

ezFreezer® Quick Start Guide



Why ezFreezer® ?

ezFreezer is an efficient system for keeping track of storage and retrieval of samples and biological materials.

ezFreezer is an affordable, risk-free solution.

Developed directly as a result of repeated requests from scientists,

ezFreezer provides the ability to visualize and manage laboratory samples, their location and usage right on the desktop through virtual freezers.

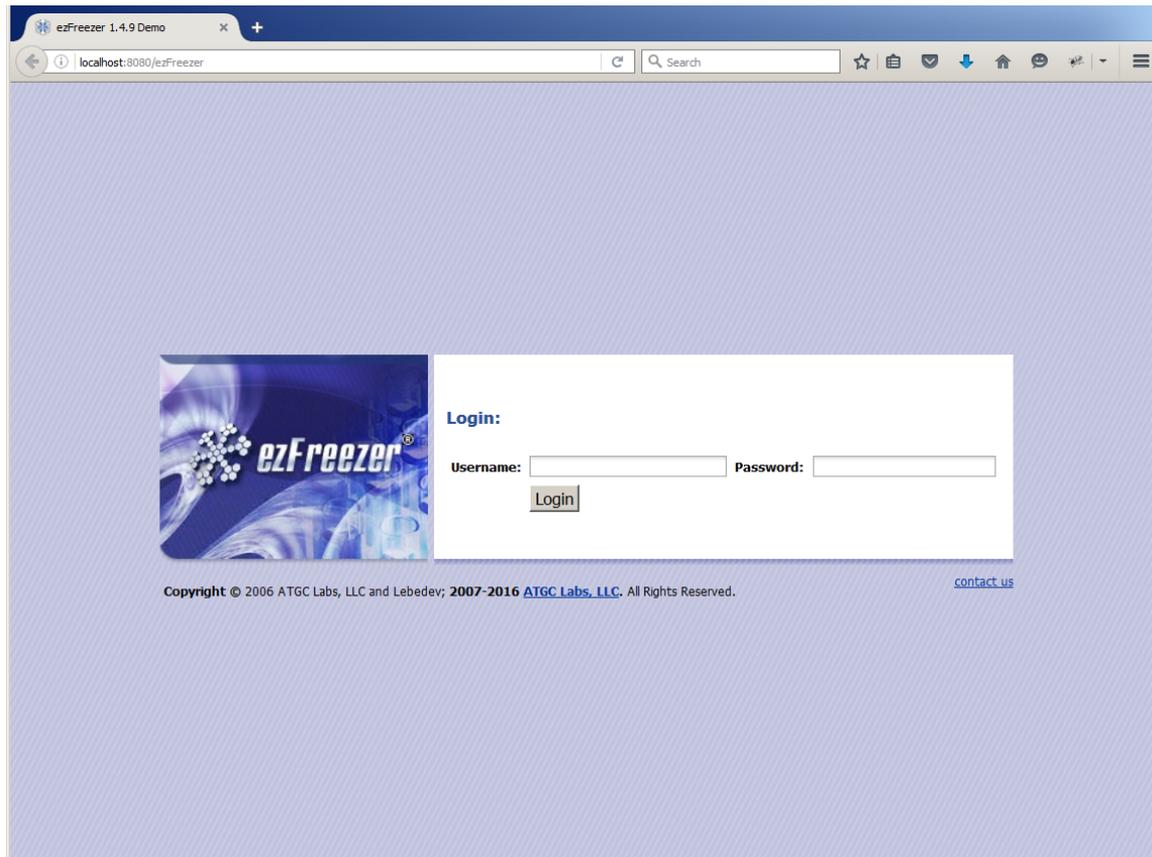
ezFreezer an easy-to-use interface along with the ability to customize fields helps researchers and scientists analyze, organize and visualize a multitude of sample types faster and more accurately.

Real-time statistics identify the exact quantity of particular samples in each freezer.

Fully customizable freezer configuration works for all freezer types, tank racking systems, and cryo storage units.

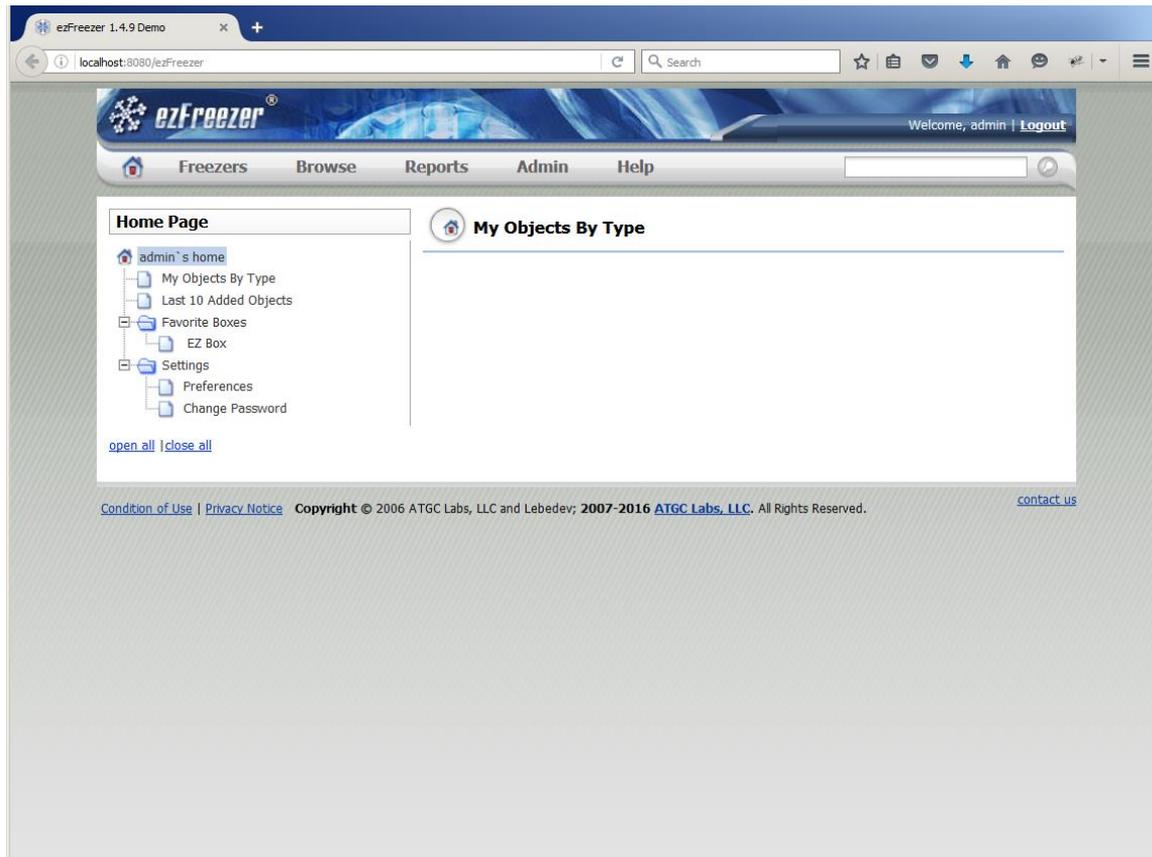
ezFreezer requires very little bandwidth and computing infrastructure and the data can be routinely backed-up to serve as a redundant source of information.

Web based client/server architecture allows access to data from anywhere with the one-time installation.

