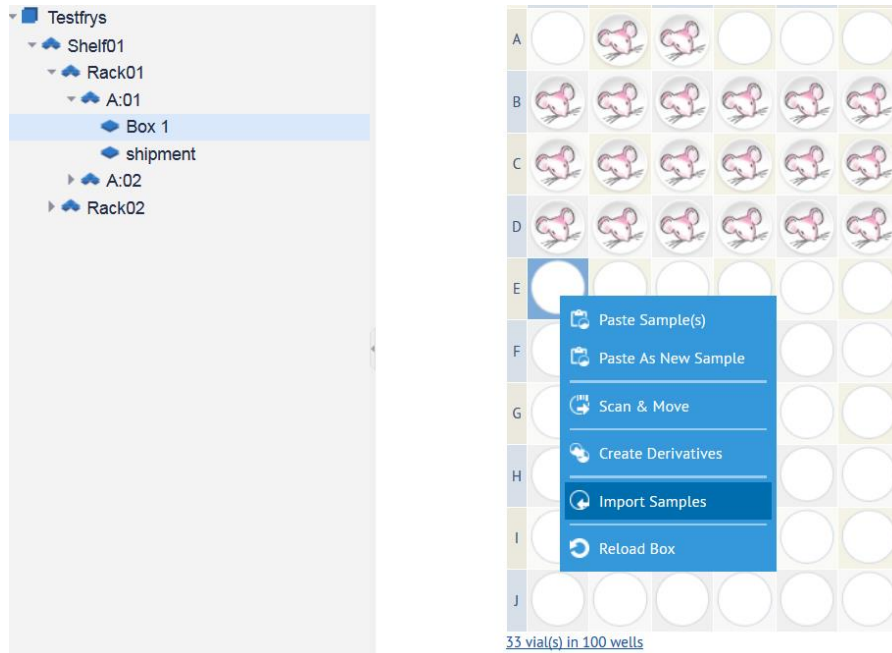


## Freezerpro Import Samples to box from selected position

When you logged in into Freezerpro you can import samples to an existing box via .CSV file.

Double-click on the box you want to import your samples. Right-click on an empty well and choose Import Samples.



A pop-up window appears

### Import Samples

Quick 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) The CSV file must contain a mandatory sample **Name** column.
- 5) Click [here](#) to view a sample CSV file.
- 6) 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

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

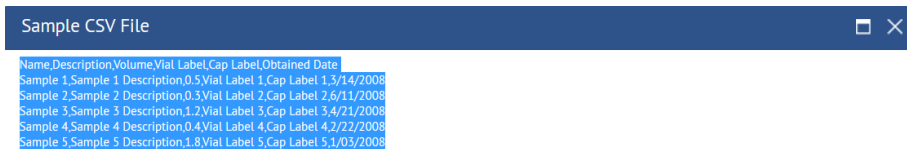
File:   Separator:

Start Import from the selected position

Continue import to the next box(es) if there are not enough empty wells in this one.

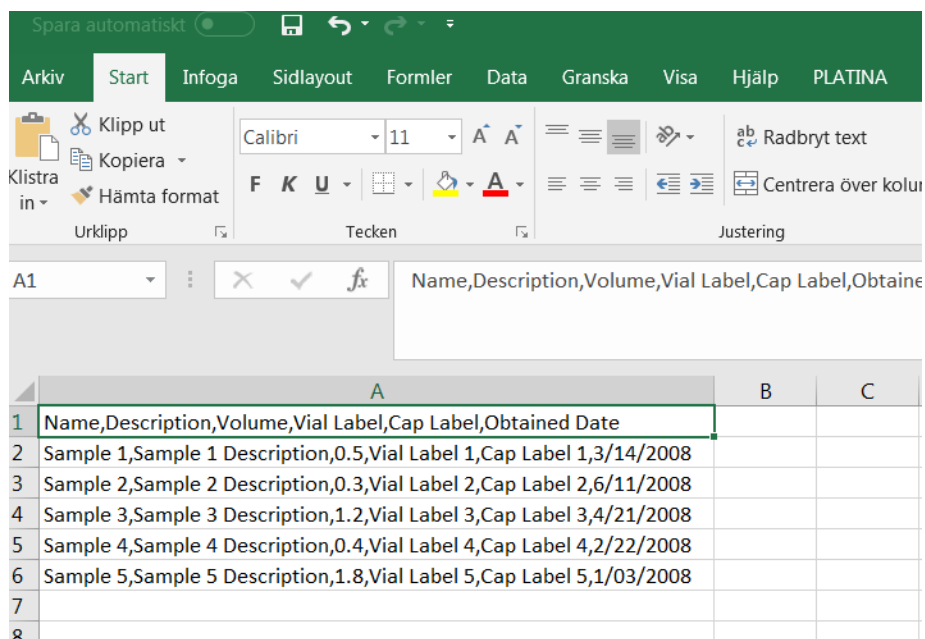
Click on note no 5 to view a sample CSV file.

