



EasyTrack



USER MANUAL


Easytrack2D 2.0

Rev. 04

1. INDEX

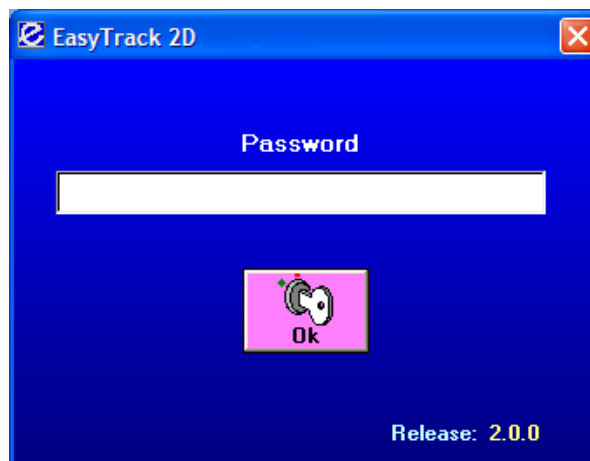
1.	INDEX	2
2.	ACCESSING THE PROGRAM	3
3.	THE STARTING WINDOW	5
4.	THE ICON BAR	6
5.	HOW TO INSERT A NEW SINGLE SAMPLE	7
6.	HOW TO IMPORT SAMPLES INTO A BOX	8
7.	HOW TO SEARCH FOR A SAMPLE	12
8.	HOW TO CREATE CHILDREN	17
9.	HOW TO JOIN SAMPLES	20
10.	HOW TO DELETE A BOX'S CONTENTS	21
11.	HOW TO REARRANGE A BOX	23
12.	HOW TO IMPORT DATA FROM AN EXCEL FILE	25
13.	HOW TO STOCK BOXES	28
14.	HOW TO STOCK SAMPLES FROM A FILE	36
15.	HOW TO DEFINE CONTAINERS' MODELS	38
16.	HOW TO PRINT REPORTS	42
17.	HOW TO PRINT LABELS	43
18.	HOW TO SETUP THE PROGRAM	47
19.	FIELDS AND LINKS SETUP	48
20.	GROUPS AND DIVISIONS SETUP	49
21.	USERS MANAGEMENT	52
22.	HOW TO CREATE A NEW USER	53
23.	HOW TO MODIFY AN EXISTING USER	54
24.	HOW TO EXIT THE PROGRAM	55

2. ACCESSING THE PROGRAM

When you want to start the program you can go in its folder or, if you have it on your desktop press the  icon; it will present you first with the following window

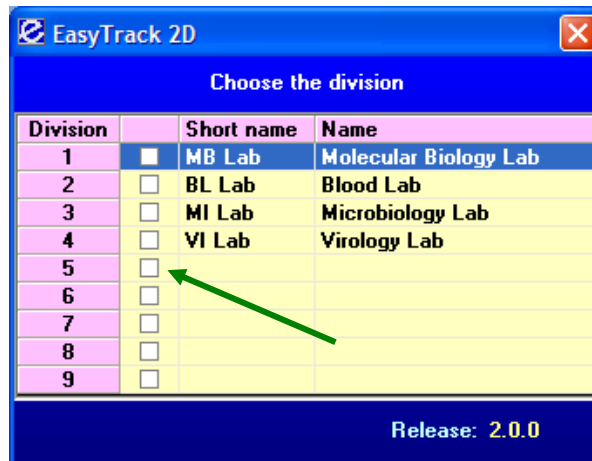


and then with the login one



At this point you need to insert your password in order to access the functions you are qualified to use. The first time you access the program you will need to use the default password "supervisor" that will let you setup groups and users (go to "Users management" for more details).

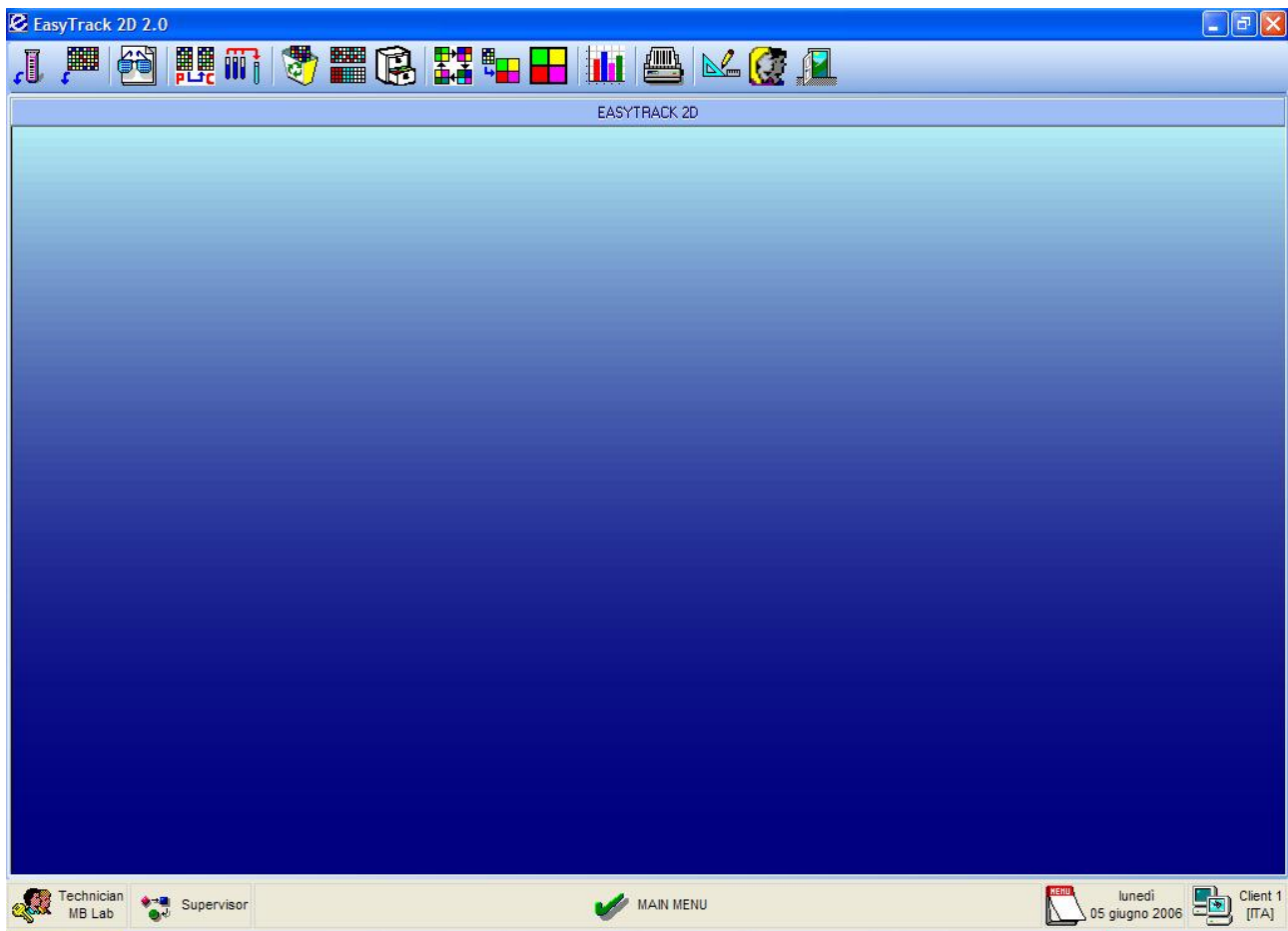
If divisions are enabled you will then be presented the window



which lists only the divisions you can work on. You can now choose which is the division you need, by clicking on the box near its number (green arrow). This action will open the starting window.

If divisions are not enabled the program will directly pass to the starting window.

3. THE STARTING WINDOW



The first line in the window contains the name of the product and its version number, in addition to the usual Windows "Minimize, Restore and Close" icons. You then encounter the icon bar with the functions you are enabled to, a line with the name of the licence's owner, the main window, a line with, in order, the name of the user connected, the group it belongs to, the name of the function activated, day and date, the number of the client connected.

4. THE ICON BAR

The active functions depend on the profile of the user connected.
All the different available functions are:



To insert a single new sample



To insert multiple samples belonging to a scanned rack



To make different kinds of search by: sample ID, box ID or name, date and fields name,



To create a child box from an existing sample box



To join different samples



To delete samples



To reorganize boxes



To import data from an external Excel file



To organize the samples into the containers



To display the box contents and insert it into a container



To define different models of containers



To view the report on in process and already processed boxes



To define and print labels with both linear and 2D barcode



To define fields' names; to create groups; to access the available utilities. Only supervisors have access to this function




To create a new user or to modify an existing one. Only supervisors have access to this function



To exit the program

5. HOW TO INSERT A NEW SINGLE SAMPLE

To create a new sample you need to press the  icon that will open the following window.



New sample

ID Sample: Sample Date: Hour:

ID box: Well:

Patient ID: Sample Type: Source:

Library: Organ: Disease:

Step: Concentration: Surname:

Other data [Link](#)

Name: Age: Sex:

Quantity: Number Aliquots: Cell Line:

Virus Type: Notes:

Species:


Ok No fields refresh

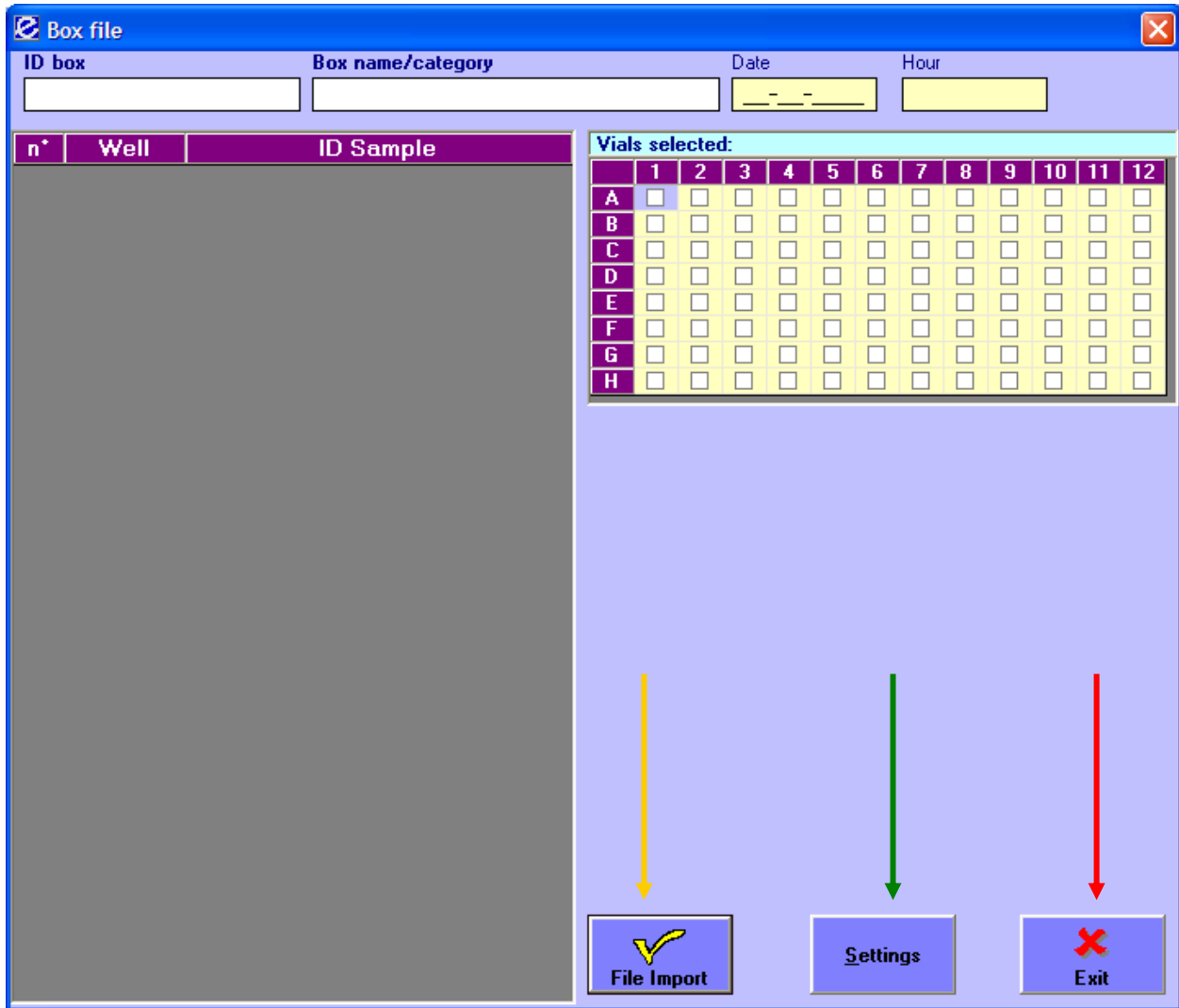
In this window you can insert all the information related to a single sample. The active fields depend on what has been defined in the "Fields and links setup". The only mandatory field is the "ID Sample" which can be both numerical and alphanumeric.

The "No refresh fields" flag allows you to go on inserting many samples without having to rewrite the fields' contents.

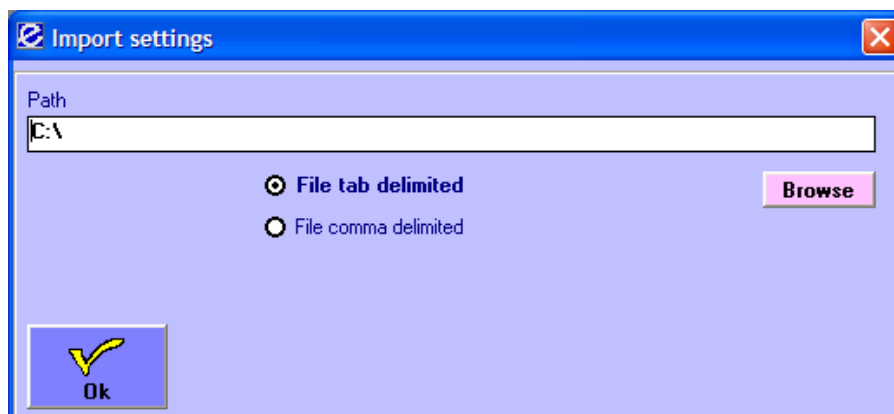
To record what you wrote, press the OK button, otherwise the EXIT one.

6. HOW TO IMPORT SAMPLES INTO A BOX

To register into a box the contents of a file you need to press the  icon that will open the following window.

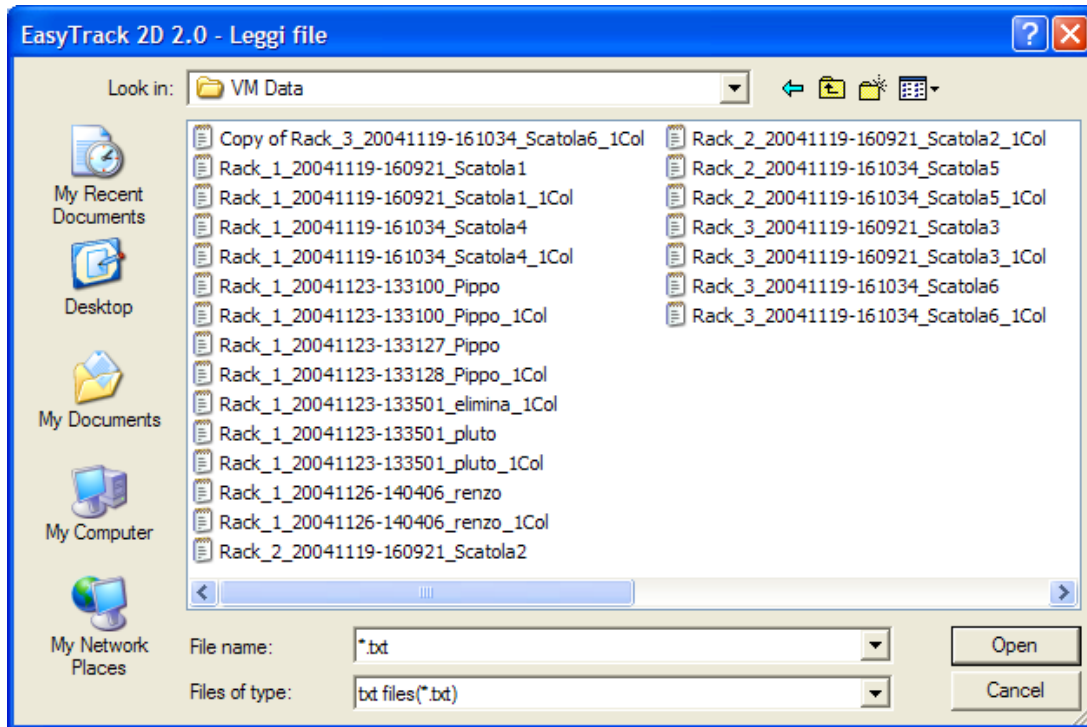


The “SETTINGS” button (green arrow) allows open the window to set up a predefined folder in which to look for the data files.



In this window you can also specify if the file you are to import is Tab or Comma Delimited. The files you can import must be text files with “.TXT” extension. If you have to change path you can write it directly in the field or use the “BROWSE” utility.

