

LabCollector



User Guide For Sample to box Add-on

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1- INTRODUCTION

Thank you for choosing one of AgileBio's solutions for the management of your lab. The **Sample to box add-on** is a web-based solution which allows to sequentially populating plates or boxes from single vial tubes. Just read tube/vial barcode to automatically insert in a new plate/box map.

The **Sample to box add-on** provided by AgileBio is suitable for research projects and company projects.

Sample to box add-on is fully integrated with **LabCollector**, the LIMS we developed for life science research labs, Pharma and biotech industries.

Sample to box add-on can also works with the **LabCollector Plants Manager add-on**.

LabCollector is a copyrighted product from AgileBio.

2- GETTING STARTED

You can get **Sample to box add-on** simply by downloading from www.labcollector.com. LabCollector has to be installed first as it contains the framework. LabCollector support documents for installation are available on our website. **Sample to box add-on** can be installed on any operating system (Windows, MacOS X and Linux).

1-Manual mode:

Unzip and paste **Sample to box add-on** folder in the extra modules folder. For Windows it would look like:

```
C:\Programs\AgileBio\LabCollector\www\lab\extra_modules\sample2box
```

2-Automatic mode from LabCollector interface:

You can also use LabCollector Menu “Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon”

Open or return to LabCollector, the **Sample to box add-on** module is now activated. Click on the module to finish the installation.

3- OVERVIEW

Sample to box main interface is composed of (see next picture):

- A menu bar with 2 tabs:
 - New Box.
 - Direct Scan.
- By default, users are on the New Box tab which proposes 3 different modes:
 - Select an existing box.
 - Choose a box model.
 - Create your own box model.

LabCollector

HOME MODULES & ADD-ONS TOOLS ADMIN HELP ALERTS 3 Language

Sample To Box

New Box Direct Scan

Select an existing box:

Select your box:
by name or barcode

Choose your filling orientation:
Horizontal: Vertical:

Validate

Choose a Box Model:

Choose your box model:
Plate_96_well

Choose your filling orientation:
Horizontal: Vertical:

Validate

Create your own Box Model:

Enter the number of row and columns:
0 rows x 0 columns (0 wells)

Choose your filling orientation:
Horizontal: Vertical:

Validate

For details on the 3 different New Box modes, [see chapter 4](#).

For details on Direct Scan mode, [see chapter 5](#).

4- NEW BOX MODES

With the **Sample to box add-on** users can directly scan tube/vial barcodes to automatically insert them in a plate/box and create corresponding LabCollector records.

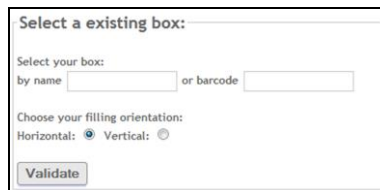
LabCollector records can be created in all LabCollector modules related to a storage system: Strains & Cells, Plasmids, Primers, Samples, Antibodies, Chemical Structures and Reagents & Supplies.

LabCollector records can also be created in LabCollector custom modules if they are related to a storage system.

For details on LabCollector storage system management, see LabCollector user guide chapter 6.

For details on LabCollector custom modules, see LabCollector user guide chapter 5-2.

4-1. Select an existing box



Select a existing box:

Select your box:
by name or barcode

Choose your filling orientation:
Horizontal: Vertical:

- 1- Select the box: box name (autocomplete) or box barcode.
- 2- Choose the filling orientation: horizontal or vertical.
- 3- Click on **Validate** button.
- 4- Scan label.
- 5- Choose the data module.
- 6- Click on **Update** button. New records are created!

Scan your label:

A3 Name: 1234

A4 Name: 5678

	1	2	3	4	5	6	7	8	9	10
A	Contamination (598)	Contamination (598)	1234	5678						
B	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
C	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10

Box/plate name/ID: Box F (ID: 9)
 Storage location: batiment 1 > frigo 1
 Drawer: Floating / Position:
 Box/plate type: box
 Box/plate general description:
 Owner:
 Choose the Data Module: Samples
 Sample type for all: (only for Samples module)
 Update or Export Map to CSV

For each tube/vial, users can add a corresponding name.
 For Samples module records, you can define a sample type.

