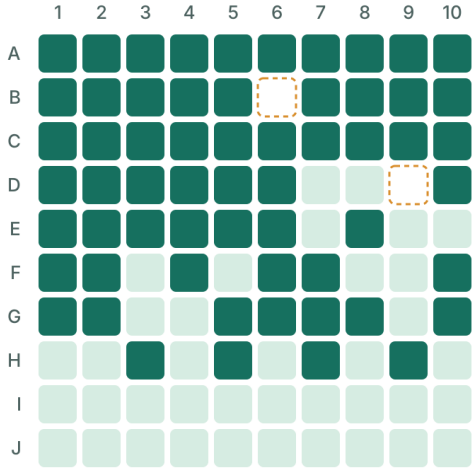
FreezerMate

BY TCI CONSULTANCY

User Guide

Freezer inventory for the molecular biology lab

PLASMIDS · PROTEINS · CELL LINES



Every tube in its place.

TCI Consultancy

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FreezerMate records what is in the boxes in your freezers and exactly where each tube sits inside its box, so you can find a sample before you open the freezer door. This guide covers everything you can do in it, one task at a time.

> **New to FreezerMate?** Read sections 1 to 7 in order. They take about ten minutes and cover everything you need to start recording samples. The rest of the guide can wait until you need it.

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1. How FreezerMate works, in short

You tell FreezerMate about your boxes. Then every sample you add gets a box and a position inside it, like A1 or J10. From then on, you can find any tube by name, by strain, by project or by what is in it, and the answer tells you which freezer, which box and which position.

FreezerMate handles three kinds of sample, and a box can only hold one kind:

Kind	What it is for
Plasmid / glycerol stock	Plasmids, constructs, minipreps, and glycerol stocks of the bacterial strains carrying them
Protein	Purified protein, lysates, antibodies
Cell line	Frozen cells

> **The one rule to know: one position holds one tube.** FreezerMate will not let you record two samples in the same position. When you take a tube out, that position comes free for something else while the record of the sample is kept.

Everything you record is yours alone. No other account can see, edit or delete your samples.

2. Finding your way around

Every page inside FreezerMate has the same frame: a header at the top and a navigation bar in the footer at the bottom. It is worth learning these two, because they are how you reach everything.

The header, at the top of the page

What you see	What it does
The FreezerMate logo	Takes you back to your home page from anywhere
Today's date	The date FreezerMate will fill into a new sample
Your username, with a small arrow	Click it for the Log out link
Account	Opens your account page. While that page is open the same button reads Back and returns you to where you were

The footer, at the bottom of the page

Six links, on every page:

Link	Where it takes you
Home	Your boxes, as cards
Search	Search plasmids, proteins or cell lines on any combination of fields
Sample Input	Add one sample: choose the kind, then fill in the form
Sample Index	Lists: one box, all samples, box locations, and a printable version
Contact Us	Send a message to TCI Consultancy
Data tools	Everything else: all samples, upload a spreadsheet, bulk input, download user guide and export

> **Data tools is the page to remember.** Uploading a spreadsheet, typing in several samples at once and downloading your data all live behind that one link.

Most pages also carry a Go Back button under whatever is on them — Search, Sample Index, Add Sample and Contact Us all have one. It returns you to your home page.

3. Getting started: registering and logging in

Registering

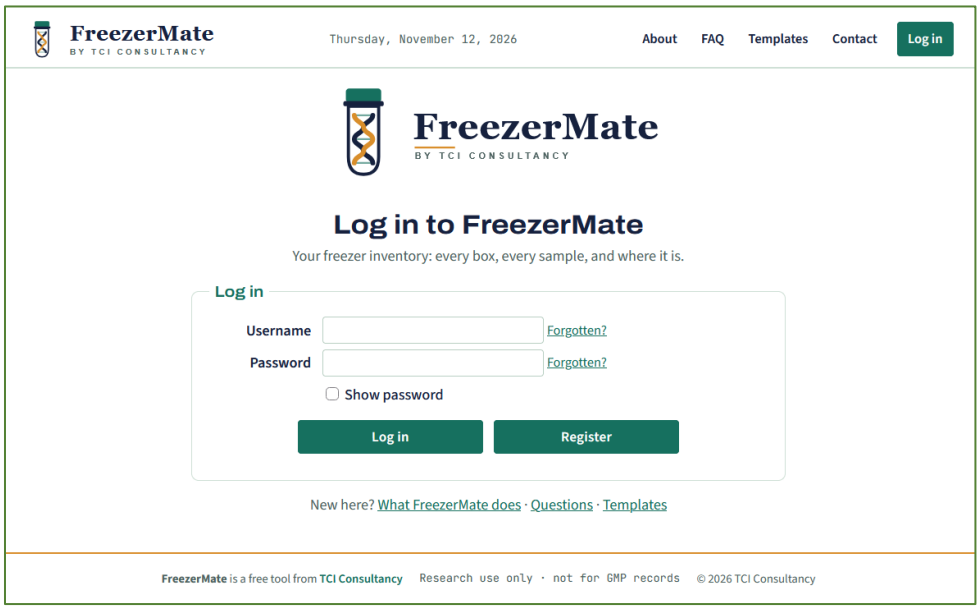
Open FreezerMate and choose **Register**. You need three things:

- a username — if the one you want is taken, the page says so and you can pick another.
- your email address. You confirm it once when you join, and after that it is only used for password resets.
- a password of **at least 10 characters**

When you register, FreezerMate sends a link to the address you gave. Open it before you log in for the first time. It asks once, so that if you ever need a password reset it reaches you rather than whoever owns a mistyped address. The link lasts two days, and if it runs out, try to log in and a fresh one is sent. If nothing arrives, look in your spam folder.

Logging in

Type your username and password. If the password is wrong, the page tells you so on the spot. **Five** wrong attempts within fifteen minutes lock the account for a while, so take a moment and think rather than guessing repeatedly.

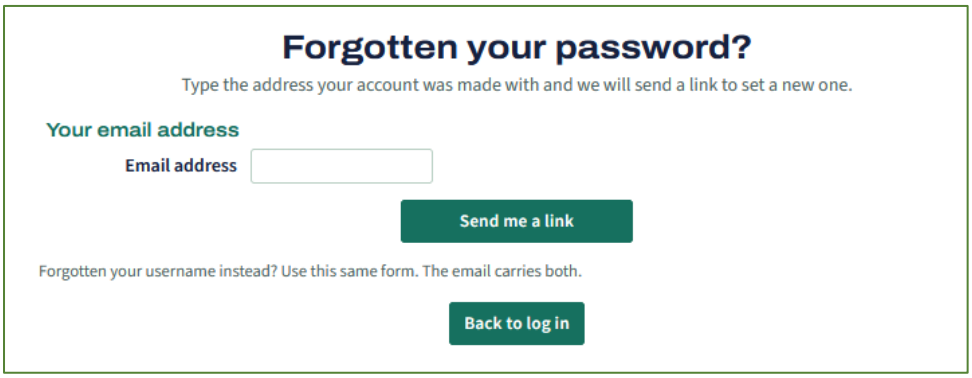


The log-in page. Show password is useful if you keep being told the password is wrong.

Forgotten your username or password

Both Forgotten? links lead to the same page. Give the address your account was made with, and FreezerMate emails you a link to set a new password. The email carries your username too, so one form covers both of the things you might have forgotten. The link works once and stops working after an hour. Setting a new password also logs you out everywhere else, so if somebody else knew the old one, they no longer have a way in. The page says the same thing whether or not the address has

an account. That is deliberate: otherwise it would be a way of asking whether a particular person uses FreezerMate.

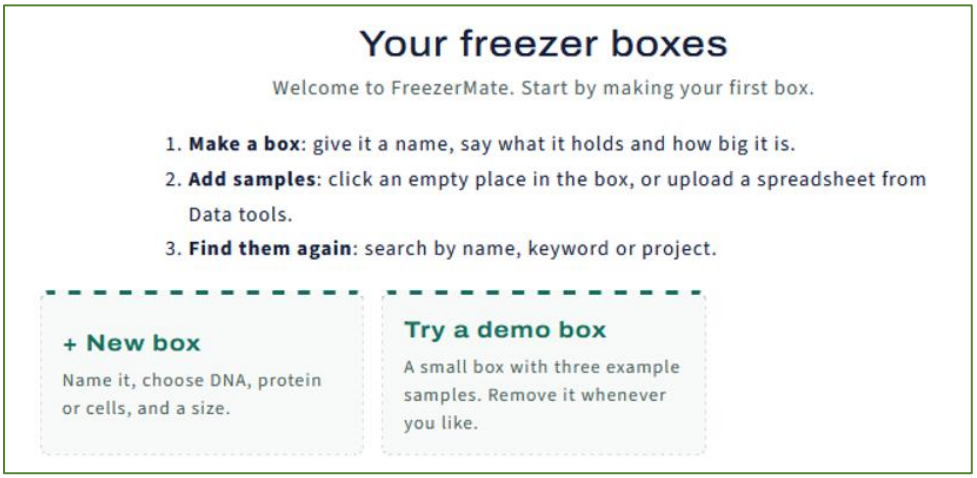


The Forgotten? page. One address is all it needs, and the answer is the same either way.

4. Your home page

A new account

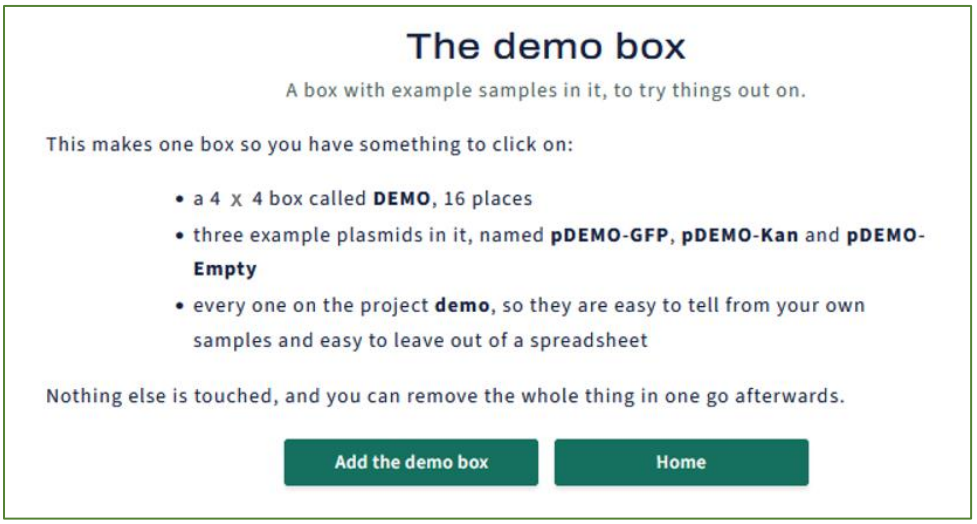
Logging into your new account lands you on your home page.



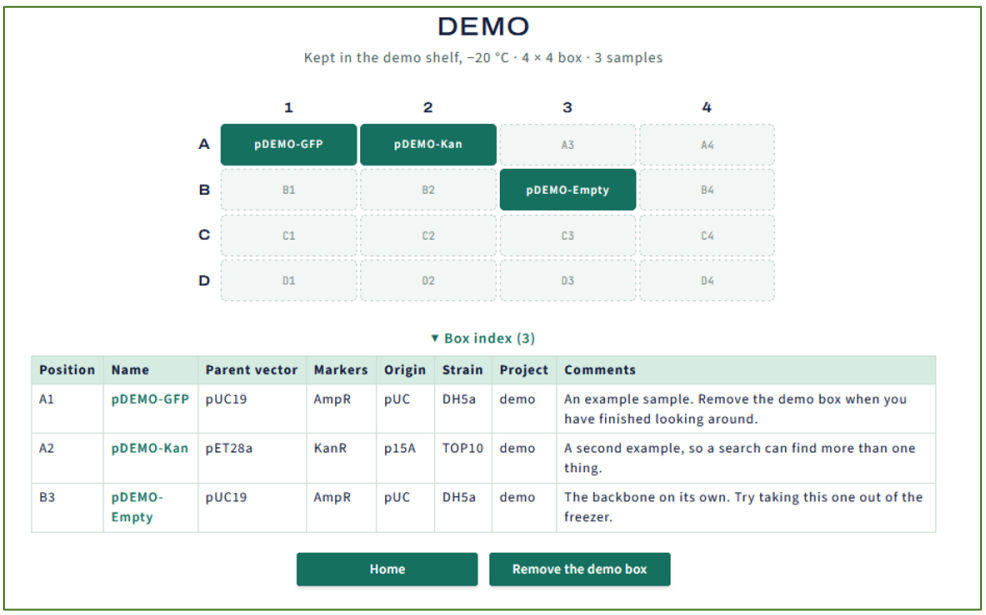
Two things are on this page:

- **+ New box (See Section 5)**
- **Try a demo box** – adds a demo box with demo samples to allow familiarization with FreezerMate