A new pop-up window appears



OK

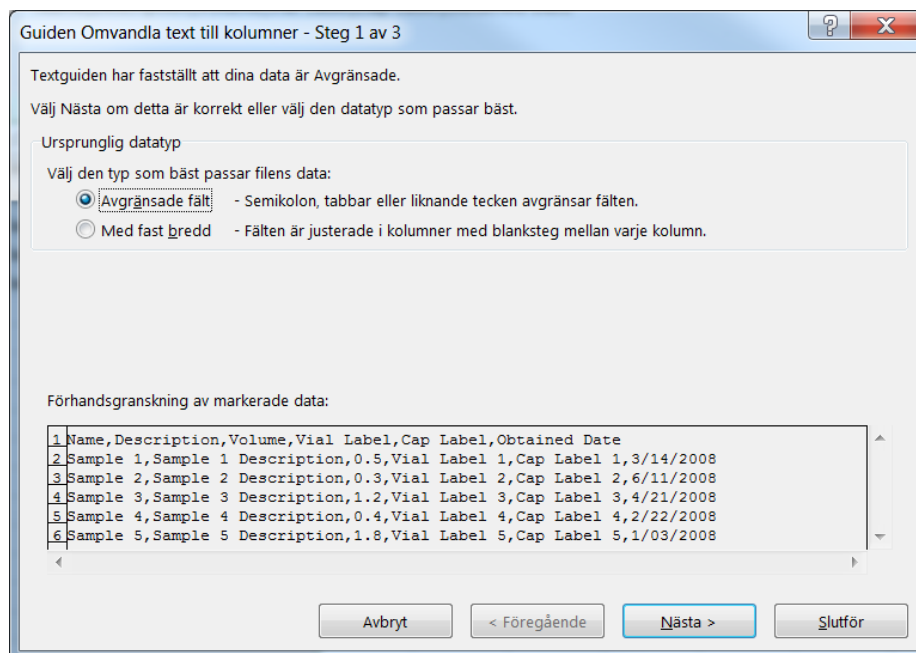
Mark the sample text and copy it to a new excel worksheet. All text will be copied to the first column in the worksheet. The first row is the header and the following rows is the samples.



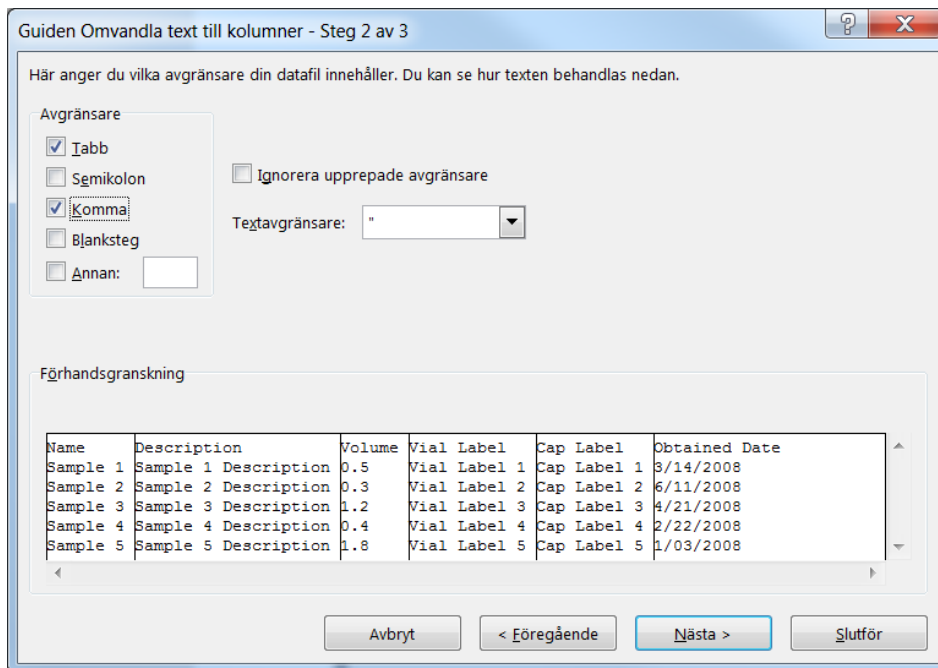
Now, change the worksheet so that all headers columns (separated with comma (,)) and samples are placed in separate columns. Mark column A