4-2. Choose a box model

Choose a Box Model:

Choose your box model:
 Plate_96_well

Choose your filling orientation:
 Horizontal: Vertical:

Validate

- 1- Choose a box model.
- 2- Choose the filling orientation: horizontal or vertical.
- 3- Click on **Validate** button.
- 4- Scan label.
- 5- Choose the data module.
- 6- Enter a box/plate name or ID.
- 7- Select a storage location, a drawer, a position and a box type.
- 8- This new box can be personal or common.
- 9- Click on **Update** button. New records are created!

For each tube/vial, users can add a corresponding name.
For Samples module records, you can define a sample type.

4-3. Create your own box model

Create your own Box Model:

Enter the number of row and columns:
 rows x columns (wells)

Choose your filling orientation:
 Horizontal: Vertical:

- 1- Create your box: number of rows and columns.
- 2- Choose the filling orientation: horizontal or vertical.
- 3- Click on **Validate** button.
- 4- Scan label.
- 5- Choose the data module.
- 6- Enter a box/plate name or ID.
- 7- Select a storage location, a drawer, a position and a box type.
- 8- This new box can be personal or common.
- 9- Click on **Update** button. New records are created!

The screenshot displays the LabCollector interface for configuring a new box mode. On the left, a 'Scan your label' section shows two sample records: A1 with ID 1234 and A2 with ID 5678, each with a 'Name:' field. A red arrow points to the 'Name:' field for A1. The main area features a 3x12 grid representing the box layout, with rows A, B, and C, and columns 1-12. Cell A1 contains '1234', A2 contains '5678', and A3 contains a red circle with the number '3'. Below the grid is a configuration panel with the following fields:

- Choose the Data Module:**
- Sample type for all:** (only for Samples module)
- Box/plate name/ID:**
- Storage location:** (Box name, you can read the rack/box barcode into this field directly)
- Drawer:** (only available drawers and drawers with empty places are shown)
- Position in drawer:**
- Box/plate type:**
- Box/plate general description:**
- Owner:** Common box

At the bottom of the configuration panel are two buttons: 'Save' and 'Export Map to CSV'. A red arrow points to the 'Sample type for all:' dropdown menu.

For each tube/vial, users can add a corresponding name.
For Samples module records, you can define a sample type.

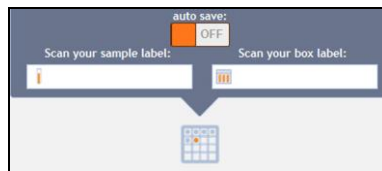
4-4. Plants Manager and Sample to box add-ons

LabCollector **Sample to box add-on** can be combined with the **Plants Manager add-on**. Just scan a seed barcode to automatically create a seed record (in the Plants Manager add-on) and attribute a storage location to this seed.

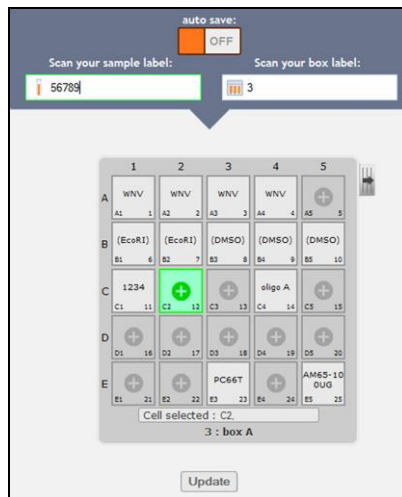
The 3 different New Box modes previously described ([see chapters 4-1, 4-2 and 4-3](#)) work with LabCollector Plants Manager add-on. Users have just to select “Plants Manager (Seeds)” in the “Choose Data Module” section.

5- DIRECT SCAN MODE

With the Direct Scan mode, users can directly scan tube/vial barcodes to automatically insert them in a plate/box and create corresponding LabCollector records in the Samples module.



- 1- Scan/Enter box barcode/ID.
- 2- The corresponding box map appears.
- 3- Scan sample barcode.
- 4- Select a storage position in the box map.
- 5- Click on the **Update** button.
- 6- Click on **Update** button. New records are created in the Sample module!



6- UPGRADING AND UPDATING

To update or upgrade the **Sample to box Add-on** module, just download it on our website (www.labcollector.com). Then, unzip the folder and paste files in the following folder:

Programs > AgileBio > LabCollector > www > LabCollector* > Extra_Module > sample2box

*The name of this folder is the laboratory nickname chosen during LabCollector installation.



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