Clicking on "**Try a demo box**" takes you to the confirmation page



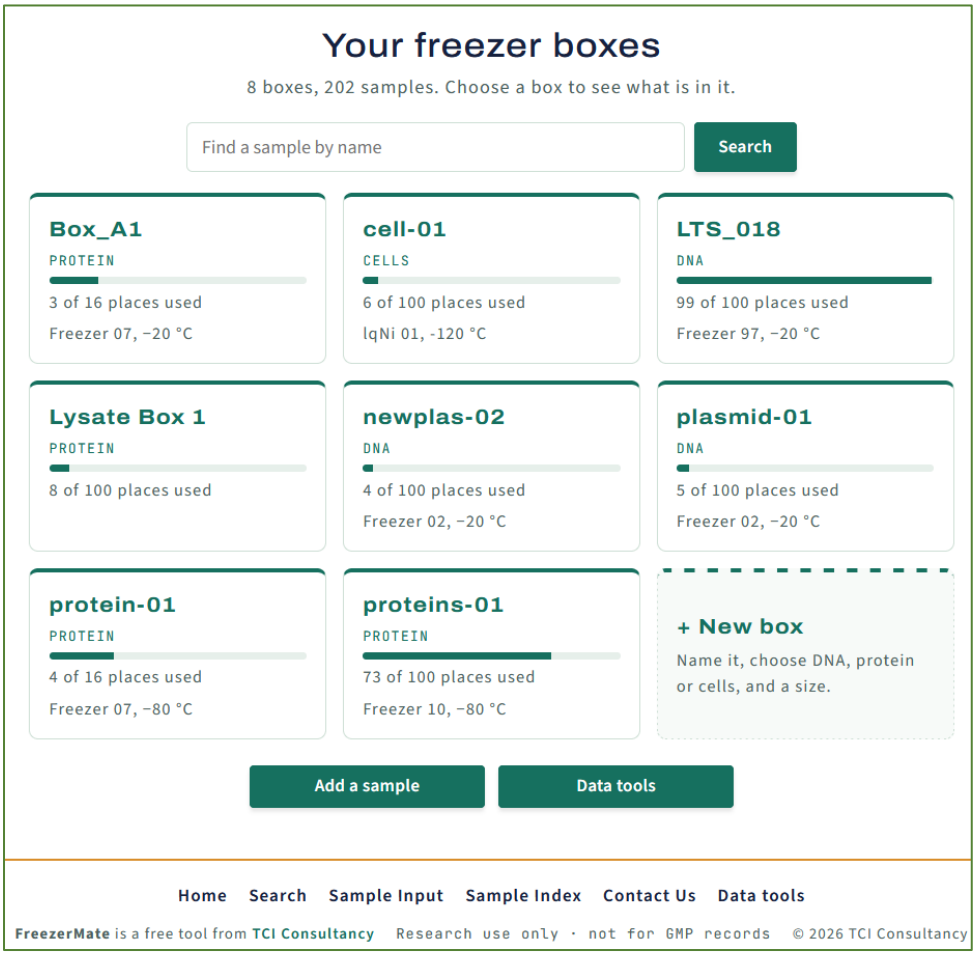
Clicking on “**Try a demo box**” takes you to a pre-filled demo box



All the samples are available for you to explore the functionality of FreezerMate. Once you are ready to create your own boxes and add your own samples simple click the “**Remove the demo box**” to remove it from your account and return to the home page (above) where a real box can be added.

Once you have boxes

Logging into an existing account lands you on your home page: every box you have, as a card.



Each card tells you, at a glance:

- the box's name, and in small capitals underneath, what kind of sample it holds
- a bar and a count showing how many of its positions are used — *3 of 16 places used*
- where the box is kept and at what temperature, if you recorded them

Three other things are on this page:

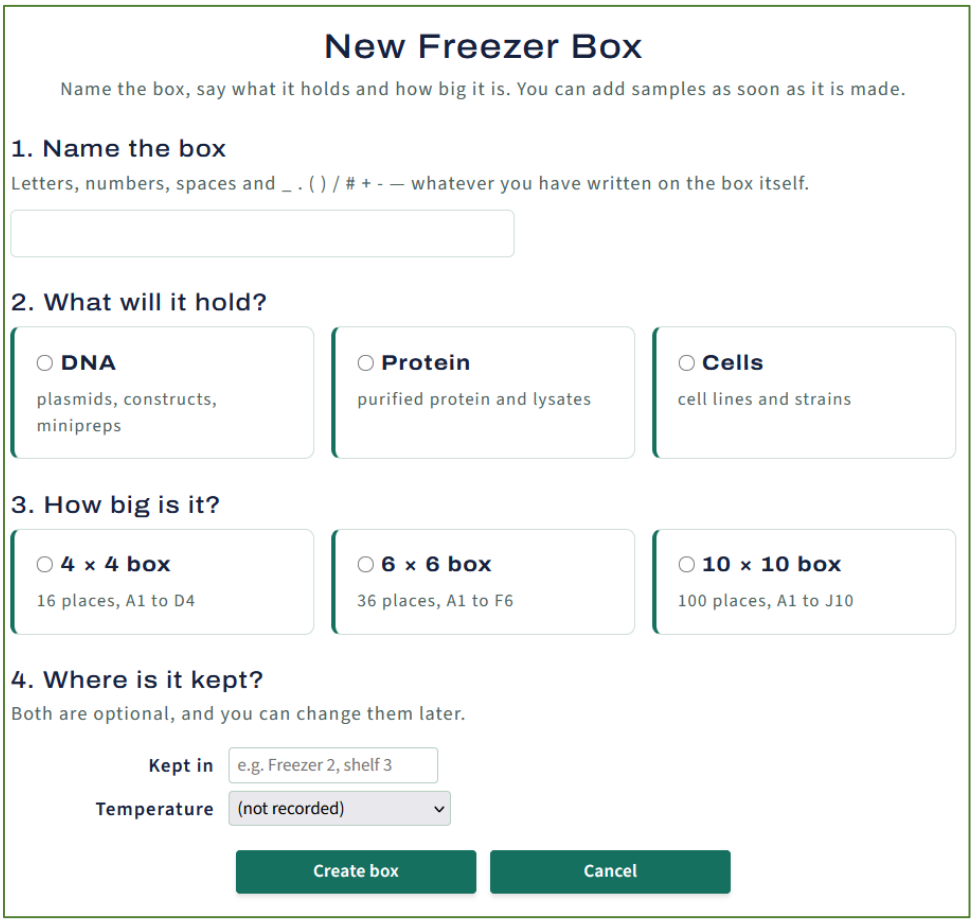
- **Find a sample by name** at the top — the fastest route to a single tube
- **+ New box**, the dashed card at the end of the row
- **Add a sample** and **Data tools** buttons under the cards

Clicking anywhere on a box card opens that box.

5. Making a box

Do this before adding samples, because every sample needs a box to go in. Press **+ New box** on your home page and answer four questions.

1. **Name the box.** Letters, numbers, spaces and _ . ( ) / # + – whatever you have written on the box itself. Other punctuation is refused, because a box named with it could not be opened again afterwards.
2. **What will it hold?** DNA (plasmids, constructs, glycerol stocks, minipreps), Protein (purified protein and lysates), or Cells (cell lines and strains). A box holds one kind, so make separate boxes if one physical box holds more than one.
3. **How big is it?** Pick the card that matches the real box:
   - **4 × 4** — 16 positions, A1 to D4
   - **6 × 6** — 36 positions, A1 to F6
   - **10 × 10** — 100 positions, A1 to J10
4. **Where is it kept?** A free-text line such as *Freezer 2, shelf 3*, and a temperature from the list (+4 °C, room temperature, −20 °C, −80 °C, −150 °C or liquid nitrogen). Both are optional and both can be changed later.



The New Freezer Box page. Nothing is created until you press Create box.

If you already have a box with that name, the page says so rather than quietly making a second one.

> **The size cannot be changed afterwards.** If you pick the wrong one, make a box of the right size and move the samples across, then delete the empty box. It is worth checking the real box before you choose.

6. Inside a box: the grid

Opening a box shows it at its real size: rows lettered down the left, columns numbered across the top, one cell for every position in the box.



A 10 × 10 box. 5 samples and 95 free positions, every cell is a button that either adds a sample or goes to the sample.

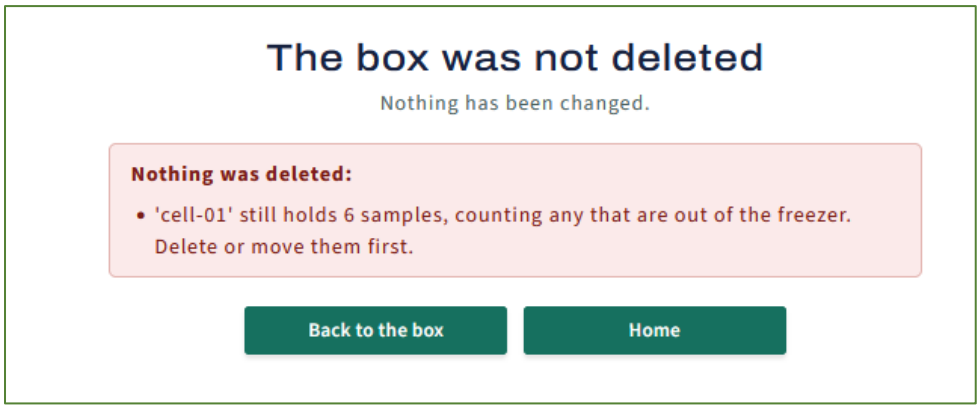
As the box fills up, the cells change:

A cell showing	Means	Clicking it
A position label (A7, B7, C6 etc.)	The position is free	Opens the Add a Sample form with that box and position already filled in
A sample name	A tube is recorded there	Opens that sample's record page

Below the grid are 2 folds

- "**Box index**" shows a table that lists all the samples in the box
- "**Taken out of this box**" shows a table that lists all the samples that have been taken out of the box. These samples are technically not deleted and are counted as still present until they are deleted.

The “Delete box” button deletes an empty box. A box that still holds samples is refused, and the message names how many, counting tubes that are out of the freezer.



Above the grid, a line of small text says where the box is kept, its size, and how many samples are in it.

If any samples have been taken out of this box, it also says how many, and a fold at the bottom of the page lists them — see section 11.

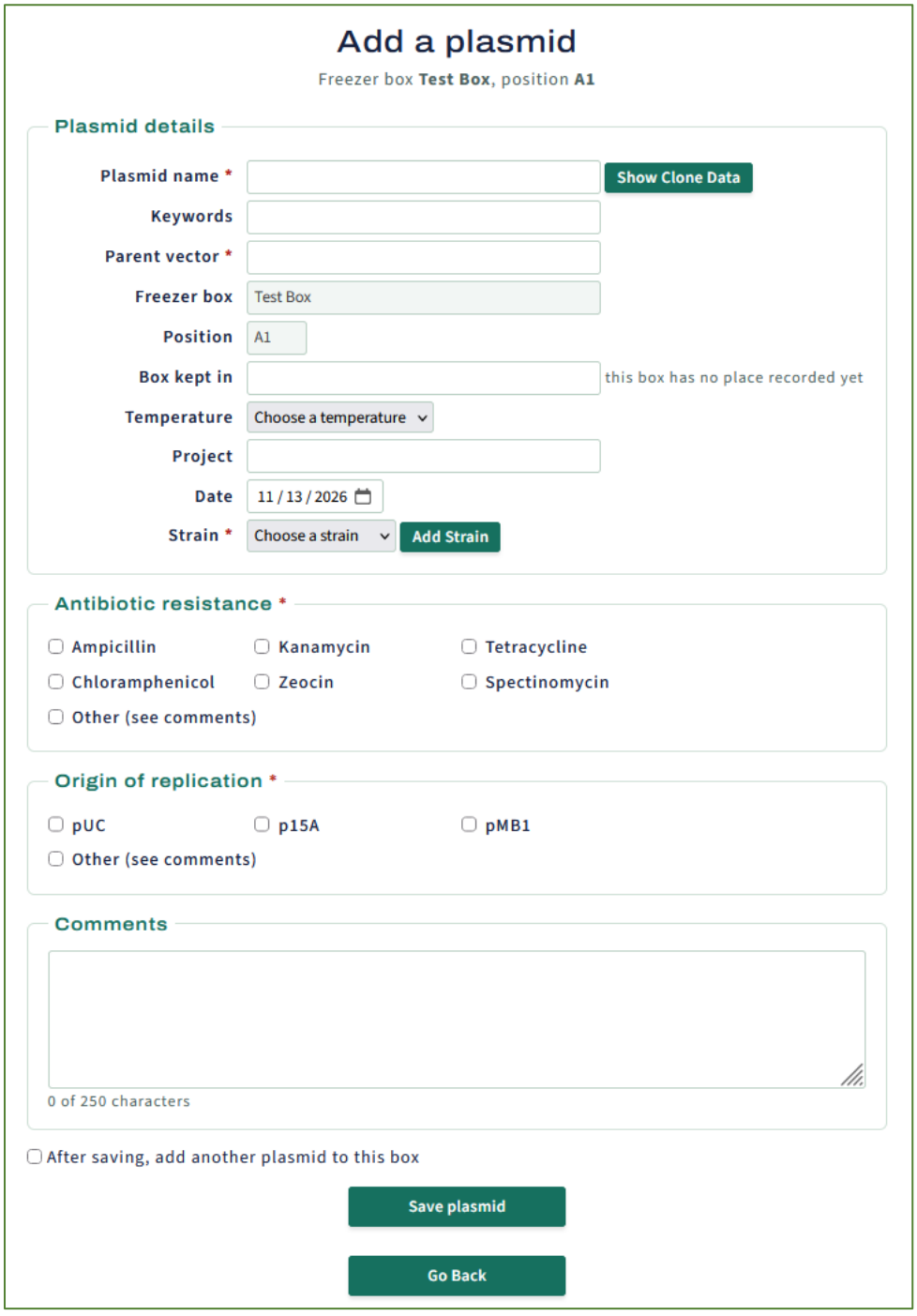
> **Positions.** A1 is the top-left position. B1 is directly below it; A2 is to its right. The letters run down the side and the numbers across the top, exactly as they are printed on most cryoboxes, so you can count from the corner of the real box.

