Creating a Sample

To enter general information about a sample

1. Click the **Samples** menu. The Manage Samples page appears.
2. Click **Create a New Sample**.
3. On the Create Sample page, fill in the following information as needed.

Name	Definition
Sample Name*	Enter a sample name of your choice (required).
Point of Contact*	a. Select an Organization Name from the list or select **Other** and add one. b. Select a **Role** in the same manner. c. Fill in the name, phone number, email address, and physical address.

If you paste text into an input field, review it before submitting the text to the system. Make sure the formatting (such as superscript, subscript, bold, and Italics), Greek letters, and other special characters appear as expected. For details, refer to Correcting Special Text.

4. Confirm that you have read and understood the following message.

Enter only *public business-related* contact information into these fields (such as institutional points of contact used in public publications). *Do not* add private contact information here, as this information will be made available to the public viewing the system. The system will contact you yearly, via the email address you provide, to ask if you would like to correct, update, or delete this information. If you would like to update it earlier, contact us via caNanoLab-Support@isb-cgc.org.

5. Click **Save**. The system saves the information you have provided and displays the sample on the Update Sample page.

> ✓ **My Workspace**
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> After saving, the system lists the sample on the **My Workspace** where you can manage all of your submitted samples, and view any samples that a user has shared with you.

6. With the appropriate security permissions, you can perform the following functions.

   - Updating a Sample
   - Sharing a Sample with a User or Group
   - Making a Sample Public
   - Generating Data Availability Metrics
   - Annotating a Sample