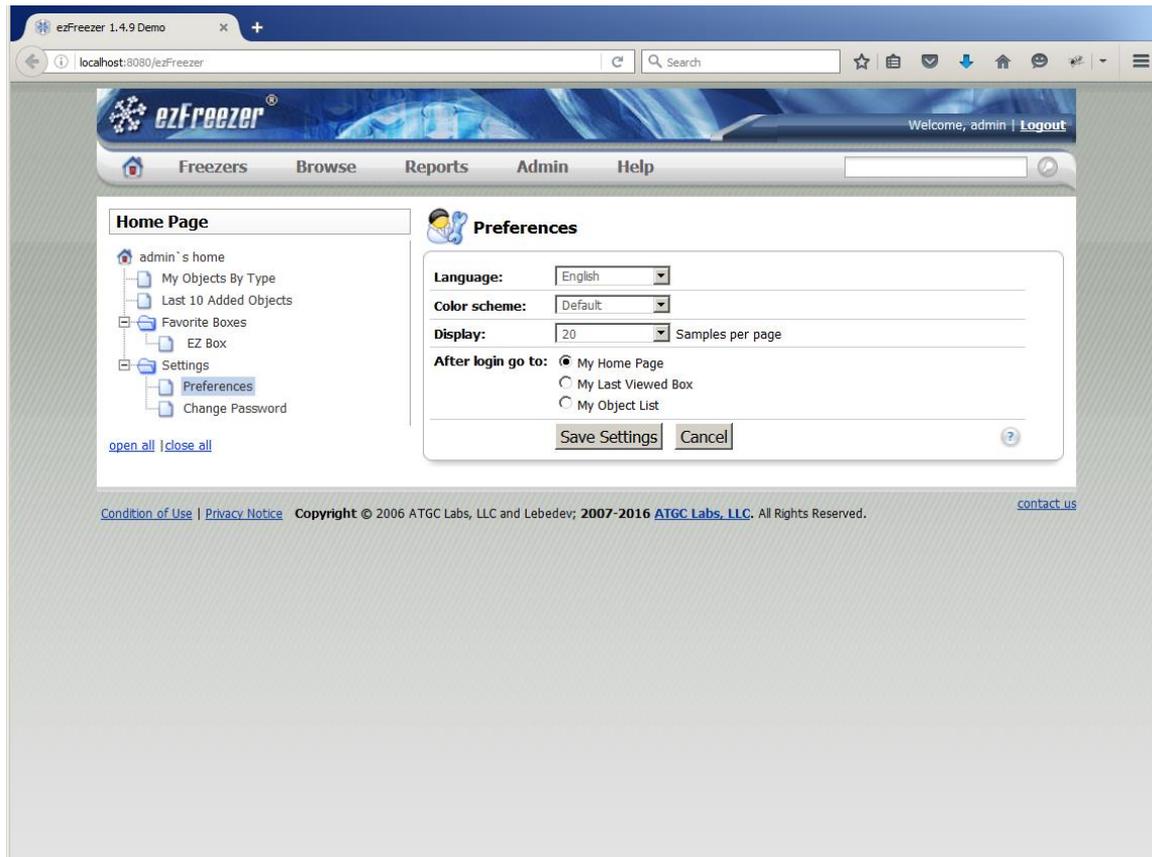


Download and install ezFreezer.

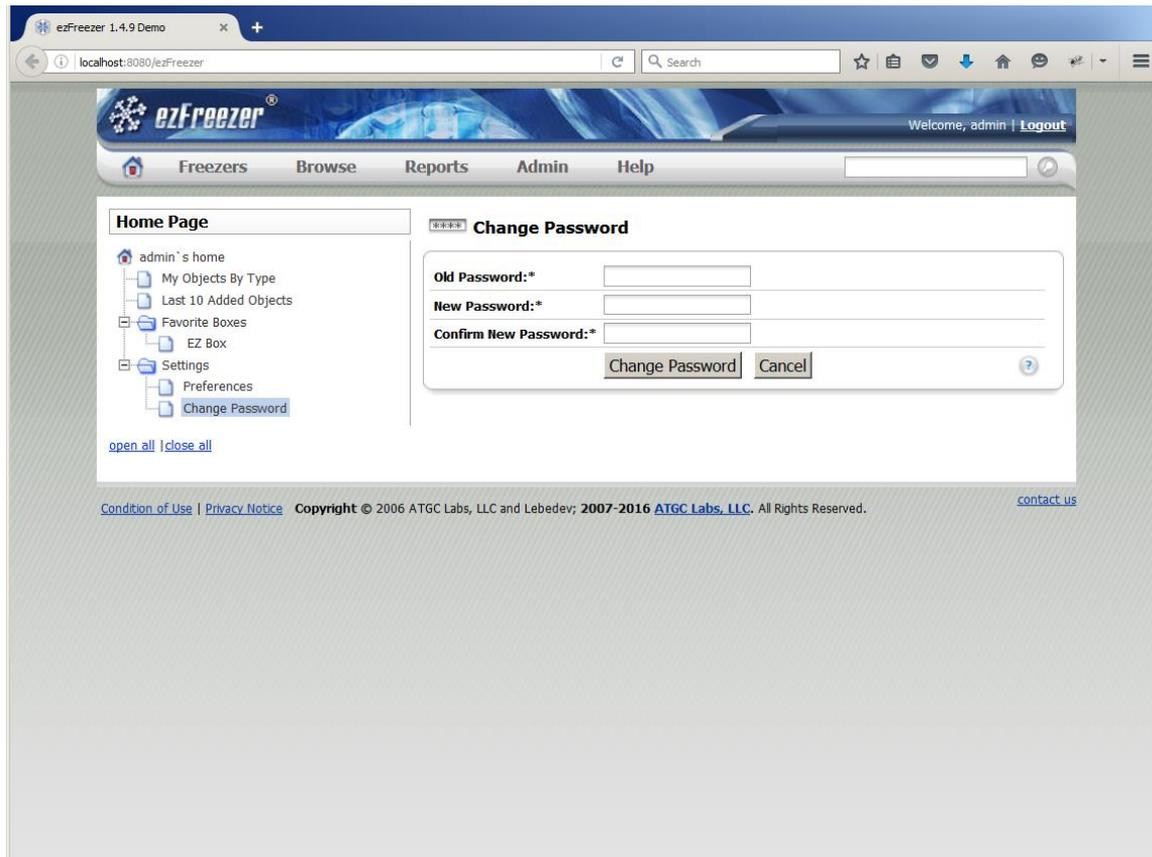
When logging in for the first time, login name and password for the default administrator login are both **admin**.



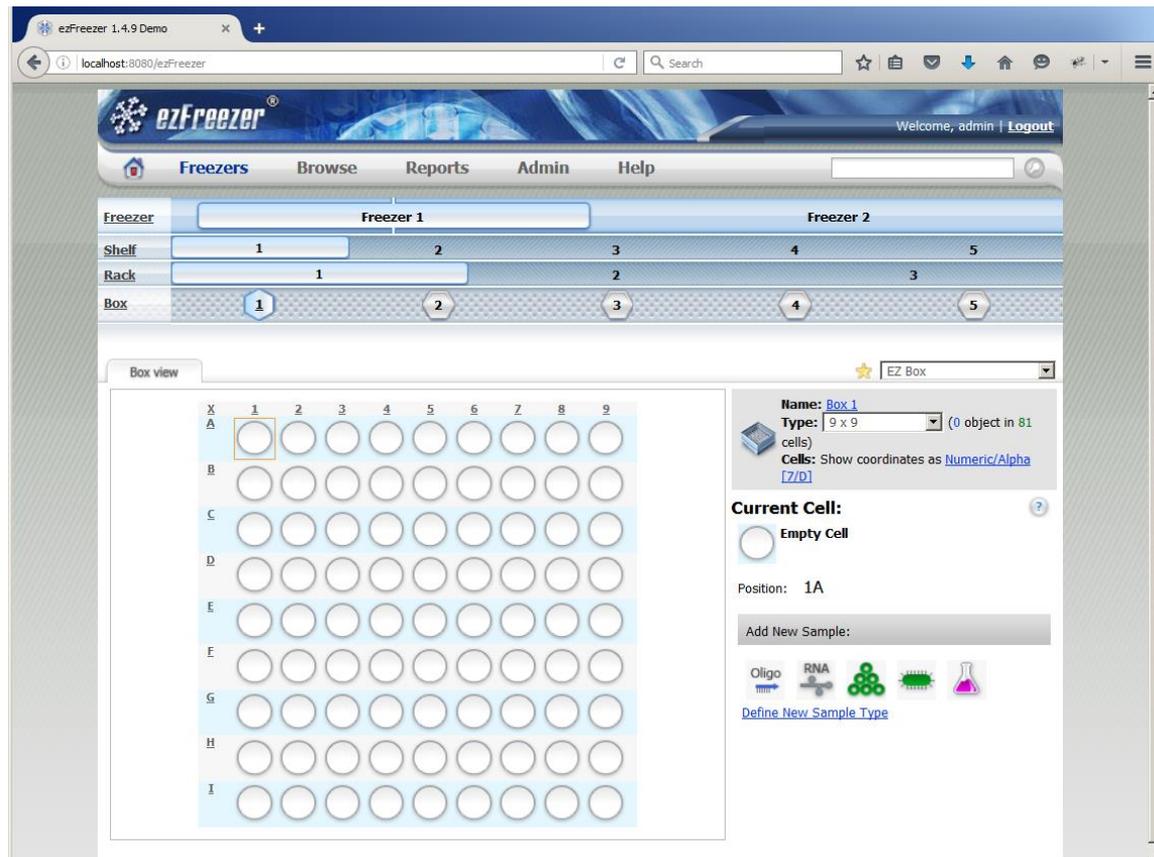
The first time you log in to ezFreezer, a welcome page provides an introduction to the ezFreezer workflow.