7. Adding one sample

There are two ways in, and they both lead to the same form.

Route 1: from the box (the quick one)

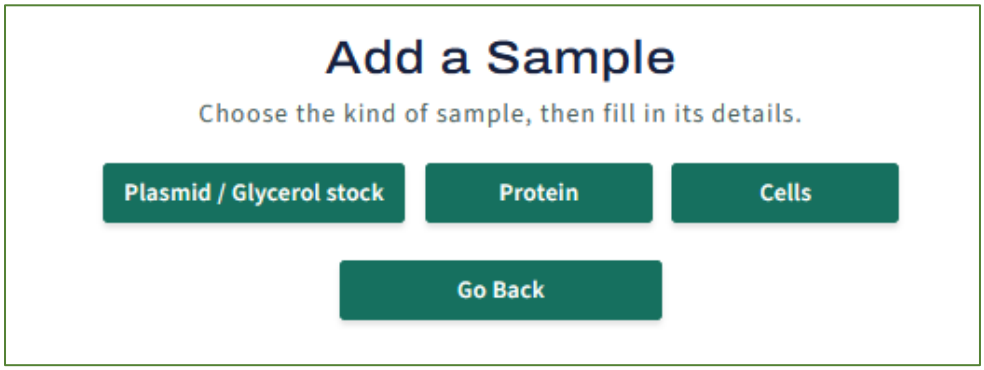
Open the box and click an empty position to open the sample input page specific for the type of sample as determined by the box choice (Plasmid, Protein or Cells). The box and the position are filled in for you, which is what you want when you are standing at the freezer with a rack in your hand.



Adding a plasmid from position A1 of Test Box. The box and position are already set.

Route 2: from Sample Input

Press **Sample Input** in the footer, then choose the kind of sample. You pick the box and the position yourself.

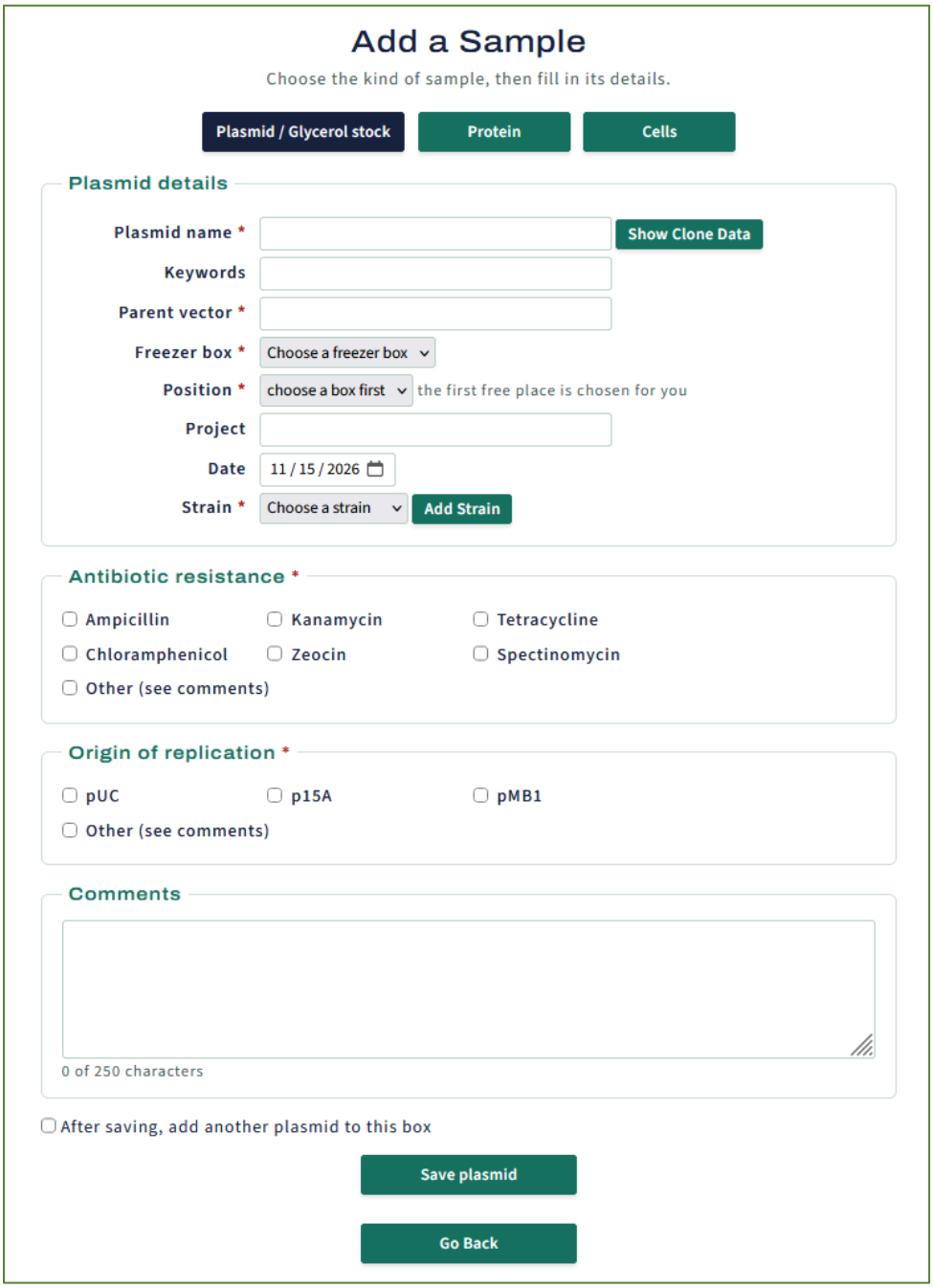


Choose the kind of sample first; the form below changes to match.

The three forms

A star next to a label means the field is required.

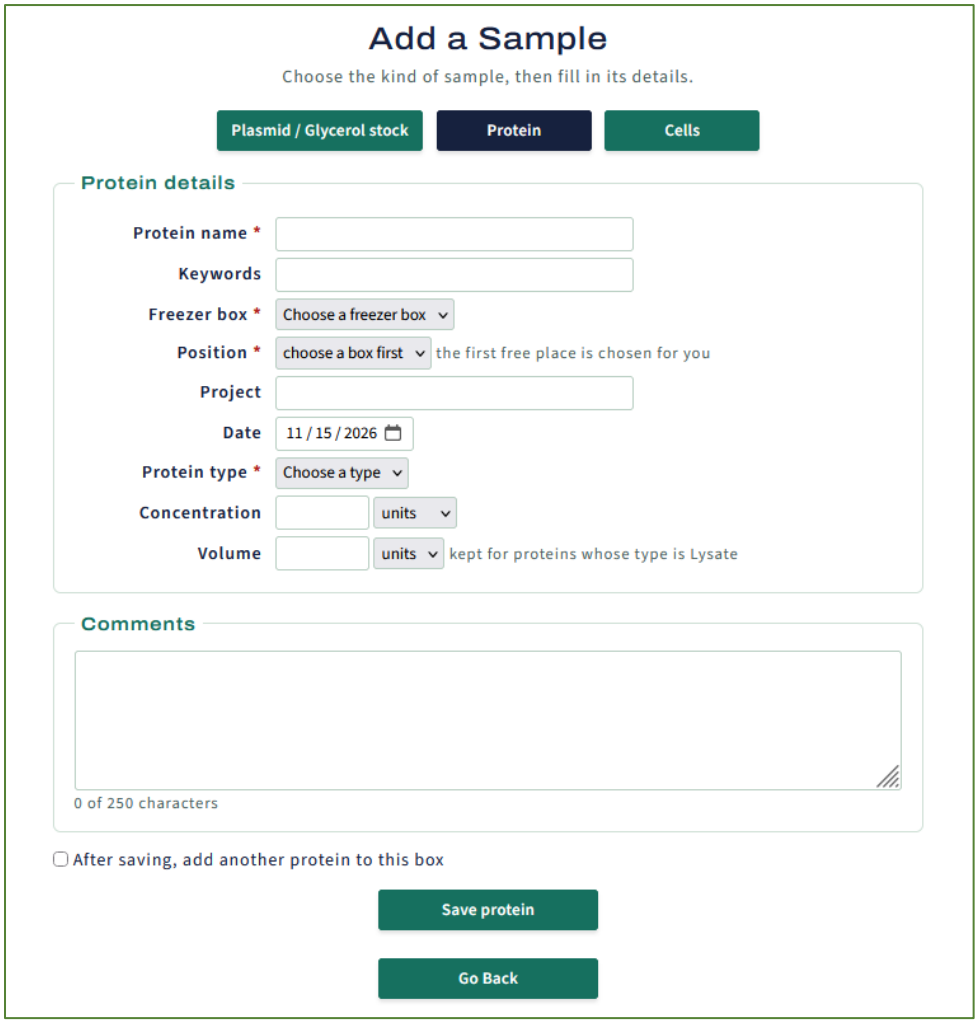
Adding a Plasmid / Glycerol stock



Field	Notes
Plasmid name *	Up to 50 characters
Keywords	Anything you might search for later
Parent vector *	The backbone it was built in
Freezer Box, Position *	Chosen from your boxes; the position list only offers free positions
Box kept in, Temperature	Shown when the box has no place recorded yet, so you can fill it in here
Project	Groups samples across boxes

Field	Notes
Date	Today unless you change it
Strain *	A dropdown of your own list, with an Add Strain button beside it
Antibiotic resistance *	Ampicillin, Kanamycin, Tetracycline, Chloramphenicol, Zeocin, Spectinomycin, Other — at least one
Origin of replication *	pUC, p15A, pMB1, Other — at least one
Comments	Up to 250 characters; the count under the box tells you how many you have used
Show Clone Data	Folds out the colony number and count (e.g. Clone 1 of 10)

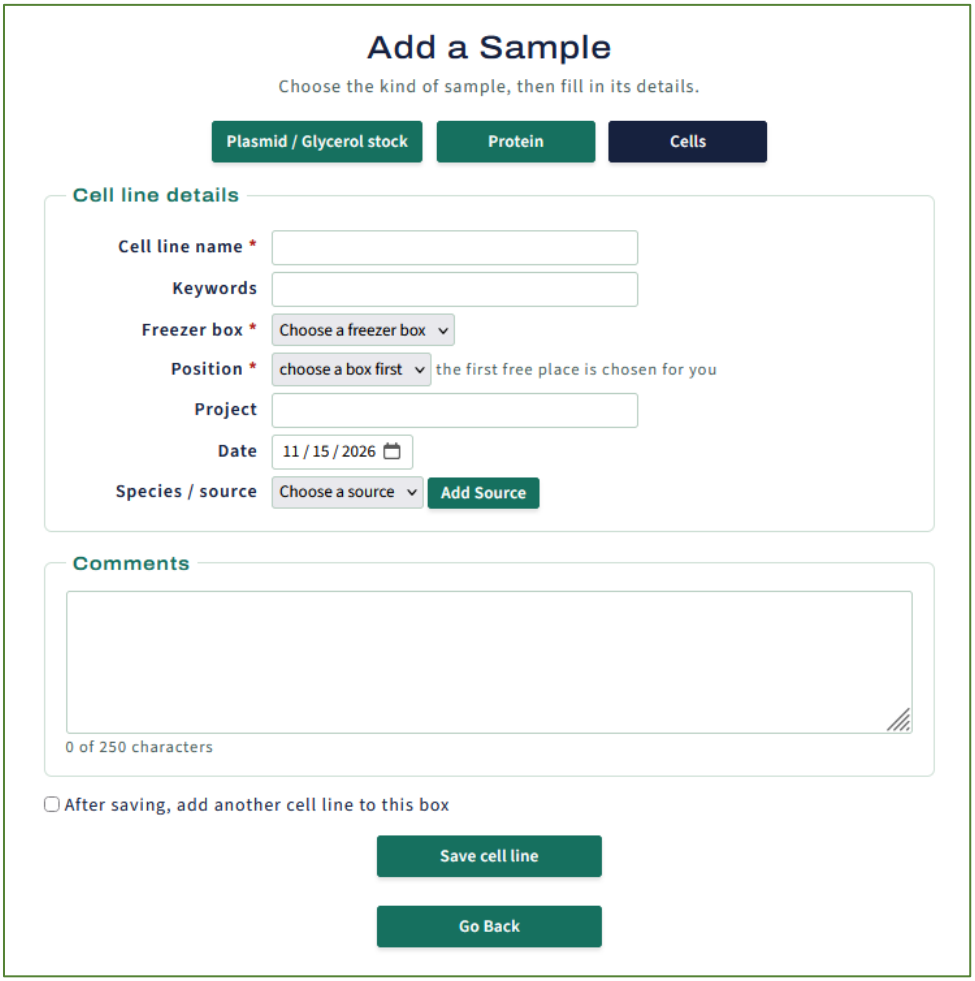
Adding a Protein



Field	Notes
Protein name *	Up to 50 characters
Freezer box, Position *	As above

Field	Notes
Protein type *	Lysate, Antibody, Purified or Other
Concentration + units	A number and its unit, chosen from the list
Volume + units	Only recorded when **Protein type** is **Lysate**; on any other type it is ignored. It is the starting volume that later uses are taken from. It can be corrected by editing the sample. See section 13
Keywords, Project, Date, Comments	As for plasmids

Adding a Cell line



Field	Notes
Cell line name *	Up to 50 characters
Freezer box, Position *	As above
Species / source	A dropdown of your own list, with an Add Source button beside it

Field	Notes
Keywords, Project, Date, Comments	As for plasmids

What the form does for you

- **The position list only offers free positions.** You cannot pick one that already holds a tube, and the first free position in the box is chosen for you.
- **Add Strain and Add Source** save a new name to your own list and select it straight away, without reloading the page or losing anything you have already typed.
- **Dates** are YYYY-MM-DD and the small calendar fills them in.
- **After saving, add another … to this box** — tick this at the bottom and the form comes straight back, ready for the next tube in the same box.

