

# LabCollector

*"Your Laboratory management solution"*

User's guide

## Sample To Box

Version 1.4 – August 2018



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## 1- INTRODUCTION

**T**hank 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 or with full plates creating associated records in the same time. 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, technical platform service activities and company projects.

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

**LabCollector** is a copyrighted product from AgileBio.

## 2- GETTING STARTED

You can get the **Sample to box add-on** by downloading from [www.labcollector.com](http://www.labcollector.com). LabCollector software 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).

It is a best practice to make a backup of LabCollector prior to any installation, update or upgrade.

A changelog is included in the download package. It is also available by navigating the browser URL on LabCollector at `*/sample2box/CHANGELOG.txt`.

### 1/Manual mode:

Unzip and paste **Sample to box** add-on folder in the `extra_modules` folder of your LabCollector installation.

As an example, for Windows, it would look like:

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

Open LabCollector, the ELN add-on module is now activated. Click on the module, a confirmation screen will help you to proceed with the installation.

### 2/Automatic mode from LabCollector interface:

You can also use the LabCollector Menu

**Admin > Setup > Upload/Add Addons > Upload Addon ZIP > Add Addon**

Return to LabCollector - the **Sample To Box add-on** module is now activated. Click on the module to finish the installation.

### 3/Cloud hosted:

If your instance of LabCollector is cloud hosted with AgileBio, AgileBio staff may perform the installation and license update for you. Contact your sales rep with any questions about the process.

The add-on will remain in a 30 days free trial mode until you save the final license **Admin > Setup > License**. To obtain a valid license, you have to copy and send the computer activation key to AgileBio. You may also use the client area of the [labcollector.com](http://labcollector.com) website to obtain or update a license.

### 3- OVERVIEW

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

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

The screenshot shows the 'Sample To Box' application interface. At the top right, there are three tabs: 'New Box', 'Direct Scan', and 'Rack Scan'. The 'New Box' tab is active. The interface is divided into three main sections:

- Select Box:** Contains a 'Select your box:' label, a 'by name' text input field, and an 'or barcode' text input field. Below this is a 'Choose your filling orientation:' section with radio buttons for 'Horizontal' and 'Vertical' (selected). A 'Validate' button is at the bottom.
- Choose a Box Model:** Contains a 'Choose your box model:' label and a dropdown menu showing 'Plate\_36\_well'. Below this is a 'Choose your filling orientation:' section with radio buttons for 'Horizontal' and 'Vertical' (selected). A 'Validate' button is at the bottom.
- Create your own Box Model:** Contains an 'Enter the number of row and columns:' label, a 'Row' input field with '0', an 'x' separator, a 'columns' input field with '0', and a '(width)' label. Below this is a 'Choose your filling orientation:' section with radio buttons for 'Horizontal' and 'Vertical' (selected). A 'Validate' button is at the bottom.

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

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

For details on Rack Scan mode, [see chapter 6-](#).

## 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 Box

Select your box:

by name  or barcode

Choose vertical  Horizontal

Validate

- box replicate
- Box 5
- Boite A
- DNA\_B5879
- box1
- box2
- box3
- box4
- box6
- box5

- 1- Select the box: box name (autocomplete) or box barcode.
- 2- Choose the filling orientation: horizontal or vertical.
- 3- Click on the **Validate** button.

- 4- Scan label. Press Enter to validate the barcode.
- 5- For each tube/vial, users can add a corresponding name. To validate the name press Enter (by default, the name will be the barcode).
- 6- Choose the data module. For Samples module records, you can define a sample type.
- 7- Click on the **Update** button. New records are created! You can also export the map to CSV.

Scan your label: 789652 Enter 4

A1 789654 Name Sample 1 Enter 5

A2 7896533 Name Sample 2 Enter

	1	2	3	4	5	6	7	8	9	10	11	12
A	Sample 1 7896533											
B												
C												
D												
E												
F												
G												
H												

Rack-01.Box-2

Box/plate name/ID: Rack-01.Box-2 (ID: 122)  
 Storage location: Freezer Grainne >> Draw A1  
 Drawer: Rack-01 / Position:  
 Box/plate type: box  
 Box/plate general description:  
 Owner: Anne-Laure Sauvadet

6 Choose the Data Module: Samples  
 Sample type for all: Select the type (only for Samples module)

7 Update or Export Map to CSV

## 4-2. Choose a box model

Choose a Box Model:

Choose your box model:

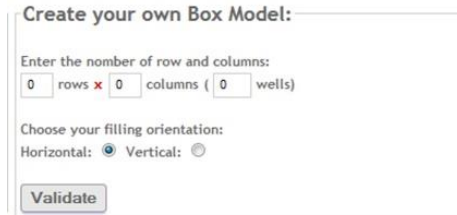
Choose your filling orientation:  
 Horizontal:  Vertical:

1. Choose a box model.
2. Choose the filling orientation: horizontal or vertical.
3. Click on the **Validate** button.
4. Scan label. Press Enter to validate the barcode.
5. For each tube/vial, users can add a corresponding name. To validate the name press Enter (by default, the name will be the barcode).
6. Choose the data module. For Samples module records, you can define a sample type.
7. Enter a box/plate name or ID.
8. Select a storage location, a drawer, a position and a box type. This new box can be personal or common.
9. Click on the **Update** button. New records are created! You can also export the map to CSV.

The screenshot displays the software interface for configuring a box mode. On the left, there is a 'Scan your label:' section with two input fields: 'A1 | 36523' and 'A2 | 36598', each with a 'Name' label. A red circle '4' is placed over the first input field. Below this is a large grid representing a box layout, labeled 'Box 011 tubes'. The grid has 9 columns (1-9) and 9 rows (A-I). The top row (A) contains tube IDs: A1: 36523, A2: 36598, A3: (empty), A4: (empty), A5: (empty), A6: (empty), A7: (empty), A8: (empty), A9: (empty). A red circle '5' is placed over the A2 cell. Below the grid is a configuration form with several fields: 'Choose the Data Module:' (dropdown: storage test), 'Sample type for all:' (dropdown: Select the type), 'Box/plate name/ID:' (text input: sample2box), 'Storage location:' (dropdown: Fridge A Lab51 (+4°C)), 'Drawer:' (dropdown: Add in new rack), 'Position in drawer:' (text input: rack s2b), 'Box/plate type:' (dropdown: Box (with grid divider)), 'Box/plate general description:' (text input), and 'Owner:' (dropdown: Marine S). A red circle '6' is over the Data Module dropdown, '7' is over the Box/plate name/ID input, and '8' is over the Owner dropdown. At the bottom right, there are 'Save' and 'Export Map to CSV' buttons, with a red circle '9' over the 'Save' button.



### 4-3. Create your own box model



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

- 1- Create your box: number of rows and columns.
- 2- Choose the filling orientation: horizontal or vertical.
- 3- Click on the **Validate** button.
- 4- Scan label. Press Enter to validate the barcode.
- 5- For each tube/vial, users can add a corresponding name. To validate the name, press Enter (by default, the name will be the barcode).
- 6- Choose the data module. For Samples module records, you can define a sample type.
- 7- Enter a box/plate name or ID.
- 8- Select a storage location, a drawer, a position and a box type. This new box can be personal or common.

Click on the **Update** button. New records are created! You can also export the map to CSV.

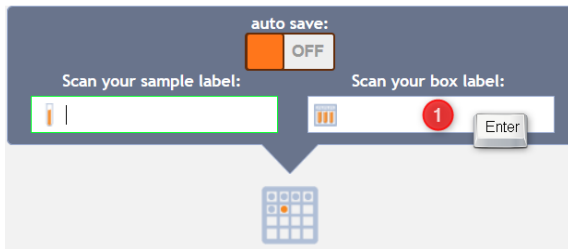
### 4-4. Plants Manager and Sample to box add-ons

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.

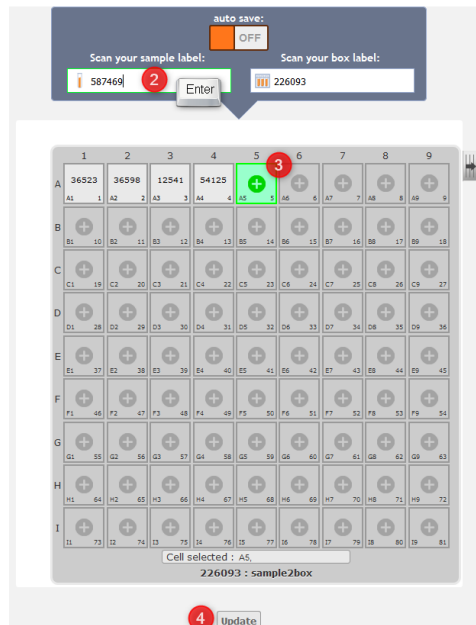
The 3 different New Box modes previously described (see chapters, 4-2 and 4-3) work with LabCollector Plants Manager add-on. Users just have to select “Plants Manager (Seeds)” in the “Choose Data Module” section.