You can now press the “FILE IMPORT” button (yellow arrow) that opens the window



At this point you choose the file you need and the Box File window will fill with data. If data are not properly displayed, you have to verify if the file format is correct.

Box file

ID box: BOX 8 Box name/category: Date: 23-11-2004 Hour: 01:31:00 PM

n°	Well	Sample
1	A01	No TrakMate
2	A02	0029594817
3	A03	0029594869
4	A04	0029594813
5	A05	0029594819
6	A06	0029594797
7	A07	0029594824
8	A08	0029594263
9	A09	0029594865
10	A10	0029594252
11	A11	0029594882
12	A12	No TrakMate
13	B01	0029594807
14	B02	0029594859
15	B03	0029594793
16	B04	0029594878
17	B05	0029594804
18	B06	0029594857
19	B07	0029594870
20	B08	0029594809
21	B09	0029594862
22	B10	0029594839
23	B11	0029594274
24	B12	No TrakMate
25	C01	0029594798
26	C02	0029594885
27	C03	0029594860

Vials selected:

	1	2	3	4	5	6	7	8	9	10	11	12
A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group recording Print worklist List Grid

- Correctly archived
- Existing in archive or error archiving
- No sample
- Ready to archive

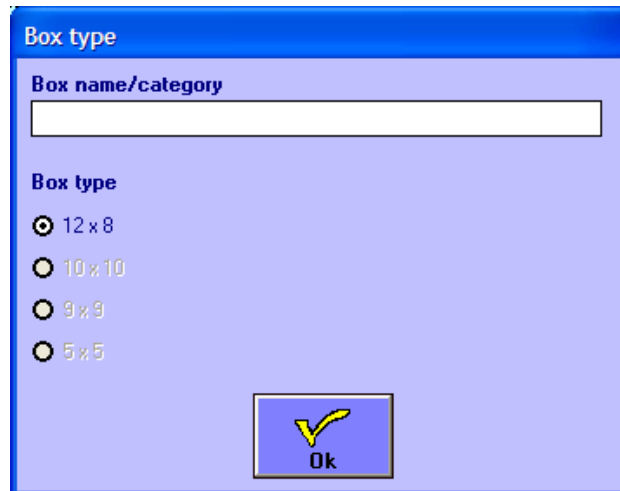
Exit

At this point on the left of the screen you have the contents of your file. On the right you can see the situation of the samples in your file with a coloured indication of the state of each position.

The "Print worklist" button (green arrow) lets print the contents of the box in a list or a grid form (depending on what you choose).

To record information about a set of vials with the same characteristics, first you need to select the concerned samples. You can choose an entire column or row by clicking on the corresponding number or letter; the whole set by clicking on the top left corner or different scattered vials by clicking on the single samples.

Once you have done your choice, with the "Group recording" (yellow arrow) button you can record the information about the vials you selected.




Box type

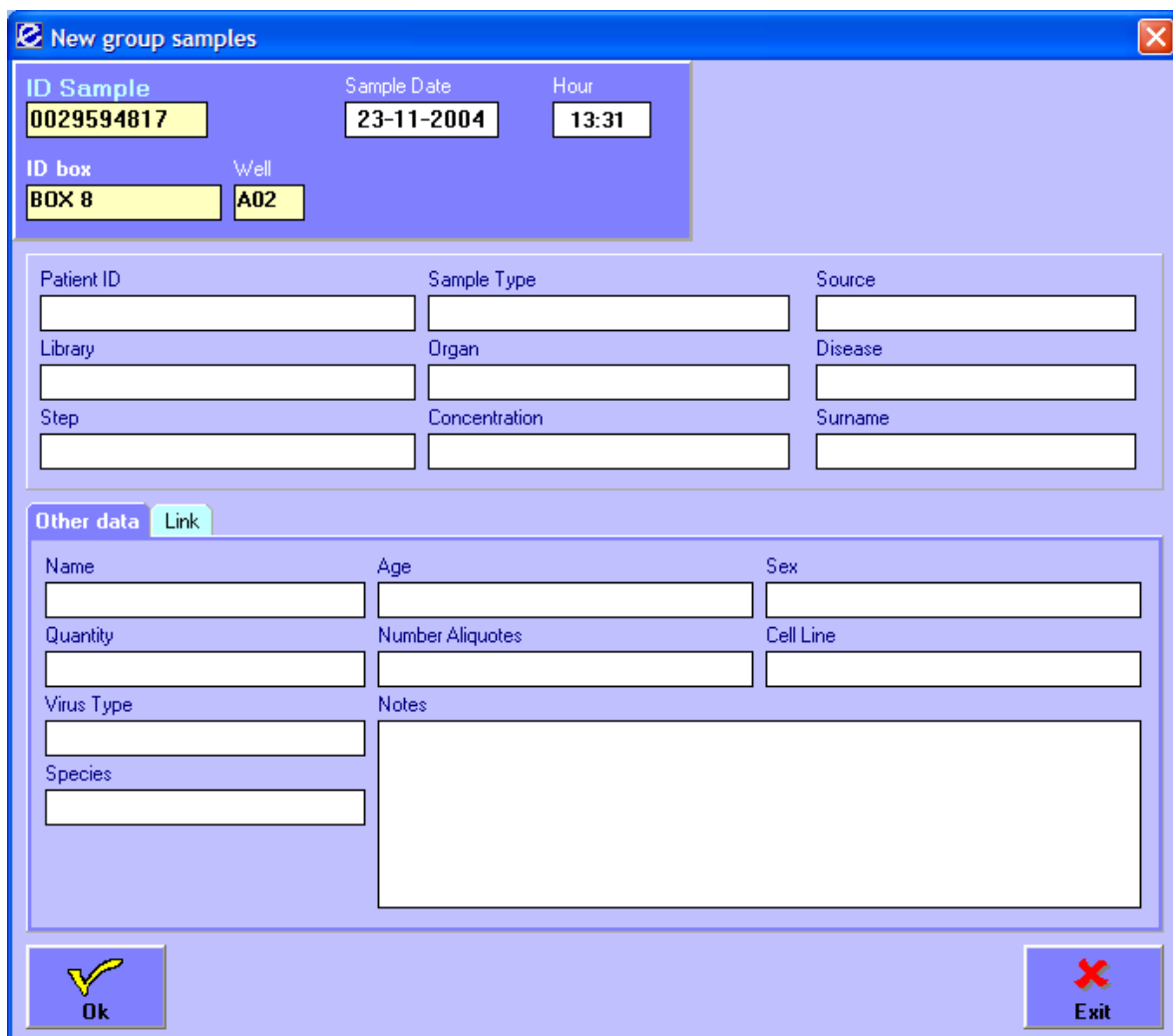
Box name/category

Box type

- 12 x 8
- 10 x 10
- 9 x 9
- 5 x 5



This is the first window you are presented after the “group recording” button has been pressed. It allows select the box name/category and its dimension. Once you have made your choice, the following window opens.



New group samples

ID Sample: Sample Date: Hour:

ID box: Well:

Patient ID: Sample Type: Source:

Library: Organ: Disease:

Step: Concentration: Surname:



Other data [Link](#)

Name: Age: Sex:

Quantity: Number Aliquotes: Cell Line:

Virus Type: Notes:

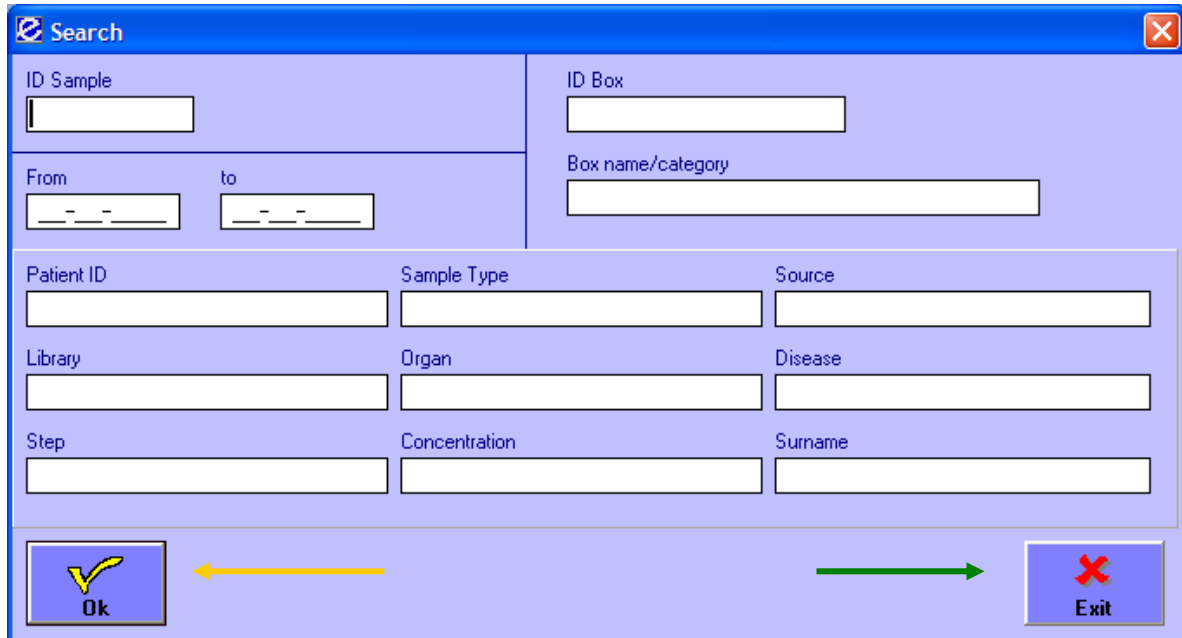
Species:

This is the window where you can insert all the data about the samples. The information you can insert depend on what have been defined in the fields and links setup.

7. HOW TO SEARCH FOR A SAMPLE

To search for a sample or a box into the archive, you need to press the  icon that will open the following window.



The screenshot shows a 'Search' dialog box with the following fields:

- ID Sample
- ID Box
- From (date) to (date)
- Box name/category
- Patient ID
- Sample Type
- Source
- Library
- Organ
- Disease
- Step
- Concentration
- Surname

At the bottom, there are two buttons: 'Ok' (with a yellow checkmark) and 'Exit' (with a red X). A yellow arrow points from the 'Ok' button to the left, and a green arrow points from the 'Exit' button to the right.

You can specify a Sample or Box ID, a box name/category, a date interval or any of the fields shown in the window.

To confirm your search, press the "Ok" button (yellow arrow); otherwise the "Exit" one (green arrow).

If there is a multiple result set you will be shown the following window

Detail samples in box: 12345 (DNA Extract)

n°	Well	ID Sample	Date		
1	A01	0019042708	19-11-2004 16:10	55555	DNA
2	A02	0019042707	19-11-2004 16:10	55555	DNA
3	A03	0019043524	19-11-2004 16:10	55555	DNA
4	A04	0019042713	19-11-2004 16:10	55555	DNA
5	A05	0019042714	19-11-2004 16:10	4444	DNA
6	A06	0019043521	19-11-2004 16:10	4444	DNA
7	A07	0019043520	19-11-2004 16:10	4444	DNA
8	A08	0019043519	19-11-2004 16:10	4444	DNA
9	A09	0019043518	19-11-2004 16:10	666666	DNA
10	A10	0019043517	19-11-2004 16:10	666666	DNA
11	A11	0019042729	19-11-2004 16:10	666666	DNA
12	A12	0019042728	19-11-2004 16:10	666666	DNA
13	B01	0019043503	19-11-2004 16:10	55555	DNA
14	B02	0019043504	19-11-2004 16:10	55555	DNA
15	B03	0019043505	19-11-2004 16:10	55555	DNA
16	B04	0019043506	19-11-2004 16:10	55555	DNA
17	B05	0019043507	19-11-2004 16:10	4444	DNA
18	B06	0019043508	19-11-2004 16:10	4444	DNA
19	B07	0019043509	19-11-2004 16:10	4444	DNA
20	B08	0019043510	19-11-2004 16:10	4444	DNA
21	B09	0019043511	19-11-2004 16:10	666666	DNA
22	B10	0019043512	19-11-2004 16:10	666666	DNA
23	B11	0019043513	19-11-2004 16:10	666666	DNA
24	B12	0019043514	19-11-2004 16:10	666666	DNA
25	C01	0019043502	19-11-2004 16:10	55555	DNA
26	C02	0019043501	19-11-2004 16:10	55555	DNA
27	C03	0019043500	19-11-2004 16:10	55555	DNA
28	C04	0019043499	19-11-2004 16:10	55555	DNA
29	C05	0019043498	19-11-2004 16:10	4444	DNA
30	C06	0019043497	19-11-2004 16:10	4444	DNA
31	C07	0019043496	19-11-2004 16:10	4444	DNA

List Grid

At this point you can choose to see the details of a single sample by selecting it and pressing the "Show sample data" button (green arrow) or double clicking on its row (yellow arrow).

You can even decide to print the contents in a list or grid form with the "Print box" button (red arrow).

To change the box's name/category just press the corresponding button.

Once you have made your choice, you will be shown the window below; it is the same window shown if there is not a multiple set result..

View/Modify sample

ID Sample 0019043517	Sample Date 19-11-2004	Hour 16:10	Insert date 18-05-2006	Last modify 18-05-2006 22.33
ID box 12345	Well A10	Box name/category DNA Extract	User	

Patient ID 666666	Sample Type DNA	Source NIH
Library	Organ Liver	Disease Cancer
Step 3	Concentration	Surname Ranft

Other data [Link](#) [Stock](#)

Name Ann	Age 54	Sex F
Quantity 50 ul	Number Aliquots 32	Cell Line
Virus Type	Notes	
Species		

With this window open, you can: see the data, modify them, create children, print the sample's data and barcode or delete a single sample.

The "Create children" button (red arrow) opens the window in which you can list the child/children of the sample you are working on.

Children

n°	ID Sample
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

Once you have inserted the IDs of the new sample/s, you can confirm them with the "Ok" button.

The fact that children have been created will be made known in the Notes field.

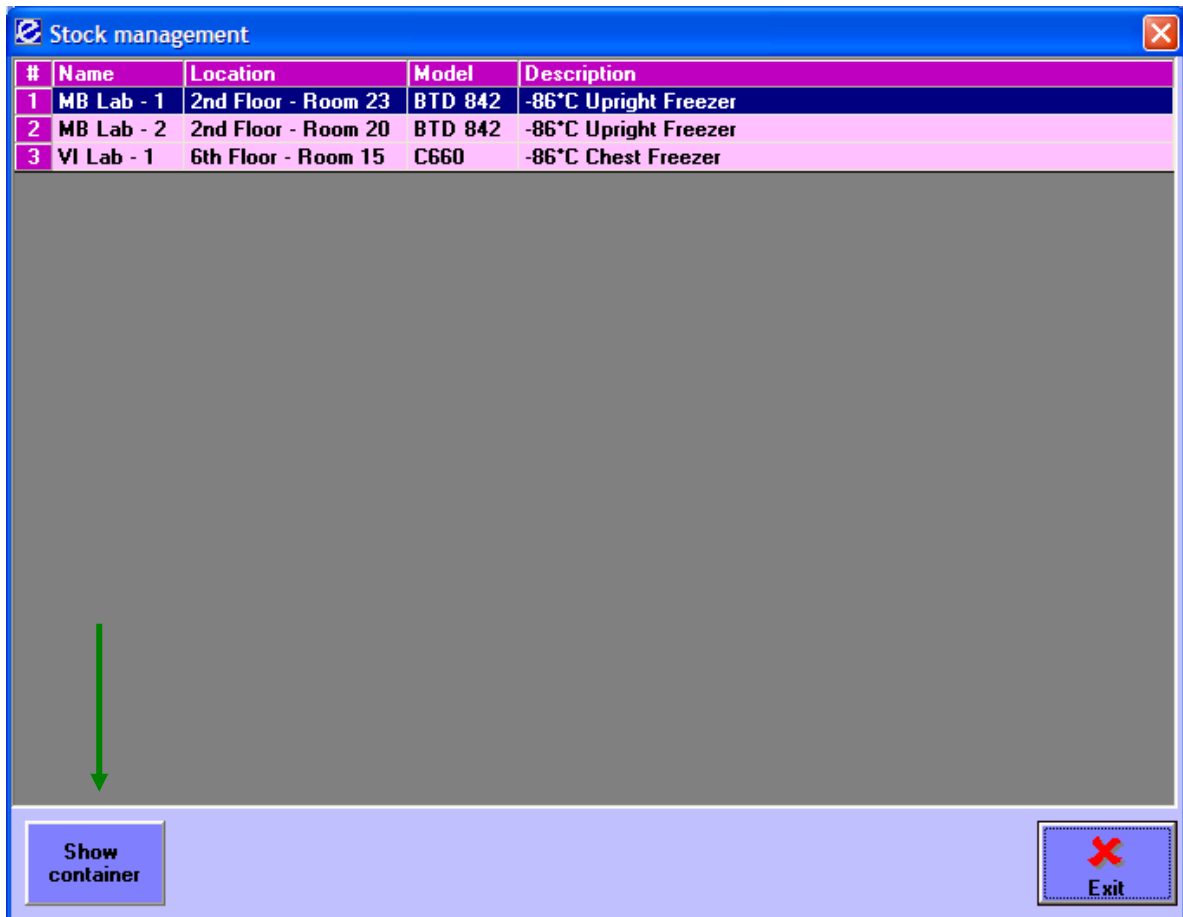
You can also stock the box choosing the "Stock" label (blue arrow) and then pressing the "Box stocking" button (green arrow).