Saving

Press the button at the bottom: **Save plasmid**, **Save protein** or **Save cell line**. If anything is missing or wrong you get a short list, in plain words, of what to fix, and nothing is saved until it is right.

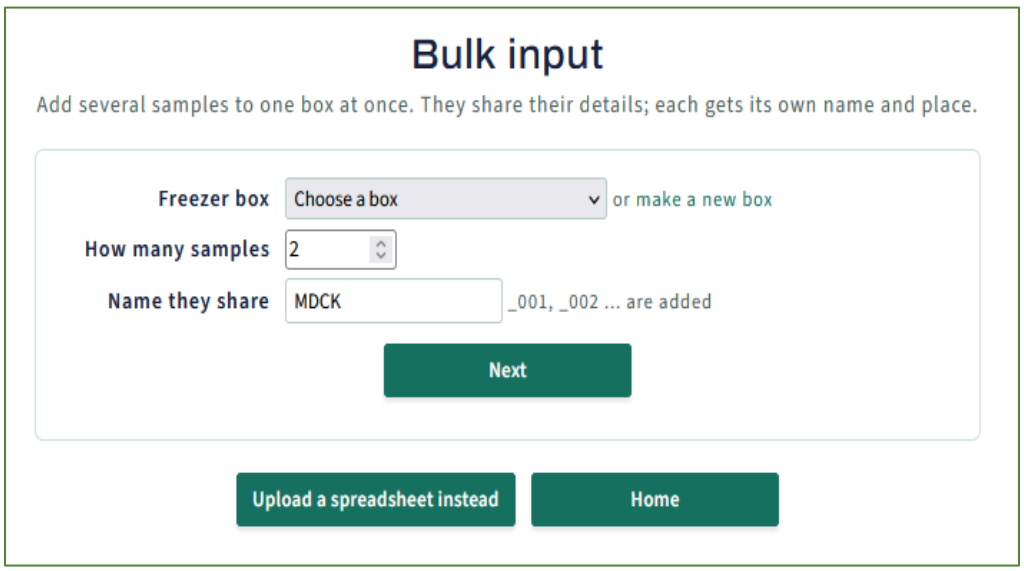
When it does save you get a summary of exactly what was stored, with buttons to open the box it went into, add another, or go back to your home page.

8. Adding a lot of samples at once

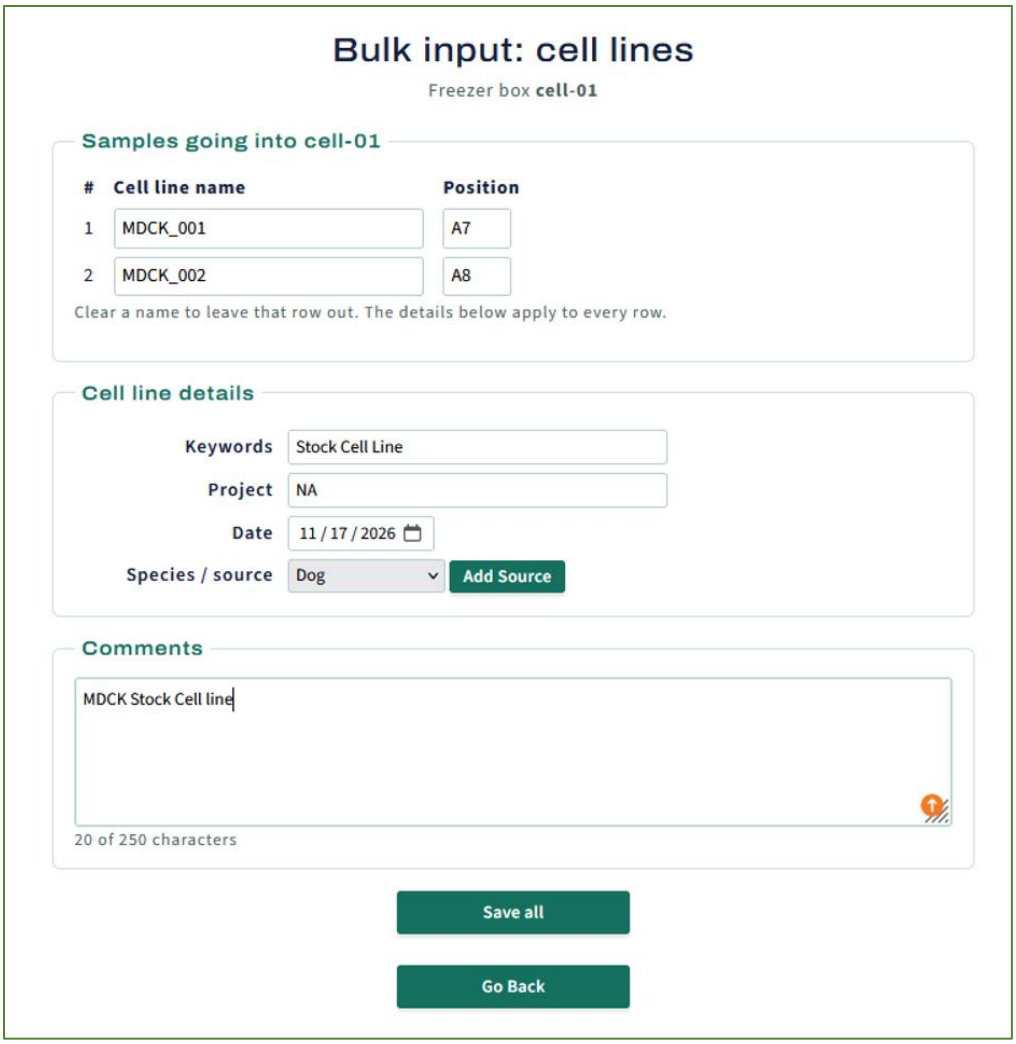
Two routes, both from **Data tools**.

Bulk input — a handful that share their details

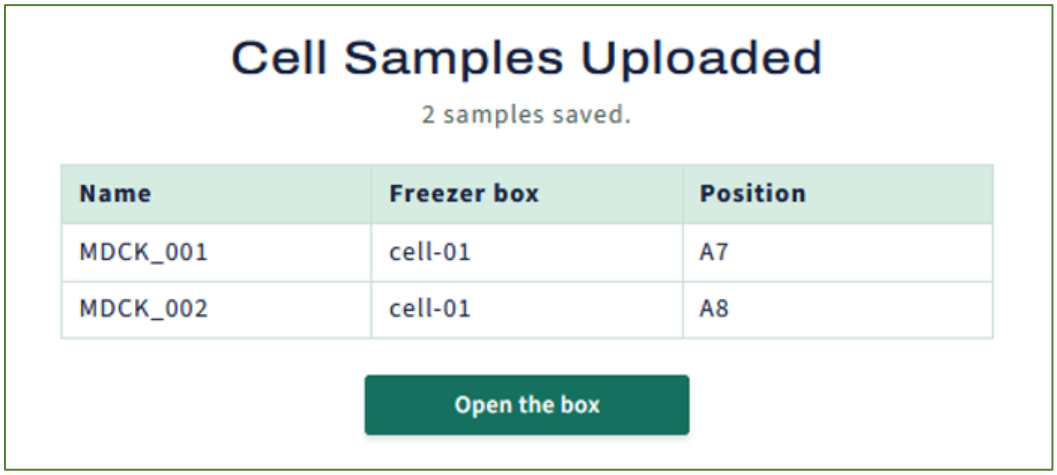
Use this for a set of clones from one prep: same strain, same vector, same date, different names and positions. One short form takes the shared details once, then a row per sample with its name, box and position.



1. Choose a box from the dropdown menu
2. Define the number of samples being added
3. Name your samples, each sample will be amended with a numerical suffix (i.e. _001, _002)
4. Clicking **Next** takes you to the Sample input details page

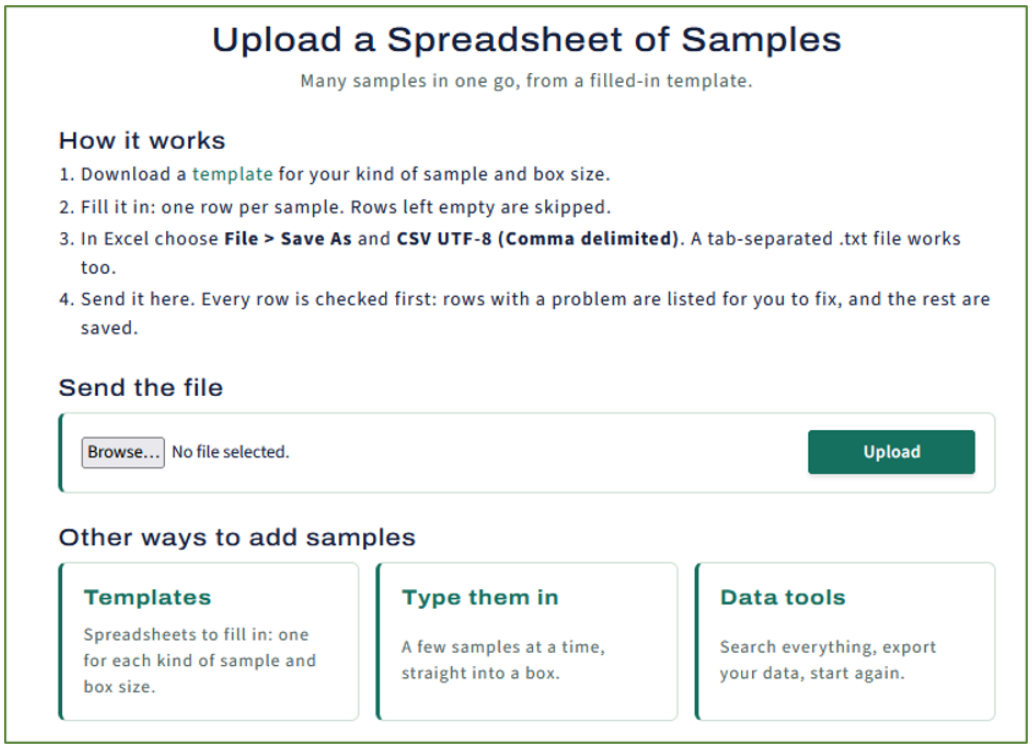


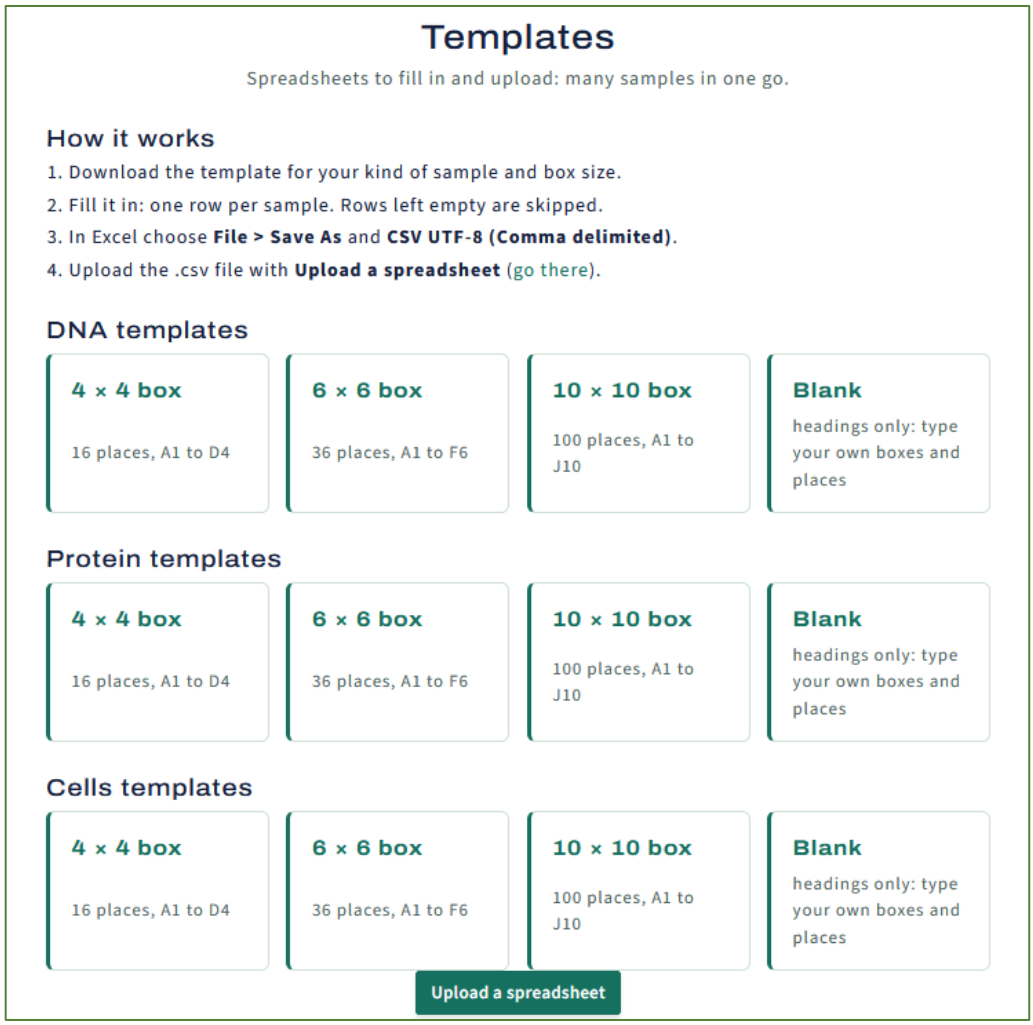
5. Additional details about the samples can be added (Keywords, Project, Species and comments) [some of these details vary depending on if the samples are protein or DNA/glycerol stocks)]
6. **Save All** submits the samples to the database and confirms their input



Spreadsheet upload — a freezer's worth

1. **Get the template.** Go to **Data tools → Upload a spreadsheet**, then follow the **Templates** link. There are twelve: plasmid, protein and cell line, each in a plain version and in versions pre-numbered for a 4 × 4, 6 × 6 or 10 × 10 box.