	A
1	Name,Description,Volume,Vial Label,Cap Label,Obtained Date
2	Sample 1,Sample 1 Description,0.5,Vial Label 1,Cap Label 1,3/14/2008
3	Sample 2,Sample 2 Description,0.3,Vial Label 2,Cap Label 2,6/11/2008
4	Sample 3,Sample 3 Description,1.2,Vial Label 3,Cap Label 3,4/21/2008
5	Sample 4,Sample 4 Description,0.4,Vial Label 4,Cap Label 4,2/22/2008
6	Sample 5,Sample 5 Description,1.8,Vial Label 5,Cap Label 5,1/03/2008
7	
8	
9	
10	
11	

Click on menu bar Data and then click Text to columns (Text till kolumner).



Click Next



Mark Comma as separator. Click Finnish.

	A	B	C	D	E	F
1	Name	Description	Volume	Vial Label	Cap Label	Obtained Date
2	Sample 1	Sample 1 Description	0.5	Vial Label 1	Cap Label 1	3/14/2008
3	Sample 2	Sample 2 Description	0.3	Vial Label 2	Cap Label 2	6/11/2008
4	Sample 3	Sample 3 Description	1.2	Vial Label 3	Cap Label 3	4/21/2008
5	Sample 4	Sample 4 Description	0.4	Vial Label 4	Cap Label 4	2/22/2008
6	Sample 5	Sample 5 Description	1.8	Vial Label 5	Cap Label 5	1/03/2008
7						

Now, all comma separations are placed in separate columns. Change date format to YYYY-MM-DD in all columns containing date.

	F
	Obtained Date
1	2008-03-14
2	2008-06-11
3	2008-04-21
4	2008-02-22
5	2008-01-03

If you want to add more columns to add data to. You can look at the sample Types fields and add the columns (headers) you want to include. All headers are **case-sensitive**.

**Add New Sample Animal Sample Types**

**Standard Fields**

Name:

Description:

Volume (Ex. 1,1.5,2.):

Sample Source: Choose a Sample Source

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

Sample Owner: Boris Schubert (Boris)

**User-Defined Fields**

Units:

**Patient ID:**

EPN:

SCID:

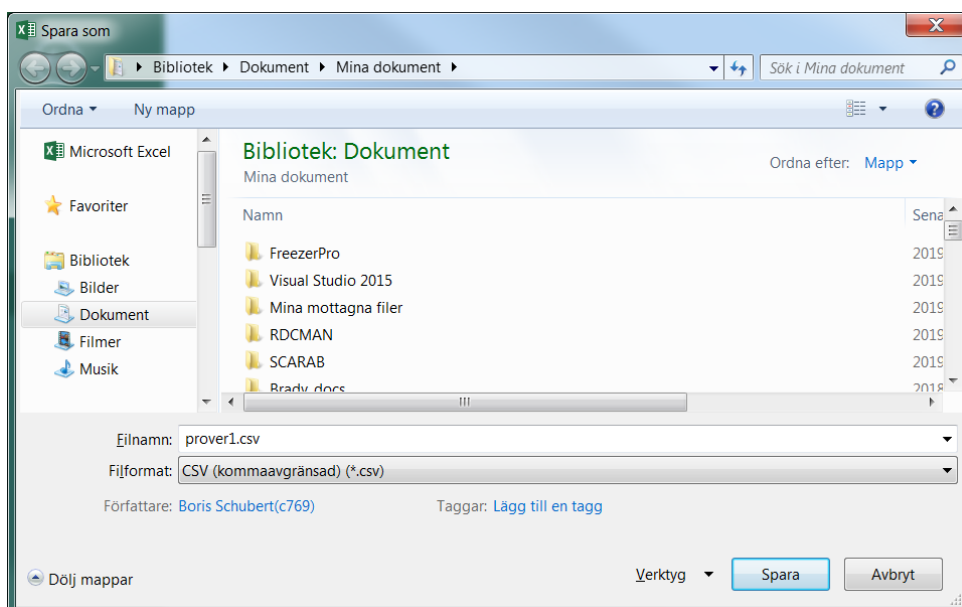
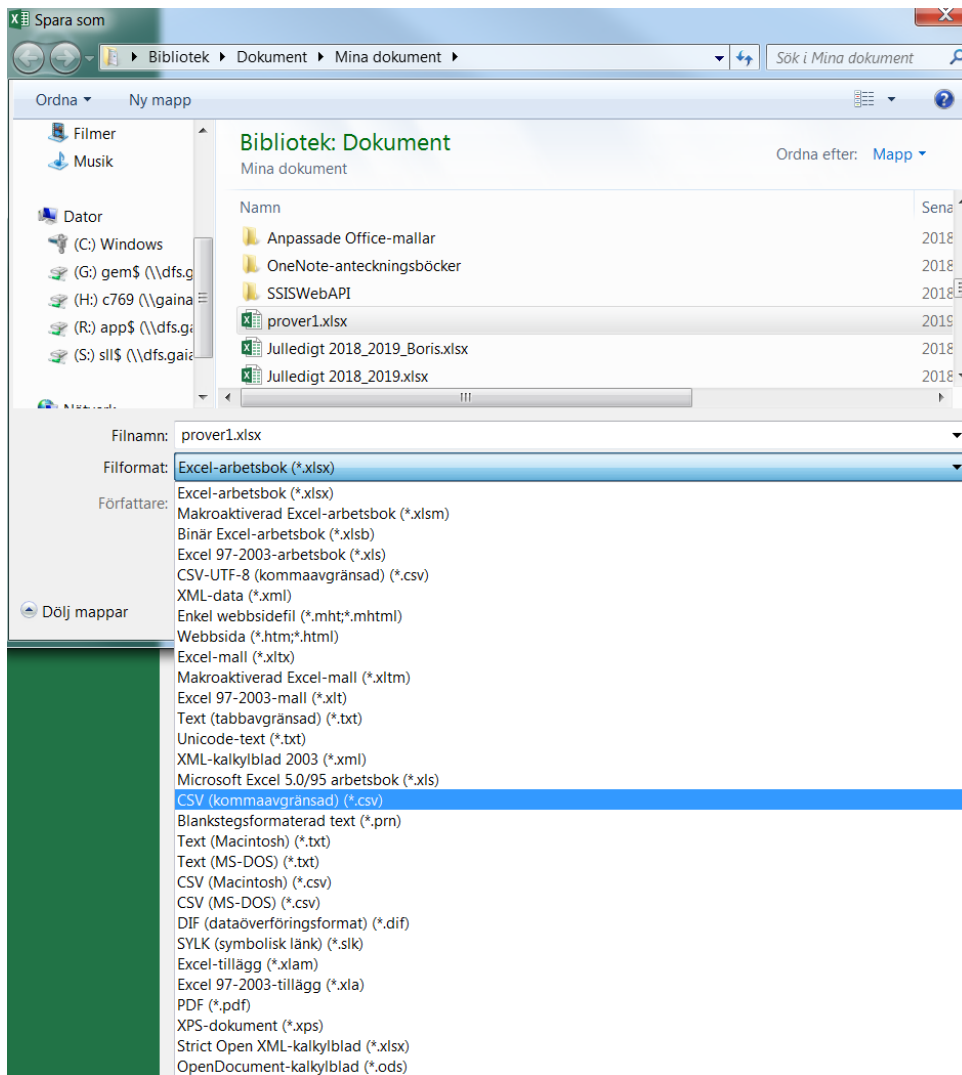
SampleType:

Collection Date:

Here we want to add the User-Defined Field "Patient ID". Type the name as header in your worksheet (without the leading colon (:)).