Other data | Link | **Stock**

Box stocking

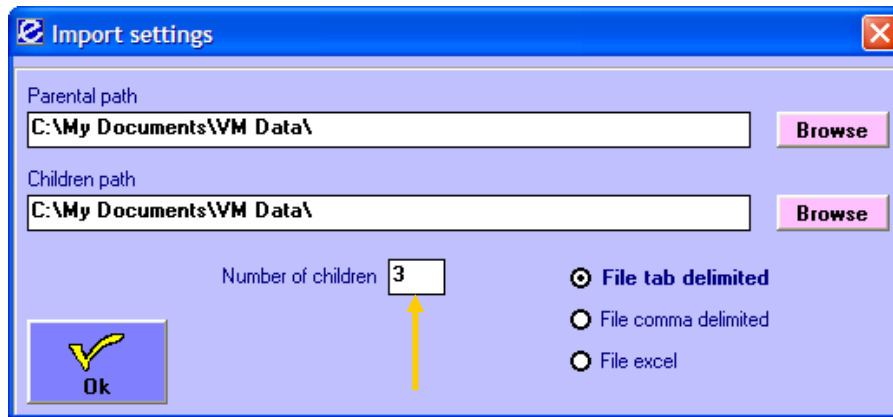


It shows the list of the available containers with its location, model and description.



With the "Show container" button (green button), you can see its contents.

For more information on stocking box, see the corresponding chapter.



In this window you can indicate even how many children you want to create specifying the number in the prearranged field (yellow arrow) and what kind of file is.

After you have specified the path, you can press the “Parental import” (green arrow) to choose the file to import. Once the file has been imported, you will have the next situation.

If you have samples not yet archived, it will not be possible to create children

Children create

Parental samples << Previous **1** Next >> **Children samples**

ID box Date Hour ID box Date Hour

BOX 6 19-11-2004 04:10:34 PM

n°	Well	ID Sample	n°	Well	ID Sample
1	A01	0027104760			
2	A02	0027106353			
3	A03	0027104752			
4	A04	0027104751			
5	A05	0027104750			
6	A06	0027104749			
7	A07	0027104748			
8	A08	0027106351			
9	A09	0027106374			
10	A10	0027104745			
11	A11	0027104744			
12	A12	0027104743			
13	B01	0027104755			
14	B02	0019043504			
15	B03	0027104757			
16	B04	0027105402			
17	B05	0027104759			
18	B06	No TrakMate			
19	B07	0027104761			
20	B08	0027104762			
21	B09	0027104763			
22	B10	0027104764			
23	B11	0027104765			
24	B12	0027104766			
25	C01	0027104778			

Parental import Samples not in archive Children import Samples already in archive


Setup Exit

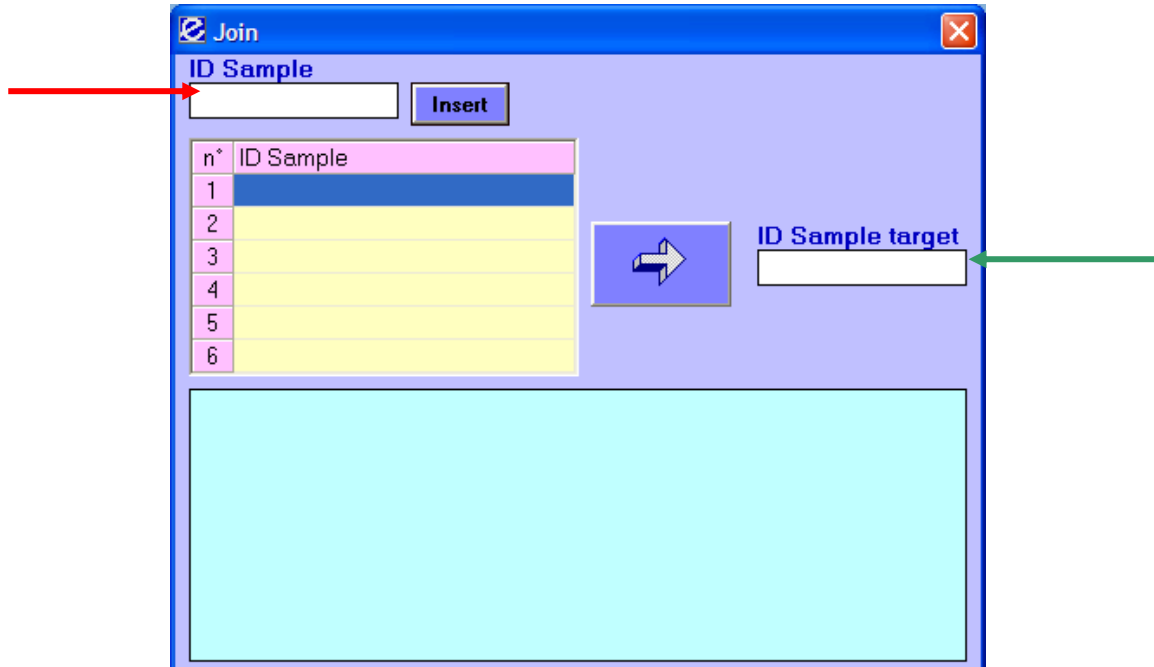
At this point you can import, at maximum, as many children files as you have specified in the appropriate window. You can pass from one child to the other with the "next"/"previous" buttons on the top of the window.



Once you have chosen the children files, a "Recording" button will appear on the bottom left side of the window. If pressed, this button will duplicate all the information as many times as requested.

9. HOW TO JOIN SAMPLES

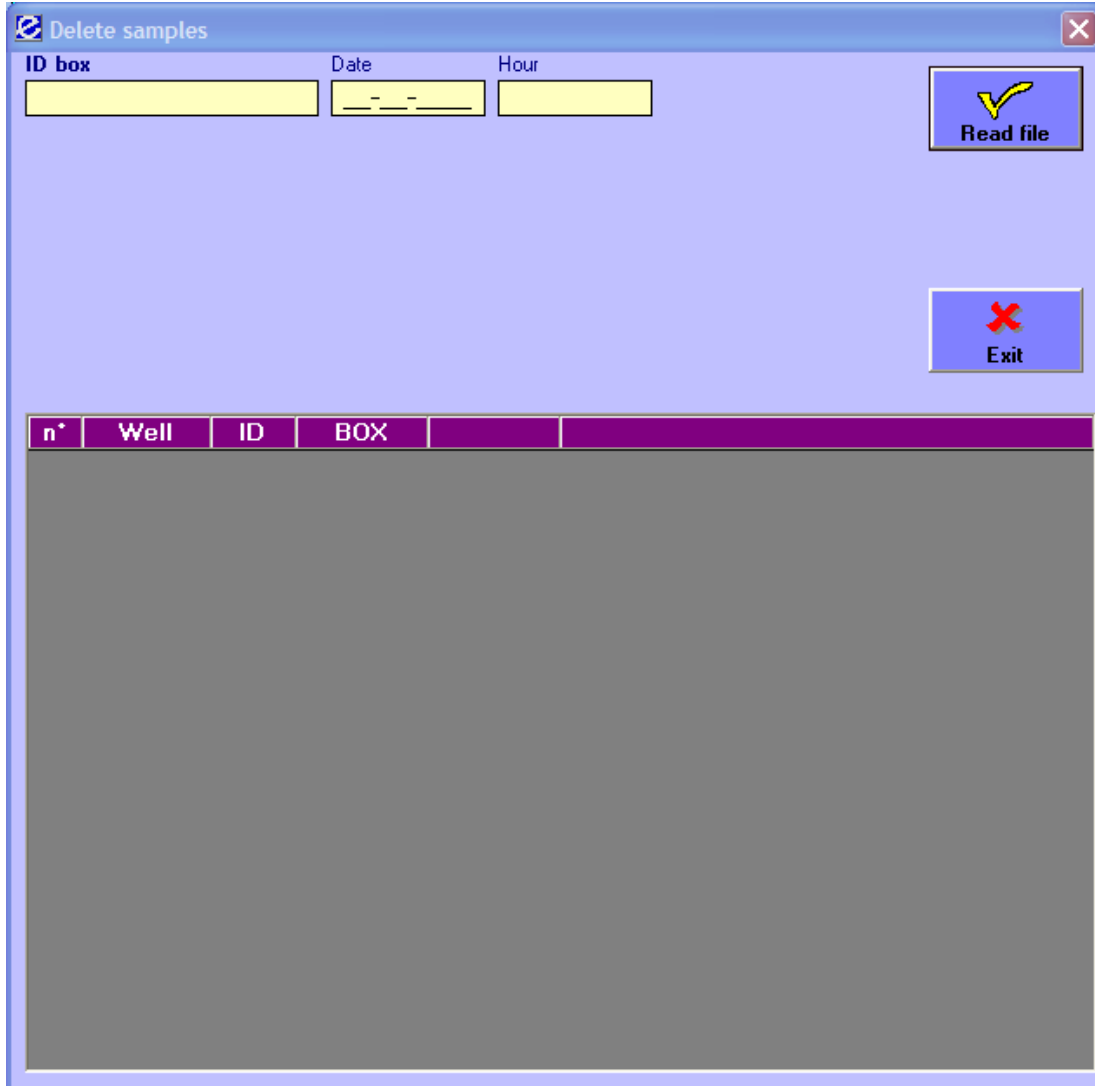
If you have samples to join, you can choose the icon  that opens the next window.



You have now to write or read with a barcode reader the sample's ID in the field shown by the red arrow and press the "Insert" button. You can join together up to six samples. Every time you insert a sample, you can see its details in the sky-blue filed below. Once you have chosen all the samples you need, you can write the new sample's ID in the relating field (green arrow) and press the button with the arrow.

10. HOW TO DELETE A BOX'S CONTENTS

If you want to delete the contents of an entire box you can chose the  icon that opens the next window.



n°	Well	ID	BOX
----	------	----	-----

Pressing the “Read file” button you will be able to search, with a browse window, for the file containing the samples to delete.
Once the file chosen, you will be presented with the box's situation as shown below.

Delete samples

ID box: **BOX 6** Date: **19-11-2004** Hour: **04:10:34 PM**

Read file **Exit**


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

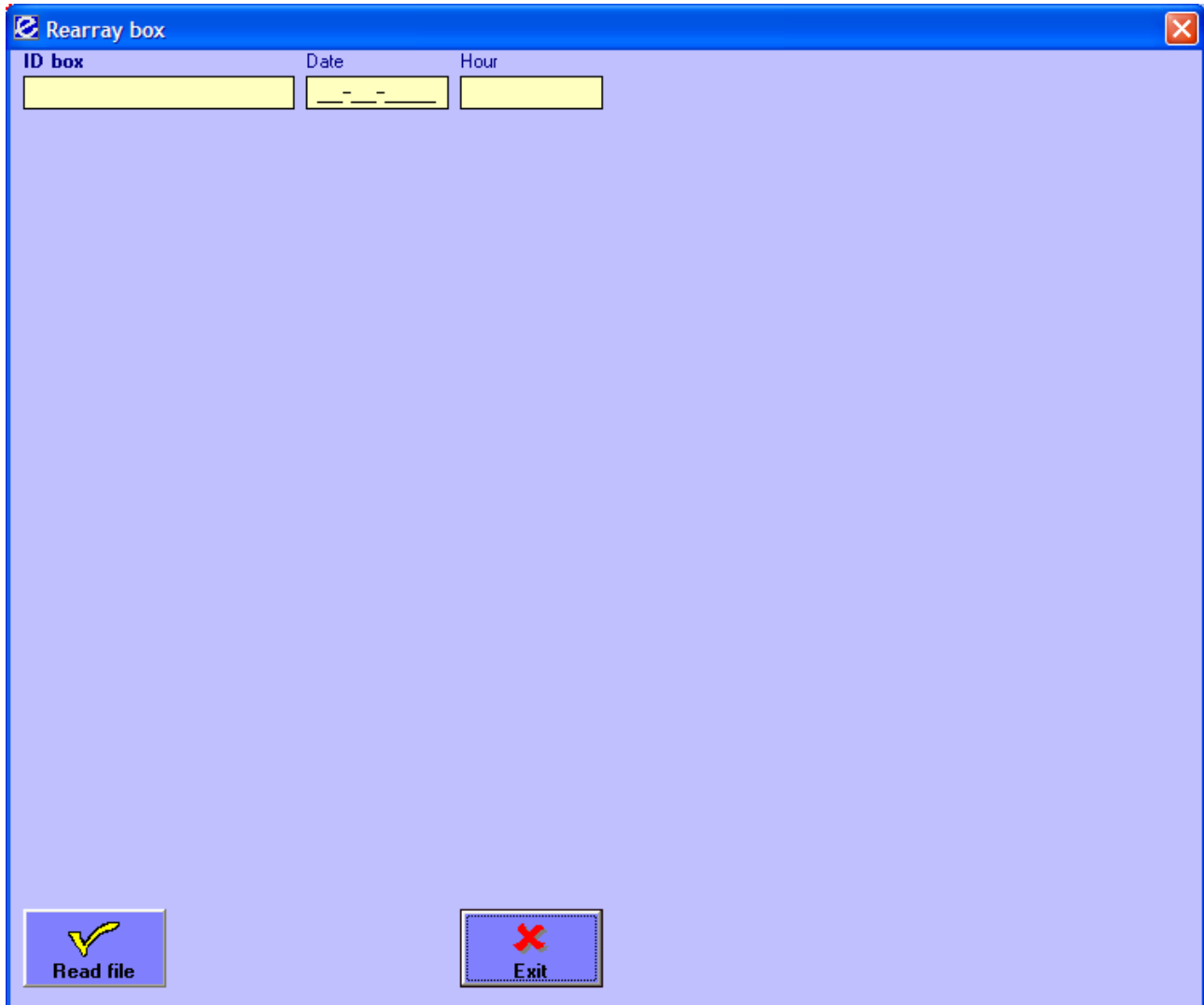
sample in archive
 sample not in archive
 sample not in this box
 Empty

n°	Well	Sample	BOX
1	A01	No TrakMate	
2	A02	0027106353	BOX 6
3	A03	0027104743	BOX 6
4	A04	0027104751	BOX 6
5	A05	0027104750	BOX 6
6	A06	0027104749	BOX 6
7	A07	0027104761	BOX 6
8	A08	0027106351	BOX 6
9	A09	0027106374	
10	A10	0027104745	BOX 6
11	A11	0027104744	BOX 6
12	A12	0027104748	BOX 6
13	B01	0027104755	BOX 6
14	B02	0019043504	BOX 12345
15	B03	0027104757	BOX 6
16	B04	0027105402	
17	B05	0027104759	BOX 6
18	B06	0027104760	BOX 6
19	B07	0027104752	BOX 6

If you have samples not in this box (the ones with a "X") you cannot delete the samples. If everything is fine, you can "Delete all samples" or "Exit" the window.

11. HOW TO REARRANGE A BOX

When you have samples recorded in different boxes and you want to group them in the same box, you can use the rearrange function with the  icon that opens the following window.



Pressing the "Read file" button, you can look for the file containing the new situation of the box. At this point you will be shown the window in the next page.