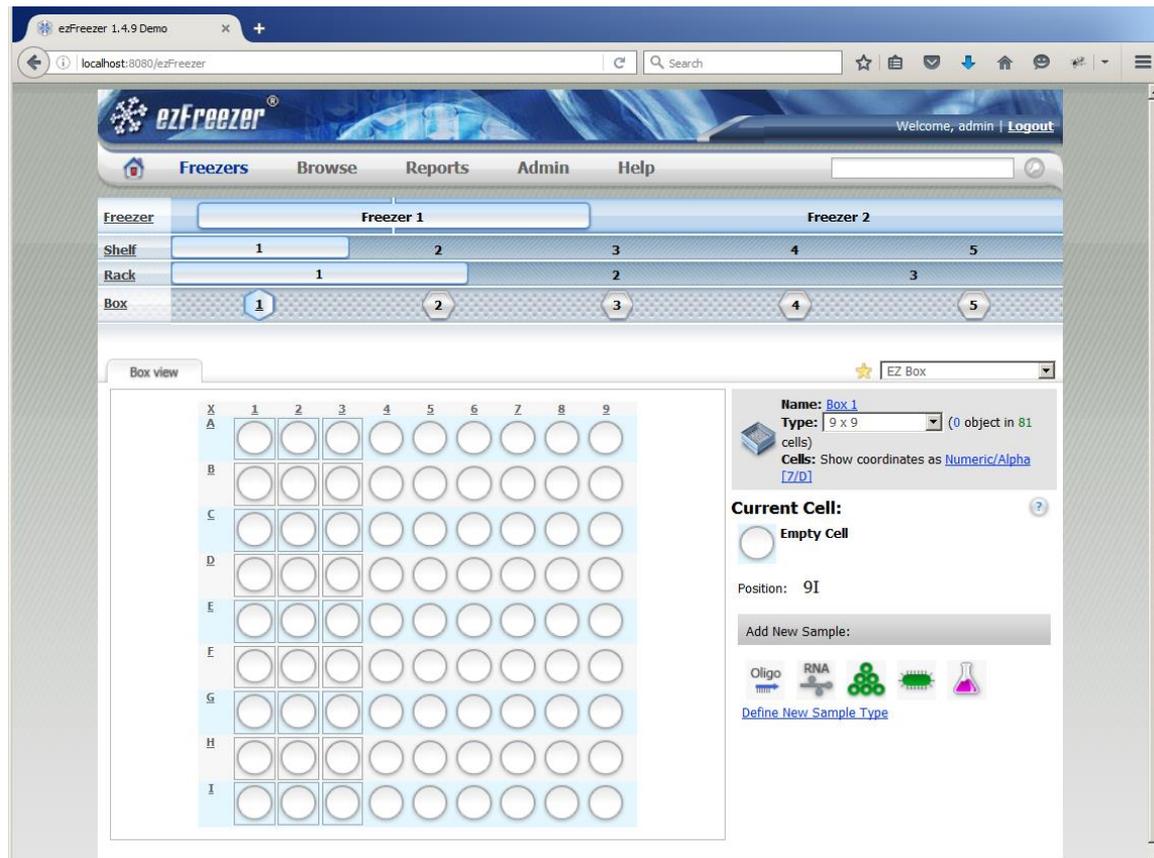
On the home page you can specify number of samples to display per page, and which page to see after you log in.



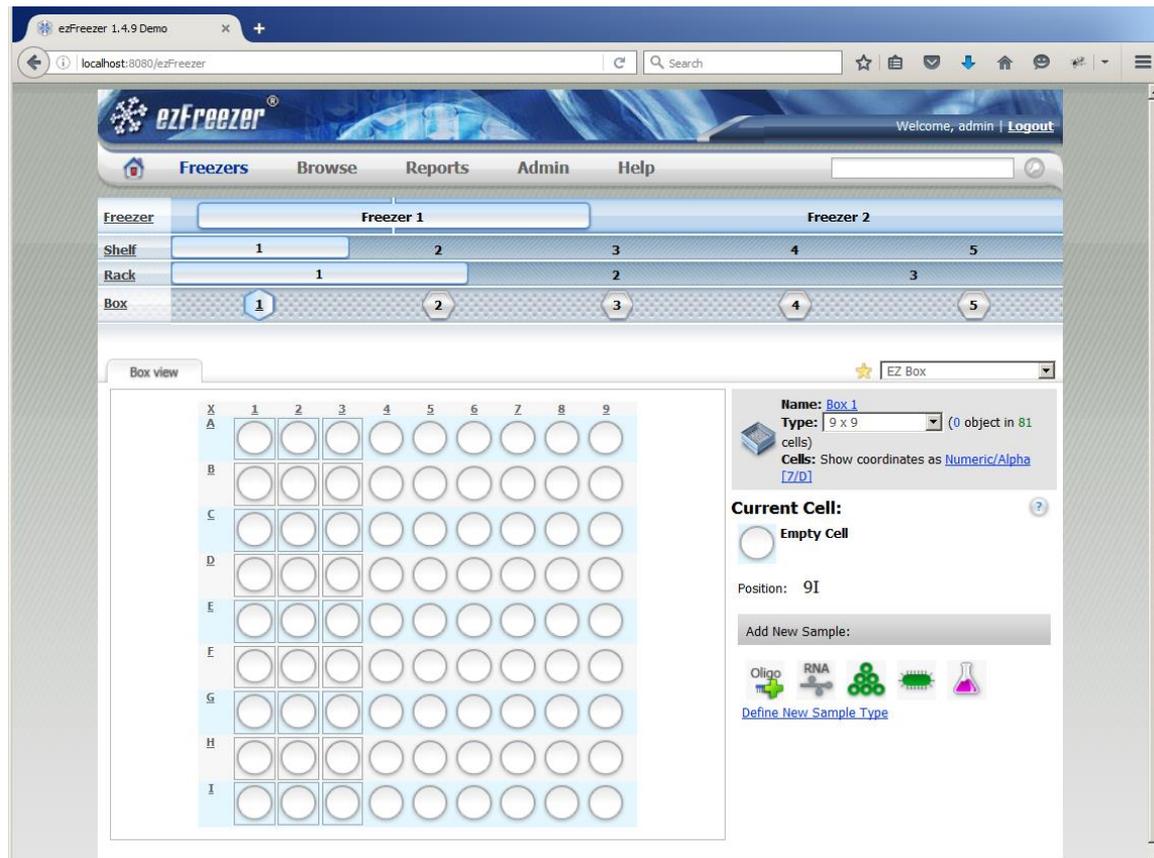
From time to time you may need to change your password to protect the data you have stored in ezFreezer.



Clicking the Freezers menu displays a graph of every freezer, subdivision, and box in ezFreezer.



In the Box view below the freezer graph, click an empty cell. To select more than one cell in the Box view, click the first cell, press and hold the Shift key, and then click other cells. To select entire column or row press column number or row letter.



In the Add New Sample area on the lower right, click the image corresponding with the sample type you want to add.

The screenshot shows a web browser window with the URL `localhost:8080/ezFreezer`. The page title is "ezFreezer 1.4.9 Demo". The browser's address bar shows the URL. The page header includes the "ezFreezer" logo and a navigation menu with "Freezers", "Browse", "Reports", "Admin", and "Help". A "Welcome, admin | Logout" link is visible in the top right. The main content area is titled "Add New Oligo" and contains two sections: "Standard Fields" and "Custom-Defined Fields".

Standard Fields:

- Name: *
- Description:
- Barcode:
- Private: - Other users will not be able to make copies of this sample or access its custom-defined fields.

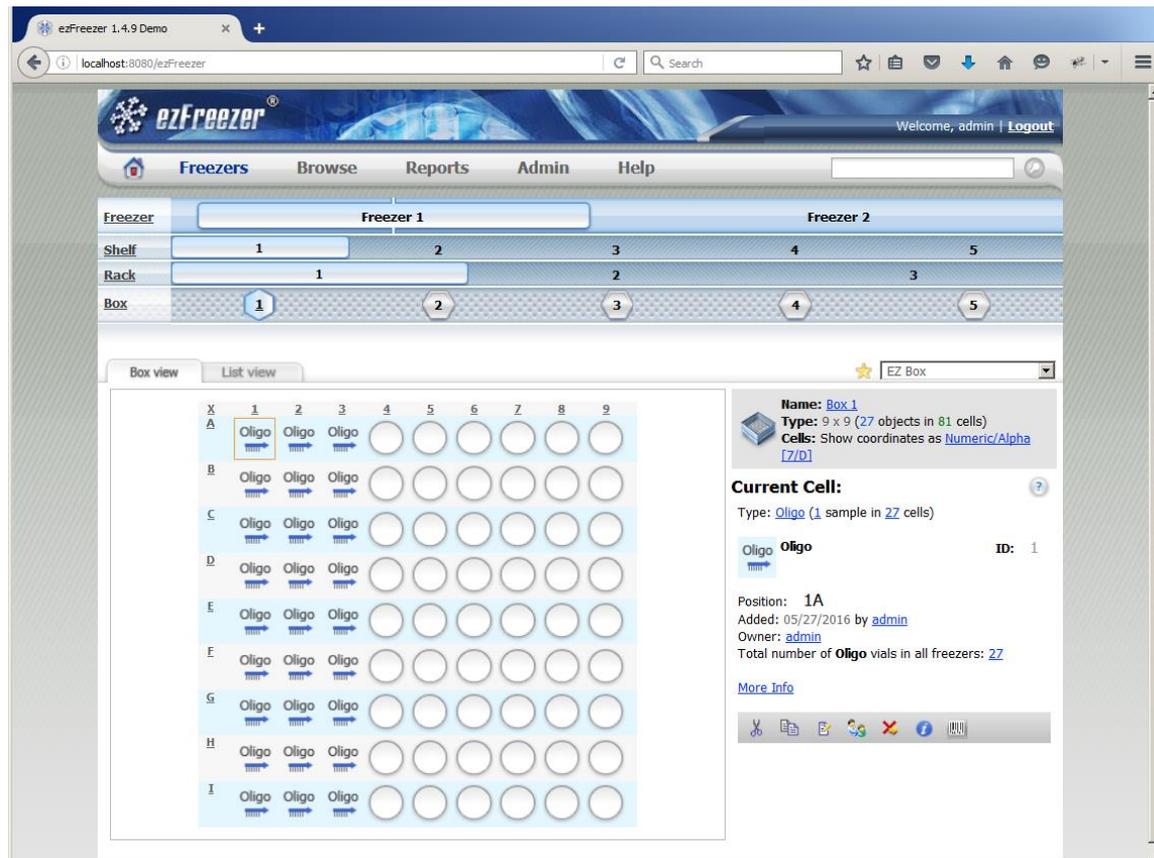
Custom-Defined Fields:

- Obtained Date:
- Cap Label:
- ID Number:
- Labbook References:
- Obtained From:
- Protocols:
- Vial Label:
- Comments:

At the bottom of the form are two buttons: "Add New Object" and "Cancel".

