with wildcards. You don't need to type the entire accession to find the sample you need.