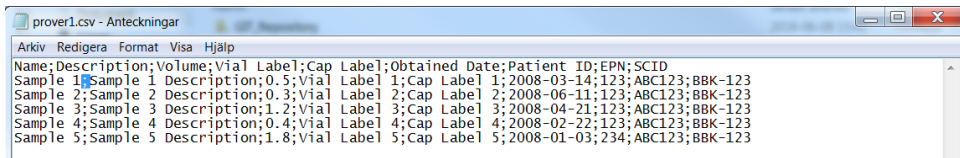
F	G
Obtained Date	<b>Patient ID</b>
2008-03-14	

When you ready with the samples. You're ready to import the .CSV file to Freezerpro. Save the worksheet as .CSV file.

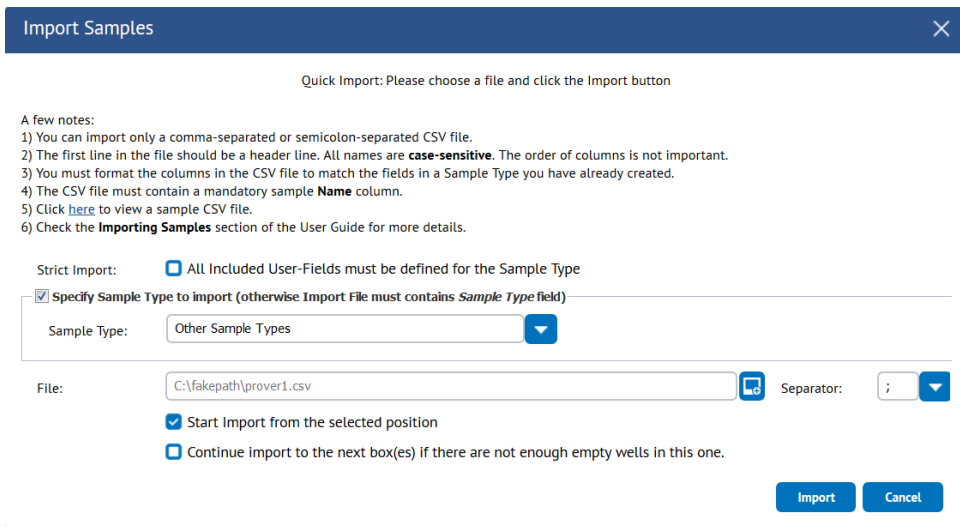


Choose Fileformat CSV and save the file.

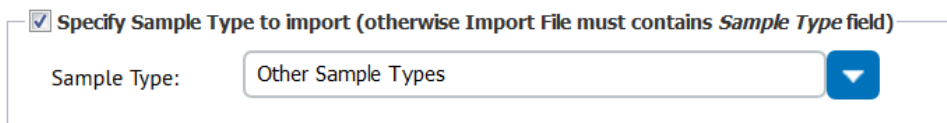
Open the file in Notepad.exe (Anteckningar). Notice that the separations for each column (field) is semi-colon separated.



In Freezerpro, right-click on an empty well in the box and choose Import Samples.



Click Specify Saample Type to import and choose your sample type.



Choose the file to import and separator (semi-colon (;)).

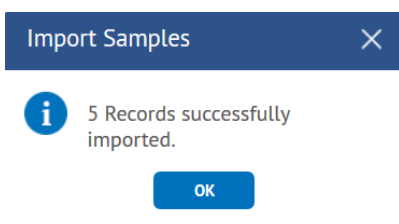


Un-check “Continue import to the next box(es) ...” and check “Start import from the selected position”

- Start Import from the selected position
- Continue import to the next box(es) if there are not enough empty wells in this one.

Click on import. The import will start. If there is any errors in the file, the import will be stopped and a error will be shown in new pop-up windows. Correct the error and try again.

If the import succeed you will see this



Check the samples that all data is imported.