The Add New Sample page appears. Enter the name, description, and barcode of the new sample. If this sample type has custom fields, enter values in the respective custom field boxes.

Click Add New Object button.



You see images of the new sample in the cells of the box you selected.

ezFreezer 1.4.9 Demo

localhost:8080/ezFreezer

Welcome, admin | Logout

Freezers Browse Reports Admin Help

Freezer 1 Freezer 2

Shelf 1 2 3 4 5

Rack 1 2 3

Box 1 2 3 4 5

Box view List view

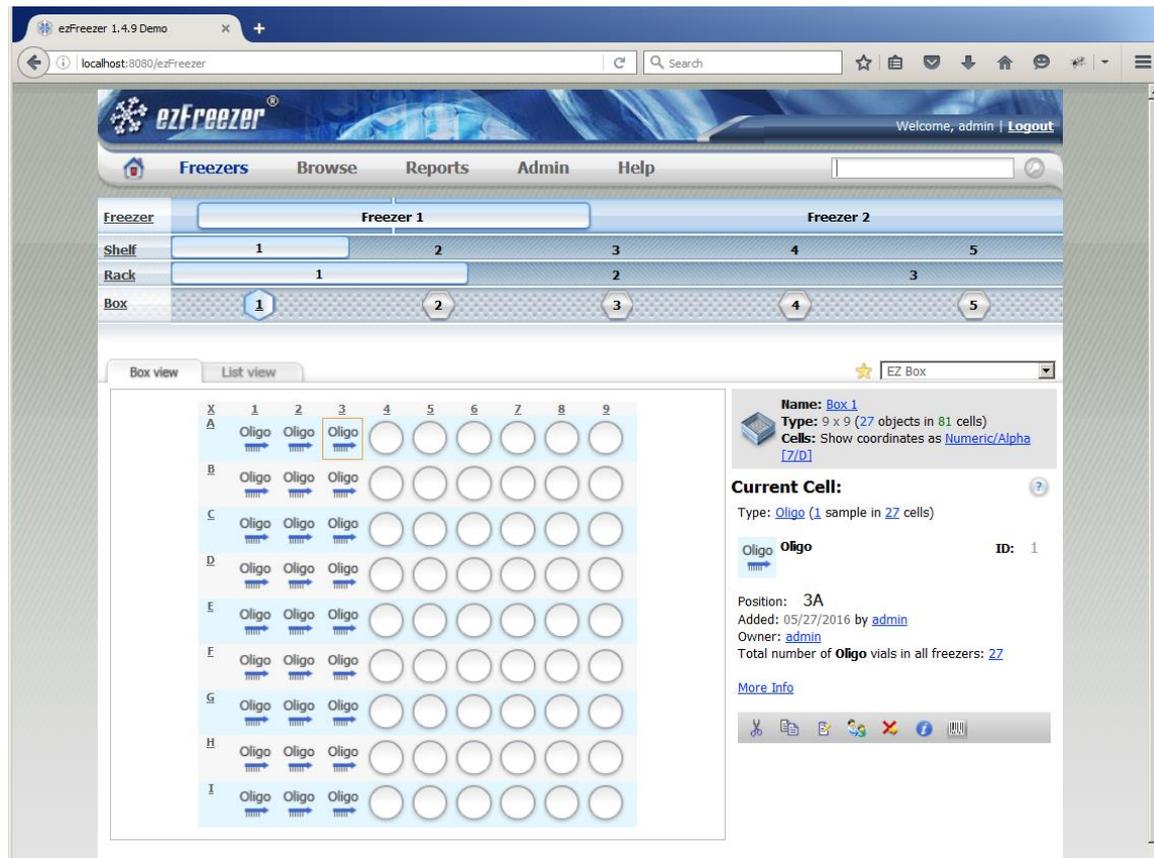
Name: [Box 1](#)

Type: 9 x 9 (27 objects in 81 cells)

Cells: Show coordinates as [Numeric/Alpha \[7/D\]](#)

ID	Pos	Barcode	Name	Description	Date	Added By
1	1A		Oligo		05/27/2016	admin
1	2A		Oligo		05/27/2016	admin
1	3A		Oligo		05/27/2016	admin
1	1B		Oligo		05/27/2016	admin
1	2B		Oligo		05/27/2016	admin
1	3B		Oligo		05/27/2016	admin
1	1C		Oligo		05/27/2016	admin
1	2C		Oligo		05/27/2016	admin
1	3C		Oligo		05/27/2016	admin
1	1D		Oligo		05/27/2016	admin
1	2D		Oligo		05/27/2016	admin
1	3D		Oligo		05/27/2016	admin
1	1E		Oligo		05/27/2016	admin
1	2E		Oligo		05/27/2016	admin

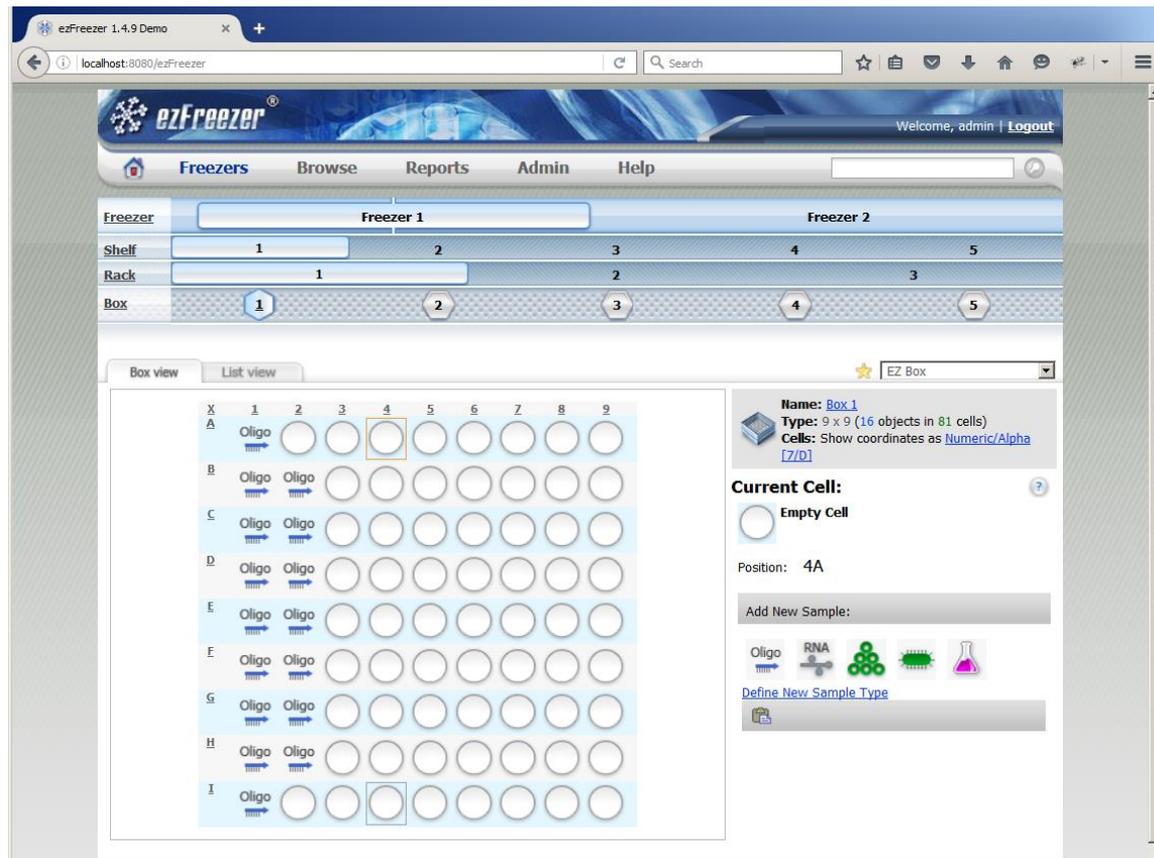
Once you add a sample to a box, you can also see that box in the List view, which is accessible by clicking the List view tab.



