

# Adding, Editing, or Deleting Synthesis Information in a Sample - 2021-07-19

If you are logged into caNanoLab, and if you have a curator account associated with an existing sample, you can add or edit information in that sample.

1. Search for the sample, as described in [Searching for Existing Samples](#). The Sample Search Results page appears.

Actions	Sample Name	Primary Point of Contact	Composition	Functions	Characterizations	Data Availability	Created Date
<a href="#">Edit</a> <a href="#">+ Add to Favorites</a>						N/A	12/10/21
<a href="#">View</a> <a href="#">+ Add to Favorites</a>						N/A	11/18/21
<a href="#">View</a> <a href="#">+ Add to Favorites</a>							12/18/20

2. In the row for the sample you want to edit, click **Edit**. The Update Sample page appears.

Update Sample

\* Please use the back button located above. The browser back button will not function properly.

Sample Name \*

Point of Contact \* Add

Primary Contact? Contact Person Organization Role Edit

Keywords

Access to the Add

Group Name Access

User Login Name Access Edit

Data Availability Metrics Generate

Delete Copy Reset Update Submit for Review

3. In the **Navigation Tree**, click **Synthesis**. The Sample (sample name) Synthesis page appears.

Sample RSF Synthesis

Print Export Help Glossary

All Materials Functionalization Purification

Materials Add

Material 1

Edit

4. Select the tab for the category of information you want to add or edit (**Materials**, **Functionalization**, or **Purification**), or remain on the default tab (**All**).
5. To add or edit an item, click **Add** or click **Edit** next to that item. The Add page or Edit page for that item appears. For details, refer to the following topics:
  - [Adding or Editing Synthesis Materials in a Sample - 2021-07-19](#)
  - [Adding or Editing Synthesis Functionalization in a Sample - 2021-07-19](#)
  - [Adding or Editing Synthesis Purification in a Sample - 2021-07-19](#)
6. To delete an item, click **Edit** next to that item. The Edit page for that item appears. Click **Delete**. The system prompts you to confirm the deletion. Click **OK**. The system moves the deleted item to the sample archive for historical purposes.
7. Click **Update**.



If you are logged in, and an Add or Edit button is not available, you have read-only access to the data.