Rearray box

ID box: **BOX 6** Date: **19-11-2004** Hour: **04:10:34 PM**

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

sample in archive sample not in this box
 sample not in archive Empty

Actual archive situation

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

sample in archive Empty
 sample not in box file

n°	Well	Sample	Box
8	A08	0027106351	BOX 6
9	A09	0027106374	BOX 6
10	A10	0027104745	BOX 6
11	A11	0027104744	BOX 6
12	A12	0027104743	BOX 6
13	B01	0027104755	BOX 6
14	B02	0019043504	BOX 12345
15	B03	0027104757	BOX 6
16	B04	0027105402	BOX 6
17	B05	0027104759	BOX 6
18	B06	No TrakMate	
19	B07	0027104761	BOX 6
20	B08	0027104762	BOX 6
21	B09	0027104763	BOX 6

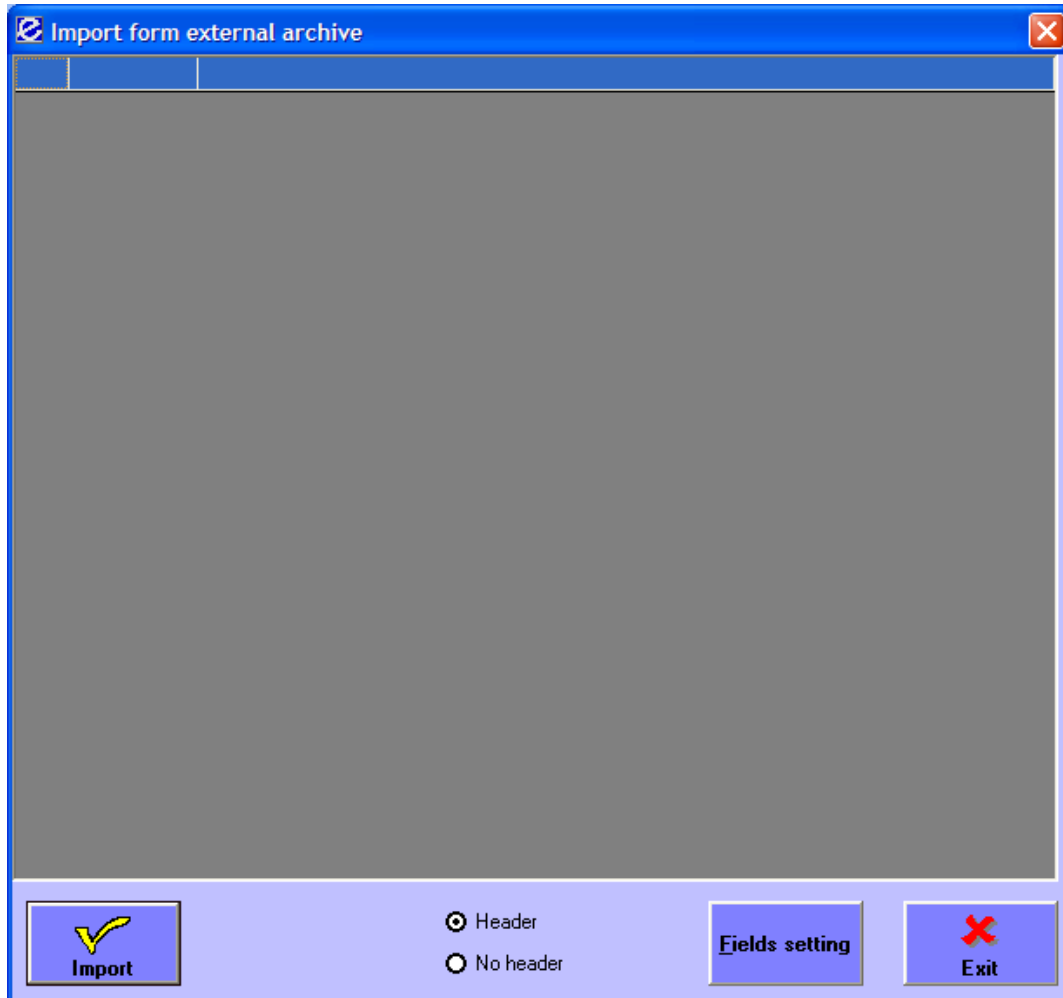
n°	Well	Sample	Box
1	A02	0027106353	BOX 6
2	A03	0027104743	BOX 6
3	A04	0027104751	BOX 6
4	A05	0027104750	BOX 6
5	A06	0027104749	BOX 6
6	A07	0027104761	BOX 6
7	A08	0027106351	BOX 6
8	A10	0027104745	BOX 6
9	A11	0027104744	BOX 6
10	A12	0027104748	BOX 6
11	B01	0027104755	BOX 6
12	B02	0019042728	BOX 6
13	B03	0027104757	BOX 6
14	B05	0027104759	BOX 6

In the top part of the window you can see the situation in the file; in the bottom part you have the actual situation of the box in archive; if the box has no samples the bottom left part of the window will be empty.

With the "Read file" button you can change file; with the "Rearray samples" the samples not yet in this archived box will be recorded in it changing the box's situation.

12. HOW TO IMPORT DATA FROM AN EXCEL FILE




If your data are contained in a .XLS file you can import then by choosing the  icon.



The first time you open this window, you need to click the "Fields setting" button that allows you to define which are the columns, in the .XLS file, that contain the data you want to import. This button can be used every time you require; it will open the next window.


Import form external archive

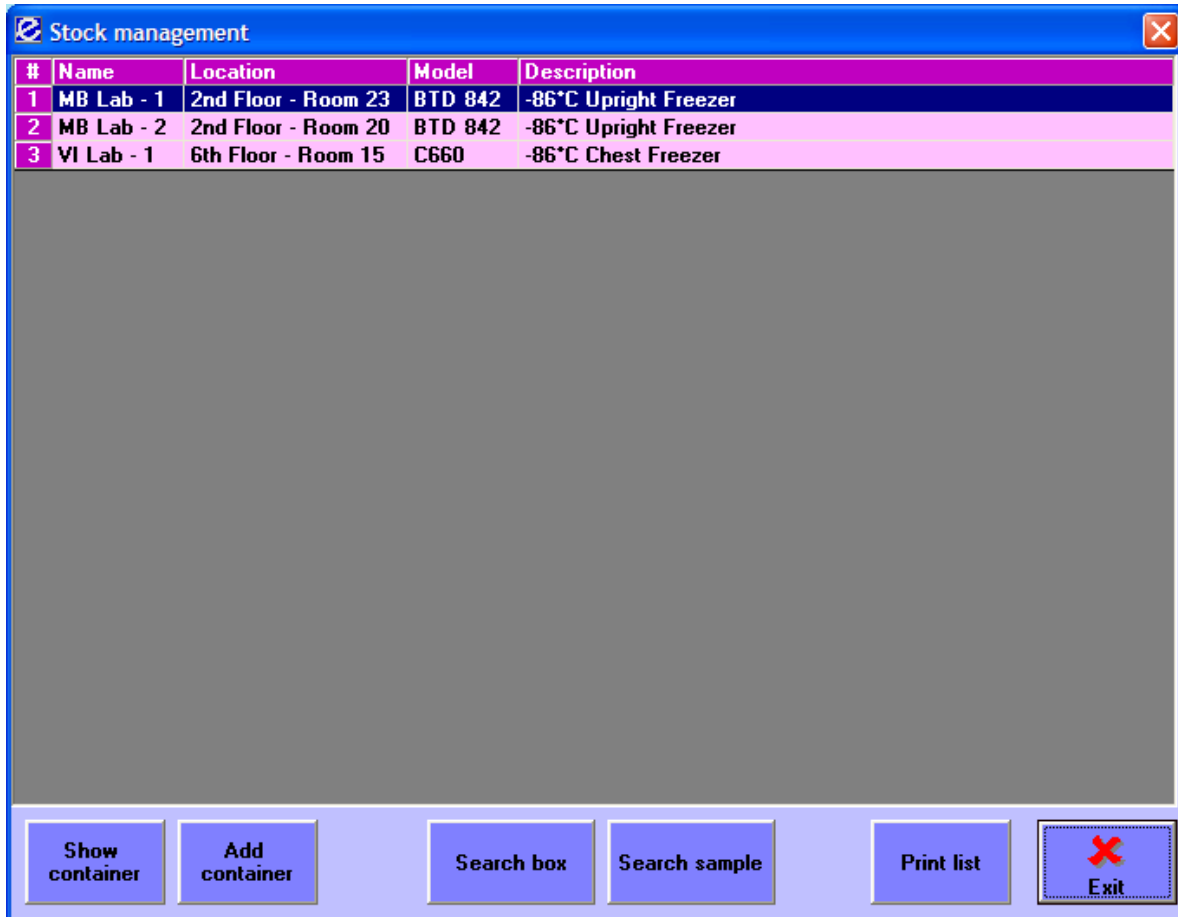
ID Sample	Sample Date	Sample Time	ID Box Δ	Well
0001901567			12	A01
0001901568			12	A02
0001901569			12	A03
0001901570			12	A04
0001901571			12	A05
0001901572			12	A06
0001901573			12	A07
0001901574			12	A08
0001901575			12	A09
0001901576			12	A10
0001901577			12	A11
0001901578			12	A12
0001901579			12	B01
0001901580			12	B02
0001901581			12	B03
0001901582			12	B04

 Header No header  

If the data are correct you can record, with the "Import" button.

13. HOW TO STOCK BOXES

If you want to stock boxes you can press the  icon to open the following window.

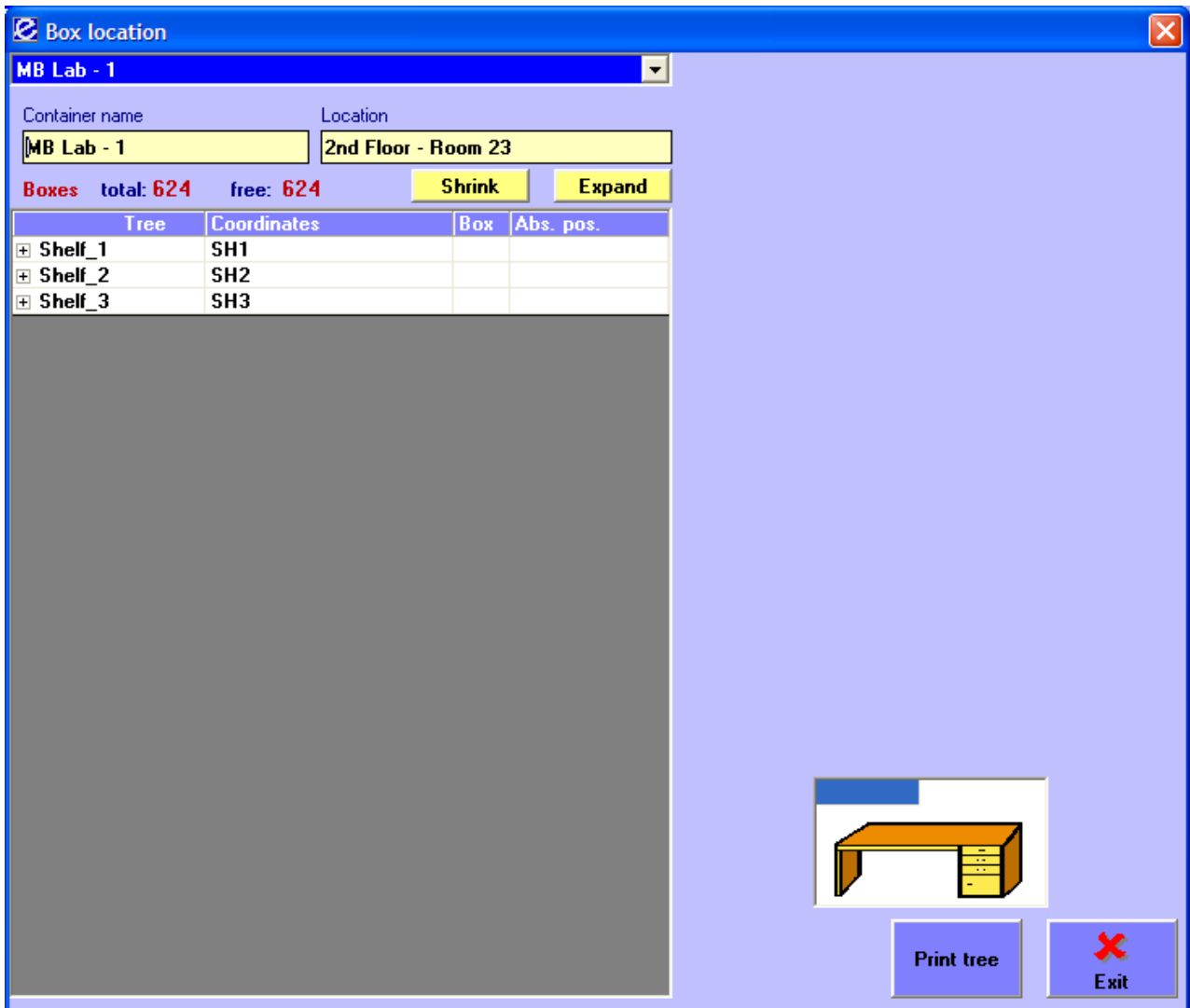


In this window you can:

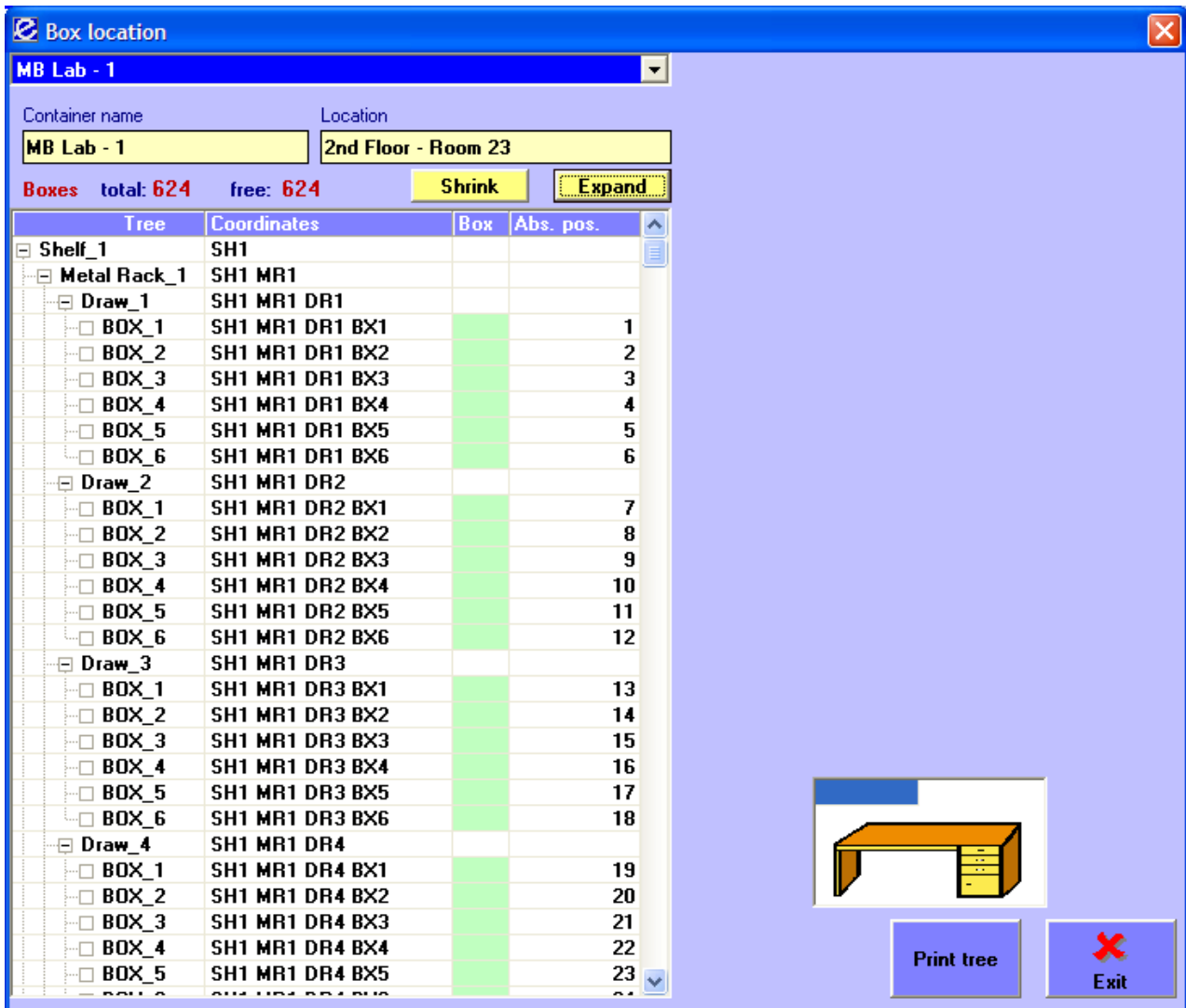
1. see the status of a single container and move single boxes from one position to another or from one container to another one;
2. create a new container starting from a defined model;
3. search for a box or a single sample in the stock;
4. print the list of the containers created.

1 – Show container (yellow arrow)

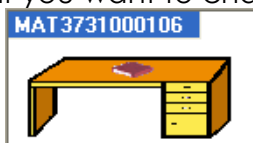
This button opens the following window



The “Expand” button opens the tree like shown below



At this point if you want to change position to a box, you have to select it, pick it up, put it



on the table and drag it back into the new position.

If you want to change container, after you put the box on the table, you can select the new container from the list and continue as described before.

