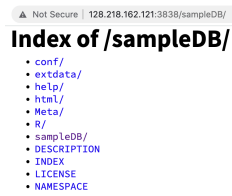


<http://128.218.162.121:3838/sampleDB/> → [sampleDB/](#)

From the Index options: Choose sampleDB/



## Uploading new samples in Micronics tubes:

As soon as samples have been transferred to Micronics tubes, scan your plate(s) using the Traxcer scanner. When scanning a plate, ensure A1 on your plate corresponds with the A1 position on the scanner. Scans will generate a .csv file in the following format:

plate_label:				
Position	Tube ID	Rack ID	Time	Date
A01	0000000000		000000	00000000

Position: Indicates row (A) and column (01) as one value

Tube ID: This is the code specific to this Micronics tube

Rack ID: This will be blank

Time: This is the time of day when your plate was scanned

Date: This is the date when your plate was scanned

\*Note\* Do not include rows where no sample is present

For uploading new samples, only the “Position” and “Tube ID” columns are relevant.

To upload new samples in Micronics tubes to SampleDB, ensure that you have the necessary metadata for each sample. Upload files are formatted as shown below and require all columns to be filled for each sample:

Row	Column	MicronixBarcode	StudyCode	Participant	SpecimenType	CollectionDate
A	01	000000000	CodeXXX	000	DNA (WB)	YYYY-MM-DD

Row and Column: These indicate where each sample is located on the plate you are uploading, and should match the current layout of your plate exactly. All column numbers must be formatted to be two digits, meaning all single-digit columns should be formatted as “0\_”

MicronixBarcode: This is the “Tube ID” obtained via Traxcer scan. Barcodes link samples to specific Micronics tubes

StudyCode: This indicates the study in which these samples are being examined and will often be the same throughout a plate

Participant: This is a unique identifier for different individuals within the same study

SpecimenType: This indicates sample contents or how samples were initially prepared

CollectionDate: This indicates the date a sample was collected for a study. Dates are **ALWAYS** formatted as YYYY-MM-DD

**\*Note\*** This process is identical to uploading samples stored in cryovials, except for the CSV generated at this stage. Here is an example of a cryovial upload CSV:

Barcode	BoxRow	BoxColumn	Specimen Type	StudySubject	CollectionDate	BoxName	FreezerName	RackNumber	RackPosition	StudyCode
CT5-A7WC	A	01	WB (PEL)	3386_12152014	2015-12-15	J-001	Graves	14	A01	PRISM1

You will be required to upload a .csv file for each individual plate you upload.

Prior to uploading, ensure that your StudyCode(s) and SpecimenType(s) already exist in SampleDB

- To create a new StudyCode, go to the Update References tab and drop down to the Studies section. Enter the corresponding “New Title”, “New Description”, “New Lead Person”, and “New Short Code”. The new short code you create will be what you upload as your StudyCode.

Here is a [key of studies](#) to determine study code.

- To create a new SpecimenType, go to the Update References tab and drop down to the Specimen Types section. Enter your new abbreviation into the first field. This will be what you upload as your SpecimenType.

You must also create new empty plates prior to uploading.

- To create a new plate, click on the Move Samples tab. From here, click on the Create Empty Manifest button and enter the name of your plate in the “Human Readable Name” field. “Freezer Name” and “Shelf Name” can be left as “TBD”. For “Basket Name”, select “unlocated”.
- You will know this has been successful if SampleDB returns the message “[1] ‘Created Empty Matrix Plate’”.

**\*Note\*** The name of each empty plate should correspond with the name of your upload file. For example, if you are creating an empty plate called “PBC-SMT001”, your move file should be called “PBC-SMT001.csv”

If you have completed all of the above, you are ready to upload.

The Upload Samples section can be found under the Upload Samples tab. Here, select “Sample Storage Type” as Micronix.

1. Sample Storage Type: select “Micronix”

2. Upload Samples File: select your .csv file, select NA
3. Plate Name: select the empty plate you created earlier, ensure that the name matches with your .csv file
4. Freezer Address: select “TBD” for “Freezer Name” and “Shelf Name. Select “unlocated” for “Basket Name”

Click “Upload Samples”, SampleDB will display a loading animation. If your upload is successful, it will display the message “Upload Successful! Plate [name] with [#] sample(s) were added to freezer address: TBD, TBD, unlocated”.

## Moving previously uploaded samples within a plate:

As soon as samples have been moved within a plate, scan your plate(s) using the Traxcer scanner.

The .csv file generated at this step must be renamed to reflect the plate being rearranged in SampleDB. For example, if you are creating an empty plate called “PBC-SMT001”, your move file should be called “PBC-SMT001.csv”

From here, the move file can be uploaded under the Move Samples tab.

1. Select your sample storage type
2. Upload your move files and select “Traxcer”

Click “Move Samples”. If your move is successful, it will display the message “

## Moving previously uploaded samples between plates:

This process is identical to that of moving samples within a single plate, except that Traxcer .csv files must all be uploaded at once.

## Searching for a single sample:

Searching for samples can be done in the Search Samples tab.

From here, you may select specific filters to locate your sample. These include:

Sample Type: This refers to how your sample is stored. You may choose between Micronics, Cryovial, and All.

Study: This includes all study codes that exist within SampleDB. [Here](#) is a key of all study codes to determine which code to use.

Study Subject: This is the UID which corresponds with a given individual in a study.

Specimen Type: This indicates sample contents or how samples were initially prepared.

Collection Dates: This is when the samples were collected.

Storage Location: This indicates which freezer your samples are stored in. Freezers can be added in the Update References tab.

State: This indicates whether the samples are active (currently in use) or archived (no longer in use)

You can also use the search bar in the top right hand corner to search for other fields like barcodes.

## Searching for multiple samples:

In order to upload multiple samples at once, create a .csv file with one column entitled “Barcode”. In this column, include the barcode of every sample you are trying to locate.

From here, go to the Search Samples tab and select “Multiple Study Subjects” under the Study Subject section. You may also select your sample type.

Next, select Browse and upload your .csv file. The samples you are searching for will appear to the right.

## Deleting and Archiving Samples

Deleting and archiving samples can be done under the Delete & Archive Samples tab. Samples may be searched for individually or in groups; this process is identical to searching for samples.

From here, you can elect to archive a sample through clicking the “Archive Samples”, or to delete them with the “Delete Samples” button.

**\*Note\*** All samples which have been used in studies but are not currently in use may be archived. Samples should only be deleted from SampleDB if there has been an error in uploading or

## Moving, Renaming, and Deleting Containers

Moving, renaming, and deleting containers (plates) can all be done under the Move, Rename & Delete Containers tab.

From here, select your sample type, plate name, and the type of edit you would like to make (move, rename, or delete).

1. If you would like to move the container, select “Move Container”. Then, select the freezer, shelf, and basket where this plate is now being stored and click the “Move Container” button”.
2. If you would like to rename the container, select “Rename Container”. Enter the new name in the “New Container Name” field and click the “Rename Container” button.
3. If you would like to delete the container, select “Delete Container” and click the “Delete Container” button.

Updating References

Adding a Freezer