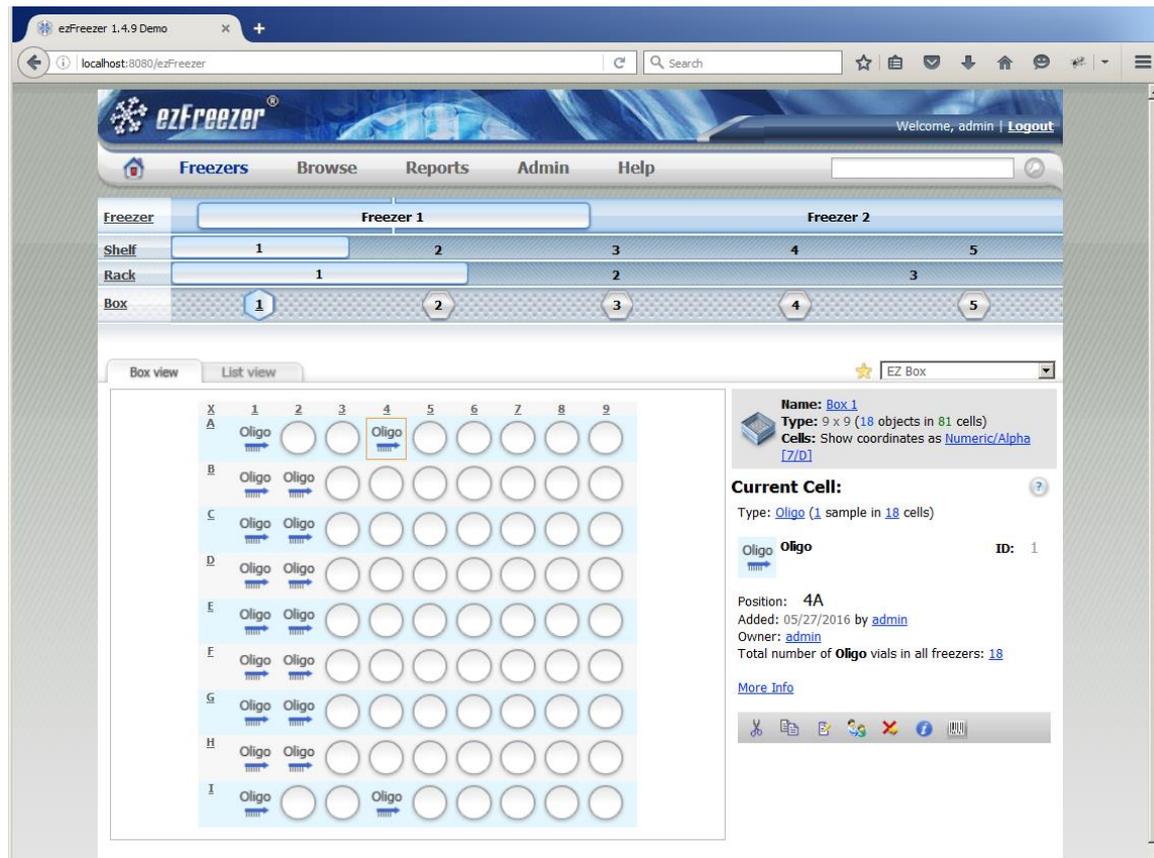
You can edit an individual sample's details from Box or List view. If you do not have permission to edit a sample, a lock image appears on top of the sample's image. Select a sample and press Edit Sample button.

The screenshot displays the ezFreezer 1.4.9 Demo web application. The interface includes a navigation menu with 'Freezers', 'Browse', 'Reports', 'Admin', and 'Help'. A grid shows 'Freezer 1' and 'Freezer 2' with columns for 'Shelf', 'Rack', and 'Box'. The 'Box' row shows boxes 1 through 5. A 'Box view' tab is active, displaying a 9x9 grid of cells. The first three columns of the grid contain 'Oligo' samples, while the remaining six columns are empty. To the right of the grid, a sidebar provides details for the selected 'Box 1', including its name, type (9 x 9), and current cell information (Oligo, ID: 1, Position: 3B).

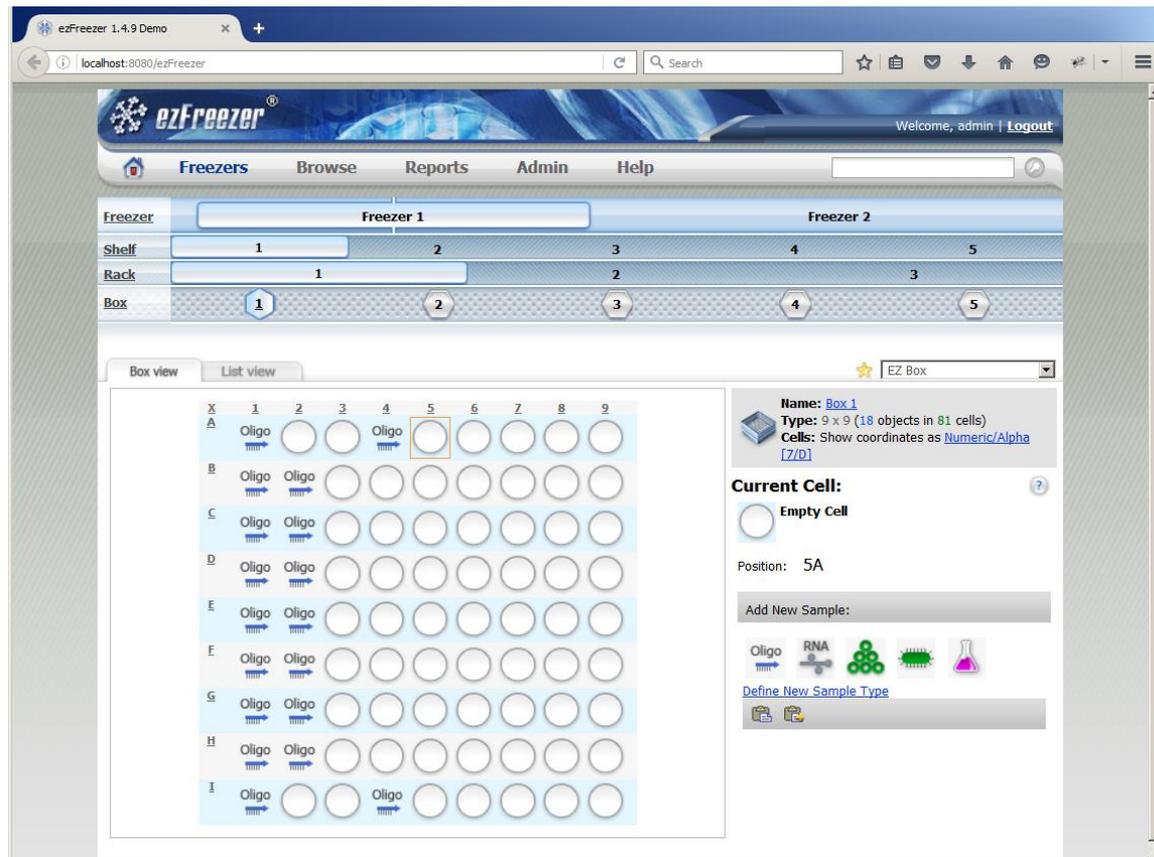
You can remove a sample from a box or delete it from the ezFreezer database. Select the cell or list record of the sample you want to delete. Press Remove from Box button.



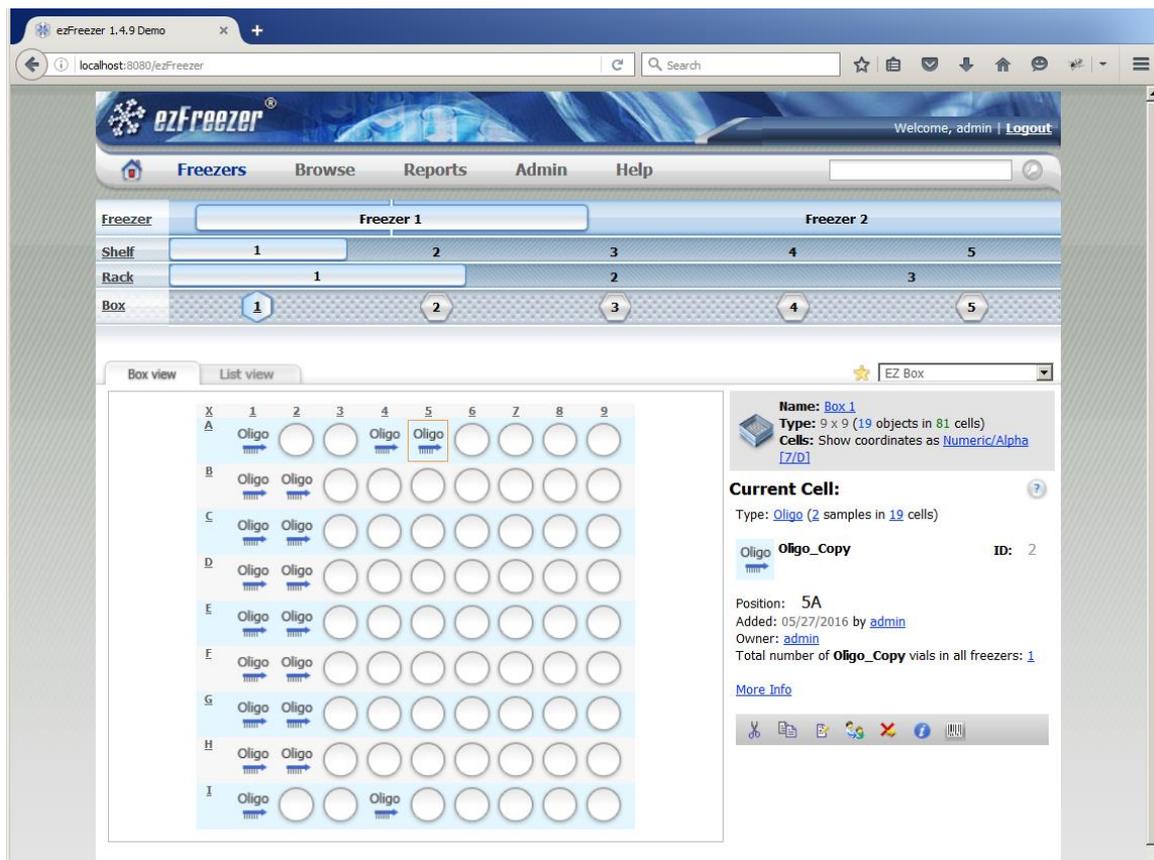
You may want to copy and paste samples. Select samples and press Cut button. ezFreezer places samples into its clipboard.