2. **Fill it in, in Excel.** One row per sample. Rows left empty are skipped. Do not rename or reorder the columns — FreezerMate reads them by their headings.
3. **Save it as CSV.** In Excel, **File → Save As**, and choose **CSV UTF-8 (Comma delimited)**. The UTF-8 part matters: it is what keeps µ and accented letters intact.
4. **Upload it.** Back on **Upload a spreadsheet**, choose your file and press Send the file.
5. **Read the report, then confirm.** Nothing is saved until you do. The report says how many rows will go in, which rows will be skipped and why, and which boxes will be created.

> **Uploading the same file twice is safe.** The rows that went in the first time are reported as *already holds* and skipped, so nothing is duplicated. Fix the skipped rows and send the whole file again.

What the upload works out for you

- A box named in the file that you do not have yet is **created**, at the size the positions need.
- Dates are understood as m/d/yyyy as well as YYYY-MM-DD.
- A protein with no type given is recorded as **Purified**, and the report says so for that row.
- **WCL** (whole cell lysate) is understood as **Lysate**, and capitals do not matter.

- Unit spellings are tidied, so uM, µM and μM all end up the same.

Why a row gets skipped

The report names the line number and the reason, always one of these:

Reason	What to do
Something is missing or too long	Fill it in, or shorten it to 50 characters (250 for comments)
The position is not a real place in that box	E9 does not exist in a 4 × 4 box; use A1 to D4
That position already holds a tube	The report names what is there; pick another position
The file lists the same position twice	The first of the two is saved; give the other one its own position
The date cannot be read	Use m/d/yyyy or YYYY-MM-DD

9. Finding a sample

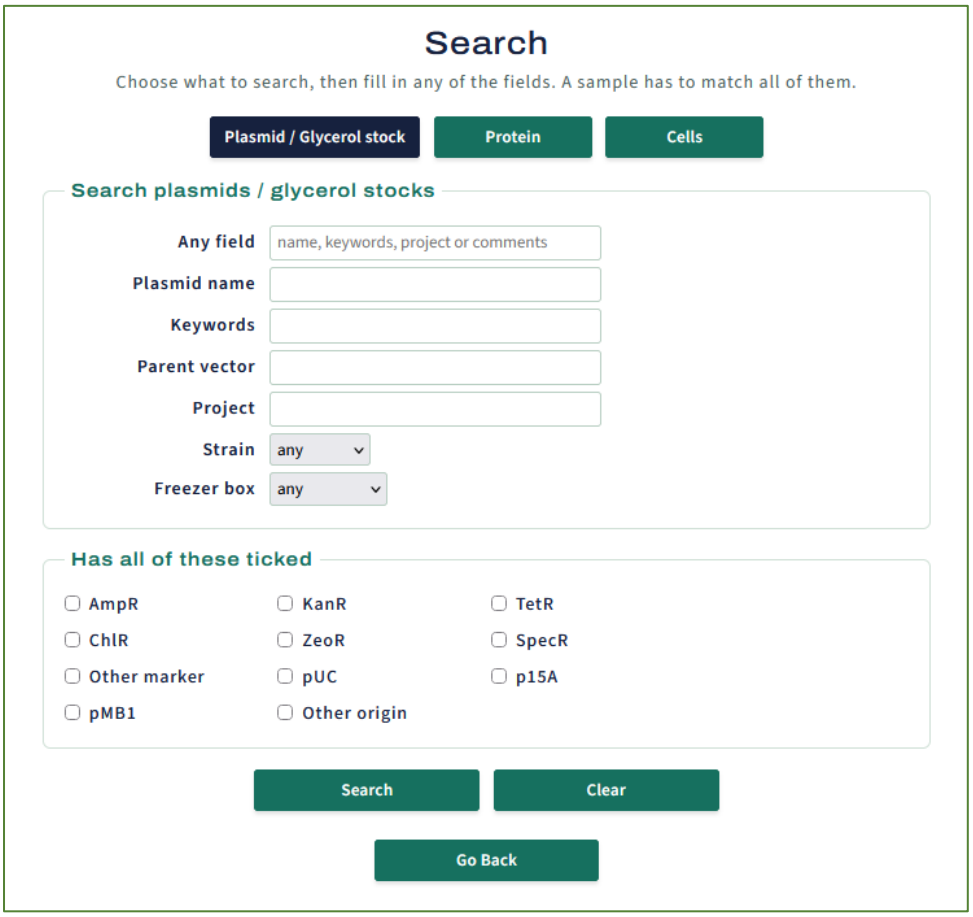
Four routes, depending on what you already know.

You know roughly what it is called

Use **Find a sample by name** on your home page, or **Search** in the footer. The Search page has one form for each kind of sample; pick Plasmid, Protein or Cells at the top.

The first field, **Any field**, looks through the name, keywords, parent vector, project and comments at once. Capitals do not matter and you do not need the whole word.

Search for a Plasmid / Glycerol stock



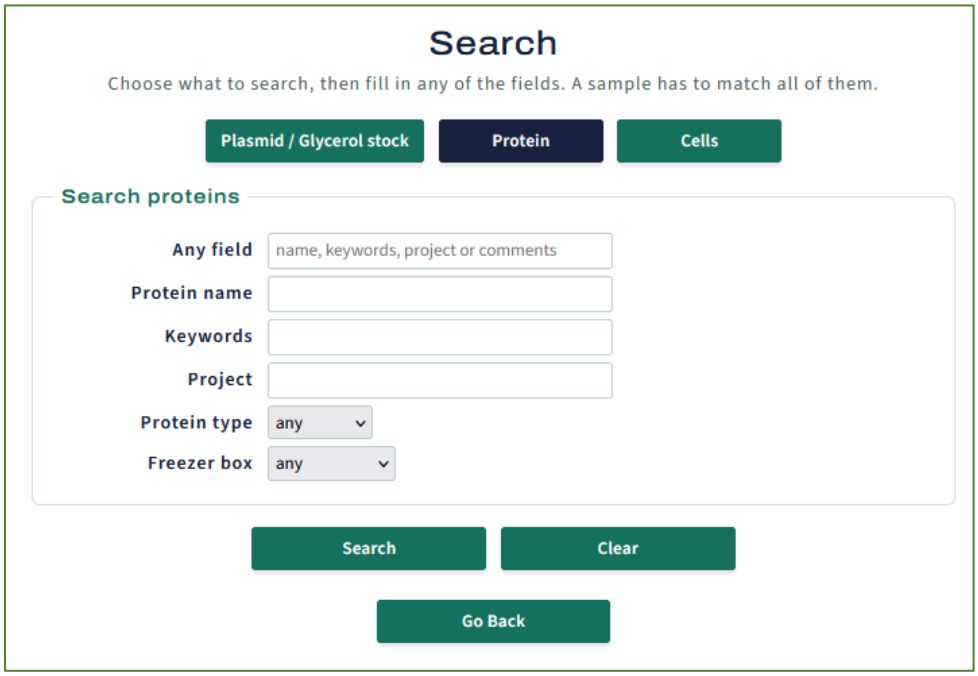
Searching plasmids. Fill in as few or as many fields as you like.

You want everything that matches several things at once

The search form takes as many fields as you like at the same time, and only the ones you fill in are used. A sample has to match all of them. So *every AmpR plasmid in the pUC series on the Smith project* is a single search.

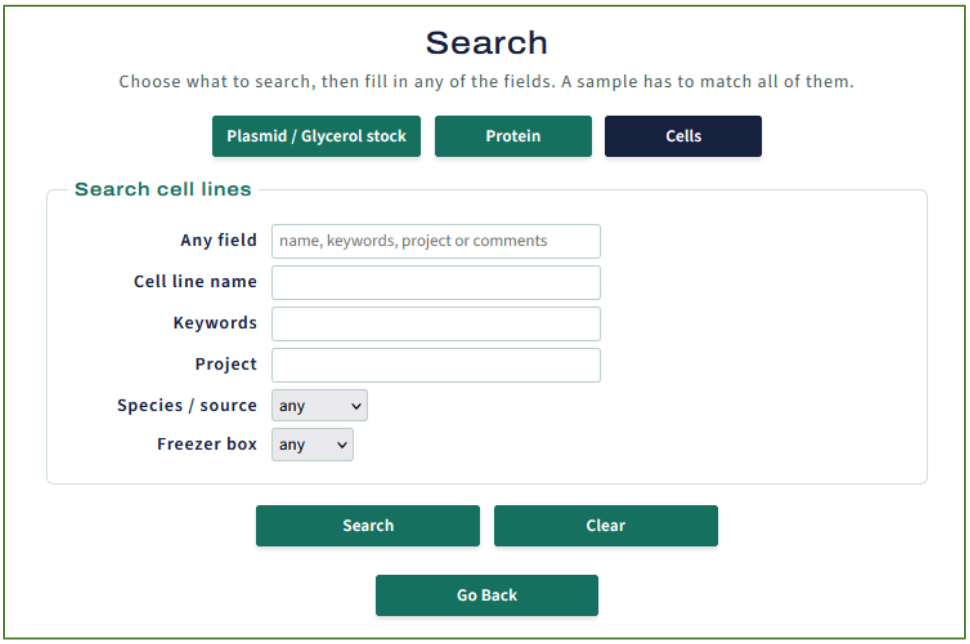
Search by	How it matches
Name, keywords, parent vector, project	Contains what you type
Strain, species / source, protein type, freezer box	Equals the value you choose — the dropdown only offers values you actually have
Resistance markers and origins (plasmids)	Has all of the ones you tick

Search for a Protein



The protein search.

Search for a Cell Line



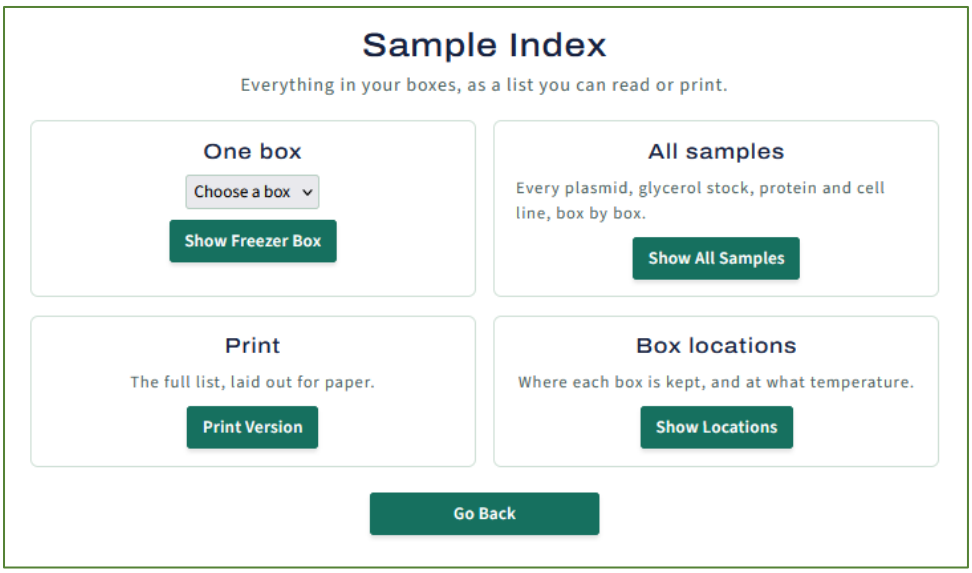
The cell line search.