On the contrary, if you want to insert a box into the tree, you select the position; you double click on the column and the present window opens

Box location

Container name: **MB Lab - 1** Location: **2nd Floor - Room 23**

Boxes total: **624** free: **624** **Shrink** **Expand**

Tree	Coordinates	Box	Abs. pos.
Shelf_1	SH1		
Metal Rack_1	SH1 MR1		
Draw_1	SH1 MR1 DR1		
<input checked="" type="checkbox"/> BOX_1	SH1 MR1 DR1 BX1		1
<input type="checkbox"/> BOX_2	SH1 MR1 DR1 BX2		2
<input type="checkbox"/> BOX_3	SH1 MR1 DR1 BX3		3
<input type="checkbox"/> BOX_4	SH1 MR1 DR1 BX4		4
<input type="checkbox"/> BOX_5	SH1 MR1 DR1 BX5		5
<input type="checkbox"/> BOX_6	SH1 MR1 DR1 BX6		6
Draw_2	SH1 MR1 DR2		
<input type="checkbox"/> BOX_1	SH1 MR1 DR2 BX1		7
<input type="checkbox"/> BOX_2	SH1 MR1 DR2 BX2		8
<input type="checkbox"/> BOX_3	SH1 MR1 DR2 BX3		9
<input type="checkbox"/> BOX_4	SH1 MR1 DR2 BX4		10
<input type="checkbox"/> BOX_5	SH1 MR1 DR2 BX5		11
<input type="checkbox"/> BOX_6	SH1 MR1 DR2 BX6		12
Draw_3	SH1 MR1 DR3		
<input type="checkbox"/> BOX_1	SH1 MR1 DR3 BX1		13
<input type="checkbox"/> BOX_2	SH1 MR1 DR3 BX2		14
<input type="checkbox"/> BOX_3	SH1 MR1 DR3 BX3		15
<input type="checkbox"/> BOX_4	SH1 MR1 DR3 BX4		16
<input type="checkbox"/> BOX_5	SH1 MR1 DR3 BX5		17
<input type="checkbox"/> BOX_6	SH1 MR1 DR3 BX6		18
Draw_4	SH1 MR1 DR4		
<input type="checkbox"/> BOX_1	SH1 MR1 DR4 BX1		19
<input type="checkbox"/> BOX_2	SH1 MR1 DR4 BX2		20
<input type="checkbox"/> BOX_3	SH1 MR1 DR4 BX3		21
<input type="checkbox"/> BOX_4	SH1 MR1 DR4 BX4		22
<input type="checkbox"/> BOX_5	SH1 MR1 DR4 BX5		23


Selected element

Name: **BOX_1** Initials: **DR** n°: **1**

Box: **SH1 MR1 DR1 BX1** Coordinates: **SH1 MR1 DR1 BX1** Absolute position: **1**

ID box: **12345**

Ok



Print tree **Exit**

Put the box's name in the field and press the OK button to insert the box into the tree.

Instead if you want to see the contents of a stocked box you can double click its name on the tree and press the "show samples" button to obtain the following state

Box location

Container name: MB Lab - 1 Location: 2nd Floor - Room 23

Boxes total: 624 free: 624 **Shrink** **Expand**

Tree	Coordinates	Box	Abs. pos.
Shelf_1	SH1		
Metal Rack_1	SH1 MR1		
Draw_1	SH1 MR1 DR1		
BOX_1	SH1 MR1 DR1 BX1	12345	1
BOX_2	SH1 MR1 DR1 BX2		2
BOX_3	SH1 MR1 DR1 BX3		3
BOX_4	SH1 MR1 DR1 BX4		4
BOX_5	SH1 MR1 DR1 BX5		5
BOX_6	SH1 MR1 DR1 BX6		6
Draw_2	SH1 MR1 DR2		
BOX_1	SH1 MR1 DR2 BX1		7
BOX_2	SH1 MR1 DR2 BX2		8
BOX_3	SH1 MR1 DR2 BX3		9
BOX_4	SH1 MR1 DR2 BX4		10
BOX_5	SH1 MR1 DR2 BX5		11
BOX_6	SH1 MR1 DR2 BX6		12
Draw_3	SH1 MR1 DR3		
BOX_1	SH1 MR1 DR3 BX1		13
BOX_2	SH1 MR1 DR3 BX2		14
BOX_3	SH1 MR1 DR3 BX3		15
BOX_4	SH1 MR1 DR3 BX4		16
BOX_5	SH1 MR1 DR3 BX5		17
BOX_6	SH1 MR1 DR3 BX6		18
Draw_4	SH1 MR1 DR4		
BOX_1	SH1 MR1 DR4 BX1		19
BOX_2	SH1 MR1 DR4 BX2		20
BOX_3	SH1 MR1 DR4 BX3		21
BOX_4	SH1 MR1 DR4 BX4		22
BOX_5	SH1 MR1 DR4 BX5		23

Selected element

Name: BOX_1 Initials: DR n°: 1

Box: SH1 MR1 DR1 BX1 Coordinates: Absolute position: 1

ID box: 12345 Box name/category:

Remove box **Show samples**

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

C05: 0019043498 4444
DNA

View sample **View box**

Print tree **Exit**

Positioning on the grid, you have displayed the sample's ID on the yellow line.

With this window you can also remove a box from a tree and, so, from the stock.

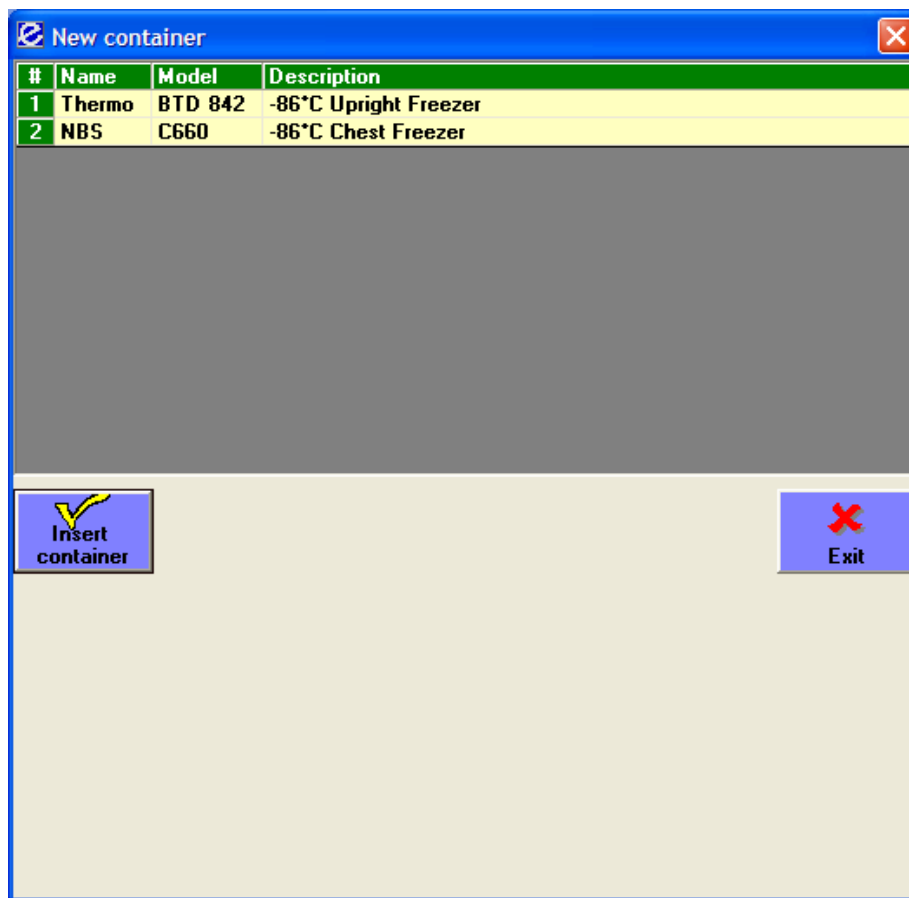
If you need to print the container's tree structure with its contents, just press the "Print tree" button.

With the "View sample" button it is possible to see the data of the single sample you are positioned on.

With the "View box" button you arrange the printing of the box's contents.

2 – Add container (red arrow)

With this button you open the next window that shows the different available models.



At this point you position yourself on the model you are interested on click the "Insert container" button which leads to the following window

The screenshot shows a 'New container' dialog box with a table and several input fields. The table lists two containers:

#	Name	Model	Description
1	Thermo	BTD 842	-86°C Upright Freezer
2	NBS	C660	-86°C Chest Freezer

Below the table, the 'Stock container' section contains the following fields:

- Name:
- Description:
- Model and S/N:
- Location:

Totals racks: **624**

Buttons:

You just need to insert the container's name and location and press the "Ok" button to confirm your choices.

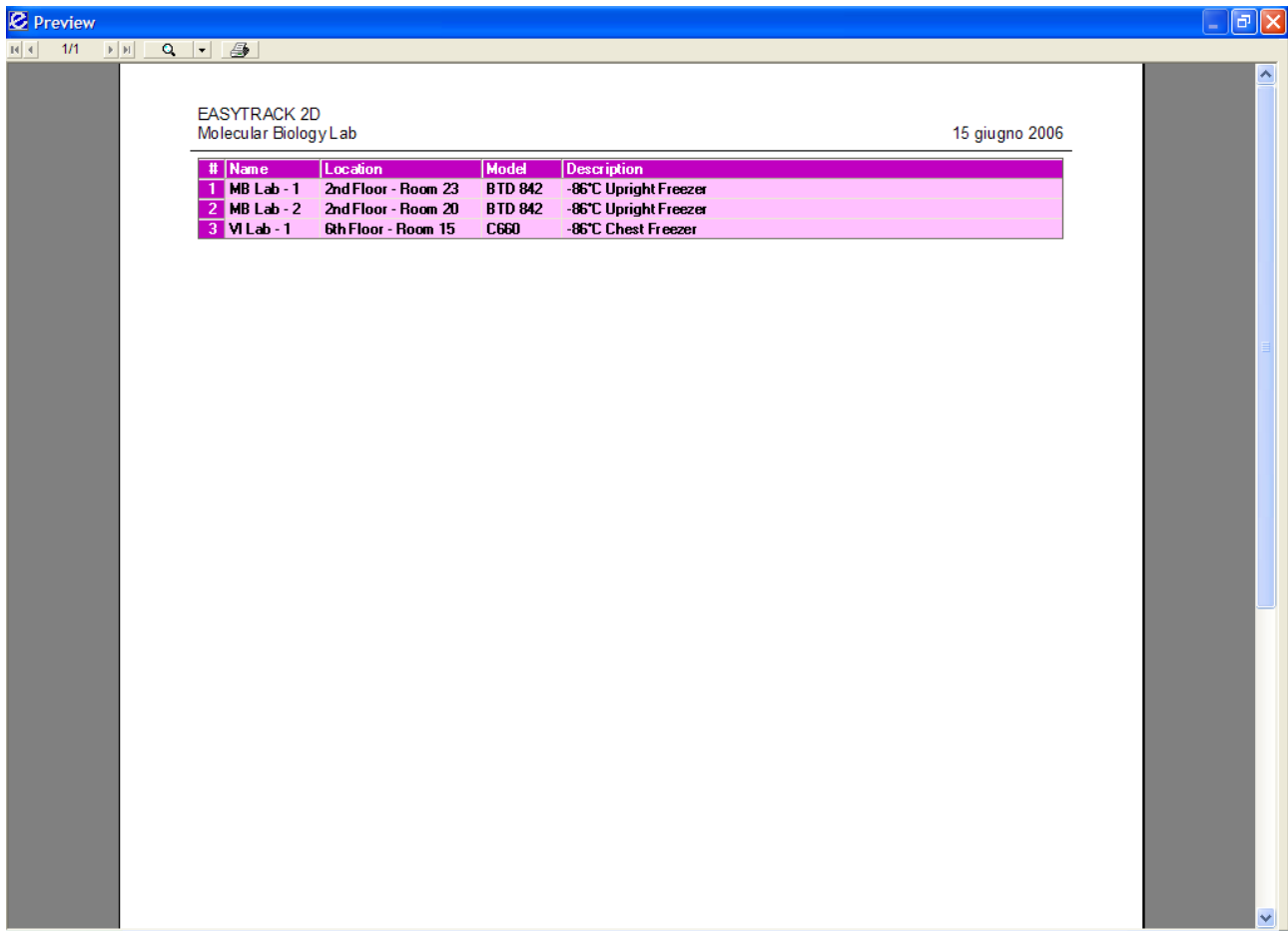
The new container will be listed in the main stock management window

3 – Search box/sample (green arrow)

These buttons let you search for a box or for a sample starting from their ID. You will then be presented with the container where the box or the sample are stocked and you will find yourself in the same situation as the point 1 – Show container.

4 – Print list (blue arrow)

This button activates the preview window.



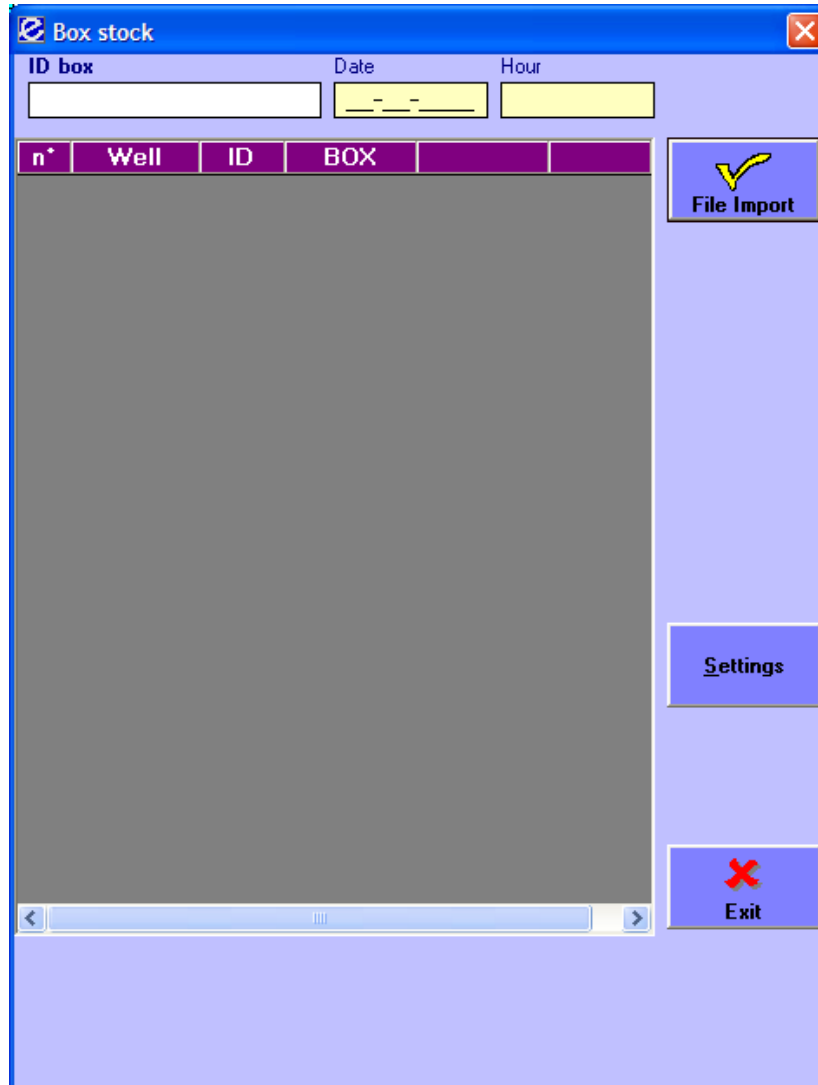
The screenshot shows a window titled 'Preview' with a search bar and a table of data. The table has the following content:

#	Name	Location	Model	Description
1	MB Lab - 1	2nd Floor - Room 23	BTD 842	-86°C Upright Freezer
2	MB Lab - 2	2nd Floor - Room 20	BTD 842	-86°C Upright Freezer
3	VI Lab - 1	6th Floor - Room 15	C660	-86°C Chest Freezer

Additional text in the window includes 'EASYTRACK 2D', 'Molecular Biology Lab', and the date '15 giugno 2006'.

14. HOW TO STOCK SAMPLES FROM A FILE

When you have a file and you want to stock it contains, you can click the  icon.



With the "Settings" button you can set up the path so that the "File import" button will directly position in the right folder.


With the "File import" button you can choose the file you need to stock.