Press Paste button. ezFreezer places samples in the new location.
 A user can create a new sample based on an existing sample.
 Select a sample and press Copy button.



Select an empty cell and press Paste/New button. Note that this is the second of the two paste button types.



The image of the copied sample in the cell appears. The name of the new sample is the same as the original sample followed by “_Copy”.

To view a sample details double click a cell.

The screenshot shows the ezFreezer 1.4.9 Demo web application. The browser address bar shows 'localhost:8080/ezFreezer'. The application header includes the ezFreezer logo and a navigation menu with 'Freezers', 'Browse', 'Reports', 'Admin', and 'Help'. The main content area is titled 'Oligo' and contains the following information:

Standard Fields:

- Name: Oligo_Copy
- Description:
- Barcode:
- Private: No

Custom-Defined Fields:

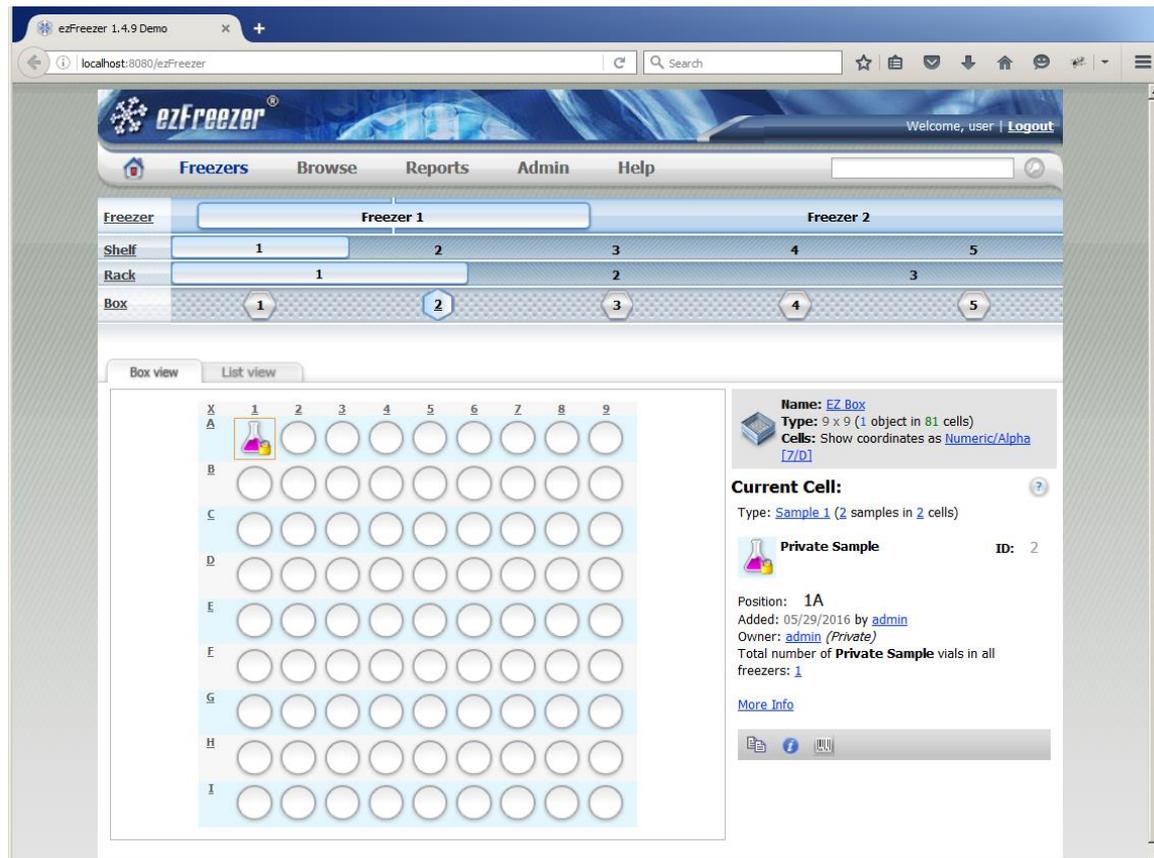
[Return](#)

1 result(s) found.

ID	Barcode	Name	Description	Type	Freezer	Box	Position	Added by	Date
2		Oligo_Copy		Oligo	Freezer 1	1	5A	admin	05/27/2016

At the bottom of the page, there is a footer with the text: 'Condition of Use | Privacy Notice Copyright © 2006 ATGC Labs, LLC and Lebedev; 2007-2016 ATGC Labs, LLC. All Rights Reserved.' and a 'contact us' link.

ezFreezer opens view sample window. Click Return to go back to the page where you selected the sample.



When creating a sample, you have the option of hiding the details of any custom-defined fields you create by selecting the Private checkbox. When this option is selected, other users and guests can neither view the sample's custom-defined fields nor copy those fields.

The screenshot shows the ezFreezer 1.4.9 Demo web application. The browser address bar shows 'localhost:8080/ezFreezer'. The application header includes the ezFreezer logo and a navigation menu with 'Freezers', 'Browse', 'Reports', 'Admin', and 'Help'. Below the navigation menu, there are tabs for 'Samples In Freezers' and 'Samples Not In Freezers'. The main content area displays '19 result(s) found.' and a table of sample data. The table has columns for ID, Barcode, Name, Description, Type, Freezer, Box, Position, Added by, and Date. All samples are of type 'Oligo' and were added by 'admin' on '05/27/2016'. The positions range from 1A to 5A.

ID	Barcode	Name	Description	Type	Freezer	Box	Position	Added by	Date
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1B	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2B	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1C	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2C	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1D	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2D	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1E	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2E	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1F	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2F	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1G	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2G	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1H	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2H	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1I	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	4I	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	4A	admin	05/27/2016
2		Oligo_Copy		Oligo	Freezer 1	1	5A	admin	05/27/2016

You can browse all samples you added to ezFreezer, whether or not you have assigned them to an individual freezer. On the top navigation menu, click Browse. A table of all of the sample data in ezFreezer appears.

ezFreezer 1.4.9 Demo

localhost:8080/ezFreezer

Welcome, admin | [Logout](#)

Freezers Browse Reports Admin Help

Samples In Freezers Samples Not In Freezers

1 result(s) found.

--- All Sample Types --- --- All Users ---

ID	Barcode	Name	Description	Type	Added by	Date
2		Oligo_Copy		Oligo	admin	05/27/2016