You want to see what is in a box

Open the box from your home page and read the grid, as in section 6. Inside a box: the grid.

You want a list, or something to print

Sample Index in the footer gives four lists:



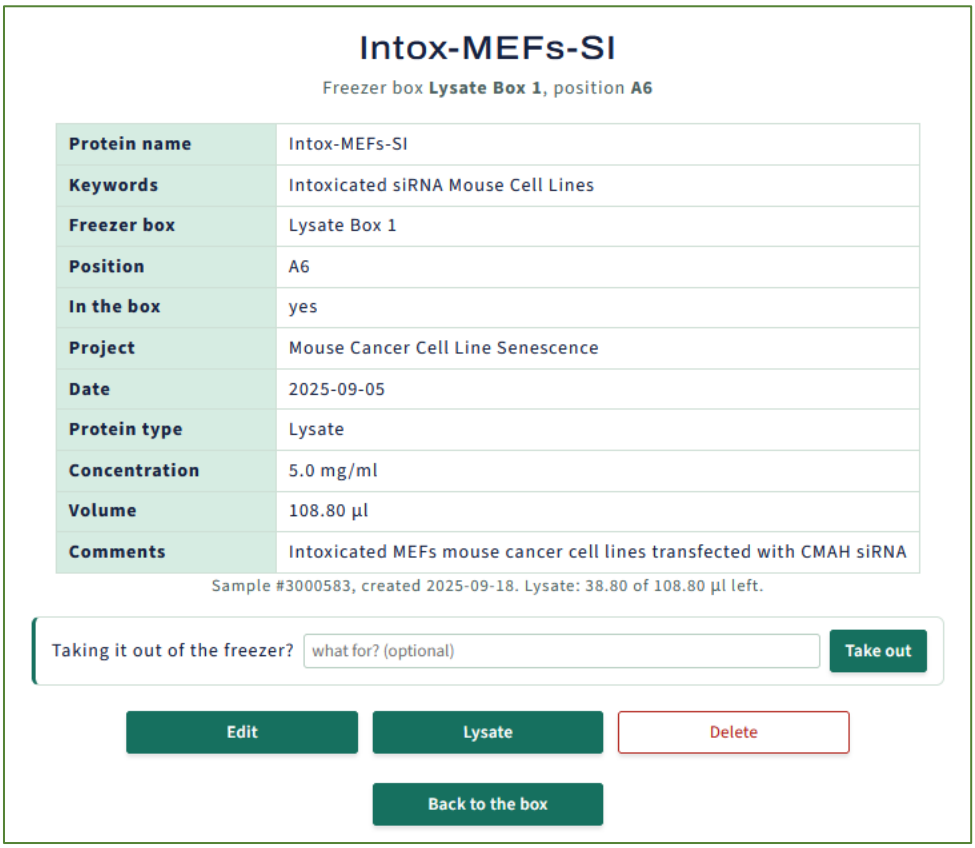
Button	What you get
Show Freezer Box	Everything in one box, chosen from a dropdown

Button	What you get
Show All Samples	Every sample you have, grouped by kind
Print Version	The full list laid out for paper
Show Locations	Your boxes and where each one is kept

Data tools also has a search of its own that looks across all three kinds of sample at once, by name, keyword, freezer box or project. Use that one when you do not remember whether the thing you are after is a plasmid, a protein or a cell line.

10. The record page

Clicking a sample's name anywhere — in a grid, a search result or a list — opens its record. This is the page everything else about a sample happens from.



It shows:

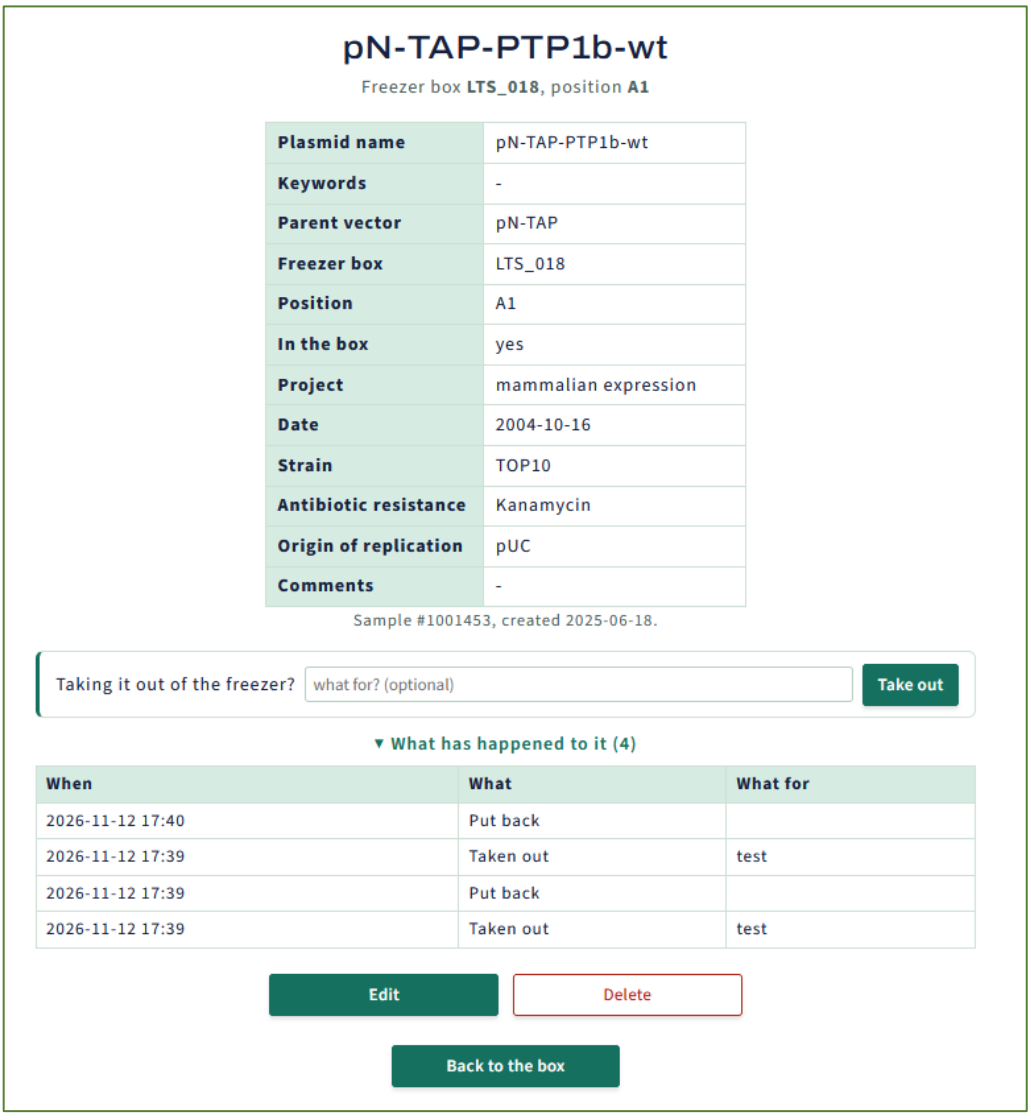
- every field with its label, in plain words
- the box and position, with a button that opens that box's grid
- for a protein that has a lysate, the starting volume, every recorded use, and how much is left
- whether the tube is in its box or has been taken out, with the button to change that
- What has happened to it, a fold listing every time it has been taken out and put back
- buttons to Edit, Lysate (proteins with a lysate) and Delete

11. Taking a tube out, and putting it back

This is how the record stays honest when a tube leaves the freezer. Use it instead of deleting a sample you might bring back.

Taking it out

1. Open the sample's record page.

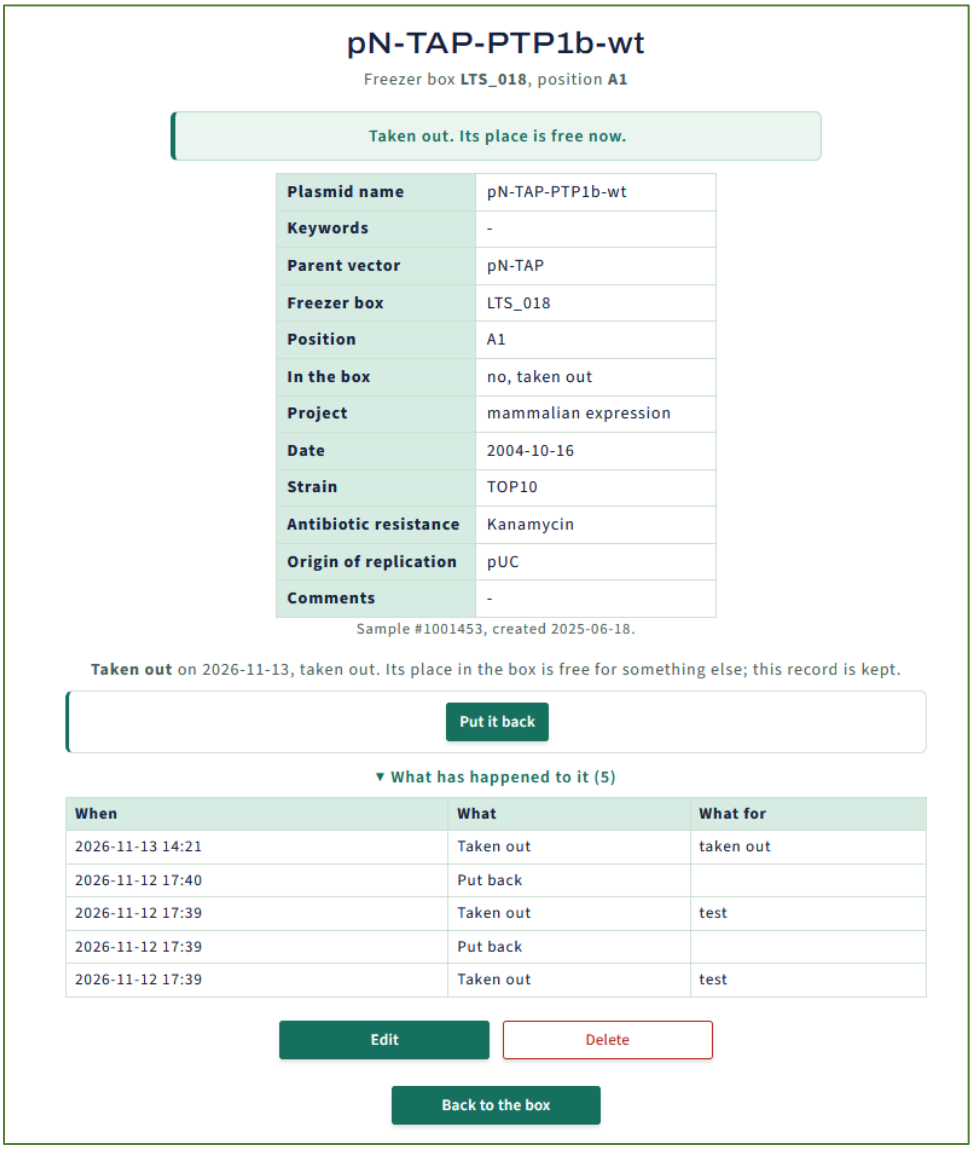


2. Under its details is a line reading *Taking it out of the freezer?* with a box for what it is for — "transfection Tuesday", "gave to Anna", or nothing at all.
3. Press **Take out**.

The record stays exactly as it was. The page now says **Taken out**, with the date and your note. The position in the box is free for a new tube, and the sample still appears in searches, lists and exports, marked as not in its box.

Putting it back

Open the same record page and press **Put it back**. That is all — it holds its old position again.



If you have walked away from the box

You do not have to remember the sample's name. Open the box, and at the bottom of the grid is a fold reading **Taken out of this box (n)**. It lists everything that is out of that box: where it used to sit, when it left, what for, and its name as a link. Click the name, press **Put it back**.

If something else has taken its position

FreezerMate refuses, and tells you what is there now:

> *A3 in Box 2 holds pUC19-GFP now, so this one cannot go back there. Edit it to give it another place.*

Nothing is overwritten and nothing is guessed. Edit the sample, give it a free position, and it is back in the freezer at the new one.