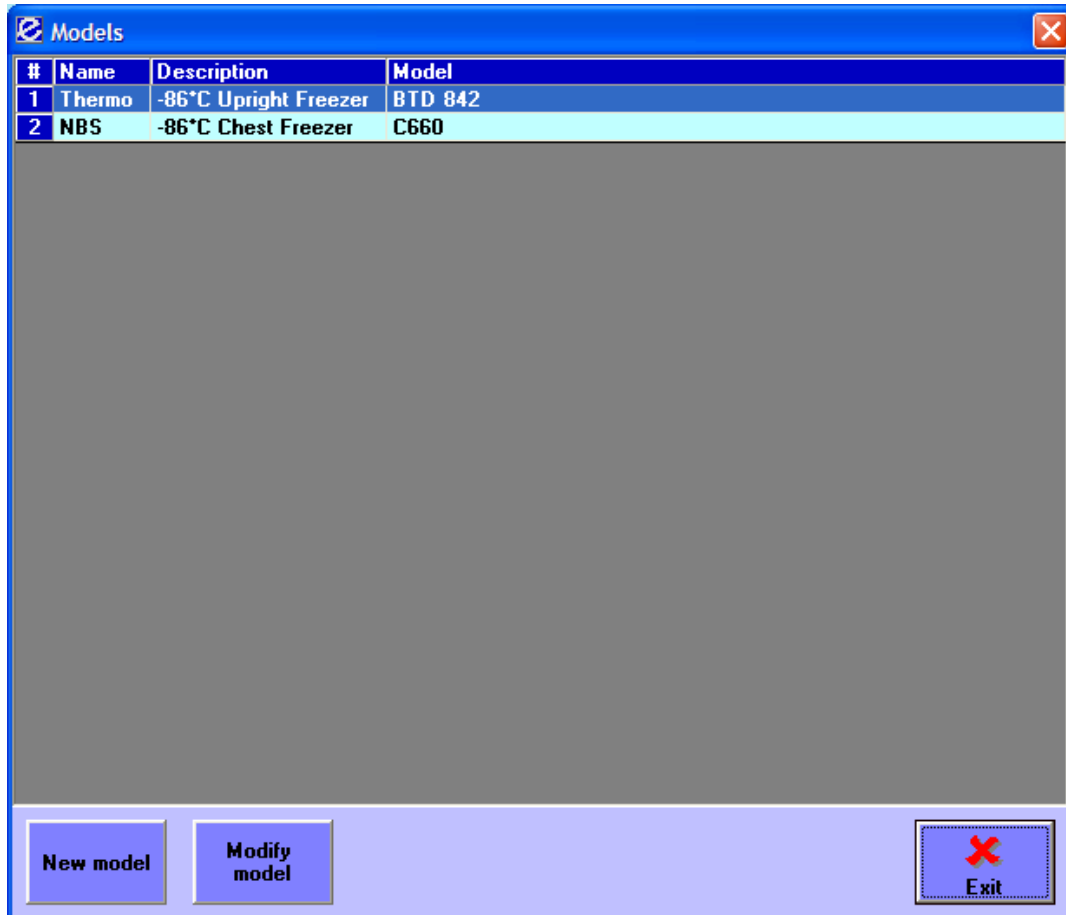
If all the samples described in the file are archived in just one box you obtain the following window; otherwise it will not be possible to get on stocking and you may need to rearray the samples.

n°	Well	Sample	BOX
1	A01	No TrakMate	
2	A02	0029594817	BOX 8
3	A03	0029594869	BOX 8
4	A04	0029594813	BOX 8
5	A05	0029594819	BOX 8
6	A06	0029594797	BOX 8
7	A07	0029594824	BOX 8
8	A08	0029594263	BOX 8
9	A09	0029594865	BOX 8
10	A10	0029594252	BOX 8
11	A11	0029594882	BOX 8
12	A12	No TrakMate	
13	B01	0029594807	BOX 8
14	B02	0029594859	BOX 8
15	B03	0029594793	BOX 8
16	B04	0029594878	BOX 8
17	B05	0029594804	BOX 8
18	B06	0029594857	BOX 8
19	B07	0029594870	BOX 8
20	B08	0029594809	BOX 8
21	B09	0029594862	BOX 8
22	B10	0029594839	BOX 8
23	B11	0029594274	BOX 8

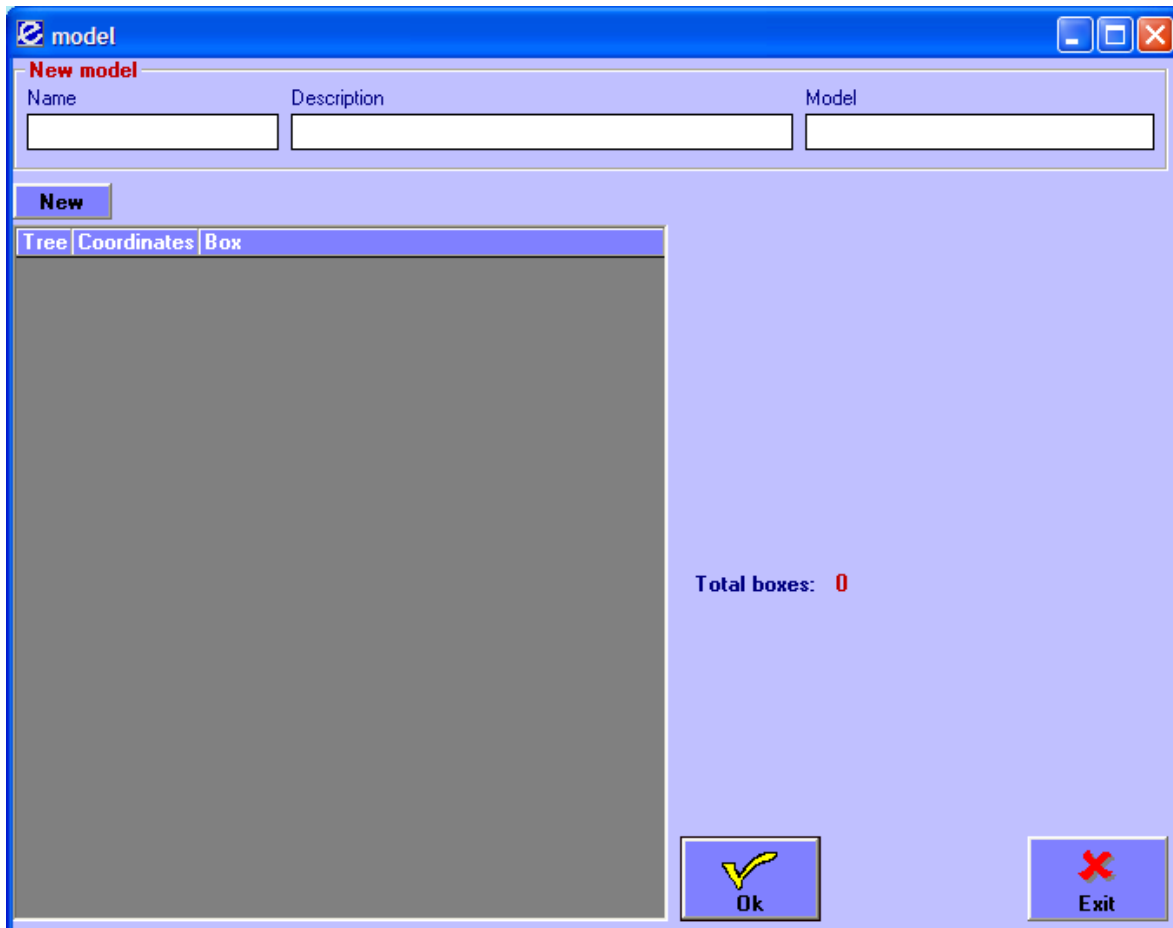
Clicking on the "Stock" button, if the box is already stocked you will be presented with its container's data in the bottom part of the window; otherwise you will be asked if you want to stock the box and presented with the "stock management" window where only the "Show container" button is visible.

15. HOW TO DEFINE CONTAINERS' MODELS

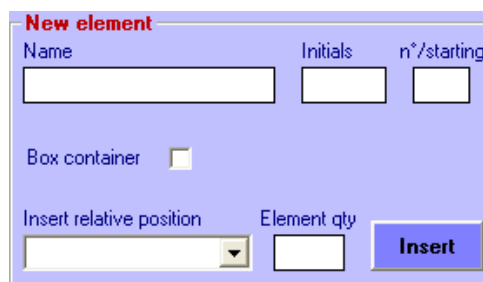
When you install the program, a set of predefined models of containers is included. If you want to insert new models and/or modify the ones you have already created, you need to click the  icon to start the following window.



The "New model" button opens the window in the next page.



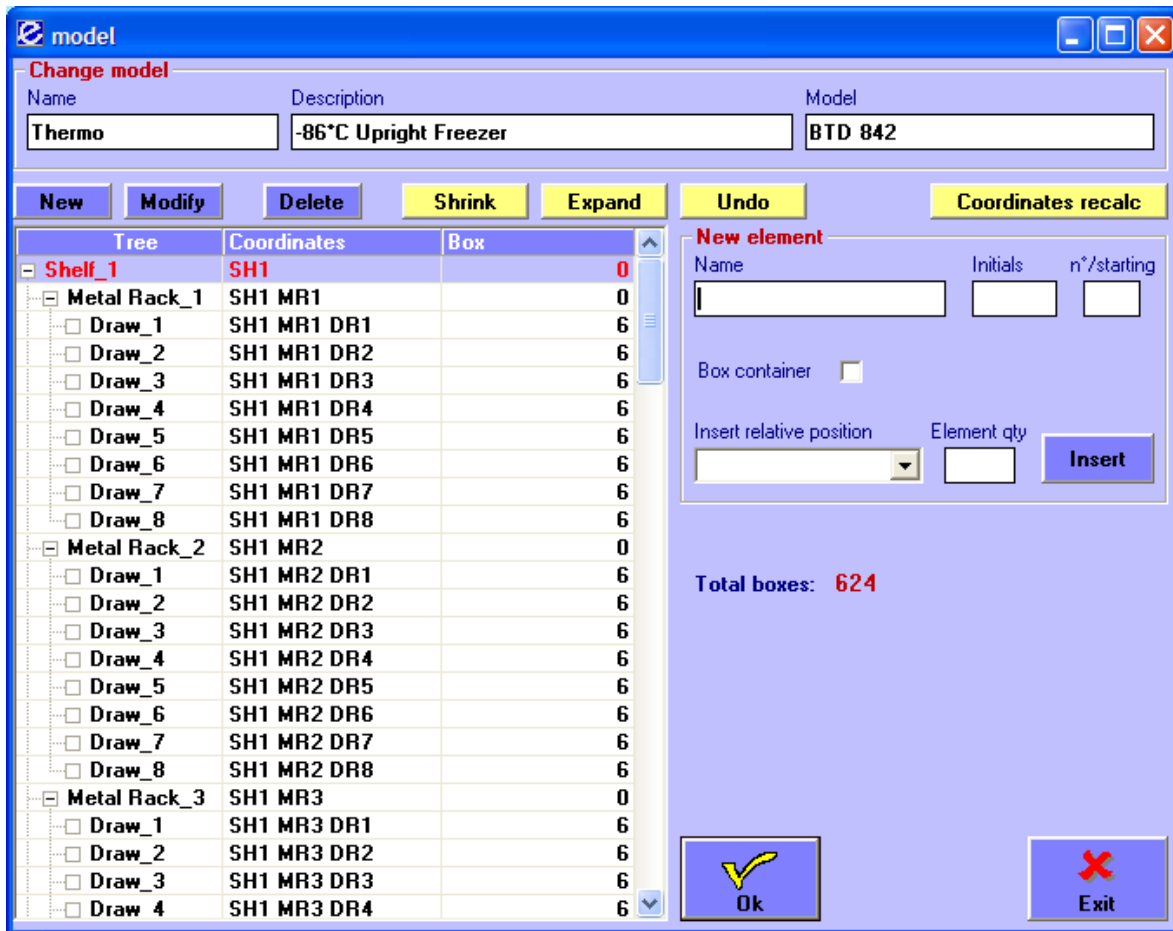
First you have to write a name, a short description and the model for the new container. You can now start to insert its tree-structure starting with the “New” button.



In the “New element” box, you have:

- ✓ to give a name to the different parts of your container;
- ✓ to give these parts an abbreviation;
- ✓ to decide their starting number;
- ✓ to indicate if they can contain boxes and, if they can, how many;
- ✓ to choose the relative position of the element in the tree and how many times it has to be duplicated in the container.

For every element you want to insert, you need to click the “New” button. Once you have inserted at least one element you will have a similar situation.



With the different buttons, you can, in order:

- ✓ add new elements;
- ✓ modify the element you are positioned on;
- ✓ delete a single element (the one you are positioned on);
- ✓ shrink or expand the tree structure;
- ✓ undo your last action;
- ✓ recalculate coordinates if you have removed elements.

Under the “New element” box you have the indication of the total number of boxes you have defined for this model of container.

If, instead of creating, you want to modify one of your already existing containers, you just have to select it and press the “Modify container” button. Once you have chosen the element to change, press the “Modify” button and you will have the next situation

model _ □ ×

Change model

Name: Description: Model:

Tree	Coordinates	Box
[-] Shelf 1	SH1	0
[-] Metal Rack_1	SH1 MR1	0
[-] Draw_1	SH1 MR1 DR1	6
[-] Draw_2	SH1 MR1 DR2	6
[-] Draw_3	SH1 MR1 DR3	6
[-] Draw_4	SH1 MR1 DR4	6
[-] Draw_5	SH1 MR1 DR5	6
[-] Draw_6	SH1 MR1 DR6	6
[-] Draw_7	SH1 MR1 DR7	6
[-] Draw_8	SH1 MR1 DR8	6
[-] Metal Rack_2	SH1 MR2	0
[-] Draw_1	SH1 MR2 DR1	6
[-] Draw_2	SH1 MR2 DR2	6
[-] Draw_3	SH1 MR2 DR3	6
[-] Draw_4	SH1 MR2 DR4	6
[-] Draw_5	SH1 MR2 DR5	6
[-] Draw_6	SH1 MR2 DR6	6
[-] Draw_7	SH1 MR2 DR7	6
[-] Draw_8	SH1 MR2 DR8	6
[-] Metal Rack_3	SH1 MR3	0
[-] Draw_1	SH1 MR3 DR1	6
[-] Draw_2	SH1 MR3 DR2	6
[-] Draw_3	SH1 MR3 DR3	6
[-] Draw_4	SH1 MR3 DR4	6

Modify element


Name: Initials: #:

Coordinates:

Absolute position:

Total boxes: **624**

16. HOW TO PRINT REPORTS

To see and print a report on the state of the art of the boxes you can press the  icon and open the following window.

In this window you can control the state of the boxes in process and already stocked. In fact you are presented with the list of the boxes and, at the bottom, all related information: how many boxes are full, empty or not in use; how many boxes are only partially full and how many boxes contain more samples than expected.

The print button arranges the preview of both the list of the boxes and the information at the bottom of the page.

Report
✕

#	Id_box	box name	Box type	Samples in box	Stock container	Stock coordinates
1	BOX 6	Blood	12 x 8	93		
2	BOX 1		12 x 8	1		
3	BOX 4		12 x 8	0		
4	BOX 12345	DNA Extract	12 x 8	94	MB Lab - 1 BTD 842 -86°C Upright Freezer	SH1 MR1 DR1 BX1
5	BOX 8		12 x 8	78	VI Lab - 1 C660 -86°C Chest Freezer	MT4 BX3
6	BOX 3	Serum	12 x 8	8	VI Lab - 1 C660 -86°C Chest Freezer	MT1 BX1

Wrong samples in box

Empty box or not in use

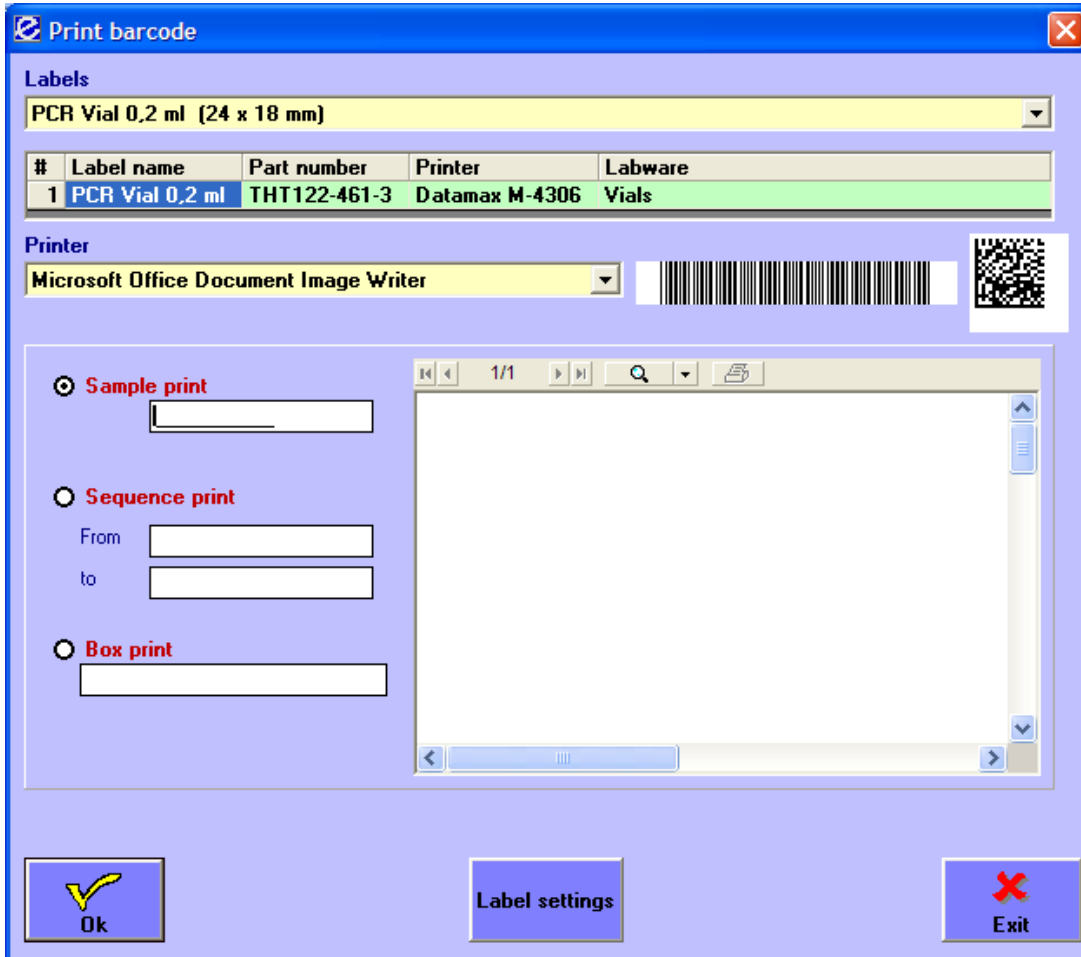
Box in process	3
Box processed	3
Total Box	6
Box in process	
Full box	0
Empty box or not in use	1
Incomplete box	2
Box with wrong samples	0
Box processed	
Full box	0
Empty box or not in use	0

Print

✕
Exit

17. HOW TO PRINT LABELS

You can manage labels both for samples and boxes with the  icon that opens the following window.