--- All Sample Types --- --- All Users ---

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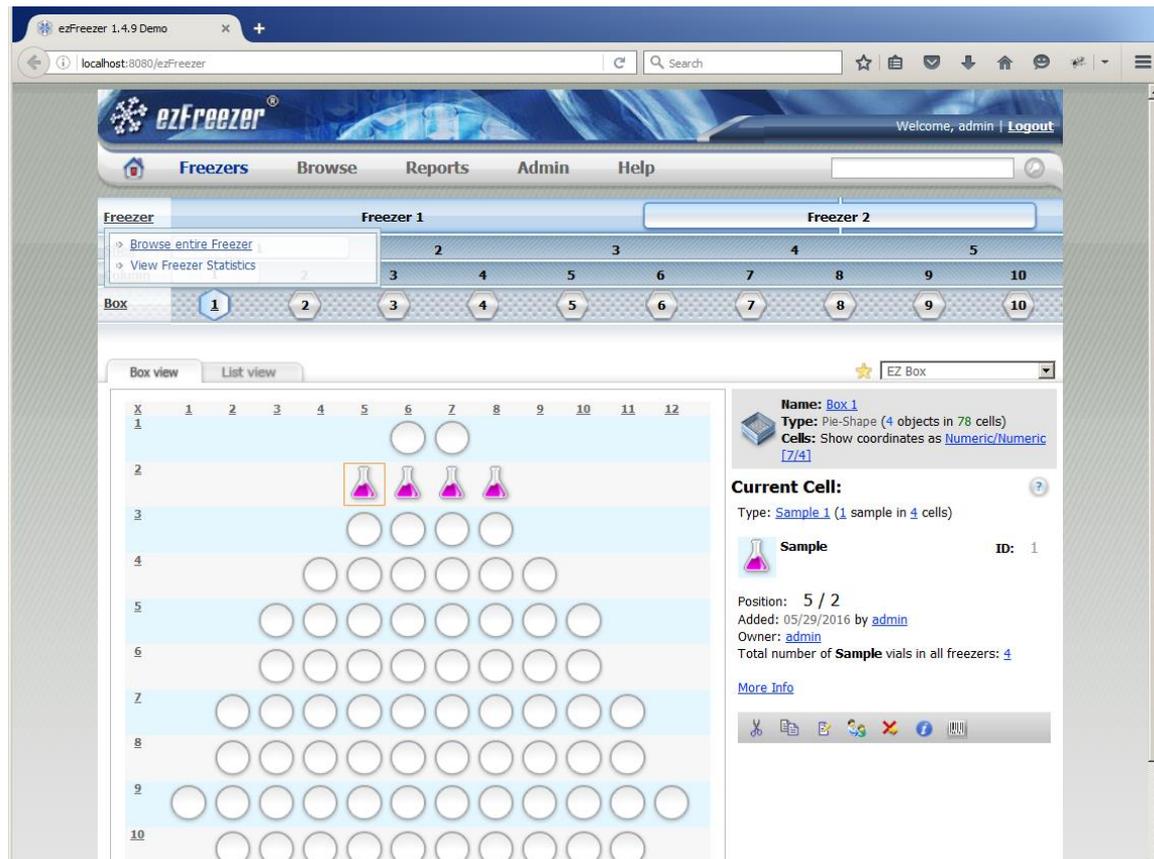
To view samples that have been deleted or not assigned to a freezer, click the Samples Not in Freezers tab. You can also reach a subset of the data by selecting the browse option available for each subdivision in the freezer.

The screenshot shows the ezFreezer 1.4.9 Demo web application. The browser address bar indicates the URL is localhost:8080/ezFreezer. The application has a navigation menu with 'Freezers', 'Browse', 'Reports', 'Admin', and 'Help'. Below the navigation, there are tabs for 'Samples In Freezers' and 'Samples Not In Freezers'. A message states '18 result(s) found.' and there are three dropdown filters: 'All Freezers', 'All Sample Types', and 'All Users'. A table displays the following data:

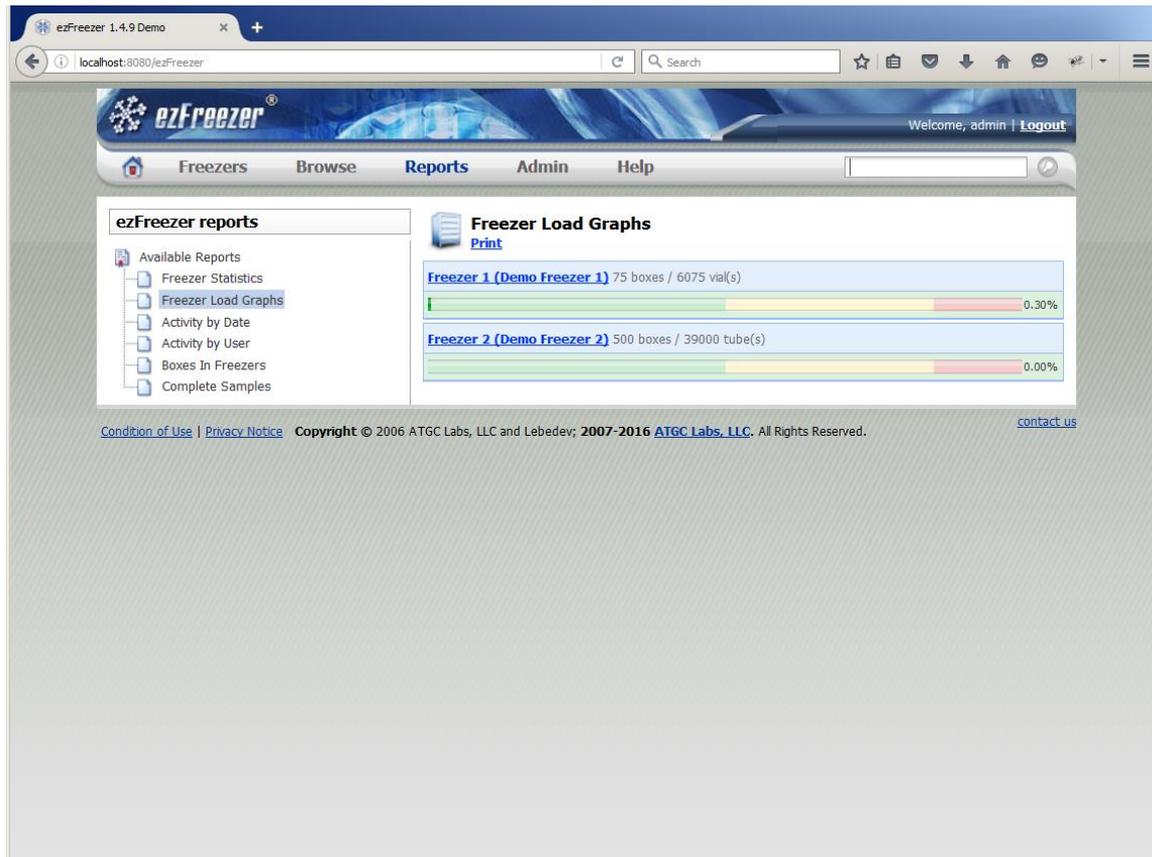
ID	Barcode	Name	Description	Type	Freezer	Box	Position	Added by	Date
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1A	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1E	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2E	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1F	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2F	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1G	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2G	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1H	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	2H	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	1I	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	4I	admin	05/27/2016
1		Oligo		Oligo	Freezer 1	1	4A	admin	05/27/2016

The 'Transfer Object Ownership' dialog is open, showing a 'To User:' dropdown menu with 'user' selected and 'Transfer' and 'Cancel' buttons.

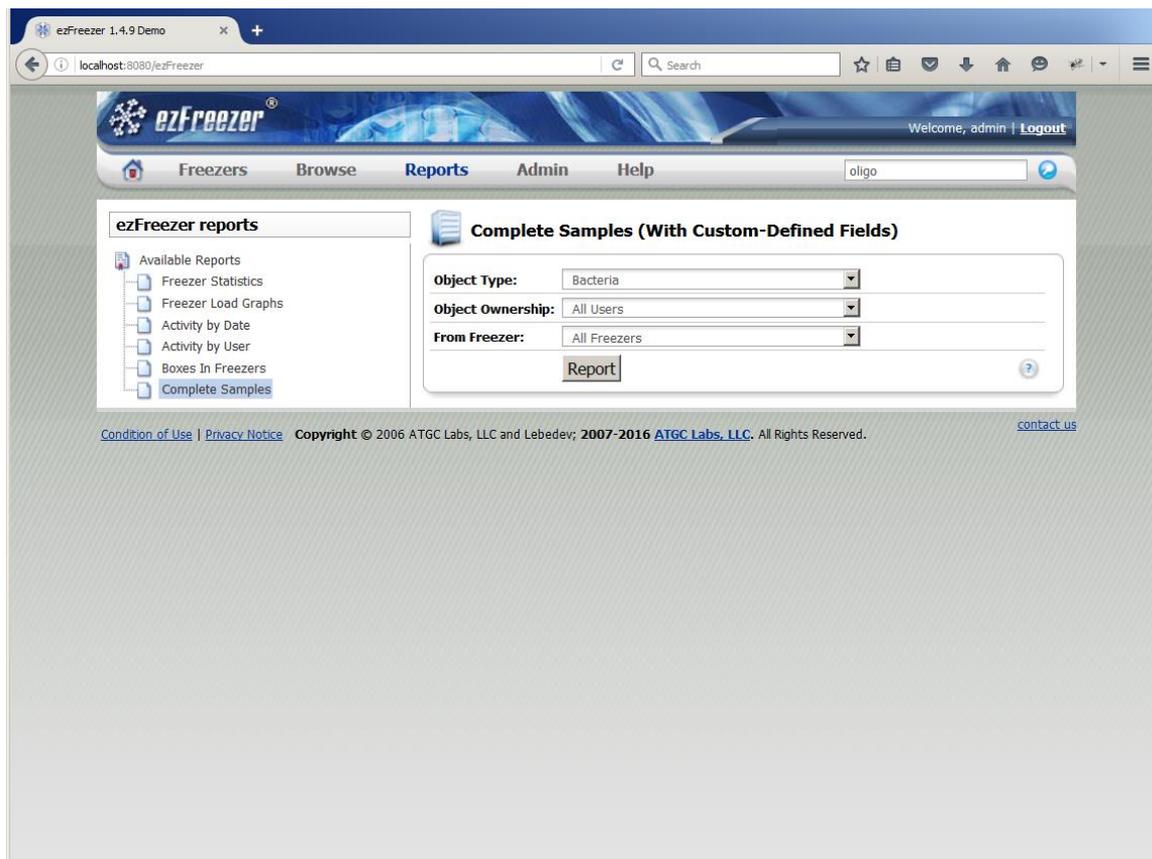
Administrators can transfer the ownership of objects belonging to one user to another user. Select samples and press Transfer Ownership button.