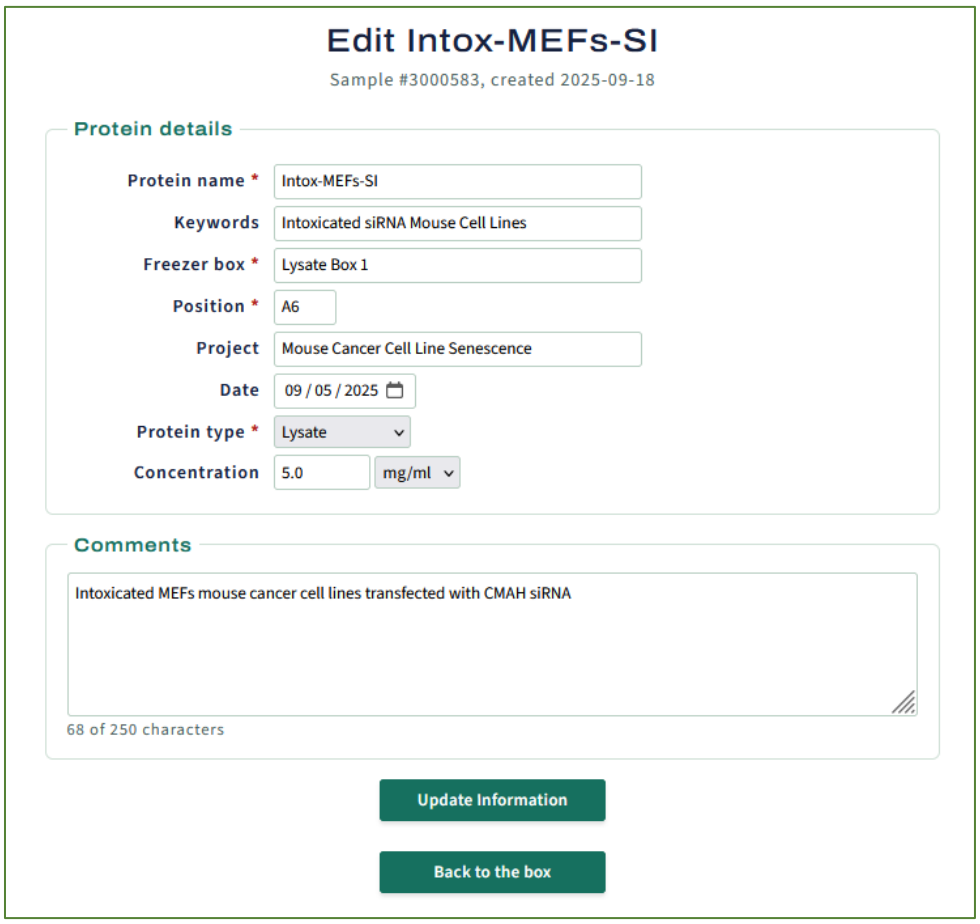
The history

Every record with any take-out activity carries a fold reading **What has happened to it (n)**: when, whether it went out or came back, and what for, newest first. It is the paper trail for that tube.

12. Editing, moving and deleting a sample

Opening the edit form

Two ways in, both leading to the same page: open the sample's record and press Edit, or click the sample's name in a box grid to open the record page where the edit page can be accessed. The page is headed Edit followed by the sample's name, and under that, in small type, the sample's number and the date it was created. Below is the same form you filled in when you added it, with every value already in place.



What is different from adding a sample

On the edit form	What it means for you
Freezer box and Position are typed in, not chosen from a list	There is no dropdown here. Type the box name exactly as it appears elsewhere, capitals included, and the position as A1 to J10. A name that does not match one of your boxes does not raise an error — it makes a new box

On the edit form	What it means for you
Volume is on the form for proteins	Changing it moves the lysate's Started with and Left now. It cannot go below what has already been used. On a protein whose type is not Lysate the field is not kept at all. See section 13
A blank Date keeps the date already stored	Clearing the box does not clear the date. To change it, type or pick a different one

Saving the change

Press Update Information at the bottom. FreezerMate asks Are you sure you wish to update this entry? before anything is written, so a mis-click costs nothing.

Everything is then checked exactly as it is when you add a sample — required fields, lengths, the date, the position — with two sensible exceptions: a box that already holds this sample keeps its name even if that name uses characters a new box would not be allowed; and markers and origins are only insisted on when the form actually sends them, so an old plasmid recorded before those fields existed can still have its other details edited.

Moving a sample to another position

Editing is how you move a tube. Change Freezer box, Position, or both, and press Update Information. The new position is checked against what is there now, and if it is taken you are told by name:

> *Position A3 in Box 2 already holds 'pUC19-GFP'.*

Nothing is overwritten, so you cannot lose a record by moving another one on top of it. At the bottom of the page, Back to the box opens the grid the sample sits in without saving anything.

What you cannot change from the page

This	Why, and what to do
A box's name or size	Make a box with the right name or size and edit the samples across to it
The sample number	FreezerMate gives it and it never changes. It is the number to quote if you ask an administrator for help

Deleting a sample

Open its record and press Delete. You are asked to confirm, and then the sample stops appearing in grids, searches, lists and exports, its position in the box comes free straight away, and its lysate record and clone data go with it.

> **Think before deleting.** If there is any chance you will want the record back, **take it out** instead (section 11). That frees the position just the same, but keeps the whole record and its history.

13. Proteins: the lysate and its uses

A **lysate** in FreezerMate is the starting volume of a protein together with the record of what has been taken from it. It is how you keep track of a tube that is used a little at a time instead of all at once.

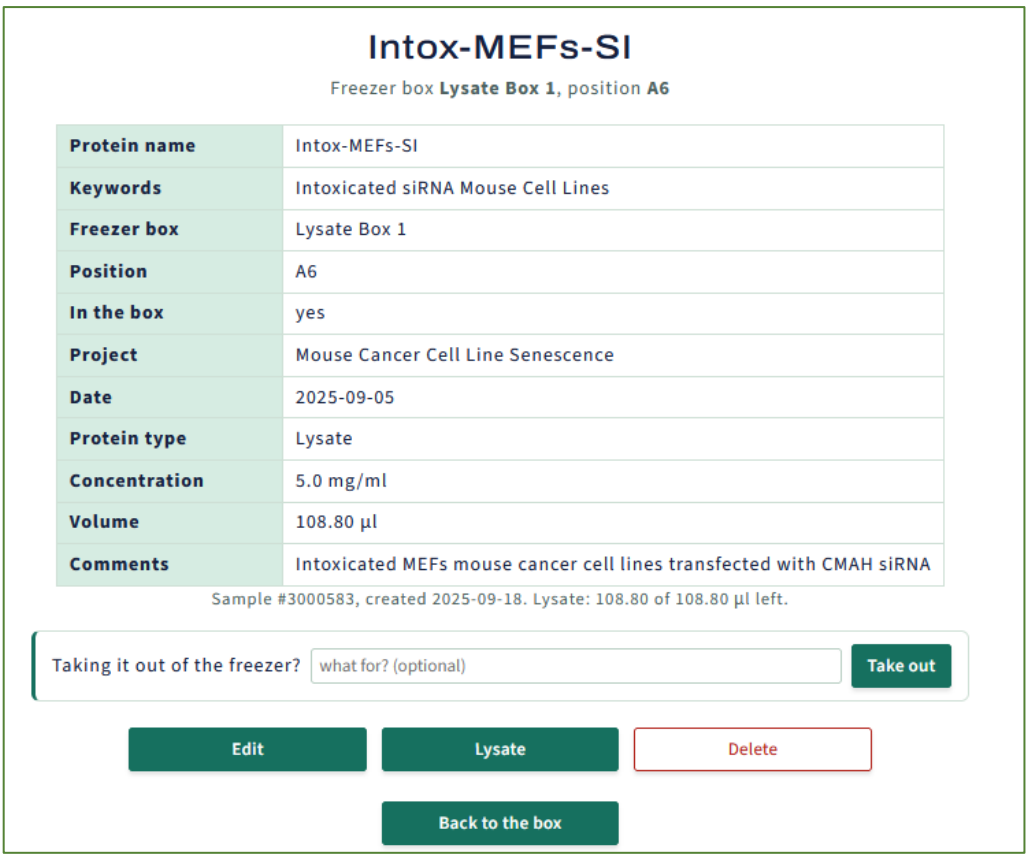
Starting one

A lysate is created when a protein is saved with Protein type set to Lysate and a Volume filled in. Both are needed: a protein saved as Purified, Antibody or Other records no lysate, and a volume typed against one of those types is not kept. The hint beside the field says so.

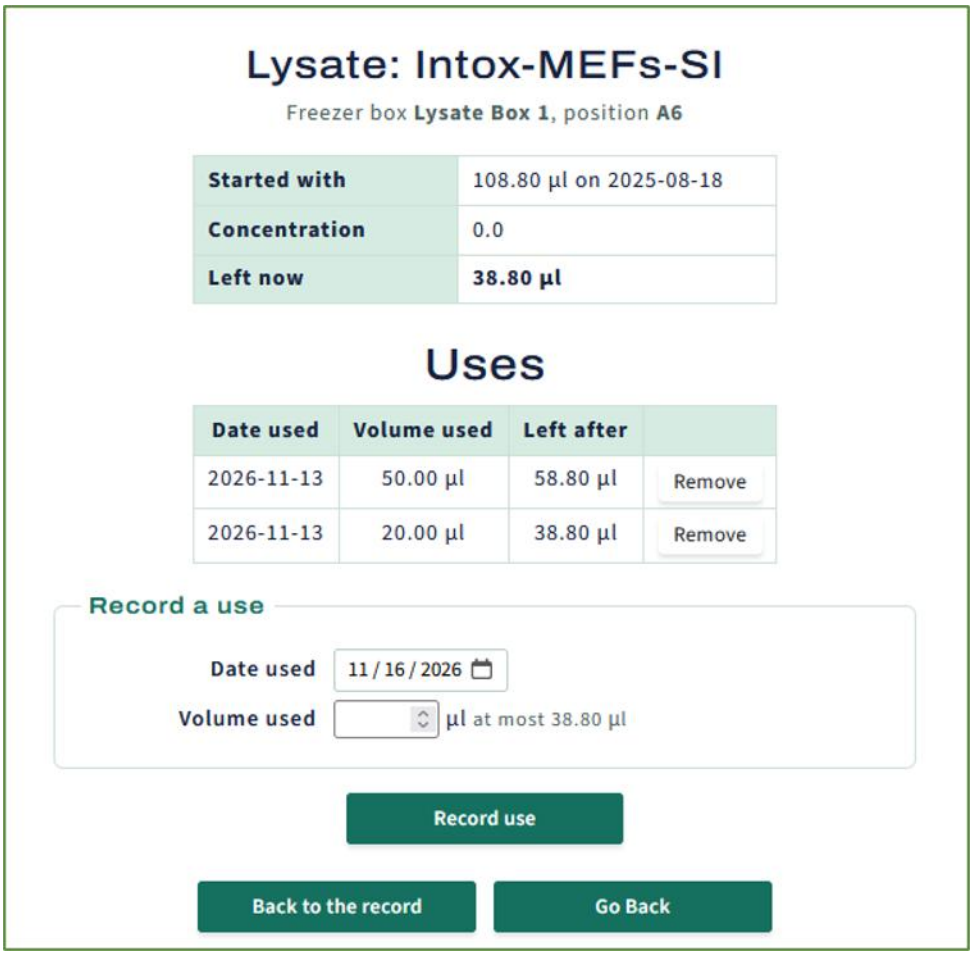
A protein with no lysate has no Lysate button on its record page. To give it one, open the record, press Edit, set the protein type to Lysate if it is not already, fill in Volume and its units, and save. The lysate then exists, starting at that volume, and the button appears.

Recording a use

1. Open the protein's record page and press **Lysate**.



2. The top of the page shows **Started with**, the **Concentration**, and **Left now** in bold.



3. Under Uses is every use so far: the date, the volume used, how much was left after it, and a Remove button for taking that line back.
4. At the bottom, fill in **Date used** (today unless you change it) and **Volume used**, then press **Record use**.
5. The use appears in the table, and Left now drops by that much.

What it will not accept

If you enter	What you are told
Nothing, zero, or a word	Please enter the volume used as a number greater than 0 (up to two decimal places)
More than is left	Only n µl is left, so x µl cannot have been used. Check the amount, or the earlier entries
A date that is not real	Please enter a real date. The date box will not offer you a date in the future

Nothing is saved when any of those is wrong, and what you typed stays on the page so you can correct it.

> **Reloading the page is safe.** FreezerMate sends you to a fresh copy of the page after a use is saved, so pressing refresh does not record the same use twice.

When the volume reaches zero the form disappears and the page says **This lysate is used up**. The record and its history stay.

Two buttons at the bottom take you on: **Back to the record**, and **Go Back**, which opens the box the protein sits in.

Correcting a use you got wrong

Both halves of the record can be put right from the page.

A use you should not have recorded

Press **Remove** on that line of the Uses table. You are asked to confirm, naming the volume and the date, and then the line goes and **Left now** goes back up by that much. The other uses are untouched.

A starting volume that was wrong

Open the protein's record, press Edit, change Volume, and save. Everything the Lysate page shows is worked out from that figure, so Started with and Left now both move with it.

The one thing it will not accept is a starting volume lower than what has already been taken out, which would leave the lysate showing less than nothing. It says so and saves nothing:

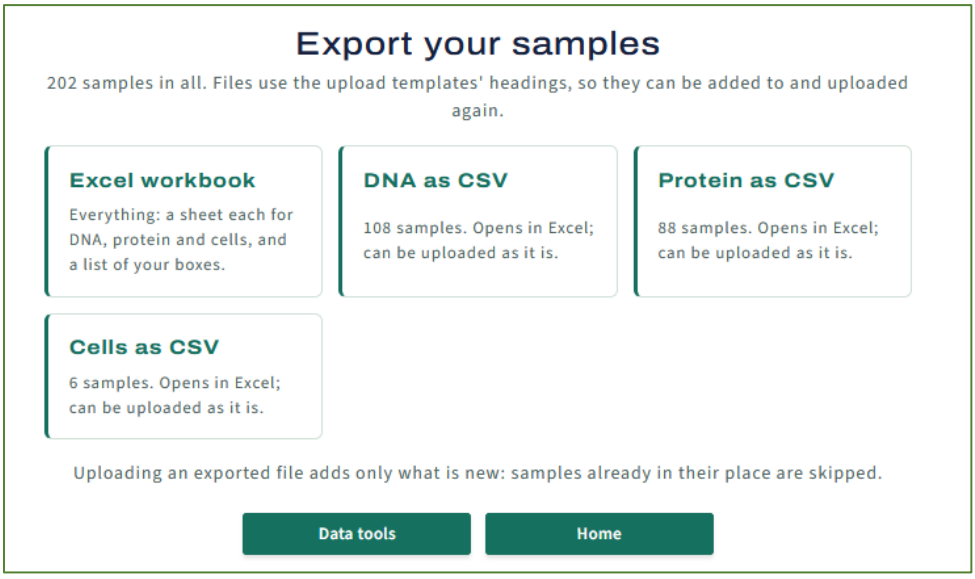
> *40.00 µl has already been used from this lysate, so the starting volume cannot be less than that.*

Remove the uses that should not be there first, then set the volume.