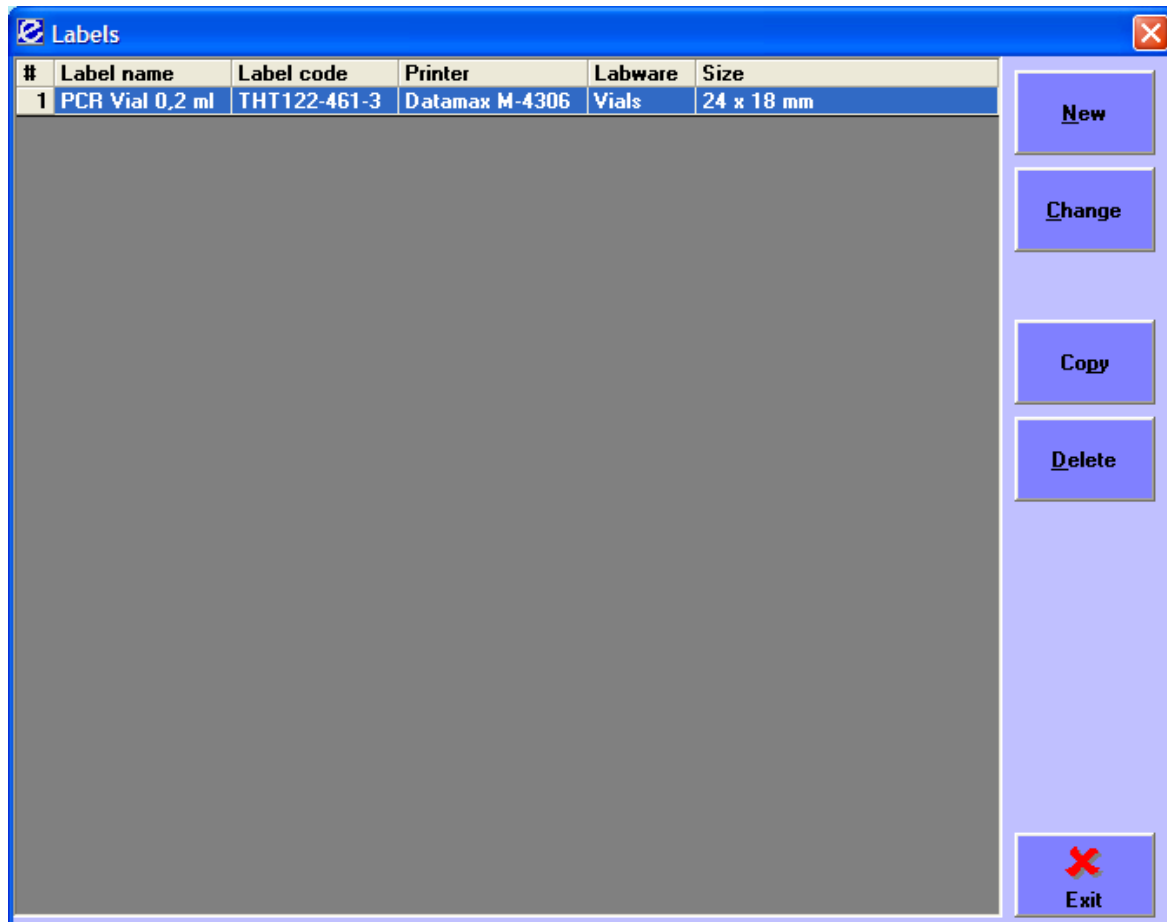


#	Label name	Part number	Printer	Labware
1	PCR Vial 0,2 ml	THT122-461-3	Datamax M-4306	Vials

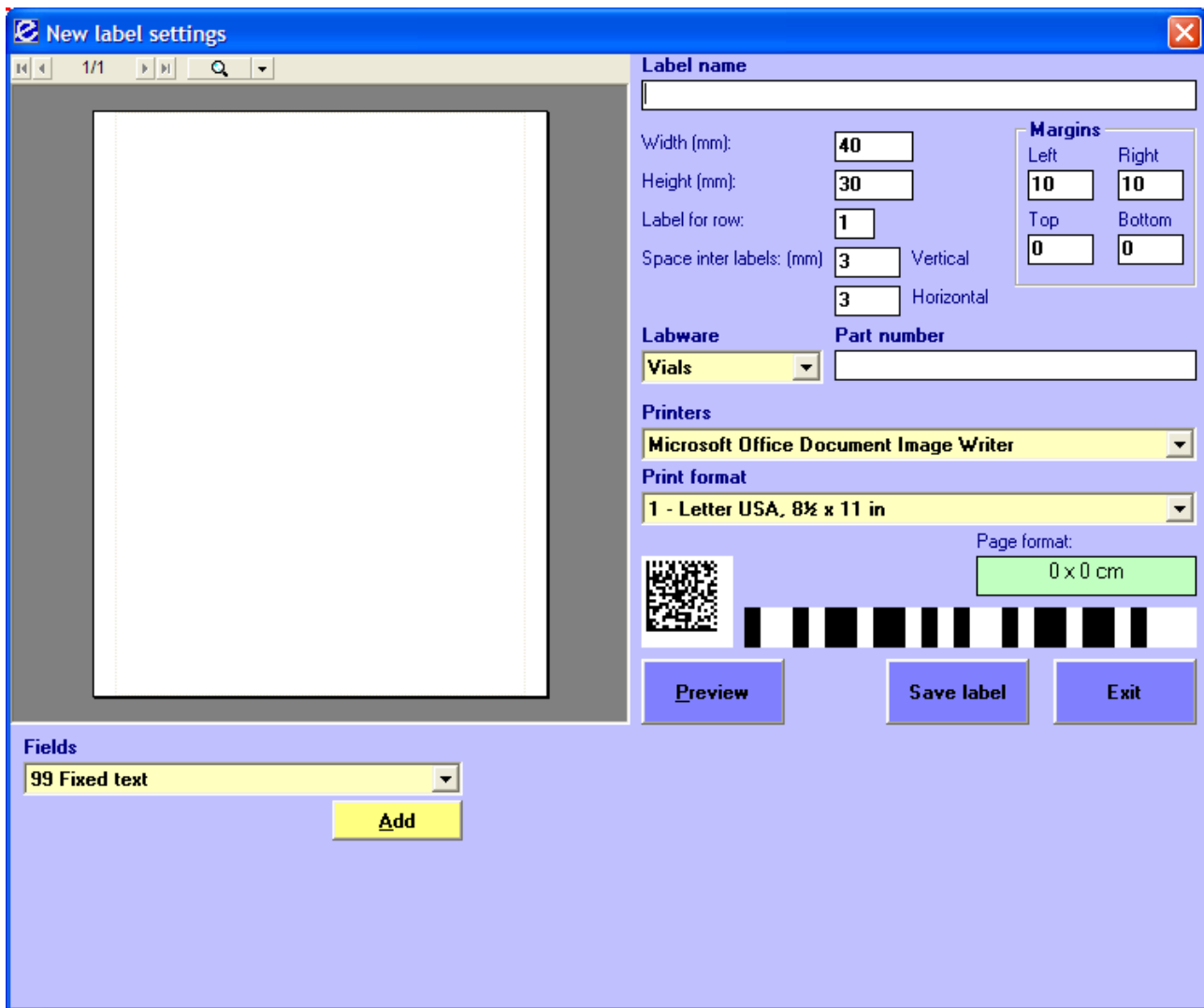
When you open it for the first time you will see some predefined labels that you will not be able to modify.

Once you have chosen the label you want to use and the printer, you can print a barcode for a single sample, for a set of samples or for a box inserting the requested data and pressing the OK button.

To create and change a label you have to press the “Label settings” button that opens the following window.

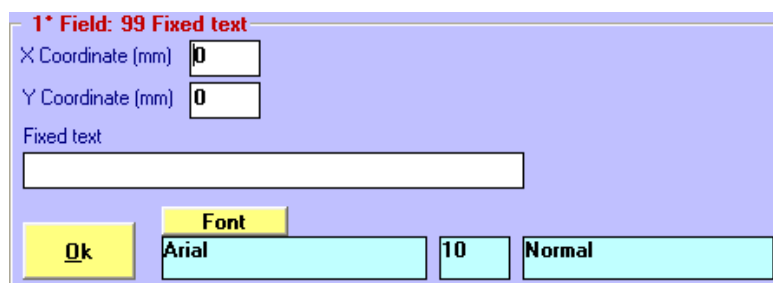


The buttons "New", "Change" opens the window



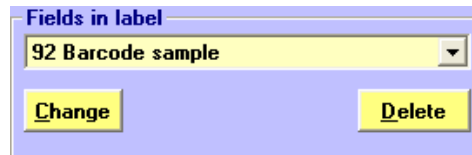
This window let you define or modify all the style of the labels sheet: labels' name, width and height, number of labels per row, margins, space inter labels, lab ware, printer and print format.

To define or modify what is going to be written on a single label, you need to choose the type of the field and press the Add button to see the next frame where you can decide the precise position of the field, the text and the font format.



Once you have inserted all the necessary data you can press the OK button and the field will be inserted into the label.

If you are modifying the label or after the first insertion you will see also the following frame to modify or delete the fields already inserted.



The image shows a software dialog box titled "Fields in label". Inside the dialog, there is a dropdown menu with the text "92 Barcode sample" and a small downward-pointing arrow on the right. Below the dropdown menu, there are two buttons: "Change" on the left and "Delete" on the right. The dialog box has a light blue border and a white background.

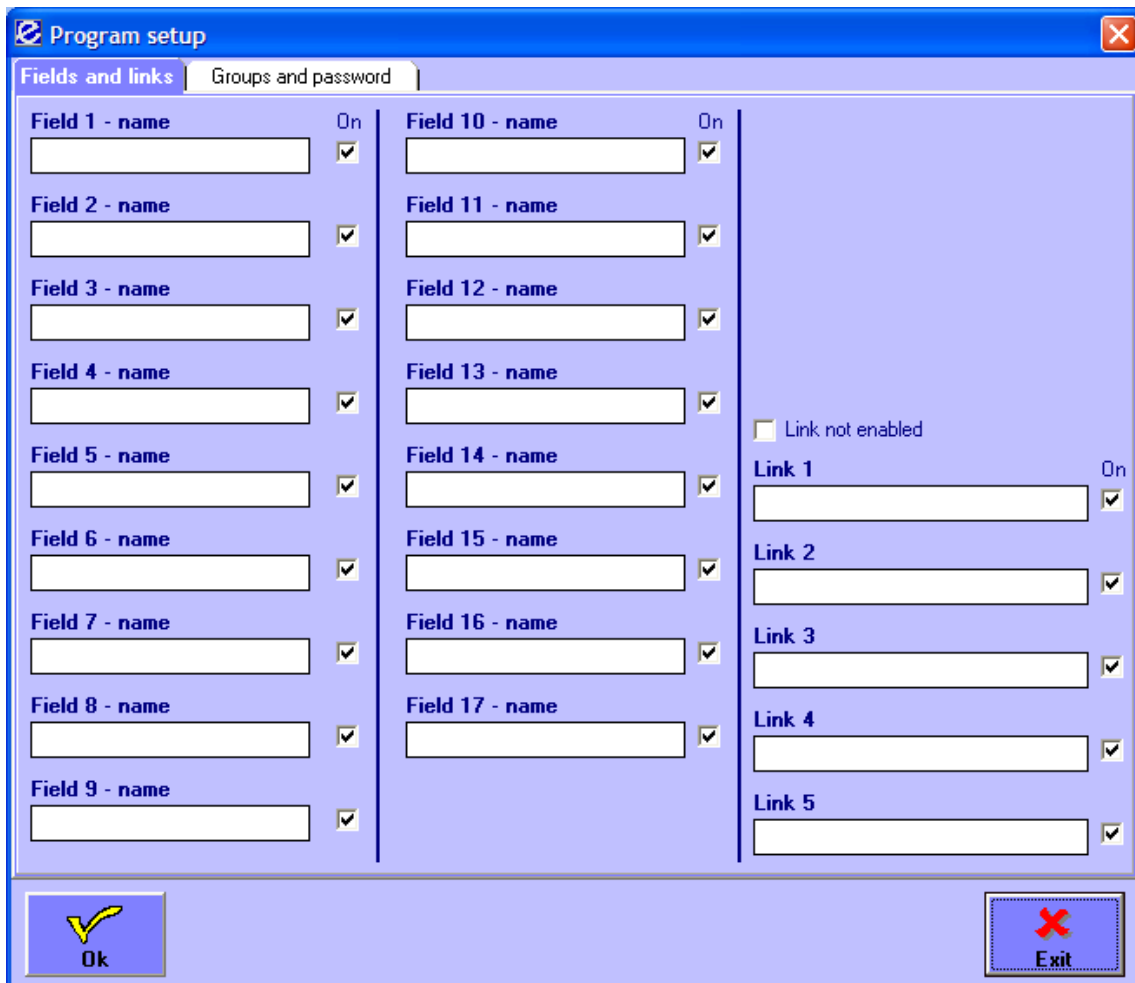
To see the preview of what you are doing you just have to press the Preview Button.
To save the new label or the modified label just press the Save label button.

18. HOW TO SETUP THE PROGRAM

To start to set up the program you need to press the corresponding icon. 

Only supervisors has access to this function

This function enables to select which fields and links will be used in your version of EasyTrack, to personalize their names, to define groups and passwords and to set utilities. As you click it, you will be presented the following windows:



Program setup

Fields and links | Groups and password

Field 1 - name	<input type="checkbox"/>	On	Field 10 - name	<input type="checkbox"/>	On
Field 2 - name	<input type="checkbox"/>		Field 11 - name	<input type="checkbox"/>	
Field 3 - name	<input type="checkbox"/>		Field 12 - name	<input type="checkbox"/>	
Field 4 - name	<input type="checkbox"/>		Field 13 - name	<input type="checkbox"/>	
Field 5 - name	<input type="checkbox"/>		Field 14 - name	<input type="checkbox"/>	
Field 6 - name	<input type="checkbox"/>		Field 15 - name	<input type="checkbox"/>	
Field 7 - name	<input type="checkbox"/>		Field 16 - name	<input type="checkbox"/>	
Field 8 - name	<input type="checkbox"/>		Field 17 - name	<input type="checkbox"/>	
Field 9 - name	<input type="checkbox"/>				

Link not enabled

Link 1	<input type="checkbox"/>	On
Link 2	<input type="checkbox"/>	
Link 3	<input type="checkbox"/>	
Link 4	<input type="checkbox"/>	
Link 5	<input type="checkbox"/>	

Ok Exit

19. FIELDS AND LINKS SETUP

To select the fields you intend to use; just check the box near the ones you want to keep in the column "On" (green arrow).

In order to have the right labels in the "New sample" window, you need to write the heading you want in the field box (yellow arrow).

You can do exactly the same moves for the links after you have decided to enable them clicking the corresponding box (red arrow).

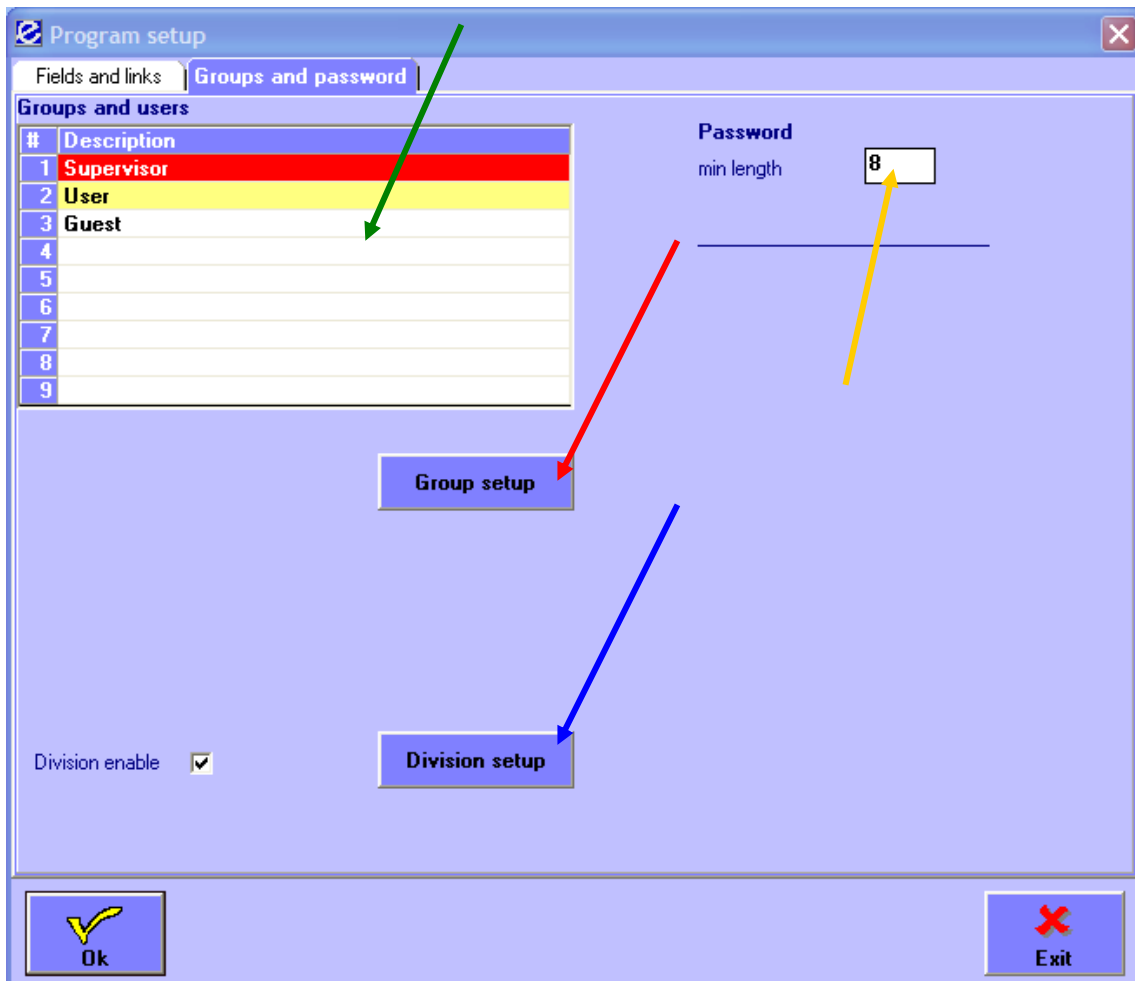
The labels you set in this window will be used if you do not check the Division enable box in the Groups and password window or if in the division setup you do not give a name to these fields.