In the left navigation area, click or hover your mouse over that subdivision type. A pop-up menu appears. A user can browse, move containers, change container configuration and create exceptions.



ezFreezer provides several reports that displays different views of your ezFreezer data. Some reports are canned while others are customizable. After generating a report, you can print it by clicking the Print link or the print option in your browser.



You can search for any samples that you add or import to ezFreezer. Search criteria include both standard and custom-defined fields. In the search box to the right of the top navigation menu type a term. Click the Search button.

ezFreezer configuration

- ezFreezer
 - Users
 - Freezers
 - Sample Types and Fields
 - Box Types
 - Barcode Printer

[open all](#) | [close all](#)

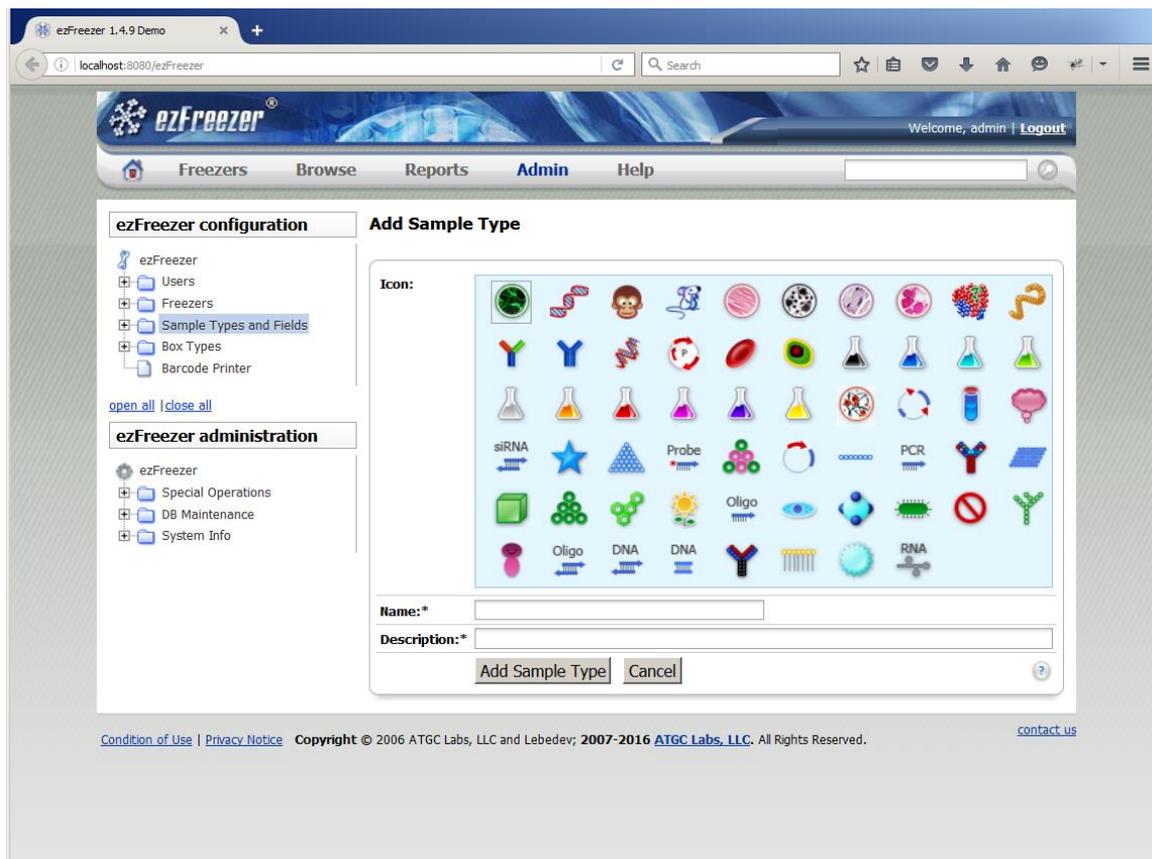
ezFreezer administration

- ezFreezer
 - Special Operations
 - DB Maintenance
 - System Info

Sample Types and Fields
[Add New Sample Type](#) [Add a Pre-Configured Type](#)

ID	Icon	Name	Description	Custom-Defined Fields	Total In Use	Action
1		Oligo	ezFreezer Oligo	Obtained Date [Date] Cap Label [Text Field] ID Number [Text Field] Labbook References [Text Field] Obtained From [Text Field] Protocols [Text Field] Vial Label [Text Field] Comments [Text Area] Manage Fields	0	
2		RNA	ezFreezer RNA	Obtained Date [Date] Cap Label [Text Field] ID Number [Text Field] Labbook References [Text Field] Obtained From [Text Field] Protocols [Text Field] Vial Label [Text Field] Comments [Text Area] Manage Fields	0	
3		Cell Line	ezFreezer Cell Line	Frozen [Date] Obtained Date [Date] Cap Label [Text Field] Catalog Number [Text Field] Cells In One Vial [Text Field] ID Number [Text Field] Labbook References [Text Field] Obtained From [Text Field] Passage [Text Field] Protocols [Text Field] Vial Label [Text Field] Comments [Text Area] Growth Medium [Text Area] Manage Fields	0	

Both users and Administrators can add pre-configured and custom-defined sample types to ezFreezer. When a sample type is created, note that you do not yet need to add it to a freezer.



You can create sample types within ezFreezer at your convenience.

ezFreezer configuration

- ezFreezer
 - Users
 - admin
 - user
 - guest
 - Freezers
 - Freezer 1 (Demo Freezer 1)
 - Freezer 2 (Demo Freezer 2)
 - Sample Types and Fields
 - Oligo (ezFreezer Oligo)
 - RNA (ezFreezer RNA)
 - Cell Line (ezFreezer Cell Line)
 - Bacteria (ezFreezer Bacteria)
 - Sample 1 (Demo Sample 1)
 - Box Types
 - Barcode Printer

[open all](#) | [close all](#)

ezFreezer administration

- ezFreezer
 - Special Operations
 - Transfer Object Ownership
 - Move Racks/Shelves/Boxes
 - Export Objects
 - Import Objects
 - DB Maintenance
 - System Info

Manage Users
ezFreezer Demo is limited to 3 users.

N	Name	Description	Role	Objects	Action
1	admin	Built-In Administrator account	Super	18	
2	user	Demo User - password "user"	User	0	
3	guest	Demo Guest - password "guest"	Guest	0	

Users with administrative privileges can perform administrative tasks including changing freezer configuration, exporting and importing objects, and maintaining the ezFreezer database. For more information please read ezFreezer User Guide, press the Help link.

The screenshot shows a web browser window with the title 'ezFreezer 1.4.9 Demo'. The address bar shows 'localhost:8080/ezFreezer/help/ez_userguide_04_page4.html#02'. The page content is as follows:

Managing Users

ezFreezer has a pre-configured administrative account that has full privileges to the system. These full, "super" privileges include the ability to delete data owned and in use by other users, so you may want to restrict use of the pre-configured account to a system administrator. Log in to the pre-configured administrative account the first time using a user name of *admin* and password of *admin*. After that initial visit, however, change the password to something more secure and keep a record of that password in a safe place.

Note: Passwords created in ezFreezer are not stored in the ezFreezer database. If you forget your password, you will need to create a new account.

After changing the pre-configured administrative password, you are ready to create additional accounts. Note that the pre-configured administrative account has more privileges than the Administrator user type.

ezFreezer allows users with Administrator accounts to create users of the following types:

- **Administrators** — have full access to ezFreezer and its data, though with fewer privileges than the pre-configured administrative user (for example, an Administrator cannot delete a sample type that is in use, though the built-in administrative user can)
- **Users** — can add, edit, and delete data in ezFreezer but cannot perform administrative tasks
- **Guests** — are limited to viewing the data in ezFreeze

Adding a User

An Administrator can create new users for ezFreezer.

To add a user:

1. On the top navigation menu, select Admin. The Manage Users page appears.
2. Click Add New User. The Add User page appears.
3. In the Username field, enter a name for the new user as you want to see it displayed in ezFreezer.
4. In the Password and Verify Password fields, enter a password for the new user. The password can be any number of characters.
5. Optionally, enter a description of this user.
6. Select a role to determine the level of access for the new user. See the "Managing Users" topic for an explanation of each user type.
7. Click Add User. The new user appears on the Manage Users page.

Modifying User Properties

An Administrator may need to change a user's user name, password, description, or role.

To modify user properties:

1. On the top navigation menu, select Admin. The Manage Users page appears.
2. In the ezFreezer Configuration navigation area, click the Users folders to open it and see all ezFreezer users.
3. Click the user whose properties you want to edit. The Edit User page appears.
4. Modify the user's name, password, description, or role as needed and then click Change User. The Manage Users page appears where you see your changes.

Do you have any Questions, Comments or Suggestions for us?
Please feel free to contact us at support@atgclabs.com