> **It is still worth getting Volume right when you first save the protein.** Correcting it later is easy, but a figure nobody notices is wrong is still wrong, and everything on the Lysate page is built on it.

14. Getting your data out

Go to **Data tools → Export**. You can take one kind of sample or all of them.



What you get	Contains
Excel workbook	Four sheets: DNA, Protein, Cells and Boxes. The sample sheets list one row per sample in box and position order; Boxes lists every box with its size, where it is kept and its temperature
CSV, one kind at a time	The same columns as a single file. It opens correctly in Excel by double-clicking, µg and accented names included

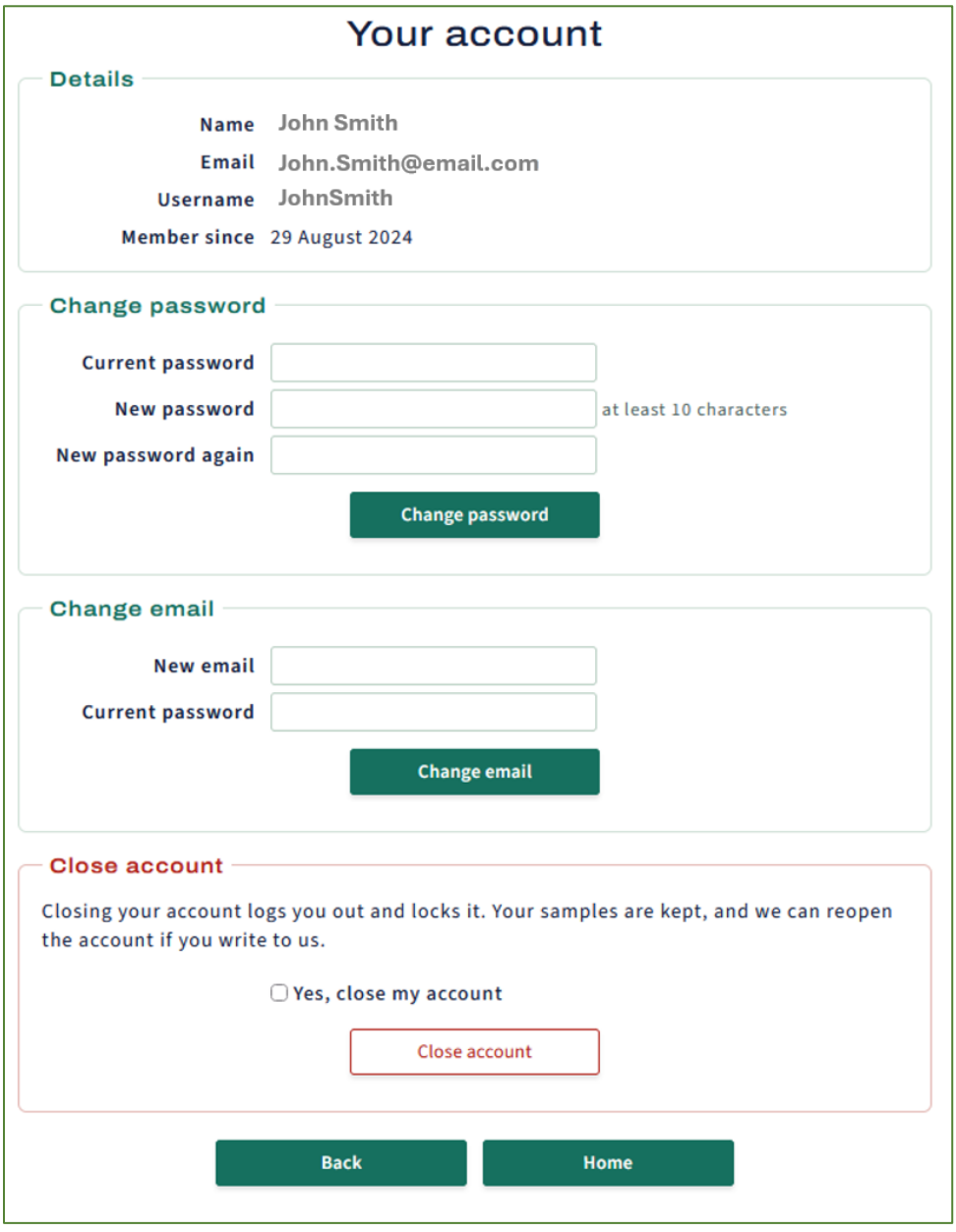
The columns are the upload template's columns. That is deliberate, and it is the most useful thing on this page: you can export your samples, edit them in Excel in bulk — fix a hundred project names, say — and upload the same file straight back. Nothing has to be rearranged.

The files are built when you ask for them and sent straight to your browser. Nothing is left lying on the server.

> **Worth doing now and then.** Download a workbook every month or so and keep it somewhere outside FreezerMate. It is your own readable backup, and it is the file you would hand to whoever takes the freezer over.

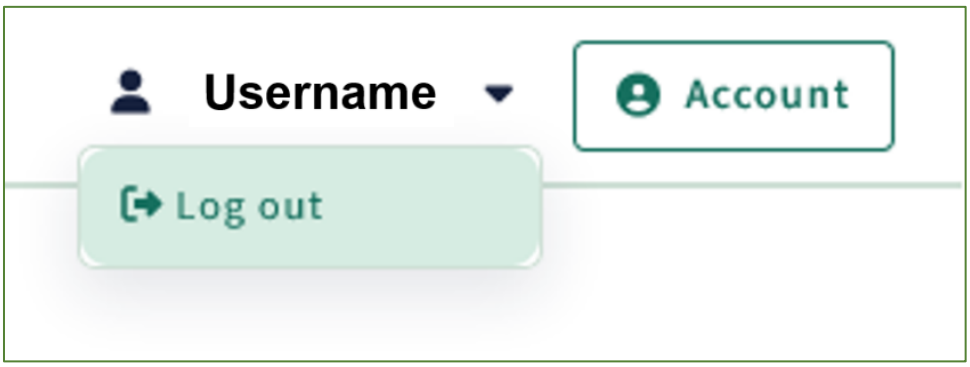
15. Your account

Press **Account** in the header. The page shows your details, and from there you can change your password or your email address.



While the account page is open, that same button reads **Back** and returns you to the page you came from, so you do not lose your place. Changing your email address un-confirms your account: a link goes to the new address, and you need to open it before your next log-in, so that a password reset would still reach you. Closing your account locks it rather than destroying your records; reopening it goes through a password reset.

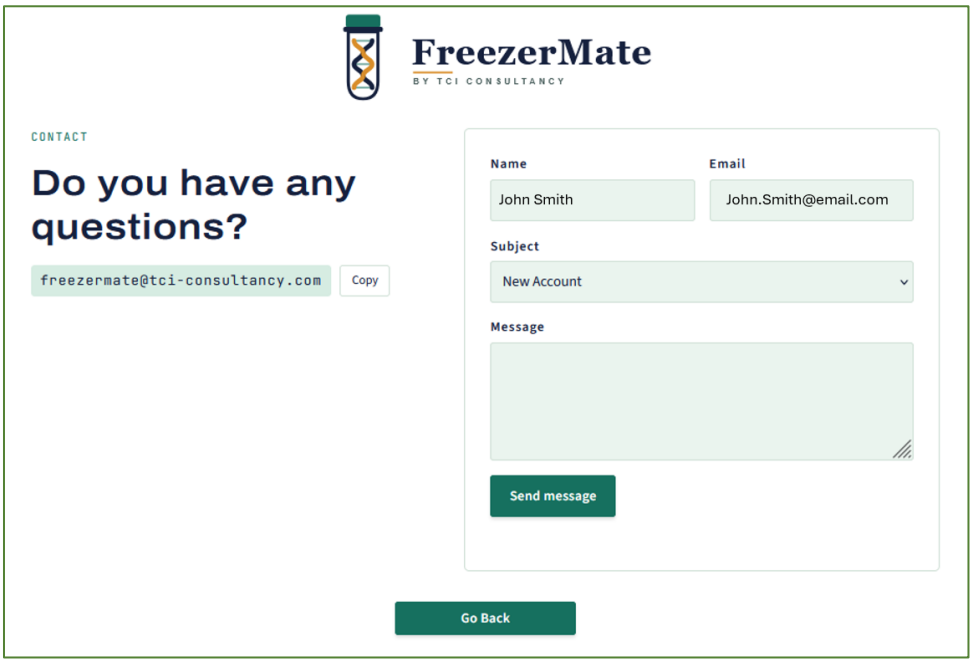
Log out is under your username in the header.



Privacy and Terms of use can be accessed via a link in the company footer on every page

16. Contact Us

Contact Us in the footer opens a message form with your name and email already filled in from your account.



Choose a subject, New Account, Missing Samples, Report A Bug, Request a Feature or Other, write your message, and press Send message; your FreezerMate username goes with it, so there is no need to explain who you are. You will hear back within one or two working days at the email address on the form, and the page also shows the address, ***freezermate@tci-consultancy.com***, with a Copy button if you would rather write from your own email program.

17. FreezerMate on a phone

Every page fits a narrow screen. The box cards stack one above another, the grid scrolls sideways, and your account details wrap instead of running off the edge. Everything in this guide works the same way on a phone as on a computer.

If a page looks wrong on a phone that has worked before, it is almost always holding an old copy of the page's styling. Reload it with a hard refresh — hold the reload button on a phone, or press Ctrl+Shift+R on a computer.

18. Quick answers

Question	Answer
I have forgotten my password	Choose Forgotten? on the log-in page and give your email address. A link to set a new password comes back, with your username in the same email
Can I put two tubes in one position?	No. One position, one tube. If you have duplicates, give them their own positions
I took a tube out and forgot to say so. What now?	Open its record and press Take out. The note is optional; the date recorded is today
I cannot find the tube I took out	Open the box it came from and look at Taken out of this box at the bottom of the grid
Can I put a sample back somewhere else?	Yes. Edit it, give it a free position, and it is in the freezer at the new one
Can I change a box's size after making it?	Not from the page. Make a box of the right size, move the samples across by editing them, then delete the empty one
Can I rename a box?	Not from the page. Ask your site administrator
Can two people share a freezer?	Not yet. Each account sees only its own samples
Does deleting a sample free its position?	Yes, immediately
What happens if I upload the same file twice?	The rows already in are skipped as "already holds". Nothing is duplicated
Why was my position refused?	It is outside the box's size (E9 in a 4 × 4 box), or it does not look like A1 to J10
Why was my box name refused?	It uses punctuation other than _ . ( ) / # + –
Why did my µ turn into a question mark?	The file was saved as plain CSV. Save it again as CSV UTF-8 (Comma delimited)
Can I record how much of a protein I have used?	Yes — the Lysate button on a protein's record
The date on a sample is wrong	Edit it. Dates are YYYY-MM-DD and the calendar fills them in
How do I get a paper list of a freezer?	Sample Index → Print Version, or export the workbook and print that
I recorded a use wrongly, can I undo it?	Yes. See section 13
Can I change a protein's starting volume?	Yes. See section 13
Why has my protein no Lysate button?	It was not saved as type Lysate with a volume. See section 13
How do I delete a box?	Open the box and press Delete box. An empty box goes straight away; one that still holds samples is refused, and the message names how many, counting tubes that are out of the freezer
What is the demo box, and how do I get rid of it?	A box called DEMO holding three example plasmids, offered on the home page while you have no boxes of your own. Open it and press Remove the demo box, which takes its three samples with it

19. The terms FreezerMate uses

Word	Means
Box	One physical cryobox, of 16, 36 or 100 positions, holding one kind of sample
Position	One hole in a box, named by its row letter and column number: A1 to J10
Place	The same thing as a position; the pages use both words
Grid	The picture of a box, one cell per position
Fold	A line with a triangle that opens when you click it, such as Taken out of this box
Taken out	The tube has left the freezer. Its position is free, its record is kept
Lysate	Use a protein's starting volume and the record of what has been used from it
Template	A blank spreadsheet with FreezerMate's column headings, to fill in and upload
Project	A free-text label you can give samples to group them across boxes
Data tools	The page holding all samples, upload, bulk input, download user guide and export
Demo box	A box called DEMO with three example plasmids in it, for trying things out on. Remove it when you have finished

FreezerMate
BY TCI CONSULTANCY

FreezerMate is a free tool from TCI Consultancy.

Research use only · not for GMP records

TCI
CONSULTANCY
Life Science · Gene & Cell Therapy Advisors

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Capabilities statement (PDF)
Vector design · Plasmid CMC · Assay development
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