## 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 and press Enter. The corresponding box map appears.



- 2- Scan the sample barcode and press Enter.
- 3- Select a storage position in the box map.
- 4- Click on the **Update** button. New records are created in the **Samples** module!

## 6- RACK SCAN MODE

With the Rack Scan mode, users can use a Rack Scan to create records and their box coordinates in a few clicks with different options of storage.

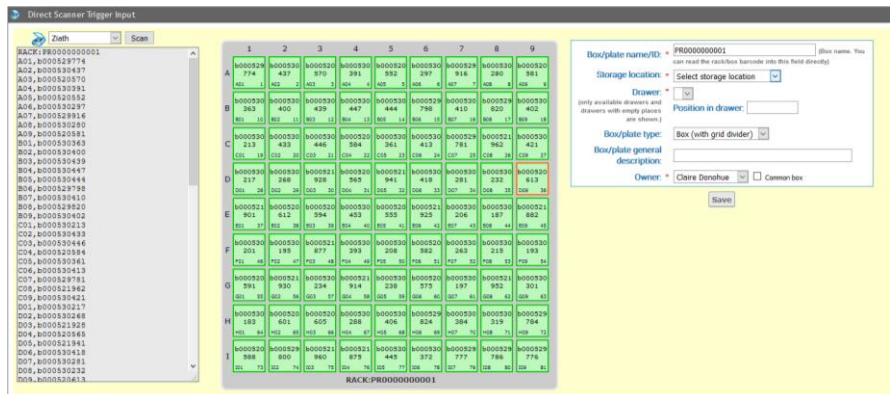
### 6-1. Scanner setup

Before using this mode, please ensure that all the configuration needed to read the rack is complete in LabCollector by referring to this [KB-21](#).

### 6-2. Rack scan

After choosing your scanner and scanning the rack, different options will be available depending on your database.

If the rack has never been scanned before, you need to define the storage location.



If the box is already in your database, you just have to:

1. Select the tubes you need either on the scheme box or with the lists
2. Choose the module where you want to save the record if it is a main storage
3. Choose a parent record if it is a secondary storage
4. Complete the options for the storage

## 5. Apply your selection

	1	2	3	4	5	6	7	8	9
A	b000529 274 A01 1	b000530 432 A02 2	b000520 570 A03 3	b000530 391 A04 4	b000520 552 A05 5	b000530 297 A06 6	b000529 916 A07 7	b000530 280 A08 8	b000520 581 A09 9
B	b000530 363 B01 10	b000530 400 B02 11	b000530 439 B03 12	b000530 447 B04 13	b000530 444 B05 14	b000529 798 B06 15	b000530 410 B07 16	b000529 820 B08 17	b000530 402 B09 18
C	b000530 213 C01 19	b000530 433 C02 20	b000530 446 C03 21	b000520 584 C04 22	b000530 363 C05 23	b000530 413 C06 24	b000529 781 C07 25	b000521 962 C08 26	b000530 421 C09 27
D	b000530 217 D01 28	b000530 268 D02 29	b000520 928 D03 30	b000520 565 D04 31	b000521 941 D05 32	b000530 418 D06 33	b000530 281 D07 34	b000530 232 D08 35	b000520 613 D09 36
E	b000521 901 E01 37								
F	F01 46	F02 47	F03 48	F04 49	F05 50	F06 51	F07 52	F08 53	F09 54
G	G01 55	G02 56	G03 57	G04 58	G05 59	G06 60	G07 61	G08 62	G09 63
H	H01 64	H02 65	H03 66	H04 67	H05 68	H06 69	H07 70	H08 71	H09 72
I	I01 73	I02 74	I03 75	I04 76	I05 77	I06 78	I07 79	I08 80	I09 81

RACK:PR000000001

Box 'PR000000001' found in database (ID : 651)

<div style="border: 1px solid #ccc; padding: 5px; height: 100px;">             A03, b000520570              A04, b000530391              A05, b000520552              A06, b000530297              A07, b000529916              A08, b000530280              A09, b000520581              B01, b000530363              B02, b000530400           </div>	<div style="border: 1px solid #ccc; padding: 5px; height: 100px;">             A01, b000529774              A02, b000530437              C05, b000530361           </div>
---	---

Module :  2

Parent :  3

Stock Contact/Owner :  4

Volume :  ml 4

Comments :

Color :  5

5

## 7- UPGRADING AND UPDATING

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

e.g. on a Windows setup:

```
Programs\AgileBio\LabCollector\www\lab\extra_modules\samp  
le2box
```

As a general suggestion, we always recommend making a backup prior to performing an upgrade or update.

If your instance of LabCollector is cloud hosted with AgileBio, contact a sales or support representative to perform the update.



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