The screenshot shows the 'Program setup' dialog box with the 'Fields and links' tab selected. The dialog is divided into two panes: 'Fields and links' and 'Groups and password'. The 'Fields and links' pane contains 17 field entries (Field 1 - name to Field 17 - name) and 5 link entries (Link 1 to Link 5). Each entry has a text input field and a checkbox labeled 'On'. A yellow arrow points to the 'Field 1 - name' input field. A green arrow points to the 'On' checkbox for 'Field 1 - name'. A red arrow points to the 'Link not enabled' checkbox. At the bottom, there are 'Ok' and 'Exit' buttons.

20. GROUPS AND DIVISIONS SETUP

This function allows defining groups and their permissions.

At the first installation you will find one group already defined which will be needed to setup the program: Supervisor.



To create a new group of users you need to write its name double-clicking in the first empty line (green arrow).

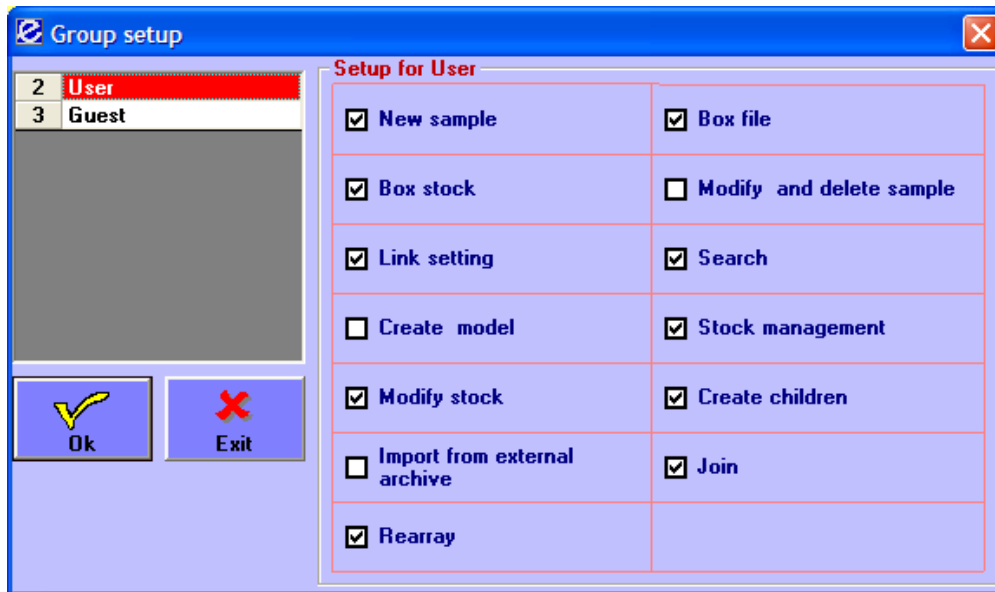
You can then decide how long the password should be just writing it in the box pointed by the yellow arrow (max length is 50) which is the minimum length. The password is case sensitive and alphanumeric.

“GROUP SETUP”

To select which actions each member of the group can take, press the “Group setup” button (red arrow); this action will open the “Operator setup” window.

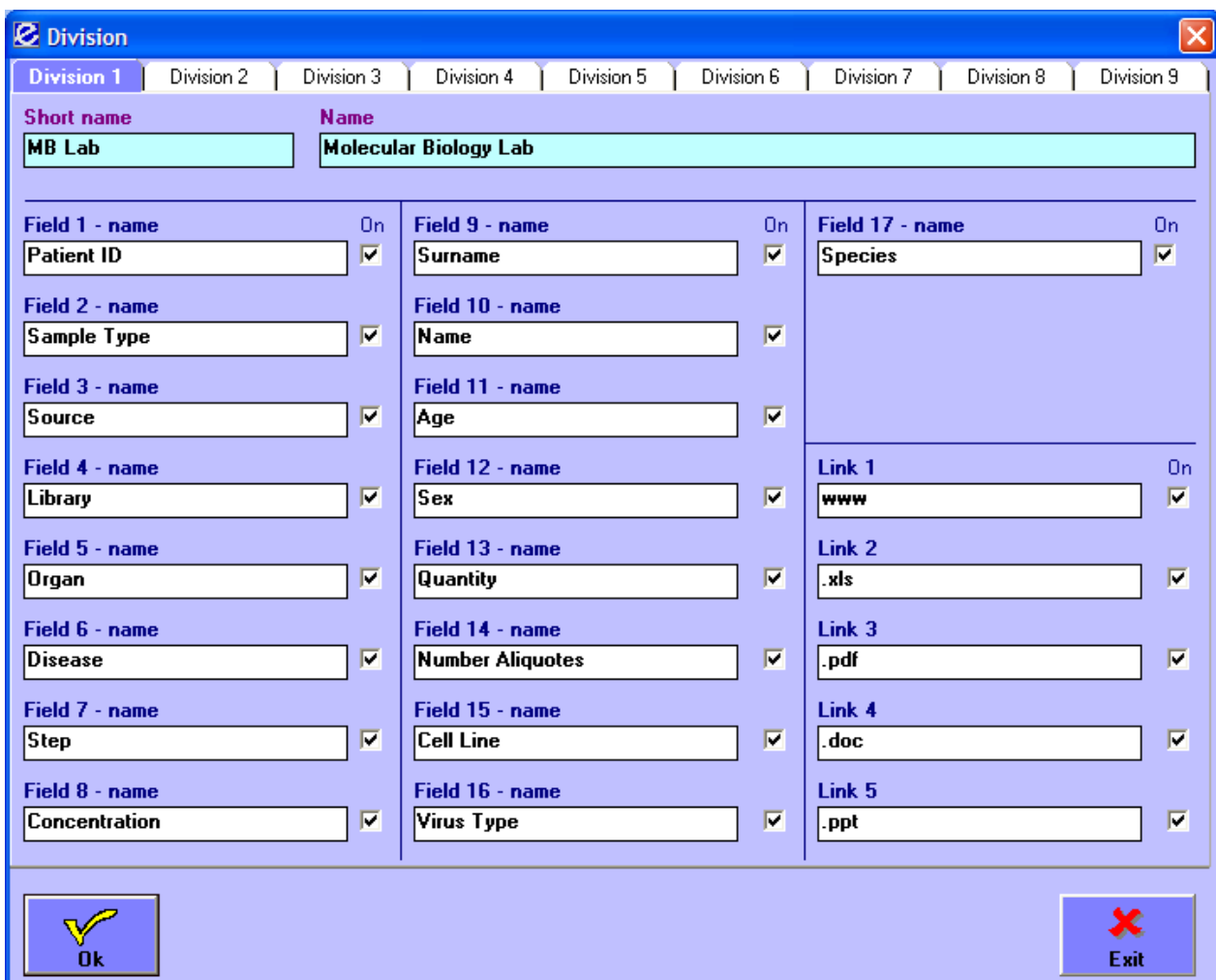
Choose the group you want to work on clicking on its name; it will be pointed out in red (predefined groups will not be listed). Checking the single boxes, you can decide to which functions give it permission.

To confirm your choices press the “Ok” button, to go back to the previous windows without confirming press the “Exit”.



“DIVISION SETUP”

Pressing the “Division setup” button (blue arrow), visible only if the “Division enable” box is checked, allows you to define up to nine different sets of labels for up to the nine possible different divisions in your laboratory.



To enable divisions will affect both the first window you will be presented after logging in and the user's windows.

Every time you check or uncheck the "Division enable" box, the program will have to restart to carry out the changes.

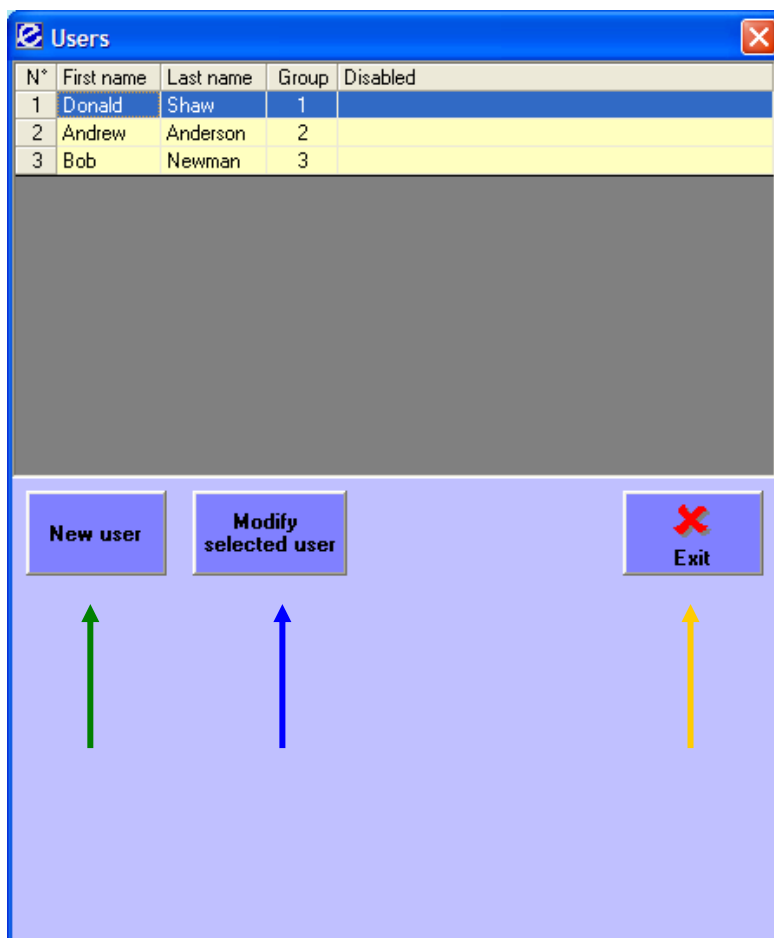
21. USERS MANAGEMENT

To manage users you have to click the corresponding icon. 

This is the function that helps create, modify and enable/disable users of the program. When you open the window, you can see the list of the users already defined, the number of the group they belong to and if they are in the "disabled" state or not.

You can then decide to create a new user clicking the "New user" button (green arrow), to modify an existing one by clicking the "Modify selected user" one (blue arrow) or to exit the window (yellow arrow).

When you click the corresponding icon, you will be presented with the following window.



22. HOW TO CREATE A NEW USER

In the previous window you have to press the “New user” button (green arrow); it opens the following window.

The screenshot shows a window titled "Users" with a table of existing users and a "New user" form below it.

N°	First name	Last name	Group	Disabled
1	Donald	Shaw	1	
2	Andrew	Anderson	2	
3	Bob	Newman	3	

Buttons: New user, Modify selected user, Exit

New user

First name: Last name:

Group: Password: (min. length 8 char.)

Division: 1 2 3 4 5 6 7 8 9

Buttons: Ok, Undo

At the bottom of the window you have to insert first and last name of the user, the group to which he belongs to, his password (the min. length depends on set up) and to check the divisions on which the user can work on.

If, in the set up, divisions have not been enabled, the bottom part of the window will not present the possibility to choose the divisions (as shown underneath).

Buttons: Ok, Undo

To confirm you insertion press the “Ok” button, otherwise the “Undo” one.

23. HOW TO MODIFY AN EXISTING USER

In the Users window you have to press the “Modify selected user” button (blue arrow); the following window will be opened.

The screenshot shows a window titled "Users" with a table of users and a "Modify user" form below it.

N°	First name	Last name	Group	Disabled
1	Donald	Shaw	1	
2	Andrew	Anderson	2	
3	Bob	Newman	3	

Buttons: New user, Modify selected user, Exit

Modify user

Disabled Last modified 18-05-2006

First name: Andrew Last name: Anderson

Group: 02 User Password: (min. length 8 char.)

Division: 1 2 3 4 5 6 7 8 9

Buttons: Ok, Undo

You can now modify the user's settings (first and last name, group, password, divisions) and/or disable/enable him just by writing in the corresponding fields and/or checking the boxes.

Moreover this window shows the last date in which the user's parameters have been changed.

As in the creation of a new user, if divisions are not enabled they will not be shown.

Buttons: Ok, Undo

24. HOW TO EXIT THE PROGRAM

In the Users window you have to press the “Modify selected” 

25. HOW USE WITH DATABASE LOCATED ON SERVER


The underlying database is called EASYTRACK.MDB and is by default located on the local drive, this is normally:

C:\Program Files\EasyTrack\

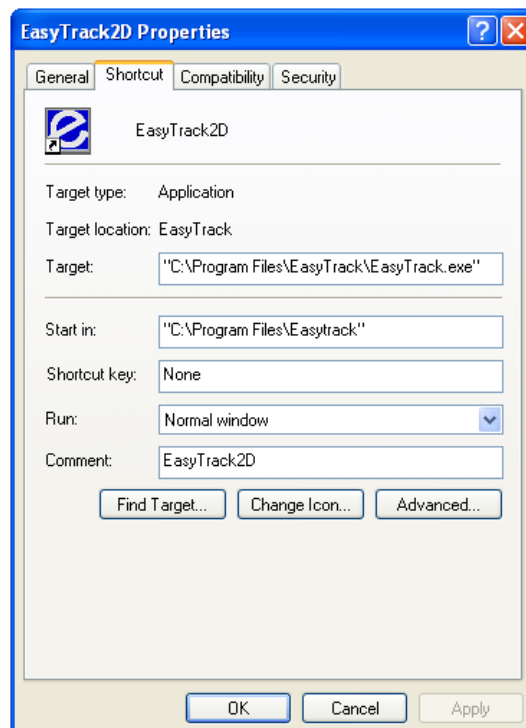
The Database can be located on a server for automatic backup or for multi access using the multi license version of the software.

To move the data to a shared drive on the server, copy the complete “EASYTRACK” folder located in the C:\Program Files\ directory to the network drive

e.g. <\\Fluidx-server\Backup\EasyTrack>

The EasyTrack shortcut  also needs to be changed so that the application uses the correct database and associated files.

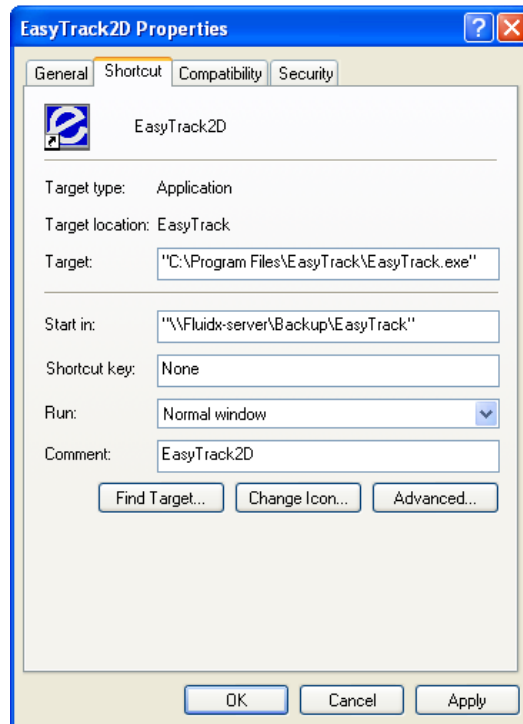
To do this right click on the Shortcut and select “Properties”



The “Start in:” field designates the folder that EasyTrack will use for the database and associated files, by default this will be “C:\Program Files\EasyTrack\”

Change the "Start in:" field to the new server based path.

e.g. [\\Fluidx-server\Backup\EasyTrack](#)



Press OK

26. HOW USE WITH MULTI LICENSE

Transfer the EasyTrack Folder to the server or shared folder as detailed in section 25.

Install the software on all the computers that need to run the EasyTrack software.

Change all the shortcuts so that the "Start in:" reflects the new server or shared folder.

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